

Agenda

DSC Contract Management Committee

09:30 Wednesday 17 March 2021

via Microsoft Teams

(Please refer to your Microsoft Teams invite for the Teleconference details for this meeting)

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		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Minutes (17 February 2021)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2.	Meet and Greet	CDSP (SJ/SW)	Information
3.	Project Mercury	CDSP (AS – C)	Information
4.	Covid-19 Update	CDSP (AS/FC – C)	Information
5.	Approvals		
5.1.	MAP Portfolio Reporting	CDSP (SH - X)	Approval
5.2.	XRN5329 Changes to Service Description Table v16	CDSP (AC - X)	Approval
6.	Business Plan Updates		
6.1.	BP20 Centrica Appeal	CDSP (JMc - X)	Information
6.2.	BP21 Update	CDSP (JMc - X)	Information
7.	Retail Energy Code (REC) Update	CDSP (JMc - X)	Discussion
8.	Modification 0710 - CDSP Provision of Class 1 read service	CDSP (ER - X)	Information
9. Monthly Contract Management Report			
9.1.	KPM Update*	CDSP (TBC)	Discussion
9.2.	Contract Metrics	CDSP (AC - X)	Information
9.3.	Xoserve Incident Summary	CDSP (NL - C)	Discussion
9.4.	Issue Management Updates	CDSP (MD-C)	Information
9.4.1.	Issue Management Dashboard	CDSP (MD - C)	Information
9.4.2.	AQ Taskforce update	CDSP (DR - C)	Discussion
10.	Central Switching Service (CSS) Update	CDSP (EL -C)	Information
11.	Information Security Update	CDSP (NM - C)	Information
12.	Financial Information	CDSP (NS)	Due May

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk/DSC-Contract

13. Business Continuity Plan	CDSP (DS)	Due May
14. Contract Assurance Audit	CDSP (HH)	Due May
15. Key Committee Updates 15.1. DSC Change Management Committee *	CDSP (JR)	Information
16. Any Other Business 16.1. CMS Rebuild Update 16.2. VAT early termination fees and compensation payments 16.3. Impact of Brexit	CDSP (JW - C) CDSP (JMc - X) CDSP (JMc - X)	Information Information Information
17. Diary Planning	CDSP (JMc - X)	Information

Action Table (as of 17th Feb 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0201	17/02/21	1.6	PO to produce an options paper for the Retrospective and Proof of Concept project to be reviewed at the March DSC Change Management and Contract Management Committees.	Xoserve (PO)	Pending
0203	17/02/21	7	JMc to produce an options paper for amending Third Party and Additional Services Policy including risks and mitigations.	Xoserve (JMc)	Pending
0204	17/02/21	8	ER to review how service charge information can be included in the Annual Charging Statement.	Xoserve (ER)	Pending
0205	17/02/21	8	DA to review and update the Committee Terms of Reference to add reviewing the liabilities charges to the Committee's remit	Xoserve (DA)	Pending