

TOTSCO BOARD MEETING SUMMARY

DATE	12 August 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 Bratby (TOTSCo General Counsel) David Halliday (OTA2) Rob Jex (TOTSCo Company Secretary) Toby Lovell (TOTSCo Chief-of-Staff) Tom Merritt (TOTSCo Senior Business Analyst) (item 4) David Norbury (TOTSCo Head of Delivery) (item 2)

AGENDA ITEMS

Preliminary: business of the meeting and approval of the minutes of the Board meeting on 23 July 2024

- 1) Business Switching
- 2) Hub and Industry Testing Programmes
- 3) Disaster Recovery and Business Continuity
- 4) Future Change to the OTS Industry Process
- 5) Any other business
- 6) Next board meeting

MINUTES

AGENDA ITEM	1
DISCUSSION POINT	Business Switching
CONCLUSION/ RECOMMENDATION	The Board approved a series of actions to take forward TOTSCo's work on Gaining Provider Led Business Switching. It was noted that the programme of work would begin in earnest after OTS Go-live on 12 September.
AGENDA ITEM	2
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 including the progress of the Ramp since this opened on 22 July.

AGENDA ITEM	3
DISCUSSION POINT	Disaster Recovery and Business Continuity
CONCLUSION/ RECOMMENDATION	The Board noted an update from the CEO on preparations for, and the anticipated scope of, a full hub disaster recovery test to be run at the end of August.
AGENDA ITEM	4
DISCUSSION POINT	Future Change to the OTS Industry Process
CONCLUSION/ RECOMMENDATION	The Board agreed a proposal for a future change to the OTS Industry Process, which would be notified to CPs and consulted upon at a suitable point after OTS go-live and the end of the current “Change Freeze.”
AGENDA ITEM	5
DISCUSSION POINT	Any Other Business
CONCLUSION/ RECOMMENDATION	Ofcom: The Board noted an update from the Chair and CEO on forthcoming meetings with the regulator.

The next TOTSCo Board meeting will be at 2pm on Monday 2 September 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