

Operation Service Committee Meeting

Wednesday 18th October 2023

**Lower Severn IDB Office/Hybrid
10:30am**

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE ENGINEERING COMMITTEE

Approved 8th June 2022, Minute 3421

MATTERS FOR DETERMINATION BY THE COMMITTEE

1. Small engineering schemes or works up to £30,000.
2. Machinery replacement in accordance with the pre-approved programme.
3. The adoption or declassification of watercourses in the context of an approved policy framework and the regimes of other statutory authorities in this regard.
4. To assess, agree and monitor works for the Capital Programme.
5. To review and comment on the Asset Register as a standing item on the Agenda.

MATTERS FOR RECOMMENDATION BY THE COMMITTEE TO THE BOARD

6. To review the Board's rhine maintenance priorities.
7. To review future maintenance liabilities of assets e.g. Environment Agency, outfalls and main river
8. To review Avonmouth and Severnside developments commuted sums, infrastructure charges and modelling.
9. To review pumping station maintenance and repair.

Signed:..... (Chairman)

Minute 3002
05 February 2020

Lower Severn (2005) Internal Drainage Board

Operational Service Committee Meeting

Current Ongoing Actions:

Number	Created	Action	Assigned to	Due	Status
1	12/04/2023	SUDS, look into possible development areas as recommended by ADA insight	JT/ MP/MR	01/07/2023	Ongoing

Lower Severn (2005) Internal Drainage Board

Date: 1/10/2023

REPORT BY: Head of Operational service

- **Machinery replacement programme 2024/25**

Introduction

The Land Drainage Engineer has reviewed the machinery replacement programme as agreed by the Board at the Engineering Committee dated 21st November 2018. The replacement programme was extended to 7 years which equates to a machine undertaking approximately 7000hrs.

The machinery which is due for replacement is a Spearhead Energreen Spv 2 and a new 4x4 pickup which is utilised by the Fitter for fuel delivery and on site servicing of vehicles.

Spearhead/Energreen SPV 2 – Self-propelled Mower/weed-cutter

The existing Spearhead Energreen SPV 2 (currently 6235hrs) is now due for replacement. When the machine is actually replaced it will have approximately 6800hrs on the clock.

The HoOS has obtained a quotation from Spearhead for 1 x new Spearhead Energreen ILF Alpha which is the new updated model. **(See appendix 1)**

= £282,385 + Vat

Spearhead have also given a quotation for an ex-demonstrator machine to the same specification.

= £242,385 + Vat. (approximately 200hrs on the clock)

Estimated Trade in for the Existing = £20,000 + Vat

As the Bomford Eagle mower has reached the end of its working life the HoOS would like to keep the existing Spearhead SPV 2 as a spare unit to keep down time to a minimum should a breakdown occur and sell the Boards spare Claas 697 Tractor. (reg. no.WX14 LGO) Approximate value is estimated to be £22,000. This tractor has 7450 hrs on the clock.

4x4 Pick up – Ford Ranger

The Fitters pick up is now due for replacement which has reached approximately 60,000 miles and is 5 years old.

The above vehicle would be retained and become a spare 4x4 which is used by the Boards workforce especially during the winter months when working in groups on site.

The HoOS would trade in or sell via ebay the Boards existing Isuzu D-Max which is now 11 years old and has approximately 109,000 miles on the clock. (Estimated trade in value approx. £5075)

The Board currently has 2 x Isuzu D-Max pick-ups and 1 x Ford Ranger in the fleet.

Both Isuzu and Ford have proved themselves very reliable. Unfortunately, Ford are no longer manufacturing an Extended cab and are retracting the franchise from Thornbury motors so a quote for a suitable replacement has not been obtained.

Agenda Item 7

A quotation has been obtained from Isuzu for a suitable replacement vehicle to the same specifications including towbar, rear view camera, diff lock, folding mirrors, mud terrain tyres.

1 x Isuzu D-Max Double cab (M J Fews) = £28,179 + vat **(See Appendix 2)**

Due to the weight of the fuel tank and tools the suspension will need to be upgraded on the pick up at a cost of £2500 and a gullwing metal canopy at the cost of £2300.

Therefore total cost will be £32,979 +vat to replace.

A quotation has been obtained for a base unit from Toyota for a new Hi-Lux in the sum of £31,284 + vat.
(See appendix 3)

Unfortunately, the choice of tried and tested pick up manufactures are limited as Mitsubishi, Nissan and VW no longer make such a vehicle.

Waiting times for Isuzu vehicles have substantially reduced and therefore, when an order is placed, we can expect lead times to be in the region of 7 months.

Quotations – See appendix 1,2 and 3.

Recommendations:

The HoOS has taken into consideration all of the above points and would recommend that we continue to stick to the programme which was agreed by the Board to extend the life of the machinery fleet. If we deviate from the programme these purchases will clash with other vehicle replacements and could potentially lead to long periods of downtime and additional repair costs as the machinery ages.



Spearhead Machinery Limited
Station Road, Salford Priors, Nr. Evesham,
Worcestershire, WR11 8SW
England, UK

Tel +44 (0) 1789 491860
Mob +44 (0) 7891 546216
E-mail aprince@spearheadmachinery.com
Website www.spearheadmachinery.com

Invoice To:

LOWER SEVERN INTERNAL DRAINAGE BOARD
WATERSIDE BUILDINGS
OLDBURY NAITE, THORNBURY,
BS35 1RF

QUOTATION

Quotation Date:

28/09/2023

Sales Contact	Quotation Number	Incoterms	Payment Terms
Antony Prince	2001APRINCE	Carriage Paid To (named Dest)	30 Days End of Month

DESCRIPTION	QTY	Unit Price	Extended Amount
SPEARHEAD ENERGREEN ILF ALPHA 3P 9.7	1	£210,000.00	£210,000.00
PRESTIGE CABIN	1	£8,800.00	£8,800.00
TRELLEBORG TYRES 650/45 T440	1	£1,250.00	£1,250.00
MUDGUARDS	1	£1,800.00	£1,800.00
RH MIRROR	1	£135.00	£135.00
WORKING LIGHTS KIT	1	£5,150.00	£5,150.00
DIG FUNCTION	1	£1,960.00	£1,960.00
SPP FLOAT SYSTEM	1	£6,795.00	£6,795.00
HYDRAULIC QUICK COUPLING KIT	1	£1,520.00	£1,520.00
LS PUMP	1	£4,000.00	£4,000.00
ADDITIONAL HYDRAULIC SYSTEM	1	£2,550.00	£2,550.00
HERCULES FRONT LINKAGE & PTO WITH FLOAT	1	£19,825.00	£19,825.00
HERDER MALE COUPLING KIT	1	£850.00	£850.00
NEW SPEED 150 CUTTING HEAD C/W ROTATOR & HFH	1	£17,750.00	£17,750.00
LESS PROMO DISCOUNT	1	(£40,000.00)	-£40,000.00
EX DEMO MACHINE			
CURRENT UNIT WHILST STOCK LASTS			
<i>THIS QUOTATION IS VALID FOR A PERIOD OF 30 DAYS</i>			

		Total (Ex VAT)	242385.00
VAT Rate	20%	VAT	48477.00
Currency	GBP	Quotation Total	£290,862.00

VAT Registration Number: GB 133 8747 53
Company Registration Number: 2312982
Registered Office: Station Road, Salford Priors, Nr Evesham, Worcs. WR11 8SW

