

Executive Committee Meeting

Wednesday 21st May 2025

**Lower Severn IDB Office/Hybrid
11:30am**

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE EXECUTIVE COMMITTEE

**Approved 6th November 2024
Minute 3613**

Matters for determination by the Executive Committee

Policy & Guidelines

1. Purpose

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

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

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

2. Membership

The Executive Committee will be made up of 6 members being, the Chair, Vice Chair, Committee Chairs, Programme Board Chair, plus additional member(s) that would be required to make up the full membership. Also, normally the Chief Executive Officer or his/her representative, unless the meeting is deemed part or wholly closed on occasion. Key Officers of the LSIDB will be invited as required. The committee shall appoint a Chair from among its members.

3. Meetings

The Executive Committee should meet on a monthly basis with prepared agendas of items for discussion. A quorum of three Members is required. Officers will be invited as required. The CEO or other LSIDB Officer will act as secretary and take actions of the meetings. The

actions of the meetings will be circulated at the LSIDB's Board Meetings, and the Chief Executive Officer will present a written report after each meeting which will be emailed out to all Board members.

4. Duties

(i) Management

- The successful execution of strategy.
- Recommending objectives and strategy for the LSIDB in the development of the Boards operations.
- Identifying new opportunities, Capital Investment Projects if approved, outside the current core activities.
- Reviewing the organisation structure of the LSIDB and making recommendations for change.
- Implementing policies relating to health and safety, environment, treasury and statutory social responsibility.
- Ensuring the control, co-ordination and monitoring of risk and internal controls.
- Ensuring compliance with relevant legislation and regulations.
- Prosecution, defence or settlement of litigation.
- Ensuring appropriate levels of authority are delegated to LSIDB officers throughout the LSIDB's Annual Planning and delivery of Operations.
- Review of the LSIDB's budgets and five-year plan to the LSIDB's Board and, following their approval, the achievement of the budgets and plans.
- Approval of unbudgeted capital expenditure between £10k and £25k, and the Identification of the necessary funds when making these approvals. Reporting to the Board at the earliest opportunity, per the financial regulations.
- Renewal of banking facilities and arrangements for treasury management per the financial regulations.
- Adherence to other Financial Regulations when authorising procurement, write offs, the sale of assets, appointment of internal auditor, and review/updates.

(iii) Statutory IDB Governance

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

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.

Executive Committee

Members: Mr M Barnes (Chair), Mr R Godwin, Mr J Hore, Cllr M Riddle (Vice Chair), Mr G Simms

NB The quorum for this meeting is 3 Members

Wednesday 21st May 2025 @ 11.30am, IDB Offices/Hybrid(following joint Finance Committee meeting)

AGENDA

Committees Terms of Reference are included for Members' information

Item		Page No/Doc.	Lead
1.	Apologies/Welcome		Chair
2.	Declaration of Members' Interest		Chair
3.	Pump Program Report/Update	Page 1-3	GS
4.	Comments on brought forward Actions	Page 4	GT
5.	Comments on SLT Reports	Circulated	Chair
6.	Any Other/New/Update Item which the CEO/Chair decide is urgent/be mentioned		GT & MB
7.	Confirmation of new Actions		GT
8.	Date of Next Meeting:		Chair
9.	Close		Chair

- Any other consideration and comments/questions of an urgent nature shall be notified to the office at least 3 working days before the meeting to enable staff to compile the correct information.
- Any Committee Member unable to attend should arrange a deputy and inform the office prior to the relevant Meeting. If the Committee Member chooses, he/she may instead ask the Officers to contact all the other Members, not on the Committee, in order to recruit a deputy for the meeting.

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.

Report on Pumping Station Replacement Programme

June 2025.

Report by Geoff Simms

The Programme Board (PB) – the Programme Board was set up to oversee and direct the whole of the Capital Programme that consisted of replacement of our 6 pumping stations and replacement of the Service building. The terms of reference are well established and enables the PB to manage the dynamics of ongoing projects, within the programme, meeting at least weekly to ensure timely decision making.

The Programme Board consists of the following members:

Geoff Simms – Chair

James Thomas – Project Manager

James Druett – Field Operations Manager

Glenn Taute – CEO and Finance Officer

Jo Mathews – Programme Support Officer

John Hore – Elected Board member

Supported by Vicky Bailey on our Communications and External consultations.

I have to say that having an extensive background in Project management I can only commend to you the enthusiasm of this team who I am sure will deliver these important projects.

The programme continues to be executed set against the original agreed plan with Jacksons. There has been a slight delay with some of the elements due to longer lead in times with suppliers although we are working on significantly reducing the overall completion of the remain 4 pumping stations.

Whilst we advanced the surveys for Lapperditch and Marshfield having been carried out, there has been significant delay in the calculations and production of the reports. We have been able to establish a correlation between the sheet piling thickness measurements that we ourselves carried out with the formal testing results, good news. Currently Jacksons are modelling the results to assess any repairs/replacement necessary to give us a 25-year projected lifetime, remembering prior to our intervention there was a projected cost of approx. £600k.

