

UNC Code Reform BAU Readiness & Integration Workgroup Minutes
Wednesday 22 April 2026
via Microsoft Teams

Attendees		
Mark Cockayne (Chair)	(MC)	Joint Office
Shaliece Benjamin (Secretary)	(SB)	Joint Office
Aleksis Butler	(AB)	BUUK
Ali Wellings	(AW)	Joint Office
Andy Clasper	(AC)	Cadent Gas
Dan Tarasco-Fittock	(DTF)	Joint Office
David Mitchell	(DM)	SGN
Edward Allard	(EA)	Cadent
Ellie Osobina	(EO)	Ofgem
Ellie Rogers	(ER)	CDSP
Helen Bennett	(HB)	Joint Office
Helen Gilbert	(HG)	NESO
Jenny Rawlinson	(JR)	BUUK
Kate Elleman	(KE)	Joint Office
Kris Jacob	(KA)	National Gas Transmission
Lee Greenwood	(LG)	Centrica
Nicola Lond	(NL)	National Gas Transmission
Rebecca Hailes	(RH)	Joint Office
Sally Hardman	(SH)	Scotia Gas Networks
Steve Mulinganie	(SM)	SEFE Energy
Talia Lattimore	(TL)	Talan
Tom Jenkins	(TJ)	Indigo Networks

This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: <https://www.gasgovernance.co.uk/codereform/BAU/220426>

1. Introduction

Mark Cockayne (MC) welcomed everyone to the meeting.

1.1. Approval of Late Papers

The updated Terms of Reference (ToR) were approved.

1.2. Review of Outstanding Actions

Action 0301: Joint Office (JO) to update the Terms of Reference to reflect the discussion, including:

- Introduction of a clear out-of-scope section (including commercial/contractual matters and Code Manager transition resourcing); and
- inclusion of a problem statement setting out the purpose of the Workgroup.

Update: Please refer to Agenda Item 2.1.

Closed

Action 0302: Joint Office (JO) to consider the development of a Frequently Asked Questions (FAQ) document to support industry understanding of the Modification Prioritisation Process, including treatment of alternatives and cross-code application.

Update: Please refer to Agenda Item 2.2.

Closed

Action 0303: Industry participants to review the Modification Prioritisation documentation, with particular focus on the Guidelines document, and provide feedback to the Joint Office enquiries inbox by 10 April 2026.

Update: Please refer to Agenda Item 2.3.

Closed

Action 0304: Joint Office (JO) to populate the template with an example (e.g. Modification 0929) to illustrate its intended use.

Update: Please refer to Agenda Item 2.4.

Closed

Action 0305: Joint Office (JO) to introduce a standing agenda item titled 'Key Messages' to capture outputs from this Workgroup and facilitate their communication to relevant industry forums.

Update: Please refer to Agenda Item 3.

Closed

1.3. Review of minutes

The minutes of the previous meeting held on 25 March 2026 were approved.

2. Matters for Workgroup Consideration

2.1 Terms of Reference: Action 0301 Action 0301: Joint Office (JO) to update the Terms of Reference to reflect the discussion, including:

- introduction of a clear out-of-scope section (including commercial/contractual matters and Code Manager transition resourcing); and
- inclusion of a problem statement setting out the purpose of the Workgroup.

MC presented the updated Terms of Reference, including the addition of a problem statement and an expanded out-of-scope section. For further details, please refer to the published Terms of Reference available at: [Code Reform: BAU Readiness & Integration | Joint Office of Gas Transporters - Gas Governance](#).

The Workgroup reviewed the proposed out-of-scope items, including commercial/contractual matters, Code Manager transition resourcing, and strategic organisational changes.

Steve Mulinganie (SM) queried whether “decision-making capabilities” should sit within the out-of-scope section, noting that this did not align with the nature of the other items. Kate Elleman (KE) agreed, clarifying that while the Workgroup does not have decision-making authority, this should instead clarify existing governance and escalation routes.

The Workgroup agreed that this provision should be repositioned within the ToR.

No further comments were raised, and the ToR was otherwise approved.

Action 0401: Joint Office to revise the Terms of Reference to relocate and clarify the decision-making provision.

2.2 Modification Prioritisation Process: Action 0302

Action 0302: Joint Office (JO) to consider the development of a Frequently Asked Questions (FAQ) document to support industry understanding of the Modification Prioritisation Process, including treatment of alternatives and cross-code application.

KE provided an update on the development of the Modification Prioritisation Process following engagement with Talan. It was noted that agreement had been reached on key points within the Modification lifecycle where prioritisation would be considered, including at proposal stage, Workgroup Report stage (where applicable), and Final Modification Report (FMR) stage.

