

# Minutes

<b>Meeting Name</b>	DCP 054 Working Group	<b>Meeting Number</b>	036
<b>Meeting Date</b>	3 April 2013	<b>Meeting Time</b>	10:00am
<b>Venue</b>	ElectraLink Ltd, Ground Floor, Grafton House, 2-3 Golden Square, London, W1F 9HR.		

<b>Attendee</b>	<b>Company</b>
Glenn Sheern [GS] (Chair)	E.ON UK
Tony Savka [TS] (Proposer)	Electricity North West
Claire Hynes [CH] (Secretary)	ElectraLink Limited

## 1. ADMINISTRATION

- 1.1 There were no apologies received for the 036 meeting.

## 2. 035 MEETING MINUTES

- 2.1 The minutes of the previous 035 meeting were considered to be out of scope for this meeting of the Proposer and the Chair to review the first draft of the DCP 054 Change Report.

## 3. OUTSTANDING ACTIONS

- 3.1 The Working Group agreed that the actions from the previous 035 meeting were out of scope as this was a meeting of the Proposer and the Chair to review the first draft of the DCP 054 Change Report.

## 4. DCP 054 CHANGE REPORT REVIEW

- 4.1 The Chair and the Proposer of the DCP 054 Working Group met to review the first draft of the Change Report. The Change Proposal (CP) was first raised in October 2009 and it was noted that the documentation for this Change Report was over a period of three years. Those voting on DCP 054 may not necessarily be in a position to read all the minutes and the appendices to the Change report and therefore TS and GS agreed to develop an executive summary at the beginning of the Change Report. A substantial summary of

the consultations and other work undertaken will be contained within the main body of the DCP 054 Change Report.

**Action:** TS & GS

4.2 The Chair and the Proposer agreed to reference the definition of theft in Conveyance defined under DCP080<sup>1</sup> which was one of the Change Proposals that came out of the DCP 054 meetings.

4.3 The Chair and the Proposer agreed to introduce a summary of the work undertaken by the DCP 054 sub group who developed the Code of Practice (CoP) from the meeting minutes.

**Action:** ElectraLink

4.4 The Chair took an action to contact the Chair (Sasha Pearce) of the DCP 054 sub group to request a summary for the DCP 054 Change Report.

**Action:** GS

4.5 The secretariat agreed to ask the Working Group members if the Working Group had a more up to date version of the Privacy Impact Assessment (PIA) addressing the concerns of Andrew Wallace other than the PIA of the 31 October 2012 at 13.00 hrs.

**Action:** ElectraLink

4.6 The Chair and the Proposer on further review of the PIA noted that under the questions raised by the PIA not all had been responded to by the Working Group. The Chair and the Proposer agreed to add an item to the next meeting agenda asking the Working Group if the PIA was considered to be necessary documentation that would need to be provided with the Change Report to show the development process of the CoP or if the PIA should be removed from the subsidiary documentation provided with the Change Report at the next Working Group meeting. If the Working Group agrees to retain the PIA, further work will be required to complete the PIA document.

**Action:** ElectraLink

4.7 On review of the summary of Consultation one and Consultation two it was noted that the collated responses lacked the usual Working Group comments

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<sup>1</sup> Theft in Conveyance

column which is applicable on current DCUSA documentation. The review of the Consultations as per previous practice was retained within the meeting minutes. The Chair and Proposer requested for a representative summary of the Working Group response from the minutes to be placed in the Change Report.

**Action:** ElectraLink

- 4.8 The Chair and the Proposer requested for an item to be added to the agenda for the next meeting on which objectives are better facilitated by this CP.

**Action:** ElectraLink

- 4.9 The Chair agreed to approach Richard Vernon to discuss action 026/01.

- 4.10 The Chair and the Proposer noted that the DCUSA document requested for the Working Group to consider "*whether it is likely that there would be a material impact on greenhouse gas emissions as a result of the proposed variation being made, and (if so) assessing such impact (which assessment shall be conducted in accordance with any guidance on the treatment of carbon costs and evaluation of greenhouse gas emissions issued by the Authority from time to time)*". The Chair and the Proposer agreed to add a paragraph in the Change Report on the environmental impact of this CP.

