

Agenda

DSC Contract Management Committee

09:30 Wednesday 17 August 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 (20 July 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 () CDSP ()	Approval
3. Business Plan Updates			
3.1.	BP updates	CDSP (DT)	Information
4. Retail Energy Code (REC) and CSS Updates			
4.1.	REC Update	CDSP (DA/JMc)	Discussion
4.2.	CSSC System Misalignment Review	CDSP (EL/TU)	Information
4.3.	CSSC Review	CDSP (DA/JMc)	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	CDSP (DTh)	Information
6.3.	Contract Metrics	CDSP (AC)	Information
6.4.	Xoserve Incident Summary	CDSP (NL)	Information
6.5.	Issue Management Dashboard	CDSP (MP)	Information
6.6.	Quarterly Invoicing Update	CDSP (DDo)	Information
7. Information Security Update		CDSP (DD)	Information
8. Financial Information		CDSP (JMa)	Due August

9. Business Continuity Plan	CDSP (TH)	Due August
10. Contract Assurance Audit	CDSP (HH)	Due August
11. Key Committee Updates		
11.1. DSC Change Management Committee	CDSP (JR)	Information
12. Any Other Business		
12.1. TBC	CDSP ()	Information
12.2. TBC	CDSP()	Information
13. Recap of decisions made during meeting	CDSP (AC)	Information
14. Diary Planning	Chair	Information

Action Table (as of 20 July 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)	August 2022	Carried Forward
0302	16/03/22	2.1	<i>Shipper Short Code Requests MAP Reallocation of Short Code Request</i> - Xoserve (MO/JMc) to consider any updates that may be required to the existing process.	Xoserve (MO/JMc)	August 2022	Carried Forward
0401	20/04/22	4.1	<i>Reference Development of a Memorandum of Understanding for DPM purposes</i> – Xoserve (JMc) and Wales & West Utilities (RP) and Gazprom Energy (SM) to develop an initial draft Memorandum of Understanding (plain English) for consideration at the May 2022 meeting.	Xoserve (JMc) & Wales & West Utilities (RP) & Gazprom Energy (SM)	Sept 2022	Carried Forward
0403	20/04/22	6.3	<i>Reference Contract Metrics Reporting Enhancements</i> – Xoserve (AC) to consider enhancing the reports to provide a high-level summary.	Xoserve (AC)	August 2022	Carried Forward
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.	Xoserve (DT)	August 2022	Carried Forward
0503	18/05/22	6.2	Xoserve (AC) to plan Customer Engagement Session to discuss and agree future reporting requirements with a view to creating more meaningful reporting	Xoserve (AC)	August 2022	Carried Forward

Action Table (as of 20 July 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
			dashboards with input from each of the constituent groups.			
0504	18/05/22	12.5	Xoserve (DA) to provide an update on the implementation of Modification 0651.	Xoserve (DA)	Sept 2022	Carried Forward
0701	20/07/22	3.1	Xoserve (DT/ES) to investigate short/long term costs to include PAFA expenditure and the implications of Modifications 0647 and 0674.	Xoserve (DT/ES)	August 2022	Pending
0702	20/07/22	4.3	Xoserve (EL) to investigate extending the communications to a wider audience during the hyper care PIS window for the next 3 months.	Xoserve (EL)	August 2022	Pending
0703	20/07/22	4.3	Xoserve (EL) to provide a detailed 'check list' regarding the logging process and Q&A's to potential issues that maybe encountered.	Xoserve (EL)	August 2022	Pending
0704	20/07/22	6.6	Xoserve (DD) to investigate a different format with which to present the Quarterly Invoicing Update.	Xoserve (DD)	August 2022	Pending