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SEC Change Board Meeting 54

26 May 2021, 10:00 – 10:30

Teleconference

SECCB_54_2605- Final Minutes

Attendees:

Category	Change Board Members
Change Board Chair	David Kemp (DK)
Large Suppliers	Sarah-Jane Russell (S-JR)
	Rachel Norberg (RN)
	David Rodger (DR)
	Tim Larcher (TL)
	Alex Hurcombe (AL)
Small Suppliers	Carolyn Burns (CB)
Network Parties	Gemma Slaney (GS)
	Paul Fitzgerald (PF)
	Hilary Chapman (HC) (*alternate for David Mitchell)*
Other SEC Parties	Alastair Cobb (AC)
	Gerdjan Busker (GB)
	Mike Woodhall (MW)

Representing	Other Participants
Data Communications Company (DCC)	David Walsh (DW)
Smart Energy Code Administrator and Secretariat (SECAS)	Holly Burton (HB) *(Meeting Secretary)*
	Ali Beard (AB)
	Joe Hehir (JH)
	Khaleda Hussain (KH)

	Harry Jones (HJ)

Apologies:

Representing	Other Participants
Large Suppliers	Emslie Law (EL)
Small Suppliers	Gareth Evans (GE)
Network Parties	David Mitchell (DM)
Consumers	Ed Rees (ER)

1. Approval of Previous Meeting Minutes

The Secretary confirmed one set of comments had been received from a Change Board member (RN) on the minutes from the previous Change Board meeting held on Wednesday 21 April 2021. The Change Board **APPROVED** the updated minutes.

2. Actions Outstanding

Action Ref	Action
52/01	SECAS to provide an update on how and where written clarity that Low Impact Planned Maintenance will not impact on system availability will be provided.
SECAS noted the DCC has previously stated that it believes that the clarity is in the approved legal text. The DCC has further confirmed that the three instances cited are the only areas that impact end to end communication. Should a low impact Planned Maintenance event trigger a System outage the outage would be managed via the standard major Incident Management Process. Action: **Closed.**	
52/02	The DCC to provide an update on what it is doing to manage and challenge the differences in CSP costs.
Due to the DCC owner of this action not being present, an update has been deferred to the next Change Board meeting in June 2021. Action: **Open.**	
53/01	SECAS (HB) to grant access to all Change Board members to the new Microsoft Teams channel and issue to issue guidance in the week commencing 26 April 2021. Change Board members are requested to raise any problems to sec.change@gemserv.com in order for it to assist further.
The Microsoft Teams channel has now been set up where members were granted access on 23 April 2021. An 'Introduction to Teams' can be found under the 'files' tab within the channel. Two members raised access issues which have since been resolved. A Change Board member (AC) noted that as part of their Teams set up, the location of accessing files can prove difficult and somewhat confusing when being a part of several Sub-Committees. As a result of this, SECAS agreed to hold a call offline with Change Board members who are experiencing any issues with gaining access to folders.	

Action Ref	Action
Action: **Closed.**	

ACTION 54/01: SECAS to host a call offline with Change Board members (AC, S-JR and RN) to review the layout of Teams across several Sub-Committees in an attempt to make reviewing papers and communication easier for future meetings. Any other members who wish to join this or a further call should contact SECAS.

3. MP099 'Incorporation of Multiple Issue Resolution Proposals into the SEC – Batch 4' Change Board vote

The Change Board was invited to perform the final vote on MP099 'Incorporation of Multiple Issue Resolution Proposals into the SEC – Batch 4'.

No comments were raised, and the Change Board proceeded to vote.

Change Board Vote – MP099 decision:

The voting outcome is shown below:

Party Category	Approve	Reject	Abstain	Conclusion
Large Suppliers	5	0	0	**Approve**
Small Suppliers	1	0	0	**Approve**
Network Parties	3	0	0	**Approve**
Other SEC Parties	3	0	0	**Approve**
Consumers	0	0	0	**-**
			Overall conclusion:	**Approve**

The view of the Change Board is that MP099 will better facilitate SEC Objective (a)[1] for the reasons given in the Modification Report.