Spearhead is a member of Alamo Group Europe



RETAIL PRICE LIST

APRIL 2023

	Basic Retail (Excluding VAT)	Delivery to Dealer Premises & Number Plates UK Mainland only (Excluding VAT)	12 Months Road Fund Licence (VAT Exempt)	DVLA First Registration Fee (VAT Exempt)	Commercial Vehicle On The Road Price* (Excluding VAT)	20% VAT	Total On The Road Price (Including VAT)
BUSINESS RANGE							
Utility 4x2 Single Cab	£23,004.00	£550.00	£320.00	£55.00	£23,929.00	£4,710.80	£28,639.80
Utility 4x4 Single Cab	£25,004.00	£550.00	£320.00	£55.00	£25,929.00	£5,110.80	£31,039.80
Utility 4x4 Single Cab D/L	£25,504.00	£550.00	£320.00	£55.00	£26,429.00	£5,210.80	£31,639.80
Utility 4x4 Extd. Cab	£25,754.00	£550.00	£320.00	£55.00	£26,679.00	£5,260.80	£31,939.80
Utility 4x4 Extd. Cab D/L	£26,254.00	£550.00	£320.00	£55.00	£27,179.00	£5,360.80	£32,539.80
* Utility 4x4 Extd. Cab Auto	£27,254.00	£550.00	£320.00	£55.00	£28,179.00	£5,560.80	£33,739.80
Utility 4x4 Double Cab	£26,504.00	£550.00	£320.00	£55.00	£27,429.00	£5,410.80	£32,839.80
Utility 4x4 Double Cab D/L	£27,004.00	£550.00	£320.00	£55.00	£27,929.00	£5,510.80	£33,439.80
Utility 4x4 Double Cab Auto	£28,004.00	£550.00	£320.00	£55.00	£28,929.00	£5,710.80	£34,639.80
ALL-PURPOSE RANGE							
DL20 Extended Cab	£28,004.00	£550.00	£320.00	£55.00	£28,929.00	£5,710.80	£34,639.80
DL20 Extended Cab Auto	£29,504.00	£550.00	£320.00	£55.00	£30,429.00	£6,010.80	£36,439.80
DL20 Double Cab	£28,754.00	£550.00	£320.00	£55.00	£29,679.00	£5,860.80	£35,539.80
DL20 Double Cab Auto	£30,254.00	£550.00	£320.00	£55.00	£31,179.00	£6,160.80	£37,339.80
DL40 Double Cab	£31,854.00	£550.00	£320.00	£55.00	£32,779.00	£6,480.80	£39,259.80
DL40 Double Cab Auto	£33,354.00	£550.00	£320.00	£55.00	£34,279.00	£6,780.80	£41,059.80
ADVENTURE RANGE							
V-Cross Double Cab	£33,354.00	£550.00	£320.00	£55.00	£34,279.00	£6,780.80	£41,059.80
V-Cross Double Cab Auto	£34,854.00	£550.00	£320.00	£55.00	£35,779.00	£7,080.80	£42,859.80
Special Paint Finishes	£500.00				£500.00	£100.00	£600.00

(No charge for Splash White on all models)

Isuzu (UK) Ltd, The Gate, International Drive, Solihull B90 4WA United Kingdom

Prices correct at time of going to print, available while stocks last at participating Isuzu Dealers only. Please check the isuzu.co.uk website for current pricing. Valid from 1st April 2023. Specification may vary. Errors and omissions excepted. *The Commercial On The Road Price (CVOTR) excludes VAT, but includes the cost of delivery to the dealer's premises, number plates along with Government road fund licence for 12 months and DVLA first registration. Technical data and equipment detailed in this price list is based on the latest information at the time of printing. Isuzu (UK) Limited reserve the right to make changes at any time without notice to colours, materials, design, equipment, specifications and prices, and to discontinue models. Customers are advised to consult their Isuzu dealer on the precise details of vehicles available for sale. Due to supply constraints, certain models and specifications may be subject to special order. Models specified are strictly subject to availability. Please consult your Isuzu Dealer for details. Owing to the limitations of printing processes, colours reproduced in the illustrations in this price list may not exactly match the product colours. The contents of this price list are the copyright of Isuzu (UK) Ltd and may not be copied or displayed for commercial purposes without the express permission of Isuzu (UK) Ltd. Award-Winning Isuzu D-Max vehicles marketed by Isuzu (UK) Limited are covered by a 125,000 mile/5 year warranty (whichever comes first). Terms and conditions apply. See isuzu.co.uk for full details.



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Step 3 of 4

Summary and save

Hilux Active

4 Door Extra Cab



[Reserve this car](#)



[Save to My Toyota](#)

Total £31,284.33
(EXCL. VAT)



[Find a dealer](#)

Your code ^①

SPPiDaEvSJ

Hilux, Active, 4 Door Extra Cab
2.4 Diesel
Manual (All Wheel Drive - AWD)

Total

Includes 1st Year VED based on CO2 emissions of 236 g/km ^① **£320.00**

Total cash

£31,284.33 (Excl. VAT)

Receive a part exchange valuation →

Your Hilux

← Change customisation

Total £31,284.33 (EXCL. VAT)

Hilux, Active, 4 Door Extra Cab
2.4 Diesel
Manual (All Wheel Drive - AWD)

£28,454.17 (Excl. VAT)

Delivery from 25 weeks
Earlier available cars →

Your customisation

Nebula Blue (Metallic Paint)

£508.22 (Excl. VAT) ^



£31,284.33 (Excl. VAT)

[Buy](#)

Lower Severn IDB

MISSION STATEMENT

We provide land drainage, flood risk management and surface water management to achieve safe, prosperous communities that enjoy the amenity and biodiversity benefits of the water environment.

Finance Report

October 2023

Glenn Taute CFO

Outcomes for September 2023

- Agricultural Drainage Rates (DRS) collection second reminder letters will be sent out in October; the balance (£12k over 46 rate payers) will be pursued. All Drainage Levies (from Local Councils) due have all been received. The second half yearly payments expected by the end of October.
- The Pumping Station Renewal Program option obtained approval to move to next steps regarding funding applications.

Finance Summary – for the Year-to-Date August 2023

Income Statement

For the five months to August 2023 the Income Statement shows a net result being £14k favourable to the budget. Income is below the budget by £10k due to timing differences in ad-hoc consultancy work. Costs have more than compensated for the shortfall in income, mostly through the allocation of payroll costs to the current pumping station investment program reserve, and professional fees have been favourable with reduced consultancy work. Maintenance costs have been higher driven by inflation and breakdowns.

Lower Severn IDB					
Income Statement					
August 2023					
	YTD	YTD			
	Actual	Budget	Variance	Variance	Comment
Income	August 2023	August 2023	£	%	
Rates and Levy Changes	736,485	736,485	0	0.0%	Drainage Rates set at new rate
Grant and Fund Income	73,992	73,992	0	0.0%	Foreign Water Grant - EA
Consulting & Recharges	593	14,150	-13,557	-95.8%	Timing and seasonal
Other Income	13,812	10,233	3,579	35.0%	Sale of FA Profit on Budget, & Bank interest higher
Total Income	824,882	834,860	-9,978	-1.2%	
Expenditure					
Payroll	328,820	357,071	28,251	7.9%	Activity allocation to program provision at £75k YTD
Maintenance	138,820	119,288	-19,533	-16.4%	Inflationary impact, and breakdowns have been high
Levies	94,576	94,577	1	0.0%	
Travel	16,197	11,760	-4,438	-37.7%	Mileage claims
Administration	20,874	24,989	4,115	16.5%	
Professional Fees	7,319	23,102	15,783	68.3%	Timing re consultancy work.
Depreciation	94,331	94,331	0	0.0%	In line with the budget
Total Costs	700,938	725,117	24,179	3.3%	
Net subtotal	123,943	109,743	14,201	12.9%	
Capital Reserve	125,000	125,000	0	0.0%	
Net Surplus	-1,057	-15,257	14,201	93.1%	

Balance Sheet

With regard to the balance sheet as at the 31 August 2023 the following items are noted:

- Fixed asset investments for 2023/24 have been pushed out due to later deliveries from suppliers, this is in respect of the new Excavator (received in September) and the utility vehicle (now due October.)
- Managed Investments have shown some recovery to a total valuation of £860k, all in all a +£8k (1%) change for the financial year to date.
- In terms of cash resources this is currently spread as follows:
 - Cash at bank for current year operating costs and budgeted investments = £673k
 - Short term notice deposits assigned to the pump station investment program =£415k

