Annex 2: Section B - stakeholder advisory forum

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Contact:	Kate Lloyd
Team:	Energy Code Governance Reform
Email:	industrycodes@ofgem.gov.uk

On 6 March 2026, we published our draft template code text for the new code modification process and stakeholder advisory forums (SAFs) for consultation. We sought views on the template code text to ensure it was clear, workable and aligned with the wider aims of energy code reform. We received responses from organisations with an interest in energy code governance, including code administrators, suppliers, network operators and other stakeholders. This document sets out the final SAF template text that we have decided upon.

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B1. Introduction

B1.1 This section B sets out the details for the Sstakeholder Aadvisory Fforum ('SAF'), as specified in Part D of the Code Manager Standard Licence Condition 27: Code Maintenance and Modification SLC. To the extent that any conflict arises between the Code and the Code Manager Licence, ~~Maintenance and Modification SLC~~, BSCCo ~~the Code Manager~~ must comply with the provisions set out in section H, paragraph 1.5~~Code Maintenance and Modification SLC~~.

B1.2 The SAF must:

a) pursue the objectives as set out in the provisions of B2;
b) undertake the duties as set out in the provisions of B3;
c) be composed of the SAF members as set out in the provisions of B4; and
d) conduct its activities in accordance with the further provisions of this Ssection and other relevant Code provisions.

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~~Applicable BSC Objectives;
c) with a view to ensuring that the Code is given effect without undue discrimination between ~~Code~~ Parties or any classes of ~~Code~~ Party; and
d) in an open and transparent manner, subject to any provisions of the Code including confidentiality and other duties of confidence owed to third parties.

B3. SAF responsibilities

B3.1 The responsibilities of the SAF must include:

a) to provide its views to ~~the Code Manager~~ BSCCo at such stages and in relation to such matters, as are provided for in this Code, including where this Code requires or permits ~~the Code Manager~~BSCCo to consult, seek views from, or otherwise engage with the SAF;
b) to consider the views of stakeholders in response to a consultation, for the purposes of informing the assessment and vote referred to in paragraph~~s~~ (c);
c) to provide its assessment and vote on whether ~~the~~ a Modification Proposal would, as compared with the existing provisions of the Code, better facilitate achieving the ~~Relevant Code~~Applicable BSC Objectives, and no other proposed modification under consideration would better facilitate achieving the ~~Relevant Code~~Applicable BSC Objectives than the relevant proposed modification, at the Final Modification Report stage (as set out in the Code Maintenance and Modification SLC);

d) to review and provide comments, as it considers appropriate, on documents and matters which are required to be referred to it under any Code Manager Standard Licence Condition; and

e) any other functions that ~~the Code Manager~~BSCCo may, with the consent of the SAF, assign to it in accordance with the Code.

B3.2 The SAF vote is not binding in terms of approving or rejecting Modification Proposals.

B3.3 The responsibilities set out in B3.1(a) to B3.1(e) are subject to the end-to-end modification process described in S~~s~~ection ~~A~~F, which provides full details.

B4. SAF membership

SAF composition

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

a) the SAF Chair, who is an independent member;

b) ~~a fixed number of~~two independent members, each of whom must satisfy the independence requirements as set out in B4.6~~, and who will be determined on a code-by-code basis~~;

c) ~~a fixed number of~~ five Code Party Representatives except in circumstances where there is a temporarily unfilled position in the circumstances of B6.6~~, 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.

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

Appointment details

Appointment of SAF Chair and independence requirements

B4.4 ~~The Code Manager~~BSCCo must appoint the SAF Chair.

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

B4.6 ~~The Code Manager~~BSCCo must ensure the candidate is sufficiently independent by assessing the candidate against the independence indicators outlined at B4.7.

B4.7 The independence indicators 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;

b) such person does not have a personal or professional connection which could reasonably be seen to affect their independence, where:
   i. personal connection includes a close family relationship to ~~the Code Manager~~BSCCo; and
   ii. professional connection includes any current or recent employment relationship with ~~the Code Manager~~BSCCo, or any ongoing consultancy relationship with ~~the Code Manager~~BSCCo, another code body, or ~~Code~~ Party.

