DSC Change Completion Report (CCR)



|  |  |
| --- | --- |
| **Change Title** | Increase the Frequency of FSG Payments |
| **Change reference number (XRN)** | XRN5469 |
| **Xoserve Project Manager**  | Rajiv Patel |
| **Email address** | Rajiv.Patel@correla.com |
| **Contact number** |  |
| **Target Change Management Committee date** | 12th October 2022 |
| **Date of Solution Implementation** | 4th October 2022 |
| **Section 1: Overview of Change Delivery** |
| * The current FSG service operates to a set of agreed submission deadlines to process onward invoices to Shippers. This process operates on a weekly basis, with a discretional ‘Ad Hoc’ provision of FSG processing.
* A new daily FSG service will operate from Tuesday 4th October 2022, for participating Distribution Networks. The new daily service will be fulfilled by introducing additional administration resource to the Business Operations Invoicing Team.
* For non-participating Distribution Networks, the service shall remain weekly / ’Ad Hoc’.
 |
| **Section 2: Confirmed Funding Arrangements** |
| * The change has been confirmed as being 100% Distribution Networks funded.
* An additional 1.0 Full Time Equivalent (FTE) will be funded at a pro-rata cost of £31,600 from October 2022 to the end of March 2023.
* Then at an annual cost of £63,300 from the start of April 2023 to end of March 2024.
* And then at a continued annual cost of £63,300 thereafter (but subject to any future DSC+ schedule changes that affect the Administrator Role rate).
 |
| **Section 3: Provide a summary of any agreed scope changes** |
| * None
 |
| **Section 4: Detail any changes to the Xoserve Service Description** |
| * None
 |
| **Section 5: Provide details of any revisions to the text of the UK Link Manual** |
| * Not applicable
 |
| **Section 6: Lessons Learnt** |
| * Not applicable
 |

**Please send completed form to:** **box.xoserve.portfoliooffice@xoserve.com**

**Document Version History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 0.1 | Draft | 16.9.22 | P. Orsler | Draft template created. |
| 0.2 | Draft | 20.9.22 | R. Patel | Draft template updated for review. |
| 1.0 | Final | 03.10.22 | R. Patel | Final version post review. |