RETAIL ENERGY CODE

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01	Proposal Plan
02	Consultation
03	**Final Recommendation**

CHANGE REPORT

R0340 – AMENDMENTS TO THE PARC RELATING TO ADDRESS MANAGEMENT

DOCUMENT VERSION	V1.0
PROPOSED IMPLEMENTATION DATE	26 February 2027
IMPLEMENTATION APPROACH	Big Bang

RESPONSIBLE COMMITTEE	Performance Assurance Board	**CHANGE PATH**	Self-Governance
PRIORITISATION CATEGORY	Standard	**URGENCY**	Standard
IMPACTED STAKEHOLDERS	Central Switching Service (CSS), Performance Assurance Board (PAB)		

LEAD ANALYST (SOLUTION LEAD)	TECHNICAL LEAD	ASSURANCE LEAD	SUBJECT MATTER EXPERT
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OVERVIEW

This Change Proposal seeks to remove six Address Management-related reports from the Performance Assurance Reporting Catalogue (PARC) and alter another two reports to change their obligated production frequency from monthly to ad hoc. These reports are only viewed internally by the Central Switching Service (CSS) Provider and the operational burden of their monthly generation and storage provides no additional benefit, as information contained in them is available to the CSS Provider in a more accessible format.

CODE MANAGER RECOMMENDATION

The Code Manager recommends that the Performance Assurance Board:

- **APPROVE** the proposed change solution;
- **APPROVE** the proposed implementation approach; and
- **APPROVE** the proposed implementation date of 26 February 2027.

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BACKGROUND

1 SUMMARY

Under REC Schedule 29 – Address Management, the Central Switching Service (CSS) Provider has an obligation to maintain the Address Management Service. This service entails the creation and maintenance of Retail Energy Location (REL) Addresses, including reviewing the accuracy and consistency of REL Addresses with other sources of address data. The CSS Provider's performance in ensuring the accuracy and quality of the REL Addresses is subject to Performance Levels and may be periodically reviewed by the REC Performance Assurance Board (PAB).

As part of the Centralised Registration Service (CRS) Improvements Plan, RECCo, the Code Manager and the Data Communications Company (DCC), in their function as the CRS Provider, reviewed the current reporting that is generated by the CSS Provider as required by their REC obligations. The review identified that some of the Address Management-related reports captured in the Performance Assurance Report Catalogue (PARC) have no operational benefit to their generation as they are primarily produced for the DCC's internal consumption. Their monthly production for the PARC creates an operational burden that could be avoided whilst the underlying data contained in these reports is available elsewhere within CSS' internal systems for the CSS Provider to review and may be requested by the REC PAB outside of the PARC on an ad-hoc basis.

Address Management Service-related reports listed in the PARC have an indicative frequency of "latest monthly report to be provided on demand". While the financial costs of this reporting are low for the CSS Provider, their production and storage still create meaningful operational burdens. These reports have millions of data rows, superseding the limit that can be viewed in the Excel format, meaning reports must be split into numerous Excel files which the CSS Provider must store digitally in case they are requested to be reviewed by the Code Manager. This formatting makes Address Management Service-related reporting burdensome for the CSS Provider to produce and store and is unfit for both the CSS Provider's review and Performance Assurance purposes.

This Change Proposal seeks to review a total of eight Address Management-related reports in the PARC. Six reporting items will be removed from the PARC entirely. Two components of the REL Updates Report will remain within the PARC but will no longer be subject to the requirement for a monthly report to be maintained; instead, they will be provided on an ad hoc basis upon request of the PAB for Performance Assurance purposes.

2 PROBLEM STATEMENT

As part of the CRS Improvements Plan, the monthly generation of eight Address Management-related reports included in the PARC was identified as providing no operational benefit. These reports are produced for DCC's internal consumption and are operationally burdensome to produce and store, but the PARC obligates their monthly generation and storage even where the data included in these reports is available in other internal dashboards for the CSS Provider to review.

3 IMPACTS

CONSUMERS
No impact identified.

REC SERVICE PROVIDERS
Central Switching Service (CSS) Provider

RECCO / REC CODE MANAGER
REC Code Manager

REC PARTIES AND SERVICE USERS
CSS Users

REC DOCUMENTS / PRODUCTS
Performance Assurance Report Catalogue (PARC)

MHHS
No impact identified.

