

Minutes of the WIRS Advisory Panel Meeting 20th July 2022 1000hrs (via Microsoft Teams)

Attendees:

Mark Whitehouse – LRQA (MW)
Ben Brownbill – Infrastructure Gateway Ltd. (BB)
Andrew Carter - LRQA (AC)
Lee Crabtree – HVSS Ltd. (LC)
Ray Jordan – South East Water (RJ)
Bill Jones - BJ Utilities Ltd. (BJ)
Nick Mahoney – Wessex Water (NM)
Mark McCullagh – Scottish Water (MMcC)
Tim St. John – Bristol Water (TSJ)
Darren Tonks – Morland Utilities Ltd. (DT)

Apologies:

Peter Blackburn – Severn Trent Water (PB)
Mike Sloan – South Staffordshire and Cambridge Water (MS)

Action List:

Action	Date	Action
1	26/03/2019	Standardisation of Auditing MW stated that IAuditor is now in place with LR(QA) and that a meeting will now be setup in the early new year to progress with Water Company's. 23/03/22 - Working party to be convened by the end of May 2022 to work on auditing standards. The following people were proposed: NM, PB, BB, TSJ, BJ and DT. MW to progress. 20/07/22 – MW to send out an email meeting invite for a meeting to be setup for mid-September 2022.
5	21/07/21	TOR – Draft ToR in place, now with LR to ensure consistency between GIRS and NERS (MW). MW Review progress at next meeting. 23/03/22 - Standardisation meeting with GIRS/NERS still outstanding. MW to progress. Action knocked on to the next meeting for progress. 20/07/22 – Outstanding action for MW to meet with NERS/GIRS and agree consistent TOR for all schemes.
6	21/07/21	Barrier pipe and DCS - Action MS to progress via NCC and feedback at the next meeting. STW/Wessex – WIP 23/03/22 - TSJ/MS stated that the next NCCM meeting was to be held this afternoon (23/03/22) and that this would be added to the agenda for feedback (MS). 27/07/22 - Action for TSJ to progress this issue at the NCC/Adoption Panel and feedback at the next meeting.
8	21/07/21 23/03/22	Commissioning of water mains & draw off - MS to take to the NCC panel as an agenda item to formalise a response and feedback at the next meeting. Flushing should be included as a standard item within the DCS documents as there was no consistency. MS/TSJ to report back on progress with wither the NCCM or Adoption Code Panel. 20/07/22 - TSJ to take this action to the next NCC and Adoption Code panel meeting for discussion, progress and feedback. Also for TJS to review the Water for Scotland Requirements document.
11	30/11/21 23/03/22	Standards for Pressure Testing and Chlorination. MS to progress at the NCC and report back to the next WIRSAP (agenda item 3ii). Standardisation of pressure testing and chlorination. WQ group to speak to the NCCM, what is happening here and what needs sorting. MS to invite DMcG to the next NCC meeting as an agenda item and report back at the next meeting. 20/07/22 - TSJ to take this action to the next NCC and Adoption Code panel meeting for discussion, progress and feedback.
12	30/11/21	All WIRSAP members – What does the WIRSAP want in terms of reportable metrics? WIRS Metrics MS/TSJ to raise the issue of WIRSAP metrics at the NCC and report back at the next meeting on progress. 20/07/22 - Action for MW - Date in the diary required for the WIRSAP Forum in September/October to ascertain auditing standards, i.e. what do the Water Companies want in terms of data?
15	23/03/22	Contestable vs non-contestable work on the LRQA website and that a separate scope should be created perhaps? Kier provided the framework for Wessex Water and that Keir Integrated Services were also a legal entity. MW to discuss the issue and report back at the next meeting.

