

Agenda

DSC Contract Management Committee

11:00 Wednesday 20 September 2017

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

(Teleconference: 0207 950 1251 access code, 21870295#)

Short notice items are in italics

Item	Topic	Lead	Category
1.0	Introduction	Chair	Information
1.1	Apologies for absence		Information
1.2	Alternates		Information
1.3	Approval of minutes (16 August 2017)		Approval
1.4	Terms of Reference		Approval
2.0	Business Continuity Plan	CDSP (DSt)	Discussion
3.0	Information Security Arrangements	CDSP (EMa)	Discussion
4.0	Contract Assurance Audit	CDSP (EBr)	Discussion
5.0	Monthly Contract Management Report (KPIs)	CDSP (MS/DT)	Information
5.1	KPI Reports		Information
5.2	Summary position of aggregate UIG flows		Discussion
5.3	Consideration of future KPIs and impacts on budget		
6.0	Financial Information	CDSP (MS)	Information
6.1	Cost Allocation Model and Methodology		Information
6.2	CDSP Budget		Information
6.3	Annual Charging Statement		Information
6.4	Invoicing		Information
7.0	Review of Outstanding Actions	Chair	Discussion
8.0	Key messages and Items referred from other forums	Chair	Information
8.1	DSC Change Management Committee	Chair	Information
8.2	PAC/PAFA	Chair / CDSP (DT)	Information
9.0	Any Other Business	Chair	Information
9.1	Changes to Service Description Table	CDSP (AMi)	Information
9.2	<i>AUGE (late AOB)</i>	CDSP (DT)	<i>Discussion</i>
10.0	Diary Planning	Chair	Information

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Action Table (as at 16 August 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0402	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	Carried forward
0504	17/05/17	From Action 0403	<i>Open Distribution Lists:</i> Xoserve to write out to each organisation for confirmation that they are satisfied with the usage of open distribution lists and ensure all parties are informed of the pitfalls of not wanting to receive emails using an open list	Xoserve (DT)	Carried Forward
Ch 0602	Change 08/06/17	2.0	Xoserve (DT) to discuss with the Contract Managers how the Policies for Board Recruitment would be managed in the future from a funding/budgetary and process perspective.	Xoserve (DT)	Carried Forward
0608	14/06/17	3.0	<i>Information Security Arrangements:</i> To arrange re-circulation of the presentation entitled Information Protection at Xoserve to the Contract Managers.	Xoserve (EM)	Carried Forward
0701	19/07/17	6.0	Monthly KPIs - Xoserve to provide a summary position of aggregate UIG flows including graphical analysis by LDZ (September).	Xoserve (DT)	Carried Forward
0704	19/07/17	7.0	Xoserve to provide a budget update, including a forecast against actuals, with a view to providing a monthly update.	Xoserve (DT)	Carried Forward
0801	16/08/17	2.0	Xoserve to provide the output assurances that would be provided under BCM Options 1&2 and what would overlap with Option 3.	Xoserve (EBr)	Pending
0802	16/08/17	2.0	Xoserve to provide the indicative costs of BCM Option 3 (using the scope of audits under Options 1&2) in November	Xoserve (EBr)	Carried Forward Update due November
0803	16/08/17	3.0	Xoserve to schedule a Workshop to engage DSC Parties in the GDPR Information Security Arrangements Project.	Xoserve (EMa / DT)	Pending

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0804	16/08/17	7.0	New data enquiry service and helpline service – Xoserve to provide a presentation on the actions taken for suspicious use and provide recommendations.	Xoserve (DT)	Pending
0805	16/08/17	9.2	Xoserve to provide a PAC Change Plan proposal based on an annual budget of £50k and a cap on any individual change and to take this back to the finance team and have it added to the Xoserve business plan.	Xoserve (DT)	Pending

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