Lower Severn IDB				
Balance Sheet				
August 2023				
	At End	At End	YTD	YTD
	March 2023	August 2023	Change	Comment
Fixed Assets	1,368,817	1,290,143	-78,674	Net of Capex, Sale of Asset, Depreciation
Investments	851,750	860,102	8,352	Portfolio growth/recovery
Stock +WIP	119,904	119,013	-891	Includes prior year consulting recharges pending
Debtors	13,078	841,975	828,897	Current year rates outstanding, 2nd council payment
Prepaid Revenue EA	0	132,408	132,408	Prepaid EA levy re Foreign Water
Prepaid Expenses	41,270	21,621	-19,649	Timing
VAT	14,216	18,180	3,964	
Cash at Bank	411,691	672,751	261,060	Rates received in advance
Short Term Deposits	412,959	415,922	2,963	
Current Assets	1,013,118	2,221,870	1,208,752	
Creditors	85,039	144,309	59,270	Arup invoice pending payment
Accrued Expenses	14,056	7,510	-6,546	
Prepaid Revenue Rates	0	1,134,667	1,134,667	Revenue recognition phasing
Current Liabilities	99,095	1,286,486	1,187,392	
Net Current Assets	914,023	935,383	21,360	
Long Term Assets				
Pension	1,115,000	1,115,000		
	4,249,590	4,200,629	-48,962	
Capital & Accumulated P&L B/F	1,759,928	1,728,799		
Current Year Surplus/(Deficit)	-31,129	-1,057		
Capital Expenditure Reserve	1,261,208	1,213,303	-47,905	Resv Build £125k, Invest Grow £8k, Payroll Alloc. -£75k & Pump Pgm -£106k
Pension Reserve	1,115,000	1,115,000		
Revaluation Reserve	144,583	144,583		
	4,249,590	4,200,629	-48,962	

Activities planned for October 2023

- Progress the pumping programme project funding options
- Support the finalisation of the pumping program business plan
- Budget 2024/25 preparation

Lower Severn IDB

Date: 1/10/2023

Report by: James Druett, Head of Operational Service.

Health and Safety

No near misses or incidents to report.

Risk Assessment support is ongoing with Citation, and being uploaded on the Atlas operating system together with hand tool vibration assessments.

Work still ongoing to comply with all Citations requirements resulting from H&S audit and Fire Risk Assessment.

Enhancing Near Miss Reporting

An options paper written by the CEO highlights the importance of addressing the reported absence of near misses in the last 11 months. This paper outlines strategies to encourage near miss reporting among our operators. Near miss reporting is crucial for preventing potential incidents and improving operational safety. The paper presents several options, each with its own approach and considerations.

Mowing and weed cutting 2023

Commenced at the following locations:

- Cornham, Westbury on Severn, Rodley and Highnam
- Eldersfield catchment area
- Saul and Epney
- Elmore
- Rockhampton, Berkeley, Cowhill and Olveston
- Longdon Marsh

Mowing and weed cutting continues throughout –

- Aust and Ingst areas close to the old Severn Bridge
- Severn Beach, Easter Compton and Avonmouth

Some operators are taking advantage of the additional overtime during the summer months so are working extra hours in the evenings and Saturdays whilst the ground conditions remain favourable, alongside taking advantage of the longer daylight hours. Normal working hours will resume when the clocks go back in October.

Machinery

The new Kobelco excavator has been delivered after swapping the arm from the old part exchange machine to the new base unit. It has also been sign written incorporating the Boards new logo.

We have installed a wire watcher which alerts the operator to overhead power lines. We have also fitted a secure tool box onto the machine for items which the operator requires to carry out daily maintenance and other hand work on site.



New Kobelco Excavator delivered September 2023

The new Isuzu pick up will not be ready for collection until mid-October 2023 after ordering in November 2022.

Agenda Item 10

Quotations for the proposed machinery replacements are currently being collated. A separate report will be written for the operational service Committee dated 18th October 2023.

The Boards spare Bomford mower unfortunately suffered some serious damage due to a pin failure which resulted in the machine becoming detached from the tractor whilst mowing in a field in Pilning. The mower was recovered with a Hi-Ab and the HoOS is currently investigating repair costs to see whether its financially viable to repair and in discussion with the insurance company to see whether or not we can recoup repair costs.

Unfortunately, at present we do not have a spare mower unit so any further mechanical failures could result in downtime.

The HoOS has recently updated the Boards machinery replacement programme until the year 2032/33. Forecasts have been made each year taking into account inflation and estimates of price increases in new machinery which tie into the CFOs capital replacement Forecast.

HR – Succession planning: Options Paper: Succession Planning for Highly Skilled Operators

The CEO has written an options paper outlining the critical importance of succession planning for three highly skilled operators within the Internal Drainage Board (IDB). Succession planning is essential to ensure the continued effectiveness of our operations and to mitigate potential knowledge and skill gaps. The CEO's paper presents three distinct options, each with its own strengths, weaknesses, opportunities, and threats (SWOT analysis.) Additionally, it includes a financial and operational plan for each option.

Recommendations

That the report be noted.

Lower Severn IDB

MISSION STATEMENT

We provide land drainage, flood risk management and surface water management to achieve safe, prosperous communities that enjoy the amenity and biodiversity benefits of the water environment.

Programme Board Highlight Report

29/09/2023

James Thomas

PROJECT DETAILS					
Programme Name	Pumping Station Replacement Programme				
Programme Manager	James Thomas	Report Date	29/9/2023	Reporting Period	October
Programme Summary	Renewal of four of the Boards pumping stations.				

PROGRAMME TOLERANCE STATUS			
This report		Last report	

Are the categories below within agreed tolerance? (Green = Yes, Amber = At risk of breach, Red

Time (on schedule,	4 week delay	Scope	TBC Post Feasibility
Quality	TBC Post OBC	Resources	TBC Post Feasibility
Budget/Costs	Over £2k	Dependencies	TBC Post Feasibility
Benefits & Outcome	On target		

Are there any Risks or Issues to highlight or escalate?	Risks	Yes – see report text	Issues	TBC
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Establishing Deliverables	
<ul style="list-style-type: none"> The meeting is collaborative and a safe environment for open and honest discussion. 	

- The aim is not to vote on matters but to use fact and experience to come to a collective decision.
- Collective decisions will be fully supported by team members as part of our values of collective responsibility.
- A 'live' action tracking system is the vehicle to manage the meeting rather than, what can be subjective, minutes.
- We will also utilise a *Programme Risk Register* to support effective delivery, risks that are seen to be of a wider consideration will be submitted to the owner of the LSIDB risk register (CEO) for consideration of inclusion in the organisations risk register.
- All decisions will be made within the delegated responsibilities as laid down by the appropriate Standing Orders.
- Purchases of goods and services will be fully compliant with the appropriate standards.
- The Full Board will be fully briefed on the status of the Pumping Station Programme and we will consult with other members as appropriate.

Actions Taken to date and Priorities

- Board has approved a Public Works loan to the value of £6million. The remainder of the Programme costs will be met by reserves and increases in rates.
- Following the Boards decision Defra's approval has been sought in order that a Public Works loan application can be made to the Debt Management Office.
- The process for FCERM Grant Funding Allocation has begun with the Wessex Environment Agency teams.
- Outline Design for Lapperditch and Marshfield pumping stations to be completed this year.
- SCAPE contacted by Jo Mathews and James Druett to look at the possibility of a design and build contract for the renewal of the office and workshop.
- Training to be undertaken by key Programme team members on Microsoft Project. New software licences to be procured.

- Contact has been made with the His Majesty's Debt Management Office with a view to drawing down the Public Loan in a staggered manner to reduce total interest payments.

Establishing Deliverables

RECOMMENDATION

This Report be noted.