SM queried whether Ofgem would retain the ability to intervene and direct prioritisation (e.g. through designation of High Priority or Urgent status). KE noted that this was not explicitly clear from the legal text, and Ellie Osobina (EO) confirmed that clarification would be provided following publication of Ofgem’s final decision.

Action 0402: Ofgem (EO) to confirm whether it retains the ability to direct Modification prioritisation, including High Priority designation.

The Workgroup discussed the ability to review and amend prioritisation where circumstances change. KE confirmed that an ad hoc reprioritisation mechanism could be applied, whereby the Workgroup could submit a revised recommendation for Panel approval. It was also noted that a periodic review (twice a year) of live Modifications would be undertaken to ensure priorities remain appropriate.

The interaction between UNC Modification prioritisation and DSC Change processes was considered. KE highlighted that alignment would be required to ensure that prioritisation is reflected appropriately within delivery and implementation processes. Ellie Rogers (ER) agreed to take this forward for further consideration.

Action 0403: CDSP (ER) to consider how UNC Modification prioritisation will be accommodated within existing DSC Change processes.

The Workgroup discussed the treatment of Strategic Direction Statement (SDS) related changes. SM suggested that SDS driven changes may require distinct handling; however, KE reiterated that the intention is for “High Priority” to remain an exception-based designation, with existing processes largely unchanged. It was agreed that prioritisation should remain simple, with only “High” and “Standard” categories.

KE emphasised that the scope of this Workgroup is limited to BAU arrangements, and that Code Manager processes remain out of scope. The Workgroup acknowledged that any future Code Manager arrangements may differ and should not be pre-empted within this forum.

The Workgroup discussed the potential value of capturing observations or lessons learned that may be relevant to future Code Manager arrangements. KE confirmed that a log could be established for this purpose, with appropriate consideration given to how such feedback is communicated.

Action 0404: Joint Office to establish a log of items for future Code Manager consideration and update the Terms of Reference accordingly.

KE noted that the FAQ and supporting guidance documentation would be revisited following publication of Ofgem’s decision.

The Workgroup noted that the prioritisation framework would be kept under review following implementation to ensure it operates effectively in practice.

2.3 Modification Prioritisation Process: Action 0303

Action 0303: Industry participants to review the Modification Prioritisation documentation, with particular focus on the Guidelines document, and provide feedback to the Joint Office enquiries inbox by 10 April 2026.

Helen Bennet (HB) confirmed that the guidance documents had been updated to reflect industry feedback.

SM noted that the scoring framework should focus solely on whether a Modification meets the threshold for “High Priority,”.

KE agreed, confirming that the guidance and associated templates would be updated to reinforce that High Priority designation should be applied by exception only.

2.4 Live Mod: Action 0304

Action 0304: Joint Office (JO) to populate the template with an example (e.g. Modification 0929) to illustrate its intended use.

The Workgroup discussed the structure and application of the prioritisation template. SM noted that the template should be simplified to focus on whether a Modification meets the “High Priority” threshold, with justification provided where applicable, rather than applying broader scoring distinctions. KE agreed, confirming that the guidance documentation and template would be updated to reflect a simplified approach.

Talia Lattimore (TL) suggested that the template should include additional prompts to support users in identifying when a Modification should be treated as a priority. The Workgroup agreed that further clarification within the template would be beneficial.

Action 0405: Joint Office to simplify the Modification Prioritisation guidance document and templates.

The Workgroup considered the use of a live example to demonstrate the application of the template. It was noted that, under the proposed framework, the current Modifications, after scoring have been applied, all fall within the “Standard” category, and that identifying a suitable “High Priority” example may not be straightforward. Rebecca Hailes (RH) suggested that future strategic changes (e.g. relating to code alignment or digitalisation) may meet the threshold; however, KE noted that it was not necessary to identify a theoretical example and that a practical, current Modification would be more appropriate.

It was agreed that Modification 0931 - Introduction of an Escalation process for Transportation invoice payment, would be used as a live example to demonstrate application of the template.

Action 0406: Joint Office to use Modification 0931 as a live example to demonstrate application of the prioritisation template.

Edward Allard (EA) queried how prioritisation would operate in practice where no Modifications meet the “High Priority” threshold, but where there is a link to the Strategic Direction Statement (SDS), and there are competing demands on Workgroup time. KE clarified that (SDS) objectives are intentionally broad and should not automatically drive prioritisation, reiterating that “High Priority” should remain an exception-based designation. SM supported maintaining a simple framework, noting that unnecessary complexity should be avoided unless practical issues arise.

RH highlighted existing BAU measures to manage workload, including the introduction of additional meeting days where required, noting that these operational approaches would continue to support effective delivery and ensure sufficient discussion time at Workgroup.

The Workgroup agreed that the prioritisation process should be monitored following implementation to ensure it operates effectively in practice.

Action 0407: Joint Office to review the prioritisation process after three months and report back to the Workgroup.

3. Key Messages

MC confirmed that “Key Messages” would be introduced as a standing agenda item to capture outputs from the Workgroup and support communication to wider industry forums.

4. Topics for Discussion

MC introduced a proposed list of future topics for consideration within the Workgroup. It was noted that the list would be refined following the meeting and shared with the Workgroup.

The Workgroup discussed the inclusion of “contract renewals” as a topic. NL queried whether this would fall outside the agreed scope of the Workgroup. MC clarified that while commercial and contractual decision-making remains out of scope, the intention is to provide visibility of existing third-party contractual arrangements and relevant timelines, particularly where these may intersect with Code Reform transition activity.

SM highlighted the need to ensure that any such discussion avoids commercially sensitive detail, noting that the Workgroup should not seek to advise on contractual approaches. KE agreed, confirming that the purpose would be limited to identifying and signposting existing arrangements, rather than influencing or directing contractual decisions.

The Workgroup agreed that the terminology should be refined to avoid reference to “contract renewals,” and instead focus on identifying existing third-party contractual arrangements and relevant timeframes.

KE further noted that, given the anticipated timeline for Code Manager appointment, it would be important to maintain visibility of contractual arrangements that may fall within the transition period, to support appropriate planning and handover where required.

The Workgroup agreed that this activity should remain high-level and informational, with any detailed contractual matters continuing to be managed through the appropriate governance forums. **Next Steps**

It was noted that the Workgroup would continue to meet regularly alongside the Governance Workgroup schedule.

5. Any Other Business

None.

6. Diary Planning

Code Reform: BAU Readiness & Integration meetings are listed at: <https://www.gasgovernance.co.uk/Gov>
<https://www.gasgovernance.co.uk/codereform/bau/>

All other Joint Office events are available via: <https://www.gasgovernance.co.uk/events-calendar/month>

Time/Date	Meeting Paper Deadline	Venue	Programme
10:00 Tuesday 26 May 2026	5pm Friday 15 May 2026	Microsoft Teams	Standard Agenda

Code Reform BAU Workgroup Actions						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0301	25/03/2026	2.1	<p>Terms of Reference: Joint Office (JO) to update the Terms of Reference to reflect the discussion, including:</p> <ul style="list-style-type: none"> introduction of a clear out-of-scope section (including commercial/contractual matters and Code Manager transition resourcing); and inclusion of a problem statement setting out the purpose of the Workgroup. 	JO	April 2026	Closed
0302	25/03/2026	2.3	<p>Modification Prioritisation Process: Joint Office (JO) to consider the development of a Frequently Asked Questions (FAQ) document to support industry understanding of the Modification Prioritisation Process, including treatment of alternatives and cross-code application.</p>	JO	April 2026	Closed
0303	25/03/2026	2.3	<p>Modification Prioritisation Process: Industry participants to review the Modification Prioritisation documentation, with particular focus on the Guidelines document, and provide feedback to the Joint Office enquiries inbox by 10 April 2026.</p>	The Workgroup	April 2026	Closed
0304	25/03/2026	2.4	<p>Live Mod: Joint Office (JO) to populate the template with an example (e.g. Modification 0929) to illustrate its intended use.</p>	JO	April 2026	Closed
0305	25/03/2026	5.0	<p>AOB: Joint Office (JO) to introduce a standing agenda item titled 'Key Messages' to capture outputs from this</p>	JO	April 2026	Closed

			Workgroup and facilitate their communication to relevant industry forums.			
0401	22/04/2026	2.1	Terms of Reference: Joint Office to revise the Terms of Reference to relocate and clarify the decision-making provision.	JO	May 2026	Pending
0402	22/04/2026	2.2	Modification Prioritisation Process: Ofgem (EO) to confirm whether it retains the ability to direct Modification prioritisation, including High Priority designation.	Ofgem (EO)	May 2026	Pending
0403	22/04/2026	2.2	Modification Prioritisation Process: CDSP (ER) to consider how UNC Modification prioritisation will be accommodated within existing DSC Change processes.	CDSP (ER)	May 2026	Pending
0404	22/04/2026	2.2	Modification Prioritisation Process: Joint Office to establish a log of items for future Code Manager consideration and update the Terms of Reference accordingly.	JO	May 2026	Pending
0405	22/04/2026	2.4	Live Mod: Joint Office to simplify the Modification Prioritisation guidance documentation and template.	JO	May 2026	Pending
0406	22/04/2026	2.4	Live Mod: Joint Office to use Modification 0931 as a live example to demonstrate application of the prioritisation template.	JO	May 2026	Pending
0407	22/04/2026	2.4	Live Mod: Joint Office to review the prioritisation process after three months and report back to the Workgroup.	JO	May 2026	Pending