

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

**Present**

Brian Saunders (BS) – CMA (TP Chair)  
Amanda Hancock (AH) – CMA (TP Secretary)  
Jeremy Atkinson (JA) - CMA  
Charles Yates (CY) - Commission  
Duncan Innes (DI) – Business Stream  
Peter Strain (PS) – Castle  
Belinda Oldfield (BO) – Scottish Water  
Mike Brindle (MB) – United Utilities  
Tony March (TM) – AWBN  
Lynda McKay (LMcK) - Kelda  
Dave Siddall (DS) - CBW  
Ian Grundy (IG) – Pure Utilities  
Paul Connelly (PC) – Blue Business Water  
Jill Slater (JS) – Aimer

**Apologies**

Stuart Baldwin (SB) – Aimer  
Alastair Ross (AR) – Commercial Water Solutions  
Katy Spackman (KS) – NWG Business  
Tom May (TMV) - Veolia

**1. Introductions and Minute**

AH noted that only one comment had been received on the minute of 15<sup>th</sup> December 2016 from Business Stream. BO noted that she didn't have sight of the minute for approval. AH asked DI to recall his comment for the meeting, and AH agreed to circulate the updated minute to the group. AH to seek approval from the group offline.

**AP417 AH to circulate the proposed minute to the group for offline approval.**

**2. Actions and Administrative Update**

AH provided an update on the action log, noting that the only outstanding action remained, AP416. AH noted that as the LP Nominations for the CMA Board are due to be held after this meeting, the CMA felt it appropriate to wait until the outcome was known before progressing with this action.

AH noted that no change proposals had been withdrawn or rejected since the last meeting, and no changes have been agreed or implemented.

AH noted that no Commission Changes had been implemented since the last TP meeting, and no new Commission Changes introduced.

There were two new Bulletins, BU117 – CS and CMA Availability December / January was issued on 16<sup>th</sup> December, and BU118 – RF FY2015\_16 issued on 18<sup>th</sup> January 2018. There were no new Guidance Notes issued since the last TP, and no new meeting dates proposed.

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

#### **MCCP208 Gap Site Process Change for Unmanned and Multi Site Organisations**

AH introduced this proposal to the group and confirmed that it had been brought to the TP in December, but that SW had asked to take the proposal off-line to address some concerns that they had. AH advised that this had now taken place, and asked TM to confirm the outcome.

TM confirmed that all parties in the Gap Site Allocator were invited to a call to flush out any issues with the proposal, and to allow SW to further understand requirements. Following this discussion, SW agreed to undergo a pilot with any interested LPs. AH asked if there was a time limit on the trial before a formal decision on the proposal could take place. BO suggested 6 months sounded appropriate. This was agreed by the group.

**AP418 AH agreed to put both MCCP208 and OCCP051 on hold until the August 2017 TP.**

#### **OCCP051 Gap Site Process Change for Unmanned and Multi Site Organisations**

As above, this OCCP will be put on hold until August 2017.

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

#### **MCCP205 March 2017 CSD Drafting**

AH introduced this proposal and confirmed that this is the standard release drafting, pulling together all approved changes in the March 2017 Release. Any additional changes were captured in the CP, including a few typos and some additional error codes.

No comments were received. BS asked if the meeting were happy to approve this proposal. The TP unanimously voted to approve this proposal.

**AP419 AH to prepare final report for MCCP205 and forward to WIC for consultation.**

### **MCCP209 – SAA Absence Codes**

AH introduced this proposal and advised that following investigations as part of CMACPx171 which has previously been shared with the group, it was identified that most schema inconsistencies were occurring because of missing SAA or UPRN references, or corresponding absence codes. In order to minimise these inconsistencies, the CMA is looking to establish a suitable SAA and UPRN Absence Code (TS: To Be Supplied) which can be uploaded to the Central Systems using a one of data upload script.

