

**87th Technical Panel Meeting
Approved Minute**

Present (via conference call)

David Sigsworth (DS)– CMA – (TP Chair)
Amanda Hancock (AH) – CMA (TP Secretary)
Jeremy Atkinson (JA) - CMA
Fraser Gourlay (FG) – Earls Gate Water
Ian Grundy (IG) – Pure Utilities
Cosmin Diaconita (CD) – WICS
Robin Donald (RD) – Castle
Matthew Glover (MG) – Wave
Ben Storrie (BS) – CBW
Richard Lavery (RL) – Scottish Water
Catriona Blair (CB) – Veolia
Fiona Matheson (FM) - SWBS
Ewan Hardy (EH) – Lettermay
Alastair Ross (AR) – Commercial Water
Katy Haigh (KH) – CAS
Steve Williams (SW) – Water Plus Ltd
Roger Green (RG) – Brightwater
Chris Clark (CC) – Blue Business Water
Brianna Kearney (BK) – Everflow
Syndiso Bango-Dube (SBD) – WSL
Fraser Gilroy (FGi) – IBW
James Pringle (JP) – Waterscan

Apologies

Andrea Mancini (AM) - WICS

1. Minute

AH advised that no comments had been received on the minute. No other comments were received in the meeting. The minute from 9 December 2021 was approved by the meeting.

2. Actions and Administrative Update

AH advised that AP527 and AP528 have been complete. AH noted that M CCP277 was mistakenly presented as an M CCP and should in fact have been an OCCP. If the meeting is in agreement, AH would be happy to amend M CCP277 to an OCCP and note its approval here as there are no other changes. AH could then re-submit to WIC for consultation. The meeting agreed its consent to the change and were happy for the CMA to resubmit the approved OCCP to WIC for approval.

AP532 CMA to amend M CCP277 to an OCCP and re-submit to WIC for consultation.

AP529 was complete and CMAPx219 had been pulled from the March Release. It was hoped that this can be brought forward at some future point. AP530 is complete, noting that there had been 2,668 instances where SWW backdated a deregistration over a transfer since 2008. AH further noted that there had been 1,263 instances of deleted T/S reads since 2015, around half of these were part of the PSS contract. AH noted that AP531 was now complete.

AH noted that there were no proposals withdrawn, rejected, agreed or implemented since the last meeting.

No new Commission changes had been implemented or introduced since the last meeting.

AH noted two new Bulletins had been issued, BU149 in relation to CS and CMA cover over the Christmas period, and BU150 reminding participants of the deadline for submission of any data amendments prior to 20/21 RF being run. No Guidance Notes had been issued since the last meeting. No changes to Technical Panel meeting dates.

3. Change Proposals in Progress

No change proposals in progress at this time.

4. New Change Proposals

MCCP272 March 2022 CSD Drafting

AH advised that this MCCP had been brought forward from the MPF following agreement by the meeting. The TP was asked for any additional comments on whether the TP should vote on the proposal. No comments were forthcoming, and the meeting unanimously approved this proposal.

AP533 CMA to prepare Final Report and forward MCCP272 to WICS for consultation.

5. Forward Planning Report

AH highlighted that CMAPx219 was on hold. CMAPx224 and 225 which were additional services had now been delivered. CMAPx227 and 228 were new. CMAPx227 was introduced to support SWW's ability to backdate deregistrations and disconnections where there are multiple meters. CMAPx228 looks to update the erroneous transfer RA to ensure that SWW reads are not deleted as part of the process.

AH advised that an additional £152k had been invoiced, and reminded participants that the CMA had not carry over the caps from Q1 and Q2 when calculating Q3 charges. AH advised that the Tech Refresh was currently running slightly under budget, so there was a delay in the request for the Phase 3 funding. AH also noted that the Insufficiently Read Meter project costs had increased by c£5k, mainly taking into account inflation and a change in resource due to the delays in the project. This had now been signed off by the Board.

6. CMA Draft Budget

AH advised that the draft budget had been presented to the January CMA Board Meeting, and was subsequently issued to the Technical Panel for comment. AH advised that the budget set out expected costs of £2.35M for operations in 2022/23. Whilst this represents a modest increase of 1.95% relative to last year, despite inflation currently running over 5% and likely to increase later this year.

The Board recognises Market Participants are facing cost pressures, and we have tried to contain our own costs as much as possible to support the Market.

AH further noted that the workload of the CMA is likely to increase this year. As well as the completion of the Technology Refresh project and launching a new Central Systems in July,

we are planning a full programme of IT enhancements, and in response to LP requests, we are looking to deliver a new Medium Volume Interface as well as introducing enhancements to the RA process.

We will continue to deliver the participant audit and will look for ways to continually improve the value of the information provided to the Market. We are also anticipating a request to provide some support to the Market Health Check process, which will be a new activity for us. Finally, we have a small contingency in place and hope that as with subsequent years, we would be able to refund this if unused.

Again, AH noted that any comments were welcome either in the meeting, or feed back to AH by the 10th March in order that the finalised Budget can be submitted to the March Board for approval. DS noted that last year's budget was the lowest in cash terms since the CMA was instituted, and that there were only two or three budgets lower in the CMA's 13 year history.

No comments were received in the meeting.

7. Commission Update

CD advised that the Default Directions had been published and were available on the WIC website. WICS also approved a WS / SS License to IBW in January. CD confirmed that WIC had engaged SSG in the appointment of a Market Health Checker, and that they had also asked a specialised recruitment agency to support it in the process. It was hoped that they would be able to prepare an initial shortlist of candidates by early to mid-March which can then be progressed by WIC and the SSG Recruitment Panel.

8. Any Other Business

New Entrant

AH advised that IBW was now an active Market Participant.

Market Audit

AH noted that the Data Information Request had been issued, and if anyone had any issues, or did not receive the request, please get in touch. AH noted that the first deadline in the process for submission of data was the 22nd April 2022.

DS thanked the meeting and commented that the change in format seemed to be working well, and he had been extremely pleased with the full and open discussions this morning. There being no further business DS closed the meeting.

Action Summary

Action	Subject	Update
<i>From the minute of the 86th Meeting (09 December 2021)</i>		
AP527	CMA to prepare Final Report and forward MCCP276 to WICS for consultation.	Complete
AP528	CMA to prepare Final Report and forward MCCP277 to WICS for consultation.	Complete
AP529	CMA to pull CMACPx219 from the March Release	Complete
AP530	CMA to look at the number of instances where SWW has back-dated a deregistration that	Complete 2,668 back dating a dereg over a

Action	Subject	Update
	crossed a transfer between LP's, and also look at identifying the number T/S reads that are removed via the ERRA process.	transfer and 1,263 t/s read deletions since 2015 (half of which were PSS related).
AP531	CMA to forward on relevant legal text from the Market Code that prevents anyone from making changes to a SPID once it has been deregistered.	Complete
<i>From the minute of the 87th Meeting (17 February 2022)</i>		
AP532	CMA to amend M CCP277 to an OCCP and re-submit to WIC for consultation.	
AP533	CMA to prepare Final Report and forward M CCP272 to WICS for consultation.	