

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# Governance and Probity Meeting

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Wednesday 25th May 2022

**Virtual Meeting**  
**On the rise of the Extraordinary Full Board Meeting**

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## TERMS OF REFERENCE OF THE GOVERNANCE & PROBITY COMMITTEE

Approved 8<sup>th</sup> June 2022, Minute xxxx

### 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.

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## TERMS OF REFERENCE OF THE ~~STAFF & PENSIONS~~ **HUMAN RESOURCES** COMMITTEE Approved 8<sup>th</sup> June 2022, Minute xxx

### Matters for determination by the Committee

1. Managerial ~~Staff~~ appraisals
2. Employee ~~and Board Member~~ Training
3. Early Retirement/Redundancy
4. Outsourcing payroll
5. Consideration of employment & pension procedures, ~~policies and handbook~~
6. ~~Job descriptions and person specifications~~

### Matters for Recommendation by the Committee to the Board

7. Staff structure
8. Terms & Conditions of employment (including remuneration)
9. Early Retirement and Pension Policy
- ~~10. Pension Fund Management~~
11. Redundancy Policy
12. Human Resources and Health and Safety policies and consultancies.
13. Human Resources and Health and Safety training and reporting.

## **TERMS OF REFERENCE OF THE TREASURY SUB COMMITTEE**

**Approved 8<sup>th</sup> June 2022, Minute xxxx**

### **Matters for determination by the Sub Committee.**

1. To ensure that the Sub Committee meets at least twice a year.
2. To determine the future investment strategy of the funds held as long term investments, having taken professional advice.
3. To reinvest the income accumulated from the long term investments, having taken professional advice.
4. To invest future contributions received from developers. Having taken professional advice.
5. To undertake portfolio reviews of the investment strategy twice a year.
6. To plan cash management and determine the placing of short term cash surpluses in deposit accounts on an annual basis.

### **Matters for recommendation by the Sub Committee to the Finance and General Purposes Committee**

7. To review the Treasury Management Policy **annually**.
8. To review the Capital Financing and Reserves Policy annually.