

**UNC DSC Credit Committee Minutes**  
**Monday 25 February 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
Stephen Cross	(SC)	Transporter	Voting Member
Sue Davies	(SDa)	Transporter	Voting Member
Theresa Thompson	(TT)	Transporter	Voting Member

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-credit/250219>

**1. Introduction and Status Review**

Chris Shanley (CS) welcomed everyone to the meeting.

**1.1. Apologies for absence**

Apologies were received from Ian Clark, Sallyann Blackett and Paul Whitton

**1.2. Note of Alternates**

Steven Cross for Paul Whitton

**1.3. Approval of Minutes (21 January 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 an update would be given to the DSC Contract Management Committee once the final position with UPB is known. **Carried Forward.**

**Action 0101:** CDSP (BG) to confirm how the UPB debt will be shared across the community.

**Update:** BG suggested that this action could be closed and that this could become a standing agenda item moving forward. He overviewed a brief presentation regarding the latest position with the UPB debt recovery and highlighted that the DSC Credit Policy indicates the debt shall be recovered from customers in accordance with the Budget and Charging Methodology but they are not explicit regarding how this is split between parties. Work on defining a suitable sharing mechanism to recover the charges was ongoing.

He then went on to confirm the latest pre and post termination debt for UPB. Although most of the sites had transferred over to ScottishPower, some had not done so. He said this was still being investigated and assessed by the Customer Life Cycle Team and discussions were taking place with ScottishPower on the matter. **Closed**

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

Sandra Dworkin (SDw) and BG both confirmed there was not update on this area for this meeting.

### 3. CDSP Operational Report

#### 3.1. CDSP cash collection update for January

BG reported that the cash due to be collected in January was £5,548,769.17. 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
January 2019	99.06 %	99.85 %
December 2018	98.71%	99.70%

#### 3.2. CDSP security management update

BG provided an update on customer security:

- 97% 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
- 1% of customers have a credit limit of £500 or below and are not supported by a Published Credit Rating.

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

There were 10 Failure to Pay Notices issued in January, with a total value of £50,209.05. The breakdown is as follows:

- All paid within 3 business days, late payment due to back office issues
- 2 notices for General Services, £42,811.20. River Pool invoice of £41k is the majority;
- 2 notices for Specific Services for £4,731.93. Majority River Carmel who have had a query regarding their company name.
- 6 notices for Third-Party Contracts for £2,665.92 smallest values most work.

BG reported that although the Third-Party Contracts received the most notices the value was just above £2K. This highlights the workload around smaller values.

### 4. Update of DSC Credit Rules Review

BG proposed that this matter was deferred until the April meeting.

### 5. Key Messages

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

### 7. Any Other Business

BG just wanted to draw attention to the fact an additional service charge had been raised on 15 February 2019, as there had been an issue with a purchase order and the amount was just over £1k, and the invoice had been cancelled and re-issued. He said the matter had now been resolved.

### 8. Diary Planning

CS proposed that moving forward, the DSC Credit Committee could commence at 1.30pm – 2.30pm instead of starting at 2pm, to allow time for updates relating to the DSC Credit Rules Review, etc. and all agreed with this suggestion.

He also added that historically the April meeting would be a face to face meeting and BG agreed this was the case. It was agreed that a decision to have a face to face meeting would be made at the March meeting.

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 18 March 2019	Teleconference	Standard agenda items

**Action Table (as at 25 February 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>1201</b>	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 (SDw)	<b>Carried Forward</b>
<b>0101</b>	21/01/19	4.0	CDSP (BG) to confirm how the UPB debt will be shared across the community.	CDSP (BG)	<b>Closed</b>