

Agenda

DSC Contract Management Committee

09:30 Wednesday 18 May 2022

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 (20 April 2022)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
1.7.	User Representative Appointment Process		Information
2. Approvals			
2.1.	XRN 5505 Changes to SDT v24	CDSP (AC)	Approval
3. Business Plan Updates			
3.1.	BP22 Update	CDSP (DT)	Information
4. Retail Energy Code (REC) and CSS Updates			
4.1.	REC Update	CDSP (DA/JMc)	Discussion
4.2.	CSSC Update	CDSP (EL)	Information
5. Class 1 Read Service			
5.1.	Procurement Exercise – Modification 0710	CDSP (ER)	Information
6. Monthly Contract Management Report			
6.1.	KPM Update*	CDSP (AS)	Information
6.2.	KPM Customer Relationship Survey	CDSP (DTh/DT)	Information
6.3.	Contract Metrics	CDSP (AC)	Information
6.4.	Xoserve Incident Summary	CDSP (TP)	Information
6.5.	Issue Management Dashboard	CDSP (MP)	Information
7. Information Security Update			
		CDSP (NM/DG)	Information
8. Financial Information			
		CDSP (JMa)	Information
9. Business Continuity Plan			
		CDSP (TH)	Information
10. Contract Assurance Audit			
		CDSP (HH)	Information
11. Key Committee Updates			

Contact Details: enquiries@gasgovernance.co.uk

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

11.1. DSC Change Management Committee	CDSP (JR)	Information
12. Any Other Business		
12.1. CMS Replacement Update	CDSP (JW)	Information
12.2. UIG Update	CDSP (MP)	Information
12.3. AUGE Process Audit Extension Proposal Update	CDSP (CD)	Information
13. Recap of decisions made during meeting	CDSP (AC)	Information
14. Diary Planning	Chair	Information

Action Table (as of 20 April 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0101	19/01/22	8.0	Xoserve (DT) to consider the provision of a 'Service Organisation Control Report' IS assurance statement to share with customers.	Xoserve (DT)	May 2022	Carried Forward
0302	16/03/22	2.1	Xoserve (MO/JMc) to consider any updates that may be required to the existing process.	Xoserve (MO/JMc)	May 2022	Carried Forward
0304	16/03/22	10	Xoserve (JMc) to provide further clarification on the remedial action taken following the Contract Assurance Audit.	Xoserve (JMc)	May 2022	Carried Forward
0401	20/04/22	4.1	<i>Reference Development of a Memorandum of Understanding for DPM purposes – Xoserve (JMc) and Wales & West Utilities (RP) and Gazprom Energy (SM) to develop an initial draft Memorandum of Understanding (plain English) for consideration at the May 2022 meeting.</i>	Xoserve (JMc) & Wales & West Utilities (RP) & Gazprom Energy (SM)	May 2022	Pending
0402	20/04/22	4.3	<i>Reference Transition Cut Over 'Dead Zone' Compensation Claim Concerns – Xoserve (EL/JMc) to provide historical (01 August) volume v's bandwidth data to the ICoSS representative.</i>	Xoserve (EL/JMc)	May 2022	Pending
0403	20/04/22	6.3	<i>Reference Contract Metrics Reporting Enhancements – Xoserve (AC) to consider enhancing the reports to provide a high-level summary.</i>	Xoserve (AC)	May 2022	Pending