

## TOTSCO BOARD MEETING SUMMARY

<b>DATE</b>	05 July 2023
<b>LOCATION</b>	Teams
<b>CHAIRPERSONS</b>	Claudio Pollack
<b>DIRECTORS PRESENT</b>	Dee Cheek Andrew Glover Anne Hoitink (Alternate for Justin Hornby) Claudio Pollack (Chair) Ben Shaw Gita Sorensen
<b>DIRECTORS ABSENT</b>	Nick Holland Justin Hornby
<b>OTHERS PRESENT</b>	Paul Bradbury (TOTSCo Chief Executive) Rob Bratby (TOTSCo General Counsel) David Halliday (Office of the Telecommunications Adjudicator 2) Rob Jex (TOTSCo Company Secretary)

## AGENDA ITEMS

Preliminary: business of the meeting and approval of the minutes of the board meeting on 26 June 2023

- 1) Hub vendor update
- 2) TOTSCo financial audit and improving board oversight of company governance and controls
- 3) TOTSCo Annual General Meeting (AGM)
- 4) Approval of an updated version of the One Touch Switch (OTS) Industry Process
- 5) TOTSCo operational risks
- 6) Any other business
- 7) Next board meeting

## MINUTES

<b>AGENDA ITEM</b>	<b>1</b>
<b>DISCUSSION POINT</b>	Hub vendor update
<b>CONCLUSION/ RECOMMENDATION</b>	The Directors noted that on 10 July all residential fixed voice and broadband providers would be invited to register as TOTSCo hub customers and would be able to book test slots in preparation for the Test Harness becoming available on 28 July.
<b>AGENDA ITEM</b>	<b>2</b>
<b>DISCUSSION POINT</b>	TOTSCo financial audit and improving board oversight of company governance and controls
<b>CONCLUSION/ RECOMMENDATION</b>	The Board resolved that the Chair should be authorised to appoint an adviser to the Board, for an initial three-month period, to assist the Directors in: establishing a new finance, audit and risk committee; overseeing the forthcoming audit of TOTSCo's 2022/23 accounts; and developing TOTSCo's governance regime.

AGENDA ITEM	<b>3</b>
DISCUSSION POINT	TOTSCo Annual General Meeting (AGM)
CONCLUSION/ RECOMMENDATION	The Board agreed in principle that TOTSCo’s inaugural AGM should be arranged either in late November or in early December 2023.

AGENDA ITEM	<b>4</b>
DISCUSSION POINT	Approval of an updated version of the One Touch Switch (OTS) Industry Process
CONCLUSION/ RECOMMENDATION	The Board approved for publication Industry Process v4.3, which had been reviewed by the Industry Process Group on 28 <sup>th</sup> June 2023.

AGENDA ITEM	<b>5</b>
DISCUSSION POINT	TOTSCo operational risks
CONCLUSION/ RECOMMENDATION	The Board noted a draft of TOTSCo’s Operational Risk Register, which contained risks identified by: the Industry Process Group, the TOTSCo Executive and directly from industry because of enhanced feedback from dialogue with TOTSCo’s Industry Liaison Lead. A further version of the Register would be discussed at the Board meeting on 17 July.

AGENDA ITEM	<b>6</b>
DISCUSSION POINT	Any other business
CONCLUSION/ RECOMMENDATION	<p><b>Industry Testing Programme and Next Steps:</b> The Board noted that TOTSCo would shortly announce that Industry Testing Working Groups would be formally established to help formulate test plans and agree coordinated actions where required.</p> <p><b>Ofcom:</b> The Chair and CEO updated the Board on the anticipated business at the monthly meeting with Ofcom on 6 July.</p> <p><b>Hub Charging Structure:</b> The Board considered some further issues that had arisen in relation to the forthcoming “request for feedback” on the charging structure of the OTS hub and agreed that further work was required on the document ahead of publication.</p>

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**Hub Data Reporting:**

The Board discussed issues relating to the draft of the TOTSCo “statement” on Hub Data Reporting, following the request for stakeholders’ views in TOTSCo’s Bulletin Number 5. This would be published shortly.

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Next board meeting will be 9.30am on Monday 17 July 2023

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**Glossary**

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OTS = One Touch Switch

CP = Communications Provider

OTA2 = Office of the Telecommunications Adjudicator

TOTSCo = The One Touch Switching Company Ltd

Industry Process (or “IP”) = OTS Industry Process. The latest version can be found at <https://totsco.org.uk/process-technical-documents/>

Change Control Process: the process governing changes to the OTS Industry Process, which can be found at <https://totsco.org.uk/process-technical-documents/>