

Agenda

DSC Contract Management Committee

10:30 Wednesday 18 September 2019

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*

Item	Topic	Lead	Category
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (14 August 2019)		
1.5.	Review of Outstanding Actions		
2. Disclosure Reports			
2.1.	DRR – Shipper report	CDSP (JG)	Approval
2.2.	DRR – Network report	CDSP (SH)	Approval
2.3.	DSC Change Management Guidelines - Amendments	CDSP (SH)	Approval
3.	UKL Update	CDSP (AS & RP)	Information
4.	BP20 Update	CDSP (DT)	Information
5. Monthly Contract Management Report (KPIs)			
5.1.	Contract Metrics (including Invoicing)	CDSP (MD)	Information
5.2.	Issue Management Updates		
5.2.1.	Issue Management Dashboard	CDSP (MD)	Information
5.2.2.	Amendment Invoice Taskforce Update	CDSP (DD)	Information
5.2.3.	UIG Update	CDSP (LJ)	Information
5.3.	KVI Performance		
5.3.1.	August 2019 KVI Performance	CDSP (MD)	Information
6.	CSS Update	CDSP (EL)	Information
7.	Information Security Arrangements	CDSP (VB)	Information
8.	Business Continuity Plan	CDSP (DS)	No Update
9.	Contract Assurance Audit	CDSP (EB)	No Update
10. Financial Information			

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10.1. Cost Allocation Model and Methodology 10.2. CDSP Budget 10.3. Annual Charging Statement	CDSP (NS)	No Update
11. Key Committee Updates		
11.1. DSC Change Management Committee	CDSP (JR)	Information
12. Any Other Business		
12.1. UNC User Representatives 2019/20	Chair	Information
12.2. Governance for PAFA & AUGÉ related contracts	CDSP (JM)	Information
12.3. Action Log Recap	CDSP (JM)	Information
12 Diary Planning	Chair	Information

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Action Table (as at 14 August 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0309	20/03/19	10.6	Xoserve (DT) to investigate if a new updated process for the 'Requesting of New Services' could be implemented ahead of the next cycle.	Xoserve (DT)	Carried Forward
0701	17/07/19	4.1	Xoserve (MD) to review current KPI and KVI monitoring for improvements and present proposals at the October Contract Management Committee.	Xoserve (MD)	Carried Forward
0702	17/07/19	10.1	Xoserve to provide a breakdown of Project Nexus de-scoped data items.	Xoserve (SJ/JM)	Carried Forward
0704	17/07/19	10.1	Xoserve to review what the Key Performance Indicators for success are.	Xoserve (SJ/JM)	Carried forward
0801	16/08/19	1.5	Xoserve (JMG) to amend the Operating Guidelines Document to include ownership, version control and amendments/ changes/ review cycle process prior to publication on the JO website.	Xoserve (JMG)	Pending
0802	16/08/19	2.1	Xoserve (MD) to combine the Contract Metrics and Issue Management update into one document including supporting detail on each area.	Xoserve (MD)	Pending
0803	16/08/19	2.3.2	Xoserve (ER/VM) to engage with Steve Mulinganie (SM) and Kirsty Dudley (KD) in relation to the proposed changes and management of the Operationally Excellent Operation Rhythm rollout plan.	Xoserve (ER/VM)	Pending
0804	16/08/19	10.3	Xoserve (JMG/DH) to communicate the change of the Introduction of Rolling Enduring Contracts for Third Party Services renewal process.	Xoserve (JMG/DH)	Pending
0805	16/08/19	11.2	Xoserve (RP) to provide further detail with regards to read functional objects in relation to Class 3.	Xoserve (RP)	Pending
0806	16/08/19	11.3	Xoserve (FC/JR) to investigate what access limitations should be given to the PAFA when accessing Birst, from a meter point level and contractually/commercially.	Xoserve (FC/JR)	Pending
0807	16/08/19	11.3	Joint Office (RH) to procure a paper from FC and circulate it and a voting form to the DSC Contract Management Committee to be sent via email to approve the renewal of the PAFA contract.	Joint Office (RH)	Pending

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