

# Letter of assurance

---

**Addressee:** Ofwat and Market Operator Services Limited

**Title:** Statement of Assurance from

relating to the implementation of the non-household retail water and  
sewerage market

**Date:**

**Assurance Phase:** INTERIM

## 1. Assurance Statement

---

### Company Readiness

The Board of Directors of \_\_\_\_\_ certifies, to the best of its knowledge having made all due inquiries and based on the sources of evidence, that:

- \_\_\_\_\_ has reviewed its progress to date and remaining programme activities against its programme plans and milestones and has not identified any matters that would affect its ability to be ready for the opening of the market;
- This is supported by a set of key interim milestones that form a clear critical path towards the specific assurance components set out in sections 2 and 3 of the Final Assurance Letter;
- \_\_\_\_\_ has completed the following specific milestones on the critical path towards the specific assurance components set out in sections 2 and 3 of the Final Assurance Letter.  
\_\_\_\_\_ confirms that these achieve the applicable requirements for the milestone/deliverable:

In making the above statement, the Board of Directors has considered the precise status and associated evidence (section 3) provided including having due regard to the applicable Components of the Assurance Framework (section 2), the risks, issues or slippages identified and the associated action plans (section 4).

## **2. *Components of the Assurance Framework***

---

### **Component 2: Programme Assurance & Risk Management**

The Board of Directors certifies that  
has reviewed its progress to date and remaining programme activities against its programme plans and milestones and has not identified any matters that would affect its ability to be ready for the opening of the market.

The Board of Directors certifies that  
has completed the specific milestones/deliverables set out in its programme plans which  
confirms achieve the applicable  
requirements for the milestone/deliverable. In particular that:

a. has completed/delivered

b.

### 3. Sources of Assurance evidence

The Board of Directors hereby provides the sources of the evidence on which it has made its statement of assurance in relation to deliverables.

Assurance item	Scope of assurance	Description of assurance	Nature <sup>1</sup> / Source / Date
<b>COMPONENT 2 – PROGRAMME ASSURANCE &amp; RISK MANAGEMENT</b>			
<b>Statement</b>	has reviewed its progress to date and remaining programme activities against its programme plans and milestones and has not identified any matters that would affect its ability to be ready for the opening of the market.		
<b>Statement</b>	has completed the specific milestones/deliverables set out in its programme plans which  confirms achieve the applicable requirements for the milestone/deliverable.		
<b>a.</b>			

<sup>1</sup> The Nature of assurance should be categorised as one of:

- External, independent assurance or expert analysis (please specify what sort of external assurance you have used, who provided it and the date it was received, e.g. 'Assurance Report on progress against plans, Ernst & Young, 01.09.16')
- Internal expert or peer review
- Internal process or internal data audit
- Management review
- In-team peer review
- Self-assessment
- Other (please specify)

Assurance item	Scope of assurance	Description of assurance	Nature <sup>1</sup> / Source / Date
COMPONENT 2 – PROGRAMME ASSURANCE & RISK MANAGEMENT			
b.			
c.			
d.			
e.			
f.			

#### **4. *Risks, Issues or Slippages and associated action plans***

---

##### **I. Matters to note concerning achievement of company readiness** 's

- ☐ a.) The Board of Directors has not identified any matters which have had or are expected to have a significant impact on achievement of company readiness for retail market implementation. 's

**- OR -**

- ☐ b.) The Board of Directors has identified the following matters which have had or are expected to have a significant impact on achievement of company readiness for retail market implementation and has set out associated action plans for mitigation/recovery. 's



**II. Any other matters to be noted concerning the overall programme**

- ☐ a.) There are no matters which the Board of Directors wishes to highlight which have had or are expected to have a significant impact on the implementation of the retail market as set out in the overall programme.

**- OR -**

- ☐ b.) The Board of Directors wishes to highlight the following matters which have had or are expected to have a significant impact on the implementation of the retail market as set out in the overall programme.





## 5. *Authorisation*

---

Signed on behalf of the Board of Directors \_\_\_\_\_

Name \_\_\_\_\_

Job Title **Chairman**

Date

Signed on behalf of the Audit Committee \_\_\_\_\_

Name \_\_\_\_\_

Job Title **Chair of Audit Committee**

Date

Signed on behalf of the Executive Team \_\_\_\_\_

Name \_\_\_\_\_

Job Title **Chief Executive Officer**

Date