

SSEN Connections

Scottish and Southern Electricity Networks (SSEN) operates in two licence areas; Scottish Hydro Electric Power Distribution (SHEPD) in northern Scotland and Southern Electric Power (SEPD) in central southern England. This guide outlines the contacts and escalations routes for out SEPD licence area.

About this document

We are committed to offering our customers and stakeholders the very best in customer service. We are keen to equip you with the knowledge, tools and support you need to complete your connections, and provide you with as much information as possible about our processes and procedures to aid your connections journey.

This guide sets out the overarching stages of the connections journey and details the relevant contacts for each stage. It also provides escalation routes.



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Business Relationship Management



Austen Toone

Lead Relationship Manager

austen.toone@sse.com

07879 969033



Rebekah Rowson Relationship Manager Commercial & Industrial rebekah.rowson@sse.com



Mark Taylor

Relationship Manager Local Authorities & Community Energy Groups mark.j.taylor@sse.com

07876 837536

Emily Moore Relationship Manager Housing Developers & Distributed Generation emily.moore@sse.com

07435 409551

Responsible for

Business Relationship Managers (BRMs) are fully responsible for the delivery of exceptional customer service for a specified customer segment in the major connections business. BRMs have responsibility for the relationship between SSEN and the customer segment assigned which could include ICPs, IDNOs, local councils, industry bodies and connection customers or large-scale projects. They are the single point of contract for the customer from pre-application through to delivery.

Our BRMs are involved throughout the connections journey and can be contacted at any stage. If you would like to book a meeting regarding one or more projects already in progress, please sign up to attend one of our monthly Connection's Surgeries here:

www.ssen.co.uk/stakeholderevent/basicsearch/

businessrelationships@sse.com

Points of escalation

1st point of escalation is **Austin Toone** Lead Relationship Manager

2nd point of escalation is **Mark Askew** Head of Connections, Policy and Performance

3rd point of escalation is Andrew Scott Director of Customer Service



Relationship Manager EV & HP Installers

07721 509868

Laura Pearce

laura.pearce@sse.com 07880 914348



Business Relationship Management



Austen Toone

Lead Relationship Manager

austen.toone@sse.com

07879 969033



Laura Huelin Relationship Manager IDNOs laura.huelin@sse.com



Helen Robertson

Relationship Manager

helen.robertson@sse.com 07876 837305



Susannah Carter

Coordinator

susannah.carter@sse.com

07493 776358

Responsible for

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businessrelationships@sse.com

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3rd point of escalation is Andrew Scott Director of Customer Service

Pre-application (through to Delivery)

Contract Managers





commercial.contracts @sse.com

07377 067931

Linda Austin **Contracts Manager** Ridgeway – Major Projects







Samantha Horrix

Lead Contracts

commercial.contracts

07879788812

Manager

@sse.com

sse.com

07586 281274

Contracts Manager

Kelly Heath

Major Projects

@sse.com



Ridgeway - Major Proiects com

GSPs - Mannington, Chipperall commercial.contracts@sse.

Contracts Manager

Shabanam Hussain

07587 140672

Thomas Grav Contracts Manager



Major Projects GSPs – Nursling, Botley Wood, Lovedean commercial.contracts @sse.com

07990 487221

07467 395674



Ememesi Ette Contracts Manager Major Projects GSPs – Axminster, Melksham Also Managing NATS (out of area) commercial.contracts @sse.com 07425 426771

•Processing acceptances, issuing variations,

payment schedules, and managing milestones for those schemes (specifically M1–M5, though this doesn't need to be communicated to customers)

•Issuing all DGES and MAJP offers in line with SLC12

•Addressing any contractual questions related to

For schemes with an assigned Contract Manager, they should be the first point of contact for any contractual queries, challenges navigating SSEN, or contractual disputes.

