

UNC DSC Change Management Committee Minutes
Wednesday 30 November 2020
Via teleconference

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Claire Louise Roberts	(CLR)	Scottish Power	Class A Voting
Oorlagh Chapman	(OC)	Centrica	Class A Voting
Andrew Green	(AG)	Total Gas & Power	Class B Voting
Alexander Mann	(AM)	Gazprom	Class C Voting
Transporter Representatives (Voting)			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Helen Chandler Alternate for Richard Pomroy	(HC)	Wales & West Utilities	DNO Voting
Richard Loukes + Alternate for Teresa Thompson	(RL)	National Grid	NTS Voting
Rebecca Cailles + Alternate for Kevin Duddy	(RC)	IGT Representative	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Emma Smith	(ES)	Xoserve	
Gavin Anderson	(GA)	EDF Energy	
Jayne McGlone	(JM)	Xoserve	
Kirsty Dudley	(KD)	E.ON	
Mark Jones	(MJ)	SSE	
Michelle Niits	(MN)	Xoserve	
Rachel Taggert	(RT)	Xoserve	
Richard Hadfield	(RH)	Xoserve	

Copies of all papers are available at: www.gasgovernance.co.uk/dsc-change/301120

1. Introduction

Bob Fletcher (BF) welcomed all to the meeting and confirmed the meeting quorate.

1.1. Apologies for absence

Kevin Duddy

Richard Pomroy

Teresa Thompson

1.2. Alternates

BF confirmed the following alternates:

Helen Chandler alternate for Richard Pomroy

Richard Loukes alternate for Teresa Thompson

Rebecca Cailes alternate for Kevin Duddy

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper		
Claire Louise Roberts	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A	1 vote
Andrew Green	Shipper Class B	2 votes
Alexander Mann	Shipper Class C	2 votes
Transporter		
Guv Dosanjh	DNO	1 vote
Helen Chandler Alternate for Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate for Teresa Thompson	NTS	2 votes
Rebecca Cailes + Alternate for Kevin Duddy	IGT	2 votes

1.4. Approval of Late Papers

BF confirmed that no late papers were provided.

2. November 2021 Major Release Scope

Richard Hadfield (RH) summarised the conditions influenced by projects established by Ofgem for future Releases for DSC Change Management Committee to consider and explained that the Ofgem directive is for any Releases not to impact the CSS Programme. He advised that out of the 8 changes that could form the November 2021 Release, 7 changes will impact CSS, (*XRN5007 – Enhancement to reconciliation process where prevailing volume is zero*, will not impact CSS). He advised he intended to provide 2 options to move forward with and provide more detail on the Xoserve preferred option.

RH reminded the Committee of the changes that are within scope for the November 2021 Release:

Potential Release	XRN	Change Title
Nov 21	4941	MOD0692 - Auto updates to meter read frequency
	5142	New allowable values for DCC Service Flag in DXI File from DCC
	5186	MOD0701 - Aligning Capacity booking under the UNC and arrangements set out in relevant NEXAs
	5187	MOD0696 - Addressing inequities between Capacity booking under the UNC and arrangements set out in relevant NEXAs
	5072	Application and derivation of TTZ indicator and calculation of volume and energy – all classes
	5091	Deferral of creation of Class change reads at transfer of ownership
	5180	Inner tolerance validation for replacement reads and read insertions
	5007	Enhancement to reconciliation process where prevailing volume is zero

RH clarified that the current level of analysis does not provide a sufficient level of information to enable a decision at this stage on inclusion or exclusion from the November 21 Release. This will require a deeper level of analysis than normal at the Capture phase in order to understand the potential degree of impacts, risks and issues to the CSS Programme and also impacts to the portfolio and ability to safely support all changes to an appropriate quality level.

RH advised that the two options for DSC Change Management Committee are to review and agree the best way to progress with this Release are as follows:

Option 1 – defer all CSS impact change: use analysis to date to determine which changes have an impact to CSS and exclude them from November 2021 release

Option 2 – undertake detailed analysis and design: progress ‘as normal’ and commence detailed analysis and design for the candidate changes, but instead of progressing to delivery, a checkpoint is undertaken to evaluate the detailed impact to CSS and the wider portfolio and determine what changes should form November 2021.

RH added that, instead of progressing straight to delivery, Option 2 would have a specific check point for this Release where agreement to move forward would be requested.

RH summarised the benefits for Option 2 and advised this will be to proceed until the end of Detailed Design for all valid candidates to fully understand impacts and risks / issues, at this point a final decision will be made on whether to progress the Release at Detailed Design (BER).

- This will require an Evaluation Quotation Report (EQR) of circa £100K to progress the changes to the end of the Detailed Design phase.
- It will enable an informed decision to be made in time for the Business Evaluation Report (BER) to be presented to DSC Change Management Committee.
- It will allow completion of detailed requirements, high level and detailed design to provide a more informed view of risk and impact to DSC Change Management Committee and Ofgem
- Progressing until the end of Detailed Design gives an opportunity to fine-tune solutions to minimise CSS impacts.
- Will leave Xoserve/Customers well positioned to act on release should CSS implementation dates move
- Keeps customer change progressing with minimal regret spend and maintains current size and shape of BP21 DSC Budget
- CSS design and plan are partially protected as the release can be deferred at BER decision point.

The voting members of the DSC Change Management Committee were then asked to agree that Option 2 should be taken forward. This was agreed by a unanimous vote in favour as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Alexander Mann	2	For
Total	6	For
DNO Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler Alternate for Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
Total	4	For
IGT Representatives	Voting Count	For
Rebecca Cailles + Alternate for Kevin Duddy	2	For
Total	2	For

3. Final Draft DSC Change Budget BP21/22

James Rigby (JR) provided an overview of the most recent Draft DSC Change Budget BP21/22 and clarified the initial draft has been through a consultation, some changes are required as part of the feedback received from the consultation.

Providing more detail, JR advised that IGTs have reduced their direct costs from the initial draft, this has caused the overall budget to be reduced by £450,000. As a result of this, the IGT share of indirect costs have reduced which in turn has been shared across all other constituencies who will now pick up a slightly larger % share of indirect costs.

JR showed where the funds have been moved into the latest Draft and added that the change is very minor and he was not expecting any concerns to be raised.

No questions were asked.

JR clarified that the Committee were being asked to make the recommendation for this to go into the wider Business Plan.

It is noted that there were no objections to this recommendation being made.

4. Treatment of DSC Shipper Change Budget underspend

JR summarised the discussions that were held at the last DSC Change Management Committee where he informed members there is £1.1m currently uncommitted spend in the 20/21 DCS Shipper Change Budget. He informed the Committee that the Business as Usual (BAU) process for managing any underspend is to offset the underspend against the next years financial budget.

JR advised, following the last DSC Change Management Committee meeting, the Xoserve CSSC programme had advised of an overspend, this was taken to the DSC Contract Management Committee to discuss. From this discussion it was agreed to issue an addendum to the Business Plan which asked:

Should the £908k variance for [CSSC] FY20/21 be offset by any rebate from the [current financial year's] DSC change budget or included in [CSSC] FY21/22.

It was confirmed that only one response was received which requested the BAU process is followed.

JR advised, unless there is any consensus, Xoserve will follow BAU and offset the underspend against next year's financial budget.

Andrew Green (AG) advised he would prefer to have a refund in Q4 as opposed to it being rolled over.

BF asked if the BAU process documented and if the rules need to be changed to allow for the refund? JR advised that the lack of governance around this process has led to some discussions and confirmed he will look to add more governance in this area. Currently there is no formal decision or approval point in this scenario.

KD said that she would recommend BAU is followed in this current situation. Oorlagh Chapman (OC) and Claire Louise Roberts (CLR) agreed with this view. AG confirmed that he would agree with this view if there was existing process to action a refund.

JR confirmed that as there was no consensus to change the current BAU process at this time.

5. UK Link outages

JR provided a brief overview of the planned UK Link outages and advised, in order that the UK Link platform continues to be supported Xoserve will be carrying out a programme of upgrades to existing systems over the next few months. He advised the upgrades to production systems are planned for early January and will require some system outages which Xoserve will aim to carry out over a weekend to ensure impact to the industry is minimised.

Dates of further planned outages will be communicated in order to provide as much notice as possible.

6. Any Other Business

None

7. Diary Planning

BF confirmed the next meeting for DSC Change Management Committee will be held on Wednesday 09 December 2020.