

UNC Performance Assurance Committee (PAC) Agenda

10:30 Tuesday 13 December 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 (08 November 2016)
2. **Procurement of a Performance Assurance Framework Administrator (PAFA)**
3. **Performance Assurance Framework Document for the (Gas) Energy Settlement Performance Assurance Regime (Framework Document)**
4. **Review Implementation Approach/Plan (draft)**
5. **PARR Schedule Reports**
6. **UNC Standard of Service Report**
7. **Issues List**
8. **Review of Actions Outstanding**
9. **Agree Key Messages and Next Steps**
10. **Diary Planning - Next meeting 10 January 2017 (Energy UK)**

Action Table (08 November 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0602	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	Prior to 13 December 2016 Carried forward

Action Table (08 November 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0604	29/06/16	3.	<i>'Performance Assurance Framework Document': Document 5</i> - 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	Prior to 13 December 2016 Carried forward
PAC 0804a	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 02 December 2016.	CB	Prior to 13 December 2016 Carried forward
PAC 0804d	31/08/16 <i>(reworded 08/11/16)</i>	4.	<i>Framework Document</i> - AL to produce a draft section on the Membership (including voting rights for Shippers and Ofgem) and adaptations to statements in the associated documentation (e.g. endorsements) and provide to the Joint Office by 02 December 2016.	AL	Prior to 13 December 2016 Carried forward
PAC 0806	31/08/16	5.	<i>Pre Nexus</i> - RH to produce a schedule of reports against the PAR (from Modification 0520A) setting out availability and delivery.	RH	Prior to 13 December 2016 Carried forward
PAC 1003	10/10/16	6.	<i>Issue PAC004 Annual Industry Workplan and Budget Statement</i> - MD to prepare and submit a draft insertion for inclusion in the Framework Document.	Ofgem (JD/TQ)	Prior to 13 December 2016 Carried forward
PAC 1004	10/10/16 <i>(reworded 08/11/16)</i>	7.	<i>PARR Schedule 2 Reports</i> - Xoserve to collate report development questions/recommendations for review by PAC at a future meeting.	Xoserve (RH)	Carried forward
PAC 1101	08/11/16	2.	Xoserve to provide an updated PAFA Evaluation Panel ToR to be published and proposed timetable/dates.		Prior to 13 December 2016 Pending
PAC 1102	08/11/16	3.	PAF Framework Document - AL to consider the risk rating scale based on financial values and provide a suggested amendment to the current section wording.	PAC Member (AL)	Prior to 13 December 2016 Pending

Action Table (08 November 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 1103	08/11/16	3.	PAF Framework Document – AW/MJ to consider the risk rating scale based on throughput and provide a suggested amendment to the current section wording.	PAC Members (AW/MJ)	<i>Prior to 13 December 2016</i> Pending
PAC 1104	08/11/16	3.	PAF Framework Document - Xoserve (RH) to establish if the EQR Templates are already part of the CDSP process and if the framework can simply refer to the relevant documents rather than replicating and maintaining parallel changes.	Xoserve (RH)	<i>Prior to 13 December 2016</i> Pending