

Agenda

DSC Contract Management Committee

11:00 Wednesday 16 May 2018

at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Teleconference: 020 3582 4515, ID 451-364-066

Screen Sharing: <https://join.me/bob.fletcher>

Short notice items are in italics

Item	Topic	Lead	Category
1. Introduction		Chair	Information
1.1.	Apologies for absence		
1.2.	Alternates		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (18 April 2018)		
2. Business Continuity Plan		CDSP (DSt)	Information
3. Information Security Arrangements		CDSP (DT)	Information
4. Contract Assurance Audit		CDSP (EB)	Information
5. Monthly Contract Management Report (KPIs)			
5.1.	KPI Reports	CDSP (MO)	Information
5.2.	Issue Management Update	CDSP (MD/SMu)	Information
5.3.	KVI Framework Update	CDSP (MD)	Information
5.4.	Summary position of aggregate UIG flows	CDSP (DT)	Information
5.5.	Information Security Arrangements – Dashboard Update	CDSP (DT)	Information
6. Financial Information			
6.1.	Cost Allocation Model and Methodology (no update)		Information
6.2.	CDSP Budget	CDSP (MS)	Information
6.3.	Annual Charging Statement (no update)		Information
6.4.	Invoicing		Information
7. Review of Outstanding Actions		Chair	Discussion
8. Key committee updates			
8.1.	DSC Change Management Committee	CDSP (DT)	Information
8.2.	PAC/PAFA	CDSP (DT)	Information
8.3.	General Data Protection Regulation (GDPR)	CDSP (DT)	Information

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9. Any Other Business 9.1. BP19 Timeline 9.2 XRN4527 - New service line for reporting services to Performance assurance committee CCN 9.3 Ofgem Switching Programme Update 9.4 Amendment for DSC Change Management Procedures to support process changes	CDSP (MBa) CDSP (ESm) CDSP (ESm) CDSP (ESm)	Information Information Information Information
10 Diary Planning	Chair	Information

Action Table (as at 18 April 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0401	18/04/18	5.1	MO to include details of the recent invoicing failures within the KPI report.	Xoserve (MO)	Pending
0402	18/04/18	9.1	E.ON (KD) to work with Xoserve (MO/ER) and the SPAA representatives on the framework for the SPAA, to agree what information would be released to Siemens and any changes required to the SPAA schedules going forward.	E.ON (KD) & Xoserve (MO/ER)	Pending

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