

MARKET CODE CHANGE PROPOSAL

Form
version 2.1

Change Proposal reference
(To be completed by the TP Sec.)

MCCP210

Version No.

D.1

PART A — SUBMISSION

A.1. GENERAL DETAILS

A.1.a. TITLE Exemption Scheme Application Process

A.1.b. COMPANY Scottish Water

Change Proposals must be authorised by the person designated by the signatory to the Market Code Framework / Accession Agreement

A.1.c. AUTHORISED SIGNATURE NAME Belinda Oldfield

A.1.d. CONTACT NAME Richard Lavery CONTACT EMAIL;
TEL./MOB. richard.lavery@scottishwater.co.uk
07875 873845

A.1.e. ASSOCIATED MCCP / OCCP OCCP052

A.1.f. ASSOCIATED DOCS.

A.1.g. PROPOSED URGENCY NON-URGENT

A.1.h. REASONS FOR URGENCY

The CMA CEO will review this information and make a decision as to whether to take this MCCP / OCCP forward as urgent as defined under Market Code Part 8.9.1

A.2. MCCP / OCCP DETAILS

**A.2.a. ISSUE OR DEFECT WHICH THIS MCCP / OCCP SEEKS TO ADDRESS
Required under Market Code Parts 8.7.1 (ii) (b) and 8.8.1 (ii) (b)**

The Scottish Government’s Exemption Scheme provides charities and Community Amateur Sports Clubs with exemption from water and sewerage charges subject to certain eligibility criteria. In order to benefit from exemption, customers must apply each year, via their Licensed Provider, to Scottish Water to demonstrate eligibility.

OCCP052 proposes the addition of an exemption application process and form to the Operational Code.

Where the exemption application is approved, Scottish Water is responsible for updating the Central Systems accordingly. CSD0104 currently requires Scottish Water to update the Central Systems within 2 business days of becoming aware of an exemption.

The 2 business day timescale was defined at market opening when the volume of exemption applications was very low. The replacement of the exemption scheme in 2015 expanded the group of customers who are eligible for exemption and introduced the requirement for all customers to reapply each year to retain exemption. As a result, application volumes are now substantially higher (9,700 in 2016 compared with c200 per annum prior to 2015) and are very seasonal with applications in excess of 100 per day at peak times.

Whilst the CMA is often updated within 2 business days, at peak times of year this timescale is not sufficient.

**A.2.b. DESCRIPTION OF THE NATURE AND PURPOSE OF THE MCCP / OCCP AND HOW IT MEETS THE MARKET CODE / OPERATIONAL CODE OBJECTIVES AND PRINCIPLES FOR THE MARKET DOCUMENTS
Required under Market Code Parts 8.7.1 (ii) (c) and 8.8.1 (ii) (c)**

General Description

This MCCP proposes a change to CSD0104 to increase the timescale for updating the Central Systems of a change in exemption status from 2 to 5 business days. This will enable updates to the CMA to be made in an orderly manner at peak times of the year.

Principles and Objectives affected

PRINCIPLE	AFFECTED (Y/N)	DESCRIPTION
Proportionality	Y	Given the volume of applications to the exemptions process since the changes in 2015, these changes will enable updates to be processed in an orderly manner
Transparency	N	
Simplicity, Cost-effectiveness, and Security	N	
Non-exclusivity	N	
Barriers to Entry	N	

Customer Contact	N	
Non-discrimination	N	
Non-detrimental to SW Core Functions	N	
MC / OC OBJECTIVES		

A.2.c. IMPACT Required under Market Code Parts 8.7.1 (ii) (d), (f) and (g), and 8.8.1 (ii) (d) and (f)		
CONFIGURED ITEM	IMPACTED (Y/N)	DESCRIPTION
MC / OC	Y	Operational Code changes in accompanying OCCP052
CSDs	Y	CSD0104 drafting changes included
Wholesale Services Agreements	N	
Licenses	N	
CMA Central Systems	N	
CMA business processes	N	
Trading Party systems	N	
Trading party business processes	N	

11.1.1 Description of the Process Diagram Steps

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Maintain Exempt Customer¹ SPID Data [T029.3]

When Scottish Water becomes aware that an exemption should apply to the premises of an Exempt Customer for the Year, or remaining part thereof, it should notify the CMA, within **25** Business Days of becoming aware of such exemption, using the T029.3 data transaction. Any such exemption shall cease to apply at the end of each Year.

