

**47<sup>th</sup>. Technical Panel Meeting  
Approved Minute**

**Present**

Brian Saunders (BS) – CMA (TP Chair)  
Amanda Hancock (AH) – CMA (TP Secretary)  
Belinda Oldfield (BO) – Scottish Water  
Rory Davidson (RD) – 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 (TMV) – Veolia  
Peter Strain (PS) – Castle  
Sarah Harrison (SH) – NWG Business  
Scott McLeod (SM) – Cobalt  
Steve Pywell (SP) – Severn Trent

**Apologies**

Chris Clark (CC) – Blue Business Water  
Joanne Ward (JW) – NWG  
Tony March (TM) - AWBN

**1. Minute**

The minute of 16<sup>th</sup> April 2015 was approved. TM noted that both he and Tony March had been utilising TM for comments / action. AH apologised and would ensure this was rectified moving forward.

**2. Actions and Administrative Update**

AH provided an update on the action log, noting that actions AP364 and AP365 were ongoing and AP358 was superceded by MPF AP084. SW commented in relation to AP359 that of all SPIDs passed through the allocator since this process was introduced it believes that:

- 17% of SPIDs are still in NAPS (this includes those Dereg/PDISC or Rejected – so not connected/tradable but not in NAPS)
- 25% of SPID are still in NAPS (where you exclude Dereg/PDISC/Rejected – so looking at those in NAPS/Tradable only)

When looking at the recent CMA/SW Gaps Project candidate set specifically, there are;

- 24% of SPIDS processed through this project are still in NAPS

The data used for this exercise was a combination of May/June MDS and NAPS files and transaction data. This along with all remaining action points, are now complete.

AH noted that no change proposals had been withdrawn at or since the last meeting. MCCP168, MCCP179 and OCCP047 had been agreed, and MCCP177 had been implemented since the last meeting.

AH noted that there had been no Commission Changes implemented since the last meeting, and new Commission Changes MCCP180-CC and MCCP183-CC had been introduced.

AH noted that there had been no new bulletins or Guidance Notes issued since the last meeting. AH confirmed that there had been one conflict noted on the proposed TP Meeting Schedule, and that the 53<sup>rd</sup> TP Meeting would be on the 23<sup>rd</sup> June 2016 and not the 16<sup>th</sup> June 2016 as previously advised.

### 3. Change Proposals in Progress

#### **OCCP049 –Complex Verification Process**

AH confirmed that the updated OCCP049 had been received and circulated to the group, reflecting clarification points raised by TMV in relation to the process re-iteration at the April meeting. BS asked the meeting to confirm its approval for the updated OCCP049. The TP unanimously approved the proposal. AP364 could now be undertaken by the CMA.

### 4. New Change Proposals

#### **MCCP173 –Removal of CSD Drafting for Meter Transition**

AH introduced this proposal and confirmed that the proposed changes were administrative changes to align CSD0207 with the removal of the functionality in September 2013. No comments were received and the proposal was unanimously approved by the TP.

**AP368: CMA to prepare Final Report and forward MCCP173 to the Commission for consultation and approval.**

#### **MCCP176 – ERRA Notifications**

AH introduced this proposal and confirmed that the changes sought to clarify the current working arrangements in place for RAs where non data owners identify data errors. The current drafting suggests that the party should notify the CMA, however due to the inefficiencies of utilising the CMA as a post box, the CMA would advise the party to contact the data owner directly. AS noted that there was no central governance around what data owners do with these notifications and that

this could potentially be tightened up. AH confirmed that additional work on the process could be undertaken, but that it did not seem appropriate to tie that work into this proposal, given that it was seeking to set down the current process being undertaken. AH confirmed that the CMA could facilitate a workshop for Participants on the ERRA Process if this was required. The group agreed that there was merit in taking this forward. AH took an action to arrange this, but asked that Participants provide the CMA with some key topics for discussion in order that an agenda could be pulled together.

**AP369: ALL to provide CMA with agenda items for discussion in relation to the ERRA Process.**

**AP370: Once these were received, CMA to set up a workshop and circulate an agenda.**

BS asked the group for its approval of MCCP176 in its current state. The TP unanimously approved this proposal. CMA to prepare a final report and forward MCCP176 to the Commission for consultation and approval.

**AP371: CMA to prepare Final Report and forward MCCP176 to the Commission for consultation and approval.**

**MCCP180 CC – Change to CMA Vires**

DW introduced this proposal and confirmed that the changes proposed sought to implement a change to the main objects in the CMAs Memorandum of Association as agreed by its Members on 16<sup>th</sup> March 2015.

BS confirmed that the TP was being asked to note this change, and were not required to take any action.

**MCCP183 CC – Gap Site Letters**

DW introduced this proposal and confirmed that the changes proposed had already been discussed by a number of participants and with Scottish Water, and were designed to enable LPs to better communicate with customers via the Gap Site Allocation Process. BO confirmed that SW supported this proposal in principle, however would like to work with LPs to agree the best way forward to implement these changes. AS asked about the method of communicating this information as SWBS was wary of the volume of work this may generate for LPs. BO agreed, and confirmed that possibly this could be driven via exception rather than provide all communication to LPs. DW confirmed that this was designed to benefit the Market, and that WIC would not be prescriptive in how this was established, so long as it met the requirements.

