RETAIL ENERGY CODE

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REC CHANGE PANEL MEETING
MEETING MINUTES

MEETING	**RECCP_25_1216**
DATE	**16 December 2025, 13:00**
LOCATION	**By teleconference**

Attendee	Representing	Initials	Role
Lindsay Biginton	Retail Energy Code Company	LBi	Chair
Ben Atkinson	Domestic Suppliers	BAt	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
Keith Foster	Independent SME	KF	Committee Member
Alice Williams	Consumers	AW	Committee Member
Cristina Ullastre	Authority	CU	Observer
April Harbour	Code Manager	AH	REC Technical Services
Bela Ashworth	Code Manager	BAs	Change Analyst
Caroline Freimuller	Code Manager	CF	Senior Change Lead
Francine Peyroux-Sissoko	Code Manager	FPS	Change Analyst
Harriet Truss	Code Manager	HT	Change Analyst
James Hardy	Code Manager	JH	Senior Change Lead
Lydia Bentley	Code Manager	LBe	Senior Change Lead
Holly Law	Code Manager	HL	Change Delivery Manager
Lorna Mallon	Code Manager	LM	Subject Matter Expert
Paul Rocke	Code Manager	PR	Head of Communications
Paul Witton-Dauris	Code Manager	PWD	Head of Change
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 at the end of the meeting.

3 APPROVAL OF PREVIOUS MINUTES

RECCP Members unanimously approved the draft minutes from the previous meeting held on 02 December 2025. The approved minutes will be published as 'final' and made available via the REC Portal no later than 17 December 2025.

4 I0172 – END TO END NEW CONNECTIONS PROCESS REVIEW

As the Lead Analyst for I0172, JH provided an overview of the Issue.

JH informed Members that I0172 seeks to explore where problems arise during the entire New Connections process, from supply point creation to the Change of Occupier and to the end Consumer, including Crossed Meter processes. JH advised that - with support from the Change Issues Group (CHIG) - the Code Manager has conducted a cross-code analysis to explore where the problems may occur. JH highlighted it was suggested that there are inconsistencies in terms of approach and regulatory design surrounding New Connections oversight that result in poor Consumer outcomes.

JH explained Consumers may experience delays, higher costs, and reduced customer service quality, whilst Parties face operational inefficiencies, compliance risks, and an increase in the levels of disputes and escalation. JH noted the end-to-end review indicates that the REC's current New Connections processes are appropriate, meaning I0172 is likely to move towards being resolved, rather than progressing to a Change Proposal, noting that Address Management concerns will move under I0200 – Improving Address Management Targets.

JH clarified Crossed Meters will remain under consideration, with stakeholder engagement in January-February 2026 to determine if guidance or changes are required, and whether this should stay under I0172, or become a new issue. JH advised that following the Stakeholder Engagement activity, the Code Manager will provide a further update to the Responsible Committee to confirm if the issue has been resolved, or if, and how, further work on Crossed Meters will take place.

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

Milestone	Activity	From	To
Definition		**01 August 2024**	**27 February 2026**
	Solution Analysis	August 2024	June 2025
	Information Request	August 2024	September 2025
	Solution Development	June 2025	February 2026
	Change Issues Group Engagement	June 2025	February 2026
	Issue Resolution	February 2026	February 2026

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Update to Plan for I0172.

5 R0253 – THEFT DNO/NETWORKS NOT PROVIDING PHOTOS

As the Lead Analyst for R0253, LBe provided an overview of the Change.

LBe informed members that Distribution Network Operatives (DNOs) have a responsibility to make sites safe, when they attend sites where Energy Theft is suspected or confirmed during the course of their visit. LBe stated this can impact Energy Suppliers, as they may not have enough evidence to support a claim for Energy Theft against the Theft Detection Incentive Scheme (TDIS), as the Network Party has removed it during their visit.

LBe confirmed the solution is proposing that DNOs will be required to record evidence of confirmed or suspected Energy Theft during their visit and then make this evidence available to Energy Suppliers to support their TDIS claims.

