

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

Tuesday 25 February 2020

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

Attendees

Lorraine O'Shaughnessy (Chair)	(LOS)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Andy Clasper	(AC)	Cadent
David Mitchell	(DM)	SGN
Fiona Cottam	(FC)	Xoserve
Kirsty Dudley *	(KD)	E.ON
Lorna Lewin *	(LL)	Orsted
Luke Reeves *	(LR)	EDF Energy
Mark Bellman	(MB)	Scottish Power
Mark Palmer *	(MP)	Orsted
Rebecca Hailes	(RH)	Joint Office
Rhys Kealley	(RK)	British Gas
Rob Johnson *	(RJ)	Waters Wye Associates
Rose Kimber	(RK)	CNG Ltd
Steven Britton *	(SB)	Cornwall Insight
Tony Perchard	(TP)	DNV-GL
Tracey Saunders	(TS)	Northern Gas Networks

**via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0672/250220>

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

1. Introduction and Status Review

The meeting was confirmed to be quorate.

1.1. Approval of Minutes (12 December and 21 January 2020)

The minutes from the previous meetings were approved.

2. Consideration of Amended Modification and Legal Text

Mark Bellman (MB) asked for feedback on the draft Modification provided for Workgroup consideration on 20 February and suggested discussions are deferred until the March meeting.

Andy Clasper (AC) confirmed that legal text and text commentary had been provided in December and reviewed within the December Workgroup meeting. AC believed the recent suggested Modification amendments did not require additional legal text.

MB reiterated his request for additional feedback on the draft Modification with the intention of submitting a formal Modification amendment ahead of the next meeting to allow the Workgroup Report to be finalised.

It was anticipated that the Workgroup Report would be concluded at the March meeting and submitted to Panel in April.

The Workgroup did not require an extension to the current timeline.

3. Review of Outstanding Actions

Action 1201: Scottish Power (SC) to add to the Cross-Code Impacts within the Modification to state that solution would apply to the IGT sites.

Update: AC confirmed this has been added to the Modification. **Closed.**

Action 1202: Scottish Power (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.

Update: AC confirmed this had been included within the amendment and no additional legal text was required. **Closed.**

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: MB confirmed he will check that this has been included. **Carried forward.**

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

Update: Loraine O'Shaughnessy (LOS) confirmed that the Workgroup Reporting date had been extended to 16 April 2020. **Closed.**

4. Next Steps

LOS confirmed that the Workgroup will need to consider any further amendments to the Modification, review the Legal Text and finalise the Workgroup Report at the March meeting.

5. Any Other Business

None.

6. 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	Paper Publication Deadline	Venue	Programme
10:30 Tuesday 17 March 2020	5pm Monday 09 March 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Amended Modification Legal Text Review Finalise Workgroup Report

Action Table (as at 25 February 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1201	12/12/19	4.0	Scottish Power (SC) to add to the Cross Code Impacts within the Modification to state that solution would apply to the IGT sites.	Scottish Power (SC)	Closed
1202	12/12/19	5.0	Scottish Power (SC) to develop a description of how and when the PAC will set the targets to include	Scottish Power (SC)	Closed

			the communication process and notice period to the Industry.		
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)	Pending
1204	12/12/19	5.0	Joint Office (RH) to request an extension until March 2020 at the December Panel.	Joint Office (RH)	Closed