

Agenda

DSC Contract Management Committee

10:00 Wednesday 18 October 2023

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 September 2023)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2. Approvals			
2.1.	TBC	CDSP (tbc)	Voting
2.2.	TBC	CDSP (tbc)	Voting
3. Business Plan Updates			
3.1.	BP updates	CDSP (tbc)	Information
3.2.	Efficiency Review Update	CDSP (tbc)	Information
3.3.	Investment Paper Update	CDSP (tbc)	Information
4. Monthly Contract Management Report			
4.1.	KPM Update*	CDSP (tbc)	Information
4.2.	KPM – Customer Relationship Survey Results	CDSP (tbc)	Information
4.3.	Monthly Contract Management Reports	CDSP (tbc)	Information
4.4.	Xoserve Incident Summary	CDSP (tbc)	Information
4.5.	Issue Management Dashboard	CDSP (tbc)	Information
4.6.	GRDA Update	CDSP (tbc)	Information
4.7.	TBC	CDSP (tbc)	Information
5. Information Security Update		CDSP (tbc)	Information
6. Financial Information		CDSP (tbc)	Due November
7. Business Continuity Plan		CDSP (tbc)	Due November
8. Contract Assurance Audit		CDSP (tbc)	Information
9. Key Committee Updates			

9.1. DSC Change Management Committee	CDSP (tbc)	Information
9.2. REC and GRDA Update	CDSP (tbc)	Information
10. Any Other Business		
10.1. CMS Update	CDSP (tbc)	Information
11. Recap of decisions made during meeting	CDSP (tbc)	Information
12. Diary Planning Next Meeting: 15 November 2023 Paper Deadline: 07 November 2023	Chair	Information

DSC Contract Management Committee Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0602	14/06/23	4.7	CDSP (DA) to undertake a case study into the Governance between DSC Change Management and DSC Contract Management Committee interactions using recent Hydrogen Change XRN5531 and report back.	CDSP (DA)	September 2023 October 2023	Carried Forward
0703	19/07/23	3.2	CDSP (MD) to feedback on Problem Statement discussions with all IGTs.	CDSP (MD)	September 2023 October 2023	Carried Forward
0902	22/09/23	6.6	GRDA Update: CDSP (DA) to draft a notice to be sent to REC regarding DCC ticket performance; circulate to Committee Members and decide who is best to send the notice.	CDSP (DA)	October 2023	Pending
0903	22/09/23	10.0	Contract Assurance: CDSP to document what the decision points are within the Contract Assurance process, clarify the timing of the process and when the plan will be shared.	CDSP (JMc/HH)	October 2023	Pending