

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 8th October 2025 @ 10.30am, Lower Severn IDB Offices/Virtual meeting

Minutes

Minutes taken by Glenn Taute Meeting started at 10:33

1. Apologies/Welcome

CD (in the absence of the chair MR) opened the meeting and welcomed all present.

Present: -

Members: Mr Charles Daniell- Vice Chair, Ms Rachael Chamberlayne, Cllr Liz Harvey, Cllr Sue Milestone, Cllr Nikki Barton, Mary Sykes(MR sub)

Officers: Mr Glenn Taute - CEO/RFO, Miss Joanna Mathews- Business Co-ordinator (JM), James Thomas – Civil Engineer. Jim Druett – Head of Operational Service

Apologies: Mr. Matthew Riddle- Chair, Cllr Simon Johnson, Cllr Mark Williams

A quorum was recognised. GT received agreement from the participants to recording the meeting.

Minutes taken by G Taute

2. Declaration of Members' Interest

CD Requested but none recorded.

3. Comments on any brought forward Action

All brought forward items were all marked as completed. GT read through each of the 5 items listed and made comments. GT- we will start searching for candidates for the succession plan operative appointment so that we have option in this regard.

4. Minutes of the last meeting for approval

GT commented that the minutes had been prepared from the meeting recording and been reviewed internally and request comments if any and that the chair move to approval, in the absence of any comments CD asked for a proposer, RC proposed and MS/CD seconded. Minutes approved.

5. Staff, Property, Legal, Communications, & Procurement

GT commented that these areas fall within the responsibility of this committee. GT mentioned that we will most probably see an operative go on retirement in the 1st quarter of next year, hence our succession plan actions; also, that VB had tendered her resignation on the basis of wanting to spend more time with family and home activities, however she will be contracted back to take minutes at board meeting going forward. For the time being we will distribute her work across the teams and assess this outcome early next year. RC asked about the environment upskilling aspect and GT indicated that JT/JD/GT would develop this expertise. Regarding legal GT mentioned the purchase of the additional land at the pump station which is required for the renewal of this pump station, being with the property solicitors undertaking the transfer of ownership. The Heritage open day at the Oldbury pump station was a successful event. CD thanked the team for this.

6. Data Retention Policy and Mobile Pump Policy

JM commented on the Date Retention Policy, gave an overview on the governance audit process, and that this policy has been reviewed a number of times through relevant parties, also summarised the content and evolving process in creating this policy, and it's for the committee to confirm and support it being put forward to the board for approval.

GT and JT commented on the Mobile Pump Policy in controlling the use of the pump, and went through its content. CD asked about the EAs power to request this machine, and JT responded that it is more of a reciprocal arrangement as we have borrowed their machines in the past. CD asked that a potential agreement be drafted in readiness of loaning the machine to the EA if and when requested to support flood events and the like, this action will be taken up by JT/JD/GT.

NB mentioned about council devolution and whether the new setup would need to advise the board of greenbelt developments land use changes resulting from this. JT spoke to this and commented that this would be a consideration but would be of low impact in our area as development often come with water run off counter structures. LH raised a number of queries regarding the Data Retention policy; she was unable to wait for the answers as she had another appointment to go to. GT mentioned that he would include the responses to these in the minutes (see answers in brackets). LH queries as follows: -

- Is the board subject to ICO and data protection act re time periods for retention and has this been considered (Confirmed that this has been considered, across ICO/GDPR through our solicitor and compared to other IDB. A data retention schedule is in place and managed))
- Re roles and responsibilities iro employees, will there be training (Staff undertook this training re data security last year and it has been included as a topic in a new training schedule going forward)
- Under data classification the aspect of confidentiality and information of 3rd parties, at what point it is no longer confidential and/or commercially sensitive (refer to our solicitor, personal data is sensitive and to be safe guarded under the data protection policies. Commercial sensitivity is up to point of contract sign off. Commercially sensitive data is no longer considered sensitive when its disclosure no longer poses a real, significant risk of harm to the commercial interests of an individual or organisation. This generally occurs when the information becomes outdated, public, or trivial (ICO))

- Destruction of data, the statement that hard copies to be shredded “if possible” should be more definite (we will reword this to remove the words “if possible”)
- Destruction of data to be stopped if needed regarding to a legal requirement, to confirm that the appendices cover all items and periods on retention (regarding any legal proceeding or statute that may come to pass which requires access to, or period changes, pending data in retention, the relevant data will be held from destruction until the requirement has passed. Ensure sign off by both the data controller and the CEO to enhance controls over this. (To include in the policy, to add text to cover this)

LH then left the meeting.

GT then requested that the committee support that the two policies in question be put forward to the next board meeting for approval, including any changes coming out of that indicated in the discussion. CD proposed and RC seconded this.

7. Training for Board Members Proposal

GT made comment on the updated training schedule, but mention that the list is evolving. RC & CD asked to see the final version when ready before the next board meeting in November. GT confirmed that an updated training list, to be presented to the next board meeting, will shortly be shared with the committee members for comment.

8. Comments on SLT Reports

Each of the SLT authors presented their reports, being JT, JD, and GT.

9. Confirmation of new Actions

JM confirmed the following actions, details reported separately in the action tracker: -

- The vacant PR/Coms position work distribution outcome to be assessed in Q1/2026
- Mobile pump draft agreement for the potential loan to the EA to be created
- Questions raised regarding the data retention policy to be addressed in minutes, and to LH. CD supported ensuring a response to the questions.
- The two policies discussed are supported by the committee to move to board approval in the next meeting.
- The eLearning training schedule to be finalised re board member and staff training and recirculated to the committee, and to proceed with opening a training account to facilitate this. GT to include supporting training to members re finance.

6. Date of Next Meeting: 29 April 2026

CD Declared the meeting closed. At 11:25.
