

Business Service Committee Meeting

Wednesday 9th October 2024

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

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.

Business Services Committee

Members: Ald N Barton, Mr C Daniell, Cllr L Harvey, Cllr S Johnson, Cllr S Milestone, Cllr M Williams (2 vacancies available)

NB The quorum for this meeting is 3 Members

Wednesday 09th October 2024 @ 10.30am, Lower Severn IDB Offices/Hybrid

AGENDA

Committees Terms of Reference are included for Members' information

Item		Page No/Doc.	Lead
1.	Appointment of Chair		GT
2.	Appointment of Vice- Chair		GT
3.	Apologies/Welcome		Chair
4.	Declaration of Members' Interest		Chair
5.	Governance updates report from working group	Pages 1-2	Work Grp
6.	Staff, Property, Legal, Communications, & Procurement	Verbal Report	GT
7.	Comments on SLT Reports	Circulated	Chair
8.	Any Other Items which the CEO or Chair decide should be mentioned	Discussion	GT/Chair
9.	Confirmation of new Actions	Discussion	GT
10.	Date of Next Meeting: TBC 2025		Chair
11.	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 (2005) INTERNAL DRAINAGE BOARD

Business Services Committee Meeting

Wednesday 28th February 2024

**Lower Severn IDB Offices/Hybrid
10.30am**

Business Services Committee Terms Of Reference

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

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	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.
4. Administration	The committee would oversee the day-to-day administrative functions of LSIDB, including financial management, IT systems, and record-keeping. This would involve developing and implementing policies and procedures for administrative functions, monitoring performance against targets and budgets, and ensuring compliance with relevant regulations and laws.

5. 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.
6. 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.
7. Procurement	The committee would oversee LSIDB's procurement processes, including purchasing, tendering, and contract management. This would involve developing and implementing policies and procedures for procurement, monitoring performance against procurement targets, and ensuring compliance with relevant regulations and laws.
8. Risk Management	The committee would be responsible for identifying, assessing, and managing risks within LSIDB, including financial, operational, and reputational risks. This would involve developing and implementing risk management policies and procedures, monitoring performance against risk management targets, and ensuring that the LSIDB's risk management activities are effective and aligned with its strategic objectives.
9. Meetings	The committee shall meet at least quarterly, 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 minutes shall be recorded and kept for 30 days, with a digital live action tracking log records kept for audit and distributed to all members of the Board.

10. Reporting	The committee shall report to the Board on its activities and recommendations at each Board meeting.