

Isolations for Safe Working (ISW)

Working Group Draft Minutes

Meeting 05

24 February 2020 at 10:30

ElectraLink, Northumberland House, 303-306 High Holborn, London, WC1V 7JZ;

Attendee	Representing
David Brown [DB]	E.ON
Geoff Huckerby [GHu]	AMO
Ian Crawley [IC]	SSEN
Jonathan Elliott [JE]	Electrical Safety First
Paul Abreu [PA]	Energy Networks Association
Dave Wright (DW)	Npower
Gillian Groundwater (GG)	SSE
Simon Wilson [SW]	EDF Energy
Richard Hill [RH]	British Gas
Secretariat	
Darta Valtere [DV] Chair	ElectraLink
Richard Colwill (RC) Secretariat	ElectraLink
Tim Hipperson [TH]	ElectraLink

Apologies	Representing
Richard Brady	Western Power
Frank Bertie	NAPIT

Kevin Liddle	NPg
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1. Welcomes and Apologies

- 1.1 The Chair welcomed attendees to the 5th DCUSA Isolations for Safe Working, working group meeting, noting the apologies received.
- 1.2 The Working Group agreed to act in accordance with the terms set out in the DCUSA “Competition Law Guidance”.

2. Working Group Meeting 04 – Draft Minutes

- 2.1 The Group approved the minutes of the last meeting on 13 January 2020 as an accurate record subject to the following changes noted for 4.2.

A noted that the only reasons a DNO would wish to de-energise a supply are for planned **works on the distribution network**, where processes are in place for notifying the customer, or emergency works, where notice is not required.

- 2.2 The final version of the minutes from the ISW held on 13 January can be found in Attachment 1.

3. Outstanding Actions

- 3.1 The Working Group reviewed the outstanding actions and an updates can be found below:

Action 01-01: ElectraLink to invite a representative of the Revenue Protection Agency individual to join the working group - The Chair noted that this will be progressed for Meeting 06

Action 04-01: ElectraLink to seek legal advice regarding the responsible party for approving de-energisation of a supply - ElectraLink is currently seeking legal advice on this matter and an update will be provided once received.

Action 04-02: ElectraLink to map out what the process would look like for a combined option 2 and 3 solution – This action has been closed. The process map was reviewed at the meeting.

Action 04-02: ElectraLink to produce a draft DCUSA Change Proposal for review at next meeting – This action has been closed. The Change Proposal was reviewed at the meeting.

- 3.2 An updated action log can be found in Attachment 2.

4. Isolations for Safe Working Process Map

- 4.1 At the last meeting ElectraLink took an action to map out what the process would look like combining the isolation switch and attended isolation solutions. The Working Group reviewed the process map and an updated version can be found in Attachment 3. The Working Group is requested to review the attached process map and provide any comments by Monday, 09 March.

ACTION 05-01: Working Group to review the Isolations for Safe Working Process Map and provide any comments by 09 March 2020.

5. Review and Finalise the Proposed Change Proposal

- 5.1 ElectraLink also has an action to produce a first draft of the Change Proposal and this was reviewed at the meeting. There were various updates made to the document at the meeting and these can be found as tracked changes in Attachment 4 of these minutes. Key points from the discussion are below:

- Legal advice is needed regarding who is the responsible party for providing isolations for safe working – ElectraLink is seeking this legal advice and will provide an update once received.
- It was agreed that this would be a Part 1 matter as it places certain service level requirements on the responsible party and thus would ultimately need Ofgem approval.
- Emphasis that there is a need to make changes to the current process in order to improve customer service, provide a consistent and effective process, encourage safe working and support compliance with the Electricity at Work Regulations.
- An appropriate sponsor for this change will need to be determined before it can be submitted to the DCUSA Panel.
- Legal text needs to be drafted prior to submission to the DCUSA Panel.
- The implementation date for this change should be determined after consultation with industry.
- The draft Change Proposal will be reviewed at the meeting scheduled for 23 March 2020.

ACTION 05-02: ElectraLink to review current version of Change Proposal and circulate a clean version to the Working Group detailing what actions are required to finalise the Change Proposal and submit to DCUSA Panel.

6. AOB

- 6.1 The Chair queried whether members had any other business to raise. No items were raised.

7. Next Meeting

- 7.1 The Chair confirmed that the next ISW working group meeting will be held on 23 March 2020 at ElectraLink's offices, Northumberland House, 303-306 High Holborn, London, WC1A 7JZ.