APPROVAL & VALIDATION

Report Approved by Project Sponsor

Date:

29/09/23

Financial Information Validated by

Date:

Appendix A

Capital Investment Forecast								
			6 Year	Year 1	Year 2	Year 3	Year 4	Year 5
			Year 6					
<u>Capital Investments</u>	<u>Deadlines</u>	<u>Total</u>	<u>2023/4</u>	<u>2024/5</u>	<u>2025/6</u>	<u>2026/7</u>	<u>2027/8</u>	<u>2028/9</u>
Oldbury	Dec. 2028	3,658,895					1,829,447	1,829,447
Marshfield	April 2025	1,429,969		704,418	725,551			
Lapperditch	April 2025	988,416		988,416				
Wicks Green	Dec. 2026	1,494,562				1,494,562		
Service Centre		2,000,000		400,000	1,100,000	500,000		
Operational Renewals		1,328,992	195,385	205,154	215,412	226,183	237,492	249,366
Total Capital Investment		10,900,833	195,385	2,297,988	2,040,963	2,220,744	2,066,939	2,078,814
Pump Station & Service Centre		9,571,841	0	2,092,834	1,825,551	1,994,562	1,829,447	1,829,447

Appendix B

Funding Sources and Cash Flows								
	Actual	Actual	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	2021/22	2022/23	2023/4	2024/5	2025/6	2026/7	2027/8	2028/9
Pence per £1k of AV- Drainage Rate	9.69	10.60	11.55	12.80	14.05	15.55	17.05	18.55
Change Pence	0.40	0.91	0.95	1.25	1.25	1.50	1.50	1.50
Change %	4.3%	9.4%	9.0%	10.8%	9.8%	10.7%	9.6%	8.8%
Average Agri annual rates per annum £	189	207	225	250	274	304	333	362
Average Agri rate change pa £		17	19	24	24	29	29	29
Average Agri rates per Hectare per annum £	7.42	8.10	8.83	9.78	10.74	11.89	13.03	14.18
Average Agri rate per hectare change pa £		0.68	0.73	0.96	0.96	1.15	1.15	1.15
Council Rates % of Total	92%							
Agricultural Rates % of Total	8%							
Public Works Loans		6,000,000		1,000,000	1,000,000	1,500,000	1,000,000	1,500,000
PW Loan Period in years	25							
Start Interest Rate	5.39%							

Appendix C



Lower Severn IDB

MISSION STATEMENT

We provide land drainage, flood risk management and surface water management to achieve safe, prosperous communities that enjoy the amenity and biodiversity benefits of the water environment.

LSIDB Business Services Highlight Report

01/10/2023

Dr M Pope

The LSIDB Business Services now encompasses the following key areas:

- Human Resources
- Governance & Probity
- Legal
- Business administration

The monthly Highlight Report will provide an overview and summary of these areas:

HR – Succession Planning: Options Paper: Succession Planning for Highly Skilled Operators

Executive Summary:

This options paper outlines the critical importance of succession planning for three highly skilled operators within the Internal Drainage Board (IDB.) Succession planning is essential to ensure the continued effectiveness of our operations and to mitigate potential knowledge and skill gaps. The paper presents three distinct options, each with its own strengths, weaknesses, opportunities and threats (SWOT analysis.) Additionally, it includes a financial and operational plan for each option.

Option 1: Internal Promotion and Training

Strengths:

- Builds on existing institutional knowledge.

- Demonstrates commitment to staff development.
- Maintains continuity within the organisation.
- Cost-effective compared to external hiring.

Weaknesses:

- May limit exposure to new perspectives and ideas.
- Potential disruptions in current roles during training.
- Succession may be dependent on individual performance.

Opportunities:

- Opportunity to identify and develop internal talent.
- Potential for increased employee morale and loyalty.
- Cost savings compared to external recruitment.

Threats:

- Risk of knowledge gaps if training is not successful.
- Potential resistance to change from existing employees.
- Heavy reliance on the availability and performance of internal candidates.

Financial Plan:

- Training and development costs for internal candidates: £XX,XXX per candidate.
- Temporary staffing costs during training period: £XX,XXX.
- Total cost for three candidates: £XXX,XXX.

Operational Plan:

- Identify potential internal candidates for training.
- Develop a comprehensive training program.
- Implement training, allowing time for gradual knowledge transfer.
- Monitor and evaluate candidate progress regularly.

Option 2: External Recruitment

Strengths:

- Attracts fresh talent and diverse perspectives.
- Potential for immediate skill infusion.
- Minimises disruption to current roles.

Weaknesses:

- May require a longer onboarding period.
- Higher recruitment and relocation costs.
- Risk of cultural misalignment.

Opportunities:

- Access to a wider talent pool.
- Potential for rapid knowledge infusion.
- Opportunity to diversify the workforce.

Threats:

- Longer time required for new hires to become fully productive.
- Potential resistance from existing employees.
- Cultural misalignment between external hires and the organisation.

Financial Plan:

- Recruitment and relocation costs: £XX,XXX per candidate.
- Temporary staffing costs during onboarding: £XX,XXX.
- Total cost for three candidates: £XXX,XXX.

Operational Plan:

- Launch a comprehensive external recruitment campaign.
- Onboard new hires and provide necessary training.
- Monitor and assess their performance and integration within the organisation.

Option 3: Hybrid Approach

Strengths:

- Balances institutional knowledge with fresh talent.

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- Allows for gradual knowledge transfer.
- Reduces the risk associated with a complete internal or external approach.

Weaknesses:

- May require more complex management and transition planning.
- Potential for conflicts between internal and external candidates.
- Moderate cost implications.

Opportunities:

- Combines the strengths of internal promotion and external recruitment.
- Mitigates potential disruptions during transition.
- Allows for a flexible approach based on individual candidate suitability.

Threats:

- Complexity in managing a dual approach.
- Potential conflicts or divisions within the team.
- Moderate cost implications due to dual processes.

Financial Plan:

- Training and development costs for internal candidates: £XX,XXX per candidate.
- Recruitment and relocation costs for external candidates: £XX,XXX per candidate.
- Total cost for three internal candidates and three external candidates: £XXX,XXX.

Operational Plan:

- Identify potential internal candidates for training.
- Develop a comprehensive training program.
- Launch a concurrent external recruitment campaign.
- Onboard new candidates and provide necessary training.
- Monitor and assess candidate progress and integration within the organisation.

Recommendation:

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Considering the specific needs and circumstances of the IDB, the Hybrid Approach (Option 3) is recommended as the most suitable strategy for succession planning. This approach combines the benefits of internal promotion and external recruitment while mitigating their respective weaknesses. It allows for gradual knowledge transfer, minimises disruptions, and maintains continuity while bringing in fresh perspectives.

Next Steps:

- Develop detailed financial and operational plans for Option 3.
- Identify potential internal candidates for training.
- Launch a comprehensive external recruitment campaign.
- Implement the succession plan.
- Monitor and evaluate its effectiveness regularly.

This recommendation aligns with the LSIDB's commitment to fostering a seamless transition while leveraging new talent to support our mission.

Proposed Action: *HoSO and CFO to put together a proposal with associated xxx Costs to the BSC in February 2024.*

Legal: Health and Safety Options Paper: Enhancing Near Miss Reporting

Executive Summary:

This options paper highlights the importance of addressing the reported absence of near misses in the last 11 months and outlines strategies to encourage near miss reporting among our operators. Near miss reporting is crucial for preventing potential incidents and improving operational safety. The paper presents several options, each with its own approach and considerations.

Option 1: Awareness and Training

Strategy:

- Conduct regular training sessions for operators on the importance of near miss reporting.
- Raise awareness about the potential consequences of unreported near misses.
- Provide guidance on how to identify and report near misses effectively.

Benefits:

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- Empowers operators with the knowledge and skills to recognise near misses.
- Fosters a culture of proactive reporting and continuous improvement.
- Reinforces the organisation's commitment to safety.

Considerations:

- Requires resources for training development and delivery.
- May take time to see significant changes in reporting patterns.
- Effectiveness depends on the quality and engagement of training sessions.

Option 2: Reporting Incentives

Strategy:

- Establish a rewards or recognition program for operators who submit near miss reports.
- Offer incentives such as gift cards, certificates, or public acknowledgment.
- Create a friendly competition among teams or individuals for reporting near misses.

