

**UNC Workgroup 0520 Minutes
Performance Assurance Reporting
Wednesday 09 September 2015
31 Homer Road, Solihull B91 3LT**

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Andrew Margan	(AMa)	British Gas
Andy Miller	(AMi)	Xoserve
Angela Love	(AL)	ScottishPower
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON
Edward Hunter	(EH)	RWE npower
Jon Dixon*	(JD)	Ofgem
John Welch	(JC)	RWE npower
Mark Jones	(MoJ)	SSE
Matt Jackson	(MJa)	British Gas
Rachel Hinsley	(RH)	Xoserve
Richard Pomroy	(RP)	Wales & West Utilities

*via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0520/090915>

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 September 2015.

1.0 Review of Minutes and Action

1.1. Minutes (25 August 2015)

The minutes of the previous meeting were approved.

1.2. Action(s)

0801: *Report 1.3 No Asset (Meter) attached* - Xoserve to provide a basic report with appropriate commentary highlighting any issues for the Workgroup to review.

Update: See item 3.0. **Closed**

0802: *Report 1.4 Shipper Transfer Read Performance* - Xoserve to provide an anonymised copy to the next meeting for the Workgroup to review.

Update: See item 3.0. **Closed**

0803a: *Guidelines document - Performance Assurance Reporting Template Guidance Document* - AMa to rename the document.

Update: AMa confirmed this had been undertaken. **Closed**

0803b: *Guidelines document - Performance Assurance Reporting Template Guidance Document* - AMa and MJa to review the reports and expand as appropriate.

Update: See item 3.0. **Closed**

2.0 Review Amended Modification

AMa confirmed an additional business rule had been included within the solution and this had been captured within the Legal Text.

3.0 Review draft reports guidance document/register

Reporting Guidance Document Sample Reports

AMi presented a number of sample reports based on the Reporting Guidance Register Document.

CW suggested re-naming some of the reports to ensure they refer to the appropriate UNC terms.

The Workgroup considered the report requirements:

Report - Potentially Incorrect Correction Factor

AMi explained this report simply reports the count of MPRNs with an AQ > 732MWh where the standard correction factor is 1.02264 is used. It will only provide an indication of where the PAC may wish to focus attention, for settlement accuracy, it will not provide any indication if the correction factor is right or wrong or what the magnitude of risk may be.

The Workgroup discussed the provision of the report and the potential number of threshold cross-overs.

CB questioned the reports benefits and if there was any additional detail that could be added to the report to put the findings in context. The Workgroup discussed what risks could be measured or mitigated with the information provided. JW suggested the AQ band or volume could be added to the report to make it more meaningful.

CB explained the thermal energy obligations to hold a correction factor for different category sites and although a standard factor may have been used, this by itself does not mean it is wrong.

AMa explained the aim of the report was to highlight the risk identified in the Engage report, although this was simply a count which could be monitored over a period of time to get an understanding of scale.

It was agreed further consideration was required on the details provided within this report.

Report - No Asset (meter attached)

AMi explained this report identified the percentage of meter points where no asset is attached within a shipper portfolio. However, the results were lost in rounding. AMa advised they would amend the description to change the percentage to a simple numeric count.

Report - Shipper Transfer Read Performance:

AMi explained that this report is already provided on a monthly basis to Ofgem for all Shippers and specifically for each Shipper in their performance pack. The report provided to Ofgem includes the Shipper name.

The Workgroup discussed this report and suggested the total confirmation figure is removed.

JW enquired if Shippers are able to obtain the relevant MPRN data to cross reference the report. AMi explained that MPRN data is already provided within the performance packs provided to Shippers.

Performance Assurance Reporting Template Guidance Document

AMa provided a copy of the updated Performance Assurance Reporting Template Guidance Document and provided an overview of the changes made. The Workgroup considered the amendments.

MJ agreed to examine the temperature / pressure data available and the statutory instrument for further development of Report 2 Standard Correction Factors and the pressure information at sites.

The Workgroup considered the Meter Reading report where no read is received for 2,3 or 4 years. JD provided an indication of the work being undertaken by the CMA. He highlighted the CMA are looking at settlement issues and performance assurance and expect the CMA to issue their views on meter reading performance and expectations. He suggested that the idea of a monthly AQ review may be shelved and instead a specific read submission obligation may be considered for reads to be submitted to ensure accurate settlement. He explained the obligation is to ensure reads are obtained annually, but this may also be supported with an obligation to ensure the read is submitted to Xoserve annually. AMa enquired about potential cost increases to customers when some sites are only obligated to read every 2 years, JD explained that the 2 yearly must inspect on small supply points and 12 monthly read obligations may become divorced.

AMa agreed to reconsider the MPRNs report where no read received for 2, 3 or 4 years report and whether to insert a yearly element to future proof the report.

CB enquired about recently acquired sites and the use of estimated transfer reads. It was recognised that if the estimated transfer read is not replaced the estimated read could be used for settlement. CB explained that a Shipper may take on a supply point that has not been read for 4 years and this could involve numerous Shippers. She expressed some concern that the report wouldn't reflect this, even though the gaining Shipper has not had a reasonable amount of time to get a read.

4.0 Legal Text Review

RP summarised the legal text. No concerns were raised by the Workgroup.

5.0 Next Steps

BF anticipated further updates to the Reporting Guidance Document and the Performance Assurance Reporting Template Guidance Document before the Workgroup would be in a position to conclude the Workgroup Report. It was agreed an extension would need to be requested from Panel to enable the Workgroup more time to review the updates required and consider cost estimates.

6.0 Diary Planning

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

Workgroup meetings are scheduled to take place as follows:

Time/Date	Venue	Workgroup Programme
10:30, Thursday 01 October 2015	Room LG8, Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR	Review draft reports guidance document/register Consider Cost estimate Development of Workgroup Report

Action Table (09 September 2015)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0520 0801	25/08/15	2.1	Report 1.3 No Asset (Meter) attached - Xoserve to provide a basic report with appropriate commentary highlighting any issues for the Workgroup to review.	Xoserve (AMi)	Closed

Action Table (09 September 2015)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0520 0802	25/08/15	2.1	<i>Report 1.4 Shipper Transfer Read Performance</i> - Xoserve to provide an anonymised copy to the next meeting for the Workgroup to review.	Xoserve (AMi)	Closed
0520 0803a	25/08/15	2.1	<i>Guidelines document - Performance Assurance Reporting Template Guidance Document</i> - AMa to rename the document.	British Gas (AMa)	Closed
0520 0803b	25/08/15	2.1	<i>Guidelines document - Performance Assurance Reporting Template Guidance Document</i> - AMa and MJa to review the reports and expand as appropriate.	British Gas (AMa and MJa)	Closed