

Kent MAN Limited

18th Board Meeting

**Minutes of the 18th Board meeting held at 10.00 am on Thursday 15th November 2006
In the Registry Meeting Room 1, the Registry Extension, University of Kent, Giles Lane,
Canterbury, KENT**

**Present: John Shemilt (JS), Paul Kentish (PK), John Sotillo (JSo), David Hayling (DH),
Martin Tallontire (MT), Keith Gwilym (KG), Jan Hope (JH), Laura McDonnell (LM),
Alan Broadaway (ABY), Bob George (BG) (KAFEC representative from Mid Kent College)**

1. Membership of Company and Board of Directors.

1.1. MT reported that he had received a formal application from Mr Grahame Ward, the director for the Children's and Education directorate at Kent County Council, for KCC to join Kent MAN Limited as a full member. KCC's legal team had previously reviewed the Kent MAN Mem & Arts and had accepted them in principle.

1.1.1. JS expressed concern about KCC becoming a member as Kent MAN had not yet decided whether to apply for RPAN3. As the framework for RPAN3 was still unclear he was concerned how it would impact on any potential new members. DH commented that UKERNA had expressed their support for a merger between the education and business sector and that DFES had also expressed a desire to see collaboration between the UK MANs and the educational sectors. ABY questioned why KCC would want to become a member of Kent MAN and DH explained that PB wanted to protect the schools network from amalgamation with the business networks within the KCC. Also that a joined up procurement cycle would give added value to both Kent MAN Limited and Kent Schools.

1.1.2. A vote was taken by the members and a motion passed that the application from KCC to become a member of Kent MAN Limited was approved. MT agreed to write to Grahame Ward to inform him of the outcome. Grahame Ward will be the director representing KCC on the Kent MAN board and Peter Banbury will be appointed as the alternate director. **[Action: MT]**

1.2. MT reported that he had received an application from UoG to appoint Alan Broadaway as the Director for The University of Greenwich and for Adrian Bradish to remain as the alternate director. The appointments came into effect from the 1st November 2006.

2. Apologies for Absence

2.1. Apologies were received from Mike Hibbert from UCCA.

3. Minutes of the previous meeting held on 20th July 2006

3.1. Minutes of the previous meeting were accepted as a true record.

4. Matters arising from the minutes of the 20th July 2006

- 4.1. **(Minute item 4.10) MT to speak to the company auditors to ascertain if early termination penalties for BT circuits should arise, whether they should be noted in the 2005/2006 accounts.** MT reported that termination penalties did not need to be recorded in the accounts but that the Directors should be aware of their existence. No further action.
- 4.2. **(Minute item 4.11) DH/ JH to contact site owners and landlords following completed installation of Wavestream circuits and removal of radio equipment, to confirm whether Kent MAN equipment is covered under their own 3rd party liability insurance and to inform the site owners of the revaluation of the equipment for insurance purposes.** Matter ongoing. [Action: JH]
- 4.3. **(Minute item 4.12) PK and JH to develop an archive section within the Kent MAN website to facilitate the retention of information in line with the requirements of the Freedom of Information Act and retention periods as agreed by the Board.** Completed. No further action.
- 4.4. **(Minute item 4.13) MT to contact Vertex Law to re-negotiate payment terms from 30 days to 15 days.** PK confirmed that payment terms had been quoted as 30days and he would send a copy of the email relating to the payment terms to MT. [Action: PK]
- 4.5. **(Minute item 4.14) JH and LM to progress the application for the AS number pending clarification of application requirements.** LM had been progressing the acquisition of an AS number and was undergoing training in this respect. Matter to be referred to the Executive Committee. [Action: LM]
- 4.6. **(Minute 4.15) DH to prepare a document for presentation to the Board to substantiate the continued funding of the KNTI network support post that is due to cease in September 2007.** DH agreed to prepare this report as soon as possible. [Action: DH]
- 4.7. **(Minute 4.16) DH, PK, MT and MH to discuss the continuing membership of Kent MAN Limited by UCCA and to report the outcomes to the Board.** PK reported that this matter had been overtaken by events. GK informed the meeting that as soon as the new LES circuits were installed a letter giving 12 months notice of resignation from Kent MAN Limited would be sent by UCCA. It was agreed that this item be removed from the agenda.
- 4.8. **(Minute 4.21) Refer UoG air conditioning and generator backup problems to Executive Committee.** AB had reported that the generator problem had been solved and it was agreed that any further problems of this nature should be referred to the Executive committee. No further action
- 4.9. **(Minute 4.23) JH to distribute the finalised Disaster Recovery Folders to each of the member institutions as soon as practicable.** JH had distributed the DRP folders to the members prior to the meeting. JH requested the members would review the contents of the folders and report back to her with their comments as soon as possible. The plan would need to be tested in 2007 once comments had been received. JH would continue to monitor the document and issue controlled amendments to members where necessary. Matter on-going. [Action: All]

