

CACoP Forum Meeting 47

11 April 2023, 10:00 – 12:40

Teleconference (space also available at Gemserv's offices)

Agenda

No.	Item	Materials	Time	Lead(s)
	Coffee and a chat <i>We will open the call ahead of the meeting for anyone who wants to dial in early and catch up with other members</i>		09:45	
	Welcome and introductions		10:00	David Kemp
1.	Actions update <i>Outcome – review each open action and receive an update on progress</i>	Actions update	10:05	Charlotte Riddick
2.	Work plan update <i>Outcome – review the progress of items on the Forum's work plan and agree the schedule and next steps for any new items</i>	Work plan	10:15	David Kemp
3.	Communications and engagement strategy <i>Outcome – review and agree the Forum's communications and engagement strategy and items we want to share with the industry via the website and LinkedIn</i>	Paper	10:30	Michelle Awosoga
4.	Co-ordinating approaches to Code surveys <i>Outcome – discuss Codes' approaches to customer surveys following Ofgem's confirmation it will not be carrying out a Code Administration survey this year</i>	Verbal	10:50	Milly Lewis
5.	Legal text drafting best practice <i>Outcome – discuss different Codes' approaches to drafting and managing legal text for Modifications</i>	Verbal	11:00	Milly Lewis

No.	Item	Materials	Time	Lead(s)
	BREAK		11:10	
6.	Digitalisation principles workshop <i>Outcome – receive an update on the work around digitalisation principles and seek relevant people to attend a workshop on this</i>	Verbal	11:20	Tracy Hardy
7.	Closer alignment of cross-Code changes <i>Outcome – receive an update on the CCSG’s work on better aligning cross-Code changes and provide any views and input on this</i>	Verbal	11:35	Colette Baldwin
8.	Expanding the CCSG to include all CACoP Codes <i>Outcome – review the outcome of discussions and investigations into whether and how the remaining CACoP Codes could be included in the CCSG and agree how to proceed</i>	Paper	12:05	David Kemp
9.	Any other business <i>Please inform the Chair before the meeting of any items to be raised</i>	Verbal	12:35	David Kemp
	Summary and meeting close		12:40	David Kemp