

DCP 394 Working Group Meeting 08

27 April 2022 at 10:00 - Web-Conference

Attendee	Company
Working Group Members	
Boz Laird-Clowes [BLC]	BEIS
Colette Baldwin [CB]	Gemserv
Finn Davies-Clark [FDC]	SSE
Frank Bertie [FB]	NAPIT
Geoff Huckerby [GH]	Power Data Associates
George Barnes [GB]	Utilita
Irmeen Khan [IK]	Alt Han Co.
Jonathan Elliott [JE]	Certsure
Kevin Liddle [KL]	NPg
Kevin Woollard [KW]	Centrica
Lee Stone [LS]	EON
Paul Abreu [PA]	Energy Networks Association (ENA)
Paul Norman [PN]	A Coole Electrical
Richard Brady [RB]	Western Power
Richard Hill [RH]	British Gas
Code Administrator	
Andy Green [AG]	ElectraLink
Hannah Proffitt [HP] (Technical Secretariat)	ElectraLink
Richard Colwill [RC] (Chair)	ElectraLink

1. Administration

- 1.1 The Working Group (WG) reviewed the “Competition Law Guidance”. All Working Group members agreed to be bound by the Competition Law Guidance for the duration of the meeting.
- 1.2 Updates on all actions are provided in **Appendix A**.
- 1.3 The group reviewed the minutes from the previous meeting held on 31 March 2022. Members approved the minutes as a fair and accurate representation of events. The final version of the minutes can be found as **Attachment 1**.

2. Purpose of the Meeting

- 2.1 The Chair set out that the purpose of the meeting was to review the legal text amendments made at the previous meeting and consider the next steps in the process.

3. Review Action Log

- 3.1 The Working Group reviewed the Actions, Tasks and Considerations Log. An updated version can be found as **Attachment 2**.

Scope of Works

- 3.2 Regarding the scope of works, PN asked what the process would be if a Safe Isolations Provider (SIP) came across a situation where the meter tails were unsafe, considering it is not within the scope of works to move the meter to re tail it. PA advised that it would be the SIPs responsibility to report the issue to the owner of the asset, and that it is important to keep the scope of this change restricted at this time.
- 3.3 CB advised that there will be situations where SIPs find damage on site, however that category A and B reporting processes are in place. CB highlighted that the scope of works for a SIP needs to be limited and that if they carry out remedial work, it could become complicated as to how this is paid for considering it is not contracted work.
- 3.4 The group reviewed and discussed clauses 25.23 and 25.24 of DCUSA, which refer to adjusting the terminals of the meter, and agreed that sections of this wording could be applied to this Change. CB questioned whether the wording would need to go into DCUSA as well as REC. The Chair noted that the wording would also need to be included in DCUSA, or to refer to the REC or Metering Code of Practice (MCoP).
- 3.5 The group discussed and agreed that the definition of Safe Isolation Works should include the below information.

Safe Isolations Work is limited to the following works

- *De-energise*
- *Re-energise*

- *Adjusting the terminals on the meter as per Clause X*
- *The User hereby consents to the Company adjusting the terminals of the meter and associated equipment (and where appropriate, re-making the connection to them to make safe and remedy any disturbance of the connections that may have occurred unintentionally)*

3.6 The group discussed clause 52W.6, referring to energisation status needing to remain as found. One member noted that if a SIP arrives to a job and the site is de-energised, they cannot energise so would need to abort the job. PA suggested that a clause is added to clarify that a SIP can only re-energise a site if they were the one to de-energise it.

Vulnerable Customers

- 3.7 LS raised the consideration of vulnerable customers. CB noted that they can provide guidance and advice on what should be included in the contract between the commissioner of the work and the SIP, however that this cannot be enforced via code. LS highlighted that this should be investigated.
- 3.8 CB agreed to refer to Gowling to ask whether the consideration of vulnerable customers can be included in code. CB suggested that if it is not possible, they can clearly provide guidance and outline the consequences of not following.

08/01: CB to refer to Gowling to ask whether requirements can be introduced into code for considering vulnerable customers before commissioning work.

REC Change R0021

- 3.9 CB presented the Impact Assessment (IA) request for R0021 to the WG noting that the IA seeks to consult on the progress made so far. CB noted that the IA period will close on 17 May and can be responded to via the [REC portal](#).
- 3.10 CB noted that following the conclusion of the IA period, the Change Report will be presented to the REC Change Panel in May and then will be submitted for consultation on 10 June 2022, with responses due on 01 July 2022. The Chair confirmed that the DCUSA consultation would be aligned with the REC consultation.
- 3.11 IK asked whether DCP 400¹ should be referenced in the IA. CB noted that DCP 400 is being treated as a separate change.

4. Review Draft Legal Text

- 4.1 The Chair advised that they would issue an updated version of the legal text following the meeting.

08/02: The Chair to update legal text based on meeting discussions and issue to members.

¹ DCP 400 - Commissioning of Works using shared Meter Operator services by the Crowded Meter Room Coordinator

5. Provision of Information

- 5.1 The Working Group agreed to consider this at the next meeting.

6. Next Steps & Work Plan

- 6.1 The Chair confirmed that they will update the legal text based on the discussions held in the meeting and issue the updated version to members.
- 6.2 The Chair outlined that the key consideration ahead of consultation will be finalising the liability sections within the legal text. The Chair suggested that members refer to their colleagues to seek feedback ahead of the consultation.
- 6.3 The Chair noted that the DCUSA consultation would be issued on 10 June in line with the REC consultation and that the Change Report would be issued to the DCUSA Panel for approval on 20 July 2022.
- 6.4 The group agreed for the next meeting to be held on 24 May 2022 at 1pm and for a further meeting to be held on 04 July 2022 at 9am to discuss the consultation responses.

7. Any Other Business

- 7.1 The Chair asked the Working Group if there was any other business to discuss, to which nothing was raised.

8. Date of Next Meeting

- 8.1 The date of the next meeting has been scheduled for 24 May 2022 at 1pm.

Attachments

- Attachment 1 - DCP 394 Working Group Meeting 07_Final Minutes v1.0
- Attachment 2 - Actions, Tasks and Considerations Log

APPENDIX A

New and Open Actions

Action Ref.	Action	Owner	Update
04/05	Secretariat to draft a consultation document for review at the next Working Group.	Secretariat	Ongoing.
07/01	PA to investigate the Distribution Code and how it may apply to SIP Parties	PA	Ongoing.
08/01	CB to refer to Gowling to ask whether requirements can be introduced into code for considering vulnerable customers before commissioning work.	CB	New action.
08/02	The Chair to update legal text based on meeting discussions and issue to members.	Chair	New action.

Closed Actions

Action Ref.	Action	Owner	Update
04/04	Chair to consider when the DCP 394 consultation can be released, with consideration to REC modifications.	Chair	Action closed. <i>Timescales discussed and REC and DCUSA consultations will be aligned in June.</i>
07/02	PA to email DNOs attaching the DCP 394 draft legal text and advising that the WG have concluded the original SIP led solution is preferable to the Supplier led alternative. DNOs to provide any feedback to RC.	PA	Action closed. <i>Discussed at STIG meeting on 26 April. Most DNOs would prefer the Supplier led option as the SIP led solution is unknown currently. DNOs raised concerns over something going wrong and the</i>

			<i>ability to identify which Party was on site last. To mitigate, the WG will need to develop robust processes for communication and provision of information.</i>
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