- 4.10. (Minute item 4.25) AB to prepare a business case for a B end shift on the Wavestream from Chatham to Avery Hill when the issues concerning the commercial connectivity to London are made clear.** AB had been unable to prepare the business case for the B end shift. AB and ABy will liaise to prepare the necessary paperwork. Matter on-going [Action: AB/ABy]
- 4.11. (Minute 7.2.2) DH to Pursue discussions with Michael O'Connor from Medway County Council concerning a potential connection to the Kentish MAN.** DH had been unable to meet with M O'Connor but would pursue this matter and report back to the Executive committee. No further action by Board.
- 4.12. (Minute 7.2.3) PK to alert members when a copy of the recent RPAN 2.5 document is available on the Kent Man website.** PK had alerted members that the document had been posted. No further action.
- 4.13. (Minute 7.2.4) PK to document the problems encountered by Kent MAN whilst using the services of Logicalis and report back to the Board. The Board requested PK to write to the MD of Logicalis in detailing the problems.** This matter had been overtaken by events. JH had arranged for credits for incorrect invoices and an apology letter had been received from Logicalis. Monthly review meetings were being held with Logicalis to ensure that Logicalis adheres to the agreed service delivery agreement. No further action.
- 4.14. (Minute item 10) JH to amend the Risk register to include the financial risks prepared by MT and to present an updated Risk register to the Board in February.** Matter on-going. [Action: JH]
- 4.15. (Minute item 11) JS to inform the Board of any further developments relating to the RPAN3 contract and to invite a representative from UKERNA to attend the next Board meeting to discuss the proposals set out in RPAN3.** The RPAN 3 document had been put on the website for viewing by the members and Tim Kidd the Head of Operations at UKERNA was due to address the meeting at 12.00. JH had invited the Executive members to attend the presentation by Tim Kidd as requested. No further action.
- 4.16. (Minute item 13) Following Board approval a working group is to be established to discuss the provision of the NOC Service and related staffing issues. The working group (JSo, PK and AB) would report back to the Board at the next meeting.** JSo reported that the working party had their first meeting on the 2.11.2006 and a report of the initial recommendations had been put onto the website for review. JSo took the meeting through the report and asked for endorsement of the following recommendations :
- Recommendation B1: the current MoA between Kent MAN Ltd and CCCU is revised and CCCU invited by the Board to provide services under the revised MoA until July 2008:** The Board endorsed B1
- Recommendation B2: a review of the annual costs of running the NOC and related services for the period 2001 – 2006 be undertaken and an analysis of these prepared for the Board.** The Board endorsed B2. JH and MT would be meeting on the 22.11.2006 to review the running costs of the NOC and JH would report back to the MOA working party.
- Recommendation C1: existing members of Kent MAN Ltd be invited to bid for the network support contract from August 2008.** C1 was endorsed but it was

agreed that EU procurement procedures should be checked to ensure that members can tender for their own contract. Also, that the tendering process can be for the members only and would not need to be tendered externally. It was agreed that a member of the working party should contact Clive Gallop of the University of Kent to discuss this matter.

Recommendation C2: an external verifier be appointed to review the tender documentation and join the tender assessment panel. C2 was endorsed and it was thought possible that a member of UKERNA or London MAN could be asked to take on the role of External Verifier.

Recommendation D1: the timetable set out in section D for the extension of current services for a further year and the award a new contract for services from August 2008 be adopted. D1 was endorsed.

The next meeting of the MOA Working Party was scheduled to take place in early December at Imperial College Wye Campus. **[Action: MOA Working Party]**

4.17. (Minute item 14.1) JH to distribute copies of the KCN Brochure to the members. JH had distributed the brochures. No further action.

4.18. (Minute item 15) JH to arrange the next meeting at UoK on the 15th November 2006. Completed.

5. Finance

5.1. Report by MT Company Secretary

MT presented a verbal report on the financial state of the company. The 2005/2006 annual accounts had been produced and MT was awaiting feedback from the auditors. It was noted that £120,000 had been brought forward into the current financial year. The forecast for the subscriptions to be paid by the members for 2006/2007 was expected to be between £450,000 and £500,000 and MT would be sending the invoices to members before Christmas. MT agreed that a revised forecast would be produced for review at the next meeting. Thanks were expressed to JH for her work in ensuring that the FE colleges had paid their bills very swiftly this year.

