

## Isolations for Safe working Working Group - TERMS OF REFERENCE

### 1 FORMATION AND SCOPE

- 1.1 The Isolations for Safe Working, Working Group has been established by the DCUSA Panel as a DCUSA working group pursuant to Clause 7.24 of Section 1B of the DCUSA.
- 1.2 The aim of this Working Group is the identification and evaluation of current processes for provision of main supply electrical isolations for safe working on consumers' electrical installations.
- 1.3 The scope of work undertaken by the Working Group is limited to understanding the current processes for providing isolation services to consumers and identifying whether they are fit for purpose and if not, considering and agreeing any improvements that should be made to improve customer service and more importantly to encourage safe working. The group's activity will not cover business specific provision of main supply isolations process implementation issues. It is not envisaged that there will be any cutover with activity covered by Meter Operators and arrangements under MOCOPA. Dependant on the nature of identified issues, some cross-group collaboration may be required. scope of work undertaken by the Working Group is limited to provision of main supply

### 2 OBJECTIVES

- 2.1 The objectives of the Working Group are to:
  - Identify issues, difficulties and impacts from the existing processes for the provision of main supply electrical isolations
  - Prioritise identified issues into the Work Plan
  - Act as the pre-modification process for issues relating to provision of main supply electrical isolations
  - Develop strawman Change Proposal(s) to rectify identified issues while considering all the possible impacts on DCUSA parties

### 3 OUTPUTS

- 3.1 The Working Group shall provide updates to the DCUSA Panel following each meeting in the form of a 'Headline Report', which shall include:

- Confirmation of the Working Group's members;
  - Evidence of how each of the objectives have been, or will be, met;
  - A summary of the assessment of issues and any conclusions drawn thus far; and
  - Confirmation of further work to be undertaken.
- 3.2 Following the conclusion of the group, a 'Closeout Report' will be provided to the DCUSA Panel. This closeout report will detail the issues discussed along with the actions that are to be taken for each issue.
- 3.3 The Secretariat shall develop both of the reports with the input and support of the Working Group members.

#### **4 INDUSTRY CONSULTATION**

- 4.1 Following the consideration of any issues and the identification of prospective changes, the Working Group will determine whether it should consult with DCUSA Parties and other relevant industry participants to gain additional views on any proposed governance and technical solutions. This Working Group requirement can be vetoed if the strawman Change Proposal is to be entered into the formal governance process (as industry consultation will be undertaken as this stage).

#### **5 MEMBERSHIP**

- 5.1 Membership of the Safe Isolations Working Group will be open to the following parties:
- All DCUSA Parties
  - OFGEM; and
  - Interested Parties (where appropriate and with prior agreement of the Chair)
- 5.2 Any DCUSA Party may invite an interested party to attend any Safe Isolations Working Group meeting by prior agreement with the Chair.
- 5.3 Working Group members shall be individuals who have knowledge of main supply electrical isolations and who understand the processes involved.

#### **6 CHAIRMANSHIP OF MEETINGS**

- 6.1 The Chair shall be provided by ElectraLink and will be required to:
- Chair the meeting;
  - Ensure adherence to the agenda and workplan;
  - Ensure discussion remains focused;
  - Take a leading role in decision making; and
  - Be independent and represent the views of the industry as a whole.

## **7 SECRETARIAT**

7.1 Secretariat services will be provided by ElectraLink. The Secretariat will be responsible for:

- Circulating the agenda for the meeting and any related papers at least 5 Working Days in advance of meetings;
- Producing minutes following each meeting in a style and with a level of detail specified by the Chair, for approval by members of the Working Group;
- Circulating minutes and any post-meeting papers to attendees no later than 5 Working Days following each meeting; and,
- Providing a headline report to the DCUSA Panel following each meeting.

## **8 DUTIES OF WORKING GROUP**

### **GENERAL**

8.1 Working Group Members shall act in accordance with Clause 7.33 of Section 1B of the DCUSA and in accordance with these Terms of Reference as determined by the Panel.

8.2 Working Group members shall not agree policy or discuss matters of a commercially sensitive or competitive nature

8.3 Representatives should be prepared to:

- Engage and participate fully in the Working Group.
- Take actions to be completed outside of the Working Group meeting.
- Report back on views and actions taken.

### **IMPARTIALITY**

8.4 Working Group Members shall act impartially and shall not be representative of a Party, Group of Parties or Constituency.

## **9 DECISION MAKING**

9.1 The Working Group will act in a co-operative manner to achieve consensus where possible. Where consensus cannot be reached, decisions and recommendations will be passed by simple majority of the members present eligible to vote. All Working Group Members shall be eligible to vote. Where there are varying views, the relevant Secretariat will capture these in the minutes and/or the Working Group report.

9.2 Any solution or draft legal text recommended by this Working Group will be subject to the usual change control processes and decisions of the respective code decision making bodies, the DCUSA Panel and, where required, the Authority.

## **10 MEETING**

- 10.1 Meetings will be hosted by the Secretariat and web-conference or teleconference facilities will be provided as appropriate.
- 10.2 The Chair of the Working Group may convene an urgent or short-notice meeting of the Working Group if necessary, in order to meet any required timescales or deadlines.
- 10.3 The Chair of the Working Group will be entitled to cancel a scheduled meeting if, in their sole opinion, insufficient industry representatives are able to attend for all or part of the meeting.

## **11 APPROVAL OF EXPENDITURE**

- 11.1 The Working Group shall seek the views of the DCUSA Panel before taking on any significant amount of work.
- 11.2 Where the Working Group requires instruction, clarification or guidance from the DCUSA Panel, particularly in relation to its Scope of Work, the Working Group Chairman should contact the DCUSA Panel Secretary.
- 11.3 The Panel will be responsible for the management of the costs of Secretariat services, legal costs and ancillary charges such as teleconferencing charges.
- 11.4 The expenses of those serving on the DCUSA Issues Group will be managed in accordance with Clause 8 of Section 1B of the DCUSA.

## **12 TIMETABLE**

- 12.1 The Working Group is expected to meet Monthly.
- 12.2 Should the Working Group believe that any additional meetings are required, approval must first be sought from a representative of the DCUSA Panel.

## **13 REPORTING TO THE DCUSA PANEL**

- 13.1 The Working Group will report directly to the Panel. A Headline Report will be provided to the Panel giving a summary of key issues and progress made.
- 13.2 Should the Working Group identify any required legal text changes, these will need to be developed as a Change Proposal which should be sponsored by a DCUSA Party and submitted to the DCUSA Panel for its consideration

- 13.3 Changes to documentation or processes not under DCUSA governance should be raised through the appropriate channels.