

# DSC Change Proposal Document

Customers to fill out all of the information in the sections coloured

Xoserve to fill out all of the information in the sections coloured

## A1: General Details

Change Reference:	<b>XRN 5923</b>		
Change Title:	Updates to the suite of Performance Assurance Report Register (PARR)		
Date Raised:	23/04/2025		
Sponsor Representative Details:	Organisation:	CDSP on Behalf of PAC	
	Name:		
	Email:		
	Telephone:		
Xoserve Representative Details:	Name:	Josie Lewis	
	Email:	<a href="mailto:uklink@xoserve.com">uklink@xoserve.com</a>	
	Telephone:	N/A	
	Business Owner:	TBC	
Change Status:	<input type="checkbox"/> Proposal	<input checked="" type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected

## A2: Impacted Parties

Customer Class(es):	<input checked="" type="checkbox"/> Shipper	<input checked="" type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input checked="" type="checkbox"/> IGT
	<input type="checkbox"/> All	<input type="checkbox"/> Other <Please provide details here>
Justification for Customer Class(es) selection	Shippers, DNOs and IGTs are impacted parties as representatives of the Performance Assurance Committee who are responsible for reviewing settlement performance data.	

### A3: Proposer Requirements / Final (redlined) Change

<p>Problem Statement:</p>	<p>In order to support the Performance Assurance Committee (PAC) to meet their objectives in late 2023 the PAC instructed the Performance Assurance Framework Administrator (PAFA) to conduct a holistic review on the current suite of Performance Assurance Report Register (PARR) that are produced each month.</p> <p>PAFA reported back to the PAC with suggested changes for the PARR reports during 2024 in phases, the recommendations were grouped into High, Medium and Low priority.</p> <p>Following this analysis, it has been confirmed that for PAC to execute their objectives, a series of improvements are required to be developed and delivered to PAC reports contained within the PARR.</p>
<p>Change Description:</p>	<p><b>Background   Context</b></p> <p>The PAC are instrumental in driving, supporting and encouraging industry's continued improvement for gas Settlement performance and risk management. In order help achieve this PARR reports are produced monthly and used to monitor Shipper's performance.</p> <p>The holistic review of the Suite of PARR reports was conducted by PAFA on behalf of PAC to allow PAC to identify any possible changes/improvements they would like to make to support their role further.</p> <p>The PAFA conducted the review and have grouped their recommendations into high medium and low categories. The CDSP was asked to conduct a high-level Impact Assessment (IA) of the proposed changes. Both the recommendations for change and initial cost ranges from the IA can be found on the Joint Office Website <a href="#">here</a>.</p> <p>Through continued discussions with the PAC, PAFA and the CDSP, the PAC have concluded that they would like to make changes to all of the High and Medium priority PARR report suggestions made by PAFA.</p> <p>The purpose of this Change Proposal is to fully analyse, develop and deliver the recommendations stated above, as identified during initial analysis between PAC, PAFA and CDSP.</p> <p>Below is a list of the changes included for ease. The table identifies the affected PARR reports and details the purpose of</p>

each report, along with the current layout and the proposed changes;

### High Priority PARR changes

PARR Report	Purpose	Current Layout	Proposed change
2A.5 Read Performance	To compare Shipper Party and DMSP (PC1) reading submission performance relating to requirements set out in the UNC. Estimated reads are excluded for the purpose of this report i.e. an estimated reading will not count towards a positive performance	Percentage of Shipper Party supply points for which reads accepted meet the UNC read requirement as defined by Product Class and meter read frequency	To include Industry Total number of: <ul style="list-style-type: none"> <li>Submitted readings for the relevant report month</li> <li>Supply points with accepted readings for the relevant report month</li> <li>Supply points with 1 or more rejected reads for the relevant report month</li> <li>Supply points for which readings expected (not submitted) for the relevant report month</li> </ul> <ul style="list-style-type: none"> <li>To further split report for Product Class 4 by meter read frequency and equipment type i.e. with or without Smart/AMR</li> </ul>
2A.12 Class 4 read submission performance as a percentage of portfolio AQ	To compare Shipper Party performance in managing valid meter reading submissions at an AQ level in respect of Product Class 4 SPs against Uniform Network Code (UNC) requirements	Percentage of Shipper Party Product Class 4 portfolio where defined UNC requirements have been met	Include Industry Total values for the following: <ul style="list-style-type: none"> <li>AQ in GWh or kWh in respect of percentage of AQ met per month</li> <li>AQ in GWh or kWh in respect of percentage of AQ not met per month</li> </ul> Split report by meter equipment (with Smart/AMR without Smart/AMR) for AQ >293,000 kWh category (2A.12a report)
2A.13 Breakdown of AQ overdue for a meter reading	To compare Shipper Party performance in managing valid meter reading submissions for SPs against defined UNC requirements with a particular focus on the AQ of overdue sites	Percentage of Shipper Party AQ portfolio (at risk) by Product Class where defined PAC requirements have not been met	Add Industry Total (GWh) AQ overdue value by Product Class <ul style="list-style-type: none"> <li>Split report by meter equipment (with Smart/AMR without Smart/AMR) for AQ &gt;293,000 kWh category</li> </ul>

