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SEC Change Sub-Committee Meeting 13_3103

31 March 2020, 10:00 – 11:20

Teleconference

SECCSC_13_3103 - Confidential Draft Minutes

Attendees:

Category	Change Sub-Committee Members
Change Sub-Committee Chair	David Kemp (DK) <i>(teleconference)</i>
Large Suppliers	Paul Saker (PS) <i>(teleconference)</i>
	Simon Trivella (ST) <i>(teleconference)</i>
Small Suppliers	Chris Brown (CB) <i>(teleconference)</i>
Other SEC Parties	Elias Hanna (EH) <i>(teleconference)</i>
Consumers	Ed Rees (ER) <i>(teleconference)</i>

Representing	Other Participants
DCC	Mari Toda (MT) <i>(teleconference)</i>
	Paul Howard (PH) <i>(teleconference)</i>
	Charlotte Semp (CS) <i>(part meeting)</i> <i>(teleconference)</i>
SECAS	Holly Burton (HB) <i>(Meeting Secretary)</i> <i>(teleconference)</i>

	Alison Beard (AB) <i>(teleconference)</i>
	Joe Hehir (JH) <i>(teleconference)</i>
	Emmanuel Ajayi (EA) <i>(teleconference)</i>
	Bradley Baker (BB) <i>(teleconference)</i>

Apologies:

Representing	Name
Electricity Network Parties	Gemma Slaney (GS)

4. Delivery of DCC Assessments (RED)

A DCC Representative (CS) provided a progress update on the DCC delivery improvement plan in response to the slow timescales around completing Impact Assessments and Preliminary Assessments. A number of actions had been raised over the last 12 months, arising from the Baringa report recommendations and evolving actions through consultation with SECAS and Service Providers, offering further opportunity to reduce the assessment timescales.

The Baringa actions have been completed in the original form, although some actions require a high level of input. This work has been expanded with SECAS and Service Providers to bring this forward. Some of the higher impacted actions would take longer to bed in and would involve several stakeholders input in making changes to their processes.

The DCC is aware that when entering the assessment stage, engagement is highly important with industry to make sure information is being captured ensure the DCC Assessment, once complete, is fit for purpose. This requires making sure the right stakeholders are involved with input up front and during assessments.

All DCC actions which have been agreed by SECAS are being worked towards with estimated completion by the end of Q1. The DCC is targeting a 20% reduction in delivery timescales in Q2 of 2020/21 compared to current durations. By the end of Q3, the DCC expects to see 90% of DCC

Assessments returned within the date that the Service Providers have agreed they can get the assessment completed by.

The DCC wants to make sure strategic planning and forecasting is in place to understand the day to day work being generated and the work expected to be carried out by Service Providers. This is purely resourcing profile; any problems or delays can be flagged in advance.

The DCC is monitoring Quality Assurance to make sure guidelines are in place and the testing approach within the Impact Assessment is being followed. A few mistakes were made recently where there was only a Communications Service Provider (CSP) or Data Service Provider (DSP) change, in that integration costs for the Service Provider that was not involved in the change not being assessed. As a result, these costs were omitted in the Impact Assessment response.

Lastly, the DCC has been looking at larger data sets with regards to change requests over the last two years to investigate trends, when changes are being requested, the types of changes being requested, the amount of time Service Providers are taking as an aggregate and any other trends being picked up on to improve performance.

A CSC member (ST) noted the update was well received at the previous Panel meeting on 14 February and members are keen to receive more updates.

The CSC **NOTED** the update.

Next Meeting: 28 April 2020