

Proposed SAF text

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B1. Introduction

B1.1 This section B sets out the details for the stakeholder advisory forum (SAF), as specified in Part D of the Code Manager Standard Licence Condition 27: Code maintenance and modification. To the extent that any conflict arises between the Code and the Licence, the Licence will prevail.

B1.2 The SAF must:

- a) pursue the objectives as set out in the provisions of Section B2 (SAF Objectives);
- b) undertake the duties as set out in the provisions of Section B3 (SAF Responsibilities);
- c) be composed of the SAF members as set out in the provisions of B4 (SAF Membership); and
- d) conduct its activities in accordance with the further provisions of this section B.

B2. SAF objectives

B2.1 The SAF must, in all its activities, carry out its role:

- a) in an efficient, economical and expeditious way;
- b) with a view to ensuring the Code facilitates achievement of the Relevant Code Objectives;
- c) with a view to ensuring that the Code is given effect without undue discrimination between the parties or any classes of party; and
- d) in an open and transparent manner.

B3. SAF responsibilities

B3.1 The responsibilities of the SAF must include:

- a) to provide its views to the Code Manager at various stages in the modification process;
- b) to provide an assessment of whether a Modification Proposal better facilitates the Relevant Code Objectives, at the draft modification report stage;
- c) to consider the views of stakeholders in response to a consultation;
- d) to vote on whether a Modification Proposal or any Alternative Modification Proposal would, as compared with the existing provisions of the Code, better facilitate the achievement of the Code's Objectives;
- e) to provide its assessment and vote on whether, in its view, a modification should be implemented, at the Final Modification Report stage (as set out in the Code Maintenance and Modification SLC);
- f) to review a copy of the Code Manager Draft Annual Budget and Work Plan and provide comments as it determines appropriate; and
- g) any other functions that the Code Manager may, with the consent of the SAF, assign to it in accordance with the Code.

B3.2 The responsibilities set out in B3.1(a) to B3.1(e) are subject to the end-to-end modification process described in Section A, which provides full details.

B4. SAF membership

SAF composition

B4.1 The SAF must be composed of the following persons:

- a) the person appointed as independent chair of the SAF, as defined in B4.7 (Appointment details);
- b) a fixed number of independent members, as defined in B4.7 (Appointment details), that must be determined on a code-by-code basis;
- c) a fixed number of Code Party Representatives, that must be determined on a code-by-code basis; and
- d) up to two Statutory Consumer Advocates who can be appointed by Citizens Advice and Consumer Scotland.

B4.2 Each SAF member must be a natural person, and no one person can hold more than one office as a SAF member.

B4.3 The Code Manager must nominate and provide a person to act as the secretary to the SAF.

Appointment details

Appointment of SAF chair and independence requirements

B4.4 The Code Manager must appoint the independent chair.

B4.5 The Code Manager is required to ensure that the successful candidate is appropriately qualified for the role.

B4.6 The Code Manager must assess the candidate against the independence requirements outlined at B4.7.

B4.7 The independence requirements are that:

- a) such person is not, nor has such person been, employed by a Code Party at any time in the period of 1 year before the proposed appointment; and
- b) such person does not have a personal or professional connection to the Code Manager.

B4.8 The Code Manager must share with the SAF their assessment of the candidate's suitability against the independence requirements.

B4.9 For the first term, the Code Manager must provide the assessment described in B4.8 no later than 30 working days after the other SAF members have been appointed.

Appointment of independent members

B4.10 The number of independent members must be decided by the Authority on a code-by-code basis.

B4.11 The Code Manager must appoint independent members to the SAF.

B4.12 The requirements set out in B4.5, B4.6, and B4.7 must apply to the appointment of independent members.

Appointment of Code Party Representatives

B4.13 The voting process for electing Code Party Representatives is set out at B10 (Election process for Code Party Representatives).

Appointment of consumer advocates

B4.14 Citizens Advice and Consumer Scotland may appoint up to two persons as SAF members by giving notice of each appointee to the Code Manager.

B4.15 Citizens Advice and Consumer Scotland may remove any such member and appoint a replacement by giving reasonable notice to the Code Manager.

Publication of membership

B4.16 The SAF Secretary must publish the list of SAF members on the Code's Website.

Attendance by other persons

Pool Members

B4.17 The Code Manager must maintain and update, as necessary, a pool of members with relevant knowledge and expertise of the Code.

B4.18 The Code Manager must consult with the SAF before adding or removing a person to or from the pool of members.

