

# **RULES OF THE WATERWAYS OMBUDSMAN SCHEME**

The Canal & River Trust (“the Trust”) has established and will maintain a Waterways Ombudsman Scheme (“the Scheme”). The purpose of the Scheme is to make available a Waterways Ombudsman, who is independent and accessible, to investigate in an efficient, effective, transparent and fair manner complaints of injustice suffered by a complainant that arise from maladministration or unfair treatment by the Trust, or any its subsidiaries, in carrying out their activities. These Rules have been made to ensure that the Scheme is fully compliant with the Alternative Dispute Resolution for Consumer Disputes (Competent Authorities and Information) Regulations 2015 (SI No. 542) and shall meet the criteria for the recognition of the office of Waterways Ombudsman as an accredited full member of the Ombudsman Association.

## **THE WATERWAYS OMBUDSMAN COMMITTEE**

1. There shall be a Waterways Ombudsman Committee (“the Committee”) whose purpose is to oversee the operation of the Scheme and the independence and accessibility of the Waterways Ombudsman.

### **Constitution and Membership**

2. The Committee shall comprise at least five but no more than six persons appointed as follows:
  - a) Two members appointed by the Trust, one of whom shall be a the Trust Trustee and the other shall be a Trust employee;
  - b) Two or three members who meet the criteria for non-alignment set out below, appointed by the Chairman of the Committee; and
  - c) One member appointed by the Committee to act as its Chairman, subject to and in accordance with the provisions of the next paragraph.
3. The Chairman shall be appointed by the Committee acting with the agreement of not less than four of its members (which may include the retiring Chairman, save where that person is seeking re-appointment). The Chairman may not be a person who is, or was at any time, a member or employee of the Trust or any of its subsidiaries.
4. Any appointment to the Committee shall be for a term of three years. Any member of the Committee shall be eligible to be re-appointed for a second term (or partial term of between one and three years) but no longer.
5. To meet the criteria for non-alignment, the member:
  - a) shall not be, or ever have been, a member or employee of the Trust, or any of its subsidiaries, nor have a material association with such a person or those bodies; and
  - b) shall not have, or have had, a material association with any business having an interest in or operations on, any waterways owned or managed by the Trust; and
  - c) shall not be, or ever have been, an office-holder, employee or committee member of any organisation or body representing persons or businesses with an interest in any waterways owned or managed by the Trust.
6. The quorum for any meeting of the Committee shall be four. Except where provided otherwise in these Rules, the Committee may decide any question by agreement of the majority of those present at any meeting of which due notice has been given (or has been waived by those not attending). Subject as aforesaid, the Committee may regulate its own procedure.

7. In order to ensure the independence and impartiality of the Committee, where there are equal numbers of independent members and Trust members present at any meeting, the Chairman shall have the casting vote in the event of deadlock. If the elected Chairman cannot attend any meeting, one of the other independent members will act as chairman for the purposes of that meeting.
8. These Rules shall not be amended without the agreement of at least four members of the Committee.

### **Appointment and removal from office of the Waterways Ombudsman**

9. The Committee shall have the exclusive power to appoint, and to remove from office, the Waterways Ombudsman.
10. The Committee shall set the terms of appointment of the Waterways Ombudsman and, in deciding the level of fees or other remuneration payable, shall consult with, and pay proper regard to, any representations made by the Trust in its capacity as the body responsible for funding the Scheme. The Committee shall nevertheless ensure that the level of fees or other remuneration payable to the Waterways Ombudsman are sufficient and appropriate to maintain in office a person of appropriate calibre. For the avoidance of doubt, the Waterways Ombudsman is an independent contractor and not an employee.
11. The Committee shall make appointments to the office of Waterways Ombudsman through a process of open competitive selection (subject only to the provisions of the next paragraph on reappointment), and on merit by reference to the knowledge, skill and experience that is necessary and desirable for service in that office.
12. Appointments to the office of Waterways Ombudsman shall be for a period of five years (sufficient duration not to undermine independence) and an incumbent may be reappointed for a second term of a minimum of two years and a maximum of five years without competitive selection.
13. The Committee may remove an incumbent from the office of Waterways Ombudsman prior to the expiry of the term of appointment on the grounds of mental or physical incapacity; material breach of these Rules or of the terms of appointment; or on other substantial grounds arising from the acts or omissions of the incumbent whereby the integrity or independence of that person has been significantly compromised.
14. The Committee may not resolve to remove an incumbent from the office of Waterways Ombudsman except with the agreement of four or more members of the Committee. In reaching such a decision the Committee shall ensure it acts fairly and reasonably in all the circumstances.

### **Other Duties of the Committee**

15. The Committee shall receive reports from the Waterways Ombudsman, and keep the operation of the Scheme created by these Rules under review to the extent that at all times it is able to be satisfied:
  - a) that the Scheme meets its purposes as set out in these Rules; and
  - b) that the funding by the Trust of the office of the Waterways Ombudsman and of the other activities required by these Rules is sufficient for their efficient and effective operation.
16. If at any time the Committee is not satisfied as to the matters referred to in the previous paragraph it may report that dissatisfaction to the Chairman and Trustees of the Trust. If,

having allowed an adequate period for a remedy to be effected, the Committee remains dissatisfied it may make a public declaration of such dissatisfaction.

