

# Lower Severn IDB

## Full Board Meeting

Approved Minutes of the Full Board meeting of the

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

**Held at Oldbury Memorial Hall, Camp Road, Oldbury on Severn, South Gloucestershire, BS35 1PR at 2.00pm on**

**Wednesday 20<sup>th</sup> September 2023**

### **Board Members:**

Cllr Matthew Riddle (Chairman)

Mr. Mike Barnes (Vice Chairman)

Ald. Mary Sykes

Mr. Charles Daniell

Mrs. Fiona Collins

Mr. Geoff Simms

Mr. John Hore

Mr. Jimmy Nichols

Mr. John Cornock

Mr. Roger Godwin

Mr Robert Hyslop

### **Officers:**

Dr Manjit Pope (CEO)

James Thomas- Business Development Manager

James Druett- Head of Operational Service

Glenn Taute- Chief Financial Officer

Joanna Mathews- Programme and Governance Officer

Vicky Bailey- Communications and PR Officer

Bianca Taute- Administrator

Daniela Winchcomb – Business Support Officer

Minutes taken by Victoria Bailey

Agenda Item		Minute Reference
1.	<p><b>Apologies received</b></p> <p>Ald. Nikki Barton, Mr James North, Mr Keith Withers, Ms Sue Milestone, Mr. Tom Cullimore, Mr Matthew Sugden, Cllr Paul Toleman, Cllr Simon Phelps, Mr. John Jones and Cllr Liz Harvey</p>	3543
2.	<p><b>Chairman's Announcements – Cllr Matthew Riddle</b></p> <p>MR welcomed all to the meeting and introduced Daniela Winchcomb, the new Business Support Officer. The Chairman reported no Health and Safety accidents or near misses since the previous Board meeting in June.</p> <p>MR requested all Board Members and Officers provide comments on the Executive Committee. Reminded all that Board Members can request a 1-2-1 with MP.</p> <p>Shared concerns over some local authorities not yet sending a representative member to a LSIDB meeting; MR will continue to liaise with councils on this issue: <b>Action MR</b></p> <p>Shared the news that Alderman Peter Abraham had retired from the Board; noted that he was a great champion of LSIDB. MR will write to PA thanking him for his contributions over the years: <b>Action MR</b></p> <p>Rose Hewlett emailed MR thanking LSIDB for her flowers.</p> <p>MR thanked RG and Officers for co-ordinating the highly successful LSIDB stand at the Frampton Show.</p> <p>MR reported that the agenda today and, in the future, would follow a different format; all were in agreement with this.</p>	3544
3.	<p><b>Declaration of Members Interest</b></p> <p>MR declared an interest in the venue as he is a Trustee of the Memorial Hall. MR noted he had no influence on the decision to hold the meeting at the Memorial Hall.</p>	3545
4.	<p><b>Minutes of Previous Meetings</b></p>	3546

	<p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• Minute 3527 listed an incorrect spelling of Rebecca Horsington's name which needs amending: <b>ACTION VB</b></li> </ul> <p>All in favour of approving the minutes 07/06/2023</p> <p><b>Full Board 07/06/2023 Minutes Approved.</b></p> <p>No comments were received on the following meetings:</p> <ul style="list-style-type: none"> <li>• Actions to Note from the Executive Committee held 26/07/2023</li> <li>• Actions to Note from the Executive Committee held 23/08/2023</li> <li>• Actions to Note from the Finance Committee held 06/09/23</li> </ul>	
5.	<p><b>CEO Briefing – Dr Manjit Pope</b></p> <ul style="list-style-type: none"> <li>• Organisational updates; new ways of working including new committee formats and reporting</li> <li>• 'SMART' objectives are now in place</li> <li>• Highlighted the importance of keeping learning within the organisation rather than outsourcing</li> <li>• Executive Committee regularly review progress within the organisation</li> <li>• Four new Committees are now in place with an SLT Officer aligned with the Committee Chairman; everything is designed around supporting operations</li> <li>• Committees will deliver a monthly highlight report, which will be available for all Board Members to read</li> <li>• Risk Register indicators for the Boards attention</li> </ul> <p>The Risk Register needs to be effective as it impacts upon operational delivery. The correlating risk is under</p>	3547

