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_0507**
DATE	**07 May 2024, 13:00**
LOCATION	**By teleconference**

Attendee	Representing	Initials	Role
Joy Nnamani	Retail Energy Code Company	JN	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
Paul Gath	Independent SME	PG	Committee Member
Sebastian Eyre	Independent SME	SE	Committee Member
Grace Royal	Authority	GR	Alternate Member
Alice Williams	Citizens Advice	AW	Committee Member
Glenn Sheern	Code Manager	GS	Subject Matter Expert
Holly Law	Code Manager	HL	Release Manager
Gemma Dixon	Code Manager	GD	Change Analyst
Elise Handy	Code Manager	EH	Change Analyst
Caroline Freimuller	Code Manager	CF	Change Analyst
Beth Brown	Code Manager	BB	Change 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 Jonathan Coe (Committee Member) and that Grace Royal would be attending as his Alternate.

2 CONFIRMATION OF AGENDA

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

3 APPROVAL OF THE PREVIOUS MINUTES

The Chair invited Members to provide comments on the draft minutes of the meeting held on 16 April 2024. There were no comments or questions and RECCP Members approved the minutes as an accurate reflection of the meeting.

4 REVIEW OF ACTIONS LOG

BM provided an overview of the below actions on the Actions Log:

RECCP_24_0416_01: Code Manager to amend the change summary of R0105 - Review of ONAGE SLAs to include reference to the appointment of MEMs.

BM advised that the change summary had been updated following the approval of the Change Proposal Plan on 16 April 2024 **– Closed.**

RECCP_24_0416_02: Code Manager to provide an update to the 07 May 2024 Change Panel meeting detailing the request to withdraw the Change Proposal Plan for R0037.

BM advised that the Code Manager had confirmed with the MHHS Programme that the Secure Data Exchange Service (SDES) was within the scope of the MHHS Code Freeze and as such R0037 could not progress in accordance with the current Change Proposal Plan. BM added that a further update would be provided under agenda item 9 **– Closed.**

5 R0165 – PREPAYMENT METHOD LEVELISATION RECONCILIATION HOUSEKEEPING CHANGE REPORT

As the Lead Analyst for R0165, HL provided RECCP Members with an overview of the Housekeeping Change Report.

HL advised that the Code Manager had identified a number of typographical and formatting errors, as well as opportunities to provide clarity within Schedule 31 – Prepayment Method Levelisation Reconciliation. HL informed Members that R0165 met the criteria of a Housekeeping Change Proposal and as such was subject to the Housekeeping Change Proposal process, rather than the standard change process.

HL advised that the Code Manager recommendation was that Change Proposal R0165 was Approved for implementation on 10 May 2024.

The Chair informed Members that they would be voting to approve or reject the Housekeeping Change Report for R0165. The Chair asked Members to vote on R0165; RECCP Members:

- **AGREED** unanimously to approve the proposed change solution for R0165.
- **AGREED** unanimously to approve proposed implementation approach for R0165.
- **AGREED** unanimously to approve the proposed implementation date of 10 May 2024.

6 R0146 – DATA SPECIFICATION UPDATE FOR REFRESH FUNCTIONALITY

As the Lead Analyst for R0146, GD provided RECCP Members with an overview of the Change Proposal Plan and Initial Assessment Report.

GD advised that R0146 had been raised to update the Data Specification and to align it with the changes made during implementation of change proposal R0067 – *Introduction of CSS Refresh Functionality*. GD provided Members with an overview of the Milestones within the Change Proposal Plan:

	FROM	TO
PRELIMINARY CHANGE REPORT AND CONSULTATION ISSUED	16/05/2024	10/06/2024
FINAL CHANGE REPORT ISSUED	19/06/2024	19/06/2024
RESPONSIBLE COMMITTEE DECISION	26/06/2024	26/06/2024
APPEAL WINDOW CLOSURE	10/07/2024	10/07/2024

EH informed Members that the Code Manager was proposing that the REC Technical Expert Panel (RECTEP) 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 R0146 – *Data Specification Update for Refresh Functionality*.

7 R0166 – REMOVAL OF THE GREEN DEAL PANEL

As the Lead Analyst for R0166, GD provided RECCP Members with an overview of the Change Proposal Plan and Initial Assessment Report.

GD informed Members that this Change Proposal was seeking to remove the Green Deal Panel Terms of Reference from the REC Baseline Statement and product set, and to amend the Change Panel Terms of Reference to incorporate consideration of Green Deal business. GD added that since the inception of the Green Deal Panel at REC go-live it had not met. GD provided Members with an overview of the Milestones within the Change Proposal Plan:

	FROM	TO
PRELIMINARY CHANGE REPORT AND CONSULTATION ISSUED	09/05/2024	23/05/2024
FINAL CHANGE REPORT ISSUED	07/06/2024	07/06/2024
RESPONSIBLE COMMITTEE DECISION	18/06/2024	18/06/2024
APPEAL WINDOW CLOSURE	02/07/2024	02/07/2024

GD confirmed that where Green Deal business was to be discussed at the RECCP representatives from Green Deal Providers would be invited to attend the meeting in a Subject Matter Expert (SME) capacity.