B4.8 ~~The Code Manager~~BSCCo must share with the SAF their assessment of the candidate's suitability against the independence indicators ~~requirements~~ within 30 W~~w~~orking D~~d~~ays following the appointment of the SAF Chair.

B4.9 For the initial constitution of the SAF, ~~the Code Manager~~BSCCo must provide the assessment described in B4.8 no later than 30 W~~w~~orking D~~d~~ays 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.~~

B4.1~~0~~1 ~~The Code Manager~~BSCCo must appoint independent members to the SAF.

B4.1~~1~~2 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

B4.1~~2~~3 Code Party Representatives must be appointed in accordance with the process set out at B10.

Appointment of consumer advocates

B4.1~~3~~4 Citizens Advice and Consumer Scotland may each appoint a person as a SAF member by giving notice of each appointee to ~~the Code Manager~~BSCCo subject to meeting the requirements in B7.1(a) and B7.1(c).

B4.1~~4~~5 Citizens Advice and Consumer Scotland may remove any such member and appoint a replacement by giving reasonable notice to ~~the Code Manager~~BSCCo.

Publication of membership

B4.1~~5~~6 The SAF Secretary must publish the list of SAF members on the ~~Code's~~ BSC Website.

Attendance by other persons

SAF Pool Members

B4.167 ~~The Code Manager~~ BSCCo must maintain and update, as necessary, a list of SAF Pool Members.

B4.178 ~~The Code Manager~~BSCCo must consult with the SAF before adding or removing a SAF Pool Member.

B4.189 At the request of ~~the Code Manager~~BSCCo, the SAF Chair may invite SAF Pool Members to attend a SAF meeting where their expertise is required for consideration of a Modification Proposal.

B4.1920 Where further expertise that is not available within the pool is required or would be beneficial for consideration of a matter, ~~the Code Manager~~BSCCo may request that the SAF Chair approve one or more persons with appropriate expertise to attend the relevant SAF meeting.

B4.201 SAF Pool Members or persons invited under B4.1920 are entitled to attend and to speak (but not vote) at any meeting of the SAF.

B4.212 SAF Pool Members or persons invited under B4.1920 must act impartially and must provide a letter from their employer as outlined at B10.8(c).

Authority and Secretary of State representative

B4.223 A representative from each of the Authority and the Secretary of State will be entitled to attend each meeting of the SAF but these representatives shall not be entitled to participate in any votes held.

NESO representative

B4.23 A representative of the NESO is entitled to attend and to speak (but not vote at) any meeting of the SAF.

~~Central System Delivery Body~~ DSO-body representative

B4.24 A representative from a DSO-body is entitled to attend and to speak (but not vote at) any meeting of the SAF. For the purposes of this paragraph, a DSO- body is a body approved (for such purposes) by the Authority as representing the interests of Distribution System Operators collectively. ~~The Authority must decide the role that a Central System Delivery Body must have on the SAF on a code-by-code basis.~~

Proposer

B4.25 The Proposer or a designated representative is entitled to attend and speak ~~(~~but note vote~~)~~ at SAF meetings where the relevant Modification Proposal will be discussed.

Other persons

B4.26 ~~The Code Manager~~A representative of BSCCo shall be entitled to attend and to speak (but not vote at) at any meeting of the SAF.

B4.27 The SAF Chair or the SAF may permit any other person, to attend a meeting of the SAF, where they determine that the person has a relevant interest in a matter to be discussed at the meeting.

Expenses and remuneration

B4.28 The SAF Chair, and any other independent members, are entitled to be paid by ~~the Code Manager~~BSCCo such remuneration and benefits as have been determined by ~~the Code Manager~~BSCCo.

