

DSC Contract Management Committee Agenda

10:15 Tuesday 18th April 2017

at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

(Teleconference: 0207 950 1251 access code, 84534777#)

1. Introduction to Contract Management Committee

- 1.1. Confirm attendees, clarify roles, membership and voting rights
- 1.2. Apologies for absence
- 1.3. Alternates
- 1.4. Terms of Reference
- 1.5. Pre-Modification discussions (Modification 0615 – Representation on DSC Committees: amendment to include mid-year appointments)

2. Credit Committee (as sub-committee)

- 2.1. Approval of the Credit Rules
- 2.2. Structure and membership of Credit Committee

3. Business Continuity Plan

4. Information Security Arrangements

5. Contract Assurance Audit

- 5.1. Agree Scope

6. Format of (or shadow) Monthly Contract Management Report (KPIs?)

7. Financials

- 7.1. Cost Allocation Model and Methodology
- 7.2. CDSP Budget
- 7.3. Annual Charging Statement
- 7.4. Invoicing

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8. Governance of future central data systems delivery**9. Review of Outstanding Actions****10. Next Steps****11. Any Other Business****12. Diary Planning**

- Agree agenda items and actions for next meeting
- Reminder of deadline for submitting documentation for next meeting
- Reminder of web location(s) for documents

Action Table (as at 18th April 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
15/03/17-01	15/03/17		DSC Service Description Table To send AM the details of the 2 amendments to be made to Licence ref SA1602 and SA1604	JF	New
15/03/17-02	15/03/17		DSC Service Description Table To make changes with effect from 01/04/2017 and publish in the Contract Managers area of Joint Office website.	AM	New
15/03/17-03	15/03/17		Annual Pricing Statements To check if there is an ability to hold different rates for each Network. Are there triggers to check the prices now and can we add an annual checkpoint to the process.	DT	New
15/03/17-04	15/03/17		Financial Performance DSC customers have to agree to receive more than one invoice a month. If this doesn't suit your organisation please email the network support.box	Industry	New
15/03/17-05	15/03/17		Data Protection Questionnaire To check if the scope had been extended following Xoserve's last audit.	EM	New
15/03/17-06	15/03/17		Data Protection Questionnaire	All	New

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			Dates & requirements for workshop to be discussed agreed and fed back to Xoserve.		
15/03/17-07	15/03/17		Industry Governance Arrangements To confirm when this will be presented at PNSG and feedback the groups concerns.	DT	New
15/02/17-01	15/02/17		I&C Phone Lines & Domestic M No. Helpline A review of the current Terms of Use regarding extending the use of the Data Enquiry Service accounts to parties outside of the contracting Organisation.	Xoserve	C/F Update 15/03 - Dave Ackers is looking into this.
15/02/17-03	15/02/17		I&C Phone Lines & Domestic M No. Helpline DT is to look into devising a note to go out to all Shippers from Xoserve's Communications team regarding the suspicions discussed. Slides are to be sent out with the Minutes.	DT	C/F – Update 15/03 Xoserve to draft a communication by next week and share with SM to review by April.
15/02/17-04	15/02/17		Feedback on Xoserve Services DSC A summary of changes to the table of services are to be provided with track changes as well as a one pager recommendation of why changes have been made.	DT/A. Miller	C/F – Update 15/03 AM to make agreed amendments with effect from 01/04/2017 and publish on joint office website.
15/02/17-05	15/02/17		AOB FGO Go-live DT to circulate the internal engagement plan ahead of the next meeting in order to discuss at the next meeting.	DT	C/F Update 15/03 – DT to send out after this meeting.
18/01/17-03	18/01/17		Xoserve Performance Report BV and JF are to provide DT with the key change updates that they want to see on a dashboard.	BV/JF	C/F - Update 15/03 – Continue to work on draft, BV and JF to provide comments. C/F Update 15/02 – will continue to develop for April
14/12/16-01	14/12/16		Access to information for Price Comparison Websites and Third	DT	C/F – Update - 15/03 MS to check schedule 22 has been updated

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			Party Intermediaries DT to find out from our data protection lawyers on the order from the CMA and the letter by ICO to see whether there are any data protection issues by giving DES access to PCW.		with the community view items. C/F - Update 18/01 – DT is to send list of Community View Items
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