

## Standards of Performance Report

**firmus energy (Ten Towns Licensed Area)**  
**2018**

	STANDARD OF SERVICE	ACTUAL	PERFORMANCE LEVEL TARGET
CUSTOMER CONTACT			
1	<b>Telephone Answering</b> We will endeavour to answer all calls promptly.	Average call answer time - 4 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> firmus energy will publish a code of practice for the handling of customer complaints.	Published on website and referenced on bills/statements	
5	All complaints, whether made in person, by telephone, in writing, or otherwise will be recorded and classified.	All members of 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%
ENERGY CARE			
12	<b>Code of Practice</b> firmus energy 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> firmus energy will maintain and promote the firmuscare register for our customers who are of pensionable age, disabled or chronically sick.	The firmuscare scheme is promoted on our website and on bills. The Customer Service team also send a firmuscare leaflet along with the welcome letter to any new customer. By 31st December 2018 firmusenergy had signed up 2,097 to the scheme in the 10 Towns area. Scheme participants are categorised as below: Chronically sick & other eligibility: 157 Disabled & other eligibility: 549 Pensionable Age & other eligibility: 1,381 No boiler check, cust request: 10	
14	<b>Energy Care Scheme</b> For those customers who are registered on the firmuscare scheme, and who qualify for a safety inspection, firmus energy will arrange to carry out the safety inspection of gas appliances and other fittings	100.00% We arranged to carry out an inspection with every eligible customer registered for the firmuscare scheme.	90%
ENERGY EFFICIENCY			
16	<b>Reducing your bill</b> firmus energy 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.	firmus energy target 100% staff attainment of City & Guilds qualifications 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> firmus energy 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.	Published on our website	
PREPAYMENT METERS			
18	<b>Code of Practice</b>	Published on our website	

	firmus energy will publish a code of practice on the services the Licensee will make available for its domestic consumers who pay by prepayment meter.	
<b>PAYMENT OF BILLS</b>		
22	<b>Code of Practice</b> firmus energy 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.	Published on our website
<b>METER READING</b>		
23	<b>Statement of account</b> firmus energy will provide a statement of account at least once a year to each of its domestic customers.	100%
24	<b>Reading of meters</b> firmus energy 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%