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**UNC Workgroup 0564R Minutes**  
**Review of Annual Read Meter Reading requirements**  
**Thursday 26 May 2016**  
**at Consort House, 6 Homer Road, Solihull. B91 3QQ**

**Attendees**

Andy Clasper	(AC)	National Grid Distribution
Bob Fletcher (Chair)	(BF)	Joint Office
Colette Baldwin	(CB)	E.ON UK
Dave Addison	(DA)	Xoserve
David Mitchell	(DM)	Scotia Gas Networks
Edd Hunter	(EH)	RWE npower
Fraser Mathieson	(FM)	Scotia Gas Networks
Gareth Evans*	(GE)	Waters Wye Associates
Jon Dixon*	(JO)	Ofgem
Karen Visgarda (Secretary)	(KV)	Joint Office
Kirsten Elliott-Smith*	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Naomi Nathanael	(NN)	Plus Shipping
Phil Lucas	(PL)	National Grid NTS
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mullinganie	(SM)	Gazprom
Steve Nunnington	(SN)	Xoserve
Suchitra Hammond*	(SHa)	Ofgem

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0564/260516>

The Workgroup Report is due to be presented at the UNC Modification Panel by 21 July 2016.

**1.0 Introduction and Status Review**

**1.1. Review of Minutes (28 April 2016)**

The minutes of the previous meeting were approved.

**2.0 Consideration of the Comprehensive Report on the Trial Data**

AC provided a brief overview of the presentation on 'Must Read Trial Outcome and Next Steps' on the trial data, with the findings and conclusions. AC explained that the Code Cut Off Date was indicated as the point at which National Grid would carry out its 'must reads', and there were currently circa 26,000 Supply Meters within the National Grid Network which had not received a Valid Meter Reading within the previous 3 or 4 year period, together with a further 26,000 Supply Meters that have not had a read for over 4 years, which could also be scheduled for a 'must read'. He then went on to overview the trial outcomes which were:-

- Up to 5 visits were carried out to each site
  - Visits took place between 22 March 2016 and 20 April 2016

- Current 'must read' process was used with no special instructions given or warrants procured
- 49 of the 100 site visits led to a Meter Reading being taken
  - This is a comparable success rate to the current Monthly Read, 'must read' process
  - Readings have been provided back to Xoserve as per the current 'must read' process
  - The number of readings per visit, together with detail on why a Meter Reading could not be taken at 51 sites due to; No access at 25, Site Vacant at 13, Refused access at 7, Meter Blocked at 5 and 1 having been demolished.

AC then explained that these outcomes had subsequently now been shared with Ofgem and National Grid were on extending extending the current 'must read' process to include Annual Read Supply Points of the category set out above, together with engaging with Xoserve to design this process.

A lengthy and general discussion then ensued regarding these findings, specifically in relation to the 'no access and vacant site' failures and how the Shippers could have supplied valuable information regarding these sites, which may have reduced the number of abortive visits. The Workgroup wanted clarity when (under what circumstances following must read site visits) do Transporters invoice the Shippers under the current process.

Further general discussion continued in relation to the pre notification process and the Shippers asked if the overall trial could be extended and re run including specific information from them about the sites. AC said this was not possible from both resource and costing perspective and that National Grid Distribution would extend the process. JD said it was now down to National Grid to redefine the process and improve it moving forward.

### **3.0 Development of Workgroup Report**

During an onscreen review of the (draft) Workgroup Report, BF focused attention on the areas in the document that needed amending in relation to the recommendations section and AC confirmed these amendments to the process would be carried out. However, other DN Transporters present advised that they would not be extending their 'must read' processes until they had reviewed the process changes made by National Grid and understood the benefits further.

The Workgroup Report was concluded and would be submitted to Panel with a recommendation that further work was not required as existing process changes could be made without UNC modifications.

### **4.0 Review of Outstanding Actions**

**Action 0401:** National Grid Distribution (AC) to provide a more (high level) comprehensive report on the Initial Trial Data findings and conclusions at the next Workgroup meeting.

Update: BF noted that the action had been completed with the provision of the comprehensive report for consideration at the meeting. **Closed**

### **5.0 Next Steps**

The Workgroup Report was completed.

### **Any Other Business**

None.