

Business Service Committee Meeting

Wednesday 8th October 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.

<p>5. Communications</p>	<p>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.</p>
<p>6. Procurement</p>	<p>The committee would involve developing and implementing policies and procedures for procurement and ensuring compliance with relevant regulations and laws.</p>
<p>7. Meetings</p>	<p>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.</p>
<p>8. Reporting</p>	<p>The committee shall report to the Board on its activities and recommendations at each Board meeting.</p>

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 8 October 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	Page 1	GT
4.	Minutes of the last committee meeting for approval	Pages 2-4	GT
5.	Staff, Property, Legal, Communications, & Procurement	Verbal Report	GT
6.	Data Retention Policy and Mobile Pump Policy	Pages 5-19	GT
7.	Training for Board Members Proposal	Page 20	GT
8.	Comments on SLT Reports	Pages 21-27	Chair
9.	Any Other Items which the CEO or Chair decide should be mentioned	Discussion	GT/Chair
10.	Confirmation of new Actions	Discussion	GT
11.	Date of Next Meeting: 2026		Chair
12.	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 for Business Service Committee:

Number	Created	Action	Assigned to	Due	Status
					In Progress
					Completed
Business Service Committee					
17	30/04/2025	Develop Environmental Expertise, for consideration	GT/VB	Jun-25	Completed
21	06/08/2025	Consider aspects of employees knowledge to capture within documents that can be shared to others for the future	GT/JD/JT	Aug-26	Completed
22	06/08/2025	Consider internships/apprenticeships/work experience in the future	GT/JD/JT	Aug-26	Completed
23	06/08/2025	Business Service Committee approve recommendation of succession planning in regards to taking on an additional operator from November 2025 to develop and bridge impending loss of staff.	BS Committee	Aug-25	Completed
24	06/08/2025	To review 3.2. on risk register- amend mitigation actions	GT/JT/JM	Oct-25	Completed

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

DRAFT Minutes

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.

Minutes taken by B Taute

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 3rd 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.

*Lower Severn Internal
Drainage Board*

Data Retention Policy

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1. ABOUT THIS POLICY

- 1.1 The corporate information, records and data of Lower Severn Internal Drainage Board (**LSIDB**) is important to how we conduct business and manage employees.
- 1.2 There are legal and regulatory requirements for us to retain certain data, usually for a specified amount of time. We also retain data to help our business operate and to have information available when we need it. However, we do not need to retain all data indefinitely, and retaining data can expose us to risk as well as be a cost to our business.
- 1.3 This Data Retention Policy explains our requirements to retain data and to dispose of data and provides guidance on appropriate data handling and disposal.
- 1.4 Failure to comply with this policy can expose us to fines and penalties, adverse publicity, difficulties in providing evidence when we need it and in running our business.
- 1.5 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. SCOPE OF POLICY

- 2.1 This policy covers all data that we hold or have control over. This includes physical data such as hard copy documents, contracts, notebooks, letters and invoices. It also includes electronic data such as emails, electronic documents, audio and video recordings and CCTV recordings. It applies to both personal data and non-personal data. In this policy we refer to this information and these records collectively as "data".
- 2.2 This policy covers data that is held by third parties on our behalf, for example cloud storage providers or offsite records storage. It also covers data that belongs to us but is held by employees on personal devices.
- 2.3 This policy explains the differences between our formal or official records, disposable information, confidential information belonging to others, personal data and non-personal data. It also gives guidance on how we classify our data.
- 2.4 This policy applies to all departments and business functions of LSIDB.

3. GUIDING PRINCIPLES

- 3.1 Through this policy, and our data retention practices, we aim to meet the following commitments:
 - We comply with legal and regulatory requirements to retain data.
 - We comply with our data protection obligations, in particular to keep personal data no longer than is necessary for the purposes for which it is processed (storage limitation principle).
 - We handle, store and dispose of data responsibly and securely.

- We create and retain data where we need this to operate our business effectively, but we do not create or retain data without good business reason.
- We allocate appropriate resources, roles and responsibilities to data retention.
- We regularly remind employees of their data retention responsibilities.
- We regularly monitor and audit compliance with this policy and update this policy when required.]

