

**UNC DSC Change Management Committee Minutes**  
**Wednesday 13 April 2022**  
**Via teleconference**

<b>Attendees</b>			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
<b>Shipper User Representatives (Voting)</b>			
Claire Louise Roberts	(CLR)	Scottish Power	Class A Voting + Class C Voting
Clare Manning (Alternate for Oorlagh Chapman)	(CM)	E.ON	Class A Voting
Ross Easton (+ Alternate for Lisa Saycell)	(RE)	Total Gas & Power	Class B Voting + Class C Voting
<b>Transporter Representatives (Voting)</b>			
Sally Hardman (Alternate for Guv Dosanjh)	(SH)	SGN	DNO Voting
Tom Stuart (Alternate for Richard Pomroy)	(HC)	Wales & West Utilities	DNO Voting
Richard Loukes (+ Alternate for Andrea Godden)	(RL)	National Grid	NTS Voting
Heather Ward	(HW)	IGT Representative	IGT Voting
Kundai Matiringe	(KM)	IGT Representative	IGT Voting
<b>CDSP Change Management Representatives (Non-Voting)</b>			
Paul Orsler	(PO)	Xoserve	
<b>Observers/Presenters (Non-Voting)</b>			
Angela Clarke	(ACI)	Xoserve	
Dave Jones	(DJ)	Correla on behalf of Xoserve	
Emma Lyndon	(EL)	Correla on behalf of Xoserve	
Hannah Reddy	(HR)	Correla on behalf of Xoserve	
Jack Wilde	(JW)	Northern Gas Networks	
James Barlow	(JB)	Xoserve	
Lee Chambers	(LC)	Correla on behalf of Xoserve	
Linda Whitcroft	(LW)	Xoserve	
Matthew Rider	(MR)	Xoserve	
Rachel Addison	(RA)	Correla on behalf of Xoserve	
Rachel Taggart	(RT)	Xoserve	
Richard Hadfield	(RH)	Correla on behalf of Xoserve	
Simon Harris	(SH)	Xoserve	
Tracy O'Connor	(TOC)	Correla on behalf of Xoserve	
Vikki Orsler	(VO)	Xoserve	
Yvonne Reid-Healy	(YRH)	Joint Office	
Copies of all papers are available at: <a href="http://www.gasgovernance.co.uk/dsc-change/120422">http://www.gasgovernance.co.uk/dsc-change/120422</a>			

## 1. Introduction

Rebecca Hailes (RHa) welcomed all to the meeting and confirmed the meeting was quorate.

### 1.1. Apologies for absence

Oorlagh Chapman (Centrica)  
 Lisa Saycell (Gazprom)  
 Guv Dosanjh (Cadent)  
 Richard Pomroy (Wales & West Utilities)  
 Helen Chandler (Northern Gas Networks)  
 Tracey Saunders (Northern Gas Networks)  
 Richard Loukes (National Grid NTS)  
 James Rigby (Xoserve)  
 Emma Smith (Xoserve)

### 1.2. Alternates

Clare Manning for Oorlagh Chapman  
 Ross Easton for Lisa Saycell  
 Sally Hardman for Guv Dosanjh  
 Tom Stuart for Richard Pomroy  
 Andrea Godden for Richard Loukes

### 1.3. Confirm Voting rights

RH confirmed the voting rights as detailed below:

Representative	Classification	Vote Count
<b>Shipper</b>		
Claire Louise Roberts	Shipper Class A & C	2 votes
Clare Manning Alternate for Oorlagh Chapman	Shipper Class A	1 vote
Ross Easton + Alternate for Lisa Saycell	Shipper Class B & C	3 votes
<b>Transporter</b>		
Sally Hardman Alternate for Guv Dosanjh	DNO	1 vote
Tom Stuart Alternate for Richard Pomroy	DNO	1 vote
Andrea Godden + Alternate for Richard Loukes	NTS	2 votes
Heather Ward	IGT	1 vote
Kundai Matiringe	IGT	1 vote

### 1.4. Approval of Minutes (09 March 2022)

The minutes of the previous meeting were approved.

### 1.5. Review of Outstanding Actions

There were no outstanding actions.