**Action:** GS & TS

## **5. WORK PLAN AND NEXT STEPS**

- 5.1 The Chair and the Proposer requested for a second version of the Change Report to be issued on the 12th of April 2013 for their review.

**Action:** ElectraLink

- 5.2 The Chair and the Proposer agreed to provide their comments and revisions to the secretariat by close of business on the 22 April 2013.

**Action:** GS & TS

- 5.3 The Chair and the Proposer requested that the updated Change Report be issued to the Working Group on the 23 April 2013 and for the Change Report to be reviewed by the Working Group over approximately two weeks. The Working Group is to provide their comments to the secretariat before the next DCP 054 meeting.

**Action:** ElectraLink & All

- 5.4 The Chair and the Proposer requested that the final version of the CoP be issued to Wragge & Co. on the 23 April 2013 for their review. The legal text and any comments from Wragge and Co. are to be provided to the Working Group for their review at the next Working Group meeting.

**Action:** ElectraLink

## **6. ANY OTHER BUSINESS**

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

## **7. DATE OF NEXT MEETING**

- 7.1 The Chair and the Proposer requested for the secretariat to check Working Group member's availability for a meeting in person at 10am on either the 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> of May 2013 in order to review the final draft of the Change Report and its subsidiary documents.

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

<b>No.</b>	<b>Action / Update</b>	<b>On</b>	<b>Due</b>
031/05	Refine the 6.1 Provision of Information from DNOs to Suppliers reference box in the CoP. <a href="#">Ongoing, LF agreed to produce a refined 6.1 Provision of Information by the 28 February 2013.</a>	LF	28/02/13
031/09	Check whether the reference to Consumer or Customer was appropriate in each instance in the CoP. <a href="#">Ongoing.</a>	JP	09/04/13
031/10	Review the reference and obligations of no. 11 and use information straight from the licence. <a href="#">Ongoing. GS and AM will review the reference and obligations of no. 11.</a>	GS & AM	09/04/13
032/02	Draft a Best Practice section on the retention of a physical meter for evidence purposes. <a href="#">Ongoing. GS confirmed that the length of a physical meter will be retained for will be revisited at the next Working Group meeting on the 27 February 2013.</a>	AJ	09/04/13
035/01	The Working Group agreed to insert a best practice section for vulnerable customers who are disconnected in to the CoP under paragraph 6.	ElectraLink	09/04/13
035/02	The Working Group reviewed the appendices and requested the removal of the acronym E + W + S to be replaced with England, Scotland and Wales and the removal of the brackets at the end of the affected paragraphs.	ElectraLink	09/04/13
035/03	The Working Group agreed to raise the request to commission an independent energy body to provide up to date energy ratings for average appliances in households and commercial properties to the DCUSA Panel.	ElectraLink	20/03/13
035/04	GS to draft a letter to the HSE raising questions on delegating a disconnection of premises	GS	09/5/2013

	on grounds of safety when a qualified technician is on site.		
035/05	The Working Group agreed to send the CoP and its appendices for legal review.	ElectraLink	23/04/2013
035/06	The Working Group agreed that a first draft DCP 054 Change Report would be issued in March 2013. The Proposer and the Chair agreed to attend a meeting in person at ElectraLink to review and finalise the Change Report and its subsidiary documents.	ElectraLink	03/04/2013
035/07	The Working Group agreed that the appendices and the CoP will need to be reviewed to reflect the DCUSA style of writing and its definitions. The Working Group agreed that all instances of DNO in the appendices and the CoP should be changed to distributor.	All	09/05/13
036/01	TS and GS agreed to develop an executive summary at the beginning of the Change Report.	GS & TS	22/04/13
036/02	The Chair and the Proposer agreed to introduce a summary of the work undertaken by the DCP 054 sub group who developed the Code of Practice.	ElectraLink	12/04/13
036/03	The secretariat agreed to ask the Working Group members if the Working Group had a more up to date version of the Privacy Impact Assessment (PIA) addressing the concerns of Andrew Wallace other than the PIA of the 31 October 2012 at 13.00 hrs.	ElectraLink	09/05/13
036/04	The Chair and the Proposer agreed to add an item to the next meeting agenda asking the Working Group if the PIA was considered to be necessary documentation that would need to be provided with the Change Report to show the development process of the Code of Practice or if the PIA should be removed from the subsidiary documentation provided with the Change Report at the next Working Group meeting.	ElectraLink	09/05/13
036/05	The Chair and the Proposer requested for a representative summary of the Working Group response from the minutes on Consultation one and Consultation Two be placed in the Change Report.	ElectraLink	12/04/13
036/06	The Chair and the Proposer requested for a second version of the Change Report to be issued on the 12th of April 2013 for their review.	ElectraLink	12/04/13
036/07	The Chair and the Proposer agreed to provide their comments and revisions to the	Gs & TS	22/04/13

