

**UNC Workgroup 0672 Minutes  
Target, Measure & Report Product Class 4 Read Performance**

**Thursday 12 December 2019**

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

**Attendees**

Rebecca Hailes (Chair)	(RH)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse*	(CW)	Shell Energy Retail
Derek Clark	(DC)	Contract Natural Gas
Edd Fyfe*	(EF)	SGN
Fiona Cottam	(FC)	Xoserve
Kirsty Dudley*	(KD)	E.ON
Laura Claringbold*	(LC)	Contract Natural Gas
Lorraine O'Shaughnessy	(LO)	Joint Office
Lorna Lewin*	(LL)	Orsted
Louise Hellyer	(LH)	Total Gas & Power
Luke Reeves*	(LR)	EDF Energy
Mark Jones	(MJ)	SSE
Mark Palmer*	(MP)	Orsted
Lorraine O'Shaughnessy	(LO)	Joint Office
Richard Pomroy*	(RP)	Wales & West Utilities
Rob Johnson*	(RJ)	Waters Wye Associates
Rose Kimber	(RKi)	Contract Natural Gas
Stephanie Clements*	(SC)	Scottish Power
Steven Britton*	(SB)	Cornwall Insight

*\*via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0672/121219>

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 January 2020.

**1. Introduction and Status Review**

The meeting was confirmed to be quorate.

**1.1. Approval of Minutes (26 November 2019)**

The minutes from the previous meeting were approved.

**2. Amended Modification v8.0 (December)**

Stephanie Clements (SC) provided an overview of the amended Modification and explained that some more changes were required following previous Workgroup and Legal Text discussions.

### 3. Legal Text Review (December)

Andy Clasper (AC) provided an overview of the Legal Text. He stated that due to further changes in the Modification, the Legal Text would have to be amended in-line with these alterations.

He drew attention to specific areas of interest in relation to the Business Rules and in particular BR2 regarding the SMETS 1 meter and a brief discussion took place concerning the Non Smart (NS) and AMR meters and AC said the AMR meters were not included in the Business Rules. AC said once the amended Modification was submitted, he would make the necessary amendments to the Legal Text.

### 4. Confirmation of whether an equivalent IGT Modification is required (December)

SC confirmed she had been in discussion with Anne Jackson at Gemserv and they did not think an equivalent IGT Modification would be required, however AJ had said she would not be able to confirm this until the Legal Text had been finalised.

Rebecca Hailes (RH) proposed that within the Modification, reference was needed concerning the Cross Code Impact as this would apply to the IGTs sites and SC said she would encompass this within the Modification.

**New Action 1201:** ScottishPower (SC) to add to the Cross Code Impacts within the Modification to state that solution would apply to the IGT sites.

### 5. Finalise of Workgroup Report (December)

RH provided an overview of the content of the Workgroup Report and made amendments to the Workgroup Impact Assessment section, as directed and agreed by the Workgroup. A general discussion took place concerning the actual monthly AQ reads percentages and SC agreed to reference this in the Modification.

A lengthy general discussion took place in relation to the governance of the targets and whether this should be driven by the UNCC or the PAC and Richard Pomroy (RP) proposed that this would be an area that would be drawn out in the consultation.

Louise Hellyer (LH) questioned the 90% target and said this needed to be clarified as to whether that was a target set or how parties were performing, and the type of target should also be defined. Fiona Cottam (FC) said she agreed with LH and that it should be made clear that the PAC was responsible for the governance and that this would be ratified by the UNCC. SC said she would make the amendments as suggested.

**New Action 1202:** ScottishPower (SC) to develop a description of how and when the PAC will set the targets to include the communication process and notice period to the Industry.

Further general discussions took place focusing on the PARR Reports and if a sub document should be created to encompass the extra PARR Report areas that would need to be captured and recorded until *Modification 0674 - Performance Assurance Techniques and Controls*, was implemented, and that this sub document could act as a catchment or holding document.