AH asked about timescales for implementation as the current proposal states that it should take effect at the next Market Code release, which would be the September 2015 Release. BO agreed to provisionally work to September, and would advise the Market if this was unachievable.

BS confirmed that the TP was being asked to note this change, and were not required to take any action at this time.

**MCCP184 –Market Audit Requirements**

AH introduced this proposal and confirmed that the Market Audit was an important driver of improvements in data quality, and that lack of full participation in the last two years had prompted the CMA to propose changes to ensure a level playing field across the Market. BS provided some background on the evolution of the audit from solely being focussed on CMA activity, to broadening the scope to include participants and looking at data integrity.

BO noted that SW were supportive of this proposal, and added that SW would like to see an explicit obligation on the CMA to provide the output of the Market Audit to the Commission. This was generally supported by the TP. BS confirmed that the Board would need to discuss this, possibly liaising with the Auditor, as there are restrictions on the distribution of the Audit Report. BS further asked if the Market would be looking for the full Audit to be issued. BO commented that it would be mainly Material Findings, as the Commission are the only party in a position to take action if required, which would effectively close the loop on the process. BS agreed to take this back to the Board and advised the TP accordingly.

**AP372: BS to discuss the circulation of the Market Audit to the Commission with the Board and advise the TP.**

**5. Forward Planning Report**

AH presented the report and confirmed that the June 2015 Release had now been implemented. Two CMAPx's had been approved, CMAPx148 and CMAPx149. CMAPx141 had now been delivered.

AH also noted to the TP that any changes to be delivered in the March 2016 Release should be approved by the August TP. Anything later than this, and it would need to be pushed to the next release. BO flagged that SWW was currently in discussion with WIC and the Scottish Government in relation to some potential charging changes that may need to be included in the March release. BS commented that opening up settlement was a major piece of work and that early visibility of these potential changes would be beneficial to the CMA. BO agreed to provide the CMA with an overview of current discussions.

**AP373: BO to forward an overview of current discussions on potential changes to the charging mechanism for shared / dual supply.**

**6. Any Other Business**

### **E and O Reads**

AS advised that SWBS had identified that some E and O reads did not appear on the MDS, and asked if this was causing other participants an issue. AH commented that a few participants had recently raised this issue. The CMA had identified that O reads should already be reported, and had drafted a change proposal, CMAPx151 which would be delivered in March 2016. AH further advised AS that SWBS should liaise with Scottish Water as they were currently drafting an MCCP to include swapped / discontinued meters in the MDS.

### **MCCP160**

AS advised that SWBS were looking at the above MCCP again as sufficient time had passed since it was last raised, and no action had been taken to date. AH provided an overview of the history of MCCP160, along with MCCP137 which the CMA had previously raised in order to include an obligation on the CMA to forward details of bad debt to the incoming provider.

SY noted that CBW saw the benefit in having this information provided to them, but advised that the previous concern was around data protection, and whether the outgoing LP and the CMA were legally permitted to pass on this data.

Following a discussion it was agreed that the TP needed to understand what, if any, data protection restrictions were in place before any decision could be made on how to take this issue forward. AS advised that he would endeavour to clarify this issue and advise the TP in August. AH confirmed that the CMA would also look into this and advise.

**AP374: AS to confirm SWBS's understanding of any data protection restrictions on LPs forwarding information on customer bad debt to the CMA.**

**AP375: CMA to confirm if there were any data protection restrictions on the CMA forwarding customer bad debt information to the incoming LP.**

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

**Action Summary**

<b>Action</b>	<b>Subject</b>	<b>Update</b>
<b><i>From the minute of the 46<sup>th</sup>. Meeting (16<sup>th</sup> April 2015)</i></b>		
<b>AP358 SWW</b>	SWW to ascertain best method of providing visibility of unverified sites to the Market.	
<b>AP359 SWW</b>	SWW to confirm what percentage of allocated GAP Sites were stuck in NAPs	
<b>AP363 SWW</b>	SWW to update OCCP049 and forward to CMA who will then circulate to the TP for information.	
<b>AP364 CMA</b>	CMA to prepare Final Report and forward the updated OCCP049 to the Commission for consultation and approval.	
<b>AP365 CMA/SWBS</b>	CMA / SWBS to produce a scoping document on the proposed SLP for consideration by the TP.	
<b><i>From the minute of the 47<sup>th</sup>. Meeting (25<sup>th</sup> June 2015)</i></b>		
<b>AP368 CMA</b>	CMA to prepare Final Report and forward MCCP173 to the Commission for consultation and approval.	
<b>AP369 ALL</b>	ALL to provide CMA with agenda items for discussion in relation to the ERRA Process.	
<b>AP370 CMA</b>	Once output for AP369 was received, CMA to set up a workshop and circulate an agenda.	
<b>AP371 CMA</b>	CMA to prepare Final Report and forward MCCP176 to the Commission for consultation and approval.	
<b>AP372 CMA</b>	BS to discuss the circulation of the Market Audit to the Commission with the Board and advise the TP.	
<b>AP373 SWW</b>	BO to forward an overview of current discussions on potential changes to the charging mechanism for shared / dual supply.	
<b>AP374 SWBS</b>	AS to confirm SWBS' understanding of any data protection restrictions on LPs forwarding information on customer bad debt to the CMA.	
<b>AP375 CMA</b>	CMA to confirm if there were any data protection restrictions on the CMA forwarding customer bad debt information to the incoming LP.	