## Table No. n/a

**Table Name: Totex Summary**

**~~~~Workstream Lead:** Dave Moon

**Data Provider: Drew Sambridge**

**Business Expert:**  **Prit Lad**

**Independent Reviewer: Tom Sacker**

**18/19 Assurance Level**

**(Please refer to Data Table and select your workstream)**

**Link to Ofgem’s scoring criteria:**  <https://www.ofgem.gov.uk/system/files/docs/2016/01/dag_guidance_document_v1.3_clean.pdf>

(see pages 10 and 13-15 for criteria)

**Link to roles and responsibilities document for Data provider, Business Expert, Independent Reviewer and Workstream Lead:** [**BPDT Roles & Responsibilities**](https://cadentgasltd-my.sharepoint.com/:w:/r/personal/yvonne_reid-healy_cadentgas_com/_layouts/15/Doc.aspx?sourcedoc=%7bc0cc2d22-f53a-4a82-8af0-e91758f6d188%7d&action=edit&wdPid=22f5613d)

1. **Data Provider**

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| 1. **Data Source Summary**   **Where has your data come from?** | **Please confirm that you have read and understood the relevant RIGs and are satisfied that the data provided is in line with these RIGs requirements**  <https://www.ofgem.gov.uk/publications-and-updates/riio-2-final-data-templates-and-associated-instructions-and-guidance>  **YES**  **Provide details of the data sources used to update the BPDT. For example spreadsheets, models, investment methodologies etc.**   |  |  |  |  | | --- | --- | --- | --- | | **Ref** | **Level 3 activity** | **Source** | **Description and Purpose** | | a | *Totex Summary for Cadent in totality* | *A3 Summary consol file* | *Make sure the Cadent combined view of the Totex summaries matches back to the ‘A3 Summary’ document and the extracts used in the final 200 page document* | | *b* | *Totex Summary by Networks* | *A3 Summary consol file & BPDTs as per final submission* | *Obtain Network specific performance summaries* | | *c* |  |  |  | |
| 1. **Source Data & Working Files** | 1. Embed data file attachment (or reference / link to shared area) 2. Embed data file attachment (or reference / link to shared area) 3. Embed data file attachment (or reference / link to shared area)   **Provide links or the data files (e.g. links to investment methodologies, spreadsheets, SAP extracts, models etc.), include copies of supporting email correspondence (evidence of communications with SME’s where consulted to drive any numbers)** |
| 1. **Data Completeness** | **Are there any known gaps, missing information, reporting issues in GD1 or gaps against the GD2 guidance that impact this table?** (please do not leave this blank if there are no gaps or issues please mark as N/A)  **Please provide details if appropriate.**    ***n/a - no gaps, requested data is extracted directly from the submitted BPDTs*** |
| 1. **Record any assumptions applied or any further changes to the data.** | **Please outline any key assumptions or further changes you have made in respect of RIGs interpretation.** (please do not leave this blank if no changes have been made please mark as N/A)  ***No assumptions have been made further to those used in the file BPDT submissions to Ofgem.***  ***The Totex summaries are holistic in costs, i.e. incorporate Output cases and do not exclude any non like-for-like activities*** |
| 1. **Differences from RRP format.** | **Please explain any assumptions made to split or combine data when compared to the RRP format.**  *(N.B. you may need to consult with the data provider in the finance team who was responsible for populating GD1 and historical data)*  **This table is not in the RRP, the closest equivalent is RRP table 2.2.**  **This submitted file as an auxiliary document to the overall BPDTs, but uses the exact data from them** |
| 1. **Process followed from source data to the BPDTs.** | **Please describe the flow of the underlying process followed to extract the data from the source, apply any judgements / assumptions, perform any modelling etc in order to get the raw data into the correct form for the BPDT.** *(The process flow should describe all key steps undertaken to get from source to data table)*  ***Obtained the final BPDTs from the OneDrive folder, SavedAs ensuring to not corrupt any published or ‘final’ versions***  ***For each respective Network, copied the tab called “Totex Summary” and ‘moved’ them into a blank Excel file. Broke all formula links in the new file.***  ***Created a new tab called, ‘*** ***Totex\_Summary – Cadent’ in the newly created file and used this to sum the figures from all the other tabs copying across the format.***  ***Compared and tested within the file that the various Totex summaries matched with figures in the ‘A3 Summary’ consol document which was used to supplement information in the overall 200 page narrative and appendices.*** |
