

TOTSCO BOARD MEETING SUMMARY

DATE	11 November 2024
LOCATION	Teams
DIRECTORS PRESENT	Dee Cheek (Large Retail Providers Constituency) (to item 6) Jeremy Chelot (New Infrastructure Providers Constituency) (to item 3) Andrew Glover (Small Retail Providers Constituency) Anne Hoitink (Medium Retail Providers Constituency) Nick Holland (Business Focussed Providers Constituency) Shrin Honap (Independent Director) (to item 6) Claudio Pollack (Independent Chair) Jo Prowse (Independent Director) Ben Shaw (Large Retail Providers Constituency)
DIRECTORS ABSENT	None
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) Katharine Wilkinson (TOTSCo Head of Finance) (item 6)

AGENDA ITEMS

Preliminary: business of the meeting and approval of the minutes of the Board meeting on 29 October 2024

- 1) OTS Update
- 2) Communication Channel Plan
- 3) GPLB Update
- 4) TOTSCo's Second Annual General Meeting
- 5) Constituency Director Vacancy
- 6) September Finance Update and Quarterly Review
- 7) Any Other Business

MINUTES

AGENDA ITEM	1
DISCUSSION POINT	OTS Update
CONCLUSION/ RECOMMENDATION	The Board noted the latest update from the CEO on key OTS developments.
AGENDA ITEM	2
DISCUSSION POINT	Communication Channel Plan
CONCLUSION/ RECOMMENDATION	The Board discussed and noted a paper which summarised the Executive's work on how TOTSCo's communication channels, such as the website, monthly Stakeholder Forum and industry-focused Working Groups might evolve as the company moves to "business-as-usual" following the implementation of OTS.
AGENDA ITEM	3

DISCUSSION POINT	GPLB Update
CONCLUSION/ RECOMMENDATION	The Board noted an update on the progress of TOTSCo's project to deliver gaining provider-led business switching.
AGENDA ITEM	4
DISCUSSION POINT	TOTSCo Annual General Meeting 2024
CONCLUSION/ RECOMMENDATION	The Board noted an update on the preparations for the company's second Annual General Meeting on 26 th November 2024.
AGENDA ITEM	5
DISCUSSION POINT	TOTSCo Constituency Director Vacancy
CONCLUSION/ RECOMMENDATION	The Board noted that the deadline for TOTSCo receiving expressions of interest in becoming the Constituency Director for the New Infrastructure Providers' Constituency was 5pm on 12 November and that several applications had been received to date. It was anticipated that election hustings would be arranged during week commencing 25 November and that the subsequent voting process would conclude by the end of November.
AGENDA ITEM	6
DISCUSSION POINT	September Finance Update and Quarterly Review
CONCLUSION/ RECOMMENDATION	The Board noted a report on TOTSCo's financial position to 30 September 2024 and a review of the July to September 2024 quarter. The Directors thanked the item's presenter, Katharine Wilkinson, who would shortly be leaving the company, for her contribution as TOTSCo's Head of Finance and particularly for the reassurance that her stewardship of the finances had given the Board.
AGENDA ITEM	7
DISCUSSION POINT	Any Other Business
CONCLUSION/ RECOMMENDATION	Head of Finance: The Board noted that an interim Head of Finance had been appointed to succeed Ms Wilkinson and that an exercise was underway to recruit a permanent successor.

The next TOTSCo Board meeting will be at 2.00pm on Tuesday 26 November 2024.

Glossary

OTS = One Touch Switch
 CP = Communications Provider
 GPLB = Gaining Provider-Led Business Switching
 MAP = Managed Access Provider
 OTA2 = Office of the Telecommunications Adjudicator
 SLAs = Service Level Agreements
 TOTSCo = The One Touch Switching Company Ltd