

105th 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
Damian Sharp (DSh) – CMA
Fiona Matheson (FM) – SWBS
Jacob Head (JH) – W2B
Shakima Fagan (SF) - Everflow
Stephen McIntosh (SMcI) – Scottish Water
Matthew Glover (MG) – Wave
Calum McLeod (CMcL) - Castle
Cosmin Diaconita (CD) – WICS
Matthew Sijan (MS) - WICS
Matthew McLeod (MM) - Waterscan
Thomas McDade (TMcD) - IBW
David Innes (DI) – WICS
Nicola Balfour (NB) – Veolia
David Morris (DM) - WPL
Claire Hastie (CH) SWBS (Part)
Paul Balfour (PB) – Precision (Part)

Apologies

Alastair Ross (AR) – Commercial Water Solutions
Emily Jerrome (EJ) – W2B
Jonathon Astley (JAS) – Pure Utilities

1. Minute

AH advised that no comment had been received, and no comments were raised in the meeting. The Minute of 12 December 2024 was approved by the meeting.

2. Actions and Administrative Update

AH noted that all actions were now complete. There were no Change Proposals withdrawn or rejected. AH noted that M CCP309 and M CCP311 were agreed.

AH noted no new Commission Changes had been approved or introduced. No new Guidance Notes had been issued since the last meeting, with one bulletin, BU167, in relation to submission of data in advance of the 2023/24 Reconciliation Final Settlement Run was issued on 14th January 2025.

No new MPF / TP dates had been proposed. AH noted that the April meeting is set to be in person at the CMA Offices in Stirling. JA also noted that rather than December, the second in person meeting would be October 2025.

3. Change Proposals in Progress

AH noted there were no Change Proposals in progress at this time.

4. Potential Change Proposals brought forward from MPF

MCCP310 March 2025 Consolidated CSD Drafting

This CP was brought forward from the MPF and is seeking approval by the TP. The proposal is the standard proposal that captures the release drafting. The meeting approved this proposal, and the CMA will look to complete the Final Report and submit to WICS for consultation.

AP577

CMA to prepare Final Report and submit MCCP310 to WICS for consultation.

5. Forward Planning Report

AH noted that CMACPx273 which covers the routine delivery of party issues for the March 25 Release has now been approved, along with CMACPx280 which has now been approved and implemented.

The available performance charge cash now stands at just over £2m.

AH also noted that the late payment table for FY24/25 was now updated.

6. CMA Budget

AH advised that the CMA has prepared a conservative budget that should retain a familiar structure and is broadly similar to previous years. The overall budget is £2.66M, which is a 2.8% increase, in line with the current rate of headline inflation. AH advised that the CMA would welcome any comments, either in the meeting or offline with a deadline for comments of the 13th March. The CMA appreciates the importance of cost control, and we are doing all we can to manage cost pressures. By way of comparison, business energy costs are expected to rise by up to 6%, water charges are up 9.9% and there are also significant pressures on IT and technology costs.

The CMA is currently working with one analyst down, however we are hoping to have this post filled by the 1st April. We have also avoided a hot fix this year, partly due to the significant time taken on the MI website, but also due to the bedding in phase for the technology refresh. Those two factors mean there will be a small rebate at the end of this year to Participants.

Lastly, AH advised the change programme for next year already looks substantial and will likely include a hot fix. There is a lot of other activity planned as well – it has been 8 years since we carried out a full re-procurement exercise for our IT services and good practice requires us to test the market; smart metering is also becoming a reality that we will need to prepare for; and a critical incident planning is a must.

As DS mentioned, the draft budget has been signed off by the CMA Board, subject to any issues raised by this meeting. No comments were raised in the meeting, and AH again reminded Participants that any comments can be raised until the 13th March.

7. Water Commission Update

CD noted WICS has published its decision in relation to the Measures in Support of the Retail Market, which introduced the new voluntary Standard License Condition B6 on duty to comply with the Code of Practice, which will take effect from the 30th April 2025. CD noted that all by two Licensed Providers have signed up to this new condition. This list of LPs has been shared with SWW to inform their Financial Resilience Assessment.

