

# DCP 234 Working Group Minutes

<b>Meeting Name</b>	DCP 234 Working Group
<b>Meeting Number</b>	07
<b>Date</b>	05 May 2016
<b>Time</b>	10:00
<b>Venue</b>	Web-Conference

<b>Attendee</b>	<b>Company</b>
Claire Campbell [CC] (Chair)	Scottish Power
Andrew Enzor [AE]	Northern Powergrid
Anika Brandt [AB]	SSE
Chris Ong [CO]	UK Power Networks
Claire Hynes [CH] (Secretariat)	ElectraLink

<b>Apologies</b>	<b>Company</b>
Chris Barker	ENWL
Graham King	SSE
Harminder Basi	UK Power Networks
Jaspreet Houlston Kaur	SSE
John Leonard	ENWL
Lynda Carroll	Ofgem
Pamela Howe	Northern Powergrid

## 1 ADMINISTRATION

- 1.1 The minutes of the previous meeting were agreed without amendment. The actions log is included as Appendix A.
- 1.2 All Working Group members agreed to abide by the “Competition Law Dos and Don’ts” for the duration of the meeting.

## 2 REVIEW OF THE DCP 234 CONSULTATION RESPONSES

- 2.1 The Working Group reviewed the DCP 234 consultation responses and commented upon each of the responses as contained in Attachment 1.
- 2.2 The Working Group agreed to remove the notes from the templates cells and request that Reckon provide a document containing where each input table should be populated from.

### **ACTION 07/01: ELECTRALINK**

- 2.3 The Working Group agreed to issue the draft legal text to the DCUSA legal advisor for review and draft a change report for submission to the June DCUSA Panel.

## 3 WORK PLAN

- 3.1 The DCP 234 Working Group agreed the work plan and next steps as follows:
  - Draft the DCP 234 change report;

**ACTION 07/02 : AE, CC & ELECTRALINK**

- Circulate the draft change report to the Working Group for review for a period of one week;
- Submit the DCP 234 draft legal text to the DCUSA legal advisor for a period of two weeks;
- Final sign off the change report to be provided ex-committee unless material comments on the change report or legal text are received;
- Where material comments are received, the Working Group will meet on the 26 May 2016 at 10am to address the comments and sign off the change report; and
- Submit the change report to the June DCUSA Panel.

**ACTION 07/03: ALL****4 ANY OTHER BUSINESS**

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- 4.1 There were no items of any other business.

**5 NEXT MEETING**

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- 5.1 The next DCP 234 Working Group web-conference is a provisional meeting scheduled at 10am on the 26 May 2016.

**6 ATTACHMENTS**

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- Attachment 1 – DCP 234 Consultation Responses With Working Group Comments

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

Action Ref.	Action	Owner	Update
07/01	Remove the notes from the templates cells and request that Reckon provide a document containing where each input table should be populated from.	ElectraLink	
07/02	Draft the DCP 234 change report	AE, CC and ElectraLink	
07/03	<ul style="list-style-type: none"> <li>- Circulate the draft change report to the Working Group for review for a period of one week;</li> <li>- Submit the DCP 234 draft legal text to the DCUSA legal advisor for a period of two weeks;</li> <li>- Final sign off the change report to be provided ex-committee unless material comments on the change report or legal text are received;</li> <li>- Where material comments are received, the Working Group will meet on the 26 May 2016 at 10am to address the comments and sign off the change report; and</li> <li>- Submit the change report to the June DCUSA Panel.</li> </ul>	All	

**CLOSED ACTIONS**

Action Ref.	Action	Owner	Update
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06/01	<ul style="list-style-type: none"><li>- Circulate the amended consultation to Working Group members for a period of a week;</li><li>- Final sign off the consultation to be provided ex-committee; and</li><li>- ElectraLink to issue the consultation to DCUSA Contract Managers and the DCMF distribution list for a period of 4 weeks.</li></ul>	All	Completed.
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