4. ROLES AND RESPONSIBILITIES

4.1 **Responsibility of all employees.** We aim to comply with the laws, rules, and regulations that govern our organisation and with recognised compliance good practices. All employees must comply with this policy, the Record Retention Schedule, any communications suspending data disposal and any specific instructions from the Records Management Officer. Failure to do so may subject us, our employees, and contractors to serious civil and/or criminal liability. An employee's failure to comply with this policy may result in disciplinary sanctions, including suspension or termination. It is therefore the responsibility of everyone to understand and comply with this policy.

4.2 **Records Management Officer.** The Records Management Officer is responsible for identifying the data that we must or should retain, and determining, in collaboration with the DPO, the proper period of retention. It also arranges for the proper storage and retrieval of data, co-ordinating with outside vendors where appropriate.

4.3 We have designated Karen Waldron as the Records Management Officer. The Records Management Officer is responsible for:

- Administering the data management programme;
- Helping department heads implement the data management programme and related best practices;
- Planning, developing, and prescribing data disposal policies, systems, standards, and procedures; and
- Providing guidance, training, monitoring and updating in relation to this policy.

4.4 **Data Protection Officer.** Our Data Protection Officer (DPO) is responsible for advising on and monitoring our compliance with data protection laws which regulate personal data. Our DPO works with our Records Management Officer on the retention requirements for personal data and on monitoring compliance with this policy in relation to personal data.

5. TYPES OF DATA AND DATA CLASSIFICATIONS

5.1 **Formal or official records.** Certain data is more important to us and is therefore listed in the Record Retention Schedule. This may be because we have a legal requirement to retain it, or because we may need it as evidence of our transactions, or because it is important to the running of our business. Please see paragraph 6.1 below for more information on retention periods for this type of data.

5.2 **Disposable information.** Disposable information consists of data that may be discarded or deleted at the discretion of the user once it has served its temporary useful purpose and/or data that may be

safely destroyed because it is not a formal or official record as defined by this policy and the Record Retention Schedule. Examples may include:

- Duplicates of originals that have not been annotated.
- Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes that do not represent significant steps or decisions in the preparation of an official record.
- Books, periodicals, manuals, training binders, and other printed materials obtained from sources outside of LSIDB and retained primarily for reference purposes.
- Spam and junk mail.

Please see paragraph 6.2 below for more information on how to determine retention periods for this type of data.

5.3 **Personal data.** Both formal or official records and disposable information may contain personal data; that is, data that identifies living individuals. Data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed (principle of storage limitation). See paragraph 6.3 below for more information on this.

5.4 **Confidential information belonging to others.** Any confidential information that an employee may have obtained from a source outside of LSIDB, such as a previous employer, must not, so long as such information remains confidential, be disclosed to or used by us. Unsolicited confidential information submitted to us should be refused, returned to the sender where possible, and deleted, if received via the internet.

5.5 **Data classifications.** Some of our data is more confidential than other data. Our Data Protection Policy explains how we classify data and how each type of data should be marked and protected. When complying with this policy, it is also important that you follow our Data Protection Policy.

6. RETENTION PERIODS

6.1 **Formal or official records.** Any data that is part of any of the categories listed in the Record Retention Schedule contained in the Annex to this policy, must be retained for the amount of time indicated in the Record Retention Schedule. A record must not be retained beyond the period indicated in the Record Retention Schedule, unless a valid business reason (or notice to preserve documents for contemplated litigation or other special situation) calls for its continued retention. If you are unsure whether to retain a certain record, contact the Records Management Officer.

6.2 **Disposable information.** The Record Retention Schedule will not set out retention periods for disposable information. This type of data should only be retained as long as it is needed for business purposes. Once it no longer has any business purpose or value it should be securely disposed of.

6.3 **Personal data.** As explained above, data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed (principle of storage limitation). Where data is listed in the Record Retention Schedule, we have taken into account the principle of storage limitation and balanced this against our requirements to retain the data. Where data is disposable information, you must take into account the principle of storage limitation when deciding whether to retain this data. More information can be found in in our Data Protection Policy.

6.4 **What to do if data is not listed in the Record Retention Schedule.** If data is not listed in the Record Retention Schedule, it is likely that it should be classed as disposable information. However, if you consider that there is an omission in the Record Retention Schedule, or if you are unsure, please contact the Records Management Officer.

