

## Minutes of the NERSAP Meeting Lloyds Register EMEA, Birmingham on 14<sup>th</sup> March 2017

### Attendees:

Nigel Evans (Chair)	Scottish Power	<a href="mailto:Nigel.Evans@scottishpower.com">Nigel.Evans@scottishpower.com</a>
Dave Ball (Secretary)	Lloyd's Register EMEA	<a href="mailto:dave.ball@lr.org">dave.ball@lr.org</a>
Paul Wragg	Power on Connections	<a href="mailto:paulwragg@poweronconnections.co.uk">paulwragg@poweronconnections.co.uk</a>
Mel Swift	GTC	<a href="mailto:Mel.Swift@gtc-uk.co.uk">Mel.Swift@gtc-uk.co.uk</a>
Brian Hoy	ENWL	<a href="mailto:brian.hoy@enwl.co.uk">brian.hoy@enwl.co.uk</a>
Paul Smith	WPD	<a href="mailto:psmith@westernpower.co.uk">psmith@westernpower.co.uk</a>
Ian Cairns	NPG	<a href="mailto:ian.cairns@northernpowergrid.com">ian.cairns@northernpowergrid.com</a>
Steve Rogers	UKPN	<a href="mailto:steve.rogers@ukpowernetworks.co.uk">steve.rogers@ukpowernetworks.co.uk</a>
Colin Jamieson	ESP	<a href="mailto:colinj@espipelines.com">colinj@espipelines.com</a>
Cathy Falconer	SSEN	<a href="mailto:catherine.falconer@sse.com">catherine.falconer@sse.com</a>
Adi Olajide	Energetics	<a href="mailto:olajide.adido@energetics-uk.com">olajide.adido@energetics-uk.com</a>

### Delegates:

Hayley Connors	Harlaxton	<a href="mailto:Hayley@harlaxton.com">Hayley@harlaxton.com</a>
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### Guests:

Martyn Crocker	UKPN	<a href="mailto:martyn.crocker@ukpowernetworks.co.uk">martyn.crocker@ukpowernetworks.co.uk</a>
Sinead Ferris	NIEN	<a href="mailto:Sinead.Ferris@nienetworks.co.uk">Sinead.Ferris@nienetworks.co.uk</a>
Glyn Jones	CiC CoP Working Group	<a href="mailto:glyn.jones@Sterling-Power.co.uk">glyn.jones@Sterling-Power.co.uk</a>

### Apologies:

James Veaney	Ofgem
Mike Bracey	Morrison

## 1. Introductions

All attendees were welcomed to the meeting and apologies noted.

All actions which were closed at the previous NERSAP have been removed from the minutes.

The minutes were accepted as an accurate record of the meeting.

All items below are not main agenda items

## 2. Review of the Minutes & Actions of the NERSAP Dated 15<sup>th</sup> November 2016

### NERS Website

DB explained that LR had instigated an overhaul of their corporate website and that the changes required for NERS would be included in this programme. The cost of the changes would no longer need to be levied on ICPs. The expected date for the new website is May 2017.

Brian Hoy asked if there was still any opportunity to see if amendments could be made to the LR website. DB has investigated – **There is an opportunity to suggest amendments to the LR website. Any suggestions will need to be received by either Dave Ball or Ben Wright by 31<sup>st</sup> March 2017 to be assessed.**

Nigel Evans requested if LR have an internal SLA for updating the website? DB to investigate and report back – **SLA is 5 working days from confirmation of acceptance of LR's Request for Services by an ICP.**

*LR reported to the group that the cost of the changes to the website was to be £3000. The Panel suggested whether it was possible to fund this from ICP fees?*

LR proposed that the £3000 of development costs for the website improvements was initially met by LR and that the cost would be recovered by an increase in the Surveillance Visit (SV) charges of £10. This increase would be in place until the cost had been recovered and would then be removed. The suggestion supported by NERS Forum and NERSAP also agreed. LR to implement the changes and progress updates to the website. NERSAP members asked that the specification for the website be re-circulated to the group to ensure that what was delivered could be verified against the agreed specification.

Action: DB emailed NERSAP 20/03/17 requesting details of any requests	Any requests to amend website to be received by 31 <sup>st</sup> March 2017.
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## Low Smoke Zero Halogen Cables

Responses on LDNOs approach to the use of cables within buildings and integral substations had been received from SSEN, ENWL, UKPN and Energetics. Mel Swift confirmed that the ENA were still working on document S39. It is currently at final comment stage.