### 1.6. User Representative Process

RHa provided an overview of the User Appointment Process and the key dates, reminding current members of the process for ensuring a Single Point of Contact (SPoC) is registered for their organisation to enable membership Nominations.

The current registered SPoCs and related documents are published at:  
<https://www.gasgovernance.co.uk/elections>.

## 2. DSC Change Budget Update & Horizon Planning

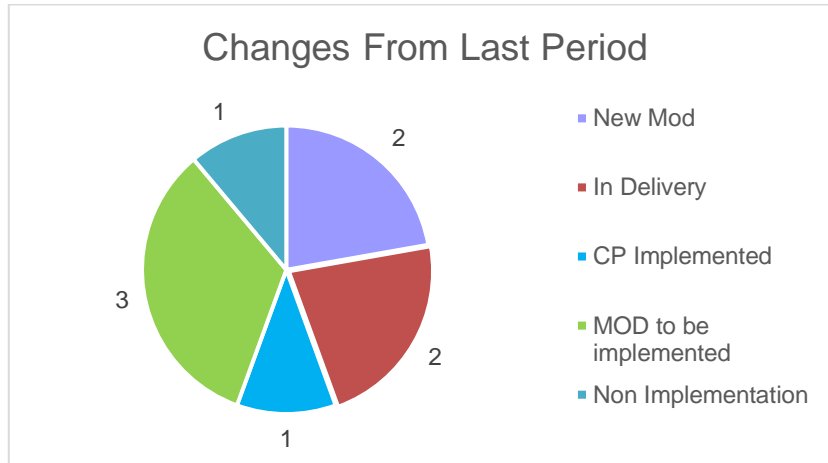
### 2.1. Change Budget Update

Rachel Taggart (RT) provided a brief update of the DSC Change Budget for 2021/22 advising there has been no change from the position presented at the March 2022 DSC Change Management Committee.

For a detailed update, please refer to the published slides on the meeting page.

## 2.2. Change Pipeline

RT presented the Change Development and Delivery Pipeline which sees the following breakdown of the changes from last period:



The 2021-2022 DSC Change / MiR Pipeline that was also presented shows the Change Completion Reports and Business Evaluation Reports that will be presented during the meeting.

For a detailed update, please refer to the published slides on the meeting page.

## 3. Capture

### 3.1. New Change Proposals – Initial Review – For Approval

#### 3.1.1 XRN5495 – Changes to Third Party and Additional Service Policy – For Information

This Change was presented to the Committee for information only and highlights some additional wording to support the introduction of the Retail Energy Code. This Change will be presented for approval at DSC Contract Management Committee on 20 April 2022.

For a detailed update, please refer to the published slides on the meeting page.

Committee Members had no further questions

#### 3.1.2 XRN5496 – Changes to Service Description Table v23 – For Information

This Change was presented to the Committee for information only and details a new service line that is being introduced as a result of *Modification 0791 (Urgent) - Contingency Gas Procurement Arrangements when a Supplier acts under a Deed of Undertaking* and will be presented for approval at DSC Contract Committee on 20 April.

For a detailed update, please refer to the published slides on the meeting page. Committee Members had no further questions

### 3.4 Post Solution Review for Approval

#### 3.4.1 XRN5238 – New Distribution Network Report – Forecast Invoice Values

Paul Orsler (PO) provided a brief description of the High-Level Solution Option:

*A single solution option is being recommended by the CDSP. This option utilises a Data Discovery Platform (DDP) Release to deliver DN pricing manager reporting requirements.*

*This option provides the capability for customers to be involved in the design and test of reporting deliverables within the DDP Release.*

*There are no costs associated to incorporating DN pricing manager requirements into the DDP Release, as DDP Core Releases are funded through an agreed investment within Xoserve’s Business Plan.*

*If this solution is approved, DNs can prioritise the delivery of these requirements (which are turned into User Stories for the purposes of DDP agile Release deliveries) – this prioritisation will take place between the relevant customer groups and the DDP Product Development team.*

PO advised that Xoserve have looked to include some of the wider DN requirements into the scope of this Change Proposal such as visualisation dashboards and noted that Xoserve are engaging with DN representatives and Pricing Managers which has seen the DNs now supportive of this change. He further advised that the intention is to deliver the first set of reports in July.

PO confirmed there are no extra costs to the solution other than those in the Business Plan.

