



August 2020 Panel Appointments

The Panel is the senior industry group overseeing the non-household water retail market and governing changes to the market codes. It has three members elected by Wholesalers, three members elected by Associated Retailers and three members elected by Unassociated Retailers. The term of office will start immediately and finish on 31 March 2021 and there are vacancies for two Associated Retailer Panel Members.

The Panel Secretary hereby notifies Trading Parties that a Panel Nomination Meeting will be held at 11am on Wednesday 19 August 2020 to appoint Associated Retailer Panel Members.

How to nominate a candidate

Each Associated Retailer is entitled to nominate a candidate for their Associated Retailer constituency. Nominations must be received by 11:30pm Wednesday 12 August 2020 using the online [form](#). Appointment as a Panel Member is conditional upon receipt of a confirmation letter from the nominee that they are prepared to stand as a Panel Member and a release letter from their employer recognising their obligations as a Panel Member may override their obligations as an employee. Candidates are advised to submit these letters before the Panel Nomination Meeting. Please use the [templates](#) for Confirmation and Release letters.

How to vote for candidates

The Panel Nomination Meeting will be by teleconference at 11am on Wednesday 19 August 2020. Each Associated Retailer is entitled to have one authorised representative attend and vote at this meeting.

Due to the current Coronavirus restrictions the meeting will be held by teleconference. If the two vacant seats are contested voting papers will be emailed to authorised representatives 24 hours before the Panel Nomination Meeting and these should be emailed to the Panel Secretary by 10am Wednesday 19 August 2020, with the original to follow in the post. The Market Arrangements Code does not allow authorised representatives to participate unless they have cast their vote by email at least one hour beforehand.

Voting papers will only be circulated to authorised representatives so an authorised signatory of each Trading Party should notify the Panel Secretary whether they will participate in the Panel Nomination Meeting themselves or if they authorise someone else to represent them. Please complete an [Authorised Representative Template](#) and send to panel.secretariat@mosl.co.uk as soon as possible and in any case by 11am Monday 17 August 2020.

Voting Process

If a Panel Member role is uncontested, the Panel Nomination Meeting will appoint the nominee(s). If a Panel Member role is contested, those present and on the call may mutually agree which candidate to appoint. Where agreement is not reached it shall be put to a vote and in previous meetings this was the preferred approach. Voting is by transferable vote, so each authorised representative will be asked to rank all the candidates in order of preference. Authorised representatives may only vote for their constituency's Panel Member; hence Unassociated Retailers are and Wholesalers not participating in this meeting as their Panel Member roles are all occupied.



Key Dates:

Wednesday 12 August 2020 – Deadline for nominating panel candidates

11am, Monday 17 August 2020 – Deadline for notifying authorised representatives

10am, Wednesday 19 August 2020 – Deadline for voting forms

11am, Wednesday 19 August 2020 – Panel Nomination Meeting starts

Frequently Asked Questions

Q. Who will chair the Panel Nomination Meeting?

A. Jim Keohane, Panel Chair, will chair the meeting.

Q. How are votes counted?

A. The transferable vote methodology is used which is common for electing committees. Under this methodology, candidates with the least votes are removed and their votes transferred according to the next preference on voting forms.

Q. Who will count the votes?

A. The Market Operator will count the votes.

Q. If a trading party representative submits a voting form but doesn't dial into the meeting will their vote be counted?

A. Yes, if a vote is held. If the role is uncontested or authorised representatives attending and dialling in unanimously agree who should be appointed, then there will not be a vote.

Q. Why are representatives who fail to return their voting form by 9am not permitted to participate in discussions or voting?

A. This is the voting process prescribed in Market Arrangement Code Section 5.6. This cut off allows the Market Operator time to print emailed votes ready for counting.

Q. What happens if there are no candidates for a constituency?

A. The position will remain vacant and the two existing Panel Members or their alternates must attend Panel meeting for it to be quorate.

Q. Can Panel Committee or Sub-group members be nominated for election?

A. Yes

Q. Can Associated Retailers who nominated the existing Panel Members nominate and vote in this process.

A. Yes. However, Trading Parties may prefer to elect candidates nominated by other Trading Parties.



Q. Is there a limit on how many terms an individual can hold office?

A. No.

Q. Do Panel members have to be employed by the nominating trading party?

A. No. However, their employer must agree to their role as a Panel member, which is to act in the best interests of the industry rather than their employer or nominator.

Q. Can candidates also be authorised representatives at the Panel Nomination Meeting.

A. Yes. There is no restriction in the code on individuals being both nominated candidates and authorised representatives. However, if this were to happen the individual could be party to a discussion about themselves at the Panel Nomination Meeting. We would therefore discourage this practice due to the conflict of interest it would create.

Q. How are the independent Panel members appointed?

A. Independent Panel members are appointed by the Panel Chair through a separate process.

Q. I am interested in standing as a Panel Member. Where can I find out more?

A. Please contact the Panel Secretariat who will be able to tell you about the role and responsibilities of Panel Members.