

**UNC Performance Assurance Committee DDP Sprint2 Minutes**  
**Wednesday 03 March 2021**  
**via Microsoft Teams**

**Attendees**

Rebecca Hailes (Chair)	(RH)	Joint Office
Mike Berrisford (Secretary)	(MiB)	Joint Office

**Shipper Members (Voting)**

Andy Knowles	(AK)	Utilita
Carl Whitehouse	(CW)	Shell
Graeme Cunningham	(GC)	Centrica/British Gas (Alternate)
Sallyann Blackett	(SB)	E.ON

**Transporter Members (Voting)**

Leteria Beccano	(LB)	Wales & West Utilities
Andy Clasper	(SS)	Cadent (Alternate)

**Observers/Presenters (Non-Voting)**

Ahmed Harfan	(AH)	Xoserve/CDSP
Fiona Cottam	(FC)	Xoserve/CDSP
John Welch	(JW)	Gemserv/PAFA
Karen Kennedy	(KK)	Xoserve/CDSP
Lee Greenwood	(LG)	Observer, British Gas
Martin Attwood	(MA)	Xoserve/CDSP
Murali Shaga	(MS)	Xoserve/CDSP
Rachel Clarke	(RC)	Gemserv/PAFA
Sara Usmani	(SU)	Gemserv/PAFA
Shelley Rouse	(SR)	Gemserv/PAFA

**Apologies**

Oorlagh Chapman	(OC)	Centrica/British Gas
Shiv Singh	(SS)	Cadent

Copies of non-confidential papers are available at: <https://www.gasgovernance.co.uk/PAC/030321>

**1. Introduction**

Rebecca Hailes (RH) welcomed all parties to the meeting.

**1.1 Apologies for absence**

Oorlagh Chapman, Shipper Member, and  
Shiv Singh, Transporter Member.

**1.2 Note of Alternates**

Graeme Cunningham standing alternate for Oorlagh Chapman, and  
Andy Clasper standing alternate for Shiv Singh.

### 1.3 Quoracy Status

RH noted that until Andy Clasper joins the meeting, any approval decisions would have to be deferred.

Thereafter, the Committee meeting was confirmed as being quorate.<sup>1</sup>

### 1.4 Approval of Later Papers

RH advised there was one late paper, in the form of an amended 'PAC DDP Review' presentation from Xoserve, for consideration.

## 2. Data Discovery Platform (DDP) Dedicated PAC Sprint2

### 2.1 Approval of ICoSS Response Letter

Shelley Rouse (SR) explained that she had now created a draft response letter and supporting paper which was circulated to PAC Members on Thursday 25 February 2021 with the aim of seeking approval at today's meeting.

During a brief discussion on the content of the draft letter, the following points were noted:

- perhaps it would be beneficial to ensure that we emphasise that the PAC were only following due process;
- the 'key points' of the letter would be better placed earlier in the letter, rather than apologetically placed towards the end;
- a more focused and challenging language would be more appropriate;
- needs to be more probing as to what Shippers are doing to obtain and input Meter Reads and not simply hide behind the pandemic / lockdown smoke screen;
- the Ofgem announcement had little impact on the drafting of the response letter in the end, and
- an additional statement relating to lockdown and a road map of how we exit it would be beneficial.

RH pointed out that S Singh (Cadent) had indicated support for the draft letter via email ahead of the meeting, before enquiring whether PAC Members present were happy to approve the (draft) ICoSS Response Letter for release, at which point no adverse comments were forthcoming – subject to the tweaks identified above, the letter is therefore **approved**

### 2.2 Timing of Round 2 PC4 Monthly Letters

During a brief discussion on the timing requirements for the next round of PC4 Monthly letter release, the following points were noted:

- an additional statement relating to lockdown and a road map of how we exit it would be beneficial;
- more reinforcement of, and clarity around, the PC4 dates is needed;
- more clarity around the fact that the PAC will continue monitoring performance during the pandemic lockdown period(s) is needed;
  - in noting that businesses are still operating, even if some are working from home during lockdown, it was felt that there would be a 'natural' mix between

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<sup>1</sup> PAC meetings will be quorate where there are at least four Shipper User PAC Members and two Transporters (DNO and/or IGT) PAC Members with a minimum of six PAC Members in attendance.

being able to obtain a Meter Read and not – the crux of the issue is how parties are planning to obtain their reads, especially when the early indications are that the lockdown will end circa June 2021, and

- the consensus view amongst PAC Members in attendance is that it remains appropriate for PAC to continue to monitor Read Performance and issue the next round of PC4 Monthly Read Performance Letters.