LR reported that since the last NERSAP the ENA had produced a guidance document, S39 which outlined the requirements for internal substations and distribution cables located in buildings.

After discussion NERSAP agreed that all LDNOs would provide Nigel Evans with details of their company's policy on cables within buildings.

Nigel Evans explained that currently SPN's policy is that all cables to and from an integral substation must be LSOH construction. This has caused a number of issues for Providers and IDNOs when installing to the SPN network. Nigel has asked the DNOs and IDNOs NERSAP members to provide details of their company's policies and approach to cables in integral substations. Dave Ball informed NERSAP that an ENA working Group had been established to determine a guidance document specifically on integral substations.

Action: DB emailed NERSAP 20/03/17 requesting update on policies' from WPD,GTC,ESP and NPG	Following NERSAP members: WPD,GTC,ESP,NPG to provide details of their company's policy and approach to the types of cables installed in integral substations by 31 <sup>st</sup> April 2017
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## Mail Box

LR confirmed that a new mailbox had been set up, with the address

[NERS@LR.org](mailto:NERS@LR.org)

NERSAP discussed how the mailbox should be used. It was agreed that for the mailbox to be effective a set of robust rules and a defined process would be required. NERSAP agreed that the setting up of these would be an agenda item for the July meeting.

Nigel Evans asked that a specific mail box be established by LR so that LDNOs and other Providers can keep LR informed of any issues they may come across.

Action: Included on Agenda for 14/07/17 CLOSED	LR to include the criteria for using the mailbox on the agenda for the next NERSAP in July 2017.
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### 3. Review of the Minutes and Actions of the NERS Provider Forum dated 28th February 2017

All items at Forum where agenda items except for following:

#### Design Scope requirements for Unmetered Connections

The issue with the design requirements for each LDNO has only been partly rectified. The following LDNOs SSEN, ENWL, UKPN and Energetics have provided the required guidance on the design requirements. Further discussion on this item was included as part of item 7 of the main agenda.

At Brian Hoy's request the NERS Forum minutes are to be amended to read "NERSAP to **compare** the design requirements for...."

*The issue with Design requirements for unmetered connections has still not been fully addressed. Graham Smith (UCCG) requested that NERSAP are asked to confirm what the requirements each DNO have for unmetered connections..*

<p>Action</p> <p>DB emailed NERSAP 20/03/17 requesting update on policies from WPD,GTC,ESP and NPG. Updates received from NPG and GTC .</p>	<p>Following NERSAP members: WPD,GTC,ESP,NPG to provide details of their company's policy and approach to Design Scope requirements for Unmetered Connections by 31<sup>st</sup> April 2017</p>
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#### Northern Ireland Electricity Registration Scheme

Sinead Ferris thanked NERSAP for allowing NIEN the opportunity to attend the meetings as an observer and for the value this would give NIEN in understanding the processes of opening up their market to competition. Sinead explained that they currently have 14 ICPs registered to operate in Northern Ireland, with one ICP undertaking construction work. The whole of the market would become open for competition in March 2018.

#### Designer Steering Group

Mel Swift provided an update on where the things are up to with the group. After discussion it was agreed that a NERSAP sub-group would be established to look further at how the NERS scheme could incorporate the suggestions of the Designer Steering Group. Mel Swift has asked if he can lead the group. Other people who expressed an interest in being involved are: Colin Jameson, Cathy Falconer, Glyn Jones

First meeting to happen prior to July's NERSAP

<p>Action</p> <p>DB emailed NERSAP 20/03/17 requesting volunteers. Further email sent 04/04 with list of members and request to arrange date &amp; venue</p> <p>CLOSED</p>	<p>Working group to be established to look further at how the NERS scheme could incorporate the suggestions of the Designer Steering Group. Request for members to be circulated by 31<sup>st</sup> March 2017.</p>
<p>Action</p>	<p>Date for Working group to meet on to be agreed by 31<sup>st</sup> April 2017</p>

#### 4. Update on Competition in Connections Code of Practice

Glyn Jones provided an update on the working group.

The Mod Ap submitted by Brian Hoy has gone through. There is a teleconference of the panel on 21<sup>st</sup> March 2017 where Mod Aps for Transfer of Control and a request from the ENA Safety, Health and Environment Committee website request will be voted upon.

Formal request for items to be reviewed by the panel can be made by anyone via the C in c CoP Website. Informal approaches can be made to the chair, Glyn Jones directly.

