



Name of Group: Smart Meter Roll Out

Meeting Number: 5

24 February 2025 11:30-12:30

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, Tim Mead (TM) Waterscan, George Donoghue (GD), Southern Water. Kye Smith (KS) United Utilities, Stephen Macintosh (SMc) Scottish 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 Heron (PH) Castle Water, Paul Baker (PB) Business Stream, Liz D’Arcy (LD), MOSL Lucy Byrnes (LB) CCW, Stan Petrov (SP) Ofwat, Adrian Smith (AS) MOSL, Cillian McCarthy (CM) Everflow, Simone Bhagat (SB) Defra, Sian Forward (SF) Northumbrian, Chris Dawson (CD) MOSL.
2. Review of Consultation Responses and Next Steps	Purpose of meeting to review consultation responses and identify owners to analyse quantitative and qualitative information to inform draft good practice guide and confirm timelines for publication. Overview of Consultation Responses: <ul style="list-style-type: none">• Good level of responses received from range of Trading Parties – 19.• Broad support for proposed approach.• Noted the mixed response regarding whether an organisation would be able to completely align with the proposed approach.• Strong support for a central information hub hosted independently. The data gathered would help to build the basis for a case to potentially apply for funding to develop an information hub.• Some concerns flagged about data sharing agreements perhaps reflecting commercial sensitivity around data as opposed to data protection concerns. Flagged potential to

consider a code change to address this area. Noted that wholesalers were not able to comment on the data sharing question and may not see that there was a need for a code change. The current market codes already covered the sharing of contact details for operational purposes and where possible having separate data sharing agreements, given the longevity of the smart metering programmes, would be something to avoid, although the commercial sensitivity aspect was acknowledged. Acknowledged that data sharing agreements may be needed as an interim step.

- Supportive of the proposed approach to installation notices and the suggested template.
- Supportive of the proposed approach to producing exceptions guidance in the future.

Next Steps:

All responses (data and text) to be circulated to the sub-group.

The following working groups were set up to analyse the data and recommend a way forward.

Working Group	Questions	Members
Group 1	5-10, 28, 30, 31,32	Lead – Lois Michelle, Paul B, Jamie, George (if available)
Group 2	11-19	Lead – Adrian Michelle, Mark W, Jamie, Paul B
Group 3	20-27	Lead – Kye Mark A, Tim

Actions:

- Each working group to meet to review data/text responses for allocated questions before next meeting on 6th March.
- Each working group to agree recommendation for what to include in the good practice guide, and why, to share at next full sub-group meeting on 6th March.
- Where appropriate/feasible draft suggested text for inclusion in the good practice guide
- Agree any additional recommendations that may not feature in a good practice guide but would need to be actioned/form

	<p>part of the sub-groups future activity for discussion on 6th March</p> <ul style="list-style-type: none"> • @Lois Gill to circulate skeleton good practice guide as soon as possible (draft copy can be sent to rwg@mosl.co.uk to be added into the draft guide) <p>Current Timeline:</p> <ul style="list-style-type: none"> • 6 March – sub-group to meet to consider/agree recommendations from each working group and agree outline draft for good practice guide • 17 March – review final draft of good practice guide • 21 March – submission deadline ahead of publication, currently anticipated for 31 March or 1 April.
<p>3. Date of Next Meeting</p>	<p>Thursday 6th March 09:30-11:30</p>