

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Extraordinary Board Meeting

Wednesday 14th December 2022

Zoom Meeting
10.30am

Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board
Held on Wednesday 2nd November 2022 at 2.00 pm
The Gables

Present:

Cllr M Riddle	Chairman
Mr M Barnes	Vice-Chairman
Ald P Abraham	
Ald N Barton	
Cllr B Behan	
Mrs F Collins	
Mr J Cornock	
Mr C Daniell	
Mr R Godwin	
Cllr R Griffin	

Mr J Hore
Cllr P Howells
Mr R Hyslop
Mrs S Milestone
Mr J Nichols
Ald M Sykes
Ald C Williams
Mr K Withers

Staff:

Manjit Pope	Chief Executive Officer	CEO
Martin Dear	Accounts Officer	AO
James Druett	Land Drainage Engineer	LDE
James Thomas	Civil Engineer	CE
Louise Reading	Minutes	

3472	<p>Election of Chairman 2022/23</p> <p>The PO invited nominations for the post of Chairman. Cllr Riddle was proposed and seconded for the post. No other nominations were proposed.</p> <p>Resolved that:</p> <p style="padding-left: 40px;">Cllr M Riddle be elected Chairman for the ensuing year.</p> <p>Cllr Riddle thanked Members for their support over the previous years which he hoped would continue in the coming year.</p>	
3473	<p>Election of Vice-Chairman 2022/23</p> <p>Cllr Riddle took the Chair and invited nominations for the post of Vice-Chairman. Mr M Barnes was proposed and seconded for the post. No other nominations were proposed.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> • Mr M Barnes be elected Vice-Chairman for the ensuing year. 	
3474	<p>Welcome/Apologies</p> <p>The Chair welcomed Dr Manjit Pope who had taken up position as Chief Executive Officer at the Board.</p> <p>Apologies were received from Miss R Hewlett, Cllr J Jones and Mr G Simms</p>	
3475	<p>Chairman's Announcements</p> <p>The Chair reported that there had been no accidents or near misses.</p> <p>The Chair reminded Members there was a vacancy for an elected Member after the retirement of Graham Littleton. In response to a question from Mr Hyslop he advised that it was Mr Hyslop and Cllr Topping that provided representation from west of the River Severn.</p> <p>He also advised Members that the ADA conference due to take place in Lincolnshire on Wednesday 9th November was also available online if Members wished to attend. The Chair added that he had been asked to speak on the subject of Special Levies</p>	

	<p>ADA had also issued its Environmental Good Governance Guide which could be found on the link on the Chairmans comments that was issued to Members – he would resend the link to Members.</p> <p>Finally, the Chair advised that the South West ADA branch had become active again after Covid and the AGM will be held on 30th November 2022 at Bridgewater – the invitation was open to Members and Officers.</p>	<p>FB120221102 Chair to recirculate link to ADAs Environmental Good Governance Guide</p>
3476	<p>Declaration of Members Interest None</p>	
3477	<p>Minutes of Previous Meeting All actions had been completed</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Minutes of the meeting held 21st September 2022 be approved as a true & correct record. 	
3478	<p>Committee Minutes Engineering Committee – 19th October 2022 Mr Godwin chaired the meeting in Mr Barnes absence and advised Members that the Engineering Committee had approved the purchase of a new Kobelco Machine, a new Isuzu and a new flail mowing head.</p> <p>He updated Members on discussion had around the health and safety concerns of the recent arrangements in place for weed screen cleaning at four pump stations which had been suspended. The CEO, LDE and CE were investigating alternative solutions for temporary out of hours weed screen cleaning measures.</p> <p>Mr Godwin explained in response to concerns from Mr Nichols about Motions fees that the Project Steering Group had not yet reported on these expenses due to not meeting over the summer period whilst recruitment for the new CEO took priority.</p> <p>The Chair advised that these figures had been provided to Members in previous Board meetings under the Accounting Officers financial reporting.</p> <p>The CEO added that she would be meeting with Motion as a key part of understanding lessons learnt from the previous pump station installations. Which will help further inform process improvements on our way forward</p> <p>Ald Williams stated that in relation to the Capital Programme sitting under the Engineering Committees remit, that he was in total support of this however he felt that in order to monitor the effectiveness in its implementation that the Committee would need to meet more frequently.</p> <p>The Chair added that it would be beneficial for the Engineering Committee and Finance and General Purposes Committee to hold a joint meeting also as the Capital Programme had a big impact on both Committees. CEO Added that This will form part of her Governance review for LSIDB and will for phase 2 of her Governance proposed changes. In the Mean time the Capital Programme update will be added to each Committee meeting Agenda.</p>	
3479	<p>Presentation from CEO The CEO introduced herself to Members and delivered her CEO Brief as at November 2022. This included her 100-day plan, her key deliverables and how the core elements will work together, drivers for change, capital programme delivery process & considerations and the importance of robust governance.</p> <p>In order for the CEO to begin working on the Capital Programme she proposed new a governance Structure Phase 1. Under the Board would sit the LSIDB</p>	

