

Agenda

DSC Contract Management Committee

09:30 Wednesday 19 October 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 (14 September 2022)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2. Approvals			
2.1	Changes to DSC SDT v25	CSDP (AC)	Approval
2.2	DRR Primes and Subs Reporting	CDSP (DA)	Approval
2.3	DRR EPG Scheme	CDSP(DA)	Information
3. Business Plan Updates			
3.1.	BP updates	CDSP (DT)	Information
4. Retail Energy Code (REC) Impacts to DSC			
4.1.	REC Update	CDSP (DA)	Information
5. Class 1 Read Service			
5.1.	Procurement Exercise – Modification 0710	CDSP (DA)	Information
6. Monthly Contract Management Report			
6.1.	KPM Update*	CDSP (AS)	Information
6.2.	KPM – Customer Relationship Survey Results	CDSP (DTh)	Information
6.3.	Monthly Contract Management Reports	CDSP (AC)	Information
6.4.	Xoserve Incident Summary	CDSP (TP)	Information
6.5.	Issue Management Dashboard	CDSP (MD)	Information
6.6.	GRDA Reporting	CDSP (DA)	Information
7. Information Security Update		CDSP (DD)	No update this month
8. Financial Information		CDSP (JMa)	Due December

9. Business Continuity Plan	CDSP (TH)	Due December
10. Contract Assurance Audit	CDSP (HH)	Due December
11. Key Committee Updates		
11.1. DSC Change Management Committee	CDSP (JR)	Information
12. Any Other Business		
12.1. CMS Update	CDSP (JW)	Information
12.2. Contractual SLAs	E.ON Energy (KD)	Discussion
12.3. Hydrogen Project Update	CDSP (VM)	Information
13. Recap of decisions made during meeting	CDSP (AC)	Information
14. Diary Planning	Chair	Information

Action Table (as of 14 September 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
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)	September 2022 October 2022	Carried Forward
0502	18/05/22	3.1	Xoserve (DT) to review the Revised Charging Statement to ensure consistent terminology is used and that it is published once any amendments have been made. (*A cross referencing exercise to be undertaken against the Budget and Charging Methodology prior to publication)	Xoserve (DT)	September 2022 October 2022	Carried Forward
0504	18/05/22	12.5	Xoserve (DA) to provide an update on the implementation of Modification 0651.	Xoserve (DA)	September 2022 October 2022	Carried Forward
0704	20/07/22	6.6	Xoserve (DD) to investigate a different format with which to present the Quarterly Invoicing Update.	Xoserve (DD)	October 2022	Carried forward

Action Table (as of 14 September 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0802	17/08/22	3.1	Xoserve (AC/DT) to discuss including the Efficiency Review Document within the BP23 prior to publication in September.	Xoserve (AC/DT)	September 2022 October 2022	Pending
0903	14/09/22	1.7	<i>Bank Holiday Recognition</i> CDSP (DA) to consider a Modification for certain processes to be put in place for Short Notice Bank Holiday announcements.	CDSP (DA)	October 2022	Pending
0904	14/09/22	12.2	Xoserve (DA) to provide a response to the comments made regarding the AOB item 12.2 Potential Conflict of Interest raised by SM.	Xoserve (DA)	October 2022	Pending