

**UNC Workgroup 0652 Minutes**  
**Introduction of winter read/consumption reports and associated obligations**  
**Wednesday 31 October 2018**  
**at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Alexander Mann	(AM)	Gazprom
Andy Clasper	(AC)	Cadent
Beth Wilson*	(BW)	Ecotricity
Carl Whitehouse	(CWh)	First Utility
Edward Fyfe*	(EF)	SGN
Ellie Rogers*	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve
Imran Shah*	(IS)	British Gas
John Welch	(JW)	npower
Jonathon Heard	(JH)	Xoserve
Kirsty Dudley*	(KD)	E.ON
Linda Whitcroft	(LW)	Xoserve
Lindsay Biginton*	(LB)	Utilita
Lorna Lewin*	(LL)	Orsted
Louise Hellyer	(LH)	Total Gas & Power
Luke Reeves*	(LR)	EDF Energy
Mark Bellman	(MB)	ScottishPower
Mark Jones	(MJ)	SSE
Mark Perry	(MP)	Xoserve
Mark Rixon*	(MRi)	Engie
Megan Coventry*	(MC)	SSE
Michael Robertson	(MRo)	ScottishPower
RHYS Kealley	(RK)	British Gas
Richard Pomroy*	(RP)	Wales and West Utilities
Robert Cameron-Higgs	(RCH)	Flow Energy UK
Shaheeni Vekaria	(SV)	Utility Warehouse
Simon Harris*	(SH)	Xoserve
Steven Britton*	(SB)	Cornwall
Tracey Saunders	(TS)	NGN

\* via teleconference

Copies of all papers are available at: [www.gasgovernance.co.uk/0652/311018](http://www.gasgovernance.co.uk/0652/311018)

**1.0 Introduction and Status Review****1.1 Approval of Minutes (03 October 2018)**

The minutes of the previous meeting were approved.

## 2.0 Review of Amended Modification

No further amendments have been made to the Modification since the last review.

## 3.0 Review of ROM

Not reviewed.

## 4.0 Review of Legal Text

Tracey Saunders (TS) provided an update on Legal Text advising that, with the solution being quite complex, the Northern Gas Networks (NGN) Legal Director is seeking an understanding of the Legal Text implemented for Project Nexus before the Legal Text can be finalised for this Modification. The allocation of Urgent Modification 0673 Legal Text to NGN has furthered the delay in the provision of Legal Text. It was confirmed that Winter Consumption context is currently not mentioned anywhere in UNC, which makes the Legal Text, (as it might be a new definition), more complex.

John Welch (JW) expressed his disappointment and feels it has been a long time awaiting the Legal Text for this Modification. TS confirmed that, the hope is, when Joanna Ferguson returns from annual leave, the Legal Text can be prioritised and provided for the next Workgroup meeting.

When asked, JW confirmed that if implemented, Modification 0660S could impact this Modification and that the PARR schedule amendment could be removed and progressed by the process implemented by Modification 0660S by submission to the UNCC.

JW explained that, having the obligation to do the winter consumption update is crucial which needs the Modification and therefore Legal Text and this will link the User Reports to the obligation.

- Bob Fletcher (BF) added that, in terms of the process, it is both desirable and recommended that the Workgroup reviews the Legal Text before the Modification is issued to consultation. As Panel requested the provision of Legal Text, the deadline for provision is Thursday 08 November 2018. TS commented that she is unable to confirm if it can be provided before the deadline. BF advised that NGN would need to provide a report to UNC Panel if the Legal Text is not provided by this date.

BF showed onscreen the current timetable:

Workgroup Report presented to Panel	22 November 2018
Draft Modification Report issued for consultation	22 November 2018
Consultation Close-out for representations	13 December 2018
Final Modification Report available for Panel	17 December 2018
Modification Panel decision	20 December 2018

BF advised that an option for the Workgroup to consider is asking UNC Panel to consider the Workgroup Report at the Extra-ordinary UNC Panel meeting on 22 November, if the Legal Text is ready by then, it can then be issued to consultation. In the absence of any Legal Text, as proposer, JW may be able to satisfy UNC Panel with the intent of the Modification. However, there is a risk that UNC Panel will refer the Modification back to Workgroup to review the Legal Text and extend the delay.

JW confirmed that he is raising the DSC Change Proposal so that it can run in parallel with the Modification.

## Approach

The Workgroup agreed that, with the next Workgroup meeting being 19 November 2018, the question could be asked if the Extra-ordinary UNC Panel would consider this Modification at short notice on 22 November.

BF clarified that the Workgroup have agreed they want to review the Legal Text which should be provided by 19 November.

## 5.0 Completion of Workgroup Report

Not discussed.

## 6.0 Review of Outstanding Actions

**Action 1001:** JW and ES to raise the change proposal to allow consideration of it at the earliest opportunity by the Change Management Committee.

**Update:** This has been completed and will be reviewed at next DSC Change Management Committee. **Closed**

**Action 1002:** CS to submit the Workgroup Report seeking a one-month extension for consideration at the next UNC Panel.

**Update:** Extension sought at UNC Panel. **Closed**

## 7.0 Any Other Business

None.

## 8.0 Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Time / Date	Venue	Workgroup Programme
10.30 Monday 19 November 2018	Radcliffe House, Blenheim Court Warwick Road Solihull B91 2AA	Detail planned agenda items.

**Action Table (as at 31 October 2018)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1001	03/10/18	4.0	JW and ES to raise the change proposal to allow consideration of it at the earliest opportunity by the Change Management Committee.	Xoserve (ES) Npower (JW)	<b>Closed</b>
1002	03/10/18	4.0	CS to submit the Workgroup Report seeking a one-month extension for consideration at the next UNC Panel.	Joint Office (CS)	<b>Closed</b>