RETAIL ENERGY CODE

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01	Proposal Plan
02	Impact Assessment
03	Consultation
04	Final Recommendation

CHANGE REPORT

I0340 – AMENDMENTS TO THE PARC RELATING TO ADDRESS MANAGEMENT

DOCUMENT VERSION	V1.0 (Pre-Approval)
PROPOSED IMPLEMENTATION DATE	26 February 2027
IMPLEMENTATION APPROACH	Big Bang

RESPONSIBLE COMMITTEE	Performance Assurance Board	CHANGE PATH	Self-Governance
PRIORITISATION CATEGORY	Standard	URGENCY	Standard
IMPACTED STAKEHOLDERS	Central Switching Service (CSS), Performance Assurance Board (PAB)		

LEAD ANALYST (SOLUTION LEAD)	TECHNICAL LEAD	ASSURANCE LEAD	SUBJECT MATTER EXPERT
IAN CHALFON	FINN DEACON	KAT HIGBY	LORNA MALLON
Click to send an email	Click to send an email	Click to send an email	Click to send an email

OVERVIEW

This Issue seeks to remove six Address Management-related reports from the Performance Assurance Reporting Catalogue (PARC) and alter another two reports to change their frequency from monthly to ad hoc. These reports have been identified as not fit for purpose and information contained in them is available to Central Switching Service (CSS) Users in a more accessible format.

CODE MANAGER RECOMMENDATION

The Code Manager recommends that the REC Change Panel:

- **APPROVE** the Proposal Plan, including the Responsible Sub-Committee, Change Path, Priority Status, Urgency and timetable.

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BACKGROUND

1 SUMMARY

Under Schedule 29 of the Retail Energy Code (REC), the Central Switching Service (CSS) Provider has an obligation to maintain the Adress Management Service. This service entails the creation and maintenance of Retail Energy Location (REL) Addresses, including reviewing the accuracy and consistency of REL Addresses with other sources of address data. The CSS Provider's performance in ensuring the accuracy and quality of the REL Addresses is subject to Performance Levels and may be periodically reviewed by the REC Performance Assurance Board (PAB).

As part of the Centralised Registration Service (CRS) Improvements Plan, RECCo, the Code Manager and the Data Communications Company (DCC), in their function as the CRS Provider, reviewed the current reporting that is generated by the CSS Provider as required by their REC obligations. The review identified that some of the Address Management Service-related reports captured in the Performance Assurance Reporting Catalogue (PARC) are not fit for purpose as they are only produced for the DCC's internal consumption and their production for the PARC creates an operational burden that could be avoided whilst they are available elsewhere. As such, this Issue seeks to remove these reports from the PARC. Some reports would however still be available on an ad-hoc request basis.

2 PROBLEM STATEMENT

Address Management Service-related reports listed in the PARC have an indicative frequency of "latest monthly report to be provided on demand". While the financial costs of this reporting are low for the CSS Provider, they generate significant operational burden. These reports have millions of data rows, superseding the limit that can be viewed in the Excel format, meaning reports must be split into numerous Excel files which the CSS User must keep in case they are requested to be reviewed by the Code Manager. This formatting makes Address Management Service-related reporting unreasonably difficult for the CSS Provider to produce and store and is unfit for both the Code Manager's review and Performance Assurance purposes.

The same data provided by these reports can also be accessed by CSS Users through other avenues in a more readable and understandable format. The Proposer has also noted that some Address Management Service-related reports would still be available on an ad-hoc request basis.

Generating hundreds of Excel files monthly creates unreasonable burden for the CSS Provider, especially where this data is available to the Code Manager through alternative means. Ceasing the production of these redundant reports will enable the DCC, RECCo and the Code Manager to focus on further meaningful analysis of more relevant reporting.

3 IMPACTS

CONSUMERS
No impact identified.

REC SERVICE PROVIDERS
Central Switching Service (CSS) Provider

RECCO / REC CODE MANAGER
REC Code Manager

REC PARTIES AND SERVICE USERS
CSS Users

REC DOCUMENTS / PRODUCTS
Performance Assurance Report Catalogue (PARC)

MHHS
No impact identified.

4 CROSS-CODE IMPACTS

No cross-code impacts have been identified.

