

# CiC Group Meeting

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## Notes from the meeting held 20th March 2018 at WPD's Gloucester office

### Present:

Arwel Lloyd – UCM Ltd  
Steve McElveen – SMS Plc  
Trevor Lowen - Morrisons  
Steve Harvey – PJDS  
Dawn Harvey – PJDS  
Richard Shearer – Green Frog

Simon Pett – WPD Network Services Manager  
Tim Hughes – WPD Connection Policy Manager  
Paul Jewell – WPD Policy Manager  
Kate Shehean – WPD Connection Policy

### 1. Introduction

Simon Pett introduced the agenda for the day.

### 2. Purpose of the Group

The Terms of Reference have been emailed out prior to the meeting. If you require a new copy, it can be obtained from our website [here](#).

The objectives of the group will be to:

- Update on progress
- Identify improvement areas
- Share ideas and options for improvements
- Develop agreed action

### 3. Update

A guidance document including a flow chart on the steps to be taken to enable an ICP to carry out unmetered connection works has been published on the WPD website, emailed directly to ICP contacts and uploaded to our internal intranet.

A process flow chart for ICPs to be able to email self-service notifications as an alternative to WPD's CIRT online applications has been developed and emailed to ICPs

Monthly reports providing more clarity/detail relating to inspection levels are now being circulated to ICPs

WPD have proposed the presentation of internal reporting of Design Approval performance that will run on a cumulative basis throughout the regulatory year and be published after each quarter. The first publication will be during April 2018, which will present the performance for the period October 2017 to the end of March 2018.

WPD Actions:

- Publish the design approval performance for WPD on the company web site
- Notify ICPs of the publication

#### **4. Engineering Policy**

Paul Jewell discussed the four stages of Partial Design Approval for EHV. These are:

- High Level Electrical and Plant Approval;  
Allowing ICPs to agree details and place orders for switchgear, isolators and major plant without a more detailed design.
- Cable and overhead line technical design;  
Allowing ICPs to agree details and place cable orders once physical routes are known
- Site civil works and infrastructure;  
Allowing ICPs to physically start civil works ahead of full submission
- Full detailed design;  
The full submission for design approval and the trigger for formal design approval processes and timescales

Paul also discussed the consistency of Engineering Policy throughout WPDs 4 licensed areas stating we have reviewed our policies as a result of the survey completed in 2017.

Areas where improvements have been made include;

- Lightning Protection
- Battery and Charger Specifications
- Multicore Cables

We plan to close this ICE action as a result of the changes made. We remain open to feedback in the course of normal work and interaction with ICPs

We aim to have a spreadsheet available of materials with full supplier details on our website.

Our techinfo website was reviewed following the 2017 survey and now has the same appearance and functionality as the main WPD website. We have added a guest access function for those who are not registered to use the site. A 'Contact Us' button is now present. Some stakeholders reported difficulty in searching for scanned documents and these have been updated to PDFs where possible.

Telecoms Infrastructure documents have been published stating what we'd expect for different sizes of generators and connections. Taking into account the interdependency between the various communication components, the current WPD position is that the provision of the telecommunication link is a non-contestable activity.

We are working towards being able to provide technical and functional detail of Connection Constraint Panels and telecoms equipment to improve consistency.

Query raised on Partial Design Approval – Other DNOs use a timed target process for each of the 4 actions of Design Approval. WPD will see how Partial Design Approval progresses. Full Design approval can continue to be used/actioned if ICPs have all information to submit at the start of the process.

Query raised on Consistency of Engineering Policy – It was raised that there is an inconsistency across WPD regions when it comes to GCPs, terminals and diagrams. WPD will investigate.

Query raised on Telecoms, Contestability and Consistency – Feedback provided that communication technology provision being non-contestable has not worked well with other DNO's. It was stated that there was no issue with WPD.

#### WPD Actions

- Develop the spreadsheet reference document of approved materials.
- Follow up on the feedback of inconsistency between wiring diagrams for the connection constraint panel.

### **5. Connections Policy**

Tim Hughes provided an update on our online presence, Assessment & Design Fees and Allocation and Reservation of Capacity.

#### **Online Presence;**

ICPs reported they found the new email notification process satisfactory and improved flexibility of the process.

Following feedback received from our CIRT survey we have decided not to develop it further to enhance the 'connections' process. CIRT will however be retained to provide substation data and 'legal and consents' functionality for project tracking.

We will develop time into our online application process looking at;

- Improving the Live jointing notification process - We have issued a survey for comment and feedback.
- Enhancing visibility of new connection enquiries for ICPs and other customers,
- Acceptance and payment of quotations

Query Raised – concern was expressed to the delay of invoices being raised for online payment. Can WPD automatically raise invoices from 'Quote Accepted' online? WPD made commitment to investigate.

#### WPD Actions

- Review the process and timescale for online payments as part of the development process.

#### **Application of Assessment & Design Fees;**

The Electricity (Connection Offer Expenses) Regulations 2018 allow the DNO to recover costs reasonably incurred in preparing a Connection Offer even where the applicant does not accept their Connection Offer.

The Regulations come into effect on 06<sup>th</sup> April 2018. WPD will delay implementation until 1<sup>st</sup> May 2018.

At this stage WPD will apply the Regulations only to demand and generation connections requiring EHV works. This will be kept under review with the option to extend to other market segments kept open.

Query raised on Application of A&D Fees – Will fees apply if different ICPs apply for the same site?

If numerous applications are received from different ICPs for the same site the first applicant will pay full fees. Subsequent applicants will pay reduced fees. Full fees will be incurred if ICPs submit different capacity requests.

It was also raised that other DNOs plan to charge the same fee for all A&D fees.

Query raised on application of A&D fees – What do WPD class as a permissible change to the Connection Offer?

WPD made commitment to review the outcome of the ENA consultation on Allowable Charges.

Query Raised on traffic management costs – Are these applicable to the second comer? WPD to review and feedback.

WPD Actions

- To convey to the Group members at the next Group meeting what would be a permissible change of the Connection Offer.
- Provide feedback on the calculation costs that may be charged to the second comer, e.g. the traffic management cost example.

#### **Capacity allocation & reservation consultation;**

At the end of 2017 WPD issued a consultation on the issues we are encountering along with some proposals on our minded approach in how we allocate network capacity and allow customers to reserve it at three key stages of the connection process

- Application
- Acceptance of offer
- Energisation and subsequent build out

The Principles of our minded approach are;

1. Capacity should be allocated according to customers' defined and verified requirements assessed against a set of qualifying criteria
2. Capacity should be allocated on a strict date order of firm requirements and in line with WPD interactivity procedures
3. Capacity should be allocated according to the immediate requirements of end users and not on a speculative basis or for future undefined developments
4. Capacity should be allocated with defined milestones for the obtaining of planning permissions, commencement of construction and completion of connection works

The consultation closed on 19<sup>th</sup> February 2018. We received over 20 responses from stakeholders representing Local Authorities, Local Enterprise Partnerships, ICPs/IDNOs, Developers (demand and DG) and Consultants.

A number of responses were in support of the approach. Some concerns were expressed on how the proposals would impact on long-term developments. We will collate all the responses and prepare a consultation response outlining next steps.

Query raised – It was raised that housing developers may struggle with these proposals as in many cases they require capacity reserved for long periods of time.

Query raised – What do WPD do when it comes to the recourse of recovery of capacity?  
A Connection Agreement / Bilateral Connection Agreement will not generally allow a DNO to recover capacity unilaterally. A DCUSA change proposal setting out a process to allow DNOs to request an IDNO relinquishes capacity is currently at voting stage.

WPD Actions:

- Continue to review stakeholder responses.
- Update customer with a follow up report on the initial consultation.

### **6. ICE Plan and CiC Content**

Simon discussed our ICE priorities for 2018/19, these being;

1. Availability of Information;
  - a) Further improve information on outages and constraints increasing details and scope.
  - b) Improve constraint & capacity information by adding additional layers to existing services.
  - c) Provide assistance with understanding available information.
2. Customer Service;
  - a) Continue to improve consistency in service and application of policy across WPD teams.
  - b) Improve speed and accuracy of response to connection requests.
3. Capacity allocation and reservation;
  - a) Engage stakeholders and review impacts of new policies and procedures for capacity allocation and reservation.
  - b) Continue to engage on strategic network investment and forecasting.
4. Competition in Connections
  - a) Continue to engage CiC stakeholders in ongoing development of service improvements WPD have committed to deliver.
5. Transition to DSO
  - a) Continue to engage with stakeholder with information tailored to their knowledge and interest.
  - b) Develop information signposting where flexibility services are required in the short and long term. Continue to work with other network and system operators to coordinate approach.

In the open discussion, the proposed items included in the draft 2018/19 plan were endorsed.

Query raised – an ICP enquired about WPDs approach to contestability of disconnections. WPD to review the current arrangements and feedback.

WPD Action

- Review the approach to contestability for disconnections.

ICP Action

- Provide an example of the desired approach for disconnections that is operated with another DNO

## 7. AOB

WPD advised that the first stage of development to our Connections pages on the main website would be released before the end of the month. ICPs are requested to provide feedback and comment on anything we can improve upon (a pop-up survey is available to use).

## 8. Wrap up – Summary and Next Steps

Simon summarised the output from the day and the plans for future meetings.

Future CiC Group meetings:

	Suggested areas for discussion
	- Open Networks
24 <sup>th</sup> July 2018	- Next quarters actions will be signed off
20 <sup>th</sup> November 2018	- ICE plan published in May