

**46th. Technical Panel Meeting
Approved Minute**

Present

Brian Saunders (BS) – CMA (TP Chair)
Amanda Hancock (AH) – CMA (TP Secretary)
Belinda Oldfield (BO) – Scottish Water
Tony March (TM) – AWBN
David Walters (DW) – Commission
Mike Brindle (MB) – United Utilities
Emma Norris (EN) – Thames Water
Andrew Sharp (AS) – Business Stream
Stuart Baldwin (SB) – Aimeria
Stewart Yardley (SY) – Clear Business Water
Iain Clark (IC) – Commercial Water Solutions
Tom May (TM) – Veolia
Peter Strain (PS) – Castle
Chris Clark (CC) – Blue Business Water

Apologies

Richard Masterson (RM) – Severn Trent
Joanne Ward (JW) – NWG

1. Minute

The minute of 19th February 2015 was approved.

2. Actions and Administrative Update

AH provided an update on the action log, noting that all previous actions had been completed.

AH noted that no change proposals had been withdrawn at or since the last meeting. MCCP165, MCCP166 and MCCP167 had been agreed, and MCCP127, MCCP141, MCCP144, MCCP147, MCCP148, MCCP153, MCCP158 and MCCP163 had been implemented since the last meeting.

AH noted that there had been no Commission Changes implemented or introduced since the last meeting, but that a change in relation to the CMA Vires would be forthcoming in the near future.

AH noted that bulletins BU106 (Software Release 4.2) and BU107 (Delay of Software Release 4.2) had been issued since the last meeting. AH also noted that no new Guidance Notes had been issued since the last TP, but that new dates had been proposed for the TP Meeting schedule. Participants were asked to provide feedback on any potential conflicts.

AP357: All to notify CMA of any Meeting Date conflicts.

3. Change Proposals in Progress

MCCP168 – Getting Gap Sites Tradable (MPF049 introduced into the debate)

AH introduced the proposal and provided an update on status history to date. SY then talked through the proposal and provided an overview of discussions at the DQ Working Group. AS asked if it was the intention to implement the change at the same time the change was delivered. SY confirmed that it was. SB stated that the paper didn't take into account the problems that LPs may experience trying to get SPIDs into a tradeable state, including service requests sitting with SWW. SY accepted this however stated that this proposal was going some way to minimise the impact of the problem across the Market.

A discussion ensued on the merits of when the proposal should take effect from 1st April as noted in the proposal, or whether it should take effect in October 2015. The majority of the group agreed that it should take effect from 1st April 2015 as noted, and that all parties in the allocator are aware of the responsibilities should the proposal be approved.

DW asked if an MPF paper, MPF049 could be brought into this discussion as it was in relation to the potential introduction of unverified sites into the Market. If this principle was accepted by the Market, then WIC would not be inclined to support MCCP168 given the potential complexities faced by LPs.

BO introduced MPF049 and covered off the key issues SWW was facing in relation to a number of sites where they could not fully verify services, but could validate that there were services present. It was SWW's intention that they should somehow be made visible to the Market, either formally via the Gap Site Process, NAPs / MDS or informally via some other means. SY stated that CBW was fundamentally opposed to the introduction of these sites into the Market unverified, and that perhaps more work needed to be undertaken at the front end, possibly by engaging landlords in the process. AH confirmed that the NAPS / MDS reports were not the appropriate mechanism as they should only contain Market data, and these sites did not meet these criteria at present.

There was a discussion on the merits of including the information in Silver Tassie, however there was acknowledgement that the process would differ for these sites and would therefore need to be captured in a different manner. BO stated that SWW was keen to ensure the Market had visibility of these sites. AH suggested the LP Portal may be a short term option to provide visibility to the Market.

AP358: SWW to ascertain best method of providing visibility of unverified sites to the Market.

BS then asked the group to consider the merits of MCCP168 with a view to voting on the proposal. MB commented that the process was a voluntary one and that LPs had an obligation to follow the market rules.

TM asked what percentage of Gap Sites allocated was falling into this category. BO advised that she did not have the figure to hand, but would endeavour to provide this to the group. BO did confirm that at this time, only two of the four LPs in the allocator would pass the 80% rule on processing sites.

