

RECCo Energy Theft Reduction Expert Group

Terms of Reference

1. ESTABLISHMENT & ROLE

- 1.1. RECCo shall establish the Energy Theft Reduction Expert Group in accordance with these Terms of Reference.
- 1.2. The Energy Theft Reduction Expert Group shall discharge the functions and responsibilities assigned to it as required by RECCo. These functions and responsibilities will include:
 - Advise and feedback on the RECCo Theft Reduction Strategy and Initiatives including but not limited to:
 - Industry Collaboration
 - Awareness
 - Data
 - Incentive Schemes
 - Enforcement
 - Advise RECCo on matters relating to the governance of the Energy Theft Tip-Off Service (ETTOS) and Theft Assessment Calculator.
 - Advise on the development of Change Proposals to be submitted to the Code Manager where these relate to theft reduction matters of the REC and provided feedback during any consultation period.
 - Discuss operational issues relating to Theft Reduction matters and propose industrywide solutions, escalating risks with the REC Change Panel, Code Manager and other impacted industry stakeholders as may be appropriate.
 - Provide input towards Category 3 operational products and guidance documents as requested by the Code Manager.
 - Support initiatives to increase awareness of Energy Theft within internal and external stakeholder groups.

2. COMPOSITION OF THE PANEL & APPOINTMENT OF MEMBERS

- 2.1. Energy Theft Reduction Expert Group members shall be appointed by RECCo.
- 2.2. Each member must have relevant experience and expertise related to the detection, investigation, prevention, and deterrence of the energy theft.
- 2.3. The Energy Theft Reduction Expert Group members to be appointed will be made up Independent Subject Matter Experts, Energy Suppliers and Network Parties.
- 2.4. The following members will also be appointed:
 - The Energy Theft Reduction Expert Group Chair (“the Chair”) (see 2.8);
 - The Energy Theft Reduction Expert Group Secretary

- 2.5. Any Energy Theft Reduction Expert Group member appointed by RECCo shall act impartially and independently of the interests of their employer (and of any person or class of person) when exercising functions assigned to it under the RECCo.
- 2.6. Energy Theft Reduction Expert Group members shall acknowledge that in carrying out their duties and functions they may be in receipt of confidential information. For the avoidance of doubt, each Energy Theft Reduction Expert Group member shall not disclose any confidential information (including, but not limited to, restricted meeting papers, meeting minutes, consultation or impact assessment responses, passwords, and data) received in their capacity as an Energy Theft Reduction Expert Group member to any person except where required under the REC or, where relevant, these Terms of Reference.
- 2.7. Any Energy Theft Reduction Expert Group member appointed by RECCo shall remain in office until:
 - Their resignation has been submitted in writing to the Energy Theft Reduction Expert Group Secretary.
 - They are removed by RECCo as they are considered unwilling, unable, or otherwise incapable for any reason to carry out their duties as a member in accordance with these Terms of Reference.
 - RECCo decide from time to time to seek replacement of Energy Theft Reduction Expert Group members to allow for a diverse and inclusive view from across the industry.

Chair

- 2.8. Unless otherwise determined by RECCo, a RECCo employee shall act as the Chair of the Energy Theft Reduction Expert Group.

Secretary

- 2.9. The Secretary shall be appointed by RECCo. The role of Secretary and Chair shall not be performed by the same person.

Alternates

- 2.10. Any Member nominated to the Energy Theft Reduction Expert Group shall be entitled but not required to nominate an Alternate in the event they are unable to attend all or part of any meeting of the Energy Theft Reduction Expert Group during the term of their appointment.
- 2.11. All aspects of these Terms of Reference will apply to the Alternate as if they were an Energy Theft Reduction Expert Group member until such time as the original Energy Theft Reduction Expert Group member becomes available to resume their position.

3. CONFLICTS OF INTEREST

- 3.1. Whilst it is not expected that any conflict of interest should prevent any Energy Theft Reduction Expert Group member from fulfilling their role, it shall be each Energy Theft Reduction Expert Group member's responsibility to declare any financial interest that they and/or their employer may have in the outcome of any matter brought before the Energy Theft Reduction Expert Group before any determination on that matter is made.

- 3.2. The Energy Theft Reduction Expert Group Secretary will record any declaration of interest in the minutes, but the Theft Reduction Panel member will otherwise be free to continue participation in the Energy Theft Reduction Expert Group business.

4. PROCEEDINGS OF THE THEFT REDUCTION EXPERT PANEL MEETINGS

- 4.1. Meetings of the Energy Theft Reduction Expert Group shall be held once a month, whether in person (by exception) or by video/teleconference.
- 4.2. If a matter arises requiring the immediate attention of the Energy Theft Reduction Expert Group which cannot reasonably await the next scheduled meeting, an extraordinary Energy Theft Reduction Expert Group may be convened by the Chair. Such meeting would be held by video/teleconference at not less than five (5) working days' notice.

Attendance by non-energy theft reduction expert group members

- 4.3. In addition to the Energy Theft Reduction Expert Group members, the following will be entitled to attend any meeting of the Energy Theft Reduction Expert Group and fully participate in any discussion:
 - RECCo Chair or other Director of REC Board with responsibility for the Energy Theft Reduction Expert Group.
 - Any member of the RECCo executive;
 - A representative of the Authority;
 - Such other external experts, including legal advisors to RECCo, as may be considered necessary;

Quorum

- 4.4. There are no quorum requirements for the Energy Theft Reduction Expert Group

Minutes

- 4.5. The Secretary shall ensure that within five (5) working days of each meeting of the Energy Theft Reduction Expert Group that all discussions are minuted (including any determinations and failure to make any determinations) and that such draft minutes are to be distributed to only the Energy Theft Reduction Expert Group members and any other persons present at the meeting or part thereof) for approval. Any comments on the accuracy of the draft minutes shall be returned to the Secretary no less than five (5) working days after distribution to members and persons present, after which they will be formally approved and accepted as final by the Chair, having taken into account any comments received by the Secretary. Following approval the minutes will be published within one (1) working day.
- 4.6. To the extent that the minutes relate to matters of a confidential nature, no person other than those who were entitled to attend the meeting (or part thereof) shall be entitled to receive a copy of the minutes (or part thereof).

- 4.7. The Secretary shall also prepare a headline report detailing key decisions and such other non-confidential information so agreed by the members that can be publicised within one (1) working day of the meeting. Any such headline report will be published on the REC Portal.
- 4.8. Any actions that are assigned to Group Members, the Group Chair, the Group Secretary, or any other stakeholder will be captured both in the meeting minutes and in the Action Log on the REC Portal. The Group Secretary will ensure that the Actions Log is updated within three (3) working days of the meeting.

5. CONDUCT

- 5.1. Energy Theft Reduction Expert Group members and other attendees will be expected to conduct themselves in a professional manner, refraining from any comments or behaviours that could be considered unreasonable or hinder the proper functioning of the Energy Theft Reduction Expert Group.
- 5.2. If any unreasonable or disruptive behaviour persists, the Chair may at their sole discretion ask that individual to leave the meeting and/or take steps to restrict their future attendance.

6. AUTHORITY OF THE RECCo BOARD

- 6.1. Nothing in these Terms of Reference will preclude the RECCo Board from delegating additional duties to the Energy Theft Reduction Expert Group from time to time.