

Business Service Committee Meeting

Wednesday 30th April 2025

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

Business Services Committee Terms of Reference

Approved 6th November 2024

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	<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.

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 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: Cllr M Riddle(chair), Ald N Barton, Mr C Daniell (vice chair), Cllr L Harvey, Cllr S Johnson, Cllr S Milestone, Cllr M Williams, Ms Rachael Chamberlayne

NB The quorum for this meeting is 3 Members

Wednesday 30 April 2025 @ 10.30am, Lower Severn IDB Offices/Virtual 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.	Comments on Any Brought Forward Actions	Pages 1	GT
4.	Governance updates report from working group	Pages 2-4	Work Grp
5.	Staff, Property, Legal, Communications, & Procurement	Verbal Report	GT
6.	Risk Register Revamp	Page 5	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: 8 th October 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.

Outstanding Actions from Business Services Committee:

Number	Created	Action	Assigned to	Due	Status
					In Progress
					Completed
Business Service Committee					
8	09/10/2024	Vicky to send out invitation of GloSES meeting to committee members	VB	December	Completed
9	22/01/2025	GT to create a schedule for training for board members	GT	June	In Progress
10	22/01/2025	Committee members to consider any local groups across the district that would be beneficial for us to be linked into	BS Committee	June	In Progress
11	22/01/2025	JM to liaise with solicitors further regarding whistleblowing policy	JM	February	Completed- Amendments made
12	22/01/2025	Business Service committee recommended all second batch of policies for full board approval once whistleblowing policy reviewed	BS Committee	February	Completed
13	22/01/2025	For Board to consider in future increased hazardous working conditions for operators and to consider works to be scheduled around weather conditions	Full Board/SLT	June	In Progress
14	22/01/2025	JD to share a summary of health and safety incident	JD	February	Completed see SLT reports
15	22/01/2025	GT to ensure job descriptions to be amended as job content changes for staff	GT	2025	In Progress
16	22/01/2025	Foreign Water Grant figure by EA to be looked into by GT/JD/JT	SLT	June	In Progress

Governance Audit Timeline

The current Governance Audit is reviewing and updating all applicable policies and documents, so as to align them to updated government body standards and legislation, and to be fit for purpose for the board. These documents are following the review stages indicated below so that the best possible outcome can be achieved, with input and agreement from all members.



Summary of Policies

Currently:

Stage	No. of Docs
To be internally reviewed:	5
To be reviewed by solicitors:	0
To be reviewed by working group:	1
To be reviewed by committee:	13
Approved at Full Board:	17

Policies	Update:	Stage on Timeline
Anti Bribery and Anti-Fraud Policy	Completed	Approved at full board Feb 25
Business Continuity Plan	To Begin	To be internally reviewed
Biosecurity Policy and Procedures	In Progress	To be internally reviewed
Complaints Against Board Members Procedure	Completed	Approved at full board Nov 2024
Complaints Procedure	In Progress	To be reviewed by committee
Culverts and Structures Statement	In Progress	To be reviewed by committee
Data Protection Policies: <ul style="list-style-type: none"> - Data Protection Policy - Candidate Privacy Notice - Employee Privacy Notice - Data Breach Policy - Document Retention Policy - Website Privacy Notice - Data Subject Requests Policy 	In Progress	To be reviewed by internally (1) Approved at full board Nov 2024- Data Protection Policy and Data Breach Policy Approved at full board Feb 2024- Candidate Privacy Notice, Employee Privacy Notice, Website Privacy Notice, Data Subject Requests
Delegation of powers to officers	Completed	Approved at full board Nov 2024
Employee Handbook	Completed	Approved at full board Nov 2024
Financial Regulations	Completed	Approved at full board Nov 2024
Flood Protection and Water Level Management Policy Statement	In Progress	To be reviewed by committee
Freedom of Information Publication Scheme	In Progress	To be reviewed by committee
Gifts and Hospitality Policy	Completed	Approved in full board in Feb 2025
Grievance Hearings	In Progress	To be reviewed by committee
Guidance for Elected members in respect of extended absence	Completed	Approved at full board Nov 2024