7. BACK-UP AND DISPOSAL OF DATA

7.1 **Storage.** Our data must be stored in a safe, secure, and accessible manner. Any documents and financial files that are essential to our business operations during an emergency must be duplicated and/or backed up at least once per week and maintained off site. Please refer to our business continuity plan.

7.2 **Destruction.** Our Records Management Officer is responsible for the continuing process of identifying the data that has met its required retention period and supervising its destruction. The destruction of confidential, financial, and employee-related hard copy data must be conducted by shredding if possible. Non-confidential data may be destroyed by recycling. The destruction of electronic data must be co-ordinated with the IT Department.

7.3 The destruction of data must stop immediately upon notification from our legal advisors or DPO that preservation of documents for contemplated litigation is required (sometimes referred to as a litigation hold). This is because we may be involved in a legal claim or an official investigation (see next paragraph). Destruction may begin again once our legal advisors or DPO lifts the requirement for preservation.

8. SPECIAL CIRCUMSTANCES

8.1 **Preservation of documents for contemplated litigation and other special situations.** We require all employees to comply fully with our Record Retention Schedule and procedures as provided in this policy. All employees should note the following general exception to any stated destruction schedule: If you believe, or DPO informs you, that certain records are relevant to current litigation or contemplated litigation (that is, a dispute that could result in litigation), government investigation, audit, or other event, you must preserve and not delete, dispose, destroy, or change those records, including emails and other electronic documents, until the DPO determines those records are no longer needed. Preserving documents includes suspending any requirements in the Record Retention Schedule and preserving the integrity of the electronic files or other format in which the records are kept.

8.2 If you believe this exception may apply, or have any questions regarding whether it may apply, please contact the DPO.

8.3 In addition, you may be asked to suspend any routine data disposal procedures in connection with certain other types of events, such as our merger with another organisation or the replacement of our information technology systems.

9. WHERE TO GO FOR ADVICE AND QUESTIONS

9.1 **Questions about the policy.** Any questions about retention periods relevant to your department should be raised with your department or DPO. Any questions about this policy should be referred to Glenn Taute (07596554008; dataprotection@lowersevernidb.co.uk) who is in charge of administering, enforcing, and updating this policy.

10. BREACH REPORTING AND AUDIT

- 10.1 **Reporting policy breaches.** We are committed to enforcing this policy as it applies to all forms of data. The effectiveness of our efforts, however, depend largely on employees. If you feel that you or someone else may have breached this policy, you should report the incident immediately to your supervisor. If you are not comfortable bringing the matter up with your immediate supervisor, or do not believe the supervisor has dealt with the matter properly, you should raise the matter with the Records Management Officer, manager at the next level above your direct supervisor or DPO. If employees do not report inappropriate conduct, we may not become aware of a possible breach of this policy and may not be able to take appropriate corrective action.
- 10.2 No one will be subject to and we do not allow, any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or co-operating in related investigations.
- 10.3 **Audits.** Our Records Management Officer will periodically review this policy and its procedures (including where appropriate by taking outside legal or auditor advice) to ensure we are in compliance with relevant new or amended laws, regulations or guidance. Additionally, we will regularly monitor compliance with this policy, including by carrying out audits.

11. OTHER RELEVANT POLICIES

- 11.1 This policy supplements and should be read in conjunction with our other policies and procedures in force from time to time, including without limitation our:
- IT and communications systems policy.
 - IT acceptable use policy.
 - Data protection policy.
 - Confidentiality policy.
 - Data classification policy.
 - Business continuity policy.
 - And other IT, security and data related policies, which are available on the intranet.

ANNEX A

Data: all data that we hold or have control over and therefore to which this policy applies. This includes physical data such as hard copy documents, contracts, notebooks, letters and invoices. It also includes electronic data such as emails, electronic documents, audio and video recordings and CCTV recordings. It applies to both personal data and non-personal data. In this policy we refer to this information and these records collectively as "data".

Data Protection Officer: our Data Protection Officer who is responsible for advising on and monitoring compliance with data protection laws.

Data Retention Policy: this policy, which explains our requirements to retain data and to dispose of data and provides guidance on appropriate data handling and disposal.

Disposable information: disposable information consists of data that may be discarded or deleted at the discretion of the user once it has served its temporary useful purpose and/or data that may be safely destroyed because it is not a formal or official record as defined by this policy and the Record Retention Schedule.

