

Agenda

DSC Contract Management Committee

09:30 Wednesday 16 December 2020

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 (18 November 2020)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2.	Project Mercury	CDSP (AS)	Discussion
3.	KPM overview	CDSP (AS/TU)	Discussion
4.	Covid-19 Update	CDSP (AS/FC)	Information
5. Approvals			
5.1.	Research Body Request (Coventry City Council)	CDSP (DN)	Approval
5.2.	MDD Meter point Approach Document	CDSP	Deferred until Jan 21
5.3.	DRR Additional data items to be made available to Suppliers in Community View	CDSP (SH)	Approval
5.4.	MAP Portfolio Service – logic clarification	CDSP (SH)	Approval
5.5.	XRN5183 – Access to Biomethane injections Permissions discussion	CDSP (SH)	Approval
5.6.	Advice Direct Scotland -Request for free accounts Supporting documents: -	CDSP (KA/ER)	Approval
5.7.	a) DPM Conditionality Document	CDSP (KA/ER)	Approval
	b) Third Party data Requests	CDSP (KA/ER)	Approval
6. Business Plan Updates			
6.1.	BP20 Centrica Appeal	CDSP (JM)	Information
6.2.	BP21 Update	CDSP (PH)	Discussion
7.	Retail Energy Code (REC) Update	CDSP (JM)	Information
8.	Modification 0710 - CDSP Provision of Class 1 read service	CDSP (DA)	Discussion
9. Monthly Contract Management Report			

9.1. KPM Update*	CDSP (TU)	Discussion
9.2. Contract Metrics	CDSP (MD)	Information
9.3. Xoserve Incident Summary	CDSP (DR/NL)	Discussion
9.4. Issue Management Updates		
9.4.1. Issue Management Dashboard	CDSP (MD)	Information
9.4.2. Amendment Invoice Taskforce Update	CDSP (DD)	Information
9.4.3. AQ Taskforce update	CDSP (DR)	Discussion
9.5. KVI Summary		
9.5.1. November KVI Summary	CDSP (MD)	Information
9.5.2. November Interim KVI Scorecard	CDSP (MD)	Information
9.5.3. November KVI Customer Service	CDSP (MD)	Information
10. Central Switching Service (CSS) Update	CDSP (EL)	Information
11. Information Security Update	CDSP (NM)	Information
12. Financial Information	CDSP (NS)	Information
13. Business Continuity Plan	CDSP (DS)	Due Feb
14. Contract Assurance Audit	CDSP (HH)	Due Feb
15. Key Committee Updates		
15.1. DSC Change Management Committee *	CDSP (JR)	Information
16. Customer Experience Transformation	CDSP(AS)	Discussion
17. Any Other Business		
17.1. NDM Algorithm Consultation	CDSP (FC/MP)	Discussion
17.2. CMS Replacement Update	CDSP (JW)	Discussion
17.3. DES Emergency Contacts	CDSP (JM)	Discussion
17.4. Contact Centre Telephone Number Change	CDSP (DA)	Discussion
17.5. IX Refresh Update	CDSP (MP)	Information
17.6. Quarterly Invoicing Dashboard for review	CDSP (DD)	Discussion
17.7. VAT early termination fees and compensation payments	CDSP (JM)	Information
17.8. Impact of Brexit	CDSP (JM)	Information
18. Diary Planning	Chair	Approval

Action Table (as of 18 November 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1001	14/10/20	1.6	<i>Policy paper on Revenue and Customs Brief 12 (2020):</i> CDSP (JMc) to regularly seek a view from VAT experts Group regarding the Policy paper on Revenue and Customs Brief 12 (2020): VAT early termination fees and compensation payments	CDSP (JMc)	Carried Forward

1003	14/10/20	6.3.3	<i>Quarterly Invoicing Update:</i> CDSP (DD) to provide a draft Quarterly Invoice dashboard for the Committee to review ahead of the November meeting	CDSP (DD)	Carried Forward
1004	14/10/20	6.3.3	<i>Quarterly Invoicing Update:</i> Committee members to consider what information would be required on a Quarterly Invoice dashboard and feedback to the November 2020 Committee	All	Carried Forward
1101	18/11/20	5.2.1	Xoserve (AJ) to consider how projects would be managed and how deliverables would be measured under the new operating model.	Xoserve (AJ)	Pending
1102	18/11/20	15.3	Xoserve (JG) to consider the availability of the DSC Shipper Class breakdown.	Xoserve (JG)	Pending
1103	18/11/20	15.4	Xoserve (LW) to publish a diary plan of the Contact Management System (CMS) Replacement Project Workshops.	Xoserve (LW)	Pending
1104	18/11/20	16.0	Xoserve (JMc) to provide a list of proposed dates for the 2021 Contract Management Committee meetings.	Xoserve (Jmc)	Pending