

UK Transmission IS Steering Group

Terms of Reference, key inputs, processes and outputs to TIC (Transmission Investment Committee)

1 Membership

1.1 The Steering Group shall be appointed by the TIC and shall consist of nominees from both IS & UKT Directorates. These will comprise of current incumbents of;

1.2

LOB	LOB	Band	Role	Attendance	Quorate
BUSINESS	Commercial	Band B	UKT Commercial Planning Manager	Mandatory	3 of 5
	Network Ops	Band C	GNCC Business Improvement Manager - GPINS Chair	Mandatory	
	Asset Management	Band C	Information Development Manager - APINS Chair	Mandatory	
	Network Ops	Band C	Operational Systems Manager - EPINS Chair	Mandatory	
FIN	Tx. Finance	Band B	Transmission Financial Controller (Chair)	Mandatory	1 of
IS	IS	Band C	IS Business Leads	Mandatory	
	IS	Band C	IS Finance	Mandatory	
	Asset Management	Band B	Planning & Network Performance Manager (Asset Management)	Optional	
	IS	Band B	Head of IS Transmission	Optional	
	Network Ops	Band B	Network Operations Planning Manager	Optional	
	Tx. Finance	Band C	Transmission Finance Manager (Deputy)	Optional	
				Quorate	4

1.3 The TIC shall appoint the Chair of the Steering Group. Currently this chair is the Transmission Financial Controller. In the absence of the Chair and his/her deputy the remaining members present shall elect one of the members to chair.

1.4 If a member is unable to attend, he/she may, with the agreement of the Chairman of the Group, appoint a deputy to attend his/her place. The deputy shall exercise the full authority of the member, in the Group, apart from their presence supporting the meeting qualifying as a Quorate Steering Group. i.e. the Quorum requirements set out below must be met prior to a deputy contributing to the meeting

2 Quorum

- 2.1 The quorum necessary for the transaction of business shall be four: to include three of the four Directorates: **Commercial, Network Ops, Asset management and Tx. Finance** plus an **IS representative**. Deputies (excluding Deputy Chair will not count towards a quorate Steering Group.

3 Authority

- 3.1 When quorate, the Steering Group has delegated authority from TIC to sanction Transmission project scheme expenditure (or part thereof) with a value of £1m or less.
- 3.2 This means that for any IS project once the £1m mark is exceeded in total then the project can only be recommended by TISSG to TIC (or higher governance body) for sanctioning.

4 Technical Secretary

- 4.1 The Chair will appoint a technical secretary to support to the meeting, who will minute the attendees, proceedings, actions, issues and resolutions.

5 Frequency and notice of Steering Group meetings

- 5.1 The Transmission IS Steering Group (TISSG) shall meet monthly and at such other times as the Chair of the meeting shall require. Meetings of the Steering Group shall be convened by the Technical Secretary at the request of the Chair.
- 5.2 Notice of each meeting confirming the venue, time and date, together with an agenda of items and all papers to be discussed, shall be forwarded to each member of the Steering Group via the Technical Secretary, and any other person required to attend, not less than 3 working days prior to the meeting.
- 5.3 Production IS Project Management Boards (PINS) consisting of 3 established sub-groups (Asset, Electricity & Gas) continue to act as a local forum to discuss and resolve specific project issues.
- 5.4 The chairs of these groups are the current incumbents of:-
- GNCC Business Improvement Manager (GPINS)
 - Operational Systems Manager (EPINS)
 - Information Development Manager (APINS)
- 5.5 The PINS chairs will also exercise authority for minor project works the level for which will be determined and sanctioned each financial year (March).
- 5.6 Membership of PINS will be reviewed by each Chair upon appointment to new role
- 5.7 PINS Terms of Reference are sanctioned by TISSG as and when there are required changes.

6 Operation of Meetings

6.1 The Steering Group will develop inputs (from IS & the Business), processes & outputs (to TIC) and more widely to the business as necessary in accordance with agreed best practice.

6.2 The following reports should form the principal inputs to the Steering Group:

Agenda		Description
Operational	Minutes of previous meeting	
Operational	IS Finance updates	IS finance updates to include Capex/Opex actuals/forecast
Operational	All UKT IS schemes	For Recommendation (to TIC) or approval challenged & reviewed by this group. This might necessitate capital or resource rationing between UKT Directorates
Operational	Closure Reports & Post Investment Appraisals	Approval/Recommendation (to TIC) of all closure reports
Operational	Programme Delivery progress Reports	High-level report confirming that both programmes and project are being delivered to time, cost, scope & quality, else exception report detailing issues, actions required and resolution
Operational	PINS project Delivery progress Updates	Minor works, project approvals, issues, approvals etc.
Operational	IS-UKT Pipeline Reports	Planned projects for the next three months
Operational	Feedback from TIC & CNI Steering Group	Chair to provide update on TIC papers and any other issues relevant to the steering group
Strategic	RTB Cost Management	TISSG RTB Subgroup to provide quarterly updates on the progress in RTB Cost Management. This should focus on Cost Savings, Transparency and Governance changes.
Strategic	Commercial Framework Changes	Update on Commercial framework changes from UKT Commercial planning Manager
Strategic	Capex forecasts vs Allowances	Graphs showing the latest project forecasts Vs Ofgem Allowances
Strategic	UKT Business Plan Tracking & Task Delivery	Delivery (including system requirement 'costs to achieve' & Benefits Tracking) Reporting and monitoring of latest forecasts Vs the latest Transmission Business Plan for both IS Projects and Run the Business cost.
Tactical	Actions Update	Review/update of all actions on a monthly basis

7 Processes

7.1 The Steering Group will work to continually refine and improve the business processes around the governance, reporting and control of IS expenditure undertaken on behalf of UK Transmission in order to:

- Ensure best practice planning, governance, control, reporting and decision-making processes that are periodically evaluated and measured to ensure best practice
- Undertake value for money, and only economic and efficient, expenditure
- Improve business engagement; education, awareness and understanding of IS, CSC and xoserve systems spend

7.2 The Steering Group will build upon and implement the findings and recommendations of the COMT & TPCR teams.

8 Duties

Within the authorities delegated to it by the TIC, the Steering Group has the following key responsibilities:

- 8.1 Review and approve schemes with a value of (or part thereof) £1m or less which has a positive NPV and/or business benefit and are in line with the business and IS strategy.
- 8.2 Recommend for approval by TIC those schemes that have a value greater than £1m (or part thereof)
- 8.3 Review the UK Transmission Portfolio of IS projects
- 8.4 Identify issues for escalation to the TIC (as required)
- 8.5 Agree Service Level Agreements (SLAs) and the main Key Performance Indicators (KPIs) supporting delivery
- 8.6 Agree the UK Transmission IS Business Plan, ensuring that it is in line with the UK Transmission Business Plan and IS Strategy

9 Outputs

- 9.1 The Steering Group shall report to the TIC on a monthly basis both operational and strategic items as required by TIC. These requirements will include:
 - ALL UKT IS Schemes recommended to TIC or approved including closure papers
 - Summary of key issues, “hot-spots”, actions & accountabilities

References to:

- *The “Steering Group” or the “Group” shall mean UK Transmission IS Steering Group (TISSG)*
- *“TIC” shall mean the Transmission Investment Committee*
- *“TEC” shall mean the UK Transmission Executive Committee*

9.2 For further information, comment or input, please contact mark.mcgill@uk.ngrid.com

10 Approval outside of an Ordinary Meeting

- 10.1 Where an investment proposal is urgent and cannot wait for the next meeting, an offline approval process can take place. This can be either via a meeting (if required) or by email correspondence.