Formal or official record: certain data is more important to us and is therefore listed in the Record Retention Schedule. This may be because we have a legal requirement to retain it, or because we may need it as evidence of our transactions, or because it is important to the running of our business. We refer to this as formal or official records or data.

Non-personal data: data which does not identify living individuals, either because it is not about living individuals (for example financial records) or because it has been fully anonymised.

Personal data: any information identifying a living individual or information relating to a living individual that we can identify (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. This includes special categories of personal data such as health data and pseudonymised personal data but excludes anonymous data or data that has had the identity of an individual permanently removed. Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour.

Records Management Officer: the Records Management Officer is responsible for administering the data management programme, helping department heads implement it and related best practices, planning, developing, and prescribing data disposal policies, systems, standards, and procedures and providing guidance, training, monitoring and updating in relation to this policy.

Record Retention Schedule: the schedule attached to this policy which sets out retention periods for our formal or official records.

Storage limitation principle: data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed. This is referred to in the UK GDPR as the principle of storage limitation.

ANNEX B RECORD RETENTION SCHEDULE]

LSIDB establishes retention or destruction schedules or procedures for specific categories of data. This is done to ensure legal compliance (for example with our data protection obligations) and accomplish other objectives, such as protecting intellectual property and controlling costs.

Employees should comply with the retention periods listed in the record retention schedule below, in accordance with the LSIDB Data Retention Policy.

If you hold data not listed below, please refer to the LSIDB Data Retention Policy. If you still consider your data should be listed, if you become aware of any changes that may affect the periods listed below or if you have any other questions about this record retention schedule please contact us.

TYPE OF DATA	RETENTION PERIOD	REASON / COMMENTS
Account Records		
AGAR	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards
SAGE Paper Versions	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards
SAGE System Archive	15 years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards
Supplier Information	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards
Monthly Reports and Annual Reports	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards
Financial Statements and published accounts	7 years	Business Need
VAT Returns	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards

Audit Investigations	7 years	Statutory
Taxation Records and HMRC Returns	7 years	Statutory
Motor vehicle logs (insurance and tax)	7 years	Statutory
NI records	2 years after employment ends	Business Need
Journals	7 Years	HM Treasury guidelines, National Director of Finance Retention and Disposal Policy 24 Audit Office advice, Companies Act 2006, GAAP Standards

Human Resources		
Payroll	7 years	HM Treasury guidelines, National Audit Office advice, Companies Act 2006
Wage/salary records (including bonuses, expenses and overtime)	7 years	Taxes Management Act 1970
Tax and National Insurance	At least three years after the end of the financial year to which the documents relate	Income Tax (Employments) Regulations 1993
Employee Information and personal development records	7 years after employment ceases	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Employment Contract or other contracts	7 years after employment ceases	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Disciplinary and Grievance, Examination and Testing, Accident, and Ill Health	7 years	Limitation Act 1980
Job Descriptions and Terms & Conditions including any changes to these documents	7 years	Limitation Act 1980
Training certificates and training records	7 years	Limitation Act 1980
Political Declarations	7 years	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Industrial Relations	7 years	Limitation Act 1980

General Annual Leave Information	3 years	The National Archives Retention Scheduling: Director of People and Workforce Planning Retention and Disposal Policy 25 Employee Personnel Records
Maternity, Paternity, Adoption and Sick Leave	7 years after the end of the tax year in which the maternity/paternity/adoption/sick leave period ends	Statutory Sick Pay (General) Regulations 1982 Statutory Maternity Pay (General) Regulations 1986 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002
Successful Recruitment Candidate Information (including third party referee details provided by the applicant)	2 years	The National Archives Retention Scheduling: Employee Personnel Records and CPID
Unsuccessful Recruitment Candidate Information (including third party referee details provided by the applicant)	Six months after notifying candidates of the outcome of the recruitment exercise	Limitation Act 1980
Staff Pension	100 years from DOB	The National Archives Retention Scheduling: Employee Personnel Records Best Practice adopted by Governmental Agencies
Health Surveillance	40 years from date of last entry	Health and Safety at Work Act 1974 and to comply with regulations requiring long-term health monitoring for exposure to hazardous substances and environments
Third party emergency contact details provided by the staff member	Immediate after termination of employment	Business Need
Medical/Self Certificates – unrelated to industrial injury	4 years	The National Archives Retention Scheduling: Employee Personnel Records
Recruitment folders	7 years	Business Need
Accident book/records	At least three years from the date that the record is created	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Mileage and expense forms	7 years	Business Needs