When asked, the following PAC Members in attendance unanimously approved the release of the next round of letters – the release of the 2<sup>nd</sup> tranche of PC4 Monthly Read Performance letters is therefore **approved**

### 2.3 Clarification of Requirements<sup>2</sup>

Opening discussions on the ‘PAC DDP Review’ presentation, K Kennedy (KK) requested that parties present look to consider removal of any duplicate items during the review.

During an onscreen review of the spreadsheet, the following key points were noted:

#### Clarifications Tab

##### Sprint1

KK explained that this area is currently being worked on with:

- **DDP-390** - ready to commence the testing phase circa Tuesday 09 March 2021, and
- **DDP-396** - will be ready to commence the testing phase towards the later end of w/c Monday 08 March 2021.

When asked, G Cunningham nominated himself and L Greenwood to take part in the testing phases. SR confirmed that PAFA would take part in testing.

##### Sprint2

- **DDP-379** - to be based on both estimated and actual allocated energy at close-out as it is measured in kWh, and is consistent with how Correlia measure consumption, and
- **DDP-399** – Agreement was reached to descope estimated reads from scope, eliminating PC1, PC2 & OMR;

KK pointed out that replacement reads relating to PC3 and 4’s could be provided relatively easily and in a timely manner, although energy movement related information (AQ or Reconciliation data) would require more consideration due to the availability of the data in DDP. KK suggested that that reconciliation and replacement reads would / could demonstrate a like-for-like comparison, although this would not be ready until circa Q3 2021 – perhaps an interim step view of the general numbers involved might prove beneficial.

In considering whether a reconciliation rather than AQ based solution would be more appropriate (and meaningful for PAC purposes), SB suggested that this might prove tricky and that it potentially involves subtly different aspects to an AQ based approach.

In acknowledging the points being raised, KK agreed to look to develop a ‘User Story’ for the 2<sup>nd</sup> phase.

<b>New Action PAC DDP 0301:</b> Reference DDP-399 – Xoserve (KK) to look to develop a ‘User Story’ for the 2 <sup>nd</sup> phase.
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##### Sprint3

<sup>2</sup> Please note: that during the course of discussions, PAC Members were asked to vote and/or provide a view on various matters, the form of the vote often being to provide no adverse comments (silence) which has been deemed to be a positive vote for the purposes of these minutes.

- **DDP-380** – as per the discussions on DDP-379 above, to be based on allocation, whether estimated or actual;
- **DDP-381** – on the assumption that DDP-379 would provide an assessment of the settlement volume percentages involved (for PC1 & 2's only).

When the PAFA indicated that it believes that they would still be able to obtain estimated and actual energy data, PAC Members present voted **unanimously that DDP-381 could be removed** from the listing;

- **DDP-393** – discussion centred on what is meant by the phrase 'unresolved rejection' and whether or not this relates to ALL rejections that occur during a month.

KK suggested that the matter is more about aligning to the 'no read' sites (i.e. meter read rejections) as these sites are not meeting their read performance requirements, and that perhaps a monthly view is probably an easier area on which to focus – in short, the aim is to tease out performance aspects (i.e. reporting on what was accepted, rejected and thereafter what remains unresolved).

It was noted that there are circa 90 Meter Read Rejection Codes and that perhaps focusing on the 'Top 10 or 15' would be beneficial, especially when baring in mind there are three tiers of validation groupings.

It was also noted that over submitting of reads could potentially skew (miss-represent) the figures and therefore care is needed to identify what sites should have had a read in the month, and examine the Meter Read Rejections to tease out what the actual rejection criteria was (i.e. MPRN rejections etc.).

