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_25_1007**
DATE	**07 October 2025, 13:00**
LOCATION	**By teleconference**

Attendee	Representing	Initials	Role
Lindsay Biginton	Retail Energy Code Company	LB	Chair
Ben Atkinson	Domestic Suppliers	BA	Committee Member
Harry Hailwood	Non-Domestic Suppliers	HH	Committee Member
Andy Clasper	Gas Networks	AC	Committee Member
Martin Brailsford	Metering Equipment Managers	MB	Committee Member
Alex Travell	Electricity Networks	AT	Committee Member
Sebastian Eyre	Independent SME	SE	Committee Member
Keith Foster	Independent SME	KF	Committee Member
Paul Gath	Independent SME	PG	Committee Member
Alice Williams	Consumers	AW	Committee Member
Faye Brookes-Lewis	Consumers	FBL	Observer
Cristina Ullastre	Authority	CU	Observer
Maxime Van-Eyseren	Code Manager	MVE	REC Technical Services
Lorna Mallon	Code Manager	LM	Subject Matter Expert
Annabel Ashworth	Code Manager	AA	Change Analyst
James Hardy	Code Manager	JH	Senior Change Lead
Holly Law	Code Manager	HL	Change Delivery Manager
James Rees	Code Manager	JR	Secretariat

1 INTRODUCTIONS

The Chair welcomed attendees to the meeting of the REC Change Panel (RECCP).

2 CONFIRMATION OF AGENDA

The Chair invited any additional items of business for consideration during the meeting; one additional item of business was raised ahead of the meeting.

3 APPROVAL OF PREVIOUS MINUTES

RECCP Members unanimously approved the draft minutes from the previous meeting held on 16 September 2025. The approved minutes will be published as 'final' and made available via the Portal no later than 08 October 2025.

4 R0201 – CREATION OF A TOOL TO MANUALLY CORRECT ELECTRICITY RETAIL DATA SERVICE (ERDS)/CENTRAL SWITCHING SERVICE (CSS) DISCREPANCIES

As the Lead Analyst for R0201, HL provided an overview of the Change.

HL informed Members there have been instances where ERDS can be misaligned with the CSS, and under the Market-wide Half Hourly Settlement (MHHS), there is no mechanism for manual correction, which is in place today. HL advised from MHHS go-live, the Supplier will not be able to appoint their preferred agents. HL explained this issue only applies to MHHS Migrated Metering Points, as the existing mechanism for manually correcting data would be used if the issue is related to a non-migrated Metering Point.

HL mentioned if a Supplier cannot appoint it's agents, this may prevent them from accurately billing the Consumer. HL highlighted changes are proposed to the ERDS Service Definition, REC Schedule 14 – Metering Operations and the Performance Assurance Reporting Catalogue (PARC). HL noted Distributor Network Operativess will be required to implement the tool by the implementation date of R0201, and on an on-going basis, they will be required to actively identify and resolve discrepancies.

HL advised five responses were received on the Consultation, four from DNO's and one from the Meter Point Registration Service (MPRS) Provider. HL highlighted the respondents were supportive of R0201 and that it should be implemented, with explanations provided on why there were mismatches that need to be resolved using the tool. HL noted all the respondents agreed with the proposed solution.

HL informed Members the total costs to implement R0201 would be £1,240,000 - £2,048,000, which would be distributed across all forty Distribution Network Operator's (DNOs) and Independent Distribution Network Operator's (IDNOs) in their role as ERDA's. HL mentioned all ERDA's are supportive of implementing the change and the benefits outweigh the costs to implement. HL highlighted there are no directs costs to the REC.

HL advised R0201 will provide the means to introduce a process to correct agent appointments following a mismatch between the Central Switching Service and the ERDS, which will help prevent settlement and billing errors.

HL informed Members they would be voting to approve the proposed solution, proposed implementation approach and proposed implementation date of 27 March 2026.

RECCP Members noted the Code Managers recommendation; and

- **AGREED** unanimously to approve the proposed solution;
- **AGREED** unanimously to approve the proposed implementation approach; and
- **AGREED** unanimously to approve the proposed implementation date of 27 March 2026.

5 R0269 – SCHEDULE 5 CHANGE MANAGEMENT – CLARITY AND TYPOGRAPHICAL REVIEW

As the Lead Analyst for R0269, JH provided Members with an overview of the Change.

