

Business Services Committee Terms of Reference

Approved 6th November 2024

Minute 3613

The Tor for Business Services Committee for LSIDB would be responsible for overseeing and managing the following areas of cross over:

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| 1. Human Resources (HR) | The committee would be responsible for managing strategic HR direction and risk management aspects of HR within the LSIDB, including supporting the CEO when needed on recruitment, employee onboarding, training and development, performance management, compensation and benefits, employee relations, and compliance with employment laws and regulations. |
| 2. Property | The committee would oversee the management of LSIDB's assets and properties, including land, buildings, and equipment. This would involve developing and implementing policies and procedures for property management, monitoring property usage and maintenance, and ensuring compliance with relevant regulations and laws. |
| 3. Governance | <p>The committee would be responsible for ensuring that LSIDB operates in compliance with relevant laws and regulations, and for overseeing the LSIDB's governance structure. This would involve developing and implementing policies and procedures for decision-making and accountability, monitoring compliance with internal policies and procedures, and ensuring that the LSIDB's governance structure is effective and transparent.</p> <p>Responsibility for dealing with complaints under the Code of Conduct for members and, if required, constitution of a Hearings Panel within this process.</p> |
| 4. Legal | The committee would be responsible for overseeing LSIDB's legal affairs, including contracts, litigation, and compliance with relevant laws and regulations. This would involve developing and implementing policies and procedures for legal affairs, monitoring compliance with legal requirements, and managing any legal disputes or challenges that arise. |

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| 5. Communications | The committee would be responsible for managing LSIDB's internal and external communications, including public relations, marketing, and stakeholder engagement. This would involve developing and implementing communication strategies, monitoring performance against communication targets, and ensuring that the LSIDB's communication is effective, transparent, and aligned with its strategic objectives. |
| 6. Procurement | The committee would involve developing and implementing policies and procedures for procurement and ensuring compliance with relevant regulations and laws. |
| 7. Meetings | The committee shall meet at least x2 yearly, or more frequently as required this is dependent on Organisation priorities and any risk management plans. Meetings shall be chaired by the committee Chair. The CEO or other LSIDB Officer will act as secretary and take actions of the meetings. The actions and committee reports of the meetings will be circulated at the LSIDB's Board Meetings. |
| 8. Reporting | The committee shall report to the Board on its activities and recommendations at each Board meeting. |

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.

Finance Committee Terms of Reference

Approved on 6th November 2024

Minute 3613

Detailed Tor for Finance Committee for LSIDB Covering; finance, pensions, treasury, general purposes, and investments,
Here is a detailed TOR (Terms of Reference) for a Finance Committee for LSIDB covering finance, pensions, treasury, general purposes, and investments:

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| 1. Purpose | The purpose of the Finance Committee is to provide strategic direction and oversight for the financial affairs of the LSIDB, with a focus on finance, pensions, treasury, general purposes, and investments. |
| 2. Membership | The committee shall consist of no fewer than three members of the Board, including the Chair. The committee shall appoint a Chair from among its members. |
| 3. Responsibilities | <p>The committee shall have the following responsibilities:</p> <ul style="list-style-type: none"> a. Financial Oversight: The committee shall oversee the LSIDB's financial affairs, including the development of the annual budget, financial reporting, and management of the LSIDB's financial resources. b. Pensions Oversight: The committee shall oversee the LSIDB's pension affairs, including the development of pension policies and procedures, and the management of the LSIDB's pension funds. c. Treasury Oversight: The committee shall oversee the LSIDB's treasury affairs, including the development of treasury policies and procedures, and the management of the LSIDB's cash flow and investments. d. General Purposes: The committee shall oversee the LSIDB's general financial affairs, including the management of the LSIDB's assets and liabilities, and the development of financial policies and procedures. e. Investment Oversight: The committee shall oversee the LSIDB's investment activities, including the development of investment policies and procedures, and the evaluation of investment opportunities. Investment and fixed assets: The committee may approve capital expenditure between 10k and 25k and report to the Board at the next publication of report and at the following Board Meeting. |

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| 4. Meetings | The committee shall meet at least biannually, or more frequently as required this is dependent on Organisation priorities and any risk management plans. Meetings shall be chaired by the committee Chair, and actions shall be taken and shared following the meeting alongside committee reports. |
| 5. Reporting | The committee shall report to the Board on its activities and recommendations at each Board meeting. |

Operational Service Committee Terms of Reference

Approved on 6th November 2024

Minute 3613

Here is a detailed TOR (Terms of Reference) for an Operational Service Committee for LSIDB covering engineering, technology development, delivery, health & safety, and environmental:

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| 1. Purpose | The purpose of the Operational Service Committee is to provide strategic direction and oversight for the operational activities of the LSIDB, with a focus on engineering, technology development, delivery, health & safety, and environmental matters. |
| 2. Membership | The committee shall consist of no fewer than three members of the Board, including the Chair. The committee shall appoint a Chair from among its members. |
| 3. Responsibilities | <p>The committee shall have the following responsibilities:</p> <ul style="list-style-type: none"> a. Engineering Oversight: The committee shall oversee LSIDB's engineering activities, including the design and construction of drainage systems, flood risk management, and other infrastructure projects. Equipment replacement schedule to be maintained and approved b. Technology Development: The committee shall oversee LSIDB's technology development activities, including the use of GIS and other technologies to support drainage management and flood risk reduction. c. Delivery Oversight: The committee shall oversee LSIDB's delivery activities, including the management of contractors and other service providers, and the delivery of services to the community. d. Health & Safety: The committee shall oversee LSIDB's health and safety activities, including the development and implementation of policies and procedures to ensure the safety of IDB employees, contractors, and the public. e. Environmental Oversight: The committee shall oversee LSIDB's environmental activities, including the development and implementation of policies and procedures to ensure the protection of the |