| 1. **Checks and balances/controls**   **(in accordance with DAG scoring criteria)**  **Examples of controls could be:**   * **Trace BPDT data back to source data** * **Review and sign-off of models/spreadsheets, Investment Methodologies, HCDs by Technical expert or Subject Matter Experts.** * **Spreadsheet version control**   **Testing of such controls should be performed on a sample basis using the data tables risk assessment, understanding what is driving the score and focussing on the rationale behind the scoring.**  **All control testing should be documented i.e. population, sample, test performed, results/exceptions identified, remediation actions proposed/completed.** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Ref** | **Checks and balances / key controls** | **Check complete  (Y or N)** | **Date (dd/mm/yy)** | **Confirm the result is satisfactory (Y or N)** | | **1** | **Check that the Cadent total view, for Opex, Capex, and Repex match back to the Network specific views in the A3 Summary consol file.** | **Y** | **07/01/2020** | **Y** | | **2** | **Check that the sum of the Network specific tabs equals the expected total Cadent view** | **Y** | **07/01/2020** | **Y** | | **3** | **Make sure the sum of the Opex, Capex, & Repex sections in the Totex summary equals the Total Totex number reported in the A3 summary and other published documents** | **Y** | **07/01/2020** | **Y** | | **4** | **Make sure all costs, i.e. Output cases, Xoserve, Pension Admin, are included** | **Y** | **07/01/2020** | **Y** | | **5** |  |  |  |  |  * **What checks and balances are performed to track the data back to / from source (this could be investment methodologies, spreadsheets or models used in the underlying process to get from source to the BPDT)?**   **See above**   * **Where spreadsheets or models are used how are you confident that the spreadsheet or model is operating as required? (For example, spot testing of calculations, re-performance of outputs based on the same input data).**   **Confident, file contains appropriate checks and cross references**   * **What reasonableness checks are performed to ensure that the data reported is appropriate? For example, variance analysis, comparison across networks or reference to external benchmarking.**   **See above**   * **Are there any key dependencies impacting your data table? If so, please describe the checks performed in order to ensure the dependencies flow through correctly to the data table.**  (please do not leave this blank if there are no dependencies please mark as N/A)   ***No*** |
| 1. **Findings (Log of any corrections / fixes, outstanding issues, dependencies)** | **If applicable, please provide an explanation of any checks (as above) which failed and the steps taken to resolve the issue.**  **N/a** |
| 1. **Data table and supporting evidence as provided to Business Expert.** | **Please confirm that no changes have been made to the Ofgem data template table (e.g. insert or hide columns / rows / cells; amend formulas in grey cells etc)**  ***YES - no changes have been made***  ***If NO please explain*** |
| 1. **Changes to the previous submission.** | **Please provide an explanation on any changes to the data tables from the previous version submitted. Please explain the rationale for the changes.**  **N/a** |
| 1. **Data table risk assessment** | Please confirm that you have reviewed the data risk assessment and that you are satisfied that there are appropriate controls to ensure that the data is accurate and that the identified risks have been mitigated.  **Please provide details to support your comments and document where any amendments have been required**  **N/a** |
| 1. **Has the final version of the populated data table been uploaded to OneDrive?** | **Please confirm that the final version of the data table has been uploaded to OneDrive.**  ***NO***    ***If NO please explain***  Not necessary, saved into Finance Business Planning Team folder, see below |
| 1. **Link to data tables and associated narrative.** | Y:\shared\TWAI02\Teamdata\TEAM\_REPORTING\Business Planning Team\RIIO GD2\08\_Data Tables BPDT\07\_Dec\_Plan\Consol\09.12.19 - Check FINAL TO OFGEM\BPDT consol publication  *(Please insert links to OneDrive where the final versions of data table is uploaded)* |
| **PLEASE READ BELOW**  ***By signing this form, I understand that I am responsible for making sure that the data provided to the Business Expert in this Business Plan Data Table(s) is accurate and complete and that any estimates are appropriate and that the Ofgem template has been filled out as per RIGs requirements. I have ensured that data and associated information such as evidence of checks performed is retained for later review.*** | |
| **Name of DATA PROVIDER** | Drew Sambridge |
| **Date this Evidence Pack was completed** | **07/01/2020** |