		20/07/22 - Action for MW to speak with LRQA line management (KM) regarding the solution and feedback at the next meeting.
16	23/03/22	L5 DSM qualification. Waste and potable parts of developer services could be separated as part of this qualification/ Water company adoption of this qualification? Action for DMcG to feedback on this issue at the next meeting. 20/07/22 - MW to speak with DMcG and include as a separate agenda item at the next meeting regarding a presentation to the WIRSAP forum.
17	20/07/22	Gas installations and clearances – Cedent MS-1. Action - MW/AC to speak with LRQA management (Bernie Woods), to progress this issue/way forward with GIRSAP and NERSAP.
18	20/07/22	DCS documentation changes. Action Agenda items for WIRSAP and WIRS UCP forums - Collate for the September Adoption code panel meeting for changes to be made for the new year. Action -All WIRSAP members to provide MW/TSJ with issues to be progressed by TSJ at the next Adoption Code panel meeting in September.

Minutes of Meeting

1. Welcome, introductions and apologies (including identification of matters to be raised by WIRSAP members)

BJ raised the issue of apparatus separations – covered later within the agenda as an agenda item. No other items raised or recorded.

2. Review minutes and actions from last WIRSAP Meeting (on 23rd March 2022)

Action 1) Standardisation of Auditing. MW proposed to send out and email invite to a meeting for mid-September 2022.

Action 5) Draft TOR - Outstanding action for MW to meet with NERS/GIRS and agree consistent TOR for all schemes.

Action 6) Barrier pipe and DCS updates. Item raised by MS at the NCC, no feedback received, NM stated that it was included within Wessex Water's DCS. Action for TSJ to progress this issue at the NCC/Adoption Panel and feedback at the next meeting.

Action 8) & 11) Commissioning of water mains, Pressure testing and Chlorination. MW explained that the WQ group required progress on this and that he had had no luck contacting the chair of the Adoption Code panel regarding the progress of this. Action for TSJ to take this action to the next NCC and Adoption Code panel meeting for discussion, progress and feedback. Also, for TJS to review the Scottish Water Requirements document.

Action 12) Agenda item.

Action 15) Constable vs non-contestable. BJ stated that this issue needed resolution regarding the LRQA website and the feedback from potential clients that the WIRS register was potentially misleading when businesses contacted but only offer non-contestable work. Action for MW to speak with LRQA line management regarding the solution and feedback at the next meeting.

Action 16) L5 DSM qualification. Info only. MW to speak with DMcG and include as a separate agenda item at the next meeting regarding a presentation to the WIRSAP forum.

It was agreed that the minutes from the 23rd March were true and accurate.

3. Review of WIRS Forum Meeting (on 6th July 2022)

Action 12) DMEX assurance by Water UK. Info only -MW stated that this was about the need for scrutiny of the Water UK Developer Services tables (LoS). Outstanding action for MW to contact D. Strang.

Action 14) Action for MW - Date in the diary required for the WIRSAP Forum in September/October to ascertain auditing standards, i.e. what do the Water Companies want in terms of data? (group volunteers NM, PB, BB, TSJ, BJ and DT).

Action 15) Pressure testing and chlorination (see actions 8 & 11 from the WIRSAP – TSJ to progress.

Action 16) Agenda item regarding gas installations and separation.

Action 17) Update from the Adoption codes working groups. Graham Morley (UU) has received approximately 25 responses from SLP's. MW asked if water companies had been asked and responded. TSJ confirmed that water companies had been asked to respond to Ofwat and that also to respond as part of the NCC subcommittee.

4. Accreditation fees

MW stated that every July, LRQA (LR) publish their accreditation fees increase for the forthcoming year (July 2022 onwards) and this is based on the CPI result for February 2022 which was 6.2%. Therefore, LRQA propose to increase their fees for the scheme by 6.0% from July 2022 onwards and the forum was recommended for this to be approved.

Action approved.

5. Separation of utility apparatus on new development sites and proximity requirements

MW stated that this issue had been tabled at the WIRS UCP forum by LRQA in involves the GIRSAP forum deciding, based on HSE guidance, that all newly installed gas infrastructure is required to have 250mm clearance from other apparatus unless mitigation measures have been installed (ducting etc.). This document is MS-1 (Cadent Gas). MW also explained that WIRS assessors have been instructed to raise any queries of non-compliance with the GIRS assessors to potentially raise non-conformances after a WIRS visit. BJ stated that NJUG guidance for 2m pathways meant that for smaller strips, the installation of gas to this standard was basically impossible. AC stated that he had recently completed a WIRS design audit and discussed the matter in detail for examples of Multi-lay. Water/MU designers can only comply with this requirement by ensuring that the water main (first in), is laid deeper for instances where the service strip cannot accommodate normal NJUG guidance dimensions.