	<p>Executive Committee which would be made up with the Chair, Vice Chair, Committee Chairs and the Programme Board. The Executive Committee for LSIDB would meet monthly to allow for decision making in order to assist the timely delivery of Operational services which will form the foundation of how we work in the future, and the Programme Board which will meet weekly. Under the Executive Committee would sit All the LSIDB Committees including the new Programme Board.</p> <p>In response to a question from Mr K Withers, the CEO confirmed that the Board would be required to approve delegation limits and the Terms of Reference of the Executive Committee and also the New Programme Board. A recommendation to the Board would come via the Governance and Probity Committee and a single item extraordinary Board meeting would need to be arranged to allow progression as quickly as possible to allow work to proceed.</p> <p>It was resolved that;</p> <ul style="list-style-type: none"> • The CEO brief be noted as per appendix A; and • The CEO will submit at the next Governance and Probity Committee meeting Terms of Reference in respect of the new proposed Governance for the Capital Programme 																																																																			
3480	<p>Dates of Future Board Meetings</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • Subject to the Human Resources Committee Meeting in February 2023 changing the following schedule of meetings be approved: <table border="1"> <thead> <tr> <th><i>Meeting</i></th><th><i>Date</i></th><th><i>Time</i></th></tr> </thead> <tbody> <tr> <td>Governance & Probity</td><td>30 November 2022</td><td>10.30 am</td></tr> <tr> <td>F&GP</td><td>07 December 2022</td><td>10.30 am</td></tr> <tr> <td>F&GP</td><td>25th January 2023</td><td>10.30am</td></tr> <tr> <td>Full Board Meeting – Rate Setting</td><td>08 February 2023</td><td>2.00 pm</td></tr> <tr> <td>Human Resources</td><td>15 February</td><td>10.30am</td></tr> <tr> <td>Treasury Sub</td><td>15 March 2023</td><td>10.30 am</td></tr> <tr> <td>Governance & Probity</td><td>29 March 2023</td><td>10.30 am</td></tr> <tr> <td>Engineering</td><td>12 April 2023</td><td>10.30 am</td></tr> <tr> <td>Human Resources</td><td>03 May 2023</td><td>10.30 am</td></tr> <tr> <td>F&GP</td><td>17 May 2023</td><td>10.30 am</td></tr> <tr> <td>Full Board Meeting</td><td>07 June 2023</td><td>2.00 pm</td></tr> <tr> <td>Treasury Sub</td><td>30 August 2023</td><td>10.30 am</td></tr> <tr> <td>F&GP</td><td>06 September 2023</td><td>10.30 am</td></tr> <tr> <td>Full Board Meeting</td><td>20 September 2023</td><td>2.00 pm</td></tr> <tr> <td>Engineering Committee</td><td>18 October 2023</td><td>10.30 am</td></tr> <tr> <td>Full Board Meeting – ANNUAL MEETING</td><td>01 November 2023</td><td>2.00 pm</td></tr> <tr> <td>Governance & Probity</td><td>29 November 2023</td><td>10.30 am</td></tr> <tr> <td>F&GP</td><td>06 December 2023</td><td>10.30 am</td></tr> <tr> <td>F&GP</td><td>24 January 2024</td><td>10.30 am</td></tr> <tr> <td>Full Board Meeting – Rate Setting</td><td>07 February 2024</td><td>2.00 pm</td></tr> <tr> <td>Human Resources Committee</td><td>14 February 2024</td><td>10.30am</td></tr> </tbody> </table>	<i>Meeting</i>	<i>Date</i>	<i>Time</i>	Governance & Probity	30 November 2022	10.30 am	F&GP	07 December 2022	10.30 am	F&GP	25 th January 2023	10.30am	Full Board Meeting – Rate Setting	08 February 2023	2.00 pm	Human Resources	15 February	10.30am	Treasury Sub	15 March 2023	10.30 am	Governance & Probity	29 March 2023	10.30 am	Engineering	12 April 2023	10.30 am	Human Resources	03 May 2023	10.30 am	F&GP	17 May 2023	10.30 am	Full Board Meeting	07 June 2023	2.00 pm	Treasury Sub	30 August 2023	10.30 am	F&GP	06 September 2023	10.30 am	Full Board Meeting	20 September 2023	2.00 pm	Engineering Committee	18 October 2023	10.30 am	Full Board Meeting – ANNUAL MEETING	01 November 2023	2.00 pm	Governance & Probity	29 November 2023	10.30 am	F&GP	06 December 2023	10.30 am	F&GP	24 January 2024	10.30 am	Full Board Meeting – Rate Setting	07 February 2024	2.00 pm	Human Resources Committee	14 February 2024	10.30am	
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3481	Appointment of Committees for 2022/2023																																																																			

