

**UNC Workgroup 0469S Minutes
Transporter Gas Safety Visit Reporting
Thursday 26 June 2014
at ENA, Dean Bradley House, 52 Horseferry Road, London
SW1P 2AF**

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Alan Raper	(AR)	National Grid Distribution
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Andrew Margan	(AM)	British Gas
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
Dave Addison	(DA)	Xoserve
Dave Mitchell	(DM)	Scotia Gas Networks
Erika Melen	(EM)	Scotia Gas Networks
Gareth Evans*	(GE)	Waters Wye Associates
Huw Comerford	(HC)	Utilita
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Robert Cameron-Higgs*	(RCH)	Good Energy
Rob Johnson	(RJ)	Wingas UK)
Swetta Cooparmah	(SC)	British Gas

* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0469/260614>

The Workgroup Report is due to be presented at the UNC Modification Panel by 21 August 2014.

1.0 Review of Minutes and Actions

1.1. Minutes

The Minutes were accepted.

1.2. Actions

0201: DNs to confirm what actions are taken following gas safety visits.

Update: AM confirmed receipt of a process map from National Grid Distribution and as a consequence, would now be happy to close the action. **Closed**

2.0 Workgroup Report

2.1. Amended Modification

AM provided a brief explanation of the rationale behind the most recent changes made to the modification (v4.0, dated 19 June 2014).

2.2. Workgroup Report

During an onscreen review of the draft Workgroup Report (v0.2, dated 19 June 2014), which incorporates the latest round of changes from the amended modification (v4.0, dated 19 June 2014), attention focused on the 'Report data items' specified within the table contained within the Solution section on page 5. During a brief discussion, EM advised that Transporters do set some of their items to read as 'capped'.

Parties then discussed the merits of providing a more detailed breakdown (including being able to set as 'capped off' or 'meter removed' etc.) of the listed items and a new action was assigned to the DNs and Xoserve to investigate. Thereafter, AM indicated that he would now consider amending the solution section of the modification to 'match' the discussions undertaken at the meeting.

Summarising, BF suggested that the areas to be considered at a future meeting include what items can be reported on, when and what additional information may be required in order that suitable legal text can be prepared once a view on action 0601 is provided. AM requested that the modification is discussed again in approximately one month's time in order to enable sufficient time for information to be provided and any subsequent actions undertaken.

Action 0469S 0601: DNs & Xoserve (DA) to investigate the feasibility of providing a more detailed breakdown (including being able to set as 'capped off' or 'meter removed' etc.) of the reporting data items and provide a view in due course.

3.0 Any Other Business

None.

4.0 Diary Planning

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

The next meeting will take place within the Distribution Workgroup on:
Thursday 24 July 2014 at 10:30, 31 Homer Road, Solihull B91 3LT

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0201	10/02/14	2.0	DNs to confirm what actions are taken following gas safety visits.	DNs	Update provided. Closed
0601	26/06/14	2.2	To investigate the feasibility of providing a more detailed breakdown (including being able to set as 'capped off' or 'meter removed' etc.) of the reporting data items and provide a view in due course.	DNs & Xoserve (DA)	Update to be provided.