RETAIL ENERGY CODE

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REC CHANGE PANEL MEETING
MEETING MINUTES

MEETING	**RECCP_25_1021**
DATE	**21 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
Sebastian Eyre	Independent SME	SE	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
April Harbour	Code Manager	AH	REC Technical Services
Maxime Van-Eyseren	Code Manager	MVE	REC Technical Services
Lorna Mallon	Code Manager	LM	Subject Matter Expert
Annabel Ashworth	Code Manager	AA	Change Analyst
Caroline Freimuller	Code Manager	CF	Senior Change Lead
Francine Peyroux-Sissoko	Code Manager	FPS	Change Analyst
Lydia Bentley	Code Manager	LB	Senior Change Lead
James Rees	Code Manager	JR	Secretariat

1 INTRODUCTIONS

The Chair welcomed attendees to the meeting of the REC Change Panel (RECCP). Apologies were received from Keith Foster (RECCo).

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

JR informed Members that comments were received on the previous minutes from Keith Foster, the comments were around;

- Keith attended the CP Meeting on 07 October 2025, however, wasn't listed as an Attendee.
- R0269 – Schedule 5 Change Management: Clarity and Typographical Review – There was a typo in the paragraph under the Solution bullet points. The minutes stated, 'Code Manger' rather than 'Code Manager'.
- In the Sub-Committee Decision section of the Change Proposal Tracker Update, the minutes stated 'Sub-Committee Decisions', however there was only one Sub-Committee decision.

No further comments were raised on the minutes, and they will be uploaded as Final no later than 22 October 2025.

4 RECCO ANNUAL STAKEHOLDER SATISFACTION SURVEY

The Chair informed Members that the Retail Energy Code Company (RECCo) Annual Stakeholder Satisfaction Survey was open, allowing Members to share direct feedback on how RECCo are managing the Retail Energy Code (REC) Services. Members were encouraged to complete the survey at the meeting.

5 R0096 – CSS MESSAGE REGENERATION FUNCTIONALITY

As the Lead Analyst for R0096, BA provided Members with an update on the Change.

BA explained that in January 2025, the Technical Design Authority (TDA) issued a Detailed Impact Assessment (DIA) for the Central Switching Service (CSS) Provider to complete design up-front. BA highlighted the DIA was completed on 22 August 2025 and following the solution refinement, the DIA was completed and issued to the TDA in October 2025.

BA advised that due to significant changes in the design of the solution, the Code Manager and TDA required additional time to engage with the Change Issues Group (CHIG) and the Technical Expert Panel (TEP) in November. BA noted a comment was received on this Change ahead of the meeting, around the CSS Provider requiring 90 weeks to develop and test the solution, meaning implementation is no sooner than Autumn 2027 and requesting every effort is made to accelerate the timetable.

MVE highlighted that the original Preliminary Impact Assessment (PIA) was conducted two years ago and, since then, the Change Proposal has had the design completed up-front. MVE advised the TDA received the completed impact assessment from the CSS Service Provider soon after that. MVE mentioned that given the amount of time elapsed between the original PIA and where we are now, the CSS systems have changed significantly and, as a result, the design of the solution for R0096 has also changed. Additionally, there has been a large number of CSS changes implemented, and lessons learned sessions.

MVE informed Members the new proposed solution for R0096 takes into consideration system maturity and lessons learned over the last year, to ensure that it is as robust as it needs to be. The total of approximately 90 weeks includes a significant mobilisation period to ensure the right resources are

mobilised for the build phase and a start up phase as well. TDA is engaging with the CSS Provider and the Switching Operator to see where this timeline can be reduced, but at the moment, it is unlikely that implementation can be fit into a different REC release window. As such, the Code Manager feels that the estimated 90 weeks is reasonable, considering the need to ensure this build is done properly and the solution is robust.

