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## Performance Assurance Workgroup Minutes

### Tuesday 14 May 2013

#### via teleconference

#### Attendees

Tim Davis (Chair)	(TD)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Andrew Margan	(AM)	British Gas
Angela Love	(AL)	ScottishPower
Anne Jackson	(AJ)	SSE
Colette Baldwin	(CB)	E.ON UK
Edward Hunter	(EH)	RWE npower
Emma Lyndon	(EL)	Xoserve
Jonathan Kiddle	(JK)	EDF Energy
Jon Dixon	(JD)	Ofgem
Marie Clark	(MC)	ScottishPower
Megan Couch	(MC)	RWE npower
Rose Smith	(RS)	RWE npower
Steve Mulinganie	(SM)	Gazprom

#### 1. Introduction

TD welcomed all to the meeting.

#### 1.1 Review of Minutes

The minutes from the previous meeting were approved.

#### 1.2 Review of Actions

**Action PA03/01:** Joint Office (TD) to develop a discussion document, based around the comments made to date, for consideration at the next meeting.

**Update:** A document had been produced and published. **Closed**

#### 2. Discussion

AL suggested that the Workgroup should consider focusing attention on two main areas of development - scope and framework. Workgroup development going forward could be supported by a form of action plan covering:

Scope – this involves identification of any potentially material issues, initially undertaken by Xoserve due to its access to industry wide information and understanding of how processes interact;

Ofgem Endorsement – involves Ofgem providing an indication of what they would look for in a performance assurance framework;

The Performance Assurance Framework – to be developed with industry engagement; and

Project Management – could involve development of a calendar tracking mechanism similar in concept to the JO website diary.

The proposed approach was not unanimously supported although it was agreed that development of a suitable framework should enable the industry to identify and target the areas of highest material impact.

In debating whether or not Xoserve would be the best organisation to source the relevant information, it was noted that the industry would be able to challenge any of Xoserve's findings and thereby validate the information being used.

Whilst it was acknowledged that the Joint Office 'Performance Assurance Framework' document could be expanded to include scope, project management and cost / benefit aspects, it was generally accepted that the Workgroup needs to identify the scope in order to make progress, and to build a framework separately that is designed in light of the areas in which assurance is being sought.

It was suggested that Xoserve and others identify issues and any material items for inclusion within a matrix to enable targeting and ranking of the areas of concern. EL agreed to provide a draft matrix covering, but not limited to, settlement issues (i.e. direct and indirect data provisions – MPRN creation, Meter Reading impacts etc.). It was also acknowledged that allocation as well as settlement may be important, especially for smaller parties given the cash flow impacts. It was also noted that the matrix could help identify areas of overlap – i.e. areas that are already being, or are expected to be, covered by other industry initiatives (i.e. Shipperless sites etc.).

JD agreed to provide a view on the regulatory impacts associated with development of a Performance Assurance Framework. JD indicated that not only would he seek a view from his colleagues, he would also look to the issue of an Ofgem letter promoting the work being undertaken by this Workgroup.

AL offered to develop a draft action plan for consideration at the next meeting.

### **3. Any Other Business**

None.

### **4. Workgroup Process**

#### **4.1 Agree actions to be completed ahead of the next meeting**

**Action PA05/01: Xoserve (EL) to develop a matrix for identification of areas of concern.**

**Action PA05/02: Ofgem (JD) to provide a view on potential regulatory impacts associated with development of a Performance Assurance Framework.**

**Action PA05/02: ScottishPower (AL) to develop a draft action plan.**

### **5. Diary Planning**

The next meeting of the Workgroup is due to take place at Ofgem, 9 Millbank, London, SW1P 3GE on Wednesday 12 June 2013, commencing at 11:30am.

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**Action Table**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
PA03/01	20/03/13	2.6	To develop a discussion document, based around the comments made to date, for consideration at the next meeting.	Joint Office (TD)	Update provided. <b>Closed</b>
PA05/01	14/05/13	2.	Develop a matrix for identification of areas of concern.	Xoserve (EL)	Update to be provided in due course.
PA05/02	14/05/13	2.	Provide a view on the potential regulatory impacts associated with development of a Performance Assurance Framework.	Ofgem (JD)	Update to be provided in due course.
PA05/03	14/05/13	2.	Develop a draft action plan.	Scottish Power (AL)	Update to be provided in due course.