5 PROPOSAL PLAN

Milestone	Activity	From	To
Definition		**15 Sep-26**	**29 Sep-26**
	Solution Analysis	September	September
	Solution Development	September	September
	Legal Review	September	September
Change Proposal		**30 Sep-26**	**23 Nov-26**
	Consultation	October	October
	Solution Refinement	October	October
	Final Determination	October	October
Voting		**24 Nov-26**	**24 Nov-26**
	Appeal Window	25 November	09 December

6 STAKEHOLDER ENGAGEMENT

This proposal has been raised as an Issue with a proposed solution, which was presented by the Proposer on the 25 August 2026 Performance Assurance Board (PAB) meeting. Please find the minutes to this PAB session here. PAB Members supported the raising of the Issue and the removal of the identified reports from the PARC.

In the meeting, the PAB Chair sought clarification that the proposed removal of the reports was an efficiency measure, would not affect new address quality reporting or related initiatives, and

excluded those reports marked to continue. The CSS Provider confirmed that the reports were accessible only by them and that duplicated data is available through alternative means. Proactive production and storage of the reports would cease, but the underlying data and metrics would remain accessible through dashboards and on-demand reporting.

7 PRIORITISATION CATEGORY AND URGENCY

7.1 PROPOSER REVIEW

The Proposer of this Issue has provided a review stating this Issue:

- Does not meet the criteria for Urgency;
- Aligns to the Stragetic Direction Statement (SDS) as it aligns with Objective 2.3 (Deliver effective and proactive monitoring, supervision, compliance, and enforcement activities) and Objective 2.4 (Use data to drive up supplier performance), as ceasing the production of these redundant reports will enable CSS Service Provider and the Address Management team to focus on further meaningful analysis of more relevant reporting, which may result in positive developments of new initiatives;
- Has medium importance as it allows the CSS Provider to correct inefficiencies within existing reporting while remaining compliant with the REC;. and
- Has low complexity as it will be simple to implement as the proposed solution is to simply remove/edit existing reports from the PARC.

Their review can found in the initial submission form here.

7.2 CODE MANAGER REVIEW

The Code Manager is proposing this Issue be given an Urgency Status of Standard and a Prioritisation Category of Standard.

The Code Manager believes this Issue:

- Does not meet the Ofgem criteria for Urgency;
- Has a medium alignment to the Strategic Direction Statement (SDS) as it has a reasonable SDS link but is one of several similar Standard changes with comparable strategic value;
- Has medium importance as it delivers useful but broadly comparable benefits to other Standard changes;
- Has a low complexity as it can be delivered late in the Standard queue without increasing risk or effort.

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SOLUTION

8 PROPOSED SOLUTION

The proposed solution involves removing six Address Management-related reports from the PARC and changing two reports' indicative frequencies to "Ad hoc on Demand". The table below outlines how each Address Management-related report will be impacted:

Report name	Current Requirement	Impacted	Change
Address Quality Summary	Latest Monthly Report to be provided on Demand	✗	
Unmatched REL Extract	Latest Monthly Report to be provided on Demand	✗	
Unmatched ME Extract	Latest Monthly Report to be provided on Demand	✓	No longer produce
Matched Extract	Latest Monthly Report to be provided on Demand	✓	No longer produce
Adress Quality Report	Latest Monthly Report to be provided on Demand	✗	
Address Quality Postcode Report	Latest Monthly Report to be provided on Demand	✓	No longer produce
Unchanged Postcodes Report	Latest Monthly Report to be provided on Demand	✓	No longer produce
REL Updates Report	Multiple Reports specified as below		
• REL Change	Latest Monthly Report to be provided on Demand	✓	No longer produce
• REL Source Initial Registration	Latest Monthly Report to be provided on Demand	✓	No longer produce
• REL Initial Registration	Latest Monthly Report to be provided on Demand	✓	Ad hoc on Demand

• REL Change RMP	Latest Monthly Report to be provided on Demand	✓	Ad hoc on Demand

9 DRAFT LEGAL TEXT

The legal text change to deliver the proposed solution to I0340 is currently under development.

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10 APPENDIX

CHANGE PROPOSAL	Link

11 GLOSSARY

TERM	DEFINITION
Address Management Service	means the component of the Central Switching Service which undertakes activities to identify and maintain a matching REL Address for each RMP as further described in the Address Management Schedule.
Retail Energy Location (REL) Address	means the address (or other spatial reference) of each Retail Energy Location, as created and maintained by the CSS Provider.
Registrable Measurement Point (RMP)	means a Supply Meter Point or Metering Point identified in the Central Switching Service.
Meter Point Location (MPL) Address	means the address (or other spatial reference) of a Supply Meter Point's or Metering Point's Location, as created and maintained by the Gas Transporter or Distribution Network Operator (as applicable) for that Supply Meter Point or Metering Point.
Retail Energy Location (REL)	means a Location to which Energy is delivered via an RMP, and/or from which electricity is exported via an RMP.