



Scottish & Southern
Electricity Networks

Southern Electric Power Distribution plc

Scottish Hydro Electric Power Distribution plc

Scottish Hydro Electric Transmission plc

Statement of Compliance

Restriction on use of certain information and independence of the electricity distribution and transmission licensees

1. Introduction

The purpose of this Statement of Compliance (“the Statement”) is to set out the practices, procedures and systems adopted by three electricity networks licensees (“the Licensees”), wholly owned by SSE plc, to ensure compliance with relevant licence conditions on restrictions on the use of confidential information and the independence of the licensed distribution and transmission activities.

The statement is required under Standard Condition 42 of the electricity distribution licences of:

Southern Electric Power Distribution plc (“SEPD”), and

Scottish Hydro Electric Power Distribution plc (“SHEPD”)

and under Special Condition 2H of the electricity transmission licence of:

Scottish Hydro Electric Transmission plc (“SHE Transmission”).

The Licensees, SEPD, SHEPD and SHE Transmission, are wholly owned subsidiaries of Scottish and Southern Energy Power Distribution Limited (“SSEPD”). SSEPD is a wholly owned subsidiary of SSE plc. With the approval of the Authority, SSEPD jointly manages and operates SEPD, SHEPD and SHE Transmission.

As an entity, SSEPD shall take all reasonable steps to ensure compliance with the terms of the Statement, acknowledging, however, that ultimate compliance responsibility remains with each individual network company. SSEPD will, with approval of the Gas and Electricity Markets Authority (“the Authority”), revise the information set out in the Statement as circumstances necessitate such that the information herein remains accurate in all material respects.

2. Contents of the Statement

The Statement is made in accordance with the provisions of Standard Condition 42 of the electricity distribution licence granted to SEPD and SHEPD, and Special Condition 2H of the electricity transmission licence granted to SHE Transmission:

Standard Condition 42 of the electricity distribution licence requires the licensee to have in place a statement setting out the practices, procedures and systems that prevent any Relevant Licence Holder from having access to any non-public information relating to, or deriving from, the management or operation of the licensed business (“Confidential Information”). Relevant Licence Holders are holders of electricity supply, or gas supply, or gas shipper, or electricity generation licences that are also an affiliate or related undertaking of the licensee.

Special Condition 2H of the electricity transmission licence of SHE Transmission requires the licensee to have in place a statement setting out the practices, procedures and systems that ensure compliance with the Relevant Duties. The Relevant Duties are to ensure that

any non-public information relating to, or deriving from, the management or operation of the transmission business shall be treated as Confidential Information.

The Statement sets out the practices, procedures and systems adopted by the Licensees to:

- maintain the full managerial and operational independence of the Licensees from any Relevant Licence Holder;
- maintain the branding of the Licensees so that it is fully independent of any branding used by any Relevant Licence Holder;
- manage access to sites (whether physical or electronic) where Confidential Information is stored and to persons with knowledge of Confidential Information; and
- manage the transfer of employees to affiliates or related undertakings.

3. Managerial and operational independence

To maintain the full managerial and operational independence of the Licensees, the three businesses are managerially and operationally run under the common governance of SSEPD and independently from other SSE plc interests.

SSEPD has a board of directors comprising a common set of directors for all three companies. The purpose of the SSEPD Board is to set the strategic aims, supervise the management and monitor performance of the Licensees.

The SSEPD board comprises five executive directors and five non-executive directors. Executive directors are wholly engaged in the day-to-day management and operation of the Licensees, and have no involvement in the activities of affiliates or related undertakings. Two of the non-executive directors are independent of SSE plc. The non-executive Chair is also an executive director of SSE plc Board. Each member of these boards fulfil their role in relation to the taking of such decisions as if he or she were the director of a legally incorporated company whose sole interest is the business in respect of which the board he or she is a member of has been established.

SSEPD has appointed an internal Business Separation Compliance Officer and External Compliance Officer to advise the Board. The Business Separation Compliance Officer is independent of the management structure of SSEPD and reports through our legal and regulatory services. The External Compliance Officer is Henderson Loggie, chartered accountants. Both Officers report to the Board on, at least, an annual basis.

Corporate governance procedures, which have been advised on by SSEPD's External Compliance Officer for the purpose of maintaining managerial and operational independence, are in place between the SSEPD Board and the SSE plc Board. The SSEPD Board's terms of reference and capital authorisation corporate policy are regularly reviewed to maintain the independence of SSEPD and reinforce the corporate governance procedures. The performance of the Licensees is reported to the SSE plc Board.

Persons engaged in the day-to-day management or operation of the Licensees are directly employed by the relevant legal entity or engaged under the provisions of an agreement that makes reference to business separation requirements set out in the Statement. The standard terms of employment of SSE plc include clauses on observing the business separation requirements of the Licensees as set out in the Statement. Deliberate breach of the confidentiality requirements would lead to disciplinary action.

