

TOTSCO BOARD MEETING SUMMARY

DATE	14 August 2023
LOCATION	Teams
DIRECTORS PRESENT	Andrew Glover (Small Retail Provider constituency) Nick Holland (Business Focussed Provider constituency) Justin Hornby (Medium Retail Provider constituency) Claudio Pollack (Independent Chair) Martin Romer (Alternate for Gita Sorensen - New Infrastructure Provider constituency) Ben Shaw (Large Retail Provider constituency) Mark Stephens (Alternate for Dee Cheek – Large Retail Provider constituency)
DIRECTORS ABSENT	Dee Cheek Gita Sorensen
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 31 July 2023

- 1) Hub vendor update
- 2) One Touch Switch (OTS) Go Live
- 3) Independent Director Recruitment
- 4) Hub User Agreement
- 5) TOTSCo Governance Support
- 6) Interim Hub Charging
- 7) Industry Process Changes
- 8) Any other business
- 9) Next board meeting

MINUTES

AGENDA ITEM	1
DISCUSSION POINT	Hub Vendor Update
CONCLUSION/ RECOMMENDATION	The Board noted an update from the CEO on the current status of Hub delivery.

AGENDA ITEM	2
DISCUSSION POINT	One Touch Switch (OTS) Go Live
CONCLUSION/ RECOMMENDATION	The Board noted that TOTSCo Bulletin 22, announcing Thursday 14 March 2024 as the planned OTS go-live date, had been published on 11 August.

AGENDA ITEM	3
DISCUSSION POINT	Independent Director Recruitment

CONCLUSION/ RECOMMENDATION	The Board AGREED the recommendation of the interviewing panel that Shrinivas Honap and Joanne Prowse should be appointed to the two vacant independent Non-Executive Director positions on the TOTSCo Board. It was noted that the appointees would take up their positions from 1 September 2023.
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AGENDA ITEM	4
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DISCUSSION POINT	Hub User Agreement (UA)
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CONCLUSION/ RECOMMENDATION	The Board noted an update on the progress of the drafting of the UA and its associated schedules and provided guidance on a number of specific areas to inform the detailed final drafting of the documents for consultation by 1 September.
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AGENDA ITEM	5
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DISCUSSION POINT	TOTSCo Governance Support
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CONCLUSION/ RECOMMENDATION	The Board noted a further update on the project to further professionalise TOTSCo's governance and control and risk management frameworks.
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AGENDA ITEM	6
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DISCUSSION POINT	Interim Hub Charging
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CONCLUSION/ RECOMMENDATION	The Board noted that, by the deadline of 11 August, 22 responses had been received to TOTSCo's consultation on the Proposal for Interim Charging (2023 to 2025). These were now being reviewed by the Executive.
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AGENDA ITEM	7
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DISCUSSION POINT	Industry Process Changes
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CONCLUSION/ RECOMMENDATION	The Board APPROVED a further revised version of Industry Process v4.3 for publication.
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AGENDA ITEM	8
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DISCUSSION POINT	Any Other Business
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CONCLUSION/ RECOMMENDATION	The Board RESOLVED that the Chair, CEO and Company Secretary should be authorised to agree the process for collecting TOTSCo's Membership Fees.
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Next Board meeting will be at 9.30am on Tuesday 29 August 2023

Glossary

OTS = One Touch Switch

CP = Communications Provider

OTA2 = Office of the Telecommunications Adjudicator

TOTSCo = The One Touch Switching Company Ltd