

Agenda

DSC Contract Management Committee
11:00 Wednesday 19 December 2018
at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL
 (Teleconference: 020 3582 4515, ID 401-706-701)

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 (14 November 2018)		
2. Business Continuity Plan		CDSP	Information
3. Contract Assurance Audit		CDSP	No Update
4. Monthly Contract Management Report (KPIs)			
4.1.	KPI Reports*	CDSP (MO)	Information
4.2.	Issue Management Update	CDSP (MD)	Information
4.3.	KVI Performance		
4.3.1.	November KVI Performance	CDSP (ES)	Discussion
4.4.	UIG Updates*	CDSP (LJ)	Discussion
4.5.	Information Security Arrangements Update	CDSP (VB)	Information
5. Financial Information			
5.1.	Cost Allocation Model and Methodology	CDSP (NS)	No Update
5.2.	CDSP Budget	CDSP (NS)	No Update
5.3.	Annual Charging Statement	CDSP (NS)	No Update
5.4.	Invoicing (covered under section 4.1)	CDSP (NS)	Information
6. Disclosures			
6.1.	AltHanCo Disclosure Report	CDSP (AM)	Approval
7. Review of Outstanding Actions(s)		Chair	Discussion
8. Key Committee Updates			
8.1.	DSC Change Management Committee*	CDSP (ES)	Information
8.2.	PAC/PAFA*	CDSP (ES)	Information
9. CSS Update*			
9.1.	CSS Consequential Funding*	CDSP (EL) CDSP	Information Approval
10. Any Other Business			
11. Diary Planning		Chair	Information

Action Table (as at 14 November 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0801	15/08/18	2	Xoserve (EB) to consider the timing of the review for 2019 Quarter 3 and to provide an update from the November 2018 review in the form of a Lessons Learnt document.	Xoserve (EB)	Carried Forward

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0803	15/08/18	4.2	Xoserve (MD) to produce a Communications Strategy for notification of incidents with timelines for resolution, with an indication of importance and the potential customer impact.	Xoserve (MD)	Carried Forward
1001	17/10/18	10.2	Xoserve to report to DSC Contract Management with an update and provide a recap of the controls that are in place for the M Number Services (telephone and web) at next month's meeting	Xoserve (BM/MO)	Carried forward
1101	14/11/18	4.0	Xoserve (SN) to re promote the Customer Expert/Training Day on 10 December 2018, to include the format of the day and the opportunity for a 1-1 session in the afternoon. This information to be circulated to the Contract Managers	Xoserve (SN)	Pending
1102	14/11/18	4.4.1.	Xoserve (LJ) to provide an update on the progress of the UIG Task Force in a more detailed format for the December Contract Management Committee meeting.	Xoserve (LJ)	Pending
1103	14/11/18	4.4.1.	Xoserve (LJ) to provide an update of the meeting outcomes between the UIG Task Force and the AUGE.	Xoserve (LJ)	Pending
1104	14/11/18	9.2	Xoserve (AM) to define in the Data Permissions Matrix the domestic and non-domestic suppliers to ensure they are cross referenced.	Xoserve (AM)	Pending
1105	14/11/18	9.2	Xoserve (AM) to include version control reference within the governance areas of the documents, as appropriate.	Xoserve (AM)	Pending
1106	14/11/18	9.5	Xoserve (AM) to ensure Major Energy User (MEU) is defined in full within the associated documents as required.	Xoserve (AM)	Pending
1107	14/11/18	10.1	Xoserve (AM) to amend the CDSP Service Document Amendment Process and include specific wording to provide clarity for reach procedure and then for this document to be published.	Xoserve (AM)	Pending

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