

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

Tuesday 22 October 2019

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

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse *	(CW)	Shell
David Mitchell *	(DM)	SGN
Fiona Cottam	(FC)	Xoserve
Guv Dosanjh	(GD)	Cadent
Kirsty Dudley	(KD)	E.ON
Lorna Lewin *	(LL)	Orsted
Louise Hellyer	(LH)	Total Gas & Power
Mark Bellman	(MB)	Scottish Power
Mark Jones	(MJ)	SSE
Mark Palmer *	(MP)	Orsted
Megan Coventry *	(MC)	SSE
Naomi Anderson	(NA)	Utility Warehouse
Oorlagh Chapman	(OC)	British Gas
Phil Lucas *	(PL)	National Grid
Rhys Kealley	(RK)	British Gas
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: www.gasgovernance.co.uk/0672/221019

The Workgroup Report is due to be presented at the UNC Modification Panel by 19 December 2019.

1. Introduction and Status Review

The meeting was confirmed to be quorate.

1.1. Approval of Minutes (23 September 2019)

The minutes from the previous meeting were approved.

2. Amended Modification

SC confirmed a draft amended Modification for Workgroup discussion had been provided for Workgroup consideration. RH highlighted that this had been provided the evening before the meeting and had only been published on the morning of the meeting as a late paper. Workgroup agreed it is not ideal to have virtually no time to consider the document before the meeting. The Workgroup agreed to review the amendments.

SC summarised the changes and highlighted that the reporting would be produced monthly. She confirmed that Shippers will be measured against a target percentage of their overall AQ portfolio.

SC clarified the targets would mean that Shippers with monthly read sites would need to provide meter readings within one month. The reports will show the AQ volume without a read for longer than one month. For annually read sites the report will show AQ volume without a read for longer than 12 months.

The Workgroup considered the production of the monthly report and the timing of meter read submissions which may, due to a timing issue, not be picked up by the report despite meeting the monthly read obligation. SC confirmed that the reports will be produced on the 10th day following month end (business rule 6).

SC explained that the Performance Assurance Committee (PAC) will look at findings and consider measures to improve performance against the obligations set out in UNC.

The Workgroup considered the possibility of Shippers not being able to achieve read submissions for 90% of the overall portfolio AQ. LH noted that it would be possible for a Shipper to achieve read submissions for 90% of the sites in the portfolio but fail the 90% AQ target as the 10% of sites without read submissions could equate to a higher proportion AQ. It was noted that the remaining 10% of the portfolio not achieving the read target could have a significant impact on UIG depending on size.

SC confirmed the intention of having a UNC Related Document where the target(s) of 90 % of overall AQ portfolio will reside. It was suggested that the title of both the target itself and a title of the UNC Related Document would need to be considered and included within the Solution for the Legal Text.

New Action 1001: Title of target % and title of UNC Related Document to be considered and added to Modification to assist the production of the legal text.

KD enquired about the governance and transparency of the percentage target and the visibility of the UNC Related Documents.

The consolidation of all Performance Measures (for example those contained in other UIG Modifications) was briefly considered and whether these should be in a single UNC Related Document.

New Action 1002: SC to liaise with the Proposers of Modification 0674 and Modification 0664 to consider the consolidation of all Performance Measures within a single UNC Related Document.

MB suggested that each read performance target within the solution should be titled and defined to clearly distinguish the three new read performance obligations which will be added to UNC TPD Section M.

The Workgroup considered the difference between the Class 4 site meter readings and Smart/AMR readings within 1 month. It was understood that the separation between smart and non-smart would allow the targets to change for each category in the future.

It was anticipated that the IGTs would be impacted by this Modification and that the Legal text would need to be compared against the IGT UNC to see if a specific carve out would be required in the IGT UNC.

A number of additional amendments were noted by SC which needed to be captured before formal submission of the amended Modification which would be v6.0. It was anticipated that the Legal Text could be produced upon formal amendment of the Modification.

It was suggested as a number of UIG Modifications were near completion it would be beneficial for Ofgem to attend the next UIG meeting.

New Action 1003: Joint Office to write to Ofgem to specifically invite them to the next UIG Workgroup Meeting.

New Action 1004: SC to submit an amended Modification.

New Action 1005: Legal Text to be provided for Modification 0672 based on v6.0.

The Workgroup considered the Workgroup Report. Whilst considering consumer impacts LH suggested that costs may increase for the provision of monthly reads. If suppliers will incur additional costs for processing more reads this might be passed onto consumers.

The Workgroup considered the volume restrictions within the Data Discovery Platform (DDP). FC explained that this is being considered with Account Managers. KD suggested the download facility within DDP is not a restriction solely for this Modification. It was understood that there was a general 50,000 restriction per DDP enquiry but with the use of filters Shippers could interrogate the system in tranches. It was not clear what the impact would be on having a 50,000 limit for this Modification.

The Workgroup considered the Relevant Objectives and the level of volatility at UIG reconciliation. It was recognised an older AQ had more potential to have an impact on UIG at allocation than a newer AQ.

3. ROM Request

The Workgroup considered the need for a Rough Order of Magnitude (ROM).

The Workgroup wished to formally request the ROM, once the Modification had been formally amended, for consideration at the next meeting

New Action 1006: Joint Office to request ROM for v6.0 Modification 0672.

Post Meeting Note: Formal ROM request submitted to Xoserve.

