

**UNC Workgroup 0469S Minutes
Transporter Gas Safety Visit Reporting
Monday 10 February 2014
at Consort House, 6 Homer Road, Solihull B91 3QQ**

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alan Raper	(AR)	National Grid Distribution
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Andrew Margan	(AM)	British Gas
Andy Clapser*	(AC)	National Grid Distribution
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
Ed Hunter	(EH)	RWE npower
Gerald Jago	(GJ)	RWE npower
Kirsten Elliot-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Rob Cameron-Higgs*	(RCH)	First Utility

* via teleconference

Copies of all papers are available at: www.gasgovernance.co.uk/0469/270214

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

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

Update: AM confirmed some feedback had been provided on the amended modification and data items. **Complete.**

1202: DNs to consider reporting and its associated costs.

Update: Further consideration is required. **Carried Forward.**

2.0 Discussion

AM highlighted the recent changes to the modification and the proposed data items to be reported.

AM explained the modification is intended to help identify and reduce unidentified gas usage by monitoring sites where a meter has been removed and ensuring appropriate actions have taken place. If a site after a withdrawal is identified as having activity this could lead to the use of unidentified gas. The production of reports would assist the industry to monitor sites where meters were reported as being removed and to highlight

where appropriate action has not been taken place as the meter or a new meter may be in situ and the site not registered.

CW explained that there is an obligation on Shippers where a meter is removed to fit a cap and seal (whether this is done through a third party or not). Shippers wanted reassurance from the Transporters where a site has been visited through the GSR process that appropriate action has been taken. However, CW believed that the Shipper reporting being requested was beyond the obligations discharged by Transporters under the GSR process – they were not the industry police.

CW explained the circumstances where Transporters would not remove a service under a GSR visits. Typically this would be a visible meter or other indication on the use of gas,. The Transporter would not disconnect the customer, as this could be a legitimate connection with a supply contract. The Workgroup considered how the Transporter could manage the reporting of sites using gas.

The Workgroup considered the management of external meter boxes and GSR visits.

AR explained the intent of the gas safety regulations and the emphasis on ensuring the safety of the system. The gas safety visits are not designed to pick up potential theft or unauthorised meter connections. The Workgroup considered the potential communication to identify anomalies.

CB asked for an age profile of site visits that have rolled over (a date stamp). CW was concerned that this piece of work goes beyond the purpose of the modification. AR suggested age analysis of this nature may require a separate report.

AR explained the report is designed to identify sites 12 months after a meter removal where a meter has not been refitted. It was recognised that GSR activity may not be a physical visit as it may be a desktop exercise.

The Workgroup considered the reporting and how Shippers would reconcile the information. The Workgroup considered the letter process instigated at 9 months, where the customer is still using gas. It was considered that these would need to be included in the report if data suggests the site is isolated but the customer appears to be offtaking gas.

DA enquired about the reporting of services temporarily suspending and no further action. The Workgroup considered whether an extra data item was required to identify no service removal. Legitimate “no action required” status is used when there is no safety concerns i.e. visible PE Pipe. AR explained there are certain circumstances where no works are required. For items where a conclusion has not been reached the site would be reported and carried over requiring further consideration.

CB also enquired about the possibility of reporting concluded investigations i.e. the number of sites re-registered and the number of service removals.

The Workgroup asked Transporters to confirm what internal reports they produce i.e suspicion of gas usage. AM asked if Transporter can provide a replication of the internal reporting Transporters produce.

CB wished to understand what action would be undertaken where there was a suspicion of gas usage. CW believed that the customer would be approached and advised they must have a supply contract.

The DNs, agreed to meet and collectively capture what actions / reporting is undertaken as part of the GSR process

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

Action 0202: CW and AM to meet to discuss the content of the reports so that the terminology and descriptions can be aligned.

AM agreed to consider the amendments required to the modification.

3.0 Workgroup Report

Deferred.

4.0 Any Other Business

None.

5.0 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:

Tuesday 11 March 2014 at 10:30, 31 Homer Road, Solihull B91 3LT (*venue subject to change*).

Thursday 27 March 2014, at 10:30, ENA, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1201	10/12/13	2.0	DNs to collectively consider and provide a view on the data items to be reported.	DNs	Complete
1202	10/12/13	2.0	DNs to consider reporting and its associated costs.	DNs	Carried Forward
0201	10/02/14	2.0	DNs to confirm what actions are taken following gas safety visits.	DNs	Pending
0202	10/02/14	2.0	CW and AM to meet to discuss the content of the reports so that the terminology and descriptions can be aligned.	DNs	Pending