

UMSUG121/07 – UPDATES TO UMSUG TERMS OF REFERENCE

MEETING NAME	Unmetered Supplies User Group
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Purpose of paper	Information
Classification	Public
Summary	This paper invites the UMSUG's comments on updates to its Terms of Reference, before we present these to the Supplier Volume Allocation Group (SVG) for approval.

1. Terms of Reference

- 1.1 The UMSUG is a subgroup of the Supplier Volume Allocation Group (SVG). It provides the SVG with impartial expert advice and recommendations on the unmetered supplies arrangements. The SVG sets the UMSUG's Terms of Reference.
- 1.2 The BSC Panel made some changes to all BSC committees' Terms of Reference in 2014, introducing the existing Section 7 to the UMSUG's Terms of Reference. The UMSUG Terms of Reference have not otherwise been reviewed since 2009.
- 1.3 We've noticed that some provisions about meeting administration are missing from the UMSUG's Terms of Reference but appear as standard in those for other BSC committees, including the SVG. This isn't currently causing any practical issues and adding these provisions won't change the UMSUG's existing working practices. However, we've taken the opportunity to add them to the Terms of Reference for clarity, as well as make some other minor clarifications.

2. Proposed updates

- 2.1 Attachment A contains our proposed redlined changes to the UMSUG's Terms of Reference.
- 2.2 These updates:
 - Recognise the Chairman's ability to appoint a Vice Chairman;
 - Recognise that informal sub groups of UMSUG members can be established without the SVG's approval;
 - Reflect that UMSUG membership is open to Regulatory Delivery at BEIS¹;
 - Update references to the County Surveyors Society (now the ADEPT² Street Lighting Working Group);
 - Make the UMSUG's membership open to manufacturers' Trade Associations (e.g. ARTSM³ and LIA⁴);
 - Clarify more explicitly what's meant by the current reference to a 'balanced' membership;
 - Recognise that the number of UMSUG members is greater than originally envisaged;

¹ The Department for Business, Energy and Industrial Strategy.

² The Association of Directors of Environment, Economy, Planning and Transport.

³ The Association for Road Traffic Safety and Management.

⁴ The Lighting Industry Association.

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- Include provisions to cover potential conflicts of interest (based on the SVG's Terms of Reference);
- Include provisions to cover confidential information (based on the SVG's Terms of Reference);
- Clarify more explicitly that the UMSUG has no decision-making powers;
- Include more detailed provisions covering the circulation/publication of papers and headline reports;
- Reflect current practice for producing and approving minutes;
- Recognise that it may not be the Chairman who presents UMSUG recommendations to the SVG;
- Include provisions to cover teleconference and correspondence meetings;
- Reflect that meetings are held in open session, with the exception of any confidential business;
- Clarify the rules for non-member attendees; and
- Correct other minor typographical errors.

3. Recommendations

3.1 We invite you to:

- a) **NOTE** ELEXON's proposed updates to the UMSUG's Terms of Reference; and
- b) **PROVIDE** any comments on these updates before we take them to the SVG for approval.

Attachments

Attachment A – Redlined Terms of Reference

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