

Agenda

DSC Contract Management Committee

11:00 Wednesday 18 October 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		
1.1	Apologies for absence	Chair	Information
1.2	Membership Appointments		Information
1.3	Alternates		Information
1.4	Approval of minutes (20 September 2017)		Approval
1.5	Terms of Reference		Approval
2.0	Business Continuity Plan No update until November 2017	CDSP (DSt)	
3.0	Information Security Arrangements No update until November 2017	CDSP (EMa)	
4.0	Contract Assurance Audit No update until November 2017	CDSP (EBr)	
5.0	Monthly Contract Management Report (KPIs)	CDSP (MS/DT)	Information
5.1	KPI Reports and 3 rd Party Invoicing		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)	
6.1	Cost Allocation Model and Methodology No update this month		Information
6.2	CDSP Budget		
6.3	Annual Charging Statement No update this month		
7.0	Review of Outstanding Actions	Chair	Discussion
8.0	Key messages and Items referred from other fora	Chair	
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	DSC Credit Committee Member Changes (E.ON & NTS)	Chair	Approval

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk

9.2 Portfolio Reconciliation Exercise (UNCMOD0431)	CDSP (TCh)	Information
10.0 Diary Planning	Chair	Information

Action Table (as at 20 September 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	<p><i>Open Distribution Lists:</i></p> <p>To circulate email address lists to the group to confirm the list is up to date.</p> <p>Contract managers to review distribution lists that Xoserve hold to make sure they hold the correct users.</p> <p>Xoserve to write out to each organisation for confirmation that they are satisfied with the usage of open distribution lists.</p>	DT All Xoserve	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. (expected November 2017)	Xoserve (EBr)	Carried Forward Update due November
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
0804	16/08/17	7.0	<i>New data enquiry service and helpline service</i> – Xoserve to provide a presentation on the actions taken for suspicious use and provide recommendations.	Xoserve (DT)	Carried Forward Update due November
0901	20/09/17	1.1	<p><i>Introduction:</i></p> <p>JO to write out to voting members of the DSC Committees to remind them of their responsibilities regarding committee meeting quorum.</p>	Joint Office (RH)	Pending

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk

0903	20/09/17	7.0	<i>Review of Outstanding Actions:</i> Re: Action 0805 - 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 to take to PAC/PAFA to make a suggestion as to what the funding should be.	Xoserve (DT/ES)	Pending
-------------	----------	-----	--	--------------------	----------------

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk