Agenda

DSC Contract Management Committee

11:00 Wednesday 15 November 2017

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

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

Item	Topic	Lead	Category
1.0	**Introduction**	Chair	Information
1.1	Apologies for absence		Information
1.2	Membership Appointments		Information
1.3	Alternates		
1.4	Approval of minutes (18 October 2017)		Approval
2.0	**Business Continuity**	CDSP (DSt)	Information
3.0	**Information Security Arrangements**	CDSP (SH)	Information
3.1	GDPR update		
4.0	**Contract Assurance Audit** – no update expected this month	CDSP (EBr)	Information
4.1	Audit Plan – December 2017		
4.2	Audit Summary – January 2017		
5.0	**Monthly Contract Management Report (KPIs)**	CDSP (MS/DT)	
5.1	KPI Reports and 3rd Party Invoicing		Information
5.2	Summary position of aggregate UIG flows	(SS)	Information
5.3	Consideration of future KPIs and impacts on budget		Discussion
6.0	**Financial Information**	CDSP (MS)	Information
6.1	Cost Allocation Model and Methodology No update expected this month.		
6.2	CDSP Budget		
6.3	Annual Charging Statement – No update expected this month		
7.0	**Review of Outstanding Actions**	Chair	Discussion

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8.0	**Key messages and Items referred from other fora**			
	8.1	DSC Change Management Committee	Chair	Information
		8.1.1 XRN4527 - New Service Line for Reporting Services to Performance Assurance Committee (PAC)		Approval
			Chair / CDSP (DT)	Information
	8.2	PAC/PAFA		
9.0	**Any Other Business**		Chair	
	9.1	DSC Credit Committee Member Changes	Chair	Approval
	9.2	BP18 update		Information
	9.3	Wider use of the M Number Data Service *(no document)*	(SM/DT)	Information
	9.4	Update: change of specific services invoice date (Christmas) (pdf)		Information
	9.5	Deletion of project documentation	ES	Information
			CDSP	
10.0	**Diary Planning**		Chair	Information

Action Table (as at 18 October 2017)					
Action Ref	**Meeting Date**	**Minute Ref**	**Action**	**Owner**	**Status Update**
0504	17/05/17	From Action 0403	**Open Distribution Lists:** To circulate email address lists to the group to confirm the list is up to date. Contract managers to review distribution lists that Xoserve hold to make sure they hold the correct users. Xoserve to write out to each organisation for confirmation that they are satisfied with the usage of open distribution lists.	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.	Xoserve (EBr)	**Carried Forward**
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**

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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)	**Carried Forward**
0903	20/09/17	7.0	**Review of Outstanding Actions:** 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)	**Carried Forward**
1001	18/10/17	5.0	**KPI Reports and 3rd Party Invoicing** MSm will look to provide Supply Point Information date up to month-end from now	Xoserve (MSm)	**Pending**
1002	18/10/17	5.0	**KPI Reports and 3rd Party Invoicing** MSm to provide clarity on what Meter Assets charge is made up from	Xoserve (MSm)	**Pending**
1003	18/10/17	5.0	**KPI Reports and 3rd Party Invoicing** MSm split out Invoicing Information to provide more detail against the amendment invoice	Xoserve (MSm)	**Pending**
1004	18/10/17	5.0	**KPI Reports and 3rd Party Invoicing** MSm to look to provide reflection of Entry and Exit Energy balancing in Invoicing Information	Xoserve (MSm)	**Pending**
1005	18/10/17	5.0	**KPI Reports and 3rd Party Invoicing** MSm to provide 3rd Party services cap line to track	Xoserve (MSm)	**Pending**
1006	18/10/17	9.3	**KPI Reports and 3rd Party Invoicing** Xoserve DT to setup a Draft TOR and Working Group rather than a committee	Xoserve (MSm)	**Pending**

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