

Un-metered Connections Customer Group (UCCG)

Constitution and Terms of Reference

1. Aims and Purpose

The aims of the UCCG are to ensure that:

- 1.1 commercial matters relating to working with DNOs or iDNOs or working on or near DNO or iDNO equipment, referred to it by the Highway Electrical Association (HEA) – formerly ASLEC and HEMSA (either through the Council, the HEA Commercial Committee or the Chief Executive), or raised within the group itself are properly considered and appropriate actions taken, including representation on outside bodies
- 1.2 commercial matters are limited to those items which promote fair and open competition and / or assist in understanding associated issues – such as guaranteed standards of performance / service level agreements. Specifically any issues which might be construed as being in breach of the Competition Act or relevant guidance is forbidden
- 1.3 it reports on progress on all matters to HEA Council

2. Membership

- 2.1 The membership of the UCCG shall be formed from representatives of HEA members and ICPs, confirmed from time to time
- 2.2 There shall be no more than 1 representative from any one organisation, other than those co-opted for special purposes
- 2.3 The UCCG may co-opt specialists as considered necessary.

3. Management of the UCCG

- 3.1 The Committee shall elect a Chairman who will serve for a term of not more than 5 consecutive years at any one time. The Chairman shall not be eligible to serve for more than 2 consecutive terms unless agreed by the committee. Either the Chairman or the Secretary or both shall be appointed from the HEA executive staff
- 3.2 The Chairman or Secretary of the UCCG shall call meetings. Meetings will normally be held not less than once per year.
- 3.3 A quorum shall consist of not less than 4 members including the Chairman or secretary. In the absence of the Chairman an acting Chairman can be appointed by the quorum.
- 3.4 A Secretary shall take minutes of the meeting and distribute them to members prior to the next meeting. Minutes of the meeting will normally be confidential to the aims and purposes of the UCCG and subject to approval by HEA Council
- 3.5 Any resolution of the group shall be reached preferably by consensus.

3.6 The group may appoint working parties or sub-groups as necessary to further the work of the group.

3.7 Members shall meet on a voluntary basis.

3.8 The Group will hold funds only insofar as is necessary to carry on its activities.

4. Compliance

4.1 The UCCG and any Working Groups formed therefrom will at all times comply with the requirements of the 1998 Competition Act and will not deal with any matter which will or is likely to prevent, restrict or distort competition or constitute an abuse of a dominant position as construed within the Act.

5. Output

5.1 The output of the group will consist of advisory statements, decisions or hard or electronic output as determined by the group or HEA Council

5.2 Those representing the UCCG on outside bodies will prepare timely reports or supply minutes for dissemination to the UCCG and HEA Council.