

# Minutes

<b>Meeting Name</b>	DCP 021 Working Group	<b>Meeting Number</b>	002
<b>Meeting Date</b>	30 June 2008	<b>Meeting Time</b>	13.30
<b>Meeting Venue</b>	ElectraLink, Ground Floor, Grafton House, 2-3 Golden Square, London, W1F 9HR.		

## In Attendance

### Attendee

Glenda Simons (Chair)  
Frank Welsh (Teleconference)  
John Lawton  
Mike Smith (Teleconference)  
Glenn Sheern  
Brian O' Shea (Secretary)

### Representing

The Electricity Network Company  
Electricity North West Limited  
Electricity North West Limited  
Western Power Distribution  
E.ON UK  
DCUSA Limited

### Apologies

Jonathan Purdy  
Donna Townsend

EDF Energy Networks  
ESP Electricity

## 1 ADMINISTRATION

- 1.1 The minutes of the previous meeting were approved without amendment.
- 1.2 A summary of Actions is attached as Appendix A.
- 1.3 The Working Group noted the apologies received from Jonathan PurdyAnd Donna Townsend.
- 1.4 G.Simons noted that the consultation responses provided by ENC had not been included in the Collated Comments paper circulated for the meeting. BOS took an action to ensure that the ENC response be included in the report. G.Simons confirmed that the comments provided were not contentious and in the main positive.

**ACTION:** BOS

## 2 PURPOSE OF THE MEETING

- 2.1 The Working Group noted that the purpose of the meeting was to review the consultation comments, agree the content of the Change Report and agree the timetable for the progression of the CP.

## 3 REVIEW OF CONSULTATION REPONSES – COLLATED COMMENTS

- 3.1 The Working Group considered the responses received and comments made by respondents as part of the consultation process.
- 3.2 **Does the proposed CP better facilitate the DCUSA Objectives?:** The Working Group noted that all the responses considered the CP to better

facilitated the DCUSA objective 4 – “the promotion of efficiency in the implementation and administration of this agreement” and a number also considered that objective 3 - the efficient discharge by the DNO Parties and IDNO Parties of obligations imposed upon them in their Distribution Licences was better facilitated by the proposal.

- 3.3 **Are there any other alternative solutions you would like to be considered by the DCP021 Working Group?:** The Working Group noted that all respondents confirmed that there were no other alternatives they wish to be considered.
- 3.4 **Please indicate if you expect to incur any costs to support the CP:** All respondents confirmed that they did not expect to incur any costs as a result of the CP, however one respondent noted that as a result of the proposal there will be an administrative burden in its implementation.
- 3.5 **Do you support the proposed implementation date of 6 November 2008?:** The Working Group noted that there was a 100% positive confirmation of the proposed implementation date.
- 3.6 **Are you satisfied with the proposed amendment to Clause 19.1 which seeks to differentiate between the services provided under Section 2A and Section 2B of the DCUSA?:** The Working Group noted that Suppliers in particular had been asked to respond to this question. Of the responses received 4 of the respondents ( 3 of which were Supplier Parties) were satisfied while 3 Distributor respondents provided neutral or not applicable responses.
- 3.7 **Please state any other comments or views on the Change Proposal:** The group noted the response from CE which stated that the CP appeared to be a sensible housekeeping change. JL explained the rationale behind the ENW comment regarding the change being based on the “old”Licence conditions. Members noted that the correction of clause numbers etc as a result of the Distribution Licence Review would be implemented via a full scale review by the company legal advisers. The Working Group considered this to be the correct approach and that this approach should be highlighted in the Change Report. This issue was also raised in the SP Distribution company responses and BOS agreed to feedback that the Panel would be taking forward a separate CP in light of the Distribution Licence Review to the SP Distribution Contract Manager directly. The Working Group further directed that if timescales allowed the Change Report should include an update from the Panel on this issue.

**ACTION: BOS**

- 3.8 The comment raised by RWE NPower regarding the application of the Change Process and the perceived weaknesses therein was discussed by the Working Group. JL and G Sheern updated the Working Group on the work being carried out by the DCUSA Panel with regard to reviewing the Change Process. It was noted that the DCUSA Action Plan highlights the need to conduct a review of the Change Process and that the Panel has commenced this work by creating a ‘suggestions log’ to capture improvements that will require changes to the DCUSA and by inviting Panel Members to submit papers to the Panel outlining any improvements that can be made without

the need for a code modification. It was agreed that the work being done by the Panel should be highlighted in the Change Report.

**ACTION: BOS**

#### **4 DCP 021 – LEGAL DRAFTING**

- 4.1 JL noted that the comments received from all respondents indicated their satisfaction with the legal drafting. G.Simons offered the Working Group the opportunity for any further comment on the proposed drafting. Having duly considered the drafting the Working Group agreed to progress on the basis of the legal drafting agreed at the prior meeting and BOS took an action to provide the drafting to Wragge & Co for their review and consideration.

**ACTION: BOS**

#### **5 CHANGE REPORT - CONTENT**

- 5.1 The Working Group having duly considered the content of the Change Report agreed the following should be included in the report:

- The issues regarding impact of the “Distribution Licence Review and the obligations should be highlighted in the Change Report
- The Panel led review of the Change Process should be highlighted in the Change Report.
- That all consultation responses supported the view that the CP did better facilitate the DCUSA objectives and the reasons for these assertions be highlighted.
- All Parties should be invited to vote on the CP.
- A 15WD voting period be allowed.
- The proposed implementation date has been set as 6 November 2008.

**ACTION: BOS**

#### **6 DCP 021 PROJECT TIMETABLE**

- 6.1 The Working Group considered and agreed the following timetable.

<b>Activity</b>	<b>Timeline</b>
Legal review of drafting	01 July – 08 July
Drafting of Change Report	01 July – 03 July
Sign off of Change report	04 July – 10 July (by email)
Change Report considered by Panel	16 July
Voting period	21 July – 11 August (15WD)

Change Declaration	12 August
Authority Determination	13 August – 17 September
CP Implementation Date	06 November

## **7 ANY OTHER BUSINESS**

7.1 There were no additional items of business.

## **8 DATE OF NEXT MEETING**

8.1 No future meetings of the DCP 021 Working Group have been convened.

## Appendix A: Summary of Actions

This section provides details of actions placed at the meeting. The section is split into two sub-sections:

- New actions and progress against actions currently open; and
- Actions that were closed as a result of the meeting or a previous meeting.

### Open Actions

Action No.	Description	Owner
02/01	Update Consultation responses report to included comments received from the Electricity Network Company	BOS
02/02	Ensure "old" versus "new" Licence issue is highlighted, included any update of progress on the Panel sponsored full scale legal review within the Change Report	BOS
02/03	Ensure issue associated with Change process deficiencies and if applicable an update on the progress of the Panel review of this matter is highlighted within the Change report.	BOS
02/04	Issue agreed legal drafting to Wragge &Co for their review and consideration.	BOS
02/05	Draft Change Report ensuring the agreed parameters as defined in Section 5 of the minutes are included.	BOS

### Closed Actions

Action No.	Description	Owner
01/01	Update ToR to reflect membership	EL
01/02	Circulate revised Legal Drafting to the Working Group	JL
01/03	Circulate Consultation to the Working Group	EL
01/04	Review revised drafting and consultation and submit comments to EL	All