

MPF Steering Group (02)

Location: MS Teams

Date and time: 12 July 2022, 1400 - 1600

Status of Key Points: FINAL

Key Points & Actions

Members

Name	(Initial)	Role/Organisation
Sarah McMath	SM	Chair
Georgina Mills	GM	Ofwat representative
Mike Rathbone	MR	Wholesaler representative
Paul Smith	PS	Strategic Panel representative
Claire Yeates	CY	Retailer Representative
Mike Keil	MK	CCW Representative

MOSL

Name	(Initial)	Role/Organisation
Chris Dawson	CD	PAG Chair
Evan Joanette	EJ	Programme Lead
Adam Richardson	AR	Market Design Director
John Gilbert	JG	Programme Director
James Higgins	JH	MPF Communications Lead
Steve Formoy	SF	Finance Director
Helen Fryer	HF	Notes

Apologies

Name	(Initial)	Role/Organisation
Phillip Marsden	PM	MOSL Board representative

Actions from previous meeting

The Steering Group noted that all previous actions from the first meeting had been completed.

Programme Plan

JG presented the high-level programme plan, noting:

- Component and Scope – High level visual representation of programme plan, sitting behind is a detailed Monday.com plan with owners and targets which will be used monitor the status of the overall programme.
- Process and Governance – Led by the Strategic Panel. Important that the Panel outline their vision in terms of accountability/flexibility etc. This will then be shared with PAG.

The Steering Group noted the Retail Exit Code (REC) consultation is likely to be published on 1 September 2022 and will run for 6 weeks until mid-October 2022. This would be challenging for retailers that intended to respond to both consultations.

The Steering Group noted MOSL ownership and responsibility for overall MPF Programme. The Steering Group advised important that principles be based on what best serves the market and customer outcomes, and not specific trading parties. Programme must demonstrate market code principles, alignment to the MPF programme objectives and success criteria.

The Steering Group requested that the programme status update includes detail as to why 'green' or 'amber' for ease of understanding.

Programme Risk Register

JG presented the programme risk register and shared with members the approach used and how the register has been embedded into the MPF programme.

The Steering Group noted MOSL's attention to PAG meeting governance, including chairing, material pre-read availability (where possible), meeting information accessibility and facilitating interaction of members between meetings. All this would ensure PAG meetings are productive and effective.

The Steering Group requested a more detailed view of the risk register to review at future meetings.

The Steering Group advised that the programme consider a risk that outputs don't track against success criteria. This would likely become a constant challenge in the programme.

<p>PAG Update</p> <p>CD provided an update on the first two PAG meetings.</p> <p>The Steering Group queried how the process would work should PAG members not support specific proposals. MOSL confirmed that it would escalate to the Programme Board.</p>
<p>Overview on Glossary (Including Success Criteria)</p> <p>Steering Group members noted the helpfulness of the programme glossary. AR emphasised the importance as the programme engagement grows that MOSL adopts a common language within the programme.</p> <p>AR noted the success criteria articulate the overall arching aim of the reform programme.</p>
<p>Market Risks and Issues Tracker</p> <p>SF introduced the Market Risk and Issues Tracker and explained the process undertaken to achieve the first proposal endorsement by the Performance Advisory Group on 7 July 2022.</p> <p>The Steering Group noted issues relating to managing MPF scope.</p>

ACTION ITEMS

Item	Person	Date	Comments
MPF Consultation timeline review	JG		Look to establish alternative ways in which to deliver MPF consultation (Sept/Oct) due to REC consultation taking place
Programme plan update	JG		Programme status update to include explanation as to status not just colour coding
Risk Register	JG		Look to agenda a more detailed view of the risk register
Risk review	JG		Risk to be considered/added regarding how we keep track of the outputs against success criteria identified