New Action 1007: Xoserve (FC) to consider and provide a ROM for Modification 0672.

4. Consideration of System Changes and PARR Report specification/format

See item 2.0, no further discussions.

5. Review of Outstanding Actions

0701: ScottishPower (SC) to clarify whether an equivalent IGT Modification would be required. **Update:** SC confirmed that Scottish Power are looking at whether an equivalent IGT Modification would be required, this would need to be considered on the provision of the legal text to understand if a separate carve out or reference to the UNC is required. **Carried forward.**

0801: ScottishPower (SC) to investigate the performance across class 4 and propose a potential target to present to the Performance Assurance Committee (PAC) and for that target to be given a name.

Update: See item 2.0. Three performance targets have been outlined within the Modification, which will be titled and clearly defined within UNC TPD Section M. **Closed.**

0803: Joint Office (RH) to contact Anne Jackson at Gemserv to ascertain if an IGT Modification would be needed and request generic guidelines in relation to when an IGT Modification is required.

Update: RH confirmed she had contacted Anne Jackson and was awaiting a response. It was agreed as this action was generic to all Modifications this action would be transferred to the UIG Workgroup. **Transferred to UIG.**

0804: Xoserve (JR) to investigate regarding Drop 2, if the DDP delivers at MPRN level with no reads over a 1, 2 and 3 year period.

Update: FC confirmed that the DDP will provide information at an MPRN level. KD concurred that the MPRN level of data can be accessed. **Closed.**

0901: Xoserve and Scottish Power (FC/SC) to consider and confirm the PARR Report specification/format for Modification 0672.

Update: FC confirmed a specification has not been outlined as of yet however this will be discussed on 25th October at a PAC-related workshop, led by the PAFA (not a UNC-led Meeting). MB asked about changes to PARR Reports and if these needed to be governed by PAC or UNCC. RH confirmed an action had been taken at PAC for this to be clarified. It was agreed the PARR specification for 0672 would be discussed on 25th October. **Carried forward.**

0902: PAC Members (CW/LH/MB) to ensure the specification of the new PARR Reports for Modification 0672 is considered by the Performance Assurance Committee (PAC).

Update: PAC members to ensure the specification of the new PARR Reports for Modification 0672 is discussed on 25th October. **Carried forward.**

6. Next Steps

RH outlined the next steps as follows:

- Amended Modification v6.0 (November)
- Consideration of ROM (November)
- Consideration PARR Report specification/format (November)
- Consideration of System Changes (November)
- Legal Text provision and review (November)
- Confirmation of whether an equivalent IGT Modification is required (November)
- Finalisation of Workgroup Report (November)

7. Any Other Business

None.

8. Diary Planning

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

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30 Tuesday 26 November 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Amended Modification v6.0 Consideration of ROM Consideration PARR Report specification/format Consideration of System Changes Legal Text provision and review Confirmation of whether an equivalent IGT Modification is required Finalise of Workgroup Report
10:30 Thursday 12 December 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Finalise Workgroup Report

Action Table (as at 22 October 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0701	23/07/19	3.0	ScottishPower (SC) to clarify whether an equivalent IGT Modification would be required.	ScottishPower (SC)	Carried forward
0801	20/08/19	2.0	ScottishPower (SC) to investigate the performance across class 4, and propose a potential target to present to the Performance Assurance Committee (PAC) and for that target to be given a name.	ScottishPower (SC)	Closed
0803	20/08/19	5.0	Joint Office (RH) to contact Anne Jackson at Gemserv to ascertain if an IGT Modification would be needed and request generic guidelines in relation to when an IGT Modification is required.	Joint Office (RH)	Transferred to UIG
0804	20/08/19	6.0	Xoserve (JR) to investigate regarding Drop 2, if the DDP delivers at MPRN level with no reads over a 1, 2 and 3 year period.	Xoserve (JR)	Closed
0901	23/09/19	2.0	Xoserve and Scottish Power (FC/SC) to consider and confirm the PARR Report specification/format for Modification 0672.	Xoserve / ScottishPower (FC/SC)	Carried forward
0902	23/09/19	2.0	PAC Members (CW/LH/MB) to ensure the specification of the new PARR Reports for Modification 0672 is considered by the Performance Assurance Committee (PAC).	PAC (CW/LH/MB)	Carried forward
1001	22/10/19	2.0	Title of target % and title of UNC Related Document to be considered and added to Modification to assist the production of the legal text.	ScottishPower (SC)	Carried forward
1002	22/10/19	2.0	SC to liaise with the Proposers of Modification 0674 and Modification 0664 to consider the consolidation of all Performance Measures within a single UNC Related Document.	ScottishPower (SC)	Pending
1003	22/10/19		Joint Office to write to Ofgem to specifically invite them to the next UIG Workgroup Meeting.	Joint Office (RH)	Pending

1004	22/10/19	2.0	SC to submit an amended Modification.	ScottishPower (SC)	Pending
1005	22/10/19	2.0	Legal Text to be provided for Modification 0672 based on v6.0.	Cadent (AC)	Pending
1006	22/10/19	3.0	Joint Office to request ROM for v6.0 Modification 0672.	Joint Office (HC)	Pending
1007	22/10/19	3.0	Xoserve (FC) to consider and provide a ROM for Modification 0672.	Xoserve (FC)	Pending