

**Performance Assurance Committee Minutes
Tuesday 09 January 2018
at Elexon, 350 Euston Road, London, NW1 3AW**

Attendees

Chris Shanley (Chair)	(CS)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Andy Clasper	(AC)	Transporter Member
Anne Jackson	(AJ)	PAFA
Carl Whitehouse	(CW)	First Utility
Hilary Chapman*	(HC)	Transporter Member
James Rigby*	(JR)	Shipper Alternate
Lisa Saycell	(LS)	Shipper Member
Mark Jones	(MJ)	Shipper Member
Mitch Donnelly	(MD)	Shipper Member
Nirav Vyas	(NV)	PAFA
Rachel Hinsley	(RH)	Observer, Xoserve
Richard Pomroy	(RP)	Transporter Member
Shanna Key*	(SK)	Transporter Member
Shelley Rouse	(SR)	PAFA

Apologies

John Welch	(JR)	Shipper Member
Rob Johnson	(RJ)	Transporter Member
Tricia Quinn	(TQ)	Ofgem

* via teleconference

Copies of non-confidential papers are available at: <http://www.gasgovernance.co.uk/PAC/090118>

1. Introduction and Status Review

1.1 Confirm Quorate Status

CS welcomed everyone to the meeting and declared the meeting as being quorate.

1.2 Apologies for absence

Apologies were noted.

1.3 Note of Alternates

James Rigby for John Welch
Hilary Chapman for Rob Johnson

1.4 Review of Minutes (12 December 2017)

The minutes of the previous meetings were approved.

2. Performance Assurance Framework Administrator (PAFA)

2.1 Risk Register – Approval of Amendments

NV provided a detailed overview of the amendments and alterations to the Risk Register and these included changes to accommodate suggestions from the consultation and discussions on the proposals at the Performance Assurance Committee meeting in December. He talked through a track changed version of the Risk Register, highlighting the changes made under the various Tab Headings. He

explained the content and where the changes now provided more clarity to the Risks themselves.

All Performance Assurance Committee Members were in agreement that the suggested changes should be accepted and so the Risk Register was unanimously formally approved.

2.2 Monthly Review Items

2.1 Risk Register Review

It was agreed that as the Risk Register status had already been confirmed within Section 2.1 as above, and that this would be further discussed within the Workplan and Budget area in the next meeting.

2.2 Issues Register

CSh noted that Issues PAC 002 and PAC009 had not been updated since October 2017 and it was agreed the Issues Register would be discussed at the February meeting.

2.3 Implementation Plan

This matter was deferred until the February meeting.

2.4 Assumptions Register

This matter was deferred until the April meeting.

2.5 Ofgem Update

There was no update submitted by Ofgem.

2.6 PARR Schedule 1 Reporting

RH said there was no real update on this matter at the present time, owing to the fact the iGT Modification was still in the modification process and as it was a permissions Modification, once this was approved, then Schedule 1 would be released. NV asked that once approval was confirmed would the reports be made available. RH agreed this was the case and she added that Xoserve would then look at what other reports could be produced in March 2018, however she again reiterated that Schedule 2 would be included in UK Link Release 2, which would not be implemented until the 29 June 2018.

NV asked if there was a way that the reports could be 'de-coupled' in anyway from the requirement to raise a Modification to gain access to specific separate reports and RH said that was not possible at the present time. She did add that discussions were taking place in relation to Modification 0520A and that a simple modification could perhaps help with this regard. A lengthy general discussion then took place regarding the lengthy duration it takes to access these reports and NV and AJ asked if there was a fast track process to speed this up. AJ said that the time line was too long and that impacted on the dynamic regime and governance of the PAFA and its ability to carry out its role effectively, adding that she had concerns how the Industry as whole would view this in months/years to come.

A further general debate took place in relation to who was presently analysing the data and how the PAFA would be made aware of potential issues and RP explained that it was the responsibility of the Central Data Service Provider (CDSP) Xoserve to flag this. AJ suggested that a new modification should be raised in order to allow the PAFA to access confidential and non-anonymised data. The PAC Members felt this was a good idea, but added that the facilitating modification could not be an open-ended and needed to be linked to the specific work/remit of PAC. AJ said that information was needed from Ofgem in respect of the decision to reject Modification

0520, before a new modification was raised. All agreed that this matter needed a further focused discussion at the next meeting.

Update on DM Read Rejections

RH presented the 'DM Reads Rejection' slides which encompassed the following areas; Removing Pot 1 Outstanding Sites by AQ, Removing Pot 1 Outstanding Sites by Count, Pot 2 Sites Average Time to Close, Pot 2 Length of Time Open – (22.8 calendar days) and Outstanding Pot 2 Sites by AQ. Regarding Pot 1.

A general discussion took place in relation to the 'Shipperless' site in Pot 1 and RH agreed to investigate this further. In a similar vein, a discussion was had about one Pot 2 sites time to close being significantly above the average. CSh suggested it would be useful to have further background information on these two matters and any processes deployed by Xoserve to resolve the issues.

New Action PAC 0101: Xoserve (RH) to provide more information regarding the 'Shipperless' Site as shown in Pot 1 and to flag this to the Network.

