

**UNC Workgroup 0520 Minutes
Performance Assurance Reporting
Wednesday 08 April 2015
at 31 Homer Road, Solihull B91 3LT**

Attendees

Andy Clasper	(AC)	National Grid Distribution
Andy Miller	(AM)	Xoserve
Angela Love	(AL)	Scottish Power
Bob Fletcher (Chair)	(BF)	Joint Office
Carl Whitehouse	(CW)	First Utility
Colette Baldwin	(CB)	E.ON
Edward Hunter	(EH)	RWE npower
Emma Lyndon	(EL)	Xoserve
Jonathan Kiddie	(JK)	EDF Energy
Karen Visgarda (Secretary)	(MB)	Joint Office
Mark Jones	(MJ)	SSE
Rachel Hinsley	(RH)	Xoserve

* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0520/080415>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 June 2015.

1.0 Review of Minutes and Actions**1.1. Minutes**

The Workgroup reviewed comments on the previous meetings minutes and following a number of agreed amendments, the minutes were approved.

1.2. Actions

Action 0520 0301: Reference estimated reads - Xoserve (AM) to provide an example of when estimates are calculated on a continual basis along with reads for DM sites that would potentially identify the level of estimated reads involved.

Update: AM provided Data sheets covering Estimate of Scale, which provided a high-level number of estimate reads per month by the Shipper. AM explained these were the percentage results for individual reads and encompassed 90% of the entire population. AM said that Xoserve would make all information available on their website.

Closed

Action 0520 0302: Reference estimated reads - Xoserve (AM) to look to identify a couple of suitable example sites and provide an assessment v's actual estimated reads to try to help to understand the requirements better.

Update: AM advised that currently Xoserve do not have the required resources to be able to provide this data, and he commented that he would require more context and specific information to qualify the requirements, as the report requested doesn't provide sufficient scope to develop a meaningful report.

Closed

Action 0520 0303: To invite one of his Settlement colleagues to the next Workgroup meeting to provide a view as to why these reports are required.

Update: In the absence of the proposer, the Workgroup agreed to defer this action to the next meeting. **Carried Forward.**

2.0 Development of Workgroup Report

2.1. Amended Modification

Consideration deferred.

2.2. Consideration of Business Rules

Consideration deferred.

2.3. Performance Assurance Reporting Template Guidance Document

Consideration deferred.

3.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Workgroup meetings are scheduled to take place as follows:

Time/Date	Venue	Workgroup Programme
10:30, Tuesday 21 April 2015	Energy Networks Association (Room 4 - Note: Maximum capacity 20 persons)	Including Workgroups 0506 and 0520.
10:30, Tuesday 05 May 2015	Energy Networks Association (Room 4 - Note: Maximum capacity 20 persons)	Including Workgroups 0506 and 0520.
10.30, Monday 18 May 2015	Energy Networks Association (Room 4 - Note: Maximum capacity 20 persons)	Including Workgroups 0506 and 0520. <i>Workgroup Reports 0506 and 0520 are due at 18 June Panel</i>

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0520 0301	24/03/15	2.3	<i>Reference estimated reads - Xoserve (AM) to provide an example of when estimates are calculated on a continual basis along with reads for DM sites that would potentially identify the level of estimated reads involved.</i>	Xoserve (AM)	Closed

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0520 0302	24/03/15	2.3	<i>Reference estimated reads -</i> Xoserve (AM) to look to identify a couple of suitable example sites and provide an assessment v's actual estimated reads to try to help to understand the requirements better.	Xoserve (AM)	Closed
0520 0303	24/03/15	2.3	To invite one of his Settlement colleagues to the next Workgroup meeting to provide a view as to why these reports are required.	British Gas (AMa)	Carried Forward