Agenda

DSC Change Management Committee

10:15 Wednesday 09 August 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.	**Introduction** **1.1.** Apologies for absence **1.2.** Alternates **1.3.** Confirm Voting rights **1.4.** Approval of Minutes (12,13 & 24 July 2017)	Chair	Information
2.	**Terms of Reference Review and Approval**	CDSP (ESm)	Approval
3.	**UK Link - Release Management Prioritisation** **3.1.** Release 2 scope review and approval **3.2.** Release 2 timing update and approval **3.3.** Release 3 planning/update	CDSP (LCh)	Approval Approval Discussion
4.	**Change/New Service Requests** **4.1.** XRN4335 - UK DataCentre Clearance; Removal of Xoserve NTP dependency from Legacy DataCentres **4.2.** XRN4338 – Service Description Table – Service Line maintenance procedures **4.3.** UKLP080 - Amendment to the AQ & SOQ file and Filed Length **4.4.** UKLP137 - CUN being issued downstream **4.5.** UKLP168 - CMS Billing Template Class Change Adjustment Crossover **4.6.** UKLP284 - Ability to reduce Capacity on DM Meter points outside on CRP (as per UNC G5.2)	CDSP (LC)	Approval Approval
5.	**Review of CDSP Change Management Reports** **5.1.** Service Changes and Key Project Dashboards		Information

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5.2. Approval of Change documents	CDSP (LC)	Information
5.2.1. COR4161 - Change Completion Notice: Provision of Access to Domestic Consumer Data for PCWs and TPIs via Data Enquiry System (DES) – inc. UNC 0593 Privacy Impact Assessment		Approval
5.3. UK Link inflight changes		
5.3.1. Overview of Modifications impacting UK Link Systems		Approval
5.3.2. Xoserve Reporting Update - UK Link Modification	CDSP (RHi)	Approval
5.3.3. Implementation Plan – report E (including Outages)		Approval
5.3.4. Amendments to Other CSDP Service Documents		Approval
6. **Horizon Scanning: 'Bubbling Under' Report**	CDSP (RHi)	Information
7. **Finance and General Change Budget Update**	CDSP (MS)	Information
7.1. Next year's change budget finance sheet	CDSP (MP)	Information
8. **Review of Outstanding Actions(s)**	Chair	Discussion
9. **Next Steps**	Chair	Discussion
10. **Any Other Business** **10.1.** CNF File Update (Mark Jones SSE) **10.2.** Review of DES security time-out policy (Andrew Margan) **10.3.** Xoserve and Gemserv collaborative working DSC sub-group formation (Andy Miller) **10.4.** Project Nexus close down governance plan (Adam Strang PWC) **10.5.** PIS Exit progress update (Adam Strang PWC)	Chair	Discussion
11. **Diary Planning**	Chair	Information

Action Table (as at 13 July 2017)					
Action Ref	**Meeting Date**	**Minute Ref**	**Action**	**Owner**	**Status Update**
0402	12/04/17	2.1	*DSC Committee Operation (terms of reference)* - DT to formulate a brief statement providing a clear explanation and references to appropriate documentation, for publication on the Joint Office website.	Xoserve (DT)	**Carried forward**
0603	08/06/17	2.3	Xoserve (LC/DT) to provide greater clarity on the budget details and the Business Change Process regarding cost allocation.	Xoserve (LC/DT)	**Carried Forward**
D1 0701	12/7/17	3.1	DT survey attendees of last SDG via email, asking why didn't attend.	Xoserve (DT)	**Pending**

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			Action Table (as at 13 July 2017)		
Action Ref	**Meeting Date**	**Minute Ref**	**Action**	**Owner**	**Status Update**
D1 0702	12/7/17	3.1	Review the Change Demand Backlog For consequential change to Gemini-only change and Gemini impacted.	National Grid (SM) and Xoserve (LCh)	**Pending**
D1 0703	12/7/17	3.2	LCh to create a Release 2 schedule for next meeting on 09 August	Xoserve (LCh)	**Pending**
D1 0704	12/7/17	3.2	All to review the Change Demand Backlog prior to 24 July and send email to RH flagging which ones need discussing on 24 July.	All	**Pending**
D2 0705	13/7/17	2.2	Xoserve to provide an update on the work being undertaken to build an API capability.	Xoserve (AMi)	**Pending**
D2 0706	13/7/17	3.1.1	Xoserve (DA) to consider the budget provision for adhoc requests from the PAFA to Xoserve.	Xoserve (DA)	**Pending**
D2 0707	13/7/17	7.0	Xoserve to add further narrative, a crib-sheet, the RAG status, and colour coding, to the Change Management Committee Finance Report.	Xoserve (DT/LC)	**Pending**
D2 0708	13/7/17	9.5	Xoserve to establish a suitable meeting date for the first Change Management Governance Review Sub-committee meeting (avoiding SPAA). All Representatives to be invited.	Xoserve (ESm)	**Pending**
D2 0709	13/7/17	9.5	AMa to provide a draft Terms of Reference for the Change Management Governance Review Sub-committee	British Gas (AMa)	**Pending**

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