B4.29 Each SAF member, alternates ~~in attendance~~, and SAF Pool Members are entitled to be reimbursed by ~~the Code Manager~~BSCCo for the reasonable costs and expenses properly incurred and, where required by ~~the Code Manager~~BSCCo, agreed in advance with ~~the Code Manager~~BSCCo, 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 of the SAF, ~~the Code Manager~~BSCCo must attempt to stagger the tenure of each SAF member to facilitate continuity and knowledge within the SAF.

Code Party Representatives

B5.2 Subject to a Code Party Representative having successfully fulfilled the obligations set out in B7.3 and remained in office without earlier cessation, Code Party Representatives may serve:

a) a maximum of three terms, each of three years duration;

b) subject to B5.2(c), a maximum of two consecutive terms; or

c) where the SAF Secretary does not receive enough Code Party Representative nominations to constitute the SAF in accordance with B4.1(c), a third (and final) consecutive term.

Independent members

B5.3 Subject to B7.2 and provided that independent members, ~~including~~ and the SAF Chair, remain in office without earlier cessation, each independent member will serve a term of three years.

B5.4 ~~The Code Manager~~BSCCo may reappoint an independent member, ~~including~~ and the SAF Chair, at the end of their first term.

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

B5.6 An independent person must not be appointed to the SAF until and unless that person has entered into an agreement in writing with ~~the Code Manager~~BSCCo setting out terms as to their remuneration and any related matters.

B6 Cessation of office

Removal of members

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

a) by the SAF Secretary on notice to the SAF if the SAF 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 a removal ground applies or the member is in breach of the confirmation given by that member pursuant to B7.2.

B6.2 ~~The Code Manager~~BSSCo may remove an independent member from their role if BSCCo ~~the Code Manager~~ determines that the independent member is no longer sufficiently independent as set out in B4.6 and B4.7.

B6.3 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

B6.4 A Code Party Representative may resign their office by giving 20 W~~w~~orking D~~d~~ays' notice in writing to the SAF Chair.

B6.5 If a Code Party Representative resigns or is removed from office during their term, an interim election must be held subject to B6.6.

B6.6 Where a Code Party Representative resigns or is removed when there is less than six months of their term remaining, ~~the Code Manager~~BSCCo may determine that the position should be left vacant until the next election.

B6.7 In the event that an independent member resigns in accordance with the agreement between that member and ~~the Code Manager~~BSCCo, that position will be vacant and need to be filled.

Employment changes

Code party representatives

B6.8 If a Code Party Representative ceases to be employed by the employer referenced in B7.2(c), their SAF membership will cease, subject to B6.9.

B6.9 ~~The Code Manager~~BSCCo may determine that the Code Party Representative should remain in office if satisfied that doing so supports SAF continuity and impartiality.

B6.10 Where B6.9 applies, ~~the Code Manager~~BSCCo 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.

B6.11 In cases where the Code Party Representative is permitted to remain in office, they must provide the information outlined at B7.2.

Independent members

B6.12 Independent members must, within 30 W~~w~~orking D~~d~~ays of any change in circumstances which could be reasonably expected to affect their independence, disclose any such change(s) in writing to ~~the Code Manager~~BSCCo.

B6.13 Following notification under B6.12, ~~the Code Manager~~BSCCo must assess the independent member against the independence provisions set out in B4.6 and B4.7 to determine whether the independent member continues to be sufficiently independent.

B6.14 Where, following an assessment against B6.12, ~~the Code Manager~~BSCCo determines that an independent member no longer meets the independence provisions set out in B4.6 and B4.7, ~~the Code Manager~~BSCCo must remove that independent member from office and appoint a replacement in accordance with the Code.

B7. Duties of SAF members

Impartiality

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

a) carry out their duties in accordance with the ~~c~~Code;
b) act impartially and not be bound to represent the particular interests of any ~~Code~~ Party or body of individuals who nominated~~appointed~~ them or any Related Person; and

c) 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.