JH informed Members that following the implementation of R0167 and the introductions of the REC Issues process, the Code Manager has identified several opportunities to enhance clarity and correct typographical errors in REC Schedule 5 – Change Management. JH highlighted these issues have led to confusion for both the Code Manager and REC Parties, and in some cases, have resulted in procedural inefficiencies and unnecessary burdens on Sub-Committees.

JH explained the Code Manager has reviewed REC Schedule 5 and has proposed legal text amendments to improve the clarity and governance of the Change Process, by refining definitions, roles, timelines and documentation standards. JH commented that to support these changes, new and updated definitions will be introduced in REC Schedule 1 – Interpretations and Definitions, including terms such as Alternative Issue, Category 3 Change Proposal, and the various Change Report stages. JH noted the proposed solution includes the following:

- Further clarity and distinction between Change Proposal and Issue (and Alternatives);
- Clarity for the resolved Issues procedure;
- Clarity on how a submission will only be accepted as a Change Proposal if it includes a fully developed solution;
- The steps for the Code Manager to notify Change Panel if a submission is not accepted;
- Clear distinction on the meaning of each Change Report stage between Proposal Plan, Impact Assessment, For Consultation and Final Recommendation;
- Provision for Responsible Sub-Committees to have the ability to ratify updates to Proposal Plans (Paragraph 10.4 – new);
- Clarity on Service Provider Impact Assessment timetables;
- Clarity on how the Code Manager may decide to reissue a Change Proposal for Consultation, and how many changes post Consultation will be documented in the Change Report (Final Recommendation); and
- Typographical and terminology corrections

JH informed Members one response was received on the Consultation from a DNO, and they were mostly supportive of the proposed solution, however made some suggested amendments. JH highlighted the respondent commented that the paragraph 19.3 “Any changes made after Consultation shall be documented in the Change Report (Final Recommendation). The Code Manager may decide to re-issue the Change Proposal for Consultation if it is felt the changes suggested at Consultation are significant enough to warrant this”. JH noted the respondent stated ‘must’ could be used rather than ‘shall’. JH explained the legal advice received previously on other Change Proposals has indicated ‘shall’ is the preferred wording, as it allows for situations where other steps may be taken to fulfil the same obligations.

JH informed Members they would be voting to approve the proposed solution, proposed implementation approach and proposed implementation date of 07 November 2025.

RECCP Members noted the Code Managers recommendation; and

- **AGREED** unanimously to approve the proposed solution;

- **AGREED** unanimously to approve the proposed implementation approach; and
- **AGREED** unanimously to approve the proposed implementation date of 07 November 2025.

6 I0273 – SHARING OF STANDARD SETTLEMENT CONFIGURATION (SSC) AND TIME PATTERN REGIME (TPR) FOR MHHS SMART AND ADVANCED METERS

As the Lead Analyst for I0273, JH provided an overview of the Issue.

JH informed Members that I0273 has been raised to explore whether there are other scenarios where the SSC is required for Advanced and Smart meters, what updates are needed to the population and validation rules for the SSC data item, and whether a mechanism is needed to communicate register level TPR information. JH advised the MHHS design does not mandate the use of SSC or support register-level TPR data for Advanced and Smart Meters. JH commented this creates gap in data availability for certain settlement scenarios.

JH informed Members the proposed solution is yet to be determined, however I0273 will be a non-urgent Self-Governance Change, with the Metering Expert Panel (MEP) as the Responsible Committee. JH highlighted the next step in the Stakeholder Engagement will be an Information Request, which will be issued by the Code Manager in October 2025. JH noted this will provide impacted stakeholders with an opportunity to share their current experiences and feedback, helping the Code Manager to better understand the scope of the issue.

JH advised Stakeholders will be invited to submit any concerns, recommendations or risks they associate with potential solution options. JH mentioned after this, the Solution Development will continue, and the Code Manager will be able to review the Proposal Plan.

JH provided Members with an overview of the milestones within the Change Report Proposal Plan.

Milestone	Activity	From	To
Definition		**02 Sept-25**	**31 Mar-25**
	Solution Analysis	September	November
	Change Issues Group Engagement	September	March
	Information Request	October	November
	Solution Development	December	March

RECCP Members noted the Change Report; and

- **AGREED** unanimously to approve the Proposal Plan; and
- **AGREED** unanimously to approve the Issue Pathway and Responsible Committee.