	<p>the responsibility of the relevant Committee/ governance.</p> <ul style="list-style-type: none"> <li>• New tools implemented; website launch</li> </ul> <p>Communications is essential; if we do not effectively communicate the value of our service we risk losing funding.</p> <p>Jo will further update the Board on the website, and it will become a live and active tool.</p> <ul style="list-style-type: none"> <li>• Key stakeholder meetings activities &amp; updates</li> </ul> <p>As LSIDB cover a mainly agricultural area it does not qualify for a lot of EA funding opportunities. However, the EA are now developing a new asset replacement structure which could be beneficial in obtaining funding in the future.</p> <p>Thanked Board members for their support in connecting LSIDB to local authorities and Members of Parliament, however, there is a need to maintain these relationships. Plans to develop key stakeholder meetings and further engagement.</p> <p>MR added that he is impressed with MP's 'highlight reports?'; MP will add this to the Members Area of the website: <b>Action MP</b></p>	
6.	<p><b>Finance Highlight Report – John Hore</b></p> <p>John Hore introduced himself the Finance Committee and CFO Glenn Taute. Jim Nicholls is to be the Vice Chairman of the Finance and Treasury Committee and will support treasury and investments.</p> <p>GT updated that all Local Authorities were up to date with paying their rates and that the net result of the income statement is slightly favourable to the budget.</p> <p>£25,000 per month is raised and allocated to the Capital Reserve.</p>	3548

	<p>Fixed assets are increasing; just taken delivery of a new excavator.</p> <p>Business Plan will be delivered soon.</p> <p>John Cornock raised staff costs; GT confirmed this was more than last year due to the additional the approved additional head count. MP added that staffing costs were being managed differently and expensive consultants were not being used as often so that knowledge and experience are kept and shared in-house.</p>	
7.	<p><b>Operations Highlight Report – Mike Barnes</b></p> <p>Vice Chairman Mike Barnes reported no Health and Safety accidents or near misses. James Druett is completing ongoing work to meet Citations audit; he will be supported by DW the new BSO who will keep Atlas updated.</p> <p>JD noted that the annual maintenance is underway and on target to be completed on time. A new excavator has been delivered and is sign written. JD noted that he has forecasted the cost of capital machinery purchases to 2033.</p>	3549
8.	<p><b>Programme Board Highlight Report – Geoff Simms and Glenn Taute</b></p> <p>Geoff Simms, Chairman of the Programme Board, provided an overview of the members and aims of the P.B.</p> <p>GS reported LSIDB Main Board agreed to replace the Pumping Stations and Service Unit six years ago and have yet to make significant progress in replacing all of these assets.</p> <p>GS listed reasons for replacing these assets as</p> <ul style="list-style-type: none"> <li>• Eel Regulations 2009</li> <li>• Buildings past their design life; over 50 years old; not worth refurbishing</li> <li>• Both the Pumping Stations and service unit/ offices need to be compliant with modern Health and Safety requirements</li> </ul>	3550

	<ul style="list-style-type: none"> <li>• Telemetry/ data collection</li> <li>• Better pumping facilities</li> <li>• Improved mitigation of flood risk</li> <li>• It is more economically viable to complete the service unit and Pumping Stations at the same time</li> </ul> <p>Programme planned up to 2028. Funding is the biggest challenge at present. Advised the need to make provisions at the time of build which didn't happen during the building of the other stations leading to a 'rate holiday.'</p> <p>Arup, who were recommended by the EA, produced a Feasibility Study which will be followed by a Business Case. A Business Case is needed when applying for funding or borrowing. Despite extensive efforts the probability of 'free money' is low and there are timescales and deadlines LSIDB need to meet. P.B recommend taking out a Public Works Loan whilst continuing to explore other funding streams.</p> <p>Programme Board suggest Lapperditch is the first Pumping Station to be replaced. Discussion on benefit-cost-ratio of all Pumping Stations.</p> <p>Glenn Taute, CFO, delivered a presentation on the Pumping Station Renewal Programme. Shared spreadsheet demonstrating funding sources, cash flow and projected rate changes based on obtaining a Public Works Loan. Existing funds were recommended to be used first.</p> <p>GT invited questions from the Board:</p> <p>RH concerned over the prediction that interest rates will drop; queried the result on rates should they rise. Agreed that Pumping Stations need to be replaced but not the offices/ Service Unit. Recommended completing Pumping Stations then reviewing plans for the Service Unit/ offices.</p> <p>MP explained that to run the Pumping Station replacement separately from the Service Unit/ Offices would not be economically viable as it would result in vastly higher costs. MP strongly recommended running it</p>	
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	<p>as a single programme. GS added that the Finance Committee and Executive Committee had reviewed the plan to run one single programme, encompassing both the Pumping Stations and Service unit/ offices in a single capital programme and agreed it was the best option for the organisation.</p> <p>RG echoed RH's concerns and asked GT to explain the figures for rate increases within his presentation. MR added that LSIDB rate payers are now playing 'catch up' as rates were artificially low for 40 years.</p> <p>JN asked for a breakdown of the £3,658,895. figure; GT will share details of the costs once quotes are received from suppliers etc but recognised the figures presented will change.</p> <p>JC queried if just the pumps could be replaced/ modified. GS responded that it needs to be a complete replacement for reasons previously explained.</p> <p>RH asked if there was a charge to apply for a PWL. GT answered there is no charge.</p> <p>JH added that the Finance Committee support taking out a PWL in a staggered way. MR invited any Board member along to Programme Board meetings who wished to learn more on specific issues.</p> <p><i>MR proposed that LSIDB approve to apply for a Public Works Loan of £6,000,000 (six million pounds.)</i></p> <p><i>JH seconded this proposal</i></p> <p><b>All voted in favour for LSIDB to approve the application for a £6,000,000 Public Works Loan.</b></p>	
9.	<p><b>Business Support Highlight Report – Fiona Collins</b></p> <p>FC updated that 'Business Services' now encompasses HR, G&amp;P and legal and will be continuing the policy schedule. MP will be the SLT Officer designated to this committee.</p> <p>Main focus is the detailed workforce strategy. FC noted the incredible amount done and that every aspect of HR</p>	3551

