

Agenda

DSC Contract Management Committee

10:30 Wednesday 20 November 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 (16 October 2019)		
1.5.	Review of Outstanding Actions		
2. Approvals			
2.1.	DRR – Amendments to the Supply Point Enquiry API service	CDSP (JG)	Approval
3. UK Link Update Relating to APM and Resourcing		CDSP (DR)	Information
4. BP20 Update		CDSP (DT)	Information
5. Monthly Contract Management Report (KPIs)			
5.1.	Contract Metrics (including Invoicing)	CDSP (MD)	Information
5.2.	Issue Management Updates		
5.2.1.	Issue Management Dashboard	CDSP (MD)	Information
5.2.2.	Amendment Invoice Taskforce Update*	CDSP (DD)	Information
5.2.3.	Enabling large scale utilisation of Class 3*	CDSP (DA)	Information
5.2.4.	UIG Update	CDSP (FC)	Information
5.3.	KVI Summary		
5.3.1.	Customer Service KVI	CDSP (MD)	Information
5.3.2.	KPI and KVI Review Update	CDSP (MD)	Information
6. CSS Update (including CSS Adaptor)		CDSP (EL/DT)	Information
7. Information Security Update		CDSP (DD)	Due Jan
8. Business Continuity Plan		CDSP (DS)	Information
9. Contract Assurance Audit		CDSP (EB)	Information
10. Financial Information – Q2 Forecast Update		CDSP (NS)	Information

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11. Key Committee Updates - DSC Change Management Committee*	CDSP (JR)	Information
12. Any Other Business		
12.1. Request for Supplier Switching data to the DCC (Monthly provision of AMR Supply Points by supplier)	CDSP (PO/DA)	Decision
12.2. Request for Supplier Switching data to the DCC (Daily Provision of prospective supplier details in support of SMETS1)	CDSP (PO/DA)	Decision
12.3. User Telephone Enquiry Service (Data Search Line)	CDSP (JM)	Discussion
12.4. Action Log Update	CDSP (JM)	Information
13. Diary Planning	Chair	Information

Action Table (as at 16 October 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
0901	18/09/19	3.0	UK Link Update - Xoserve to provide further details of the £600k funding, impacts on budgets, timescales, risks and benefits and how the funding will be split amongst Transporters and Shippers.	Xoserve (AS)	Carried forward
0907	18/09/19	12.1	Xoserve to review the constitution of the Contract Management Committee, Voting Arrangements, Quoracy, Classes of Shipper User Groups, and the appointment process; and consider whether Shipper User Groups B&C should be combined or whether a different voting/weighting arrangement Should be applied.	Xoserve (JMc)	Carried forward
1001	16/10/19	5.3.1	Xoserve to issue a communication to ensure that the correct Customer contact details and permissions are held on distribution lists for reporting breaches.	Xoserve (JMc)	Pending

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