

MARKET CODE / OPERATIONAL CODE CHANGE PROPOSAL

Form
version 2.1

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

OCCP039

Version No.

B.1

PART A — SUBMISSION

A.1. GENERAL DETAILS

A.1.a. TITLE

Operational Code; Updating the CMA, Processes 8-12, and 28

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

Jessie McLeman

NAME

Jessie McLeman

A.1.d. CONTACT NAME

Richard Lavery

CONTACT EMAIL;
TEL./MOB.

Richard.lavery@scottishwater.co.uk

A.1.e. ASSOCIATED
MCCP / OCCP

OCCP037-CC: New Retail Areas
MCCP111

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 purpose of this proposal is to improve the quality of data processed into the market. It is not a dependency for the introduction of the use of Accredited Entities.](#)

A revision of the Operational Code was implemented on 2 April 2012, following the introduction of two change proposals, OCCP036-CC and OCCP037-CC. The latter is relevant to this change proposal.

Under OCCP037-CC, a number of changes were made to Processes 1-5, the processes dealing with applications for new water and sewerage connections and for building water. Most of the changes made were to cater for where a Licensed Provider instructs suitably Accredited Entities to undertake the relevant activities, namely the connection and installation of the associated meter. A number of other changes were made to the processes in light of experience of operating the processes since the opening of the market.

Relevant to this change proposal is the change in the time allowed to update the Central Systems from 2 business days to 5 business days, where Scottish Water undertakes the activity and from 2 business days to 8 business days where the activity is undertaken by an accredited entity.

The purpose of the increase from two days to five days was to take account of the practical considerations associated with the return of information from the field and the requirements to ensure data quality. This approach aligns with the time allowed for cyclic meter readings to be submitted to the CMA by Licensed Providers, extended to five business days on the basis that the pre-existing measure was causing data issues.

This paper proposes a change to all similar performance measures in the Operational Code, to align them with the five day measure, typically those where data has to be submitted following field work.

An associated MCCP has also been proposed to align the Market Code with the Operational Code, namely MCCP111, -and to allow a coherent implementation of the changes.

This proposal will enable a greater focus on data quality and allow consistency between processes involving field work.

Please note this Change Proposal does not include the further changes which will be made to the metering processes effective from April 2013.

General Description		
<p>This request proposes that, for Operational Code processes which involve data updates in the Central Systems following field work, the time allowed to Scottish Water to notify the CMA following the field work is increased from 2 to 5 business days.</p> <p>Processes 1-5 of the Operational Code have already been amended under OCCP37. This change proposal is to amend the relevant steps, as set out below, of Processes 8; 9; 10; 11; 12; and 28. The change will allow alignment of field activities.</p> <p>The Technical Panel is asked to agree the changes as set out below. The implementation date should align with the associated changes to the Market Code. The CMA may wish to comment on the implementation arrangements before the implementation date is confirmed.</p>		
Principles and Objectives affected		
PRINCIPLE	AFFECTED (Y/N)	DESCRIPTION
Proportionality	Y	Supports improved data quality.
Transparency	Y	
Simplicity, Cost-effectiveness, and Security	Y	
Non-exclusivity	N	
Barriers to Entry	N	
Customer Contact	Y	Improved data quality should be beneficial.
Non-discrimination	N	
Non-detrimental to SW Core Functions	N	
MC / OC OBJECTIVES		

A.2.b. 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	Associated Market Code change.
CSDs	Y	Changes proposed in associated M CCP
Wholesale Services	N	

OCCP039 Updating the CMA, Processes 8-12 and 28

(Author)(Scottish Water)

Agreements		
Licenses	N	
CMA Central Systems	Y	Subject to confirmation by CMA.
CMA business processes	N	
Trading Party systems	Y	Subject to confirmation.
Trading party business processes	Y	Timescales may be affected but processes will be unchanged

A.2.c. DRAFT LEGAL TEXT
Required under Market Code Parts 8.7.1 (ii) (d) and 8.8.1 (ii) (d)

The proposed Operational Code changes are as set out below, with reference to Version 14 of the Operational Code.

Operational Code Processes 8 to 12 and 28.

Process 8 Step 5: Within **2-5** Business Days of completion of any meter installation, Scottish Water will promptly notify the Central Market Agency of the opening meter readings and meter installation details in accordance with the Market Code.

Process 9 Step 5: Within **2-5** Business Days of removing a meter for testing, Scottish Water will notify the Central Market Agency of the meter removal details for the removed meter and installation details for the replacement meter in accordance with the Market Code.

Process 10 Step 4: Within **2-5** Business Days of completion of any repair, Scottish Water will notify the Central Market Agency of the closing and opening meter readings in accordance with the Market Code. If the meter has been replaced, the notification to the Central Market Agency shall include meter removal and installation details.

Process 11 Step 6: Within **2-5** Business Days of completion of the works, Scottish Water and the Licensed Provider will notify the Central Market Agency of the meter removal and installation and associated meter readings in accordance with the Market Code.

Process 12 Step 3: Within **2-5** Business Days of completion of the change, Scottish Water will notify the Central Market Agency of the meter removal and installation and associated meter readings in accordance with the Market Code.

Process 28 Step 6: Where records of meter details differ from the findings of the inspection, Scottish Water shall notify the Central Market Agency according to the relevant process for the nature of the change or within **2-5** Business Days of completion of the investigation.

A.3. IMPLEMENTATION DETAILS

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.bA.2.e](#). Any quoted lead time should commence from date of Approval.

To be confirmed following discussion with the CMA of the implementation of Market Code changes.

A.3.b. MARKET CODE CHANGES.

A.4. ANY OTHER COMMENTS

PART B — TP ASSESSMENT

B.1. ASSESSMENT PROCESS			
B.1.a. ASSESSMENT START DATE	2012-08-16	ASSESSMENT END DATE	2012-08-31
B.1.b. IMPACT ASSESSMENT REQUIREMENT	IA REQUIRED		
B.1.c. CONSULTATION REQUIREMENT	TP CONSULTATION REQUIRED / 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)			
B.2.b. DRAFT LEGAL TEXT (if different from that originally submitted)			
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 /REJECTED		
B.4. FINAL TP VIEWS			
B.5. PLANNED IMPLEMENTATION DATE	2012-08-31		

WITHDRAWN BY PROPOSER?	No
COMMENTS	
DATE OF WITHDRAWAL	

PART C — COMMISSION APPROVAL

C.1. DATE FINAL REPORT ISSUED TO COMMISSION	2012-08-24
C.2. APPROVAL STATUS	APPROVED CHANGE / REJECTED
C.3. DATE OF APPROVAL STATUS	yyyy-mm-dd
C.4. COMMISSION RESPONSE REFERENCE	

PART D — IMPLEMENTATION

D.1. IMPLEMENTATION DATE	yyyy-mm-dd
D.2. IMPLEMENTATION DETAILS (MC version, CSD versions, CMA Central Systems release number, etc.)	