

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Governance and Probity Meeting

Wednesday 1st February 2023

**LSIDB Offices/Virtual
10.30am**

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE GOVERNANCE & PROBITY COMMITTEE

Approved 8th June 2022, Minute 3421

Matters for recommendation by the Committee to the Board

1. Consideration of proposals affecting the structure, size or composition of the Board.
2. Consideration of Nomination, selections and removal of Board Members.
3. Consideration of any proposal to alter the Board's overall corporate governance arrangements and committee structure.
4. Formulation or revision of Standing Orders, Procedural Rules, Financial Regulations and policies.
5. Terms of reference of, and delegations to, committees.
6. Delegations to Officers.
7. Formulation or revision of Codes of Member and Officer Conduct or related Protocols.
8. Formulation or revision of any policy document relating to the Board's policies or practices under Data Protection, Freedom of Information or Anti - Fraud or Bribery legislation and IT Security/E-risks.
9. Formulation or revision of Complaints Procedures.
10. Delegation to the Principal Officer to receive, consider and determine complaints and to submit reports to Members as appropriate.
11. Formulation of any protocols intended to clarify and/or facilitate the efficient administrative operation of the Board or its Committees.
12. To keep under regular review the content and effectiveness of the Board's corporate governance arrangements generally and to make appropriate recommendations to the Board.

**Minutes of the Governance and Probity Committee of the
Lower Severn (2005) Internal Drainage Board
Meeting held Wednesday 30th November 2022 at 10.30 am
The Gables**

Present

Cllr Behan

(Chairman)

Mrs F Collins

Manjit Pope

Chief Executive Officer

CEO

Louise Reading

Minutes

3484	Election of Chairman 2022/23 The CEO invited nominations for the post of Chairman. Cllr B Behan was proposed as acting Chairman. Resolved that: <ul style="list-style-type: none"> • Cllr Behan be elected as acting Chairman for this meeting. 	
3485	Election of Vice Chairman 2022/23 Mrs F Collins was proposed as acting Vice Chairman for this meeting. Resolved that: <ul style="list-style-type: none"> • Mrs F Collins be elected as acting Vice Chairman for this meeting. 	
3486	Apologies There were apologies from Ald P Abrahams, Cllr P Howells, Cllr J Jones, Mrs S Milestone	
3487	Chairman's Announcements Standing Order 11 was suspended to allow business to be transacted.	
3488	Declarations of Interest There were no declarations of interest.	
3489	Minutes of Previous Meeting It was resolved that <ul style="list-style-type: none"> • The minutes of the Governance and Probity Committee meeting on 30th March 2022 be approved as a true and correct record. • The minutes of the Governance and Probity Committee meeting on 25th May 2022 be approved as a true and correct record. 	
3490	Terms of Reference The new Terms of References for the Interim Capital Pumping Station Programme Board and Executive Committee were reviewed. Members supported this new governance to assist the programme delivery process. These were being submitted to the Extraordinary Board Meeting on 14 th December for approval. Members considered if Governance and Probity Committee could be given some powers to determine not just recommend outcomes. However, it was decided that as Governance was being reviewed in stages to leave them as they are. It was resolved that;	

	<ul style="list-style-type: none"> The Governance and Probity Committee support the new Terms of Reference for the Executive Committee and Interim Capital Pumping Station Programme Board. 	
3491	<p>Guidance to Councils on Appointing Members Members reviewed a document that Water Management Alliance give to councils in their area for appointing Members. It was agreed that the LSIDB would benefit as would Councils for having better information in respect of appointing members. This would be revisited at the next Committee meeting.</p> <p>It was resolved that;</p> <ul style="list-style-type: none"> The report be noted 	
3492	<p>Policies to be reviewed <i>Members code of conduct</i> The CEO explained to Members that she had added in the iCare values to the Members code of conduct and suggested that Members sign up to the code of conduct each year when the Declarations of interest are reviewed. Members felt this was a welcome addition.</p> <p><i>Grievance Hearings/Guidance for Elected Members in respect of Extended Absence/Home working policy.</i> There were minor amendments to thee polices changing PO to CEO. The Committee thought it sensible to recommend that all changes to policies from PO to CEO can be completed without Board approval.</p> <p>It was recommended that;</p> <ul style="list-style-type: none"> The Members code of conduct including the new iCare values be submitted to the Board for approval as per Appendix A. The Grievance Hearing procedure be submitted to the Board for approval as per Appendix B. The Guidance for Elected Members in respect of absence be submitted to the Board for approval as per Appendix C. The Home Working Policy be submitted to the Board for approval as per Appendix D. <p>It was noted that there are and will be going forward changes to all policies in respect of the change of role from Principal Office (PO) to Chief Executive Officer (CEO)</p> <p>Members discussed recommending that this operational amendment should be changed as and when and be omitted to being bought to the Full Board via Governance and Probity Committee for resolution.</p> <p>It was recommended that</p> <ul style="list-style-type: none"> All policies can have PO changed to CEO without being submitted to the Full Board for approval. 	
3493	<p>Mission Statement & Strategic Objectives Members reviewed the revised mission statement and strategic objectives and recommended some minor changes.</p> <p>It was recommended that:</p> <ul style="list-style-type: none"> The Mission Statement & Strategic Objectives be submitted to the Board for approval as per Appendix E. 	
3494	<p>Schedule of Policies</p> <p>It was resolved:</p> <ul style="list-style-type: none"> The schedule of policies be noted 	