	<p>It was resolved that</p> <ul style="list-style-type: none">• The membership of the Committees for the ensuing year be as shown below. <p><u>Finance & General Purposes Committee – 9 Members</u></p> <table><tr><td>Ald N Barton</td><td>Mr J Cornock</td><td>Cllr R Griffin</td></tr><tr><td>Mr J Hore</td><td>Cllr M Riddle</td><td>Mrs S Milestone</td></tr><tr><td>Mr G Simms</td><td>Ald M Sykes</td><td>Ald C Williams</td></tr></table> <p><u>Engineering Committee – 12 Members</u></p> <table><tr><td>Ald N Barton</td><td>Mr M Barnes</td><td>Mr J Cornock</td></tr><tr><td>Mr T Cullimore</td><td>Mr R Godwin</td><td>Cllr R Griffin</td></tr><tr><td>Miss R Hewlett</td><td>Mr R Hyslop</td><td>Cllr J Jones</td></tr><tr><td>Mrs S Milestone</td><td>Cllr M Riddle</td><td>Mr Geoff Simms</td></tr></table> <p><u>Governance & Probity – 6 Members</u></p> <table><tr><td>Ald P Abraham</td><td>Cllr B Behan</td><td>Mrs F Collins</td></tr><tr><td>Cllr P Howells</td><td>Cllr J Jones</td><td>Sue Milestone</td></tr></table> <p><u>Human Resources Committee – 6 Members</u></p> <table><tr><td>Cllr B Behan</td><td>Mrs F Collins</td><td>Cllr M Riddle</td></tr><tr><td>Mr J Nichols</td><td>Mr G Simms</td><td>Ald M Sykes</td></tr></table> <p><u>Treasury Sub Committee – 4 Members</u></p> <table><tr><td>Mr M Barnes</td><td>Cllr P Howells</td></tr><tr><td>Mr J Nichols</td><td>Ald C Williams</td></tr></table>	Ald N Barton	Mr J Cornock	Cllr R Griffin	Mr J Hore	Cllr M Riddle	Mrs S Milestone	Mr G Simms	Ald M Sykes	Ald C Williams	Ald N Barton	Mr M Barnes	Mr J Cornock	Mr T Cullimore	Mr R Godwin	Cllr R Griffin	Miss R Hewlett	Mr R Hyslop	Cllr J Jones	Mrs S Milestone	Cllr M Riddle	Mr Geoff Simms	Ald P Abraham	Cllr B Behan	Mrs F Collins	Cllr P Howells	Cllr J Jones	Sue Milestone	Cllr B Behan	Mrs F Collins	Cllr M Riddle	Mr J Nichols	Mr G Simms	Ald M Sykes	Mr M Barnes	Cllr P Howells	Mr J Nichols	Ald C Williams	
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3482	<p>Any Other Item Which the Chair Decides in Urgent</p> <p>The Chair explained to Members that with the retirement of Graham Littleton the Board need to update the signatory list for Evelyn Partners. Evelyn Partners provide advice and undertake the purchase and sale of stocks and shares on the Board's behalf.</p> <p>Historically the authorised signatories have been the Chair and Vice Chair of the Board. Continuing this arrangement Matthew Riddle and Mike Barnes will be the signatories.</p> <p>It was resolved that:</p> <ul style="list-style-type: none">• To confirm that Graham Littleton has stepped down from the Board;• To approve Mike Barnes as a signatory;• The list of authorised signatories is Matthew Riddle and Mike Barnes																																						
3483	<p>Date of next meeting</p> <p>Members noted that the next Full Board meeting would be held on 8th February 2023 however a single item extraordinary meeting as discussed in minute 3479.</p>																																						
	<p>The meeting closed at 15:00 pm.</p>																																						

