

**35<sup>th</sup> Technical Panel Meeting  
Approved Minute**

**Present**

Jo Dow (JD) - Business Stream  
Hazel Baxter (HB) – Business Stream  
Jessie McLeman (JMCL) – Scottish Water  
Kevin Ensell (KE) – Osprey  
Derek Ellery (DE) – DWF Biggart Baillie (TP Chair)  
Amanda Hancock (AH) – CMA (TP Secretary)  
David Walters (DW) – Commission  
Jeremy Hobbis (JH) – Severn Trent  
Ian Whatton (IW) - United Utilities  
Emma Norris (EN) – Thames Water  
Paul Allen (PA) – Aimeria (via conference)

**Apologies**

Brian Saunders (BS) – CMA

**1. Minute**

The minute of the meeting of 18<sup>th</sup> April 2013 was approved.

**2. Actions and Administrative Update**

AH provided an update on the action log:

Action points AP226, 236, 276, 277, and 278 have been closed off.

Action Points AP220, 264 and 275 are all ongoing.

AH noted that MCCP103 was withdrawn by Business Stream at the last TP meeting in April.

AH noted that there were four Change Proposals approved since the last meeting, namely MCCP104, MCCP105, MCCP112, and MCCP123.

AH noted that there were no Commission Changes implemented. At the time the papers were issued there were no new Commission Changes introduced, however OCCP041 has subsequently been introduced.

AH noted that Bulletin BU094 was issued on 14<sup>th</sup> June 2013.

AH noted that there were no new TP dates proposed.

### 3. Change Proposals in Progress

There were no Change Proposals in progress.

### 4. New Change Proposals

#### **MCCP125 –Minor HVI Enhancements**

This MCCP was put forward by the CMA and looks to notify HVI Users when they submit a duplicate Message ID (MID). AH confirmed that currently, the Central Systems logs these as duplicates but does nothing with them. The notification is required to allow the HVI User to re-process these transactions with a unique MID.

JH asked whether costs were available for this proposal. AH advised that the costs would be minimal, and likely to be in the region of £2-3K.

The TP was asked to approve this proposal. The TP unanimously approved this proposal.

**AP279 CMA to forward MCCP125 to the Commission for consultation and approval.**

#### **MCCP126 –Additional Wholesaler LVI Access**

This MCCP was put forward by Scottish Water and seeks visibility of certain data items via the LVI. JMcl introduced this proposal and advised that SW was seeking visibility of data items that was comparable to that which the LPs could see. JMcl further added that SW was looking for a better all round experience for its users on the LVI. JH asked why SW was not seeking access to customer or LP information. JMcl advised that SW was not looking to change policy at this time and therefore was not seeking access to LP or customer information. JMcl stated that this may be something SW would seek access to at a future point.

AH confirmed that as per above, the costs for this MCCP was likely to be £2-3K.

The TP was asked to approve this proposal. The TP unanimously approved this proposal.

**AP280 CMA to forward MCCP126 to the Commission for consultation and approval.**

#### **MCCP127 –Linking Supply Points with a 3<sup>rd</sup> Party Reference(s)**

This MCCP was put forward by Scottish Water. JMcl introduced this paper and provided some background for members who were not present when the MPF Paper on the same topic was presented. JMcl advised that work was ongoing internally at Scottish Water in relation to OSG references, and that SW would like a feasibility to be undertaken to assess the merits of the proposal. AH confirmed that

in its current form, the proposal was looking to add a new data item to CS, and this was technically feasible, and would be a relatively minor development. The complex feasibility would come once it was clear what the Market wanted to achieve from the reference and how it was linked throughout the system, and with other Parties' systems.

