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REC CHANGE PANEL MEETING
MEETING MINUTES

MEETING	**RECCP_24_0820**
DATE	**20 August 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
Andy Clasper	Gas Networks	AC	Committee Member
Alex Travell	Electricity Networks	AT	Committee Member
Dave Wright	MEMs	DW	Committee Member
Lynne Fallon	Independent SME	LF	Committee Member
Sebastian Eyre	Independent SME	SE	Committee Member
Faye Brooks	Citizens Advice	FB	Committee Member
Jonathan Coe	Ofgem	JC	Committee Member
Lorna Mallon	Code Manager	LM	Subject Matter Expert
Paul Witton-Dauris	Code Manager	PWD	Head of Change
Caroline Freimuller	Code Manager	CF	Change Analyst
Gemma Dixon	Code Manager	GD	Change Analyst
James Hardy	Code Manager	JH	Change Analyst
Lydia Bentley	Code Manager	LBe	Chasnge Analyst
Caroline Milner	Code Manager	CM	Technical Analyst
Bradley Mercer	Code Manager	BM	Secretary

1 INTRODUCTIONS

The Chair welcomed attendees to the meeting of the REC Change Panel (RECCP). BM advised that apologies had been received from Paul Gath (Committee Member) and Glenn Sheern (Subject Matter Expert).

2 CONFIRMATION OF AGENDA

The Chair invited any additional items of business for consideration during the meeting; no additional items of business were raised. BM advised that there were currently no open actions on the Actions Log.

LM advised that the Code Manager had launched the updated Change documentation as a result of the improvements to the Change Process. LM advised that the dates within the Proposal Plans would assign months to specific Milestones rather than specific dates. LM confirmed that this would reduce the number of requests sent to RECCP Members to re-baseline Proposal Plans. LM invited Members to provide any feedback they had on the new templates to the Code Manager via the Secretary or the Change mailbox.

3 APPROVAL OF THE PREVIOUS MINUTES

The Chair invited Members to provide comments on the draft minutes of the meeting held on 06 August 2024. BM advised that LF had suggested an amendment to correct a typo on page 3 in advance of the meeting. There were no further comments, and the minutes were approved as an accurate reflection of the meeting, subject to the amendment being made.

4 R0188 – HOUSEKEEPING AMENDMENTS

As the Lead Analyst for R0188, GD provided Members with an overview of the Housekeeping Change Report.

GD confirmed that the Housekeeping Change Proposal was proposing to make non-material changes to the REC Products following the approval of R0167 – *Change Process Improvements Following Code Manager Review*. GD advised that the term Gas Network Operator would be changed to Gas Transporter within the REC Change Panel Terms of Reference (ToRs) to reflect the terminology used in other Committee ToRs.

GD advised that DW and SE had made comments on the change via the Collaboration Space around the change of terminology in the RECCP ToRs from approving plans to ratifying plans. GD confirmed that the proposed amendment had been reverted to approved in R0188 and clarified that there was not an intention to change the objectives of the RECCP when approving a Proposal Plan.

GD advised that the Code Manager recommended that R0188 was approved for implementation on 06 September 2024.

The Chair advised Members that they would be voting to approve or reject the Housekeeping change proposal. RECCP Members noted the contents of R0188 and:

- **AGREED** unanimously to approve change solution.
- **AGREED** unanimously to approve the implementation approach.
- **AGREED** unanimously to approve the implementation date of 06 September 2024.

5 R0177 – CHANGE SMART METER INSTALLATION CONSUMER SURVEY QUESTIONS TO A REC CATEGORY 2 DOCUMENT

As the Lead Analyst for R0177, CF provided Members with an overview of the Final Recommendation Change Report.

CF informed Members that the change had been raised following feedback received from parties at the R0152 Working Group. CF advised that currently REC Parties were unable to raise Changes or Issues against the Smart Meter Installation Domestic and Micro-Business Consumer Surveys. CF advised that R0177 was seeking to categorise the Surveys as a REC Category 2 document which would allow REC parties to raise changes and Issues.

CF advised that the issue had been discussed at the REC Issues Group to get a sense of the appetite of the change from industry. CF highlighted that six consultation responses had been received which were all in favour of the solution.

CF informed Members that the Code Manager recommendation was that R0177 was approved for implementation on 06 September 2024.

The Chair advised Members that they would be voting to approve or reject the Final Recommendation Change Report. RECCP Members noted the change and:

- **AGREED** unanimously to approve change solution.
- **AGREED** unanimously to approve the implementation approach.
- **AGREED** unanimously to approve the implementation date of 06 September 2024.

6 I0173 – IMPROVEMENTS TO THE THEFT DETECTION INCENTIVE SCHEME

As the Lead Analyst for the Issue, EH provided Members with an overview of the Change Issue Proposal Plan.

EH informed Members that I0173 was seeking to adjust the current Theft Detection Incentive Scheme (TDIS) calculation. EH advised that currently parties only received an incentive payment for confirmed thefts. EH highlighted that I0173 would grant parties incentive payments for desktop investigations and site visit investigations. EH advised that the Code Manager was proposing that this would be an Authority determined change and as such the RECCP would be the Responsible Committee. EH provided Members with an overview of the Proposal Plan:

Milestone	Activity	From	To
Definition		**24-Apr-24**	**31-Oct-24**
	Solution Development	April	August
	Impact Assessment	August	September
	Legal Review	September	October
	Solution Refinement	October	October
Change Proposal		**31-Oct-24**	**29-Nov-24**
	Business Case Assessment	October	October
	Consultation	October	October
	Final Determination	November	November
Voting		**03-Dec-24**	**03-Dec-24**
	Issued for Authority Determination	04-Dec-24	04-Dec-24

DW asked if parties would be receiving payment for investigations which did not result in a confirmed theft, EH confirmed that this would be the case. DW identified the risk of parties over reporting desktop and site audits to game the system.

