

UNC DSC Contract Management Committee Minutes
Wednesday 14 June 2023
via Teleconference

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Ben Mulcahy (Secretary)	(BM)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Clare-Louise Roberts	(CLR)	Scottish Power	Class A & Class C Voting
Oorlagh Chapman	(OC)	Centrica	Class A Voting
Steve Mulinganie	(SM)	SEFE	2x Class B & 1x C Voting
Transporter Representatives (Voting)			
Helen Chandler	(HCh)	Northern Gas Networks	DNO Voting
Sally Hardman	(SH)	Scotia Gas Networks	DNO Voting
Andrea Godden (+ Alternate for Richard Loukes)	(AG)	National Gas Transmission	NTS Voting
Jenny Rawlinson	(JR)	BU-UK	IGT Voting
Brandon Rodrigues	(BR)	ESP	IGT Voting
CDSP Contract Management Representatives (Non-Voting)			
David Addison	(DA)	Xoserve	
Jayne McGlone	(JMc)	Xoserve	
Observers/Presenters (Non-Voting)			
Angela Clarke	(AC)	Xoserve	
Charlotte Gilbert	(CG)	BU-UK	
Fiona Cottam	(FC)	Xoserve	
Helen Bennett	(HB)	Joint Office	
James Rigby	(JRi)	Xoserve	
Joanne Williams	(JW)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Michele Downes	(MD)	Xoserve	
Phil Wood	(PW)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Steve Deery	(SD)	Xoserve	
Apologies			
Richard Loukes	(RL)	National Gas Transmission	
<p><i>DSC Contract Management Committee meetings will be quorate where: Committee Representatives of at least two (2) shall be Shipper Representatives and three (3) shall be DNO Representatives, NTS Representatives or IGT Representatives, are present at a meeting who can exercise six (6) votes.</i></p> <p><i>Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: https://www.gasgovernance.co.uk/dsc-contract/140623</i></p>			

1. Introduction

Bob Fletcher (BF) welcomed all to the meeting, confirming the meeting to be quorate.

1.1. Apologies for absence

Richard Loukes

1.2. Alternates

1.3. Confirm Voting rights

The voting rights were confirmed as detailed below:

An available Shipper Class C vote was randomly assigned between eligible representatives and was given to Claire-Louise Roberts, to hold until October 2023.

Representative	Classification	Vote Count
Shipper		
Claire-Louise Roberts	Shipper Class A + Class C	1 A vote 1 C Vote
Oorlagh Chapman	Shipper Class A	1 A vote
Steve Mulinganie	Shipper Class B + Class C	2 B votes 1 C vote
Transporter		
Helen Chandler	DNO	1 vote
Sally Hardman	DNO	1 vote
Andrea Godden (+ Alternate for Richard Loukes)	NTS	2 votes
Jenny Rawlinson	IGT	1 vote
Brandon Rodrigues	IGT	1 vote

1.4. Approval of Late Papers

It was confirmed that the Joint Office was in receipt of a late presentation for Item 3, Business Plan update. The Committee accepted the late paper.

1.5. Approval of Minutes (17 May 2023)

1.6. The minutes from the previous meeting were approved.

1.7. Review of Outstanding Actions

Action 0101b: CDSP (DT) to provide confirmation of the process for appointing a Shipper Nominated Director to the Committee.

Update:

Jayne McGlone (JM) observed that whilst the action had been addressed in the previous meeting it had been carried forward whilst Steve Mulinganie (SM) sought internal legal advice. SM confirmed that he had asked for this but had not yet received a response. He suggested the action be closed as he could always request a new action should it prove required.

Action 0101b Closed

2. Approvals

2.1 XRN5653 Updates to the Service Description Table v29.

Angela Clarke (AC) talked through this item, explaining that there has previously been a requirement for the CDSP to maintain a small domestic NDM sample however, due to a) the impacts of SMART metering on the sample (halved in recent years) and b) the implementation of UNC Modification 0654S which mandates eligible Shippers to provide daily consumption data for Demand Estimation purposes, this service was no longer justified. As a result, the contract with the CDSP's service provider was not renewed. The CDSP is therefore seeking approval to remove the lines associated with the service as they have been made redundant due to this decision.

