

## Agenda

### UNC Performance Assurance Committee (PAC)

**10:00 Tuesday 14 July 2020**

**via Microsoft Teams**

(Please refer to your email invite for the Microsoft Team details for this meeting)

Please provide all agenda items and any related meeting papers in time to allow publication by  
**5pm on Monday 06 July 2020.**

*Short notice items are in italics*

*\* indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
<b>1. Introduction</b>			
1.1.	Apologies for absence		
1.2.	Note of Alternates		Information
1.3.	Quoracy Status	Chair	
1.4.	Approval of Minutes (09 June 2020)		Approval
1.5.	Approval of Late Papers		Approval
<b>2. Monthly Performance Assurance Review Items</b>			
2.1.	Risk & Issues Register Review	PAFA (SR)	Discussion
2.1.1.	UIG (Risk and Issues Tracking)	PAC (MB)	Discussion
2.2.	PARR Report Review - Dashboard update	PAFA (SU)	Discussion
2.2.1.	Review of Performance	PAC (MB)	Discussion
2.3.	Review of Outstanding PARR Actions	CDSP (SR/SU)	Information
2.4.	Covid-19 Reports *	CDSP (FC)	Information
2.5.	AQ at Risk Update *	CDSP (FC)	Discussion
2.6.	EUC09 Count by Class Update *	CDSP (FC)	Discussion
2.7.	AQ Calculation Error Update	Npower (SC)	Information
2.8.	NDM Sample Data Update	CDSP (NC)	Information
2.9.	Open Meter by-pass Update	CDSP (JR)	Information
2.10.	Theft of Gas Update	CDSP (FC)	Information
<b>3. Matters for Committee Attention</b>			
3.1.	PARR Modification 0690S - Reduce qualifying period for Class 1.	CDSP (FC)	Decision
3.2.	PAC Budget Spend Update	CDSP (JR)	Information
3.3.	Standards of Service Liabilities Report (information only)	Chair	Information
<b>4. Update on Potential Changes to Performance Assurance Reporting and PARR</b>			
4.1.	Modification 0664 - Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4.	Chair/MJ	Information

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Papers available at: [www.gasgovernance.co.uk/PAC](http://www.gasgovernance.co.uk/PAC)

4.2. Modification 0674 - Performance Assurance Techniques and Controls (Review of v10.0) incl. PAC Document 4 PAFA Scope Definition	Chair/MB	Information
4.3. Modification 0691S - CDSP to convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met	Chair	Information
4.4. Any Other changes	Chair	Information
5. Review of Outstanding Actions	Chair	Information
6. Any Other Business		
6.1. PAFA Re-Procurement Next Steps		Discussion
7. Next Steps	Chair	Information
7.1. Key Messages	Chair	Information
8. Diary Planning	Chair	Information
8.1. December 2020 meeting date	Chair	Discussion
8.2. 2021 meeting dates	Chair	Discussion

**PAC Action Table (as at 10 June 2020)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PARR Report Actions:</b>					
PARR May 01b	12/05/20	2.2	Xoserve/CDSP to examine the changing read performance statistics on the DDP with a fix to be deployed immediately	Xoserve/CDSP	<b>Carried Forward</b>
PARR May 05	12/05/20	2.2	CAMs to liaise with the nine Shippers who have not submitted their NDM Sample data to encourage submission and assist where necessary.	CDSP (CAMs)	<b>Carried Forward</b>
PARR June 01	09/06/20	2.2	PAFA to liaise with Bern through the Xoserve Customer Advocate Managers (CAMs) relating to PC4 monthly read submission and bring feedback to the PAC.	PAFA (SU)	<b>Pending</b>
<b>PAC Actions 2020:</b>					
PAC 0302	16/03/20	5.1	PAFA (SR) to arrange a workshop to review the 'User Stories' and establish next steps	PAFA (SR)	<b>Carried Forward</b>
PAC 0304	16/03/20	6.5	Xoserve/CDSP (JR) to provide PAC with some additional industry performance read rejection analysis from the Shipper Performance Packs	Xoserve/CDSP (JR)	<b>Carried Forward</b>

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PAC 0601	09/06/20	2.1	Joint Office (HC) to re-publish the updated Risk Register on the main PAC webpage: <a href="https://www.gasgovernance.co.uk/pac">https://www.gasgovernance.co.uk/pac</a>	Joint Office (HC)	<b>Pending</b>
PAC 0602	09/06/20	2.1	PAFA / CDSP to update the Risk Register, by classifying entries into a risk or issues, and add an appropriate value of significance, for review next month.	PAFA / CDSP	<b>Pending</b>
PAC 0603	09/06/20	2.7	CDSP (JR) to provide PAC Members with a up to date Open Meter by-pass report as soon as possible.	CDSP (JR)	<b>Pending</b>
PAC 0604	09/06/20	3.1	Joint Office (RH) to submit the PAC Document 1 Performance Assurance Reports Register (PARR) to June's UNCC meeting for approval.	Joint Office (RH)	<b>Pending</b>
PAC 0605	09/06/20	4.1	CDSP (FC) to provide monthly progress update on the Theft of Gas work being undertaken.	CDSP (FC)	<b>Pending</b>

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