EH advised that currently parties experience costs for conducting investigations and they do not receive incentive payments in return, however, this was the correct behaviour to identify confirmed thefts, and the change was seeking to reinforce this behaviour with incentive payments. DW asked if there would be monitoring of the investigations to ensure parties were using the system as intended, EH advised that monitoring of performance was currently being investigated.

DTF advised that he was disappointed that changes were still being developed to the TDIS which included a huge amount of money which was ultimately picked up by the end consumer and which did not work. DTF advised that the industry had expected a large-scale review of Theft and that TDIS would be wound down. DTF advised that he had fed this back to RECCo as well and that after over two years of the REC there was not a new approach to Theft and Theft Reporting. EH thanked DTF for his feedback.

EH 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 Proposal Plan. RECCP noted the contents of the Proposal Plan and:

- **AGREED** unanimously to approve the Proposal Plan for I0173 - *Improvements to the Theft Detection Incentive Scheme*.

7 PROPOSAL PLAN UPDATE - R0155 – CHANGE OF TENANCY

As the Lead Analyst for R0155, JH provided Members with an overview of the Proposal Plan.

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

JH advised that the solution had been developed by a Working Group which had been well attended by Suppliers, TPIs, and Consumer groups. JH confirmed that the solution was being reviewed by the REC legal advisors and had undergone a Service Provider Impact Assessment by the REC Performance Assurance Team. JH advised that the solution was now in a position to move towards Party Impact Assessment.

JH highlighted that the previous iteration of the Proposal Plan had only provided milestones for the Solution Development period and the updated Plan provided milestones for the Impact Assessment:

Milestone	Activity	From	To
Definition		**19-Dec-23**	**31 Oct-24**
	Solution Development	**Completed**	**Completed**
	Legal Review	**Completed**	**Completed**
	Impact Assessment	August	September
	Solution Refinement	September	October
	Update to Responsible Committee	October	October

DTF asked if any parties had submitted comments or feedback on the solution at this stage. JH advised that the Code Manager had engaged with some parties which involved taking them through the plan and the engagement points. JH advised that the Code Manager was trying to ensure that the process was equal for all parties involved so had been asking parties to save any feedback for the Impact Assessment (IA) period.

LM advised that the Code Manager had engaged with Trade Associations to ensure that they were ready to submit responses when the IA window opened. LM advised that TPIs had agreed to reinforce the communications through LinkedIn. LM highlighted that there was also a Customer version of the IA response form, and the Code Manager was encouraging Customers to submit responses.

BA advised that Energy UK had held a meeting around R0155 and asked if the output of this meeting had been shared with the Code Manager. LM confirmed that the Code Manager had been in receipt of a communication from Energy UK which would be included within the IA responses.

JH 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 Proposal Plan. RECCP noted the contents of the Proposal Plan and:

- **AGREED** unanimously to approve the Proposal Plan for R0155 – *Change of Tenancy*.

8 CHANGE PROPOSAL TRACKER

8.1 R0185 – AMENDMENT PROPOSAL: RECCO ACCESS PROVISION TO RECCO SERVICES

CF advised that following advice from the REC legal advisors it had been agreed with the Proposer that this change was not required and the Proposer (RECCo) has withdrawn this change. CF advised that the adoption window was open until 23 August 2024.

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

CF advised that the Party Impact Assessment period was open, and parties had until 09 September 2024 to submit their responses.

CF highlighted that a separate Request for Information (RFI) for documents related to the REC Services Accreditation Scheme which forms part of the R0137 solution has also been opened and is running alongside the dates as above.

8.3 R0098 – OPTIONAL FUZZY SEARCHING IN EES

EH informed Members that this Change Proposal was scheduled for release on 28 June 2024, however during performance testing of the changes applied to the EES API to accommodate the R0098 requirements, a degradation of response time was identified.

EH advised that the release was then delayed until 23 August 2024, however the performance issues identified have not yet been fully resolved. The decision has been taken to continue to exclude R0098 from the August 2024 release to ensure the ongoing stability of the EES API.

8.4 R0108 – ENABLING EES SEARCHES USING A UPRN

EH advised that due to concerns around the impact of this change on the performance of the API the change had been removed from the 23 August 2024 Release.

8.5 R0182 - LEVELISATION RECONCILIATION ELECTRICITY SINGLE-RATE/MULTI-REGISTER SPLIT

LBe informed Members that the Code Manager had conducted a Party Impact Assessment between 26 July 2024 and 09 August 2024, from which only one response was received. The Code Manager is currently reviewing this response with its legal advisors and with RECCo.

LBe confirmed that the Code Manager would publish a Change Report and proceed to Consultation by 30 August 2024. As the Change was raised with a fully formed solution, and because no substantive changes to the legal text are anticipated as a result of the aforementioned IA response discussions, the Change is proceeding directly to Consultation.

9 AOB

The Chair invited attendees to provide AOB, there was no AOB, and the meeting was closed.