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**UNC Workgroup 0624R Minutes**  
**Review of arrangements for Retrospective Adjustment of Meter**  
**Information, Meter Point/Supply Point and Address data**  
**Tuesday 28 November 2017**  
**via teleconference**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Andy Clasper	(AC)	Cadent
Bev Harvey	(BH)	EDF Energy
Beverley Viney	(BV)	National Grid NTS
Chris Warner	(CW)	Cadent
Emma Lyndon	(EL)	Xoserve
George MacGregor	(GM)	utilita
Hilary Chapman	(HC)	SGN
John Cooper	(JC)	BUUK
John Welch	(JW)	npower
Kirsty Dudley	(KD)	E.ON
Lorna Lewin	(LL)	Orsted Salg
Mark Jones	(MJ)	SSE
Michael Lowery	(ML)	EDF Energy
Paul Orsler	(PO)	Xoserve
Richard Pomroy	(RP)	Wales and West Utilities
Shanna Key	(SK)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0624/281117>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 January 2018.

**1.0 Introduction and Status Review**

In welcoming all, BF explained that the primary aim of the meeting is to receive an update on the feedback contained within the consultation responses received by Xoserve to date and provide further clarification prior to the consultation closing on 01 December.

**1.1. Approval of Minutes (24 October 2017)**

Consideration deferred until the 08 December 2017 face-to-face meeting.

**2.0 Review of the high-level synopsis of the responses from the consultation**

PO explained that there is not a great deal of new information to relay since the last meeting. In short there have been no formal queries in relation to the consultation, although a couple of industry parties have requested provision of additional supporting information, which Xoserve has duly provided.

In reminding those in attendance that the delayed consultation deadline is now Friday 01 December 2017, PO confirmed that Xoserve has recently issued a reminder to the industry. Should anyone require further support, they should contact Xoserve for assistance asap.

When asked whether or not any post Project Nexus (PN) retrospective read analysis has been undertaken, PO confirmed that whilst Xoserve has examined volumetric analysis, it can confirm that it has not witnessed any material increases, as the current volumes basically 'match' the pre PN volumes. Any discrepancies have mainly been addressed via consumption adjustments.

When asked whether or not the analysis could be split out by market sector, PO agreed to provide a view at the 08 December 2017 Workgroup meeting.

**New Action 1101: Reference post Project Nexus retrospective read analysis – Xoserve (PO) to consider providing the analysis on a by market sector basis for consideration at the next Workgroup meeting.**

### 3.0 Review of Outstanding Actions

Consideration deferred until the 08 December 2017 face-to-face meeting.

### 4.0 Next Steps

In acknowledging that timing could be a potential issue as there are only 5 business days between the consultation closing out and the next scheduled Workgroup meeting scheduled for Friday 08 December 2017, CW believed that there would still be a significant benefit in considering how best to incorporate the statistical (shipper and industry centric aspects) information and cost benefit analysis (CBA) at the next meeting.

Summarising the next steps, BF suggested that the Workgroup should look to consider the consultation response feedback and provision of a suitable Cost Benefit Analysis at the next meeting and continue to aim to report back to the January 2018 Panel.

**New Action 1102: Reference provision of a supporting Cost Benefit Analysis (CBA) - Cadent (CW) and Xoserve (PO) to look to provide a CBA 'Strawman' for consideration at the next meeting.**

### 5.0 Any Other Business

None.

### 6.0 Diary Planning

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

During a brief discussion it was agreed to combine the 0623, 0624R and 0633/0638 Workgroup meetings on the same day, which is Friday 08 December 2017.

It was then agreed that the combined meeting should commence at 10:00am and not 10:30am as originally planned.

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10.00am Friday 08 December 2017	Landsdowne Gate	<ul style="list-style-type: none"> <li>RFI Consultation Feedback Update</li> <li>Consideration of Impact Assessment</li> <li>Development of Review Group Report</li> </ul>
Potential Meeting:	PM Teleconference	<ul style="list-style-type: none"> <li>Xoserve view on RFI responses</li> </ul>

19 December		
10.30am Monday 08 January 2018	Landsdowne Gate	<ul style="list-style-type: none"> <li>Conclusion of Review Group Report</li> </ul>

#### Action Table (as at 28 November 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1001	24/10/17	2.0	Xoserve (EL) to clarify the costs of 1A and 1B in Option 1 and how these costs are to be distributed and to also clarify if RFA is through CMS or if it's the file and these will be split.	Xoserve (EL)	<b>Pending</b>
1002	24/10/17	2.0	Xoserve (EL) to map each of the 5 Options against the 68 scenarios in a table format to be including in the Report as an appendix.	Xoserve (EL)	<b>Pending</b>
1003	24/10/17	2.0	ScottishPower (AL) to update the Consultation Response Document with regards to the tables, overall staff costs and benefits to the Consumer.	ScottishPower (AL)	<b>Pending</b>
1101	28/11/17	2.0	<i>Reference post Project Nexus retrospective read analysis</i> – Xoserve (PO) to consider providing the analysis on a by market sector basis for consideration at the next Workgroup meeting.	Xoserve (PO)	<b>Pending</b>
1102	28/11/17	4.0	<i>Reference provision of a supporting Cost Benefit Analysis (CBA)</i> - Cadent (CW) and Xoserve (PO) to look to provide a CBA 'Strawman' for consideration at the next meeting.	Cadent (CW) & Xoserve (PO)	<b>Pending</b>