

# DCP 256 Working Group Minutes

<b>Meeting Name</b>	DCP 256 Working Group
<b>Meeting Number</b>	05
<b>Date</b>	08 March 2016
<b>Time</b>	10:00
<b>Venue</b>	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
Raymond Elliot [RE]	Ofgem
Lauren Nicholls [LN] (Secretariat)	ElectraLink

## 1 ADMINISTRATION

- 1.1 The Working Group agreed the minutes of the previous meeting, held on 23 February 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 REVIEW OF 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 EM to update the flow chart contained in Section 3.15 to reflect the amendments made to the Change Report and the Principles, namely the removal of provision to terminate a Parties Accession to DCUSA in line with the lawyers feedback.

**ACTION 05/01: EM**

- 2.3 Finally Change report to note MRA point from Gus email – 36.1.10 – 36.7. mechanism already there to instigate this under MEC.

## 3 REVIEW OF LEGAL TEXT

- 3.1 The Working Group reviewed the DCP 256 drafting, which had undergone a legal review. The rationale behind the changes made and the comments provided by the lawyers were reviewed. The Working Group agreed for the MRA Executive Committee to be contacted with regard to the suspension of registration rights provisions in the MRA as well as a new section being included within the Change Report to address the feedback received. The MRA provisions were noted to be included within Clause 36.7 of the Agreement.

**ACTION 05/02: PW & KW**

- 3.2 The legal text provided by Wragges can be found within Attachment 1.

#### **4 WORK PLAN**

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- 4.1 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.

#### **5 ANY OTHER BUSINESS**

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

#### **6 NEXT MEETING**

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- 6.1 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
04/03	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	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.  In Progress: the viability of Direct Debits is being considered internally.
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.
05/01	To update the flow chart contained in Section 3.15 to reflect the amendments made to the Change Report and the Principles	EM	In Progress:
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	In Progress:

**CLOSED ACTIONS AT THE MEETING**

Action Ref.	Action	Owner	Update
01/01	Consider the DCP 223 consultation responses when defining "Late Payment Notice".	All	Complete: The terms was defined by Wragges during the legal review

04/01	For the written request to Distributors to clarify the reason behind the suspension request	LN	Complete: This has been included within the principles in the Change Report.
04/02	To update the legal text to include that the DCUSA Panel will consider whether additional funding is required prior to invoicing the amount in default	LN	Complete: Please see Attachment 2.