

User Pays User Group Minutes

Wednesday 19 February 2014

via teleconference

Attendees

Helen Cuin (Chair)	(HC)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Darren Jackson	(DJ)	Xoserve
Graham Wood	(GW)	Centrica
Paul Orsler	(PO)	Xoserve
Tahera Choudhury	(TA)	Xoserve
Maria Heskher	(MH)	Scottish Power

Meeting documentation can be found at: <http://www.gasgovernance.co.uk/up/190214>

1.0 Introduction and Status Review

HC welcomed participants to the meeting. As the meeting was not quorate the following business was addressed informally as a User Pays User Group meeting.

1.1 Minutes

The minutes of the previous meeting (30 January 2014) were accepted.

1.2 Actions

None outstanding.

2.0 UPCO007 & UPCO008 – BER Outcome

DJ confirmed Xoserve had published the contractual documentation for review and no representations had been received within the consultation period. The outcome of the review had been communicated via email. The BERs were now considered approved by virtue that no votes were cast against.

DJ confirmed the next stage would be for Xoserve to issue the service schedules for legal review and comment. Xoserve welcomed feedback from organisations at the earliest opportunity via: xoserve.userpays@xoserve.com.

PO confirmed that the aspiration was to obtain sign-off by the end of March. The User Pays Committee Expert Group plan to meet on 10 March to review the progress of the contractual documents and address any issues relating to the ACS and Service Schedules.

PO highlighted that the smart metering timescales would need to be considered, to assess if these are realistic for the necessary amendments.

GW enquired about the level of approval required.

Action 0201: Xoserve to clarify the level of approval required for Contract Change Proposals.

Post Meeting Note: DJ confirmed the Voting Rights under Contract Change Proposals (CCP) for User Pays. The Terms of Reference for the UPCEG states that:

In the event the CCP is rejected by one or more User Pays Customers or Xoserve, the CCP will be rejected and the Contract Change Register (CCR) updated accordingly.

NB: Any organisations not voting are deemed to have voted in favour.

2.1 Next Steps

Xoserve to issue the service schedules for legal review and UPCEG to review progress of Contractual Documents and address any issues relating to the ACS and Service Schedules.

3.0 Any Other Business

None.

4.0 Diary Planning

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

Meetings will take place as follows:

Time/Date	Venue		Programme
09:30 – 11:00 Monday 10 March 2014	Via teleconference	UPCEG	Review progress of Contractual Documents and address any issues relating to the ACS and Service Schedules
09:30 Monday 10 November 2014	Via teleconference	UPUC, followed by UPCEG	<i>To be confirmed</i>

Action Table

Action Ref	Meeting Date(s)	Minute Ref	Action	Owner	Status Update
0201	19/02/14	2.2	Xoserve to clarify the level of approval required for Contract Change Proposals.	Xoserve (DJ)	Complete (see post meeting update)