

JOINT GOVERNANCE ARRANGEMENTS COMMITTEE
MINUTES OF THE 43rd MEETING HELD ON MONDAY 17 JULY 2017

Attendees:

Representatives: D Handley (DH), SGN (Chair); D Lond (DL) National Grid NTS; P Rogers (PR), Cadent; and S Parker (SP), Northern Gas Networks

Joint Office: L Jenkins (LJ), P Garner (PG), R Fletcher (RF)

Apologies: C Logue, National Grid NTS; S Edwards Wales & West Utilities

Welcome

DH introduced proceedings, noting that all members or their appointed alternates were present. He welcomed PG to the Joint Office and wished her well in her new role as Chief Executive (designate).

43.1. Review of Minutes and Actions

The minutes from the last meeting were approved.

DH requested that Scotia Gas Networks be referred to as SGN in terms of the previous minutes and going forward.

The two outstanding actions (JGAC 4201 and 4202) were agreed as being complete and were closed.

43.2. 2016/17 Financial Update – Year end

LJ provided a brief overview of the current financial performance for the Joint Office. Expenditure was broadly where it was expected to be.

DH asked if the costs for Panel Chair recruitment were to flow through next month LJ confirmed this was correct as the process was largely completed.

JGAC thanked LJ for the financial report.

43.3. 2017 Q1 CACoP KPI Report

LJ introduced the latest Code Administrator Code of Practice KPIs, summarising what could be observed. No particular issues were identified.

DH asked if there were any views from Ofgem; LJ confirmed there weren't.

PR questioned the additional roles the JO were taking on such as DSC, IGTAD and Shrinkage Forum? LJ felt it was an industry expectation that the JO should be managing meetings. SP agreed with this view, although he would like a review of resources to ensure the correct skill set is employed.

DH challenged what would be the impact if the number of modifications increased? LJ felt that with the additional Workgroup coordinator being available (see 43.7.1 below) the JO should be able to cope with such additional work.

DL asked if the DSC workload is a temporary workload or would carry on into the future. LJ felt the future role should be around the CDSP leading the change process (potentially via an independent administrator).

43.4. Solihull Office

PR reported that there have been difficulties in coordinating with the other potential users of the shared accommodation. This may mean looking at alternative accommodation within the same office or to get the process moving.

LJ challenged when the room would be available as it would take around 2 weeks

to mobilise and two weeks to construct, which is impacting the JO arranging meetings. PR advised that he had escalated the issue and that he expected further updates on the establishment of the office later that day.

DH asked what is plan B? PR advised that plan B would be to move the JO into a serviced area of the same location so that it is separated from the other space user. There would be additional costs involved over and above that quoted for the office space currently being considered.

LJ sought direction from the committee as to preferred approach to the office; did they want to proceed with the current arrangements (temporary office) and await resolution of the Solihull location, or abort this approach and try another location. Members agreed that the former continued to be appropriate.

Members asked for an update from Cadent later in the week.

ACTION JGAC4301 – Provide an update on the progress of the Solihull office plan (PR)

43.5. JGAA – Annual Review

LJ reminded members that the JGAA had been updated following the implementation of the DSC arrangements and, following Ofgem approval, v5.0 had been published on 24 May 2017. In light of this, members decided that a further review wasn't necessary at this time.

43.6. UNC Panel – Independent Chair Process - recommendation

LJ summarised the Appointment Process and its outcome. A unanimous recommendation had been made by the Advisory Panel, which at this stage was confidential to JGAC and circulated via email outside of the meeting.

JGAC considered the credentials of the nominee and agreed that the person more than met the requirements. Members unanimously ratified the recommendation. LJ was asked to seek Ofgem's approval on behalf of JGAC.

ACTION JGAC4302 – Request Ofgem approval for the committee's nominee for Independent Panel Chair (LJ)

DH agreed to thank the Advisory Panel on behalf of JGAC for a job well done, in a timely manner.

ACTION JGAC4303 – Send JGAC's thanks to the Advisory Panel for their work in the recruitment process. (DH)

43.7. Any Other Business

43.7.1 Staffing Update

PR suggested that a communication should be issued advising that the new CEO of the Joint Office has been appointed from 01 September and that this should be issued by the Chair of JGAC.

ACTION JGAC4304 – Provide the text of an announcement note relating to the appointment of the JO CEO. (DH)

LJ advised that the Workgroup Coordinator recruitment process had been completed and that the JO's offer to an external candidate had been

accepted. Due to holidays and other commitments during August, it was proposed to start the new Coordinator on 04 September 2017.

43.8. Diary Planning and Content of Next Meeting

JGAC (2017) meetings will take place as follows:

Time/Date	Venue	Agenda
10.00 – 11.00, Monday 16 October 2017	Via teleconference	Finance Q2 17/18 CACoP KPIs Q3 Independent Panel Chair
2018 meetings tbc		

Action Table					
Action Ref	Meeting Date(s)	Minute Ref	Action	Owner	Status Update
JGAC 4301	17 July 2017	43.4	Provide an update on the progress of the Solihull office plan	PR	
JGAC 4302	17 July 2017	43.6	Request Ofgem approval for the committee’s nominee for Independent Panel Chair	LJ	Complete
JGAC 4303	17 July 2017	43.6	Send JGAC’s thanks to the Advisory Panel for their work in the recruitment process	DH	Complete
JGAC 4304	17 July 2017	43.7.1	Provide the text of an announcement note relating to the appointment of the JO CEO	DH	Complete