

Agenda

DSC Contract Management Committee

10:00 Wednesday 16 August 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.	New CEO Introduction		
1.5.	Approval of Minutes (19 July 2023)		Approval
1.6.	Approval of Late Papers		Approval
1.7.	Review of Outstanding Actions		Discussion
2. Approvals			
2.1.	Amendments to the CDSP Service Document Budget and Charging Methodology v6.3 <i>(as per Change Pack 3174.4 – VO-PO)</i>	CDSP (AC)	Voting
2.2.	DRR for the DSR Process (Modification 0844/0845)	CDSP (ER)	Voting
3. Business Plan Updates			
3.1.	BP updates	CDSP (JR)	Information
3.2.	Efficiency Review Update	CDSP (JR)	Information
4. Monthly Contract Management Report			
4.1.	KPM Update*	CDSP (FC)	Information
4.2.	KPM – Customer Relationship Survey Results	CDSP (tbc)	Due September
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.	GRDA Update	CDSP (SD)	Information
4.7.	KVI Change Management	CDSP (KL)	Information
5. Information Security Update		CDSP (tbc)	No update this month
6. Financial Information		CDSP (JMa)	Information
7. Business Continuity Plan		CDSP (tbc)	Information
8. Contract Assurance Audit		CDSP (HH)	Information
9. Key Committee Updates			

9.1. DSC Change Management Committee	CDSP (KL)	Information
9.2. REC Update	CDSP (SD)	Information
10. Any Other Business		
10.1. CMS Update	CDSP (JW)	Information
10.2. SND Engagement Day	CDSP (AC)	Information
10.3. Progress update & planned engagement for H100 Fife Project	SGN (SH)	Information
11. Recap of decisions made during meeting	CDSP (AC)	Information
12. Diary Planning Next Meeting: 20 September 2023 Paper Deadline: 12 September 2023	Chair	Information

DSC Contract Management Committee Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0601	14/06/23	3.1	CDSP (JM _c) to provide an update on ARC approval regarding the proposed audit activities for the Charging Methodology being conducted by an external third party (KPMG) for Xoserve.	CDSP (JM _c)	August 2023	Pending
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 to DSC Contract Management Committee.	CDSP (DA)	September 2023	Deferred
0701	19/07/23	3.2	CDSP (JM _c) to provide assurance that the arrangements in place between Xoserve and its sub-contractors are such that the Efficiency Review can be successfully undertaken. ^a If satisfactory assurance is provided in advance this action can be closed prior to the August DSC Contract Management Committee Meeting.	CDSP (JM _c)	August 2023 ^a	Closed?
0702	19/07/23	3.2	CDSP (JM _c) to Confirm if DSC+ can be shared with either: all DSC Contract Managers; or DSC Contract Management Committee Representatives.	CDSP (JM _c)	August 2023	Pending
0703	19/07/23	4.2	CDSP (MD) to feedback on Problem Statement discussions with all IGTs.	CDSP (MD)	August 2023	Pending