

# DCP 262 Working Group Minutes

|                       |                       |
|-----------------------|-----------------------|
| <b>Meeting Name</b>   | DCP 262 Working Group |
| <b>Meeting Number</b> | 01                    |
| <b>Date</b>           | 09 February 2016      |
| <b>Time</b>           | 10:00                 |
| <b>Venue</b>          | Teleconference        |

| Attendee                               | Company                |
|--|------------------------|
| Michael Walls (Chair)                  | ESP Electricity Ltd    |
| Donna Townsend [DT]                    | ESP Electricity Ltd    |
| Mark James [MJ]                        | UK Power Networks      |
| Tim Porter [TP]                        | SSE Power Distribution |
| Sean Young [SY]                        | Northern Powergrid     |
| Fungai Madzivadondo [FM] (Secretariat) | ElectraLink            |

## 1 ADMINISTRATION

- 1.1 Apologies were received from Chris Barker (ENWL).
- 1.2 MW was appointed as Chair of the Working Group.

## 2 COMPETITION LAWS DO'S AND DON'TS

- 2.1 The Working Group agreed to be bound by the Competition Laws Do's and Don'ts during the course of the Working Group. A copy of the Competition Laws do's and don'ts has been provided as Attachment 1 of the minutes.

## 3 REVIEW OF THE TERMS OF REFERENCE

- 3.1 The Working Group reviewed the Terms of Reference (ToR) as set out by the DCUSA Panel.
- 3.2 It was noted that the Work Plan will need to be completed, and revised if the Working Group realises that it will not adhere to the original plan. The Working Group agreed for the Work Plan/timetable to be updated and circulated to the Working Group and this is included as Attachment 2.

## 4 BACKGROUND AND INTENT OF DCP 262

- 4.1 DCP 262 was raised by ESP Electricity Ltd and it was noted that the intent is to include a timeline for a credit/re-invoice from DNOs to LDNOs upon the receipt of updated HH DUoS data. DT explained that on a monthly basis and based on consumption data received by the LDNO, the LDNO provides a HH Data Report to the DNO Party. When revised HH consumption data is received from the relevant Data Collector, in line with the billing arrangements in Clause 19 (Section 2B) Clause 44 (Section 2B), this can result in the need for a further invoice, or a credit being required from the DNOs to the LDNOs. The DCUSA does not have a defined timeline for receiving a credit/re-invoice once revised data is submitted.
- 4.2 It was noted that LDNOs provide HH data to the DNOs by the 15th of each month to allow the DNOs to produce invoices/credit notes to LDNOs for DUoS. An attendee pointed out that in some circumstances data is not received until the 15<sup>th</sup> day of the month and that DNOs may

be able to re-invoice in the following month rather the proposed 14 days on the CP form. The group agreed to consider different timescales noting that it is important to have a set timescale for receiving a credit/re-invoice once data has been submitted.

- 4.3 An attendee pointed out that data provided by some LDNOs is not in the best format for rebills. It was explained that there is no defined format for sending rebill information in Schedule 19 and concerns on the format of the re-bills spreadsheets and invoices can be addressed as a separate Change Proposal highlighting that the aim of DCP 262 is to set a timeline for receiving a credit/re-invoice in the DCUSA.
- 4.4 The Working Group agreed to consult on the following:
- Whether the timescale for the credit rebill exercise to be carried out by DNOs should be set at 30 days
  - Whether the proposed change will have an impact on DNOs billing processes
- 4.5 It was highlighted that DCP 262 was raised a Part 1 Matter however the Panel and Ofgem have recommended that CP be developed as a Part 2 Matter as it is a self-governance issue. Members of the Working Group felt that the CP could be considered as a Part 1 Matter as it impacts Schedule 19. The Group agreed to consult on whether the CP should be developed as a Part 1 or Part 2 Matter.
- 4.6 ElectraLink took an action to update the draft consultation document and circulate to the Working Group for review.

#### **ACTION 01/01: ELECTRALINK**

## **5 WORK PLAN AND TIMETABLE**

---

- 5.1 The DCP 262 Working Group agreed that the next steps as follows:
- ElectraLink to update the draft consultation and circulate to the Working Group for review.
  - Working Group to review and update the consultation document by Friday 12 February 2016.

#### **ACTION 01/02: WG MEMBERS**

- ElectraLink to update Work plan with the agreed timescales and circulate to the Working Group for review. It was noted that the first DCP 262 Work Plan will be submitted to the February DCUSA Panel meeting for approval.

#### **ACTION 01/03: ELECTRALINK**

- It was agreed that the DCP 262 consultation should be finalised and issued by 16 February 2016.

## **6 ANY OTHER BUSINESS**

---

- 6.1 There were no items of any other business.

## **7 NEXT MEETING**

---

- 7.1 The next Working Group meeting will be scheduled after the consultation responses have been received in March. ElectraLink took an action to organise the next Working Group meeting.

**ACTION 01/04: ELECTRALINK**

Update the draft consultation document and circulate to the Working Group for review.  
Minutes

## APPENDIX A: SUMMARY OF ACTIONS

### NEW AND OPEN ACTIONS

| Action Ref. | Action  | Owner                 | Update                                       |
|-------------|---|-----------------------|--|
| 01/01       | Update the draft consultation document and circulate to the Working Group for review.     | ElectraLink           | <a href="#">Post Meeting Note: Completed</a> |
| 01/02       | Review and update the consultation document by Friday 12 February 2016.                   | Working Group Members |  |
| 01/03       | Update Work plan with the agreed timescales and circulate to the Working Group for review | ElectraLink           | <a href="#">Post Meeting Note: Completed</a> |
| 01/04       | Organise the next Working Group meeting.  | ElectraLink           |  |

### CLOSED ACTIONS

| Action Ref. | Action | Owner | Update |
|-------------|--------|-------|--------|
|             |        |       |        |
|             |        |       |        |
|             |        |       |        |