B4.19 The Code Manager may invite Pool Members to attend a SAF meeting where their expertise is required for consideration of a modification.

Authority representative

B4.20 A representative from the Authority will be entitled to attend each meeting of the SAF.

Central System Delivery Body

B4.21 The Authority must decide the role that a Central System Delivery Body must have on the SAF on a code-by-code basis.

Modification Proposer

B4.22 The Proposer or a designated representative is entitled to attend SAF meetings where the relevant Modification Proposal will be discussed.

Expenses and remuneration

B4.23 The SAF chair, and any other independent members, are entitled to be paid by the Code Manager such remuneration and benefits as have been determined by the Code Manager.

B4.24 Each SAF member, alternates in attendance, and pool members must be entitled to be reimbursed by the Code Manager for the reasonable costs and expenses properly incurred by such SAF member in attending meetings of, or otherwise in the conduct of, the business of the SAF.

B5. Terms of office

B5.1 For the first term only, the Code Manager must attempt to stagger the tenure of each SAF member to facilitate continuity and knowledge within SAF.

Code Party Representatives

B5.2 Subject to B5.1 and B7.3 (Duties of SAF members) and provided that Code Party Representatives remain in office without earlier removal, each Code Party Representative will serve a term of three years.

B5.3 Code Party Representatives may stand for re-election at the end of their first term.

B5.4 If the SAF Secretary does not receive enough nominations from Code Party Representatives to constitute a SAF, a member who has completed two consecutive terms may stand for re-election for a third term.

B5.5 A Code Party Representative who has served two consecutive terms, (other than one re-elected under B5.4) may stand again for re-election after a break of three years following the end of their last term.

Independent members

B5.6 Subject to B7.3 (Duties of SAF members) and provided that independent members, including the SAF chair, remain in office without earlier removal, each independent member will serve a term of three years.

B5.7 The Code Manager may reappoint an independent member, including the SAF chair, at the end of their first term.

B5.8 If the Code Manager determines that an independent position cannot be filled by someone who meets the requirements under B4.5, B4.6 and B4.7 (Appointment details), then an individual who has completed two consecutive terms and meets these requirements may be re-appointed.

B5.9 An independent person should not be appointed to the SAF until and unless that person has entered into an agreement in writing with the Code Manager setting out terms as to their remuneration and any related matters.

B6 Cessation of office

Removal of members

B6.1 A member of the SAF may be removed from office:

- a) by the SAF Secretary on notice to the SAF if the member fails to attend at least 50% of the SAF meetings held in any period of 12 months (whether in person, online, or via their alternate who may attend in person or online); or
- b) by the other SAF members (acting unanimously, excluding the member concerned) if such other SAF members consider that the member is in breach of the confirmation given by that member pursuant to B7.2 (Duties of SAF members).

B6.2 A SAF member will automatically be removed from office if that person:

- a) dies;
- b) is legally determined to lack capacity to perform their duties, or if a court of competent jurisdiction appoints a person to manage their property or affairs;
- c) becomes bankrupt;
- d) becomes prohibited by law from being a director of a company under the Companies Act 2006; or
- e) is convicted of an indictable criminal offence.

Resignation of office

B6.3 A Code Party Representative may resign their office by giving 20 working days' notice in writing to the SAF chair.

B6.4 If a Code Party Representative resigns their office, an interim election must be held.

Employment changes for Code Party Representatives

B6.5 If a Code Party Representative ceases to be employed by the employer referenced in B7.2(c) (Duties of SAF members), their SAF membership will lapse, subject to B6.6.

B6.6 The Code Manager may determine that the Code Party Representative should remain a SAF member if satisfied that doing so supports SAF continuity and impartiality.

B6.7 Where B6.6 applies, the Code Manager must record the reasons for its decision to permit the Code Party Representative member to remain in office and share these reasons with the SAF.

B6.8 In cases where the Code Party Representative is permitted to remain in office, they must provide the information outlined at B7.2 (Duties of SAF members).

B7. Duties of SAF members

Impartiality

B7.1 A person appointed as a SAF member, when acting in that capacity, must:

- a) act impartially; and
- b) not represent the particular interests of:
 - i. the body or individuals who appointed them; or
 - ii. any related person.