SAF member requirements

B7.2 Each SAF member must, within 30 Ww~~w~~orking Dd~~d~~ays of their proposed appointment, confirm in writing to the SAF Secretary that:

a) they agree to act as a SAF member in accordance with the obligations set out in B7.1;
b) they have disclosed in writing any interests that may reasonably be seen to affect their duty of impartiality including those referred to in B10.8(e); and in the case of an independent member, the independence ~~requirements~~provisions in B4.7~~6~~;
c) where employed, that they are enclosing the letter referred to in B10.8(c)~~i) to (ciii)~~; and
d) ~~confirm in writing that~~ none of the grounds of removal in B6.3~~2~~(b) to (e) apply to them.

B7.3 A person will only be appointed as a SAF member if, within 30 Ww~~w~~orking Dd~~d~~ays of being notified of their proposed appointment, they confirm in writing to the SAF Secretary the points set out in B7.2.

B7.4 Where a person does not provide the confirmation required under B7.2 within 30 Ww~~w~~orking Dd~~d~~ays, their appointment will not take effect.

B7.5 The SAF Chair and other independent members, must also confirm in writing to the SAF Secretary that they agree to act in accordance with the independence provisions ~~requirement~~ set out at B4.7~~6~~.

B7.6 Any changes relating to B7.2 and any other interests (in relation to the Code) which could be reasonably seen to affect their impartiality shall be notified by the SAF member to the SAF Secretary in writing within 30 Working Dd~~d~~ays of such change.

Alternates

B7.7~~8~~ A SAF member (other than the SAF Chair and other independent members) 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~~9~~ SAF members are not allowed to appoint another SAF member to act as their alternate.

B7.9~~10~~ Each alternate must comply with the requirements that are set out at B7.2 (SAF Duties).

B8. Conflicts of interest

B8.1 At the start of each meeting, each SAF member must declare any conflict of interest they have in relation to any matter to be considered.

B8.2 Where a SAF member is the Proposer of a ~~raises a~~ Modification Proposal or any Alternative 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.

B8.3 Where a SAF member identifies that a Modification Proposal or any Alternative Modification Proposal gives rise to a conflict of interest other than in accordance with B8.2, they may participate in the discussion on that matter but must not participate in the vote.

B8.4 Where the SAF Chair considers that a Modification Proposal or any Alternative 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.

B8.5 Where the SAF Chair issues a direction under B8.4, the SAF Chair must provide the SAF with the reasons for that determination.

B8.6 Where the SAF Chair considers that a Modification Proposal or any Alternative Modification Proposal, gives rise to their own conflict of interest, they must not vote on that Modification Proposal.

B9. Protections for SAF members and others

Protections

B9.1 ~~The Code Manager~~BSCCo 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 B4.28 and B4.29.

B9.3 ~~The Code Manager~~BSCCo 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 negligence.

B10. Election process for Code Party Representatives

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

Election timetable

B10.2 The SAF Secretary must prepare and circulate to all ~~Code~~ Trading Parties, by 1st July of the election year ~~[the date to be specified in each 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~~BSCCo which includes the types of expertise that are required within the SAF;
b) the date by which 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~~ Trading Party is combined with their Affiliates into a single Voting Group;
e) the deadline for submitting voting papers, which must not be less than three weeks after the date for circulating the list of candidates and voting papers; and
f) the deadline for announcing election results, which must be no later than ~~the date specified for that purpose in the Code~~15 September of the election year.

B10.3 ~~Code~~ Trading Parties must review the list at B10.2(d) and disclose ~~all of their~~any Affiliates that are not included in the list. ~~when nominating a candidate or voting in the election~~.

B10.4 If ~~the Code Manager~~BSCCo 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~~ Trading Parties and the Authority. The revised timetable must ensure the election is completed before ~~1st October of the election year~~~~the date specified for that purpose in the Code~~.

B10.5 A nomination or voting paper received by the SAF Secretary after the set deadline date must be disregarded in the election.

