

# Minutes

<b>Meeting Name</b>	DCP 054 Working Group	<b>Meeting Number</b>	026
<b>Meeting Date</b>	22 June 2012	<b>Meeting Time</b>	10:00
<b>Venue</b>	ElectraLink, 2-3 Golden Square, London, W1F 9HR		

<b>Attendee</b>	<b>Company</b>
Glenn Sheern [GA] (Chair)	E.ON UK
Angela Mann [AM]	E.ON UK
Anne Jackson [AJ]	SSE Energy Supply
Andrew Wallace [AW]	Ofgem
Chris Harding [CH]	EDF Energy
Jon Spence [JS]	ELEXON
Richard Vernon [RV]	Npower
Jonathan Purdy [JP]	UK Power Networks
Lynne Fallon [LF]	British Gas
Tony Savka [TS]	Electricity North West
Alexander Burford [AB]	ElectraLink Limited

## 1. ADMINISTRATION

- 1.1 Apologies were received from Roger Parnell (EDF Energy) and Lynne Hargrave (Northern PowerGrid).

## 2. MINUTES MEETING 025

- 2.1 The minutes of the previous meeting were agreed with one amendment to the attendance log. This will be corrected by ElectraLink and the minutes republished on the DCUSA website.

## 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. PRIVACY IMPACT ASSESSMENT

- 4.1 AB noted that the SPAA Working Group looking at the Gas equivalent to the Theft of Electricity Code of Practice (CoP) is progressing with a Privacy

Impact Assessment (PIA) of its CoP on the recommendation of legal advisors Wragge & Co. It was noted that the assessment will be in relation to the exchange of information between Suppliers and their agents.

4.2 The group noted that if the CoP places an obligation on Parties to exchange data, the PIA will need to ensure that it is sufficiently compliant with the Data Protection Act.

4.3 The Group agreed to run a PIA in parallel with the consultation on the CoP.

## **5. REVIEW OF ELECTRICITY CODE OF PRACTICE**

5.1 The Working Group noted that the following sections of the CoP had been updated following its last meeting:

- 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.

5.2 The group continued a review of the main body of the CoP, and recommended a number of changes to ensure clarity.

5.3 The Working Group noted the issue of competent personal. The group agreed to ask the DCUSA Panel if it believed that the Electricity Safety, Quality and Continuity Regulations (ESQCRs) should be changed to allow a competent person to de-energise on behalf of a distributor, where the customer's installation is unsafe.

**Action: GS**

5.4 CH took an action to review Section 7.2 'Priorities and Timescales' and the 'reference' section, and also to determine which legislation should be referenced within the CoP, for example, ESQCR Clause 26 and 29.

**Action: CH**

5.5 AM took an action to draft and circulate an Electricity appliance calculator, to replace the gas calculator in Appendix 10 of the CoP.

**Action: AM**

- 5.6 ElectraLink took an action to update the CoP as per the Working Group recommendations and to circulate back to the group for its review.

**Action:** ElectraLink

- 5.7 The group also agreed that the CoP is at a stage where a consultation can be issued to Parties to allow feedback from the industry. ElectraLink took an action to draft a consultation document for review by the Working Group at its next meeting.

**Action:** ElectraLink

## **6. DRAFT BSC MODIFICATION**

- 6.1 The Working Group reviewed the draft BSC Change Proposal, as drafted by JP. The CP seeks to create a process change for unrecorded units being entered into Settlement under the BSC. It was noted that the change may need to update the BSC itself and should therefore be submitted as a modification and not a CP. It was noted that it is difficult to get units into settlement and there is little incentive on Suppliers to detect theft. JP took an action to redraft the BSC modification and circulate to the Working Group.

**Action:** JP

## **7. NEXT STEPS**

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

<b>Activity</b>	<b>Target Date</b>
Legal Drafting issued for review to Wragge & Co.	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

**8. ANY OTHER BUSINESS**

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

**9. DATE OF NEXT MEETING**

- 9.1 The group agreed to meet again on 11 July 2012.

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

<b>No.</b>	<b>Action / Update</b>	<b>On</b>	<b>Due</b>
024/02	Forward a link to Ofgem's recently published information on electricity and gas performance in tackling theft to group members <a href="#">Ongoing</a>	AW	11/07/12
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	GS	11/07/12
026/02	Review Section 7.2 Priorities and Timescales and the reference section, and determine which legislation should be referenced, for example ESQCR Clause 26 and 29.	CH	11/07/12
026/03	Draft and circulate an Electricity appliance calculator, to replace the gas calculator in Appendix 10 of the CoP.	AM	11/07/12
026/04	Updated the CoP as per the Working Group recommendation and circulate for review.	ElectraLink	11/07/12
026/05	Draft a consultation document for review by the Working Group at its next meeting.	ElectraLink	11/07/12
026/07	Redraft the BSC modification as per Working Group comments and circulate to the Working Group.	JP	11/07/12

**CLOSED ACTIONS – at this meeting**

<b>No.</b>	<b>Action / Update</b>	<b>On</b>	<b>Due</b>
024/02	Complete review of the Theft of Electricity CoP and circulate review comments to group members before the next meeting of the group. <a href="#">Complete</a>	AW	15/05/12
023/01	Draft a modification to bring option 3 into the BSC and circulate to the group for review. <a href="#">Complete</a>	JP	15/05/12