

## Agenda

### DSC Contract Management Committee

**10:00 Wednesday 20 March 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
<b>1. Introduction</b>			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Minutes (14 February 2024)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
<b>2. Approvals</b>			
2.1.	XRN 5746 Updates to CDSP Service Description Table v33	CDSP (AC)	Voting
<b>3. Business Plan Updates</b>			
3.1.	BP Update	CDSP (JRi)	Information
3.2.	Efficiency Review	CDSP (JRi)	Information
<b>4. Monthly Contract Management Report</b>			
4.1.	Key Performance Management (KPM)*	CDSP (DJ)	Information
4.2.	KPM Customer Relationship Survey Results	CDSP (XX)	Due April
4.3.	Monthly Contract Metric Reports	CDSP (AC)	Information
4.4.	Xoserve Incident Summary	CDSP (DJ)	Information
4.5.	Customer 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 (XX)	Due May
<b>5. Information Security</b>		CDSP (XX)	No update this month
<b>6. Financial Information</b>		CDSP (XX)	Due May
<b>7. Business Continuity Plan</b>		CDSP (XX)	Due May
<b>8. Contract Assurance Audit</b>		CDSP (XX)	Due May
<b>9. Key Committee Updates</b>			
9.1.	DSC Change Management Committee	CDSP (PO)	Information
9.2.	Retail Energy Code (REC)	CDSP (DA)	Information
9.3.	Energy Code Reform	TBC	Information

Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

Papers available at: [www.gasgovernance.co.uk/DSC-Contract](http://www.gasgovernance.co.uk/DSC-Contract)

<b>10. Any Other Business</b>		
<b>10.1.</b> CMS Update <b>10.2.</b> MPidVAD rule amendment <b>10.3</b> CoMC/ChMC Change and CX Engagement	CDSP (JW) Chair CDSP (JV)	Information Information Information
<b>11. Recap of decisions made during meeting</b>	CDSP (AC)	Information
<b>12. Diary Planning</b> <b>Next Meeting:</b> 17 April 2024	Chair	Information

<b>DSC Contract Action Table</b>						
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Min Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Reporting Month</b>	<b>Status Update</b>
<b>0201</b>	14/02/24	1.5	JO (MC) to produce an outline for a new members introduction for an in-person October 24 DSC Contract Committee meeting	JO (MC)	March 2024	<b>Pending</b>
<b>0202</b>	14/02/24	2.1	JO (MC) to set up a Governance Workgroup to review the MPidVAD.	JO (MC)	March 2024	<b>Pending</b>
<b>0203</b>	14/02/24	3.2	CDSP (JRi) to produce a format suggestion for quarterly CAB Updates.	CDSP (JRi)	March 2024	<b>Pending</b>
<b>0204</b>	14/02/24	4.5	CDSP (MD & DJ) to provide a presentation detailing the demarcation between Issues and Incidents, detailing the commitments, resourcing and escalation process for each.	CDSP (MD & DJ)	March 2024	<b>Pending</b>
<b>0205</b>	14/02/24	4.5	CDSP (MD) to confirm the accuracy of the January 2024 KPM12 figure in light of the reported Invoicing files issue.	CDSP (MD)	March 2024	<b>Pending</b>
<b>0206</b>	14/02/24	4.7	CDSP (JRi / AC) to provide an insight into Xoserve's Contract Management of Correla including using the example of the concerns raised in regards to the Major Incident Reporting figures in the February Contract Management Report	CDSP (JRi)	March 2024	<b>Pending</b>
<b>0207</b>	14/02/24	7	CDSP (LW) to provide further commentary on BCP consideration of Switchstream implications and the new scope to the Security Rota.	CDSP (LW)	March 2024	<b>Pending</b>
<b>0208</b>	14/02/24	10.2	PO & CG to discuss the scope and potential Solution options in preparation for the Asset Updates item in the next meeting.	PO & CG	March 2024	<b>Pending</b>
<b>0209</b>	14/02/24	10.3	JO to add Energy Code Reform to DSC Contract Management Committee agenda	JO	March 2024	<b>Pending</b>