

TOTSCO BOARD MEETING SUMMARY

DATE	11 September 2023
LOCATION	Teams
DIRECTORS PRESENT	Dee Cheek (Large Retail Providers Constituency) Nick Holland (Business Focussed Providers Constituency) Shrin Honap (Independent Director) Justin Hornby (Medium Retail Providers Constituency) Andrew Kernahan (Small Retail Providers Constituency - Alternate for Andrew Glover) - to item 3 Claudio Pollack (Independent Chair) Jo Prowse (Independent Director) Gita Sorensen (New Infrastructure Providers Constituency) Ben Shaw (Large Retail Providers Constituency)
DIRECTORS ABSENT	Andrew Glover (Small Retail Providers Constituency)
OTHERS PRESENT	Paul Bradbury (TOTSCo Chief Executive) Rob Bratby (TOTSCo General Counsel) – from item 1) David Halliday (Office of the Telecommunications Adjudicator 2) Rob Jex (TOTSCo Company Secretary) David Norbury (TOTSCo Head of Delivery) – item 1 Joan Whitehead (TOTSCo Head of Onboarding) – item 1 Industry Expert Adviser - item 4

AGENDA ITEMS

Preliminary: welcome to new independent Directors, business of the meeting and approval of the minutes of the Board meeting on 29 August 2023

- 1) Hub Programme and Industry Testing Programme update
- 2) Number Portability and OTS
- 3) Business Users
- 4) Interim Hub Charging
- 5) TOTSCo Governance
- 6) OTS Go-Live
- 7) Any other business
- 8) Next board meeting

MINUTES

AGENDA ITEM	1
DISCUSSION POINT	Hub Programme and Industry Testing Programme Updates
CONCLUSION/ RECOMMENDATION	David Norbury and Joan Whitehead updated the Board on progress on (i) the technical and commercial development of the TOTSCo Hub and (ii) CPs' engagement with the Industry Testing Programme to date
AGENDA ITEM	2
DISCUSSION POINT	Number Portability and OTS
CONCLUSION/ RECOMMENDATION	The Board noted an update from OTA2 on developments on number portability in the context of progress towards OTS.

AGENDA ITEM	3
DISCUSSION POINT	Business Users
CONCLUSION/ RECOMMENDATION	The Board noted an update from the CEO on the potential funding of a discrete TOTSCo workstream on business use of the Hub.

AGENDA ITEM	4
DISCUSSION POINT	Interim Hub Charging
CONCLUSION/ RECOMMENDATION	The Board agreed several further actions in relation to the development of TOTSCo's final interim Hub charging structure.

AGENDA ITEM	5
DISCUSSION POINT	TOTSCo Governance
CONCLUSION/ RECOMMENDATION	The Board noted an update on progress in relation to: (i) the company's new Audit and Risk Committee; (ii) the anticipated audit of TOTSCo's 2022/23 accounts; and (iii) TOTSCo's risk management framework.

AGENDA ITEM	6
DISCUSSION POINT	Any Other Business
CONCLUSION/ RECOMMENDATION	Connected Britain 2023: The Board noted that TOTSCo would be exhibiting at the Connected Britain event at the ExCel in London on 20-21 September.

The next TOTSCo Board meeting will be at 2pm on Tuesday 26 September 2023

Glossary

OTS = One Touch Switch

CP = Communications Provider

OTA2 = Office of the Telecommunications Adjudicator

TOTSCo = The One Touch Switching Company Ltd