

Minutes

Meeting Name	DCP 054 Working Group	Meeting Number	025
Meeting Date	02 May 2012	Meeting Time	10:00
Venue	IOP Enterprises, 76 Portland Place, London, W1B 1NT		

Attendee	Company
Angela Mann [AM] (Chair)	E.ON UK
Andrew Wallace [AW]	Ofgem
Richard Vernon [RV]	Npower
Roger Parnell [RP]	EDF Energy
Tony Savka [TS]	Electricity North West
Alexander Burford [AB]	ElectraLink Limited

1. ADMINISTRATION

- 1.1 Apologies were received from, Jon Spence (ELEXON), Anne Jackson (SSE Energy Supply), Chris Harding (EDF Energy), Jonathan Purdy (UK Power Networks), Lynne Hargrave (Northern PowerGrid) and Glenn Sheern (E.ON UK).

2. MINUTES MEETING 024

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

3. OUTSTANDING ACTIONS

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

4. COMPARISON OF THE THEFT OF ELECTRICITY COP TO THAT OF THE THEFT OF GAS DOCUMENT

- 4.1 The group reviewed the Gas Code of Practice (CoP) and noted that the document is still in development. The group agreed to use the Gas CoP as a best practice document and use the same structure for the Electricity CoP.

5. REVIEW OF ELECTRICITY CODE OF PRACTICE

- 5.1 The Working Group reviewed the structure of the Theft of Electricity CoP against the theft of gas document and restructured the document to take a similar approach.

- 5.2 Following the restructure, the group reviewed the CoP up to section 11. Members took actions to review the following sections:

- TS – Section 12;
- RV – Section 13;
- LF - Section 14;
- RP – Section 15.1 – to 15.5;
- AM – Section 5.6 to 5.13; and
- AB - Section 16

- 5.3 The group agreed to submit their comments to Electralink for inclusion in the CoP by the close of play on the 09 May 2012. Following which the CoP will be issued for Working Group member to review at a meeting on the 22 May.

6. NEXT STEPS

- 6.1 It was agreed that the updated CoP should be circulated to group members for approval.

Action: ElectraLink

- 6.3 The Working Group noted the proposed timetable that outlines the backstop dates in order for the CP to meet its implementation of November 2012.

Activity	Target Date
Consultation start date	04 July 2012
Consultation closing date	25 July 2012
Working Group review of the Consultation Comments and review the draft Change Report	01 August 2012
Legal Drafting issued for review to	01 August 2012

Wragge & Co.	
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

7. ANY OTHER BUSINESS

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

8. DATE OF NEXT MEETING

- 8.1 The group agreed to meet again on 22 May 2012.

APPENDIX A – ACTIONS**OPEN ACTIONS**

No.	Action / Update	On	Due
024/02	Forward a link to Ofgem's recently published information on electricity and gas performance in tackling theft to group members Ongoing	AW	15/05/12
024/02	Complete review of the Theft of Electricity CoP and circulate review comments to group members before the next meeting of the group. Ongoing	AW	15/05/12
023/01	Draft a modification to bring option 3 into the BSC and circulate to the group for review. Ongoing.	JP	15/05/12

CLOSED ACTIONS – at this meeting

No.	Action / Update	On	Due
024/01	Circulate the latest version of the CoP to group members for approval. Complete	ElectraLink	13/04/12
024/03	Update the agenda for the next meeting of the group to include a comparison of the Theft of Electricity CoP to that of the theft of gas document Complete	ElectraLink	13/04/12