There were mixed opinions regarding this process and Rebecca Hailes (RH) suggested that consideration needed to be given to the governance of the process and suggested that perhaps a defined table could be included in the PARR Reports that could act as a 'floating table' in the first instance.

Kirsty Dudley (KD) had concerns regarding what would happen to this information and if it would still exist if the 0674 Modification was not implemented. FC said that this would then require a new house keeping Modification to formalise those extra elements of the PARR Reports that would be in the table. RH said that BR4 would need to be amended to include the governance aspect of the PARR Reports, i.e. governed by PAC and ratified by the UNCC.

SC agreed to make the changes to BR4 accordingly. RH also suggested that within Section 3 of the Workgroup Report that reference should be made as to where the PARR Reports are located presently, and SC agreed to confirm this within Section 3.

**New Action 1203:** ScottishPower (SC) to reference within Section 3 of the Modification as to where the PARR Reports are located presently to aid understanding and clarity.

RP noted that once *Modification 0707 - Introducing Performance Assurance Framework Administrator as a new User type to the Data Permissions Matrix*, was implemented that there would be no further requirement to access the PARR Reports as the PAFA would then have direct access to the data and FC agreed with this comment.

RH said that in view of the various discussions within the Workgroup and the amount of the further work that was required she proposed an extension should be sought from the December Panel until March 2020 and SC concurred with this suggestion.

**New Action 1204:** Joint Office (RH) to request an extension until March 2020 at the December Panel.

RH said that at this time the Workgroup Report could not be finalised as there were still areas to be confirmed and a further amended Modification v9.0 was now required.

## 6. Review of Outstanding Actions

**Action 1101:** ScottishPower (SC) to include the sample Document 8 into the Modification with reference to TPD section 12 with the proposed draft name of 'Performance Assurance Targets' including the relevant governance.

**Update:** SC said that this action could be closed as this had now been included within the Modification. **Closed**

**Action 1102:** Joint Office (RH) to record an update regarding the Legal Text in with the Workgroup Report for review at the December meeting.

**Update:** RH said that she wanted to thank Cadent for producing the Legal Text in a short-time frame and this action could now be closed. **Closed**

## 7. Next Steps

RH outlined the next steps as follows:

- Consideration of amended Modification v9.0 (January)
- Confirmation of Legal Text (January)
- Confirmation of whether an equivalent IGT Modification is required (January)
- Finalisation of Workgroup Report (January/February)

## 8. Any Other Business

None.

## 9. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30 Tuesday 21 January 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	<ul style="list-style-type: none"> <li>• Consideration of amended Modification v9.0 (January)</li> <li>• Confirmation of Legal Text (January)</li> <li>• Confirmation of whether an equivalent IGT Modification is required (January)</li> <li>• Finalisation of Workgroup Report (January/February)</li> </ul>

**Action Table (as at 12 December 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1101	26/11/19	4.0	ScottishPower (SC) to include the sample Document 8 into the Modification with reference to TPD section 12 with the proposed draft name of 'Performance Assurance Targets' including the relevant governance.	ScottishPower(SC)	<b>Closed</b>
1102	26/11/19	6.0	Joint Office (RH) to record an update regarding the Legal Text in with the Workgroup Report for review at the December meeting.	Joint Office (RH)	<b>Closed</b>
1201	12/12/19	4.0	ScottishPower (SC) to add to the Cross Code Impacts within the Modification to state that solution would apply to the IGT sites.	ScottishPower (SC)	<b>Pending</b>
1202	12/12/19	5.0	ScottishPower (SC) to develop a description of how and when the PAC will set the targets to include the communication process and notice period to the Industry.	ScottishPower (SC)	<b>Pending</b>
1203	12/12/19	5.0	ScottishPower (SC) to reference within Section 3 of the Modification as to where the PARR Reports are located presently to aid understanding and clarity.	ScottishPower (SC)	<b>Pending</b>
1204	12/12/19	5.0	Joint Office (RH) to request an extension until March 2020 at the December Panel.	Joint Office (RH)	<b>Pending</b>

