

# Lower Severn (2005) Internal Drainage Board

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## Full Board

**Full Board meeting of the**

**Lower Severn (2005) Internal Drainage Board**

**Meeting held at The Gable Hotel, Falfield, Gloucestershire on Wednesday 7<sup>th</sup> June 2023 at 2.00pm**

### **Board Members:**

CLlr Matthew Riddle (Chair)

Mr. Mike Barnes (Vice Chair)

Ald Mary Sykes

Ald Peter Abraham

Mr. Charles Daniell

CLlr Matthew Sugden

CLlr Paul Toleman

Mrs. Fiona Collins

Mr. Geoff Simms

Mr. John Hore

CLlr. John Jones

Mr. Jimmy Nichols

Mr. John Cornock

Mr. Roger Godwin

Dr Manjit Pope (CEO)

### **Officers:**

James Thomas- Business Development Manager

James Druett- Head of Operational Service

Glenn Taute- Chief Financial Officer

Martin Taute- Accounts Officer

Joanna Mathews- Programme and Governance Officer

Vicky Bailey- PR and Comms Officer

Karen Waldron- Office manager

Bianca Taute- Administrator

Minutes taken by Vicky Bailey

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| <b>3526</b> | Apologies were received from Alderman Nikki Barton, Cllr Mark Topping, Cllr Paul Ockelton, Cllr Robert Griffin, Mr. James North, Mr. Keith Withers, Mr. Robert Hyslop, Ms Sue Milestone and Mr. Tom Cullimore.  |
| <b>3527</b> | <p><b>Chairman's Announcements</b></p> <p>MR welcomed all present. The Chair was pleased to inform Members that there had been no Health and Safety accidents or near misses since the previous Board meeting in February.</p> <p>The Chairman and Officers had attended a SWADA meeting as members of the Southwest ADA branch; JT led a presentation on the Pumping Station Programme which was well received. LSIDB were lauded for their positive relationship with EA.</p> <p>In the future Rebecca Hoisington will attend these SWADA meetings on LSIDB's behalf. RH will replace Tony Bradford as Director of SWADA.</p> <p>MR and MP met with CLA and Thomas Jenner-Fust to look at ways of ways of working together.</p> <p>MR reported that the local elections resulted in some changes to the Board; Paul Ockelton and a new member from the Malvern Hills will be joining. MR updated the Board on the retirement of Rose Hewlett and wished her the best for the future. Peter Abrahams passed on the Boards gratitude for her services. MR reported that Bronwen Behan had also retired; this was met with many thanks for her service and best wishes for her future.</p> <p>LSIDB will have a stand at the Frampton Show on Sunday 10<sup>th</sup> September; MR hoped to see members there. Some Officers will be attending ADA's 'Flood and Water Live' on July 5<sup>th</sup></p> |
| <b>3528</b> | <p><b>Declaration of Members Interest</b></p> <p>Mary Sykes asked it to be made clear that she receives an EA pension</p> <p>MR reminded Members that the new Register of Interest forms, alongside the ICare values, need to be signed; each Member had a paper copy given to them today.</p>  |
| <b>3529</b> | <p><b>Minutes of Previous Meetings</b></p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• The Minutes of the meeting held on the 8<sup>th</sup> February 2023 will be approved as a true and correct record with the addition of Jimmy Nicholls apologies.</li> </ul>   |
| <b>3530</b> | <b>Committee Actions</b>  |

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|             | <p><b>Engineering Committee held 12/04/2023</b></p> <p>MR updated the Board that the Engineering papers were a set of Action Points. JD reported the Kobelco excavator is now in the UK and LSIDB will switch machine parts and that they are still awaiting the delivery of the Isuzu pick up.</p> <p>JD noted that there were alternative plans for Lapperditch; EA will clean screens during out of hours.</p> <p>JT and JD will take two machines to the Frampton Show.</p> <p>MR reported that the government have proposed changes to SUDS and recommended Members keep informed of any changes as they could affect LSIDB's work.</p> <p>JH asked for an update on the bunkers; JT said there were no updates at present.</p> <p><b>F&amp;GP Committee held 17/05/2023</b></p> <p>JH reported it had been a full meeting; refer to pages 12/13 and Action Points. Asked Members for feedback; none received.</p> <p>Noted a change in the pension reserve; negative to positive valuation.</p> <p>MR commended LSIDB for work on the budget.</p> <p>MD asked for the Boards approval on the paper on insurance policies; all in favour.</p> <p>Jimmy Nicholls will be part of the Finance and Treasury Committee which will be presented to the Board for approval. GS proposed the two treasury policies and two reserves policies be presented to the Board; seconded MS. All in favour.</p> <p><b>It was resolved:</b></p> <ul style="list-style-type: none"> <li>• <b>JN to join Treasury and Finance Committee</b></li> <li>• <b>The two proposed treasury and reserves policies to be adopted</b></li> </ul> |
| <b>3531</b> | <p><b>AGAR 2022/2023</b></p> <p>The Internal Audit was noted by the board. MR proposed accepting the IA report; seconded MS; all Board members voted in favour. <b>Internal Audit report approved.</b></p>  |
| <b>3532</b> | <p><b>AGAR 2022/2023</b></p> <p>Section 1; Governance Statement. Noted by the Board. JC proposed; seconded JJ; all Board members voted in favour. <b>Section 1 approved.</b></p> <p>MD asked the Chairman and CEO to sign the paperwork.</p>  |
| <b>3533</b> | <p><b>AGAR 2022/2023</b></p> <p>Section 2; Accounting Statement. Noted by the Board. MR proposed; seconded Mary Sykes. All Board Members voted in favour. <b>Section 2 approved.</b></p>  |