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

		Previous		Proposed	
Milestone	**Activity**	**From**	**To**	**From**	**To**
Definition		**01 June 2025**	**23 November 2025**	01 June 2025	23 November 2025
	Solution Analysis	June 2025	August 2025	June 2025	August 2025
	Solution Development	August 2025	October 2025	August 2025	October 2025
	Legal Drafting	October 2025	October 2025	October 2025	October 2025
	Impact Assessment	October 2025	November 2025	October 2025	November 2025
Change Proposal		**24 November 2025**	**02 February 2026**	24 November 2025	**02 March 2026**
	Business Case Assessment	November 2025	November 2025	November 2025	November 2025
	Solution Refinement	January 2026	February 2026	**November 2025**	**December 2025**
	Consultation	December 2025	January 2026	**January 2026**	**February 2026**
	Final Determination	February 2026	February 2026	**March 2026**	**March 2026**
Voting		**03 February 2026**	**03 February 2026**	**03 March 2026**	**03 March 2026**
	Appeal Window	February 2026	February 2026	**March 2026**	**March 2026**

RECCP Members noted the contents of the Change Report; and

- **AGREED** unanimously to approve the Update to Plan for R0253.

6 R0283 – ANNUAL ADDRESS MANAGEMENT PLAN UPDATES

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

BAs informed Members that this Change relates to the REC Address Management Service, which is the responsibility of the Data Communication Company (DCC) as the Central Switching Service (CSS) Provider, with support from the REC parties. BAs stated there has been progress resolving address data issues, however there is currently no mechanism to clearly establish Code-level targets for address improvement, or overall market performance. This Change is related to I0200 – "Improving Address Management Targets".

BAs highlighted there are gaps in the Code's requirements surrounding the annual address management plan, which have resulted in inefficiencies and differing interpretations of the obligations. BAs confirmed the proposed solution is to amend REC Schedule 1 – "Interpretations and Definitions", Schedule 6 – "Performance Assurance" and Schedule 29 – "Address Management" to clarify the

process and obligations for an efficient annual process. BAs noted R0283 only seeks to introduce the concept of the Address Prioritisation Matrix and provide a governance framework surrounding the annual Address Management Plan.

BAs provided Members with an overview of the proposed legal text drafting for each of the REC Schedules and confirmed there are no costs associated with this Change Proposal. BAs confirmed there are two identified benefits with implementing this Change, one being it will improve clarity surrounding the Annual Address Management Plan, and the other being it will set a governance framework for REC Parties on the Retail Energy Location (REL).

BAs then provided an overview of the consultation responses. The consultation was from 24 October until 14 November and four responses were received. BAs highlighted that three of the four respondents were supportive of this Change Proposal and proposed solution and believe it should be implemented. BAs advised one respondent was supportive of the Change Proposal in theory, and believed it should be implemented; however, they felt they did not have enough information to fully support the proposed solution. BAs confirmed all the respondents agreed with the Code Manager's assessment of the benefits and costs for this Change Proposal and noted the additional costs and impacts may be incurred once the Address Prioritisation Matrix is implemented.

BAs advised three of the four respondents agreed with the proposed implementation approach, and with the proposed implementation date of 27 February 2026. BAs confirmed one respondent commented they did not have sufficient information to support the proposed implementation date. BAs explained no changes were made following the consultation.

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 27 February 2026.

7 I0286 – CLARIFICATION ON DETAILED IMPACT ASSESSMENT ACTIVITIES

As the Lead Analyst for I0286, FPS provided an overview of the Issue.

FPS explained I0286 seeks to formalise the Responsible Committee's approval of a Change to release funds for the lead Service Provider to complete the design upfront, as part of the Preliminary Impact Assessment (PIA). FPS stated this was raised after learning from challenges encountered with R0067 – "Introduction of CSS Refresh Functionality" during a 'lessons learned' session.

FPS highlighted the technical change process currently creates five challenges which can be attributed to the timing of the detailed design, PIA and detailed impact assessments (DIAs), which are a lack of clarity, limited feedback, misalignment, high contingency costs and inaccurate timelines. FPS confirmed the Code Manager is proposing a new approach with the lead Service Provider completing the design up front, as part of the PIA. FPS advised this approach was trialled with R0080 – "Improvements to 'Failed to Deliver' CSS Messages", which was successfully implemented in June 2025.