3495	Date of Next Meeting Members noted that the next Governance and Probity meeting would be held on 29 th March 2023.	
	Meeting closed at 12:20 pm	

LOWER SEVERN INTERNAL DRAINAGE BOARD

MEMBERS' CODE OF CONDUCT

FOREWORD

This Members' Code of Conduct has been prepared by the Lower Severn Internal Drainage Board, and is compliant with the *Code of Conduct for Board Members of Public Bodies* issued by the Cabinet Office, June 2011.

The Board has adopted this Members' Code of Conduct as one of its policies and is committed to its implementation. The Board will review the Members' Code of Conduct periodically and update it as appropriate.

Signed: _____

Minute: 3173

Name: _____

Date: _____

Chairman of the Board

CONTENTS

Part 1 GENERAL PROVISIONS

1. Introduction and interpretation
2. Scope
3. Key principles of public life
4. General conduct
5. Use of public funds
6. Allowances
7. Gifts and hospitality
8. Responsibilities

Part 2 MEMBERS' INTERESTS

9. Personal interests
10. Disclosure of personal interests
11. Prejudicial interest generally
12. Effect of prejudicial interests on participation of debate

Part 3 REGISTRATION OF MEMBERS' INTERESTS

13. Registration of members' interests
14. Sensitive information

LOWER SEVERN INTERNAL DRAINAGE BOARD

MEMBERS' CODE OF CONDUCT

Part 1

GENERAL PROVISIONS

1. Introduction and interpretation

- 1) This code applies to **you** as a Member of an Internal Drainage Board.
- 2) In this code "Member" includes:
 - (a) an appointed Member;
 - (b) an elected Member; and
 - (c) a co-opted Member,of an Internal Drainage Board.
- 3) As a Member it is your responsibility to comply with the provisions of this Code.
- 4) In this Code "meeting" means any meeting of:
 - (a) the Internal Drainage Board;
 - (b) any of the Internal Drainage Board's Committees, Sub-Committees or Working Parties

2. Scope

- 1) You must comply with this Code whenever you:
 - (a) conduct the business of your Internal Drainage Board (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) claim to
 - (c) or act or consciously give the impression you are acting as a representative of your Internal Drainage Board, and references to your official capacity are construed accordingly.
- 2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- 3) Where you act as a representative of your Internal Drainage Board:
 - (a) on another relevant Internal Drainage Board, you must, when acting for that other Internal Drainage Board, comply with that other Internal Drainage Board's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your Internal Drainage Board's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3. Key Principles of Public Life

- 1) When acting as a member of an Internal Drainage Board you should behave in a manner consistent with the following principles to achieve good water management of the district, and maintain public confidence in the Internal Drainage Board:
 - (a) **SELFLESSNESS:** You should take decisions solely in terms of the public interest. You should not do so in order to gain financial or other material benefits for themselves, their family, or their friends;
 - (b) **INTEGRITY:** You should not place yourself under any financial or other obligation to outside individuals or organisations that might, or might be perceived to, influence you in the performance of your official duties;
 - (c) **OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit
 - (d) **ACCOUNTABILITY:** You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office;
 - (e) **OPENNESS:** You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands;
 - (f) **HONESTY:** You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest;
 - (g) **PERSONAL JUDGEMENT:** You may take account of the views of others, including their political groups, but should reach your own conclusions on the issues before you and act in accordance with those conclusions;
 - (h) **RESPECT OF OTHERS:** You should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. You should respect the impartiality and integrity of the Internal Drainage Board's statutory officers, and its other employees;
 - (i) **DUTY TO UPHOLD THE LAW:** You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you; and
 - (j) **LEADERSHIP:** You should promote and support these principles by leadership and example.