CD also noted that WICS has published the new Default Directions, and they have been shared with Participants. Lastly, MCCP309 and MCCP311 have been published for consultation. The consultation will close on Friday 21st February.

AH asked whether there were any active LPs who had not signed up to the new License Condition. CD advised that there was one.

AH also asked whether WICS had any plans to open up the Market for applications now that work was progressing on the Market Health Check. CD advised that the Market has been open since July 2024. AH asked how this had been communicated, as the CMA was not aware of this change, and any applications may have a resource impact on the team as a result of New Entrant Training. JA added that the CMA has had contact from one or two organisations who advised that they were currently preparing for the Market to re-open, suggesting there may be some confusion as to the current status of entry into the Market. CD advised that the application process had been opened on the Commission's website and any potential new applicants should be directed there in the first instance.

TMcD asked whether the list of LPs who are signed up to the Code of Practice will be made public. CD advised that it has been published on the Commissions website.

8. **Any Other Business – Claire Hastie and Paul Balfour joined the meeting at this point**

FM Introduced Claire Hastie who is Head of Onboarding at SWBS, and Paul Balfour from Precision Data Solutions. Claire and Paul talked the meeting through their presentation looking at a Proof of Concept using the Register of Scotland (RoS) to improve the accuracy of data in the Market. The Proof of Concept will cost £40,000 and match around 10,000 SPIDs in the FK area using a combination of automated processes and manual validation. A copy of the presentation will be issued with the minutes.

A few challenges being experienced at the moment include out of date Proprietor information at the SAA, lack of forwarding addresses, unavailability of the full SAA dataset and unreliable eligibility data. By utilising the RoS, proprietors can be accurately identified, their entry date and billing addresses. It also provides forwarding addresses for overseas proprietors. By centralising this and integrating into the Market Data, it becomes more readily available to Participants creating a level playing field.

TMcD supports the concept and asked whether the reference would be stored in the Central Systems. PB confirmed that is the case, however the data behind the reference would still need to be looked up on the RoS. TMcD asked whether the 10,000 SPIDs were broken down by problem issues or was it a random suite of SPIDs. PB confirmed it was all post codes in the FK area, so should have a wide range of scenarios.

SMcI asked whether the data from the previous project in the FK postcode was shared with the Market. DS noted that it should have been circulated and agreed to send on to SWW. SMcI also asked if address matching would be reviewed as part of this pilot. PB confirmed he did not believe this was in scope for this pilot. SMcI asked if the level of

churn was available to provide an indication of the level of effort required for ongoing maintenance. PB was keen to include this as part of the Proof of Concept. Lastly, SMcl asked if there were any known risks that may cause issues, for example multi-tenancy sites. PB advised that this has been considered and agree that more will be known following completion of a Proof of Concept.

AP578 CMA to share output from the SIC Code Trial with SWW.

DS asked what the next steps would be for this paper. JA confirmed that SWBS and Precision should draft up a cover letter to submit to the next CMA Board focussing more on the business case and less on the technical side for consideration. JA was comfortable with the methodologies being utilised, and the Technical Panel was supportive of the proposal based on discussions today.

There being no further business, JA took the opportunity on behalf of the CMA and the wider Market to thank David Sigsworth for all his efforts over the last 8 years both as Chair of the Technical Panel and Chairman of the CMA. It has been a pleasure to work with you. AH echoed this sentiment, as did a number of participants.

DS then thanked the Market for making his time at the CMA enjoyable and closed his last meeting as Chair.

Action Summary

Action	Subject	Update
<i>From the minute of the 104th Meeting (17 October 2024)</i>		
AP575	CMA to prepare Final Report for MCCP309 and submit to WICS for consultation.	Complete
AP576	CMA to prepare Final Report and submit MCCP311 to WICS for consultation.	Complete
<i>From the minute of the 105th Meeting (20 February 2025)</i>		
AP577	CMA to prepare Final Report and submit MCCP310 to WICS for consultation.	
AP578	CMA to share output from the SIC Code Trial with SWW.	