

Executive Committee Meeting

Wednesday 20 May 2026

**Lower Severn IDB Office/Hybrid 10:30am Following Joint Finance/Exec
meeting 10:30am**

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE EXECUTIVE COMMITTEE

**Approved 6th November 2024
Minute 3613**

Matters for determination by the Executive Committee

Policy & Guidelines

1. Purpose

The purpose of the Executive Committee is to undertake delegated tasks from the LSIDB Board including for key and immediate decisions from LSIDB's Current Sub Committee's:

The development and implementation of strategy, operational plans, policies, procedures and budgets;

- the monitoring of operating and financial performance of the Revenue Budget;
- the monitoring of operating and financial performance of the Capital Programme;
- the assessment and control of risk;
- the prioritisation and allocation of resources.

2. Membership

The Executive Committee will be made up of 6 members being, the Chair, Vice Chair, Committee Chairs, Programme Board Chair, plus additional member(s) that would be required to make up the full membership. Also, normally the Chief Executive Officer or his/her representative, unless the meeting is deemed part or wholly closed on occasion. Key Officers of the LSIDB will be invited as required. The committee shall appoint a Chair from among its members.

3. Meetings

The Executive Committee should meet on a monthly basis with prepared agendas of items for discussion. A quorum of three Members is required. Officers will be invited as required. The CEO or other LSIDB Officer will act as secretary and take actions of the meetings. The

actions of the meetings will be circulated at the LSIDB's Board Meetings, and the Chief Executive Officer will present a written report after each meeting which will be emailed out to all Board members.

4. Duties

(i) Management

- The successful execution of strategy.
- Recommending objectives and strategy for the LSIDB in the development of the Boards operations.
- Identifying new opportunities, Capital Investment Projects if approved, outside the current core activities.
- Reviewing the organisation structure of the LSIDB and making recommendations for change.
- Implementing policies relating to health and safety, environment, treasury and statutory social responsibility.
- Ensuring the control, co-ordination and monitoring of risk and internal controls.
- Ensuring compliance with relevant legislation and regulations.
- Prosecution, defence or settlement of litigation.
- Ensuring appropriate levels of authority are delegated to LSIDB officers throughout the LSIDB's Annual Planning and delivery of Operations.
- Review of the LSIDB's budgets and five-year plan to the LSIDB's Board and, following their approval, the achievement of the budgets and plans.
- Approval of unbudgeted capital expenditure between £10k and £25k, and the Identification of the necessary funds when making these approvals. Reporting to the Board at the earliest opportunity, per the financial regulations.
- Renewal of banking facilities and arrangements for treasury management per the financial regulations.
- Adherence to other Financial Regulations when authorising procurement, write offs, the sale of assets, appointment of internal auditor, and review/updates.

(iii) Statutory IDB Governance

The Committee shall conduct an annual review of its work and terms of reference and an assessment of its own effectiveness and make recommendations to the LSIDB's Board.

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.

Executive Committee

Members: Mr M Barnes (Chair), Mr R Godwin, Mr J Hore, Cllr M Riddle (Vice Chair), Mr G Simms

NB The quorum for this meeting is 3 Members

Wednesday 20 May 2026 at 10:30am, IDB Offices/Hybrid (following joint Finance meeting 10:30am), IDB Offices/Hybrid

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.	Minutes of the last committee meeting for approval	5	Chair
4.	Comments on brought forward Exec Actions	9	GT
5.	Pump Program Report/Update	10	GS
6.	Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned		MB/GT
7.	Confirmation of new Actions		GT
8.	Date of Next Meeting: 24 June 2026		Chair
9.	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.

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Wednesday 22 April 2026 at 10:30am, IDB Offices/Hybrid

DRAFT MINUTES

Item	
1.	<p>Apologies/Welcome Present: Mr M Barnes (Chair), Mr R Godwin, Mr J Hore, Mr G Simms, Glenn Taute, Jim Druett, James Thomas (for programme section only)</p> <p>Apologies: Cllr M Riddle (Vice Chair)</p> <p>MB welcomed all to the meeting.</p>
2.	<p>Declaration of Members' Interest: RG declared a standing interest, in laydown area on his land being rented.</p>
3.	<p>Minutes of the last committee meeting for approval: GT read through each page. All in favour; minutes accepted.</p>
4.	<p>Comments on brought forward Exec Actions:</p> <p>GT reported that he and Vicky Bailey attended the Gloucestershire Flood Warden event on behalf of LSIDB and found it very useful. There have been follow up emails and feedback since attending, especially flooding relating to Berkeley which JD is dealing with. RG thanked GT and VB for supporting the event.</p> <p>MB noted he doesn't see the need for Flood Warden's in his area.</p> <p>RG added that his area is subject to both fluvial and river flooding; most Flood Warden's deal with fluvial flooding. It is up to the District Councils to appoint a Flood Warden. GS added that it is not up to Parish Councils to appoint a Flood Warden as instructions come from the District Council of the area. RG is his Parish's Flood Warden.</p> <p>GT read an email reply from Cllr Matthew Riddle: There are currently 95 volunteer flood wardens registered across Gloucestershire County, as part of flood warden schemes managed or supported, on behalf of the district and borough councils in Stroud District, Cheltenham Borough, Cotswold District, and Tewkesbury Borough. In South Gloucestershire there is no volunteer flood</p>