Home Working Policy	In Progress	To be reviewed by committee
Information Security Policy- Worldpay	To Begin	To be reviewed internally
Media and Publicity Protocol	Completed	Approved at full board Nov 2024
Member Code of Conduct	In Progress	To be reviewed by committee
Members/ Officer Protocol	In Progress	To be reviewed by committee
Members Register of Interest	In Progress	To be reviewed by committee
Mission Statement	To Begin	To review internally
Risk Register	In Progress	To be reviewed by committees
Redundancy Policy	In Progress	To be reviewed by committee
Standing Orders	In Progress	To be reviewed by working party (although these also need to go to Defra for sign off)
Substitute Member Protocol	In Progress	To be reviewed by committee
Voting on Appointments Procedure	Completed	Approved at full board Nov 2024
Whistle Blowing Policy	Completed	Approved at full board Feb 2025
Terms of References: <ul style="list-style-type: none"> - Executive Committee - Finance Committee - Operations Committee - Business Service Committee - Programme Board - Matters Reserved for the Board 	Completed	Approved at full board Nov 2024
Treasury Management Policy	In Progress	To be reviewed by committee

Lower Severn IDB Risk Register

PROBABILITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
IMPACT						

- Governance- 1
- Finance-2
- Operations/Maintenance- 3
- HR- 4
- Office Systems/IT- 5
- Strategic- 6
- Reputational Risks-7
- Legal Risks- 8

REF	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION NOTES	OWNER
Ref Number	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY)	What can be done to lower or eliminate the impact or probability?	Who's responsible?
1.1	Failure to comply with key legislation and regulations	Legislative sanction by government, potential fines	4	1	4	Keep up to date with current legislation, audits, staff training	Executive Committee/Full Board/CEO
2.1	Effect of inflation changes.	Budget overspent in year. Adverse rates impact. Cost increase re pump replacement programme forecast.	4	2	8	Refer to Govt. and other financial institution forecasts. Consider contingency.	Finance Committee and RFO
2.1	Changes in interest rates.	Deposit interest income will change. New loans will be impacted.	2	4	8	Refer to Govt. and other financial institution forecasts. Consider contingency.	Finance Committee and RFO
2.3	Security of deposit takers.	Deposit interest income will change. New loans will be impacted.	4	1	4	Only use A rated institutions. Spread deposits between institution. Monitor ratings and news.	Finance Committee and RFO
2.4	Fraud	Loss of cash.	4	1	4	Internal controls. Audits. Regular management accounts & reports. Training of staff. Policies.	Finance Committee and RFO
3.1	Inadequate provision for safeguarding the Boards assets.	Loss of machinery through theft or damage	3	2	6	Insurance guidelines, secure compounds, procedures, CCTV and motion sensors, locked security barrier in yard, alarm system	Operation Service Committee/HoOs
3.2	Damage to Third Party property of individuals	Cost impact, downtime, injuries, morale	4	1	4	Services searches, procedures, insurance	Operation Service Committee/HoOs
3.3	Asset Failure	Downtime, cost impact, flooding,	3	2	6	Inspections, maintenance programme, spares/replacements, capital programme	Operation Service Committee/HoOs
3.4	Health and Safety	Injury, death, fines, fire risk	5	2	10	Training, risk assessments, inspections, updated procedures and controls, PPE	Executive Committee/Full Board/CEO/HoOs
4.1	Inability to retain or recruit new staff	Flooding risk from delayed annual maintenance programme, Reputational risk	4	3	12	Keep up to date with pay conditions, Communication re resignation as advance warning	Business Service/SLT/Full Board
5.1	Disaster to office premises/IT	Downtime, cost impact	4	1	4	Business Continuity Plan and Insurance	Business Services committee and executive
5.2	Data Security Issues	Fines, Fraud, Reputation	4	2	8	Training, keeping up to date with legislation and cloud based data storage with cyber security	Business Service Committee and Executive Committee
6.1	Impact of climate change	Increased workload, Increased cost, Asset Loss	4	1	4	Increased pump capacities, maintain channel capacities	Full Board
6.2	Improper regulation of development	Increased flood risk	4	1	4	Proper procedures for dealing with applications, Enforcement	Civil Engineer and HoOs
7.1	Negative public perception of the LSIDB	Increased pressure to staff, reduced motivation	3	1	3	Comms Officer, Comms Plan	Full Board
8.1	Legal disputes with landowners and local authorities	Cost, Reputation, Staff Impact	3	1	3	Proper processes and procedure, training, working within legislation, communication	Full Board
8.2	Complying with current legislation and regulation	Cost, Reputation, Staff Impact,	4	2	8	Planning, staff, financing, training	Full Board