

**UNC Workgroup 0672 Minutes
Incentivise Product Class 4 Read Performance**

Monday 23 September 2019

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

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alan Raper	(AR)	Joint Office
Alexander Mann*	(AM)	Gazprom
Andy Clasper	(AC)	Cadent
Carl Whitehouse*	(CW)	Shell
David Mitchell*	(DM)	SGN
Guv Dosanjh	(GD)	Cadent
Leanne Jackson	(LJ)	Xoserve
Lorraine O'Shaughnessy	(LOS)	Joint Office
Lorna Lewin*	(LL)	Orsted (<i>joined at 1pm</i>)
Louise Hellyer	(LH)	Total Gas & Power
Maitrayee Bhowmick-Jewkes	(MBJ)	Joint Office
Mark Bellman	(MB)	Scottish Power
Mark Jones	(MJ)	SSE
Mark Palmer*	(MP)	Orsted
Megan Coventry*	(MC)	SSE
Phil Lucas*	(PL)	National Grid
Rhys Kealley	(RK)	British Gas
Rob Johnson*	(RJ)	Waters Wye Associates
Stephanie Clements	(SC)	Scottish Power
Steven Britton*	(SB)	Cornwall Insight
Tracey Saunders*	(TS)	Northern Gas Networks

*via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0672/230919>

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 (20 August 2019)

The minutes from the previous meeting were approved.

2. Consideration of Amended Modification

SC provided a summary of the Modification's amendments. She confirmed that a new PARR Report would be required, this was captured in the Modification however it was noted that the Performance Assurance Committee (PAC) would need to formally request the production of the report.

SC confirmed the new PARR report would be required to calculate the shipper:

- performance vs target by product class
- performance by SSP/LSP
- performance by LDZ
- performance by annually read sites
- performance by monthly read sites

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

Action 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).

SC clarified that Modification 0699 - Incentivise Key Areas of Performance using additional UIG Charges, will incentivise performance by applying charges for agreed measures. This is a separate Modification. RK enquired about the identification of the AQ at risk.

The Workgroup considered the Business Rules and if SMET 1 and SMET 2 meters would remain in scope. LH understood that when a customer transfers to a new supplier some SMET 1 meters cannot operate as a smart meter. SC suggested that the Modification could carve out smart meters operating as a dumb meter (classified by Xoserve as non-smart).

It was confirmed that smart meters installed by a Shipper/Supplier will remain classed as smart, however when the customer switches Supplier the meter will automatically be considered as a dumb meter / non-smart.

LH enquired about the classifying portfolio, whether this would be monthly or annually and by AQ. SC clarified this was captured within the Business Rules and will be the AQ for the portfolio on the first day of the month.

The Workgroup considered Business Rule 5, the powers of PAC and the escalation of issues to Ofgem.

It was challenged as to whether Business Rule 7 was required and Workgroup subsequently agreed Business Rule 7 could be removed.

AC asked for further clarification around Business Rule 1, and if this refers to an AQ portfolio, it was challenged that the calculation did not make sense. It was further suggested that the Modification needed to be clear on what the performance measure was.

The Workgroup considered the current read performance targets and whether business rule 1C should be 15 months or 12 months. The Workgroup considered the most appropriate way to reflect:

- a) the required reporting,
- b) the period it will be produced for and when it should be available.
- c) The Workgroup considered if the AQ was the correct measure as opposed to metered volume.

SC apologised for a technical hitch which had meant she had sent the business rules separately. It was agreed that the Business Rules will be updated and incorporated into the Modification.

3. Submission of Rough Order of Magnitude (ROM)

The ROM will be requested when the Modification has been amended. Further consideration will be given to this in October.

4. Consideration of Legal Text

It was anticipated that the Legal Text could be drafted for the November meeting.

5. Confirmation of whether an equivalent IGT Modification was required

See Action 0701. SC confirmed she has not got a definitive answer on whether an equivalent IGT Modification is required. RH confirmed that the Workgroup Report would need to reflect any IGT impact.

6. Development of Workgroup Report

Deferred until October/November.

7. Review of Outstanding Actions

0701: ScottishPower (SC) to clarify whether an equivalent IGT modification would be required. **Update:** SC requested that this action is carried forward, clarifying that Scottish Power are looking at whether an equivalent IGT modification would be 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:** Ongoing. **Carried forward.**

0802: Joint Office (RH) to request an extension to December from the September Panel. **Update:** RH confirmed an extension had been granted until 19 December 2019. **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 was awaiting a response. **Carried forward.**

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:** LJ provided an update confirming it has not been agreed as to what is being included in each drop, and if all the data items can be prioritised. She explained when priorities are reviewed and agreed the non-prioritised items will be considered for the following drop. **Carried forward.**

8. Next Steps

RH outlined the next steps as follows:

- Amended Modification (for October);
- ROM Request (October);
- Confirmation of whether an equivalent IGT Modification is required;
- Legal Text provision and review (November);
- Development of Workgroup Report (November)

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 22 October 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Amended Modification ROM Request Consideration of System Changes and PARR Report specification/format
10:30 Tuesday 26 November 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Legal Text provision and review Confirmation of whether an equivalent IGT Modification is required Development 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 23 September 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)	Carried forward
0802	20/08/19	2.0	Joint Office (RH) to request an extension to December from the September Panel.	Joint Office (RH)	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)	Carried forward

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)	Carried forward
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)	Pending
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)	Pending