

DCP 248 Working Group Minutes

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| Meeting Name | DCP 248 Working Group |
| Meeting Number | 06 |
| Date | 8 January 2016 |
| Time | 10:00 |
| Venue | Web-Conference |

| Attendee | Company |
|------------------------------------|--------------------|
| George Moran [GM] (Chair) | British Gas |
| Andrew Neves [AN] | Engage Consulting |
| Tim Porter [TP] | SSE |
| Pat Wormald [PWo] | Northern Powergrid |
| Peter Waymont [PWa] | UKPN |
| Lee Wells [LW] | Northern Powergrid |
| Simon Yeo [SY] | WPD |
| Maria Hesketh [MH] | Scottish Power |
| Kathryn Evans [KE] | Scottish Power |
| Bernard Kellas [BK] | SSE |
| Daniel Hickman [DH] | Npower |
| Lauren Nicholls [LN] (Secretariat) | ElectraLink |

| Apologies | Company |
|-----------------------|----------------|
| Donald Preston [DP] | SSEPD |
| Bethany Hanna [BH] | Ofgem |
| Paul Bedford [PB] | Opus Energy |
| Richard Vernon [RV] | Npower |
| Richard Mawdsley [RM] | Haven Power |
| 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 18 December 2015, as a true and accurate record.
- 1.3 Please refer to Appendix 1 for an update on all actions.

2 REVIEW OF RFI RESPONSES

- 2.1 The Working Group noted the responses received to the Request For Information issued on 22 December 2015, with a summary being provided as Attachment 1. It was agreed for the summary of the RFI responses to be included within the Change Report.

ACTION 06/01: LN

3 REVIEW OF CONSULTATION RESPONSES

- 3.1 The Working Group reviewed the responses to the remainder of the DCP 248 Consultation Questions, with the Working Group's comments being provided as Attachment 2.
- 3.2 With regard to Question 4, an action was taken to rephrase the British Gas response in order to reflect its intent.

ACTION 06/02: GM

- 3.3 Due to the marginal preference for introducing a materiality threshold, the Working Group agreed that this required further consideration.

ACTION 06/03: ALL

- 3.4 Based upon the responses received and the views of the Working Group, it was agreed for the legal text to be amended.

ACTION 06/04: PWa & GM

- 3.5 In line with the response received from Northern Powergrid, it was agreed for a new Schedule to be developed, using the updated legal text from Action 06/04, for consideration at the next meeting.

ACTION 06/05: PWo

- 3.6 Agreed to capture in the summary of Question 3 that Option 1 would be raised as the original with a further CP being raised as an alternate which would be for Option 3. ACTION GM – to draft a CP form for the alternate.

4 DISCUSSION ON UPDATING THE DCP 248 LEGAL TEXT

- 4.1 The Working Group discussed the comments received in relation to Question five of the DCP 248 Consultation, which had been addressed and included within the legal text. For the remainder of the comments, the Working Group provided a response which has been provided within Attachment 2.

5 REVIEW OF CHANGE REPORT

- 5.1 The Working Group agreed that a summary of the responses received for the RFI, which will be provided in line with Action 06/01, and a summary of the response received for the Consultation should be captured within the Change Report. The updated Change Report has been provided as Attachment 3.

ACTION 06/06: LN

6 WORK PLAN

- 6.1 The Working Group noted the Work Plan, which has been provided within Attachment 4.

7 ANY OTHER BUSINESS

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

8 NEXT MEETING

- 8.1 The next meeting is due to be held on Friday, 15 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 | In Progress |
| 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 | In Progress |
| 05/03 | To contact Citizens Advice regarding DCP 248 | RV | In Progress |
| 06/01 | To provide a summary of the RFI responses to be included within the DCP 248 Change Report | LN | Complete |
| 06/02 | To rephrase the British Gas response to Question 4 to reflect its original intent. | GM | |
| 06/03 | To review whether there should be a materiality threshold | All | |
| 06/04 | To revise the legal text in accordance with the comments received and the views of the Working Group, with the support of PWa provide suggested wording to introduce an end date within the legal text | PWa & GM | |
| 06/05 | To draft a new Schedule based upon the updated legal text for consideration at the next meeting | PWo | |
| 06/06 | To update the Change Report to include a summary of the Consultation Responses. | LN | Complete |
| 06/07 | To provide a summary of the alternate change process | LN | Complete: Where a Change Proposal is given to a Working Group to consider, the original legal text drafting may evolve to better reflect the description of the intent of the |

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| | | | change as stated on the proposal form. Where this is the case, the revised drafting is deemed to be an evolution of the original change and not a new alternate. If the proposer believes the Working Group drafting does not reflect the description stated in the original proposal he may propose an alternate that he believes better does this (see DCUSA 11.23.3). Following the identification of the alternate version, the change report will provide context as to how this alternate has come about and will include the original and alternate CP forms as attachments. When the change is progressed to vote, Parties will have the option to vote on either solution or reject both. |
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ACTIONS CLOSED AT THE MEETING

| Action Ref. | Action | Owner | Update |
|-------------|--|---------|--|
| 05/02 | To provide a summary of the responses received for each of the questions in the DCP 248 consultation | All | Complete |
| 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 | Complete |
| 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 | Complete |
| 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 | Complete: to be considered under action 06/05. |