4 CROSS-CODE IMPACTS

No cross-code impacts have been identified.

5 PROPOSAL PLAN

Milestone	Activity	From	To
Definition		**15 Sep-26**	**29 Sep-26**
	Solution Analysis	September	September
	Solution Development	September	September
	Legal Review	September	September
Change Proposal		**30 Sep-26**	**23 Nov-26**
	Consultation	October	October
	Solution Refinement	October	October
	Final Determination	November	November
Voting		**24 Nov-26**	**24 Nov-26**
	Appeal Window	25 November	09 December

6 STAKEHOLDER ENGAGEMENT

This proposal has been raised as an Issue with a proposed solution, which was presented by the Proposer on the 25 August 2026 Performance Assurance Board (PAB) meeting. Please find the minutes to this PAB session here. PAB Members supported the raising of the Issue and the removal of the identified reports from the PARC.

In the meeting, the PAB Chair sought clarification that the proposed removal of the reports was an efficiency measure, would not affect new address quality reporting or related initiatives, and excluded those reports marked to continue. The CSS Provider confirmed that the reports were accessible only by them and that duplicated data is available through alternative means within CSS. Proactive production and storage of the reports would cease, but the underlying data and metrics would remain accessible through dashboards and on-demand reporting.

7 PRIORITISATION CATEGORY AND URGENCY

7.1 PROPOSER REVIEW

The Proposer of this Change Proposal has provided a review stating this Change Proposal:

- Does not meet the criteria for Urgency;
- Aligns to the Stragetic Direction Statement (SDS) as it aligns with Objective 2.3 (Deliver effective and proactive monitoring, supervision, compliance, and enforcement activities) and Objective 2.4 (Use data to drive up supplier performance), as removing these reports from the PARC will enable CSS Service Provider and the Address Management team to focus on further meaningful analysis of more relevant reporting, which may result in positive developments of new initiatives;
- Has medium importance as it allows the CSS Provider to correct inefficiencies within existing reporting while remaining compliant with the REC; and
- Has low complexity as it will be simple to implement as the proposed solution is to simply remove/edit existing reports from the PARC.

Their review can found in the initial submission form here.

7.2 CODE MANAGER REVIEW

The Code Manager is proposing this Change Proposal be given an Urgency Status of Standard and a Prioritisation Category of Standard.

The Code Manager believes this Change Proposal:

- Does not meet the Ofgem criteria for Urgency;
- Has a medium alignment to the Strategic Direction Statement (SDS) as it has a reasonable SDS link but is one of several similar Standard changes with comparable strategic value;
- Has medium importance as it delivers useful but broadly comparable benefits to other Standard changes;
- Has a low complexity as it can be delivered late in the Standard queue without increasing risk or effort.

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SOLUTION

8 PROPOSED SOLUTION

The proposed solution involves removing six Address Management-related reports from the PARC. Alongside this, the indicative frequency of two reports will change from "Latest Monthly Report to be provided on Demand" to "Ad hoc on Demand". In conjunction, these changes remove the CSS Provider's obligation to generate these eight reports every month.

Data contained in the six reports that will be removed from the PARC is available to the CSS Provider through other means and in more accessible formats. As for the two reports which will have their indicative frequency changed, they will stop being generated monthly and will only be produced where the REC PAB requests to review them.

The table below outlines how each Address Management-related report will be impacted:

Report name	Current Requirement	Change
Unmatched ME Extract	Latest Monthly Report to be provided on Demand following request from the REC PAB	Remove from PARC
Matched Extract	Latest Monthly Report to be provided on Demand following request from the REC PAB	Remove from PARC
Address Quality Postcode Report	Latest Monthly Report to be provided on Demand following request from the REC PAB	Remove from PARC
Unchanged Postcodes Report	Latest Monthly Report to be provided on Demand following request from the REC PAB	Remove from PARC
REL Updates Report		
• REL Change	Latest Monthly Report to be provided on Demand following request from the REC PAB	Remove from PARC
• REL Source Initial Registration	Latest Monthly Report to be provided on Demand following request from the REC PAB	Remove from PARC

• REL Initial Registration	Latest Monthly Report to be provided on Demand following request from the REC PAB	Ad hoc on Demand following request from the REC PAB
• REL Change RMP	Latest Monthly Report to be provided on Demand following request from the REC PAB	Ad hoc on Demand following request from the REC PAB

9 DRAFT LEGAL TEXT

The legal text changes to deliver the proposed solution to R0340 can be found here.

