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: | 5321 | | | |
| Change Title: | PAC Ring-Fenced DSC Change Budget 21/22 | | | |
| Date Raised: | 04/02/2021 | | | |
| Sponsor Representative Details: | Organisation: | Xoserve | | |
| Name: | James Rigby | | |
| Email: | james.rigby@xoserve.com | | |
| Telephone: | 07739689512 | | |
| Xoserve Representative Details: | Name: | Fiona Cottam | | |
| Email: | fiona.cottam@xoserve.com | | |
| Telephone: |  | | |
| Business Owner: | Fiona Cottam | | |
| Change Status: | ☐ Proposal | | ☐ With DSG | ☐ Out for Review |
| ☐ Voting | | ☐ Approved | ☐ Rejected |

# A2: Impacted Parties

|  |  |  |
| --- | --- | --- |
| Customer Class(es): | ☐ Shipper | ☐ Distribution Network Operator |
| ☐ NG Transmission | ☐ IGT |
| ☐ All | ☐ Other [<If [Other] please provide details here>] |
| Justification for Customer Class(es) selection | Each DSC Constituency funds the annual DSC Change Budget based on approved % splits introduced in the annual business plan. | |

# A3: Proposer Requirements / Final (redlined) Change

|  |  |  |
| --- | --- | --- |
| Problem Statement: | Each year the Performance Assurance Committee (PAC) requests a budget to amend existing / create new performance assurance reports. These reports and dashboards are used to monitor industry performance in settlement related risk areas (e.g. meter reads, assets). The ChMC has approved a ring-fence proportion of the wider DSC Change Budget for the development of such change. A parent XRN is required in each financial year to enable the tracking of these annual funds - the Change Proposal (CP) acts as that 'parent' XRN. Draw down on the £100k that has been approved will be done via a forthcoming Business Evaluation Report (BER). The CP will eventually be closed down via a Change Completion Report (CCR) at the end of the financial year. | |
| Change Description: | PAC has identified a list of 'user stories' it wants the CDSP to develop - these user stories include those that were raised in the last financial year (listed in XRN4876 - the parent XRN for the last financial year's PAC budget). Those user stories have been carried forward as 'requirements' for the current financial year. As new user stories are identified, these will be included in the PAC backlog. | |
| Proposed Release: | The user stories will be delivered via agile drops | |
| Proposed Consultation Period: | ☐ 10 Working Days | ☐ 15 Working Days |
| ☐ 20 Working Days | ☐ Other [Specify here] |

# A4: Benefits and Justification

|  |  |
| --- | --- |
| Benefit Description: | PAC is tasked with using the information included in a series of reports called the Performance Assurance Report Register (PARR) to understand if poor performance by an individual party or group of parties is causing settlement risk (£) to the rest of the market. Therefore better, more contextual information is intended to lead to a greater understanding of that risk and an easier task for PAC to identify and quantify settlement risk where it exists. |
| *What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?* |
| Benefit Realisation: | Across the 21/2 financial year |
| *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 |  | | |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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](mailto:box.xoserve.portfoliooffice@xoserve.com)

Version Control

# Document

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

# Template

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| --- | --- | --- | --- | --- |
| 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 |