DNO Members were asked to vote on the solution option for XRN5238 – New Distribution Network Report – Forecast Invoice Values. DNO Members voted unanimously as follows:

<b>Voting Outcome:</b>		
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Sally Hardman (Alternate for Guv Dosanjh)	1	For
Tom Stuart (Alternate for Richard Pomroy)	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### **4. Design & Delivery**

##### **4.1. Detailed Design – For Approval**

###### **4.1.1. XRN5231 – Provision of FWACV Service**

PO advised that changes to the previous design that was circulated in November 2021 have been identified which has led to refinement and clarification of requirements to the Detailed Design document that were not previously captured.

PO confirmed he is looking for approval of the updated design work to the implementation target date of June 2022.

When asked, Sally Hardman (SH) confirmed that it was SGN’s intention to not just provide comments in their response, but to also approve it.

Andrea Godden (AG) confirmed National Grid are happy to approve on the basis that the minor comments provided are reflected in the design. PO clarified, as advised in conversation held on Tuesday 12 April, they have been captured.

Tom Stuart (TS) advised of his intention to approve, with the caveat that there are some open design comments relating to loss of records that need to be included.

SH confirmed her intention to approve with the caveat that the same outstanding items will be addressed.

PO confirmed conversations that were undertaken on 12 April clarified the comments are being addressed.

The Transporter Members were asked to approve the updated design. The vote was cast as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Sally Hardman (Alternate for Guv Dosanjh)	1	For
Tom Stuart (Alternate for Richard Pomroy)	1	For
Andrea Godden (+Alternate for Richard Loukes)	2	For
<b>Total</b>	<b>4</b>	<b>For</b>

#### 4.1.2. XRN4922 – CSSC Shipper BRD

Emma Lyndon (EL) advised this is an update to the CSSC Shipper Business Requirements Document following implementation of XRN4941 - Auto updates to meter read frequency (Modification 0692 - Automatic updates to Meter Read Frequency) which was included in the November 2021 Major Release.

EL reminded the Committee that this Change provides a review of the CSSC Shipper Business Requirements Document where the Settlement Rules have been updated to include where a Shipper has not submitted a Base Registration Nomination (BRN) (and cannot be associated to a CSS registration), the default rules will be applied.

EL confirmed no representations were received.

Shipper Members were asked to approve the BRD and unanimously approved as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Clare Manning Alternate for Oorlagh Chapman	1	For
Ross Easton + Alternate for Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>

#### 4.1.3. Non-CSS to and from CSS Supply Meter Point Switching Process

EL advised, following confirmation from Ofgem of the meter points that are out of scope of CSS, there is a requirement to put a process in place to support the movement of meter points from Non-CSS to CSS and CSS to Non-CSS.

##### **Non-CSS to CSS**

*To support the movement of meter points to CSS the following process will need to be followed:*

*Where the meter point is being managed by UK Link the gaining shipper will need to submit a NOM/CNF file into UK Link. This will be processed as per the current process and the standard CFRs will be issued to both the gaining and losing shippers.*

*The losing shipper will still have the opportunity to object to the transfer via the existing WAO file.*

*Once the registration reaches a confirmed status (at effective date minus two business days as per the current process) UK Link issue the TRF/MRI files and will trigger a number of updates to CSS:*

- The meter point will be created in CSS as an operation meter point*
- A transporter initialled registration will be sent to CSS aligned to the UK Link confirmation effective date. This will result in the standard messages being issued by CSS to the gaining shipper / supplier.*

##### **CSS to Non-CSS**

*As with the previous process the relevant nomination and confirmation files (CNF for supplier exempt or CSS for shared supply meter points) will need to be submitted by the*

*gaining shipper into UK Link to instigate the registration process for non-CSS registration request type.*

*Following acceptance of the confirmation request the standard CFRs will be issued to both the gaining and losing shippers*

*The losing shipper/supplier will have the opportunity to object to the transfer via the existing WAO file.*

*Once the UK Link registration reaches a confirmed status (at effective date minus two business days as per the current process) UK Link issue the TRF/MRI files and will trigger a meter point update to CSS:*

- *The meter point status will be updated in CSS to terminated. This will prevent any addition registration requests from being accepted by CSS.*

*Please note that UK Link does not have a mechanism of requesting the deactivation of the current supplier's registration in CSS and therefore losing supplier will be required to request their registration deactivation with CSS.*

EL confirmed that no representations were received.

