

Minutes

Meeting Name	DCP 054 Working Group	Meeting Number	030
Meeting Date	31 October 2012	Meeting Time	1:00pm
Venue	Web - Conference		

Attendee	Company
Angela Mann [AM] (Chair)	E.ON UK
Anne Jackson [AJ] (Teleconference)	SSE Energy Supply
Chiara Redwell [CR] (Teleconference)	Ofgem
Chris Harding [CH]	EDF Energy
Richard Vernon [RV]	Npower
Lynne Fallon [LF]	British Gas
Lynne Hargrave [LH]	Northern PowerGrid
Sasha Pearce [SP] (Teleconference)	Npower
Tony Savka [TS]	Electricity North West
Claire Hynes [CH]	ElectraLink Limited
Alexander Burford [AB] (Secretary)	ElectraLink Limited

1. ADMINISTRATION

- 1.1 Apologies were received from Jon Spence (ELEXON), Jonathan Purdy (UK Power Networks), Glenn Sheern (E.ON UK) and Andrew Wallace (Ofgem).

2. MINUTES MEETING 029

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

3. OUTSTANDING ACTIONS

- 3.1 The Working Group reviewed the actions from the previous meeting.
- 3.2 A summary of new and outstanding actions is attached as Appendix A.

4. THEFT OF ELECTRICITY CODE OF PRACTICE (CoP)

- 4.1 The Working Group reviewed the Theft of Electricity Code of Practice (CoP) in light of comments made by Andrew Wallace on the vulnerable customer section. The group noted that the wording for the vulnerable customer definition should be aligned with the Distributor and Supplier licence

conditions. AB took an action to update the CoP and circulate to the group for review.

Action: ElectraLink

PRIVACY IMPACT ASSESSMENT (PIA)

4.2 The Working Group conducted a Privacy Impact Assessment (PIA) of the CoP.

4.3 The group reviewed the PIA completed by the SPAA group looking at developing a theft of gas CoP. The group agreed to use this PIA as a basis for the electricity CoP PIA.

4.4 The Working Group concluded that as each party has its own internal procedures on the use of personal data, each party will be required to fill in the relevant individual party clauses in the PIA.

Action: All Parties

4.5 The Working Group agreed to request for the Information Commissioners Office (ICO), Wragg & Co. and SPAA to attend the next Working Group meeting on the 7th of December.

Action: ElectraLink

4.6 The Working Group also agreed to seek joint legal advice with the SPAA Working Group on individual party sections of the CoP.

Action: ElectraLink

5. NEXT STEPS

- 6.1 The Working Group agreed to complete all its open actions by 12th of November 2012 on the CoP.
- 6.2 ElectraLink will issue the CoP Consultation to Parties on 16th of November for 2 weeks until the 30th of November.
- 6.3 The Working Group agreed to meet again on 7th of December 2012 to review the consultation responses.
- 6.4 The Working Group also agreed to invite Wragg & Co. and SPAA representatives to discuss the updated PIA.

6. ANY OTHER BUSINESS

- 7.1 There were no other items of business raised at the meeting.

7. DATE OF NEXT MEETING

- 8.1 The group agreed to meet again at 10am on 07 December 2012 to review consultation responses.

APPENDIX A – ACTIONS**OPEN ACTIONS**

No.	Action / Update	On	Due
026/01	Ask the DCUSA Panel if it believed that the ESQCRs should be changed to allow a competent person to de-energise on behalf of a distributor, where the customer's installation is unsafe Ongoing the group noted that this action was discussed at the DCUSA Panel. The action is around the Panel sponsoring a note to the HSE or to seek legal advice asking for clarity on whether a Supplier can disconnect on grounds of safety. Approved by Panel to seek legal advice, AW to confirm with GS what legal advice should be sought. Ongoing, Awaiting confirmation of legal advice required.	GS	11/07/12
026/07	Redraft the BSC modification as per Working Group comments and circulate to the Working Group. Ongoing. Not heard from Jonathan	JP	11/07/12
029/02	Update the CoP to ensure further clarity is added any highlighted reference sections by the 12 th of November. AM took an action to complete this action.	AM	05/10/12
031/01	The updated PIA to be circulated to the working group which addresses the concerns of Andrew Wallace on the vulnerable customers section.	Electralink	
031/02	The working group request for the SPAA working group to create a joint SPAA/DCUSA web group and invite the ICO and Wragg & Co. to attend the next meeting on the 7 th of December.	Electralink	
031/03	Each member of the working group will complete the required sections in the PIA DCUSA document.	Working Group	
031/04	CoP to act as an appendix to the Consultation being issued to parties on the 16 th of November with comments to be returned by the 30 th of November.	Electralink	

CLOSED ACTIONS – at this meeting

No.	Action / Update	On	Due
029/01	Update the CoP where references are made to the Revenue Protection Service (RPS) to	LF	05/10/12

	ensure clarity.		
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