SAF member requirements

B7.2 Each SAF member must confirm in writing to the SAF Secretary:

- a) that they are willing and fit to carry out their duties as a SAF member in accordance with the Code;
- c) that they will be available as reasonably required throughout their term of office, both to attend SAF meetings and to undertake work outside of those meetings as may reasonably be required; and
- d) that they are enclosing a letter from their employer, where that person is employed, confirming that:
 - i. the employer agrees the individual may act as a SAF member;
 - ii. the requirement to act impartially prevails over their duties as an employee; and they will not represent the interests of their appointing party.

B7.3 The appointment of a person who would otherwise be a SAF member must lapse (and the relevant office will become vacant) if that person does not confirm in writing the points set out at B7.2 within 30 working days.

B7.4 Independent members, including the independent chair, must also confirm in writing to the SAF Secretary that they agree to act in accordance with the independence requirements set out at B4.7 (Appointment details).

B7.5 Each SAF member, must, at the time of appointment and upon any change disclose in writing to the SAF Secretary changes in regard to B7.2 and any other interests (in relation to the Code) which could be reasonably seen to affect their impartiality within 30 working days.

B7.6 Independent members must disclose in writing to the Code Manager, any changes in circumstances which could be reasonably seen to affect their independence.

Alternates

B7.6 A SAF member (other than the SAF chair) must appoint a person to be their alternate (provided the person to be appointed has not already been appointed by another SAF member).

B7.8 Each alternate must comply with the requirements that are set out at B7.2 (SAF Duties).

B7.9 Each alternate appointed by an independent member must meet the requirements set out in B4.7 (Appointment details). They are also subject to B4.23 (Appointment details).

B8. Conflicts of interest

B8.1 Where a SAF member raises a Modification Proposal, that SAF member is deemed to have a conflict of interest. They may participate in any discussion relating to the Modification Proposal but must not participate in the vote.

B8.2 Where a SAF member identifies that a Modification Proposal gives rise to a conflict of interest, they may participate in the discussion on that matter but must not participate in the vote.

B8.3 Where the SAF chair considers that a Modification Proposal gives rise to a conflict of interest for a SAF member, the SAF chair may direct that member not to participate in the vote.

B8.4 Where the SAF chair issues a direction under B8.3, the SAF chair must provide the SAF with the reasons for that determination.

B8.5 Where the SAF chair considers that a Modification Proposal gives rise to their own conflict of interest, they must not vote on that Modification Proposal. In this circumstance, another independent member will perform the role of the chair for that meeting.

B8.6 In accordance with B8.5, if no other independent member present, the Code Manager must make appropriate arrangements to ensure that progress is not delayed.

B9. Protections for SAF members and others

Protections

B9.1 The Code Manager must indemnify and keep indemnified each SAF member together with their alternates (where such alternates are appointed in accordance with the Code), and the SAF Secretary, in respect of all costs (including legal costs), expenses, damages and other liabilities properly incurred or suffered by such person when acting in their role under the Code, or in what such person in good faith believes to be the proper exercise and discharge of the powers, duties, functions and discretions of that office in accordance with the Code, and all claims, demands and proceedings in connection therewith.

B9.2 B9.1 does not include any such costs or expenses in respect of which such person is reimbursed pursuant to B4.23 and B4.24 (Appointment details).

B9.3 The Code Manager must, on request, provide each SAF member, and any other indemnity beneficiary with a deed of indemnity in the terms as outlined above.

B9.4 The Code Parties agree that no indemnity beneficiary will be liable for anything done when acting properly in or in connection with their office under the Code, or anything done in what that person in good faith believes to be the proper exercise and discharge of the powers, duties, functions and discretions of that office in accordance with the Code; and each Code Party hereby irrevocably and unconditionally waives any such liability of any indemnity beneficiary, and any rights, remedies and claims against any indemnity beneficiary in respect thereof.

B9.5 Nothing in the provisions under this B9 will exclude or limit the liability of an indemnity beneficiary for death or personal injury caused by their own resulting from the negligence.

B10. Election process for Code Party Representatives

B10.1 Code Party Representatives must be elected in accordance with the process set out in this Section B10.

Election timetable

B10.2 The SAF Secretary must prepare and circulate to all Code Parties, by the date specified in the Code, an invitation to nominate candidates and a timetable for the election, and must send a copy to the Authority, setting out:

- (a) Pre-election guidance from the Code Manager which includes the types of expertise that are required within SAF;
- (b) the date candidate nominations are to be received, which must not be less than three weeks after the timetable is circulated;
- (c) the date by which the SAF Secretary must circulate a list of candidates and voting papers;
- (d) a list of voting groups, whereby each Code Party is gathered with their Affiliates into a single voting group;
- (e) Code Parties should provide assistance to the SAF Secretary to ensure the list referred to in B10.2(d) is complete, accurate and up to date;
- (f) The deadline for submitting voting papers, which must not be less than three weeks after the date for circulating voting papers; and
- (g) the deadline for announcing election results, which must be no later than the date specified for that purpose in the Code.

