RETAIL ENERGY CODE

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01	Initial Assessment Report
02	Preliminary Change
03	Final Change Report

INITIAL ASSESSMENT REPORT

R0073 – INTRODUCTION OF A HOUSE KEEPING CHANGE PROPOSAL PROCESS

DOCUMENT VERSION	V1.0
DATE ISSUED	17/01/2023
DOCUMENT APPROVAL STATUS	APPROVED

RESPONSIBLE COMMITTEE	CHANGE PANEL	CHANGE PATH	SELF GOVERNANCE
PRIORITY STATUS	LOW	URGENCY	STANDARD

DEADLINE FOR ALTERNATIVE CHANGE PROPOSALS	27/01/2023

LEAD CHANGE ANALYST



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CHANGE OVERVIEW

The Change Proposal looks to introduce a Housekeeping Change process into the REC, to enable a more efficient change process for the types of changes that are not material in nature and are suitable to be implemented more quickly. We will also look to make some housekeeping changes to Schedule 5 - Change Management - while introducing this new process.

	High Impact: N/A
	Medium Impact: N/A
	Low Impact: REC Parties and the Code Manager

1 BACKGROUND

All changes to the REC currently follow a single Change Process irrespective of the type of impact on REC Parties or the Code Manager. Since the Code was designated, there have been a number of housekeeping modifications to the Code that have had a non-material impact on parties, however, they follow the same change process as something more significant – such as those for the Central Switching Services.

Other industry codes have a separate housekeeping change process that allows any non-material change to be progressed through an accelerated timetable, and with less demand being placed on Code Parties through engagement during the industry changes. The Code Manager has reviewed the other housekeeping change processes in other codes and believes there would be benefit in the introduction of an equivalent change to the REC.

2 PROBLEM STATEMENT

Typographical errors, formatting, and consistency errors (such as Paragraph numbering), out-of-date references to documents and updating addresses (including email) all have to go through the standard change process. In these cases, the changes are not material and do not need a solution to be developed nor do they need to demonstrate that they meet a business case and could therefore be progressed more quickly.

3 USER STORIES

REF.	USER STORIES
MARKET PARTICIPANT USER STORIES	
M1	As the Code Manager I want to be able to progress change to the REC in the most efficient way possible. Where minor, non-material changes are needed to correct typographical or consistency errors, or to update out of date reference, I want a simpler and more accelerated change process to manage these housekeeping activities.
M2	As a REC Party, I want the Code Manager to use a more efficient process for housekeeping changes, that reduces the burden of managing industry changes through the standard change process.
M3	As RECCo I want the Code Manager to use the most efficient and simplest process to manage housekeeping changes in order to free up Code Manager resources to progress higher priority changes.

4 IMPACTS

CONSUMERS
None

REC SERVICE PROVIDERS
None

RECCO / REC CODE MANAGER
Code Manager Change Process

REC PARTIES AND SERVICE USERS
None

REC DOCUMENTS / PRODUCTS
Schedule 1 - Interpretations & Definitions
Schedule 5 – Change Management

The changes to Schedule 5 – Change Management address a number of additional housekeeping changes as well as introducing the proposed new change process. A draft of the proposed legal text for Schedule 1 and Schedule 5 is available on the Portal. It will be subject to a full legal review before publication in the Preliminary Change Report.

5 CROSS CODE IMPACTS

This Change Proposal has no cross-code impacts.

6 CHANGE PATH AND RESPONSIBLE COMMITTEE

CHANGE PATH	Change Panel

RESPONSIBLE COMMITTEE	Self-Governance

Decisions in respect of REC Schedule 1 – Interpretations and Definitions and Schedule 5 – Change Management are the responsibility of the Change Panel. This Change Proposal does not meet the criteria for an Authority determined Change Proposal, and therefore will be subject to a Self-Governance decision of the Change Panel.

7 PRIORITY STATUS AND URGENCY

RETAIL ENERGY CODE

PRIORITISATION MATRIX

Category	Significance / Resource impacts / Urgency	Further selection / breakdown	Score (0-3)	Weighting	Weighted Score
Impacts	Consumer Impact	Indirect	0	27	0
	Retail Markets Impact	Retail Risk(s)	0	17	0
	RECCo / REC Party / REC Service Provider Impact	Operational Effectiveness and Efficiencies	3	7	20
		Legal and Regulatory Compliance	2	14	28
Resource	Complexity / Effort / Duration		3	9	28
Strategic Alignment	Contribution to/ Alignment with the objectives of the REC		0	17	0
	Contribution to/ Alignment with RECCo's Forward Work Plan		0		0
Urgency *(The need to progress a change to meet a targeted date)*		Other Planned Activity	0	10	0
				Overall Priority Score (rounded)	76

Priority Score	Priority Status
171 and above	Critical
151 to 170	High
101 to 150	Medium
0 to 100	Low

Priority Status	LOW
Change Proposal Type	STANDARD

Urgent Change Proposals meet the Criteria for Urgency as set out by Ofgem

The Change Proposal has a priority score of 76 and is therefore classed as having a Low Priority Status. Considering this change proposal in isolation, however, does not recognise the wider benefits that come from introducing this fast-track process for housekeeping changes. Currently housekeeping changes have to follow the standard REC Change Proposal process but by introducing a faster and more efficient process for non-material changes it will allow the Code Manager's resources to be appropriately deployed on the progression of higher priority changes. At the same time, it will ensure that parties are not unnecessarily burdened with change documentation that can be reduced or eliminated, while still allowing necessary corrections and clarifications to be made in a timely manner rather than being de-prioritised.

8 SUMMARY OF CHANGE PROPOSAL PLAN

There is a fully formed solution for this change proposal along with proposed legal text and therefore solution development and impact assessment requirements are minimal, it is proposed therefore to progress to industry consultation by presenting a Preliminary Change Report to stakeholders for a 15 working day consultation following approval of this Change Proposal Plan and Initial Assessment Report by the Change Panel.

Draft legal text has been produced and reviewed internally by the Code Manager. This legal text will be subject to a formal legal review before publication of the Preliminary Change Report.

	FROM	TO
PRELIMINARY CHANGE REPORT AND CONSULTATION ISSUED	27/01/2023	27/01/2023

CONSULTATION	27/01/2023	10/02/2023
FINAL CHANGE REPORT ISSUED	24/02/2023	24/02/2023
RESPONSIBLE COMMITTEE DECISION	07/03/2023	07/03/2023
APPEAL WINDOW CLOSURE	07/03/2023	21/03/2023

9 GLOSSARY

TERM	DEFINITION
Central Switching Services	means the Systems and processes provided or procured by the CSS Provider for the purpose of providing the Address Management Service and the Registration Service
(New) Housekeeping Change	is a housekeeping change required because of an error, inconsistency, or factual change, including but not limited to: a) updating names, addresses or email addresses listed in the Retail Energy Code; b) correcting minor typographical or grammatical errors; c) correcting formatting and consistency errors, such as paragraph numbering; or d) updating out of date references to other documents or paragraphs.