

JOINT GOVERNANCE ARRANGEMENTS COMMITTEE
MINUTES OF THE 23rd MEETING HELD ON FRIDAY 13 September 2013

Attendees:

Representatives: A Musgrave (AM) (Scotia Gas Networks), J Ferguson (alternate for S Parker, Northern Gas Networks), P Rogers (alternate for A Raper, National Grid Distribution), R Hewitt (RH) (National Grid NTS), and S Edwards (SE - Chair) (Wales & West Utilities).

Joint Office: T Davis (TD) and H Cuin (HC)

Also in attendance: L Jenkins (National Grid)

Apologies: A Raper, S Parker

23.1. Minutes of last meeting and actions arising

The minutes of the previous meeting were approved.

Action JGAC 0201: TD to circulate the revised JGAA, allowing one week for any final comments. **Update:** JGAA had been circulated for final review and no additional comments received. The revised version was not vetoed by Ofgem and is now live. **Complete**

Action JGAC 0202: TD to circulate the agreed budget. **Update:** Circulated 14 February. **Complete**

23.2. JO Staff Changes

The Committee noted that National Grid plans to change the secondee acting as Chief Executive of the Joint Office, with Les Jenkins replacing Tim Davis at the end of the calendar year. TD explained that the process for appointing a replacement Panel Chair is for JGAC Representatives to unanimously agree a preferred candidate, and this proposal would require Ofgem approval. The committee unanimously agreed that LJ be proposed as the UNC Panel Chair following TD's departure. TD agreed to draft a letter on the Committee's behalf that would be circulated for comment prior to being sent to Ofgem seeking their approval.

Action JGAC 2301: TD to draft a letter seeking Authority approval of Les Jenkins as the Panel Chair

23.3. Joint Office Budget Report

TD confirmed that the Joint Office invoices issued for 2012/13 had been approved, with expenditure outturning below budget. 2013/14 expenditure is running at broadly the same level as the 2012/13 outturn. TD was thanked for continuing to deliver acceptable expenditure outcomes.

23.4. Annual Review of JGAA

SE noted that the annual JGAA review was due and invited any suggested changes. All indicated that they are content with the JGAA and had no changes to put forward at this stage. JF suggested that, once established, Transporter membership of the Smart Energy Code Panel might usefully be included in the JGAA, in the same way that iGT Panel representation is covered. It was agreed that this be considered as part of a future JGAA revision.

Action JGAC 2302: JF to provide proposed JGAA change to accommodate SEC implications

23.5. Review of Risks

SE confirmed that no changes had been highlighted since the last review and that Risk 5 had now been closed. It was agreed to renumber/realign Risks 1,2,3,4 and 6.

The committee considered Risk 4 - Business Continuity recognising there had been some recent website issues. TD confirmed that some work has been undertaken with the website host and some IT consultants for improvements. He explained that the website is backed up to recover from any failure and resilience is generally very good, he also explained the way in which the website is designed such that it can be moved to a different host if problems do occur.

23.6. AOB

TD highlighted that an issue has been raised by Gazprom via the Distribution Workgroup about the procurement of legal text, with the likelihood of a UNC modification being raised to make the JO responsible for the provision of text. The committee briefly considered the principle of a centralised service under a User Pays type approach, such that those who raised modifications face the costs they create. It was suggested that this may provide an incentive for business rules to be fully developed such that lawyers are able to readily interpret requirements and draft text. SE noted that the Committee had previously considered a centralised approach to text production, which did not gain unanimous support. All agreed to reconsider whether they now wished to adopt a centralised approach to legal text provision, managed by the Joint Office. It was agreed to meet again on 04 October in order to consider this further.

Action JGAC 2303: Representatives to provide a view on moving to the JO managing a centralised service for legal text provision.

23.7. Date of Next Meeting

09:00, 04 October 2013, via teleconference.

10:00, 14 March 2014, via teleconference.

Action Summary 13 September 2013

Action Ref	Meeting Date(s)	Minute Ref	Action	Owner	Status Update
JGAC 02/01	08/02/13	22.3	Circulate the revised JGAA, allowing one week for any final comments	Joint Office (TD)	Complete
JGAC 02/02	08/02/13	22.3	Circulate the agreed budget	Joint Office (TD)	Complete
JGAC 2301	13/09/13	23.2	TD to draft a letter seeking Authority approval of Les Jenkins as the Panel Chair	JO (TD)	To be circulated with minutes
2302	13/09/13	23.4	JF to provide proposed JGAA change to accommodate SEC implications	NGN (JF)	Awaiting SEC development

Action Ref	Meeting Date(s)	Minute Ref	Action	Owner	Status Update
2303	13/09/13	23.6	Representatives to provide a view on moving to the JO managing a centralised service for legal text provision	Representatives	To be considered on 04 October