

UNC Performance Assurance Committee Agenda

09:00 Wednesday 27 July 2016

Teleconference: 0207 950 1251, access code 21870295#

1. **Introduction and Status Review**
 - 1.1. Apologies for absence
 - 1.2. Note of Alternates
2. **Review of Minutes (29 June 2016)**
3. **Performance Assurance Framework (PAF) document – Review proposed amendments**
4. **Procurement of a Performance Assurance Framework Administrator (PAFA) - Continue development of requirements**
5. **Issues List - Review**
6. **Review of Actions Outstanding**
7. **Next Steps**
8. **Any Other Business**
9. **Diary Planning - Next meeting 31 August 2016 (Energy UK)**

Action Table (29 June 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0601	29/06/16	2.	<i>PAC Terms of Reference</i> - DNOs to decide how their representation (5 DNOs) would be fulfilled from 01 October 2016, when the Performance Assurance Committee is formally instated.	DNOs	<i>By 27 July 2016</i> Pending
PAC 0602	29/06/16	2.	<i>PAC Terms of Reference</i> - All 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.	ALL	<i>By 27 July 2016</i> Pending

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk

Action Table (29 June 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0603	29/06/16	2.	<i>PAC Terms of Reference</i> - All Members to consider how and by whom the PAFA will be instructed.	ALL	<i>By 27 July 2016</i> Pending
PAC 0604	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	<i>By 27 July 2016</i> Pending
PAC 0605	29/06/16	3.	<i>PAC Issues List</i> - LJ to produce a PAC Issues List for review at the next meeting.	LJ	Completed
PAC 0606	29/06/16	4.	<i>Performance Assurance Framework (PAF) Document</i> - All to consider (page 31) Schedule 2, Parts 1, 2 and 3, and provide any comments ahead of the next meeting (27 July 2016).	ALL	<i>By 27 July 2016</i> Pending
PAC 0607	29/06/16	4.	<i>Procurement</i> - All to consider and list what information the PAC should require from the bidders.	ALL	<i>By 27 July 2016</i> Pending
PAC 0608	29/06/16	4.	<i>Procurement</i> - RP to approach Xoserve for a timetable for the procurement process.	ALL	<i>By 27 July 2016</i> Pending