

MHHS Programme Steering Group Headline Report

Issue date: 03/03/2022

Meeting Number	PSG005	Venue	Virtual – MS Teams
Meeting Date and Time	02 March 2022 1000-1200	Classification	Public

Actions

Area	Action Ref	Action	Owner	Due Date	Update
Minutes and actions review	PSG05-01	Discuss with supplier reps the process for capturing consumer issues, to ensure consumer issues are being noted and addressed (as a follow up to action PSG04-02)	Programme (Andrew M)	06/04/22	
Supplier plan delay proposal	PSG05-02	Share information relevant to the supplier plan delay proposal (e.g. design roadmap and plan to July) with PSG members for consideration in preparation for upcoming Change Requests. Schedule sessions with PSG members as required	Programme (Keith C)	11/03/22	
	PSG05-03	Schedule extraordinary PSG for the 11 th March	Programme (PMO)	03/03/22	Update: scheduled for Friday 11 th March 2022 1400-1530
	PSG05-04	Share the Change Request impact assessment template with PSG members ahead of 11 th March PSG for information	Programme (Jason B)	11/03/22	
	PSG05-05	Provide feedback to constituency members on planned next steps and relevant information for the upcoming Change Request. Advise constituency members to prepare to complete impact assessments	Constituency Representatives	11/03/22	
Programme Change Control Process	PSG05-06	Review representative attendees in the Change Board ToR (to justify or amend EDA Vendor)	Programme (Lewis H)	06/04/22	

Programme Cooperation Principles and Ways of Working	PSG05-07	Take the Programme Cooperation Principles and Ways of Working to CCAG. Ask code bodies to socialise with relevant parties	Programme (Andrew M/PMO)	23/03/22	
	PSG05-08	Provide feedback at April PSG on how the programme has done/is doing stakeholder engagement in relation to the Cooperation Principles	Programme (Jason)	06/04/22	
Programme Dashboards	PSG05-09	Review the format and content of the PPC status dashboard	Programme	06/04/22	
	PSG05-10	Circulate the full RAID Log to PSG members	Programme (PMO)	03/03/22	Update: shared with PSG members alongside the Headline Report
Other	PSG05-11	Collate views of PSG members on their preference for in-person attendance to PSG	Programme (PMO)	03/03/22	Update: views have been requested from PSG members alongside the Headline Report. For April PSG, the MHHS Programme team will be on site and PSG members can join if they wish.
	PSG05-12	Review PSG ToR to ensure ToR are 'delivery focused'	Programme (Jason)	06/04/22	
	PSG05-13	Move 1 st June PSG to following Wednesday PM (8 th June)	Programme (PMO)	06/04/22	Update: moved to Wednesday 8 th June 2022 1400-1600 (to avoid potential clash with DAG)

Decisions

Area	Dec Ref	Decision
Supplier plan delay proposal	PSG-DEC06	The Programme will follow the proposed plan (as per the slides) for concluding the Supplier Plan Delay Proposal
Programme Cooperation Principles and	PSG-DEC07	The Programme approved the Programme Cooperation Principles and the approach for including these in the Programme Governance Framework via the Change Control process

Ways of Working		
MHHS Governance Framework Approval	PSG-DEC08	The new version of the MHHS Governance Framework was approved

Key Discussion Items

Area	Discussion
Independent Programme Assurer (IPA) Introduction	The IPA provided an overview of their team, role, objectives and proposed framework (see slides for full detail). The IPA are planning sessions with industry representatives and the Programme and will be reaching out shortly.
Supplier Plan Delay Proposal	<p>The Programme presented activity undertaken since the February PSG to resolve the Supplier Plan Delay Proposal. This included an overview of information provided to suppliers in supplier discussions and output 'Key Themes'. The Programme presented a proposed plan for resolving the delay proposal. This included two Change Request scenarios for delays to M5 – one for a compromise delay to July 2022 and one for the original Supplier proposal.</p> <p>The Programme clarified queries such as the content of impact assessments within the Change Control process (see action PSG05-05) and reiterated Programme confidence that the compromise scenario would still result in M5 delivery and would not result in delay to later milestones. The Programme believes the Design will receive sufficient engagement from suppliers by July, and that the risk changes to the baselined design after M5 is low. The Programme will undertake a risk assessment at M5 to ensure this is the case.</p> <p>The PSG agreed to follow the plan as presented (PSG-DEC06) and schedule an extraordinary PSG for 11th March. A number of actions are required in preparation for the PSG 11th March (PSG05-02 to 05-05).</p>
Programme Change Control Process	The Programme presented the proposed Change Control process for comments and feedback. Some clarifications were provided, such as that the effectiveness of the Change Control process would be reviewed on an ongoing basis and that parties would be supported throughout the process, once a Change has been raised. An action was taken to review the membership of the Change Board (action PSG05-06) following queries to EDA Vendor representation. The Programme confirmed the next step were to review and sign off the Change Control process with the IPA and Ofgem.
Programme Cooperation Principles and Ways of Working	The Programme presented the proposals for Cooperation Principles for approval, adding that the Principles could be written within the BSC but that the Programme believes the MHHS Governance Framework would be sufficient. A query was raised on how the Programme had and would engage with Programme Participants to ensure appropriate views have been considered. The Programme clarified that all views would be considered via the Impact Assessment process undertaken as part of the planned Change Request, but took further actions to ensure engagement was sufficient (actions PSG05-07 and 05-08)
MHHS Governance	The Programme asked for approval on the new version of the MHHS Governance Framework. Some small queries were raised but these did not require new changes to the Framework. The Framework was approved (PSG-DEC08).

Framework Approval	
Other items raised	<ul style="list-style-type: none"> • The Elexon representative raised concerns that the PSG is not currently 'delivery focussed' and is not fulfilling the role detailed in the PSG Terms of Reference. This was in reference to recent PSGs focussing largely on suppliers (as one subset of PSG membership) and the supplier plan delay proposal. The Programme took an action to review the ToR (action PSG05-12) • Supplier representatives raised an escalation on recent decisions made as part of the Design Advisory Group. Suppliers commented that these decisions had not had approval of Suppliers due to ongoing challenges with Supplier engagement. The Programme confirmed that these decisions had been made as per the Programme's governance arrangements. • The PSG discussed moving to in person meetings (action PSG05-11).

RAID Items Discussed/Raised

RAID area	Description
Risk	Several risks in the Programme RAID log relate to the Supplier plan delay proposal, such as those referencing limited supplier engagement and the delivery of M5. The steps to resolve the Supplier plan delay proposal were discussed in detail, with a decision made to follow the plan as per the slides (PSG-DEC06) and several actions (PSG05-02 to 05-05).
Issue	An issue in the RAID log is that the Change Control process may be required for use before it is formally approved. Steps to sign off the process were discussed as part of the Change Control agenda item. The PSG also agreed that the process as-is will be used as part of the Supplier plan delay proposal.