



Name of Group: Smart Meter Roll Out

Meeting Number: 4

13 February 2025 09:30-10:30

Attendees:

Meeting Chair: Lois Gill (LG) Everflow

Members: Mark Ashford (MA) Wave Utilities, Jamie Johnson-Mitchell (JJ) Thames Water, Michelle Thompson (MT) Anglian Water, Mark Whittall (MW) Water Plus, Sam Byrom (SB) Yorkshire Water, Lucy Byrnes (LB) CCW, Stan Petrov (SP) Ofwat, Adrian Smith (AS) MOSL, Cillian McCarthy (CM) Everflow, Kye Smith (KS) United Utilities, Sian Forward (SF) Northumbrian and Paul Heron (PH) Castle Water

Secretariat: Sam Mawby (SM) MOSL

Agenda Item	Meeting Minutes
1. Welcome and Apologies	LG welcomed everyone to the meeting. Apologies were received from Paul Baker (PB) Business Stream, Liz D’Arcy (LD) MOSL, Tim Mead (TM) Waterscan, Simone Bhagat (SB) Defra, George Donoghue (GD), Southern Water, Chris Dawson (CD) MOSL and Stephen Macintosh (SMc) Scottish Water.
2. Update	Consultation closes 18 th February following which the draft good practice guide will need to be developed together with supporting materials. Next step will be to collate and analyse responses. LG, AS and SM will meet following consultation close to take an initial view of responses and identify next steps/identify potential owners (scheduled for 20 Feb). A follow up meeting with the full sub-group will be identified w/c 24 th February to provide an overview of the consultation responses, identify owners for the different elements that will form the guide and agree the timeline ahead of publication. MT, SB, SF, KS, LB and MW agreed to provide input to drafting/finalising the good practice guide for publication. LG will lead on this activity with support from SM.

	<p>A reminder had been sent out to Trading Parties regarding the consultation and AS agreed to contact Phill Mills at UKWRC to try and ensure that the consultation reached as many retailers as possible.</p> <p>LG advised that she planned to attend the Metering Committee in March to ensure it was fully aware of the sub-group’s activity.</p> <p>The sub-group noted that there was a risk of working on the exceptions identified to the detriment of the proposed ‘happy path’ and that additional input was needed from a wider range of Trading Parties on each of these.</p> <p>The sub-group agreed to work on the exceptions separately after the good practice guide had been published but would signpost the future areas of focus in the guide together with potential timescales to flag this to Trading Parties. The sub-group noted that the exceptions element could be a big piece of work and that the consultation may highlight further exceptions for consideration.</p> <p>The sub-group noted that it would also need to consider how to hand off the additional deliverables identified e.g. national information hub and ensure that the deliverables are actioned.</p> <p>AS would continue to look at the national information hub which would be a sizeable activity. LG had a meeting planned with Steve Formoy at MOSL (Metering programme sponsor) to understand whether MOSL could provide further support for this.</p> <p>LG made the sub-group aware that as the work of the group would extend beyond March 2025 a Chair for the sub-group would likely be needed.</p> <p>Next Steps/Actions:</p> <ul style="list-style-type: none"> • Meeting w/c 24 Feb to review consultation responses, agree owners for work and confirm timeline • AS to pick up with Phill Mills at UKWRC to ensure consultation materials are shared with retailers as widely as possible. • Plan approach to exceptions for April/May. • Agree additional deliverables outside of good practice guide/exceptions and how these should be progressed. • Identify successor for LG post April.
<p>3. Date of Next Meeting</p>	<p>Monday 24th February 11.30-12.30</p>