AP359: SWW to confirm what percentage of allocated GAP Sites were stuck in NAPs

SY asked that he was not keen to review aspects of the proposal at this stage, and that CBW's preference was for the TP to vote on the proposal in its current state. BS then asked, by way of a show of hands, those in favour and opposed to the proposal. It was noted that there were 9 participants in favour of the proposal; 1 participant opposed; and 1 participant abstained from the process. The proposal was then passed by a majority of 9:1.

AP360: CMA to prepare Final Report and forward MCCP168 to the Commission for consultation and approval.

OCCP047 – Form Updates to include Third Party References

BO introduced this paper and confirmed that its purpose was to update the relevant operational code forms where appropriate to include the new SAA / UPRN reference. It was not dealing with any challenges to the reference at this stage. No comments were received and BS asked if the TP approved this proposal.

The TP unanimously approved this proposal. CMA to prepare Final Report and forward OCCP047 to the Commission for consultation and approval.

AP361: CMA to prepare Final Report and forward OCCP047 to the Commission for consultation and approval.

4. New Change Proposals

MCCP177 –Reason Code Changes for “S” Read

AH presented this proposal and confirmed that during the release cycle, the original reason codes noted in MCCP141 had been changed. Whilst the project documentation, Central Systems and participants systems had all been updated, the CSD still contained the old codes. This MCCP sought to align the CSD with what is currently operational. No comments were received. BS asked the TP to approve the proposal.

The TP unanimously approved this proposal. CMA to prepare Final Report and forward MCCP177 to the Commission for consultation and approval.

AP362: CMA to prepare Final Report and forward MCCP177 to the Commission for consultation and approval.

OCCP049 –Complex Verification Process

BO introduced this proposal and provided some history on the issue including the proposed pilot phase as discussed at a previous MPF meeting. AS asked if this was still deemed a pilot. BO confirmed it was not, and that the intention was to document this new process in the Operational Code.

TM asked if additional clarity was required on page 6 in relation to the process re-iteration. BO took an action to clarify this, and then forward the updated proposal to the CMA for circulation to the TP.

AP363: SWW to update OCCP049 and forward to CMA who will then circulate to the TP for information.

On the basis that there were no issues with the updated version, BS asked the TP to confirm its approval of this proposal.

The TP unanimously approved this proposal. CMA to prepare Final Report and forward OCCP049 in its updated form to the Commission for consultation and approval.

AP364: CMA to prepare Final Report and forward the updated OCCP049 to the Commission for consultation and approval.

5. Forward Planning Report

AH presented the report and confirmed that the March 2015 Release had been successfully implemented. Two new CMACPx's had been introduced, CMACPx148 and CMACPx149. CMACPx148 had been introduced following discussion at the DQ Working Group to tighten up validation on RV values. CMACPx149 picked up a number of RA Refinements that would be covered off under AOB.

AS added that Participants should look to clean up their own data in relation to RV values where there are existing errors as they would not be picked up as part of CMACPx149.

6. SAA Project Update

AH introduced this paper and confirmed that the paper was setting out the key elements of the SAA project that would require to be maintained in the forthcoming year. AS asked if Item 1 was a year on year cost. AH confirmed that it was not, and that it was a cost for the FY 15/16 only. BS added that if this task were to continue year on year, then the CMA would look to bring it into BAU activity.

AH also confirmed that as a result of feedback from Participants, the CMA had proposed to hold an orientation workshop to step through the data provided as an

output of the SAA Project. The group were supportive of this initiative. AH advised that it would be late May / early June.

DW asked if the routines being developed under item 5 could be utilised for other issues, or were they specific to SAA. AH confirmed they were specific to SAA. BS added that the routines were in place to provide checks and balances to the Market that the SAA Project is actually realising the benefits it set out to achieve.

BO commented that SWW were not clear that items 3 and 4 should sit with them, and that BO would confirm their position off line with the CMA.

BS then asked for confirmation that the TP was supportive of the additional work required from the project. The TP confirmed it was.

7. Any Other Business

New Entrants

AH confirmed that there were three new entrants in the Market. Blue Business Water and NWG Business, who were both now active in the Market, and Source for Business, who were now a Code Party.

