

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

**Present**

Hazel Baxter (HB) – Business Stream  
Jessie McLeman (JMcl) – Scottish Water  
Kevin Ensell (KE) – Anglian Water  
Brian Saunders (BS) – CMA (TP Chair)  
Amanda Hancock (AH) – CMA (TP Secretary)  
David Walters (DW) – Commission  
Jeremy Hobbis (JH) – Severn Trent (via conference call)  
Ian Whatton (IW) - United Utilities  
Graham Walker (GW) – Thames Water  
Tom May, (TM) – Veolia  
Scott MacLeod (SM) – Cobalt Water

**Apologies**

Paul Allen (PA) – Aimeria

**1. Minute**

TM advised that he had been omitted from the list of attendees at the meeting. With this amendment, the minute of the meeting of 20<sup>th</sup> June 2013 was approved.

**2. Actions and Administrative Update**

AH provided an update on the action log:

Action points AP279, 280, 281, 282, and 284 have been closed off.

Action Point AP220 has been superseded.

Action Point 264 is ongoing, however any data that Participants would like to submit for consideration of changes to Performance Measures should be submitted to the CMA no later than Friday the 30<sup>th</sup> August 2013. If no data is received, this action will be closed.

Action Point 275 can be closed as Business Stream had sent out a meeting invite to all interested Parties this week.

Action Point 283 remains ongoing and will be addressed at the December TP.

AH noted that no Change Proposals had been withdrawn since the last TP in June.

AH noted that there were two Change Proposals approved since the last meeting, namely MCCP125 Minor HVI Enhancements and MCCP126 Additional Wholesaler

Activity. Both of these proposals would be implemented in the September 2013 Release.

AH noted that there had been one Commission Change implemented since the last TP, OCCP041-CC New Retail Area's – Metering Processes. This was implemented on 17<sup>th</sup> July 2013.

There was one new Commission Change, OCCP042, which would be picked up under Item 4 on the Agenda.

AH noted that there were no Bulletin or Guidance Notes, and there were no new proposed TP dates.

### **3. Change Proposals in Progress**

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

This MCCP was put forward by Scottish Water at the June 2013 TP Meeting. Since then, SW had organised a meeting with interested Participants to discuss the merits of the proposal. JMcl provided the group with an update from that meeting.

JMcl advised that the meeting had been well attended, and was extremely useful. There had been a presentation to the group on the benefits of both the SAA reference and the OSG reference. The SAA provides validation on RV, occupier and address, whilst the OSG provides spatial information. The consensus of the group was that it would be beneficial to hold both references if feasible

AH confirmed to the group that the provision of two new data items in CS to hold these references would have a nominal impact on cost.

BS stated that once User Requirements were scoped it would provide clarity on whether one or both of these references would meet the requirements of the Market.

DW asked how these data items would be populated. JMcl confirmed that for new SPIDs, Scottish Water could start entering the OSG reference, however with legacy references; this would need to be scoped out in the working group.

BS asked the TP if it was content to approve work to continue on this proposal. The group agreed it was.

#### **AP285 SW to draft User Requirements for MCCP127**

#### **AP286 CMA to set up a Working Group Meeting to review and input into User Requirements for MCCP127.**

#### 4. New Change Proposals

##### **MCCP122 –September 2013 Release CSD Drafting**

This MCCP was put forward by the CMA and looks to capture final refinements to the Market Code and CSDs. JMcl asked for clarification on a few issues in CSD0301 that she felt were incorrect. The first was in relation to a definition that SW felt was confusing, the second was more significant and was a potential change that had not previously been agreed and would have an impact on SW systems. AH stated that the CMA did not believe there were any fundamental changes, but would pick up any concerns with SW offline and advise the TP if there were any changes to the proposal.

BS asked that the group approve the proposal, subject to there being no changes as a result of Scottish Water's clarification points being addressed. The TP confirmed its approval.

AH agreed to notify the TP of the outcome of discussions before passing the MCCP to the commission for approval.

**AP287 CMA to confirm Scottish Water point had been clarified to the TP and then forward MCCP122 to the Commission for consultation and approval.**

##### **MCCP128 – Meter Network Management**

This MCCP was put forward by Scottish Water and looks to introduce a method whereby relationships between meters as part of a "complex site" can be maintained via transaction flows in the CS.