[Action: MT]

6. Report from the Network Operations Manager [KML-BOARD-18-NOC]

LM tabled the report and took the meeting through it.

6.1. The main areas covered were :

- Back-up
- Power Outages
- Wavestream installations
- UCCA circuit installations and drop-outs due to radio issues
- Issues with Salomons rack locations.
- 6509 Upgrades

6.2. LM gave an update of the QoS project and told the meeting that investigations were being made into the possibility of QoS working for FE colleges.

6.3. The new SJ5 connections had been successfully installed at Canterbury and Chatham and fail over testing had been successful.

- 6.4. Average availability had been 99.977 %.
- 6.5. A vote of thanks was given to Laura and her colleagues within Kent MAN for the co-operation with JANET to facilitate the SJ5 installations working so efficiently.

7. Executive Committee

7.1. Minutes of the 22nd and 23rd Meetings of the Executive Committee. .

7.2. Matters for Consideration

7.2.1. Telabria / So Broadband Contract

PK reported that the current Telabria contract was under revision as the name had been changed to So Broadband. PK had tried to contact Jim Baker of Telabria but with no success. PK would continue to pursue the matter and report back at the next meeting. **[Action: PK]**

7.2.2. KCC/KCN Membership discussions. Matter previously covered in items 1.1.1 and 1.1.2.

7.2.3. Report from MOA Working Party. Previously covered in item 4.16.

8. Disaster Recovery Plan. Previously covered in item 4.9

9. Business Plan. JH and LM will be reviewing the Business Plan and will report back to the Board at their next meeting in February 2007. **[Action: JH/LM]**

10. Risk Register. Previously covered in item 4.14

11. UKERNA Service Review Meeting 26.10.2006. PK reported that the service Review meeting with UKERNA on the 26.10.2006 at Wye had gone very well. UKERNA were satisfied that Kent MAN was meeting all of its obligations under the contract. John Littledale explained that the contract management within UKERNA was changing and that he would still work with Kent MAN but that his associate Penny Gould would take on the financial aspect of the contract. It was agreed that PK would put the minutes of the meeting into the members area of the website. **[Action: PK]**

12. Any Other Business. There was no other business for discussion.

13. The next meeting of the Board will be held at Canterbury Christ Church University on 15th February 2007 and would revert back to the 11.00am start.

13.1. To amend the date of the meeting arranged for the 17th May 2007. The date of the meeting was changed to Thursday 3rd May 2007.

14. Actions for next meeting :-

MT	(Minute item 1.1.2) MT to write to G Ward to confirm the acceptance of KCC's application to become a member of Kent MAN Ltd.
JH	(Minute item 4.2) JH to contact 3 rd party sites following final radio decommissioning to verify whether Kent Man equipment is covered under the site owners insurance and to inform sites owners of the revaluation of equipment.
PK	(Minute item 4.4) PK to send a copy of the email from Vertex Law concerning payment terms to MT.

DH	(Minute item 4.6)DH to prepare a document for presentation to the Board to substantiate the continued funding of the KNTI network support post that is due to cease in September 2007
All	(Minute item 4.9) All to review the Disaster Recovery Folders and give feedback to JH.
AB/ABy	(Minute item 4.10) AB/ABy to prepare a business case for a B end shift on the Wavestream from Chatham to Avery Hill when the issues concerning the commercial connectivity to London are made clear
JH	(Minute item 4.14) JH to amend the Risk register to include the financial risks prepared by MT and to present an updated Risk register to the Board at the next meeting in February 2007
MOA Working Party	(Minute item 4.16) To continue with the recommendations agreed by the Board and to report back to the Board at the next meeting in February 2007
MT	(Minute item 5.1) MT to produced a revised financial forecast for presentation to the Board at the next meeting in February 2007
PK	(Minute item 7.2.1) PK to pursue the signing of the So Broadband Contract and report back to the Board at the next meeting.
JH/LM	(Minute item 9) JH and LM to review the Kent MAN Business Plan and report back to the Board at the next meeting.
PK	(Minute item 11) PK to put the minutes of the UKERNA Service Review meeting into the members area of the website.

15. Tim Kidd, Head of Operations from UKERNA joined the meeting at 12.00 and discussed the proposed implementation of RPAN3 with the members of the Board and Members Executive Committee, who also joined the meeting at 12.00. Tim Kidd answered questions relating to the RPAN3 contract and to ascertain what the formal response from Kent MAN of whether they would, in principle agree to accept the contract. JS agreed in principle but said that no firm agreement could be made until the final details were made available for consideration in 2007.

The meeting closed at 1.00.