

DCP 256 Working Group Minutes

Meeting Name	DCP 256 Working Group
Meeting Number	03
Date	11 January 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
Lauren Nicholls [LN] (Secretariat)	ElectraLink

Apologies	Company
Richard Mawdsley [RM]	Haven Power
Karl Maryon [KM]	Haven Power

1 ADMINISTRATION

- 1.1 The Working Group agreed the minutes of the previous meeting, held on 21 December 2015, 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 DCP 256 CONSULTATION

- 2.1 The Working Group reviewed the DCP 256 consultation document, agreeing a number of minor amendments:
 - To introduce the ability for Parties to amend their method of receiving invoices.
 - Payments will be due within 30 days.
 - For the Late Payment Notice to be sent formally to the contract manager and informally to a specified alternate contact.
 - To clarify that re-invoicing exercises will be calculated in accordance with the standard invoicing procedure.
 - To introduce a new Principle confirming the outcome of a payment being received, which is due to be reflected in the flow chart.
 - To include a new consultation question for DNOs regarding the viability of suspending voting rights.

ACTION 03/01: EM

- 2.2 The Working Group considered the governance surrounding the suspension of registration rights within the Master Registration Agreement (MRA), noting that Clause 2.3 stipulates that in order for a Supplier to receive Services in relation to any particular Metering Point, they must be a DCUSA party. This was agreed to be the linking Clause in order for DNOs to suspend registration rights.
- 2.3 The updated consultation document has been included as Attachment 1.

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 23 February 2016 at 10:00am via web-conference.

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

Action Ref.	Action	Owner	Update
01/01	Consider the DCP 223 consultation responses when defining "Late Payment Notice".	All	Ongoing
02/05	To determine how effective the implementation of SPAA CP 15/299 has been.	ElectraLink	In progress: As SPAA CP 15/299 has only been in place for one payment run, it is not yet possible to determine its effectiveness.
03/01	To redraft the flowchart in line with the Working Groups comments	EM	

CLOSED ACTIONS AT THE MEETING

Action Ref.	Action	Owner	Update
02/01	To draft a flow chart / time line for inclusion within the consultation document, to outline the budget, invoice, payment and late payment process	EM	Complete
02/02	To update the legal drafting to clarify that registration suspension would occur at a MPID level	ElectraLink	Complete
02/03	Confirm how distributors will suspend registration rights	All	Complete: ElectraLink confirmed that the suspension of registration rights would be achieved via MPAS. The Working Group agreed for an additional question to be

			added to the consultation regarding this. ACTION 03/0X:
02/04	To add an additional consultation question specifically regarding the suspension of voting rights	ElectraLink	Complete