

**UNC DSC Credit Committee Minutes**  
**Monday 18 March 2019**  
**via teleconference**

**Attendees**

Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Karen Visgarda (Secretary)	(KV)	Joint Office	Non-Voting
Brendan Gill	(BG)	CDSP	Non-Voting
Phil Cushen	(PC)	Transporter	Voting Member
Pin Sandhu	(PS)	CDSP	Non-Voting
Sandra Dworkin	(SDw)	CDSP	Non-Voting
Sue Davies	(SDa)	Transporter	Voting Member
John Cooper	(JC)	Transporter	Voting Member
Phil Cushen	(PC)	Transporter	Voting Member

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-credit/180319>

**1. Introduction and Status Review**

Chris Shanley (CS) welcomed everyone to the meeting and explained that John Cooper was going to be a new EBCC Committee Member replacing Thomas Butler.

CS said that discussions had taken place as to whether the April meeting should be face to face. Brendan Gill (BG) said that presently there were no pressing areas for discussion in April and that it might be more appropriate to hold the face to face meeting later in the year, when the agenda required voting or more in-depth discussions on specific topics.

All members were in agreement with this suggestion and it was confirmed that the meeting on 29 April 2019 would be a Teleconference and would take place at the usual time of 13.30pm.

**1.1. Apologies for absence**

Apologies were received from Teresa Thompson

**1.2. Note of Alternates**

John Cooper for Thomas Butler

**1.3. Approval of Minutes (25 February 2019)**

The minutes were approved.

**1.4. Review of outstanding actions**

**Action 1201:** CDSP to provide a verbal Key Messages update to the DSC Contract Management Committee (including the actions taken with regards to UPB).

**Update:** Brendan Gill (BG) requested that this action was carried forward, as discussions were still taking place internally in relation to the Budget and Charging Methodology, as to the best way it can be reflected regarding the Debt recovery. He said an update would be given to the DSC Contract Management Committee on 17 April 2019, once the final position with UPB was known.

Sue Davies (SDa) said that the update on transferring the portfolio from UPB to ScottishPower was of interest to the Industry as there were currently still 1,500 supply points left that needed to be moved across.

**Carried Forward.**

**2. Approve changes to the DSC Credit Rules/DSC Security**

BG advised that although minor changes had been made to the credit rules a wider review was required. He added that the overall review of the rules would be suited to a face to face discussion when this has been confirmed.

**3. CDSP Operational Report**

**3.1. CDSP cash collection update for February**

BG reported that the cash due to be collected in February was £5,544,181.17. He reminded members that cash collection on payment due date + 3 business days for all debt above £1000 over 3 days, is escalated to the DSC Credit Committee but debt under £1000 ex VAT is only discussed at the next operational meeting.

The following performance was reported for cash collected:

Month	Payment Due Date	Payment Due Date +3
February 2019	98.69 %	99.78%
January 2019	99.06 %	99.85 %

**3.2. CDSP security management update**

BG provided an update on customer security:

- 95% of customers are unsecured supported by a Published Credit Rating from Experian, Graydons or D&B.
- 2% are underwritten by a third party Parent Company Guarantee
- 2% of customers have a credit limit of £500 or below and are not supported by a Published Credit Rating.
- 1% of payments up front – relates to 3 customers

**3.3. Breach of a DSC Credit Limit, Late or non-payment of CDSP Charges**

BG said there were 27 Failure to Pay Notices issued in February, with a total value of £71,825.08, which were mostly due to back office issues. The breakdown is as follows:

- £39,991.20 All paid within 3 business days and the late payments were mainly due to back office issues.
- £19,308.08 All now paid however, River Lagan (£89.08) paid 5 business days late as they could not access their bank account.
- River Canning paid 5 days late (£114.70) as they arranged for payment on the incorrect date.
- River Cam paid 11 days late (£12.74) due to back office issues.
- 3 customers paid more than 3 days late, however not escalated to the committee due to the small values and prior agreement not to escalate.
- £7353.80 £1965.60 relates to a prepayment arrangement for River Avoca who have now confirmed payment for 20 March 2019. £915.94 relates to Our Power Energy Supply which went into Administration on 01 February 2019. The total debt will be pursued with administrator.
- River Carp paid late as payment made by cheque (new customer)
- £5172.00 River Churchill paid late (£829.20) as the incorrect payment terms had been applied on their systems.
- River Albion (£1527.60) could not be paid as the service was ordered without a Purchase Order and a different billing address is required. A Credit Note is to be raised and invoice the will be re-issued by the Contracts Team.

**4. CDSP to confirm how the UPB debt will be shared across the Community.**

BG commented as per Action 1201 in section 1.4 above.

**5. Key Messages**

6. No key messages were noted for escalation to the DSC Contract Management Committee.

**7. Any Other Business**

**7.1. Operation Pack Format / Content**

Pin Sandhu (PS) wanted to gain some feedback in relation to the Operational Pack format and content. She suggested that for the April meeting she would present a more compact version to see what the overall opinion was. She added that the normal format and content pack would also be available. in order to carry out a comparison of views and opinions.

**8. Diary Planning**

CS confirmed that the 29 April 2019 meeting would take place at 1.30pm – 2.30pm, as no face to face meeting was presently scheduled and he said the face to face meeting would be further discussed at the April meeting, to ascertain the most appropriate month that this should take place.

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Time / Date	Venue	Workgroup Programme
13:30 -14:30 29 April 2019	Teleconference	Standard agenda items

**Action Table (as at 18 March 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1201	18/12/18	4.0	CDSP to provide a verbal Key Messages update to the DSC Contract Management Committee (including the actions taken with regards to UPB).	CDSP (BG)	<b>Carried Forward</b>