Additionally, the CDSP sought approval to amend the text in the Service Requirement Description of Service Line DS-CS-SA5-09 to clarify that the CDSP is required to procure the Climate Change Methodology as well as be responsible for its provision.

The DSC Contract Management Committee had no subsequent questions or comments on this item and was accordingly requested to approve the removal of the service lines detailed within the CP from v29 of the Service Description Table, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Steve Mulinganie	3	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler	1	For
Sally Hardman	1	For
Andrea Godden (+ Alternate for Richard Loukes)	2	For
Jenny Rawlinson	1	For
Brandon Rodrigues	1	For
Total	6	For

3. Business Plan Updates

3.1. BP Updates

James Rigby (JRi) provided a presentation on the draft Principles and Approach (P&A) for BP24. He detailed the intended timeline with an initial draft in June to provide for a subsequent consultation period. The CDSP then plan to host a virtual round table event within the first week of July and was keen to see all DSC Contract Management Committee members attend with the intention of attaining as much engagement and interaction as possible as the P&A progresses to the final draft, due at the end of July.

JRi then provided a summary of the key principles used in developing the Business Plan. He talked of the aim to build engagement, advising that the process this year will have a different look and feel which was in response to previous customer feedback. He recognised that the CDSP's customers already have many existing commitments and so looked to ensure that there is a range of feedback options for customers to use and committed to providing appropriate responses to all feedback received.

JRi also advised that the CDSP intends to make Executives and Board members more prominent in the process, also in response to customer comments about the visibility of the Board, believing that the Business Plan is a good opportunity to do this. He assured the Committee that the aim was to look for ways to improve the process for all.

The second principle JRI discussed was to ensure that the plan will be accessible. This meant prioritising brevity & clarity, it was to provide the information that is needed, but with fewer words and more meaning. It will avoid obscuring the information customers need with information already known by most of their customers. As an example, he cited all the introductory information normally given about Xoserve and its role, which will now not be included in the main BP documentation, but instead, it will feature in the Appendices where it will be available for new readers but will not crowd out the information most customers require.

JRI acknowledged that transparency was prominent in previous customer feedback about CDSP costs, including their direct costs as is given by other industry bodies, so this will be provided and broken down into clear attributed costs, given the example of Xoserve head count. He also committed to aligning the language in the Business Plan with DSC Service documents to prevent confusion with the terminology, though noted it was to be written in plain English without making it necessary to refer to DSC documents to comprehend.

JRI then moved to the third listed principle, value for money. He described this as a central focus for the CDSP and was not just about doing it economically, instead, he stated that the CDSP aimed to frame this through a number of lenses, so whilst ensuring services had a reasonable price, they would also look to ensure best efficiency by, for example, using existing resources whenever appropriate. He then introduced the concept of a '4E' framework which was well suited to the CDSP operation, stating it included economy, efficiency, equity, and effectiveness. In considering effectiveness they would look to matters such as ensuring Key Performance Measures (KPMs) are linked to aspects like investments to ensure KPM improvement. They would also look to provide an equitable sharing of costs through their cost allocation methodology and intend to provide customers with an open review of this. He noted the current UNC Modification 0841 - *Introduction of cost efficiency and transparency requirements for the CDSP Budget, and revisions to DSC change processes*, (<https://www.gasgovernance.co.uk/0841>), to bring the methodology into a service document and expressed the view that the next natural step was to undertake a review and bring customers on board. He advised that James Spicer, the Xoserve Head of Finance was to talk further on this at a future date.

Oorlagh Chapman (OC) stated that a presentation on an audit of the CDSP Charging Methodology has previously been given where it had been stated that the model was being developed and asked if this was to be included. JRI confirmed that it was. OC then asked if this also included the Budget & Charging Methodology, as she had not been able to confirm it from the documentation seen to date. JRI responded that the focus of this BP24 work was the Cost Allocation Model.