FPS stated I0286 is a Self-Governance Non-Urgent change, with RECCP as the Responsible Committee and has been given a low priority status based upon a score of 94. Throughout the progression of this Issue, the Code Manager will remain informed about possible changes to the approach in line with Energy Code Reform. FPS noted the Proposal Plan for I0286 does not include a Party impact assessment, 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 that is expected to be issued in March 2026.

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

Milestone	Activity	From	To
Definition		**01 December 2025**	**28 February 2026**
	Solution Analysis	Completed	Completed
	Solution Development	December 2025	February 2026
	Legal Drafting and Review	December 2025	February 2026
Change Proposal		**01 March 2026**	**20 April 2026**
	Business Case Assessment	March 2026	March 2026
	Consultation	March 2026	March 2026
	Final Determination	April 2026	April 2026
Voting		**21 April 2026**	**21 April 2026**
	Appeal Window	22 April 2026	06 May 2026

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 I0286.

8 R0293 – HOUSEKEEPING FEBRUARY 2026

As the Lead Analyst for R0293, CF provided an overview of the Change.

CF explained that formatting and typographical errors, plus opportunities to provide clarity, have been identified by the Code Manager. CF confirmed the amendments had been assessed as meeting the criteria for a housekeeping Change Proposal.

CF provided Members with an overview of the updates that will be included with R0293.

- Data Specification – 2 updates.
- Electricity Enquiry Service (EES) Service Definition – 5 updates.
- EES API Technical Specification – 4 updates.
- REC Change Panel Terms of Reference – 9 updates.
- Schedule 1: Interpretations and Definitions – 1 update.
- Schedule 8: Unbilled Energy Code of Practice – 14 updates.
- Schedule 9: Qualification and Maintenance – 12 updates.
- Schedule 14: Metering Operations – 1 update.
- Schedule 28: Related Metering Points – 4 updates.
- Schedule 29: Address Management – 1 update.
- Schedule 34: MHHS Migration – 11 updates.

CF informed Members they would be voting to approve the Code Manager's recommendation of the proposed solution, proposed implementation approach, and proposed implementation date of 27 February 2026.

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 27 February 2026.

9 R0294 – IMPLEMENTATION OF IF-051 DATA REFRESH IN EES FOR BSC CP1607

As the Lead Analyst for R0294, HT provided an overview of the Change.

HT explained that Balancing & Settlement Code (BSC) CP1607 will implement a new Data Integration Platform (DIP) Market Message, the IF-051 'Data Refresh' on 26 March 2026, with EES being a recipient of that change. HT advised if EES is not able to receive and process instances of the IF-051, data in EES will be misaligned with other industry systems, such as the DIP, Market-Wide Data Service (MDS) and Supplier Meter Registration Service (SMRS). HT highlighted EES will not maintain its role as the accurate reference point for industry participants, which could lead to potential disruption of industry processes.

HT stated the proposed solution is for EES to be able to receive and process the IF-051, but only update the data items mastered by the SMRS. HT advised EES will process the IF-051 following gate closure and before 6am the following calendar day. HT confirmed R0294 will be a Self-Governance, Urgent change with the Technical Expert Panel (TEP) as the Responsible Committee.

HT provided Members with an overview of the milestones within the Change Report Proposal, confirming the dates are backstop dates, and wherever activities/milestones will be brought forward in accordance with urgency. HT stated the dependencies are the EES Provider's ability to provide an Impact Assessment by mid-January and the TEP extraordinary meetings to bring Consultation and Voting dates forward.

KF raised concerns around the risk of a timely Impact Assessment and the coordination with the BSC. HT confirmed there are ongoing discussions with the EES Service Provider to expedite the process and acknowledged the BSC had not followed the correct cross-code processes, which the REC flagged during the Consultation.