TM asked whether this would cover grouped SPIDs. JMcL confirmed that it was SW's intention to include grouped SPIDs. JD stated that the proposal clarified that SW would be responsible for inputting any new references via the connections process, but what would be the process for all existing SPIDs in the Market, and who would bear responsibility for submission and validation of these. JMcL stated that SW had references for a number of SPIDs, and was willing to work with the CMA to validate and get these into the CS. KE stated that considerable work was currently being undertaken by the CMA under the SAA project, and would like to understand what additional benefits this proposal would bring that were not already in plan for the SAA Project. EN asked why the Market would want to pay for a piece of work to be replicated, and that if it was already being undertaken separately, it would seem sensible to utilise existing information.

JH asked if a cost benefit analysis had been done on the proposal so show the benefits of this proposal. JMcL stated that it had not been done at this time; however the benefits to the Market would include improvement on data integrity. DW asked what the costs would be for LPs of introducing this proposal. JMcL confirmed that there had been no costs incurred to date, but the potential costs were unknown at this stage. AH added that until the Market specified what benefits it would like to achieve by the introduction of a third party reference, it would be extremely difficult to do a cost benefit analysis.

IW added that at this time, the benefits to LPs were unclear to United Utilities, and they would like to see some sort of benefit analysis before taking the proposal any further. JMcL re-iterated that SW believed this would be extremely beneficial to the Market, and that had this been in place 5 years ago, data quality may not be in the position it is currently in. JH added that he could see likely benefits to Scottish Water and Business Stream, but could see little benefit at this stage to the smaller LPs.

AH again stated that the Market would need to ascertain what it wanted to achieve by linking any third party reference to the CS, and the first steps should be the creation of a user requirement specification in support of this proposal. JMcL requested a meeting for Participants to review the proposal and discuss any requirements and or benefits of the introduction of a 3<sup>rd</sup> party reference. AH agreed to facilitate this meeting on behalf of the TP.

**AP281 CMA to set up a meeting on the introduction of a 3<sup>rd</sup> party reference.**

## 5. Forward Plans

AH Presented the Item 5 papers, noting that eleven issues had been closed off, and one new issue added to the Issues List.

JMcL asked if a placeholder for possible Exemption Scheme changes should be added to the Release Calendar for March 2015 Release. AH agreed to include this in future scheduling.

### **AP282 CMA to add a placeholder for possible Exemption Scheme changes in March 2015 Software Release.**

## 6. Performance Statistics

AH presented the CMA Business Indicators, Performance Statistics and Vacant Admin Scheme reports for the quarter. AH advised that there had been a minor issue with one of the measures (R9) for two participants. Both participants had been re-issued with the correct statistics.

AH then invited JMCL to introduce SW's report on the Vacant Admin Scheme. JMCL stated that overall the effect of the scheme was showing a positive trend, so would appear to be working. There is an LVI issue that needs to be addressed around application dates. JMCL stated that with some additional testing following the Central Systems issue, SW are confident changes are being applied correctly. The net impact of this has been a favourable one; however there is still some work to go. JMCL stated that SW would undertake a further review of this in ~6 months or so to check that this was still the case.

JD commented that Business Stream felt the 20 business days afforded to LPs for review of evidence was insufficient. JMCL stated that there were a number of sites that had been turned to occupied as part of the Vacancy Admin Scheme, but that had subsequently been set to vacant, in some cases going back before the VAS application. AH confirmed that these instances had been done via script, and was not down to an error within CS. DW suggested SW take any matters forward directly with LPs where these instances arise.

KE stated that the apparent change in behaviour was good, and that this would hopefully continue. He suggested a further report in 6 months, at the December TP would be

### **AP283 Scottish Water to provide an update on Vacancy Admin Scheme at December TP**

## 7. Any Other Business

### **New Licensed Providers**

AH confirmed that three new LPs were in the process of undergoing Market Entry Training, Clear Business Water, Cobalt Water and YorWater.

### **Script Withdrawal**

AH confirmed that changes were being made to the CMA's Additional Services Schedule. In order to protect data integrity, and as a result of some changes in the Central Systems, some of the existing scripts are being withdrawn. AH advised that soft copies of the proposed updates would be issued to Participants following the meeting, and that the changes would be implemented mid July to allow Participants to review the document and come back to the CMA if there were any issues/concerns.