	<p>has been covered. The Work Force Strategy will be a key deliverable in our Annual Plan.</p> <p>FC welcomed new staff members to LSIDB.</p> <p>Noted that new mandatory training modules were being introduced to keep board members up to date.</p>	
<b>10.</b>	Break	
<b>11.</b>	<p><b>Communications PR &amp; Media Highlight Report – Vicky Bailey</b></p> <p>VB provided a presentation detailing</p> <ul style="list-style-type: none"> <li>• Events LSIDB have been part of include the two Pumping Station Consultations and the Frampton Show; all of which were highly successful</li> <li>• Thanked board members who attend her and JM's 1-2-1 meetings</li> <li>• New communications calendar; asked members to keep her updated of anything useful to LSIDB to attend or become a member of; importance of raising our profile within each of the Boards councils</li> <li>• The new website will include an area for events</li> <li>• Thanked members for their assistance in building a connection between LSIDB and the CLA and NFU</li> </ul>	3352
<b>12.</b>	<p><b>Launch of Website – Joanna Mathews</b></p> <p>JM unveiled the new website to Board Members. She listed how the website:</p> <ul style="list-style-type: none"> <li>• Is an ongoing tool based on LSIDB's five core strategic objectives</li> <li>• Powerful marketing tool to share and communicate, targeting a wider audience</li> <li>• Showcases LSIDB branding</li> <li>• Attracts new funding opportunities by making the organisation more recognisable and credible</li> </ul>	3353



	<ul style="list-style-type: none"> <li>• There will be a news page; showcasing current projects and case studies, photographs (encouraged Board Members to send pictures to VB to add to the website)</li> <li>• Mapping of LSIDB's area</li> <li>• Offers in-house services and management including a 'Members Only' area to which all Board Members will have a password to access. This area will contain action trackers from all committee meetings, resources and documents</li> <li>• Website traffic can be measured</li> </ul>	
<b>13.</b>	<p><b>CEO Presentation: Elevating Governance Through Bite-sized Training – Dr Manjit Pope</b></p> <p>MP introduced bite-sized training for Board Members and officers listing the benefits:</p> <ul style="list-style-type: none"> <li>• Legal requirement to ensure board members skills and knowledge are up to date</li> <li>• Training will be targeted, customised and specific to the needs of our organisation</li> <li>• There are 30 modules available; each module will take around 45 minutes to complete and recommended one module be completed per month by each board member (12 mandatory modules per year.)</li> </ul>	3554
<b>14.</b>	<p><b>Guest Speaker– James Brown Chairman of Earth Rover</b></p> <p>James Brown delivered an inspiring presentation on the Lapwing Estate and Earth Rover which was followed by an engaging question and answer session</p>	3555
<b>15.</b>	<p><b>Review of Actions agreed at the Board</b></p> <p>JM read through the list of action points she had collated; all were in agreement with the actions listed.</p>	3556

<b>16.</b>	<b>Any other Item which the Chairman Decides is Urgent</b> No urgent items.	
<b>17.</b>	<b>Date of next the Meeting (AGM) is 1<sup>st</sup> November 2023</b> Venue TBC	
	<b>Meeting closed 17.55pm</b>	