

Agenda

DSC Contract Management Committee

10:30 Wednesday 19 February 2020

at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Teleconference: 020 3582 4515, ID 401-706-701
screen sharing <https://join.me/JointOffice>

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		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (15 January 2020)		
1.5.	Approval of Late Papers		
1.6.	Review of Outstanding Actions		
2. Approvals			
2.1.	DRR – XRN 5064 Meter Asset Enquiry API Enhancements	CDSP (SH)	Approval
2.2.	DRR – XRN 5097 Service Line Description Table Cosmetic Changes <i>(subject to Change Approval on 12 Feb 20)</i>	CDSP (AC)	Approval
2.3.	Request to set up a DSC Sub Committee	CDSP (MO)	Approval
3. BP20 Update		CDSP (DT)	Information
4. Monthly Contract Management Report (KPIs)			
4.1.	Contract Metrics including Invoicing	CDSP (MD)	Information
4.2.	Xoserve Incident Summary	CDSP	Information
4.3.	Issue Management Updates		
4.3.1.	Issue Management Dashboard	CDSP (MD)	Information
4.3.2.	Amendment Invoice Taskforce Update	CDSP (DD)	Information
4.3.3.	Enabling large scale utilisation of Class 3	CDSP (DA)	Information
4.3.4.	UIG Update	CDSP (FC)	Information
4.3.5.	AQ Taskforce Update	CDSP (MD)	Information
4.3.6.	Golden Principles of Customer Contact	CDSP (DTh)	
4.4.	KVI Summary		
4.4.1.	KVI Summary	CDSP (MD)	Information

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4.4.2. Change Management KVI	CDSP (JG)	
4.4.3. KVI Review Update	CDSP (MD)	Information
4.4.4. DSC and KVI Review Update	CDSP (AC)	Information
5. Modification 0702 – Research Body Framework	CDSP (ER)	Discussion
6. Electralink Gas Catalogue Update	CDSP (JM)	Discussion
7. CSS Update (<i>verbal update</i>)	CDSP (ES)	Information
8. Information Security Update (<i>verbal update</i>)	CDSP (DD)	Information
9. Business Continuity Plan	CDSP (DS)	Information
10. Contract Assurance Audit	CDSP (HH)	Information
11. Financial Information - Q3 Forecast Update	CDSP	Information
12. Key Committee Updates - DSC Change Management Committee *	CDSP (JR)	Information
13. Any Other Business		
13.1. Xoserve IX Refresh Update	CDSP (MP)	Information
13.2. Contract Management Committee (CoMC) Terms of Reference	CDSP (JM)	Information
13.3. <i>Data Flows - Treatment of Information post REC Implementation</i>	CDSP (JM)	Information
14. Diary Planning	Chair	Information

Action Table (as at 15 January 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	15/01/20	3.0	<i>Electralink Update:</i> Xoserve (DA) to capture risks and come back to the Committee with options and assess the viability of the tool - how much work is involved/impact assessment	Xoserve (DA)	Pending
0102	15/01/20	12.1	<i>Xoserve IX Refresh Update: Xoserve IX Refresh Update:</i> MPo to provide Project Costs relating to IX and provide costs on resources in regard to the extension of the project.	Xoserve (DA)	Pending
0103	15/01/20	12.3	<i>MDD sub-committee Terms of Reference:</i> Xoserve (MO) to provide clarification and an updated document that refers correctly to points made by the Committee in that there is no mention of SPAA. Then an electronic approval will be sought via email	Xoserve (MO)	Pending

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