

Agenda

DSC Contract Management Committee
11:00 Wednesday 17 October 2018
at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL
 (Teleconference: 020 3582 4515, ID 401-706-701)

Short notice items are in italics

** indicates where the material is expected to be provided late*

<i>Item</i>	<i>Topic</i>	<i>Lead</i>	<i>Category</i>
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (19 September 2018)		
2. Business Continuity Plan		CDSP	No Update
3. Contract Assurance Audit		CDSP	No Update
4. Monthly Contract Management Report (KPIs)			
4.1.	KPI Reports*	CDSP (MO)	Information
4.2.	Issue Management Update*	CDSP (MD)	Information
4.3.	KVI Performance*		
4.3.1.	September KVI Performance*	CDSP (MD)	Discussion
4.3.2.	6 monthly review of KVIs	CDSP (MD)	Discussion
4.4.	UIG Updates		
4.4.1.	UIG Taskforce Contacts	CDSP (LJ)	Discussion
4.5.	Information Security Arrangements Dashboard Update*	CDSP (NV)	Information
5. Financial Information			
5.1.	Cost Allocation Model and Methodology	CDSP (NS)	Information
5.2.	CDSP Budget	CDSP (NS)	Information
5.3.	Annual Charging Statement	CDSP (NS)	Information
5.4.	Invoicing (covered under section 4.1)	CDSP (NS)	Information
6. CSS Update*		CDSP (EL)	Information
7. Review of Outstanding Actions(s)		Chair	Discussion
8. Key Committee Updates		Chair	Discussion
8.1.	DSC Change Management Committee*	CDSP (ES)	Information
8.2.	PAC/PAFA*	CDSP (ES)	Information
9. Disclosures			
9.1.	Operations Guidelines Document Data Permission	CDSP (AM)	Information
9.2.	CoMC Consent for Disclosure of Information - Supplier	CDSP (AM)	Approval
9.3.	CoMC Consent for Disclosure of Information - MAM	CDSP (AM)	Approval
9.4.	CoMC Consent for Disclosure of Information - MEU	CDSP (AM)	Approval
10. Any Other Business			
10.1.	Business Olan 2019 (BP19) Update (to be covered at 12.00)	CDSP (SJ/DT/IS)	Information
10.2.	M Number Web Portal	CDSP (SH/BM)	Information
10.3.	IX Project Update	CDSP (MO/JW)	Information

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10.4. Proposal for the DSC Credit Management Committee to be encompassed within the DSC Contract Management Committee	Joint Office (CS)	Approval
10.5. SPAA Schedule 25	CDSP (ER) CDSP(SD) CDSP (SD)	Approval
10.6. DSC Specific Services invoice issue change for Christmas period		Information
10.7. CDSP Cash Collection Processes		Information
10.8. XRN4769 - Updates to Service Description Table	CDSP	Discussion
11. Diary Planning	Chair	Information

Action Table (as at 19 September 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 to November 18
0801	15/08/18	2	Xoserve (EB) to consider the timing of the review for 2019 Quarter 3 and to provide an update from the November 2018 review in the form of a Lessons Learnt document.	Xoserve (EB)	Carried Forward
0803	15/08/18	4.2	Xoserve (MD) to produce a Communications Strategy for notification of incidents with timelines for resolution, with an indication of importance and the potential customer impact.	Xoserve (MD)	Carried Forward
0804	15/08/18	4.5	Xoserve (MO/PBi) to set out what occurred in relation to the IX patch and why, and to produce a proposal/process for future incidents.	Xoserve (MO/PBi)	Carried Forward
0901	19/09/18	4.1	Xoserve (MO) to provide information regarding the Class 3 movement into Class 4 and the reasons for this.	Xoserve (MO)	Pending
0902	19/09/18	4.1	Xoserve (MO) to produce the Lessons Learnt document regarding the IX and report back findings in relation to the IX issue.	Xoserve (MO)	Pending
0903	19/09/18	4.2	Xoserve (MO) to produce a summary document of the status of the system issues and resolution progress.	Xoserve (MO)	Pending
0904	19/09/18	9.2	Xoserve (AM) to produce a summary document of the boiler plate terms used in the Disclosure of Information contracts.	Xoserve (AM)	Pending
0905	19/09/18	9.2	Xoserve (AM) to work with the MEUs to produce a document regarding the proposal to have a data report, in a request report format.	Xoserve (AM)	Pending

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