

CiC Group Meeting

Notes from the meeting held 28th November 2017 at WPD's Gloucester office

Present:

Dave Overman – GTC
Simon Dawson – GTC
Arwel Lloyd – UCM Ltd
Simon Deacon – RES
Steve McElveen – SMS Plc
Jeff Jones – Power On Connections
Dave Burbidge – Power On Connections

Simon Pett – WPD Network Services Manager
Tim Hughes – WPD Connection Policy Manager
Vanessa Buxton – WPD Connection Policy Co-ordinator
Bruce Pollard – WPD Consents and Wayleaves Manager
Seth Treasure – Policy Engineer

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

We held a CiC/ICP event in June during which areas for improvement were identified by stakeholders. Some of the requested information/processes were already available on our [Technical Information](#) website, such as the pre-approved designs mentioned in Section 4 of this document.

Our ICE Workplan was updated in October with a number of new actions for WPD to deliver, many of which are as a result of the June event. A copy is available to view on our website [here](#). Actions include improvements to the Inspection & Monitoring Regime, improvements to the LV jointing processes and the creation of a new guide on the CiC process.

Option 4 is now implemented which completes our ICE action 4.15. We have no plans to make further changes in this area.

The LV matrix has been reviewed and updated. Standard Technique ST:SD5F has been issued, a copy is available on the Technical Information website.

A HV Simplified Load Flow process has also been developed with the issue of Standard Technique ST:SD5F - Relating to connecting multiple small low voltage connections with limited network analysis. A copy is available on the Technical Information website.

The Technical Information website has been reviewed. Guest access has been enabled to allow users easy access to information, although users can continue to register for access to receive update emails on changes and additions to the website. Scanned PDF's have been removed and replaced. Improvements have also been made to the key word search function.

A survey was undertaken for the Crown Internet Routing & Tracking (CIRT) system. 50 surveys were issued of which 12 responded. 7 of the responders use CIRT and the majority rated it highly. An alternative email application route was also trialled and has now been expanded to all ICP/IDNOs.

The general consensus of the stakeholders at the meeting was that CIRT appeared to deliver in many areas, however issues were identified. These included difficulties with finding specific asset details, e.g. for substations, making changes to the enquiry type e.g. from LV self-connect to WPD connect where issues are identified and delays caused by the 24 hour batch process.

WPD Actions:

- Review the responses to the CIRT survey and engage further with ICPs/IDNOs to evaluate our next steps to retain/improve our online systems.
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4. Design Approval

Seth Treasure discussed the design approval process which is in place to ensure installations are fit for purpose. Regardless of whether the design is to be WPD approved or self-approved, all designs should be submitted to WPD. This enables us to see what is being installed on the network and also provides an opportunity to flag up any complexities which may have been missed.

ST:NC2F - Relating to Design Approval details what should be included in a design submission in line with the CiC Code of Practice and G88. A copy is available to view on the Technical Information website. This includes:

- Input and output to a design package or statement of adherence with matrix/simplified load flow requirements. Standard Technique ST:SD5B - Relating to Low Voltage Connections with Minimal Network Analysis, contains the LV matrix tick list.
- Drawing of adoptable assets
- Any information indicated by G81, e.g. switchgear, cable types etc

Self-approved designs will be excluded from detailed approval processes but will still be dip checked.

On receipt, WPDs planner will check all required documents have been submitted and that there are no identified issues. If minimum information is missing, WPD will request the information and stop the design approval clock.

Pre-approved designs - the ICP can submit standard designs of non-site specific elements such as switchgear and battery chargers for approval. Once approved, it will be given a unique reference number which must be quoted whenever that standard pre-approved design is utilised.

Our Competition in Connection webpages provides links to the Technical Information website, Data Portal 2 for mapping and design information and the Capacity Map.
www.westernpower.co.uk/Connections/Competition-in-Connections

Query raised on a list of approved suppliers –G81 appendices currently provide WPDs list. Some DNO's provide a filterable spreadsheet of approved materials which is easier to use.

Query raised on partial approval – some DNO's provide a partial approval process, e.g. approving switchgear for order to be placed prior to knowing the layout. This enables the scheme to progress and also confirms to the DNO that the site is progressing. Some of this may already happen informally but will be inconsistent without a documented process. If WPD implement partial approval it will require some thresholds to prevent drip feed requests, for example implementing partial approval processes for larger schemes at EHV which was a particular area referenced by the group.

Query raised re A&D fees – they are on the way, how will these work with self-assessment processes for example. Consultation closed on 2nd November and no BEIS response has been received to date. We are currently working on the assumption that the Statutory Instrument will be implemented in April 2018. Consideration still required on how it will work in practice and how it will be communicated to stakeholders.

Actions for WPD:

- Consider thresholds and limitations for a partial approval process, including consideration of when the design approval clock starts.
- Communicate the outcome of the A&D fee consultation and consider how it will affect both standard CiC enquiries and those with self-determined POC/self-approval of design.

Actions for stakeholders:

- Your handout includes a questions section, please use this to raise queries and identify areas of the design approval process which require improvement.
- Provide an example of filterable approved materials

5. Capacity Reservation & Allocation

Tim Hughes discussed capacity reservation and allocation which is not just aimed at ICP/IDNO requests but is an issue across the industry as a whole. We are looking to consult on this area.

We have seen a large increase in the volume and size of applications with a change from firm phase of development to multiple phases without defined timescales. This causes uncertainty on what needs to be connected and when.

The network is becoming full and sections of the network constrained. This is causing increasing offers to include costs for significant reinforcement with associated delays to connection timescales.

This is currently managed on a first come first served basis with contracted capacity (Ofgem looking at strategic network management as part of their QMEC considerations). If contracted capacity does not materialise, reinforcement and sole use assets may be constructed which were not required.

We need to consider how to approach capacity reservation and whether we need to treat allocation of capacity differently at key stages, e.g. application, acceptance and energisation.

DCP 294 change proposal is looking at the post energisation stage, in effect if a customer is not utilising the capacity, what arrangements can network operators put into place to claw back the disused capacity. This process allows a DNO to ask an IDNO to return capacity and includes a dispute resolution process.

WPD Actions:

- Issue consultation to request views on the fairest approach to capacity reservation and allocation, reaching as wide an audience as possible.
- Review the responses to the consultation.
- Issue a decision document.

6. Legals and Consents

Bruce Pollard has been working on improving the legals and consents processes. Information on the website has been updated (available to view [here](#)). This includes a suite of documents which include flowcharts and text on the legal processes. The information is also available on the Technical Information website to ensure it is easily located.

Bruce has also developed a Collaborative Partnership Protocol aimed at improving the interaction between WPD's and Customer's lawyers to speed up the process. A summary of our existing lawyer performance is published regularly on our website and is also included within the KPI updates for the ICE Workplan which is published quarterly on our [ICE](#) webpage.

WPD actions:

- Provide detail on legal progress both via CIRT (for WPDs side of the process) and via our lawyers case management system (for their side of the process).

7. 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
20 th March 2018	- LV self-connect process
24 th July 2018	- CIRT
20 th November 2018	- Progress update on LV matrix/simplified HV load flow processes - Progress update on A&D fees