4. General conduct

- 1) You must treat others, including employees and Members of your Internal Drainage Board, with courtesy and respect.
- 2) You must not:
 - (a) do anything which may cause your Internal Drainage Board to breach the Equality Act 2010;
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be:
 - i) a complainant,
 - ii) a witness, or

- iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her Internal Drainage Board's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your Internal Drainage Board.
 - (e) ask or encourage Members or employees of your Internal Drainage Board to act in any way which would conflict with their own Code of Conduct.
- 3) You must not:
 - (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - i) you have the consent of a person authorised to give it;
 - ii) you are required by law to do so;
 - iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - iv) the disclosure is:
 - (aa) reasonable and in the public interest; and
 - (ab) made in good faith and in compliance with the reasonable requirements of the Internal Drainage Board; or
 - (b) prevent another person from gaining access to information to which that person is entitled by law.
- 4) You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or Internal Drainage Board into disrepute.
- 5) You:
 - (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - (b) must, when using or authorising the use by others of the resources of your Internal Drainage Board:
 - i) act in accordance with your Internal Drainage Board's reasonable requirements; and
 - ii) ensure that such resources are not used improperly for personal gain.

5. Use of Public Funds

- 1) You have a duty to ensure the safeguarding of public funds and the proper custody of assets which have been publicly funded.
- 2) You must carry out your fiduciary obligations responsibly – that is, take appropriate measures to ensure that the body uses resources efficiently, economically and effectively, avoiding waste and extravagance.

6. Allowances

- 1) You must comply with the rules set by the Internal Drainage Board regarding remuneration, allowances and expenses. It is your responsibility to ensure

compliance with all relevant HM Revenue and Customs' requirements concerning payments, including expenses.

7. Gifts and hospitality

- 1) You must not accept any gifts or hospitality which might, or might reasonably appear to, compromise your personal judgement or integrity or place you under an improper obligation.
- 2) You must never canvass or seek gifts or hospitality.
- 3) You must comply with the rules set by the body on the acceptance of gifts and hospitality. You should inform the ~~Clerk~~ **Chief Executive Officer** of any offer of gifts or hospitality and ensure that, where a gift or hospitality is accepted, this is recorded in a public register in line with the rules set by the body.
- 4) You are responsible for your decisions on the acceptance of gifts or hospitality and for ensuring that any gifts or hospitality accepted can stand up to public scrutiny and do not bring the public body into disrepute.

8. Responsibilities as a Board Member

- 1) You should play a full and active role in the work of the Internal Drainage Board. You should fulfil your duties and responsibilities responsibly and, at all times, act in good faith and in the best interests of the Board.
- 2) You should deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability. You must not act in a way that unjustifiably favours or discriminates against particular individuals or interests.
- 3) You must comply with any statutory or administrative requirements relating to your post.
- 4) You should respect the principle of collective decision-making and corporate responsibility. This means that, once the Board has made a decision, you should support that decision.
- 5) You must not use, or attempt to use, the opportunity of public service to promote your personal interests or those of any connected person, firm, business or other organisation.
- 6) You should act in the interests of the Board as a whole and not as a representative or delegate of the body by whom you are appointed. You must not use your position as a Board Member except for the benefit of the Board.
- 7) As a Board Member you have duties and responsibilities analogous to those of directors of companies, who owe a fiduciary duty to the company and must exercise independent judgement.
- 8) Subject to your obligations as a Board Member under this Code (including the disclosure and registration of interests), the requirements of the Code are not intended to restrict your rights, acting in a private capacity, to safeguard or promote your own proper interests.

Part 2

MEMBERS' INTERESTS

9. Personal interests

- 1) You must ensure that no conflict arises, or could reasonably be perceived to arise, between your public duties and your personal interests – financial or otherwise.
- 2) You must remove yourself from the discussion or determination of matters in which you have a financial interest. In matters in which you have a non-financial interest, you should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.
- 3) When considering what non-financial interests should be declared, you should ask yourself whether a member of the public, acting reasonably, would consider that the interest in question might influence your words, actions or decisions.
- 4) It is your responsibility to ensure that you are familiar with the Board's rules on handling conflicts of interests, that you comply with these rules and that your entry in the Board's Register of Members' Interests is accurate and up-to-date.
- 5) You have a personal interest in any business of your Internal Drainage Board where either:
 - (a) it relates to or is likely to affect;
 - i) anybody of which you are a member or in a position of general control or management and to which you are appointed or nominated by your Internal Drainage Board;
 - ii) anybody:
 - (aa) exercising functions of a public nature;
 - (ab) directed to charitable purposes; or
 - (ac) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
of which you are a Member or in a position of general control or management;
 - iii) any employment or business carried on by you;
 - iv) any person or body who employs or has appointed you;
 - v) any person or body, other than a relevant Internal Drainage Board, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - vi) any person or body who has a place of business or land in your Internal Drainage Board's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - vii) any contract for goods, services or works made between your Internal Drainage Board and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - ix) any land in your Internal Drainage Board's area in which you have a beneficial interest;

