

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

Tuesday 17 March 2020

Via Teleconference

Attendees

| | | |
|--------------------------------|-------|-----------------------|
| Lorraine O'Shaughnessy (Chair) | (LOS) | Joint Office |
| Karen Visgarda (Secretary) | (KV) | Joint Office |
| Andy Clasper | (AC) | Cadent |
| Carl Whitehouse | (CW) | Shell Energy |
| David Mitchell | (DM) | SGN |
| Ellie Rogers | (ER) | Xoserve (0691S only) |
| Fiona Cottam | (FC) | Xoserve |
| Kirsty Dudley | (KD) | E.ON |
| Louise Hellyer | (LH) | Total |
| Phil Lucas | (PL) | National Grid |
| Rhys Kealley | (RK) | British Gas |
| Rob Johnson | (RJ) | Waters Wye Associates |
| Rose Kimber | (RK) | CNG Ltd |
| Stephanie Clements | (SK) | Scottish Power |
| Steven Britton | (SB) | Cornwall Insight |

**via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0672/170320>

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

1. Introduction and Status Review

1.1. Approval of Minutes (25 February 2020)

The minutes from the previous meetings were approved.

1.2. Approval of Late Papers

None.

1.3. Review of Outstanding Actions

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

Update: Stephanie Clements (SC) confirmed this action could now be closed as the PARR Reports had now been referenced with the Modification. **Closed.**

2. Amended Modification

Stephanie Clements (SC) confirmed the amended Modification v9.0, which had been submitted previously was the completed version and Lorraine O'Shaughnessy (LOS) confirmed that the Workgroup Report had been produced against this version of the Modification.

3. Legal Text Review

Andy Clasper (AC) confirmed that legal text and text commentary had been provided previously and was in-line with the amended Modification v9.0 and the subsequent Workgroup Report.

4. Finalise of Workgroup Report

LOS then provided an overview of the Workgroup Report and made some minor changes on screen as directed by the Workgroup participants. However, LOS advised the Workgroup that the narrative that had been populated from previous discussions in the Workgroup assessment required updating and confirmed that she would discuss these with the Joint Office to ensure that all the amendments were captured accurately. Once completed she would circulate the final version to the Proposer SC, for a last sense check before sending the Workgroup Report to the Workgroup for a final review, in readiness for the 16 April 2020 Panel.

5. Next Steps

LOS confirmed that the Workgroup Report would be submitted to April Panel meeting.
No further meetings would be planned

6. Any Other Business

None.

Action Table (as at 17 March 2020)

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|------------|--------------|------------|--|---------------------|---------------|
| 1203 | 12/12/19 | 5.0 | Scottish Power (SC) to reference within Section 3 of the Modification as to where the PARR Reports are located presently to aid understanding and clarity. | Scottish Power (SC) | Closed |