The Change Board:

- **AGREED** that MP099 should proceed to vote;
- **AGREED** that MP099 should be **APPROVED** under Self-Governance; and
- **PROVIDED** rationale for this decision against the General SEC Objectives.

There will now be 10 Working Days for any SEC Party who wishes to refer the Change Board's decision to the SEC Panel to do so. This referral period will close at **5pm** on **Thursday 10 June 2021.**

If no referrals are received by this date, then MP099 will be implemented on 3 November 2022 as part of the November 2022 SEC Release.

[1] Facilitate the efficient provision, installation, operation and interoperability of smart metering systems at energy consumers' premises within Great Britain

4. MP144 'Charging of Random Sample Privacy Assessments' Change Board vote

The Change Board was invited to perform the final vote on MP144 'Charging of Random Sample Privacy Assessments'.

No comments were raised, and the Change Board proceeded to vote.

Change Board Vote – MP144 decision:

The voting outcome is shown below:

Party Category	Approve	Reject	Abstain	Conclusion
Large Suppliers	5	0	0	**Approve**
Small Suppliers	1	0	0	**Approve**
Network Parties	3	0	0	**Approve**
Other SEC Parties	3	0	0	**Approve**
Consumers	0	0	0	**-**
			Overall conclusion:	**Approve**

The view of the Change Board is that MP144 will better facilitate SEC Objective (g)[2] for the reasons given in the Modification Report.

The Change Board:

- **AGREED** that MP144 should proceed to vote;
- **AGREED** that MP144 should be **APPROVED** under Self-Governance; and
- **PROVIDED** rationale for this decision against the General SEC Objectives.

There will now be 10 Working Days for any SEC Party who wishes to refer the Change Board's decision to the SEC Panel to do so. This referral period will close at **5pm** on **Thursday 10 June 2021.**

If no referrals are received by this date, then MP144 will be implemented on 24 June 2022 as part of the June 2021 SEC Release.

5. MP161 'Significant Code Review – Retail Code Consolidation' Change Board vote

The Change Board was invited to perform the final vote on MP161 'Significant Code Review – Retail Code Consolidation'.

No comments were raised, and the Change Board proceeded to vote.

Change Board Vote – MP161 decision:

The voting outcome is shown below:

Party Category	Approve	Reject	Abstain	Conclusion
Large Suppliers	5	0	0	**Approve**
Small Suppliers	1	0	0	**Approve**
Network Parties	3	0	0	**Approve**

[2] Facilitate the efficient and transparent administration and implementation of the SEC

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Party Category	Approve	Reject	Abstain	Conclusion
Other SEC Parties	3	0	0	**Approve**
Consumers	0	0	0	**-**
			Overall conclusion:	**Approve**

The view of the Change Board is that MP161 will better facilitate SEC Objective (g) for the reasons given in the Modification Report.

The Change Board:

- **AGREED** that MP161 should proceed to vote;
- **AGREED** to recommend to the Authority that MP161 should be **APPROVED**; and
- **PROVIDED** rationale for this decision against the General SEC Objectives.

MP161 will be submitted to the Authority for determination. If a decision to approve is received on or before 18 August 2021 then MP161 will be implemented on **1 September 2021** as part of an ad-hoc SEC Release. This is in line with the wider Significant Code Review (SCR) timetable as the Retail Code Consolidation is planned to come into full effect on 1 September 2021.

6. Change Board Terms of Reference Review

The Change Board was informed of draft updates to the group's terms of reference prepared by SECAS as part of a review following the completion of the SEC Section D Review. Members were invited to provide any comments before the Panel is asked to approve these in June 2021.

No comments were provided by the Change Board; therefore, these will now be presented to the SEC Panel in June 2021 for approval.

The Change Board **ENDORSED** the updates to the Terms of Reference.

7. Any Other Business

There was no further business, and the Chair closed the meeting.

Next scheduled meeting date: 23 June 2021

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