

DCP 253 Working Group Minutes

Meeting Name	DCP 253 Working Group
Meeting Number	01
Date	16 December 2015
Time	10:00
Venue	Web- Conference

Attendee	Company
Paul Morris [PM] (Chair)	UK Power Networks
Dave Brogden [DB]	SSEPD
Dave Wright [DW]	npower
Gordon McKenzie [GM]	Scottish Power Networks
Mike Ross [MR]	SSE Supply
Paul Smith [PS]	Power Data Associates
Claire Hynes [CH] (Secretariat)	ElectraLink

Apologies	Company
Martin Murphy	Northern Powergrid

1 ADMINISTRATION

- 1.1 The Working Group reviewed the “Competition Law Dos and Don’ts”. All Working Group members agreed to be bound by the Competition Laws Do’s and Don’ts for the duration of the meeting.
- 1.2 The Working Group reviewed the DCP 253 Terms of Reference (ToR). All Working Group members agreed to the terms and the work plan set out in the document for the duration of the Working Group.

2 APPOINTMENT OF CHAIR

- 2.1 PM was appointed as the Chair of the Working Group.

3 BACKGROUND AND INTENT OF THE DCP 253 CHANGE PROPOSAL

- 3.1 PM advised that the intent of this CP is to permit a DNO/IDNO, when it replaces its service cut-out, to retighten the meter tails and customer tails connecting into and out of a whole current meter and/or remake connections to meter terminals as necessary prior to re-energisation.
- 3.2 The Working Group identified that additional scenarios fit within the spirit of the intent of the change such as where an incoming meter terminal is disturbed.
- 3.3 The Working Group noted that this change had been refined from earlier discussions on DCUSA Issue Form (DIF) 041 at the DCUSA Standing Issues Group (SIG). The DIF 041 Request For Information (RFI) issued in October 2014 proposed four solutions, this CP formally submits industry parties preferred solution 1 in to the DCUSA Change Process.

Solution 1 - DNO Retightening Prior To Re-Energisation

DNOs to be consented through a DCUSA Change Proposal to work upon metering systems consequent to modification/replacement of the DNO service equipment, to retighten metering terminals and/or remake meter tail or customer tails, as appropriate, to ensure the safety of the supply equipment. ~~It was highlighted that this option might~~ It was highlighted that this option might necessitate the provision of Smart Meter software keys to the DNOs to temporarily disable tampering alerts and potentially special screw drivers for certain meter types. The security levels of new smart meters as part of their design need to be investigated further to understand if additional access requirements would be required for DNO's (Action – Suppliers to review design / procurement specs). This option would ensure that terminals were retightened prior to re-energising the supply and would present the very lowest risk possible with minimum co-ordination.

- 3.4 PM advised that this CP seeks to establish an effective arrangement to manage the risk posed by the identification of loose meter tails when the DNO replaces the service cut-out. This will provide better management of the Customer safety risk, an improved ~~better~~ Customer experience as well as addressing the cost efficiency for Meter operators and provides a defined liability through DCUSA ~~liability for financial reasons~~.
- 3.5 The Working Group noted that this change supports the the preferred solution from the DIF 041 RFI to enable all parties to meet their ESQCR¹ ~~DNOs responsibility under ESQCR Regulations 3² and 4³~~.

4 WORKING GROUP ANALYSIS OF THE DCP 253 CHANGE PROPOSAL

- 4.1 On review of the DIF 041 RFI response the Working Group identified a number of concerns from industry parties that this CP should consider ~~address~~ in its documentation:

- **Issues around liability**

Members agreed that where a DNO carries out works identified in the scenarios document, ~~is called out and the existing meter tails are unsuitable, not long enough or in poor condition~~ the DNO has a requirement to make safe and leave the installation in a condition that is fit for service. This is often usual practice. The other option is to leave the customer without service until a MoP⁴ is able to attend the site and this may not be ~~is not~~ practical in an emergency situation. By providing access to the meter terminals DNO's will be able to provide a more informed and get a better picture and provide a quicker appropriate resolution to the issue, providing the customer with a better experience. This CP will also cover any liabilities by covering ~~placing~~ any work undertaken on meter tails and meter terminals to make the installation safe in to a formal arrangement.

The Working Group considered that where an installation has been destroyed as part of a fire, that there may in some instances ~~would~~ be no steel seal recovered ~~in place~~ to determine who was the last Party to work on the meter or service termination. It was considered that a best practice method for recording certain items when a DNO had worked on a meter and tightened the meter terminals should be added to the legal text in table format. Members agreed to ask industry parties whether those items could be shared as part of the consultation.