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PRELIMINARY ASSESSMENT

10 SUMMARY OF IMPACT ASSESSMENT ACTIVITY

10.1 SERVICE PROVIDER IMPACT ASSESSMENTS

No Service Provider impact assessment was required as part of this Change Proposal. This is because the only Service Provider impacted by this Change Proposal is the Proposer, who confirmed there were no operational impacts or costs associated with implementing this Change Proposal. Therefore, the Code Manager did not require a formal Service Provider impact assessment.

10.2 REC PARTY IMPACT ASSESSMENTS

No Party impact assessment was conducted as part of this Change Proposal.

10.3 SUMMARY OF AMENDMENTS MADE FOLLOWING IMPACT ASSESSMENT

No amendments were made following impact assessment.

11 RISKS, ASSUMPTIONS, ISSUES AND DEPENDENCIES

NO.	RISK	NOTES	MITIGATION
R01.R0340	Reduction in assurance visibility	If these reports are removed from the PARC, the REC PAB will have less oversight on the performance of the Address Management Service.	Outside the scope of the PARC, the REC PAB still retains its right to request the CSS Provider to submit reports and information periodically or on an ad hoc basis as part of investigating or responding to specific performance and market issues.

There are no issues, assumptions or dependencies associated with this Change Proposal.

12 BUSINESS CASE ASSESSMENT

12.1 COSTS

There are no costs associated with this Change Proposal.

12.2 BENEFITS

INTANGIBLE BENEFITS	BENEFITS DESCRIPTION
REDUCED OPERATIONAL BURDEN	The reports identified by the Proposer are burdensome for the CSS Provider to create and store. Removing the PARC obligation to generate these reports monthly would reduce operational burden and storage costs for the CSS Provider.

12.3 COST BENEFIT ANALYSIS

There are no central systems costs, no expected costs to Parties and one intangible benefit associated with this Change Proposal. As such, the Code Manager believes that there is a positive case for change.

13 CASE FOR CHANGE

SELF GOVERNANCE

The Code Manager considers that there is a case for change to implement this solution, on the basis that it:

- Is both viable and implementable, and it appropriately resolves the problem statement;
- Has a positive impact on REC Objective (c) to drive continuous improvements and efficiencies in the operation of the REC and the central systems and communication infrastructures it governs;
- Has no associated central system costs and no associated Party costs;
- Has proportionate effort required for implementation;
- Causes no detriment to Market Participants or consumers;
- Creates efficiencies in the operation of the retail market in reducing the CSS Provider's operational burden; and
- Will support the DCC (in their function as the CRS Provider) to enact the changes required for the CRS Improvements Plan.

14 SUMMARY OF CONSULTATION RESPONSES

A consultation was circulated on 8 October 2026 to obtain views on the Change Report (For Consultation). No responses from Parties or Service Providers were received.

15 SUMMARY OF AMENDMENTS MADE FOLLOWING CONSULTATION

DOCUMENT	SECTION	AMENDMENT	REASON
R0340 Legal Text changes	Version History	Added associated reference numbers to reports	Further review by the Code Manager post consultation.

16 APPENDIX

CHANGE PROPOSAL	Link
LEGAL DRAFTING	Link

17 GLOSSARY

TERM	DEFINITION
Address Management Service	means the component of the Central Switching Service which undertakes activities to identify and maintain a matching REL Address for each RMP as further described in the Address Management Schedule.
Retail Energy Location (REL) Address	means the address (or other spatial reference) of each Retail Energy Location, as created and maintained by the CSS Provider.
Registrable Measurement Point (RMP)	means a Supply Meter Point or Metering Point identified in the Central Switching Service.
Meter Point Location (MPL) Address	means the address (or other spatial reference) of a Supply Meter Point's or Metering Point's Location, as created and maintained by the Gas Transporter or Distribution Network Operator (as applicable) for that Supply Meter Point or Metering Point.
Retail Energy Location (REL)	means a Location to which Energy is delivered via an RMP, and/or from which electricity is exported via an RMP.