

UNC Workgroup 0664 Minutes

Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4

Tuesday 26 February 2019

at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Andy Clasper	(AC)	Cadent
Alexander Mann*	(AM)	Gazprom
Carl Whitehouse*	(CWh)	first:utility
Chris Warner	(CW)	Cadent
David Mitchell*	(DM)	SGN
Emma Smith	(ES)	Xoserve
Fiona Cottam	(FC)	Xoserve
Imran Shah*	(IS)	British Gas
John Welch	(JW)	npower
Kirsty Dudley*	(KD)	E.ON UK
Leanne Jackson	(LJ)	Xoserve
Lindsay Biginton*	(LB)	Utilita
Lorna Lewin*	(LL)	Orsted
Louise Hellyer	(LH)	Total Gas & Power
Mark Jones*	(MJ)	SSE
Megan Coventry*	(MC)	SSE
Sallyann Blackett	(SB)	E.ON UK
Steve Britton*	(SBr)	Cornwall Energy
Tracey Saunders	(TS)	NGN

*via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0664/260219>

1. Introduction and Status Review

1.1. Approval of Minutes (22 January 2018)

The minutes from the previous meetings were approved.

2. Amended Modification

JW explained that he had not undertaken any changes to the Modification, advising that it had been discussed at the recent Performance Assurance Committee (PAC) meeting on 12 February 2019.

BF also pointed out that the Workgroup Reporting date had been extended from the 21 March 2019 and is now due to be submitted by the 16 May 2019 meeting.

3. Review of Legal Text

Consideration deferred.

4. Review of ROM

Consideration deferred.

5. Development of Workgroup Report

Consideration deferred.

6. Review of Outstanding Actions

Action 0101: Xoserve (ESm) to investigate the introduction of a process to demonstrate compliance and capability for meter read submission.

Update: In advising that she had been unable to progress this outstanding action, ESm enquired as to its origins at which point JW provided a brief background. **Carried Forward**

Action 0102: npower (JW) to further explore the MPRN level in relation to performance targets with Xoserve (ESm) and then amend the solution to encompass this process.

Update: JW advised that whilst he has had some offline discussions with Xoserve (ESm) on this matter he has yet to make any meaningful progress and now hopes to provide an amended modification with suitably updated 'Solution' section in time for consideration at the 25 March 2019 Workgroup meeting. **Carried Forward**

7. Next Steps

BF briefly summarised the next steps as being:

- npower (JW) to provide an amended modification in time for consideration at the 25 March 2019 Workgroup meeting, and
- action owners to provide updates at the next Workgroup meeting.

8. Any Other Business

None.

9. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30 Monday 25 March 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Standard Workgroup Agenda
10:30 Monday 29 April 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Standard Workgroup Agenda

Action Table (as at 26 February 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	22/01/19	2.0	Xoserve (ESm) to investigate the introduction of a process to demonstrate compliance and capability for meter read submission.	Xoserve (ESm)	Carried Forward
0102	22/01/19	2.0	npower (JW) to further explore the MPRN level in relation to performance targets with Xoserve (ESm) and then amend the solution to encompass this process.	Npower (JW) and Xoserve (ESm)	Carried Forward