PO clarified that these changes have been discussed at Delivery Sub-Group (DSG) meetings.

Shipper Members were asked to approve the BRD and unanimously approved as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Clare Manning Alternate for Oorlagh Chapman	1	For
Ross Easton + Alternate for Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>

#### **4.2. Standalone Change Documents for Approval (BER, CCR, EQRF)**

##### **4.2.1. BER for XRN5368 - Gemini Change Programme Sustain**

Rachel Addison (RA) advised that the BER has been adjusted to include an additional requirement from National Grid to incorporate an application firewall which has resulted in an adjustment to the costs.

The National Grid Member was asked to approve the adjustments made.

National Grid approved the adjustment to the BER as follows.

<b>Voting Outcome:</b>		
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Andrea Godden (+Alternate for Richard Loukes)	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

##### **4.2.2. CCR for XRN4550 - Gemini Re-platform**

Hannah Reddy (HR) presented the Change Completion Report (CCR) to formally close down the project. She advised implementation was delivered in 2020 but there were a number of decommissioning activities to get completed.

The National Grid Member was asked to approve the adjustments made.

National Grid approved the adjustment to the BER as follows.

<b>Voting Outcome:</b>		
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>

Andrea Godden (+Alternate for Richard Loukes)	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### 4.2.3. CCR for XRN5450 - Demand tool to support Urgent Modification 0788 - Minimising the market impacts of 'Supplier Undertaking' operation

Lee Chambers (LCh) presented the Change Completion Report (CCR) to formally close down the project.

Shipper and National Grid Members voted unanimously the approval to close down the project.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Clare Manning Alternate for Oorlagh Chapman	1	For
Ross Easton + Alternate for Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Andrea Godden (+Alternate for Richard Loukes)	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### 4.2.4. CCR for XRN5253 – June 21 Release

Tracey O'Conner (TOC) presented the Change Completion Report for XRN5253. She advised the document has been revised and reissued for approval due to the design for *XRN4992 CSSC Shipper BRD* being halted. This CCR is for the underspend of the Design work that was not completed for the implementation of *Modification 0687V - Creation of new charge to recover Last Resort Supply Payments* which has resulted in approximately £4k being returned.

When Jack Wilde (JW) asked, RHa showed the return values on the CCR.

Shipper DN and IGT Members voted unanimously for the CCR and the underspend to be processed.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Clare Manning Alternate for Oorlagh Chapman	1	For
Ross Easton + Alternate for Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Sally Hardman (Alternate for Guv Dosanjh)	1	For
Tom Stuart (Alternate for Richard Pomroy)	1	For
Heather Ward	1	For
Kundai Matiringe	1	For
<b>Total</b>	<b>4</b>	<b>For</b>

### 4.3. Project Updates

#### 4.3.1. December 2021 – April 22 Change in design

TOC presented a view of the December 2021 to April 2022 Changes in Design which details the changes that are included in the Detailed design bundle and advised that all of the changes are tracking to plan.

TOC advised, following the completion of the Detailed Design activities, it is proposed to break down the Change Packs into two releases, the following changes will be issued for Industry consultation in both the April and May Change Pack Consultation process as follows:

April 2022 - issued to customers on 19th April for 10 working day consultation

- XRN4978 - Notification of Rolling AQ Value (following Transfer of Ownership between M-5 and M)
- XRN4990 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (MOD0664)
- XRN5298 - H100 Fife Project – 100% Hydrogen Network Trial

May 2022 – issued to customers on 16th May for 10 working day consultation

- XRN4900 - Biomethane/Propane Reduction
- XRN4992B - Modification 0687 Clarification of Supplier of Last Resort (SoLR) Cost Recovery Process
- XRN5091 - Deferral of creation of Class change reads at transfer of ownership
- XRN5186 - MOD0701 - Aligning Capacity booking under the UNC and arrangements set out in relevant NEXAs

When TOC highlighted there is a risk relating to Gemini outstanding for XRN5298 relating to the CV for 100% Hydrogen, SH noted that she had not been made aware of the risk to Gemini. PO clarified this is a BAU activity to ensure the site is setup for hydrogen generation. It was agreed that SH and PO would discuss this offline.

