

Lower Severn (2005) Internal Drainage Board
FINAL DRAFT Minutes of the Full Board meeting of the
Lower Severn (2005) Internal Drainage Board
Meeting held at The Gable Hotel, Falfied on Wednesday 8th February 2023 at 2.00pm

Present:

Mr J Hore
 Ms Abraham
 Mr M Barnes
 Cllr B Behan
 Ald M Sykes
 Ms F. Collins
 C. Daniell
 Mr P. Toleman

Ald P Abraham
 Cllr J Jones
 Mr R Hyslop
 Mr J Cornock
 Mr T Cullimore
 J. North
 Cllr R Griffin

Minutes taken in meeting by Louise Reading
 Minutes produced on 15/05/2023 by Victoria Bailey

3515	1. Apologies/ Welcome S. Milestone M. Topping M. Riddle	G Simms K. Withers R. Hewlett	
3516	2. Chairman's Announcements Mike Barnes acted as Chairman and announced that Colin Williams is stepping down as Chairman with immediate effect as he is retiring. MR has written to CW and thanked him on behalf of the board for his contribution.		
3517	3. Declarations of Interest There were no declarations of interest		
3518	4. Minutes of previous meeting The minutes were approved as a true and accurate record. It was noted that 'e' needed to be added to Pope within the previous minutes.		
3519	5. Committee Actions <u>Governance and Probity held 30/11/2022</u> Bronwen Behan updated members that G&P has been temporarily suspended. G&P had reviewed the Terms of Reference and these were recommended to be accepted. Policies were reviewed with the following items noted: Icare values should be included in the Members Code of Conduct; idea is all members and future members will sign this		

	<p>alongside their Declaration of Interest – this needs Boards approval.</p> <p>It was resolved that the minor changes needed to the Grievance Procedure and Home Working Policy (alterations to do with wording – advised to not have names on policies in future; to use job title only) are approved.</p> <p>It was resolved to approve the reviewed Mission Statement, Terms and Conditions and other recommendations put forward by G&P.</p> <p><u>Finance and General Purposes Committee held on 07/12/2022</u></p> <p>Referred to page 32; the December meeting was primarily related to setting the budget for January. One important recommendation was how to fund the Pump Replacement Programme going forward; six recommendations have been put forward to achieve a more strategic vision:</p> <ol style="list-style-type: none"> 1. Applying to the EA for a grant 2. Transferring the Developers potential cost to the income and expenditure account 3. Utilising the balance on the Developers Fund Reserve circa £1m 4. Utilising the balance on the Capital Programme Reserve circa £350k 5. Taking out a PWLB loan – amount and payback period to be determined at a future date 6. To pay for the PWLB loan and to future proof the LSIDB, transfer £300,000 in 2023/24 to the Capital Reserve Fund from the Income and Expenditure Account and to increase this amount annually by the percentage increase in the Levy and Rate <p>Noted that in the past it was decided there would be a single levying rate; a debate would be required if this were to change to a differential rate.</p> <p>Concerns were expressed over differential rates - not all people within the area would benefit; how to fairly set a differential rate. Noted in February 2020 ADA discouraged two tier charging.</p> <p>Concern over the running cost rather than the just the loan itself; current electricity prices are within the budget. Discussions are currently being had with ADA over potential support for electricity boards.</p>	
--	--	--

	<p>The energy efficiency of new pumps and standing charges were discussed. Solar/ battery storage were suggested and whether grants were available; whether these could be placed on the roof of the depot. It was explained that the cost of the upgrade to solar panels on the roof of the depot had proved unfeasible in the past.</p> <p>All recommendations in Appendix A as well as all other recommendations from the F&GP on 07/12/2023 were approved</p> <p><u>F&GP Committee held 25/01/2023</u> Chairman noted the recommendations come in a separate part of the agenda as it needs to be clearly listed for the auditor.</p> <p>Nothing needs to be agreed other than those points listed further in the meeting; everything else within the minutes is for noting.</p> <p>F&GP minutes from 25/01/2023 noted</p> <p><u>HR Committee held 26/01/2023</u> The following items were discussed:</p> <p>The appointment of a new Chief Finance Officer with increased hours to 30 per week and seniority on Board; Deputy to MP.</p> <p>New full time Project, Governance and Policy Manager role will be 37 hours a week with a salary around £33k</p> <p>It was resolved that the CEO is responsible for the recruitment process; aim to have a few months handover period. Hoping recommendations will be approved today and the process to start quickly. Salary will come from project funding budget; not I&E.</p> <p><u>Governance and Probity held 01/02/2023</u> It was noted MP's hours exceeded 30 hours per week; it has been recommended to increase her hours to 37 per week. Recommendation that the additional seven hours is met from the capital budget rather than I&E. MP is not intending to use the relocation budget as hybrid working is working well for the organisation and herself. It was noted that MP had achieved an extraordinary amount in her first few months at LSIDB. It was strongly advised that MP's hours are increased and that her mileage is paid for the rest of the year. Asked what date this would be effective from; suggestion of 01/01/2023. This was agreed as part of the proposal.</p> <p>It was resolved for MP's hours to increase to 37 per week, for continued hybrid working and for mileage to be paid</p>	
--	--	--

