Change Request Form

Change Request details

Change Request details			
Change Request Title	Update TMAG Terms of Reference to reflect option of meeting co-representation		
Change Request Number	CR021		
Originating Advisory / Working Group	Programme Steering Group (PSG)		
Risk/issue reference			
Change Raiser	Amy Clayton, MHHS PMO	Date raised:	09/03/23

For further guidance on how to complete this document please see the supporting Change Request Form Guidance for Programme Participants. The guidance will support raising a change and responding to a change request via Impact Assessment. The Change Raiser should consider sharing the draft Change Request Form with impacted programme parties, prior to submission to PMO. The guidance, as well as other key documents are referenced below and can be found via the MHHS website.

Change Request to be read in conjunction with:
MHHS Change Request Form Guidance for Programme Participants
MHHS Change Control Approach
MHHS Governance Framework
Ofgem's MHHS Transition Timetable

Guidance *– This section should be completed by the Change Raiser when raising the Change Request.*

Part A – Description of proposed change	Page 1 of 9

Issue statement:
(what is the issue that needs to be resolved by the change)

There change is required to reflect the decision made at the Programme Steering Group (PSG) on Wednesday 1 March 2023. The change is:

The Testing and Migration Advisory Group (TMAG) is to split in two halves (one for Testing and one for Migration) with the option of co-representation for industry constituencies where desired. The MHHS Programme Governance Framework needs a minor update to reflect this in the TMAG Terms of Reference. This decision was also agreed at the TMAG on 15 February 2023 and referred to the PSG.

A change marked version of the Governance Framework is attached with this Change Request.

Description of change:
(what is the change you are proposing)

To update to the MHHS Governance Framework with minor updates to the TMAG Terms of Reference - for co-representation of industry representatives where required. A change marked version of the Governance Framework is attached with this Change Request.

Justification for change:
(please attach any evidence to support your justification)

There is a requirement that the TMAG Terms of Reference be updated in the MHHS Governance framework to reflect the way the TMAG will operate going forward. Co-representation of constituency representatives is required to allow for appropriate Testing or Migration expert representation in TMAG decision-making. Updating the framework will ensure it accurately defines MMHS Programme governance arrangements and Programme Participants can transparently see the agreed purpose of each group.

Consequences of no change:
(what is the consequence of no change)

The MHHS Governance Framework will not accurately reflect the decisions of PSG and the TMAG will be operating outside of its ToRs.

Alternative options:
(What alternative options or mitigations that have been considered)

Leave the MHHS Governance Framework unchanged. TMAG and PSG also considered other options for Testing and Migration governance (such as two separate Advisory Groups) but agreed co-representation as the most efficient way forward.

Risks associated with potential change:
(what risks related to implementation of the proposed change have been identified)

Risks relating to TMAG governance were discussed at the TMAG on 15 February 2023 and at PSG on 01 March 2023. Please refer to the TMAG and PSG papers for more detail

Stakeholders consulted on the potential change:	
(Please document the stakeholders, or stakeholder groups that have been consulted to date on this change. The Change Raiser should consult with relevant programme parties in the drafting of the request, prior to submission to PMO). PSG members, TMAG members, and hence their constituents (via constituency reps at these groups)	
Target date by which a decision is required:	29 March 2023, so as to be communicated to PSG on 05 April 2023

Part B – Initial Impact of proposed change

Guidance – *This section should be completed by the Change Raiser before being submitted to the MHHS PMO.*

Please document the benefits of the change and to delivery of the programme objectives

What benefits does the change bring
(list the benefits of the change and how this improves the business case)
The rationale and benefits for updating the MHHS Governance Framework were discussed at PSG on 01 March and TMAG on 15 February. This included that it allows different expertise required for Testing and Migration to be represented in MHHS decision-making at TMAG.

Programme Objective	Benefit to delivery of the programme objective
To deliver the Design Working Group's Target Operating Model (TOM) covering the 'Meter to Bank' process for all Supplier Volume Allocation Settlement meters	Delivered to higher standard than if the Programme doesn't update the TMAG Terms of Reference in the MHHS Governance Framework.
To deliver services to support the revised Settlement Timetable in line with the Design Working Group's recommendation	The changes do not impact this objective
To implement all related Code changes identified under Ofgem's Significant Code Review (SCR)	The changes do not impact this objective
To implement MHHS in accordance with the MHHS Implementation Timetable	The changes do not impact this objective
To deliver programme capabilities and outcomes to enable the realisation of benefits in compliance with Ofgem's Full Business Case	Delivered to higher standard than if the Programme doesn't update the Interim PoaP and TMAG Terms of Reference in the MHHS Governance Framework.
To prove and provide a model for future such industry-led change programmes	Delivered to higher standard than if the Programme doesn't update the Interim PoaP and TMAG Terms of Reference in the MHHS Governance Framework.

Guidance – *Please document the known programme parties and programme deliverables that may be impacted by the proposed change*

Impacted areas	Impacted items
Impacted Parties	All Programme Parties.
Impacted Deliverables	MHHS DEL-030 MHHS Governance Framework
Impacted Milestones	n/a

Note *– Please refer to MHHS DEL174 Change Request Guidance for Programme Participants for information on how to score the initial assessment.*

Initial assessment			
Necessity of change	2 - Important Change	Expected lead time	1 - <5 working days
Rationale of change	Programme	Expected implementation window	1 - Imminent
Expected change impact	Very Low		

Guidance *– Please include a reference and link to any additional documentation which the change relates to.*

Change Request to be read in conjunction with:	
Title	**Reference**
MHHS Governance Framework	MHHS-DEL030

Part C.1 – Summary of Impact Assessment

Note – *This section will be completed initially by the Change Raiser and then by Programme Participants as part of the full Impact Assessment.*

All Impact Assessment responses will be considered public and non-confidential unless otherwise marked. If there are any specific elements of the response (e.g. costs) that are confidential, please mark the specific sections as confidential rather than the response as a whole. The MHHS Programme will publish all Impact Assessment responses and redact any confidential information as noted.