OC then asked if the audit work was performed by a third party or by Xoserve itself, JRI replied that he would have to take that question away as it was not completely a BP24 discussion but concurred that it was an important consideration in its own right, and thus, in accordance with the principles he had just elucidated, the CDSP were keen to engage with customers and get feedback and invited customers to do so at the event on 05 July 2023.

New Action 0601: CDSP (JRI) to feedback as to whether the proposed audit activities for the Charging Methodology is being conducted by an external third party or by Xoserve

When quizzed on the 05 July date JRI advised that members should receive invitations that afternoon to a round table event for customers to engage as a group to talk about the P&A, with the Executive team and Board members present on the call. He explained it was to be an interactive session open to all DSC Customer Contract Managers, but, as DSC Contract Management Committee attendees are the most engaged, the CDSP were particularly keen for them to attend.

JRi then detailed the next principle he wished to discuss, which was to consider uncertainty, and stated this was very much about horizon scanning. He shared the view that there are a lot of policy changes underway and likely, with what he described as 'political headwinds' steering the near future, so Xoserve is keen to show that they are responsibly looking at these potential futures. He stated that in regard to investments they are thinking around the next few years would be how the plan is going to be resilient to these futures, endeavouring to ensure investments do not prove to be regret spend but enabling these futures and that they are keen to get customer input to ensure a really robust view of the political headwinds.

He summarised that the BP24 document will give more detail but will be less dense and wordy, with the intention that customers spend less time rooting through words and more time engaging with Xoserve and confirming the aim to track engagement and be as transparent as possible.

3.2. Efficiency Review

JRi provided an update on the Efficiency Review, stating that they were expecting Requests For Proposals (RFP) that day and would then set-up stakeholder engagement to hold some sessions with the vendors. The process would then progress through selecting and employing a vendor with some output anticipated in November. He commented that they were looking forward to seeing the responses they get and will update the DSC Contract Management Committee as soon as they have more information.

4. Monthly Contract Management Report

4.1. KPM Update

AC led the update of the KPM, noting that the DSC Credit and Risk Performance Indicators for May had two red entries, with the first, % of revenue collected by the due date, showing 99.58% instead of the target 100% and explained this was due to a customer payment on D+4, and therefore being beyond the target of D+2 and that the Energy Balancing Credit Committee (EBCC) had been informed and decided not to take action.

The second red entry was for % of revenue collected by the due date, being 95.77% instead of the target 98%. This was attributed to a customer general invoice delayed by 3 Days, outside of the target of 2 Days. Again, the EBCC were made aware of this.

Fiona Cottam (FC) reviewed the 2 KPM failures this month and explained how they were both related to technical exceptions, the Monthly AQ Process saw 146 updates impacted due to exceptions out of just short of 14 million and noted that the resolution of these is to schedule.

A similar failure had occurred on requests processed within the Completion Time Service Level in the DSC for meter reads, with 84.3k of 138k reads and 272 of 346k assets updates not processed due to exception processes, necessitating the CDSP to pull them out, reprocess and resolve.

There was one failure on the PIs Overall Summary to report and related to a PI07 discussion held with one customer who had asked for 'Class' to be included in the report. Following this up it was found that this should have been already present in the report and it was subsequently discovered that an earlier version, before this item was included, had been uplifted as part of the cloud migration project to the cloud. This meant that since early summer 2022, that item had been omitted from 18 individual reports. The belief is that all impacted reports have been identified but the instruction has been passed to other teams within Xoserve to check no other reports have been reverted to earlier versions in the move to the cloud.

The presentation and specific slides can be viewed at: <https://www.gasgovernance.co.uk/dsc-contract/140623>.

4.2. KPM – Customer Relationship Survey Results

The next update for this agenda item is due August 2023.

