

# Code Administrator Meeting Summary

## Meeting Name: CMP311 (Workgroup 4)

Date: 31 July 2019

## Contact Details

Chair: Chrissie Brown

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## Key areas of discussion

The Workgroup talked through the comments that were received on the draft Workgroup Consultation and agreed that the following should be completed to aid those not close to both the governance process and the modification to be able digest the Consultation;

- Consistent figures to be used throughout the document
- Details of what an Independent Credit Assessment entails
- Summary at the start of the document to give a plain English overview of the modification

It was also agreed that the Code Administrator and the Workgroup would contact as many small suppliers as possible to gain maximum feedback as part of the Consultation to understand the impact of the solution proposed.

A webex will be carried out during the Consultation process as to talk through the modification and gain feedback from those not able to respond formally explaining the modification and answering any questions.

## Next steps

The Workgroup agreed the following next steps:

- Code Administrator to issue version two of the draft Workgroup Consultation for the Workgroup to review on the 9 August 2019
- Comments to be sent to the Code Administrator by 23 August 2019

- Code Administrator to send a doodle poll for next meeting to sign off Workgroup Consultation for issue in early September 2019

**Actions from this workgroup meeting (all added to action log)**

- The next steps to be carried out above