

**52<sup>nd</sup> Technical Panel Meeting  
Minute for Approval**

**Present**

Brian Saunders (BS) – CMA (TP Chair)  
Amanda Hancock (AH) – CMA (TP Secretary)  
Duncan Innes (DI) – Business Stream  
Tom Sharples (TS) - Commission  
Belinda Oldfield (BO) – Scottish Water  
Stuart Baldwin (SB) – Aimeria  
Stewart Yardley (SY) – Clear Business Water  
Dave Siddall (DS) – Clear Business Water  
Iain Clark (IC) – Commercial Water Solutions  
Peter Strain (PS) – Castle  
Mary Haviland (MH) - Castle  
Mike Brindle (MB) – United Utilities  
Steve Pywell (SP) – Severn Trent

**Apologies**

Sarah Harrison (SH) - NWG  
Tom May (TMV) – Veolia  
Tony March (TM) – AWBN  
Charles Yates (CY) – Commission  
Stephanie Hurrell (SH) – Thames Water  
Scott MacLeod (SM) – Cobalt

**1. Minute**

AH noted that no comments had been received on the minute. BS asked if the minute could be approved. The meeting agreed that the minute was approved.

**2. Actions and Administrative Update**

AH provided an update on the action log, noting that all actions from the previous meeting were now complete.

In relation to AP395, BS confirmed that the Board had taken on feedback from the TP in February, and agreed it would be prudent to include a contingency in the budget of £150k to cater for the increased participation in the Market.

AH noted that no change proposals had been withdrawn or rejected since the last meeting. MCCP192 had been agreed, and would be delivered in May. MCCP196 and MCCP197 had been agreed, and would be delivered in September. MCCP175, MCCP178, MCCP182 and MCCP187 had now been implemented.

AH noted there were no Commission Changes implemented since the last meeting, and none introduced since the last meeting. There was one CMA Bulletin issued

since the last meeting, BU113 Software Release 4.4. There were three additional meeting dates added to the schedule.

### 3. Change Proposals in Progress

#### **MCCP185 –Update SPID Disconnection / Deregistration**

AH confirmed that following the February TP, a meeting was held to discuss how to take the proposal forward in a manner that is suitable to all parties. Following this meeting, Scottish Water sent out a paper requesting feedback from trading parties in relation to the current principles and practices relating to this process.

It has become clear based on the feedback received (from about half of participants) that the Market is open to changing current principles. As such, MCCP185 is no longer fit for requirements, and the CMA proposes to withdraw it at this time. BS confirmed that any future change in the process would need to incorporate Market Code changes to address any change in principles as a result of the change.

AH reminded the group that if any new proposal incorporated leaving redundant data in the system, then the Market must be specific about how the Central Systems should treat that data, and that it cannot be left ambiguous.

SY asked whether there would be an option to use a process like the RA process to amend this type of data, by opening a case file, which could have multiple cross participant actions, but that were visible to all concerned. AH confirmed that the CMA couldn't comment until it had a comprehensive proposal to impact assess. BO added that SW would likely take this issue away and discuss with other participants in an effort to bring forward a change in the future.

BS sought confirmation on the action requested of the TP at this time, AH confirmed that as the CMA was withdrawing this proposal, the TP was asked to note this withdrawal.

**AP397: CMA to formally withdraw MCCP185 and update all documentation accordingly.**

#### **MCCP195 –Additional Report on Vacant History and Rateable Value History**

AH confirmed that this proposal had been brought to the February TP, however Scottish Water had asked that the date of change be included in the report. The CMA had undertaken an Impact Assessment to cater for this requirement, and the results of the assessment had been forwarded to the group for consideration.

In summary, the additional requirement involved extensive changes to the Central Systems databases and the incremental cost would be in the region of £96k.

BO confirmed that SW was looking for this additional information to understand in more detail why charges often changed between settlement reports, and to try and predict history after time. However, on the basis of the increased costs, Scottish Water was willing to progress with Option 2.

On that basis the CMA would record the withdrawal of MCCP195 and would forward the relevant CMACPx160 to SW for consideration.

**AP398 CMA to record the withdrawal of MCCP195 and forward CMACPx160 to SW for consideration.**

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

AH noted that there were no new change proposals for discussion.

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

AH presented the report and confirmed that there were three CMACPx's now approved, CMACPx159, CMACPx160 and CMACPx161, these would all be delivered in September. CMACPx162 and CMACPx163 were new proposals. CMACPx162 was a report requested by a participant to capture the time lag between taking meter reads and submitting them into the Central System. AH asked if any party was interested in this proposal. DI confirmed that SWBS would like visibility of the proposal.