4.3. Monthly Contract Management Reports

AC provided a view of the Performance Monitoring figures for May 2023, noting that Reporting and Availability targets had been met and all Transportation Invoice Charging obligations had been achieved. She observed that the May Meter Count Report showed fairly static figures, with the total percentage of the portfolio now Smart moving to 53.6%, up from 53.2%

The Communications Highlights report over the month also details meetings held rather than just articles and commented she would be happy to receive any feedback on the content but felt it did give a good overview.

For full details of the update please refer to the presentation published at <https://www.gasgovernance.co.uk/dsc-contract/140623>.

4.4. Xoserve Incident Summary

Phil Wood (PW) provided an overview of this reporting, stating that the CDSP had three Priority 2 incidents in the month of May as detailed in the Summary. He advised that the first P2 outage, in the Gemini B2B, lasted for 42 minutes end-to-end.

The second incident, affecting data transfer between UK Link & Discovery, where the position of the 20 May went unaltered for 2 days, until 23 May and a subsequent review with SAP resulted in recommendation steps and an update to the new IP addresses held within the firewall restoring connection.

Claire-Louise Roberts (CLR) asked if the Gemini B2B issue would have been reported on the web portal detailing Xoserve issues. PW confirmed that, as a P2 incident, it would have. CLR confirmed that she had seen an entry, so was glad to hear it tally as there was a real concern that such incidents were not being reported quickly enough. She confirmed that the second P2 had been quickly reported by Michelle and her team, who kept CLR updated and saw that it went on the incident log, which she saw as very positive progress. PW was glad to hear this and advised that as part of the next steps of the internal/external comms process via email and the website they are working closely with Michelle's team. CLR confirmed that this approach seemed to be working with the few issues she had noted at the start of the year that had not reoccurred.

The last P2 event, affecting Discovery, occurred on 30 May when a security certificate failed to automatically renew, causing an outage time of 3 hours.

For full details of the update please refer to the presentation published at <https://www.gasgovernance.co.uk/dsc-contract/140623>.

4.5. Issue Management Dashboard

Michele Downes (MD) reviewed the Open Issues impacting Customers, noting that the volumes of Missing Secured Active Messages (SAMs) and AQ Defects had dropped dramatically and remained low, and as such, whilst the CDSP will continue reporting them, suggested it be reviewed as to whether they still need to be reported and discussed in this meeting,

For full details of the update please refer to the presentation published at <https://www.gasgovernance.co.uk/dsc-contract/140623>.

4.6. GRDA (Gas Retail Data Agent) Reporting

David Addison (DA) presented this item, noting the 2 missing messages in May as previously reported and that otherwise, the CDSP is doing what is required for GRDA. He stressed that the target was missed for missing messages had been because the CDSP had not received them.

For full and detailed information please see the published presentation at <https://www.gasgovernance.co.uk/dsc-contract/140623>.

4.7 Customer Change KVI Results

Kate Lancaster (KL) talked through the first slide, the Q4 KVI Change Management Survey Results, which she summarised as seeing an increase in participants and a drop in score, from 8.8 to 8.3 but still above the target score of 8. She then moved on to the Overview of 2022/2023 KVI feedback, describing the key themes that arose in the feedback and Xoserve's actions in response.

For full and detailed information please see the published presentation at <https://www.gasgovernance.co.uk/dsc-contract/140623>.

On discussing the ChMC procedure and Governance, Steve Mulinganie (SM) raised a conversation he had with his colleague who attends DSC Change Management Committee meetings regarding XRN5531 Hydrogen Village Trial (Solution Options Change Pack) which was approved in the June DSC Change Management Committee meeting. In the discussion, his colleague was not clear if a Modification was to be raised, and if it had, how that fitted the Governance model, especially given that it has a commercial aspect. He noted that this was an experienced DSC Change Management Committee member feeding back uncertainty to a member of the DSC Contract Management Committee and as such he suggested it might prove a good case study for ChMC procedure and Governance. He asked why the process was enacted without a Modification proposal and if it meant that parties could state that they are not going to raise a Modification on a subject and yet still get a discussion underway. His understanding was that the process was predicated on a Modification.