JMcl confirmed that the proposal had been driven through the Metering Working Group and that there had been two meetings since the last TP. HB asked whether notifications should be included for "child" meters. Both AH and JMcl confirmed that this had been discussed at the working group, and a decision had been made that there was no requirement for a "child" meter to be notified of any "parent" activity. AH stated that if Business Stream had any concerns they wished to discuss in this regard, they could contact the CMA offline for a discussion.

JH raised a concern about the operational processes between LPs and SW in relation to meter networks, and suggested it may be a worthwhile exercise for SW to review its operational processes in order to address any interactions. JMcl confirmed that this would be picked up by the Metering Working Group in due course.

KE raised the issue of timing of reads and whether there should be a requirement for AMRs to be mandatory on "child" meters. JMcl agreed to put this and the operational process work on the next agenda for the working group.

**AP288 SW to add operational processes and the possibility of AMR's on "child" meters on the next Metering Working Group Agenda.**

The TP was asked for its approval for work to continue on this proposal. The TP unanimously approved this. AH confirmed that the CMA would send this CP for Impact Assessment.

**AP289 CMA to undertake an Impact Assessment onMCCP128**

**MCCP129 –Trade Effluent Central System Changes**

JMcL introduced this proposal and confirmed that as a result of the introduction of MCCP095, there was a requirement for additional functionality within the Central Systems to improve visibility of data used in CS, and also to simplify Market processes.

The TP was asked for its approval for work to continue on this proposal. The TP unanimously approved this. AH confirmed that the CMA would send this CP for Impact Assessment.

**AP290 CMA to undertake an Impact Assessment onMCCP129**

**MCCP130 –Trade Effluent Documentation Changes**

JMcL introduced this proposal and confirmed that as a result of the introduction of MCCP095, there was a requirement to set out some documentation and process changes to the Market Code and CSDs to support this change. A Trade Effluent Working Group had been established and looked at the various gaps, both in documentation and process.

AH asked why there was a need to expand the timeframes for submission of a T read in relation to trade effluent meters as records should be available from the customer at any given point in time. DW confirmed that this was not something the Commission would support.

JMcL advised that this has no impact on SW, only on Licensed Providers and that this specific UR had come from an LP. BS summarised that there seemed to be general support for the CP, but not this specific requirement. AH took an action to email the working group to ask if anyone had any information in support of this requirement. If no support was forthcoming, the paragraph would be removed from the CP before sending the CP for Impact Assessment.

**AP291 CMA to email Trade Effluent Working Group in relation to changes to transfer read performance measure and report back to the TP on the outcome.**

AH also raised a minor typo in relation to the changes to measure R7A – which should be 13 days and not 18 as stated.

**AP292 CMA to amend MCCP130 the proposal for R7A from 18 to 13 days.**

The TP was asked for its approval for work to continue on this proposal. The TP unanimously approved this. AH confirmed that the CMA would send this CP for Impact Assessment following the outcome of APxxx.

**AP293 CMA to undertake an Impact Assessment on MCCP130**

**OCCP043 – Trade Effluent Meter Processes**

JMcL introduced this proposal and confirmed that as a result of the introduction of MCCP095, there was a requirement to set out specific operational processes for dealing with private meters.

DW asked when this was likely to take effect. AH advised that the intention was that this could be implemented with the September Release. Following on from comments at the last TP, JH asked again about the possibility of SW adopting private meters into their estate. JMcL advised that there was no view at this stage on this.

The TP was asked for its approval on this proposal. The TP unanimously approved this.

**AP294 CMA to forward OCCP043 to the Commission for consultation and approval.**

**OCCP042 – CC Water Quality Incident Notification Protocol**

DW introduced this CP and confirmed it was in line with previous discussions, which had been developed in conjunction with Scottish Water and the Drinking Water Quality Regulator (DWQR). DW stated that the DWQR had asked to attend the TP in October to talk to LP's.

