

Annex F: Terms of reference of the Casework Committee

Introduction

1. The Board has established a committee called the Casework Committee to make final decisions in strategic cases.

Membership

2. The members of the Casework Committee will comprise at least two non-executive Board Members, and may include executive Board Members, Ofwat employees (who are not Board Members), and/or no more than two independent external members (where appropriate). The independent external members may be defined as individuals or in a more general way (such as simply being a member or employee of a particular organisation). In addition, the independent external members and any Ofwat employee (who is not a Board Member) may be defined as a Casework Committee member for the purposes of all, or only some, relevant Casework Committee matters or all, or only some, types of such matters.
3. A non-executive Board Member will chair the Casework Committee. In the absence of the chair of the Casework Committee, one of the other non-executive Board Members will chair the meeting.

Meetings

4. The chair of the Casework Committee, or in their absence any member of the Casework Committee, may convene meetings of the Casework Committee as they deem necessary.
5. A meeting of the Casework Committee will be deemed quorate if two of its members, including at least one of the non-executive Board Members, are present.

Reporting

6. Minutes will be taken of each meeting of the Casework Committee. The chair of the Casework Committee will report on its work to the Board as appropriate following each meeting. Minutes of the Casework Committee meetings will be shared with the Board.
7. The Casework Committee will review its terms of reference at least every three years, seeking feedback from members and attendees, and recommend any changes it considers necessary to the Board for approval.

Responsibilities

8. The responsibilities of the Casework Committee are to make certain final decisions in strategic cases.
9. For the purpose of the Casework Committee's terms of reference, a "strategic" case is one formally labelled as a "strategic case" by the Executive. The Executive will consult with the Board Chair before deciding whether a particular case should be designated as a "strategic" case.
10. For the purposes of the Casework Committee's terms of reference, a relevant "final decision" is one formally designated as a "final decision" by the Senior Director, Customers and Casework (and the Senior Director, Customers and Casework may decide that there is more than one "final decision" in the same case).
11. For the avoidance of doubt, the Board has delegated to the Casework Committee any decision which might otherwise come to the Board under Annex B, section (b) of the Rules, provided that decision falls within the remit of the Casework Committee. However, that does not prejudice the Casework Committee's discretion to voluntarily refer any such decision back to the Board, where the Casework Committee deems that to be appropriate.