**AP399 CMA to forward a copy of CMACPx162 to SWBS for consideration.**

AH further commented that CMACPx163 was an enhancement on CMACPx160 and included additional data items over and above RV and Vacant history. AH agreed to forward this to SW for consideration.

**AP400 CMA to forward a copy of CMACPx163 to SW for consideration.**

BS queried how cost recovery worked for additional services. AH confirmed that the requesting party incurred the cost of any development work, unless this was something that the Market wanted as a whole. In which case the costs would be incurred as part of the project in which it was being delivered.

AH then highlighted CMACPx157 security upgrade proposal that had been circulated to the group. Not all participants had responded, and AH asked that they do so as soon as possible.

AH confirmed that the March release had been delivered and removed from the calendar, and that the October release had been added.

## **6. SAA Follow on Project**

BO introduced this paper and provided an update to the group on the project. SWW presented a paper to the March Board seeking funding for Phase 2. BO confirmed that the Board had agreed a gateway funding approach, some of the project streams were already under way, including the RV working group. BO further commented that governance arrangements had been finalised. AH asked if project assurance was part of the structure as it did not appear in the documentation. BO confirmed that it was, and that documentation should reflect this.

BO confirmed that SW was currently recruiting staff to fulfil the requirements of the project, and that regular updates would be provided to the MPF.

MB noted that the RV working group had gone well, and had prompted him to review of the Board paper. MB asked where SW was in relation to the NER. BO confirmed SW was still working on this and that SW would need to sit down with CMA to progress this. AH suggested it would be beneficial to understand what the Market would require in advance of any sit down.

BS asked whether resources were being geared up appropriately, both SW and LPs. BO confirmed SW had this in hand and were resourcing up appropriately, and confirmed that a lot of the work required of LPs would be BAU, but that SW would keep them briefed on progress.

## **7. AOB**

### **New Members**

AH confirmed that there were three new Participants in the Market, none of whom were active at this time. Sutton and East Surrey Water, Regent Water and Pure (CGV) Ltd. There was another that was imminent. TS confirmed that there was another organisation that had submitted an application to WIC.

### **CS User Group**

AH confirmed that following the March software release, a few participants had experienced issues accessing the system due to the changes in user access. AH wanted to highlight to participants that it is imperative that they fully impact assess any impending changes internally to understand the impact on their business and processes. AH also noted that the User Group is a useful tool to allow Participants to be fully briefed on changes in the Central System.

BS asked if there was any further business. There being none, BS closed the meeting.

**Action Summary**

<b>Action</b>	<b>Subject</b>	<b>Update</b>
<b><i>From the minute of the 51<sup>st</sup> Meeting (18<sup>th</sup> February 2016)</i></b>		
<b>AP389 CMA</b>	CMA to prepare Final Report and forward MCCP192 to the Commission for consultation and approval	Complete
<b>AP390 CMA</b>	CMA to arrange a conference call with SWW / SWBS / CBW and Castle Water to discuss how to progress MCCP185.	Complete
<b>AP391 CMA</b>	CMA to prepare Final Report and forward MCCP187 to the Commission for consultation and approval.	Complete
<b>AP392 CMA</b>	CMA to undertake full IA on MCCP195 and report back findings to the TP in April.	Complete
<b>AP393 CMA</b>	CMA to prepare Final Report and forward MCCP196 to the Commission for consultation and approval.	Complete
<b>AP394 CMA</b>	CMA to prepare Final Report and forward MCCP197 to the Commission for consultation and approval.	Complete
<b>AP395 CMA</b>	BS to take feedback to the CMA Board meeting in March in relation to whether the budget has adequately catered for the increase in participation and activity in the Market.	Complete
<b>AP396 CMA</b>	CMA to confirm whether SAA pilot slides could be circulated to the group, and also whether the methodology could be circulated.	Complete
<b><i>From the minute of the 52<sup>nd</sup> Meeting (14<sup>th</sup> April 2016)</i></b>		
<b>AP397 CMA</b>	CMA to formally withdraw MCCP185 and update all documentation accordingly.	
<b>AP398 CMA</b>	CMA to record the withdrawal of MCCP195 and forward CMACPx160 to SW for consideration.	
<b>AP399 CMA</b>	CMA to forward a copy of CMACPx162 to SWBS for consideration.	
<b>AP400 CMA</b>	CMA to forward a copy of CMACPx163 to SW for consideration.	