



**PERIODIC REVIEW 2009
CHIEF EXECUTIVES GROUP**

TERMS OF REFERENCE

Membership

The group will comprise the Chief Executive or equivalent post holder of the following organisations:

Ofwat
Defra
Welsh Assembly Government
Drinking Water Inspectorate
Environment Agency
CCWater

The Ofwat PR09 Project Director will also attend.

Where a Chief Executive cannot attend, a deputy may attend.

Role of the Group

The Chief Executives Group will be a co-ordination and communication body, which will enable the exchange of information and views between the key parties in the 2009 price review. The Group will not be a decision making body, it will respect the independence of the individual members.

The role of the group will be to:

- discuss policy issues
- discuss and compare timetables, agree necessary information exchanges and report progress on workstreams; and
- be a forum for raising and resolving issues of concern about policy or progress in delivery of milestones.

Activities of the Group

The Group's activities will include:

- Share and discuss major policy decisions and positions taken by member organisations;

- Share and comment on key issues relating to the price review and identify solutions where necessary;
- Consider issues and concerns relating to the delivery of the periodic review and identify solutions where necessary;
- Agree strands of work to be undertaken jointly between stakeholder organisations and delegate those work areas;
- Co-ordinate the delivery of common areas of work within the PR09 timetable;
- Keep progress under review;
- Review and monitor ongoing high level risks and dependencies.

Role of Group Members

Each Group member will be responsible for:

- Setting out and explaining their organisation's policy and positions;
- Ensuring delivery and quality assurance of strands of work led by their organisation;
- Putting forward issues for discussion at group meetings and supplying papers as required;
- Providing information or comment on papers for the Group meetings in the time-scale required.

Project Management

The Ofwat Project Director will assemble the agenda and co-ordinate papers from Group members. Papers will be circulated five working days before any meetings; and the note of discussions and action points within a further five working days.

Governance

The Group will be chaired by the Ofwat Chief Executive.

Meetings will initially be held when they are deemed to be needed. Meetings will be planned regularly throughout the review, initially three or four times per year.

These terms of reference will be reviewed annually or at the request of the members of the group. These terms of reference will be published on the Ofwat website.

Dated: **November 2007**

To be reviewed: **December 2008**