

Belfast			
	STANDARD OF SERVICE	ACTUAL	PERFORMANCE LEVEL TARGET
<b>CUSTOMER CONTACT</b>			
1	<b>Telephone Answering</b> We will endeavour to answer all calls promptly.	Average call answering time – 5 seconds	
2	<b>Customer correspondence</b> Written correspondence will receive a reply within ten working days. Correspondence may be responded to by telephone unless you request a written response.	100%	97%
4	<b>Customer Complaints</b> [The company] will publish a code of practice for the handling of customer complaints.	On website	
5	All complaints, whether made in person, by telephone, in writing, or otherwise will be recorded and classified.	All members of the Customer Services and Billing Teams receive extensive call handling training. This tailor-made training focuses on using our values of clarity, integrity, empathy and teamwork to ensure customer complaints are dealt with effectively. All complaints have been recorded and classified	
6	Complainants will receive a full response to their complaint within 10 days, where applicable.	100%	97%
<b>ENERGY CARE</b>			
12	<b>Code of Practice</b> [The Gas Supplier] will publish a code of practice describing the services the Licensee will make available for each of its domestic customers who are of pensionable age, disabled or chronically sick.	On website	
13	<b>Energy Care Register</b> [The Gas Supplier] will maintain and promote the [Energy Care register] for our customers who are of pensionable age, disabled or chronically sick.	The firmuscare scheme is promoted on our website, on our bills and on the switching webform. The Customer Service Team also send customers a firmuscare information leaflet within the welcome pack they receive when they become a customer. By 31st December 2015, firmus energy had signed up 590 customers to the firmuscare scheme.	
14	<b>[Energy Care] Scheme</b> For those customers who are registered on the [Energy Care Scheme], and who qualify for a safety inspection, [the Gas Supplier] will arrange to carry out the safety inspection of gas appliances and other fittings	firmus energy, in partnership with registered installers, provide a free annual service to firmuscare customers. This service is offered to residential customers, (servicing to the rental sector legally resides with the landlord). These services are carried out annually for each customer, in 2015, 391 services were offered	90%
		100%	
<b>ENERGY EFFICIENCY</b>			
16	<b>Reducing your bill</b> [The Gas Supplier] has a duty to promote the efficient use of our product. We will do this by training relevant staff, by offering free energy efficiency advice to customers and promoting energy efficiency to customers and potential customers.	All firmus energy staff have attained a City & Guilds qualification in Energy Awareness. We provide energy efficiency tips on our website and our staff offer energy efficiency advice to customers and potential customers. If the customer requires further information we refer them to Bryson Energy for independent energy advice.	
17	<b>Code of Practice</b> [The Gas Supplier] will publish a code of practice setting out the ways in which it will make available to consumers information and guidance on the efficient use of gas.	On website	
<b>PREPAYMENT METERS</b>			
18	<b>Code of Practice</b> [The Gas Supplier] will publish a code of practice on the services the Licensee will make available for its domestic consumers who pay by prepayment meter.	On website	
<b>PAYMENT OF BILLS</b>			
22	<b>Code of Practice</b> [The Gas Supplier] will publish a code of practice which sets out the services the Licensee will make available to assist domestic consumers who through misfortune or inability to cope with credit terms, may have difficulty in paying their gas bills.	On website	
<b>METER READING</b>			
23	<b>Statement of account</b> [The Gas Supplier] will provide a statement of account at least once a year to each of its domestic customers.	100%	100%
24	<b>Reading of meters</b> [The Gas Supplier] will use all reasonable endeavours to take an actual meter reading in respect of each of its consumers on at least an annual basis.	100%	95%