Nominations

B10.6 Nominations for candidates for Code Party Representatives must be made in accordance with the election timetable.

B10.7 Each ~~Code~~ Trading 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.

B10.8 Each candidate must provide the following information to the SAF Secretary as part of their nomination:

a) the reasons why they should be appointed to the SAF, including details of their expertise and experience in the modification process;
b) details of the ~~Code~~ Trading Party or Voting Group nominating them;
c) a letter from their employer or confirmation that they will be able to provide this letter if appointed confirming that:
    i) the employer agrees that the individual may act as a SAF member;
    ii) the employer acknowledges the individual's obligation to act impartially as a SAF member, and this obligation prevails over their duties as an employee; and
    iii) the employer will not create or attempt to create any conflict between the individual's employment obligations and their role as a SAF member;
d) confirmation that they understand and will comply with the obligations of a SAF member set out in B7.1;
e) details of any interests (in relation to the Code), including any shares owned or acquired by them or a Related Person in any relevant ~~Code~~ Party, with a total aggregate value of over £10,000; and
f) confirm in writing that none of the grounds of removal in B6.3(b) to (e) apply to them.

B10.9 A person must not be nominated as a candidate unless they have provided the information set out at B10.8.

B10.10 If a ~~Code~~ Trading Party or Voting Group nominates more than one candidate:

a) the SAF Secretary must endeavour to contact the ~~Code~~ Trading Party or Voting Group to establish which candidate it wishes to nominate; and
b) if the SAF Secretary is unable to contact the ~~Code~~ Trading Party or Voting Group as described in B10.10(a) it must select at random one of the nominated candidates and the others must be disregarded.

List of candidates

B10.11 The SAF Secretary must create a list of the nominated candidates and send it to all ~~Code~~ Trading Parties by the date specified in the election timetable.

B10.12 The list must specify the ~~Code~~ Trading Party or Voting Group by whom each candidate was nominated.

B10.13 If the number of candidates is equal to the number of Code Party Representatives needed, no further steps in the election will take place and such candidate(s) must be elected.

B10.14 If the number of candidates is less than the number of Code Party Representatives required, the election process may be re-opened for further nominations in accordance with this section.

Voting papers

B10.15 Voting papers must be submitted in accordance with the election timetable.

B10.16 Each ~~Code~~ Trading Party or Voting Group may submit one voting paper only. Voting papers will include provision for votes to be cast in relation to a first, second and third preference candidate. ~~which casts a vote for one candidate.~~ A voting paper need not indicate a second or third preference, but the same candidate may not receive more than one preference vote in a voting paper.

B10.17 Only votes submitted in accordance with the election timetable, B10.16 and by authorised ~~parties~~ Trading Party/Voting Group will be counted.

Result

B10.18 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 as SAF members.~~ candidates will be elected in three voting rounds (plus any further round required under B10.19) in accordance with B10.18(A) to B10.19 below.

B10.18A In the first voting round, the SAF Secretary must determine the number of first preference votes allocated under all voting papers to each candidate. The first round qualifying total is (T / N) + 1, where T is the total number of first preference votes in all voting papers and N is the number of Code Party Representatives to be elected. Any candidate whose first preference votes are equal to or greater than the first round qualifying total must be elected.

B10.18B In the second voting round, the remaining candidates are those not elected in the first voting round, and the remaining voting papers are those other than voting papers under which first preference votes were cast for candidates elected in the first voting round. The SAF Secretary must determine the number of first and second preference votes allocated under all remaining voting papers to each remaining candidate. The second round qualifying total is (T' / N') + 1, where T' is the total number of first and second preference votes allocated under all remaining voting papers and N' is the number of Code Party Representatives remaining to be elected after the first voting round. Any remaining candidate whose first and second preference votes are equal to or greater than the second round qualifying total must be elected.

B10.18C In the third voting round, the remaining candidates are those not elected in the first or second voting rounds, and the remaining voting papers are those other than voting papers under which first or second preference votes were cast for candidates elected in the first or second voting rounds. The SAF Secretary must determine the

number of first, second and third preference votes allocated under all remaining voting papers to each remaining candidate. The third round qualifying total is (T'' / N'') + 1, where T'' is the total number of first, second and third preference votes allocated under all remaining voting papers and N'' is the number of Code Party Representatives remaining to be elected after the first and second voting rounds. Any remaining candidate whose first, second and third preference votes are equal to or greater than the third round qualifying total must be elected.

B10.19 If any Code Party Representative remains to be elected after the third voting round, the remaining candidates must be ranked in order of the number of first preference votes allocated to them, and the candidate or candidates with the greatest number of such votes must be elected. If there is a tie between two or more candidates, the candidate or candidates among those tied with the greatest number of second preference votes must be elected. If there remains a tie, the SAF Secretary must select the candidate or candidates among those tied by drawing lots. ~~In the case of a tie, the SAF Secretary shall determine the elected member by drawing lots.~~

B10.20 ~~The Code Manager~~BSCCo must announce the results of the election in accordance with the election table.

Publication of Election Result

B10.21 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 appointed as part of the election process.~~

a) the total number of valid voting papers received;
b) the total number of first, second and third preference votes allocated to each candidate in all voting papers submitted and in prior voting rounds;
c) the total number of remaining voting papers in each voting round;
d) the total number of remaining Code Party Representatives to be elected in each voting round;
e) the value of the qualifying total in each voting round;
f) the total number of qualifying preference votes allocated to each remaining candidate under all remaining voting papers in each voting round; and
g) a list of the Code Party Representatives appointed as part of the election process.

Interim Election

B10.22 An interim election may occur when a Code Party Representative is removed or resigns during their term, and that resignation or removal has taken effect, and the next scheduled election is not due to take place for six months or more. In the case of an interim election:

a) the invitation for nomination of candidates and interim election timetable must be published and sent by the SAF Secretary to those ~~Code~~ Trading Parties or Voting Groups who were eligible to vote for the outgoing Code Party Representative, by no later than 20 W~~w~~orking D~~d~~ays after the date on which the relevant Code Party Representative was removed or resigned from office;
b) nominations must be submitted by ~~Code~~ Trading Parties or Voting Groups within 15 W~~w~~orking D~~d~~ays of the invitation;
c) each Trading Party or Voting Group may submit one voting paper indicating a first, second and third preference among the candidates, provided that a voting paper need not indicate a second or third preference and the same candidate may not receive more than one preference vote in a voting paper;
d) the replacement Code Party Representative must be elected using the preference voting process in B10.18A to B10.19, adapted as necessary for a single vacancy;
e) if the preference voting process does not determine the replacement Code Party Representative because of a continuing tie, the SAF Secretary must determine the replacement Code Party Representative by drawing lots; and
~~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 Code Party Representative;~~
~~e) in the case of a tie, the SAF Secretary shall determine the Code Party Representative by drawing lots; and~~
f) ~~the Code Manager~~BSCCo must announce the results of the election as soon as reasonably practicable.

B10.23 The replacement ~~SAF member~~Code Party Representative must be elected for the remainder of the term of office of the removed or resigning ~~SAF member~~Code Party Representative.

B10.24 The SAF must continue to operate as normal during the interim election period.

Replacement for less than six months

B10.25 The ~~Code~~ Trading Party or Voting Group which nominated the removed or resigning ~~SAF member~~Code Party Representative shall be entitled (by notice to SAF Secretary) to appoint a replacement ~~SAF member~~Code Party Representative (for the remainder of the term of office of the removed or resigning ~~SAF member~~Code Party Representative).

B10.26 If such ~~Code~~ Trading Party or Voting Group does not appoint a replacement, the position shall remain vacant until the next scheduled election.

B11. Operation of SAF

Meeting notice and papers

B11.1 The SAF Secretary must arrange meetings where the SAF Chair or ~~Code Manager~~BSCCo requests, or the SAF determines.