KL responded that she thought that XRN5531 was indeed a little different and committed to discussing it with the Change leads.

OC asked if the Solution should be paused until an understanding of the Governance was made. SM was uncertain if a delay was desirable, confirming the concern that it went to a vote as a technical Change without having a Modification in front of members and that this could signal that parties could price up development for something that might not be used, resulting in turn in regret spending. He speculated if this could be done in other circumstances or if, potentially, it could be a good thing that may be beneficial if used on a wider basis, with any positive likewise worth considering here, emphasising the need for the question to be considered.

Jayne McGlone (JM) asked if this was something to add to the next DSC Change Management Committee meeting or here in DSC Contract Management Committee. OC replied that she thought it was for both to provide oversight of the decision and visibility of the question. SM stated that for himself it was a question from the DSC Change Management Committee and if he had approved this Modification, so it is about how these committees interact, noting that nobody came to DSC Contract Management Committee to ask if this could be done, as such it is important to make sure the correct interactions are in place.

Rachel Taggart (RT) advised that every Change, if it is related to a Modification or not, will go through the same process.

DA then committed to take the issue away to consider and reach out to the parties involved to do the assessment and produce a case study, which he would be happy to report to this Committee with the findings to understand the key points.

SM invited DA to reach out to himself and Lisa Saycell to discuss and asked if the review could include the role/purpose of any voting that is undertaken.

<p>New Action 0602: CDSP (DA) to undertake a case study into the Governance between DSC Change Management and DSC Contract Management Committee interactions using recent Hydrogen Change XRN5531 and report back to DSC Contract Management Committee.</p>
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KA then continued the presentation on Change KVI Results, inviting customers to get in touch with any queries e.g., issues with the website, via the email address uklink@xoserve.com

The next KVI Survey for Q1 is to be issued on 10 July, and KA drew the Committee's attention to the four statements proposed for the survey on slide 23, stating any feedback on these would be useful.

For full and detailed information please see the published presentation at <https://www.gasgovernance.co.uk/dsc-contract/140623>.

5. Information Security Update

The next update for this agenda item is due August 2023.

6. Financial Information

The next update for this agenda item is due August 2023.

7. Business Continuity Plan

The next update for this agenda item is due August 2023.

8. Contract Assurance Audit

The next update for this agenda item is due August 2023.

9. Key Committee Updates

9.1. DSC Change Management Committee

Rachel Taggart (RT) provided a summary of the DSC Change Management Committee meeting held on **09 June 2023**, with an extraordinary ChMC to be held on Friday **16 June 2023**, to cover issues raised on XRN5605 and XRN5567

The full DSC Change Committee minutes can be found here: www.gasgovernance.co.uk/dsc-change/090623

9.2. REC Updates to DSC

DA advised the Committee that following the previous update, R0067 has had a fundamental design change delivered by the colleagues at RTS. His view is that it is a positive step that they are developing the service the way they are, but it has ramifications. He explained that the CDSP has allocated CSS Early Life Resources, that were available as the CSS System launch had proven less fraught than it was anticipated to be, and as such it was not a resource that had other work that had been delayed because of it.

DA commented that the CDSP has still not yet issued the BER for the Extraordinary DSC Change Management Committee meeting scheduled for 16 June after having met with the DCC and Landmark on 13 June and finding that the CDSP cannot make end-to-end testing as it had been scheduled and were now working on revising implementation using a paper-based risk management approach that has an acceptable level of risk to our DSC customers. He appreciated it was very late notice for DSC Contract Managers so he intended to talk the details through on 16 June. He was hopeful that this approach would take the pressure off the start time and they can wait for baseline design.

He then closed his commentary by stating that REC Change remained very busy in regard to the volume of work in the REC space but noted that despite the high volume of Change it was low complexity, suggesting this was potentially due to parties being distracted by the work on the Market-wide Half-Hourly Settlement (MHHS) programme.