SE queried how many active Green Deal Plans there were left; PG advised that there were around 13,000 active Green Deal Plans. GS added that the number of Plans was reducing due to Plans being paid off.

DW asked if the Code Manager was confident, it held the right skill set to assess Green Deal business when it arose. The Code Manager explained that relevant Green Deal SMEs would be engaged as SMEs.

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 CPP. RECCP noted the contents of the CPP and:

- **AGREED** unanimously to approve the Change Proposal Plan for R0166 – *Removal of the Green Deal Panel*.

8 R0167 – CHANGE PROCESS IMPROVEMENTS FOLLOWING CODE MANAGER REVIEW

GD informed Members that the Code Manager had been working with internal and external stakeholders to identify improvements which could be made to the REC change process. GD advised that R0167 was seeking to bring about these improvements to create a more efficient streamlined process.

GD advised Members that the Code Manager had proposed a tight Change Proposal Plan which was being driven by a Code Manager commitment to RECCo on the Change Improvement Project which would target a June 2024 implementation.

GD advised that since publication of the Change Proposal Plan and Initial Assessment Report comments had been received from stakeholders which required clarification and action from the Code Manager before the change could progress to Consultation. GD confirmed that the Code Manager was not seeking a decision on the Change Proposal Plan now as the comments required consideration.

GD advised that once the Code Manager had resolved the comments Members would be requested to vote on the Change Proposal Plan ex-committee via the Collaboration Space or an extraordinary meeting if required.

The Chair advised that the Code Manager had been working hard on identifying and implementing improvements over the past few months and some of the improvements could already be seen. The Chair advised that whilst it was appreciated that the Code Manager was moving the change at pace, it was vital that the quality of the change was prioritised over the speed of which it could be implemented.

9 REMOVAL OF R0037 - PREPAYMENT CREDIT BALANCE & DEBT TRANSFER PROCESSES CHANGE PROPOSAL PLAN

CF provided Members with an update on R0037 advising that the change was affected by the Marketwide Half Hourly Settlement (MHHS) Code Freeze. CF advised that the solution of R0037 would be making amendments to Central Switching Service (CSS) Market Messages which were off limits from change. CF advised that due to the shared technical architecture with the Electricity Enquiry Service (EES), the Secure Data Exchange Service (SDES) was also included within the Code Freeze.

CF advised that the Code Manager would not be able to progress in accordance with the current Change Proposal Plan due to the Code Freeze. The Chair informed Members that they would be voting to withdraw the Change Proposal Plan for R0037. RECCP Members noted the request and:

- **AGREED** unanimously to withdraw the Change Proposal Plan for R0037.

10 CHANGE PROPOSAL TRACKER

10.1 R0079 – ADDITION OF PREVIOUS MEM TO THE EES API

GS advised that the Proposer had withdrawn this change with a view of re-submitting it post MHHS Go Live. GS advised that the adoption window would close on 13 May 2024.

10.2 R0130 – UPDATES TO THE DATA ACCESS MATRIX

GS informed Members that this Change Proposal was taken down the new data access route and newly approved access was awaiting implementation. GS advised that since raising the Change Proposal, the UKRPA had stopped its fraud reporting service within Great Britain and will no longer require Enquiry Services access. GS highlighted that its current access is now in the process of being revoked. GS advised that the adoption window would close on 20 May 2024.

10.3 R0151 – IMPLEMENTATION OF OCSP IN ADDITION TO CRL

Members were advised that this change had been withdrawn by the Proposer. GS highlighted that the rationale for withdrawing the proposal was that the benefits afforded by this change will not be fully realised until 2026 (renew of digital certificates), and the risk profile around

revoked certificates remains unchanged during this period. Adoption window closes 13 May 2024.

10.4 R0153 – CATERING FOR REGISTRATION EVENTS

GS advised that an investigation was held into the requirements of this change and into other issues identified with the CSS Business Process and Logic. Members were informed that Landmark had provided data relating to the number of incidents for three different scenarios which had been identified. GS advised that a discussion had been held between the Code Manager, DCC and Landmark, and agreed that they will look to combine all identified issues into a new REC Change Proposal.

11 AOB

11.1 RECPAB SUPPLIER REPRESENTATIVE

BM advised that the Code Manager would be accepting nominations for the Supplier vacancy on the REC Performance Assurance Board until 17:00 on 10 May 2024.