

Agenda

DSC Contract Management Committee

10:30 Wednesday 19 July 2017

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

(Teleconference: 0207 950 1251 access code, 21870295#)

Short notice items are in italics

Item	Topic	Lead	Category
1.0	Introduction		
1.1	Apologies for absence		
1.2	Alternates		
1.3	Approval of minutes (14 June 2017)		
1.4	Terms of Reference		
		Chair	Information
2.0	Transitional Governance arrangements from Project Nexus	CDSP (C Shanley/ DTu)	Discussion
3.0	Business Continuity Plan	CDSP (D Stowe)	Discussion
4.0	Information Security Arrangements	CDSP (E Maskell)	Discussion
5.0	Contract Assurance Audit	CDSP (E Bradley)	Discussion
6.0	Monthly Contract Management Report (KPIs)	CDSP (MSi)	Information
7.0	Financial Information		
7.1	Cost Allocation Model and Methodology		
7.2	CDSP Budget		
7.3	Annual Charging Statement		
7.4	Invoicing		
		CDSP (MSi)	Information
8.0	Open Distribution Lists	Chair	Discussion
9.0	Business Plan Approach	CDSP (MSi)	Information
10.0	Review of Outstanding Actions	Chair	Discussion
11.0	Items referred from DSC Change Management Committee	Chair	Information
11.1	CDSP File Retention Policy	CDSP (DA)	Discussion
12.0	Any Other Business	Chair	Information
12.1	Ofgem Switching Programme Update	CDSP (RHi)	Information
12.2	Xoserve/Gemserv joint collaboration	CDSP (TCh)	Information
12.3	Changes to Service Description Table	CDSP (ESm)	Discussion

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk

13.0 Diary Planning	Chair	Information
----------------------------	--------------	--------------------

Action Table (as at 14 June 2017)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
15/03/17-06	15/03/17		Data Protection Dates & requirements for workshop to be discussed agreed and fed back to Xoserve.	All	Carried Forward
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	Carried Forward
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	Carried Forward
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	Carried Forward
0402	18/04/17	1.5	Draft a document for use as TOR including reference to General Terms D section 4.1.5 and including a note that both the DSC Change and Contract Committees are Sub Committees of Network Code.	DT	Carried forward
0404	18/04/17	3.0	To seek confirmation of which Committees require updates.	DT	Carried Forward
0406	18/04/17	6.0	To provide draft April KPIs using the new dashboard format at the next meeting, where possible.	MS	Carried Forward
0501	17/05/17	6.0	<i>Financial Information:</i> To recirculate invoicing timeline	DT	Carried Forward
0502	17/05/17	6.0	<i>Financial Information:</i> To check if National Grid NTS (SM) April Invoice payment has been received	DT	Carried Forward

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk

0503	17/05/17	From Action 15/03/17-05	<i>ISO27001</i> : To arrange update on ISO270001 from the Audit Team	DT	Closed
0504	17/05/17	From Action 0403	<p><i>Open Distribution Lists</i>:</p> <p>To circulate email address lists to the group to confirm the list is up to date.</p> <p>Contract managers to review distribution lists that Xoserve hold to make sure they hold the correct users.</p> <p>Xoserve to write out to each organisation for confirmation that they are satisfied with the usage of open distribution lists.</p>	DT All Xoserve	Pending
0505	n/a	n/a	Merged with 0504	n/a	n/a
0506	n/a	n/a	Merged with 0504	n/a	n/a
0508	17/05/17	11.0	<i>PAC Interactions</i> : Xoserve to share with Contract how it envisages dealing with adhoc requests that come out of PAFA	Xoserve (DT)	Carried Forward
Ch 0602	Change 08/06/17	2.0	Xoserve (DT) to discuss with the Contract Managers how the Policies for Board Recruitment would be managed in the future from a funding/budgetary and process perspective.	Xoserve (DT)	Pending Transferred from 08/6/17 Change Mgt
0601	14/06/17	1.4	<i>Terms of Reference</i> : To confirm the scope of the SDG group.	Xoserve (DT)	Pending
0602	14/06/17	1.4	<i>Terms of Reference</i> : To notify Contract /Management Committee members of the planned SDG dates.	Xoserve (DT)	Pending
0603	14/06/17	2.0	<i>Business Continuity Plan</i> : To circulate the Business Continuity Management (BCM) example to the Contract Management Committee meeting attendees.	Xoserve (DS)	Pending
0604	14/06/17	2.0	<i>Business Continuity Plan</i> : To review Business Continuity accreditation requirements.	Xoserve (DS)	Pending
0605	14/06/17	2.0	<i>Business Continuity Plan</i> : To change the timeline to run from April to March	Xoserve (DS)	Pending

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk

0606	14/06/17	2.0	<i>Business Continuity Plan:</i> DS and EB summary documents to be circulated to the voting members of the DSC Contract Management Committee, their alternates and the non-voting members of the DSC Contract Management Committee (using lists already provided by Xoserve) for feedback by the August meeting.	Xoserve (EB/DS)	Pending
0607	14/06/17	3.0	<i>Information Security Arrangements:</i> To circulate a one page summary of Xoserve's GDPR activities for discussion at the August 2017 meeting.	Xoserve (EM)	Pending
0608	14/06/17	3.0	<i>Information Security Arrangements:</i> To arrange re-circulation of the presentation entitled Information Protection at Xoserve to the Contract Managers	Xoserve (EM)	Pending

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk