

# DCP 262 Working Group Minutes

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<b>Meeting Name</b>	DCP 262 Working Group
<b>Meeting Number</b>	02
<b>Date</b>	15 March 2016
<b>Time</b>	10.:00
<b>Venue</b>	Web-conference

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<b>Attendee</b>	<b>Company</b>
Michael Walls (Chair)	ESP Electricity Ltd
Chris Barker [CB]	ENWL
Donna Townsend [DT]	ESP Electricity Ltd
Lesley Ferrando [LF]	Ofgem
Mark James [MJ]	UK Power Networks
Tim Porter [TP]	SSE Power Distribution
Sean Young [SY]	Northern Powergrid
Fungai Madzivadondo [FM] (Secretariat)	ElectraLink

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## **1 ADMINISTRATION**

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- 1.1 No apologies were received prior to the meeting.
- 1.2 The minutes of the previous meeting were approved without amendment.
- 1.3 The Working Group reviewed and updated the actions list which acts as Appendix A.

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

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- 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.

## **3 REVIEW OF THE CONSULTATION RESPONSES**

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- 3.1 The Working Group reviewed the responses to the DCP 262 consultation responses. The responses received, along with the Working Group's comments are provided as Attachment 1.
- 3.2 During the review of the consultation responses the Working Group noted the following points:
  - Some of the respondents felt that the process and templates for submitting billing data should be changed rather than setting a timescale for DNOs to provide credit rebills. The group agreed with the view that the format for the billing templates should be standardised, however this should be addressed in a separate CP as the intent of DCP 262 is to set a timescale for completing the credit rebills.
  - It was noted that the process for submitting the Half Hourly billing data is within Schedule 19, however there is no standardised format or template within the DCUSA. Members of the Working Group agreed that there should be a standardised format for IDNOs to submit HH billing data to DNOs. Attendees agreed that it will be beneficial to have one format of reporting however this is out of scope and will require a new CP to be raised to address this.
  - Some respondents felt that the 45 day timescale should be extended to allow for contingency within the billing processes. The Working Group agreed that the timescale

for HH billing should be changed to 60 days to cover of any exceptions and to cover of every eventuality.

- The Working Group agreed with ENWL's suggestion that the proposed change should be made to Clause 44.2 rather than Schedule 19. It was agreed that ElectraLink is to check with the DCUSA legal advisor whether Clause 44.2 covers the proposed legal text and meets the CPs intent.

#### **ACTION 02/01: ELECTRALINK**

- A member of the group suggested that the legal text should not only cover revised billing but all billing. It was noted that the legal text does not need to differentiate between amended and normal billing. The group agreed that the legal text should be updated to state that 'All billing should be completed within 60 days.' It was agreed that ElectraLink will check with their legal advisor to ensure that that legal text covers the whole billing process not just amendments.

#### **ACTION 02/02: ELECTRALINK**

- The group agreed to update the CP implementation date to the first release after Party consent.
- Given the responses to the consultation the Working Group agreed to progress the CP as a Part 2 Matter as it is a self-Governance issue which is only changing the credit rebill settlement timescale. The change will not have a significant impact on DNO and IDNO Parties.

3.3 The Working Group agreed that the legal text should be updated to address the points raised in the consultation.

## **4 REVIEW OF LEGAL TEXT**

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4.1 After reviewing the consultation responses, the Working Group agreed to make the following amendments to the legal text.

- Amend Clause 44.2 by adding Clause 44.2A rather than Schedule 19.
- The timescale for HH billing should be changed to 60 days to cover of any exceptions.
- The legal text should cover all billing not just the revised billing.

4.2 ElectraLink took an action to update the legal text and circulate to the Working Group for review before issue to the DCUSA legal advisor.

#### **ACTION 02/03: ALL**

## **5 NEXT STEPS**

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5.1 The DCP 262 Working Group agreed the next steps as follows:

- ElectraLink to update the legal text and circulate to the Working Group for review by Friday, 18 March 2016. The legal text will then be issued to the DCUSA legal advisor for review.
- ElectraLink to update the draft Change Report and circulate to Working Group by 18 March 2016.
- The Working Group to review the Change Report and provide feedback by Monday, 4 April 2016.
- The DCP 262 Change Report to be submitted to the DCUSA Panel on 13 April 2016.

**ACTION 02/04: ALL****6 WORK PLAN AND DCP TIMETABLE**

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- 6.1 The Working Group reviewed and updated the DCP 262 Work plan; this has been provided as Attachment 2.

**7 ANY OTHER BUSINESS**

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- 7.1 There were no items of any other business.

**8 NEXT MEETING**

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- 8.1 It was agreed that the Working Group would decide whether to have a further meeting based on comments received on the legal text and the Change Report. This could be in the week beginning 4 April 2016.

**9 ATTACHMENTS**

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Attachment 1 –DCP 262 Consultation Responses with Working Group Comments

Attachment 2 – Work Plan v2.0

**APPENDIX A: SUMMARY OF ACTIONS**

**NEW AND OPEN ACTIONS**

Action Ref.	Action	Owner	Update
02/01	Check with the DCUSA legal advisor whether Clause 44.2 covers the proposed legal text and meets the CPs intent.	ElectraLink	
02/02	Check with the legal advisor to ensure that that legal text covers the whole billing process not just amendments.	ElectraLink	
02/03	Update the legal text and circulate to the Working Group for review before issue to the legal advisor.	All	
02/04	<p>Change Report</p> <ul style="list-style-type: none"> <li>Update the draft Change Report and circulate to Working Group by 18 March 2016.</li> <li>The Working Group to review the Change Report and provide feedback by Monday, 4 April 2016.</li> <li>Submit the Change Report to the DCUSA Panel on 13 April 2016.</li> </ul>	All	

**CLOSED ACTIONS – LAST MEETING**

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	<a href="#">Completed</a>
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	<a href="#">Completed</a>