

TOTSCO BOARD MEETING SUMMARY

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| DATE | 29 August 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) Ben Shaw (Large Retail Provider constituency) Gita Sorensen (New Infrastructure Provider constituency) |
| DIRECTORS ABSENT | None |
| OTHERS PRESENT | Paul Bradbury (TOTSCo Chief Executive) Rob Bratby (TOTSCo General Counsel) 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 14 August 2023

- 1) Hub programme update
- 2) Approval of new TOTSCo Member
- 3) Hub Charging Structure consultation
- 4) Hub User Agreement
- 5) TOTSCo Budget and Executive Staffing Update
- 6) Hub Test Harness User Experience
- 7) TOTSCo Governance Support
- 8) Any other business
- 9) Next board meeting

MINUTES

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

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| AGENDA ITEM | 2 |
| DISCUSSION POINT | Approval of new TOTSCo Member |
| CONCLUSION/ RECOMMENDATION | The Board approved the application from Plum Communications Limited for membership of TOTSCo. |

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| AGENDA ITEM | 3 |
| DISCUSSION POINT | Hub Charging Structure Consultation |
| CONCLUSION/ RECOMMENDATION | The Board discussed and noted a summary of the responses to the 25 July request to industry for feedback on TOTSCo's proposed interim charging model for hub use. |

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| AGENDA ITEM | 4 |
| DISCUSSION POINT | Hub User Agreement (UA) |
| CONCLUSION/ RECOMMENDATION | The Board provided guidance on a specific area of the draft UA for incorporation in the final document for consultation on 1 September. |

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| AGENDA ITEM | 5 |
| DISCUSSION POINT | TOTSCo Budget and Executive Staffing Update |
| CONCLUSION/ RECOMMENDATION | The Board noted an update on TOTSCo's budget forecast for the next 12 months. The Board RESOLVED that the CEO and Chair should be authorised to further strengthen the company's capability to support the Industry Testing Programme, subject to any consequent Executive appointments not exceeding the projected monthly budget. |

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| AGENDA ITEM | 6 |
| DISCUSSION POINT | Hub Test Harness User Experience |
| CONCLUSION/ RECOMMENDATION | The Board discussed and noted an anonymised report of CPs' experiences of using the Hub Test Harness, alongside an example of the daily Business Operations Report, which provides a high-level summary of CPs' engagement with and progress through the Test Harness process. |

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| AGENDA ITEM | 7 |
| DISCUSSION POINT | TOTSCo Governance Support |
| 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 | 8 |
| DISCUSSION POINT | Any Other Business |
| CONCLUSION/ RECOMMENDATION | There was none. |

Next Board meeting will be at 12.30pm on Monday 11 September 2023

Glossary

OTS = One Touch Switch

CP = Communications Provider

OTA2 = Office of the Telecommunications Adjudicator

TOTSCo = The One Touch Switching Company Ltd