B11.2 Such meeting must be convened on at least 5 W~~w~~orking D~~d~~ays' 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 Proposal;~~
b) the Authority;
c) any appointed alternates;
d) the Proposer, where that Modification Proposal will be discussed at the SAF meeting;
e) all ~~Code~~ Parties; ~~and~~
~~e)~~f) any SAF Pool Member(s) invited to attend; and
~~f)~~g) 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 remotely 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 W~~w~~orking D~~d~~ays 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 Chair.

B11.7 SAF meetings may be held remotely through technological means, provided that reasonable arrangements are in place to enable SAF members attending the meeting to participate, and details on how to join are provided ahead of each meeting.

Additional meetings

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

B11.9 The SAF Chair must convene a special meeting of the SAF at the reasonable request of ~~the Code Manager~~BSCCo or any SAF member, and in such case the SAF Secretary must convene that meeting as soon as practicable, but not earlier than 5 W~~w~~orking D~~d~~ays after the request.

B11.10 The requirements for scheduling meetings to discuss an Urgent Modification Proposal is set out in B11.17-B11.20~~1~~.

Cancellation of meetings

B11.11 Subject to B11.12, a meeting of the SAF may be cancelled if:

a) the SAF Chair determines or ~~the Code Manager~~BSCCo requests 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 of the meeting not less than 5 W~~w~~orking D~~d~~ays before the date of the meeting; and
c) by the end of the third working day 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 W~~w~~orking D~~d~~ays' notice, provided that the SAF Secretary promptly notifies all SAF members.

Minutes of SAF meetings

B11.13 The SAF Secretary must, within 10 ~~5~~ W~~w~~orking D~~d~~ays 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. Where ~~the Code Manager~~BSCCo reasonably considers that the minutes contain confidential information, commercially sensitive information, personal data or legally privileged information, ~~the Code Manager~~BSCCo may require appropriate redactions before wider circulation or publication. Any redacted minutes must also include a non-confidential summary of the matter discussed and any SAF views, assessment or vote.

B11.15 Where no further meeting of the SAF takes place within 5 calendar weeks of the minuted meeting, the SAF Secretary must finalise the minutes, having taken into account any comments received from SAF members.

B11.16 Subject to B11.14, ~~T~~the SAF Secretary must publish the minutes of each SAF meeting on the ~~Code's~~ BSC Website within 5 W~~w~~orking D~~d~~ays of the next meeting of the SAF. Where the minutes are finalised in accordance with B11.15, the SAF Secretary must publish the minutes within five W~~w~~orking D~~d~~ays of that finalisation.

Meetings to discuss urgent modifications

~~B11.17 An Urgent Modification Proposal is a modification that has been determined as urgent in accordance with section A.~~

B11.178 The SAF Secretary must, at the request of the SAF Chair or ~~the Code Manager~~BSCCo, convene a meeting for the purpose of discussing an Urgent Modification Proposal, with such notice as the SAF Chair considers appropriate.

B11.189 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 SAF C~~c~~hair.

B11.19 ~~20~~ Subject to B11.201~~1~~, the quoracy requirements outlined in B12.4 and B12.5 must apply to urgent meetings.

B11.201~~1~~ Where it becomes apparent, in attempting to arrange a meeting to discuss an Urgent Modification Proposal, that quoracy will not be achieved and that there is not sufficient time to organise another meeting, the SAF Chair must contact each SAF member individually to ascertain their vote and view on the Modification Proposal.

Role of SAF Chair

B11.212 The SAF Chair must convene meetings or request the SAF Secretary convene meetings in accordance with the provisions in this section and as required to ensure business is transacted in a timely manner.

B11.223 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.

B11.234 If no other independent member is available to chair the meeting, ~~the Code Manager~~BSCCo must make appropriate arrangements to ensure that the meeting can proceed and progress is not delayed, provided that such arrangements do not compromise the role of SAF as an independent body.

