

DCP 256 Working Group Minutes

Meeting Name	DCP 256 Working Group
Meeting Number	06
Date	04 April 2016
Time	10:00
Venue	Web- Conference

Attendee	Company
Maria Hesketh [MH] (Chair)	Scottish Power
Kevin Woollard [KW]	British Gas
Elizabeth McClure [EM]	Npower
Peter Waymont [PW]	UKPN
Richard Mawdsley [RM]	Haven Power
Lauren Nicholls [LN] (Secretariat)	ElectraLink

1 ADMINISTRATION

- 1.1 The Working Group agreed the minutes of the previous meeting, held on 8 March 2016, as an accurate record.
- 1.2 Please refer to Appendix A for an update on all of the actions.
- 1.3 All Working Group members agreed to be bound by the "Competition Law Do's and Don'ts" for the duration of the meeting.

2 FINALISE CHANGE REPORT

- 2.1 The Working Group reviewed the DCP 256 Change Report and agreed for a number of amendments to be made by LN. These amendments can be found within Attachment 1.
- 2.2 In addition, the Working Group agreed for a view to be taken on 12 April 2016, regarding the progression of DCP 256 to the DCUSA Panel.

3 WORK PLAN

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

4 ANY OTHER BUSINESS

- 4.1 There were no further items of business and the Chair closed the meeting.

5 NEXT MEETING

- 5.1 The next meeting is due to be held on 4 April 2016 at 10:00am via web-conference.

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

Action Ref.	Action	Owner	Update
04/04	To update the Late Payment Guidance document in line with the principle of DCP 256 and issue alongside the DCUSA Annual Budget	LN	In Progress: The document will be updated if and when DCP 256 is approved for implementation.
05/02	To contact the MRA Executive Committee with regard to the suspension of registration rights provisions in the MRA as well as drafting a new section for the Change Report to address the feedback received from Wragges	PW & KW	Complete: KW issued a note to MEC but a response has not yet been received. Once received, KW agreed to circulate the response to the Working Group.

CLOSED ACTIONS AT THE MEETING

Action Ref.	Action	Owner	Update
04/03	To update the principles to include that two alternative contacts will receive the late payment notice, which will use read receipts and consider the viability of Direct Debit payments being introduced	LN	<p>Complete: The late payment notice being sent to alternative contacts has been included in the legal text and updated in the change report as well as the use of read receipts.</p> <p>Complete: The viability of Direct Debits was considered; however, it was confirmed that it would not be possible for DCUSA.</p>
05/01	To update the flow chart contained in Section 3.15 to reflect the amendments made to the Change Report and the Principles	EM	Complete