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

Milestone	Activity	From	To	From	To
Definition		21 Jan 25	28 Oct 25	**21 Jan-25**	**25 Nov-25**
	Impact Assessment	Complete	Complete	**Complete**	**Complete**
	Solution Refinement	Complete	Complete	**Complete**	**Complete**
	Change Issues Group Discussion	~~n/a~~	~~n/a~~	November	November
	Party Impact Assessment	~~n/a~~	~~n/a~~	TBD	TBD
	Business Case Assessment	~~August~~	~~August~~	November	December
Change Proposal				**31 Dec-25**	**24 Feb-26**
	Consultation	~~August~~	~~September~~	December	January
	Final Determination	~~October~~	~~October~~	February	February
Voting		29 Oct 25	29 Oct 25	**25 Feb-26**	**25 Feb-26**
	Appeal Window	~~October~~	~~October~~	26 February	12 February

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Update to Plan for R0096.

6 R0162 – ACCESS TO SDES FOR GAS NETWORKS

As the Lead Analyst for R0162, CF provided an update on the Change.

CF informed Members that the current Proposal Plan for R0162 had the Code Manager issuing a Consultation in October and voting in November. CF highlighted since this plan was approved, the Service Provider impact assessments have confirmed it is not possible for the solution to work as initially thought. CF explained it is not possible for a single person within an organisation to log in under two different role types without having two unique email addresses.

CF noted as roughly half of the Gas Transporters (GTs) in the market are also Distributor Network Operators (DNOs) who already have access to the Secure Data Exchange Services (SDES), this has a large impact on the functionality proposed by R0162. CF mentioned the Code Manager has raised I0285 – Organisations with multiple role types with EES and SDEP access to look at resolving this issue.

CF informed Members they would be voting to approve R0162 being placed on hold while I0285 progresses.

RECCP Members noted the Code Manager's recommendation; and

- **AGREED** unanimously to approve that R0162 is placed on hold while I0285 progresses.

7 I0252 – INCREASING FREQUENCY OF ANNUAL PORTFOLIO RECONCILIATION EXERCISE TO SUPPORT DATA CLEANSE

As the Lead Analyst for I0252, LB provided an update on the Issue.

LB informed Members that the scope of I0252 has expanded, and additional Solution Development time is required to expand the original solution option, and also develop a second solution option.

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

		Previous		Proposed	
Milestone	**Activity**	**From**	**To**	**From**	**To**
Definition		**13 May 25**	**31 Aug 25**	**13 May 25**	**10 Feb 26**
	Solution Analysis	May	June	May	October
	Solution Development	June	July	October	November
	Legal Drafting	August	August	November	December
	Impact Assessment	August	September	October	February
Change Proposal		-	-	**11 Feb 26**	**07 April 26**
	Business Case Assessment	-	-	February	February
	Consultation	-	-	February	March
	Solution Refinement	-	-	March	April
	Final Determination	-	-	April	April
Voting		-	-	**08 Apr 26**	**08 Apr 26**
	Appeal Window	-	-	April	April

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Update to Plan for I0252.

8 I0253 – THEFT DNO/NETWORKS NOT PROVIDING PHOTOS

As the Lead Analyst for I0253, LB provided Members with an update on the Issue.

LB explained that additional Solution Development time is required to resolve issues arising from designing a solution that would cover both electricity and gas scenarios.

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

Milestone	Activity	Previous		Proposed	
		From	To	From	To
Definition		01 Jun 25	01 Sep 25	**01 Jun 25**	**23 Nov 25**
	Solution Analysis	June	August	June	August
	Solution Development	August	September	August	October
	Legal Drafting	-	-	October	October
	Impact Assessment	-	-	October	November
Change Proposal		-	-	**24 Nov 25**	**02 Feb 26**
	Business Case Assessment	-	-	November	November
	Consultation	-	-	December	January
	Solution Refinement	-	-	January	February
	Final Determination	-	-	February	February
Voting		-	-	**03 Feb 26**	**03 Feb 26**
	Appeal Window	-	-	February	February

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Update to Plan for I0253.

9 I0262 – ADDITIONAL REGISTRATION DATA (GAS) UNDER SMART ENERGY CODE

As the Lead Analyst for I0262, LB provided an overview of the issue.

LB informed Members that the Proposer, a GT, has identified there is only one explicit obligation on GT's in the Smart Energy Code (SEC). LB explained this obligation covers the submission of Registration data from GT's to the Data Communications Company (DCC). LB highlighted that the Proposer has asked the Code Manager to explore whether this obligation can be moved from the SEC to the REC.