Induction procedures for new staff include training on the requirements of Standard Condition 42 of the electricity distribution licence and Special Condition 2H of the electricity transmission licence granted to SHE Transmission. All staff have access to the internal processes and procedures that enact the provisions of the Statement. Refresher training is provided to staff engaged in high risk activities in consultation with the External Compliance Officer.

4. Branding of the Licensees

The Licensees use a common brand, "Scottish and Southern Electricity Networks", in their day-to-day operations.

In September 2016, a new brand was introduced for the licensees to maintain a separate identity from all other activities of SSE plc. The brand "Scottish and Southern Electricity Networks" (SEEN) has been introduced to replace the old brand of "Scottish and Southern Energy Distribution" (SSEPD). Existing equipment, facilities/property, staff uniform, identity cards and stationery are being replaced with the new branding.

5. Access to Confidential Information

As far as possible, Confidential Information is secured in premises or in systems solely used by the Licensees, or with persons wholly employed in the day-to-day operations of the Licensees. Where this is not possible, appropriate control measures are put in place to restrict access to Confidential Information:

- Wherever possible, employees of the Licensees are located in premises separate from those of Relevant Licence Holders. In those instances where facilities or property are shared, employees of the Licensees are located in separate areas. In either case, site access controls are in place restricting access to authorised persons only. All visitors are subject to the same access controls and accompanied when on site.
- Wherever possible, the Licensees will use IT systems and storage separate from those of Relevant Licence Holders. In those instances where IT equipment is shared, access is controlled through a security manager product that provides a number of security profiles, thus restricting access to authorised persons only. Further levels of security are provided through the authorisation process, physical access password, session controls and training

- Where the Licensees use services from affiliates or related undertakings, a Service Level Agreement (SLA) or formal contract will be put in place. These will ensure and demonstrate that the services: are obtained in the most efficient and economical way possible; do not involve a cross subsidy given or received; competition is not restricted, distorted or prevented; and the provisions of the Statement are adhered to. Such agreements are subject to regular reviews of performance and transparent pricing provisions.
- Where the Licensee is required to provide services to other industry parties under the terms of its licence or statutory obligations, these are subject to standard industry agreements and charging arrangements.

Where the Licensees believe that Confidential Information held in relation to a customer of a Relevant Licence Holder should not be regarded as confidential, it will make a formal request to that Relevant Licence Holder to treat the information as non-confidential. Until such consent is granted the information concerned will remain protected.

6. Staff transfers

Staff transfers from the Licensees to affiliates or related undertakings, where the matters in the Statement are of concern, are discussed between the SSEPD Board and the External Compliance Officer where deemed necessary. The External Compliance Officer will advise on the appropriate action necessary to protect the Confidential Information and the managerial and operational independence of the Licensees.

7. Ensuring compliance with the Statement

In accordance with SSE plc risk management practices, SSEPD adopts multiple methods for ensuring compliance with the Statement:

- All internal business processes and procedures are easily accessible and subject to regular review.
- Staff are trained and refresher training is conducted.
- Day-to-day support, guidance and, where appropriate, monitoring are provided by Business Assurance and Networks Regulation teams.
- The Business Separation Compliance Officer provides advice and conducts regular reviews of business practices.
- The External Compliance Officer provides advice and conducts an annual review of compliance with the Statement.
- SSE plc Internal Audit undertake an annual audit of compliance with the Statement.

SSEPD Board is responsible for compliance with the Statement and, through the Business Separation Compliance Officer and External Compliance Officer, receives reports on business practices.

8. Breach reporting and complaints

The Business Separation Compliance Officer is responsible for recording and investigating any alleged breach of the Statement and for maintaining the business separation policy.

For complaints, a procedure has been agreed with the External Compliance Officer to notify them of any complaint that arises. Further investigation may then be undertaken by the External Compliance Officer supported by the Business Separation Compliance Officer.

9. Contact

Enquiries in relation to this statement should, in the first instance, be addressed to:

Business Separation Compliance Officer
SSE plc
Inveralmond House
200 Dunkeld Road
Perth PH1 3AQ
E-mail: bsco@sse.com

Scottish and Southern Electricity Networks is a trading name of: Scottish and Southern Energy Power Distribution Limited Registered in Scotland No. SC213459; Scottish Hydro Electric Transmission plc Registered in Scotland No. SC213461; Scottish Hydro Electric Power Distribution plc Registered in Scotland No. SC213460; (all having their Registered Offices at Inveralmond House 200 Dunkeld Road Perth PH1 3AQ); and Southern Electric Power Distribution plc Registered in England & Wales No. 04094290 having its Registered Office at No.1 Forbury Place, 43 Forbury Road, Reading, United Kingdom, RG1 3JH which are members of the SSE Group
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