Benefits:

- Provides immediate motivation for operators to report near misses.
- Encourages healthy competition and teamwork.
- Reinforces a positive reporting culture.

Considerations:

- Requires budget allocation for incentives.
- Monitoring and managing the program's fairness and effectiveness.
- Potential unintended consequences if not carefully designed.

Option 3: Anonymous Reporting

Strategy:

- Implement an anonymous near miss reporting system.
- Ensure confidentiality and protection for reporting individuals.

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- Establish a secure platform for submitting reports without revealing identities.

Benefits:

- Addresses concerns about potential repercussions for reporting.
- Encourages those who might hesitate to report due to fear or other reasons.
- Provides a safe outlet for reporting sensitive near misses.

Considerations:

- Requires investment in a secure reporting platform.
- Potential misuse or abuse of anonymity.
- May limit the ability to follow up with clarifying questions or investigation.

Option 4: Supervisor Engagement

Strategy:

- Encourage supervisors to actively seek and promote near miss reporting.
- Make near miss reporting a key performance indicator for supervisors.
- Incorporate near miss discussions into regular team meetings.

Benefits:

- Leverages the influence of supervisors to drive reporting.
- Demonstrates leadership's commitment to near miss reporting.
- Creates a feedback loop for continuous improvement at the team level.

Considerations:

- Requires training and support for supervisors.
- May encounter resistance if supervisors perceive it as an additional burden.
- Effectiveness depends on the leadership qualities of supervisors.

Recommendation:

It is recommended to implement a combination of Option 1 (Awareness and Training) and Option 2 (Reporting Incentives) to encourage near miss reporting effectively. This dual approach addresses the need for both education and

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motivation. Training will empower operators with the knowledge to recognise near misses, while incentives will provide immediate motivation and recognition.

These have been implemented and are reviewed by an external Auditors annually.

Next Steps: To continue with these four processes that have been in place for the last 28 Months:

1. Develop a comprehensive near miss reporting training program.
2. Design and launch a reporting incentives program.
3. Monitor and evaluate the impact of these initiatives regularly.
4. Make adjustments as necessary based on feedback and results.

By adopting a proactive approach to near miss reporting, we aim to create a safer and more responsive operational environment while fostering a culture of continuous improvement.

Governance & Probity: Independent Governance Audit for Lower Severn Internal Drainage Board (LSIDB)

Executive Summary:

This options paper outlines the importance of conducting an independent audit of Lower Severn Internal Drainage Board's (LSIDB) governance framework. The primary objective is to assess the effectiveness of current governance practices and identify areas for improvement. An independent audit holds the potential to bring significant operational, legal, and financial benefits to LSIDB.

Option 1: Comprehensive External Audit

Strategy:

- Engage an external audit firm with expertise in governance audits.
- Conduct a thorough examination of LSIDB's governance policies, procedures, and practices.
- Provide recommendations for enhancing governance structures and ensuring compliance with relevant laws and regulations.

Benefits:

- Offers an unbiased and objective assessment of LSIDB's governance framework.

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- Identifies potential operational inefficiencies, legal risks, and regulatory compliance gaps.
- Enhances transparency and accountability.

Considerations:

- Requires budget allocation for external audit fees.
- May involve a substantial commitment of time and resources.
- External auditors may lack in-depth knowledge of LSIDB's specific operations.

Option 2: Internal Governance Committee

Strategy:

- Establish an internal governance committee consisting of experienced board members or officers.
- Task the committee with conducting an in-depth internal audit of LSIDB's governance practices.
- Evaluate existing governance documents, policies, and procedures.

Benefits:

- Utilises internal expertise and a deep understanding of LSIDB's operations.
- Allows for regular monitoring and self-assessment of governance practices.
- Minimises external audit costs.

Considerations:

- Requires dedicated committee members and internal resources.
- Potential for internal bias or conflicts of interest.
- May lack the impartiality of an external audit.

Option 3: Hybrid Approach

Strategy:

- Begin with an internal audit to identify preliminary areas of concern and potential improvements.

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- Based on the internal audit findings, assess the need for engaging an external auditor to validate and provide additional insights.

Benefits:

- Combines the strengths of both internal and external audits.
- The internal audit serves as a preparatory phase, reducing external audit time and costs.
- Ensures a comprehensive assessment with internal insights.

Considerations:

- Requires coordination between the internal audit knowledge and external audit phases.
- May extend the overall audit timeline.

Recommendation:

It is recommended to adopt a Hybrid Approach (Option 3) for the governance audit of LSIDB. Initiating with an internal audit allows the organisation to identify preliminary areas of concern and potential improvements, providing a solid foundation for the subsequent external audit. This approach combines the strengths of both internal and external audits, ensuring a thorough and cost-effective assessment of LSIDB's governance framework. This is now being implemented, with supporting resources in place, our new governance officer and administrative support team.

Benefits of an Independent Governance Audit:

Operational Enhancement:

- Identification of operational inefficiencies.
- Streamlining of governance processes.
- Improved decision-making mechanisms.

Legal Compliance:

- Assessment of compliance with relevant laws and regulations.
- Mitigation of legal risks and liabilities.
- Strengthened adherence to governance guidelines.

Financial Stability:

- Identification of financial governance gaps.
- Enhanced financial transparency and accountability.
- Improved financial planning and resource allocation.

An independent governance audit will not only enhance LSIDB's overall governance but also contribute to its long-term success and sustainability.

Business Administration: Updating LSIDB IT Systems and Notification of Successful Cloud-Based System Implementation

Executive Summary:

This options paper outlines the importance of updating the IT systems of Lower Severn Internal Drainage Board (LSIDB) and notifying stakeholders about the successful implementation of a new cloud-based system. The primary objective is to modernise IT infrastructure, enhance operational efficiency, and ensure compliance with legal and regulatory requirements. The successful transition to a cloud-based system promises significant fiscal, operational, and legal benefits for LSIDB.

Option 1: Update and Notify

Strategy:

- Initiate a comprehensive update of LSIDB's IT systems, including hardware and software.
- Select and implement a cloud-based system that aligns with LSIDB's operational needs.
- Notify stakeholders, including board members, staff, and relevant authorities, of the successful implementation and benefits.

Benefits:

- Modernised IT infrastructure for improved operational efficiency.
- Enhanced data security and compliance with data protection regulations.
- Streamlined communication and collaboration among LSIDB teams.
- Accessibility to data and applications from remote locations.

Considerations:

- Initial investment in IT updates and cloud system implementation.
- Training and adjustment period for staff adapting to the new system.
- Effective communication is crucial to ensure stakeholders are informed of the changes and benefits.

Option 2: IT Update Only

Strategy:

- Focus solely on updating LSIDB's IT systems without implementing a new cloud-based system.
- Modernise hardware and software to improve system performance and security.
- Ensure data backups and disaster recovery mechanisms are in place.

Benefits:

- Improved IT infrastructure for enhanced data management and security.
- Continuation of existing IT processes, reducing the learning curve for staff.
- Reduced initial investment compared to full-scale cloud implementation.

Considerations:

- May not fully leverage the advantages of cloud-based systems.
- Limited scalability compared to cloud solutions.
- Ongoing maintenance and potential future upgrades.

Option 3: Cloud Implementation Only

Strategy:

- Implement a cloud-based system without comprehensive IT updates.
- Select a cloud solution that meets LSIDB's operational needs and security requirements.
- Notify stakeholders about the transition to cloud-based operations.

Benefits:

- Quick adoption of modern cloud technology for improved collaboration.
- Enhanced flexibility and scalability.
- Potential cost savings compared to investing in new hardware.

Considerations:

- Existing IT infrastructure may not fully support the cloud transition.

- Staff training and change management required.
- Effective communication needed to inform stakeholders of the cloud adoption.