When asked, PAC Members present supported the proposals.

- **DDP-400** – similar to earlier discussions of DDP-399 (due to be delivered in Sprint2), suggestions were that it might be prudent to move some of the elements of DDP-400 out of Sprint3 and look to deliver these at a later date.

When asked, KK advised that whilst we do not have a clear view on developments beyond Sprint3 at this time, development work would continue as there is sufficient budget to support the work.

Thereafter, PAC Members present voted **unanimously to remove DDP-400 from Sprint3** subject to clarification of DDP-400 scope.

- **DDP-401** – F Cottam (FC) pointed out that there had not been a large take up observed on this area at which point discussions centred on whether to retain DDP-401 going forward.

Whilst acknowledging that there had not been a significant uptake, S Usmani (SU) questioned what would happen in the event that uptake increased, at which point KK responded by advising that an Ad-hoc report already exists that could be utilised to satisfy requirements – it was pointed out that this was a pre-COVID-19 requirement and as such already exists on the 'Risk Register' and therefore should be retained.

In looking to understand what the PAFA means by the phrase 'detailed view', SU suggested that perhaps the solution lies between a new column being inserted across various reports (to aid consistency and provide for MPRN level data relating to isolations information etc.) and also a new separate report for 'Isolations Status'.

Concluding, it was clarified that an additional column inserted into the Read Performance Report, supported by an additional Isolations Status report would suffice for the time being.

- **DDP-402** – it is believed that a separate 'By-Pass Report' would be beneficial on the grounds that this is a discrete topic.

Whilst noting that detail relating to this item is a wee bit thin on the ground, it was suggested that the point highlighted by J Welch was valid and would allow the focus to concentrate on suspect meters, especially as there are potential UIG impacts (to varying degrees depending upon meter size etc.), AQ aspects and I&C indicators in support of AQ's (i.e. Market Sector, Meter Capacity and read activity indicators etc.).

It was requested that a report identifying the total number of by-passes 'open' versus 'closed' over a prescribed period would be beneficial alongside examining AQs to assess capacity aspects – responding, KK agreed to add portfolio information snapshot.

### Removals

- **DDP-194** – after a brief discussion during which JW double checked the PAFA stance, it was agreed the item could be removed. PAC Members present voted **unanimously that DDP-194 could be removed** from the listing;
- **DDP-198** – in considering whether to remove this item, SU highlighted that this relates to a previous point from her colleague JW around reporting filter consistency across all reports.

**New Action PAC DDP 0302:** Reference DDP-198 - PAFA (SU) to look to provide a list of which reports require additional filters adding for consistency purposes.

- **DDP-199** - PAC Members present voted **unanimously that DDP-199 could be removed** from the listing;
- **DDP-166** – it was noted that this item is closely related to DDP-192 and that DDP-192 is also closely related to DDP-193 and that perhaps the most efficient approach would be to combine DDPs 166 and 192 within an enhanced DDP-193 (expanding the Meter Read Validity Report for Meter Read Failures) going forward.

**New Action PAC DDP 0303:** Reference DDP-193 - Xoserve (KK) to look to expand DDP-193 to include DDPs 166 and 192 elements, especially aspects of the Meter Read Validity Report requirements.

PAC Members present voted **unanimously that DDP-166 could be removed** from the listing;

- **DDP-192** – as per DDP-166 above.
- **DDP-184** – when it was suggested that this item was delivered as part of the July 2020 development, PAC Members present voted **unanimously that DDP-184 could be removed** from the listing;
- **DDP-344** - PAC Members present voted **unanimously that DDP-344 could be removed** from the listing;
- **DDP-171** – when KK advised that this was covered off under Sprint2 DDP-379 which 'calls out' estimated consumption elements, PAC Members present voted **unanimously that DDP-171 could be removed** from the listing;
- **DDP-177** – it was suggested that DDP-382 could be expanded to include AMR aspects and as a consequence, DDP-177 could be removed.

