

Minutes

Meeting Name	DCP 054 Working Group	Meeting Number	038
Meeting Date	26 June 2013	Meeting Time	10:00am
Venue	ElectraLink, 2-3 Golden Square, London, W1F 9HR		

Attendee

Glenn Sheern [GS] (Chair)
 Angela Mann [AM] (teleconference)
 Anne Jackson [AJ]
 Gus Wood [GW] (teleconference) (part meeting)
 James Stanier (teleconference) (part meeting)
 John Lawton [JL]
 Jon Spence [JS]
 Jonathan Purdy [JP] (teleconference)
 Lynne Fallon [LF]
 Richard Vernon [RV]
 Roger Parnell [RP]
 Tony Savka [TS]
 Rosalind Timperley [RT] (Secretary)

Company

E.ON UK
 E.ON UK
 SSE Energy Supply
 Wragges & Co
 Wragges & Co
 ENWL
 Elexon
 UK Power Networks
 British Gas
 Npower
 EDF Energy
 Electricity North West
 ElectraLink Limited

1. REVIEW OF LEGAL TEXT

- 1.1 The Working Group began the meeting by discussing ENWL's comments on the DCP054 legal text. These comments are provided in Attachment 1 along with the Working Group's conclusions in relation to each comment.
- 1.2 Whilst walking through ENWL's comments a series of amendments to the legal text were agreed, as detailed in Attachment 1. GW took an action to update the legal text accordingly and circulate to the Working Group.

Action: GW

- 1.3 The Working Group discussed whether the Code of Practice (CoP) should reference "Revenue Protection Agents" or, if instead, the obligations should be specified in terms of whether they sit with the Distributor or the Supplier. GW advised attendees that either approach would work from a legal perspective; however, as the CoP is intended to be used as a stand-alone document it will be

easier for third parties if the term "Revenue Protection Agents" is used. The group agreed with this approach and GW took an action to ensure that it is clear that it is a Supplier's obligation to ensure that its agents conform to the relevant sections of the CoP and that it is a Distributors obligation to ensure that its agents conform to the relevant sections of the CoP.

Action: GW

- 1.4 The Working Group then agreed that the term "actual or suspected" should be inserted into the definition of "Revenue Protection Activity" as follows:

"means an activity relating to actual or suspected Theft of Electricity, including the identification, prevention, investigation and/or resolution of cases of Theft of Electricity, and any other activity within the subject matter of the Revenue Protection Code of Practice."

Action: GW

2. ADMINISTRATION

- 2.1 It was noted that apologies had been received from Lynne Fallon (British Gas), Chiara Redaelli (Ofgem), Chris Harding (EDF Networks) and Sue Calvert (Northern Powergrid).
- 2.2 The minutes of meeting 037 were then agreed with the following amendments:
- Update the actions log to change the vulnerable customer definition to align with the Gas code, rather than add to the Housekeeping log.
 - Add a post meeting note from JS, who was not present at meeting 037, stating that:
 - For paragraph 5.7 it is not that there is no mechanism under the BSC to allow unrecorded units to be placed in settlement but rather that there is not a robust and auditable process.
 - For paragraph 6.27 ElectraLink would try to correct data back 14 months in Settlement.
- 2.3 ElectraLink took an action to update the minutes accordingly. A summary of new and outstanding actions is attached as Appendix A.

