
Appointment of Trading Party Code Change Committee Member – Approach and Timetable

To promote, challenge and lead the operation and evolution of the market for the benefit of business water customers

1. Overview

Under the provisions of the Market Arrangements Code (MAC)¹, when a Trading Party Member position becomes vacant on the Code Change Committee (CCC), a nomination process is to be initiated.

The Strategic Panel has delegated the responsibility for the recruitment process to the Code Change Committee Nomination Committee but is responsible for the appointment of Trading Party CCC members.

2. Selection and Appointment of a Trading Party CCC Member

The selection and appointment of a Trading Party CCC Member shall follow the process outlined below:

1. Communications will be issued to the market inviting nominations from Trading Parties for two Retailer seats and one Wholesaler seat².
2. Trading Parties will subsequently be given 15 business days to nominate candidates for the vacant seats by providing written confirmation of the nomination to the Panel Secretariat. The nomination will include a candidate statement outlining their suitability for the role and a CV.
3. Upon closure of the nomination window, the Panel Secretariat will publish a list of the nominations received and the nomination statements for each candidate (CVs will not be published).
4. The CCC Nomination Committee³ shall review the nominations and shortlist the candidates suitable to progress through the selection process.
5. Shortlisted candidates shall then progress to an interview to identify suitable candidates.
6. Following interviews, the CCC Nomination Committee shall determine the candidates it wishes to appoint and make a recommendation to the Strategic Panel for approval.

¹ Schedule 14 Section 1.7 of the MAC.

² A Wholesaler member was appointed to the CCC in June 2023 following the resignation of a Wholesaler member. This term of office will expire in 2025.

³ The CCC Nomination Committee would be comprised of CCC Chair, Strategic Panel member, Ofwat representative and MOSL representative in line with previous recruitment cycles.

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3. Timeline for the Process

The timeline below outlines the process for the selection and appointment of the Trading Party CCC Member.

Please note that the timetable may be varied based on the availability of candidates for interviews to be held as part of the selection process.

| Task Name | Start Date | End Date |
|--|-------------------|-----------------|
| Code Change Committee Trading Party Member Appointment | 30/10/23 | 29/02/23 |
| Seek nominations | 30/10/23 | 20/11/23 |
| CCC Nomination Committee provided with list of candidates | 21/11/23 | 22/11/23 |
| CCC Nomination Committee shortlist candidates | 27/11/23 | 01/12/23 |
| Candidate shortlist finalised, communicated and published | 04/12/23 | 05/12/23 |
| Selection process (interviews) | 07/12/23 | 12/01/24 |
| Ex-committee approval by Strategic Panel of candidates recommended by CCC Nomination Committee | 22/01/24 | 26/01/24 |
| Issue confirmation of appointment to successful candidates | 29/01/24 | 29/01/24 |
| Onboarding/Induction of successful candidate(s) | 31/01/24 | 29/02/24 |
| Appointment of successful candidates | 01/03/24 | 01/03/24 |
| Initial Code Change Committee meeting | 12/03/24 | 12/03/24 |