**New Action PAC DDP 0304:** Reference DDP-177 - Xoserve (KK) to look to expand DDP-382 to include AMR aspects.

PAC Members present voted **unanimously that DDP-177 could be removed** from the listing;

- **DDP-177** – it was suggested that DDP-382 could be expanded to include AMR aspects, and as a consequence, DDP-177 could be removed.

### 2021-2022 Tab

To be confirmed groupings

- **DDP-190** – please refer to item DDP-191 below for more details;
- **DDP-191** – KK pointed out that the Dashboard already enables filtering by Shipper mechanisms and therefore this comes back to the previous discussions around adoption of a consistent set of filter options across all reports.

It was agreed that Xoserve and the PAFA undertake some offline discussions looking to combine DDPs 190 and 191 into a single DDP.

**New Action PAC DDP 0305:** Reference DDP-191 - Xoserve (KK) and PAFA (SU/JW) to undertake offline discussions around the possible combining of DDPs 190 and 191.

- **DDP-336** – please refer to discussions on DDP-191 above.

Concluding discussions, KK advised that she would consider the invaluable feedback provided and look to provide a view on prioritisation requirements and what could be expected post Sprint3.

**New Action PAC DDP 0306:** Reference DDP Review Requirements - Joint Office (RH) to look to set up an additional Sprint meeting for April 2021.

RH reminded everyone present that materials provided in support of any PAC meetings should be provided no later than 5 Business Days prior to the meeting and should where appropriate, clearly identify any questions that may require an answer.

## 2.4 Prioritisation of Requirements

It was agreed that prioritisation will be covered at meeting on 9<sup>th</sup> March.

## 3. Any Other Business

None.

## 4. Diary Planning

### 4.1 2021 meeting dates

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Time/Date	Paper Publication Deadline	Venue	Programme
10:00, Tuesday 09 March 2021	5pm Monday 26 February 2021	Teleconference	DDP3 Agenda
10:00, Tuesday 16 March 2021	5pm Monday 08 March 2021	Teleconference	Standard Agenda
10:00, Tuesday 30 March 2021	To be confirmed	Teleconference	DDP Agenda
10:00, Tuesday 13 April 2021	5pm Monday 05 April 2021	Teleconference	Standard Agenda
10:00, Tuesday 11 May 2021	5pm Monday 03 May 2021	Teleconference	Standard Agenda
10:00, Tuesday 15 June 2021	5pm Monday 07 June 2021	Teleconference	Standard Agenda

For details of the informal sub-group meetings and topics please contact the PAFA directly.  
[PAFA@gemserv.com](mailto:PAFA@gemserv.com)

**PAC Action Table (as at 03 March 2021)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
PAC DDP 0301	03/03/21	2.3	<i>Reference DDP-399 – Xoserve (KK) to look to develop a ‘User Story’ for the 2<sup>nd</sup> phase.</i>	Xoserve (KK)	<b>Pending</b>
PAC DDP 0302	03/03/21	2.3	<i>Reference DDP-198 - PAFA (SU) to look to provide a list of which reports require additional filters adding for consistency purposes.</i>	PAFA (SU)	<b>Pending</b>
PAC DDP 0303	03/03/21	2.3	<i>Reference DDP-193 - Xoserve (KK) to look to expand DDP-193 to include DDPs 166 and 192 elements, especially aspects of the Meter Read Validity Report requirements.</i>	Xoserve (KK)	<b>Pending</b>
PAC DDP 0304	03/03/21	2.3	<i>Reference DDP-177 - Xoserve (KK) to look to expand DDP-382 to include AMR aspects.</i>	Xoserve (KK)	<b>Pending</b>
PAC DDP 0305	03/03/21	2.3	<i>Reference DDP-191 - Xoserve (KK) and PAFA (SU/JW) to undertake offline discussions around the possible combining of DDPs 190 and 191.</i>	Xoserve (KK) & PAFA (SU/JW)	<b>Pending</b>
PAC DDP 0306	03/03/21	2.3	<i>Reference DDP Review Requirements - Joint Office (RH) to look to set up and additional Sprint meeting for April 2021.</i>	Joint Office (RH)	<b>Pending</b>