RETAIL ENERGY CODE

This document is classified as **WHITE**.
Information is for public, unrestricted dissemination and publication.

# REC CHANGE PANEL MEETING
## MEETING MINUTES

| | |
|---|---|
| **MEETING** | **RECCP_24_0702** |
| **DATE** | **02 July 2024, 13:00** |
| **LOCATION** | **By teleconference** |

| Attendee | Representing | Initials | Role |
|---|---|---|---|
| Lindsay Biginton | Retail Energy Code Company | LB | Committee Chair |
| Ben Atkinson | Domestic Suppliers | BA | Committee Member |
| Dan Tarasco-Fittock | Non-Domestic Suppliers | DTF | Committee Member |
| Alex Travell | Electricity Networks | AT | Committee Member |
| Andy Clasper | Gas Networks | AC | Committee Member |
| Dave Wright | MEMs | DW | Committee Member |
| Lynne Fallon | Independent SME | LF | Committee Member |
| Sebastian Eyre | Independent SME | SE | Committee Member |
| Paul Gath | Independent SME | PG | Committee Member |
| Jonathan Coe | Authority | JC | Committee Member |
| Joy Nnamani | Retail Energy Code Company | JN | Observer |
| Alice Williams | Citizens Advice | AW | Committee Member |
| Lorna Mallon | Code Manager | LM | Subject Matter Expert |
| Glenn Sheern | Code Manager | GS | Subject Matter Expert |
| Samantha Briggs | Code Manager | SB | Change Delivery Manager |
| Lydia Bentley | Code Manager | LBe | Change Analyst |
| Gemma Dixon | Code Manager | GD | Change Analyst |
| Caroline Freimuller | Code Manager | CF | Change Analyst |
| James Hardy | Code Manager | JH | Change Analyst |
| Holly Law | Code Manager | HL | Change Analyst |
| Caroline Milner | Code Manager | CM | Technical Analyst |
| Ryan Dale | Code Manager | RD | Technical Analyst |
| Bradley Mercer | Code Manager | BM | Secretary |

## 1 INTRODUCTIONS

The Chair welcomed attendees to the meeting of the REC Change Panel (RECCP). LB advised Members that she would be taking over from JN as Chair of the RECCP effective immediately.

## 2 CONFIRMATION OF AGENDA

The Chair invited any additional items of business for consideration during the meeting; two additional items of business was raised and would be addressed at the foot of the agenda.

BM advised that currently there were no open actions on the Actions Log.

## 3 APPROVAL OF THE PREVIOUS MINUTES

The Chair invited Members to provide comments on the draft minutes of the meeting held on 18 June 2024. There were no questions or comments and RECCP Members approved the minutes as an accurate reflection of the meeting.

## 4 R0164 – REMOVING THE ENUMERATIONS FROM COMMUNICATIONS METHOD DATA ITEM (J0386)

As the Lead Analyst for R0164, LBe provided RECCP Members with an overview of the Final Change Report (FCR).

LBe informed Members that R0164 had been raised to accommodate a Balancing & Settlement Code (BSC) led change. LBe highlighted that the BSC change proposes to create a central register of permissible enumerations for the Communication Method Data Item ((DI50178) (J0386)), and this Change therefore seeks to update that Data Item appropriately to reflect the BSC modification.

LBe advised that, as a result of the BSC change, an update was required to the REC Data Specification with respect to data item DI50178. LBe confirmed that this would remove the current set list of methods that were under REC control and bring them under the control of the BSC instead, leaving a note to explain that this process was now managed by the BSC.

LBe advised that one consultation response had been received by the Code Manager which was in support of the change. LBe confirmed that the Code Manager recommendation was that R0164 was approved for implementation on 23 August 2024.

The Chair advised Members that they would be voting to Approve or Reject the FCR for R0164. RECCP Members noted the contents of the Change Proposal Plan (CPP) and:

- **AGREED** unanimously approve of the proposed change solution.
- **AGREED** unanimously to approve the proposed implementation approach.

- **AGREED** unanimously to approve the proposed implementation date of 23 August 2024.

## 5 R0167 – CHANGE IMPROVEMENTS

As the Lead Analyst for R0167, GD provided RECCP Members with an overview of the FCR.

GD informed Members that the change was seeking to make the required updates to Schedule 1 and Schedule 5, to enable process enhancements to be made to support improvements to the Change Process.

GD advised that several improvements to the change process had been identified by the Code Manager. GD confirmed that the proposed improvements had been shared with industry at meetings and events including a change process improvements webinar on 04 October 2023. GD provided Members with an overview of the improvements and highlighted that the key theme of the changes was earlier party input into the change process.

GD advised that, following the initial publication of the FCR, responses were generally supportive of the change; however, subsequent comments received from a service provider did not support the change. GD advised that the Code Manager had met with the service provider and resolved the issue, mitigating their concerns. GD advised that the Code Manager had also held a webinar on 20 June 2024 where stakeholders were given an overview of the proposed process and had the opportunity to ask questions. GD confirmed that the Code Manager had received good feedback from the session and that parties had indicated support for the change on the session.

GD advised that the Code Manager recommendation was that R0167 was approved for implementation on 19 July 2024.

The Chair advised that the Code Manager had done a lot of hard work in the development of the change and had been very proactive to feedback received through the process. The Chair echoed the positive feedback received by the Code Manager on the webinar and thanked the change team for their hard work in the development of the change.