When an Exempt Customer either ceases to occupy the premises, or ceases to qualify as an Exempt Customer within the Year, Scottish Water shall ensure that it notifies the revised circumstances to the CMA. Data Transaction T029.3 (Update Premises Special Arrangements) shall be sent by Scottish Water within **25** Business Days of it becoming aware of the change. An update regarding the Exempt Customer will apply to the Water Services and Sewerage Services Supply Points.

CMA Processes Changes to Exempt Customer Data [T029.4]

The CMA will accept or reject the exempt customer update within 1 Business Day of the T029.3 submission. In the event of a rejection, Scottish Water will be notified using the Data Transaction T009.1 (Error/Notification). If the Validation of the T029.3 is successful, a T009.1 OK will be sent to Scottish Water and the changed status will be notified to the LP(s) for the water Supply Point and for the Sewerage Supply Point (if different), via the T029.4 (Notify Premises Special Arrangements)

¹ The ~~Water and Sewerage Services Charges (Exemption) (Scotland) Regulations 2002 as amended~~ Scottish Government's Water and Sewerage Charges Exemption Scheme

11.3 Interface and Timetable Requirements

	Process Step	From	To	Time Parameter	Comments	Indicative Data Transaction ID
...						
Exempt Customer Data	Update exempt status	SW	CMA	25 BDs of becoming aware of the revised circumstances		T029.3

A.3.a. PROPOSED IMPLEMENTATION DATE OR LEAD TIME
Timescale must not overlap with the period of consultation with the Commission and should take account of the impacts identified in Section A.2.c. Any quoted lead time should commence from date of Approval.

The date of publication of the next version of the Market Code

A.3.b. ANY LIMITATIONS OR DEPENDENCIES FOR IMPLEMENTATION

A.4. ANY OTHER COMMENTS

PART B — TP ASSESSMENT

B.1. ASSESSMENT PROCESS

B.1.a. ASSESSMENT START DATE	2017-02-02	ASSESSMENT END DATE	2017-02-16
B.1.b. IMPACT ASSESSMENT REQUIREMENT	IA NOT REQUIRED		
B.1.c. CONSULTATION REQUIREMENT	TP CONSULTATION NOT REQUIRED		
B.1.d. ASSOCIATED DOCUMENTS (to this Part B)			

B.2. ASSESSMENT DETAILS

B.2.a. CHANGE SPECIFICATION AND IMPACT (if different from that originally submitted)

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B.2.b. DRAFT LEGAL TEXT (if different from that originally submitted)

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B.2.c. TP ASSESSMENT
Taking into account complexity, importance and urgency, and having regard to whether or not such proposal is within the relevant Objectives and Principles as required under Market Code Parts 8.7.1 (v) and 8.8.1 (iv)

Impact on Principles and Objectives (if different from that originally submitted)	
Cost Estimate	
Benefit Estimate (L: < 10k, M: £10k to £100k, H: > £100k)	

B.3. TP DECISION TP APPROVED

B.4. FINAL TP VIEWS Unanimously approved on 16th February 2017

B.5. PLANNED IMPLEMENTATION DATE 2017-04-03

WITHDRAWN BY PROPOSER?	No
COMMENTS	
DATE OF WITHDRAWAL	

PART C — COMMISSION APPROVAL

C.1. DATE FINAL REPORT ISSUED TO COMMISSION	2017-03-01
C.2. APPROVAL STATUS	APPROVED CHANGE
C.3. DATE OF APPROVAL STATUS	2017-03-20
C.4. COMMISSION RESPONSE REFERENCE	

PART D — IMPLEMENTATION

D.1. IMPLEMENTATION DATE	3 April 2017
D.2. IMPLEMENTATION DETAILS (MC version, CSD versions, CMA Central Systems release number, etc.)	
CSD0104 v10	