

Minutes of the 26th Meeting of the Board held at 11am on Thursday 20th November 2008 at Imperial College London, Wye Campus

Attendees:

John Shemilt	(JS)	Imperial College London	Chairman
Paul Kentish	(PK)	Kent MAN Ltd	CEO
David Hayling	(DH)	Kent MAN Ltd	NOC Manager
Lesley-Anne Byrne	(LB)	Kent MAN Ltd	Business Administrator
Keith Gwilym	(KG)	Canterbury Christ Church University	
Peter Banbury	(PB)	Kent County Council (alternate for Grahame Ward)	
Xanthia Ash	(XA)	Canterbury Christ Church University	Company Secretary
John Sotillo	(JSo)	University of Kent (alternate for John Baldock)	

26/1 Membership of Company and Board of Directors.

XA confirmed that she had received a letter from Imperial College London, giving notice of its intention to withdraw from the company on 30th September 2009.

26/2 Apologies for Absence

Apologies for absence were received from Grahame Ward, Alan Broadaway, Adrian Bradish and John Baldock. Bob George from Mid Kent College also sent his apologies.

26/3 Minutes of the previous meeting held on 11th September 2008.

JS notified the Board that one correction is required to section 25/6, to amend the level of Subscription to £12,500 from £10,000 for the year (over 10 months). The corrected minutes were accepted and signed by JS. The corrected version will be published on the Web site.

26/4 Matters arising from the minutes of 11th September 2008.

26/4.1 (Minute 25/4.2) Discuss capital provision for network re- procurement with JANET(UK)

DH confirmed to the Board that this action is still ongoing. [Action: DH/PK]

26/4.2 (Minute 25/4.14) Approach JANET(UK) to discuss future finance and CEO position

DH confirmed that he had already presented the benchmark costs to JANET (UK) and a response was awaited. The additional costs of the CEO post would be raised at the JANET(UK) review meeting next week (Tuesday 25th November). [Action: DH/PK]

26/4.3 (Minute 25/9) Progress completion of new PoP agreements

PK confirmed that all new PoP agreements had been signed and returned, except for that of the University of Greenwich. Alan Broadaway had agreed to post it as he was unable to attend this meeting. PK stated that no issues had arisen with the completion of the agreements.

26/4.4 ***(Minute 25/11) Keep KCC informed on progress with dark fibre in Canterbury.***

DH confirmed that a meeting with PB will take place after this meeting. [Action: DH]

26/4.5 ***(Minute 25/12) Update the Risk Register and publish the new programme for risk review during 2008/09.***

Refer to Minute 11.9.

26/4.6 ***(Minute 25/15) Compile a list of actions transferred from the Board Meeting to the Executive Committee Meeting.***

Refer to Minute 11.3.

26/5 Finance

26/5.1 ***Report by Xanthia Ash, Company Secretary [KML- BOARD- 26- Finance]***

XA distributed the quarterly accounts to all Board members in the new format.

XA confirmed that JANET(UK) had not yet been invoiced for the BAP as a response to the recent submission of projected costs was awaited. A response was also awaited concerning the establishment of an Operating Fund. XA had invoiced JANET(UK) £48,000 for variations and PoP costs.

XA reported that the Company Audit had taken place successfully. However, the Auditors have noted that an invoice from Telewest was still outstanding. XA will report back on any further matters relating to the audit.

JS pointed out that the Net Invoice figure for variations on the quarterly accounts is incorrect and that the formula requires re-adjusting. XA confirmed that this will be corrected for the next quarter accounts.

DH confirmed that the BAP for 2007/2008 is still under negotiation with JANET(UK) because there are some discrepancies that need to be addressed, including incorrect circuit costs. These are in the process of being corrected and updated on the CDF database.

XA confirmed that she had received information from another RNO relating to the reduction of Corporation Tax liabilities and this has been passed to the Auditors for comment.

[Action: XA]

26/5.2 ***Financial Implications of closing the Imperial College London Wye Campus***

DH and PK explained that they had put this item on the agenda as the withdrawal of the service to Imperial College London Wye Campus would have funding implications which would need to be considered.