Points of escalation

Responsible for

DGES and MAJP offers

1st point of escalation is Samantha Horrix and Karris Small Lead Contracts Managers 2nd point of escalation is Craig Gilrov Head of Major Connections 3rd point of escalation is Andrew Scott **Director of Customer Service**



Pre-application (through to Delivery)

Contract Managers continued



Claire Graham Contracts Manager Wessex Distributed Electricity Supply >50kW commercial.contracts@sse.com 07436 491626



Ronnie Calladine Contracts Manager South East and Thames Valley Distributied Generation Electri

Distributied Generation Electricity Supply >50Kw commercial.contracts@sse.com 07918 303665



Abigail Cooke

Contracts Manager

Ridgeway Distributed Electricity Supply >50kW commercial.contracts@sse.com

07879 369520



Hannah Hawley

Contract Managers Support commercial.contracts@sse.com



commercial.contracts@sse.com

Responsible for

- Assisting allocated account portfolios with connections journey from pre-application to delivery
- Ensuring Connection Offers are procured accurately and progressed efficiently upon acceptance
- Arranging pre-application meetings and connections surgeries

Our Connection Contract Managers are involved throughout the connections journey and can be contacted at any stage. If you would like to book a meeting regarding one or more prospective project(s), please contact

commercial.contracts@sse.com

If you would like to book a meeting regarding one or more projects already in progress, please sign up to attend one of our monthly connections surgeries here:

www.ssen.co.uk/stakeholderevent/basicsearch/

Points of escalation

1st point of escalation is **Samantha Horrix and Karris Small** Lead Contracts Managers

2nd point of escalation is **Craig Gilroy** Head of Major Connections

3rd point of escalation is Andrew Scott Director of Customer Service

Application Team Managers

Applications & Quote Acceptance



Rowena Langford Microgen Team Manager

North & South Microgen application

rowena.langford@sse.com connections@ssen.co.uk



Shelley O'Connor Digital Demand Applications – Team Manager

shelley.o'connor@sse.com connections@ssen.co.uk





danielle.humby@sse.com connections@ssen.co.uk

Karen Vilday MCC and EVHP Team Manager

Connections acceptance & customer payments

karen.vilday@sse.com connections@ssen.co.uk



Kerrie Coan Telephony Team Manager

Minor connection applications & all connections enquiries

kerrie.coan@sse.com connections@ssen.co.uk Pre-application Pre-application Application Engagement Design Delivery

Responsible for

- Raising applications
- Taking payments
- Providing guidance on application and quotation process

Our Application & Quote Acceptance team are happy to provide help and advice on the application and quote acceptance process via phone or email. Applications can be raised via phone, email or online

connections@ssen.co.uk

0800 048 3516

Points of escalation

1st point of escalation is **Application Team Managers**

2nd point of escalation is Jacob Coates Decarbonisation Application Performance Manager

3rd point of escalation is Hayley Joynson Head of Minor Customer Connections

4th point of escalation is Andrew Scott Director of Customer Service

Minor Customer Connections Managers



Jacob Coates Decarbonisation Application and Workforce Planning Performance Manager

Jacob.coates@sse.com



Michael Hammond Minor Connections Design Manager

michael.hammond@sse.com 07443 183350



Gemma Overall Minor Connections Financial Reconciliation Manager

gemma.overall@sse.com 07721 505094

Responsible for

- Managing our Connections Service Centre for all customer applications
- Assists our Minor Connections Customers throughout their journey from application all the way through to the delivery of the project

Pre-application

(이) Design

Delivery

Engagement

- Process acceptances and payments for connections quotes
- Drives the development for self service and automation of quoting
- Manages the financial closure of projects

Points of escalation

1st point of escalation is **Minor Customer Connections Managers**

2nd point of escalation is **Hayley Joynson** Head of Minor Connections

3rd point of escalation is Andrew Scott Director of Customer Service

Design Managers



Mark Wickham Lead Design Manager Leads the Design Managers

Leads the Design Managers (excluding major DG projects) mark.wickham@sse.com 07810 858177



Kyran Bichard Design Manager Thames Valley & Ridgew

Thames Valley & Ridgeway regions Demand Connections up to 250kVA kyran.bichard@sse.com 07827 044119



Mark Collis Design Manager Thames Valley Region Demand Connections over 250kVA mark.collis@sse.com

07741 777201



James Stapley Design Manager

South East and Wessex regions Demand Connections over 250kVA james.stapley@sse.com