RH said she would also still provide this data for Pot 1 and Pot 2 as most felt it was of benefit, although some members were not sure of the usefulness of the Pot 2 data, as this issue was almost now resolved.

A further discussion took place regarding the types of reports and the issue of confidentiality of the data and the way that data was provided. RH agreed to provide an overview of the reports process/procedures in respect of anonymised/non-anonymised data.

MD said he did not understand why this was an issue as the Performance Assurance Committee was a closed members only group and so they should be able to discuss non-anonymised data in order to carry out the brief of the Committee as a whole. MJ said that is was linked to the fact Modification 0520 had been rejected and that had proposed access to non-anonymised data and reporting.

New Action PAC 0102: Xoserve (RH) to provide an overview of the reports process and procedures in respect of anonymised/non-anonymised data.

3. Issue

None discussed

4. Annual Work Plan and Budget

4.1 Draft Work Plan Actions Update

This matter had been deferred awaiting confirmation and approval of the Risk Register, which was then formally approved within this meeting by the Performance Assurance Committee Members. RH said that no budget had been used to date and that this present budget was available until the end of March 2018. She added she had been asked internally if it could be reduced by £10k and she said no, all PAC members were in agreement on this matter.

5. Communications Plan

5.1 Summary produced by the PAFA

NV confirmed that the Summary of each Performance Assurance Committee meeting would be summarised by the PAFA and distributed to include the Joint Office to enable it to then be sent the wider Industry. CSh stated this needed to be produced and sent after each meeting, in a timely manner.

In relation to this month Summary, the following items were noted for inclusion:

- Risk Register Approval by PAC
- Continued conversations by PAC members on the need to obtain non-anonymised reports to investigate market participants performance and the potential need for a facilitating Modification to make this process more efficient/timely.
- PAC continue to evaluate DM read/rejection performance (class 2 and 3) and are awaiting new reports to aid this activity.

6. Any Other Business

6.1 Theft of Gas Update – ElectraLink

CSh confirmed this item had been deferred until the February meeting.

6.2 Xoserve Performance Monitoring

It was agreed that this area was a DSC Contract Management matter, and so could now be taken off the agenda. AJ said that she wanted any issues that were raised in either the DSC Contract or DSC Change Meetings, that could have an impact on the associated PAC Risks to be flagged to the PAFA accordingly. CSh agreed to promote this activity in his new role as Chair for these forums.

6.3 Potential PAF AQ Reports

JR explained he was presenting this information on behalf of JW, and that JW apologised he could not attend in person. JR said that a Change proposal had recently been raised to recreate Modification 081 reports, as there was a need for the some AQ reporting for the Performance Assurance Committee purposes, as this was not included in Modification 0520A or in Schedule 2. JR then overviewed the schematics that showed examples of the previous reports, together with the suggested reports from Modification 0520 and Modification 081.

A brief general discussion then took place regarding the kind of reporting from an AQ perspective that the Performance Assurance Committee would need. It was agreed that a new modification would need to be raised and JR confirmed that JW had said he would lead and action this. JR proposed that it would be helpful if everyone could look at the reports and provide comments directly to JW on any required changes. A discussion was had on the benefits of asking Ofgem first for their views and reasoning, as to why Modification 0520 was rejected. RH said she would also look at these reports to determine if Xoserve could give some advice on how the reports could best be developed and any potential technical constraints. It was also agreed that the topic would be included on the agenda for the next meeting.

New Action PAC 0103: All to study the reports for Modification 081 & 0520 and provide feedback direct to John Welch on any required changes.

New Action PAC 0104: Xoserve (RH) to provide some input on how the reports could best be developed and any potential technical constraints.

7. Review of Actions Outstanding

PAC 1001: 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.

Update: RH explained that she had investigated this area, and internally she was lead to believe perhaps this was not quite what was required. She confirmed she would contact JW direct to seek greater clarification and so this action was to be carried forward. **Carried forward**

PAC UIG 1113: Xoserve (FC) to meet with the PAFA to sense check the Risk Register and the PAFA Contract in order to determine materiality.

Update: PAFA (NV) explained this action needed to be carried forward as the Risk Register had only now been formally approved and FC and NV were still to meet. **Carried forward.**

PAC 1201: 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.

Update: NV said this action could now be closed as the Risk Register had now been updated and formally approved. **Closed**

PAC 1202: PAFA (AJ/SD) to produce a post meeting Summary of the key points of discussion from each PAC meeting.

Update: NV said that the December 2017 update had been circulated and that the January Summary would be produced after the meeting and then monthly after each subsequent meeting. **Closed**

PAC 1203: Joint Office (BF) to encompass the points referred to in the 'Further Developments for the Gas PAC Regime' presentation into a log.

Update: CSh confirmed that BF had now created this document to match the Risk Register and the content of the presentations. He then said this action could now be closed but the document should be considered in relation to the discussions next month on the Annual Work Plan. **Closed**

PAC 1204: Xoserve (FC) to provide data on who is in Class 3 and what Daily Reads are being submitted.

