

Document 8

Performance Assurance Committee New Member Process

[The intention is to add this as a new document to the Performance Assurance Framework Document for the (Gas) Energy Settlement Performance Assurance Scheme – which is controlled by PAC]

Purpose

This document provides a guide to new PAC Members to support their appointment as a new Member and to allow them to fully participate in the PAC process as soon as possible.

Initial Steps

New PAC Members are usually appointed or nominated during the UNC elections process administered by the Joint Office. Appointment is from 01 October until 30 September each Gas Year.

Alternatively, a new Member may be appointed should an existing Member resign, and appointment commences part way through a Gas Year and ends on 30 September that Gas Year.

Successful candidates and their employing or nominating organisation are required to sign letters of confirmation (See Document 5 for examples), prior to the new Member being allowed to attend PAC meetings or have access the PAC reporting or confidential information.

Copies of letters of confirmation will be provided to new Members by the Joint Office. Following receipt of the signed letters of confirmation, the Joint Office will advise the CDSP and PAFA so that the new Member can be granted access to the relevant information and systems.

New Member Support

Joint Office

New Members should contact the PAC Chair and/or Secretary for information on meetings they would be eligible to attend. This would also include an explanation of key documents currently published on the Joint Office Website <http://www.gasgovernance.co.uk/pac>

PAC Members are encouraged to appoint a standing Alternate to ensure a broad attendance of Members at meetings. Alternates are required to sign letters of confirmation in advance of a PAC meeting they are nominated to attend, and the PAC Chair and/or Secretary should be contacted to discuss the process.

The PAC Chair or Secretary can be contacted at the following: enquiries@gasgovernance.co.uk

PAFA Information and Portal Access

The PAFA provides a secure web-based *Huddle* portal for Members to access confidential information prepared by the PAFA. Members are requested to note that their contact details will be provided to the PAFA by the Joint Office, so that they can be granted access to the PAFA systems and reporting information. The PAFA will send an acknowledgement to the new PAC member within two working days of receiving the Joint Office notification.

New Members will receive an email from the PAFA which includes an invitation to join *Huddle* and a high-level description of how to use it within two working days of the Joint Office notification. Members will have access to all information previously published for PAC Members.

In addition, the PAFA will publish and keep up to date, a high-level summary of PAC activities which should include the following:

- A list of current PAC Modifications both draft and live (including links where published);

Document 8

- Key issues and topics the PAC are considering;
- Links to the PAC Risk Register
- Summary of the last 12 months of activity extracted from PAC Key messages;
- The location of key performance assurance reports;
- PAC Members contact details (where permission has been granted) to allow new Members the opportunity to seek support from current Members.

The PAFA will also offer an optional onboarding session with the new PAC member that will cover the areas above.

Exit Process

Initial Steps

Existing PAC members wishing to resign from the PAC will have to inform the Joint Office.

Joint Office

The Joint Office will then confirm the agreed end date of the PAC member's membership. If the exiting PAC member has a replacement they must inform the Joint Office. Following this the Joint Office will advise the CDSP and PAFA.

PAFA information and portal access

The PAFA will update their internal records. The PAFA will then inform the exiting PAC member that on the agreed resignation date their PAC level access will be removed. The PAFA will also send a request to the exiting PAC member about retaining industry level access to *Huddle* if they would like.

On the agreed resignation date, the PAFA will remove PAC level access for the exiting PAC member and be changed to the level of access agreed.

Annual Audit/ AD Hoc Updates

The PAFA will, annually or on an ad hoc basis following in period PAC membership changes, complete an audit of *Huddle* access for both PAC and industry.

New Members are encouraged to contact the PAFA directly so that support can be provided on the above items: PAFA@gemserv.com