

Governance Workgroup Minutes

Thursday 17 March 2011

ENA, 52 Horseferry Road, London

Attendees

Tim Davis (Chair)	TD	Joint Office
Bob Fletcher (Secretary)	BF	Joint Office
Alan Raper	AR	National Grid Distribution
Chris Hill	CH	First Utility
Chris Warner	CWa	National Grid Distribution
Chris Wright	CWr	British Gas
Dora Ionara	DI	Ofgem
Joanna Ferguson	JF	Northern Gas Networks
Joel Martin	JM	Scotia Gas Networks
Jon Dixon	JD	Ofgem
Jon Wisdom	JW	RWE npower
Phil Broom	PB	GDF Suez
Richard Dutton	RD	Total
Richard Fairholme	RF	E.ON UK
Richard Hall	RHa	Consumer Focus
Ritchard Hewitt	RHe	National Grid NTS
Simon Trivella	ST	Wales & West Utilities
Stefan Leedham	SL	EDF Energy

1.0 Introduction and Status Review

- 1.1 Minutes from the previous meeting were approved.
- 1.2 No actions were outstanding.
- 1.3 All live modifications and topics were on the agenda.

2.0 Modifications

- 2.1 Modification 0294 - Changes to UNC Modification Panel Constitution

No further update provided, proposals to be brought forward at the next meeting.

3.0 Issues

- 3.1 013Gov, Industry Codes Governance Review

TD described the feedback received so far on the changes to the governance process. CWa considered that elements of the modification template structure, such as the bullet and table structure, should be removed as proposers' have to remove these during drafting.

- 3.2 New Issues

None raised.

4.0 Any other business

4.1 Development of the Smart Energy Code, DCG Subgroup 3 (regulatory & commercial arrangements)

No required actions were identified and a watching brief retained.

4.2 Order of UNC Meetings

AR raised an issue around the order and frequency of Workgroup meetings: should these be reviewed and the order optimised to ensure meetings are held and the Workgroup assessment process starts between Panels? JW suggested that all Workgroups could meet prior to Panel to allow reports to be submitted in time. He agreed with AR that the process can be too slow to commence Workgroup assessments, with a five week delay having been seen before the first consideration of modifications on the main Distribution Workgroup day.

JF was similarly concerned at the amount of time required before a Workgroup commences assessment. Perhaps there should be more frequent teleconferences, which are Workgroup specific to ensure there is a steady allocation of work across the month. ST suggested that, as we have new modification rules, it was apposite to consider a new timetable for Workgroups and possibly Panel meetings.

JD asked if it is possible for proposers to do work off-line in support of the assessment process, pre-empting work the Workgroup needs to do within meetings.

New Action GWG 03/01: All to review the meeting schedule and consider if the order/frequency should be revised.

New Action GWG 03/02: Joint Office to provide an overview of the timeline for new modifications.

4.3 Ofgem Urgent Criteria guidance

JD advised a consultation has been initiated to consider changes to the urgency criteria to benefit from previous experience – a letter has been circulated to the industry. He clarified that if urgency has been granted but subsequently the criteria met changes, urgent status could be removed, particularly in the case of date related events.

5.0 Diary Planning for Workgroup

The next booked meeting is planned for:
21 April 2011, ENA, following the UNC Committee meeting.

An additional meeting day is to be arranged to take forward assessment of the live modifications and also to consider the timing of UNC meetings.

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
GWG 03/01	17/03/11	4.2	Review the meeting schedule and consider if the order/frequency should be revised.	All	Pending
GWG 03/02	17/03/11	4.2	Provide an overview of the timeline for new modifications.	Joint Office (TD)	Pending