

**99th Technical Panel Meeting
Approved Minute**

Present (via conference call)

David Sigsworth (DS)– CMA – (TP Chair)
Amanda Hancock (AH) – CMA (TP Secretary)
Jeremy Atkinson (JA) - CMA
Damian Sharp (DSH) – CMA
Cosmin Diaconita (CD) – WICS
Richard Lavery (RL) – Scottish Water
Thomas McDade (TMcD) - IBW
Nicola Power (NP) – SWBS
Robin Donald (RD) – Castle
Letoia Mann (LM) – CBW
Jonathon Astley (JAS) – Pure Utilities
Emily Jerrome (EJ) – W2B
Brianna Kearney (BK) – Everflow
Matthew Glover (MG) – Wave
Nicola Balfour (NB) – Veolia
Matthew McLeod (MM) - WSL
Alastair Ross (AR) – Commercial Water Solutions
Emma Blaik (EB) – Brightwater
David Morris (DM) - WPL
Andrew Keith (AK) - WICS

Apologies**1. Minute**

AH advised that no comments had been received on the minute and no comments were raised in the meeting. The Minute from 14 December 2023 was therefore approved by the meeting.

2. Actions and Administrative Update

AH noted that actions were complete. AH noted that no proposals had been withdrawn or rejected since the last meeting. MCCP295 had been approved and would be implemented in the March 2024 Release.

AH noted no new Commission Changes had been approved or introduced. One new Bulletin had been issued BU162 advising Participants on the latest RF being run in early February to ensure any data updates were received in a timely manner. This was issued on 18th January 2024. No new Guidance Notes had been issued. Lastly, AH noted that there were no new TP / MPF dates, however reminded Participants that the April MPF / TP meeting on 18th April would take place in the CMA offices in Stirling, and there would be no dial in facilities for this meeting.

3. Change Proposals in Progress**MCCP294 Future Dated Transactions – Vacancy and Customer Name**

DSH noted that an earlier version of this CP had previously been approved, however this version covers additional updates to CSDs following a more detailed review of the user requirements. The main changes were linked to the POLR process and how any future dated transactions would be treated in the event of a POLR being triggered.

DSH noted that there is an outside possibility that this could be delivered in the September Release, however its more likely that it will be scheduled in the March 2025 Release.

RL asked for clarification on when the SWW notification would be received for transactions. DSH advised that it would come on completion of the transaction, similar to the SPID transfer notification. DSH further noted that as discussed previously, SWW would be provided with a pending report of any future dated transactions. RL asked if there was any impact of the future dated transactions in relation to the tradability testing. DSH advised there was not likely to be any impact, but would confirm this. No further comments were received, and the meeting approved this Proposal.

AP565 CMA to prepare Final Report for MCCP294 and forward to WICS for consultation.

4. New Change Proposals

MCCP302 – March 2024 CSD Release Drafting

AH noted that MCCP302 had been agreed by the MPF and passed through to the TP for approval. CD asked if the customer impact section could be updated with consolidated comments from all approved CPs before submission to WICS for consultation. AH took an action to update the CP. No other comments were received and the TP approved MCCP302.

AP566 CMA to update MCCP302 summarising any customer impacts and then prepare Final Report for submission to WICS for consultation.

5. Forward Planning Report

AH advised that CMAPx258 Party Issues for March, CMAPx261 Website Performance Dashboards and a few additional services had been approved. One new CP had been introduced, CMAPx264, which covered the next phase of the Website Performance Dashboards. The CMA would welcome any comments or feedback on this CP.

AH noted the current performance charge fund sits at £1.8m. The only change from the last meeting was the approval of a further £30k for the SIC Code project, and receipt of the Q3 performance charges.

RL asked whether the mock ups referenced in CMAPx264 could be provided. DSH noted that these were not yet available but would be shared with the meeting as soon as they were available. The CMA released the CP without them as it felt it would be helpful to share the information that was available as early as possible.