B10.3 If the Code Manager cannot set or follow the election timetable described in B10.2, they may set a new timetable or revise the current timetable by notifying all Code Parties and the Authority. The revised timetable must ensure the election is completed before the date specified for that purpose in the Code.

B10.4 A nomination or voting paper received by the SAF Secretary after the deadline date set must be disregarded in the election.

Nominations

B10.5 Nominations for candidates for Code Party Representatives must be made in accordance with the election timetable.

B10.6 Each Code Party or voting group (where Affiliates have been combined into one voting group) may nominate one candidate for election by giving notice to the SAF Secretary.

B10.7 Each candidate must provide:

- (a) the reasons why they should be appointed to the SAF, including their expertise and experience in the modification process;
- (b) a letter from their employer which agrees to them acting impartially, or confirmation that they will be able to provide this letter if elected;
- (c) confirmation that they agree to act as a SAF member in accordance with the obligations set out in the Code; and
- (d) any interests (in relation to the Code), including any shares owned or acquired in any (relevant Code Party) at a total aggregate value of over £10,000.

B10.8 A person must not be nominated as a candidate unless they have provided the information set out at B10.7.

B10.9 If a Code Party or voting group nominates more than one candidate:

- (a) the SAF Secretary must contact the Code Party or voting group to establish which candidate it wishes to nominate; and
- (b) if the SAF Secretary is unable to do so it must select at random one of the nominations submitted and the others must be disregarded.

List of candidates

B10.10 The SAF Secretary must create a list of the nominated candidates and send it to all Code Parties by the date specified in the election timetable.

B10.11 The list must specify the Code Party by whom each candidate was nominated.

B10.12 If the number of candidates is equal to or less than the number of representatives needed, no further steps in the election will take place and such candidate(s) must be elected.

Voting papers

B10.13 Voting papers must be submitted in accordance with the election timetable.

B10.14 Each Code Party or voting group may submit one voting paper which casts a vote for one candidate.

B10.15 Only votes submitted in accordance with the election timetable and by authorised parties will be counted.

Result

B10.16 Where there are the same number of candidates as there are positions to be filled, all the candidates must be elected as members.

B10.17 Where there are more candidates than there are positions to be filled, votes must be counted on a first past the post basis, with the candidates receiving the highest number of votes elected.

B10.18 The Code Manager must announce the results of the election in accordance with the election table.

Publication of Election Result

B10.19 The SAF Secretary must publish:

- (a) the total number of voting papers received;
- (b) the total number of votes for each candidate; and
- (c) a list of the Code Party Representatives.

Interim Election

B10.20 An interim election may occur when a Code Party Representative is removed or resigns during their term. In the case of an interim election:

- (a) The invitation for nomination of candidates must be published and sent by the SAF Secretary by no later than 20 working days after the date on which the relevant SAF Member was removed from office;
- (b) Nominations must be submitted within 15 working days of the invitation;
- (c) Each Code Party or voting group may submit one voting paper which casts a vote for one candidate;
- (d) The candidate with the most votes will be elected as the replacement SAF member; and
- (e) the Code Manager must announce the results of the election as soon as possible.

B10.21 The replacement SAF member must be elected for the remainder of the term of office of the resigning SAF member.

B10.22 The SAF must continue to operate as normal during the interim election period.

B11. Operation of SAF

Meeting notice and papers

B11.1 The SAF Secretary must arrange meetings when the chair requests or the SAF determines.

B11.2 Such meeting must be convened on at least 5 working days notice (unless the SAF agrees to a shorter period). Notice must be given to:

- (a) the SAF members, including any Pool Members added to advise on a single modification;
- (b) the Authority;
- (c) any appointed alternates;
- (d) the Modification Proposer, where that Modification Proposal will be discussed
- (e) all Code Parties; and
- (f) any other person the SAF or the SAF chair directs.

B11.3 The notice of each SAF meeting must contain:

- (a) the time, date and location;
- (b) the arrangements for those wishing to attend the meeting by telephone conference or other technology; and
- (c) an agenda and supporting papers.