B11.245 In relation to the Final Modification Report, the SAF Chair must write up the SAF's assessment of the Modification Proposal.

B11.256 The SAF Chair must include the SAF vote in the Final Modification Report.

B11.267 In relation to the Final Modification Report, the SAF Chair, or a nominated representative must:

a) share this summary of the SAF's assessment 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~~BSCCo, or request that the SAF Secretary sends the finalised text to ~~the Code Manager~~BSCCo.

B12. Voting

B12.1 Each SAF member is entitled to attend, speak and vote at, every meeting of the SAF, subject to any C~~c~~ode provisions to the contrary.

B12.2 Subject to any Ccode provisions to the contrary each SAF member is entitled to vote on a Modification Proposal or any Alternative Modification Proposal in accordance with the assessment set out in B3.1(c).

B12.3 SAF 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~~Applicable BSC Objectives.

Quorum

B12.4 The SAF must not transact business at any meeting unless quorate.

B12.5 A quorum exists when more than half of the SAF members appointed at the relevant time, or their alternates, are in attendance~~ing~~ in person or remotely, by phone or through other technological means, and are not excluded from voting under B8.

B12.6 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 a later date and time following consultation with SAF members and within a reasonable time;
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

B12.7 If a main Code Party Representative cannot attend a meeting where a vote takes place, their appointed alternate at the meeting must cast their vote.

B12.8 Quoracy rules as set out B12.4-B12.6 must apply to this vote.

B13. Transition

B13.1 For the first term of the SAF, the processes and requirements for the appointment and election of SAF members as set out in B4 and B10 may be carried out before Designation Effective Date.

B13.2 If the Code Manager cannot constitute a SAF immediately following Designation Effective Date, the Code Manager may appoint the members of the BSC Panel, as constituted immediately before Designation Effective Date, to serve as an interim SAF.

B13.3 If an interim SAF is appointed, it will continue until the earlier of:

a) the date the composition requirements of the SAF are met as set out in B4; or

b) six months from Designation Effective Date or such further extended date as approved by the Authority.

B13.4 Members of the interim SAF:

a) must fulfil the responsibilities and objectives and perform the duties of the SAF as set out in this Code; and
b) will be treated as SAF members for the purposes of this Code and thereby entitled to the protections in paragraph 9.1.

Definitions

~~Affiliate/d/ 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/bodies 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].~~

BSC Panel means the Balancing and Settlement Code's Panel which existed prior to the designation of the Retail Energy Code under section 182(2) of the Energy Act 2023 by the Secretary of State.

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

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

~~Code Party/parties means persons who are party to the relevant Code (including the Licensee).~~

Code Party Representative/s means a ~~person who is a p~~ person representing a Trading Party or Voting Group ~~to the relevant code and has been elected to serve as a representative on~~ appointed as a member of the Stakeholder Advisory Forum in accordance with the provisions of this Section B.

~~Code's 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.~~

Designation Effective Date means the date from which the designation of the Relevant Code takes effect in accordance with Section 182(2) of the Energy Act 2023.

~~Consumer Scotland means the independent statutory body established by the Consumer Scotland Act 2020. 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(1)(g) of the Electricity Act 1986 or Section 7AC of the Gas Act 1986.~~

~~Modification Proposal has the meaning given to it in section 1 'Definitions' of the Code Manager SLCs.~~

SAF Pool Member(s) means ~~a group of additional members~~ those additional person(s) with relevant expertise who can be invited to participate in ~~the~~ SAF meetings as needed in accordance with the provisions of this Section B. ~~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.~~

~~Related Person means the definition of that term in the Code.~~

SAF Chair means the person appointed by ~~the Code Manager~~BSCCo who satisfies the independence requirements set out in Section B4.7.

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

~~Stakeholder Advisory Forum means the body required by standard condition 27 (Code Modification and Maintenance).~~

~~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.~~

Voting Group/s means two or more ~~Code~~ Trading Parties that are Affiliated and are grouped together for voting purposes.