Communications Activities		
Staff Mailboxes and Outlook	3 years	Business Need
Scanned Documents	Immediately	Business Need
Press Releases	6 years	Business Need
Information Requests	2 years	Business Need
SLT Reports website	2 years	Business Need
SLT Reports Directory	7 years	Business Need
Website Documents	7 years	Business Need
Communication materials such as developing and promoting campaigns and events	3 years from last active engagement	Business Need
Communications relating to a member of the public we have engaged with in the past	3 years from last active engagement	Business Need

Democratic Process		
Board Members Information: - Register of Interest - Contact Details - Nomination papers - Attendance	18 months from end of term as a Member	Business Need
Electoral Register	Permanent	Business Need
Ballot Papers	6 months from close of poll	Statutory
Consolidated returns of votes received	6 months from close of election	Statutory
Board Minutes	Permanent	Business Need
Board Meeting Papers and Actions	7 years	Business Need
Committee Papers and Actions	7 years	Business Need
Committee Minutes	Permanent	Business Need
Registers of delegations to committees and Board	Permanent	Business Need

Corporate Function and Governance		
Health and Safety Inspections, Property Management and Asset Records	6 years	The National Archives Retention Scheduling: Departmental Accounts, Health and Safety at

		Work Act 1974 and supporting Regulations, Limitation Act 1980
Visitors log book	1 year	Business Need
Accident and near misses book	3 years from closure	Business Need
Statutory Returns Report to DEFRA	7 years	Business Need
Up to date Policies and Procedures	Permanent	Business Need
Sealed Boundary Map	Permanent	Business Need
Up to date Byelaws	Permanent	Business Need
DRS Rating System	7 years	Business Need
Asset Register	Permanent	Business Need
Register of Drainage Infrastructure	Permanent	Business Need
Planning/Byelaw Consent Register	Permanent	Business Need
Complaints Register	Permanent	Business Need
Complaints correspondence and ombudsman correspondence	5 years	Business Need
Information Security	6 years	Business Need Limitations Act 1980
Projects and Corporate Programmes	Permanent	Business Need and best practice
Structural Drawings	Permanent	Business Need
Organisation wide Corporate Plans, Strategic plans, Business Continuity Plan, Risk Management and Strategies	3 years	Business Need

Legal		
Contracts	6 years after end date	The National Archives Retention Scheduling: Contractual Records
Legal Advice	6 years	Limitation Act 1980
Insurance register	permanent	Business Need
Insurance claims records and correspondence	7 years after conclusion	Business Need
Successful tenders	6 years after expiry	Business Need

Unsuccessful tenders	400 days	The National Archives Retention Scheduling: Contractual Records
Building Contracts and Leases	12 years	Limitation Act 1980
Non-disclosure agreements	2 years from end date	Business Need
Data Protection and FOI Complaints (including EIR, INSPIRE and RPSI complaints) Physical items (items which cannot be scanned or returned)	6 years after complaint	Business Need Limitation Act 1980
Digital Scans of Direct Debit Mandates	7 years	Business Need
Data Protection Impact Assessments	6 years	Business Need
Service Level agreements	2 years after contract expiry	Business Need
Title documents	Permanent	Business Need

Property, land, transport and plant management		
Property or land sales	Permanent	Business Need
Maintenance records, vehicle usage log and quotes and approvals	3 years after disposal of vehicle/plant	Business Need

Mobile Pump Use Policy



The Hidrostaal Superbetsey IPS, independent pumping system (diesel engine driven water pump), has been purchased, on a flat bed and with piping, as part of the IDB's risk management strategy to support events of: -

- pump station failure,
- electricity outages at pumping stations
- pump station maintenance events
- high water levels that may occur within the boards network

Pump Specifications: -

- Head: up to 62 m
- Flowrate: up to 1100 m³ / h, or 305 l/s
- Low overall weight, stackable
- Wear-resistant Hydraulic design
- Remote monitoring via GPS / GSM modem
- Large capacity, corrosion-proof plastic fuel tank
- Latest engine technology (EU and US EPA standard)

Limitations on Use

The IPS is designated for the use by and for the Lower Severn IDB with its drainage network. Only in extreme cases of flooding, where the Environment Agency becomes responsible, will the board consider approval for use by the EA authority, should it be requested. In this case the EA would assign where the pump would be required. (hire agreement with the EA to be drafted)

Lower Severn IDB

Training for Board Members - Proposal

All courses are hosted and accredited by the online training provider Kallidus. The following course are proposed as options.