17. The Committee shall receive reports from the Trust or the Waterways Ombudsman or both on the method and adequacy of publicising the availability of the Scheme to potential complainants.
18. The Committee shall publish an annual report which may be published together with the annual report of the Waterways Ombudsman.
19. The Committee shall not entertain or consider any appeal from a decision of the Waterways Ombudsman nor seek in any manner to interfere with the independence of the Waterways Ombudsman with regard to the investigation or determination of any complaint.

## **THE WATERWAYS OMBUDSMAN**

### **Principal Powers and Duties**

20. The principal powers and duties of the Waterways Ombudsman shall be:
  - a) to receive complaints of injustice suffered by a complainant that arise from maladministration or unfair treatment by the Trust, or any of its subsidiaries, in carrying out their activities;
  - b) to determine whether such complaints are eligible to be considered under these Rules;
  - c) subject to these Rules:
    - i) to investigate such complaints and/or facilitate their resolution or withdrawal; and
    - ii) if not resolved or withdrawn, to determine whether the complaint is well founded; and if so,
    - iii) to make (to the extent the Waterways Ombudsman considers necessary and appropriate) such recommendations or Award as the Waterways Ombudsman considers to be fair and reasonable in all the circumstances; and
  - d) to act in a fair, reasonable and rational manner at all times.

### **Procedure**

21. The Waterways Ombudsman shall decide whether or not a complaint is an eligible complaint under these Rules and may review such decision in the light of representations (if any) from the complainant and the body named in the complaint. If it is decided that the complaint is not eligible, the Waterways Ombudsman shall give reasons in writing for such a decision within 3 weeks of the date upon which the Complaint File (as defined under paragraph 41) was received.
22. Subject to other provisions of these Rules, the Waterways Ombudsman shall have discretion to decide the procedures to be adopted in considering and investigating complaints.
23. In making any decision on a complaint (including any recommendation or Award under these Rules), the Waterways Ombudsman shall have regard to:
  - a) the law;
  - b) any relevant and generally accepted Code of Practice applicable to the subject matter of the complaint; and

c) any other relevant matter

but shall not be bound by any legal rule of evidence or by any previous own decisions or those of any predecessor in office.

24. The Waterways Ombudsman shall notify the parties to the dispute as soon as the Complete Complaint File (as defined under paragraph 41) has been received.
25. The Waterways Ombudsman shall notify the complainant and the body named in the complaint of the decision within 90 days from the date upon which the Complete Complaint File was received except in highly complex disputes when this time may be extended. In these circumstances, the Waterways Ombudsman shall inform the parties of the extension and the expected length of time required to complete the investigation and to reach a decision.

### **Jurisdiction of the Waterways Ombudsman Scheme**

26. The Waterways Ombudsman shall not consider a complaint from a complainant who is not an eligible complainant. Such complaints are outside the jurisdiction of the Waterways Ombudsman Scheme. An eligible complainant is:
- a) a private individual not acting in the course of a business;
  - b) any natural or legal person acting in the course of a business provided that business (or the group of which it is part) has an annual turnover of less than £1m at the time the cause of the complaint was first brought to the attention of the body subject to the complaint; or
  - c) any registered charity or any trust or unincorporated body whose annual income (or the annual income of any group of which it is part) is less than £1m at the time the cause of the complaint was first brought to the attention of the body subject to the complaint.
27. Where a complaint concerns the observance or non-observance of the Trust's Fair Trading Code of Practice, the requirements for being an eligible complainant in relation to that complaint shall be applied without any limitation by reference to the financial resources of the complainant.
28. The Waterways Ombudsman shall not consider any complaint concerning the current or former employment, or voluntary work, of any person (including the complainant) by the Trust or by the body subject to the complaint. Such complaints are outside the jurisdiction of the Waterways Ombudsman Scheme.
29. Where a complaint is within jurisdiction, the Waterways Ombudsman may only refuse to deal with (or cease to deal with) it on one or more of the following grounds:
- a) the complaint has not completed the final level of the internal complaints procedure of the body that is subject to the complaint;
  - b) the complaint has not been referred to the Waterways Ombudsman within 12 months of the conclusion, or of the deemed conclusion, of the final level of such internal complaints procedure;
  - c) the complaint is frivolous or vexatious;
  - d) the complaint is being, or has been previously, considered by a court, tribunal, other judicial or regulatory body or another ADR entity; or
  - e) dealing with such a complaint would seriously impair the effective operation of the Waterways Ombudsman Scheme.

None of the provisions of this paragraph shall prevent the Waterways Ombudsman from considering, in connection with a substantive complaint, a complaint about the handling of that substantive complaint.

30. Where an actual or potential conflict of interest arises in relation to a complaint, and there is nobody else available to consider the complaint, the Waterways Ombudsman shall explain to both parties the circumstances of the conflict of interest, that they have a right to object to him/her continuing to handle their dispute and that he/she can continue with the complaint only if no party objects. The Waterways Ombudsman will maintain a record of any actual or potential conflicts of interest.
31. The complainant may withdraw their complaint at any stage.

