

**UNC Workgroup 0518S Minutes**  
**Shipper Verification of meter and address details following**  
**system meter removals**  
**Thursday 23 April 2015**  
**at ENA, Dean Bradley House, 52 Horseferry Road,**  
**London SW1P 2AF**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Andy Clasper	(AC)	National Grid Distribution
Andrew Margan	(AM)	British Gas
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Mitchell	(DM)	Scotia Gas Networks
Gareth Davies*	(GD)	National Grid NTS
Hilary Chapman	(HC)	Xoserve
Kirandeep Samra	(KS)	Npower
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones*	(MJ)	SSE
Mark Lyndon*	(ML)	National Grid NTS

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0518/230415>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 June 2015.

**1. Review of Minutes and Actions**

Opening proceedings, BF explained that the scheduled consideration of the Workgroup Report at the 16 April 2015 UNC Panel meeting had been deferred at the request of the proposer due to issues identified within the modification solution. Panel members had requested that the Workgroup consider these issues before (re)submitting the Workgroup Report in due course.

**1.1. Minutes**

The minutes of the previous meeting were approved.

**1.2. Actions**

No outstanding actions to consider.

**2. Consideration of Business Rules and Legal Text**

DM provided a brief explanation of the proposed (6 monthly) reporting process and the potential impacts of sites removed in the period leading up to the 6 month report trigger point (i.e. sites removed 8 months ago etc.) which could potentially 'fall off' the radar. He explained that Scotia Gas Networks simply wanted to make the industry aware of the potential problem.

DM then suggested that there are two possible options, namely leave the modification and legal text 'as-is' and accept that some sites may drop off the report, or alternatively, tweak the process to ensure it includes the potential missing meters. When asked, HC confirmed that she did not have any analysis of the potential numbers (i.e. level of materiality) involved available at this time.

Whilst some felt that this matter falls under the auspices of the GSR visits (and requirements), others believed that it simply highlights a potential mismatch between the meter removal and notification dates.

AM felt that the modification and legal text as drafted was suitable as paragraph 3.9.1 covers off any notification related issues (it was also noted that the provisions of UNC Modifications 0424 and 0425 provide additional security around this matter), whereupon the consensus of the Workgroup was to leave the modification 'as-is'.

DM indicated that he would consider updating the legal text to ensure that the new defined terms are within speech marks (i.e. "**Supply Meter Disconnection Report**" and "**Scrutineering**").

### **3. Completion of Workgroup Report**

No further refinements to the existing Workgroup Report (v1.0, dated 27 march 2015) were undertaken.

### **4. Any Other Business**

None.

### **5. Diary Planning**

*Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)*

At this time there are no further Workgroup meeting planned.