07776 603563



Dean Joynson Design Manager Wessex & South East regions Demand Connections up to 250kVA

dean.joynson@sse.com 07586 282177

Phillip McGuinness Design Manager

Ridgeway region Demand Connections over 250kVA phillip.mcguiness@sse.com 07471 347361



Mike Rogers EHV Design Manager All regions mike.rogers@sse.com 07767 850380

Nick Palmer Design Manager

All regions Large Generation, Out of Area, Design Approval nicholas.palmer@sse.com

07825 015108

Responsible for

- Designing & quoting required works for your connection
- Providing guidance on design and quotation processes
- Assessment of the network to ensure everything is within the allowances

Our Design team are happy to provide help and advice on the design and quotation process via phone or email If you would like to book a meeting regarding one or more prospective project(s), please contact

businessrelationships@sse.com

If you would like to book a meeting regarding one or more projects already in progress, please sign up to attend one of our monthly Connections Surgeries here:

www.ssen.co.uk/stakeholderevent/basicsearch/

Points of escalation

1st point of escalation is **Design Mangers**

2nd point of escalation is **Richard Mailer** Head of Connections, Design & Quotation SEPD

3rd point of escalation is Andrew Scott Director of Customer <u>Service</u>

System Planning Managers



Yuan Gao Lead System Planner Minety, Melksham, Cowley & East Claydon yuan.gao@sse.com 0118 534755





Rafael Rigoni Lead System Planner

Ealing, Willesden, Laleham, North Hyde, Iver 66kV, Iver 132kV, Amersham

rafael.rigoni@sse.com 01738 275924



Responsible for

System Planners are responsible for assessing and designing improvements to our existing equipment and ensuring compliance with legal requirements. They play a crucial part in enhancing the safety, security, and reliability of our electricity network and also help to find innovative solutions to support both current and future power demands .

Points of escalation

1st point of escalation is Lead System Planners

2nd point of escalation is James Hurley Head of Engineering and Investment

3rd point of escalation is Andrew Roper Director of DSO



Ricardo Dias Lead System Planner Botley Wood, Lovedean, Fawley, Nursling, Mannington

Nursling, Mannington, Axminster, Chickerell

ricardo.dias@sse.com 07423 455472



Delivery Managers

Large Connections



Angela King Delivery Manger Large Connections - M4 Corridor Ridgeway, Thames Valley angela.king@sse.com 07342 028113



Jennifer Morris Delivery Manger

Large Connections – South Coast South East & Wessex jennifer.morris@sse.com 07990 494179

Competition in Connections



Jevan Laxan Delivery Manger Competition in Connections

jevan.laxan@sse.com 07384 802582

Responsible for

- Carrying out onsite works including land rights
- Delivering your connection
- Providing guidance on the delivery process

Our Connections Delivery team are split into four key areas:

Major Projects: Large connections requiring 33/132kV works

Large Connections: 4 or more new connections, 1 supply larger than 69kva, diversions, disconnections

Competition in Connections (CiC): Connections projects for Independent Connection Providers or Independent Distribution Network Operators

Minor Connections: Up to 4 new connections or 1 new supply up to 69kva, Service Alterations (see next page for team)

Points of escalation

1st point of escalation is **Delivery Managers** 2nd point of escalation is **Craig Gilroy** Head of Major Connections 3rd point of escalation is **Andrew Scott** Director of Customer Service

Delivery Managers

Minor Connections



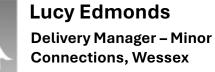
Debbie Childs Delivery Manager – Minor Connections, South East

deborah.j.childs@sse.com 07342 028695



Lorna Eachus Delivery Manager – Minor Connections, Thames Valley lorna.eachus@sse.com

lorna.eachus@sse.com 07918 470210



lucy.edmonds@sse.com 07767 850730

Chris Fuller Delivery Manager – Minor Connections, Ridgeway

chris.fuller@sse.com 07825 015214



Responsible for

- Carrying out onsite works including land rights
- Delivering your connection
- Providing guidance on the delivery process

Our Connections Delivery team are split into four key areas:

