

# 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

**Wednesday 6<sup>th</sup> August 2025 @ 10.30am, Lower Severn IDB Offices/Virtual meeting**

### Minutes

Minutes taken by G Taute

The meeting started at 10:32

#### 1. Apologies/Welcome

MR opened the meeting and welcomed all present. Requested that all in the meeting introduce themselves.

Present: -

Members: Mr. Matthew Riddle- Chair, Ms Rachael Chamberlayne (vis Teams), Cllr Liz Harvey (via Teams), Cllr Mark Williams

Officers: Mr Glenn Taute (GT)- CEO/RFO, Miss Joanna Mathews- Business Co-ordinator (JM), Miss Bianca Taute- Ratings and Administration Officer(minutes)

Apologies: Mr Charles Daniell- Vice Chair, Cllr Sue Milestone, Cllr Nikki Barton, Cllr Simon Johnson

A quorum was recognised.

#### 2. Declaration of Members' Interest

MR Requested but none recorded.

#### 3. Succession Plan in Operations – Recommendation for approval

MR introduces the topic and gave a brief overview regarding the recommendation, and the approval of the paper for this, and asked GT to present the paper.

GT spoke to the paper explaining the history and evolution of the operation team's demographic and the reasons for the succession plan as contained in the paper. He further mentioned the candidates that had recently applied for a vacant position and that we had a good and keen person to consideration within this. And suggested that the proposed plan be opened to the meeting for debate and questions.

MR Highlighted the recommendation requested in the paper being paragraph 8 in the paper, being to consider taking on an additional operator from November 2025 to develop and bridge the impending loss of staff.

MR Confirmed the annual cost of £40k pa as being the full cost to the Board. GT affirmed.

LH Mentioned her support for succession planning in an organisation. Would have liked to see more evidence in numbers regarding affordability of the plan. Consider

the documentation of knowledge of the board's operations for sharing in the team and for the board's future benefit. Opportunities for internships and apprenticeship should be considered, also work experience opportunities, will all support future recruitment.

MR agree with the strong points brought up, and highlighted the demand for employees in our area. Asked for foreman's new job title. GT conformed it is Field Manager. MR commented on the knowledge transfer offer from the Field Manager going forward as an important aspect.

RC What if no one leaves in the next year or two? GT Agreed that this is a risk, but should we adopt the succession plan then we would have to support it until we have a change, and budget that all stay in the next budget year. Cost relates to  $\frac{1}{4}$  of a penny on the drainage rate. RC would additional work bring in extra revenue. GT confirmed that it would not, however it will contribute to the rate payer's region in terms of risk reduction and smoother staff transitions. RC If someone left for retirement would we then move back to 7. GT we would carry the succession plan of carrying an extra operator until there is a change and then it would be reviewed and a decision made as to its future. Resignations and recruitment events in the future to be the decision indicator for this.

MR Mentioned that as a lot of the operations team are around retirement age, either the manager of an operator or two could resign in the near future in giving notice. GT Reiterated that the notice period is only 1 month. MR So the plan will help the board be more resilient in the next few years with the probable changes, so there are good benefits with the succession plan proposed.

MW Its not just knowledge it is also skill that will be lost when staff leave, so it's an important consideration to have a plan to cover this.

JM mentioned that CD had emailed to confirm his support for the succession plan. GT mentioned that we could get by without a succession plan but that there would be difficult issues and risks without it, and off course with this plan being adopted there will be a carrying cost to bear and responsibilities towards staff employed.

RC will we always carry the 8 operators going forward. GT We would assess this on an ongoing basis and we will with the committee decide any changes. We would probably move back to 7 operators once the changes are behind us and we have settled the team.

MR Asked for any further questions and or comment. As there were none, MR moved to propose the approval of the succession plan in operations, and this was seconded by MW.

LH dropped out temporarily. MR restated the proposal as himself and seconder (MW) for LH as a catchup.

MR asked the members to show who would be in favour of the recommendation, all indicated that they were in favour. Confirmed that it is unanimous and its carried.

Thanked the officers for the work that had done in bringing this to the committee.

GT and MR Thanked the committee and the offices for their support.

#### **4. Risk Register Revamp**

MR Moved on to this item, and introduced the changed risk register, and referred it to GT to talk to. GT Presented the changes re additional columns, and mentioned that 6.1 re Climate change had changed and moved to a factor of 12 from 8, a review suggested by LH in the last board meeting. Mentioned the evolution of the risk register of the last year and requested any other additional risks or comments from the members. Mention that a draft strategy will be presented to the next board meeting in November with high level Goals and shorter-term objectives which will

support the countering of the risks in the register, and will also bring additional risks for consideration.

MR thanked the officers for the work they had done in bringing this to the current format, and confirmed that the register will be on the agenda for the board meeting in November, and that we had an opportunity in the interim to shape the content of the risk register in advance,

LH. The Risk Register was looking good, also brought up risk 3.2 being "damage to 3<sup>rd</sup> party property" re the rating of 4 moving to 8 as being odd. GT agreed that this should now be reviewed as with the passing of time there would be a change in this view.

LH Left the meeting as had another appointment.

MR Thanked LH for her contributions.

GT To note that the next BSC will be in October so we will have another review and more time before the next board meeting

MR Closed the item 4. And moved to item 5, actions.

#### **5. Confirmation of new Actions**

JM confirmed the new actions from the meeting: -

- Consider aspects of employee's knowledge, and mapping/document and share with team
- Apprenticeships/Internships/work experience to be considered
- Committee agreed to support the recommendation of the succession plan, and to proceed to implementation
- To review item 3.2 on the risk register for an update

#### **6. Date of Next Meeting: 8th October 2025**

MR Confirmed the meeting date, and thanked the meeting for their positive decision on the succession plan and for participation in the meeting.

#### **6. Close**

MR Declared the meeting closed. At 11:03.