

Agenda

DSC Change Management Committee

10:30 Wednesday 08 March 2023

via Microsoft Teams

(Please refer to your Microsoft Teams invite for the Teleconference details for this meeting)

Short notice items are in italics

** indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Late Papers		Approval
1.5.	Approval of Minutes (08 February 2023)		Approval
1.6.	Review of Outstanding Actions		Discussion
2. DSC Change Budget & Horizon Planning			
2.1.	General Change Budget BP22 YTD	CDSP (JG)	Information
2.2.	Change Pipeline	CDSP (PO)	Information
2.3.	Retail Energy Code Change	CDSP (MH)	Information
3. Capture			
New Change Proposals – Initial Review – For Approval			
3.1.	XRN5615 - Establishing/Amending a Gas Vacant Site Process (Modification 0819)	CDSP (ER/KA)	Approval
For Information:			
3.2.	XRN5622 Amendments to v28 of the Service Description Table	CDSP (AC)	Information
3.3.	XRN5579A Long-Term Flow Swap Automation	CDSP (MR)	Information
4. Design & Delivery			
Solution Review – For Approval			
4.1.	XRN 5547 - Updating the Comprehensive Invoice Master List and INV Template	CDSP (JB)	Approval
Design Change Packs – For Approval			
4.2.	XRN 5579A - Long Term flow Swap Automation	CDSP (KD)	Approval
4.3.	XRN5606 Revision of Virtual Last Resort User and Contingent Procurement of Supplier Demand Event Triggers Detailed Design (Modification 0813)	CDSP (PC)	Approval
4.4.	XRN5535A - Processing of CSS Switch Requests Received in 'Time Period 5'	CDSP (DA)	Approval

4.5. XRN5556D - CMS Rebuild version 1.3	CDSP (RC)	Approval
For Information		
4.6. XRN5379 - Class 1 read service Procurement Exercise MOD 0710 - Transitional arrangements	CDSP (RH)	Information
Standalone Documents for Approval (BER, CCR, EQR)		
4.7. CCR for XRN5555 Amend existing Large Load Site Reporting	CDSP PO)	Approval
Projects Updates		
4.8. June 2023 Major Release	CDSP (RW)	Information
4.8.1. Scope Decision		Approval
4.9. March 2023 Adhoc Release	CDSP (RW)	Information
4.9.1. Appointment of new Service Provider for Class 1 Read Service Update (Verbal)	CDSP (ER)	Information
4.10. February 2023 Release	CDSP (RW)	Information
4.11. NG Horizon Plan	CDSP (EC)	Information
4.12. DDP Update	CDSP (DN)	Information
5. Non-DSC Change Budget Impacting Programmes		
5.1. CMS Rebuild Update	CDSP (JW)	Information
6. Any Other Business		
6.1. Change Pack Response Update	CDSP (RT)	Information
7. Diary Planning		
	Chair	Information
8. Appendix		
8.1. Portfolio POAP		Information
8.2. Outages		Information

Action Table (as of 08 February 2023)

Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0207	13/07/22	2.1	Xoserve (JG/ES) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.	Xoserve (JG/ES)	March 23	Carried forward
0101	11/01/23	1.6	Xoserve (PO) to investigate the funding split across service lines to provide greater transparency in terms of cost allocation compared to benefits.	Xoserve (PO)	March 23	Carried forward
0102	11/01/23	1.6	Xoserve (ES/JMc) and Wales and West Utilities (RP) to discuss the process to amend the current funding arrangements in the DSC Change Management procedures.	Xoserve (ES/JMc) WWU (RP)	March 23	Carried forward

0201	08/02/23	2.3	Xoserve (PO/MH) to provide detailed metrics on R0067/XRN5567 and provide further clarity on the funding at the March meeting.	Xoserve (PO/MH)	March 23	Pending
0202	08/02/23	6.2	DSC Change Committee Members to provide a view at the March meeting on whether they would like to attend a face-to-face meeting in June in Solihull.	All	March 23	Pending