B11.4 Any SAF member may notify matters for consideration at a meeting of the SAF, in addition to those notified by the SAF Secretary, by notice to all SAF members at least 3 working days before the date of the meeting.

Frequency of meetings

B11.5 The SAF must meet at least once a month or as necessary to fulfil its responsibilities under the Code.

B11.6 The location and timing of each meeting must be determined by the SAF.

B11.7 SAF meetings may be held through technological means, provided that each of the SAF members attending the meeting acknowledges that they can communicate with each other.

Additional meetings

B11.8 At the request of the SAF chair, the SAF Secretary must convene a meeting before the next scheduled meeting.

B11.9 The SAF chair must convene a special meeting of the SAF at the request of any SAF member, and in such case the SAF Secretary must convene that meeting as soon as practicable, but not earlier than 5 working days after the request.

B11.10 The requirements for scheduling meetings to discuss an Urgent Modification Proposal is set out in B11.16-B11.19.

Cancellation of meetings

B11.11 A meeting of the SAF may be cancelled if:

- (a) the SAF chair determines that there is no business for the SAF to conduct, and requests the SAF Secretary to cancel the meeting;
- (b) the SAF Secretary gives notice to all SAF members of the proposed cancellation not less than 5 working days before the date of the meeting, of the proposal to cancel the meeting; and
- (c) by the time 3 working days before the date of the meeting, no SAF member has notified the SAF Secretary that they object to such cancellation.

B11.12 In exceptional circumstances, the SAF chair may cancel a SAF meeting with less than 5 working days' notice, provided that the SAF Secretary promptly notifies all SAF members.

Minutes of SAF meetings

B11.13 The SAF Secretary must, following each SAF meeting, prepare and send to the SAF members the minutes of such meeting, which must be approved (or amended and approved) at the next meeting of the SAF.

B11.14 The SAF Secretary must circulate copies of the minutes of that meeting to each person who is entitled to receive a notice of that meeting. The SAF may determine that certain parts of a meeting are confidential, in which case those matters must not be included in the minutes circulated to persons other than the SAF, the Secretary of State and the Authority.

B11.15 The minutes should be published on the Code's Website.

Meetings to discuss urgent modifications

B11.16 An Urgent Modification Proposal is a modification that has been determined as urgent in accordance with Section A (A10).

B11.17 The SAF Secretary must, at the request of the SAF chair, convene a meeting for the purpose of discussing an Urgent Modification Proposal, with such notice as the SAF chair considers appropriate.

B11.18 Each SAF member will be deemed to have consented to the convening of such meetings in the manner and on the notice determined by the chair.

B11.19 The quoracy requirements outlined in B12.7 and B12.8 (SAF voting) must apply to urgent meetings.

Role of SAF chair

B11.20 The SAF chair must convene meetings as required to ensure business is transacted in a timely manner.

B11.21 If the SAF chair is unable to attend a SAF meeting, the SAF members must elect an independent SAF member to act as chair for the meeting.

B11.22 If no other independent member is available to chair the meeting, the Code Manager must make appropriate arrangements to ensure that progress is not delayed.

B11.23 In relation to the draft modification stage, the SAF chair must write up the SAF's assessment of the Modification Proposal.

B11.24 The SAF chair, or a nominated representative must:

- (a) share this summary with SAF members for comment
- (b) finalise the text, taking comments from SAF members into account; and
- (c) share the finalised text with the Code Manager, or request that the SAF Secretary sends the finalised text to the Code Manager.

B11.25 In relation to the Final Modification Report stage, the SAF chair shall write up SAF's assessment of the modification, including the SAF vote. The SAF chair, or a nominated representative must:

- (a) share this summary with SAF members for comment
- (b) finalise the text, taking comments from SAF members into account; and
- (c) share the finalised text with the Code Manager, or request that the SAF Secretary sends the finalised text to the Code Manager.

B12. Voting

B12.1 Each SAF member is entitled to attend, speak and vote at, every meeting of the SAF, subject to the voting restrictions in B8 (Conflicts of interest).

B12.2 Each SAF member is entitled to vote on whether a Modification Proposal or any Alternative Modification Proposal would, as compared with the existing provisions of the Code, better facilitates achievement of the Relevant Code Objectives.

B12.3 Pool Members who attend a SAF meeting to advise on a Modification Proposal will not be entitled to vote on whether that modification better facilitates achievement of the Relevant Code Objectives.

B12.4 The SAF must consider consultation responses prior to taking a vote on whether a Modification Proposal or any Alternative Modification Proposal would, as compared with the existing provisions of the Code, better facilitates achievement of the Relevant Code's Objectives. This vote must be included in the Code Manager's Final Modification Report as outlined at Section A (A14).