#### Delivery Release Options – Slide 25

TOC explained this slide proposes 2 options based on the assessment work completed:

##### Option 1

Deliver three of the changes in November 2022 then a further two changes in the February 2023 Release.

##### Option 1

Nov 22 Release	Pts	Feb23 Release	Pts
XRN4978	8	XRN4900	21
XRN4990	8	XRN4992B	13
XRN5298	8		
<b>Total Pts</b>	<b>24</b>		<b>34</b>



**Pros**

1. Smoothens profile of changes being delivered
2. Delivers XRN5298 to the proposed timescales

**Cons**

1. Reduces cost effectiveness as not fully utilising the Major Release bandwidth

PO advised that the CSS program is running 4-months of hyper care, if anything happens in that 4 months that Xoserve will need to react to, if delivering a change in November 2022 that relates to CSS, there is potential to redesign and retest which would delay delivery.

**Option 2**

Deliver five changes in February 2023 and the remaining two in June 2023.

**Option 2**

Nov 22 Release	Pts	Feb23 Release	Pts	Jun23* Release	Pts
		XRN4900	21	XRN5091	21
		XRN4992B	13	XRN5186	13
		XRN4990	8		
		XRN5298	8		
		XRN4978	8		
<b>Total Pts</b>	<b>0</b>		<b>58</b>		<b>34</b>

**Pros**

1. Reduces Customer and Xoserve effort whilst CSSC is a priority
2. Better utilizes the bandwidth of a Major Release, more cost effective to Customers

**Cons**

1. Delays the realisation of the objectives for XRN4978, XRN4990 and XRN5298 by approximately 4 months

It was noted that XRN5298 needs implementation before February 2023 which PO confirmed they would work to try to achieve and that this can be delivered in the November 2022 Release if need be.

**Next Steps**

- Issue the Change Packs as described for consultation in April
- Present the April Change Packs to DSG on Monday 25<sup>th</sup> April
- Seek approval of Change Packs at May ChMC and June ChMC
- Present BERs for approval to cover off both Release options at ChMC in May

Tom Stuart (TS) noted, for XRN5186 that Northern Gas Networks (NGN) are not supportive of moving the release date for as it has been moved before, he added it was originally planned to be implemented in November 2021.

PO explained the suggested move of implementation date is due to CSS implementation go-live and is based on complexity and the impact to CSS Code. Due to this, there is a high potential for rebuild and retesting, therefore it is recommended it is not included in the November 2022 and February 2023 releases and is placed into the June 2023 for delivery.

PO confirmed his intention to explain the logic and rationale to the DNs.

TS provided the following statement from NGN:

**NGN Statement re: XRN 5186**

*NGN are not happy or supportive of changing the date, and that this continues to expose industry to risk of capacity that is not in alignment with NExA, (potentially exposing sites to ratchet charges if shipper accepts capacity booking before NExA agreed date, or the placing Networks at risk if the sites PMSOQ ratchets above an Agreed NExA).*

In conclusion, PO clarified that approval of the Change Packs being issued and agreement or rejection of the proposal for the November 2022 Release will be sought at the May DSC Change Management Committee meeting.

**4.3.2. November 22 Major Release Scope**

To be discussed 11 May 2022

**4.3.3. November 2021 Major Release**

TOC presented a status update for the remaining activities relating to the November 2021 Major Release and advised the overall plan is green and on track.

For a detailed update, please refer to the published slides on the meeting page.

**4.3.4. XRN5231 Provision of a FWACV Service**

Lee Chambers (LCh) presented a status update for the Flow Weighted Average CV service changes and summarised that the project is undertaking replanning work which has been required following changes that have been identified to project scope and requirements.

The Change pack consultation closed on 28 March 2022; the review of the representations received has completed.

LCh noted there are several risks associated with this project which are being regularly reviewed and discussed with Xoserve, DNs and National Grid as part of the ongoing weekly FWACV Focus Group meetings.

When CLR asked for Xoserve to share the file location for the IX so that internal changes can be made, PO confirmed there is no proposal to change the file destinations from what they currently are.

