

**49<sup>th</sup>. Technical Panel Meeting  
Approved**

**Present**

Brian Saunders (BS) – CMA (TP Chair)  
Amanda Hancock (AH) – CMA (TP Secretary)  
David Walters (DW) – Commission  
Tony March (TM) – AWBN  
Belinda Oldfield (BO) – Scottish Water  
Mike Brindle (MB) – United Utilities  
Duncan Innes (DI) – Business Stream  
Stuart Baldwin (SB) – Aimeria  
Peter Strain (PS) – Castle  
Scott McLeod (SM) - Cobalt

**Apologies**

Amy Leathard (AL) - STS  
Emma Norris (EN) – Thames Water  
Stewart Yardley (SY) – Clear Business Water  
Iain Clark (IC) – Commercial Water Solutions  
Tom May (TMV) – Veolia

**1. Minute**

AH noted that one comment had been received on the minutes and that it was highlighted in red on the revised minute. The minute of 20<sup>th</sup> August 2015 was approved with the noted change.

**2. Actions and Administrative Update**

AH provided an update on the action log, noting that actions AP369 and AP370 were ongoing, AP382 was being picked up in Item 4 on the Agenda, and all other items were closed.

In relation to AP376, AH noted that it was feasible to include details of bad debt in a transactions should the Market require this, although was unlikely to be in a table format. If a participant wished to raise a CP on the issue, the CMA would be happy to support them.

AH noted that MCCP169 was unlikely to be brought back to the table and therefore was marked as closed rather than on hold. MCCP181 was also withdrawn as requested by Scottish Water at the last TP meeting.

MCCP160, MCCP175, MCCP178 and MCCP182 had been approved. MCCP158, MCCP165, MCCP166, MCCP167, MCCP168, MCCP172, MCCP173, MCCP176 and MCCP184 had been implemented since the last meeting.

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

AH noted that there had been one new bulletin issued, BU109, and one new Guidance Note, GN010 issued since the last meeting. GN010 highlighted the changes to the validation in relation to Rateable Value and AH noted that Participants would still be required to amend any existing data that was incorrect in relation to RV.

There were no changes to the TP Meeting Dates, however as agreed at the last meeting, the schedule had been updated to reflect the change in date when papers were due in from 3 weeks to 2 weeks.

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

AH noted that there were no Change Proposals in progress at this time.

### **4. New Change Proposals**

#### **MCCP189 –Performance Standard Remedial Reporting**

AH introduced this proposal and confirmed that as discussed at the last TP meeting, this proposal was being proposed in order to amend the current timescales for remedial reporting on performance standard failures.

AH further advised that the proposed timescale for implementation was December 2015, which meant that the next report would be due in January 2016. MB asked how much time participants would have to provide remedial reports. Following discussion, it was agreed that the CMA would advise participants on the date these reports were required in any given quarter.

DI asked what the CMA was proposing to use these reports for. AH confirmed that these reports should provide valuable information which can be utilised for a number of activities including the ability to feed into to the ongoing review of the measures to ensure they are fit for purpose, and driving the correct behaviour within the Market.

There were no further comments and TP unanimously approved this proposal.

**AP384: CMA to prepare Final Report and forward MCCP189 to the Commission for consultation and approval.**

### **5. Forward Planning Report**

AH presented the report and confirmed that there were two new CMACP's introduced, CMACPx154 and CMACPx155. These were both scheduled for delivery

in March 2016. Four CMACP's had been approved, CMACPx150, CMACPx151, CMACPx152 and CMACPx153. AH then provided a little background on the new proposals, and advised that these were being discussed in the relevant HVI and LVI user groups. Should any members have any issues with the proposals, they should be raised in these forums where the appropriate people could address any issues / concerns.

AH then covered changes to the Release Calendar including the removal of September 2015 which had been successfully delivered. AH further advised that both the SAA and SLP projects had now been added as formal working groups, with proposed dates included for some upcoming SLP working group meetings.

## 6. Market Audit Briefing

BS introduced the audit briefing and provided some background on the process, and how the Audit Committee had previously dealt with the output from the Market Audit with SWW and SWBS, requesting a program of works from them in order to demonstrate what the business was doing to rectify the findings from the audit. BS further stated that with the increase of participation and activity within the Market, it was time to widen the scope to cover all participants.

BS confirmed that this process would also give Participants an opportunity to feed back information in relation to the Market Audit process. All participants should be receiving an email in due course, which would request them to submit a report to the Audit Committee in relation to the findings for their organisations.

DW added that the Commission was supportive currently process, and that it was also looking build on the existing process moving forward. More details would be available over the coming months.

BS then asked the meeting if anyone wanted to cover off any content within the report in more detail. DI noted concern with the high percentage of inconsistent data for charge affecting service elements.

## 7. Any Other Business

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

### Action Summary

Action	Subject	Update
<b><i>From the minute of the 47<sup>th</sup>. Meeting (25<sup>th</sup> June 2015)</i></b>		
<b>AP369 ALL</b>	ALL to provide CMA with agenda items for discussion in relation to the ERRA Process.	Ongoing
<b>AP370 CMA</b>	Once output for AP369 was received, CMA to set up a workshop and circulate an agenda.	Ongoing
<b><i>From the minute of the 48<sup>th</sup>. Meeting (20<sup>th</sup> August 2015)</i></b>		

Action	Subject	Update
<b>AP376 CMA</b>	CMA to confirm the Market's ability to include details of a customer's bad debt in the T010 transaction	Complete
<b>AP377 CMA</b>	CMA to prepare Final Report and forward MCCP160 to the Commission for consultation and approval.	Complete
<b>AP378 CMA</b>	CMA to prepare Final Report and forward MCCP184 to the Commission for consultation and approval	Complete
<b>AP379 CMA</b>	CMA to prepare Final Report and forward MCCP172 to the Commission for consultation and approval	Complete
<b>AP380 CMA</b>	CMA to prepare Final Report and forward MCCP178 to the Commission for consultation and approval.	Complete
<b>AP381 CMA</b>	CMA to prepare Final Report and forward MCCP182 to the Commission for consultation and approval	Complete
<b>AP382 CMA</b>	CMA to put forward MCCP to October TP to change the current market code drafting.	Complete
<b>AP383 CMA</b>	CMA to update TP meeting dates and issue with revised submission dates.	Complete
<b><i>From the minute of the 49<sup>th</sup>. Meeting (15 October 2015)</i></b>		
<b>AP384 CMA</b>	CMA to prepare Final Report and forward MCCP189 to the Commission for consultation and approval	