Action: ElectraLink

3. REVIEW OF APPENDICES

- 3.1 GS asked attendees if they had any further comments on the legal text. JS queried how the legal text works where a Supplier finds theft and determines that, that theft has been occurring for a period longer than their registration period. In particular, how would the previous Supplier know about it and what would they report?
- 3.2 In response, JL noted that from a pure settlement perspective the more that you report the better, however, in practice putting the mechanisms in place may be difficult. It was observed that the current Supplier will not know what was billed by the previous Supplier.
- 3.3 The group agreed to proceed with the legal text as it is. It was noted that situations will need to be taken on a case by case basis, to get an estimate of the total unrecorded units.
- 3.4 It was highlighted that the report is set out at the moment in a way such that it assumes that it is possible to determine the start of the period of theft. It was noted that this may not always be the case; the estimated start date will be based on the information that is available.
- 3.5 JS suggested that in CoP Appendix 6 (Reporting) all fields in the report should be populated. The Working Group agreed and amended the text accordingly. An updated version of the CoP Appendix is provided as Attachment 2 to these minutes.
- 3.6 AJ observed that under the DCP 054 legal text Suppliers are required to report on theft and queried whether there should be similar reporting obligations on Distributors regarding theft in conveyance. It was highlighted that Ofgem may be interested in this information from a licence condition perspective.
- 3.7 LF informed the group that under the gas code of practice information on theft of gas will be passed to a central repository (Xoserve) so that the information is available in a common format. It was queried whether a similar approach should be taken with regards to the electricity code of practice.
- 3.8 GS highlighted that the current reporting is based on passing information into settlement; in addition, Distributors have an interest in the figures from a losses incentive perspective. LF noted that the suggestion that information be

passed to a central repository is about providing visibility to market participants on what Parties are doing in regard to theft.

- 3.9 JL cautioned that if this reporting requirement was included in the DCP 054 legal text at this point in time then an additional industry consultation would be required, which would delay the CoP being put in place.
- 3.10 AJ observed that DCP 054 introduces obligations on Parties, however, there is no monitoring of those obligations. AJ stated that she would like to see greater visibility through the centralised reporting on theft of electricity.
- 3.11 RP pointed out that such reporting would give the industry the ability to put a figure to the extent of theft in practice. It was also highlighted that Ofgem has stated that it expects Parties to be able to collate theft of electricity data upon receipt of an information request, although Ofgem has not stated that recording requirements to complete the requests should be included within DCUSA.
- 3.12 It was noted that if a requirement was introduced to report the data in a particular way then system changes may be required by some parties enable them to report data in line with the reporting requirements.
- 3.13 The Working Group unanimously agreed that introducing reporting requirements was a good idea, however, it was agreed that this sat outside of the scope of DCP 054. ElectraLink took an action to update the Change Report to state that the Working Group believes this to be a good idea but it is not within the scope of DCP 054.

Action: ElectraLink

- 3.14 Attendees were asked if they had any further comments on the DCP054 legal text. It was agreed that "parties" in Appendix 4 of the CoP should be capitalised. This amendment has been applied to the document provided as Attachment 2 to these minutes.
- 3.15 It was also agreed that the PIA should include text on passing information between Suppliers similar to the text in the SPAA, which is as follows:

"Best Practice - Passing information between Suppliers.

Parties should endeavor to notify the gaining Supplier if there is a Change of Supply during a live Theft of gas investigation. Any information transferred should be subject to the Parties' Data Protection policies and procedures. A list

of data items which Parties can potentially transfer between themselves is set out in section 1.1.1 of the Privacy Impact Assessment.”

- 3.16 ElectraLink took an action to update the PIA accordingly. It was suggested that it would be worth referencing the PIA appendix in this text. It was also highlighted that it is important that the caveat which relates to the main appendices also applies to the DPI appendices.

Action: ElectraLink

4. REVIEW OF CHANGE REPORT

- 4.1 The Working Group noted that they had no comments on the DCP 054 Change Report. ElectraLink took an action to update the Change Report to reflect the meeting discussions.

Action: ElectraLink

5. WORK PLAN AND NEXT STEPS

- 5.1 The work plan was agreed as follows:

- ElectraLink to update the DCP 054 Change Report by 4 July 2013;
- ElectraLink to circulate updated Change Report and updated legal text from Wragges to the Working Group for final review by 4 July 2013;
- Working Group to provide comments by 10 July 2013;
- ElectraLink to submit the Change Report to the July 2013 DCUSA panel meeting.

