

# DCP 248 Working Group Minutes

<b>Meeting Name</b>	DCP 248 Working Group
<b>Meeting Number</b>	05
<b>Date</b>	18 December 2015
<b>Time</b>	10:00
<b>Venue</b>	Web-Conference

Attendee	Company
George Moran [GM] (Chair)	British Gas
Richard Vernon [RV] (part meeting)	Npower
Richard Mawdsley [RM] (part meeting)	Haven Power
Andrew Neves [AN]	Engage Consulting
Helen Fosberry [HF] (part meeting)	Eon Energy
Bethany Hanna [BH] (part meeting)	Ofgem
Tim Porter [TP] (part meeting)	SSE
Pat Wormald [PWo]	Northern Powergrid
Peter Waymont [PWa]	UKPN
Lee Wells [LW]	Northern Powergrid
Simon Yeo [SY] (part meeting)	WPD
Maria Hesketh [MH] (part meeting)	Scottish Power
Bernard Kellas [BK]	SSE
Lauren Nicholls [LN] (Secretariat)	ElectraLink

Apologies	Company
Donald Preston [DP]	SSEPD
Paul Bedford [PB]	Opus Energy
Siu Yau [SY]	Scottish Power

## 1 ADMINISTRATION

- 1.1 All Working Group members agreed to be bound by the “Competition Laws Do’s and Don’ts” for the duration of the meeting.
- 1.2 The Working Group agreed the minutes of the meeting, held on 8 December 2015, as a true and accurate record.
- 1.3 The Group reviewed the open actions; updates on all actions have been provided in Appendix 1.

## 2 REVIEW OF CONSULTATION RESPONSES CONTINUED

- 2.1 The Working Group reviewed the responses to Question three of the DCP 248 consultation, with the Working Group’s comments being provided as Attachment 1. Based upon the responses received to Question three of the consultation, the Working Group agreed for Options 1 and 3 to be progressed for further consideration, with Option 3 being raised as an alternate DCP. As one respondent stated that their preference was Option 4, GM agreed to

contact the respondent to confirm the view of the Working Group and to outline the DCUSA alternate change process should the respondent wish to progress Option 4.

**ACTION 05/01: GM**

- 2.2 Due to the length and complexity of the responses received, the Working Group agreed for each of the questions to be summarised by the members. The member who has been tasked with summarising the responses received for each of the questions has been listed below:

Question	Member
3	GM
4	LW
5	GM
6	AN
7	AN
8	AN
9	AN
10	AN
11	GM
12	GM
13	GM
14	RV
15	RV
16	GM
17	GM
18	GM
19	GM

**ACTION 05/02: ALL**

- 2.3 In addition, the Working Group agreed for RV to contact Citizens Advice regarding DCP 248.

**ACTION 05/03: RV**

- 2.4 Finally, the Working Group agreed for GM to draft a Request for Information (RfI) in order to determine the number of letters that have been issued to customers and the responses received as of 1 January 2016, with a view for the RfI to be issued on 21 December 2015 for consideration by the Working Group and circulated to DCUSA parties on 22 December 2015. The Working Group agreed for responses to be requested by 7 January 2016, such that a summary of the responses received can be reviewed at the next Working Group meeting. Due to the short turnaround, the Working Group confirmed that estimated responses to the RfI would be reasonable.

**ACTION 05/04: GM**

### **3 DISCUSSION ON UPDATING THE DCP 248 LEGAL TEXT**

- 3.1 The Working Group briefly discussed the comments received in relation to Question five of the DCP 248 consultation, which related to the legal text. A comment was made regarding the

applicability of the legal text to IDNOs, which PW agreed to clarify in order for GM to provide suggested amended legal text for Options 1 and 3.

**ACTION 05/05: PW & GM**

- 3.2 In addition, the Working Group considered the viability and associated benefits of including the legal text within a new DCUSA Schedule or within the HH Billing section rather than amending Schedule 16. It was noted that this would resolve the issue of the legal text not being applicable to IDNOs. GM agreed to look into this suggestion further.

**ACTION 05/06: GM**

**4 DISCUSSION ON WHAT SHOULD BE CAPTURED IN THE CHANGE REPORT**

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- 4.1 The Working Group agreed that a summary of the responses received, which will be provided in line with Action 05/01, should be captured within the Change Report.

**5 WORK PLAN**

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- 5.1 The Working Group reviewed the Work Plan and proposed a number of amendments based upon the actions taken within the meeting. The updated Work Plan can be found within Attachment 2.

**6 ANY OTHER BUSINESS**

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- 6.1 There was no further business and the Chair closed the meeting.

**7 NEXT MEETING**

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- 7.1 The next meeting is due to be held on Friday, 8 January 2016 at 10:00am via web-conference.

**APPENDIX A: SUMMARY OF ACTIONS****NEW AND OPEN ACTIONS**

Action Ref.	Action	Owner	Update
03/03	Determine if you have any information that could be shared with the group regarding the cost of issuing invoices (as this may assist in materiality threshold discussions)	All	On going
05/01	To contact the respondent to confirm the view of the Working Group and to outline the DCUSA alternate change process should the respondent wish to progress Option 4.	GM	
05/02	To provide a summary of the responses received for each of the questions in the DCP 248 consultation	All	
05/03	To contact Citizens Advice regarding DCP 248	RV	
05/04	To draft a Rfl in order to determine the number of letters that have been issued to customers and the responses received as of 1 January 2016.	GM	
05/05	PW to provide clarify regarding the applicability of the legal text to IDNOs in order for GM to provide suggested amended legal text for Options 1 and 3	PW & GM	
05/06	To consider the viability and associated benefits of including the legal text within a new Schedule or within the HH Billing section of DCUSA	GM	

**ACTIONS CLOSED AT THE MEETING**

Action Ref.	Action	Owner	Update
04/01	Prepare summarised version of the consultation responses	ElectraLink	Complete