

## TOTSCO BOARD MEETING SUMMARY

<b>DATE</b>	29 May 2024
<b>LOCATION</b>	Teams
<b>DIRECTORS PRESENT</b>	Ana Baide (Medium Retail Providers Constituency) Simon Burckhardt (Business Focussed Providers Constituency) Dee Cheek (Large Retail Providers Constituency) Jeremy Chelot (New Infrastructure Providers Constituency) Shrin Honap (Independent Director) Andrew Kernahan (Small Retail Providers Constituency) Claudio Pollack (Independent Chair) Jo Prowse (Independent Director)
<b>DIRECTORS ABSENT</b>	Andrew Glover (Small Retail Providers Constituency) Anne Hoitink (Medium Retail Providers Constituency) Nick Holland (Business Focussed Providers Constituency) Ben Shaw (Large Retail Providers Constituency)
<b>OTHERS PRESENT</b>	Paul Bradbury (TOTSCo CEO) Rob Bratby (TOTSCo General Counsel) David Halliday (OTA2) Rob Jex (TOTSCo Company Secretary)

### AGENDA ITEMS

Preliminary: business of the meeting and approval of the minutes of the Board meeting on 13 May 2024

- 1) TOTSCo's Budget for 2024/25
- 2) Hub and Industry Testing Programmes
- 3) User Agreement and MAP Agreement
- 4) TOTSCo Remuneration Committee
- 5) Any other business
- 6) Next board meeting

### MINUTES

<b>AGENDA ITEM</b>	<b>1</b>
<b>DISCUSSION POINT</b>	TOTSCo's Budget for 2024/25
<b>CONCLUSION/ RECOMMENDATION</b>	Having reviewed the response to the company's consultation with stakeholders, the Board AGREED TOTSCo's budget for 2024/25 and RESOLVED that the CEO should be authorised to confirm the budget in a TOTSCo Bulletin, which would also include the stakeholder response.

<b>AGENDA ITEM</b>	<b>2</b>
<b>DISCUSSION POINT</b>	Hub and Industry Testing Programmes
<b>CONCLUSION/ RECOMMENDATION</b>	The Board discussed and noted an update from the CEO on the Hub and Industry Testing programmes.

<b>AGENDA ITEM</b>	<b>3</b>
<b>DISCUSSION POINT</b>	User Agreement and MAP Agreement
<b>CONCLUSION/ RECOMMENDATION</b>	The Board AGREED IN PRINCIPLE a number of changes proposed by the TOTSCo Executive to the User Agreement and MAP Agreement, but subject to a period of 14 days' consultation with stakeholders to establish whether there were any substantive issues that might require further consideration before the company issued the 30 days' formal written notice of the changes to CPs and MAPs.
<b>AGENDA ITEM</b>	<b>4</b>
<b>DISCUSSION POINT</b>	TOTSCo Remuneration Committee
<b>CONCLUSION/ RECOMMENDATION</b>	The Board noted a report from Jo Prowse, the Chair of TOTSCo's Remuneration Committee, on that Committee's second meeting on 16 May.
<b>AGENDA ITEM</b>	<b>5</b>
<b>DISCUSSION POINT</b>	Any Other Business
<b>CONCLUSION/ RECOMMENDATION</b>	<b>External Audit of TOTSCo's 2023/24 Accounts:</b> The Board noted that the external auditors' fieldwork on TOTSCo's accounts for 2023/24 had begun and that it was currently anticipated that the Directors' Report and Financial Statements for the period ended 31 March 2024 would be submitted to the Board during July.

The next TOTSCo Board meeting will be at 2pm on Monday 10 June 2024

## Glossary

OTS = One Touch Switch  
 CP = Communications Provider  
 MAP = Managed Access Provider  
 OTA2 = Office of the Telecommunications Adjudicator  
 TOTSCo = The One Touch Switching Company Ltd