

**Minutes of 32nd Meeting of the Executive Committee Meeting
22nd January 2009, 10.30 at University of Greenwich, Blake Building,
Meeting Room 028, Medway Campus**

Adrian Bradish	AB	University of Greenwich	
Laura Gallagher	LG	Kent MAN Limited	Lead Engineer
Peter Banbury	PB	Kent County Council	
Ian Ellery	IE	Canterbury Christ Church University	
David Hayling	DH	Kent MAN Limited	Operations Manager
Paul Kentish	PK	Kent MAN Limited	Chair, CEO
Xanthia Ash	XA	Kent MAN Limited	Company Secretary
Lisa Canning	LC	Kent MAN Limited	Acting Company Secretary
Mike Stachnicki	MS	University of Kent	
Jon Aldington	JA	Kent MAN Limited	Business Manager
Lesley-Anne Byrne	LAB	Kent MAN Limited	Business Administrator

32/1 Introductions and Apologies

32/1.1 Welcome new members

PK welcomed Jon Aldington to the meeting who has joined Kent MAN Ltd as Business Manager and also Lisa Canning who will be taking over as Company Secretary from XA whilst she is on Maternity Leave.

32/1.2 Apologies for absence

Apologies were received from Bob George, Peter Riley, John Sotillo and Brian Heaton.

32/2 Minutes of Last Meeting

The minutes of the last meeting, held on the 9th October 2008 were accepted as a true record and signed by the Chair.

32/3 Matters Arising from the Minutes of the 31st Meeting

32/3.1 [Minute 31/3.1] Liaise with Anne Dunhurst (Head of RSE) re FE College requirements. [JSo]

No progress reported. This action has been removed from the Minutes.

32/3.2 [Minute 31/3.1] Contact Lisa Mullack to request invitations for Kent MAN and LeNSE to attend next ASEC meeting and make sure other Kent-based Colleges are made aware. [BG]

No progress reported. This action has been removed from the Minutes.

32/3.3 [Minute 31/5.1] Contact the auditors for advice on Corporation Tax on company reserves. [XA]

Refer to Minute 6.1.

32/3.4 [Minute 31/5.1] Contact JANET(UK) for advice on any tax consequences of holding an Operating Fund. [PK]

This action has been completed.

32/3.5 [Minute 31/5.2] Present benchmark costings to JANET(UK). [DH]

This action has been completed.

32/3.6 [Minute 31/6.2] LG/LAB to register for CDF access and DH to provide training. [LG/LAB/DH]

JA has also been given access to the CDF database. This action has been completed.

32/3.7 [Minute 31/7] AB to return PoP Contract info to PK, and PK to action all PoP Contracts. [AB/PK]

This action has been completed.

32/3.8 [Minute 31/8] Shortlist applicants for Business Manager Post and carry out interviews on 23rd and 24th October. [PK/DH]

This action has been completed.

32/3.9 [Minute 31/11] Update the Risk Register once the new Gigabit circuits have been installed at Broadstairs and Tunbridge Wells. [PK/DH]

Refer to Minute 7.3.

32/4 Actions passed to the Executive Committee from the previous Board meeting.

32/4.1 [Board minute 25/4.1] Arrange meeting with FE colleagues concerning future network requirements. [JSo]

This action has been completed.

32/4.2 [Board minute 25/4.9] Provide information to all members on how to take advantage of the OrbitalNet Link. [DH/LG]

This is still an ongoing action.

[Action: DH/LG]

32/4.3 [Board minute 25/4.10] Arrange a discussion with all technical representatives for future network requirements for their institutions. [DH/PK]

Refer to Minute 10.1.

32/4.4 [Board minute 25/4.14] Approval JANET(UK) to discuss future finance and CEO position and discuss with the Executive Committee. [DH/PK]

Refer to Minutes 6.1 and 6.3.

32/4.5 [Board minute 25/5.4] Review of Company Reserve Fund. [PK/XA]

PK requested that this item should be put on the next agenda to discuss with the Board. PK/DH confirmed that a proposal should be put to the Board with a number of options. Options

discussed included maintaining the fund at a fixed level by “topping up” annually depending on demand. JA agreed to provide a paper for the next meeting and liaise with PK, XA and LC.

[Action: JA/PK/XA/LC]

**32/4.6 [Board minute 25/9.3] Review staff access procedures to RNEP locations.
[DH/LG]**

This action has been completed.

