

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

Tuesday 26 November 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
David Mitchell	(DM)	SGN
Derek Clark	(DC)	Contract Natural Gas
Fiona Cottam	(FC)	Xoserve
James Rigby	(JR)	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 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
Rhys Kealley	(RK)	British Gas
Richard Pomroy*	(RP)	Wales & West Utilities
Rob Johnson*	(RJ)	Waters Wye Associates
Rose Kimber	(RKi)	Contract Natural Gas
Ryan Stephenson	(RS)	Utility Warehouse
Stephanie Clements*	(SC)	Scottish Power

*via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0672/261119>

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 (22 October 2019)

The minutes from the previous meeting were approved.

2. Amended Modification v6.0

Stephanie Clements (SC) provided an overview of the changes within the amended Modification and drew attention to specific areas of interest in relation to the Business Rules and the associated timetable alterations.

A brief discussion took place as to whether Smart Meters were a defined term or not. Andy Clasper (AC) and Louise Hellyer (LH) concurred that they did not think it was and LH added that within Modification 0692S, it wasn't referred to as defined term.

Fiona Cottam (FC) sought clarity in relation to Business Rules 1. a, b and c regarding the monthly read for sites >293,000 that do not have Smart Meters, SC said that the >293,000 should be regardless of the equipment so she would be take out the wording "Smart and AMR" to provide clarity.

SC confirmed that there were no more alterations or changes proposed to the Modification content and that the final amended Modification would be v8.0.

3. Consideration of ROM Request

James Rigby (JR) and FC said the ROM had been delivered on 18 November 2019 and SC confirmed the changes were reflected in the ROM.

4. Consideration of PARR Report specification/format

A general discussion took place in relation to PAC Document 8 – targets and all agreed it should have a specified title, Mark Bellman (MB) proposed it should be referred to as the; 'Performance Assurance Targets Report' and that this matter would be discussed and confirmed at the next PAC meeting to gain agreement from the PAC Members.

A brief discussion took place in relation to the governance of this document 8 and whether that would be encompassed under TPD section 12 in the UNC. MB said that each associated Modification needed to have the Document 8 included within in it from a continuity perspective. Richard Pomroy (RP) suggested that Document 8 was governed by the PAC as per the Performance Assurance Framework and Rebecca Hailes (RH) enabled Workgroup to view the Performance Assurance Framework document on screen to aid understanding.

New 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.

5. Consideration of System Changes

SC confirmed that there should be limited central systems impact other than the provision of the new reporting.

6. Legal Text provision and review

AC said that the Legal Text had been drafted and that discussions had been taking place with both ScottishPower and Xoserve and would be completed once the final amended Modification v8.0 had been submitted.

He added that the timing was very tight in view of the fact the formal 15 days ended on 12 December 2019 and he said he would arrange a teleconference with Cadent and Dentons, as soon as the amended Modification was available. RH said that a further extension could be requested from Panel, if that became necessary.

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

7. Confirmation of whether an equivalent IGT Modification is required

SC said that she did not think an IGT Modification would be required, however she added that this could only be formally confirmed once the Legal Text had been finalised.

8. Finalise Workgroup Report

RH confirmed the Workgroup would be finalised at the December meeting.

9. Review of Outstanding Actions

Action 0701: ScottishPower (SC) to clarify whether an equivalent IGT Modification would be required.

Update: SC said that she did not think an IGT Modification would be required, however she could only confirm this once the Legal Text had been finalised. **Closed.**

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

Update: SC confirmed that the PARR Report information would be included in the Modification and so the action could be closed. **Closed.**

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).

Update: All PAC Members present agreed, and this action was closed. **Closed.**

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.

Update: All agreed this action could be closed as the proposed title of Performance Assurance Targets Report was going to be submitted to the next PAC meeting for confirmation. **Closed**

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.

Update: SC said that this action could be closed as discussions had now taken place. **Closed**

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

Update: RH confirmed she had written to Ofgem and sadly no representative was present at the meeting. **Closed**

Action 1004: SC to submit an amended Modification.

Update: SC said this action could now be closed as the amended Modification v7.0 had been submitted. **Closed**

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

Update: AC confirmed this action could be closed and the Legal Text would be updated once the amended Modification v8.0 was available. **Closed**

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

Update: James Rigby (JR) and FC said the ROM was delivered on 18 November 2019 and SC confirmed the changes were reflected in the ROM. **Closed**

Post Meeting Note: A Formal ROM request was submitted to Xoserve.

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

Update: As stated in Action 1006, the ROM was delivered on 18 November 2019. **Closed**

10. Next Steps

RH outlined the next steps as follows:

- Amended Modification v8.0 (December)
- Legal Text review (December)
- Confirmation of whether an equivalent IGT Modification is required (December)
- Finalisation of Workgroup Report (December)

11. Any Other Business

None.

12. 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 Thursday 12 December 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	<ul style="list-style-type: none"> Amended Modification v8.0 (December) Legal Text review (December) Confirmation of whether an equivalent IGT Modification is required (December) Finalisation of Workgroup Report (December)

Action Table (as at 26 November 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)	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)	Closed
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)	Closed
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)	Closed
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)	Closed

1003	22/10/19		Joint Office to write to Ofgem to specifically invite them to the next UIG Workgroup Meeting.	Joint Office (RH)	Closed
1004	22/10/19	2.0	SC to submit an amended Modification.	ScottishPower (SC)	Closed
1005	22/10/19	2.0	Legal Text to be provided for Modification 0672 based on v6.0.	Cadent (AC)	Closed
1006	22/10/19	3.0	Joint Office to request ROM for v6.0 Modification 0672.	Joint Office (HC)	Closed
1007	22/10/19	3.0	Xoserve (FC) to consider and provide a ROM for Modification 0672.	Xoserve (FC)	Closed
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)	Pending
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)	Pending