

**UNC Workgroup 0474S Minutes**  
**Inclusion of the guidelines relating to the “Customer Settlement**  
**Error Claims Process” within UNC governance**

**Tuesday 11 March 2014**

**31 Homer Road, Solihull, B91 3LT**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alison Chamberlain	(AC)	National Grid Distribution
Alex Ross-Shaw*	(ARS)	Northern Gas Networks
Andrew Margan*	(AM)	British Gas
Chris Warner	(CW)	National Grid Distribution
David Addison	(DA)	Xoserve
Dave Mitchell*	(DM)	Scotia Gas Networks
Ed Hunter	(EH)	RWE npower
Hilary Chapman	(HCh)	Xoserve
Huw Comerford	(HCo)	utilita
Lorna Lewin	(LL)	DONG Energy
Marie Clark*	(MC)	Scottish Power
Mark Jones	(MJ)	SSE
Steve Mulinganie	(SM)	Gazprom

\* *via teleconference*

Copies of all papers are available at: [www.gasgovernance.co.uk/0474/110314](http://www.gasgovernance.co.uk/0474/110314)

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 April 2014.

**1.0 Review of Minutes and Actions**

**1.1 Minutes**

The minutes of the previous meeting were accepted.

**1.2 Actions**

**0201:** Xoserve to clarify the impact on the reconciliation process beyond the code cut off date (line in the sand).

**Update:** DA explained that the line in the sand creates a variation period but reconciliation would not go beyond this. **Complete.**

**2.0 Workgroup Report**

DA provided an Agency Charging Statement for Modification 0429 and highlighted how it would be amended/clarified by this modification. He proposed that the ACS for Modification 0474 should state operational costs would be ‘Price on Application’. He explained this approach is very rarely used however until the complexity is understood it would be difficult to provide a more definitive cost.

SM enquired if Xoserve would be able to provide a typical hourly rate, half-day rate or day-rate to provide a better indication of the costs.

It was anticipated that an ACS would be available in mid April in time for Panel consideration.

The Workgroup discussed whether the Panel or UNCC ought to approve the guidelines for insertion into the UNC. However, as this was considered a matter of implementation this would not prevent the Workgroup finalising the report and appending the Guidelines for consideration. The Workgroup agreed that the Guidelines should be published alongside the Workgroup Report for approval and implementation.

The Workgroup considered an amended modification and concluded the Workgroup Report.

**3.0 Any Other Business**

None.

**4.0 Diary Planning**

No further meetings planned.

**Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0201	10/02/14	2.0	Xoserve to clarify the impact on the reconciliation process beyond the code cut off date (line in the sand).	Xoserve (DA)	<b>Complete</b>