#### 5. D Code Link

Mel Swift informed the panel that the ENA had issued on free release 19 commonly requested documents. The documents can be accessed by the following link:

<http://www.dcode.org.uk/the-gb-distribution-code/>

#### 6. Operational Scopes

Brian Hoy requested that the panel take a further look at the wording of the wording for the operational scopes that had been proposed in the November meeting. The group discussed the wording suggested by Brian the suggested changes were made and added to. The agreed final wording being as follows:

**Network Connections - Operational Scopes at HV**

The Switching, testing, commissioning and identification of Apparatus under central or field control to facilitate a new connection and any associated diversion or reinforcements to an existing DNO or IDNO's System cognisant of the network operator's requirements.

**Network Connections - Operational Scopes at LV**

The Switching, testing, commissioning and identification of Apparatus to facilitate a new connection and any associated diversion or reinforcements to an existing DNO or IDNO's System cognisant of the network operator's requirements.

This new definition to be included in revised Scope Guidance and NERS Requirement documents

*The working group ran through their proposed wording to NERSAP. NERSAP wanted a further definition to be produced that better matched the requirements of a number of LDNOs that do not have control on their LV networks.*

Action Definitions included in Scheme Guidance Document v7.0	LR to include new definitions of scopes in Scope Guidance and Scheme Requirement documentation by 31 <sup>st</sup> April 2017
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#### 7. Network Connections – Self Determination of PoC Scopes

Martin Crocker (UKPN) had requested that NERSAP discuss under the circumstances where a connections of up to 70 kVA is determined from a DNO's pre-determined matrix process, without any specific engineering input from a designer, whether it was acceptable not to expect the ICP to hold the full design scopes.

Action Working group to confirm this has been included in their work plan	Activity to form part of the work the Designer Working Group covers. Date for Working group to meet on to be agreed by 31 <sup>st</sup> April 2017
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## 8. Self-Certification and Self Auditing

Steve Rogers ran through UKPN’s current trial where by ICPs undertake “self-service” activities, such as certification and auditing. His question was whether these activities were aligned to any current NERS scopes or would additional NERS scopes be required to cover these activities? NERSAP agreed that these activities sat outside the scope of NERS and should be managed by the individual LDNO.

## 9. NERS 12 Month Action Plan

Brian Hoy had requested at the last NERSAP that all members consider how NERS should be managed and improved going forward. He suggested that a 12 month action plan for proposed changes be introduced. This was seen as a positive suggestion by NERSAP.

Initial step was to review the following extract from the current Memorandum of Understanding (MoU) to see if the NERSAP considers it is meeting its obligations. This was agreed to be a good starting point as it would identify areas the panel would need to focus on going forward.

The extracts are provided below, along with the NERSAP’s assessment of their current compliance with the requirements.

### Extracts from MOU

The role of the NERSAP will be as follows:

1. To establish and maintain an overall view of the performance of LR as the Accreditation Body and its compliance with the Scheme guidance documents and standards.

**The Panel believed that this requirement was only being partially met. They wish to assess the consistency of how assessments are carried out and how effective LR are in undertaking NERS assessments. The Panel wanted to consider whether some benchmarks be introduced. The first step to be pursued is to carry out a gap analysis to determine how effective LR are currently at undertaking assessments.**



Action Working group to confirm this has been included in their work plan	Activity to form part of the work the Designer Working Group covers. Date for Working group to meet on to be agreed by 31 <sup>st</sup> April 2017
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2. To provide guidance to the Accreditation Body as to the resolution of disputes that may arise with Service Providers seeking registration and DNO’s seeking the withdrawal of such registrations, should they remain unresolved, having exhausted the disputes and appeals procedures defined in the Scheme guidance document.

**Actively being progressed, compliant with this requirement**



3. To establish a process, as necessary, to resolve disputes that may arise between the Advisory Panel and the Accreditation Body

**Actively being progressed, compliant with this requirement**



4. To act as a forum for feedback from both DNO's and Service Providers as to the Scheme performance and advice as to how the Scheme may be revised in the light of such feedback

**Compliant with this requirement**

5. To review and accept Scheme guidance documentation, assessment procedures and practices and provide guidance and advice on subsequent revisions thereto. **The panel suggested that the current NERS documents used for assessments had not been recently reviewed to assess if they are fit for purpose.**

Action Ongoing	NERSAP to review all auditing documents and check they are fit for purpose by 31 <sup>st</sup> March 2018
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6. The NERSAP members will be responsible for informing their respective stakeholder interests of Scheme changes etc.

**Compliant with this requirement**

The NERSAP will be able to maintain an awareness of the performance of the Accreditation Body by the following means:

7. Each member will be able to gain access to the assessment reports which will be posted on the LR intranet for restricted access by members only. These reports will be sanitised as some members may be considered competitors of Service Providers who are the subject of the reports.