The Chair advised Members that they would be voting to Approve or Reject the FCR for R0167. RECCP Members noted the contents of the CPP and:

- **AGREED** unanimously approve of the proposed change solution.
- **AGREED** unanimously to approve the proposed implementation approach.
- **AGREED** unanimously to approve the proposed implementation date of 19 July 2024.

## 6 R0049 – INTELLECTUAL PROPERTY RIGHTS AND SERVICES DATA MAIN BODY CHANGE

As the Lead Analyst for R0049, LBe provided Members with an overview of the Change Proposal Plan (CPP) and Initial Assessment Report (IAR).

LBe informed Members that R0049 had been raised by the Central Registration Service (CRS) Provider to address risks they have identified associated with Clause 13 of the REC Main Body, relating to Intellectual Property Rights (IPR). Operational realities that have emerged since the REC go-live mean that Clauses drafted prior to go-live may now need to be reviewed to reflect current CRS practices.

LBe advised that the change had taken a long time to progress from the time it was initially raised due to the complex nature of the legal discussions which needed to take place to form a solution. LBe advised that the change would be bypassing the Preliminary Change Report (PCR) stage and progressing straight to Consultation. LBe provided Members with an overview of the milestones within the CPP:

| | FROM | TO |
|---|---|---|
| PARTY IMPACT ASSESSMENT | 04/07/2024 | 26/07/2024 |
| PRELIMINARY CHANGE REPORT AND CONSULTATION ISSUED | 08/08/2024 | 08/08/2024 |
| CONSULTATION | 08/08/2024 | 30/08/2024 |
| FINAL CHANGE REPORT ISSUED | 10/09/2024 | 10/09/2024 |
| RESPONSIBLE COMMITTEE DECISION | 17/09/2024 | 17/09/2024 |
| APPEAL WINDOW CLOSURE | 01/10/2024 | 01/10/2024 |

AT advised that a consultation was currently live requesting views on moving the CRS and asked if this would have any impact on R0049. LB agreed to take an action to investigate the impact of the CRS consultation on R0049.

LB informed Members that the Code Manager was proposing that the RECCP was the Responsible Committee for the change. The Chair advised Members that they would be voting to approve or reject the CPP. RECCP noted the contents of the CPP and:

- **AGREED** unanimously to approve the Change Proposal Plan for R0049 – *Intellectual Property Rights and Services Data Main Body Changes*.

## 7 R0177 – CHANGE SMART METER INSTALLATION CONSUMER SURVEY SPECIFICATION SURVEY QUESTIONS TO A REC CATEGORY 2 DOCUMENT

As the Lead Analyst for R0177, CF provided Members with an overview of the CPP and IAR.

CF informed Members that the change was seeking to re-categorise the Smart Meter Installer Domestic and Micro-Business Customer Surveys to Category 2 documents. CF advised that this would allow REC Parties to raise changes to the documents. CF provided Members with an overview of the Milestones within the CPP:

| | FROM | TO |
|---|---|---|
| PRELIMINARY CHANGE REPORT AND CONSULTATION ISSUED | 05/07/2024 | 26/07/2024 |
| FINAL CHANGE REPORT ISSUED | 09/08/2024 | 09/08/2024 |
| RESPONSIBLE COMMITTEE DECISION | 20/08/2024 | 20/08/2024 |
| APPEAL WINDOW CLOSURE | 03/09/2024 | 03/09/2024 |

CF informed Members that the Code Manager was proposing that the RECCP was the Responsible Committee for the change. The Chair advised Members that they would be voting to approve or reject the CPP. RECCP noted the contents of the CPP and:

- **AGREED** unanimously to approve the Change Proposal Plan for R0177 – *Change Smart Meter Installation Consumer Survey Specification Survey Questions to a REC Category 2 Document.*

## 8 UPDATE ON R0155 – CHANGE OF TENANCY

JH informed Members that R0155 was seeking to address industry concerns with the Non-Domestic Change of Tenancy (CoT)/Change of Occupier (CoO) process identified by Non-Domestic Suppliers, Third Party Intermediaries (TPIs), Consumers and bring improvements to the CoT/CoO process.

JH advised that Solution Development of the change had now been completed in line with the milestone and the industry workgroup supporting the development of the solution had been closed. Members were informed that the draft solution was currently with REC legal advisors for review and to be built into formal legal text.

JH advised that following the legal review, an extended Party Impact Assessment of five weeks would be triggered. JH confirmed that the Code Manager would return to the Change Panel with a further update and an updated CPP in advance of the Party Impact Assessment.

DTF asked if Ofgem was aware of the solution development work and what the proposed solution would look like. JH confirmed that the Code Manager had met regularly with Ofgem on the change and that they were in attendance at the workgroup meetings.

## 9 CHANGE PROPOSAL TRACKER

### 9.1 R0137 – INTRODUCING THIRD PARTY INTERMEDIARY (ENERGY BROKER) ASSURANCE AND ACCREDITATION

SB advised that RECCo and the Code Manager had been working collaboratively on the draft legal text for this change and expected to have a version ready for a Service Provider and Party Impact Assessment very shortly.

SB highlighted that the Code Manager hoped to be presenting an IAR and CPP to the next Change Panel.

## 10 AOB

### 10.1 COMMITTEE MEMBER NOMINATIONS

BM advised that the Nomination Period for Committee Members was closing on 03 July 2024 and urged parties to submit Nominations for the vacancies if they had not done so already.

### 10.2 JOY NNAMANI

BM thanked JN for all her hard work as Chair of the REC Change Panel and wished her the best of luck in her future work at RECCo on behalf of the Code Manager and RECCP. JN thanked Members for their engagement on the Panel during her tenure as Chair.