Recommendation:

It is recommended to pursue Option 1: Update and Notify. This approach combines the benefits of both IT system updates and cloud-based system implementation. By modernising LSIDB's IT infrastructure and adopting a cloud-based solution, the organisation can achieve improved operational efficiency, enhanced data security, and compliance with legal requirements. Project has been successfully led by J Mathews

Benefits of IT System Update and Cloud Implementation:

Operational Efficiency:

- Streamlined operations through modernised IT systems.
- Improved collaboration and accessibility for remote work.

Data Security and Legal Compliance:

- Enhanced data protection and compliance with regulations.
- Robust disaster recovery mechanisms.

Cost-Effective Scalability:

- Scalable cloud solution for future growth.
- Potential cost savings compared to on-premises hardware upgrades.

By updating LSIDB's IT systems and implementing a cloud-based solution, the organisation can better serve its operational, fiscal, and legal needs while ensuring continued growth and resilience.

Legal: Setting Up and implementing a Legal External Service Level Agreement for LSIDB

Executive Summary:

This options paper addresses the importance of sourcing and setting up a legal external Service Level Agreement (SLA) for Lower Severn Internal Drainage Board (LSIDB.) The LSIDB needs to decide between three options: establishing an SLA with an experienced legal firm specialising in internal drainage boards, employing in-house permanent legal staff, or not having dedicated legal support and seeking

legal services as needed. Each option has financial, legal, and operational implications.

Option 1: Legal External SLA

Strategy:

- Source an experienced legal firm specialising in internal drainage boards.
- Establish a comprehensive Service Level Agreement (SLA) outlining legal support terms and conditions.
- Engage the legal firm on an as-needed basis while maintaining control over costs.

Benefits:

- Access to specialised legal expertise in drainage and business law.
- Cost-effective approach compared to hiring permanent legal staff.
- Operational flexibility with legal support readily available.

Considerations:

- Cost of legal services depends on usage.
- Continuous evaluation of SLA terms to ensure alignment with LSIDB's needs.
- Potential for quicker response times from external legal experts.

Option 2: In-House Legal Staff

Strategy:

- Employ permanent legal staff specialising in drainage and business law.
- Establish an in-house legal department to address LSIDB's legal requirements.
- Ensure continuous legal support for all organisational needs.

Benefits:

- Immediate availability of legal staff for various legal matters.
- In-depth understanding of LSIDB's specific requirements.
- Potential cost savings on a per-case basis with in-house staff.

Considerations:

- Higher fixed operational costs due to salaries and benefits.
- Legal staff may have limited experience in drainage-specific legal matters.
- Requires ongoing management and oversight of the legal department.

Option 3: No Dedicated Legal Support

Strategy:

- Do not establish an SLA with external legal firms or hire in-house legal staff.
- Seek legal services on an ad-hoc basis, as the need arises.
- Rely on existing staff or board members with legal expertise.

Benefits:

- Minimal fixed legal costs.
- Flexibility to choose legal support when necessary.
- Potential cost savings by avoiding dedicated legal staff.

Considerations:

- May experience delays in obtaining legal advice.
- Lack of specialised expertise in drainage law.
- Risk of inadequate legal support for complex issues.

Recommendation:

It was recommended by the CEO and agreed by the executive Committee to pursue Option 1: Legal External SLA. This approach allows LSIDB to access specialised legal expertise in drainage and business law while maintaining financial flexibility. By establishing a comprehensive SLA with an experienced legal firm, LSIDB can benefit from expert legal support on an as-needed basis, aligning costs with actual usage. This is now in place and our relationship will be managed via our CFO.

Benefits of Legal External SLA:

Specialised Legal Expertise:

- Access to legal experts with specific knowledge of drainage and business law.

Cost-Effective Approach:

- Avoids the high fixed costs of permanent in-house legal staff.
- Control over legal expenses based on actual usage.

Operational Flexibility:

- Legal support readily available when needed.
- No need for continuous management of an in-house legal officer.

By establishing a legal external SLA with an experienced legal firm, LSIDB can ensure it has access to legal support tailored to its specific requirements while optimising financial and operational efficiency. – Thank you to Charles Daniels for his support and advice on this Business improvement.

LSIDB – PR Media and Communications: dates to note please see attached programme.

Administration updates to note:

- We are planning to role-out Training for MS Project Office for PB users to support the delivery of the Capital Programme.
- DRS system support is planned to be transferred from WMA to ADA by 2025

Name: [Dr M Pope](#)

Position: [CEO LSIDB](#)

Calendar of Events 2023/ 2024

Event	Date	Cost	Staff recommended to attend	Are we attending?
Executive Committee, LSIDB Office	Wednesday 23 rd August at 10am	N/A	Exec Committee	YES
Treasury Sub, LSIDB Office	Wednesday 30 th August at 10.30am	N/A	Treasury Committee	YES
F&GP, LSIDB Office	Wednesday 6 th September at 10.30am	N/A	F&GP Committee	YES
Frampton Show, Frampton on Severn	Sunday 10 th September – all day	Paid	VB, JT, JD	YES
FWM Flood and Water Management Expo, NEC, Birmingham	Wednesday 13 th and Thursday 14 th September – all day	Free	VB, MP	TBC
Full Board Meeting, Oldbury Memorial Hall	Wednesday 20 th September at 2.00pm	Approx £50	All	YES
Executive Committee, LSIDB Office	Wednesday 27 th September at 10.00am	N/A	Exec Committee	YES
ADA AGM, online	27 th September 10.30am to 12.30pm	TBC	All	YES
Utilities Week Forum, Houndsditch, London	Wednesday 4 th and Thursday 5 th October	£499	VB, MP	TBC

Engineering Committee, Oldbury Memorial Hall	Wednesday 18 th October at 10.30am	Approx £50	All	YES
Executive Committee, LSIDB Office	Wednesday 25 th October	N/A	Exec Committee	YES
Full Board Meeting, AGM, Oldbury Memorial Hall	Wednesday 1 st November at 2.00pm	Approx £50	All	YES
Dates for Future LSIDB Meetings to be agreed at November's AGM				
Severn Voices AGM, Gloucester – venue TBC	Wednesday 15 th November	N/A	VP, MP, JT, JD	YES
SWADA AGM, Bridgwater – venue TBC	Wednesday 29 th November –time TBC	Free	All	YES

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Engineering Meeting

Wednesday 12th April 2023

The Gables, Falfield
10.30am

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE ENGINEERING COMMITTEE

Approved 8th June 2022, Minute 3421

MATTERS FOR DETERMINATION BY THE COMMITTEE

1. Small engineering schemes or works up to £30,000.
2. Machinery replacement in accordance with the pre-approved programme.
3. The adoption or declassification of watercourses in the context of an approved policy framework and the regimes of other statutory authorities in this regard.
4. To assess, agree and monitor works for the Capital Programme.
5. To review and comment on the Asset Register as a standing item on the Agenda.

MATTERS FOR RECOMMENDATION BY THE COMMITTEE TO THE BOARD

6. To review the Board's rhine maintenance priorities.
7. To review future maintenance liabilities of assets e.g. Environment Agency, outfalls and main river
8. To review Avonmouth and Severnside developments commuted sums, infrastructure charges and modelling.
9. To review pumping station maintenance and repair.

