

UNC Performance Assurance Committee (PAC) Agenda

10:30 Tuesday 12 June 2018

at Radcliffe House, Blenheim Court, Warwick Road, Solihull, B91 2AA

- 1. Introduction and Status Review**
 - 1.1. Confirm quorate status
 - 1.2. Apologies for absence
 - 1.3. Note of Alternates
 - 1.4. Review of Minutes (08 May 2018)
- 2. Monthly Review Items**
 - 2.1. Risk Register Review
 - 2.2. Issues Register
 - 2.2.1. PAC10 - Product Class 2 and 3 Meter Read Submission Performance
 - 2.2.2. New issues
 - 2.3. Project Plan
 - 2.4. Assumptions Register
 - 2.5. Ofgem Update
 - 2.6. Review of Monthly PARR Reports
 - 2.7. Review of PAC Terms of Reference
- 3. Annual Work Plan and Budget**
 - 3.1. Draft Work Plan and Budget Actions Update
- 4. Communications Plan**
- 5. Any Other Business**
 - 5.1. Review of the Performance Assurance Framework - All
 - 5.2. Smart Meters (exchanges and read submission statistics) – All
 - 5.3. PAC related Modifications
- 6. Review of Outstanding Actions**
- 7. Next Steps**
 - 7.1. Key Messages - PAFA
- 8. Diary Planning**

Action Table (as at 08 May 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0501	08/05/18	2.1	Xoserve (FC) to investigate Schedule 33 data with Electralink/TRAS and see if this data could be shared with Xoserve.	Xoserve (FC)	Pending
PAC 0502	08/05/18	2.1	PAFA (NV) to produce a milestone plan of which live risks should be tracked by use of the process flow chart.	PAFA (NV)	Pending
PAC 0503	08/05/18	2.1	PAFA (NV) to add the Appeals process into the process flow chart.	PAFA (NV)	Pending
PAC 0504	08/05/18	2.2.2	Shipper Member (JW) to amend the new Modification in readiness for submission to the June Panel, for further development within the Distribution Workgroup.	Shipper Member (JW)	Pending
PAC 0505	08/05/18	2.6	PAFA (NV) to provide a Dashboard format of the Reports versa the Risks for the June Meeting.	PAFA (NV)	Pending
PAC 0506	08/05/18	7.0	PAFA (NV) to track and record all actions that have been resolved and actioned by date to produce an audit trail.	PAFA (NV)	Pending