

## Agenda

### DSC Contract Management Committee

**09:30 Wednesday 14 September 2022**

**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
<b>1. Introduction</b>			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Minutes (17 August 2022)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
1.7.	User Representative Appointment Process		Information
<b>2. Approvals</b>			
<b>3. Business Plan Updates</b>			
3.1.	BP updates	CDSP (DT)	Information
<b>4. Retail Energy Code (REC) and CSS Updates</b>			
4.1.	REC Update*	CDSP (DA)	Information
4.2.	CSSC Update	CDSP (EL)	Information
<b>5. Class 1 Read Service</b>			
5.1.	Procurement Exercise – Modification 0710	CDSP (DA)	Information
<b>6. Monthly Contract Management Report</b>			
6.1.	KPM Update*	CDSP (AS)	Information
6.2.	KPM – Customer Relationship Survey Results	CDSP (DTh)	Due October
6.3.	Monthly Contract Management Reports	CDSP (AC)	Information
6.4.	Xoserve Incident Summary	CDSP (TP)	Information
6.5.	Issue Management Dashboard	CDSP (MD)	Information
6.6.	Quarterly Invoicing Update	CDSP (DDo)	Due October
<b>7. Information Security Update</b>		CDSP (DD)	No update this month
<b>8. Financial Information</b>		CDSP (JMa)	Due December
<b>9. Business Continuity Plan</b>		CDSP (TH)	Due December

<b>10. Contract Assurance Audit</b>	CDSP (HH)	Information
<b>11. Key Committee Updates</b>		
11.1. DSC Change Management Committee	CDSP (JR)	Information
<b>12. Any Other Business</b>		
12.1. CMS Update	CDSP (JW)	Information
12.2. Potential conflict of interest	CoMC (SM)	Discussion
<b>13. Recap of decisions made during meeting</b>	CDSP (AC)	Information
<b>14. Diary Planning</b>	Chair	Information

**Action Table (as of 17 August 2022)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0401	20/04/22	4.1	<i>Reference Development of a Memorandum of Understanding for DPM purposes – Xoserve (JMc) and Wales &amp; West Utilities (RP) and Gazprom Energy (SM) to develop an initial draft Memorandum of Understanding (plain English) for consideration at the May 2022 meeting.</i>	Xoserve (JMc) & Wales & West Utilities (RP) & Gazprom Energy (SM)	Sept 2022	<b>Carried Forward</b>
0502	18/05/22	3.1	Xoserve (DT) to review the Revised Charging Statement to ensure consistent terminology is used and that it is published once any amendments have been made. (*A cross referencing exercise to be undertaken against the Budget and Charging Methodology prior to publication)	Xoserve (DT)	September 2022	<b>Carried Forward</b>
0504	18/05/22	12.5	Xoserve (DA) to provide an update on the implementation of Modification 0651.	Xoserve (DA)	Sept 2022	<b>Carried Forward</b>
0704	20/07/22	6.6	Xoserve (DD) to investigate a different format with which to present the Quarterly Invoicing Update.	Xoserve (DD)	October 2022	<b>Carried forward</b>
0801	17/08/22	1.6	Xoserve (EL) to discuss with the Resolution Team regarding extending the distribution list for industry communications to additional customer representatives in addition to Contract Managers during the hyper care PIS window for the next 3 months.	Xoserve (EL)	September 2022	<b>Pending</b>
0802	17/08/22	3.1	Xoserve (AC/DT) to discuss including the Efficiency Review Document within the BP23 prior to publication in September.	Xoserve (AC/DT)	September 2022	<b>Pending</b>