### **Business Stream Request for Funding from Performance Charge Credits**

JD introduced the paper and talked through some of the potential benefits to the Market. JD stated that had the project been done under BAU, it would have taken considerably longer, and that Business Stream had significantly increased the manpower to meet the required timescales set by the Commission.

DW asked the CMA what the criteria was for applications of this nature. AH stated that broadly the two main criteria were that a project wouldn't normally go ahead without this funding, or would take considerably longer to implement. KE added that the project would need to demonstrate clear benefits to the Market as a whole and not just to one specific party. KE noted that there had been a paper produced for the TP on this. AH took an action to re-circulate this to all Participants.

### **AP284 CMA to forward TP Paper on Criteria for Performance Funding**

EN asked if this was something that all Parties had undergone, and whether they too would be entitled to any monies retained from this. JD stated that if Business Stream were successful, this would likely set a precedent where other LPs could apply for money due to similar projects they were running.

JH asked how this project was different from BAU activity being undertaken by an LP. TM added that Veolia had undertaken a similar task, but as part of its BAU activity.

KE noted that the paper highlighted that Business Stream felt that a considerable chunk of this work was wholesaler activity and queried whether Business Stream should seek funding from the Wholesaler rather than the Market for this activity. JD stated that this avenue had been sought initially, without success. DW commented that the Commission very much viewed this activity as BAU and something Licensed Providers should be doing on a day to day basis. JD agreed to an extent, but clarified that it was the high volume and short timescales that created the necessity to class this as a project and resource accordingly.

IW asked whether Business Stream would continue with this activity should the funding not be received. DW added that this was not an optional project and that work should indeed continue regardless.

DE noted that whilst discussions could still be had offline, for the purposes of this meeting, the discussion seemed to be exhausted, summarising that on the whole, the TP did not support the Business Stream paper.

As there was no further business, the meeting was closed.

Action	Subject	Update
<b><i>From the minute of the 29<sup>th</sup>. meeting (14<sup>th</sup> June 2012)</i></b>		
<b>AP220 SW</b>	Draft an OCCP to set out a process for progressing changes to Meter Dial Data	Ongoing
<b><i>From the minute of the 32<sup>nd</sup> Meeting (13<sup>th</sup> December 2012)</i></b>		
<b>AP264 ALL</b>	Participants to prepare internal data to support any proposed changes to existing measures.	Ongoing
<b><i>From the minute of the 33rd Meeting (21<sup>st</sup> February 2013)</i></b>		
<b>AP275 BS</b>	Business Stream to set up a working group to review operational form changes	Ongoing
<b><i>From the minute of the 34<sup>th</sup> Meeting (18<sup>th</sup> April 2013)</i></b>		
<b>AP276 CMA</b>	CMA to note Business Streams withdrawal of MCCP103	Complete
<b>AP277 CMA</b>	CMA to forward MCCP104 to Commission for consultation and approval.	Complete
<b>AP278 CMA</b>	CMA to forward MCCP123 to Commission for consultation and approval.	Complete
<b><i>From the minute of the 35<sup>th</sup> Meeting (20<sup>th</sup> June 2013)</i></b>		
<b>AP279 CMA</b>	CMA to forward MCCP125 to the Commission for consultation and approval.	
<b>AP280 CMA</b>	CMA to forward MCCP126 to the Commission for consultation and approval.	
<b>AP281 CMA</b>	CMA to set up a meeting on the introduction of a 3 <sup>rd</sup> party reference.	
<b>AP282 CMA</b>	CMA to add a placeholder for possible Exemption Scheme changes in March 2015 Software Release.	
<b>AP283 SW</b>	Scottish Water to provide an update on Vacancy Admin Scheme at December TP	
<b>AP284 CMA</b>	CMA to forward TP Paper on Criteria for Performance Funding	