B12.5 The SAF vote is not binding on the Code Manager.

Quorum

B12.6 No business will be transacted at any meeting of the SAF unless a quorum is present.

B12.7 A quorum exists when more than half of the SAF members appointed at the relevant time, or their alternates, are attending in person, by phone or through other technological means.

B12.8 If within thirty minutes after the scheduled start time of a meeting, a quorum is not present (and the SAF Secretary has not been notified by SAF members that they have been delayed and are expected to arrive within a reasonable time):

- (a) the meeting must be adjourned to the same day in the following week at the same time unless otherwise agreed by SAF members;
- (b) the SAF Secretary must, as far as practicable, give notice of the adjourned meeting to SAF members; and
- (c) at the adjourned meeting, if there is not a quorum present within thirty minutes after the time for which the meeting was convened, those present will be a quorum.

Alternates

B12.9 If the main Code Party Representative cannot attend a meeting where a vote takes place, the alternate must cast their vote.

B12.10 Quoracy rules as set out B12.6-B12.8 must apply to this vote.

Attendance by other persons

B12.11 One representative from each of the following will be entitled to attend and speak (but must not be entitled to vote or be a member) at any SAF meeting:

- (a) the Secretary of State;
- (b) The Modification Proposer or a designated representative, where the Modification Proposal will be discussed; and
- (c) Any other person that the SAF determines, or the SAF chair directs.

Definitions

Affiliate/s means, in relation to any Code Party, any holding company (within the meaning of Section 1159 of the Companies Act 2006) of that Person, any subsidiary of that person, or any subsidiary of a holding company of that person.

Alternative Modification Proposal means an alternative solution to the issue identified by a Modification Proposal in accordance with standard condition 27 of the Code Modification and Maintenance SLC.

Authority means the Gas and Electricity Markets Authority that is established under section 1 of the Utilities Act 2000.

Central System Delivery Body/ies means the persons responsible for operating or procuring the operation of a Central System, where "Central System" has the meaning given to that term in Section 184 of the Energy Act 2023.

Citizens Advice means the National Association of Citizens Advice Bureaux.

Code means [insert name of code].

Code Maintenance and Modification SLC means standard condition 27 contained in the Licence.

Code Manager means the persons responsible for the governance of the [Relevant] Code in accordance with its Licence.

Code Party/ies means persons who are party to the Relevant Code (including the Licensee).

Code Party Representative/s means a person who is a party to the relevant code and has been elected to serve as a representative on the Stakeholder Advisory Forum.

Consumer Scotland means the independent statutory body established by the Consumer Scotland Act 2020.

Code Website means a free to access website controlled and used by the Code Manager for the purposes of communicating and disseminating information as required by or for reasons relating to any of the provisions of this Licence.

Draft Annual Budget means a document, prepared and published by the Code Manager in accordance with standard condition 20 of the Code Manager Licence.

Final Modification Report means the report submitted to the Authority by the Code Manager, recommending a Modification Proposal and either: (i) seeking the Authority's determination where it is an Authority-Consent Modification Proposal or (ii) informing the Authority of the Code Manager's decision where it is a Self-Governance Modification.

Licence means the Code Manager licence which is granted pursuant to Section 6 of the Electricity Act 1986 or Section 7AC of the Gas Act 1986.

Modification Proposal has the meaning given to it in the Code Modification and Maintenance SLC.

Pool Members mean a group of additional members with relevant expertise who can be invited to participate in the SAF as needed. The Code Manager is responsible for maintaining this pool after consulting with the SAF.

Proposer means the owner of an Issue or Modification Proposal throughout the modification process.

Relevant Code Objectives means the objectives set out in the Licence or [section x] of the relevant code.

SAF Secretary means the person nominated and appointed by the Code Manager for the purpose of providing secretariat support to the SAF.

Stakeholder Advisory Forum means the body required by standard condition 27 of the Code Modification and Maintenance SLC.

Statutory Consumer Advocate means representatives appointed by Citizens Advice or Consumer Scotland.

Urgent Modification Proposal means a modification that the code manager has determined to be urgent, based on the criteria for urgency published by the Authority from time to time.

Work Plan means a document, prepared and published by the Licensee no later than 1 November in the preceding Financial Year, that contains the information specified in paragraph 20.3 of standard condition 20, Annual Budget of the Licensee.