

JOINT GOVERNANCE ARRANGEMENTS COMMITTEE
MINUTES OF THE 35th MEETING HELD ON TUESDAY 16 June 2015

Attendees:

Representatives: A Musgrave (AM) Scotia Gas Networks; N Jamieson (NJ) (Chair) National Grid NTS; P Rogers (PR) National Grid Distribution; S Edwards (SE) Wales & West Utilities and S Parker (SP) Northern Gas Networks

Joint Office: L Jenkins (LJ), H Cuin (HC)

Also in attendance: N/A

35.1. Introductions

NJ introduced proceedings.

35.2. Review of Minutes and Actions

The minutes from the last meeting were approved.

JGAC3303: PR to provide a detailed change marked version of the JGAA for comment and/or approval after final comments received from NJ and SP

Update: LJ confirmed that a change-marked version had been provided for consideration. See item 35.3. **Closed**

JGAC3401: All Transporters to track and record costs (financial and hourly) incurred for the provision of legal text for 6 months starting 01 April 2015 and report to the JO ahead of the October meeting.

Update: Transporters continue to track and record their legal costs and expect to provide a report to LJ for compilation ahead of the October JGAC meeting. **Carried Forward**

JGAC3402: National Grid to finalise and circulate their paper, which outlines the pros and cons of a central legal text provision.

Update: PR believed a verbal update had been provided at the previous JGAC meeting. He confirmed that National Grid had looked at the options and would accept central text production on a voluntary basis as National Grid would still like to utilise their internal legal resource. **Closed**

JGAC3403: LJ to update staff costs within the budget and seek budget approval via email.

Update: LJ confirmed the update had been undertaken. **Closed**

35.3. JGAA Annual Review (inc. Panel Chair amendments) - Paul/Les

PR summarised the suggested changes to the JGAA:

- Panel Chair has been included as a defined term
- In schedule 7 an obligation has been inserted for the JO CEO to ensure the UNC Panel Chair is equipped to do their job
- Inclusion Panel Chair in JO resourcing
- Throughout the document, references to Chairman have been replaced with Chair
- The requested SPAA Exec updates advised previously

AM suggested there may also be some additional changes on the rotas. LJ requested if these can be provided as soon as possible to allow the reviewed document to be provided to Ofgem for sign-off.

Action JGAC3501: AM to provide suggested rota changes for inclusion in the JGAA Annual Review.

At SP's request, it was agreed that members would confirm approval of v4 of the JGAA by Friday 19 June and that LJ should then provide a copy to Ofgem by way of the 2015 annual review.

Action JGAC3502: Members to confirm approval of JGAA v4 by Friday 19 June.**35.4. JO Q1 Customer Satisfaction and CACoP Reports - Les (verbal update)**

LJ provided an update on the Customer Satisfaction Survey. He advised that satisfaction ratings still looks strong and there are no concerns within the CACoP Reports.

35.5. CMA Data Request (verbal update) – Les

Members discussed the CMA Data Request. LJ believed that the data provided to the CMA on 05 June 2015 did not evidence any underlying bias.

After a brief discussion about the process followed and the nature of the submission, members agreed that they did not want to see the data but were interested in LJ's observations for the CMA.

Action JGAC3503: LJ to circulate his observations on the information request (Complete).**35.6. JO 10th anniversary – Les**

There was a general consensus that the Joint Office should mark the 10 Year Anniversary for the Joint Office. Members believed that a joint celebration meal for JGAC members and JO staff may be appropriate to mark the achievements.

Action JGAC3504: NJ and LJ to consider how to celebrate the 10 Year JO Anniversary.**35.7. AOB****a) Joint Office Budget**

LJ advised that the current JO budget had assumed a Project Nexus go live date for October 2015. He highlighted the delay in implementation is expected to have an effect on the budget's expectations due to additional meetings and travel, but it was too early to make changes yet. He confirmed he would monitor the budget and provide a new forecast when required.

b) Panel Voting for Self-Governance

AM enquired about some confusion at the May UNC Panel on one vote for a Self-Governance Modification 0516S. LJ confirmed this was dealt with at the Panel meeting; the correct arrangements for implementation voting was relayed to Panel members and the vote retaken by agreement.

35.8. Any Other Business

None raised.

35.9. Diary Planning and Content of Next Meeting

JGAC meetings will take place as follows:

Time/Date	Venue	Agenda
10:00 – 11:00 Monday 19 October 2015	Via Teleconference	Legal Costs Quarterly Customer Satisfaction and CACoP KPI reports
10-11 Monday 25 January 2016	Via Teleconference	2015 (Annual) Customer Satisfaction and CACoP KPI reports
10-11 Monday 21 March 2016	Via Teleconference	2016/17 Budget JGAA Annual Review

Action Table

Action Ref	Meeting Date(s)	Minute Ref	Action	Owner	Status Update
JGAC 3303	14/01/15	33.4	PR to provide a detailed change marked version of the JGAA for comment and/or approval after final comments received from NJ and SP.	NGD (PR)	Closed
JGAC 3401	17/03/15	34.2	All Transporters to track and record costs (financial and hourly) incurred for the provision of legal text for 6 months starting 01 April 2015 and report to the JO ahead of the October meeting.	All	Carried Forward
JGAC 3402	17/03/15	34.2	National Grid to finalise and circulate their paper, which outlines the pros and cons of a central legal text provision.	NGD (PR) NGNTS (NJ)	Closed
JGAC 3403	17/03/15	34.3	LJ to update staff costs within the budget and seek budget approval via email.	JO (LJ)	Closed
JGAC 3501	16/06/15	35.3	AM to provide suggested rota changes for inclusion in the JGAA Annual Review.	SGN (AM)	Pending
JGAC 3502	16/06/15	35.3	Members to confirm approval of JGAA v4 by Friday 19 June.	ALL	Pending
JGAC 3503	16/06/15	35.3	LJ to circulate his observations on the information request	ALL	Complete
JGAC 3504	16/06/15	35.6	NJ and LJ to consider how to celebrate the 10 Year JO Anniversary.	JO (LJ) / NGNTS (NJ)	Pending