LB noted that the Code Manager is exploring how the obligation on GT's to submit Registration data under the SEC can be transferred to the REC, without any interruption to the DCC. LB mentioned I0262 will be a Non-Urgent Authority Determined change, with the TEP as the Responsible Committee.

LB mentioned I0262 will be discussed further at the CHIG on 06 November 2025, with an Impact Assessment being issued on the same day, closing on 28 November 2025. LB advised the milestones in the Proposal Plan are similar to the milestones within the SEC change.

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

Milestone	Activity	From	To
Definition		**21 Oct 25**	**19 Jan 26**
	Solution Development	October	October
	Legal Review	October	November
	Impact Assessment	November	November
Change Proposal		**20 Jan 26**	**02 Mar 26**
	Business Case Assessment	January	January
	Consultation	January	February
	Solution Refinement	February	March
	Final Determination	March	March
Voting		**03 Mar 26**	**03 Mar 26**
	Appeal Window	March	March

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Issue Pathway; and
- **AGREED** unanimously to approve the Proposal Plan for I0262.

10 I0268 – CONSEQUENTIAL CROSS-CODE CHANGE FOR BSC P441 – COMPLEX SITE CLASSES CREATION

As the lead Analyst for I0268, CF provided an overview of the Issue.

CF informed Members that I0268 looks to introduce new Complex Site classes into the REC to facilitate solutions under BSC P441 and DCUSA DCP424. CF highlighted the Balancing and Settlement Code (BSC) is the lead code for this change and it will help develop new arrangements to drive a smart network. CF noted other impacts to this Issue are to facilitate the move towards net zero, to add clarity to the Complex Site process and to clarify the netting of Exports and Imports for multiple Metering Systems.

CF mentioned the solution proposes to add wording into REC Schedule 14 – Metering Operators for Complex Site classes. CF confirmed I0268 will be a Non-Urgent Authority Determined change, with the responsible Committee being the MEP. CF explained the Proposal Plan has been developed alongside the BSC and Distribution Connection and Use of System Agreement (DCUSA) to ensure all three modifications are aligned in going for consultation and for final decision. CF highlighted no Impact Assessment is proposed, as one was conducted under previous R0133 – Consequential Cross-Code Changes for BSC P441 – Complex Site Classes Creation.

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

Milestone	Activity	From	To
Definition		**13 Aug 25**	**23 Oct 25**
	Solution Development	August	October
Change Proposal		**24 Oct 25**	**13 Jan 26**
	Business Case Assessment	October	October
	Consultation	October	November
	Final Determination	November	January
Voting		**14 Jan 26**	**14 Jan 26**
	Issue to Authority for determination	15 Jan 26	15 Jan 26

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Issue Pathway; and
- **AGREED** unanimously to approve the Proposal Plan for I0268.

11 I0272 – ENABLING TRANSPARENCY OF THE CRS PROVIDER'S REC SERVICE LEVEL PERFORMANCE

As the Lead Analyst for I0272, FPS provided an overview of the Issue.

FPS informed Members that RECCo regularly report on the performance of REC Service Providers in relation to their activities under the REC. FPS mentioned there is currently no formal agreement to permit the publication of Central Registration Services (CRS) performance measures between the CRS Provider and RECCo. FPS highlighted RECCo are dependent on the CRS Provider's approval for each publication, which could mean possible delays, or the approval could be withheld.

FPS confirmed the proposed solution is to amend the REC to allow RECCo to publish on their website an aggregate or any of the monthly verified Service Level Performance metrics, which is currently provided by the CRS Provider to the Code Manager. FPS advised I0272 will be a Non-Urgent Self Governance change, with the Performance Assurance Board (PAB) as the Responsible Committee.

FPS informed Members this Proposal Plan does not include a PIA, as there are no impact or operational changes required by REC Parties. FPS confirmed REC Parties will be able to engage and submit views as part of the industry Consultation, expected to be issued between December 2025 and January 2026.

