

Agenda

DSC Contract Management Committee

09:30 Wednesday 19 January 2022

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
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Minutes (15 & 21 December 2021)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2. Approvals			
2.1.	DPM Conditionality Document updates	CDSP (DT/JMc)	Approval
a)	DPM CD approval to clarify portfolio/community view description		
b)	DPM CD approval to clarify MAP access		
c)	DPM CD approval to clarify Ofgem data requests		
d)	DPM CD approval of cosmetic changes		
e)	DPM approval to cosmetic changes to DPM		
f)	DPM approval to remove Portfolio data access for DSC Core Customers from DPM		
2.2.	Request for additional DES accounts	CDSP (AC)	Approval
3. Business Plan Updates			
3.1.	BP22	CDSP (DT)	Information
3.2.	Centrica objection to CDSP BP22	CDSP (DT/OC)	Information
4. Retail Energy Code (REC) Update			
		CDSP (JMc)	Discussion
5. Class 1 Read Service			
5.1.	Procurement Exercise - Modification 0710	CDSP (ER)	Information
6. Monthly Contract Management Report			
6.1.	KPM Update*	CDSP (AS)	Information
6.2.	KPM – Customer Relationship Survey Results (Q3)	CDSP (DTh)	Information
6.3.	Contract Metrics	CDSP (AC)	Information
6.4.	Xoserve Incident Summary	CDSP (NL)	Information
6.5.	Issue Management Dashboard	CDSP (MP)	Information

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Papers available at: www.gasgovernance.co.uk/DSC-Contract

6.6. Quarterly Invoicing Update	CDSP (DD)	Information
7. Central Switching Service (CSS) Update	CDSP (EL)	Information
8. Information Security Update	CDSP (NM/DG)	Information
9. Financial Information	CDSP (JMa)	Information
10. Business Continuity Plan	CDSP (TH)	Due Feb
11. Contract Assurance Audit	CDSP (HH)	Due Feb
12. Key Committee Updates		
12.1. DSC Change Management Committee	CDSP (JR)	Information
13. Any Other Business		
13.1. De-carbonisation Update	CDSP (VM)	Information
13.2. User Representative; retirement of Phillipa Burton, ScottishPower new User Representative; Stephanie Clements, ScottishPower	Chair	Information
13.3. EBCC Smear Positions	Gazprom (SM)	Information
14. Recap of decisions made during meeting	CDSP (AC)	Information
15. Diary Planning	Chair	Information

Action Table (as of 15 December 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
1201	15/12/21	2.1	Xoserve (LW/DT) to consider providing the basis 'Head of Terms' or the Terms and Conditions of the CMS service contract for the options.	Xoserve (LW/DT)	21 December 2021	Pending
1202	15/12/21	2.1	Xoserve (LW/DT) to provide split out the distribution of subscription costs and more narrative around the 16-year forecast.	Xoserve (LW/DT)	21 December 2021	Pending