

Meeting Session	DCUSA Panel (Open Session)
Paper Reference	Panel_2023_0816_04_Housekeeping Log Summary Paper
Action	For Decision

Housekeeping Log Summary Paper

1. Synopsis

- 1.1 The DCUSA Panel has indicated a number of areas within the DCUSA that requires housekeeping changes. This paper summarises the progression of those actions and asks the Panel to approve new additions to the log and instruct the Secretariat on the next steps. The detail of the housekeeping amendments and their progression to date is recorded in the housekeeping log which acts as Attachment 1 to this paper.

2. Identified Housekeeping Item(s)

- 2.1 The Secretariat notes that between the previous Panel meeting and the drafting of this paper, there have been two new housekeeping items identified by the Secretariat. Those items are set out below.
- 2.2 During one of the recent MHHS Stakeholder group meetings, it was noticed that Clause 8.7 has two subclauses which would have expected to have been 8.7.1 and 8.7.2, however, the latter is numbered 8.7.3 (i.e., it skips a number). It should be noted that following an investigation, it was found that this was the result of the implementation of [DCP 192 'Costs v. Budget'](#) for which a screenshot of the legal text has been included below:

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DCP 192 Legal Text Costs vs Budgets

Amend Clause 8.7 as follows:

- 8.7 Where the Panel, the Panel Secretary, any Working Group, the Secretariat or DCUSA Ltd wishes to recover any cost or expense under this Clause 8, details of the cost or expense in question shall be submitted to the Panel (or a named person approved by the Panel) for approval. Such cost or expense shall only be approved to the extent that it falls ~~is within~~ a category of Recoverable Cost provided for in an Approved Budget, and only if such cost or expense:

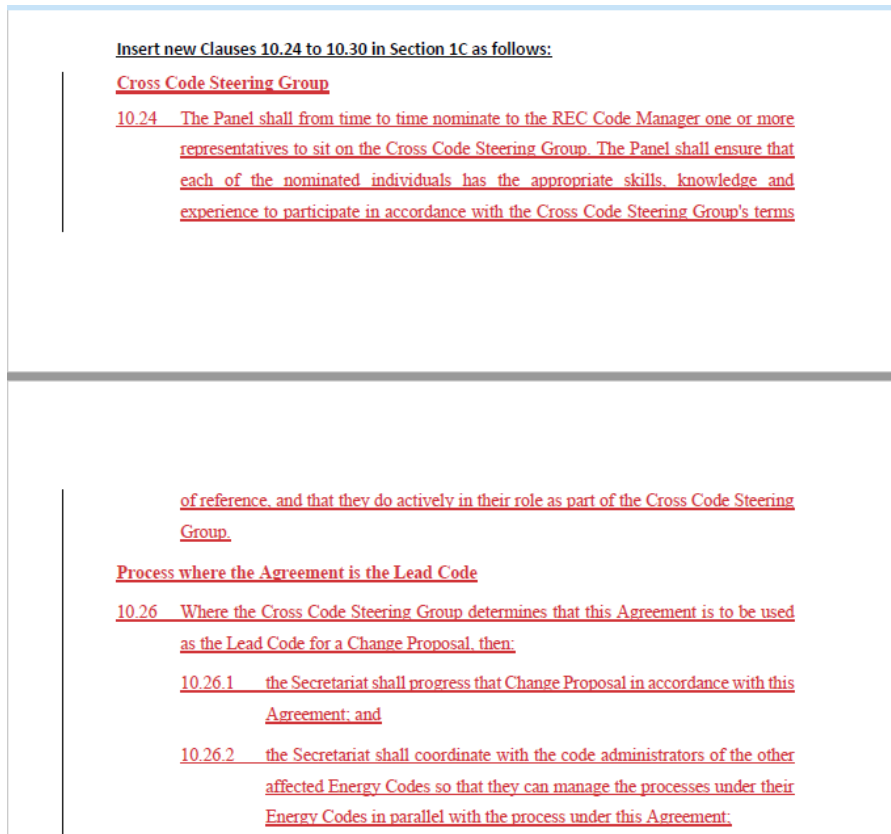
8.7.1 will not (in aggregate with those costs and expenses previously approved for the Financial Year, and those likely to be approved for the remainder of the Financial Year) cause the total Approved Budget to be exceeded to a material extent; and

8.7.3 ~~is~~ is submitted in a timely manner (and in any event on or before the 20th Working Day following the end of the relevant Financial Year).

Once approved, details of the cost or expense shall be submitted to the Secretariat or DCUSA Ltd (as directed by the Panel or such named person) for payment.

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- 2.3 Similarly, it was noted that the implementation of [DCP 391 'Retail Code Consolidation Significant Code Review'](#) that introduced a numbering irregularity in that it proposed to introduce Clauses 10.24 to 10.30 however, was in fact missing Clause 10.25 and so should have introduced Clauses 10.24 to 10.29 which would then be numbered correctly. A screenshot of the legal drafting from DCP 391 is included below:



- 2.4 The Secretariat notes that there is outstanding action to draft a Change Proposal to cover off the current items in the Panel's housekeeping log and therefore, we suggest that these items are added to the log for completeness and resolved as part of the housekeeping change that is being drafted. As long as the Panel agree that the above mentioned items should be included as housekeeping items on the log, then they can be included within and resolved by that new change proposal.

3. Recommendations

- 3.1 The Panel is invited to:

- **AGREE** to add the two items identified in the paper to the Housekeeping Log; and
- **AGREE** for those items to be included within the Change Proposal currently being drafted to resolve the existing items in the Housekeeping Log.

4. Attachments

- Attachment 1 – Housekeeping Log

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