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

Milestone	Activity	From	To
Definition		**01 Oct-25**	**30 Nov-25**
	Solution Analysis	Complete	Complete
	Legal Drafting and Review	October	November
Change Proposal		**01 Dec-25**	**02 Feb-26**
	Consultation	December	January
	Final Recommendation	January	February
Voting		**03 Feb-26**	**03 Feb-26**
	Appeal Window	04 February	18 February

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Issue Pathway and Responsible Committee; and
- **AGREED** unanimously to approve the Proposal Plan for I0272.

12 I0278 – ESTABLISHING THE SAFE ISOLATION PROVIDER (SIP) AS A STANDALONE REC METERING PARTY

As the Lead Analyst for I0278, FPS provided an overview of the Issue.

FPS informed Members I0278 seeks to establish SIP as a standalone REC Metering Party. FPS explained this is to align with Ofgem's Strategic Direction Statement, to enable easier access to certified SIP's and to resolve risks and safety issues that the current framework poses. FPS highlighted the current SIP framework poses several risks, including Consumers, MEM's and unaccredited practitioners safety, inequity with a two-tier system, low competitive market and decarbonisation delays.

FPS confirmed the proposed solution is to create a standalone SIP party category within the REC, featuring a direct accession pathway, streamlined accreditation and clear governance and oversight. FPS mentioned this will be a Non-Urgent Self-Governance change, with the MEP as the Responsible Committee.

FPS advised the Proposal Plan only covers parts of the Definition milestone, as the Code Manager plans to fully assess and scope the size of the issue being addressed under I0278. FPS mentioned at the end of Solution Development, the Code Manager will be able to review the Proposal Plan and identify the next steps to progress with this Issue.

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

Milestone	Activity	From	To
Definition		**01 Oct-25**	**31 Jan-26**
	Solution Analysis	October	December
	Engagement with the Responsible Committee	October	December
	Solution Development	October	January
	Legal Drafting	October	January
	Update to the Responsible Committee	January	January

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Issue Pathway and Responsible Committee; and
- **AGREED** unanimously to approve the Proposal Plan for I0278.

13 R0279 – HOUSEKEEPING NOVEMBER 2025

As the Lead Analyst for R0279, CF provided an overview of the Change.

CF informed Members that several formatting and typographical errors, plus opportunities to provide clarity have been identified by the Code Manager. CF explained they have been assessed as meeting the criteria for a Housekeeping Change Proposal.

CF highlighted R0279 includes:

- 55 amendments to REC Schedule 1 – Interpretations and Definitions;
- 1 amendment to REC Schedule 7 – Energy Theft Reduction;
- 92 amendments to REC Schedule 14 – Metering Operations;
- 14 amendments to REC Schedule 18 – Green Deal Arrangements;
- 4 amendments to REC Schedule 23 – Registration Services;
- 5 amendments to REC Schedule 24 – Switching Data Management;
- 10 amendments to REC Schedule 27 – RMP Lifecycle;
- 14 amendments to REC Schedule 30 – Resolution of Consumer Facing Switching and Billing Issues;
- 16 amendments to the Consolidated Metering Code of Practice (CoMCoP);
- 1 amendment to the Data Specification;
- 7 amendments to the REC Baseline Statement; and
- 14 amendments to the EES API Interface Specification

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

RECCP Members noted the Code Manager's 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.

14 R0280 – CSS CERTIFICATE AUTHORITY AUDIT CLARIFICATION

As the Lead Analyst for R0280, BA provided an overview of the Change.

BA advised there is ambiguity within the REC's CSS Certificate Authority Service Definition document, regarding the Service's audit process and the Switching Operator's obligations. BA highlighted the current audit arrangements are not clear on who is responsible for initiating the process and engaging with the third-party. BA confirmed the proposed solution is for the CSS Certificate Authority Service Definition clause 9.1 to be amended to clarify the Switching Operator's obligations.

BA noted R0280 will be a non-urgent, Self-Governance Change, with the PAB as the Responsible Committee.