Scottish Landlord Portal (SLP) Update

AH confirmed that the SLP Workshop had been well attended. At the meeting, C&C had taken the group through the presentation previously circulated to the MPF, and provided some additional information on the LTAP system (Landlord Tenant Portal) currently being used in England and Wales. AH confirmed that a number of discussion points arose, mainly around the specification of the portal, and how this would interface with the process requirements. The group agreed that there was merit in further work being undertaken at this stage, and that support should be sought from the TP to continue with this work. The group agreed that this project would be a candidate for a Market Enhancement Project, and SWBS had intimated that they may be willing to take the lead initially on pulling requirements together, with support from the CMA.

TM asked if there was any way of obligating Landlord / Owners to utilise the portal once the legislation was in place. DW confirmed that there was nothing specific in place, but that LPs could write something into their T&Cs if they so wished to obligate landlords to use the Portal for tenant notifications.

SY asked whether the portal could potentially be used as a multi-utility portal noting that landlords may be more likely to use the portal if it was multi-utility. A discussion ensued around the merits of this. BS stated that whilst the intention was positive, the group needed to be mindful of the current purpose and not let scope creep occur. BS then asked the TP for support in progressing with the proposal with a view to a paper being drafted including the scope of the project, the business processes required, a review / modification cycle for the current specification and delivery proposals. The TP unanimously supported further scoping work to be undertaken.

AP365: CMA / SWBS to produce a scoping document on the proposed SLP for consideration by the TP.

Retrospective Amendment Update (CMACPx149)

AH introduced this update paper and confirmed that as part of the March 2015 release, the CMA had automated the Retrospective Amendment process. As RA's are deemed to be an Additional Service, and therefore not covered under the CSDs, the proposal was never presented at the TP, however was picked up in various working groups (HVI / LVI Working Group). AH confirmed that the CMA recognise the merit in briefing the TP on such matters that may have an impact either on trading parties, or indeed the end customer and would endeavour to ensure the TP are briefed on any future changes that may have such an impact.

AH then set down the key areas where changes had occurred and provided the justification for any changes. DW asked why the transition indicator script was being re-introduced given this had been removed in 2013. AH stated that participants had requested this be re-introduced in order to address historical data errors. DW stated that the Market as a whole should not be required to fund work to rectify one party's data errors. The CMA was asked to remove the re-introduction of this functionality from CMACPx149.

ACTION AP366: CMA to remove UR's relating to Transition Indicator from CMACPx149.

AS then queried whether a cost benefit analysis had been undertaken before removing the ability to amend EFD / ETD on meters. AH clarified that the removal of the RA to undertake this work was based on the principle of data integrity rather than a cost / benefit analysis. If participants could identify a more efficient way of delivering the ability to change EFD/ETD whilst maintaining data integrity, then the CMA would be happy to work with them to prepare an MCCP. DW added that data integrity within CS was paramount and any proposed solution should ensure this is maintained.

AH then asked Participants to confirm whether they would welcome email notifications when another party undertook an RA that may impact them.

AP367: All participants to confirm their preference on email notifications for RAs to CMA.

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

Action Summary

Action	Subject	Update
<i>From the minute of the 46th. Meeting (16th April 2015)</i>		
AP357 All	Notify CMA of any conflicts with proposed TP Meeting Dates	
AP358 SWW	SWW to ascertain best method of providing visibility of unverified sites to the Market.	
AP359 SWW	SWW to confirm what percentage of allocated GAP Sites were stuck in NAPs	
AP360 CMA	CMA to prepare Final Report and forward MCCP168 to the Commission for consultation and approval.	
AP361 CMA	CMA to prepare Final Report and forward OCCP047 to the Commission for consultation and approval.	
AP362 CMA	CMA to prepare Final Report and forward MCCP177 to the Commission for consultation and approval.	
AP363 SWW	SWW to update OCCP049 and forward to CMA who will then circulate to the TP for information.	
AP364 CMA	CMA to prepare Final Report and forward the updated OCCP049 to the Commission for consultation and approval.	
AP365 CMA/SWBS	CMA / SWBS to produce a scoping document on the proposed SLP for consideration by the TP.	
AP366 CMA	CMA to remove UR's relating to Transition Indicator from CMACPx149.	
AP367 ALL	All participants to confirm their preference on email notifications for RAs to CMA.	