7 I0277 – DATA LATENCY SERVICE LEVEL AGREEMENT (SLA) FOR GAS ENQUIRY SERVICE

As the Lead Analyst for I0277, BA provided an overview of the Issue.

BA informed Members the current performance level for processing of data from the Central Data Switching Provider (CDSP) is no longer fit for purpose and does not reflect the operational capability of the service. BA explained the CDSP is currently not meeting these performance levels on a monthly

basis. BA Commented the current wording of the performance levels has led to ambiguity around the process time for data transferring through the UK link estate and into the Gas Enquiry Service (GES) platform.

BA highlighted the performance levels are not aligned with the system and service performance. BA noted the proposed solution is to amend the legal texts of the GES Definition Document to clarify the SLAs for data processing and REC Schedule 1 – Interpretations and Definitions, to include UK link as a defined term. BA advised I0277 will be a non-urgent Self-Governance change, with the Technical Expert Panel (TEP) as the Responsible Committee.

BA mentioned pending approval, a Consultation will be issued from 10 October – 31 October 2025, with the vote going to TEP on 26 November 2025.

BA provided Members with an overview of the milestones within the Change Report Proposal Plan.

Milestone	Activity	From	To
Definition		**21 Aug-25**	**10 Oct-25**
	Solution Development	August	September
	Code Manager Initial Assessment	September	September
	Legal Review	September	September
	Business Case Assessment	September	October
Change Proposal		**11 Oct-25**	**25 Nov-25**
	Consultation	October	November
	Final Determination	November	November
Voting		**26 Nov-25**	**26 Nov-25**
	Appeal Window	27 November	10 December

RECCP Members noted the Change Report; and

- **AGREED** unanimously to approve the Proposal Plan; and
- **AGREED** unanimously to approve the Issue Pathway and Responsible Committee.

8 CHANGE PROPOSAL TRACKER

HL provided Members with the latest Change Proposal Tracker Update.

HL highlighted there have been five new submissions since the last update:

- I0282 – Return of Legacy Meters – This issue was accepted by the Code Manager on 18 September 2025.
- R0283 – Annual Address Management Plan Updates – This Change Proposal was accepted by the Code Manager on 18 September 2025.
- I0284 – Updates to REC Schedule 14 Measurement Transformers Commissioning Timescales – This issue was accepted by the Code Manager on 25 September 2025.

- I0285 – Organisations with Multiple Role Types with Electricity Enquiry Service (EES) and Secure Data Exchange Portal (SDEP) Access – This issue was accepted by the Code Manager on 25 September 2025.
- I0286 – Clarification on Detailed Impact Assessment Activities – This Issue was accepted by the Code Manager on 02 October 2025.

HL confirmed there have been three Sub-Committee decisions since the last update:

- R0243 – Transfer of SSC and TPR Data Item Ownership – On 24 September 2025, the TEP voted to approve R243 for implementation on 07 November 2025.
- R0254 – Non Domestic Change of Occupier Reporting (R0155 Solution) – On 30 September 2025, the Performance Assurance Board (PAB) voted to approve R0254 for implementation on 07 November 2025.
- R0256 – MM/00023/D0135 – Asset Condition Report Clarification of intent on R0021/R0101 – On 24 September 2025, the TEP voted to approve R0256 for implementation on 27 February 2026.

HL provided further updates regarding to other Changes and Issues.

- R0178 – Improvements to CSS Business Process Logic – The solution options and requirements were further discussed at a closed Technical Change Workshop meeting on 07 October 2025, with the impacted Service Providers.
- R0179 – Proposal for Limiting Queries in EES API Calls (Single Query Per API Call) – Consultation on a new implementation date is open until 10 October 2025.
- I0197 – Introducing a Process to Provide Updates During Fault Responses – The next meeting of the I0197 Working Group will be held on 22 October 2025 at 14:00 – 15:30. This will be a joint electricity and gas session to review activities to date and determine the next steps.
- I0266 – REC Data Specification Clarifications – Party Impact Assessment is open for an extended period of time due to the volume of information to review. This will close on 28 November 2025.

9 ANY OTHER BUSINESS

No further additional business was discussed. The Chair closed the meeting.