

## TOTSCO BOARD MEETING SUMMARY

|                          |  |
|--------------------------|--|
| <b>DATE</b>              | 23 July 2024   |
| <b>LOCATION</b>          | Teams  |
| <b>DIRECTORS PRESENT</b> | Dee Cheek (Large Retail Providers Constituency)<br>Jeremy Chelot (New Infrastructure Providers Constituency) (to item x)<br>Andrew Glover (Small Retail Providers Constituency)<br>Anne Hoitink (Medium Retail Providers Constituency)<br>Nick Holland (Business Focussed Providers Constituency)<br>Shrin Honap (Independent Director)<br>Claudio Pollack (Independent Chair)<br>Jo Prowse (Independent Director)<br>Ben Shaw (Large Retail Providers Constituency) |
| <b>DIRECTORS ABSENT</b>  | None   |
| <b>OTHERS PRESENT</b>    | Paul Bradbury (TOTSCo CEO)<br>Rob Bratby (TOTSCo General Counsel)<br>David Halliday (OTA2)<br>Rob Jex (TOTSCo Company Secretary)<br>Toby Lovell (TOTSCo Chief-of-Staff)  |

### AGENDA ITEMS

Preliminary: business of the meeting and approval of the minutes of the Board meeting on 8 July 2024

- 1) TOTSCo Board Strategy Day
- 2) Hub and Industry Testing Programmes
- 3) TOTSCo Directors' Report and Financial Statements for the Period ended 31<sup>st</sup> March 2024
- 4) June 2024 Finance Report
- 5) Business Switching
- 6) Ofcom
- 7) Any other business
- 8) Next board meeting

### MINUTES

|                                       |  |
|---------------------------------------|--|
| <b>AGENDA ITEM</b>                    | <b>1</b>   |
| <b>DISCUSSION POINT</b>               | TOTSCo Board Strategy Day  |
| <b>CONCLUSION/<br/>RECOMMENDATION</b> | The Chief-of-Staff thanked the Directors for their input to the Board's Strategy Day on 17 July and explained that he would be taking forward the actions arising. |
| <b>AGENDA ITEM</b>                    | <b>2</b>   |
| <b>DISCUSSION POINT</b>               | Hub and Industry Testing Programmes  |
| <b>CONCLUSION/<br/>RECOMMENDATION</b> | The Board noted an update from the from the CEO on the Hub and Industry testing programmes.  |
| <b>AGENDA ITEM</b>                    | <b>3</b>   |
| <b>DISCUSSION POINT</b>               | TOTSCo Directors' Report and Financial Statements for the Period ended 31 <sup>st</sup> March 2024   |

|                                       |  |
|---------------------------------------|--|
| <b>CONCLUSION/<br/>RECOMMENDATION</b> | The Board approved the Directors' Report and Financial Statements for the period ended 31 <sup>st</sup> March 2024. It was noted that the signed accounts would be submitted to Companies House after they had been presented to TOTSCo's second Annual General Meeting later in the year. |
| <b>AGENDA ITEM</b>                    | <b>4</b>   |
| <b>DISCUSSION POINT</b>               | June 2024 Finance Report   |
| <b>CONCLUSION/<br/>RECOMMENDATION</b> | The Board discussed and noted a report on TOTSCo's financial position to 30 June 2024.   |
| <b>AGENDA ITEM</b>                    | <b>5</b>   |
| <b>DISCUSSION POINT</b>               | Business Switching   |
| <b>CONCLUSION/<br/>RECOMMENDATION</b> | The Board noted an update from the CEO on TOTSCo's business switching workstream following further discussions with Directors, including at the Board's Strategy Day.  |
| <b>AGENDA ITEM</b>                    | <b>6</b>   |
| <b>DISCUSSION POINT</b>               | Ofcom  |
| <b>CONCLUSION/<br/>RECOMMENDATION</b> | The Board noted a report from the CEO on recent meetings the company had attended with the regulator.  |
| <b>AGENDA ITEM</b>                    | <b>7</b>   |
| <b>DISCUSSION POINT</b>               | Any Other Business   |
| <b>CONCLUSION/<br/>RECOMMENDATION</b> | There was none.  |

The next TOTSCo Board meeting will be at 10am on Monday 12 August 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