**AP295 CMA to add a slot to AOB at the next TP meeting for DWQR.**

**MCCP131 – Provision of Information to Scottish Water**

JMcL introduced this proposal in relation to SW gaining visibility of the LP and Customer Name at a given SPID, and confirmed that this had been separated out from MCCP126 as the proposed changes in this CP are more a policy decision whereas those in MCCP126 were more a change in process. JMcL then set out some of the issues SW experienced not having access to this information, such as having to do a ring round all Licensed Providers out of hours if there was a service issue. JMcL also added that additional Market functionality which could benefit Licensed Providers would be for Scottish Waters Notification System to allow LPs to search for their customers affected rather than via the current post code search. JMcL noted that these were proposals and had not been considered in detail as part of

this proposal. TM commented that this additional benefit would be extremely useful to LPs.

DW commented that Alan Sutherland was content that this approach was a sensible one to ensure the smooth operation of the Market

The TP was asked for its approval on this proposal. The TP unanimously approved this. AH confirmed that the CMA would send this CP to the Commission for consultation and approval.

**AP296 CMA to forward M CCP131 to the Commission for consultation and approval.**

## **5. Forward Plans**

AH Presented the Item 5 papers, noting that two new issues had been added to the Issues List. Both of these were raised by Participants and were system bugs.

AH added that a placeholder for possible Exemption Scheme changes had been added to the Release Calendar as requested at the last TP. DW added that the government were consulting on potential changes to the Scheme, but that there were unlikely to be any structural changes. Licensed Providers should be aware that customers need to specifically apply to be part of the Scheme, and also smaller LPs should be aware that you may have customers who move into or out of the Scheme as a result of the review.

IW asked how customers would qualify for the scheme. JMcl confirmed that SW had something set out on their portal which detailed qualification to the scheme.

JMcl queried what the Database Optimisation Project was, and whether it should take priority over the 3<sup>rd</sup> Party Reference work. AH advised that this was a proposed project to deal with the data structure within the CS, and that there was nothing to suggest that priorities within the Release Schedule couldn't be changed at the request of the TP.

## **6. Performance Statistics**

AH presented the CMA Business Indicators, Performance Statistics and Vacant Admin Scheme reports for the quarter, there being nothing of significance to note.

## 7. Any Other Business

### LVI Training for September Release

AH advised that there were a number of changes to the LVI as a result of the upcoming Release, and offered Participants the opportunity to undertake some training in advance of the Release. Market Participants should contact AH if they wanted to undertake training, to arrange a suitable date.

### Transfer Read Issues

IW raised a concern regarding transfer reads for new entrants and the difficulties that UU had experienced when entering the Market. He had asked whether there was a forum for new entrants to discuss such issues.

BS advised that the TP was a decision making forum, but the MPF would be the ideal vehicle for discussions such as this. BS invited IW to draft a paper setting out some of their experiences, and to collate any other issues Participants wished to submit for discussions at the next MPF meeting.

**AP297 IW to draft a paper on potential issues for new entrants for the next MPF meeting.**

**APxxx CMA to add an agenda item to the next MPF on potential issues for new entrants.**

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	Superseded
<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 35<sup>th</sup> Meeting (20<sup>th</sup> June 2013)</i></b>		
<b>AP283 SW</b>	Scottish Water to provide an update on Vacancy Admin Scheme at December TP	Ongoing
<b>AP284 CMA</b>	CMA to forward TP Paper on Criteria for Performance Funding	Complete
<b><i>From the minute of the 36<sup>th</sup> Meeting (15<sup>th</sup> August 2013)</i></b>		
<b>AP285 SW</b>	SW to draft User Requirements for MCCP127	

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<b>AP286 CMA</b>	CMA to set up a Working Group Meeting to review and input into User Requirements for MCCP127.	
<b>AP287 CMA</b>	CMA to confirm Scottish Water point had been clarified to the TP and then forward MCCP122 to the Commission for consultation and approval.	
<b>AP288 SW</b>	SW to add operational processes and the possibility of AMR's on "child" meters on the next Metering Working Group Agenda.	
<b>AP289 CMA</b>	CMA to undertake an Impact Assessment onMCCP128	
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<b>AP294 CMA</b>	CMA to forward OCCP043 to the Commission for consultation and approval.	
<b>AP295 CMA</b>	CMA to add a slot to AOB at the next TP meeting for DWQR.	
<b>AP296 CMA</b>	CMA to forward MCCP131 to the Commission for consultation and approval.	
<b>AP297 UU</b>	IW to draft a paper on potential issues for new entrants for the next MPF meeting.	