A solution to maintaining the core network would be to shift the KCC-Maidstone to IC-Wye link to UoK-C. The IC-Wye to UoK-C link could remain in place until the service was withdrawn in September 2009. Two LES circuits would also have to be moved from IC-Wye to UoK-C. DH agreed to check with BT whether the circuit moves will be charged as a shift or a new installation, as the latter is more costly. [Action: DH]

A request for funding for these changes would be made at the next JANET (UK) Service Review meeting on 25th November 2008. [Action: PK/DH]

26/6 Network Operations

26/6.1 *Report from the Network Operations Manager [KML- BOARD- 26- NOC]*

DH confirmed that most of the problems reported were due to power outages. There would be improvements in performance and reliability when the new 1Gbps circuit from UoK-C to CCCU-T replaces the radio link.

DH confirmed the currently active projects:

- Five FE upgrades are now complete.
- Two circuits (Tunbridge Wells and Thanet) are being upgraded to 1Gbps. This is currently underway.
- North West Kent College upgrade is now underway.
- Centre of Young People with Epilepsy circuit installation has been put on hold, due to difficulties with a suitable circuit being supplied by BT. DH is currently looking into alternatives using the KPSN.

26/7 Network Operations Centre and Support Services

26/7.1 *Appointment of Business Manager*

PK informed the Board that Jon Aldinton has now been appointed as the Business Manager. He is due to start with Kent MAN Ltd on Monday 8th December 2008. Lesley-Anne Byrne's contract had been extended until 30th January 2008 so that there would be an overlap for handing over.

26/8 Kent MAN Procurement Working Party

DH will report on progress with procurement at the next meeting. **[Action: DH]**

26/9 Risk Register

The Risk Register will be updated by the new Business Manager and a progress report will be made to the next meeting. **[Action: Business Manager]**

26/10 Framework Agreements

PK and DH reported that the subject of 'Framework Agreements' was raised at the last JANET Delivery Team (JDT) meeting. The Board may need to decide which framework agreements will be used and under which circumstances. Some advice may be forthcoming at the Procurement Audit scheduled for 15th January 2009.

DH recommended that the Kent MAN procurement policy should be re-examined with a view to updating it. PK/DH will give an update at the next meeting. **[Action: DH/PK]**

26/11 Executive Committee

26/11.1 *Confirmed Minutes of the 30th Meeting of the Executive committee*

The Minutes were accepted and no issues were raised.

26/11.2 *Draft Minutes of the 31st Meeting of the Executive Committee*

PK commented that the Risk Register should not be updated until the 1Gbps link to Broadstairs was in operation.

26/11.3 Items for consideration by the Executive Committee [KML- BOARD- 26- ExclItems]

There were no additional items to be considered by the Executive Committee.

26/12 Arrangements for next meeting

26/12.1 KCC, Oakwood House 26th February 2009 (followed by AGM)

The next meeting will be held at KCC Oakwood House. LB will e-mail Pam Day to check arrangements for the next meeting.

26/13 Any Other Business

JS reminded the Board that post of Chair would be elected at the meeting on 11th June 2009. As he will not be standing for re-election, JS asked the Directors to e-mail him about possible successors. **[Action: ALL]**

26/14 Actions for next meeting

Minute	Action by	Action
26/4.1	DH/PK	Discuss capital provision for network re-procurement with JANET (UK).
26/4.2	DH/PK	Discuss future finance for CEO position with JANET (UK).
26/4.4	DH	Continue discussions with KCC re dark fibre and future options.
26/5.1	XA	Report back on auditors' recommendations concerning Corporation Tax.
26/5.2	DH	Report back on cost options for removing the PoP at IC-Wye.
26/5.2	DH/PK	Request funding from JANET (UK) for removing the PoP at IC-Wye.
26/8	DH	Progress re-procurement of network core.
26/9	Business Manager	Report on progress with the updating of the Risk Register.
26/10	DH/PK	Report back on procurement policy following JANET(UK)'s Procurement Audit.
26/13	ALL	Report views on who should be appointed as next Chair to JS.

12.30 pm meeting closed.