

Agenda

DSC Contract Management Committee

10:00 Wednesday 14 June 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 (17 May 2023)		Approval
1.6.	Review of Outstanding Actions		Discussion
2. Approvals			
2.1.	TBC	CDSP (XX)	Vote
2.2.	TBC	CDSP (XX)	Vote
3. Business Plan Updates			
3.1.	BP updates	CDSP (JR)	Information
3.2.	Efficiency Review	CDSP (JR)	Information
4. Monthly Contract Management Report			
4.1.	KPM Update*	CDSP (<i>TBC</i>)	Information
4.2.	KPM – Customer Relationship Survey Results	CDSP (<i>TBC</i>)	July 2023
4.3.	Monthly Contract Management Reports	CDSP (DS)	Information
4.4.	Xoserve Incident Summary	CDSP (PW)	Information
4.5.	Issue Management Dashboard	CDSP (MD)	Information
4.6.	GRDA Reporting	CDSP (DA)	Information
4.7.	Customer Change KVI Results	CDSP (RT)	Information
5. Information Security Update		Due August 2023	Information
6. Financial Information		Due August 2023	Information
7. Business Continuity Plan		Due August 2023	Information
8. Contract Assurance Audit		Due August 2023	Information
9. Key Committee Updates			
9.1.	DSC Change Management Committee	CDSP (RT)	Information
9.2.	REC updates to DSC	CDSP (DA)	Information

10. Any Other Business		
10.1. CMS Update	CDSP (RC)	Information
11. Recap of decisions made during meeting	CDSP (DS)	Information
12. Diary Planning	Chair	Information

Action Table (as of 17 May 2023)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0101b	18/01/23	1.6	CDSP (DT) to provide confirmation of the process for appointing a Shipper Nominated Director to the Committee.	CDSP (DT)	February 2023 Amended to May 2023 June 2023	Carried Forward