

**UNC Workgroup 0672 Minutes**  
**Incentivise Product Class 4 Read Performance**  
**Monday 24 June 2019**  
**at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Kully Jones (Secretary)	(KJ)	Joint Office
Alan Raper	(AR)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
Edd Fyfe*	(EF)	SGN
Guv Dosanjh	(GD)	Cadent
Ian Shufflebotham*	(ISh)	SSE
Imran Shah*	(IS)	Centrica
Irina Bertrand*	(IB)	Brook Green Supply
John Welch	(JW)	npower
Karen Thompson*	(KT)	National Grid (agenda item 5.1 only)
Kirsty Dudley*	(KD)	E.ON
Leanne Jackson	(LJ)	Xoserve
Linh Bowen*	(LB)	SSE
Lorna Lewin*	(LL)	Orsted
Louise Hellyer	(LH)	Total Gas & Power
Luke Reeves*	(LR)	EDF Energy
Mark Bellman	(MB)	Scottish Power
Mark Jones	(MJ)	SSE
Mark Palmer*	(MP)	Orsted
Matt Harris*	(MH)	SSE
Megan Coventry*	(MC)	SSE
Rob Johnson*	(RJ)	Waters Wye Associates
Rose Kimber	(RK)	CNG Ltd
Stephanie Clements	(SC)	Scottish Power
Tom Breckwoldt*	(TB)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

*\*via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0672/240619>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 July 2019.

**1. Introduction and Status Review**

**1.1. Approval of Minutes (21 May 2019)**

The minutes from the previous meetings were approved.

**2. Consideration of Amended Modification**

Mark Bellman (MB) confirmed that even though the scope of the Modification has been significantly reduced as a result of removing the charging elements, it was unlikely that the July Panel reporting deadline would be met. This was due to personal issues affecting the proposer.

Stephanie Clements (SC) reiterated this and indicated that because the Modification is nearly fully developed because it is more simplified in its scope. She sought Workgroup views on whether the July meeting was sufficient for discussion and finalisation of the Workgroup Report or if the reporting timescales should be extended to the September Panel to allow more time for Workgroup discussion.

Bob Fletcher (BF) agreed that as the Modification has not formally been amended and the Legal Text has not been developed the propose should consider amending the Modification timetable to allow for 2 further Workgroup meetings.

**3. Consideration of Business Rules**

Consideration deferred.

**4. Consideration of Costs**

Consideration deferred.

**5. Consideration of Legal Text**

Consideration of this agenda item was deferred.

**6. Development of Workgroup Report**

Consideration of this agenda item was deferred.

**7. Review of Outstanding Actions**

**Action 0101:** ScottishPower (MB) to add detailed Business Rules into the Modification in relation to the incentive charge section to allow the Legal Text to be produced.

**Update:** Workgroup agreed to close this action as the Modification has been simplified to remove the charging elements. **Closed**

**8. Next Steps**

BF outlined the next steps as follows:

- Consideration of amended modification;
- Submission of the associated ROM;
- Consideration of legal text, and
- Development of the Workgroup Report.

In addition, Joint Office would request a 2-month extension at the next Panel meeting.

<b>New Action 0601:</b> Joint Office (BF) to request a 2-month extension to the September Panel meeting.
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**9. Any Other Business**

None.

**10. 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 Tuesday 23 July 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Standard Workgroup agenda, plus <ul style="list-style-type: none"> <li>• Consideration of amended modification</li> <li>• Submission of ROM</li> <li>• Consideration of Legal Text</li> <li>• Development of Workgroup Report.</li> </ul>

**Action Table (as at 24 June 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	22/01/19	2.0	To add detailed Business Rules into the Modification in relation to the incentive charge section to allow the Legal Text to be produced.	Scottish Power (MB)	<b>Closed</b>
0601	24/06/19	8.0	Joint Office (BF) to request a 2-month extension to the September Panel meeting.	Joint Office (BF)	<b>Pending</b>