	secretariat by close of business on the 22 April 2013.		
036/08	The Chair and the Proposer requested that the updated Change Report be issued to the Working Group on the 23 April 2013 and for the Change Report to be reviewed by the Working Group over approximately two weeks. The Working Group is to provide their comments to the secretariat before the next DCP 054 meeting.	ElectraLink & All	23/04/2013
036/09	The Chair and the Proposer requested that the final version of the CoP be issued to Wragge & Co. on the 23 April 2013 for their review. The legal text and any comments from Wragge and Co. are to be provided to the Working Group for their review at the next Working Group meeting.	ElectraLink	23/04/13
036/10	The Chair and the Proposer requested for an item to be added to the agenda for the next meeting on which objectives are better facilitated by this CP.	ElectraLink	09/05/13
036/11	The Chair and the Proposer agreed to add a paragraph in the Change Report on the environmental impact of this CP.	ElectraLink	22/04/13

### CLOSED ACTIONS – at this meeting

No.	Action / Update	On	Due
032/01	Check the set length of time under which new evidence may come to light to allow for a decision to be appealed. This may impact on how long a meter may need to be retained as evidence. <i>Angela Mann advised that she had conferred with the head of their legal team who advised An appeal must be commenced not later than 21 days after the making of the decision appealed against by the appellant giving written notice of appeal in accordance with Part 63 Criminal Procedure Rules. (Archbold 2 - 181).</i>	GS & AM	27/02/13
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	GS	27/02/13

	<p>advice, AW to confirm with GS what legal advice should be sought.</p> <p>GS confirmed that the panel are happy for DCP 054 to approach the HSE on the question of delegating the ability to disconnect on grounds of safety when a skilled technician is already at the premises.</p>		
030/03	<p>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. The Working Group discussed the data items as non sensitive and sensitive items at the DCP 054 meeting on the 27 February 2013. They agreed that the reporting should occur through the D0238 flow with the removal of disconnected for non payment status and the addition of a visitor reason code for a dangerous dog. The Working Group agreed that all industry parties should on a case by case basis decide what information to supply in the non essentials elements of the flow.</p>	Working Group	27/02/13
034/01	<p>The Working Group agreed to populate a table of data items that would be identified as sensitive or non sensitive data with their own compliance team and data protection specialists and that could be shared with other industry parties. This list will then be reviewed by the Working Group at the next DCP 054 meeting. The Working Group discussed the populated tables of data and the D0238 flow at the Working Group meeting.</p>	All	27/02/13
034/02	<p>The Working Group discussed who would be deemed an appropriate party to share data of vulnerable customers with; social services, charity groups and help groups. As the list of support groups becomes increasingly informal, the Working Group agreed to work in conjunction with their data protection teams to decide the organization level that they would stipulate the information could be shared with. The Working Group agreed to share information using the obligatory fields of the D0238 flow on cases of theft currently under investigation or pending an investigation with all industry parties and to provide best practice guidance in the CoP and appendices. The organisations will be allowed to interpret the data that they can justifiably share with another industry party and with social services and care agencies on a case by case basis.</p>	All	09/04/13