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| 3534 | <p><b>CEO Briefing by Dr Manjit Pope</b></p> <p>MP's report was shared on the screen as well as Member's having access to a paper copy. MP read through her presentation.</p> <p>MP assigned each Risk Register to its appropriate Committee. MP assured the Board that the Senior Officers would do all the work necessary to inform the Board, the Board/ Committee chairs makes the decisions and take ownership of their respective committee related risks regarding the wider LSIDB risk register and that the ultimate responsibility falls with MP as CEO.</p> <p>MP is exploring options for succession planning for operators and the Board (when Members, Operators, Officers retire etc) and looking at options on how that's managed.</p> <p>Consultations are planned for the new Pumping Stations this Summer; need to engage with local members. VB and JT will send out invitations.</p> <p>MP listened when the Board said they did not want to keep paying expensive consultants; MP is now trying to keep this in-house so that knowledge can be retained within LSIDB. MP gave the example of proofreading costing £147 via a consultancy whereas in-house this would cost less than £30.</p> <p>MP has been looking at how LSIDB can position itself and highlight our value to ensure we get funding from government at a time when governments are tightening their belts. MP met with a CEO of a council recently who did not know what an IDB is. This makes IDB's vulnerable to cuts. By having a strong, cost-effective communication strategy LSIDB can become more visible and help achieve objective strategies.</p> <p>Organisational development and growth; SMART objectives now in place for all Officers.</p> <p>Annual Service Plan: monthly reports on fiscal update, operations and programme delivery. Everyone is able to access reports, they will be presented at each committee meeting (including the Risk Register) as standing agenda items.</p> <p>MP has introduced different ways of partnership working set ups including the EA pilot programme. ADA would like to learn how we are so successful. LSIDB is a benchmark organisation.</p> <p>The Feasibility Study will tell us the options on how to best deliver the programme in the best way possible. Not many people know the value IDB's bring.</p> <p>EA were planning on shutting down Pumping Stations as they were concerned over the eel element – they have now signed a document confirming that LSIDB have provided confidence in their approach and delivery, and that the EA have now signed off the exemption notice a week ahead of the deadline. Lapperditch signed off until 2025.</p> <p>JD has written an Impact Statement which CLA and NFU are happy to support. RG has written a report on the impact this would have.</p> <p>LSIDB is building bridges with EA; MP meeting weekly with EA. Meeting monthly with Defra, WMA, ADA, SWADA, CLA and NFU. MP asked members to help in building partnerships with council leaders and CEO's – this is critically important for LSIDB not just for programme delivery.</p> |
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|             | <p>RG wanted to clarify that MP wants EA/ government to pay for the Pumping Stations; MP responded that LSIDB needs to prove the Pumping Stations can be looked after operationally and financially throughout their life span. MP hopes EA/ government will contribute. PT suggested approaching insurance companies and banks.</p> <p>MR thanked MP for her work and encouraged Members to have one-to-ones with MP. MP thanked the Board for their trust in her, the Board itself and the team. MP noted that there were big changes and hoped everyone could see the benefits.</p> <p><b>It was resolved:</b></p> <ul style="list-style-type: none"> <li>• <b>Each Committee has its own Risk Register</b></li> </ul>   |
| <b>3535</b> | <p><b>Capital Programme's Highlight Report – Q&amp;A</b></p> <p>GS looked at ongoing actions against time scales and individuals. Praised the positive atmosphere; JT and JD have been given the confidence to deliver knowing they have the support of the Committee and without having to wait for a Board meeting.</p> <p>Highlight report done monthly; Feasibility Study moving ahead at a fast rate and should be complete at the end of July 2023.</p> <p>Business Case being developed; risk of no funding without it. Arup are commissioning the Feasibility Study and Business Case – Business Case should be finished by September.</p> <p>GS said a Glossary of Terms had been produced; asked for this to be circulated amongst members.</p> <p>GS concluded by saying the Officers are working well on behalf of the Board and the organisation.</p> <p>RG praised MP for her work with EA however voiced concern over time scales; EA and Defra could take a long time to answer. MP added this is why she meets so frequently with EA and that a strong Communications Strategy would support these objectives.</p> <p>GS hopes to move to design phase soon. MR thanked GS for his work.</p> |
| <b>3536</b> | <p><b>Head of Operational Services – Operations Highlight Report – Q&amp;A</b></p> <p>JT read his report; no Health and Safety concerns or near misses.</p> <p>All training and assessments are now on a tick-list for operatives</p> <p>PAT testing and Citation all complete and up to date.</p> <p>Operators have been working in Ledbury cutting branches, desilting at Maisemore and working at Lower Almondsbury. Operators to start mowing at approximately 15 sites early in the season where residential property is at risk from flooding. These sites are then revisited at the end of the year to tackle regrowth.</p>  |

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|      | <p>MR noted that many farmers and landowners had reported to him that they are impressed with the work the operations team do. MP added that as part of her one-to-ones with other CEO's they said LSIDB's Operations is their benchmark.</p>  |
| 3537 | <p><b>Governance and Probity – Policy Schedule of Work – Q&amp;A</b></p> <p>FC is now Vice Chair as BB left. FC thanked BB as she did an outstanding job going through policies and schedules. FC reported that the quarterly meeting is now postponed. Main work is on the policy timetable. Citation are scheduled to carry out an overhaul of HR policies.</p>  |
| 3537 | <p><b>HR Report – Review and Audit of Policy, processes and tools</b></p> <p>FC reported that the committee had not met since the Full Board last met in February.</p> <p>Thanked MD for his many years of fantastic work as CFO and welcome GT as the new CFO. GT has a three-month handover from MD.</p> <p>FC introduced JM as the Governance Officer, VB as Communications Officers and BT who is covering sick leave. Added that the new posts help LSIDB to work efficiently and more cost effectively. Noted that KW received a salary increase in line with her role.</p> <p>Discussed the Boards Mission Statement and the personal development of Officers. MP's work on Succession Planning will be looked at over the summer.</p>  |
|      | <p><i>Junior Officers were asked to leave the room for ten minutes</i></p>   |
| 3538 | <p><b>Phase 2 LSIDB Governance transformation - briefing and sign-off</b></p> <p>MR reported that the Board had reviewed the strategic objectives and are now looking in detail at what each Committee needs to do. Members saw the draft proposed structure and their suggestions were helpful.</p> <p>Terms of Reference for Full Board remain the same. Proposal of four committees: Finance and Treasury, Business Services, Operational Services and Business Development and Growth Committee.</p> <p>MR's recommendation on page 99; that the Board adopts the new structure, members asked to volunteer for Committees; MP, FC and MR will then select Members for the Committees. The board all voted in favour; motion passed.</p> <p>MR said the Executive Committee would be reviewed this month to see if Members felt it was working well. MR will ask all members for feedback.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Board adopts the new structure for the Committees</b></li> <li>• <b>MP, MR and FC to help select Committee members</b></li> </ul> |

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| <b>3539</b> | <p><b>LSIDB Logo and Brand Launch</b></p> <p>MP presented the new logo on the screen and included a paper on the reasoning behind the logo. Plan to have the logo on vehicles, website, consultations – idea is to see it everywhere. This level of professionalism helps with communication and funding.</p> <p>JH: What did this cost? cost</p> <p>MP: This cost around £2,000</p> <p>PA added that it was good to have strong branding like this which is clear and concise</p> <p>CD added that it would be helpful to have headed note paper/ branding and that it will make LSIDB's correspondence stand out.</p>   |
| <b>3540</b> | <p><b>Review of Actions agreed at the Board</b></p> <p>JM read through the actions she had collated; no comments made.</p>  |
| <b>3541</b> | <p><b>Any other Item which the Chairman Decides is Urgent</b></p> <p>MR noted a new timetable for the Committee meetings would need to be produced – asked MP to do this.</p> <p>MR added that as part of the new website there was a hope that Members would provide a photograph to feature alongside a short bio about what that Member does.</p> <p>MP thanked MD for his service to LSIDB and presented him with a card, gift and a plaque on behalf of the Board and wished him a happy retirement.</p> <p>PT asked MP to attend a Rotary dinner as a guest of honour to explain the role of the LSIDB; MP responded she would like to attend this and is very keen to represent LSIDB.</p> |
| <b>3542</b> | <p><b>Date of next the Full Board meeting is 20<sup>th</sup> September 2023</b></p>   |
|             | <p><b>Meeting closed 16.05pm</b></p>  |