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| | environment, and the management of LSIDB's impact on the local ecosystem. |
| 4. Meetings | The committee shall meet at least x2 a year or more frequently as required this is dependent on Organisation priorities and any risk management plans. Meetings shall be chaired by the committee Chair, and actions shall be taken and shared following the meeting alongside committee reports. |
| 5. Reporting | The committee shall report to the Board on its activities and recommendations at each Board meeting. |

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE Interim Capital Pumping Station Programme Board

Approved 16th July 2025 Minute 3647

Purpose and Aim

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| Purpose | <ul style="list-style-type: none"> The purpose of the programme board is to be the LSIDB's board focusing on the capital investment programme |
| Aim | <ul style="list-style-type: none"> To achieve greater value by considering a range of options that are being undertaken for the four remaining pumping stations as a whole programme of work. Lead on the development and delivery of the Capital Pumping Station programme; Accountable for the development, review and management of the Capital Pumping Station programme Board; Establish and embed a robust and effective governance framework through which all Capital Pumping Station programme projects will be evaluated and prioritised for development and delivery, subject, where appropriate, to member approval. The programme board shall develop capital plans, the management of capital projects and the allocation of capital resources. To ensure there are adequate sources of funds to fully execute the programme, whilst securing Full Board approval for budgetary provision. |

Membership

| Role | Name | Job Title |
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| Chair - Programme Board & programme Sponsor | Geoff Simms | LSIDB Board Member and Programme Board Chair |
| Programme - Chief Responsible Officer and Finance Lead | Glenn Taute | Chief Executive Officer and Responsible Financial Officer- LSIDB |
| Programme Manager | James Thomas | Capital Pumping Station Programme Manager & LSIDB Civil Engineer |
| Operations Delivery Manager & Customer | James Druett | Delivery Manager – LSIDB Operational and Maintenance Manager |
| Project Support Officer | Joanna Mathews | Project and Governance Officer - LSIDB |
| Team Member | John Hore | LSIDB Board Member |

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| Communication Officer | Vicky Bailey | Public Relations Officer- LSIDB |
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As necessary, other officers will be invited to attend the programme board to discuss or report on agenda items.

Operation, Authority & Reporting

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| <p>Operation</p> | <p>Programming</p> <ul style="list-style-type: none"> • Assemble an initial programme of activities which will include planned projects and projects that are in execution.. • Develop, review, maintain and operate an evaluation and prioritisation framework against which projects will be submitted into the bidding process for future funding opportunities; • Secure and monitor the resources available to deliver the agreed Capital Pumping Station Programme; • Determine and review as necessary the scope of projects within the Capital Pumping Station Programme to ensure that there is no duplication and that best value is obtained after considering the investment of resources and planned outcomes; • Manage in-year amendments to the Capital Pumping Station Programme, accessing reports escalated by Project Boards and agreeing appropriate action; • Approve key communication messages for the Capital Programme. <p>Management</p> <ul style="list-style-type: none"> • Monitor the delivery of the Capital Pumping Station Programme ensuring Programme and projects are on track against schedule, expenditure in line with profiles and benefits are being realised; • Receive Capital Pumping Station Programme monitoring reports, consider and approve matters such as project and programme variation, change control requests for virement and variation to projects; • Discuss issues that have been escalated for resolution and provide direction to the appropriate delegated officer; • Consider implications of changes to external funding (including opportunities and risk); • Ensure that New LSIDB Executive Committee and LSIDB Board Members are engaged, as appropriate and they are fully appraised about the delivery of the Programme; <p>Review</p> <ul style="list-style-type: none"> • Assure that the agreed programme and project management arrangements and best practices are followed; • Ensure that a consistent approach is taken and any cost-cutting issues are governed appropriately. This includes ensuring that programme boards are attended by the appropriate officers; • Review interdependencies across the programme and take any appropriate action to ensure that the programme is not compromised. |
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| Authority | <ul style="list-style-type: none"> • The Capital Pumping Station programme board has CEO delegated authority that will focus on delivery and offer recommendations to the Member panel and board; • The Programme Board will establish a Programme budget which will be approved by the Full Board of the LSIDB. Variations within that budget will be managed by the Programme Board. • The Capital Pumping Station programme board has no delegated authority beyond these Terms of Reference and final decisions are subject to approval from the appropriate decision-making bodies and compliance with financial rules and regulations. |
| Reporting | <ul style="list-style-type: none"> • The Capital Pumping Station programme board will report updates to the LSIDB Executive Committee and then LSIDB Board Members. |

Meetings

- The Capital Pumping Station Programme Board will meet at least weekly.
- Additional meetings will be held as necessary or working groups may be set up to tie in with key stages in the project planning and budget setting processes.
- The Board will be serviced by the Programme Manager.
- Actions will be produced following the meeting and distributed as an accurate record of the meeting by the Chair.

Review of Terms of Reference

The Terms of Reference are valid for the duration of the Capital Pumping Station Programme and reviewed annually by the Capital Pumping Station Programme Manager. Changes to the permanent Capital Pumping Station Programme Board membership can be made with approval by the Chair.