Xoserve   S&U Sites Workgroup

Desk Top Exercise Prior to Site Visit Requests for Shipperless and Unregistered Sites

During the Shipperless and Unregistered Sites Workgroup Meeting on 18th July 2012 a suggestion was made to set to EX, all MPRNs that have remained unregistered for over 10 years.

It has been found to be inefficient to investigate individual MPRNs due to the size of the Shipperless and Unregistered population. As of 18th July 2012, the total S&U population was approximately 86,000. Therefore, a sensible and manageable approach to investigating the population would be to target MPRNs in bulk.

An action was placed on Xoserve to create a "Straw Man" to outline possible activities that could be conducted to investigate a sample of Shipperless / Unregistered MPRNs that have remained unconfirmed for over 10 years to determine whether a "bulk" approach was acceptable.

Scope

Investigation of 100 MPRNs greater than 10 years old, in the Shipperless and Unregistered population using Xoserve systems and other available information sources.

Objectives

The objectives of the exercise are as follows:

- To determine whether a bulk approach to setting MPRNs to EX would be acceptable based on the results of investigation into a random sample of MPRNs from the population of MPRNs greater than 10 years old.
- To reduce the necessity for DN personnel to conduct site visits to determine the status of the service.
- To promote the confirmation of MPRNs as necessary
- To ensure that MPRNs are set to EX or DE as necessary
- To inform the relevant Networks of MPRNs where a site visit or further action is required to resolve Shipperless and Unregistered MPRNs.

Possible Investigation Methods

Xoserve Systems -   **UK-Link** – This would provide the basic information for investigation. The base data is obtained from UK-Link using data extraction queries. Further information could be obtained from UK-Link using further reports. Actions such as nominations, confirmation rejections, and attempted asset updates can be viewed.

Data Enquiry – This is another method of viewing UK-Link data. It also contains information on CSEP Sites.

Conquest – This is the current Xoserve query management system. It can be used to determine which party requested the MPRN. It can also be used to obtain information on parties which have submitted subsequent queries associated with MPRNs in the S&U dataset.

Address Databases -   **GB Address Manager / Post Office Website**
These applications could be used to validate the address details held on UK-Link. Many MPRNs are created with plot addresses, or temporary addresses used during the development of a site.

Internet Search Engines –   **Google / Bing etc.**
General search engines can be used to find a plethora of information. E.g. Company contact details, Site development details etc.

Google Maps / Earth / Street View
Geographical search engines can be used to locate sites, and also to check to see if development sites have actually been built on.

Local Authority Websites -   **Local Authority Council Tax Web Pages**
These sites can be used to determine if a site still exists. It has been determined that usually, if a site has been demolished, it will not show on the lists on these sites.

Local Authority Planning Application Web Pages
These sites could be useful to determine if a planned site has been approved, cancelled or amended in any way.

External Communications -   **Shippers**
Shippers would be provided with the subject dataset at the beginning of the exercise and requested to check the dataset for sites that are included on their portfolio.
Telephone and email communication would be used throughout the exercise. Relevant contact details would be required from each Shipper.

MAMs
MAMs have access to asset data that is not available to Xoserve. The sharing of this data would help Xoserve to determine whether a live service exists for an MPRN.

Networks
Networks would be provided with the section of the subject dataset relevant to their geographical area, at the beginning of the exercise and requested to check the dataset for sites which have a valid connection agreement.
Telephone and email communication would be used throughout the exercise. Relevant contact details would be required from each Network.

UIPs
UIPs have access to connection data that is not available to Xoserve. The sharing of this data would help Xoserve to determine whether a live service exists for an MPRN.

Outcomes

Following the investigation, one of the following outcomes would be determined:

- MPRN To Be Set To Extinct (EX)
- MPRN To Be Set To Dead (DE)
- No Action Required – These would remain in the S&U Population
- Further Investigation Required: Possible End User Letter
                                                      Possible MRA Site Visit
                                                      Possible Network Site Visit

Criteria for - **MPRN to be set to EX**

When it has been determined that a Duplicate MPRN exists on UK-Link, or when the MPRN should not have been created.

- If another MPRN exists on UK Link with the same address and it is a domestic site. It would be assumed that a domestice site would only have one live service, while an I&C site is more likely to have more than one live service.
- If an address on UK Link has flat A and the same address exists on UK Link or Data Enquiry with a flat 1, this is classified as a duplicate.
- If it is an IGT Site (Independent Gas Transporter)
- If we find that a proposed site was not developed.
- In the case of flats, if the numbering on the Local Authority Council Tax Web Pages does not match the numbering up on UK Link, i.e we have extra MPRNs for a block of flats, and the other MPRNs are confirmed then the extra MPRNs can be set to extinct.

Criteria for - **MPRN to be set to DE**

When it has been determined that a service no longer exists on site.

- If the site has been demolished or redeveloped e.g Flats returned to a single dwelling; large house demolished and smaller houses built on the site etc.
- If the service has been removed from the existing property.

Criteria for – **No Further Action Required**

- When it has been determined that a service exists on site but the meter has been removed or isolated, or a meter has never been fitted.
- When a confirmation has been accepted on UK-Link.

Criteria for – **Further Investigation Required**

- If none of the above criteria has been satisfied.

Measures

The number of MPRNs in the first two criteria groups would be combined and expressed as a percentage of the total. The confidence to set all aged MPRNs to EX would be based on this percentage.

Administration / Recording Activities / Reporting Results

The exercise would be conducted out side of the usual Shipperless and Unregistered Sites Process.
It is anticipated that the exercise would be completed within a two month period.
Findings would be reported at the S&U Workshop in November.

Restrictions, Risks and Issues

- The success of this exercise relies on the participation and co-operation of all stakeholders.
- The dataset under scrutiny is constantly changing due to new creations, confirmations, and data amendments.
- Xoserve does not have open access to all data that may be owned by other stakeholders.
- Xoserve may not be aware of data that is held by other stakeholders.

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