

CACoP Forum meeting 43

11 October, 10:00 – 12:00 Teleconference

Final Minutes

Attendee	Representing
Tina Pearce (TP) (<i>Chair</i>)	Gemserv
Mike Fenn (MF) (<i>Secretary</i>)	SEC
Colette Baldwin (CB)	REC
Ivar Macsween (IM)	BSC
Milly Lewis (ML)	CUSC, Grid Code, STC
Dylan Townsend (DT)	DCUSA
Yvonne Reid-Healy (YR-H)	UNC
Christopher McCann (CM)	D-Code
Jennifer Semple (JS)	Ofgem

1. WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting.

Apologies were made for the absence of Talia Lattimore (TL) from IGT UNC.

2. MEETING 42 MINUTES 13/09

MF noted that Chris Arnold (CA) and IM requested the minutes be updated to more accurately reflect the discussions held around alignment of scheduled release dates and the BSC's reasons for agreeing that the Forum could close the action.

MF agreed to circulate the revised minutes with the post-meeting documentation for the Forum to review. Following the meeting, IM agreed the revisions via email.

3. ACTIONS UPDATE

Start date.	Action	Action Owner	Update	Deadline	Status
40/01 12 July 2022	Compile suggested principles from each Code and submit for agreement at the next CACoP meeting.	MF	Agreed to investigate uniform proposal form.	09 August 2022	Closed
40/02 12 July 2022	Codes to provide FM with details of nominated representatives for their Release process and Technical process	All	FM has sent invites to KV, IM, DT, ML and MF.	22 July 2022	Closed
40/04 12 July 2022	Provide and all Codes to complete a Survey Proposal table	MF	Reminder provided to all Codes.	06 September 2022	Closed
40/05 12 July 2022	Provide website data for the Forum to review against success criteria.	TP	TP to update with the August stats and validate – intending to send with meeting minutes Table shared with the Forum at the meeting.	21 September 2022	Propose to close
41/01 9 August 2022	All Codes to provide change proposal forms and associated guidance to CB as soon as possible; CB to assess differences and present findings at September meeting.	All	Item 5	13 September 2022	Closed
41/02	All Codes to provide their updates to the Horizon Scanner document	All	Mixed progress and table updated post the meeting; all Codes agreed to confirm updates by November meeting.	11 October 2022	Open
41/03	Remaining Codes to check points of contact for distribution list	CB, JS, MF		13 September 2022	Closed
42/01	CM to send D-Code proposal form to CB to be incorporated into the matrix and distributed as final to all Codes.	CM, CB		11 October 2022	Open
42/02	MF to provide survey guidance document to members prior to the October CACoP meeting.	MF	To be picked up in November meeting.	11 October 2022	Open
42/03	TP to catch up with former CACoP Forum members to validate the	TP		11 October 2022	Open

Start date.	Action	Action Owner	Update	Deadline	Status
	purpose of introducing the Horizon Scanner.				
42/04	ML to share revised template and all Codes to provide feedback.	ML	Template sent.	11 October 2022	Propose to close

OPEN ACTIONS FORUM WORKSHOP (03 MAY 2022)

Start date.	Action	Action Owner	Update	Deadline	Status
38-0305/01 3 May 2022	The SEC to explore if specific points of contacts can be appointed within the code.	SECAS	Currently not workable – will remain under continuous review.	TBC	Closed
38-0305/02 3 May 2022	The UNC to ensure the communications sent out regarding changes are made clearer for stakeholders, using dedicated distribution lists where appropriate and looking at email templates to ensure consistency.	UNC	Already part of internal processes but improvements have been introduced.	12 August 2022	Closed
38-0305/04 3 May 2022	Codes to look at ways of digitalising their online platforms	All relevant Codes	TL is investigating but advised that any change would require a contract extension as it is dependent on expanding the scope of IGT UNC duties. No further update.	Ongoing	Open

TP shared the available data for CACoP website visits and product downloads. TP noted that the 'Flywheel' programme gives more accurate statistics than Google Analytics but it has a memory of only two months. TP noted that going forward the Flywheel statistics would be captured monthly to avoid loss of accuracy.