- x) any land where the landlord is your Internal Drainage Board and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
- xi) any land in the Internal Drainage Board's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of:
 - i) other Board ratepayers
 - ii) ratepayers or inhabitants of the locality affected by the decision;
- 6) In paragraph 9.5(b), a relevant person is—
 - (a) a Member of your family or any person with whom you have a close association;
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in paragraph 9.5(a)i or 9.5(a)ii.

10. Disclosure of personal interests

- 1) Subject to paragraphs 10.2 to 10.5, where you have a personal interest in any business of your Internal Drainage Board and you attend a meeting of your Internal Drainage Board at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- 2) Where you have a personal interest in any business of your Internal Drainage Board which relates to or is likely to affect a person described in paragraph 9.5(a)i or 9.5(a)ii(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- 3) Where you have a personal interest in any business of the Internal Drainage Board of the type mentioned in paragraph 9.5(a)viii, you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- 4) Paragraph 10.1 only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- 5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your Internal Drainage Board's Register of Members' Interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

11. Prejudicial interest generally

- 1) Subject to paragraph 11.2, where you have a personal interest in any business of your Internal Drainage Board you also have a prejudicial interest in that business where the interest is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

- 2) You do not have a prejudicial interest in any business of the Internal Drainage Board unless that business:
 - (a) affects your financial position or the financial position of a person or body described in paragraph 9;
 - (b) relates to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 4; or
 - (c) if that business relates to the functions of your Internal Drainage Board in respect of—
 - i) an allowance, payment or indemnity given to members;
 - ii) setting drainage rates or a special levy under the Land Drainage Act 1991.

12. Effect of prejudicial interests on participation of debate

- 1) If you have a prejudicial interest in any item of business, you must declare that interest and leave the meeting whilst the item is under consideration. Accordingly, you can take no part in the discussion or voting on the matter.

Part 3

Registration of Members' Interests

13. Registration of Members' Interests

- 1) Subject to paragraph 14, you must, within 28 days of:
 - (a) this Code being adopted by or applied to your Internal Drainage Board; or
 - (b) your election or appointment to office (where that is later),
 register in your Internal Drainage Board's Register of Members' Interests details of your personal interests where they fall within a category mentioned in paragraph 9.1(a), by providing written notification to your Internal Drainage Board's ~~Principal Officer~~ **Chief Executive Officer**.
- 2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph 13.1, register details of that new personal interest or change by providing written notification to your Internal Drainage Board's ~~Principal Officer~~ **Chief Executive Officer**.

14. Sensitive information

- 1) Where you consider that the information relating to any of your personal interests is sensitive information, and your Internal Drainage Board's ~~Principal Officer~~ **Chief Executive Officer** agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 14.
- 2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 14.1 is no longer sensitive information, notify your Internal Drainage Board's ~~Clerk~~ **Chief Executive Officer** asking that the information be included in your Internal Drainage Board's register of members' interests.

- 3) In this Code, “sensitive information” means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

I • C A R E



INNOVATION

We will welcome ideas

We are willing to change

We will make new partnerships



COMPASSIONATE

We will value our relationships

We will treat people with kindness

We will look after each other

We will create an environment that fosters privacy and dignity



ACCOUNTABLE

We will take ownership for what we do

We will use the public's money well

We will learn from our mistakes

We will hold others to account

We will be open and honest



RESPECTFUL

We will treat people fairly

We will recognise individuality

We will deal with inappropriate behaviour firmly



EXCELLENT

We will keep people safe

We will deliver high quality services

We will keep on improving

We will learn from our mistakes

I [Board Member] agree to follow the above Member code of conduct and I understand my responsibilities as a Member of the Lower Severn Internal Drainage Boards Board.

