

TOTSCO BOARD MEETING SUMMARY

DATE	25 June 2024
LOCATION	Teams
DIRECTORS PRESENT	Dee Cheek (Large Retail Providers Constituency) Andrew Glover (Small Retail Providers Constituency) Anne Hoitink (Medium Retail Providers Constituency) Nick Holland (Business Focussed Providers Constituency) Shrin Honap (Independent Director) Claudio Pollack (Independent Chair) Jo Prowse (Independent Director) David Rodman (Large Retail Providers Constituency) Wil Wadsworth (New Infrastructure Providers Constituency)
DIRECTORS ABSENT	Jeremy Chelot (New Infrastructure Providers Constituency) Ben Shaw (Large Retail Providers Constituency)
OTHERS PRESENT	Paul Bradbury (TOTSCo CEO) Rob Jex (TOTSCo Company Secretary) Toby Lovell (TOTSCo Chief-of-Staff)

AGENDA ITEMS

Preliminary: business of the meeting and approval of the minutes of the Board meeting on 10 June 2024

- 1) TOTSCo Executive Recruitment
- 2) Business Switching
- 3) Data Sharing Policy
- 4) Hub and Industry Testing Programmes
- 5) TOTSCo Banking Arrangements
- 6) User Agreement and Managed Access Provider Agreement
- 7) May 2024 Finance Report
- 8) Any other business
- 9) Next board meeting

MINUTES

AGENDA ITEM	1
DISCUSSION POINT	TOTSCo Executive Recruitment
CONCLUSION/ RECOMMENDATION	The Board confirmed its unanimously agreed written resolution of 10 th July that the CEO should be authorised to appoint a preferred candidate to the role of TOTSCo Chief-of-Staff.
AGENDA ITEM	2
DISCUSSION POINT	Business Switching
CONCLUSION/ RECOMMENDATION	The Board noted an update from the Chair and CEO about recent discussions with the Gaining Provider Led Business Switching Group (GPLB-SG) and that discussions would continue.

AGENDA ITEM	3
DISCUSSION POINT	Data Sharing Policy
CONCLUSION/ RECOMMENDATION	The Board noted that the names of brands in TOTSCo’s Production (Live) Directory were publicly available as these were included in the Weekly Industry Trials Status Report which was published on TOTSCo’s website. The Board agreed that the names of brands in the Pre-Production (Integration Test) directory should also now be published, but subject to a short request for feedback on the proposal from stakeholders.
AGENDA ITEM	4
DISCUSSION POINT	Hub and Industry Testing Programmes
CONCLUSION/ RECOMMENDATION	The Board discussed and noted an update from the CEO on the Hub and Industry testing programmes.
AGENDA ITEM	5
DISCUSSION POINT	TOTSCo Banking Arrangements
CONCLUSION/ RECOMMENDATION	The Board formally agreed a change to TOTSCo’s banking arrangements.
AGENDA ITEM	6
DISCUSSION POINT	User Agreement and Managed Access Provider Agreement
CONCLUSION/ RECOMMENDATION	The Board noted that a small number of comments had been received from CPs in response to the consultation with stakeholders on changes to the User Agreement and that these had been taken into account in a further version of the User Agreement which had been published on 24 June 2024 as TOTSCo Bulletin 62. In addition some MAPs had raised some specific comments on the MAP Agreement. The Board RESOLVED that the General Counsel should be authorised to respond to the MAPs’ comments and to publish an accordingly revised MAP Agreement.
AGENDA ITEM	7
DISCUSSION POINT	May 2024 Finance Report
CONCLUSION/ RECOMMENDATION	The Board discussed and noted a report on TOTSCo’s financial position to 31 May 2024.
AGENDA ITEM	8
DISCUSSION POINT	Any Other Business
CONCLUSION/ RECOMMENDATION	Board Strategy Day: The Directors noted an update from the Chief-of-Staff on the preparations for the Board’s Strategy Day on 17 th July.

The next TOTSCo Board meeting will be at 2.00pm on Monday 8th July 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