6. CMA Budget

AH introduced this budget noting that it had been a difficult one to produce. Since 2021 we have had a cost-of-living crisis with high interest rates and inflation, which has also had an impact on CMA costs like most of our members. The CMA needs to ensure that it can deliver all our core objectives but do appreciate the financial pressure on our members. To that end, the CMA has done everything it can to control our costs.

The proposed budget is 3.7% higher than last year, which is well below the rate of inflation since the last budget was set. AH added that whilst we believe the budget is consistent with discharging our obligations and providing a high-quality service, it is the minimum possible without compromising delivery and includes no unallocated costs this year.

AH added that we have a full programme of work and plan to deliver the data and performance dashboards that have been raised previously by participants, both in the LP Lunches and in responses to the CMA Survey. We also intend to implement enhanced cyber security, and review our settlement reporting alongside the routine delivery of party issues and enhancements set out in the Release Calendar.

JA noted that Stakeholder engagement during the autumn has generated more ideas than could be delivered within a normal budget. The option of extending our opening hours with the ultimate aim of moving to 24/7 service was a popular request, and the CMA is looking at whether a change such as this could be delivered using the Performance Charge funds. AH closed noting that the draft budget had been approved by the CMA Board in January and would welcome any comments from Participants by 7th March 2024. Following consideration of any comments received, the budget would be presented to the March CMA Board to be formally signed off.

7. Water Commission Update

CD advised that MCCP295 had been agreed by WICS. CD also noted that the draft Default Directions had been shared with the Market. WICS received two comments and were currently reviewing these. The final Default Directions would be published next week.

8. Any Other Business

LP Engagement into the next Scottish Government Principles of Charging (SWW)

RL noted that SWW works on a 6-year regulatory period. It is currently halfway through the current period and is now in early discussions with Scottish Government about their Principles of Charging for the next period. SWW is mindful of previous discussions where LPs expressed concern at the lack of engagement in this process and wanted to get views from the Market as to the best way to engage LPs. It had been suggested by Scottish Government that this may be through this forum or possibly via the CMA representing the views of LPs. This will ultimately be a matter for Scottish Government to decide but SWW had agreed to canvas initial views at the MPF.

JA noted that whilst he would welcome the CMA being engaged in this process, he did not feel the CMA would be best placed to represent the views of LPs and that they may wish to be directly involved, either via nominated LPs representing the group, or possibly via a forum such as the SSG. MG asked if there was a wider consultation that LPs could feed into. RL noted that there was, but that this was an opportunity for LPs to be engaged earlier in the process.

RD commented that there would need to be regular engagement and consultation with the wider Market if LPs views were being represented by a small number of LPs. JA asked whether there was benefit in understanding the scope of the review. RL advised that this was not yet determined, but that SWW could provide an overview once it was agreed. JA added that the CMA could provide a technical overview of what can be implemented and any consequences, however LPs may have different considerations and to that end it would be beneficial for LPs to be directly engaged in the process.

NP agreed that LPs should have a voice in this discussion and would be a positive step forward. EJ re-iterated this, and also suggested that the SSG may be the appropriate forum to be engaged in the process.

RL noted that he was happy to take feedback from LPs offline once they had an opportunity to consider how they would like to see the Market engaged in the process.

AP567 LPs to provide any views on how they should be engaged in the next Scottish Government Principles of Charging process.

DSH noted that the Scottish Government Consultation closed next week, so there was a limited window for provision of comments. DSH asked how this process interfaces with the wider policies surrounding the non-household water market. RL noted that the two will have some interface, however the charging discussions will move at a different pace to some of the wider policy discussions.

There being no further business, DS closed the meeting.

Action Summary

Action	Subject	Update
<i>From the minute of the 99th Meeting (14 December 2023)</i>		
AP565	CMA to prepare Final Report for MCCP294 and forward to WICS for consultation.	
AP566	CMA to update MCCP302 summarising any customer impacts and then prepare Final Report for submission to WICS for consultation.	
AP567	LPs to provide any views on how they should be engaged in the next Scottish Government Principles of Charging process.	