Signed

Dated:

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

GRIEVANCE HEARINGS: PRINCIPLES AND PROCEDURE

STEP	ACTION	TIMESCALE
1	On receipt of a formal written grievance, PO CEO invites the aggrieved party and their chosen representative to a meeting to hear their grievance.	Within 7 working days
2	PO CEO , together with two Members as agreed between the PO CEO and the Chairman, listen to the aggrieved party's representations, ask questions as appropriate and adjourn the meeting.	Within 14 working days
3	PO CEO and the two Members discuss the issues raised, investigating where necessary and make a decision.	-
4	PO CEO writes to the aggrieved party – and/or arrange a meeting with them – to notify them of the decision, the reasons why and advise them of their right of appeal.	Within 2 working days of Step 3
5	If the case proceeds to the appeal stage, the aggrieved party set out in writing to the PO CEO the basis for their appeal.	Within 14 working days of Step 4
6	PO CEO , together with <u>two different</u> Members as agreed between the PO CEO and the Chairman, conducts a second meeting with the aggrieved party along the same lines as the first hearing of the case.	Within 14 working days of Step 5
7	PO CEO notifies the aggrieved party of the outcome of their appeal.	Within 2 working days

PRINCIPLES

1. The ~~PO~~ **CEO** and nominated Members have full delegated authority to determine the case.
2. When a survey or review report is commissioned from a third party, the Board should be very clear about whether or not the findings of the report are intended to be binding, and if not, why not.
3. The Board's position on its expectations regarding a forthcoming survey or review should be communicated to all affected staff.
4. In the interest of maintaining trust between employer and employee, the results of a survey/review should be shared with the affected employee. The findings should not be redacted or amended in any way.
5. Similarly, any information obtained by an employee should be shared with the Members and officers dealing with the case, along with an indication of its provenance.
6. The process is fully documented, (eg correspondence and minutes of meetings).
7. In order to promote mutual understanding and to avoid doubt, oral communications should always be confirmed in writing, dated and shared.
8. The Board's dealings with an aggrieved member of staff, whilst confidential, should be open and transparent. Both officers and Members should ensure that information provided to either party, from whatever source, should be shared in full by both sides so that the same facts and arguments are available to all. This is in line with the judicial process whereby lawyers for each side must disclose the details of their respective cases prior to the court hearing.
9. Staff should be provided with direct access to Members on request– eg Chairman and Vice –Chairman of the Board together with the Chairman of the ~~Staff & Pensions~~ **Human Resources** Committee – so that they can explain their case informally; this may help to avoid recourse to the formal grievance procedure.
10. Grievance cases should be heard without delay.
11. Both parties must accept that no action should be taken that prejudices a case (eg by issuing a management instruction, amending a contract of employment or working to rule) during its progress through the grievance procedure.

In order to maintain impartiality, where a case appears to be intractable then formal mediation should be used to achieve a full, fair and final resolution.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Guidance Note for Elected Members in Respect of Extended Absence

Approved 22 June 2016 Minute No 2352

1. It is the responsibility of elected Members to ensure that their membership of the Board does not cease by reason of unapproved absence.
2. Without prejudice to the above, an appropriate officer will maintain a check on attendance and will contact a Member if there appears to be a danger of losing their membership of the Board through non-attendance at meetings.
3. Prior to the expiration of 6 months from their last attendance at a meeting of the Board (which term includes Committees, Sub-Committees and Working Parties or Panels), the Member should apply for an extension in writing (by letter or e-mail) if he or she believes that they will not be able to attend another meeting within the 6 month period, stating the reasons for the request and indicating the anticipated length of extension required.
4. If time constraints allow, the request will be put to the next available Board meeting. If time constraints do not allow this, the Chairman and Vice-Chairman of the Board will determine the request after consulting the Chairman of the Governance & Probity Committee and the ~~Head of Governance~~ *Chief Executive Officer*.
5. Once an extension has been given, any further application to extend the period granted in respect of the initial request will be a matter solely for a Board meeting to determine.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

HOME WORKING POLICY

Introduction

This policy applies to any work being done at home, by an employee for part of their working week at home (“a part week homeworker”). The term “homeworker” or “homeworking” in this policy covers any of these employees.

This policy is not intended for use where a period of temporary homeworking is being proposed, but rather is for use where a permanent change of terms is being made regarding homeworking.

The Board supports homeworking in appropriate circumstances either on an occasional or regular basis. However, those who are allowed to work from home must comply with this policy and the decision as to whether or not any homeworking is appropriate remains with the Board.

The holders of the following posts are designated as “part week homeworkers”:

~~Principal Officer~~ **Chief Executive Officer**, Accounts Officer, Land Drainage Engineer, Civil Engineer, Admin/Payroll Officer and Ratings/Admin Officer.

Place of work

A designated homeworker’s place of work will be their current home address. Where this changes, it is the responsibility of the designated homeworker to notify the Board. A minimum of four weeks’ notice of change of address must be provided.

