

**UNC Workgroup 0469S Minutes
Transporter Gas Safety Visit Reporting
Tuesday 10 December 2013
Consort House, 6 Homer Road, Solihull, B91 3QQ**

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alex Ross-Shaw*	(ARS)	Northern Gas Networks
Alison Chamberlain	(AC)	National Grid Distribution
Andrew Margan	(AM)	British Gas
Anne Jackson*	(AJ)	SSE
Beverley Viney	(BV)	National Grid NTS
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
David Mitchell	(DM)	Scotia Gas Networks
Erika Melén	(EM)	Scotia Gas Networks
Gareth Evans	(GE)	Waterswye
Hilary Chapman	(HCh)	Xoserve
Kirsten Elliot-Smith	(KES)	Cornwall Energy
Lesley Ferrando*	(LF)	Ofgem
Lorna Lewin	(LL)	DONG Energy
Mark Jones*	(MJ)	SSE
Rob Cameron-Higgs*	(RCH)	First Utility
Rob Johnson	(RJ)	Wingas
Sasha Pearce	(SP)	RWE npower

* *via teleconference*

Copies of all papers are available at: www.gasgovernance.co.uk/0469/101213

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 March 2014.

1.0 Review of Minutes and Actions

1.1. Minutes

Minutes accepted.

1.2. Actions

1101: All parties to provide their views on any missing reporting items they would like to see added to the list in section 3 of the modification and to also consider whether the report(s) should be Shipper or industry based.

Update: See Item 2.0. **Carried Forward**

2.0 Discussion

AM summarised the amendments made to the modification, this included industry reporting and lower level shipper reporting.

The Workgroup considered the data items. It was agreed the DNs would collectively discuss and consider all the proposed data items, any additional items and agreed to provide view. DNs also agreed to consider the route for reporting and the costs associated.

AJ asked if a data item could be considered to reflect the timing of the meter removal and subsequent gas safety visit.

The Workgroup briefly considered performance assurance and the scope for this to be built in longer term.

Action 1201: DNs to collectively consider and provide a view on the data items to be reported.

Action 1202: DNs to consider reporting and its associated costs.

3.0 Any Other Business

None.

4.0 Diary Planning for Review Group

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

The next meeting will take place within the Distribution Workgroup on:

Tuesday 07 January 2014, at 10:30 at Consort House, 6 Homer Road, Solihull B91 3QQ

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1101	08/11/13	2.0	To provide their views on any missing reporting items they would like to see added to the list in section 3 of the modification and to also consider whether the report(s) should be Shipper or industry based.	All	Carried Forward / Complete
1201	10/12/13	2.0	DNs to collectively consider and provide a view on the data items to be reported.	DNs	Pending
1202	10/12/13	2.0	DNs to consider reporting and its associated costs.	DNs	Pending