

**50th. Technical Panel Meeting
Approved Minute**

Present

Brian Saunders (BS) – CMA (TP Chair)
Amanda Hancock (AH) – CMA (TP Secretary)
Tony March (TM) – AWBN
Duncan Innes (DI) – Business Stream
David Walters (DW) – Commission
Charles Yates (CY) - Commission
Belinda Oldfield (BO) – Scottish Water
Chris Quinn (CQ) – United Utilities
Tom May (TMV) – Veolia
Stuart Baldwin (SB) – Aimeria
Stewart Yardley (SY) – Clear Business Water
Emma Norris (EN) – Thames Water
Iain Clark (IC) – Commercial Water Solutions
Peter Strain (PS) – Castle
Scott MacLeod (SM) – Cobalt
Sarah Harrison (SH) - NWG

Apologies

Mike Brindle (MB) – United Utilities
Amy Leathard (AL) - STS

1. Minute

AH noted that one comment had been received in relation to attendee's. This would be corrected on the final version. The minute of 15th October 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, and all other actions were closed. Given discussions at the last MPF, AH proposed that the outstanding actions be closed off as any work on ERRAs would be picked up in the course of business, and further noted that SWBS was currently working on a change proposal in relation to issues raised. This was agreed by the meeting.

AH noted that no change proposals had been withdrawn or rejected since the last meeting. MCCP160 was implemented on 1st December 2015.

AH noted there were no Commission Changes implemented or introduced since the last meeting. There were no CMA publications and no changes to TP meeting dates.

3. Change Proposals in Progress

AH noted that there were no Change Proposals in progress at this time. MCCP189 had been forwarded to the Commission for consultation and approval, with the view that it would be implemented in December and remedial reports due at the end of January.

4. New Change Proposals

BS noted that there had been a request from Scottish Water to have MCCP192 brought from the MPF for discussion under this agenda item. This would be picked up as Item 4.4.

MCCP190 – R10 Performance Standard Amendments

AH introduced this proposal and confirmed that as discussed at the last MPF meeting, this proposal was seeking changes to the R10 performance measure in order that SPIDs in a state of temporary disconnection would be excluded from the measures. There were no comments received, and the TP unanimously approved this proposal.

AP385: CMA to prepare Final Report and forward MCCP190 to the Commission for consultation and approval.

MCCP191 – Vacancy Definition

AH introduced this proposal and confirmed that as discussed at the last MPF meeting, this proposal was seeking changes to the definition of Vacancy to remove the current two days that an LP is required to wait before making a property vacant. The meeting was in agreement with the principle, however AH noted that given the scope for confusion, it may be relevant to reference CSD0104 in the Market Code which sets down what constitutes a vacant or occupied premise. Everyone was in agreement with this, and on that basis, the TP unanimously approved this proposal.

AP386: CMA to updated MCCP191 referencing CSD0104, prepare Final Report and forward MCCP191 to the Commission for consultation and approval.

MCCP193 – Change to Gap Site Process Requirements

BO introduced this proposal and confirmed following the introduction of MCCP183-CC, Scottish Water has been providing information on Gap site letters to LPs by request. The purpose of this proposal is to amend the Market Code to reflect current practice. There were no comments on this proposal, and the TP unanimously approved this proposal.

AP387: CMA to prepare Final Report and forward MCCP193 to the Commission for consultation and approval.

MCCP192 –Effective Date of POLR Process

BO introduced this proposal and noted that it had originally been on the MPF as there was incomplete legal drafting to allow the proposal to be presented to the TP, but that SW had done some additional work following initial feedback from the CMA. BO then provided an overview of the current POLR Process, highlighting the financial risk to Scottish Water, being the period between WSA termination and CMA Membership termination. Given there were no current timescales in the Market Code for the CMA to issue termination, this could be a period of up to 7 days. BS noted that the Board was sensitive to this issue and in the past had been extremely responsive to SW actions in expediting its termination.

BS asked where the financial risk would fall if it was removed from SW. BO confirmed that it wouldn't be passed on, but that it would no longer exist. AH asked if LPs were content that they may become liable for wholesale charges before they were able to establish communication with customers. TM noted that the few extra days would be unlikely to have any major impact on LPs.

BS asked if the TP was being asked to approve the change proposal at this time. AH highlighted that whilst SW had done some additional work on the legal drafting, the proposal still wasn't in a state to be approved by the TP as it lacked full requirements, and would need an impact assessment in order to understand both system implications and costs associated with the change.

At this point BS reminded the group that for a proposal to be complete, it should be provided with comprehensive legal drafting, along with associated costs and benefits to allow the TP to make an informed decision.

The TP noted its agreement in principle, and approved the progression of the proposal to impact assessment.

AP388: Proposal to be fully drafted and then passed to Developer for Impact Assessment.

5. Forward Planning Report

AH presented the report and confirmed that there were two new CMACP's introduced, CMACPx156 and CMACPx158. These were both scheduled for delivery in September 2016. CMPACPx156 related to minor changes to the POLR process as a result of the recent exercise, and CMACPx158 was the standard catch all CP to pick up party issues identified.

AH then covered changes to the Release Calendar including the addition of new CPs, currently all under unallocated.

6. Any Other Business

RF 2014/15

AH noted that a bulletin would be issued shortly, but advised all parties that RF for 2014/15 would be run on the 4th of February and that any transactions and / or RAs should be with the CMA by 5pm on the 3rd February in order to be included. AH further noted that in relation to RAs, it may be beneficial to get them in by the 2nd February in case there were any errors, they could then be re-submitted on the 3rd February, and still be included in RF.

BS then noted that this was David Walters last meeting, and took the opportunity on behalf of the TP, to thank David for his constructive input and positive contribution to the Market, and wished him well in his future endeavours.

New Entrant Update

AH advised that Everflow Water Ltd were now CMA Members, and active participants in the Market. As there was no further business, BS closed the meeting.

Action Summary

| Action | Subject | Update |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------|
| <i>From the minute of the 47th. Meeting (25th June 2015)</i> | | |
| AP369 ALL | ALL to provide CMA with agenda items for discussion in relation to the ERRA Process. | Closed |
| AP370 CMA | Once output for AP369 was received, CMA to set up a workshop and circulate an agenda. | Closed |
| <i>From the minute of the 49th. Meeting (15 October 2015)</i> | | |
| AP384 CMA | CMA to prepare Final Report and forward MCCP189 to the Commission for consultation and approval | Complete |
| <i>From the minute of the 50th. Meeting (10th December 2015)</i> | | |
| AP385 CMA | CMA to prepare Final Report and forward MCCP190 to the Commission for consultation and approval. | |
| AP386 CMA | CMA to updated MCCP191 referencing CSD0104, prepare Final Report and forward MCCP191 to the Commission for consultation and approval. | |
| AP387 CMA | CMA to prepare Final Report and forward MCCP193 to the Commission for consultation and approval. | |
| AP388 SW / CMA | SW to draft user requirements and forward to CMA in order that they could arrange for an impact assessment to be completed. | |