For full and detailed information please see the published presentation at <https://www.gasgovernance.co.uk/dsc-contract/140623>.

10. Any Other Business

10.1. CMS Update

Joanne Williams (JW) confirmed the next release will start implementation activated on Friday 30 June for first usage on 03 July provided the go decision is granted. This release includes XRN556.E and XRN556.C and includes:-

- Address Amendments (ADD / UNC)
- Network Raised Meter Number Creation (DMN)
- Ability to bulk upload via the CMS system only (IX ability will be delivered at a later date)

She advised that the next Customer Focus Group would be held on 16 June but noted that they were having some issues with the distribution list within Eventbrite and the invites should be going out shortly.

JW highlighted that the Xoserve CMS web page has been refreshed and tweaked as part of the ongoing CMS process and contained the link to register for future Customer Focus Groups, with agendas to be published 3 to 7 days prior to the session. www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild/

JW also advised that the October 2023 release would be large so they were looking to see if it can be delivered in smaller parts though the presentation given shows only the current model.

CLR commented that she has been engaging with Xoserve regarding AQs and AQ improvements and wanted to also raise it here regarding meter read tolerances for XRN5651 and had asked if moving from a minimum period of 9 months to 6 months was viable, though was conscious it may prove too volatile. OC was supportive of this request, explaining that Centrica has concerns coming from consumers where their Direct Debits are linked to AQs, which, despite reduced actual consumption, they were currently unable to reduce AQs using the current AQ methods, stating that they were noticing a real hardship and difference. CLR confirmed that DDs being linked to AQs was her issue too.

DA asked to clarify if the consumption reductions were due to changing behaviour being exhibited by consumers, with Code specifying a nine-month period to pass between meter reads for AQ improvement. Noting that the question seemed to be is there a way to become more responsive to changes to consumption, with one potential route being reducing the minimum period in Code from 9 months to 6.

CLR responded that they did some analysis on moving to 6 months and it did not appear to resolve the issue and having spoken with other Shippers it was the case that AQs and tolerances are taking longer to catch up. Yet with Smart reads, (Such as in Class 3) she noted the industry is seeing a meter read every month. As such they were looking for guidance on this.

SM suggested that this fed into the formal AQ debate, yet he noted that now with prices dropping back to pre-crisis figures an uptake in consumption may occur, meaning the industry needed to be careful of any unintended consequences, for example, impact on UIG.

CLR understood that Xoserve did a lot of analysis in January and suggested that if a Review Group was formed, everyone would have a different view, observing that the discussions originally were about vulnerable customers.

SM stated that it was a question of agility in a Smart world asking what expectations are of a Code Manager, and if it should be surfaced as a Review Group.

DA acknowledged that it was possible, but, he said, in response to commentary in this meeting another avenue available would be a forced change to Profiles to flatten them, noting however, that it would be very difficult to establish the criteria as it is a circumstance the Code doesn't really cater for. He explained that the Profiles are changed on a regular basis to allow for variance in weather and observed that the UK has recently come off the back of long-term stable gas prices which seems to have affected consumption, meaning that we are asking for a different lever to pull on. It sounds very complicated, with all these aspects potentially needing to be explored from a system perspective. The question off the back of this is what the industry would expect to be doing to address this, such as the example of changing Code to enable shorter AQ periods of time.

SM observed that the AQ formula drive regarding transportation AQ derives Direct Debits in the supplier relationship. Whilst has been said that AQs are dramatically overstated due to price signals and consumer behaviour, the reality is that price signals, coming from wholesale forward, have been reversing, so asked if it is appropriate to change AQs in response to short-term drivers. He warned that interacting with the AQ is fraught with risk, and if it is done it needs to be in a public forum for review.