Office attendance by homeworkers

A homeworker can be required to attend, or work from, the office at the Board’s discretion on any day that they would normally work at home, provided reasonable notice is given. This can be for any reason including:

- for the purposes of attending meetings, briefings or training;
- during key points of a business cycle; or
- to deputise for absent colleagues.

Travel costs of designated homeworkers

All business trips undertaken to and from the home address of a designated homeworker will be refunded in line with the Board’s normal reimbursement of expenses arrangements.

Equipment and workstation

The homeworker will be required to provide a secure room in which they will work, preferably dedicated to work purposes.

For all homeworkers, the Board will provide:

- all necessary computer equipment; and
- stationery.

Any equipment and office supplies remain the property of the Board and must not be removed from the homeworker's home address without written permission from their line manager, save to bring to a work location. They must not be used other than for work purposes. It is the responsibility of the homeworker to take reasonable care of them and they will be responsible for any damage to them which goes beyond normal wear and tear. The homeworker must report any damage to them, or malfunctioning of them, to their line manager as soon as possible.

Provided reasonable notice is given, homeworkers must allow other Board employees and contractors acting on the Board's behalf, to have access to their home at any reasonable time, in order that those employees or contractors:

- may install, inspect, replace, service, repair or maintain the items listed above; or carry out a risk assessment, or
- collect items belonging to the Board (including any of the items listed above) on termination of employment, if they have not already been returned within the period requested.

Reimbursement of costs

Homeworkers will be reimbursed for all reasonable costs, provided itemised receipts are submitted in accordance with the Board's normal reimbursement arrangements.

Insurance

All property provided for use in the home will be covered under the Board's insurance policy.

Any homeworker provided with Board property at home must not do, cause or permit any act or omission which will affect coverage under the Board insurance policy. If in any doubt as to whether particular acts or omissions will have this effect, the homeworker should consult their line manager immediately.

Homeworkers who hold a household/home insurance policy must notify their insurer of their homeworking arrangements, and are responsible for ensuring that those arrangements do not breach any policy condition, restrictive covenant affecting their home address, local authority planning restriction or mortgage condition.

General liability

As owner/occupier of their home, the homeworker remains responsible for ensuring:

- the safety of any visitors to the premises, as well as any other family members, particularly children;
- that the general fabric of the home and its fixtures and fittings, including in any area in which the homeworker works, are maintained in a safe and functional state for performance of work there; e.g. electrical sockets and other parts of a homeworker's domestic electric system are their own responsibility;
- that the costs of electricity, water, heating, telephone, broadband and other utilities (save as specifically agreed otherwise) are paid and remain the employee's responsibility.

Confidentiality, data protection and use of Board IT systems

All homeworkers must comply with their duties and obligations with regard to confidentiality, data protection and use of the Board's IT systems and network under their contracts of employment and relevant policies, including in relation to e.g. data protection, internet, email and communications, information security, Acceptable Use and records retention.

Homeworkers should refrain from revealing to customers/clients that they work from home. They must not provide their personal address or personal contact details to customers/clients or to any third parties associated with the Board. Meetings between customers/clients and employees at home are prohibited. All communications should be routed through the Board workplaces.

The homeworker is responsible for maintaining the security and confidentiality of any business-related resources, equipment or information to which the homeworker has access. In particular:

- the homeworker must take all reasonable steps to restrict the access of family and friends to work equipment, materials, documents and other data in order to avoid damage or loss and maintain business confidentiality;
- the homeworker must ensure that all confidential material that requires disposal is shredded or, in the case of electronic material, securely destroyed, as soon as any need for its retention has passed; and
- the homeworker must take reasonable care of work-related information and Board property when travelling to or from home.

Health and safety

The Board has certain obligations under health and safety legislation which may require it on occasion to perform a risk assessment of the work activities carried out by a homeworker. The purpose of completing a risk assessment is to identify the hazards relating to the homeworker's work activities and to decide whether sufficient steps have been taken to prevent harm to the homeworker or anyone else who may be affected by their work.

Risk assessments in relation to the working environment of a homeworker may, depending on what approach is viewed as most appropriate by the Board, be carried out by another employee or by a contractor on the Board's behalf (and, in order to facilitate this, the homeworker is required to provide access to their home to the extent described above); or as a self-assessment by the homeworker.

Where self-assessments are required, appropriate guidance and advice will be provided to the homeworker; and the homeworker is expected to cooperate fully and follow such guidance.

Where a homeworker works with display screen equipment:

- the Board will ensure that the equipment is safe and fit for use, and advice will be provided to the homeworker on how to use it safely, including information on breaks from work; and
- they are entitled to eye tests paid for by the Board, in line with standard guidelines for other employees.

