

## UNC Performance Assurance Committee (PAC) Agenda

10:30 Tuesday 08 November 2016

Consort House, 6 Homer Road, Solihull B91 3QQ

(Teleconference: 0207 950 1251, access code 21870295#)

1. **Introduction and Status Review**
  - 1.1. Confirm quorate status
  - 1.2. Apologies for absence and note of Alternates
  - 1.3. Review of Minutes (10 October 2016)
2. **Procurement of a Performance Assurance Framework Administrator (PAFA) - *Next update due at December meeting***
3. **“Performance Assurance Framework Document for the (Gas) Energy Settlement Performance Assurance Regime” (Framework Document) – *Review proposed amendments***
4. **Overall Implementation Approach/Plan (draft) – *Review***
5. **PARR Schedule 1 Reports - Development questions and recommendations (Action PAC1004) - *Review***
6. **Potential UNC modification - Removal of liabilities for members of Performance Assurance Committee - *Draft for review and discussion***
7. **UNCC Standard of Service Report**
8. **Issues List - *Review***
9. **Review of Actions Outstanding**
10. **Agree Key Messages and Next Steps**
11. **Diary Planning - *Next meeting 13 December 2016 (Solihull)***

**Action Table (10 October 2016)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PAC 0601</b>	29/06/16	2.	<i>PAC Terms of Reference - DNOs to decide how their representation (5 DNOs) would be fulfilled from 01 October 2016, when the Performance Assurance Committee is formally instated.</i>	DNOs	<b><i>Prior to 08 November 2016</i></b> <b>Carried forward</b>

**Action Table (10 October 2016)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>PAC 0602</b>	29/06/16	2.	<i>PAC Terms of Reference</i> - Members to consider who their standing Alternate should be and procure and provide to the Designated Person (the Joint Office) the relevant documentation to support appointment(s) as an Alternate.	AL, CB, LS and RP	<b>Prior to 08 November 2016</b>  <b>Carried forward</b>
<b>PAC 0604</b>	29/06/16	3.	' <i>Performance Assurance Framework Document</i> ': Document 5 - DNOs to develop a Confidentiality Agreement for incorporation into Document 5 and review the existing content of Document 5 and the definition (page 5, Section 1).	DNOs	<b>By 31 October 2016</b>  <b>Carried forward</b>
<b>PAC 0804a</b>	31/08/16	4.	<i>Framework Document</i> - CB to produce a draft section on the Budgeting process, and provide to the Joint Office by 30 September 2016.	CB	<b>By 31 October 2016</b>  <b>Carried forward</b>
<b>PAC 0804d</b>	31/08/16	4.	<i>Framework Document</i> - AL to produce a draft section on the Membership (Shippers and Ofgem) and adaptations to statements in the associated documentation (e.g. endorsements) and provide to the Joint Office by 30 September 2016.	AL	<b>By 31 October 2016</b>  <b>Carried forward</b>
<b>PAC 0807</b>	31/08/16	6.	<i>Issue PAC004 Annual Industry Workplan and Budget Statement</i> - PAC Members to consider what is required and return with a view to the next meeting (10 October 2016).	ALL PAC Members	<b>By 08 November 2016</b>  <b>Carried forward</b>
<b>PAC 0809</b>	31/08/16 (reworded 10/10/16)	6.	<i>Issue PAC006 PAC Membership</i> - to consider whether Ofgem should be included explicitly (non-voting) - AL to discuss JD to consider Shippers' concerns in respect of unintended consequences of Ofgem's membership/access to information, i.e. the potential release of sensitive information should Ofgem need to respond to a Freedom of Information (FOI) enquiry and advise of Ofgem's preferred status.	Ofgem (JD)	<b>By 08 November 2016</b>  <b>Carried forward</b>

**Action Table (10 October 2016)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>PAC 1001</b>	10/10/16	3.1	<i>PAC Stakeholder Sub-group - FC to set up arrangements as quickly as possible, and include on and republish the Indicative Timeline.</i>	Xoserve (FC)	<b>As soon as possible</b> <b>Pending</b>
<b>PAC 1002</b>	10/10/16	4.	<i>Framework Document - Risk Ratings Matrix - Members to consider and provide views on whether financial impact or throughput is an appropriate measurement criterion.</i>	ALL PAC Members	<b>By 08 November 2016</b> <b>Pending</b>
<b>PAC 1003</b>	10/10/16	6.	<i>Issue PAC004 Annual Industry Workplan and Budget Statement - MD to prepare and submit a draft insertion for inclusion in the Framework Document.</i>	MD	<b>By 31 October 2016</b> <b>Pending</b>
<b>PAC 1004</b>	10/10/16	7.	<i>PARR Schedule 1 Reports - Xoserve to collate report development questions/recommendations for review by PAC at the November meeting.</i>	Xoserve (RH)	<b>By 08 November 2016</b> <b>Pending</b>