

## UNC Performance Assurance Committee (PAC) Agenda

10:30 Tuesday 10 January 2017

Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR

(Teleconference: 0207 950 1251, access code 21870295#)

1. **Introduction and Status Review**
  - 1.1. Confirm quorate status
  - 1.2. Apologies for absence and note of Alternates
  - 1.3. Review of Minutes (13 December 2016)
2. **Procurement of a Performance Assurance Framework Administrator (PAFA) - Update on progress (to be provided if appropriate)**
3. **Terms of Reference - Review and recommendation for approval**
4. **Performance Assurance Framework Document for the (Gas) Energy Settlement Performance Assurance Regime (Framework Document) - Review**
5. **UNC Standard of Service Report - Review and assessment**
6. **Review Implementation Approach/Plan (draft) - Review**
7. **Issues List**
8. **Review of Action(s) Outstanding**
9. **Agree Key Messages and Next Steps**
10. **Diary Planning - Next meeting 14 February 2017 (Consort House, Solihull)**

### Action Table (as at 13 December 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PAC 0804a</b>	31/08/16	4.	<i>Framework Document</i> - CB to produce a draft section on the Budgeting process, and provide to the Joint Office <b>by 30 December 2016</b> .	PAC Member (CB)	<b>Prior to 10 January 2017</b>  <b>Carried forward</b>

**Action Table (as at 13 December 2016)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>PAC 0806</b>	31/08/16	5.	<i>Pre Nexus</i> - RH to produce a schedule of reports against the PAR (from Modification 0520A) setting out availability and delivery.	Xoserve (RH)	<b>Prior to 10 January 2017</b>  <b>Carried forward</b>
<b>PAC 1003a</b>	10/10/16 <i>(reworded 13/12/16)</i>	6.	<i>Issue PAC004 - Annual Industry Workplan and Budget Statement</i> - JD/TQ to review the output from the CMA and communicate items of relevance to PAC's work.	Ofgem (JD/TQ)	<b>Prior to 10 January 2017</b>  <b>Carried forward</b>
<b>PAC 1003b</b>	13/12/16	8.	<i>Issue PAC004 - Annual Industry Workplan and Budget Statement</i> - LS to prepare and submit a draft insertion 'Forward Workplan and Budget' for inclusion in the PAF Document.	PAC Member (LS)	<b>Prior to 10 January 2017</b>  <b>Pending</b>
<b>PAC 1004</b>	10/10/16 <i>(reworded 08/11/16)</i>	7.	<i>PARR Schedule 2 Reports</i> - Xoserve to collate report development questions/recommendations for review by PAC at a future meeting.	Xoserve (RH)	<b>Prior to 10 January 2017</b>  <b>Carried forward</b>
<b>PAC 1103</b>	08/11/16 <i>(Reworded 13/12/16)</i>	3.	<i>PAF Framework Document</i> – Provide a risk rating scale based on throughput, and suggested amendments to the current section wording; and also provide a separate Risk Approach document.	PAC Member (JW)	<b>Prior to 10 January 2017</b>  <b>Carried forward</b>
<b>PAC 1104</b>	08/11/16	3.	<i>PAF Framework Document</i> - Xoserve (RH) to establish if the EQR Templates are already part of the CDSP process and if the framework can simply refer to the relevant documents rather than replicating and maintaining parallel changes.	Xoserve (RH)	<b>Prior to 10 January 2017</b>  <b>Carried forward</b>

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<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>PAC 1201</b>	13/12/16	3.	<i>Performance Assurance Framework (PAF) Document</i> - All members review the wording in Document 5 and provide comments to RP for consideration in advance of the next meeting.	ALL Members	<b>Prior to 10 January 2017</b> <b>Pending</b>
<b>PAC 1202</b>	13/12/16	4.	<i>Electricity Incentive Regime</i> - GM to prepare and present information on this at the March 2017 meeting.	PAC Member (GM)	<b>Present on 14 March 2017</b> <b>Pending</b>
<b>PAC 1203</b>	13/12/16	4.	<i>Draft Project Plan</i> - AL to update the Plan items and produce a high level timeline to show potential programme of work assigned to each Quarter.	PAC Member (AL)	<b>Prior to 10 January 2017</b> <b>Pending</b>
<b>PAC 1204</b>	13/12/16	6.	<i>SoS Report</i> - RH to confirm that the standards included in this report are relevant/valid obligations (or that reassessment/removal is required).	Xoserve (RH)	<b>Prior to 10 January 2017</b> <b>Pending</b>