

Annex H: Operating procedures for Ofwat Board Committees

1. Subject to paragraphs 2 to 4 below, the following provisions of the Rules of Procedure shall apply to the proceedings of each Committee:
 - Notice of Board meetings and Agendas and papers at paragraphs 9 to 12;
 - Conflicts of interest at paragraphs 17 to 28; and
 - Procedure for obtaining approval between meetings at paragraphs 31 to 44.

2. For the proceedings of each Committee the provisions referred to above shall apply as if each reference:
 - to the Board was a reference to the Committee;
 - to a Board Member was a reference to a member of the Committee;
 - to a Board meeting was a reference to a Committee meeting;
 - to the Chair was a reference to the chair of the Committee; and
 - to the Board Secretary and/or Board Secretariat was a reference to the Committee Secretary and/or Committee Secretariat.

3. In the case of email approval, in lieu of paragraph 36 of the Rules of Procedure, in order for a course of action to be approved:
 - responses must be received from sufficient members of the Committee to constitute a quorum as set out in each Committee's terms of reference, and from either at least two non-executive Board Members serving on the Committee, or at least one non-executive Board Member and the Chair if serving on the relevant Committee; and
 - a majority of all responses received from Committee members must be supportive of the relevant course of action.

4. In the circumstances set out in paragraphs 38 and 42 of the Rules of Procedure, with respect to the Chief Executive, the views of the relevant member of the Senior Leadership Team accountable to the Chief Executive for the associated work will be sought instead.

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5. Attendance at Committee meetings may be by telephone or video link should the need arise. Committee Members attending by telephone or video link will be considered present at the Committee meeting.
6. A Committee may ask any Ofwat employee, or any independent adviser, to attend to assist it with its discussions.
7. A Committee may ask any or all of those asked to attend a Committee meeting who are not members of the Committee to withdraw to facilitate open and frank discussion of particular matters.
8. Each Committee will be provided with a secretariat function organised by the Board Secretariat.
9. In addition to the above, each Committee may decide its own procedures, provided those procedures are not inconsistent with the Rules of Procedure and with each Committee's terms of reference and such procedures are noted in the minutes of the Committee meeting at which such decision is made.