All risk assessment findings will be recorded and reviewed as appropriate.

In the event that an accident occurs, or the homeworker contracts an illness or sustains an injury, or generally feels unfit to work, this must be notified as soon as possible to their line manager. A homeworker must inform their line manager as soon as possible if they become pregnant.

For further health and safety information, see the Health and Safety Policy.

Communication and meetings

To minimise the potential isolation of designated homeworkers, and/or to allow for their proper supervision and management, line managers will, where appropriate, involve homeworkers in regular meetings or consultations. Homeworkers are required to attend such meetings. If a homeworker cannot attend a scheduled meeting for good reason, they should notify the person organising the meeting in advance.

In addition to regular meetings, line managers will ensure that regular contact is made between the designated homeworker and members of the homeworker's team.

Homeworkers are expected to be contactable, within reason, during the agreed hours of work. Contact outside these hours will only be made in cases of urgency.

Training and development

Training of designated homeworkers will take place as appropriate and required. Designated homeworkers will be expected to participate in any departmental or general training sessions.

Designated homeworkers will have the same opportunities as office-based workers to apply for advertised vacancies within the Board.

Monitoring and review

The homeworking policy will be reviewed on a regular basis.

In the unlikely event that the homeworking arrangement is not operating effectively, the Board reserves the right to require a homeworker to undertake their work in the office on a permanent basis instead. In the event that this occurs, the Board will provide the homeworker with reasons for the change and give reasonable notice of its implementation.

Lower Severn IDB's Mission Statement

To provide land drainage, flood risk management and surface water management that enables communities to thrive and enjoy the amenity and biodiversity benefits of the water environment.

Lower Severn IDB's Vision

LSIDB significantly contributes towards the sustainable management of the Lower Severn area with special drainage needs. Our vision is to deliver an efficient, cost-effective service and be recognised as key participants of the FCERM (Flood and Coastal Erosion Risk Management) community providing exemplary water level management within the areas we serve and assisting all our partners. LSIDB is valued for the role we undertake in helping deal with current and future human and environmental challenges, and in improving and conserving our quality of life.

LSIDB's Strategic Objectives

- Reduce the risk to people, property, agricultural and developed infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood management and defences within our areas.
- Become the preferred local delivery partner of choice for all flood risk management services in our watershed catchment areas, by working closely with other Flood Risk Management Authorities, partners and stakeholders.
- Enable and facilitate land use for residential, agricultural, commercial, recreational and environmental purposes in our areas by guiding and regulating activities that would otherwise increase flood risk.

Lower Severn IDB's guiding principles are:

- Be recognised as a competent FCERM authority
- Play a full part in local partnerships
- Have a distinct role working with other relevant authorities
- As a regulatory body we Strive to become 'The benchmark delivery partner' of choice for Lead Local Flood Authorities and partners
- Build capacity and adjust to deal with new challenges
- Leading example in sustainable service operations and our proactive adaption to climate change impacts

Work Experience Placement Code of Conduct Policy

Introduction

The Board are looking to welcome their first Work Experience Student in March this year. A pilot programme has been put together. Part of this is a code of conduct for students and adults working with children and young people to adhere to.

In addition to this the following documents have been prepared and being finalised:

- Risk Assessment (with Citation)
- Flyer and Key Information (Appendix A)
- Consent form (Appendix B)
- Student Work Experience Placement Code of Conduct (Appendix C)
- Schedule

The Board is covered by the Insurance company for Student placements.

If the pilot is successful then we would look to roll this out. Local schools would be contacted and our placement would be offered to them to include on their lists.

The placement provides a well-rounded experience and is accessible to children/young people interested in many different areas such as:

- Engineering
- Flooding/Climate/ Biodiversity
- Finance and Business
- Agricultural operations

The work experience placement will help to highlight the important work of the Board and support the local community and its schools.

RECOMMENDATIONS

- (1) The Committee recommend to the Board for approval the Student Work Experience Placement Code of Conduct as per Appendix C.

If you are interested in

- ★ Engineering
- ★ Environment
- ★ Biodiversity
- ★ Hydrology
- ★ Flood Risk Management



STUDENT WORK EXPERIENCE AT THE LOWER SEVERN INTERNAL DRAINAGE BOARD



Contact Louise Reading at the
Lower Severn IDB on 01454
413340
lreading@lowersevernidb.org.uk



LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

STUDENT WORK EXPERIENCE PLACEMENT KEY INFORMATION

Student placements will be from Monday to Friday and can be either 8.30 – 16.30 or 9.00 – 17:00 with an hour for lunch. There are no facilities such as a canteen or shop close by so students will need to bring their lunch. There is a small kitchen with a fridge microwave, toaster and access to hot drinks and water.

