

**UNC DSC Change Management Committee Minutes**  
**Wednesday 17 October 2018**  
**at Lansdowne Gate, 65 New Road, Solihull B91 3DL**

**Attendees**

Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting

**Shipper User Representatives**

James Rigby*	(JR)	Npower	Class A-Voting (2 votes) +Alternate
Alison Neild	(AN)	Gazprom	Class A-Voting + Alternate
Shaheeni Vekaria*	(SV)	Plus Shipping	Class C – Voting (2 votes)

**Transporter Representatives**

Chris Warner	(CW)	Cadent	DNO-Voting
Joanna Ferguson	(JF)	NGN	DNO-Voting (Alternate)
Phil Lucas*	(PL)	National Grid NTS	NTS-Voting + Alternate

**CDSP Change Management Representatives**

Emma Smith	(ESm)	Xoserve	Non-Voting
Linda Whitcroft	(LW)	Xoserve	Non-Voting

**Observers**

Andy Clasper*	(AC)	Cadent	Non-Voting
Beverley Viney	(BV)	National Grid NTS	Non-Voting
Dave Turpin	(DT)	Xoserve	Non-Voting
Helen Chandler	(HC)	NGN	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Sally Hardman	(SHa)	SGN	Non-Voting

**Apologies**

Kirsty Dudley

## 1. Introduction

### 1.1. Apologies for absence

Please refer to above table.

### 1.2. Alternates

James Rigby for Kirsty Dudley

Alison Neild for Lorna Lewin

Joanna Ferguson for Richard Pomroy

Phil Lucas for Beverley Viney

### 1.3. Confirm Voting rights

Chris Shanley (CS) confirmed that there will be no voting required in this short meeting, Xoserve are looking seek a view from the Change Managers.

Although a vote will not be required today, CS confirmed the voting rights for each of the managers in attendance:

Representative	Classification	Vote Count
<b>Shipper Representatives</b>		
James Rigby	Shipper Class A	2 votes Alternate for Kirsty Dudley
Alison Neild	Shipper Class B	2 votes Alternate for Lorna Lewin
Shaheeni Vekaria	Shipper Class C	2 votes
<b>Transporter Representatives</b>		
Chris Warner	DNO	1 vote
Joanna Ferguson	DNO	1 vote Alternate for Richard Pomroy
Phil Lucas	NTS	2 votes Alternate for Beverley Viney

## 2. Business Plan 2019 - Change Budget

Emma Smith (ESm) introduced the Business Plan 2019 DSC Change Budget and confirmed that Xoserve are looking for a view from the Change Managers today and not a formal approval. She went on to inform the committee that the draft budget includes a change budget of £2,750,000, this figure includes a contingency figure of £500,000 for any other changes that might be raised and require funding in the 2019/20 budget period.

James Rigby (JR) asked for clarification on how the figure of £500,000 was calculated. Dave Turpin (DT) explained that a rough order of magnitude (ROM) was set off against all items that are known, which is how the figure of £2.25million was reached, he then looked to carry some contingency in that figure, of £500,000. JR commented that it is a good idea to have the contingency built in and asked if any bubbling under changes are factored in? DT advised that a sense check has been completed against the Bubbling Under report, adding that there is nothing in there specifically and that quite a lot of changes will not be delivered next year; it just seemed sensible to put a circa 25% value against overall cost of delivery.

DT then went on to explain that a budget of £3.9million is being carried for the following 2 years on the assumption there will be two releases in future years and the costs of the recent releases. He asked the committee for their views and if they feel this seems a sensible figure. He confirmed the £3.9m for year 2 and 3 is only provided for future year budgeting purposes and no money will be collected.

Joanna Ferguson (JF) commented that the £3.9million seems a bit on the high side and asked how that would get shared out and reconciled back if it is not used.

Linda Whitcroft (LW) advised that Xoserve are asked repeatedly to implement solutions that are most beneficial instead of the most cost effective, this has increased Xoserve's overall costs.

ESm highlighted that XRN4670 - Reject a replacement read, where the read provided is identical to that already held in UK Link for the same read date, has now been taken out of the DSC Change budget.

Some members requested, in the Change to be delivered in 2019/20 budget year slide, the terminology that is used 'Retail Investment' is changed to something more meaningful, as this is not used elsewhere and does not easily identify who is to pay; Shippers, GTs, IGTs. Also requested that the following terminology changes from MTB (manage the business) to RTB (run the business) as in previous years, this is also standard terminology.

ESm highlighted that XRN4541 - Read Design Gaps - Missing Override Flags in RGMA and Retro Files directly related to RAASP, delivery for this change will be 2020/21, therefore, this will come out of the budget.

DT went on to explain that in the past, collected revenue has been collected via a smearing process, and wonders if this is how it should be collected going forward. After discussion members agreed that where Xoserve know a change is to be funded by a party, Xoserve should seek to get collect that revenue from them. Going forward, revenue is to be collected according to the cost of the change that each constituency is likely to bare.

DT asked the committee to express their views via their consultation responses.

A question was asked about Minor Releases and DT confirmed that these were a separate Budget Line of £300K for year 1 only.

DT summarised that, based on the discussions held at this meeting:

1. CDSP will look at revising terminology to reflect discussions
2. Members agreed the value for the Change Budget seems about right (Xoserve to verify based on latest information)
3. The suggestion is to collect revenue from the relevant constituents where identified in each change
4. Reduce the placeholder for future years to £3million.

### 3. Any Other Business

None raised.

### 4. Diary Planning

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

Meetings will take place as follows:

Time/Date	Venue	Programme
10:30 Wednesday 07 November 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 12 December 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.