- **Competency of Operatives**

¹ For Example Regulation 3 - General adequacy of electrical equipment and Regulation 4 - Duty of co-operation

⁴ Meter Operator

The group agreed that the training manuals would need to be reviewed and amended as appropriate once if this change is approved, and recognised in the consultation that DNO's generally if not all, train craftsman to access and check meter terminals.

- **Tamper alerts**

The Working Group considered that if a DNO's operative ~~accessed~~ ~~removed~~ high risk metering equipment such as a security block and a tamper proof arrangement and replaced it then it will impact the Theft Risk Assessment Service (TRAS) arrangements. The Working Group considered that this issue should be captured in a MOCOPA advice document on how to correctly record the information and agreed to seek industry parties view on this issue in this DCP's consultation.

Members considered that a tamper alert may be present on a smart meter which an DNO operative may set off when working on a meter. The Working Group agreed to review the discussion on this topic by the DCUSA Standing Issues Group.

ACTION 01/01: ELECTRALINK

- **Process of sealing**

Members noted that all DNO operatives have sealing equipment and asked PS to check whether any changes would be required to MOCOPA as a result of this change.

ACTION 01/02: PS

- **Gas first considerations**

The group agreed to review the DCP 127 'Gas First Smart Meter Installation' arrangements to see how the arrangements were provided for Gas Suppliers to access smart meters for the purpose of de-energisation and re-energisation when installing a communications hub.

- 4.2 The Working Group reviewed a scenario based document on the 'Reasons for DNOs to Access Meter Terminals'. Members commented that it clarified to industry parties that this change was limited to DNOs receiving access to whole current meters only and not CT meters. This document has been reviewed and revised to it's current form at the Energy Network Association (ENA) Service Termination Issues Group (STIG), and the group believed this was a good reflection of the interface activities.

- 4.3 The Working Group agreed that the following items were outside of the scope of this CP:

Emergency call outs

1. The Working Group considered whether all Suppliers provide 24hr contact arrangements for emergency call outs to meters and whether a better service would be provided with DNO's having better access to the meter installation in the event of an emergency.

Cage Clamps

2. Members noted that cage clamps are banned from being used by most DNOs. The distributor reserves the right to choose how they manage the connection where permission to tighten the meter terminals is approved. SMETs 2 meter specification excludes the use of cage clamps in favour of barrel termination. The Working Group

considered what the DNO's operative should do if there are cage clamps on-site but agreed that it was outside of the scope of this change.

3. Where electricity intake position has been replaced~~switched off and the cut-out destroyed,~~
without access to the meter it was identified that the DNO's may struggle to work out
whether the meter is on standard phase rotation ~~or three phase. Members agreed that this~~
~~was outside of the scope of this CP.~~ DNO's would however check phase rotation on the
consumers apparatus but access to the meter would assist in investigation.

5 **NEXT STEPS**

- 5.1 The legal text was reviewed and the reciprocal arrangement for Suppliers recorded in DCUSA
was not seen as required suggesting that it is covered via MOCOPA. Electralink to request a
legal view to confirm this is adequately covered including the defining of liability that would
be afforded in the DCUSA.

ACTION 01/03

- 5.2 It was noted that MOCOPA recognises that DNO's have access to meters and include a
requirement for DNO's to seal meters after access. The group noted that the DNOs duty to
indemnify the User for work undertaken by the Company is set out in DCUSA Section 2B
Clause 41.

6 **NEXT STEPS**

- 6.1 The DCP 253 Working Group agreed the next steps as follows:

- Electralink agreed to draft a skeleton consultation report for the review and refinement of the DCP 253 proposer and chair.
- The next Working Group meeting is scheduled for the 27 January to review and finalise the consultation.

ACTION 01/043: ALL

7 **ANY OTHER BUSINESS**

- 7.1 There were no items of any other business.

8 **NEXT MEETING**

- 8.1 The next meeting is scheduled for 2:00pm on Wednesday, 27 January 2016 via web-conference.

APPENDIX A: SUMMARY OF ACTIONS

NEW AND OPEN ACTIONS

Action Ref.	Action	Owner	Update
01/01	Locate and circulate to the Working Group the DCUSA Standing Issues Group discussion on tamper alerts on smart meters.	ElectraLink	
01/02	Check whether any changes would be required to MOCOPA as a result of this change	Paul Smith	
<u>01/03</u>	<u>Electralink to request a legal view to confirm that the reciprocal arrangement for Suppliers recorded in DCUSA is adequately covered including the defining of liability that would be afforded in the DCUSA.</u>		
01/0 43	Draft a skeleton consultation report for the review and refinement of the DCP 253 proposer and chair.	All	