The concern over the sizing of the Lapperditch pump chambers has been resolved and does not present a programme risk.

We have been able to secure an uprating on pumping capacity without a physical change of pumps and our expectation based on modelling and experience at Elmore we would expect up to 150% of current pumping capacity. This will further future proof the pumping requirements due to the impact of environmental change.

Elmore telemetry has been reviewed to ensure that we have a common system across all pumping stations. This will include an independent CCTV system and the ability to control remotely pumping requirements.

The layout arrangements for Lapperditch have been produced and reviewed with modification to meet High Voltage clearance requirements. In addition, a better layout which will allow for appropriate vehicle access has been adopted.

We have presented to the local parish council and residents on the progress of the work and we are now able to consult over the layout arrangements for Lapperditch. The consultation on options for external fencing was carried out on the 12th May.

We are considering other laydown areas for Lapperditch as the owner of the adjacent proposed area has rejected our request and we are currently looking at alternative options. (Apparently with some historical work he had a negative experience).

On the 6th May James and I carried out an initial consultation with the landowner, enclosing the Marshfield site, to establish access and laydown facilities for the Pumping station replacement. We were encouraged by the positive response and we will provide further detail to complete the consultation.

Members will recall as part of our submission, for Grant funding, we included both the Generator and a portable 12" Pump. We were successful in obtaining funds for the generator but not the pump. We have taken delivery of the portable generator which will be tested when appropriate connections are procured.

The Programme Board have proposed the purchase of the pump, at a cost of £100k, as this will provide us with an over-pumping facility when required for any routine maintenance on our fleet of pumps and associated equipment. In exceptional flood conditions this pump could be used for over-pumping. This will meet our ongoing operational strategy.

We seek your endorsement of this decision.

In terms of general funding, we have been successful in our applications for Grant funding and obtained:

1. Tranche 1, asset replacement funding £2.1 m
2. Tranche 2, asset replacement funding £2.3m

The securing of the 2nd phase of grant funding has made a positive impact on our borrowing requirements and rates profiling. Some of this funding has been put on, short term, deposit and Glenn will provide details.

Our target of an agreed spend profile up until 31st March was largely met with less than a £35k underspend which was a pretty good result, meeting our grant funding requirements.

We should not underestimate the amount of time and effort that has been put into this by our team over many months, which has been a very successful activity. Currently there is no provision for further grant funding at this stage.

We are the subject of a desk top audit of our Lapperditch/Marshfield spend which we are confident of our auditable trails.

Our strategic direction has changed to take advantage of the geographical proximity of Lapperditch, Marshfield and Wicks Green. The change is effectively swapping Oldbury with Wicks Green with the potential of saving a year on the overall programme. We recognise that Wicks Green is probably the most challenging of all the pumping stations to replace. Its design presents some engineering challenges for example the discharge pipework runs under a roadway and will most likely need some refurbishment. We have commissioned Jacksons to carry out a video camera survey to access this pipework.

Discussions/ negotiation are in progress over the purchase of a crucial piece of land adjacent to Wickes Green Pumping Station. Its benefits are:

- It provides an ideal footprint for the replacement project,
- It will enable the shared access to be ended
- The new layout will provide much better access for operational purposes
- It provides safe and effective access for routine or breakdown maintenance and removal of pumps.
- The negotiations are well advanced.

The preparatory work on Wickes Green has commenced and we have agreed to adopt a contractual strategy of the work being a variation to our current contract which will reduce timescales and avoid some of the preparation work, with the potential to save 5/6 weeks.

In terms of Programme organisation, we are running with a programme/project meeting weekly and a monthly formal meeting including external partners.

Our outline plan, which has been brought forward by potentially a year, is as follows:

Lapperditch/Marshfield – Completed by April 2026

Wicks Green – Completed by November 2026

Oldbury Completed by November 2027

G P Simms

On behalf of Programme Board

Outstanding Actions for Executive Committee:

Executive Committee Actions			Assigned to	Due	Status
40	22/05/24	DRS rates system to be upgrade to new WMA version in 2024/25	GT	Apr-25	Completed
61	19/03/25	It is recommended that we may add the mobile pump to the capital budget for 2025/26	GT/JD	Aug-25	In Progress
62	19/03/25	The updated Risk Register to be included in agenda for review at all the next committee	GT/JM	Jun-25	In Progress
64	19/03/25	To go ahead with planning a Heritage Open day for the LSIDB	VB	Sep-25	In Progress
66	23/04/25	Regarding the purchase of land for the Wicks Green Pump Station a letter of intent is to	JT	Apr-25	Completed
67	23/04/25	A site meeting is to be arranged for Exec members to see the proposal for the site re th	JT	Apr-25	Completed
68	23/04/25	A cost to move of the current electric supply pole to be obtained	JT	Apr-25	In Progress