

## UNC Performance Assurance Committee (PAC) Agenda

10:30 Tuesday 09 January 2018

at Elexon, 350 Euston Road, London NW1 3AW

1. **Introduction and Status Review**
  - 1.1. Confirm quorate status
  - 1.2. Apologies for absence
  - 1.3. Note of Alternates
  - 1.4. Review of Minutes (12 December 2017)
2. **Performance Assurance Framework Administrator (PAFA)**
  - 2.1. Risk Register Approval
3. **Monthly Review Items**
  - 3.1. Risk Register Review
  - 3.2. Issues Register
  - 3.3. Implementation Plan
  - 3.4. Assumptions Register
  - 3.5. Ofgem Update
  - 3.6. PARR Schedule 2 Reporting Update
4. **Issues**
5. **Annual Work Plan and Budget**
  - 5.1. Draft Work Plan Actions Update
6. **Communications Plan**
7. **Any Other Business**
  - 7.1. Theft of Gas Update – Stefan Leedham, Electralink
  - 7.2. Xoserve Performance Monitoring
8. **Review of Outstanding Actions**
9. **Next Steps**
10. **Diary Planning**

### Action Table (as at 12 December 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 1001	04/10/17	2.2	<i>In relation to the incorrect / missing asset data on the Supply Point Register risk - Xoserve (RH) to consider providing a list of MDD attributes that have been either validated or disregarded.</i>	Xoserve (RHi)	<b>Carried Forward</b> <i>(Added from the PAC Sub Mtg on 04/10/17)</i>

Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

Papers available at: [www.gasgovernance.co.uk](http://www.gasgovernance.co.uk)

**Action Table (as at 12 December 2017)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
PAC 1201	12/12/17	2.2	PAFA (AJ/SD) to produce a 'track changed' version of the Risk Register, including version control and a Summary Log for 09 January 2018 for approval.	PAFA (AJ/SD)	<b>Pending</b>
PAC 1202	12/12/17	6.0	PAFA (AJ/SD) to produce a post meeting Summary of the key points of discussion from each PAC meeting.	PAFA (AJ/SD)	<b>Pending</b>
PAC 1203	12/12/17	7.4	Joint Office (BF) to encompass the points referred to in the 'Further Developments for the Gas PAC Regime' presentation into a log.	Joint Office (BF)	<b>Pending</b>
PAC 1204	12/12/17	7.6	Xoserve (FC) to provide data on who is in Class 3 and what Daily Reads are being submitted.	Xoserve (FC)	<b>Pending</b>

**Action Table PAC – UIG DM Read Issues (as at 12 December 2017)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>PAC UIG 1113</b>	14/11/17	2.0	Xoserve (FC) to meet with the PAFA to sense check the Risk Register and the PAFA Contract in order to determine materiality.	Xoserve (FC)	<b>Carried forward</b>