

Agenda

DSC Contract Management Committee

10:00 Wednesday 20 December 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 (15 November 2023)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2. Approvals			
2.1.	XRN5714 Updates to CDSP Service Description Table v32	CDSP (AC)	Approval
2.2.	Reassociation of OVOs Supplier Short Codes	CDSP (MO)	Approval
2.3.	DRR RPA Report Amendment	CDSP (MH)	Approval
3. Business Plan Updates			
3.1.	BP Update	CDSP (JR)	Information
3.2.	Efficiency Review Implementation in Xoserve (ERIX)	CDSP(JS)	Information
3.3.	UK Link Roadmap	CDSP (ES)	Information
4. Monthly Contract Management Report			
4.1.	Key Performance Management (KPM)*	CDSP (DJ)	Information
4.2.	KPM Customer Relationship Survey Results	CDSP	Due Jan
4.3.	Monthly Contract Management Reports	CDSP (AC)	Information
4.4.	Xoserve Incident Summary	CDSP (PW)	Information
4.5.	Issue Management Dashboard	CDSP (MD)	Information
4.6.	Gas Retail Data Agent (GRDA)	CDSP (DA)	Information
4.7.	Key Value Indicators (KVI) Change Management	CDSP	Due Jan
5. Information Security Update			Due Feb
6. Financial Information		CDSP	Due Feb
7. Business Continuity Plan		CDSP	Due Feb
8. Contract Assurance Audit		CDSP	Due Feb
9. Key Committee Updates			
9.1.	DSC Change Management Committee	CDSP (KL)	Information

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk/DSC-Contract

9.2. Retail Energy Code (REC)	CDSP (DA)	Information
10. Any Other Business		
10.1. CMS Update	CDSP (JW)	Information
11. Recap of decisions made during meeting	CDSP (AC)	Information
12. Diary Planning Next Meeting: 17 January 2024 Paper Deadline: 5pm 09 January 2024	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)	November 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)	November 2023	Carried Forward