DSC Change Proposal Document

Customers to fill out all of the information in the sections coloured

Xoserve to fill out all of the information in the sections coloured

# A1: General Details

|  |  |
| --- | --- |
| Change Reference: | XRN4993 |
| Change Title: | DSC Service Description Table cosmetic change to service line table as of April 2019 |
| Date Raised: | 01/07/2019 |
| Sponsor Representative Details: | Organisation: | Xoserve |
| Name: | Jayne McGlone |
| Email: | Jayne .McGlone@xoserve.com |
| Telephone: | 0121 623 2732 |
| Xoserve Representative Details: | Name: | Angela Clarke |
| Email: | Angela.clarke@xoserve.com |
| Telephone: | 0121 7041121 |
| Business Owner: | N/A |
| Change Status: | [x]  Proposal | [ ]  With DSG | [ ]  Out for Review |
| [ ]  Voting | [ ]  Approved | [ ]  Rejected |

# A2: Impacted Parties

|  |  |  |
| --- | --- | --- |
| Customer Class(es): | [ ]  Shipper | [ ]  Distribution Network Operator |
| [ ]  NG Transmission | [ ]  IGT |
| [x]  All | [ ]  Other <Please provide details here> |
| Justification for Customer Class(es) selection | The DSC Service description table applies to all parties |

# A3: Proposer Requirements / Final (redlined) Change

|  |  |
| --- | --- |
| Problem Statement: | To detail updates to the DSC Service Description Table to the following Service Lines:-Latest version  |
| Change Description: | The service description table has been updated to propose changes to service lines arising from the following Change Proposals which are to be included within the November 19 release programmes.These changes are:-

|  |  |  |
| --- | --- | --- |
| **CDSP Ref** | **Title** | **DSC Service area** |
| 4679 | Requiring a meter reading following a change of local Distribution Zone or Exit ZoneNew Service Line Inserted DS-NCS SA5-01 | Service Area 5:Metered Volume and Quantity |
| 4725 | New Read reason type for LIS Estimate Readings DS CS SA5-25 – no change needed. |
| 4866 | Removal of validation on uncorrected read (UIG recommendation)DS-CS SA5 – 15 / DS-CS SA5 – 16 – no change needed |
| 4621 | Suspension of the validation between Meter Index and Unconverted IndexDS-CS SA5 – 15 / DS-CS SA5 – 16 – no change needed | Service Area 1:Manage Supply point registration |

In addition there has been an amendment to the following service line:**AGST – NC-SA16-06**This is to confirm how Xoserve will respond to Emergency contacts coming in on the M number line,Please note that a new service has been proposed for CDSP ref **4679** as noted above however the other changes listed within this change proposal merely seeks to amend the changes highlighted to the service description table .The change Management committee will be requested to vary the Service Change Procedures, such that an Evaluation Quotation Report and Business Evaluation Report are not required for this Change Proposal. These documents would add no value to the Change Proposal and would be an inefficient overhead for the CDSP and Change Management Committee. This request will be made as per Service Change Procedures para 4.1.3The amended Service Description table will be issued to each DSC contract manager for consultation. The CDSP will collate any consultation responses and provide these to the DSC Contract Management committee with recommendations for treatment. Unless there are consultation responses that are considered material, the Contract Management committee can approve the proposed Service Description table at the relevant meeting |
| Proposed Release: | Not applicable |
| Proposed Consultation Period: | [ ]  10 Working Days | [ ]  15 Working Days |
| [ ]  20 Working Days | [ ]  Other [Specify Here] |

# A4: Benefits and Justification

|  |  |
| --- | --- |
| Benefit Description: | The Service table will be up to date and will correctly reflect the services offered |
| *What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?* |
| Benefit Realisation: | N/A |
| *When are the benefits of the change likely to be realised?* |
| Benefit Dependencies: | N/A |
| *Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.* |

# A5: Final Delivery Sub-Group (DSG) Recommendations – Removed (see Section C for DSG recommendations)

# A6: Service Lines and Funding

|  |  |
| --- | --- |
| Service Line(s) Impacted - New or existing  | N/A |
| Level of Impact | Major/ Minor/ Unclear/ None |
| If None please give justification |  |
| Impacts on UK Link Manual/ Data Permissions Matrix  |  |
| Level of Impact | Major/ Minor/ Unclear/ None |
| If None please give justification  |  |
| Funding Classes: | Customer Classes/ Funding | Delivery of Change | On-going Budget Amendment  |
| [ ]  Shipper | XX % | XX % |
| [ ]  National Grid Transmission | XX % | XX % |
| [ ]  Distribution Network Operator | XX % | XX % |
| [ ]  IGT | XX % | XX % |
| [ ]  Other <please specify> | XX % | XX % |
| ROM or funding details: |  |
| Funding Comments: |  |

# A7: ChMC Recommendation

|  |  |  |  |
| --- | --- | --- | --- |
| Change Status: | [ ]  Approve | [ ]  Reject | [ ]  Defer |
| Industry Consultation: | [ ]  10 Working Days | [ ]  15 Working Days |
| [ ]  20 Working Days | [ ]  Other [Specify Here] |
| Expected date of receipt for responses (to Xoserve) | XX/XX/XXXX |

|  |  |  |
| --- | --- | --- |
| DSC Consultation Issue: | [ ]  Yes | [ ]  No |
| Date Issued: | Click here to enter a date. |
| Comms Ref(s): |  |
| Number of Responses: |  |

# A8: DSC Voting Outcome N/A

|  |  |  |
| --- | --- | --- |
| Solution Voting: | [ ]  Shipper | Please select. |
| [ ]  National Grid Transmission | Please select. |
| [ ]  Distribution Network Operator | Please select. |
| [ ]  IGT | Please select. |
| Meeting Date: | Click here to enter a date. |
| Release Date: | Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA |
| Overall Outcome: | [ ]  No | [ ]  Yes | If [Yes] please specify <Release> |

Please send the completed forms to: box.xoserve.portfoliooffice@xoserve.com

Version Control

# Document

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| --- | --- | --- | --- | --- |
| Version | Status | Date | Author(s) | Remarks |
|  |  |  |  |  |

# Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Status | Date | Author(s) | Remarks |
| 3.0 | Superseded | 17/07/2018 | Emma Smith | Template approved at ChMC on 11th July 2018 |
| 4.0 | Superseded | 07/09/2018 | Emma Smith | Minor wording amendments and additional customer group impact within Appendix 1 |
| 5.0 | Superseded | 10/12/2018 | Heather Spensley | Template moved to new Word template as part of Corporate Identity changes. |
| 6.0 | Approved | 12/12/2018 | Simon Harris | Cosmetic changes made. Approved at ChMC on the 12th December 2018. |
| 6.1 | In Draft | 26/03/2019 | Richard Johnson/ Alison Cross | The following minor changes were made:* Inclusion of an All ‘Impacted Parties’ option in A2
* Justification section added to section A2
* Change Description replaced with Problem Statement in section A3
* Remove ‘X’ in Release information (sections A3, A5, A7, C1 and G8)
* Updated Service Line and UK Link impacts and funding section (A6) to include further detail
* Amended questions 3 and 4 in section B
* Added Service Line/UK link Assessment in section D
* Removed Section A5
 |
| 6.2 | For approval | 14/05/2019 | Alison Cross | Following review at DSC Governance review group re-added Change Description text box |
| 7.0 | Approved | 13/06/2019 | Richard Johnson | DSC Governance Review Group changes to the template approved at Change Management Committee on 12th June 2019 |