

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

**Present**

David Sigsworth (DS)– CMA – (TP Chair)  
Amanda Hancock (AH) – CMA (TP Secretary)  
Jeremy Atkinson (JA) – CMA  
David Innes (DI) - Commission  
Robin Donald (RD) – Castle  
Fiona Matheson (FM) - SWBS  
Belinda Oldfield (BO) – Scottish Water  
Stephen McIntosh (SM) – Scottish Water  
Ian Grundy (IG) – Pure Utilities  
Fraser Gourlay (FG) – Earls Gate Water  
Tony March (TM) – Wave  
Mike Brindle (MB) – Water Plus Ltd  
Lynda McKay (LM) – ThreeSixty  
Mihai Vasile (MV) – Veolia  
Alaistair Ross (AR) – Commercial Water Solutions  
Ewan Hardy (EH) - Lettermay

**Apologies**

Andrea Mancini (AM) – Commission  
Tom May (TMV) – Veolia  
Rich Rankin (RR) – Brightwater

**1. Introductions and Minute**

AH advised that two comments had been received on the minute, the first was the inclusion of Robin Donald on participants list and the second was the multiple use of DS. AH to rectify. On this basis the Minute was approved by the meeting.

**2. Actions and Administrative Update**

AH noted that AP459 was still ongoing. BO advised that they are expecting feedback from the lawyers shortly, which will then allow discussions between SW and the Commission to agree a position. All other actions were complete.

AH noted that no proposals had been withdrawn, rejected, approved or implemented since the last meeting.

AH noted that there were no Commission Changes implemented or introduced since the last meeting.

There was one new Bulletin BU125 issued on 6<sup>th</sup> December for the Central Systems and CMA Office availability for December and January. No Guidance Notes had been issued since the last TP Meeting, and no new TP dates were proposed.

### 3. Change Proposals in Progress

There were no Change Proposals in progress at this time.

### 4. New Change Proposals

There were no new Change Proposals at this time.

### 5. Forward Planning Report

AH noted that CMAPx185 and CMAPx186 had now been approved and would be delivered in March 2019. AH noted that there was no change in the performance pot and only one change in delayed payments.

### 6. Any Other Business

#### New Entrant Activity

CMA was awaiting confirmation from both Waterscan and Affinity for Business that they had both their license and WSA in place. Once these had been done, they could apply for membership to the CMA and undertake their third days training.

There being no further business, DS closed the meeting.

#### Action Summary

Action	Subject	Update
<i>From the minute of the 64<sup>th</sup> Meeting (26<sup>th</sup> April 2018)</i>		
AP459	WIC / SW looking at legal issues associated with the terminology.	Ongoing
<i>From the minute of the 67<sup>th</sup> Meeting (18<sup>th</sup> October 2018)</i>		
AP469	CMA to clarify whether the number of returns in the search facility on the LVI can be increased.	Complete
AP470	Participants wishing to provide comments on CMAPx185 and CMAPx186 should do so by close of business on Friday 26 <sup>th</sup> October.	Complete
AP471	CMA to advise if it is possible to break down the stats for new registration failures to understand where in the process the failure occurs.	Complete