

Agenda

DSC Contract Management Committee

09:30 Wednesday 20 April 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
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Minutes (23 March 2022)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
1.7.	User Representative Appointment Process		Information
2. Approvals			
2.1.	TBC	CDSP	Approval
2.2.	TBC	CDSP	Approval
2.3.	TBC	CDSP	Approval
3. Business Plan Updates			
3.1.	BP22 Update	CDSP (DT)	Information
4. Retail Energy Code (REC) and CSS Updates			
4.1.	REC Update	CDSP (DA/JMc)	Discussion
4.2.	CSS Update	CDSP (EL)	Information
5. Class 1 Read Service			
5.1.	Procurement Exercise - Modification 0710	CDSP (ER)	Information
6. Monthly Contract Management Report			
6.1.	KPM Update*	CDSP (AS)	Information
6.2.	KPM – Customer Relationship Survey Results (Q3)	CDSP ()	Information
6.3.	Contract Metrics	CDSP (AC)	Information
6.4.	Xoserve Incident Summary	CDSP (TP)	Information
6.5.	UK Link File Flow PIR	CDSP (AS/TG)	Information
6.6.	Issue Management Dashboard	CDSP (MP)	Information
7. Information Security Update			
		CDSP (NM/DG)	Information
8. Financial Information			
		CDSP (JMa)	Information

9. Business Continuity Plan	CDSP (TH)	Information
10. Contract Assurance Audit	CDSP (HH)	Information
11. Key Committee Updates		
11.1. DSC Change Management Committee	CDSP (JR)	Information
12. Any Other Business		
12.1. CMS Replacement Update	CDSP (JW)	Information
12.2. De-carbonisation Update	CDSP (VM)	Information
12.3. TBC	CDSP	Information
13. Recap of decisions made during meeting	CDSP (AC)	Information
14. Diary Planning	Chair	Information

Action Table (as of 16 March 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0101	19/01/22	8.0	Xoserve (DT) to consider the provision of a 'Service Organisation Control Report' IS assurance statement to share with customers.	Xoserve (DT)	February 2022	Carried Forward
0301	16/03/22	2.1	Xoserve (MO/JMc) to provide assurances that MAPLE Co are the commercial MAP and seek an update as to what MAPLE Co plan to do with Elexon and REC.	Xoserve (MO/JMc)	April 2022	Pending
0302	16/03/22	2.1	Xoserve (MO/JMc) to consider any updates that may be required to the existing process.	Xoserve (MO/JMc)	April 2022	Pending
0303	16/03/22	4.2	Xoserve (EL/DA) to provide an explanation on the dependency links of CSS and M2C.	Xoserve (EL/DA)	April 2022	Pending
0304	16/03/22	10	Xoserve (JMc) to provide further clarification on the remedial action taken following the Contract Assurance Audit.	Xoserve (JMc)	April 2022	Pending