IM suggested that the Forum's target of 100 visits per month should be revised, as this seemed likely to have been based on the Google statistics which give much lower numbers of visits.

CB noted that the newsletter downloads have decreased and suggested that the Forum investigate whether these figures included visitors who have viewed the newsletter on the website instead of downloading. CB also suggested that the Forum investigate what actions were being taken when downloads were higher to see if these can be replicated.

The Forum **NOTED** the updates.

4. CROSS-CODE STEERING GROUP UPDATES

CB provided a summary of the changes raised since the last meeting. CB noted that UNC changes UNC824 and UNC822, which relate to the Energy Price Guarantee and Demand Side Response Arrangements, will require equivalent iGT UNC changes.

CB also noted that the DCUSA has raised change DCP411, which relates to charging for de-energised sites and may require consequential changes to the BSC as a result of the market-wide half-hourly settlement (MHHS) programme. CB advised that discussions are ongoing to agree on the lead Code.

CB advised that the REC has raised change R0072, which will introduce a new meter asset condition code for instances where assets cannot be replaced due to the presence of asbestos. CB noted this may have a cross-Code impact on the DCUSA.

YR-H noted that the last CCSG meeting fell on a Monday, when the UNC representative doesn't have office hours. CB agreed to raise this with the CCSG to ensure attendance of all Codes is facilitated where possible.

ML advised that Grid Code have raised a consequential change to the BSC's P448, which is an urgent modification to mitigate gas supply emergency risks, and that joint working groups are being held with Elexon to coordinate the approach.

5. HORIZON SCANNER DOCUMENT

TP shared which Codes had provided their updates for the Horizon Scanner document prior to the meeting. The remaining Codes agreed to provide their updates before the November meeting.

MF also noted that ML had sent a suggestion for simplifications to the template and requested all Codes to confirm they are comfortable to use this. Once all Codes have provided their updates these will be combined in the new template format and reviewed at a future CACoP Forum meeting prior to publication.

Action 43/01: MF to send the simplified template to DT and YR-H.

6. CODE SURVEYS

MF advised that due to limited resource the Code Surveys Guidance Document was not yet ready for review by the Forum. MF agreed to provide a draft of the document to all Codes with the materials for the November meeting.

7. CACoP NEWSLETTER

MF advised that the latest edition of the CACoP Newsletter is to be published by the end of October 2022 and requested Forum members submit any information they would like to be included.

8. INDUSTRY STRUCTURE GUIDANCE

TP advised that a Supplier had queried whether there was a guidance document or diagram available which shows the relationship between different industry services and systems, and how these are governed by the different Codes. TP shared a diagram of the Central Switching Service (CSS) as an example given by the Supplier.

The Forum agreed that to provide documents with the high level of detail in the CSS example would require an inordinate amount of work for very little value to customers. Forum members provided examples of higher-level diagrams showing the Codes, their relation to the different Energy Licences, and some general services which they cover. The Forum agreed that this was a more appropriate level of detail. Members agreed to review the diagrams to ensure they were up to date, and TP agreed to share feedback to the Supplier on the discussion and consider if an updated diagram could be shared on the CACoP website following review.

Action 43/02: All Codes to review diagrams provided. TP to share on CACoP website following review and amendments.

9. ANY OTHER BUSINESS

JS advised that Ofgem was preparing an update on Code Governance Reform which would be shared after the meeting. JS also advised that the Energy Bill is under parliamentary review and has been subject to delay. MF requested that JS provide updates on both of these items for the October CACoP newsletter.

Action 43/03: JS to provide updates to MF on Code Governance Reform and the delays to the Energy Bill.

The next CACoP Forum meeting will be held on 8 November 2022.

The Chair thanked everyone for attending and closed the meeting.