Recommended

- General Data Protection Regulations (GDPR) - 40 mins
- Health and Safety – risks and responsibilities -30 mins
- Sustainability and Climate Change 60 mins
- Environmental Awareness - 30 mins

Optional

- Essential Digital Skills – 50 mins
- Farm Safety - 35 mins
- Working Safely Near Water - 2 hrs 30 mins

The majority of these courses end in an assessment.

To look at other courses available:

<https://www.kallidus.com>

Lower Severn IDB

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Date: 12/09/2025

Report by: James Thomas – Civil Engineer

Programme Board Update

Contract update

Works have started on the laydown area at Lapperditch. This has been basic ground preparation in readiness for the delivery of cabins week commencing the 15th September. Works on construction is expected to commence on September 22nd.

Land purchase at Wicks Green has now been agreed and passed to conveyances to complete the purchase. Land is expected to be in the Boards possession by end of October.

The over plating design has been agreed and instructed and the total cost is estimated to be £75k per station against initial estimates of repair/replacement of between £300k-£600k per station.

We will be meeting with Longney Parish Council in October to update on progress. The Parish have agreed to disseminate information of the Boards behalf through their Facebook page and other communication methods.

A CCTV survey of the road culvert upstream of Lapperditch Pumping Station is being organised with DC Merrett. This will coincide with the dewatering operation at lapperditch.

The Programme Board have agreed to allow on of the Wicks Green Pumps to be using in testing for the Environment Agency to produce data for ongoing research. This will not impact our programme.

Eel Regulations Compliance

Confirmation was received on the 5th September that the Eel passage designs are acceptable. We are currently working with Jacksons to assess whether there will be any delays to the programme or any increase in costs.

Variances

We are still compiling an appropriate tabulated way to report variances, however, there are two notable variances so far.

1. Increase of £13,116 for the surveys at Lapperditch and Marshfield. This was caused by delays due to adverse weather.
2. Increase of £25,000 to the land purchase at Wicks Green. This is due to increases in costs surrounding planning and third-party cost increases due to change of use.

Consents

See below the consents that have been issued in the last 3 months

DATE	COMPANY NAME	WORKS CONSENT APPLIED FOR	SITE ADDRESS	ACTION	CONSENT REF. NO.	SIGNED OFF BY ENG
17/06/2025	Solar Sun and Air Ltd	New discharge-stormwater from adopted road/ S278 works to be discharged into the adjacent rhine via a headwall.	Rhine adjacent Severn Road-BS10	Appl Form, Location Plan, Construction Details, Payment of £50	180625	JT
09/07/2025	Opus Land Limited	Install box culvert on rhine at Palmer Avenue, Avonmouth, to facilitate new site access road crossing	Red Rhine, Palmer Avenue, Avonmouth	Appl Form, Location Plan, Construction Details, Payment of £50	290725	JT
24/07/2025	James Smith	Discharge rainwater from a newbuild single dwelling into existing ditch within property boundary.	Prospect House, Bristol Road, Cambridge, GL2 7BG	Appl Form, Location Plan, Construction details, payment of £50	300725	JT
01/09/2025	Pete Andrews	Culvert a 10m section of Lords Rhyne on the boundary of Malt House and Malthouse Orchard adjacent to a collapsing outbuilding.	Malt House, Longney, Gloucestershire, GL2 SN	Appl Form, Location Plan, Construction Details, Payment of £50	30925	JT

Avonmouth Works

National Grid are updating their Development Consent Order (DCO) for the Hinkley C connector Project and are making alterations to a number of existing Land Drainage Consents. It anticipates that 13 consents will need alterations ranging from improvements to simply changing temporary consents to permanent.

Recommendation: That the report be noted.

