

Agenda

DSC Contract Management Committee

11:00 Wednesday 14 March 2018

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

(Teleconference: 0203 5824515 Conference ID 401-706-701)

Short notice items are in italics

Item	Topic	Lead	Category
1.0	Introduction		
1.1	Apologies for absence	Chair	Information
1.2	Alternates		Information
1.3	Approval of minutes (14 February 2018)		Approval
2.0	Business Continuity Plan- no update	CDSP (DSt)	
3.0	Information Security Arrangements	CDSP (DT)	Information
4.0	Contract Assurance Audit - no update	CDSP	
5.0	Monthly Contract Management Report (KPIs)		
5.1	KPI Reports	CDSP (MS/DT/MD)	Information
5.2	Summary position of aggregate UIG flows		Information
5.3	Approval of KVI Framework		Approval
6.0	Financial Information		
6.1	Cost Allocation Model and Methodology	CDSP (MS)	Information
6.2	CDSP Budget		Information
6.3	Annual Charging Statement		Information
6.4	Invoicing		Information
7.0	Review of Outstanding Actions	Chair	Discussion
8.0	Key committee updates:		
8.1	DSC Change Management Committee	CDSP (DT)	Information
8.2	PAC/PAFA	CDSP (DT)	Information
8.3	General Data Protection Regulation (GDPR)	CDSP (DT)	Information
9.0	Any Other Business	Chair	Information

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9.1	Maintenance of a Capacity Plan	CDSP (RHi)	Information
9.2	SPAA Schedule 25 report	CDSP (ES)	Approval
10.0	Diary Planning	Chair	Information

Action Table (as at 14 February 2018)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0804	16/08/17	7.0	<i>New data enquiry service and helpline service</i> – Xoserve to provide a presentation on the actions taken for suspicious use and provide recommendations.	Xoserve (DT)	Carried Forward
0110	17/01/18	9.6	RW to provide details of his alternate.	W&WU (RW)	Carried Forward
0201	14/02/18	8.3	Committee members to provide any feedback on the GDPR dashboard to MO (Xoserve).	All	Pending
0202	14/02/18	10.3	CW (Cadent) to review provisions of UNC TPD Section V Para 5 in the context of this request. It was also suggested that general advice be developed to handle future requests.	Cadent (CW)	Pending

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