### Medium Priority

PARR Report	Purpose	Current Layout	Proposed change
2A.1 Estimated & Check Reads used for Gas Allocation, and consumption adjustments for Product Classes 1 & 2	The report assesses the impact of estimated reads being used for daily-metered sites at initial allocation and evaluates where check reads are not completed	Percentage of Shipper Party Estimate Reads by Product Class. Outstanding Check Reads by Product Class	<ul style="list-style-type: none"> <li>Split Estimated Read &amp; Check Read Data into separate individual report tabs i.e. Estimated Reads could be redefined as 2A.1A and Check Reads as 2A.1B</li> <li>Include industry total kWh or GWh value data for Estimated Read &amp; Check Read data</li> <li>Include count of impacted SPs by Product Class for Estimated Reads</li> <li>Include count of Check Reads received per Shipper party</li> <li>Include Check Read volumes (received and not received) for Product Class 3 &amp; 4 SPs -Need to clarify this</li> </ul>
2A.4 Shipper Transfer Read Performance	To identify Shipper Party performance relating to the submission of opening meter readings upon supply point transfer. The failure to provide an opening meter reading will result in the provision of an estimated transfer reading by the CDSP	Percentage of successful Shipper Party opening transfer meter reading performance submissions based upon volume of SP transfers undertaken	To include Industry Total number of: <ul style="list-style-type: none"> <li>Supply point transfers for the relevant report month</li> <li>Successful transfer meter readings submitted by Shipper parties to the CDSP</li> </ul> <ul style="list-style-type: none"> <li>Split report by Product Class and further by meter equipment (with Smart/AMR without Smart/AMR) for Product Class 4</li> </ul>
2A.7 No Reads received for 1, 2, 3 or 4 years (excludes estimated)	To monitor the percentage of SPs where no valid meter reading has been provided by a DMSP or Shipper Party for a period >1 calendar year by Product Class and EUC Band	Percentage of Shipper Party portfolio where no valid meter reading has been provided by a DMSP or Shipper Party for a period >1 calendar year by Product Class and EUC Band	<ul style="list-style-type: none"> <li>Rename each report tab individually: Class 1 tab would be renamed 2A.7A, Class 2 tab would be renamed 2A.7B, Class 3 tab would be renamed 2A.7C and Class 4 tab would be renamed 2A.7D</li> <li>Remove 'Industry Average' row from report</li> <li>Streamline report to only include 3- and 4-year categories to highlight SPs approaching or past the 'Line in the Sand (LIS)'</li> <li>Include industry total kWh value data for the relevant report month</li> <li>Include Industry Total number of rejected readings for the relevant report month</li> </ul>
2A.8 AQ Corrections	To provide an overview of the effectiveness of the meter reading process and associated industry processes by determining the volume of AQ Corrections raised by Shipper Parties	To provide an overview of the effectiveness of the meter reading process and associated industry processes by determining the volume of AQ Corrections raised by Shipper Parties	Include Industry Total values for the following: <ul style="list-style-type: none"> <li>Original AQ in GWh or kWh (prior to AQ Correction) per month</li> <li>Revised AQ in GWh or kWh (post AQ Correction) per month</li> </ul> Include AQ Correction Reason Code 05 (Winter Consumption) statistics within report
2A.10 Replaced Meter Reads	To monitor the number of meter readings being replaced by Shipper parties which result in reconciliation adjustments	To understand the volume of replacement meter readings have been accepted and subsequently entered into settlement and reconciliation	Include Industry Total values for the following: <ul style="list-style-type: none"> <li>Original AQ in GWh or kWh (prior to replacement reading) per month</li> <li>Revised AQ in GWh or kWh (post replacement reading) per month</li> </ul>

Proposed Release: Adhoc

Proposed Consultation Period:

☒ 10 Working Days

☐ 15 Working Days

☐ 20 Working Days

☐ Other [Specify Here]

## A4: Benefits and Justification

Benefit Description:	Providing enhanced and improved performance information to support PAC achieve their objectives and analysis of industry performance.
	<i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i>
Benefit Realisation:	Immediately upon successful implementation of agreed changes.
	<i>When are the benefits of the change likely to be realised?</i>
Benefit Dependencies:	N/A
	<i>Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.</i>

## A5: Final Delivery Sub-Group (DSG) Recommendations – Removed

(see Section C for DSG recommendations)

## A6: Service Lines and Funding

Service Line(s) Impacted - New or existing	Service Area 9 - Customer Reporting		
Level of Impact	TBC		
If None please give justification			
Impacts on UK Link Manual/ Data Permissions Matrix	TBC		
Level of Impact	TBC		
If None please give justification			
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input type="checkbox"/> Shipper	XX %	XX %
	<input type="checkbox"/> National Gas Transmission	XX %	XX %
	<input type="checkbox"/> Distribution Network Operator	XX%	XX %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:	N/A		
Funding Comments:			

	Funding for this change will be provided from the PAC Ring Fenced Budget, which is a component of the DSC General Change Investment
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Please send the completed forms to: [uklink@xserve.com](mailto:uklink@xserve.com)

# Version Control

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## Document

Version	Status	Date	Author(s)	Remarks
0.1	Draft	14/04/25	Josie Lewis	Initial Draft for internal review
1.0	Final	23/04/25	Josie Lewis	Final following internal approval
1.1	Approved	12/05/25	Kate Lancaster	Approved at ChMC 07/05/25