32/5 NOC Manager’s Report

32/5.1 Report [Paper KML- EXEC- 32- NOC]

DH presented the NOC Manager’s report. The following matter arose from the discussion:

IE proposed that Kent MAN contacts all connected organisations to remind them that if they are carrying out scheduled maintenance then they should notify Kent MAN. No further action was agreed at this time.

32/5.2 Nominated Connections/requests by JANET

DH confirmed that following JANET (UK) circuit requests:

- **North West Kent College** (NWK College) The North West College of Technology second 100Mbps circuit has been delivered. There is lack of clarity around whether both circuits are actually required. This matter is being investigated by JANET (UK) and Kent MAN Ltd. [Action: JA/DH]
- **The National Centre for Young People with Epilepsy** – A BT survey determined that an extended reach circuit would be required, and JANET(UK) subsequently took the decision to connect the Centre via London MAN. No further action required.

32/5.3 Projects

- Out of Band project. Now completed.
- New 1Gbps circuit for both Tunbridge Wells and Broadstairs sites. Ongoing action.
- 10Gbps upgrade to RNEP connections. DH/LG agreed to consider costs and requirements and report back to the Committee. [Action: DH/LG]

32/5.3.1 Out of Band/ADSL Links

DH confirmed that all sites have now been commissioned. The Mid Kent College problem has now been resolved. No further action necessary.

32/5.3.2 New Routers (Salomons and Broadstairs)

DH confirmed that the Broadstairs router is ready for commissioning. Commissioning will be completed once the 1Gbps backhaul circuit is installed. The router at Tunbridge Wells has now been fully commissioned. This is still an ongoing action. [Action: DH/LG]

32/5.3.3 FE College Upgrades

DH confirmed that two sites are awaiting upgrades. Tunbridge Wells and Broadstairs require a 1Gpbs backhaul circuit. The Broadstairs circuit has been delayed by BT to 27th February 2009. Following a survey, BT determined that an extended reach solution is required for Tunbridge Wells requiring an increase in cost. This is still an ongoing action. [Action: DH/LG]

32/5.3.4 Feasibility of the transfer of Kent MAN equipment from University of Greenwich Nelson Building to Drill Hall.

AB had requested that this item be discussed as the Drill Hall had a purpose-built machine room with capacity to take the Kent MAN and RNEP equipment. In discussion AB confirmed that the Drill Hall doesn't have a backup generator and that the approximate cost for a new generator would be c. £100,000. DH/PK/AB and Alan Broadaway to arrange a meeting to discuss options and report back to the next meeting. **[Action: DH/PK/AB/Alan Broadaway]**

32/6 Finance

32/6.1 Report [Paper KML- EXEC- 32- Finance]

XA distributed a report to the committee and stated that JANET(UK) has now provided general advice concerning corporation tax. As Kent MAN is almost fully funded by JPA they may be able to agree with HMRC that they are therefore not a trading company and would not be eligible for corporation tax. PB suggested that it would be worth considering specialist help in this area. XA agreed to find out the costs of obtaining specialist advice. She would also undertake to complete the documentation required to gain agreement from HMRC and report back to the next meeting. **[Action: XA /LC].**

32/6.2 Members Subscriptions from 01/10/08

It was noted JANET(UK) had agreed to provide an Operating Fund which would be in the region of £20,000. It was suggested that Kent MAN should wait until the corporation tax query mentioned above has been resolved before claiming it. JA agreed to check the financial year that applies for the SJ5 Funding. **[Action: JA]**

32/6.3 Future funding for CEO. [KML- EXEC- 32- CEO]

PK had drawn up a proposal for consideration by the Committee. PK left the room for the Executive to discuss this matter further. PB chaired the discussions.

PB confirmed that Imperial College Wye Campus is due to close at the end of June 2009 and PK will be made redundant at the end of September 2009 after decommissioning much of the ICT infrastructure. The following changes were proposed to the paper:

- Review appointment after one year and then evaluate. (N.B. This will be reviewed by the new Chair of the Board)
- A 'Job Description' is required so all members can have an opportunity to make a contribution. XA to investigate CEO Job Descriptions and report back. **[Action: XA]**
- 40% of FTE a year was accepted by all members of the Committee.
- Salary and duties to be reviewed (some duties may overlap with JA/XA)
- Advertise post internally throughout Kent MAN's member institutions for one week only.

