

Updates to Panel Committees' Terms of Reference

BSC Panel

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Owner/author	Claire Kerr	Purpose of paper	For Decision
Classification	Public	Document version	V1.0
Summary	Ellexon invites the Panel to approve the updates made to the Panel Committees' Terms of Reference, to be effective immediately.		

1. Background

- 1.1 The four BSC Panel sub-committees, Imbalance Settlement Group (ISG), Supplier Volume Allocation Group (SVG), Performance Assurance Board (PAB) and Trading Disputes Committee (TDC) have approved Terms of Reference (ToR) documents. These govern the remit of each sub-committee and set out the procedures for how they should operate.
- 1.2 These ToR should be reviewed on a regular basis, with any changes being endorsed by the relevant Committee before being presented to the BSC Panel for approval.
- 1.3 Changes have not been made to the ToR since February 2019. The Chairs of the four Panel sub-committees met in December 2020 to discuss the challenges the sub-committees had experienced through 2020, and also to review the four ToR. It was determined that one of the primary focuses of the review should be to align the four sub-committees as much as possible to keep things consistent, clear and prevent four disparate sets of procedures.
- 1.4 For completeness, we have also taken this opportunity to update the Credit Committees' (CC) ToR (which has not been updated since 2016) so that they are also consistent with the four Panel sub-committees.

2. Key Changes

Adjustment to membership and quoracy rules

- 2.1 We have amended quoracy to four members (some were five previously) to bring all four sub-Committees in alignment for quoracy level.
- 2.2 We have amended the time period to attempt to achieve quoracy to thirty minutes (some Committees were one hour previously). This again brings all four sub-committees into alignment.
- 2.3 The TDC ToR has also been amended so that additional information is received if there is a change of employment of a Member (this information was not previously included as per the other sub-committees). Additionally, the requirement for the BSC Auditor and Authority to receive notifications of the meetings has been removed. This now brings all four sub-committees into alignment.

Amendment to voting procedures

- 2.4 Following discussions had with both the ISG and SVG, the voting procedure has been amended to require a majority, rather than unanimity. It was noted that in all recent previous decisions, where SVG could not reach a unanimous verdict, and the matter referred to the BSC Panel, the Panel decision always aligned with the

majority view. Therefore it is perceived that this would bring efficiency to the sub-committee and the approvals processes.

- 2.5 However, the amended wording still provides an escalation route to the BSC Panel if the sub-committee cannot reach a decision.

Clarification of other attendees

- 2.6 We have included a provision for BSCCo's Chief Executive Officer (CEO) (or designated alternate) to attend the ISG, SVG and TDC meetings; this aligns with the PAB which allows a similar representative to attend.
- 2.7 We have also clarified that, if invited to attend either an ISG or SVG meeting, a BSC Agent may speak at a meeting; previously it was unclear if they may only attend as an observer.

Non-gendered references

- 2.8 Throughout the ToR we have removed any gendered references and replaced with non-gendered versions. For example we have amended 'his/her' to 'their' and 'Chairman' to 'Chair'.

Notifications

- 2.9 Notification of the TDC meeting and papers has changed to five days instead of four days to mirror the notification period of the other sub-committees and brings it up to date with the current process.

Alignment to current Guidance Note

- 2.10 We have removed the third bullet point in section 4.2.2 of the CC's ToR (in relation to the CAP consultation) so that this is aligned with the latest CAP Review Guidance (dated October 2019).

Minor changes

- 2.11 We have made minor updates throughout all the ToR documents to correct numbers and references to 'Elexon' which have been changed to 'BSCCo'.
- 2.12 We have also updated the ToR document itself to reflect Elexon's current document template. This includes the new branding and formatting.

3. Next Steps

- 3.1 The proposed updated ToR were presented to all sub-Committees in their January/February 2021 meetings¹.
- 3.2 No comments were received from any members of any of the Committees on the content of the ToR (only minor typographical errors which have since been updated). We therefore propose that the updates made to the Panel Committees' ToR are effective immediately and posted on the respective BSC Panel Committee webpage.

4. Recommendations

- 4.1 We invite the Panel to:
- a) **APPROVE** the proposed changes to the ISG's Terms of Reference;
 - b) **APPROVE** the proposed changes to the SVG's Terms of Reference;
 - c) **APPROVE** the proposed changes to the PAB's Terms of Reference;
 - d) **APPROVE** the proposed changes to the TDC's Terms of Reference;
 - e) **APPROVE** the proposed changes to the CC's Terms of Reference;

Attachments

Attachment A – ISG's Terms of Reference – draft redlining v13.1

Attachment B – SVG's Terms of Reference – draft redlining v11.2

Attachment C – PAB's Terms of Reference – draft redlining v9.1

¹ [ISG238/05](#), [SVG240/04](#), [PAB240/03](#), [TDC271/04](#) and CC43 on 22 February 2021.

Attachment D – TDC's Terms of Reference – draft redlining v6.1

Attachment E – CC's Terms of Reference – draft redlining v3.1

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