Guidance – **Programme Participants are required to:**

A. **Respond with 'Agree', 'Disagree' or 'Abstain', deleting as appropriate. If the respondent agrees, they can provide additional evidence to further support the assessment. If the respondent disagrees or abstains, they should provide a detailed rationale as to why.**

B. **Add any additional effects that have not already been identified. In doing so, they should provide as much detail as possible to allow a robust assessment to be made.**

C. **Proceed to Part C.2 for Impact Assessment Recommendation response once completed.**

Part C.1 – Summary of Impact Assessment (complete as appropriate)
Effect on benefits
n/a
<Delete as appropriate>: **Agree   Disagree   Abstain**
Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.   *Impact Assessment respondents should consider and provide detail of any additional effect e.g. whether there will be an impact on when a benefit will be realised; who will realise the benefit; the extent to which the benefit will be realised.*   *Where possible, contextual information should be included e.g. the benefit will be delayed by X weeks; the change means Y population will also realise the benefit.*
Effect on consumers
n/a
<Delete as appropriate>: **Agree   Disagree   Abstain**
Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.   *Impact Assessment respondents should consider and provide detail of any additional effect e.g. whether there will be an impact on service delivery to consumers; will there be a cost impact to consumers; will there be a choice impact to consumers?*   *Where possible, contextual information should be included e.g. what is the scale of the effect? Will the effect be permanent?*
Effect on schedule
n/a

Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.

Impact Assessment respondents should consider and provide detail of any additional effect e.g. will the schedule/milestones be directly impacted; will the schedule/milestones be indirectly impacted.

Where possible, contextual information should be included e.g. the change will delay the project by X days; the change will require additional resource to complete (though detail resource in resource section); the delay can/cannot be recovered by condensing Y activity.

Effect on costs

n/a

Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.

Impact Assessment respondents should consider and provide detail of any additional effect e.g. will the change cause a loss of income; will the change cause additional cost; will the change cause a reprofiling of cost?

Where possible, contextual information should be included e.g. whether it is capital or operating expenditure that will be affected; what period costs will be affected in; what the rough order of magnitude of the cost impact will be and if organisation will be able to absorb it?

Effect on resources

n/a

Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.

Impact Assessment respondents should consider and provide detail of any additional effect e.g. will there be an impact on tools or equipment; will there be an impact on staff capacity; will there be an impact on staff skills or capability?

Where possible, contextual information should be included e.g. the change will require X additional staff for Y period of time; the change requires Z training or support.

Effect on contract

n/a

Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.

Impact Assessment respondents should consider and provide detail of any additional effect e.g. whether there will be an impact on contracts with sub-contractors; whether there will be an impact on contracts with vendors; whether there will be an impact on contracts with regulators/ESO.

Where possible, contextual information should be included e.g. the changes will require new contracts to be created; the changes will variations to existing contracts; the changes will affect ability to meet contract requirements.

Risks   *n/a*
<Delete as appropriate>: **Agree**   **Disagree**   **Abstain**
Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.   *Impact Assessment respondents should consider and provide detail of any additional effect e.g. will existing risks be affected; will new risks be created?*   *Where possible, contextual information should be included e.g. the change will affect the likelihood of a risk occurring, the change will affect the impact the risk would have, the change will require additional controls and mitigation.*

Part C.2 – Impact Assessment Recommendation

Note – *This section must be completed initially by the Change Raiser and then by Programme Participants as part of the full Impact Assessment.*

Guidance – The primary reporting metric of the Impact Assessment is the recommendation response. The consolidated response will be presented to the relevant governance group(s) and decision maker(s) with the totals for 'Agree', 'Disagree' or 'Abstain'. As such, please ensure this section is completed before the form is returned to MHHS PMO. Provide detailed rationale and evidence in the commentary field.

Part C.2 – Impact Assessment Recommendation (mandatory)
Recommendation   It is recommended by the Change Raiser the change is **approved.**
<Delete as appropriate>: **Agree**   **Disagree**   **Abstain**
Impact Assessment respondents to add supporting commentary to support their selection.

Impact assessment done by: <Name>

Guidance*: If you are a third party responding on behalf of another Programme Participant, please state this in your response.*

Impact assessment completed on behalf of: <Name>

Part D – Change approval and decision

Guidance: The approvals section will be completed by the MHHS PMO once the Impact Assessment has been reviewed.

Part D - Approvals
MHHS Change Board – housekeeping change

Guidance - This section will be completed by the MHHS PMO and Change Owner following the review of the impact assessment and decision reached by the SRO.

Part D – Change decision			
Decision:	Approved	Date	24.03.2023
Approvers:	Change Board		
Change Owner:	Amy Clayton		
Action:	Update TMAG terms of reference		
Changed Items	**Pre-change version**	**Revised version**	
A1	**MHHS Governance Framework v3.0**	**MHHS Governance Framework v3.1**	

Part E – Implementation completion

Guidance *- This section will be completed by the MHHS PMO at the end of the post-implementation process.*

Part E – Implementation completion			
Comment	Implementation complete	Date	05.04.2023

Guidance *– The Closure Checklist in MHHS DEL175 Change Log must also be completed by MHHS PMO at this stage.*

Checklist Completed	Completed by
Yes	Immy Syms

Guidance *– This section will be completed by the MHHS PMO at the end of the post-implementation process and should be* **used to add any appropriate references of the change once it has been completed.**

References		
Ref	**Document number**	**Description**