

DCP 256 Working Group Minutes

Meeting Name	DCP 256 Working Group
Meeting Number	04
Date	23 February 2016
Time	10:00
Venue	Web- Conference

Attendee	Company
Kevin Woollard [KW] (Chair)	British Gas
Elizabeth McClure [EM]	Npower
Peter Waymont [PW]	UKPN
Richard Mawdsley [RM]	Haven Power
Raymond Elliot [RE] – Part Meeting	Ofgem
Lauren Nicholls [LN] (Secretariat)	ElectraLink

Apologies	Company
Karl Maryon [KM]	Haven Power

1 ADMINISTRATION

- 1.1 The Working Group agreed the minutes of the previous meeting, held on 11 January 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 CONSULTATION RESPONSES

- 2.1 The Working Group reviewed the responses to the DCP 256 Consultation document, with the Group’s comments being provided as Attachment 1. The Working Group noted that some of the responses received were based upon Version 0.1 of the legal text rather than the updated Version 0.2, which was issued on 26 January 2016.
- 2.2 In line with the responses received to Question 7, the Working Group agreed that registrations should be suspended forthwith, which was clarified in the legal text. It was also agreed for the written request to Distributors should clarify the reason behind the suspension request.

ACTION 04/01: LN

- 2.3 In addition, it was agreed for an additional step to be introduced for the DCUSA Panel to consider whether additional funding would be required.

ACTION 04/02: LN

- 2.4 The Working Group also agreed for the principles to be updated to include two alternatives contacts being notified of the Late Payment Notice, read receipts and the viability of Direct Debit payments being introduced.

ACTION 04/03: LN

- 2.5 With regard to the legal review of the drafting, the Working Group agreed that Wragges should consider:
- The proposed wording
 - Viability of the termination of DCUSA Accession
 - Industry Codes and the affects that the proposed drafting will have, i.e. does the MRA have suitable provisions to allow for the suspension of registration rights.
- 2.6 Finally, an action was taken for the Late Payment Guidance document to be updated in accordance with this DCP and issue alongside the DCUSA Annual Budget.

ACTION 04/04: LN

- 2.7 Based on the consultation responses to Question 10, the Working Group reviewed the proposed legal text, which has been updated and provided as Attachment 2.

3 REVIEW OF CHANGE REPORT

- 3.1 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 3.

4 WORK PLAN

- 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 4.

5 ANY OTHER BUSINESS

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

6 NEXT MEETING

- 6.1 The next meeting is due to be held on 8 March 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
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.
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.

CLOSED ACTIONS AT THE MEETING

Action Ref.	Action	Owner	Update
02/05	To determine how effective the implementation of SPAA CP 15/299 has been.	ElectraLink	Complete: As SPAA CP 15/299 has only been in place for one payment run, it is not yet possible to determine its effectiveness. The next billing run is due

			in April 2016.
03/01	To redraft the flowchart in line with the Working Groups comments	EM	Complete