Lower Severn IDB

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Glenn Taute, CEO/RFO

Outcomes to mention – August 2025

August being typically a holiday period saw low activity outside the annual grass cutting programme. The pump replacement project for Lapperditch and Marshfield progressed on site preparation for construction to start on the 8 September, as per the plan to complete the works by the end of March 2026.

Financial summary for the July 2025 period

Income Statement:

The income statement for the year to date highlights the following: -

- Grant money received to date this financial year amounts to £920k+£362k=£1 282k. The next grant payment is due in September
- Interest income is favourable due to increased deposits from grant money received, and maintaining higher interest rates
- The insurance claim regarding the Elmore Back pump breakdown has been received
- Works recharges are mostly iro mowing & cutting for the Canal & Rivers Trust.
- There is a general under spend in the expenditure lines to the budget
- The positive net outcome in the income statement is allocated to reserves

Lower Severn IDB					
Income Statement	Year to Date	Year to Date			
Jul-25	Actual	Budget	Variance	Variance	Comment
Income	Jul-25	Jul-25	£	%	
Rates and Levies	683,461	683,553	-91		Land transfers and erosions.
Grant and Fund Income	1,342,377	61,585	1,280,792		Grant 2B; & Foreign Water in - EA, see counter levy cost below
Fees & Recharges	18,523	1,200	17,323		Works recharges
Other Income	83,847	27,859	55,989		Actuals = Interest(£43k), Ins. claims(£40k), Works Recovery(£1k)
Total Income	2,128,209	774,197	1,354,013		
Expenditure					
Payroll	280,780	283,753	2,973	1.0%	Net of programme allocations.
Maintenance	110,472	118,244	7,772	6.6%	
EA Levies	77,174	78,721	1,547	2.0%	Foreign Water out - EA, revenue in Grants above
Travel	8,978	10,300	1,322	12.8%	Timing re meetings, events and conferences
Administration	18,751	19,570	819	4.2%	
Professional Fees	6,474	10,300	3,826	37.1%	
Depreciation	148,530	152,001	3,471	2.3%	
Loan Interest	34,749	34,749	0	0.0%	PWD Loan Interest
Bank Charges	2,222	4,400	2,178	49.5%	
Total Costs	688,130	712,038	23,908	3.4%	
Net Surplus/(Deficit)	1,440,079	62,158			

Balance Sheet:

The balance sheet as at the 31 July 2025 shows the following: -

- The life time investment in the current pump station programme amounts to £2 737k, and a breakdown of this can be seen in the programme report below
- The cash balance stands at £6.7m, mostly for allocation to the pump replacement programme.

Lower Severn IDB				
Balance Sheet	At End	At End	YTD	YTD
Jul-25	March 2025	Jul-25	Change	Comment
Fixed Assets	1,567,854	1,474,670	-93,185	Depreciation and timing capex
Assets under Construction	2,666,592	2,736,554	69,962	Pump programme WIP, see programme cost report
Total Fixed Assets	4,234,446	4,211,224	-23,222	Net of Additions less Depreciation
Stock +WIP	28,363	37,395	9,033	Stock build to prior year levels
Debtors	-1,016,154	470,966	1,487,120	March 2025 balance includes prepaid rates for 2025/26
Prepaid Expenses	53,214	195,711	142,497	Includes EA foreign water prepayment
VAT	262,664	24,544	-238,121	VAT on Programme expenditure included and will fluctuate
Cash at Bank	2,589,773	2,527,802	-61,972	Current Acc balance at month end = £232k, plus deposit reserve
Short Term Deposits	2,676,888	4,207,735	1,530,846	Deposits - pump programme ex grant funding, money mkt, call, treasury
Current Assets	4,594,749	7,464,152	2,869,403	
Creditors	919,726	931,518	11,792	Expenses on account with vendors. Pump programme vendor balances
Accrued Expenses	75,463	152,667	77,204	Includes EA foreign water accrual
Prepaid Revenue Rates	0	1,367,106	1,367,106	Revenue recognition phasing adjustment, will be zero at year end
Current Liabilities	995,189	2,451,291	1,456,102	
Net Current Assets	3,599,560	5,012,861	1,413,301	
Long Term Liabilities	2,000,000	1,950,000	-50,000	Public Works Loan, first repayment made in June 2025
Long Term Assets - Pension	2,616,000	2,616,000	0	LGPF actuarial valuation at 31 March 2025, counter entry below.
	8,450,006	9,890,085	1,440,079	
Capital & Accumulated Reserve	3,219,918	5,641,923		Brought Forward from prior year
Current Year Surplus/(Deficit)	2,422,004	1,440,079		Surplus in the year from grants received.
Pension Reserve	2,616,000	2,616,000		See counter above.
Revaluation Reserve	192,083	192,083		As per property valuation March 2024.
	8,450,006	9,890,085		