DA felt that this summarised the points well, especially regarding price volatility and stated that Xoserve would need industry guidance. Whilst he was happy to take something away to look at,

he did feel that this was more of a business question to start with that may then lead to a process one. He was also mindful of the question that had arisen out of the Hydrogen item earlier about taking on work without a clear Modification linked objective, noting that the issue seemed multi-dimensional and fairly complex.

OC provided the following commentary:

In the electricity market, suppliers receive the Elexon Erroneous Large EACs and AAs report each month. However, there is currently no equivalent report in the gas space. Similar to EACs, AQs are used to estimate customer billing and recalculate direct debits. Therefore, it is crucial to have a mechanism in place to identify and correct erroneous AQs before they negatively impact customers.

In line with comments made here, there is also an issue where, following a successful amendment to the reconciliation volume where previously incorrect, the incorrect AQ currently remains in place until future reads are obtained. It would be beneficial if, after the reconciliation, the AQ is adjusted immediately to reflect the corrected volume. This is especially important for sites where obtaining readings is challenging, as the incorrect AQ would otherwise remain in place and have adverse effects on Transmission and Distribution charges (which cannot be reclaimed) and other factors like UIG.

SM similarly noted that anyone could raise a Modification to universally reduce AQ's by X%.

FC clarified that she had heard CLR's concerns before as well as the idea of using a 6 month minimum with the ideal being 12 months. She noted that shorting the term would only help in exceptional cases unless parties only ever use 9 months, which introduces the risk of excluding winter or summer consumption.

CLR then asked if any other party had reached out on this issue. FC stated not that she was aware of, observing different parties calculate their Direct Debits in different ways that are not so tied to AQs.

OC then asked in regard to AQs connected to new connections in an approach that is similar to IGTs, and if the changes to the opening AQs had been implemented.

Sally Hardman (SH) advised that SGN have implemented the rates that were discussed, and that she was going to raise a Change Request to make it a process.

No further DNO commentary was available, and FC suggested Michelle Downe's (MD) team contact the DNOs and report back to the next DSC Contract Committee meeting.

New Action 0603: CDSP (MD) to obtain DNO feedback regarding the implementation of the changes to AQs for new connections.

Jenny Rawlinson (JR) asked what figures the DNOs were intending to use for the amended AQs. OC advised that the networks all have different locational costs and criteria, but they did undertake some analysis and did come back with a revision that brought AQs down. SH confirmed this stating that they had gone back and revised historical information and used these rather than simply transfer the equivalent IGT figures, recognising that not all new connections on the DNO networks are new properties, with other scenarios such as redevelopments needing to be accounted for.

11. Recap of decisions made during the meeting

Angela Clarke (AC) provided an overview of discussions, decisions and actions made during the meeting.

12. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Time/Date	Paper Publication Deadline	Venue	Programme
10:00 Wednesday 19 July 2023	5pm Tuesday 11 July 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 16 August 2023	5pm Tuesday 08 August 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 20 September 2023	5pm Tuesday 12 September 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 18 October 2023	5pm Tuesday 10 October 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 15 November 2023	5pm Tuesday 07 November 2023	Microsoft Teams	Standard Agenda

Action Table (as of 14 June 2023)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0101b	18/01/23	1.6	CDSP (DT) to provide confirmation of the process for appointing a Shipper Nominated Director to the Committee.	CDSP (DT)	February 2023 Amended to May 2023 June 2023	Closed
0601	14/06/23	3.1	CDSP (JRi) to feedback as to whether the proposed audit activities for the Charging Methodology is being conducted by an external third party or by Xoserve	CDSP (JRi)	July 2023	Pending
0602	14/06/23	4.7	CDSP (DA) to undertake a case study into the Governance between DSC Change Management and DSC Contract Management Committee interactions using recent Hydrogen Change XRN5531 and report back to DSC Contract Management Committee.	CDSP (DA)	July 2023	Pending
0603	14/06/23	10.1	CDSP (MD) to obtain DNO feedback regarding the implementation of the changes to AQs for new connections.	CDSP (MD)	July 2023	Pending