6. ANY OTHER BUSINESS

- 6.1 No other items of business were raised.

7. DATE OF NEXT MEETING

- 7.1 No further meetings of the Working Group are planned. The Group agreed to discuss the outcome of the legal review by email.

APPENDIX A – ACTIONS**OPEN ACTIONS**

No.	Action / Update	On	Due
037/06	RV agreed to seek out the definition under the BSC of an 'Approved Meter Operator'. 26 June 2013 – ElectraLink to forward this definition to Wragges	ElectraLink	
037/01	The Working Group decided to request for the DCUSA Panel to accept the Vulnerable Customers Definition on to the Housekeeping log as it may need to be changed at a future date. 26 June 2013 – the Working Group decided that the definition of vulnerable customer should be amended to align with the gas code, rather than add anything to the housekeeping log.	ElectraLink	
038/01	Update the DCP054 legal text in line with the amendments agreed at the meeting	Gus Wood	
038/02	Ensure that it is clear that it is a Supplier's obligation to ensure that its agents conform to the relevant sections of the CoP and that it is a Distributors obligation to ensure that its agents conform to the relevant sections of the CoP.	Gus Wood	
038/03	Amend the definition of Revenue Protection Activity as follows: <i>"means an activity relating to <u>actual or suspected</u> Theft of Electricity, including the identification, prevention, investigation and/or resolution of cases of Theft of Electricity, and any other activity within the subject matter of the Revenue Protection Code of Practice."</i>	Gus Wood	
038/04	Update the minutes of meeting 037 in accordance with the agreement amendments	ElectraLink	
038/05	Update the Change Report to state that the Working Group believes that reporting on theft of electricity is a good idea but it is not within the scope of DCP054.	ElectraLink	
038/06	Update the PIA to include text on passing information between Suppliers, similar to the SPAA text	ElectraLink	
038/07	Update the Change Report to reflect the meeting discussions.	ElectraLink	

CLOSED ACTIONS – at this meeting

No.	Action / Update	On	Due
035/04	GS to draft a letter to the HSE raising questions on delegating a disconnection of premises on grounds of safety when a qualified technician is on site. Closed	GS	
037/02	The Working Group agreed to take the reference to the CoP calculator out of the CoP Appendices. Closed	ElectraLink	
037/03	The Working Group requested for the secretariat to provide RV with a contact within the HS for the completion of action 035/04 could be answered. Closed	ElectraLink	
037/04	The Working Group agreed to add the disclaimer section to the start of the appendices thus referring to all the appendices contained therein. Any disclaimers placed at the front of other paragraphs are to be removed. Closed	ElectraLink	
037/05	The Working Group agreed to change those parts of the appendices stating disconnection or de-energisation to discontinued in every instance. Closed	GS	
037/07	Under section eight Assessment of Unrecorded units of the CoP appendices the Working Group agreed to convey the circumstances under which the Distributor is responsible for the final assessments of unrecorded units to match with those set out for the Supplier in 2.1 and 2.3 of the appendices. Closed	JP	
037/08	The Working Group agreed that the Suppliers should report on the date of theft, the number of units assessed and the number of units for which the Supplier is responsible and this should be placed in the appendices to the CoP. The last reporting item would provide for any changes Ofgem may choose to make at a later date to put all units in to settlement. Closed	JP	
037/09	LF agreed to update the PIA to be submitted with the DCP 054 Change Report. Closed	LF	
037/10	The Working Group agreed to submit the final version of the appendices to the DCUSA legal advisor for legal review.	ElectraLink	

	Closed		
037/11	The Working Group agreed that the DCP 054 Change Report would be issued to the June DCUSA Panel meeting. Closed	ElectraLink	
037/12	The Working Group agreed that it was DCP 080 A that defined theft in conveyance and requested for the DCP title to be reflected in the Change Report. Closed	ElectraLink	