

Agenda

DSC Contract Management Committee

10:30 Wednesday 14 August 2019

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 (17 July 2019)		
1.5.	Review of Outstanding Actions		
2. Monthly Contract Management Report (KPIs)			
2.1.	Contract Metrics (including Invoicing)	CDSP (MD)	Information
2.2.	Issue Management Updates		
2.2.1.	Issue Management Dashboard	CDSP (MD)	Information
2.2.2.	Amendment Invoice Taskforce Update	CDSP (AS)	Information
2.2.3.	UIG Update	CDSP (FC/JHJ)	Information
2.2.4.	Class 3 Supply Point Migration Workshop update	CDSP (AS)	Information
2.3.	KVI Performance		
2.3.1.	July 2019 KVI Performance	CDSP (MD)	Information
2.3.2.	Service Excellence	CDSP (TE/ER)	Information
2.3.3.	KVI Relationship Management	CDSP (JV)	Information
3. Not Used			
4. Contract Management Committee Approvals			
4.1.	Guidelines for the publication of CoMC material and circulation of DRRs	CDSP (JM)	Approval
4.2.	Operating Guidelines Document Data permissions	CDSP (JMG)	Approval
5. CSS Update		CDSP (EL)	Information
6. Information Security Arrangements		CDSP (KE-P)	Information

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: enquiries@gasgovernance.co.uk

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

7. Business Continuity Plan	CDSP (DS)	Information
8. Contract Assurance Audit	CDSP (EB)	Information
9. Financial Information		
9.1. Cost Allocation Model and Methodology 9.2. CDSP Budget 9.3. Annual Charging Statement	CDSP (NS)	Update to be provided by end of August
10. Key Committee Updates		
10.1. DSC Change Management Committee 10.2. PAC/PAFA 10.3. Request for approval of proposal for the Introduction of Rolling Contracts for Third Party Services 10.4. PWC/TPI request for the access to Non-Domestic data 10.5. Enabling Large Scale Utilisation of Class 3 10.6. Review of CoMC agenda running order 10.7. MDD Reconciliation – CoMC	CDSP (JR) CDSP (JR) CDSP (DH) CDSP (SH) CDSP (DA) CDSP (JMG) CDSP (MT/DA)	Information Information Approval Discussion Discussion Discussion Approval
11. Any Other Business		
11.1. Reflections on Data Access Schedule in the REC	CDSP (DA)	Discussion
12. Diary Planning	Chair	Information

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: enquiries@gasgovernance.co.uk

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

Action Table (as at 17 July 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0309	20/03/19	10.6	Xoserve (DT) to investigate if a new updated process for the 'Requesting of New Services' could be implemented ahead of the next cycle.	Xoserve (DT)	Carried Forward
0504	01/05/19	7.	<i>Reference the (draft) Operating Guidelines Document</i> – All parties to review and provide feedback for consideration at the next Committee meeting.	All	Carried Forward
0601	19/06/19	7.	Re: <i>Reference the (draft) Operating Guidelines Document</i> - JM to update the guidelines and circulate to DSC Contract Management Committee members for further comments. (See also Action 0504).	Xoserve (JM)	Carried Forward
0701	17/07/19	4.1	Xoserve (MD) to review current KPI and KVI monitoring for improvements and present proposals at the October Contract Management Committee.	Xoserve (MD)	Pending
0702	17/07/19	10.1	Xoserve to provide a breakdown of Project Nexus de-scoped data items.	Xoserve (SJ/JM)	Pending
0703	17/07/19	10.1	Xoserve to circulate the Xoserve Strategy Update, including the new Organisation Structure.	Xoserve (SJ/JM)	Pending
0704	17/07/19	10.1	Xoserve to review what the Key Performance Indicators for success are.	Xoserve (SJ/JM)	Pending

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: enquiries@gasgovernance.co.uk

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