BO commented that this seemed a sensible approach and that SW was supportive of this proposal. No other comments were received. BS asked if the group was prepared to approve this proposal. The TP unanimously approved MCCP209.

**AP420            AH to prepare final report for MCCP209 and forward to WIC for consultation.**

### **MCCP210 – Exemption Scheme Application Process**

BO introduced this proposal and confirmed that the Scottish Governments Exemption Scheme has grown from about 200 applications to almost 9,000 last year. Currently, SW has 2 business days to upload any changes as a result of these applications into the central system. With the increase, SW is looking to increase this from 2 to 5 business days. AH asked whether SW felt 5 business days were sufficient. BO confirmed that it was.

IG commented that he was surprised by the large increase, and asked whether the increased volume had also increased the failure/rejection of applications. BO confirmed that the Scottish Government had expanded the scheme considerably which accounted for the increase, including amateur sports organisations. BO confirmed that she had not seen an increase the rejection/failure rate of applications.

CY asked if there was a risk with such tight timescales that customers may be cut off or refused access to the scheme. BO confirmed that this would not happen. AH asked when SW was looking to have this introduced into the Market Code. BO confirmed as soon as possible following consultation and approval. AH would endeavour to include the change, if approved, with the March Release documentation.

**AP421            AH to prepare final report for MCCP210 and forward to WIC for consultation.**

### **OCCP052 – Exemption Scheme Application Process**

BO introduced this proposal and confirmed that in line with MCCP210 above, and the increase as noted, SW was looking to formalise the application process by introducing a new Form Q into the Operational Code.

No additional comments were received on the issue and the proposal was unanimously approved by the meeting.

**AP422            AH to prepare final report for OCCP052 and forward to WIC for consultation.**

### **OCCP053 – New Connections KPI Alignment**

BO introduced this proposal and confirmed that the current New Connections process has various timescales and SW is looking to align these across the board. BO added that SW is looking to make some changes to terminology in order to provide additional clarity to LPs. BO also noted that SW is looking to establish a connections forum in the near future.

JS asked how these changes benefit participants. BO confirmed that the proposed changes will reduce most stages in the process from 20 to 15 days, although there are a few that will increase to 15, however overall, there will be a net benefit to participants. MB asked whether there had been any consultation on these changes, either formally or informally. BO confirmed that informal consultation had been sought through LPs account teams, and no objections had been noted to date.

DI added that SWBS Connections Team were supportive of these changes, recognising the overall benefits to the process. AH asked when the intended changes would be implemented. BO confirmed as soon as possible, but no later than 1<sup>st</sup> April 2017.

BS asked for the meeting to approve this proposal. OCCP053 was unanimously approved by the meeting.

**AP423            AH to prepare final report for OCCP053 and forward to WIC for consultation.**

## **5. Forward Planning Report**

AH presented the report and confirmed that four new proposals have been introduced since the last meeting. CMAPx172 looks to introduce enhanced meter read validation. CMAPx173 looks to move the current FTP site to a more secure FTPS site, participants should not see any change as the move will be behind the scenes. CMAPx174 is looking to introduce some elements of LVI automation to make transacting even easier. Finally, CMAPx175 is the standard proposal to pick

up any participant raised issues that come in via enquiries for the September Release.

TM asked how many transactions the CMA was looking to automate. AH advised that it was too early to determine, but once an IA had been undertaken the CP would be updated and AH would circulate to the group for information.

**AP424 AH to issue new CMAPxs to the group for information.**

AH noted that the Release Calendar had been updated confirmed that MCCP209 has been scheduled for September 2017. All new CMAPxs have been added to the September Release.

## **6. CMA Budget 2017\_18**

BS introduced the CMA budget for 2017, noting that in nominal terms it was below last year's budget. BS advised that the CMA Board had been through the budget in detail, and would welcome any questions and/or feedback from Market Participants.