	<p>for the rest of the year. It was advised that pension costs will remain the same.</p> <p><u>Governance and Probity held 01/02/2023</u> G&P asked for the Young Persons Work Experience Code of Conduct to be approved</p> <p>It was resolved to approve the Young Persons Work Experience Code of Conduct</p>	
3520	<p>Pumping Station Programme Board</p> <ul style="list-style-type: none"> Capital Programme Briefing <p>MP will incorporate this into her CEO report as GS absent.</p>	
3521	<p>Financial Reports</p> <ul style="list-style-type: none"> Capital Expenditure on new aggregate bunkers in 2023/2024 <p>P61; purchase of additional capital item not previously budgeted for. Request for a recommendation for a new aggregate bunker. MD noted health and safety concerns over the current bunkers.</p> <ul style="list-style-type: none"> Draft Budget for 2023/2024 <p>Draft budget assumes an increase to 11.55p. The increase of .95p from the previous year of 10.6p has been broken down to illustrate where the additional income will be spent</p> <p>Other items on the draft budget:</p> <ul style="list-style-type: none"> Payroll at 2.1% plus £1800 LSIDB no longer contributing to the developers fund General provision for an increase in diesel and inflation Electricity price set until the end of November except Elmore Back; price changes will be felt next year not this year <p>Discussion on budget; bunkers likely to cost in the region of £30,000 each, perhaps less depending on the build. Four bunkers are needed. Several quotes will be sought.</p> <ul style="list-style-type: none"> Medium Term Financial Plan <p>MTFP provides a look at the way LSIDB might go forward; currently there is a negative cash figure due to waiting for updated capital payment costs; this was evidence that change was necessary as it's not possible to have negative cash. Query on the £41,000 deficit; is this cumulative or each year? MD replied that the £41,000 is for each year because of new pumps project and the £41,000 encompasses the depreciation of the pumps.</p>	

	<p>Resolved to approve capital spending on the bunkers, approve the draft budget and MTFP.</p>	
3522	<p>Rate Setting</p> <ul style="list-style-type: none"> To determine the 2023/2024 Levy and Drainage rate <p>Based on the rate being 11.55p; see p 68.</p> <p>Concern was voiced over the impact of a 9% increase.</p> <p>Resolved to accept the rate at 11.55p</p> <p><u>CEO Report</u></p> <p>MP thanked members for the support and help she had received.</p> <p>MP sent a report yesterday to members which included background information.</p> <p>Last meeting changes to the Governance Board were agreed which focussed on operational delivery. It was decided a dedicated delivery team was needed to turn around decisions quickly so an Executive Committee and Programme Board were set up.</p> <p>Full Board still looks at the strategic level; Executive Board takes no work or responsibility away from the present board.</p> <p>Executive Committee looks at monthly priorities to ensure operational delivery.</p> <p>Programme Board meet on a weekly basis; no longer to be called Programme Committee.</p> <p>The second item at Executive Committee looked at resources; Martin has decided to retire; how to resource ourselves; this was discussed in detail at HR committee.</p> <p>The third item at Executive Committee was to confirm that when looking at programmes local stakeholders will be consulted in regard to design and development. A highlight report is used by directors to update all stakeholders; all members will have access so full transparency is guaranteed.</p> <p>The fourth recommendation is looking at the carbon footprint of the organisation. MP is in talks with Defra in regard to securing funding as finances are getting tight; Defra examine issues such as the attendance at board meetings, carbon footprint, printing, resource allocation. MP would like to focus admin resources on delivery and communications to save money.</p>	

	<p>One of the recommendations is to go digital which would result in paper copies no longer being sent to board members. Agenda sheets will be sent to Chairs and Vice Chairs only. Everything else will be sent digitally including an action list which will concisely say what is being done, by whom, and the time frames for all committees so everyone can work collectively.</p> <p>Concern expressed by a board member over the possibility of other members not having the facilities to receive things digitally; they rely on LSIDB for paperwork. MP responded that this was done successfully, bar one member, during Covid.</p> <p>Adopting a policy on 'going digital' was suggested by one member in order to demonstrate the organisations commitment to becoming carbon neutral. The hours to produce papers, cost of printing, staff hours used and the cost of postage when producing hard copies were listed as other reasons to switch to digital.</p> <p>A member voiced that a democratic organisation should not be arbitrarily making members switch to digital. MP offered help to members who need it by providing hard copies of paperwork.</p> <p>Opinion expressed that members ought to choose if they go digital or receive a paper copy. One member said that in Stroud they have the choice on going digital; if you do not go digital each paper says how much it cost to print it and the carbon impact.</p> <p>It was resolved that members who want hard copies still receive them in the post and others can receive documents digitally. It was noted the board has a policy of steadily moving forward digitally. MP may need to get additional admin support for paper copies to continue. An amendment was agreed upon to do a round robin to see who wants to go digital and who supports a digital policy and then return to June's meeting accompanying screen share papers to keep everyone updated during the meetings.</p> <p>Organisational development is in order to have a strong foundation to help operation delivery. MP received some feedback by members that it was too focus orientated. Now developed a vision in line with strategic objectives. Look at annual service plan. Looking at SMART objectives for officers which will be reviewed annually. So board can look what we are measuring our service delivery on.</p> <p>Phase 2 and 3 Governance; There is a strong belief by MP that everyone has something to offer; experience, knowledge, skills, and influence to support the Boards delivery.</p>	
--	---	--