NB - DNO Panel representatives will be provided with details of the Service Providers being reported upon, upon request

**The panel discussed whether this was practical and relevant to the current maturity of the competition in connections market. Members find it more informative to be provided details on frequently found deficiencies. Panel asked if this requirement could be removed from the MoU**

Action LR to provide update	LR to confirm that this item can be removed from the MoU in the next revision. By 30 <sup>th</sup> June 2017
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8. DNO Panel representatives will have access to the assessment processes and check sheets

**The Panel believed that this requirement was only being partially met. They wish to review the effectiveness of the NERS assessment process. The panel wish to look at the Assessment Process and completed Assessment reports.**

Action LR to provide update	LR to provide details of the NERS assessment process to NERSAP by 30 <sup>th</sup> June 2017
Action Ongoing, LR to provide update	LR to provide panel members with copies of completed reports (suitably sanitised) from a selection of Assessors. By 31 <sup>st</sup> October 2017

9. The NERSAP will be provided with the job description for the role of Scheme Assessor, which will detail the minimum qualifications and experience of the Accreditation Body's staff who would be assigned to this role, for agreement.  
**The panel wished to review the job description of a NERS Assessor.**

Action DB emailed NERSAP 20/03/17 with job description. CLOSED	LR to circulate the job description for a NERS Assessor to Panel members by 30 <sup>th</sup> June 2017
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10. NERSAP members may perform audits on the Accreditation Body as part of their ongoing performance assessment  
**The Panel do not believe they are compliant with this requirement and have suggested that Panel representatives undertake future audits of LR's performance while undertaking assessments. The suggestion was that one IDNO and one DNO representative undertake these.**

Action Ongoing	NERSAP to determine which members will undertake performance audits by 18 <sup>th</sup> July 2017
Action Ongoing	Following on appointment of IDNO and DNO representatives LR to agree suitable assessment visits by 31 <sup>st</sup> July 2017

It was agreed that at the next NERSAP meeting a pro-active work plan would be put together to ensure the Panel is fulfilling its obligations under the MoU. An annual review of progress would be undertaken in the March 2018 NERSAP meeting.

Action Ongoing	LR to add MoU as an agenda item for next NERSAP by 18 <sup>th</sup> July 2017
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The MoU on the OFGEM website was thought to be an old version.

Action Email sent to Mike Cahill 20/03/17 to see where MoU kept. Copy of latest MoU circulated to Nersap on 23/03/17. Email sent to James Veaney asking if it could be updated on website 23/03/17 No response from Ofgem received by 28/04/17	LR to confirm that OFGEM have been provided with the latest version of the MoU by 30 <sup>th</sup> June 2017
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## 10.NERS data

The NERS data was reviewed. A request was made for the following information to be included in future data:

- Number of outstanding 3 Yearly Renewals not completed in the month to be reported
- Number of outstanding Annual Partial Assessments not completed in the month to be reported
- All timescales marked consistently in either calendar or working days
- For Surveillance Visits information on the number of deficiencies per inspection is reported.

The Panel noted that in a number of instances ICPs had failed to agree renewal dates for Annual Partial and 3 Yearly Assessments with LR in a reasonable timeframe. Colin Jameson suggested that the following be applied when an ICP fails to agree dates.

### **For ICPs at Full Accreditation**

If no date has been agreed 30 calendar days after their accreditation has expired they are dropped to Partial

If no date has been agreed 60 calendar days after their accreditation has expired they are marked as Expired

### **For ICPs at Partial Accreditation**

If no date has been agreed 30 calendar days after their accreditation has expired they are marked as Expired

Action Email sent to Ben wright 20/03/17 request if there are any SLAs at present LR to update at NERSAP in July	LR to confirm if there are any current measures in place, if so report them back to NERSAP by 31 <sup>st</sup> March 2017
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## 11.AOB

Nigel Evans reported to NERSAP that Dave Ball was due to leave LR on 28<sup>th</sup> April 2017 and Karl Miller due to leave LR on 8<sup>th</sup> June 2017.

Action Paul Costelloe will be attending future meetings for LR CLOSED	LR to confirm who will be attending NERSAP by 31 <sup>st</sup> April 2017 to chair
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## 12.Dates of next meetings

Dates for the meetings of the NERS Provider Forum and NERSAP are:

NERS Forum: 4th July 2017, 7th November 2017

NERSAP: 18th July 2017, 21st November 2017