

TOTSCO BOARD MEETING SUMMARY

DATE	31 July 2023
LOCATION	Teams
DIRECTORS PRESENT	Dee Cheek (Large Retail Provider constituency) Andrew Glover (Small Retail Provider constituency) Nick Holland (Business Focussed Provider constituency) Justin Hornby (Medium Retail Provider constituency) Claudio Pollack (Independent Chair) Pablo Sifrim (Alternate for Ben Shaw - Large Retail Provider constituency) Gita Sorensen (New Infrastructure Provider constituency)
DIRECTORS ABSENT	Ben Shaw
OTHERS PRESENT	Paul Bradbury (TOTSCo Chief Executive) Rob Bratby (TOTSCo General Counsel) David Halliday (Office of the Telecommunications Adjudicator 2) Rob Jex (TOTSCo Company Secretary) Jeremy Newman (TOTSCo Governance Advisor)

AGENDA ITEMS

Preliminary: business of the meeting and approval of the minutes of the Board meeting on 17 July 2023

- 1) Hub vendor update
- 2) One Touch Switch (OTS) Go Live
- 3) Independent Director Recruitment
- 4) TOTSCo Governance Support
- 5) TOTSCo financial results
- 6) Matching Failures Workstream
- 7) Updates
- 8) Any other business
- 9) Next board meeting

MINUTES

AGENDA ITEM	1
DISCUSSION POINT	Hub Vendor Update
CONCLUSION/ RECOMMENDATION	The Board noted that, while the Test Simulator had been made available to CPs, as scheduled, on 28 July, early testing had identified several issues whose resolution required a short hiatus before the next round of testing commenced. It was not anticipated that this would disrupt the testing schedule overall.

AGENDA ITEM	2
DISCUSSION POINT	One Touch Switch (OTS) Go Live
CONCLUSION/ RECOMMENDATION	The Board agreed that, for industry to achieve a successful OTS implementation, it is essential for all parties to focus their planning on a common date. After considering views from a variety of industry stakeholders, including Ofcom, the Board agreed that Thursday 14 March 2024 should be announced as the planned go-live date.

	The Board RESOLVED that the CEO should be authorised to announce the date, subject to the Board having the opportunity to comment on the draft publication.
AGENDA ITEM	3
DISCUSSION POINT	Independent Director Recruitment
CONCLUSION/ RECOMMENDATION	The Board noted that the recruitment consultants had presented a very strong long list of potential candidates for the two vacant TOTSCo Independent Director positions. 12 candidates would be interviewed over the coming fortnight and the interviewing panel would make final recommendations to the Board on who should be appointed at the meeting on 14 August.
AGENDA ITEM	4
DISCUSSION POINT	TOTSCo Governance Support
CONCLUSION/ RECOMMENDATION	The Board noted an update on the project to further professionalise and strengthen TOTSCo's governance and control and risk management frameworks. A further update would be provided at the Board meeting on 14 August.
AGENDA ITEM	5
DISCUSSION POINT	TOTSCo financial results
CONCLUSION/ RECOMMENDATION	The Board further discussed and noted matters arising from the pre-circulated TOTSCo balance sheet and summary of profit and loss for the month ended 30 June 2023.
AGENDA ITEM	6
DISCUSSION POINT	Matching Failures Workstream
CONCLUSION/ RECOMMENDATION	The Board noted that a new TOTSCo Working Group had been convened to take forward a discrete workstream to explore the risks and mitigations associated with Hub data matching failures. A further update on the Group's workplan would be submitted to the Board meeting on 14 August.
AGENDA ITEM	7
DISCUSSION POINT	Updates
CONCLUSION/ RECOMMENDATION	Business Users: The Board noted that discussions were continuing with the largest communications providers serving business users of the Hub about their potentially providing funding to allow a discrete workstream on business use of the Hub to progress. User Agreement: The Board noted a near final version of the User Agreement and drafts of the Schedules for consultation with stakeholders would be

discussed at the Board meeting on 14 August, ahead of their publication on 1st September, as currently scheduled.

Hub Onboarding: The CEO reported that 80 residential fixed and broadband providers had onboarded with TOTSCo to date to use the Hub. It was acknowledged that TOTSCo would need to have done all it could to reach as many potential providers as possible ahead of OTS go-live.

Industry Groups: The Board noted: (i) that the OTS Industry Process Group and OTS Hub Technical Industry Group were both meeting regularly and would be publishing their respective agendas and meeting minutes on TOTSCo’s website; and (ii) that the Industry Test Groups covering large and medium communications providers had held their inaugural meetings and that the Groups covering small CPs and Altnets would be meeting for the first time shortly.

AGENDA ITEM	8
DISCUSSION POINT	Any Other Business
CONCLUSION/ RECOMMENDATION	There was none.

Next Board meeting will be 9.30am on Monday 14 August 2023

Glossary

OTS = One Touch Switch

CP = Communications Provider

OTA2 = Office of the Telecommunications Adjudicator

TOTSCo = The One Touch Switching Company Ltd