	<p>Cultural change – can't stay stagnant as budgets are being tightened; Defra looking at all areas so this needs to be reviewed so that LSIDB achieve maximum funding going forward.</p> <p>Working with ADA to look at external impact and national policy changes, working with other IDB's to ensure LSIDB are on a front footing with knowledge of to position itself and understand how to mitigate any risks. MP will send reports to members to review; all is being down to secure the future of LSIDB.</p> <p>Capital programme delivery – supporting reports issued. MP has looked at the two pumping stations and explored the core strategy and cultural changes officers and members need to make.</p> <p>Programme Management and Governance – a project management framework has been set up and tested. Robert Griffin is making sure risks are minimised.</p> <p>Financial management has been considered since looking at the other two pumping stations; MP noted funds are available rather than using the board own finances in the first instance.</p> <p>Contract management - need to ensure correct procurement programmes in place. Officers are trained and capacity available to delivery effective Service level agreements.</p> <p>MP's 'Lessons Learnt' report includes a list of future funding opportunities – it is labour intensive to look at funding streams so she looked at criteria and concentrated on an asset replacement going forward. Wants to give the board confidence in future delivery by providing a strong foundation.</p> <p>LSIDB have officially launched a pilot programme in conjunction with the EA – this has never been done before by an IDB or across Defra. The advantages are that it provides work transparency to Defra and shows LSIDB are delivering in successful way so in a position for maximum funding from EA once launched in March, it results in lots of eyes on LSIDB, including ADA. In order to deliver the programme successfully the EA need to fulfil their commitment too. Now an integrated EA and IDB project team meet monthly; important as LSIDB need to get extensions to the exemption certificates on pumping equipment to comply with the Eel regulations – Lapperditch expired Dec 2022 and we have to prove by May 2023 to the E.A that we are moving forward with the feasibility study and business case. Feedback from EA is that they are now happy with the pace, process, structure, and direction.</p>	
--	--	--

	<p>JD has written an impact statement to support business cases listing the risks to the pumping stations; highlights how important this is.</p> <p>It was reported that the Oldbury number 1 pump had broken; this was not expected or financially planned for. This is why they've gone for total asset replacement with the EA.</p> <p>James Druet updated all on the Oldbury pump breaking; it was a 6 to 8 week wait for parts to be able to bypass the existing controls in the cabinet. Struggle to get any original parts for the pumps as the parts are now obsolete. MP felt this was useful in bringing the case forward to the EA for the LSIDB funding pot.</p> <p>EA (Environment Agency) relationships have been rebuilt and aligned – meeting weekly.</p> <p>Meeting with Defra monthly at national level – nine markers of which LSIDB meet most of.</p> <p>WMA (water management alliance) – meet monthly.</p> <p>ADA – useful for policy development and keeping tabs on what's coming.</p> <p>Two areas which need further development:</p> <p>NFU – not much progress made with this (JH can possibly help find a point of contact)</p> <p>CLA – if members have links we can use (MR can possibly help find a point of contact)</p> <p>Local Councils – sit on, talk to them, impact their strategic objectives and support them – LSIDB members can help here.</p> <p>Wider strategic plans are being developed and reports issued around this.</p> <p>Collectively members and officers are on one team and have signed up to a vision. Cross section of members each own strengths all beneficial to LSIDB.</p> <p>Thanked members for support</p> <p>Questions:</p> <p>John Hore – who is on the Executive Committee</p> <p>Manjit Pope - All Chairs, Vice Chairs, and MP</p> <p>JH – Who is on the Programme board:</p>	
--	--	--

	MP – James, Louise, Jim, Robert Griffin, Geoff Simms, Martin D and MP	
3523	<p>Any Other Items which the Chairman Decides is Urgent</p> <p>Data information sharing</p> <p>It was resolved that email address and phone numbers to be shared internally across the board</p> <p>LR remaindered MP that ICARE forms will be sent out to all Board member to sign up to, Mp agreed this should include Officers nad Operators: Action LR</p> <p>MP asked whether all committees could move towards being hybrid - this will help keep attendance up which aids Defra funding – flexibility.</p> <p>All in favour of approving hybrid meetings.</p> <p>PT: A resident asked if the Hempsted number 1 Rhine could be cleaned as it hasn't been for a number of years.</p> <p>JD will investigate and liaise with PT. Ought to be done annually.</p>	
3524	Date of next meeting 7th June 2023	
3525	Meeting closed 4pm.	