Pump Station Investment Programme Cost Report

The following pump replacement programme report to the end of July 2025 illustrates the actual cost breakdown for the life of the programme so far, from its beginning of 2023, and the full programme budget.

Lower Severn IDB						31-Jul-25	
Pump Programme Financial Report						Life	
£						To Date	
Pump Station Allocation	Lapperditch	Marshfield	Wicks Green	Oldbury	Elmore Back	Total	Comment
<u>Actual Cost Life to Date(since January 2023)</u>							
Feasibility Study Report	15,711	15,711	15,711	15,711		62,846	From 01/23 to 07/23
Business Case Report	36,233	36,233	36,233	36,233		144,930	From 08/23 to 03/24
Pre construction Preparation	50,855	50,855				101,711	From 04/24 to 11/24
Project Construction	443,509	443,509				887,017	From December 2024
Contract Supervision	14,223	14,223				28,445	From December 2024
Payroll costs allocated	171,027	171,027	57,585	39,436		439,075	Ongoing
Pumps	95,275	247,295	301,020	428,940		1,072,530	In storage
Actual Cost Life to Date	826,832	978,852	410,549	520,320	0	2,736,554	31-Jul-25
<u>Approved Pgm Budget</u>							
<u>Board Meeting of 16/7/25</u>							
	Lapperditch	Marshfield	Wicks Green	Oldbury	Elmore Back	Forecast	
Pre contract costs	102,799	102,799	106,944	111,944		424,487	
Contractor	1,468,000	1,442,000	2,182,500	1,818,750		6,911,250	
Contract Supervision	33,673	33,673	38,438	39,375		145,159	
Payroll Allocation	230,798	230,798	143,330	91,383		696,310	
Pumps	95,275	247,295	301,020	428,940		1,072,530	
Sheet Piling	76,000	76,000	76,000	76,000		304,000	
Land			90,000			90,000	
Lay Down Site	8,132	8,132				16,265	
Pump Attachment						0	
	2,014,678	2,140,698	2,938,232	2,566,392	250,000	9,910,000	
Budget less Actual Cost to Date	1,187,846	1,161,846	2,527,682	2,046,072	250,000	7,173,446	Budget to be Spent
Percentage Unspent to Budget	59%	54%	86%	80%	100%	72%	% of Budget Unspent
Percentage Actual Cost to Budget	41%	46%	14%	20%	0%	28%	% Spent to date

Recommendation: That the report be noted.

Lower Severn IDB

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Date: 12/09/2025

Report by: James Druett, Head of Operational Service.

Health and Safety

No near misses or incidents to report.

Mowing and weed cutting programme 2025

Annual maintenance works continue at many areas across the Boards district and some operators are continuing to take advantage of the additional summer overtime.

- Awkley
- Aust
- Pilning
- Severn Beach
- Lower Almondsbury
- Oldbury meads
- Longney
- Rodley
- Churcham
- Walmore Common
- Longdon Marsh
- Corse
- Hartpury

Additional tasks undertaken August 2025:

- **Elmore pump removal/ rebuild and insurance claim. Complete**
- **Access negotiation/ Land drainage consents at Worlds End Solar Farm. Complete**
- **River Frome and Stroud canal diversion/ land drainage consents. Complete**
- **Consultation on works at Lawrence Weston Nature reserve. Complete**
- **Canals and Rivers trust quotation for annual rechargeable works. Complete**
- **Oldbury pump station control panel repair. Complete**

Additional tasks to undertake September 2025:

- **Continuing working with Jacksons and project board on pump design. Ongoing**
- **Obtain quotation for aggregate bunker concrete slabs. Ongoing**
- **Residential development (2750 homes) at Berkeley outline planning consultation with developer. Ongoing**
- **Dredging notices to affected landowners 2026. Ongoing**

Recommendations: That the report be noted.
