

Agenda

DSC Contract Management Committee

11:00 Wednesday 14 February 2018

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

(Teleconference: 0203 5824515

Conference ID 401-706-701)

Short notice items are in italics

Item	Topic	Lead	Category
1.0	Introduction	Chair	Information Information Approval
1.1	Apologies for absence		
1.2	Alternates		
1.3	Approval of minutes (17 January 2018)		
2.0	Business Continuity Plan	CDSP (DSt)	Information
3.0	Information Security Arrangements	CDSP (SH)	Discussion
3.1	Risk assessment scoring	CDSP (PB)	Information
4.0	Contract Assurance Audit	CDSP	Discussion
4.1	Audit Plan: January –June 2018	(EBr)	
5.0	Monthly Contract Management Report (KPIs)	CDSP (MS/DT/MD)	Information
5.1	KPI Reports		Information
5.2	Summary position of aggregate UIG flows		Discussion
5.3	Update on 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

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8.0 Key committee updates:		
8.1 DSC Change Management Committee	CDSP (DT)	Information
8.2 PAC/PAFA	CDSP (DT)	Information
8.3 General Data Protection Regulation (GDPR)	CDSP (DT)	Information
9.0 XRN4568 DSC Service Description Table - cosmetic changes to service lines	CDSP (ES)	Approval
10.0 Any Other Business	Chair	Information
10.1 Formula year AQ/SOQ amendment update	CDSP (SH)	Information
10.2 Modification 0630R Meeting Update	CDSP (RH)	Information
10.3 Data request for H21 Hydrogen Project	CDSP (FC)	Discussion
10.4 Xoserve Strategy Overview	CDSP (MB/VP)	Information
10.5 Update on supplier Future Energy (Supply) Ltd – Ceased Trading	CDSP (ES)	Information
11.0 Diary Planning	Chair	Information

Action Table (as at 17 January 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0804	16/08/17	7.0	<i>New data enquiry service and helpline service – Xoserve to provide a presentation on the actions taken for suspicious use and provide recommendations.</i>	Xoserve (DT)	Carried Forward
1101	15/11/17	9.3	Information Security Breach: DT/ES to circulate definitions of P1, P2 etc	Xoserve DT/ESm	Carried Forward
0101	17/01/18	5.1	MO to confirm what percentage of meters are classified as Class 3.	Xoserve (MO)	Pending
0102	17/01/18	5.2	ES to include an agenda item on iGT LDZ mapping for the next GT and iGT meeting agenda.	Xoserve (ES)	Pending
0103	17/01/18	5.3	All parties to provide feedback to MD with views on future KPIs and impacts on budget.	All	Pending
0104	17/01/18	5.3	MD to provide an update at the next meeting with a focus on those areas that could be implemented as 'quick-wins'.	Xoserve (MD)	Pending

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0105	17/01/18	6.3	ES to provide a post-meeting update of the annual charging statement including a timeline.	Xoserve (ES)	Pending
0106	17/01/18	8.1	ES to include CDSP Budget pie chart showing DSC Change Budget Utilisation in the future DSC Change Management Committee updates.	Xoserve (ES)	Pending
0107	17/01/18	9.1	ES to provide a high-level summary (dashboard style) with a RAG status for future meetings.	Xoserve (ES)	Pending
0108	17/01/18	9.3	ES to formally send the Change proposal to DSC Contract Managers and seek approval from voting members at next month's meeting.	Xoserve (ES)	Pending
0109	17/01/18	9.6	DSC Contract Managers to review the current meeting day and time and provide feedback to Joint Office if they feel a change is required.	All	Pending
0110	17/01/18	9.6	RW to provide details of his alternate.	W&WU (RW)	Pending

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