

## **DSC Contract Management Committee Agenda**

**10:30 Wednesday 17 May 2017**

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

(Teleconference: 0207 950 1251, access code 84534777#)

### **1. Introduction to Contract Management Committee**

- 1.1. Apologies for absence
- 1.2. Alternates
- 1.3. Confirm Voting rights
- 1.4. Approval of minutes (18 April 2017)
- 1.5. Terms of Reference
- 1.6. Voting process

### **2. Business Continuity Plan**

### **3. Information Security Arrangements**

### **4. Contract Assurance Audit**

- 4.1. Agree Scope

### **5. Monthly Contract Management Report (KPIs)**

### **6. Financial Information**

- 6.1. Cost Allocation Model and Methodology
- 6.2. CDSP Budget
- 6.3. Annual Charging Statement
- 6.4. Invoicing

### **7. Governance of Future Central Data Systems Delivery**

### **8. Review of Outstanding Actions**

### **9. Items referred from DSC Change Management Committee**

- 9.1. **080317-01: COR4079** – *Reports required under UNC TPD V16.1 in legacy systems* - A discussion is to be had at the DSC Contract Manager's Meeting on the controls Xoserve are putting in place around areas of the business that send out sensitive reports/info. (referred from DSC Change Management Meeting 18 April 2017)
- 9.2. **XRN4250: Citizens Advice Bureau Continued Access to DES**

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### 9.3. Amendments to the UK Link Manual

*Discussion took place at the 11 May Change Managers Committee Meeting regarding whether approval should sit with Distribution Workgroup of Contract Committee.*

#### 10. DSC - Credit Committee membership

#### 11. PAC Interactions

#### 12. Next Steps

#### 13. Any Other Business

##### 13.1. Workshop Request - Disclosure Agreements

#### 14. Diary Planning

- Next meeting 13 June 2017, Lansdowne Gate, Solihull
- Agree agenda items and actions for next meeting
- Reminder of deadline for submitting documentation for next meeting
- Reminder of web location(s) for documents

**Action Table as at 18 April 2017**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
15/03/17-05	15/03/17		<b>Data Protection Questionnaire</b> To check if the scope had been extended following Xoserve's last audit.	EM	<b>Carried Forward</b>
15/03/17-06	15/03/17		<b>Data Protection Questionnaire</b> Dates & requirements for workshop to be discussed agreed and fed back to Xoserve.	All	<b>Carried Forward</b>
15/02/17-01	15/02/17		<b>I&amp;C Phone Lines &amp; Domestic M No. Helpline</b> A review of the current Terms of Use regarding extending the use of the Data Enquiry Service accounts to parties outside of the contracting Organisation.	Xoserve	<b>Carried Forward</b>
15/02/17-03	15/02/17		<b>I&amp;C Phone Lines &amp; Domestic M No. Helpline</b> DT is to look into devising a note to go out to all Shippers from Xoserve's Communications team regarding the suspicions discussed. Slides are to be sent out with the Minutes.	DT	C/F – Update 15/03 Xoserve to draft a communication by next week and share with SM to review by April. <b>Carried Forward</b>
15/02/17-04	15/02/17		<b>Feedback on Xoserve Services</b> DSC A summary of changes to the table of services are to be provided with track changes as well as a one pager recommendation of why changes have been made.	DT/A. Miller	C/F – Update 15/03 AM to make agreed amendments with effect from 01/04/2017 and publish on joint office website. <b>Carried Forward</b>
18/01/17-	18/01/17		<b>Xoserve Performance Report</b>	BV/JF	C/F - Update 15/03 –

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<b>03</b>			BV and JF are to provide DT with the key change updates that they want to see on a dashboard.		Continue to work on draft, BV and JF to provide comments. C/F Update 15/02 – will continue to develop for April <b>Carried Forward</b>
<b>0301</b>	21/03/17	3.0	Joint Office to provide a formal response to explain why Committee meetings cannot be resourced the day before UNC Panel meetings.	Chair (RH)	<b>Carried Forward</b> <b>Action 0408:</b> KN to ask if iGT Panel t-con can be held earlier to avoid a clash.
<b>0401</b>	18/04/17	1.4	DT to update the Quality Statement and circulate to the group to review allowing 5 days for the review before publication on the Xoserve website.	DT	<b>Pending</b>
<b>0402</b>	18/04/17	1.5	Draft a document for use as TOR including reference to General Terms D section 4.1.5 and including a note that both the DSC Change and Contract Committees are Sub Committees of Network Code.	DT	<b>Pending</b>
<b>0403</b>	18/04/17	1.6	To confirm correct distribution list with DT and share with committee members.	RH	<b>Pending</b>
<b>0404</b>	18/04/17	3.0	To seek confirmation of which Committees require updates.	DT	<b>Pending</b>
<b>0405</b>	18/04/17	6.0	To provide draft March KPIs under the current format at the next meeting.	MS	<b>Pending</b>
<b>0406</b>	18/04/17	6.0	To provide draft April KPIs using the new dashboard format at the next meeting, where possible.	MS	<b>Pending</b>
<b>0407</b>	18/04/17	7.0	To confirm the generation of invoices.	DT	<b>Pending</b>

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