

Agenda

DSC Contract Management Committee

09:30 Wednesday 21 April 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 March 2021)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2.	Project Mercury Update	CDSP (AS)	Information
3.	Covid-19 Update	CDSP (AS/FC)	Information
4.	Approvals		
5.	Business Plan Updates		
5.1.	BP20 Centrica Appeal	CDSP (JMc)	Information
5.2.	BP21 Update	CDSP (JMc)	Information
6.	Retail Energy Code (REC) Update	CDSP (JMc)	Discussion
7.	Class 1 Read Service	CDSP (ER)	Discussion
7.1.	Modification 0710 - Class 1 provision of Class 1 Service by CDSP	CDSP (ER)	Information
7.2.	Class 1 Read Service Re-procurement	CDSP (ER)	Information
8. Monthly Contract Management Report			
8.1.	KPM Update*	CDSP (TBC)	Discussion
8.2.	Contract Metrics	CDSP (AC)	Information
8.3.	Xoserve Incident Summary	CDSP (NL)	Discussion
8.4.	Issue Management Updates	CDSP (MD)	Information
8.4.1.	Issue Management Dashboard	CDSP (MD)	Information
8.4.2.	Quarterly Invoicing update	CDSP (DD)	Information
9.	Central Switching Service (CSS) Update	CDSP (EL)	Information
10.	Information Security Update	CDSP (NM)	Information
11.	Financial Information	CDSP (NS)	Due May

12. Business Continuity Plan	CDSP (DS)	Due May
13. Contract Assurance Audit	CDSP (HH)	Due May
14. Key Committee Updates		
14.1. DSC Change Management Committee	CDSP (JR)	Information
15. Any Other Business		
15.1. CMS Rebuild Update	CDSP (JW)	Discussion
15.2. KPM Relationship Survey	CDSP (Jmc)	Information
15.3. Utilities Register Service	CDSP (JMc)	Information
15.4. VAT early termination fees and compensation payments	CDSP (JMc)	Information
15.5. Impact of Brexit	CDSP (JMc)	Information
15.6. User Rep Appointment Process	Chair	Information
16. Diary Planning	Chair	Information

Action Table (as of 17 March 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. Update Post Meeting – an e-mail was sent to the CoMC on 19 March to conform that the Options Paper would be circulated no later than the 04 May and would be on the agenda at the CoMC in May	Xoserve (PO)	Carried Forward
0204	17/02/21	8	ER to review how service charge information can be included in the Annual Charging Statement.	Xoserve (ER)	Carried Forward
0301	17/03/21	1.5	<i>Central Switching Service (CSS) Update</i> EL to provide a more formal update to the issue raised that some parties are suggesting changes to the transition window	CDSP (EL)	Pending