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

LOWER SEVERN (2022) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE NEW IDB EXECUTIVE COMMITTEE

Approved xx December 2022, Minute xxxx

Matters for determination by the Executive Committee

Policy & Guidelines

1. Purpose

The purpose of the Executive Committee is to undertake delegated tasks from the LSIDB Board including for key and immediate decisions from LSIDB's Current Sub Committee's:

The development and implementation of strategy, operational plans, policies, procedures and budgets;

- the monitoring of operating and financial performance of the Revenue Budget;
- the monitoring of operating and financial performance of the Capital Programme;
- the assessment and control of risk;
- the prioritisation and allocation of resources.

2. Membership

The Executive Committee will be made up of the Chief Executive Officer, the Chair, the Vice Chair. all the Committee Chairs and Key Officers of the LSIDB as required. The Chief Executive Officer shall act as Chair of the Committee. In his/ her absence the LSIDB Chair will act as Chair.

3. Meetings

The Executive Committee should meet on a monthly basis with prepared agendas of items for discussion. A quorum of three Members is required. The LSIDB's Governance Officer will act as secretary and take minutes of the meetings. The minutes of the meetings will be circulated at the LSIDB's Board Meetings and the Chief Executive Officer will present a written Chief Executive Officer Report at each quarterly LSIDB's Board meeting.

4. Duties

(i) Management

- The successful execution of strategy.
- Recommending objectives and strategy for the LSIDB in the development of its businesses.
- Identifying and executing new business opportunities, Capital Investment Projects if approved, outside the current core activities
- Reviewing the organisation structure of the LSIDB and making recommendations for change.
- Implementing policies relating to health and safety, environment, treasury and Statutory social responsibility.
- Ensuring the control, co-ordination and monitoring of risk and internal controls.
- Ensuring compliance with relevant legislation and regulations.
- Prosecution, defence or settlement of litigation.
- Ensuring appropriate levels of authority are delegated to LSIDB officers throughout the LSIDB's Annual Planning and delivery of Operations.

(ii) Financial reporting and controls

- Presentation of the LSIDB's budgets and five plans to the LSIDB's Board and, following their approval, the achievement of the budgets and plans.
- Approval of capital projects between £50,000 and £500,000 for budgeted items and between £25,000 and £250,000 for unbudgeted items. Identification of the necessary funds when making these approvals. Reporting to the Board at the earliest opportunity.
- Adherence to Financial Regulations when authorising procurement.
- Renewal of banking facilities and arrangements for treasury management.
- Insurance, including LSIDB's and officers' liability insurance.

(iii) Statutory IDB Governance

The Committee shall conduct an annual review of its work and terms of reference and an assessment of its own effectiveness and make recommendations to the LSIDB's Board.

LOWER SEVERN (2022) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE

Interim Capital Pumping Station Programme Committee

Approved xx December 2022, Minute xxxx

Matters for recommendation by the Interim Capital Pumping Station Programme Committee to the Executive Committee

Purpose and Aim

Purpose	<ul style="list-style-type: none">The purpose of the Board is to be the LSIDB's advisory Board on the Capital Pumping Station Programme Committee.
Aim	<ul style="list-style-type: none">To achieve greater value by considering a range of options that are being undertaken for the four remaining pumping stations as a whole programme of work.Lead on the development and delivery of the Capital Pumping Station Programme;Accountable for the development, review and management of the Capital Pumping Station Programme Committee;Establish and embed a robust and effective governance framework through which all Capital Pumping Station Programme projects will be evaluated and prioritised for development and delivery, subject, where appropriate, to member approval.