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

Milestone	Activity	From	To
Definition		**09 Sept-25**	**24 Oct-25**
	Code Manager Initial Assessment	September	September
	Solution Development	September	September
	Legal Review	September	October
	Business Case Assessment	September	October
Change Proposal		**25 Oct-25**	**24 Nov-25**
	Consultation	October	November
	Solution Refinement	November	November
	Final Determination	November	November
Voting		**30 Dec-25**	**30 Dec-25**
	Appeal Window	31 December	14 January

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Change Pathway and Responsible Committee; and
- **AGREED** unanimously to approve the Proposal Plan for R0280.

15 R0283 – ANNUAL ADDRESS MANAGEMENT PLAN UPDATES

As the Lead Analyst for R0283, BA provided an overview of the Change.

BA informed Members the REC Address Management Service is the responsibility of the DCC as the CSS Provider, with support from REC Parties. BA advised there has been progress resolving address data issues, but there is no mechanism to clearly establish code-level targets for address improvement, or overall market performance. BA explained gaps in the Code's requirements surrounding the annual Address Management plan have resulted in inefficiencies and differing interpretations of the obligations.

BA highlighted the proposed solution is to amend REC Schedule 1 – Interpretations and Definitions. REC Schedule 6 – Performance Assurance and REC Schedule 29 – Address Management to clarify the process and obligations for an efficient annual process. BA noted R0283 will be a non-urgent, Self-Governance Change, with RECCP being the Responsible Committee.

BA advised 'Address Quality Annual Plan' and 'Address Prioritisation Matrix' will be introduced as defined terms in REC Schedule 1. BA highlighted the introduction of the concept of an Address Prioritisation Matrix, which would be prepared by the Code Manager and approved by the PAB, and would set out the SLAs and prioritisation for resolving individual Retail Energy Location (REL) data quality categories.

BA informed Members the intention is to establish a governance framework surrounding the annual Address Management plan, ensuring efficiency and transparency in the annual process. BA mentioned this will reduce the risk of differing interpretations of stakeholder obligations on the plan, ensuring effective stakeholder engagement with the Address Management Service. BA highlighted clearer outlines responsibilities and rules of the Code Manager, the CRS Provider and the PAB will improve the delivery of the Address Management Service.

BA provided Members with an overview of the proposed legal text drafting for REC Schedules 1, 6 and 29. No comments were raised by RECCP Members on the proposed legal drafting.

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

Milestone	Activity	From	To
Definition		**19 Sep-25**	**24 Oct-25**
	Solution Development	September	October
	Legal Review	September	October
	Business Case Assessment	October	October
Change Proposal		**25 Oct-25**	**15 Dec-25**
	Consultation	October	November
	Final Determination	December	December
Voting		**16 Dec-25**	**16 Dec-25**
	Appeal Window	17 December	31 December

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Proposal Plan; and
- **AGREED** unanimously to approve that the Change Report contained sufficient information to progress to Consultation.

16 CHANGE PROPOSAL TRACKER

FPS provided Members with the latest Change Proposal Tracker Update.

- I0197 – Introducing a Process to Provide Updates During Fault Resolutions – The fourth working group meeting will take place on 22 October (14:00 – 15:30) and the meeting will be a joint meeting for both the electricity and gas process.
- I0253 – Theft DNO/Networks not Providing Photos – This issue is currently out for a PIA, hoping to understand the benefits and costs associated with the proposed solution for Network Parties and Suppliers. The deadline for responses is 07 November 2025.
- I0265 – Theft Calculator Usage and Sustainability Assessment – The Information Request will close on 24 October 2025. Following it's closure, the Code Manager will engage with RECCo and TIG to work on developing a solution.
- I0266 – REC Data Specification Clarifications – The PIA is open, and responses must be received by 23:59 on 28 November 2025. This is an extended Impact Assessment open for a total of 8 weeks due to the volume of changes proposed.

17 ANY OTHER BUSINESS

CF raised an AOB, specifically related to whether RECCP Members would find it useful to be provided with a Code Administrator Code of Practice (CACoP) update at future meetings. CF advised CACoP meetings convene every month, meaning an update would be provided at one in every four CP meetings. RECCP Members agreed it would be useful if an update on CACoP can be provided at future meetings.

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