Minor Connections: Up to 4 new connections or 1 new supply up to 69kva, Service Alterations

Points of escalation

1st point of escalation is **Delivery Managers**

2nd point of escalation is **Andy O'Connor** Head of Customer Operations, South

3rd point of escalation is **Eliane Algaard** Director of Operations, South

Large Capital Delivery

Major Projects and Large connections requiring 33/132kV works



Ian Burnham Head of Programme Delivery South ian.burnham@sse.com

07525 951781



Carl Pates

Project Director – Delivery Group A

carl.pates@sse.com

07385 085197

Neil Hitchcock

Project Director – Delivery Group B

neil.hitchcock@sse.com



David Grant

Project Director – Delivery Group C

david.grant@sse.com

07721 507210

Responsible for

- Major Projects and Large connections requiring 33/132kV works
- Large Capital Delivery is responsible for all large capital and customer connection projects
- Delivery Groups are structured around grid supply points;
- Each Delivery Group will be headed by a Project Director with senior project managers having responsibility for managing all projects within individual Grid Supply Points
- Project managers have responsibility for delivery of individual projects.
- Delivery Contract Partners will be appointed to each Delivery Group (tender currently in progress)

Points of escalation

1st point of escalation is **Project Directors**

2nd point of escalation is **Ian Burnham** Head of Programme Delivery South

3rd point of escalation is **Fraser Hood** Director of Large Capital Project Delivery

Flexible Services



Gavin Stewart Flexible Solutions Manager

gavin.stewart@sse.com 07767 850006



Dean Miles **Flexible Solutions Delivery** Engineer

dean.miles@sse.com 07747 559091



Iain Prentice Flexible Solutions Delivery Engineer

iain.prentice@sse.com 07342 027519



John Boundy Flexible Solutions Project Engineer john.boundy@sse.com 07342 027805





Mark Homann Lead Project Delivery Manager

mark.homann@sse.com 07584 313225

Jenny Lindsay **Flexible Solutions Support** Technician

jenny.lindsay@sse.com 07443 173311



Oliver Cooper Flexible Solutions Project Manager

oliver.cooper@sse.com 07425 426830



Jiabin Fan Flexibility Scheduling Engineer

jiabin.fan@sse.com 07493 881672

Corinna Farrell Flexible Solutions Performance Manager corinna.farrell@sse.com 07385 430460



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Responsible for

Overseeing the roll out of certain proven innovations that require more support once they have been installed and commissioned.

Currently this means they are responsible for rolling out Active Network Management and other types of flexible connections across both our distribution areas, north and south for the benefits of your connection and to the UK customer in general.

If you have any queries in regard to Flexible Connection opportunities, please contact:

flexible.connections@sse.com

Points of escalation

1st point of escalation is **Gavin Stewart** Flexible Solutions Manager

Customer Service, Vulnerability & Strategy



Troy Fisher Customer Journey & Experience Design Lead troy.fisher@sse.com 07887 943075



Emma Merritt Customer Vulnerability & Communities Lead emma.merritt@sse.com 07469 411043



David Yule Customer Business Improvement & Planning Lead david.yule@sse.com



Rebecca Priestley Journey Owner – Minor Connections & General Enquiries rebecca.priestley@sse.co @7810 817502



Michael Dotts Journey Owner – Digital

michael.dots@sse.com 07810 817502



Abigail Furey Journey Owner – Large & Major Connections abigail.furey@sse.com 07436 491626



Jane Bakella Journey Owner – Interruptions & Complaints jane.bakella@sse.com 01738 344607



Debbie Cloke Engagement Coordinator

debbie.cloke@sse.com 07741 127752

Responsible for

- Customer Service Strategy for SSEN
- ED2 Customer Strategy Objectives
- Customer Vulnerability Strategy
- Service Design Authority for SSEN
- Customer Change & Improvement portfolio
- Strategic oversight of welfare during storms & welfare/ manual framework
- PSR Social Obligations & Strategy
- Customer Digital Strategy & Website ownership
- Customer Performance & Standards. Insight Analysis & Reporting

Engage with us

- Sign up to our Connections mailing list
- View our event calendar
- Visit our Webpage

