

# REVIEW OF PANEL COMMITTEE MEMBERSHIP AND APPLICATION PROCESS

**MEETING NAME** BSC Panel

**Date of meeting** 10 October 2019

**Paper number** 295/12

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**Purpose of paper** For information

**Classification** Public

**Summary** This paper sets out a review of the Panel Committee application process which was undertaken by ELEXON at the BSC Panel's request and proposes some improvements.

## 1. Background

- 1.1 The BSC Panel has responsibility for establishing Panel Committees and ensuring that they are 'composed of such persons of suitable experience and qualifications as the Panel shall decide' (BSC Section B5).
- 1.2 The Panel has asked ELEXON to review the Panel Committee application process with a view to demonstrating that:
- there are appropriate checks and balances in place to ensure that suitably qualified applicants are appointed to sit on Panel Committees;
  - appropriate training is in place for new Committee Members; and
  - a route exists for reviewing and changing Committee Membership where the Panel deems appropriate.
- 1.3 A summary of the current processes, and suggestions for improvements are set out below. In addition, details of current Panel Committee membership are included in Appendix 1.

## 2. Current committee application and on-boarding process and proposed improvements

- 2.1 The table below sets out the current committee application process from receipt of application to first meeting attendance. Observations and suggested improvements are also included:

Process	Observations	Improvements
Application and CV received (either by email or via the <a href="#">online application form</a> on the ELEXON website) and reviewed by the Committee Chair.	If ELEXON feels the CV or application are weak, discussions are had with the applicant to explore the application in more detail to ensure appropriate levels of skills and experience are evidenced.  Applications are rarely rejected.	The PAB Chair uses a survey to ascertain the relevant knowledge and experience of applicants. A similar approach should be adopted by all Committee Chairs.  Introduce a step whereby the Chair liaises with the relevant Panel Sponsor to seek their view on the suitability of the application.  Applications should be rejected at this stage if the Chair and Panel Sponsor deem them unsuitable.

# REVIEW OF PANEL COMMITTEE MEMBERSHIP AND APPLICATION PROCESS

Process	Observations	Improvements
ELEXON submits a request for Panel approval of the application.  Indemnity paperwork completed ahead of presentation to the Panel.		Steps should be taken to more actively engage with the Panel Sponsor ahead of the approval paper being presented to the Panel.
On-boarding to Committee	Currently, introductory training is offered for new TDC and PAB Members ahead of their first meeting. Training is not in place for new ISG or SVG Members.	Introductory training should be provided for all new Committee Members as standard.  New Committee Members should be encouraged to attend their first meeting as an observer rather than in their capacity as a full member.  Introduce a review process, whereby the Panel Chair (in conjunction with the committee sponsor) reviews new members' attendance and contribution 6 months into their tenure.  Additionally, introduce a review process whereby the Committee Chair (in conjunction with the relevant Panel Sponsor) reviews a Committee member's suitability every three years from the date of their appointment.

2.2 The same process would apply to alternate members and alternate members becoming full members.

## 3. Ongoing review of committee membership

- 3.1 The ISG, SVG, PAB and TDC Terms of Reference all include provision for the Panel to remove members if 'in the Panel's opinion, they are unwilling, unable, unfit or are otherwise incapable for any reason to carry out their duties as a Member'.
- 3.2 The Terms of Reference also enable the Panel to review and alter committee membership at any time, and specify that membership should be reviewed annually.
- 3.3 Details of current committee membership are included in Appendix 1.
- 3.4 ELEXON has reviewed the committee membership and attendance with the relevant Committee Chairs. On the whole, the Chairs are content that the current members are suitable and carrying out their duties in line with the committee Terms of References. However, there are two Committee Members (of the SVG and

# REVIEW OF PANEL COMMITTEE MEMBERSHIP AND APPLICATION PROCESS

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TDC) who have not attended a meeting over the past twelve months. ELEXON recommends that these members are asked by the relevant Chair to resign, and that the Panel endorses this recommendation.

- 3.5 Going forwards, ELEXON will present an annual review of Committee membership to the Panel and report on any membership anomalies or concerns when periodic Committee updates are presented to the Panel.

## 4. Recommendations

- 4.1 We invite you to:

- a) **NOTE** the process improvements set out in paragraph 2.1;
- b) **NOTE** the current committee membership set out in Appendix 1; and
- c) **NOTE** and endorse ELEXON's recommendation that Committee Members who have not attended a meeting in the past 12 months are asked to resign.

## Appendices

Appendix 1 – Current Panel Committee membership for the ISG, SVG, PAB and TDC.

### For more information, please contact:

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# REVIEW OF PANEL COMMITTEE MEMBERSHIP AND APPLICATION PROCESS

## Appendix 1: Current Panel Committee membership for the ISG, SVG, PAB and TDC

### ISG

Terms of Reference requirement	Members
Up to 9 Industry Members	Aaron Seamer Andrew Colley Dennis Timmins Emma Burns Olaf Islei Peter Berry Phil Hewitt
Up to 2 Consumer Members	none
A Distribution System Operator member	Walter Hood
A NETSO Member	Grahame Neale / Simon Sheridan

### SVG

Terms of Reference requirement	Members
Up to 12 Industry Members	Derek Weaving Gareth Evans Ian Hall James Evans Jon Liddell Jonathan Priestley Martin Brooks Paul Carman Philip Russell Richard Vernon Terry Carr Annika Moody (Alternate) Jamie Greening (Alternate) Kevin Woollard (Alternate) Michael Houston (Alternate)
Up to 2 Consumer Members	none
A Distribution System Operator member	Paul Hart / Simon Yeo

# REVIEW OF PANEL COMMITTEE MEMBERSHIP AND APPLICATION PROCESS

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## PAB

Terms of Reference requirement	Members
Up to 12 Industry Members	Alex Leyland Claire Hannah James Evans James Murphy Paul Orr Philip Russel Robert Johnston Sean Tierney Tom Chevalier Paul Carman (Alternate) Derek Weaving (Alternate)
Up to 2 Consumer Members	none
A Distribution System Operator member	David lane

## TDC

Terms of Reference requirement	Members
Not less than 6 and not more than 12 members	Andrew Kelsall Colin Gentleman Derek Weaving Geoff Matthews Helen Knowles Mark Thomas Pauline Babb Robert Johnston Amanda Dainty (Alternate) Mathew Talbot (Alternate)