

# Minutes of Code Advisory Group (CAG)

## Meeting [32]

4 August 2023

MS Teams

Status of the Minutes: DRAFT

### MEMBERS PRESENT

Jon Fuller	JF	CAG member	Peter Strain	PS	CAG member
David Seymour	DS	CAG member			

### OTHER ATTENDEES

Chris Dawson	CD	MOSL (Chair)	Aneesa Rahman	AR	MOSL
Jak Gibson	JG	MOSL	Monica Falasca	MF	MOSL
Lisa-Ann Lott	LL	MOSL (Notes)			




### APOLOGIES



Mike Rathbone	MR	CAG member	Jessica Morgan	JM	CAG member
Ian Bannon	IB	Ofwat	Ben Storrie	BS	CAG member
David Moss	DS	CAG member			

## 1. Welcome and Agenda

CD welcomed members and confirmed agenda noting recommendations will be sought from those not in attendance by email following the meeting.

## 2. CPW139d supporting documents

Doc	Notes from meeting	Decision
<p><b>OSD 0709</b></p> <p> <a href="#">OSD 0709</a></p>	<p><b>H3, H4 &amp; H5 merged in H3 (merged)</b></p> <p>MF ran through the updates made to align with terms used in the Ops Terms and other processes.</p> <p>MF recommended the example detailed at 3.1.1. be removed as not standard to include examples within code. Members generally agreed.</p> <p>JF asked for clarity in process flow at step 6 to ensure if Wholesaler agrees with Retailer, Retailer can move straight to step 6 or step 8.</p> <p><b>Process flow to be updated by MOSL noting above.</b></p>	<p>Members present agreed to recommend on the basis the process flow will be updated.</p>
<p><b>Sch1 Part 3 Ops Terms</b></p> <p> <a href="#">SCH 1 Part 3 Ops Terms</a></p>	<p><b>H3, H4 &amp; H5 removed.</b></p> <p>MF confirmed same changes made to Ops Terms as OSD 0709 to ensure alignment.</p>	<p>Members present agreed to recommend.</p>
<p><b>CSD 0601</b></p> <p> <a href="#">CSD 0601</a></p>	<p><b>H3 merged data items and Transactions added to data set.</b></p> <p>MF confirmed no changes made to H3 merged since last meeting however housekeeping change made regarding process C7 to align with build and XSDs.</p>	<p>Members present agreed to recommend.</p>

<p><b>CSD 0302</b></p> <p> <a href="#">CSD 0302</a></p>	<p><b>Added 'Table 2' in OSD 0709 ref to OSD 0302</b></p> <p>MF ran through updates confirming addition of Table 2 SLA table.</p>	<p><b>Members present agreed to recommend.</b></p>
<p><b>Annex H</b></p> <p> <a href="#">Annex H</a></p>	<p><b>Only Application for Vacancy Incentive Scheme Payment remains.</b></p> <p>MF confirmed approach taken as per previous processes added to the Bilateral Hub.</p> <p>PS recommended shortening the document by simply listing the processes added to the hub with one overall statement.</p> <p>CD confirmed Annex H will eventually be removed once all processes added to the Hub.</p>	<p><b>Members present agreed to recommend.</b></p>
<p><b>Withdrawal of H03 &amp; H04</b></p>	<p>CD confirmed withdrawal of forms H03 and H04.</p>	<p><b>Members present agreed to withdrawal.</b></p>

### 3. Any Other Business (AOB)

#### 3.1 Accredited entities

CD requested members assistance with Accredited entities and introduced JG to discuss.

JG provided an overview of Accredited entities scheme/process and how it will appear in the Hub.

JG highlighted a small number of transactions undertaken by Accredited entities and not all Wholesalers opted into the scheme.

JG provided details of the volumes of the processes undertaken by Accredited entities noting the very low numbers.

JG highlighted the complexities currently within the process in particular in regard to approvals noting this creates a complex build process.

JG ran through 'As-is' version vs. 'To-be' proposed version of the process and requested feedback from members.

JF noted certain processes would require further review e.g., upsizing and notifications in advance in respect of works being undertaken as can impact customer service e.g., weekly spreadsheet from Retailer as to which SPIDs will be worked on following week. **JF agreed to provide details of which processes would require permission.**

DS noted the very low numbers in particular in regard to metering and suggested could be left out of the hub. In respect of disconnections would require notification same day to prevent customer being reconnected when it should not happen e.g., for non-payment. CD noted future proofing of including metering in case numbers increase.

JG noted intention to build metering section as generic as possible using already built processes and disconnection/reconnection with more detail as suspected greater numbers being actioned by Accredited entities than detailed.

CD noted miscellaneous process could be utilised for the pre-notification/approval.

Members noted 'B' processes generally require advance notifications and I processes require post notification. However, B processes could remain outside of the Hub due to proportionality given the low numbers.

**MOSL to revert to OAG members to establish if numbers are accurate.**

JF noted the difficulty in respect of SLAs relating to the processes. CD confirmed this will be reviewed as part of the build.

There being no other business the Chair closed the meeting.

**The next scheduled meeting: Friday 25 August**