

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# Full Board Annual Meeting

---

Wednesday 3rd November 2021

**The Gables, Falfield  
2pm**

**Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board  
held on Wednesday 6 October 2021 at 2.00 pm**

**Present:**

Cllr M Riddle    Chairman  
Mr M Barnes  
Mrs F Collins  
Mr J Cornock  
Mr T Cullimore  
Cllr R Griffin

Mr R Hyslop  
Cllr J Jones  
Mr J Nichols  
Mr G Simms  
Ald M Sykes  
Ald C Williams

**Staff:**

Kieran Warren  
Martin Dear  
James Druett  
James Thomas

Principal Officer  
Accounts Officer  
Land Drainage Engineer  
Civil Engineer

PO  
AO  
LDE  
CE

<b>3267</b>	<p><b>Quorum</b> The PO pointed out that the meeting was inquorate. After some discussion, it was moved by Cllr Riddle, seconded by Aldermen Williams and</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li><b>In order to proceed with the Board's business, Standing Order 32 be suspended.</b></li> </ul>	
<b>3268</b>	<p><b>Apologies</b> Apologies were received from Cllr B Behan, Cllr K Burchell, Cllr F Hance, Miss R Hewlett, Mr J Hore, Cllr P Howells, Mr G Littleton, Mr I Ractliffe, Cllr M Topping, Cllr M Williams, and Mr K Withers.</p>	
<b>3269</b>	<p><b>Chairman's Announcements</b> The Chair announced that the recommendations of the Performance Management Working Group were scheduled for report to the November meeting of the Board.</p> <p>The Chair also advised Members that he had formed a Working Group to look at the future structure of the Board and that the Group would meet soon.</p> <p>He reminded the meeting that the 84<sup>th</sup> ADA Annual Conference would take place virtually on Wednesday 10 November 2021 and encouraged Members to register for this event.</p> <p>Cllr Riddle then referred to his visit to the Avonmouth and Severnside Enterprise Area with Vice Chairman Mike Barnes and the flood defence work the Board carries out there.</p> <p>He thanked Cllr Phillip Howells for hosting a recent visit to Ledbury, along with the PO, to look at and discuss land drainage issues in that area.</p> <p>Finally, he encouraged Members to look at the online training modules available on the ADA website.</p> <p>The PO reported that the triennial elections to the Board were underway; a full report on the outcome would be presented to the November meeting.</p>	
<b>3270</b>	<p><b>Declaration of Members' Interests</b> Alderman M Sykes declared her receipt of an Environment Agency pension.</p>	

3271	<p><b>Minutes of Previous Meeting</b></p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>the Minutes of the meeting held on 9 June 2021 be approved as a correct record.</li> </ul>	
3272	<p><b>Committee Updates</b></p> <p><b><u>Finance and General-Purpose Committee Update – 8 September 2021</u></b></p> <p>Ald Williams commented upon a number of issues discussed at the Committee's most recent meeting as follows:</p> <ul style="list-style-type: none"> <li>(i) By prudent investment on the part of the Treasury Sub-Committee, the Board's Developers' Funds had grown from £600k to £1m. Further investigations would show whether or not this sum was sufficient to meet liabilities going forward.</li> <li>(ii) More timely information about when land use changes occurred was to be sought from the Valuation Office and the Land Registry.</li> <li>(iii) The Risk Register ought to be circulated to all Committees for consideration and submitted on a six-monthly basis to the full Board. In order to inform the Capital Programme, an initial appraisal of a refurbishment or rebuild of the Board's offices was planned.</li> </ul> <p>Mr Simms stated that risk mitigation should be reviewed very regularly and agreed that once per annum was insufficient. Mr Nichols felt that the office needed little attention and asked whether electric charging points would be installed. Officers advised that this would be looked at again in due course.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>(1) the Minutes of the Finance &amp; General Purposes Committee meeting held on 8 September 2021 be noted;</li> <li>(2) the Review of Reserves, as per Appendix A, be approved;</li> <li>(3) the Risk Register, as per Appendix B, be approved and circulated to all Committees for consideration; and</li> <li>(4) the Management Accounts, as per Appendix C, be approved.</li> </ul>	
3273	<p><b>Project Steering Group Report</b></p> <p>Mr Simms advised Members that in order to complete the replacement of the remaining 4 pumping stations a modern project management approach was required. The meeting noted that the initiation phase work undertaken to date indicated total expenditure of £5.7m at current prices. The project had yet to reach tender stage. The rationale for carrying out this work was both compliance with the 2009 Regulations and the poor condition of this infrastructure.</p> <p>Mr Simms acknowledged that there was the option to close down the stations, although this would require a major investigation exercise and inevitably cause delay.</p> <p>In respect of Avonmouth and Severnside Enterprise Area, Mr Simms reported that the Board's contractual relationship with Water Environment was being clarified and that this approach would be expanded to include other consultancy arrangements. Work on the development of SAGE reporting systems was continuing. Officers faced a number of difficulties with the works at Elmore Back; full details would be reported to the Engineering Committee meeting on 20 October. He added that staff resources were very strained at present and he hoped that this issue would be addressed in the forthcoming review of the structure of the IDB.</p> <p>Mr Griffin felt that all options should be kept open whilst Mr Cornock queried whether it was feasible to close down any station. Mr Hyslop reiterated his view that the landowners benefitting from the stations should bear the running costs for them. In answer to a question from Mr Nichols, Mr Simms replied that the Regulations would not permit the continued use of the stations in their present mode of operation.</p> <p>Ald Williams supported Cllr Griffin. The £5.7m projected expenditure represented a 100% increase above the figures last reported. It was the Board's duty to evaluate</p>	

	<p>switch-off options; the saving in respect of the Marshfield station alone could amount to £0.5m.</p> <p>Mrs Collins expressed concern about the effects of climate change and wondered whether the pumps would be even more vital in years to come. Mr Griffin asked if Defra were likely to retain the Eel Regulations. Cllr Riddle agreed to write to the Department to check this point. He then raised the issue of the level of compensation payable to affected parties. Mr Barnes was concerned at the costs and time required to carry out these investigations. Mr Cullimore added that there would be the engineering costs of a new outfall to consider alongside the costs already identified.</p> <p>It was then moved and seconded</p> <p>“That a mitigation exercise be undertaken for each of the 4 pumping station sites prior to taking any further action to replace them”. The motion was defeated by 6 votes to 5.</p> <p><b>It was then resolved unanimously that:</b></p> <ul style="list-style-type: none"> <li>• <b>(1) the Project Steering Group’s proposals for the redevelopment of the pumping stations be approved;</b></li> <li>• <b>(2) in the short term, any requests for work outside of current scope be agreed in consultation with the Chair and the PO to ensure that the benefits, costing and resourcing of this work can be established before any new work commences. Such work must first have been discussed and supported at a Board or Committee meeting; and</b></li> <li>• <b>(3) the Chair’s review of IDB structure and organisation to ensure that it is fit for purpose for the foreseeable future be supported.</b></li> </ul>	
<b>3274</b>	<p><b>Land Drainage Engineer’s Report</b></p> <p>The LDE advised Members that mowing and weed cutting works were proceeding satisfactorily and that drainage improvements had been carried out in the Eldersfield area. Members noted that annual weed cutting works on behalf of the Canal and Rivers Trust were planned.</p> <p>He then updated the meeting regarding works at Elmore Back and difficulties with site supervision, the liquidation of Severn Controls, the need for piling work and the delivery/installation of the new pumps. He was waiting for a revised programme of works from the contractor.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted.</b></li> </ul>	
<b>3275</b>	<p><b>Civil Engineer’s Report</b></p> <p>The CE summarised the development activities under way at Avonmouth Severnside, Severn Beach, the Western Approaches and Arlingham. He also referred to several agreed amendments to the National Grid Hinkley to Sea Bank HV Connector.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted.</b></li> </ul>	
<b>3276</b>	<p><b>Date of next meeting</b></p> <p>3 November 2021</p>	
	The meeting closed at 17:20 pm.	

## Appendix A

**COMMITTEE: Treasury Sub-Committee**

**MEETING DATE: 25.08.2021**

**REF: MD**

**REPORT BY: Accounts Officer**

### **REVIEW OF RESERVES**

#### **Introduction**

The current and the proposed Capital Financing and Reserves Policy, which is attached, states that each reserve will be reviewed, on an annual basis, by the Treasury Sub-Committee prior to review by the Board.

The Good Governance Guide published by the Association of Drainage Boards (ADA) when considering reserves states:

‘As a general rule, in the absence of a specific cause, an IDB can regard this to be a normal year’s expenditure, less any grant funding received, being retained.’

The Board’s expenditure for the year ended 31 March 2021 was £1,436,096.

#### **Level of Reserves as at 31 March 2021**

Capital Account	£ 666,569
Developers Fund	£ 1,014,331
Revaluation Reserve	£ 144,583
Capital Expenditure	£ 411,307
Pension Reserve	£ -1,412,000
Accumulated Fund	£ 596,060 (41.51% of annual expenditure)

#### **Recommendation**

That the level of reserves is reviewed and observations are forwarded to the Finance and General Purposes Committee and the Full Board for their consideration.

Martin Dear  
Accounts Officer

## Lower Severn (2005) Internal Drainage Board

### RISK REGISTER

As at 6 October 2021

The owner of this document is the Principal Officer

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level (without controls)	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
<b>Governance</b>											
<b>G1</b>	Gradual or sudden loss of reputation	High	High	High	<b>Treat</b> As an action or non-action by the Board, employee, subcontractor or supplier. This includes personal behaviour.	Ensure that all risks are minimised. Ensure plans are fulfilled.	Use governance arrangements to utilise monitoring and feedback controls and assurances. Ensure that the Board is sensitive to changes and can respond accordingly. Publicly available website that is regularly updated and reviewed.	Low	High	Medium	Board, PO, AO, LDE, CE
					<b>Treat</b> Inappropriate behaviour by a member of staff. Staff not aware of their importance in maintaining the Board's reputation.	Staff training given on the importance of their actions or non action. Emphasise that they are the contact point for members of the public.	Staff receive ongoing appropriate training. All staff are issued with the Board's approved Employee Handbook.				
<b>G2</b>	Board doesn't have adequate competency/skills to understand or control the business.	Medium	Medium	Medium	<b>Treat</b> 14 elected members, landowners and owner occupiers have a vested interest in ensuring drainage is effective.	The Board consists of 14 elected members and 15 appointed members. The appointed members are determined by the local Councils within the Board's area.	Board members receive appropriate ongoing training. Good Governance Guide, published by ADA, made available to all Members. ADA Good Governance workshop took place in March 2019. <b>Board members to access the ADA online training modules.</b>	Low	Medium	Low	Board
<b>G3</b>	Difficulty in appointing new Board Members.	Low	Low	Low	<b>Tolerate</b> Board consists of elected and appointed members. Member turnover is low.	Electoral register in place and updated to enable elections to take place. Last elections took place in October 2018.	Open elections for new Board Members due in October 2021.	Low	Low	Low	Board
<b>G4</b>	Susceptibility to concentration of power.	High	High	High	<b>Treat</b> Management meetings held on a regular basis, Chair and Vice Chair involved.	There are five committees that report to the Board. Each committee has an appointed Chair.	Segregation of duties and regular meetings between Board and key members of staff to review major issues and future actions. Schemes of delegation to both Chair and Officers in place.	Medium	Medium	Medium	Board

G5	There is no overall strategy for the organisation as a whole.	High	High	High	<b>Treat</b> The Board has a capital programme, a business plan and a corporate strategy. <b>Strategic decisions being taken in the Avommouth Severnside Enterprise Area (ASEA) which decrease the risk of flooding in that area.</b>	Business plan in place and reviewed annually. <b>Regular reports to the Board regarding the ASEA. Use of Performance Management Indicators.</b>	Regular review of forthcoming reporting deadlines at the Board meetings. Agenda Items for the Board and Committees reviewed annually. The Board operates in accordance with its approved capital and maintenance programmes. There is a long term strategic capital programme to 2029. <b>Review ASEA to establish the most effective way to execute this work. Performance Management Indicators to be agreed.</b>	Medium	Medium	Medium	Board
G6	Failure to comply with key legislation, regulations and Corporation requirements.	High	High	High	<b>Treat</b> Regular Board meetings take place.	Reports to Board on new legislation and regulations. Membership of Association of Drainage Authorities (ADA). Regular review of publicly available websites.	Regular review of forthcoming reporting deadlines at the board meetings. Access specialist advice as appropriate. Review of the Boards Structural Organisation. <b>Training day on Public Procurement Regime took place on 21 April 2021 for PO, AO, CE, LDE, Foreman, Fitter, Chair of Board and Chairman of F&amp;GP.</b>	Low	High	Medium	Board
G7	Board not assuming control of key statutory requirements e.g. Health and Safety and Risk.	High	High	High	<b>Transfer</b> Audit takes place on Management and Accounts to ensure compliance with legislation.	PKF Littlejohn appointed as external auditors by Smaller Authorities' Audit Appointments Ltd. Internal Auditors reappointed <b>until 2022/23.</b>	Board have been made aware of the key legislative requirements to ensure they understand their responsibilities. <b>Good practice: Health, Safety and Welfare IDB awareness modules issued by ADA, available to all members.</b> Board members to attend training courses as appropriate.	Low	Low	Low	Board
					<b>Treat</b> Citation appointed as Health and Safety and Human Resources advisors.	Reports to Board. LDE monitors and maintains Health and Safety records.					
					<b>Transfer</b> Indemnity policy is in place so board do not have to pay compensation.	Included in insurance cover with Zurich Municipal. Zurich Municipal appointed on a five year contract.	Level of cover reviewed annually.				

<b>G8</b>	Poor implementation of Eel Regulations.	High	High	High	<b>Treat</b> Non-compliance with regulations by not replacing the pumps which results in having to turn the pumps off. Consultants appointed to report on steps to take to meet the statutory regulations.	Engineers to report to Engineering Committee as necessary. Pump replacement programme in place and being implemented. Project Steering Group (PSG) established. The Elmore Back project has its own Risk Register. Review Elmore Back project.	Frequent update to Engineering Committee and Full Board. Liaison between the Engineering Committee and the F&GP Committee to ensure cost projections are regularly reviewed. <b>PSG is project managing the replacement of pumps at Elmore Back and will project manage all future pump replacements. Address the main issues encountered with the Elmore Back project. Officers to receive training in project and contract management. Upgrade the Accounts system to achieve 'best practice' project management demands.</b>	Low	High	Medium	Board
<b>G9</b>	Lack of formal contractual arrangement with contractor working with Board on developments at Avonmouth Severnside Enterprise Area (ASEA)	High	High		<b>Treat</b> Draw up and sign off with Water Environment contract/specification for all work at ASEA.	Use Member/Officer PSG to monitor the effectiveness of the new formal working arrangements.	Produce periodic reports via Sage for the PSG and Engineering Committee.	Low	Low	Low	PSG, Engineering Committee and CE

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
<b>Finance</b>											
<b>V1.</b>	Inaccurate assumptions in place within the Business Plan.	High	High	High	<b>Treat</b> There is a Business Plan in place and it is reviewed annually.	Business plan reviewed by the Board at least annually. Medium Term Financial Plan reviewed by F&GP Committee.	Business Plan stating objectives of the Board is in place. Medium Term Financial Plan prepared.	Medium	Medium	Medium	Board and F&GP Committee
<b>V2</b>	Inadequate internal control resulting in poor financial management.	Medium	High	High	<b>Treat</b> Bishop Fleming have been appointed as Internal Auditors.	Internal Auditors appointed for two years until 2022/23.	<b>Tenders to be sought for 2022/23 and onwards.</b>	Low	Medium	Low	Board
					<b>Treat</b> Non-compliance with laws, regulations and proper practices that could have a significant financial effect.	Monitor all contracts with consultants. Projects and procurements costing over £10,000 have been reviewed to ensure compliance.	Compliance training to be given to the Board. Competitive tender for consultant work with clarity of roles and responsibilities with agreed formal deliverables.				
<b>V3</b>	Security of deposit takers.	Medium	High	High	<b>Treat</b> Use NatWest as the main bankers. Cash deposits to be placed with any of the four main clearing banks. There are to be two or three deposit accounts. The maximum notice on a notice account to be six months. For fixed term accounts the maximum notice to be six months.	Treasury Sub Committee to review investments and performance.	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	Board and F&GP Committee



V4	Investments.	High	High	High	<b>Treat</b> Appointed Smith and Williamson as investment managers.	Treasury Sub Committee to review investments and performance of Smith & Williamson.	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	F&GP Committee
V5	Inaccurate Accounting.	Medium	High	High	<b>Transfer</b> Accounts are audited by External Auditors appointed by Smaller Authorities' Audit Appointments Ltd.	External Auditors report on and certify the Annual Governance and Accountability Return (AGAR).	AO responds and takes action regarding recommendations made by the External or Internal Auditors.	Low	Medium	Low	PO, AO and F&GP Committee
					<b>Treat</b> Accounts Officer to be responsible to the preparation of accounts.	Management Accounts are regularly presented to F&GP Committee and then onto the Board.	Accounts/budgets prepared by Accounts Officer. <b>Accounts reporting system to be upgraded to provide financial reports for the Board directly from the system.</b>				
V6	Fraud occurring through deliberate activity.	High	High	High	<b>Transfer</b> Internal audit will look for fraudulent activity as part of the annual audit process.	Performed by Internal Auditors.	Fraud and whistle blowing policy circulated to all staff.	Medium	Medium	Medium	All Staff
					<b>Treat</b> Chair and Vice Chair have access to internet banking.	Access log available.	Accounts Officer has been added as a bank signatory and internet banking. Further segregation of duties.				Board
					<b>Transfer</b> Increased Fidelity Guarantee Insurance.	Cover reviewed annually.	Community insurance cover with Zurich Municipal.				Board and PO
					<b>Treat</b> Fraud policy and whistle blowing policy in place.	Policy in place approved by the Board. Fraud and whistle blowing policy circulated to all staff.	Fraud and whistle blowing policy circulated to new staff.				PO
					<b>Treat</b> Register of members interests held on file.	Register maintained and available for review.	Updated as members interests change.				PO
					<b>Treat</b> Ensure no unauthorised transfer of funds from bank accounts.	Bank signatories regularly reviewed. Monthly bank reconciliations undertaken. Approved financial regulations. Segregation of duties - authorising invoices - processing invoices for payment - authorising invoice payment.	Dual authorisation of payments and bank transfers required.				PO and AO

V7	Effect of inflation and exchange rate movements on specific areas.	Low	Low	Low	<b>Treat</b> Budget overspent in year. The effect of inflation over the timescale of the pump replacement programme.	Budget agreed by the Board in February. Considered when levy and agricultural rate set by Board in February. PSG to monitor the finances and progress of the programme.	Monitored regularly by F&GP Committee. The Board has no influence over national rates of inflation or international exchange rates. Assumption of increased costs e.g. on salaries included in draft budgets. Monitor the implication of the phasing out of red diesel. Investigate the feasibility of a shorter deployment time of the programme. A review of the source of funds including investigating additional income streams for the programme.	Low	Low	Low	Board , F&GP Committee and AO
V8	Impact of movements in interest rates on income.	Low	Low	Low	<b>Treat</b> All cash balances held in approved banks.	Monitoring of budget, Medium Term Financial Plan, Capital Reserve and Developers Fund Reserve.	Actual rates and revised estimated presented to Board in February and November. Revision to the Treasury Management Policy approved by the Board in June 2021.	Low	Low	Low	Board, F&GP Committee and AO
V9	Failure to achieve value for money.	Medium	Medium	Medium	<b>Treat</b> Three quotes are obtained for any major purchase over £5,000 unless there are few suppliers. Compliance with Financial Regulations.	AO reviews with LDE/CE.	Chair and Vice Chair informed of award and reasons.	Low	Low	Low	Board and AO

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
<b>Management and Maintenance</b>											
M1	Increased risk of flooding owing to inaccurate assumptions affecting the planned maintenance programme.	Medium	High	High	<b>Treat</b> There is a realistic planned annual maintenance programme.	LDE monitors progress of the plan throughout the year.	Progress regularly reported to the Engineering Committee and the Board.	Low	High	Medium	Board, Engineering Committee and LDE
M2	Inadequate provision for safeguarding the Boards assets. Loss of Machinery through theft or damage.	Medium	High	High	<b>Treat</b> Machines are locked up and fenced off. Spare Machines are available to meet work schedules.	Location is reported daily. Spares either held in workshop, or immediate delivery. Repairs carried out on site/workshop. Assets checked against the Fixed Assets Register. Monthly stocktake undertaken.	Staff training on type of equipment and all aspects of Health, Safety and risk review. All plant machinery insured through Fenton Insurance Services. All machines are tagged.	Low	High	Medium	LDE
M3	Loss of specific personnel leading to work being not completed on schedule.	Low	High	Medium	<b>Treat</b> Skilled workers are trained up so if one could not work then another could, ensuring minimum down time.	Training schedules are maintained by the LDE.	Staff are trained to use equipment as appropriate.	Low	Low	Low	LDE

<b>M4</b>	Damage to Third Party property or individuals	Medium	High	High	<b>Treat</b> Risk assessments undertaken.	Close Supervision by Foreman and LDE. Covered by insurance.	Regular staff training and updating of information held re maps, access etc.	Low	High	Medium	LDE
<b>M5</b>	Pumps fail to operate	Medium	High	High	<b>Treat</b> Pumps maintained and checked at regular intervals.	Planned maintenance undertaken. Pumps checked by Foreman.	Pump replacement programme enacted. Out-of-hours response arrangements in place.	Low	High	Medium	LDE
<b>M6</b>	Watercourse unable to convey water	High	High	High	<b>Treat</b> Rhines and ditches regularly cleared of weed growth. Flaps desilted on a regular basis . Culverts regularly checked and cleared out.	Planned maintenance undertaken. Rhines and Ditches checked by Foreman.	Planned annual maintenance schedule.	Low	High	Medium	LDE
<b>M7</b>	Lack of progress of the Biodiversity Action Plan	High	High	High	<b>Treat</b> Aims and objectives are met.	Approved by Board.	Implementation of plan by modifications to standard operations in designated locations and in special projects with partners. Progress regularly reported to the Board on meeting the targets in the plan.	Medium		Medium	CE and LDE
<b>M8</b>	Poor or non-implementation of the Pumping Station replacement programme	High	High		<b>Treat</b> Introduce Project Management regime to ensure the programme is managed effectively.	Use of Member/Officer Project Steering Group to manage the programme systematically.	Produce monthly variation reports via Sage for the PSG and Board, setting out all risks, remedial actions and costings.	Medium	Medium	Medium	Board, PSG, PO, AO, LDE, CE
<b>M9</b>	Untimely or non-replacement of vehicles and plant	High	High		<b>Treat</b> Use agreed machinery replacement programme to ensure timely purchase of new machines.	Use Engineering Committee to manage the programme effectively.	Produce periodic variation reports via Sage for the Engineering Committee, setting out all risks, remedial actions and costings.	Low	Low	Low	Engineering Committee and LDE

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
Human Resources											
HR1	Inability to retain or recruit new staff.	Medium	Medium	Medium	<b>Treat</b> Unsure of role or expectations.	Clear job descriptions in place. <b>Annual Staff appraisals.</b>	Staff issued with Job Descriptions and Employee Handbook. Open communications through staff meetings and open door policy. <b>Timely staff appraisals take place.</b>	Low	Medium	Low	Board, PO and AO
					<b>Treat</b> Pay review, pensions.	Board agree all pay reviews and changes.	Pay scales are reviewed to ensure they remain competitive.				
					<b>Tolerate</b> Pay in line with expected action of skill level of staff.	Pay scales are set annually, at national level. Changes to staff responsibilities are set against tables/spine points.	Pay scales and conditions are reviewed at least bi-annually to ensure they remain competitive. Non monetary benefits such as holiday entitlement is monitored to ensure that this also remains competitive to aid recruitment and retention.				
					<b>Treat</b> Increase training.	Training schedules are maintained.	Staff receive ongoing relevant training. In-house computer provided to enable online safe, and cost-effective training to take place.				
					<b>Transfer</b> Pension fund review.	Annual review by actuaries of Glos LGPS. LGPS scheme closed to new staff in July 2015. Staff appointed since August 2015 are auto enrolled into a defined contribution Pension Scheme. The Employee contribution to this scheme is set at 2% above the Government minimum.	LGPS Employer contributions are revised on basis of actuaries triennial review. Employer contribution to defined contribution pension scheme is reviewed.				

HR2	Incidents to staff.	Medium	High	High	<b>Treat</b> Lone working training, manual handling and use of ladders.	Training schedules are maintained. Skyguard Lone worker system in place.	Where possible restrict amount of lone working.	Low	High	Medium	LDE
					<b>Treat</b> Street work signage training has been given.	Training schedules are maintained.	All workers have completed signage training.				
					<b>Treat</b> Accident occurs which injures a member of staff.	Risk assessments are undertaken before starting a job. Staff wear appropriate Personal Protective Equipment. Staff are trained on machinery before they operate it. Accidents are reported and logged.	All workers have completed appropriate training. The LDE reviews all risk assessments. All staff are issued with the Board's approved Employee Handbook.				
					<b>Treat</b> A member of staff contracts a disease.						
					<b>Treat</b> A member of staff contracts Covid-19.	All staff have been given or have access to PPE. LDE regularly reviews the current situation and decides if any further action needs to be taken. Office based staff working from home on a rota basis.	All operators have had individual meetings with the Foreman/LDE, where operators were informed as to how to minimise the risk. All staff have been issued with the 'Managing COVID-19 in the Workplace (Social Distancing) Handbook.' Also issued with a COVID-19 Risk Assessment which is reviewed when necessary in line with Citation/Government guidelines.				
					<b>Treat</b> First aid training.	Health and Safety Training schedules are maintained.	All workers have completed first aid training.				
					<b>Transfer</b> Fidelity Guarantee Insurance cover.	Cover reviewed annually.	Cover under community Insurance through Zurich Municipal.				AO
HR3	Loss of key members of staff in a small team.	Medium	Medium	Medium	<b>Tolerate</b> Other Drainage Boards, Environment Agency and Local Authorities could be asked to advise on operational needs if engineers were to leave.	Member of ADA and in dialogue with other Boards and use of consultants.	Ensure that admin duties are understood by more than one individual. Engineers overlap to ensure spread of knowledge.	Low	Low	Low	AO,LDE and CE

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
<b>Office Systems/IT</b>											
<b>O1</b>	Disaster to office premises/IT.	Low	High	Medium	<b>Treat</b> Can work from home using a Laptop which will have server access.	Business Continuity/Disaster Recovery plan tested satisfactorily in 2011 with Orchard computers.	A disaster recovery plan has been approved and clearly explains the steps that should be taken dependent on the type of disaster that occurs.	Low	Medium	Low	PO, CE, LDE and AO
					<b>Treat</b> Backups of server daily and once a week major backup.		Orchard Computer services. Daily/weekly backups.				
<b>O2</b>	Failure to store confidential and personal data in a secure environment.	High	High	High	<b>Treat</b> Ensure compliance with Data Protection Act 2018 and General Data Protection Regulation.	Review of data held annually. Destruction of data that is either out of date or no longer required. Paper records to be destroyed by a secure method and computer records to be deleted and erased.	Ensure that all staff and the Board are aware of the need to keep data secure and the implications of releasing personal sensitive data. Produce a GDPR Document Schedule. Produce a Document retention and destruction timetable.	Low	High	Medium	AO
<b>O3</b>	Failure to provide adequate insurance cover.	Medium	High	High	<b>Transfer</b> Level of Insurance cover is reviewed annually .	Cover reviewed annually.	Cover provided through Zurich Municipal.	Low	Low	Low	AO
<b>O4</b>	Inadequate functionality of IT systems.	Low	Medium	Low	<b>Tolerate</b> IT Systems are updated as and when they are needed. No specific high spec computers are needed, all packages used are basic and non bespoke.	Sage upgrades are incorporated as available. Microsoft Office upgraded as appropriate. Data base holding rating information updated as necessary. Drainage Rating System (DRS) has been implemented.	IT Systems are reviewed on a regular basis. New/upgrades to software packages only purchased as necessary to improve information and efficiency of the business.	Low	Low	Low	PO and CE

**Key:** CE - Civil Engineer  
LDE - Land Drainage Engineer  
AO - Accounts Officer  
PO - Principal Officer

F&GP Committee - Finance & General Purposes Committee  
PSG - Project Steering Group

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## BALANCE SHEET AS AT 31 JULY 2021

	Note	£	31/07/21 £	31/07/20 £	Variance £	31/03/21 £	Variance £
<b>FIXED ASSETS</b>							
Fixed Assets	1	1,017,064	<b>1,017,064</b>	<b>937,946</b>	79,118	<b>843,541</b>	173,523
<b>LONG TERM ASSETS</b>							
Investments		1,005,801	<b>1,005,801</b>	<b>764,852</b>	240,949	<b>938,012</b>	67,789
<b>CURRENT ASSETS</b>							
Stock +WiP		53,088		56,205	-3,117	57,421	-4,333
Trade Debtors		11,570		0	11,570	38,165	-26,595
Drainage Rate Debtors		2,168		1,749	419	1,513	655
Levy Debtors		0		0	0	0	0
VAT Claim		3,202		12,585	-9,383	14,665	-11,463
Special Levies - Environment Agency		31,657		7,759	23,898	0	31,657
Prepayments		25,259		23,868	1,391	38,383	-13,124
Cash at Bank and in hand		904,601		417,126	487,475	384,209	520,392
Short Term Deposits		409,785		1,009,336	-599,551	609,710	-199,925
			<b>1,441,330</b>	<b>1,528,628</b>	-87,298	<b>1,144,066</b>	297,264
<b>CURRENT LIABILITIES</b>							
Trade Creditors		-126,373		-47,919	-78,454	-41,246	-85,127
Other Creditors		-29,701		-28,898	-803	-28,372	-1,329
Accrued Expenses		-6,627		-11,865	5,238	-22,826	16,199
Finance Leases due within one year		0		0	0	0	0
Prepaid Rates	2	-78,297		-75,131	-3,166	-325	-77,972
Prepaid Levies	2	-236,540		-226,786	-9,754	0	-236,540
Payments Received in Advance		-16,800		0	-16,800	0	-29,988
Prepaid Developers Funds		-29,988		-29,115	-873	0	-29,988
			<b>-524,326</b>	<b>-419,714</b>	-104,612	<b>-92,769</b>	-414,757
<b>NET CURRENT ASSETS</b>			<b>917,004</b>	<b>1,108,914</b>	-191,910	<b>1,051,297</b>	-134,293
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>2,939,869</b>	<b>2,811,712</b>	128,157	<b>2,832,850</b>	107,019
<b>LONG TERM LIABILITIES</b>							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-1,412,000		-951,000	-461,000	-1,412,000	0
			<b>-1,412,000</b>	<b>-951,000</b>	-461,000	<b>-1,412,000</b>	0
<b>NET ASSETS</b>			<b>1,527,869</b>	<b>1,860,712</b>	-332,843	<b>1,420,850</b>	107,019
<b>FINANCED BY:</b>							
<b>CAPITAL ACCOUNT</b>							
			<b>666,569</b>	<b>666,569</b>	0	<b>666,569</b>	0
<b>ACCUMULATED FUND</b>							
Balance brought forward		596,060		546,655	49,405	546,655	49,405
Surplus for the 4 months		144,686		128,162	16,524	274,405	-129,719
Transfer to Capital Expenditure Reserve		-83,333		-75,000	-8,333	-225,000	141,667
Additional Transfer to Capital Exp. Res.		0		0	0	0	0
Transfer from Capital Expenditure Reserve		0		0	0	0	0
			<b>657,413</b>	<b>599,817</b>	57,596	<b>596,060</b>	61,353
<b>Developers Funds Reserve</b>							
Investments at cost		650,000		650,000	0	650,000	0
Increase in value		355,801		114,852	240,949	288,012	67,789
Investments at current value		1,005,801		764,852	240,949	938,012	67,789
Cash at Bank		66,130		76,253	-10,123	76,319	-10,189
			<b>1,071,931</b>	<b>841,105</b>	230,826	<b>1,014,331</b>	57,600
Capital Expenditure Reserve	3		<b>396,373</b>	<b>559,638</b>	-163,265	<b>411,307</b>	-14,934
Pension Reserve			<b>-1,412,000</b>	<b>-951,000</b>	-461,000	<b>-1,412,000</b>	0
Revaluation Reserve			<b>144,583</b>	<b>144,583</b>	0	<b>144,583</b>	0
			<b>1,524,869</b>	<b>1,860,712</b>	-335,843	<b>1,420,850</b>	104,019

## Notes

- Fixed assets include purchases, sales and depreciation for 4 months to 31 July 2021.
- In all these cases the balance sheet has been adjusted to reflect receipts
- This Reserve is held as cash and increases by £20,833 each month.  
There is a corresponding monthly charge in the income and expenditure account.  
As the new pumps are capitalised as a fixed asset, they are depreciated over 15 years.

# **LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**

**INCOME AND EXPENDITURE 4 MONTHS TO 31 JULY 2021**

**YEAR TO DATE**

Income	Note	Actual £	Budget £	Variance £	31 July 2020 £	Variance £
Levies Charged to Authorities	1	452,334	452,334	0	433,681	18,653
Agricultural Rates	1	41,869	41,869	0	40,142	1,727
Rechargeable Works		31,060	400	30,660	1,533	29,527
Application Fees		1,200	1,000	200	900	300
Consultancy Fees Recharged		0	6,000	-6,000	0	0
Surplus on Sale of Assets		36,996	29,258	7,738	15,537	21,459
Miscellaneous Income		0	0	0	0	0
Foreign Water Grant - EA		56,895	56,895	0	55,780	1,115
Developers Fund Contribution	1	14,994	14,994	0	14,557	437
Interest		94	1,000	-906	1,028	-934
<b>Total</b>		<b>635,442</b>	<b>603,750</b>	<b>31,692</b>	<b>563,158</b>	<b>72,284</b>
<b>Expenditure</b>						
Payroll		240,119	245,933	5,814	230,392	-9,727
Office Maintenance	2	5,129	7,617	2,488	5,699	570
Maintenance	3	57,656	56,595	-1,061	41,888	-15,768
EA Levy		72,724	72,724	0	71,298	-1,426
Motor Travel and Subsistence	4	7,275	7,702	427	4,038	-3,237
Communications		1,582	1,750	168	1,473	-109
Administration	5	12,823	13,164	341	14,469	1,646
Engineering Consultancy Fees		19,700	25,000	5,300	16,247	-3,453
Legal and Professional Fees	6	1,421	1,000	-421	922	-499
Audit and Accountancy Fees		1,150	0	-1,150	0	-1,150
Depreciation		70,469	70,469	0	47,879	-22,590
Bank Charges		708	1,000	292	691	-17
<b>Total</b>		<b>490,756</b>	<b>502,954</b>	<b>12,198</b>	<b>434,996</b>	<b>-55,760</b>
<b>Surplus for 4 months</b>		<b>144,686</b>	<b>100,796</b>	<b>43,890</b>	<b>128,162</b>	<b>16,524</b>
<b>Transfer to Capital Expenditure Res.</b>		<b>83,333</b>	<b>83,333</b>	<b>0</b>	<b>75,000</b>	<b>8,333</b>
<b>Net Surplus for 4 months</b>		<b>61,353</b>	<b>17,463</b>	<b>43,890</b>	<b>53,162</b>	<b>8,191</b>

The results for 4 months show a surplus of £61,353 against a budget of £17,463 a positive difference of £43,890.



The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 4 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Office Maintenance -

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation for major variances
Plant Maintenance	16,161	21,641	5,480	
Maintenance Compensation	0	333	333	
Vehicle, Plant	31,613	25,533	-6,080	Insurance and Diesel for hired pumps at Elmore Back
Workshop Fixtures & Fittings	3,074	2,200	-874	
Pump Station Electricity	4,745	4,488	-257	Heavy rainfall in May and June 2021
Health & Safety	2,063	2,400	337	
	57,656	56,595	-1,061	

4) Administration -

5) Engineering Consultancy fees -

	Actual £	Budget £	Variance £
Non Rechargeable Fees	19,700	20,000	300
Rechargeable Fees	0	5,000	5,000
	19,700	25,000	5,300

6) Legal and Professional Fees -

Notes:

Surplus on sale of assets is:	£
Kobelco Excavator WO14 OEY	19,638
Claas Tractor OU7 JXX	17,358
	<hr/> 36,996

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## FORECAST TO YEAR END

### INCOME AND EXPENDITURE FORECAST TO YEAR END - 31 MARCH 2022

Income	Note	Projected Outturn £	Budget £	Variance £	31 March 2021 £	Variance £
Levies charged to Authorities	1	1,357,001	1,357,001	0	1,301,042	55,959
Agricultural Rates	1	125,607	125,607	0	120,427	5,180
Rechargeable Works		31,060	17,000	14,060	24,434	6,626
Application Fees		3,600	3,000	600	5,900	-2,300
Consultancy Fees Recharged		18,000	18,000	0	26,304	-8,304
Surplus on Sale of Assets		36,996	29,258	7,738	19,723	17,273
Miscellaneous Income		0	0	0	300	-300
Foreign Water Grant - EA		170,686	170,686	0	167,339	3,347
Developers Fund Contribution	1	44,982	44,982	0	43,672	1,310
Interest		282	3,000	-2,718	1,360	-1,078
<b>Total</b>		<b>1,788,214</b>	<b>1,768,534</b>	<b>19,680</b>	<b>1,710,501</b>	<b>77,713</b>
<b>Expenditure</b>						
Payroll		765,822	765,822	0	727,889	-37,933
Office Maintenance	2	15,387	20,975	5,588	15,595	208
Maintenance	3	180,000	180,000	0	191,481	11,481
EA Levy		218,171	218,171	0	213,892	-4,279
Motor Travel and Subsistence	4	21,825	23,746	1,921	18,912	-2,913
Communications		4,746	5,250	504	5,551	805
Administration	5	38,469	39,979	1,510	39,350	881
Engineering Consultancy Fees		75,000	75,000	0	60,740	-14,260
Legal and Professional Fees	6	1,421	3,000	1,579	5,047	3,626
Audit and Accountancy Fees		6,150	5,000	-1,150	3,500	-2,650
Depreciation		211,407	211,407	0	151,990	-59,417
Bank Charges		2,124	3,000	876	2,149	25
<b>Total</b>		<b>1,540,522</b>	<b>1,551,350</b>	<b>10,828</b>	<b>1,436,096</b>	<b>-104,426</b>
<b>Anticipated Surplus at Year End</b>		<b>247,692</b>	<b>217,184</b>	<b>30,508</b>	<b>274,405</b>	<b>-26,713</b>
<b>Transfer to Capital Expenditure Res</b>		<b>250,000</b>	<b>250,000</b>	<b>0</b>	<b>225,000</b>	<b>25,000</b>
<b>Anticipated Net Surplus at Year End</b>		<b>-2,308</b>	<b>-32,816</b>	<b>30,508</b>	<b>49,405</b>	<b>-51,713</b>

**Minutes of the Engineering Committee  
of the Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 20<sup>th</sup> October 2021 at 10.30 am  
The Gables Hotel**

**Present:**

Mr Barnes  
Mr J Cornock  
Mr T Cullimore  
Cllr R Griffin  
Miss R Hewlett

Chairman

Mr R Hyslop  
Mr G Simms  
Cllr M Riddle (Deputising for Cllr J Jones)

**Staff:**

Martin Dear                      Accounts Officer  
James Druett                    Land Drainage Engineer  
James Thomas                Civil Engineer  
Kieran Warren                Principal Officer  
Louise Reading               Minutes

AO  
LDE  
CE  
PO

<b>3277</b>	<b>Apologies</b> Apologies were received from Cllr J Jones.	
<b>3278</b>	<b>Chairman's Announcements</b> There were no Chairman's Announcements.	
<b>3279</b>	<b>Declarations of Interest</b> No interests were declared.	
<b>3280</b>	<b>Minutes of Previous Engineering Committee Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>The minutes of the meeting held on 16<sup>th</sup> December 2020 be approved as a true and correct record.</b></li> </ul>	
<b>3281</b>	<b>Matters arising from the minutes</b> Mr Simms asked Members for patience in terms of the ongoing pump station replacement programme. He pointed to the ongoing work on SAGE to provide the required financial. There had been several Member requests for additional financial information recently and Mr Simms asked Members to exercise control and consideration for the Officers time when making these requests as they were and time consuming for those involved. It was also agreed at the last Board Meeting that any additional work requests must be agreed with the Chairman and PO.  He added that he fully supported the Chairman's review of the structure and organisation of the LSIDB  Finally, he reminded Members that the remaining four pumps were undergoing a detailed analysis and exploration. The figures presented at the last Board Meeting should be read as correct as at that date.	
<b>3282</b>	<b>Elmore Back Pumping Station Update</b> The LDE updated Members, stating that the benching at Elmore Back had been undertaken, the electrician would be onsite next week and the pumps were due to be installed at the end of October. Unfortunately, there was a delay in the delivery of some materials owing to Covid and Brexit. However, this would not hold up the pumps being functional once installed.  Miss Hewlett asked about the financial report was that had been agreed previously. Motion Consultants had provided a breakdown but with no explanations as to any variances. It was also unable to be compared to April. The LDE distributed a more detailed breakdown of the costs for information.	

	<p>Members agreed that this would need to be considered by the Project Steering Group and then reported back to Engineering Committee.</p> <p><b>It was resolved that;</b></p> <ul style="list-style-type: none"> <li>• <b>The Project Steering Group be asked to investigate these figures and report back to the next Engineering Committee.</b></li> </ul>	
3283	<p><b>Vehicle and Machinery Replacement Programme</b></p> <p>The PO directed Members to the report in the papers and the supplementary report in relation to concerns from the F &amp; GP Committee Chairman. Alderman Williams raised concerns about future financial stability with vehicle and machinery costing around the £1m mark by 2025. He urged the Engineering Committee to exercise caution with its spending.</p> <p>The PO reminded Members that vehicle and machinery was required to continue effective operations and that this was the core business of the Board. The Committee was rigorous in its review of the programme having previously extended the renewal criteria.</p> <p>Members also noted that the Board was in control of the rate it set, had money in investments and in the event of a big capital programme project the Board could look to borrow in order to bridge any funding gap.</p> <p>It was important that Members remembered that the Engineering Committee needed to ensure smooth running of operations and needed to approve the vehicle and machinery replacements in the light of this requirement.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>At its next meeting, the Engineering Committee examine how best to proceed with the comments from the Chairman of the Finance and General Purposes Committee</b></li> </ul>	
3284	<p><b>Machinery Purchase</b></p> <p>Members reviewed the quotation for the new Spearhead MX95, The LDE advised that the quote included all the same modifications on the new MX95 as there was on the SPV3 to be replaced.</p> <p>Members felt that the condition of the current Spearhead could attract a higher resale value and the LDE undertook to negotiate further with the suppliers.</p> <p>The AO reminded Members that the reason that the machinery programme was in place was to aid a smooth budgeting profile so that funds did not have to be found for multiple machines in a single year.</p> <p>In a response to a question from Cllr Riddle the LDE confirmed that a specification was available for the manufacture and that he was confident that they were the only supplier in the market that could supply such a vehicle.</p> <p>Mr Cullimore asked if the warranty could be extended. The LDE advised he would confirm this and request extended warranty options.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>A new spearhead MX95 be purchased in 2021/22 from Spearhead Machinery Ltd as the sole suppliers, part exchanging with the existing Spearhead SPV3.</b></li> <li>• <b>The LDE to explore warranty options</b></li> </ul>	<p><b>20211020 ENG1</b> LDE to speak to manufacturer about warranty's</p>

3285	<p><b>Succession Planning &amp; Recruitment</b></p> <p>Mr Barnes observed that there were some operatives coming up to the age of retirement. Members discussed the important of operatives' knowledge and how important it was to capture this knowledge to assist a new recruit.</p> <p>The PO added that this was a challenging issue to resolve not just for both operatives and officers. He stated that it was sensible to mitigate any difficulties eg by ensuring job descriptions are up to date, the best places to advertise etc....</p> <p>Cllr Griffin suggested an appraisal question that asked a member of staff of anyone they thought would be a good fit for the role.</p> <p>Cllr Griffin also suggested looking at lead times for certain materials in relation to the pump stations replacement programme. Mr Simms advised that this would be looked at within the PSG.</p>	
3286	<p><b>Date of Next Meeting</b></p> <p>The date of the next meeting is tbc.</p> <p>In response to Miss Hewlett the PO advised that meeting dates would be set at the Board AGM on 3<sup>rd</sup> November and that additional meetings would be called as and when required.</p>	
	<p>The meeting closed at 11:40pm</p>	

MEETING: FULL BOARD - AGM

MEETING DATE: 03.11.2021

REF: GS

REPORT BY: Geoff Simms

### **Performance Management Working Group**

### **Performance measures for 2021/2022/2023**

#### **Introduction**

Due to resource constraints, due to the pumping station project work, in conjunction with the Chairman, Matthew, it was agreed to delay the 'Performance Management' discussions until a more appropriate time. In response to a previous Board meeting proposal the working group has explored areas for which it would be useful to establish some initial measures to assist in improving IDB performance and to be able to 'trial' the process in 2021/2022. In taking a pragmatic approach the group has sought to minimise any additional resource needs to establish the process whilst concentrating on areas that can be readily reported on and have opportunity for improvement. It is intended that the measures will be reported on, at each Full Board meeting, giving all members the opportunity to monitor progress. We seek to establish this in a 'safe' environment so as to determine its effectiveness as a process without resort to personal performance. The LDB has already reinstated the staff appraisal system to enable individuals to have a one to one discussion about their role, performance and ongoing development opportunities in line with the needs of the LDB and the individual.

A number of measures, shown below, are being suggested to enable the Performance management process to commence and will be an opportunity to trial the mechanism, they are as follows:

1. SAFETY is often quoted, by companies, as its number one priority but can often fail to engage its staff and stakeholders in this important journey of maintaining and improving safety which can massively affect the performance of the business. To give greater priority to this important area of managing safety we propose the following :

**1.1 At each Full Board meeting the first item on the agenda will be a safety update, by the Chairman, covering, in the first instance, the following:**

**Lost Time Accidents, Minor Injuries and Near Miss Reporting\***

**A Near Miss Reporting system needs to be set up and all staff encouraged to participate in this reporting mechanism. Near Misses are known to be the feed stock for more serious accidents and can significantly mitigate the risk of accidents.**

2. ASSETS of the IDB are contained in an asset register that historically has only been used in terms of financial management. If extended to include all assets, namely machinery, pumping station

assets and their maintenance/ breakdown costs then it would provide better information when planning future expenditure on replacements. For 2021/2022 we propose :

- 2.1 That the Asset register is expanded to include all machinery and plant items with ready access to past expenditure on those items including a record of reliability.**
  - 2.2 That this register is utilised, by the Engineering Committee, as part of its consideration for expenditure on replacement items.**
  - 2.3 These considerations and recommendations, for expenditure, will be reported at the earliest Full Board meeting.**
3. OPERATIONS, in the field, are a key activity of the IDB and it currently maintains a good reputation for the standard of delivery. We currently report on number of kilometres maintained per year and commonly a level of 500km is the number quoted. However this does not provide a measure that indicates a performance level and therefore provides no opportunity for considering measures that would improve this. For example different machinery or staffing levels may provide a more effective delivery. For 2021/2022 we propose:
  - 3.1 That we establish the total quantity of maintenance for which the IDB has responsibility.**
  - 3.2 Establish a prioritisation of our yearly maintenance strategy**
  - 3.3 Report to the Engineering committee on any areas for improvement, to be considered, in terms of delivery.**
4. COMPLIANCE is a very important aspect for the management of the IDB. Its foundation is one of 'best endeavours' to provide value for money for its rate payers; it is not primarily a profit making business. It is unusual in that it is both being 'regulated' and in its own right is a 'regulator'. Its primary Regulator is the Environment Agency and itself 'regulates' for development applications in the Severnside area. Aspects of both of these areas have opportunity for improvement and for 2021/2022 we propose:
  - 4.1 We produce a draft document for the process of managing a 'consent' application, with the EA, and gain approval, by collaboration with the EA. This is a most important improvement for the forthcoming pumping station refurbishments needing timely 'consent' approvals. As the regulator for Severnside Developments we currently have a good reputation for our timely delivery in this area. To maintain the standard and improve where possible for 2021/2022 we propose:**
  - 4.2 The process for this activity is documented**
  - 4.3 The applications are reported including the cycle time from receipt to completion of the application process.**
  - 4.4 Maintaining the delivery within the 12 week application period is paramount in maintaining the reputation of the IDB.**
5. STANDING ORDERS are rules made by the Lower Severn Drainage Board with the approval of the Secretary of State. They set out the rules under which the Board carries out its business and therefore shows the importance of these 'orders' being the subject of timely review and

assurance that board members are fully aware of the content and have understanding of the application of these standing orders. For 2021/2022 we propose the following:

- 5.1 That the Standing Orders are fully reviewed in the context of their compliance with the standard model and meeting the requirements of the Lower Severn Drainage Board.**
- 5.2 Each of the individual orders need to be considered in terms of their applicability and practical application.**
- 5.3 Within this period all Board members should be made fully conversant with the reviewed Standing Orders.**

In adopting these measures we give ourselves the opportunity to progress some 'areas for improvement' and to be able to give the concepts of performance management a trial. We feel sure that overall benefit will be derived from this process, adjusting from experience, as we move forward.

All measures will be reported in one short report at each Board meeting.

Geoff Simms

18<sup>th</sup> October 2021



**CALENDAR OF MEETINGS – NOVEMBER 2021 to FEBRUARY 2023****Introduction**

The table sets out the proposed dates for Board and Committee meetings for the above period. Meetings will take place on Wednesdays. Dates shown in italics have already been approved.

<b>Meeting</b>	<b>Date</b>	<b>Time</b>
<i>Governance &amp; Probity</i>	<i>1 December 2021</i>	<i>10.30am</i>
<i>F&amp;GP</i>	<i>8 December 2021</i>	<i>10.30am</i>
<i>Staff &amp; Pensions</i>	<i>12 January 2022</i>	<i>10.30am</i>
<i>F&amp;GP</i>	<i>19 January 2022</i>	<i>10.30am</i>
<b>Full Board Meeting Rate Setting</b>	<b>2 February 2022</b>	<b>2.00 pm</b>
Treasury Sub	9 March 2022	10.30 am
Governance & Probity	30 March 2022	10.30 am
Engineering Committee	13 April 2022	10.30am
Staff & Pensions	4 May 2022	10.30 am
F&GP	18 May 2022	10.30 am
<b>Full Board Meeting</b>	<b>8 June 2022</b>	<b>2.00 pm</b>
Treasury Sub	31 August 2022	10.30 am
F&GP	7 September 2022	10.30 am
<b>Full Board Meeting</b>	<b>21 September 2022</b>	<b>2.00 pm</b>
Engineering Committee	19 October 2022	10.30am
<b>Full Board Meeting ANNUAL MEETING</b>	<b>2 November 2022</b>	<b>2.00 pm</b>
Governance & Probity	30 November 2022	10.30 am
F&GP	7 December 2022	10.30 am
F&GP	18 January 2023	10.30 am
<b>Full Board Meeting Rate Setting</b>	<b>1 February 2023</b>	<b>2.00 pm</b>
Staff & Pensions	8 February 2023	10.30 am

The schedule has been prepared on the basis that

- Four Board meetings are held each year, to include an Annual Meeting in November and a Rate-Setting meeting in February
- The proposed meeting dates meet all governance, budgeting and audit requirements
- Additional meetings will be added if required; an additional Engineering Committee meeting has been added to ensure the timely management of the Capital Programme
- All agendas will be issued FIVE working days prior to the meeting
- **The venue** will be set according to Member preferences

**Recommendation:** That the schedule be approved.

*Kieran Warren, Principal Officer*

## Appointment of Committees 2021

The table is a compilation of the Members responses to date. The majority of Members opted for in person meetings.

Committee		Committee numbers					
Finance & General Purposes Committee		9 Members					
Engineering Committee		9 Members					
Governance & Probity Committee		6 Members					
Staff & Pensions Committee		9 Members					
Treasury Sub-Committee		4 Members					
Surname	Forename	Finance & GP	Engineering	Governance & Probity	Staff & Pension	Treasury Sub Comm.	Response Details
<b>ELECTED</b>							
Barnes	Mike		E				
Collins	Fiona			G	S		1st S&P, 2nd G&P
Cornock	John	F	E				1st F&GP, 2nd Eng
Hewlett	Rose		E				
Hore	John	F					
Hyslop	Robert		E				
Littleton	Graham	F			S		1st F&GP, 2nd S&P
Nichols	Jimmy				S	T	1st Trea, 2nd S&P
Simms	Geoff	F	E		S		1st Eng, 2nd F&GP, 3rd S&P
<b>APPOINTED</b>							
Abraham	Peter			G	S	T	1st G&P, 2nd S&P, 3rd Trea
Milestone	Sue						
Hance	Fi						
Sykes	Mary						
Williams	Colin	F				T	1st F&GP, 2nd Trea
Riddle	Matthew	F		G		T	1st F&GP, 2nd G&P, 3rd Trea
Burchell	Keith						
Griffin	Robert	F	E		S		1st Eng, 2nd F&GP, 3rd S&P
Jones	John		E	G			1st Eng, 2nd G&P
Toleman	Paul		E				
Topping	Mark						
Howells	Phillip						
Williams	Mark						
Behan	Bronwen						
<b>Total</b>		<b>7</b>	<b>8</b>	<b>4</b>	<b>6</b>	<b>4</b>	

## **ELECTION RESULTS AND CO-OPTION**

### **Introduction**

Triennial elections to the Board have been completed and the results are shown in the attached Appendix.

### **Co-option**

As the results show, there are 6 vacancies to fill, a process normally achieved by co-option. Any qualified person may apply by completing a simple nomination paper and enclosing a brief statement as to their suitability for the role.

If any Member knows anyone whom they feel may be a fit person for this work then I encourage him/her to bring this opportunity to their notice.

### **Recommendation:**

That the vacancies be filled via co-option and the PO be requested to report back in due course.

*Kieran Warren*

*Principal Officer*

*November 2021*

Land Drainage Act 1991		
LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD		
Declaration by Returning Officer when No Poll		
I, the undersigned, being the Returning Officer for election of Members of the Internal Drainage Board, do hereby declare that as the number of candidates does not exceed the number of persons to be elected, the following Candidates are elected as Members of the Drainage Board.		
Names of Candidates	Place of Abode	Description/Qualification
Barnes, Michael John	Linhay Farm Birtsmorton MALVERN WR13 6AR	Farmer - Occupier of land
Collins, Fiona Elizabeth	Eldersfield Court Eldersfield GLOUCESTER GL19 4NP	Farmer - Occupier of land
Cornock, William John	Poplars Farm Oldbury Naite Thornbury BRISTOL BS35 1RH	Farmer - Occupier of land
Hewlett, Rosemary Anne	9 Vicarage Lane Frampton-on-Severn GLOUCESTER GL2 7EE	Self Employed Farm Secretary - Nominated by Owner/Occupier of land
Hore, John	The Paddocks Main Road Easter Compton BRISTOL BS35 5RJ	Retired Farmer - Nominated by Owner/Occupier of land
Hyslop, Robert Douglas	Chaxhill House Chaxhill WESTBURY-ON-SEVERN GL14 1QP	Farmer - Occupier of land
Littleton, Graham Richard	Bridgemacote Farm Longney GLOUCESTER GL2 7SP	Farmer - Occupier of land
Nichols, James William	Great Leaze Farm Oldbury-on-Severn BRISTOL BS35 1RF	Farmer - Occupier of land
Simms, Geoffrey Peter	Pillhead Cottage Ryalls Lane Cambridge GLOUCESTER GL2 7AT	Retired - Occupier of land
Dated: 11th October 2021	K Warren - Returning Officer	Waterside Buildings Oldbury Lane Oldbury-on-Severn BRISTOL BS35 1RF

## **UNPAID RATES – WRITE-OFF**

### **Introduction**

The Board have been actively trying to recover an outstanding debt for a ratepayer for the periods 1/4/2019-31/3/2020 and 1/4/2020 – 31/03/2021, without success.

In line with Paragraph 11 of the Financial Regulations Board approval is required to write off this debt. The amount to be written off is £161.37, this is made up of £61.37 in rates and £100 in court costs.

### **History of the debt**

- Rate demands issued in April 2019, 2020 and 2021
- Reminders sent in June and July of each year
- Additional letters due to Covid issued each year
- In 2019 we were unable to attend court owing to the Covid pandemic
- In 2020 summons and liability orders were granted
- Chase emails sent throughout
- Bailiffs instructed in 2020
- The property and land were transferred in August 2021. Effective from 1/4/2021 leaving rates outstanding for the period 1/4/2019 – 31/3/2021
- Despite best efforts the ratepayer now has no fixed abode and we are unable to serve further summons and the bailiffs are not able to trace.

### **Recommendation:**

- That the sum of £161.37 be written off as irrecoverable.

*Louise Reading*

*Ratings Officer*

*November 2021*