

**64<sup>th</sup> Technical Panel Meeting  
Approved Minute**

**Present**

Derek Ellery (DE) – DWF – (TP Chair)  
Amanda Hancock (AH) – CMA (TP Secretary)  
Jeremy Atkinson (JA) – CMA  
Andrea Mancini (AM) – Commission  
Alastair Ross (AR) – Commercial Water Solutions  
Belinda Oldfield (BO) – Scottish Water  
Duncan Innes (DI) – Business Stream  
Peter Strain (PS) – Castle  
Mike Brindle (MB) – Water Plus Ltd  
Ian Grundy (IG) – Pure Utilities  
Paul Connelly (PC) – Blue Business Water  
Tom May (TMV) – Veolia  
Tony March (TM) – AWBN

**Apologies**

David Sigsworth (DS) – CMA (TP Chair)  
Fraser Gourlay (FG) – Earls Gate Water  
Rich Rankin (RR) - Brightwater

**1. Introductions and Minute**

AH confirmed that one minor comment had been received on the minute. There were no further comments in the meeting and the minute was approved by the meeting.

**2. Actions and Administrative Update**

AH noted that AP451 was ongoing, and that the review should take place in October rather than August as this would be roughly 6 months from when the changes take effect. AH further noted that AP454 was ongoing. All other actions were now completed.

AH noted that no proposals had been withdrawn or rejected since the last meeting.

AH noted that MCCP221 had been implemented on 6<sup>th</sup> April, and MCCP225 had been agreed. MB noted that there had been a GDPR paper presented to the Panel down south, and that it may be worth checking if there were any knock-on impacts in Scotland. MB to forward paper to AH. AH to review internally and advise.

**AP456                      CMA to review latest GDPR paper and ascertain if there is any impact in Scotland.**

AH noted that Commission Change M CCP227 CC had been implemented on 6<sup>th</sup> April. New Commission changes M CCP231-CC Amended Criteria for Live RV Updates and OCCP057-CC Temporary SPID Transfers and Disconnections Updates have been introduced since the last meeting.

There were no new Bulletins or Guidance Notes issued since the last TP Meeting, and there were no changes to the TP meeting dates.

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

#### **M CCP227-CC SPID Temporary Transfers**

AH advised that this paper had been added to the agenda to allow Participants the opportunity to raise any issues / concerns they may have with the introduction of the CP into the Market. AM talked briefly through the proposal, however no participants had any issues / questions and the matter was closed.

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

#### **OCCP057-CC Insertion of Disconnection Processes and changes to cater for Temporary Transfer of Supply Points at Vacant Premises.**

AM introduced this proposal and confirmed that this was an output from the consultation on Disconnections and Temporary Transfers and looked to align the Operational Code with the Consultation response. AM noted that as per the consultation response, the Central Systems would be implemented with the September 2018 Release. AM welcomed any feedback from the Market.

DI asked if there were firm timescales on when the consultation would conclude. AM advised that they were hoping to do this in the coming weeks. It had already been presented at the last Commission meeting, and there had been no material concerns raised. BO added that transfers could not take place until the process had been formally signed off.

**AP457 All to provide any comments on the consultation to AM by 10<sup>th</sup> May.**

#### **OCCP058 Landlord SPID Amendment Process**

This proposal was presented by DI who talked the meeting through the proposal, highlighting that this was a follow on from M CCP225 which had been approved at the last TP Meeting. This OCCP was to align the Operational Code with the changes agreed in M CCP225 relating to the introduction of the new Landlord SPID data item. PS raised an issue relating to the terminology used and that the term Landlord was not recognised in the 2005 Act as being liable for charges – only the occupier.

Following some discussion in the meeting, DI agreed to take the proposal away and look to make the necessary changes to recognise the new data item as a Multi tenancy SPID, and resubmit the proposal to the June TP. A definition should be added for Multi tenancy SPID.

AM advised that WIC / SW were considering the legal issues associated with this terminology.

**AP458**            **DI to update OCCP058 and re-submit at the June TP Meeting.**

**AP459**            **WIC / SW looking at legal issues associated with the terminology.**

### **OCCP059 - GDPR**

This proposal was introduced by Scottish Water, who noted that the proposal was to align the Operational Code with the upcoming requirements in relation to GDPR. A draft of the proposal had been submitted to the MPF in February, and comments were invited. No comments had been received, and there were no further comments at the meeting. The proposal was approved by the meeting.

**AP460**            **AH to complete final report and forward OCCP059 to WIC for consultation.**

### **MCCP229 – CMA Charge Calculations**

This proposal was introduced by Business Stream following discussions at the previous MPF. DI stated that the proposal would introduce a reconciliation of CMA charges using R2's as opposed to R1's to calculate market share. Given some significant data errors this year, SWBS felt using the R2's would provide a more accurate reflection of market share. AH added that currently, the CMA uses the R1 from two months prior to allow for billing in advance. Any reconciliation would utilise the actual months R2 as it was done retrospectively.

TM agreed with the proposal in principle, however felt that it should take effect moving forward, and not looking back over the past year that was now complete. Following discussion by the group it was agreed that the proposal as drafted was accepted in principle, however CMA to update the drafting to clarify which runs are used for calculation and reconciliation.

**AP461**            **AH to update MCCP clarifying which runs should be used, then circulate to the Group. AH also to prepare final report and forward MCCP229 to WIC for consultation.**

### **MCCP230 – Multiple Occupancy SPID Creation**

This proposal was introduced by Business Stream following discussions at the previous TP meeting. DI stated that the proposal was to remove a current restriction in Clause 5.15 in the MC relating to the set-up of SPIDs with multi occupancy, and to introduce some definitions to the Market Code. Given previous discussions under OCCP058 DI suggested he should take this proposal away and look to make changes and bring forward to the June TP.

**AP462            DI to update MCCP230 and bring back to June TP for consideration.**

### **MCCP231-CC Change Criteria for Live RV Updates**

This proposal was introduced by WIC in order to ensure consistency between the Commission Direction on what is in and what is not in transition for Live Rateable Value, and provide clarity on the process. AM clarified that there were a number of SPIDs created pre- 2017 that did not have a 2017 valuation entry, for any number of reasons. These would be subject to transition.

AH highlighted concerns from a number of LPs around the process for making these changes as they did not receive any notification via CS and were left to manually make the changes back end as SW had used a script to make the changes and not via transactions on the LVI. MB asked how many SPIDs were affected. AH clarified there were over 10,000, but she did not have the exact figure to hand. BO confirmed that SW had been in touch with those LPs affected by the change.

## **5. Forward Planning Report**

AH highlighted that there were two CMACP's that had been introduced and delivered since the last meeting. The first was a google maps update to comply with the terms of their enterprise agreement in relation to a statement on data protection. The second was an additional service to create a script for SW to change the transitional flag status.

AH also highlighted the additional section in the forward planning report which dealt with the Central Systems outage that the CMA had experienced in March. AH advised that the update would hopefully provide participants with some clarity on what happened, and provide assurance that the CMA was working with its suppliers to address any improvements that may be required. TP members may wish to share this more widely in their organisations.

JA added that under the circumstances, the failover to our backup systems had gone as smoothly as it could, but that the CMA would welcome any feedback from Participants on the process. JA also added that the Market Auditor would be picking this up as part of their review. BO commented that the outage had stress

tested SW's contingency and that they were happy with how things had gone under the circumstances. No other comments were received at the time.

## 6. Any Other Business

### New Licensed Providers

AH advised that ADSM were now full CMA Members and had access to the Central Systems. AH also advised that Lettermay, trading as Acorn Water were due to undertake their initial market entry training.

There being no further business, DE closed the meeting.

### Action Summary

Action	Subject	Update
<b><i>From the minute of the 63<sup>rd</sup>. Meeting (15<sup>th</sup> February 2018)</i></b>		
<b>AP451</b>	NC to schedule a review of the GDPR arrangements for the October MPF.	Ongoing this should be amended to Oct MPF
<b>AP454</b>	NC to schedule a workshop to discuss the practical processes associated with Temporary Transfer, once details were understood.	Ongoing this would be picked up as part of the September Release walk through.
<b><i>From the minute of the 64<sup>th</sup> Meeting (26<sup>th</sup> April 2018)</i></b>		
<b>AP456</b>	CMA to review latest GDPR paper and ascertain if there is any impact in Scotland.	
<b>AP457</b>	All to provide any comments on the consultation on Disconnections to AM by 10th May.	
<b>AP458</b>	DI to update OCCP058 and re-submit at the June TP Meeting.	
<b>AP459</b>	WIC / SW looking at legal issues associated with the terminology.	
<b>AP460</b>	AH to complete final report and forward OCCP059 to WIC for consultation.	
<b>AP461</b>	AH to update MCCP clarifying which runs should be used, then circulate to the Group. AH also to prepare final report and forward MCCP229 to WIC for consultation.	
<b>AP462</b>	DI to update MCCP230 and bring back to June TP for consideration.	