

Agenda

DSC Contract Management Committee

10:00 Wednesday 14 February 2024

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 (17 January 2024)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2. Approvals			
2.1.	TBC	CDSP (TBC)	Voting
3. Business Plan Updates			
3.1.	BP Update	CDSP (TBC)	Information
3.2.	Efficiency Review	CDSP (TBC)	Information
4. Monthly Contract Management Report			
4.1.	Key Performance Management (KPM)*	CDSP (TBC)	Information
4.2.	KPM Customer Relationship Survey Results	CDSP (TBC)	Information
4.3.	Monthly Contract Metric Reports	CDSP (TBC)	Information
4.4.	Xoserve Incident Summary	CDSP (TBC)	Information
4.5.	Customer Issue Management Dashboard	CDSP (TBC)	Information
4.6.	Gas Retail Data Agent (GRDA)	CDSP (TBC)	Information
4.7.	Key Value Indicators (KVI) Change Management	CDSP (TBC)	Information
5. Information Security		CDSP (TBC)	Information
6. Financial Information		CDSP (TBC)	Information
7. Business Continuity Plan		CDSP (TBC)	Information
8. Contract Assurance Audit		CDSP (TBC)	Information
9. Key Committee Updates		CDSP (TBC)	
9.1.	DSC Change Management Committee	CDSP (TBC)	Information
9.2.	Retail Energy Code (REC)	CDSP (TBC)	Information
10. Any Other Business			
10.1.	CMS Update	CDSP (TBC)	Information

Contact Details: enquiries@gasgovernance.co.uk

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

11. Recap of decisions made during meeting	CDSP (TBC)	Information
12. Diary Planning Next Meeting: 20 March 2024	Chair	Information

DSC Change Action Table						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0602	14/06/23	1.6	CDSP (DA) to undertake a case study into Governance between DSC Change Management and DSC Contract Management Committee interactions using recent Hydrogen Change XRN5531 and report back.	CDSP (DA)	February 2024	Carried Forward
0101	17/01/24	4.5	CDSP (MD) to send out more details to Shippers around the Meter Read Issue once investigations have been completed and what the next steps are.	CDSP (MD)	February 2024	Pending
0102	17/01/24	9.2	CDSP (DA) DA to arrange a meeting to discuss R0148 in more detail and to circulate the necessary documents.	CDSP (DA)	February 2024	Pending
0103	17/01/24	12	CDSP (JMc) to update the committee on a plan for in-person CoMC meetings.	CDSP (JMc)	February 2024	Pending