IE/PB agreed to draft a new proposal, JA/XA to review.

[Action: IE/PB/JA/XA]

32/7 Business Manager's Report

32/7.1 Freedom of Information Publication Scheme [KML- EXEC- 32- FOI]

Effective from 1st January 2009 a new Freedom of Information Publication Scheme has been introduced. JA had revised the Kent MAN scheme, based on the model scheme and requested comments from all Executive members before the next Board Meeting **[Action: All]**

32/7.2 Disaster Recovery

JA confirmed that he has nothing to report at this stage. Discussions are currently taking place between JA/DH/PK and a report should be available for the next meeting. This is an ongoing action. **[Action: JA/DH/PK]**

32/7.3 Risk Register

JA has actioned PK and DH to review risks overdue for assessment. JA will also begin a more general review of the Risk Register. JA welcomes suggestions from the committee, and will report back at the next meeting. This is an ongoing action. **[Action: JA/PK/DH]**

32/7.4 Kentish Man Operations Handbook

JA confirmed that the Handbook is now under review and welcomes everyone's input. This is an ongoing action. **[Action: JA]**

32/8 JANET (UK) Partner Agreement Issues

32/8.1 JANET (UK) Delivery Team Members

PK confirmed the members as JA/LG. The next meeting will be held on the 19th February 2009.

32/9 Kent MAN Procurement Working Party

LG/DH/JA are now currently discussing future procurement. This will be reported at a later date.

AB/MS stated that UoG and UoK would be interested in getting involved.

JA agreed to put together a project plan. **[Action: JA]**

32/10 Any other business

The Executive Committee bade farewell to Lesley-Anne Byrne and thanked for all her efforts over the past year. Her last day with Kent MAN is 30th January 2009.

32/10.1 April Executive meeting agenda

JA confirmed that a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis work shop will take place after the next meeting. All members are invited to bring another individual with an interest in Kent MAN along for the workshop. Other possible invitees were proposed: Kit Powell, Chris French (stand in for LG), Ian Griffiths, Peter Riley, Ed Carter and Mike Byrne. JA to discuss further and invite others as appropriate. **[Action: JA]**

32/10.2 Date of July Executive meeting

A new date was proposed and agreed for Monday 6th July. JA to re-arrange. **[Action: JA]**

32/11 Items for Consideration by the Kent MAN Ltd Board (Next Meeting: 26th February 2009, Oakwood House, KCC Maidstone)

- CEO proposal
- Company Reserves
- Freedom of Information Publication Scheme

32/12 Identification of Reserved Items

None reported.

32/13 Arrangements for next Meeting

30th April 2009 at 10.30, Imperial College London, Wye Campus, Kempe Centre Seminar Room.
Note that the SWOT analysis workshop will follow lunch and run from 2-4pm.

The meeting closed at 12.45pm.

Actions

Minute	Action	By whom
32/4.2	Provide information to all members on the use of the OrbitalNet link.	DH/LG
32/4.5	Provide a proposal for Kent MAN Company Reserve for next Executive meeting.	JA/PK/XA/LC
32/5.2	Review requirements for NW Kent College, and review the process for handling such requirements with JANET(UK).	JA/DH
32/5.3	Consider costs and requirements for RNEP upgrades to 10Gbps.	DH/LG
32/5.3.2	Commission new routers for Salomons and Broadstairs.	DH/LG
32/5.3.4	Arrange a meeting to discuss options regarding the UoG Drill Hall Machine Room move and report back to the next Executive Committee meeting.	DH/PK/AB/Alan Broadway
32/6.1	Find out the costs of getting specialist advice on corporation tax.	XA/LC/JA
32/6.2	Check which financial year applies for claiming the SJ5 funding.	JA
32/6.3	Investigate CEO Job Descriptions and report back to the Executive.	XA
32/6.3	Re-draft the CEO proposal.	IE/PB/JA/XA/LC
32/7.1	Review and comment on new FoI Publication Scheme.	All
32/7.2	Progress the Disaster Recovery plan and report to next meeting.	JA/DH/PK
32/7.3	Review the Risk Register.	JA/DH/PK
32/7.4	Revise Operations Handbook	JA
32/9	Compile a project plan for the up-coming re-procurement of core bandwidth.	JA
32/10.1	Invite additional people to the SWOT analysis workshop.	JA
32/10.2	Rearrange accommodation, etc, for July Executive meeting on revised date.	JA