

# DCP 364 Working Group Meeting 02

16 April 2020 at 10am

Skype/ Teleconference

Attendee	Company
<b>Working Group Members</b>	
Andrew Sherry [AS]	ENWL
Paul Abreu [PA]	ENA
Geoff Huckerby [GH]	PowerData Associates
Paul Morris [PM]	UKPN
Simon Wilson [SW]	EDF Energy
Tracy Pack [TP]	OVO (S)
Warren Lacey [WL]	NPG
Donna Townsend [DT]	ESP Electricity Limited
Luke McMurdo [LM]	British Gas
Ian Greenhalgh [IG]	EON Energy
Richard Brady [RB]	WPD
<b>Code Administrator</b>	
Richard Colwill [RC] (Chair)	ElectraLink
George Dawson [GD] (Technical Secretary)	ElectraLink

## 1. Administration

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- 1.1 The Chair welcomed the members to the meeting.
- 1.2 The Working Group reviewed the "Competition Law Guidance". All Working Group members agreed to be bound by the Competition Law Guidance for the duration of the meeting.
- 1.3 The minutes from the last meeting held on 30<sup>th</sup> March 2020 were reviewed and it was agreed that they were an accurate reflection of the meeting. These can be found in Attachment 1.

## 2. Purpose of the Meeting

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- 2.1 The Chair set out that the purpose of the meeting was to go through the Draft Consultation document and agree any final necessary changes required to then be circulated for final review after the meeting.

## 3. Review of Draft Consultation

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- 3.1 The Working Group reviewed the consultation document through a step-by-step basis and the Chair amended the document via Skype for those in attendance to see.
- 3.2 The track-changed Draft Consultation has been included in Attachment 2 for members to take note of all changes suggested by the Working Group within this meeting.
- 3.3 Key points from the review are below:
  - The Chair informed the Working Group of the proposed amendment to the Change Proposal's title and intent statement received from the DCUSA Panel. The Panel suggested the removal of 'operating hours' from the Change Proposal, to increase specification of the request put in place via the Change.
  - The Working Group discussed the benefits of Suppliers having generic email and telephone contacts to reduce the risk of single point of contact. Whilst this change will not mandate this, the Working Group recommends the use of generic email and telephone contacts. The Working Group therefore agreed to include an additional note in sub-sections D and E in Paragraph 4.6, noted below in the brackets:
    - D) An emergency contact number dedicated for DNO's or emergency services to call - dedicated numbers not to be shared with customers (the Working Group recommends that this is a generic telephone number).
    - E) E-mail contact or other facilities for follow up information (the Working Group recommends that this is a generic email address).
- 3.4 A Working Group member noted that the use of DNO and IDNO in the Consultation text should be changed to 'Distribution Business' as per the DCUSA's official definition. The Chair noted and agreed an action to update the document as such.

**ACTION 02/01: Secretariat to change any references to 'DNO' or 'IDNO' in the Consultation to 'Distribution Business'**

- 3.5 The Working Group discussed the DCP 364 Legal Text. Members were unsure if Section 30.5 of Section 2A was the correct location for the Legal Text to be placed. The Chair noted that he would engage with other DCUSA colleagues and the Secretariat's Legal Advisor to find the optimum location in both Section 2A and Schedule 14 for the Legal Text, whilst continuing with the Consultation process.

**ACTION 02/02:** Secretariat to speak to their legal advisor to find the best location for the DCP 364 Legal Text to go in the DCUSA document.

- The Working Group agreed that the use of a drop-down list in the Register for Suppliers to define the DNO areas of operation would help reduce confusion. The Working Group also agreed to not include the contents of the Register in the Legal Text, but simply refer to the location of the template Register. This will ensure that any future amendments to Register avoids the need for a new CP.

#### 4. Work Plan

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- 4.1 The current Work Plan can be found in Attachment 3.

#### 5. Agenda Items for the Next Meeting

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- 5.1 The Chair noted that at the next meeting the Working Group would review the Consultation Responses and agree next steps.

#### 6. Any Other Business

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- 6.1 There were no further items of AOB, and the Chair closed the meeting.

#### 7. Date of Next Meeting

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- 7.1 The next Working Group meeting has been scheduled for 20<sup>th</sup> May from 10am to 1pm via Skype/ Teleconferencing.

## New and Open Actions

Ref.	Action	Owner	Update
02/01	Secretariat to change any references to 'DNO' or 'IDNO' in the Consultation to 'Distribution Business'	ElectraLink	
02/02	Secretariat to speak to their legal advisor to find the best location for the DCP 364 Legal Text to go in the DCUSA document.	ElectraLink	

## Closed Actions

Ref.	Action	Owner	Update
01/01	Working Group to review the amended table and definitions and provide any comments by Thursday, 9 <sup>th</sup> April.	All	Complete
01/02	Secretariat to update the Change Proposal form and submit to the April DCUSA Panel for approval	ElectraLink	Complete
01/03	Secretariat to produce a draft consultation document and circulate to the Working Group for comments by Thursday, 9 <sup>th</sup> April.	ElectraLink	Complete