AH commented that the budget had been built from the bottom up, and talked through some of the key highlights, including a reduction in the contingency allocated for the forthcoming year. This had been reduced as the additional costs associated with an influx of new entrants and work on England and Wales had not materialised last year. There was still some contingency in place to cover this activity, should it materialise. AH added that any comments could be submitted to CMA by 9<sup>th</sup> March 2017.

CY asked if it was possible to include a line in the budget to cover the performance pot and what was available. JA confirmed that this was not possible as the Market Code sets out that this money needs to be ringfenced from the CMA budget. JA added that the CMA Board receive a breakdown of this money and it may be possible to prepare something similar for TP members. He further commented that there was currently more performance charge money going out than coming in, so that while there should be a surplus on the core budget for the year, the statutory accounts would likely show an overall loss.

**AP425 CMA to provide information to the Technical Panel on the funds in the Performance Charge Pot currently ringfenced for Market Enhancement Projects.**

## **7. Any Other Business**

### **Members Update**

AH advised that this had been included in the TP pack for information, and that following discussion at the last TP meeting on the Governance Review, the CMA had prepared this update, to be circulated to Market Participants Senior Management

Contacts. AH added that there should be nothing in the update that participants are not aware of, but that it was aimed to be a summary of the current market activity, and would be issued on a quarterly basis.

BO commented that they summary was a very helpful and welcome communication. CY asked if the Commission could be added to future distribution lists. AH to add AS and KR to the distribution.

### Governance Review

JA thanked everyone who provided feedback following the recent governance review, and confirmed that draft changes were being drawn up for discussion at the March Board. There would be a further update at the TP Meeting in April, with the intention to hold a Members Meeting in early July 2017.

### Market Audit

AH reminded participants that they would be required to take a data cut on or as close to the 31<sup>st</sup> March 2017 as possible for the forthcoming Market Audit. AH advised that Deloitte would be in touch directly with participants to facilitate this.

CY added that WIC would again look to co-ordinate with the CMA during their Audit with a view to minimising the impact on participants. AH queried whether there had been anything shared with the Market following the Commissions initial audit last year. CY stated that nothing had been shared yet, but that there may be some actions and/or next steps as a result.

### Self Supply

AH advised the meeting that Earls Gate Water had now been issued with the Market's first Self Supply license. The CMA was currently looking at what impact this could have on systems and processes, and AH noted that as a result, the CMA may put forward some changes to the next meeting.

BS asked if there was any further AOB items, no additional items raised. There being no further business, BS closed the meeting.

### Action Summary

Action	Subject	Update
<b><i>From the minute of the 56<sup>th</sup> Meeting (15 December 2016)</i></b>		
<b>AP416</b>	CMA to look at adding a section on the make-up of the CMA Board on its website.	Ongoing
<b><i>From the minute of the 57<sup>th</sup> Meeting (16<sup>th</sup> February 2017)</i></b>		
<b>AP417</b>	AH to circulate the proposed minute for approval to the group for offline approval.	Complete
<b>AP418</b>	AH agreed to put both M CCP208 and OCCP051 on hold until the August 2017 TP.	Complete
<b>AP419</b>	AH to prepare final report for M CCP205 and forward to WIC for consultation.	Complete

<b>Action</b>	<b>Subject</b>	<b>Update</b>
<b>AP420</b>	AH to prepare final report for M CCP209 and forward to WIC for consultation.	Complete
<b>AP421</b>	AH to prepare final report for M CCP210 and forward to WIC for consultation.	Complete
<b>AP422</b>	AH to prepare final report for O CCP052 and forward to WIC for consultation	Complete
<b>AP423</b>	AH to prepare final report for O CCP053 and forward to WIC for consultation.	Complete
<b>AP424</b>	AH to issue new C MACPs to the group for information.	Complete
<b>AP425</b>	CMA to provide information to the Technical Panel on the funds in the Performance Charge Pot currently ringfenced for Market Enhancement Projects	