Membership

Role	Name	Job Title
Chair - Programme Board & programme Sponsor	Geoff Simms	LSIDB Board Member Pumping Station Member Lead
Programme - Chief Responsible Officer	Manjit Pope	Chief Executive Officer- LSIDB
Programme Manager	James Thomas	Capital Pumping Station Programme Manager & LSIDB Civil Engineer
Delivery Manager & Customer	James Druett	Delivery Manager – LSIDB Land Drainage Engineer
Programme Assurance	Robert Griffin	Board Member - Programme Audit
Finance Lead	Martin Dear	Accounts Officer - LSIDB

As necessary, other officers will be invited to attend the programme board to discuss or report on agenda items.

Operation, Authority & Reporting

Operation	<p>Programming</p> <ul style="list-style-type: none"> • Assemble an initial programme of activities which will include planned projects and projects that are in flight. • Develop, review, maintain and operate an evaluation and prioritisation framework against which projects will be submitted into the bidding process for future funding opportunities; • Secure and monitor the resources available to deliver the agreed Capital Pumping Station Programme; • Determine and review as necessary the scope of projects within the Capital Pumping Station Programme to ensure that there is no duplication and that best value is obtained after considering the investment of resources and planned outcomes; • Manage in-year amendments to the Capital Pumping Station Programme, accessing reports escalated by Project Boards and agreeing appropriate action; • Approve key communication messages for the Capital Programme. <p>Management</p> <ul style="list-style-type: none"> • Monitor the delivery of the Capital Pumping Station Programme ensuring Programme and projects are on track against schedule, expenditure in line with profiles and benefits are being realised; • Receive Capital Pumping Station Programme monitoring reports, consider and approve matters such as project and programme slippage, change control requests for virement and variation to projects; • Discuss issues that have been escalated for resolution and provide direction to the appropriate delegated officer; • Consider implications of changes to external funding (including opportunities and risk); • Ensure that New LSIDB Executive Committee and LSIDB Board Members are engaged, as appropriate and they are full-appraised about the delivery of the Programme; <p>Review</p> <ul style="list-style-type: none"> • Assure that the agreed programme and project management arrangements are followed; • Ensure that a consistent approach is taken and any cross-cutting issues are governed appropriately. This includes ensuring that Programme and Boards are attended by the appropriate officers; • Review interdependencies across the Programme and take any appropriate action to ensure that the Programme is not compromised.
Authority	<ul style="list-style-type: none"> • The Capital Pumping Station Programme Committee is an CEO led working group that acts mainly as an advisory body and that offers recommendations to the Member panel and Committees;

	<ul style="list-style-type: none"> The CPSP Committee has no delegated authority beyond these Terms of Reference and final decisions are subject to approval from the appropriate decision-making bodies and compliance with financial rules and regulations.
Reporting	<ul style="list-style-type: none"> The Capital Pumping Station Programme Committee will report updates to the LSIDB Executive Committee and then LSIDB Board Members.

Meetings

- The Interim Capital Pumping Station Programme ~~Board~~ Committee will meet at least monthly.
- Once established the permanent Capital Pumping Station Programme Committee will meet at least quarterly.
- Additional meetings will be held as necessary or working groups may be set up to tie in with key stages in the project planning and budget setting processes.
- The Board will be serviced by the Programme Manager.
- An agenda will be prepared and distributed 2 days before each meeting.
- Actions will be produced following the meeting and distributed as part of the minutes once approved as an accurate record of the meeting by the Chair.

Review of Terms of Reference

The Terms of Reference are valid for the duration of the Capital Pumping Station Programme and reviewed annually by the Capital Pumping Station Programme Manager. Changes to the permanent Capital Pumping Station Programme Committee membership can be made with approval by the Chair.

Quorum

In order for a meeting to proceed/decisions to be ratified, there must be at least three Members in attendance, including the Chair of the Board or their nominated representative.