TSL stated that its common for water companies to hold pre-start minutes to discuss locations of apparatus and depths and this can be picked up at this point in terms of compliance for water.

BJ stated that the installation of BT joint boxes takes up the full width of pathways and this is also causing issues.

NM stated that a major issue for Wessex Water was the installation of gas mains on top of water mains and also BT chambers being installed afterwards.

Action - MW/AC to speak with LRQA management (Bernie Woods), to progress this issue/way forward with GIRSAP and NERSAP.

6. Issues for discussion

6.1. DCS Documentation

MW stated that the issue regarding barrier pipe use had been promoted by MS through to NCC who then deferred it top the Adoption Codes panel. Where should these decisions be made?

BB stated that his business were experiencing barrier pipe and wrapping issue across all water companies including different instructions within geographical areas. He stated that as long as the respective water company stated in writing, the requirement, then his business would do what was required to meet the written requirement.

BB stated that there is a change request form for DCS template changes and Martyn Speight had been active in the promotion of changes from a Fair Water Connections perspective. BB also stated the Commissioning of Mains (flushing) has been discussed at the recent Adoption Codes meeting.

MW asked how many issues needed to be collated before progress was seen?

TSJ stated that changes should be grouped together and 'packaged'. TJS also stated that charging documents were refreshed and in Jan for Feb publication annually.

The WIRSAP forum agreed that an action is required to collate all WIRS 'created' DCS issues and that this should be then sent through to the NCC/Adoption Codes panel so that they could be reviewed and implemented where required. The next Adoption Code Panel meeting is due within two months (September).

Action Agenda items for WIRSAP and WIRS UCP forums - Collate for the September Adoption code panel meeting for changes to be made for the new year.

Action -All WIRSAP members to provide MW/TSJ with issues to be progressed by TSJ at the next Adoption Code panel meeting in September.

6.2. Dates for standardisation of Auditing

Re Action 1 MW to send out an email meeting invite for a meeting to be setup for mid-September 2022 (NM, PB, BB, TSJ, BJ and DT).

6.3. Dates for reporting on WIRS metrics

See action 12) 20/07/22 - Action for MW - Date in the diary required for the WIRSAP Forum in September/October to ascertain auditing standards, i.e. what do the Water Companies want in terms of data?

7. A.O.B

7.1. BB raised a set of observations for discussion regarding the contestability and supply of bulk supply connections.

BB asked what is contestable and what is non-contestable particularly NAV's and sources of water. BB also raised the discrepancy of costs as an issue.

BB continued with the LoS for the request of source of water at 28 days – Was this achievable? BB stated that some water companies were taking half a year to process...

Three options were stated, Option 1 – 28 days , Option 2 90 days and Option 3 132 days.

NM stated that Wessex Water were running to the 90 days LoS for NAV's. TSJ stated that the costing for NAV connections should be the same for normal SLP connection. The differences should be within the tariff agreements.

BB stated that there are separate NAV metrics for water companies to meet. TSJ stated that there are metrics within DMEX but not many.

MW asked if this was an Adoption panel issue? BB stated that he wasn't sure that the industry had taken into account NAV's and therefore this decision is being asked by the adoption code panel of Ofwat for guidance.

LC asked BB about NAV licence delays, i.e. source of water before NAV licence is sorted. BB replied that his business progressed the request for the source of water when the developer hits site as it could take six months to complete the request from the water companies. BB believed some water companies are using the 132 days LoS target and were performing badly for NAV connections.

BJ asked if design approval was included within the 90 days LoS target? BB replied that the 90 days started from design approval and water design achievement.

BB stated that the DCS should be altered for more contestable activities including the ACS summary particularly for NAV activities.

NM stated that it was 28 days for WO connection (short side) with 90 days for parent main to site connections (long side).

8. Next WIRSAP Meetings

Date of next WIRSAP meetings – 23/11/22. 2023 to be advised.

Meeting closed at 1140hrs.