Students can wear smart casual clothes. Walking boots or appropriate outdoor footwear will be needed for attending on site.

Any protective clothing such as hi-vis vests, hard hats will be provided by the Board.

Work Experience Students are covered under the Board Insurance

Students will gain exposure to the working of a Drainage Board including up to three days offsite with our Engineers, a day in the office to see how operations link with finance, governance and supporting roles and a day to reflect, make notes, talk about what they enjoyed what they didn't, a chance to revisit areas of particular enjoyment (time permitting).

Students will be encouraged to ask questions, to develop their learning and to have fun.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

STUDENT WORK EXPERIENCE PLACEMENT CONSENT FORM

Dates of Work Experience:

Child/Young Person Contact Details

First Name	
Surname	
Date of Birth	
Address	
Telephone Number	
Email	

Parent/Guardian

Name	
Relationship	
Contact Numbers	
Emergency Contact if different from above	

Does your child or young person:

- (1) have any medical conditions or allergies that may affect their placement (e.g., Asthma, epilepsy, nut allergy....)

YES/NO

If yes please provide details

- (2) require any additional support during placement (such as sensitive to loud noises, access...)

YES/NO

If yes please provide details

- (3) agree to any filming or photography with the possibility that these may be used on our website, local and national publications and media streams

YES/NO

If yes please provide details

Our code of conduct outlines the behaviours for all parties involved and is there to provide a safe, respectful, fun and enjoyable working experience for you child/young person.

The data collected is necessary for the administration of the work experience placement. All data collected is protected under the Boards Data Protection Policy.

Parent/Guardian Consent:

I agree to the following statements;

- I will provide immediate updates of changes to medical conditions
- I will read through with my child/young person the student work experience placement code of conduct
- I am aware and understand this is a work experience placement.
- I have provided emergency contact details

Signed.....

Date.....

Should you wish to discuss any element of the Work Experience Placement please contact:

Louise Reading

01454 413340

lreading@lowersevernidb.org.uk

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

STUDENT WORK EXPERIENCE PLACEMENT CODE OF CONDUCT For Officers and Placement Students

Adults working with children or young people will have a duty of care towards the children and young people we work with. You will be seen as a role model and therefore it is expected that you will act appropriately.

ADULTS WORKING WITH YOUNG PEOPLE

Adults working with young people are responsible for:

- The welfare of children and young people
- Adhering to the law at all times
- Adhering to the Boards policies and principles
- Providing a safe environment at all times, including encouraging children and young people to feel secure to speak out if behaviours make them feel uncomfortable
- Be aware of safeguarding
- Report any concerns about behaviour to the Project and Governance Officer.
- Treat children and young people fairly and without prejudice
- Respect children and young people's individualities
- Show patience and understanding
- Ensure the content of the work is appropriate, safe and relevant.
- Providing adequate supervision for the child or young person
- Listen to children and young people's contributions with respect

Unacceptable Behaviour

- Do not consume alcohol, cigarettes, e-cigarettes/vapes
- Engage in inappropriate behaviour
- Act in a threatening manner
- Communications should not be patronising, sarcastic, rude, derogatory or of a sexual nature
- Take unnecessary risks
- Give a young person, personal details such as mobile, address...

Should you need to break confidentiality to follow children protection then it is important that you explain this to the child or young person as soon as you possibly can.

Non-compliance of the above could result in executing the Board Disciplinary procedure and the relevant action will be taken. If necessary statutory agencies will be contacted also.

CHILDREN ON PLACEMENT

Children on placement with the Board will be encouraged and supported to learn, take part and have fun in their work experience.

They should;

- Cooperate with others
- Be responsible for their behaviour
- Listen to others
- Have good manners
- Be respectful
- Be friendly
- Feel safe to talk to members of staff about any worries or concerns they have
- Have fun!

They should not;

- Be disrespectful, rude or abusive towards anyone
- Behave in an intimidating manner.

If the Code of Conduct is Broken

Minor/first time incident will result in a reminder as to how to behave, this provides an opportunity to rethink and change.

If the code of conduct continues to be disregarded or a serious incident occurs then a formal warning will be issued. This will include a chat about the behaviour, a record being taken and if appropriate parents will be informed.

In the event there is still a continuation with unacceptable behaviour, the school and parent/guardian will be contacted to discuss how best to progress the work experience however it may be that the placement is ceased.