

## Standards of Service Sub-committee Minutes

Thursday 26 July 2007

### Elexon

#### Attendees

Julian Majdanski (Chair)	JM	Joint Office of Gas Transporters
Lorna Dupont (Secretary)	LD	Joint Office of Gas Transporters
Adam Frak		Scottish and Southern Energy <b>(Member)</b>
Alex Travell*	AT	E.ON Energy <b>(Member)</b>
Chris Hill*	CH	RWE Npower <b>(Alternate Simon Howe)</b>
Linda Whitcroft	LW	xoserve
Robert Cameron-Higgs	RCH	Northern Gas Networks
Simon Trivella	ST	Wales and West Utilities

#### Apologies

Simon Howe	SH	RWE Npower <b>(Member)</b>
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\* via teleconference

## 1. Status Review

### 1.1. Minutes from January SoS Sub-committee meeting

No comments were received. The Minutes of the previous meeting were approved.

### 1.1. Review of Actions from January SoS Sub-committee meeting

**SoS0101:** LW to establish who is responsible for publication of data and add members email to the circulation list for the provision of future reports.

**Action Update:** This had been done, however both AT and AF still do not appear to be receiving information.

**New Action SoS0101b:** AF and AT to resend their email details to LW, who will add to lists.

## 2. Performance and Payments to Date

RCH confirmed that all targets were being met, and the Transporters were in regular communication with xoserve to maintain this level of performance. RCH affirmed that he was happy to field any questions that may arise.

It was felt that an October meeting might be appropriate, at which RCH would provide figures. This would be booked provisionally after the next Distribution Workstream.

JM said that JO would write out to all concerned in advance to see if the meeting was required.

**Action SoS0701:** JO to write out to all concerned in advance to see if the October meeting was still required.

**3. AOB**

None.

**4. Diary Planning for Workstream**

- Provisional meeting – to be confirmed: Thursday 25 October 2007, at a Solihull location to be confirmed (following Distribution Workstream 10:00)
- Thursday 24 January 2008, 31 Homer Road, B91 3LT (following Distribution Workstream 10:00)

**Action Table**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
SoS0101 b	25.01.07 and 27/07/07	2.0	AF and AT to resend their email details to LW for addition to circulation list for the provision of future reports. LW to add to list.	xoserve (LW) and AF and AT	Action: Pending
SoS0701	26/07/07	2.0	JO to write out to all concerned in advance to see if the October meeting was still required.	Joint Office (JM)	Action: Pending