

# Minutes

<b>Meeting Name</b>	DCP 054 Working Group	<b>Meeting Number</b>	022
<b>Meeting Date</b>	14 February 2012	<b>Meeting Time</b>	10:00
<b>Venue</b>	ElectraLink, 2-3 Golden Square, London, W1F 9HR		

**Attendee**

Glenn Sheern [GS] (Chair)  
Angela Mann [AM] (web conference)  
Anne Jackson [AJ] (web conference)  
Chris Harding [CH] (web conference)  
Kevin Woollard [KW]  
Jonathan Purdy [JP]  
Richard Vernon [RV]  
Tony Savka [TS]  
Alex Burford [AB]

**Company**

E.ON UK  
E.ON UK  
SSE Energy Supply  
EDF Energy  
British Gas  
UK Power Networks  
Npower  
Electricity North West  
ElectraLink Limited

**1. ADMINISTRATION**

- 1.1 Apologies were received from Sasha Pearce (Npower), Jon Spence (ELEXON) and Andrew Wallace (Ofgem).
- 1.2 The Working Group noted concern that AW was unable to attend the meeting and as such a number of actions could not be progressed without his input. GS took an action to contact AW, asking him to ensure his availability for the next Working Group meeting.

**Action:** GS

**2. MINUTES MEETING 021**

- 2.1 The minutes of the previous meeting were agreed without amendments.

**3. OUTSTANDING ACTIONS**

- 3.1 A summary of the outstanding actions is attached as Appendix A.

#### **4. REVIEW OF CODE OF PRACTICE**

- 4.1 The Working Group carried out a review of all comments which had been submitted in relation to the Theft of Electricity Code of Practice (CoP) and Appendices 4, 5, 6, 7, 8, 9, 10, 11 and 12.
- 4.2 The Working Group completed its review of the CoP comments log. The comments log sets out a full overview of all completed and outstanding actions on the CoP document and is attached as Appendix B. The most up to date version of the CoP 'version 0.5' is attached as Appendix C.
- 4.3 ElectraLink took an action to update the CoP as per the Working Group's instructions and to update the comments log with the suggested changes raised during the meeting.

**Action:** ElectraLink

- 4.4 The Working Group reviewed the SPAA CoP for Gas and noted that it had been split into three sections: Obligations, Best Practice and Reference. The group agreed that this was a pragmatic way to ensure clarity of the CoP. RV took an action to split the CoP into Best Practice, DCUSA obligations and add references to existing legal requirements.

**Action:** RV

- 4.5 ElectraLink took an action to document Ofgem's actions for review at the next meeting. The document will then be issued to Ofgem prior to the next meeting to ensure that they are aware of all their outstanding actions and giving them time to deal with them.

**Action:** ElectraLink

- 4.6 The group noted that in order for the CP to meet its original intent, the DCUSA will need to be updated to ensure that any units that have been stolen or missing are in a position to be placed into settlement. They noted that this issue is being discussed under the BSC. JP took an action to speak with JS to confirm the proposed settlement mechanism for allowing the stolen and missing units to be identified and integrated into settlement.

**Action:** JP

**5. NEXT STEPS**

- 5.1 The Working Group reviewed the proposed timetable set out by ElectraLink:

Activity	Target Date
Legal Drafting issued for review	04 July 2012
Consultation start date	04 July 2012
Consultation close date	25 July 2012
Working Group review of Consultation Comments and draft Change Report	01 August 2012
Change Report Agreed	15 August 2012
Party Voting Ends	31 August 2012
Change Declaration Issued	04 September 2012
Authority Decision	09 October 2012
Implementation	01 November 2012

- 5.2 The group noted that the proposed timetable outlines the backstops dates for the CP to allow an implementation of November 2012.

**6. ANY OTHER BUSINESS**

- 6.1 There were no other items of business.

**7. DATE OF NEXT MEETING**

- 7.1 The group agreed to meet again on the 12<sup>th</sup> and 13 March 2012.

**APPENDIX A – ACTIONS****OPEN ACTIONS**

<b>No.</b>	<b>Action / Update</b>	<b>On</b>	<b>Due</b>
022/01	Contact AW asking him to ensure his availability for the next Working Group meeting.	GS	21/02/12
022/02	Update the Theft of Electricity CoP as per Working Group instructions and circulate for review.	ElectraLink	21/02/12
022/03	Split the CoP into Best Practice and DCUSA obligations and add references to existing legal requirements.	RV	21/02/12
022/04	Document Ofgem's actions on the CoP and issue to Ofgem in readiness for review at the next meeting.	ElectraLink	21/02/12
022/05	Speak with JS to confirm the proposed settlement mechanism for allowing the missing units into settlement.	JP	21/02/12

**CLOSED ACTIONS – at this meeting**

<b>No.</b>	<b>Action / Update</b>	<b>On</b>	<b>Due</b>
005/02	Speak with the Information Commissioner's Office (ICO) to understand the potential for / impact of having a flag placed in Data Collector's systems to highlight theft. <a href="#">Complete.</a>	AM	28/11/11
021/04	Following Working Group review split the into best practice and DCUSA obligations and add references to existing legal requirements. <a href="#">Closed, action to be completed by RV.</a>	KW	19/12/11
021/01	Update the CoP as per Working Group instructions and circulate for review. <a href="#">Complete.</a>	ElectraLink	19/12/11

021/02	Draft a timetable for the implementation of DCP 054. <a href="#">Complete.</a>	ElectraLink	19/12/11
021/03	Arrange a suitable date for the next meeting depending on AW availability <a href="#">Complete.</a>	ElectraLink	19/12/11