

Agenda

DSC Contract Management Committee

11:00 Wednesday 20 June 2018

at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Teleconference: 020 3582 4515, ID 401-706-701

Screen Sharing: <https://join.me/JointOffice>

Short notice items are in italics

Item	Topic	Lead	Category
1. Introduction		Chair	Information
1.1.	Apologies for absence		
1.2.	Alternates		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (16 May 2018)		
2. Business Continuity Plan (no update)		CDSP (DSt)	Information
3. Contract Assurance Audit (no update)		CDSP (EB)	Information
4. Monthly Contract Management Report (KPIs)			
4.1.	KPI Reports	CDSP (MO)	Information
4.2.	Issue Management Update	CDSP (MD)	Information
4.3.	KVI Framework and Update	CDSP (MD)	Approval
4.4.	Summary position of aggregate UIG flows	CDSP (LW)	Information
4.5.	Information Security Arrangements including Dashboard Update	CDSP (ES)	Information
5. Financial Information			
5.1.	Cost Allocation Model and Methodology (no update)		Information
5.2.	CDSP Budget (no update)	CDSP (NS)	Information
5.3.	Annual Charging Statement (no update)		Information
5.4.	Invoicing		Information
6. Review of Outstanding Actions		Chair	Discussion
7. Key committee updates			
7.1.	DSC Change Management Committee	CDSP (ES)	Information
7.2.	PAC/PAFA	CDSP (ES)	Information
7.3.	General Data Protection Regulation (GDPR)	CDSP (ES)	Information
8. Any Other Business			
8.1.	2019 Business Plan Approach	CDSP (MB)	Information
8.2.	CSS Update	CDSP (LF)	Approval

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8.3. XRN4667 DSC Service Description Table Cosmetic Changes to Service Lines	CDSP (ES)	Approval
8.4. Customer Training Plan	CDSP (TC)	Information
9. Diary Planning	Chair	Information

Action Table (as at 16 May 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0402	18/04/18	9.1	E.ON (KD) to work with Xoserve (MO/ER) and the SPAA representatives on the framework for the SPAA, to agree what information would be released to Siemens and any changes required to the SPAA schedules going forward.	E.ON (KD) & Xoserve (MO/ER)	Carried Forward
0501	16/05/18	5.2	Xoserve (RC) to provide a monthly report to summarise must-read performance and MD to consider including this in the high-level issues KPI reporting.	Xoserve (RC)	Pending
0502	16/05/18	5.2	All DSC Contract members to review the spreadsheet of issues and their RAG status.	ALL committee members	Pending
0503	16/05/18	5.3	Xoserve (MD) to provide an update at the June meeting on the proposed/revised change management questions.	Xoserve (MD)	Pending
0504	16/05/18	5.5	Joint Office to remove agenda item 3.0 information security arrangements as this is now part of agenda item 5.5 information security arrangements- dashboard update.	Joint Office	Pending
0505	16/05/18	6.2	Xoserve (ES) to confirm the potential additional spend (£350K) and Budget remaining pots and to provide a commentary section on the slide to detail the spend for tracking purposes.	Xoserve (ES)	Pending
0506	16/05/18	9.5	Joint Office to check that the website accurately reflects the current membership. In addition, CS to review the rules and flag areas where there are membership gaps in relation to all DSC committees and highlight these as part of the 2018/19 election process.	Joint Office	Pending

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