Milestone	Activity	From	To
Definition		**01 December 2025**	**18 March 2026**
	Impact Assessment	December 2025	January 2026
	Business Case Assessment	January 2026	February 2026
	Consultation	February 2026	February 2026
	Solution Refinement	March 2026	March 2026
	Final Determination	March 2026	March 2026
Voting		**18 March 2026**	**25 March 2026**
	Appeal Window	26 March 2026	09 April 2026

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 R0294.

10 CHANGE PROPOSAL TRACKER

FPS provided Members with an update on the Change Tracker.

FPS provided an overview of the new submissions:

- *I0296: Registration ID Required for MHHS Appointments* – the Code Manager accepted this issue in on 03 December 2025.
- *I0297: Meter Manufacturers Make and Type not Populated in SMRS* – the Code Manager accepted this issue in on 03 December 2025.
- *N/A: Enabling TPIs to Raise Data Quality Tickers with the DCC via Service Now to Improve Industry Data Accuracy* – this submission was raised by RECCo and has been rejected by the Code Manager at RECCo's request: "to ensure that we are effectively using industry resource and streamlining our efforts to improve address data quality, the Proposer has withdrawn its submission. TPIs are actively engaging with the DCC and RECCo under the address data quality workstream and this should remain the focus before looking into alternative routes to raise data quality issues".
- *R0298: Annual Review of the Performance Assurance Report Catalogue (2025-26)* – the Code Manager accepted this Change in on 04 December 2025.
- *R0299: Data Latency Targets for the GES Service Definition* – the Code Manager accepted this change in on 04 December 2025.
- *R0300: Amendments to D0312 to Align with BSC CP1622* – the Code Manager accepted this issue in on 11 December 2025.
- *I0301: Updates to the Enquiry Service API Endpoints to Support Migration to RECCo's API Gateway* – the Code Manager accepted this issue in on 11 December 2025.
- *I0302: Provision of Data to the GES Provider* – the Code Manager accepted this issue in on 11 December 2025.
- *N/A: New D-Code for Communication between DNOs and MEMs/SIPs* – agreed with the Proposer to be rejected for now and they will re-raise when they have a more developed solution and an idea of what they require. Requested that the Proposer keeps the Code Manager appraised as they move through developing their solution, and the Code Manager will assist where required.
- *N/A: Energy Consultant use case for the EES* – rejected on 11 December 2025 and pointed Proposer towards the Data Access request process.
- *N/A: Addition of Electricity Consumption Data Item to Existing Approved Users* – rejected on 11 December 2025 and pointed Proposer towards the Data Access request Process.

FPS informed Members that the Change Report (Final Recommendation) for R0280 – "CSS Certificate Authority Audit Clarification" was approved by the Performance Assurance Board (PAB) on 16 December 2025.

FPS provided Members with further updates relating to other changes and issues.

- *I0197: Introducing a Process to Provide Updates during Fault Resolutions* – on 10 December 2025, the Metering Expert Panel (MEP) approved to vote an Extension to Plan for I0197. Resultingly, I0197 is expected to be issued for PIA in January 2026, upon completion of the legal drafting and review by the REC legal advisors.
- *R0272: Enabling Transparency of the CRS Provider's REC Service Level Performance* – the Consultation opened on 05 December 2025 and responses are due by 23:59 on 02 January 2026. This change will go to PAB for final vote in January 2026.

- *R0287/A: Clarification and Amendments to Annulment Definition in Schedule 23 – Alignment with SLC Obligations and Alternate* - the Consultation has now opened, with responses due by 23:59 on 02 January 2026. This Change Report will be presented to Change Panel for a final vote on 20 January 2026 and will be issued for an Authority Decision on 21 January 2026.
- *I0289: Rationalisation of Reports Produced by CSS- CRS Improvements Project* – the Code Manager has issued an Information Request, with responses due by 23:59 on 05 January 2026. The Code Manager is seeking responses from Energy Suppliers to review a list of CSS reports produced by the CSS, to understand their utilisation, and potential impacts of reducing the frequency of producing these reports, or even removing them completely.

11 ANY OTHER BUSINESS

11.1 CHANGE MILESTONE

PR stated that the 300th Change/Issue had been recently submitted under the REC, which is an important milestone since the Code was implemented. PR thanked RECCP Members for their collaboration and input.

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