Signed:..... (Chairman)

Minute 3002
05 February 2020

**Minutes of the Engineering Committee
of the Lower Severn (2005) Internal Drainage Board
Meeting held Wednesday 19th October 2022 at 10.30pm
The Gables Hotel**

Present:

Mr R Godwin	Chairman
Mr J Cornock	
Miss R Hewlett	
Mr R Hyslop	
Mr G Simms	
Mr T Cullimore	
Cllr M Riddle	Deputy for Cllr R Griffin

Staff:

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

3464	Apologies Apologies were received from the Mr M Barnes and Cllr J Jones	
3465	Chairman's Announcements There were no Chairman's Announcements.	
3466	Declarations of Interest No interests were declared.	
3467	Minutes of Previous Engineering Committee Meeting It was resolved that: <ul style="list-style-type: none"> The meeting held on 18th May 2022 be approved as a true and correct record. 	
3468	Matters arising from the Minutes In relation to minute 3401 the Chair asked if the Project Steering Group (PSG) had met and investigated the Motion Consultancy fees. Cllr Riddle advised that due to the recruitment of a new CEO the PSG had not met as regularly as it should have and that now the CEO had started the PSG would start to meet more frequently. In addition, Mr Simms asked what it was that the Engineering Committee wanted investigated and expressed that he felt SAGE could be used for many of the Boards operational reporting requirements not just for the Capital Programme. Members discussed that a high-level report of Motion Consultancy fees would be sufficient and welcomed the use of SAGE to produced more reporting requirements on the Boards operations. Miss Hewlett felt that as the Engineering Committee were the owners of the Capital Programme that it should be a standard item on the agenda and asked what the current state of play was in respect of the pump replacement programme. Cllr Riddle explained there were 3 principles for the replacement on the pump stations (a) To make them legally Eel compliant, (b) to ensure they	

	<p>are safe for both staff and the public and (c) so they are fit for purpose in the long term.</p> <p>The CEO added that next steps involved putting together a report on lessons learnt, planning for the remaining pump stations including prioritising them by Health and Safety needs and then issuing the plan to all Committees for review.</p>	
3469	<p>Land Drainage Engineers Report</p> <p>The LDE advised the Kobelco Sk 140 was due for replacement. He added that the Board had had a modified arm made for this Kobelco which they would transfer onto the new Kobelco base. One supplier had advised that they had a 12-month waiting list on a similar product.</p> <p>The existing machine would be traded in.</p> <p>In response to a question from the CEO the LDE advised that all equipment was inspected every 6 months.</p> <p>The LDE also presented quotes for a new pick-up truck. The vehicle it would be replacing would be kept as the Board's spare vehicle which is often used by the operatives in the winter months.</p> <p>The Board would then sell its defender 110 hi cap via eBay which is now 19 years old and has 147000 miles on the clock.</p> <p>After reviewing the quotes, the LDE felt the Isuzu would be better value for money. There was an 18-month lead time on the Isuzu but once ordered the price would be fixed.</p> <p>The LDE reported that spare machinery parts were getting increasingly difficult to purchase. Because of this the LDE recommended the Board purchase a spare Flail mowing head that could be attached to our machinery in the event of a breakdown. This would ensure minimum downtime whilst ordered parts were delivered.</p> <p>The LDE directed Members to appendix 5 which provided Members with the breakdown in machinery costs as requested at the previous Engineering Committee Meeting.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • A new Kobelco SK140 be purchased in 2022/23 from Molson's part exchanging with the existing Kobelco Sk 140. • A new Isuzu D Max be purchased in 2022/23 from MJ Fews. • A new flail mowing head from Spearhead. 	
3470	<p>Civil Engineers Report</p> <p>The CE reported to Members that health and safety improvement works at Lapperditch pump station had been completed. A mesh fence had been added to prevent climbing, pump attendants were no longer permitted to attend the sites on their own and that staff would be in attendance when the weed screens required cleaning and safety netting had been installed to prevent people falling into the water.</p> <p>Members discussed how best to progress with the weed screen cleaning should there be a need outside of working hours. Mr Simms added the most important element was mitigating risk and so it was important any arrangement was formalised and clear.</p> <p>The CEO agreed to formalise a plan with the LDE and CE and acknowledged members need for urgency on this matter. It would be submitted via email to the Engineering Committee once ready.</p>	

	It was resolved that: <ul style="list-style-type: none"> • The report be noted. 	
3471	Date of Next Meeting The date of the next meeting is to be determined.	
	The meeting closed at 11:30	

Un-approved

Title:

Additions to our risk register - list of strategic risks, legal risks, political risks, and reputational risks that should be on the risk register of LSIDB

Introduction:

LSIDB is responsible for managing water levels and flood risk within a designated area. As such, there are several strategic risks, legal risks, political risks, and reputational risks that should be on our risk register.

Key considerations:

Some of these risks recommended for inclusion:

Strategic Risks: (Responsibility and accountability to mitigate sits with Exec.Com.)

- Climate change and its impact on water levels, flood risk, and drainage systems.
- Changes to government policies and funding for flood management and drainage systems.
- Inadequate financial resources to maintain and upgrade drainage systems.
- Inability to attract and retain skilled personnel for drainage management.
- Changes in land use and development that impact the drainage system.

Legal Risks: (Responsibility and accountability to mitigate sits with G & P)

- Non-compliance with environmental regulations and standards for water quality.
- Legal disputes with landowners over drainage and flooding issues.
- Infringement of intellectual property rights in relation to drainage systems.
- Infringement of business processes and Employee rights. (cross over with HR)

Political Risks: (Responsibility and accountability to mitigate sits with the Executive Committee)

- Changes in government policy and funding for flood management and drainage systems.
- Local political interference or pressure to prioritize certain areas or communities over others.
- Public opposition to drainage projects or policies.
- Negative media coverage or criticism of drainage management practices.
- Involvement in political controversies or scandals related to drainage management.

Reputational Risks: (Responsibility and accountability to mitigate sits with Main Board)

- Negative public perception of the LSIDB's effectiveness in managing flood risk and drainage systems.
- Poor communication with stakeholders, including local communities and landowners.
- Negative media coverage or criticism of the LSIDB's actions or decisions.
- Failure to respond effectively to flooding events.
- Damage to the LSIDB's reputation as a reliable and competent LSIDB.

Conclusion:

It is important for LSIDB to regularly assess and manage these risks to ensure that they are adequately prepared for potential challenges and can continue to effectively manage water levels and flood risk within their designated area. It is important to note that this list is not exhaustive and specific risks faced by LSIDB. Additionally.

Action for (Executive Committee):

- The LSIDB CEO will regularly review and update its risk register to ensure that it is up-to-date and relevant to its current operations and risks.
- All our risks will be separated and accountability place with each committee

The report be noted.

Name: Dr M Pope

Position: CEO LSIDB

HEAD OF SERVICE REPORT

- **Health and Safety**

No near misses or incidents to report.

Citation annual Health and safety audit. (26/01/23)

A programme of work and additional training is underway to ensure we meet all the additional requirements so that we are fully compliant.

- **Dredging Programme 2023**

Tree cutting and dredging works have commenced at the following locations.

Hardwicke, Glos.

Olveston Common.

Lower Almondsbury, Marshwall Rhine.

Stroat & Tibberton.

Slimbridge, Wildfowl and Wetlands Trust.

Lapperditch, Epney due to imminent Pump station survey work which may be required.

- **Oldbury pump station**

No 1 Pump failure.

Avonmouth Engineering have managed to bypass the existing start up controls due to parts being obsolete. (Total cost £5532.50 + vat)

The pump has started and runs without any further problems so pump removal is not required.

- **Elmore pump station**

We have restored remote access to the above pumping station which has not been possible since Severn Controls went into administration. We had to obtain a copy of the software, new sim card and a new I.P address.

We can now monitor levels and pump operation from our offices or home.

Further software modifications will be made in the near future by a software Engineer.

Recommendations:

That the report be noted

James Druett
Head of Service

Lower Severn Drainage Board – Pumping Station impact report

Introduction

This report has been carried out as a brief desktop exercise to analyse the risk of the Boards 4 remaining pumping stations being decommissioned subject to enforcement by the regulator (EA) or through catastrophic failure due to the age of the infrastructure.

Oldbury on Severn – Commissioned 1978- (approx. total area of impact see plan 1)

- Area of Benefit (Agricultural land) subject to poor drainage and regular flooding **1446 ha**
- Total catchment area including run off from outside the Boards district **3771 ha**
- Flooding of minor roads affecting access.
- Approximately 50 residential properties at risk of flooding or problems resulting in a high water table e.g. septic tank outfalls.