1. **Business Expert**

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| 1. **Confirm the data provided complies with the RIGs. (published for the reporting period)** | **Please confirm that you have read and understood the relevant RIGs and are satisfied that the data provided is in line with these RIGs requirements.**  <https://www.ofgem.gov.uk/publications-and-updates/riio-2-final-data-templates-and-associated-instructions-and-guidance>  **YES - confirmed** |
| **Review of checks and balances / controls performed by the data provider.** | **Please confirm that you have reviewed the specific checks and balances / controls tested by the data provider and consider this to be appropriate.** (please refer to all explanations provided by data provider in section g Checks balances/controls)  **YES – these are appropriate**  **Please provide comments on the results of the testing, e.g. how were issues resolved, is the scope of testing reasonable etc.** (please refer to the details provided by the data provider in section h which details the findings and issues and steps taken to resolve them)  *Yes the process to compile the data and the checks performed is as I would expect – this is just a replication of submitted BPDT data and a simple summation of the network data to show the consolidated Cadent view – which in turn has been cross-checked against Chapter 9 of the main BP document.*  **Ensure appropriate review / sign-offs are in place for sources of forecast data such as Investment methodologies, HCDs, models etc.)**  *N/a – source is just the existing BPDT forecasts* |
| 1. **Review / sign off of forecast data.** | **Please confirm the appropriate review / sign-offs are in place for sources of forecast data such as Investment methodologies, HCDs, models etc.)**  **YES - forecast data has already undergone extensive assurance processes** |
| 1. **Evidence of any data trends.** | **Please provide comments on the trend(s) presented in the BPDTs / business plan compared to available GD1 / historical data. How does this compare to your wider business knowledge of the areas under review?**  **Trends are in line with my knowledge of the broader BPDT submissions and Summary positions.** |
| 1. **Changes to the previous submission.** | **Please provide an explanation on any changes to the data tables from the previous version submitted. Please explain the rationale behind the change and confirm the changes are in line with your wider business knowledge.**  **No changes.** |
| 1. **Process followed to get the data from the source to the BPDTs.** | **Please confirm that the process undertaken by the data provider to populate the data tables from the source data seems appropriate and is in line with your expectations.**  **YES – in line**  ***If YES please explain why you are comfortable the process is appropriate.***  **Data has been sourced correctly and agreed in advance with Dave Moon – valid checks have been performed by the Data Provider.** |
| 1. **Findings (Log of any corrections / fixes, outstanding issues, dependencies)** | **Please confirm that any outstanding issues identified by the data provider have been actioned**  **Confirm that no issues were found that required action.**  **As business expert I also performed some additional checks to corroborate that the Totex Summary data within this file matched the individual Network BPDTs as submitted to Ofgem. Also that the Total Cadent view was correctly computed as the summation of the 4 networks. Also that the % splits by network were per expectations (eg EoE being the largest network and WM the smallest as a proxy for the £m spend in each network). Also a sample check was done to ensure the detailed splits Opex/Capex/Repex aligned to the detail provided in Chapter 9 “Costs & Efficiency”. See attached file for evidence of those checks.**    **See attached pdf of a marked-up copy of Chapter 9 “Costs & Efficiency” to evidence the cross-checks performed to ensure that this data aligns with the figures/tables as presented in Chapter 9.** |
| 1. **Data table risk assessment** | Please confirm that you have reviewed the data risk assessment and that you are satisfied that there are appropriate controls to ensure that the data is accurate and that the identified risks have been mitigated.  **Please provide details to support your comments and document where any amendments have been required** [**BPDT - Risk Assessments - Dec 19**](https://cadentgasltd-my.sharepoint.com/personal/yvonne_reid-healy_cadentgas_com/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fyvonne%5Freid%2Dhealy%5Fcadentgas%5Fcom%2FDocuments%2FPMO%20Manager%2FBusiness%20Plan%2FBPDT%20%2D%20Dec%2019%2FBPDT%20Governance)  **Yes – controls & checks have mitigated any risk.** |
| **PLEASE READ BELOW**  ***By signing this form, I understand that I am responsible for making sure that the data provided to Ofgem in this Business Plan Data Table(s) is accurate and complete that any estimates are appropriate and that data including supporting data and other information such as evidence of checks undertaken is available and retained as required.*** | |
| **Name of BUSINESS EXPERT** | ***Prit Lad*** |
| **Date this Evidence Pack was completed** | ***08/01/2020*** |

