

**Water Regulations Advisory Committee
Enforcement Working Group (EWG)**

22nd November 2002

Room 4, 2nd Floor, Ashdown House

Those Present:

Members

Professor Swaffield (Chair)	WRAC
Richard Clayton	WRAC
Terry Stephenson	WRAC
Keith Pratley	Dwr Cymru Welsh Water

Secretariat

Peter Jiggins	Rob Mynard	Nicola Clarke
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Apologies

Steve Tuckwell	WRAS
David Gibson	WRAC

1) Introductions

- a) The Chair opened the meeting.

2) Matters arising from previous meeting

- a) The Secretariat briefed the meeting on progress with the data request for water companies regarding the current operation of the notification requirements. It was explained that the pro forma would be in the same format as the original used for the WRAC report. There would also be an optional request to break down the total number of notifications received into categories, as set out in Table 5 of Regulation 5. The Group felt that this was a reasonable request and would be helpful in assessing how well the notification requirement was being met .

Action: Secretariat

- b) The Group was informed of progress towards the Notification Forum in January. Invitations were ready to be sent out to approximately 30 stakeholders. Members agreed to supply contact details for the remaining invitees as soon as possible. The Group discussed how to encourage attendance and how the Forum might operate. It was re-affirmed that there is need for a reasonable and practical approach to notification and its enforcement.

Action: Members

3) Good Practice Guide (Recommendations 1-3)

- a) Keith Pratley briefed attendees on the proposed scope and format of the Good Practice Guide.
- b) The Terms of Reference were discussed. There was consideration of the merits in titling the document "Good" or "Best" Practice Guide. It was agreed that the guide was intended to be a 'process' document: companies would have the same overall objective and process in deciding how to achieve it, but the way in which it would be carried out would differ depending on the local objectives. It was agreed that the document title would be changed to "Best Practice" to reflect these comments and an aspiration towards 'best'. Members discussed the need for water companies to work together to achieve a common standard.

- c) The Group then considered the topics to be covered in the Guide. Methods of prioritising inspections were discussed, as well as means for companies to set target frequencies for inspections of different premises, based on relative numbers of category 1-5 properties. It was suggested that the Guide should include aspirational targets for inspections, as well as means of assessing factors that might alter that such as changes in ownership, good management and the use of approved plumbers. From this process-based approach, an individual company could conclude the appropriate number of inspections needed, taking local factors into account.
- d) Members discussed other items that should be covered in the Guide. It was agreed that outsourcing and service level agreements would need to be included, as well as notifications, taking into account the outcomes of the Forum. The Group acknowledged that the completed manual would need to be reviewed on a regular basis to take account of changing current Best Practice.
- e) An outline of the proposed document would be sent to water companies for comments on 25th November. Appropriate authors would be identified and contacted to compile each section of the document under one house style. Members noted the tight timescale for completing the document by April 2003. It was agreed that the Working Group would consider the second draft of the document and put forward comments at its meeting in January. A near-final version of the Guide would be submitted to the EWG at the end of March, and the final document in April.

4) Dates of next meeting

- a) The next meeting will be held on 13 February 2003.

**WRAC Secretariat
December 2002**