Points of escalation

1st point of escalation is **Troy Fisher** Customer Journey & Experience Design Lead

2nd point of escalation is **Andrew Bailey** Head of Customer Service & Stakeholder Strategy

3rd point of escalation is Andrew Scott Director of Large Capital Project Delivery

Customer Contact Centres



Mark Wells

Performance Manager -North

mark.wells@sse.com

07920 237540



Lorraine Barber

Performance Manager -South

lorraine.barber@sse.com

07990 424985



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Aimee Wiles Performance Manager – GE and Social Media aimee.wiles@sse.com

07496 869728



Jade Law

Complaints Manager

jade.law@sse.com

07920 167987

Louise Jones

Social Obligations Manager

louise.jones@sse.com

Responsible for

- Interface with the SSEN customer for faults & general enquiries
- Customer interface during storms
- Written, digital, telephony & verbal interaction with customers
- Customer complaints & executive complaints
- Resource management of Contact Centres

Points of escalation

1st point of escalation is Jade Law Complaints Manager

2nd point of escalation is **Gemma Wilson** Head of Customer Contact Centres

3rd point of escalation is Andrew Scott Director of Customer Service

LEGAL



Raaj Bains

Head of Legal

raaj.bains@sse.com 07876 837450 Raaj is a commercial property solicitor and is the Head of Legal (Property) Distribution, based in our Reading office, advising on property, planning and environmental issues.

Raaj leads a team of 10 lawyers based across Reading, Perth, Glasgow and Inverness.

Preetika Verma

Manager

preetika.verma@sse.com

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Responsible for

This team spends most of their time working on real estate transactions for SEPD / SHEPD.

Between the in-house team and the external panel firms, Raaj's team steer c.3,000 live transactions

Points of escalation

1st point of escalation is **Preetika Verma** Manager - SEPD

2nd point of escalation is **Raaj Bains** Head of Legal

3rd point of escalation is Director of Legal Helen McCombie

Escalation Route for South (SEPD)

Our networks business is split into four regions, each with a dedicated leadership team; Ridgeway, Wessex, Thames Valley and Southeast.

The end-to-end connections customer journey is the sole responsibility of the Customer Service Directorate. This change, brought about in 2023, provides our customers and stakeholders visibility of staff responsibility and accountability throughout the journey, from application to delivery.



Andrew Scott Director of Customer Service

andrew.m.scott@sse.com





Paul Towsey Interim Head of Delivery

paul.towsey@sse.com 07500 912995



Richard Mailer Head of Connections Design & Quotation (South) richard.mailer@sse.com 07767 850459



Hayley Joynson Head of Minor Customer Connections

hayley.joynson@sse.com



Craig Gilroy Head of Major Connections

craig.gilroy@sse.com 07767 850431



Mark Askew Head of Connections, Policy & Performance

mark.askew@sse.com



Andrew Bailey Head of Customer Service Strategy & Vulnerability andrew.bailey2@sse.com



Gemma Wilson Head of Customer Contact Centres

gemma.wilson@sse.com 07919 907484

Compliments & Complaints

Compliments

We are keen to hear your good news stories and positive experiences with our team members. If you have received particularly good service, why not commend the person or team responsible? It lets us know what we are doing right, highlights good working practices that we can all adopt and encourages certain ways of working. Compliments can be sent to the Connections Engagement team at:

connectionsfeedback@sse.com



Engage with us

- Sign up to our Connections mailing list
- View our event calendar
- Read our regulatory submissions
- Visit our Webpage

Engage with us on social media



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If you have any ideas for improvement of this guide, please let us know:



connectionsfeedback@sse.com



businessrelationships@sse.com

Complaints

We always aim to provide the best service possible, however we do understand that sometimes we don't always get it right. If you should experience this, and would like to raise a complaint you can do this via telephone, email or online

The easiest and quickest way to resolve a complaint is to telephone us: **0800 980 1395**

Monday to Saturday between 08:00 – 16:00

If you are unable to phone or would prefer to write, you can contact us by email:

customercomplaints@ssen.co.uk

You can also complete our online complaints form: www.ssen.co.uk/Complaints