Update: RH presented the document showing two tables for Class 2 and Class 3 Supply Meter Points and the number of reads submitted in the month of November 2017, which was provided in an anonymous format. She said that this action could now be closed.

Following a brief discussion on the performance of certain shippers, JR highlighted that he expected that some would fail the target of 90% of reads/month. LS highlighted that the read rejection reasons may also put the report into context. It was agreed that RH would investigate whether non-anonymised data, etc. could be added for the reports, including if they were failing the target and the impact of rejected reads. NV said he would provide details on an incentive approach of what the PAFA would do in a breach of Code situation. CSh added that this could be down to the need for a re-education or training exercise and RH said she would also supply information on when the Xoserve Education/Training Information Pack was going to be available. **Closed.**

New Action PAC 0105: Xoserve (RH) to investigate whether additional data could be added to enhance the reports further.

New Action PAC 0106: PAFA (NV) to provide details on an incentive approach that can be utilised by the PAC to incentivise good performance in Shippers.

New Action PAC 0107: Xoserve (RH) to provide information relating to when the Education/Training Information Pack for the Reads Process would be available.

8. Agree Key Messages and Next Steps

8.1 Key Messages

It was agreed the PAFA would provide the Key Messages communications for this and future meetings.

- The Performance Assurance Framework Administrator (PAFA) presented a tracked changes Performance Assurance Framework (PAF) Risk Register summarising the changes made following the consultation

- The Performance Assurance Committee (PAC) approved the PAF Risk Register
- Following the initial discussions at this meeting, the PAF Risk Register and next steps is to be added to the agenda for the next PAC meeting
- Lengthy conversations were had by the PAC around anonymity of performance reports and what details are shared with the PAC
- The PAC are considering raising an enabling Modification to allow them to be more dynamic in carrying out their assurance work
- The PAC are looking into industry reporting on areas not covered by MOD520A reporting to help identify areas with outlying performance
- PAC will continue to monitor the Daily Metered (DM) read submission reports along with Class 2 & 3 read submission reports
- The Theft of Gas update to be delivered by a representative from ElectraLink will take place at the 05 February 2018 PAC meeting

9. Next Steps

CSh said that his aspirations for the next meeting were for the areas of the Workplan, Budget and Issues to be developed, together with the outstanding actions. He also wanted to remind all members that papers and documents should be submitted 5 days prior to any forthcoming Performance Assurance Committee meeting, to allow these to be studied prior the meeting taking place.

10. Diary Planning

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

Time/Date	Venue	Programme
10.30, Monday 05 February 2018	Xoserve, Lansdown Gate, 65 New Road, Solihull. B91 3DL	<ul style="list-style-type: none"> • Standard Agenda Items • Workplan & Budget • Issues • Potential PAF AQ Reports • Potential facilitating Modification for PAC reports • Theft of Gas - ElectraLink
10.30, Monday 05 March 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> • To be confirmed
10.30, Tuesday 10 April 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> • To be confirmed
10.30, Tuesday 08 May 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> • To be confirmed
10.30, Tuesday 12 June 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> • To be confirmed
10.30, Tuesday 10 July 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> • To be confirmed

10.30, Monday 06 August 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> To be confirmed
10.30, Tuesday 11 September 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> To be confirmed
10.30, Tuesday 09 October 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> To be confirmed
10.30, Monday 05 November 2018	Elexon, 350 Euston Road London Lon NW1 3AW UK	<ul style="list-style-type: none"> To be confirmed
10.30, Tuesday 11 December 2018	Solihull – Venue TBC	<ul style="list-style-type: none"> To be confirmed

Action Table (as at 09 January 2018)

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 (RH)	Carried Forward <i>(Added from the PAC Sub Mtg on 04/10/17)</i>
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)	Closed
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)	Closed
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)	Closed
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)	Closed
PAC 0101	09/01/18	2.6	Xoserve (RH) to provide more information regarding the 'Shipperless' Site as shown in Pot 1 and to flag this to the Network.	Xoserve (RH)	Pending
PAC 0102	09/01/18	2.6	Xoserve (RH) to provide an overview of the reports process and procedures in respect of anonymised/non-anonymised data.	Xoserve (RH)	Pending
PAC 0103	09/01/18	6.3	All to study the reports for Modification 081 & 0520 and provide feedback direct to John Welch on any required changes.	ALL	Pending

Action Table (as at 09 January 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC 0104	09/01/18	6.3	Xoserve (RH) to provide some input on how the reports could best be developed and any potential technical constraints.	Xoserve (RH)	Pending
PAC 0105	09/01/18	7.0	Xoserve (RH) to investigate whether additional data could be added to enhance the reports further.	Xoserve (RH)	Pending
PAC 0106	09/01/18	7.0	PAFA (NV) to provide details on an incentive approach that can be utilised by the PAC to incentivise good performance in Shippers.	PAFA (NV)	Pending
PAC 0107	09/01/18	7.0	Xoserve (RH) to provide information relating to when the Education/Training Information Pack for the Reads Process would be available.	Xoserve (RH)	Pending

Action Table PAC – UIG DM Read Issues (as at 09 January 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
PAC UIG 1113	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)	Carried forward