1. **Independent Reviewer**

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| 1. **Process followed to get the data from the source to the BPDTs.** | **Please confirm that the process undertaken by the data provider to get to the end result for the data tables seems appropriate and is consistent with your expectation.**  **YES**  **(Please delete as appropriate)**  ***If NO please explain.*** |
| 1. **Evidence of any data trends** | **Please review any trend(s) across the BPDTs / Business Plan. In your professional opinion, does the explanation provided by the business expert appear sensible and in line with your knowledge of the business.**  Trends assessed as part of BE reviews during review process. |
| **PLEASE READ BELOW**  ***By signing this form, I understand that I am responsible for making sure that I have exercised appropriate professional judgement and have reviewed the information provided in the context of other business information and trace from previous years. I have reviewed the checks undertaken by the Data Provider and Business Expert and they comply with approved procedures.*** | |
| **Name of INDEPENDENT REVIEWER** | Tom Sacker |
| **Date this Evidence Pack was completed** | **09/01/2020** |

1. **Workstream Lead - DATA**

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| Please confirm that you have read and understood the relevant RIGs and are satisfied that the data provided is in line with these RIGs requirements | | **Please comment** | |
| Please confirm that all checks and balances / controls have been completed and any changes required have been implemented?  **Please provide details to support your comments and document where any amendments have been required** | | **Please comment** | |
| Please confirm that you have reviewed the trend(s) across the BPDTs / Business Plan and are comfortable over the explanation provided for the cost variances where applicable. | | **Please comment** | |
| Please confirm the data table appropriately reflects decisions taken by the Board, Exec and RIIO2 leadership. | | **Please comment** | |
| Please confirm where changes have been made to the data tables to reflect Board, Exec or RII02 leadership decisions, the changes have been communicated to the relevant teams impacted in the business. | | **Please comment** | |
| Please confirm that you have reviewed the data risk assessment and that you are satisfied that there are appropriate controls to ensure that the data is accurate and that the identified risks have been mitigated.  **Please provide details to support your comments and document where any amendments have been required**  [**BPDT - Risk Assessments - Dec 19**](https://cadentgasltd-my.sharepoint.com/personal/yvonne_reid-healy_cadentgas_com/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fyvonne%5Freid%2Dhealy%5Fcadentgas%5Fcom%2FDocuments%2FPMO%20Manager%2FBusiness%20Plan%2FBPDT%20%2D%20Dec%2019%2FBPDT%20Governance) | | **Please comment** | |
| Please confirm that you have reviewed the record of evidence for Data Provider, Business Expert and Independent Reviewer and that you are satisfied with the completeness, accuracy and consistency of the **data and that the source data matches the final data table**? **Please provide details to support your comments and document where any amendments have been required** | | **Please comment** | |
| Do you give your approval for the data in this table to be submitted to Ofgem?  **Please provide any further details.** | | **Yes**  **No**  *Please delete* |  |
| *By signing this form, I understand that I am responsible for: 1. Making sure that the data provided to Ofgem in respect of this Business Plan Data Table(s) is consistent, accurate and complete.  2. Resolving any discrepancies identified after this form has been completed and prior to BPDTs submission (9th December 2019). 3. Resolving any discrepancies identified after this form has been completed.*  **In signing this table off you are confirming that all checks have been completed and the data is ready to be copied into the Ofgem master data template and may be used by other workstreams in their returns** | | | |
| **Name of Work Stream Lead:** |  | | |
| **Date data review & assurance completed** |  | | |

**Please confirm that you have applied the latest efficiency factor to the numbers in your data table.**

**YES NO N/A**

**(Please delete as appropriate)**

***If NO please explain.***

**In signing this table off you are confirming that all checks have been completed and the correct efficiency has been applied to the data and it is ready to be copied into the Ofgem master data template and may be used by other workstreams in their returns**

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| **Name of Work Stream Lead:** |  |
| **Date data review & assurance completed** |  |

# 2.05 EP Business Support Group