### **Provision of Information**

32. The Waterways Ombudsman may require the Trust or any of its subsidiaries to disclose any documents and to provide any information which in the view of the Waterways Ombudsman relates to the complaint. If that body possesses such information, it shall as soon as reasonably practicable disclose it to the Waterways Ombudsman (unless it certifies to the Waterways Ombudsman that the disclosure of such information would place it in breach of its duty of confidentiality to a third party whose consent has been refused after reasonable endeavours had been used to obtain such consent).
33. If any party to a complaint supplies information to the Waterways Ombudsman and requests that the Waterways Ombudsman treat it as confidential, the Waterways Ombudsman shall not disclose that information to any other party without the consent of the party who has made the confidentiality request, provided that:
- a) maintaining the confidentiality of such information does not impede the Waterways Ombudsman's ability to make a fair and reasonable determination of the complaint; and
  - b) the Waterways Ombudsman is satisfied that the confidentiality request has been made in good faith, and for good reason and not with the aim of obstructing a fair investigation.

### **Recommendations and Awards**

34. Without prejudice to the generality of paragraph 20, and subject to the next paragraph, the Waterways Ombudsman may make an Award that in the opinion of the Waterways Ombudsman is appropriate:
- a) to compensate the complainant for loss or damage suffered by the complainant by reason of the acts or omissions of the body against which the Award is made;
  - b) to reimburse the complainant for incidental expenses reasonably incurred by the complainant in making and pursuing the complaint; and/or
  - c) to appropriately compensate the complainant for distress and inconvenience suffered by the complainant by reason of the acts or omissions of the body against which the Award is made, save always that the Waterways Ombudsman shall not make an Award for distress or inconvenience where the cause of complaint relates to commercial or business activities of the complainant.
35. The Waterways Ombudsman shall not make an Award in relation to any complaint (or in relation to any series of complaints by that complainant that the Waterways Ombudsman considers it would be fair in all the circumstances to treat as one consolidated complaint) of more than £100,000.
36. Any recommendations and/or Award shall be in writing and shall include the Waterways Ombudsman's reasons for making the recommendations or Award.

## **Annual Report**

37. The Waterways Ombudsman shall publish an annual report containing all information required by the Alternative Dispute Resolution for Consumer Disputes (Competent Authorities and Information) Regulations 2015 including but not limited to a summary of the eligible complaints received and decided in the previous year, the recommendations and Awards made by the Waterways Ombudsman and any issues of more general significance arising from individual complaints.

## **ROLE OF THE TRUST**

### **Funding of the Scheme**

38. The Trust shall pay all proper costs of the Scheme, including the Waterways Ombudsman's fees (or other remuneration) and expenses; all costs of publicising the Scheme; and all reasonable expenses and costs of the Committee. The Waterways Ombudsman may at any time bring to the attention of the Committee any apparent shortcoming in the funding of the Scheme.

### **Implementation of Recommendations and Awards**

39. The Trust shall comply with any recommendations or any Award made by the Waterways Ombudsman unless such compliance might result in the Trustees of the Trust breaching their legal obligations as charitable trustees. If the Trustees do refuse to comply, the Trust will publish their reasons on the Trust's website and shall make any further publication of such non-compliance as is reasonably required by the Waterways Ombudsman.

40. Unless the Trustees of the Trust refuse to comply in accordance with paragraph 39 above, on the making of any recommendations or of an Award by the Waterways Ombudsman, the Trust shall (or shall ensure that the relevant subsidiary shall) as soon as reasonably practicable take such steps as are necessary to comply with the recommendations or to make payment of the Award and shall in any event report to the Waterways Ombudsman within 20 working days what steps it has taken or is in the course of taking.

## **INTERPRETATION**

41. In these Rules:

- a) "Award" means compensation in money or money's worth.
- b) "Subsidiary" has the meaning given by section 736 Companies Act 1985.
- c) "Complaint File" means the file comprising all relevant information relating to the complaint (including all written and oral evidence) received from both the complainant and the body against which the complaint has been made.
- d) "Complete Complaint File" means the Complaint File as well as any required expert opinions, witness statements, external evidence or any other relevant evidence (including all written and oral evidence) which is necessary for the Waterways Ombudsman to investigate and make a decision on that complaint.

Dated 19<sup>th</sup> August 2015

## APPENDIX

### LIST OF TRUST SUBSIDIARIES (EXCLUDING JVs) as at 16 April 2015

British Waterways Marinas Limited (BWML)

Canal & River Trading CIC

Canal & River Reinsurance Limited

The Waterways Trust (TWT)

NWM Enterprises Limited

Ribble Link Construction and Operation Limited

Rochdale Canal Company

Waterways Pension Trustees Limited

Canal & River Pension Investments LP

Canal & River Pension Partner Ltd

Limehouse Basin Management Ltd

Blackwall Estates Limited

The companies below are wholly owned private limited liability companies which are currently dormant.

- Canal & River Developments Limited
- Canal & River Friends Limited
- Canal & River Fundraising Limited
- Canal & River Investments Limited
- Canal & River Marinas Limited