



CoMC Reporting

April 20th 2022

Purpose of presentation

- Discuss the future reporting pack
- Review current report contents and discuss and agree future reporting requirements
- Talk through some options and agree the best approach moving forward

Current

- All the Papers for CoMC (except those marked as late papers) are published on the Joint Office Website five days prior to the meeting
- At the meeting the chair asks if any member would like the process owner of the report to join the call to talk through it and/or answer any questions
- The Xoserve meeting administrator will arrange for a SME to join the call

Options to discuss

- Always offer to discuss Contractual reports and ad-hoc if requested to prior to the meeting
- Always discuss all reports
- Agree a rota to cover all reports so each is covered at least once a quarter (CoMC can still request a rep prior to the meeting if they should have questions on the published material – we would always have someone on the call in the event of any service failures in the reporting month)

Contractual Reports

Report Requirements	Covered by Agenda item
Performance of the CDSP in each of the Process Journeys against the Performance Standard in the CDSP Service Description.	KPM Update
The use and availability of UK Link and any incidents affecting UK Link as provided in the UK Link Manual	Contract Metrics Report
Information in respect of Additional Services and Third Party Services as specified in the Third Party and Additional Services Policy	Contract Metrics Report
Information Security – Update on all current projects within the Security and Privacy Improvement Programmes	Information Security Update
Financial Information –Service costs, Investment costs	Financial Information (Quarterly update)
Business Continuity Plan-report on achievement of the requirements in the Business Continuity Plan for preparedness for a business continuity incident.	Business Continuity Plan (quarterly update)
Contract Assurance Audit	Contract Assurance (Quarterly update)
A summary of the main items contained in the monthly Change Management Report provided to the Change Management Committee;	Key Committee Updates

Ad –hoc reports

Report components	Covered by Agenda item
Customer Highlights – Link to articles on Xoserve.com	Contract Metrics
Change management graph – static graph show detailing the annual Change Management Budget	Contract Metrics
Transportation Invoices – value of monthly invoices broken down by type	Contract Metrics
Supply point information – Breakdown of meters by supply class and % of total which are Smart	Contract Metrics
Issue Management Dashboard	Issue Management Dashboard
Xoserve Incident Summary	Xoserve Incident Summary
Quarterly invoice Summary	Quarterly invoice Summary