DSC Change Proposal Document

Customers to fill out all of the information in the sections coloured ■
Xoserve to fill out all of the information in the sections coloured ■

General Details

Change Reference:	XRN6155 (Xos Ref FD0096)		
Change Title:	Update to Meter Removal Process in UKLink		
Date Raised:	10/09/2025		
Sponsor Representative Details:	Organisation:	CDSP	
	Name:	Stuart Monk	
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	Telephone:	03708080194	
	Name:	Paul Orsler	
	Email:	Paul.orsler@xoserve.com	
	Telephone:		
	Business Owner:		
Change Status:	☒ Proposal	☐ With DSG	☐ Out for Review
	☐ Voting	☐ Approved	☐ Rejected

Impacted Parties

Change Reference:	☒ Shipper	☒ Distribution Network Operator
	☐ NG Transmission	☒ IGT
	☐ All	☐ Other <Please provide details here>

Justification for Customer Class(es) selection:	To ensure that the meter does not show as live even after it has been removed. Once the change is approved, the risk will be much less.

Proposer Requirements / Final (redlined) Change

Problem Statement:	When UK-Link processes a Shipper request to remove a device with an effective date earlier than the date of a previously processed meter amendment activity, and no read has been processed within that period, UK Link will process the meter removal, but the meter status will show as LI rather than RE. This means that under this scenario, incorrect detail will flow for that meter status to the applicable IGT / DN customer on their daily delta files.	
Change Description:	If we put a process in place whereby the shipper cannot request for the meter to be removed from their responsibility until they have provided the final meter read and any relevant updates, this should prevent the issue from occurring.	
Proposed Release:	TBC	
Proposed Consultation Period:	☐ 10 Working Days	☐ 15 Working Days
	☐ 20 Working Days	☐ Other [specify here)

Benefits and Justification

Benefit Description:	By introducing a process that requires the final meter read and relevant updates to be provided before the responsibility is removed, the benefit would be that the meter would be showing as removed rather than live. It would also ensure the appropriate follow-up activity can take place.

	What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?
Benefit Realisation:	Immediately upon adoption of the relevant solution.
	When are the benefits of the change likely to be realised?
Benefit Dependencies:	Nothing identified.
	Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.

Service Lines and Funding

Service Line(s) Impacted - New or existing:	Service Area 4 – Meter Read Asset Processing Service Line : DS-CS-SA4-03 Existing Service Line – no perceived impacts		
Level of Impact:	Minor		
If None please give justification:			
Impacts on UK Link Manual/ Data Permissions Matrix:	Tbc		
Level of Impact:	Tbc		
If None please give justification:			
Funding Classes:	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	☐ Shipper	XX %	XX %
	☐ National Gas Transmission	XX %	XX %
	☐ Distribution Network Operator	XX %	XX %
	☐ IGT	XX %	XX %
	☐ Other [please specify]	XX %	XX %

ROM or funding details:			
Funding Comments:	TBC – Options to be understood prior to funding clarification		

Please send the completed forms to: pmo@xoserve.com

Version Control

Document

Version	Status	Date	Author(s)	Remarks
0.1	Initial Draft	10/09/26	S.Monk	
0.2	Initial Draft	23/10/26	L.Hulme	