Wicks Green – Commissioned 1973 - (approx. total area of impact see plan 2)

- Area of Benefit (Agricultural land) subject to poor drainage and regular flooding **404 ha**
- Total catchment area including run off from outside the Boards district **516 ha**
- Flooding of minor roads affecting access.
- Approximately 20 residential properties at risk of flooding or problems resulting in a high water table e.g. septic tank outfalls.
- Severn Estuary flood defence overtopping – Water needs to be evacuated from IDB area via pumps.

Lapperditch – Commissioned 1972 - (approx. total area of impact see plan 2)

- Area of Benefit (Agricultural land) subject to poor drainage and regular flooding **130 ha**
- Total catchment area including run off from outside the Boards district **0 ha**
- Flooding of minor roads affecting access.
- Approximately 6 residential properties at risk of flooding or problems resulting in a high water table e.g. septic tank outfalls.
- Severn Estuary flood defence overtopping – Water needs to be evacuated from IDB area via pumps.

Marshfield – Commissioned 1972 (approx. total area of impact see plan 2)

- Area of Benefit (Agricultural land) subject to poor drainage and regular flooding **136 ha**
- Total catchment area including run off from outside the Boards district **267 ha**

- Approximately 3 residential properties at risk of flooding or problems resulting in a high water table e.g. septic tank outfalls.
- Severn Estuary flood defence overtopping – Water needs to be evacuated from IDB area via pumps.

LSIDB Capital Programme Highlight Report

PROJECT DETAILS					
Programme Name	Pumping Station Replacement Programme				
Programme Manager	James Thomas	Report Date	14/02/2023	Reporting Period	Feb 23 - March 23
Programme Summary	Renewal of four of the Boards pumping stations.				

PROGRAMME TOLERANCE STATUS			
This report		Last report	

Are the categories below within agreed tolerance? (Green = Yes, Amber = At risk of breach, Red = No)

Time (on schedule, to plan)	TBC Post Feasibility	Scope	TBC Post Feasibility
Quality	TBC Post Feasibility	Resources	TBC Post Feasibility
Budget/Costs	TBC Post Feasibility	Dependencies	TBC Post Feasibility
Benefits & Outcome	TBC Post Feasibility		

Are there any Risks or Issues to highlight or escalate?	Risks	TBC	Issues	TBC
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Establishing Deliverables
<ul style="list-style-type: none"> The meeting is collaborative and a safe environment for open and honest discussion The aim is not to vote on matters but to use fact and experience to come to a collective decision. Collective decisions will be fully supported by 'team' members as part of our values of collective responsibility A 'live' action tracking system is the vehicle to manage the meeting rather than, what can be subjective, minutes. We will also utilise a 'Programme' risk register to support effective delivery, risks that are seen to be of a wider consideration will be submitted to the owner of the LSIDB risk register (CEO) for consideration of inclusion in the organisations risk register All decisions will be made within the delegated responsibilities as laid down by the appropriate Standing Orders. Purchases of goods and services will be fully compliant with the appropriate standards. The Full Board will be fully briefed on the status of the Pumping Station Programme and we will consult with other members as appropriate.

LSIDB Capital Programme Highlight Report

Actions Taken to date and Priorities

- Feasibility Study underway, competitive quotations received and selection implemented
- Feasibility Contract Document Signed.
- Project and Governance officer role advertised.
- Additional project focused time allocated to COE and CFO Roles.
- The setting up of systems to manage the programme is complete and this includes, Risk Register, Action tracking, Weekly meeting programme established and a project file will be documented for each pumping station.
- Most of this information will be accessible, electronically' but safeguards are being put in place to stop any of us 'meddling' with the data!
- We have been established healthy interfaces with our key stakeholders, led by our CEO, including suppliers, the Environment Agency, ADA etc
- The Programme Board will engage with local stakeholders during the design and development stage of each station. This will be key to ensure the projects success, utilising local knowledge and assessing the designs impact.
- Whilst the financial aspects will very prominent in many aspects of the programme there is nothing specific to report at this time.
- We will circulate a monthly Programme Briefing Note to keep members/staff informed of progress.
- The Business Case is under development with the Consultant. This will run alongside the Feasibility Studay.
- There is anticipated change management with regard to transitioning the Feasibility Study to the Business Case. Further information will follow.

Establishing Deliverables

RECOMMENDATION

This Report be noted.

APPROVAL & VALIDATION

Report Approved by Project Sponsor

Date:

Financial Information Validated by Business Partner

Date:

Title:

LSIDB is responsible for managing water levels and preventing flooding in areas with inadequate natural drainage.

Discussion Item: Here are some strategic future focus areas for LSIDB:

1. Climate change adaptation: LSIDB will need to develop strategies to adapt to the changing climate, including increased rainfall and sea level rise.
2. Modernisation of infrastructure: LSIDB will need to invest in modernising our infrastructure to improve drainage and reduce the risk of flooding.
3. Collaboration and partnerships: LSIDB will need to work more closely with other stakeholders, such as local authorities, landowners, and environmental organisations, to achieve our objectives and share resources.
4. Data management and analysis: LSIDB will need to invest in data management and analysis tools to better understand water flows, track changes in water levels, and anticipate flooding risks.
5. Stakeholder engagement: LSIDB will need to engage more effectively with the communities they serve, providing information and education on the importance of water management and the role of the LSIDB.
6. Sustainability: LSIDB will need to ensure that our activities are sustainable and that they take into account the long-term impacts on the environment and local communities.
7. Governance and accountability: LSIDB will need to ensure that we have robust governance structures in place to maintain accountability, transparency, and ethical practices.
8. Funding and financial management: LSIDB will need to secure funding for their activities and ensure effective financial management to maximise the impact of our investments.

Key considerations:

How well does our work align to the aforementioned?

How can we move this work forward?

Are these covered in the work of our current committees? Where does each element sit in terms of responsibility and accountability?

Action for (Engineering Committee):

The report be noted. Discussed at the Engineering Committee. Then preparation for implementation to be presented to the June Board.

Name: **Dr M Pope**

Position: **CEO LSIDB**

Title:

How LSIDB can leveraging Smarter Technology to Build Resilient Land Drainage Systems A Report for the LSIDB Engineering Committee.

Introduction:

Climate change poses significant challenges to land drainage systems, with increasing rainfall intensity, sea level rise, and extreme weather events leading to higher flood risks. To address these challenges, LSIDB must leverage smarter technology and embrace innovation to build more resilient and adaptive drainage systems. This report explores the options for smarter technology in land drainage and the future of drainage systems in the face of climate change.

Sector wide Review:

Research shows that smarter technology can be an effective tool for improving land drainage systems' resilience and adaptability. This includes the use of remote sensing technologies to monitor drainage systems' performance, artificial intelligence and machine learning algorithms to predict and prevent flooding events, and the deployment of low-carbon energy systems to power drainage systems. Also, a government criteria when assessing future funding applications!

Discussion:

LSIDB can explore several options for leveraging smarter technology in land drainage systems. This includes the use of remote sensing technologies, such as LiDAR and satellite imagery, to map and monitor drainage systems' performance in real-time. This data can be used to optimise drainage system design, improve maintenance schedules, and predict flood events. Machine learning algorithms can be used to analyse this data and predict future drainage system performance, enabling proactive maintenance and intervention before flooding events occur.

Another option is the deployment of low-carbon energy systems to power drainage systems. This includes the use of renewable energy sources, such as solar and wind power, to power drainage pumps and reduce carbon emissions.

Conclusion:

Smarter technology can play a crucial role in building more resilient and adaptive land drainage systems that can withstand the challenges of climate change. LSIDB Engineering Committee can explore several options, including the use of remote sensing technologies, machine learning algorithms, low-carbon energy systems to improve the performance and efficiency of drainage systems. LSIDB must take a proactive and innovative approach to drainage system management to mitigate the risks posed by climate change and ensure the long-term sustainability of drainage systems.

Recommendations:

Engineering Committee to consider the possible implementation recommendations and feedback thoughts to the Chair and the Head of Operational service.

Action for Committee:

The report be noted. Any question and or recommendations passed on to Chair and HoOS

Name: J Druett

Position: Head of Operational Service - LSIDB