TS asked for the delivery of the FWACV slipping beyond June 2022 and the consequences of that to be added to the Risks.

**Next Steps:**

- Finalise full re-plan from the changes to scope and requirements to define the revised plan and BER
- Change pack consultation reps to be approved at the April DSC Change Management Committee
- Continue Cutover & Transition scenarios with NG and DNs to define scope, plan and acceptance criteria
- Outstanding DNs to complete End to End connectivity to provide daily files to remove issue with DR/MT plan
- Continue with UAT assurance, DR/MT and Business Change planned activities
- Revised BER from re-plan to be approved at an extraordinary DSC Change Management Committee (to be agreed)

For a detailed update, please refer to the published slides on the meeting page.

**4.3.5. NG Horizon Plan**

Matt Rider (MR) confirmed the National Grid Horizon Plan is on track with the FWACV tracking to amber due to the issues already discussed in sections 4.1.1 and 4.3.4.

For a detailed update, please refer to the published slides on the meeting page.

## 5. Non-DSC Change Budget Impacting Programmes

### 5.1. CSSC Programme Update

Emma Lyndon (EL) provided an update on the CSSC Programme Dashboard Update project and noted the project is tracking green status.

EL provided the following update:

- Commencement and planning for the Transition Stage 2 which will include APIs going live. The bulk data cut has been issued and the delta data will be provided every 2 weeks.
- Mismatch of data between CSS; UK Link and Gemini – continuing to discuss with the program and have explained how the Central Switching System will work at gate closure, DCC are heavily monitoring that system and do have the capability to ramp up should they see any issues.
- The risk of NFR of 90% at 5:35pm remains and mitigation of providing confidence of 100% by 6pm is still being worked on.
- CR-D129 raised to push for 100% NFR by 6pm will move into the REC Governance process and has been accepted as a Change Request with the potential to be included in one of the first REC changes.
- DCC are supportive of the Change Request that is being raised in order to have the capability to request the 're-send' of a secured active message. The project is pushing to receive this ability during early life support as this will help mitigate should there be missing messages at Gate Closure.

Work-around issues are being worked through at the moment and resolutions will be relayed at appropriate DSG meetings.

For a detailed update, please refer to the published slides on the meeting page.

### 5.2. Move to Cloud Programme Update

Dave Jones (DJ) provided an overview of the status of the Move to Cloud noting the status is now green for the weekend cutover and confirmed it is in a good position to take the systems down over the weekend.

Portal Go-Live previously planned for 09 May 2022 has been re-planned for 18 June 2022 in order to better align to CSS and minimise impact. An updated change pack will be shared 19 April 2022.

For a detailed update, please refer to the published slides on the meeting page.

### 5.3. CMS Rebuild Update

Linda Whitcroft(LW) presented the progress of the CMS Rebuild to date and advised that Sprint 1 has now commenced with the foundations being built.

The Customer Focus Groups have now been set up and communicated, the first one was held on 06 April 2022, future dates are as follows:

Date	Time Start	Time end
04/05/2022	11:00	12:00
10/06/2022	10:00	11:00
06/07/2022	10:00	12:00
09/08/2022	10:00	12:00
09/09/2022	10:00	12:00

14/10/2022	10:00	12:00
08/11/2022	10:00	12:00
09/12/2022	10:00	12:00
10/01/2023	10:00	12:00
07/02/2023	10:00	12:00
07/03/2023	10:00	12:00

Further updates will be provided to the May DSC Change Management Committee.

**6. Any Other Business**

None

**7. Diary Planning**

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Time/Date	Meeting Paper Deadline	Venue	Programme
10.00 Wednesday 11 May 2022	29 April 2022 (due to May Bank Holiday 02 May 2022)	Microsoft Teams	Standard Agenda
10.00 Wednesday 08 June 2022	25 May 2022 (due to Spring Bank Holiday 02 & 03 June 2022 )	Microsoft Teams	Standard Agenda
10.00 Wednesday 13 July 2022	04 July 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 10 August 2022	01 August 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 07 September 2022	29 August 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 12 October 2022	03 October 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 09 November 2022	31 October 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 07 December 2022	28 November 2022	Microsoft Teams	Standard Agenda

**Action Table (as of 13 April 2022)**

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
No outstanding actions					