

**77th 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
David Innes (DI) – Water Commission
Ian Grundy (IG) – Pure Utilities
Ewan Hardy (EH) – Lettermay
Fraser Gourlay (FG) – Earls Gate Water
Alastair Ross (AR) – Commercial Water Solutions
Robin Donald (RD) – Castle
Fiona Matheson – Business Stream
Richard Lavery (RL) – Scottish Water
Michele Burns (MB) – Water Plus Ltd
Tom May (TMV) – Veolia
Rich Rankin (RR) - Brightwater
Dave Siddall (DSi) – Clear Business Water
Jo Dando (JD) – Smarta Water
Wendy Monk (WM) - Wave

Apologies

1. Introductions and Minute

DS welcomed members to the TP. He advised that the meeting would run in a similar manner to the April meeting. AH asked all participants to put their phones on mute when they were not speaking to reduce any background noise. AH took the opportunity to notify participants that the CMA recorded the meetings for the purposes of minute taking, and that once the notes were scribed, the recordings were erased.

AH advised that no comments had been received on the minute, and as such the meeting confirmed the Minute from 23rd April 2020 was approved by the meeting.

2. Actions and Administrative Update

AH advised that AP499 was now complete, with the changes going live on 14th May 2020. All other actions were closed.

AH noted that no proposals had been withdrawn or rejected since the last meeting. AH noted that one proposal, M CCP248, had been implemented.

AH noted that two Commission Changes had been implemented, M CCP249-CC and M CCP251-CC since the last TP Meeting. AH further noted that as a result of M CCP249-CC Wave were no longer participating in the GAP Site Allocator for FY20-

21. One new Commission Change, MCCP253-CC has been introduced since the last meeting.

Two bulletins have been published; BU136 was issued on 4th May setting out the technical responsibilities within the CMA; and BU137 was issued on 14th May in relation to the Wholesale Charge Deferral Scheme. AH asked that, where any submissions for vacancy are as a result of BAU, LPs please use BAU after the WCDS Code to help distinguish the WCDS Vacancies from business as usual vacancies.

No Guidance notes have been issued since the last meeting.

Six new TP dates have been proposed since the last meeting for FY21_22.

3. Change Proposals in Progress

AH advised that there were no change proposals in progress at this time.

4. New Change Proposals

MCCP253-CC Further WCDS Changes

AH noted that this Change Proposal was a Commission change setting out further changes to the Market Code as a result of the Wholesale Charge Deferral Scheme. These involve relaxation of LP obligations pertaining to the submission of routine meter reads. AH also noted that it had previously included a change to the definition of Outstanding Debt to include any deferred sums due by the customer as a result of the scheme, however the legal drafting was still with the Commission's lawyers and would be brought forward in a separate change shortly.

No comments were received in the meeting. AH advised that the drafting would be updated in early July.

AP500 CMA to prepare updated Market Code for publication.

OCCP068 Building Water KPI

AH advised that this CP had been brought forward by SW and asked RL to present this to the TP. RL advised that SW was moving the New Connections Process onto the new IT systems, and as a result are looking to align the KPI for responding to an application for building water (currently 10 business days) with the existing KPI for SW providing the substantive response to LPs for water and waste water connection applications (15 business days) in order that LPs can be issued with one combined response for both the connection and building water application.

No comments were received in the meeting, and the OCCP was approved by the Technical Panel. The CMA would prepare the necessary paperwork and submit to the Commission for consultation.

AP501 CMA to prepare Final Report and forward to the Commission for Consultation.

5. Forward Planning Report

AH noted that there are two change proposals, CMAPx194 and 195 had now been delivered. CMAPx196 and CMAPx197 had been added to the log. CMAPx196 is the new Market Information page to be added to the CMA's website. The work has already been completed, however a date for implementation has not yet been agreed. As we are not currently issuing Peer Review reports due to Covid-19 it seemed inappropriate to publish Market Stats. As such, we will advise in due course when a date has been agreed by the CMA Board.

CMAPx197 is an additional service for SW allowing them to switch a TDisc SPID to Vacant and then subsequently allow them to TTran the SPID.

AH advised that there are a few new CPs which have been removed as they have now been delivered. March 2021 has been added to the schedule.

AM advised that the CMA Charges report has been updated to include the May and June CMA Charge offset, as well as £150k which has been set aside for the Technology Refresh proof of concept. The proof of concept will look at enabling some of the components necessary to allow the deployment, operation and testing of cloud-based business processes. It will also look to generate performance metrics to test the cloud-based operations. The output from this will go to the September Board and an update will be provided to the TP in October.

RL asked which period the CMA Charging invoices covered and whether it looked at the financial year as a whole, or whether it was a rolling 6 or 12 month period. AH took an action to provide clarification when the paper was next produced.

AP502 CMA to provide clarification on Late Payment table in the Forward Planning Report.

6. Commission Update

Market Review

DI advised that everyone should have received notice that the date for consultation responses has been pushed back to 28th August to allow Participants time to respond. DI also noted that this will likely have an impact on the implementation timescales.

Covid-19 Update

DI noted that the majority of LPs had now responded on selecting an option under the WCDS, and that the Commission was working with the CMA to finalise drafting for an additional CP to change the definition of Outstanding Debt. Finally, DI noted that they had been in discussion with SW surrounding additional support for unmetered customers. RL added that following feedback from LPs, SW has recommended an additional change to the WCDS to support customers who had tried but have been unable to get a meter, which will allow them to effectively switch off their volumetric charges for the duration of the Scheme. More information would be issued in the next few days.

No other discussion points were raised in the meeting.

7. Any Other Business

CMA Audit

AH advised that the initial results had been issued to Participants, and we had asked for some feedback on a few clarification points. We would like to get feedback by the 6th July. We have also extended an offer of a follow up call if any Participant would like to walk through the findings.

TP Members

AH noted that since the last TP meeting Mike Brindle from Water Plus had advised that he was retiring and had now left the business. On behalf of the CMA, David Sigsworth took the opportunity to thank Mike for his 7 plus years working as a member of the TP. His contributions both at TP Meetings, and as a member of the CMA Board for a period were greatly appreciated.

There being no further business, DS closed the meeting.

Action Summary

Action	Subject	Update
<i>From the minute of the 77th Meeting (18 June 2020)</i>		
AP500	CMA to prepare updated Market Code for publication in relation to MCCP253-CC	
AP501	CMA to prepare Final Report for OCCP068 and forward to the Commission for Consultation.	
AP502	CMA to provide clarification on Late Payment table in the Forward Planning Report.	