

Minutes

Meeting Name	DCP 054 Working Group	Meeting Number	031
Meeting Date	07 December 2012	Meeting Time	10:00am
Venue	Web - Conference		

Attendee

Glen Sheern [GS] (Chair)
Angela Mann [AM] (teleconference)
Anne Jackson [AJ]
Jonathan Purdy [JP] (Teleconference)
Lynne Fallon [LF] (Teleconference)
Richard Vernon [RV]
Roger Parnell [RP]
Tony Savka [TS]
Claire Hynes [CH] (Secretary)
Beth Brown

Company

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

1. ADMINISTRATION

- 1.1 Apologies were received from Lynne Hargrave (Northern Powergrid), Sasha Pearce (Npower), Jon Spence (ELEXON) and Andrew Wallace (Ofgem).

2. MINUTES MEETING 031

- 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) Consultation responses and noted that all respondents were supportive of the CoP.
- 4.2 The Working Group requested further clarification on the UKRPA response to Question 3 Do you have any comments on any part of the drafting?, where they noted *'the consultation refers to documents being 'relevant' to a Party's action – however it is unclear how this relevance will be determined, or in fact who will be responsible for defining relevance'*.

Action: ElectraLink

- 4.3 The Working Group requested that the formatting be consistent throughout the CoP document and to add *'visit'* as a defined term.

Action: ElectraLink

- 4.4 The Working Group noted the Npower comment, 'All code documents should not have a different definition in the license for vulnerable customers' and agreed to use the gas code of practice Vulnerable Customer definition.

Action: ElectraLink

- 4.5 The gas licence definition for the Vulnerable Customer went out for Consultation in March 2012. It was noted that the licence definition only referred to the theft areas. LF took an action to send the link to the gas consultation to the Working Group.

Action: LF

- 4.6 LF took an action to refine the 6.1 Provision of Information from DNOs to Suppliers reference box in the CoP.

Action: LF

- 4.7 The Working Group commented that under the MRA, the Meter Operators (MoPs) make safe and they notify the System Fault Information Centre (SFIC). GS took an action to check the SFRC are notified for electricity safety reasons.

Action: GS

- 4.8 UK Power Networks' comment on the lack of clarity of paragraph 1.4 'Some points may not contain one or more of obligations, best practice and references' was noted. RV took an action to review the wording used in the same section of the gas code of practice.

Action: RV

- 4.9 UK Power Networks noted under Q3 paragraph 3.2.1 (b) "There is considerable changes to language through the CoP- "consumer", "Consumer", "Customer", "responsible person", "perpetrator", "beneficiary", "registered customer"". JP took an action to check whether the reference to Consumer or Customer was appropriate in each instance.

Action: JP

- 4.10 An action was taken to review the reference and obligations of no. 11 and use information straight from the licence.

Action: GS & AM

- 4.11 AJ noted that she will consult with her colleagues to see if they will rewrite Section 6.4 - Provision of information by the RP Service to a Supplier.

- 4.12 The Working Group agreed to remove references to SLC 27 from the CoP once they had discussed the NPower comment "*SLC 27 is being misquoted it should be removed as this is referencing debt and may conflict with other*

sections of the COP with intent to install PPM's". RV to locate the Ofgem consultation on debt.

Action: RV

- 4.13 In response to the comment made by SSE *'We believe that the details of data items transferred between Revenue Protection agent and Supplier cannot be fully mandated and there should be flexibility to agree data items between parties'*. GS confirmed *'It is a conditional mandation where these items exist they need to be populated'*. GS took an action to check there is a flow note on the DO238.

Action: GS

- 4.14 The DCP 054 Working Group noted that:

1. Any Party can come along to the Working Group
2. Any Party can raise a change to the Supplier Practice via Ofgem
3. The process does not exclude any party

5. PRIVACY IMPACT ASSESSMENT (PIA)

- 5.1 The Working Group agreed to identify the areas of the PIA with the ICO under which parties will be required to provide and share information on their own privacy policy before issuing a request for Parties to fill in the individual party clauses in the PIA.

6. NEXT STEPS

- 6.1 The Working Group agreed to meet again on 21 December 2012 to complete the review of the consultation responses.
- 6.2 The Working Group agreed to invite SPAA representatives and the ICO to discuss the updated PIA to a meeting on the 18th or 22nd of January. A further meeting will then be arranged with Wragg & Co.,

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 at 10am on 21 December 2012 to complete the review of the consultation responses starting at question 11.

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
030/02	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. Ongoing.	Electralink	
030/03	Each member of the working group will complete the required sections in the PIA DCUSA document. The Working Group agreed to identify the areas of the PIA under which shared information is required when they meet with the ICO before progressing this action.	Working Group	
031/01	Request clarity on the UKRPA response of ' <i>the consultation refers to documents being 'relevant' to a Party's action – however it is unclear how this relevance will be determined, or in fact who will be responsible for defining relevance</i> '. This item is to be provided to the DCP054 Working Group for further discussion at the next meeting on the 21 December 2012.	ElectraLink	
031/02	Review the formatting of the CoP of practice to ensure consistency and to add ' <i>visit</i> ' as a defined term.	ElectraLink	
031/03	The Working Group agreed to use the gas code of practice Vulnerable Customer definition in the electricity CoP. ElectraLink took an action to update the CoP.	ElectraLink	
031/04	Send the link to gas licence definition for the Vulnerable Customer consultation from March 2012 to the Working Group.	LF	
031/05	Refine the 6.1 Provision of Information from DNOs to Suppliers reference box in the CoP.	LF	

031/06	Check the SFRC are notified for electricity safety reasons.	GS	
031/07	Review the wording used in the interpreting this document section of the gas code of practice.	RV	
031/09	Check whether the reference to Consumer or Customer was appropriate in each instance in the CoP.	JP	
031/10	Review the reference and obligations of no. 11 and use information straight from the licence.	GS & AM	
031/11	locate the Ofgem consultation on debt.	RV	

CLOSED ACTIONS – at this meeting

No.	Action / Update	On	Due
026/07	Redraft the BSC modification as per Working Group comments and circulate to the Working Group. The Working Group agreed to close this action in order to give Jonathan the ability to redraft at his leisure.	JP	11/07/12
029/02	Update the CoP to ensure further clarity is added to any highlighted reference sections by the 12 th of November. AM updated the CoP.	AM	05/10/12
030/01	The updated PIA to be circulated to the working group which addresses the concerns of Andrew Wallace on the vulnerable customers section.	Electralink	23/11/12
030/04	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	15/11/12