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## Change Request Form

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### Change Request details

Change Request details			
Change Request Title	<i>Programme proposal to update DAG ToR in the MHHS Governance Framework</i>		
Change Request Number	<i>CR006</i>		
Originating Advisory / Working Group	<i>DAG – Design Advisory Group</i>		
Risk/issue reference			
Change Raiser	<i>Fraser Mathieson, MHHS IM PMO</i>	Date raised:	<i>11/04/22</i>

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*For further guidance on how to complete this document please see the supporting Change Request guidance document*

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## Part A – Description of proposed change

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

Part A – Description of proposed change	
<b>Issue statement:</b> <i>(what is the issue that needs to be resolved by the change)</i> The Design Advisory Group (DAG) has approved updates to the DAG Terms of Reference (ToR) which clarify the use of the MHHS design principles and that the DAG may deviate from its agreed design principles where it is prudent or necessary to do so. This requires a consequent update to the MHHS Programme Governance Framework and, therefore, an MHHS Change Request.	
<b>Description of change:</b> <i>(what is the change you are proposing)</i> Update the MHHS Governance Framework to add the updated DAG ToR, as approved by the DAG (see attached change marked document).	
<b>Justification for change:</b> <i>(please attach any evidence to support your justification)</i> The formal approval of the DAG ToR must be reflected in the MHHS Governance Framework so that the Framework accurately defines MHHS Programme governance arrangements and Programme Participants can transparently see the agreed purpose of each group.	
<b>Consequences of no change:</b> <i>(what is the consequence of no change)</i> The MHHS Governance Framework will not accurately reflect the updated DAG ToR. Programme participants may notice this discrepancy and it may cause unnecessary confusion.	
<b>Alternative options:</b> <i>(What alternative options or mitigations that have been considered)</i> n/a	
<b>Risks associated with potential change:</b> <i>(what risks related to implementation of the proposed change have been identified)</i> None.	
<b>Stakeholders consulted on the potential change:</b> <i>(Please document the stakeholders, or stakeholder groups that have been consulted to date on this change)</i> DAG	
<b>Target date by which a decision is required:</b>	As soon as practicable.

**Part B – Initial Impact of proposed change**

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

**Guidance – Please document the benefits of the change and to delivery of the programme objectives**

What benefits does the change bring
The change will ensure the MHHS Governance Framework Document aligns with the approved DAG ToR and avoid any confusion that may arise with Programme Participants should there be a discrepancy between the documents.

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	This Change Request does not impact the TOM.
To deliver services to support the revised Settlement Timetable in line with the Design Working Group’s recommendation	This Change Request does not impact the revised Settlement Timetable.
To implement all related Code changes identified under Ofgem’s Significant Code Review (SCR)	This Change Request does not impact the Code changes.
To implement MHHS in accordance with the MHHS Implementation Timetable	This Change Request does not impact the final delivery date for MHHS.
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 DAG ToR in the MHHS Governance Framework.
To prove and provide a model for future such industry-led change programmes	This Change Request does not impact the model for future industry-led change programmes.

**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 participating in DAG and associated governance groups.
Impacted Deliverables	MHHS DEL-030 MHHS Programme Governance Framework
Impacted Milestones	None.

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

Initial assessment			
Necessity of change	3 - Potentially Important	Expected lead time	1 - <5 working days
Rationale of change	Programme	Expected implementation window	1 - Imminent
Expected change impact	Very Low		

## Part C – Summary of impact assessment and recommendation

**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.

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

- 1) Respond with 'Agree', 'Disagree' or 'No Impact', deleting as appropriate.
- 2) Provide detailed rationale and evidence in the commentary field.

Part C – Summary of impact assessment and recommendation (complete as appropriate)
<b><u>Effect on benefits</u></b> Change Raiser to provide initial impact assessment. N/a
<i>Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.</i>
<Delete as appropriate>: <b>Agree Disagree No impact</b>
<b><u>Effect on consumers</u></b> N/a
<i>Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.</i>
<Delete as appropriate>: <b>Agree Disagree No impact</b>
<b><u>Effect on schedule</u></b> N/a
<i>Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.</i>
<Delete as appropriate>: <b>Agree Disagree No impact</b>
<b><u>Effect on costs</u></b> N/a
<i>Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.</i>
<Delete as appropriate>: <b>Agree Disagree No impact</b>
<b><u>Effect on resources</u></b> N/a
<i>Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.</i>
<Delete as appropriate>: <b>Agree Disagree No impact</b>
<b><u>Effect on contract</u></b> 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.*

<Delete as appropriate>: **Agree** **Disagree** **No impact**

**Risks**

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.*

<Delete as appropriate>: **Agree** **Disagree** **No impact**

**Recommendation**

*Change Raiser to provide initial recommendation.*

**It is recommended by the Change Raiser the change is approved.**

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

<Delete as appropriate>: **Agree** **Disagree** **No impact**

**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>

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## 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 following the review of the impact assessment and decision reached by the SRO.*

Part D – Change decision			
Decision:	Change approved	Date	26 April 2022
Approvers:	MHHS Change Board		
Change Owner:	<i>Fraser Mathieson</i>		
Action:	A1. DAG Terms of Reference to be reflected in MHHS Programme Governance Framework.		
Changed Items	Pre-change version	Revised version	
A1	MHHS Governance Framework v2.4	<a href="#">MHHS Governance Framework v2.5</a>	

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## 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	MHHS Governance Framework updated	Date	10 May 2022

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

Checklist Completed	Completed by
Yes	Alex Whiteman

**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
MHHS DEL030	<a href="#">MHHS Governance Framework v2.5</a>	This paper sets out the MHHS Programme governance structure