	<p>warden scheme, even in the parishes that border the Severn: Pilning and Severn Beach, Aust, Littleton, Oldbury and Hill. Reflection on this difference is that with regard to communities adjacent to the River Severn, those in Gloucestershire are more likely to experience flooding caused by over toping of the river bank than those lower down the river in South Gloucestershire.</p> <p>JH noted that the Environment Agency take an active role in informing residents in South Gloucestershire (e.g. JH's experience sheep farming in Pilning) of risks from flooding. JD noted that Severn Beach has a Flood Warden (through their Parish Council) who contacts him regarding blockages etc.</p> <p>RG noted that the Flood Warden system works well; all local reports of flooding (there could be hundreds) go to the designated local Flood Warden who then directly contact the EA which streamlines the process (rather than the EA receiving multiple calls on the same issue).</p> <p>GS reported that at Slimbridge Parish Council they have formed a 'Slimbridge Drainage Board' to co-ordinate issues of flooding in the Parish; they discovered they had a Flood Warden through this.</p> <p>GT read action item 92; To assess a ditch running into the Longdon Brook as it was last cleared decades ago, indirect effect on IDB. JD has liaised with MB to arrange a site visit on 8 May.</p>
<p>5.</p>	<p>SLT April 2026 Reports Review (previously circulated)</p> <p>JT's report to be taken as read.</p> <p>JD read highlights from his report including:</p> <ul style="list-style-type: none"> • No Health and Safety issues • Operator on long term sick and unfortunately in hospital • Fire Risk Assessment completed with actions to be implemented • Fire training completed by JD and Denise • PAT test and installation surveys upcoming • Celebrated Nigel's retirement – went well • Interviews taken place for Operator role • Culvert completed in Hallen • New pump should be installed in June – paid for by landowner • Culvert improved and replaced in Eastlington <p>JD noted that he advertised the Operator role in the Gazette and on the rates letter for Operator role – no response from these channels.</p> <p>JD reported that due to having one excavator driver at present there has been minimal dredging. Operators have been busy completing hand work, tree work, culvert replacement etc. Depot improvement - concreting of yard now complete and aggregate bays are done, as is cladding, so the generator and pump can be stored.</p> <p>GT noted the Finance Report and highlighted the following:</p> <ul style="list-style-type: none"> • Decided to have LSIDB Full Board meeting in the morning of 3rd June, followed by the Pumping Station tour then the SWADA meeting in the afternoon

	<ul style="list-style-type: none"> • Defra loan application was granted and approved • Looking at how to use the loan money • Costs running mostly as expected, as delivered in February's Board meeting • Cash balance as expected at the end of the period • Land purchase at Wicks Green – transfer likely to happen in May • Audit had a good outcome • Possible future audit on grant money received • Balance sheet in order • Debtors balance -at about £500 left to collect – some in probate, other individuals being pursued • Bristol City Council prepaid 26/27 levy in March • Interest on investments good at around 4+% • Lapperditch and Marshfield completion likely to be the end of summer
<p>6.</p>	<p>Pump Program Report/Update</p> <p>JT joined the meeting. GS noted the following in his report:</p> <ul style="list-style-type: none"> • Factory Acceptance Testing undertaken at CW Group, King's Lynn by officers • Overall build quality of weed screens reported as exceptional (notably high-quality stainless-steel components) • Only Lapperditch unit operational at time of visit; Marshfield unit incomplete • Follow-up inspection completed via video by contractor's designer - outcomes satisfactory • Dependency identified: electrical control panels required completion at IMAC, Coventry • Equipment subsequently transported to IMAC for panel and kiosk completion (Lapperditch, Marshfield, Elmore) • Request made to transport units fully assembled to site to avoid dismantling and reassembly • Agreed approach: delivery via low loader and installation directly onto prepared pads • Installation at Lapperditch expected imminently (likely within the following week) • Fixing to pads to be completed on site using standard methods. • Anticipated that Lapperditch installation will be visibly progressed by next Board meeting • Board continuing to assist with a planning application at Wicks Green (not the Board's own application) • Application has been ongoing for approximately 8 months • General expectation of progress in coming weeks, alongside wider pumping station works. <p>GS reported he attended a difficult meeting with residents last night; lack of communication from LSIDB flagged as an issue. GS will discuss this with the site project manager and at Programme Board this afternoon; this will be</p>

	<p>addressed with residents. GS reiterated the importance of LSIDB accepting responsibility and the need to communicate sensitively.</p> <p>A discussion followed regarding the boundary and fencing off of the land around the NE sides of the Oldbury pump station property. It was decided to obtain the deed maps, agree the boundary with the adjacent landowner, and have a survey mark out the boundary, and fence it.</p> <p>Discussion on the 3th June Site Visit (Lapperditch), board meeting timetable and logistics to be finalised.</p>
7.	<p>Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned</p> <p>GT noted that the online Training Portal has had two users; would like to see more Board members complete the courses.</p> <p>GT said that Board policies would be reviewed on a schedule; seven policies are due to be reviewed this year. Two have been completed; all will be reviewed and offered to the Board for approval in November 2026.</p>
8.	<p>Confirmation of new Actions</p> <p>GT Deal with the situation with the fencing off of the Oldbury pump station. GT Circulate the schedule of activities for the board meeting 3 June 2026.</p>
9.	<p>Date of Next Meeting: 20 May 2026</p>
10.	<p>Close 11.32pm</p>

Action brought forward from the last meetings

Number	Created	Action	Assigned	Due	Status	Comments
<u>Executive Committee Actions</u>						
90	25/02/26	Consider attending - GRCC Volunteer Flood Wardens event, Stroud - Tuesday 24th March 2026	GT	Feb-26	Completed	Relevance to the IDB's work? VB to go & get info. GT part
91	25/02/26	To request info from SGC, role of Flood Wardens, in parish meetings and council, and involvement of the IDB	MR	Apr-26	Completed	95 wardens in Gloucestershire County, none in South Gloss.
92	25/02/26	To assess a ditch running into the Longdon Brook as it was last cleared decades ago, indirect effect on IDB	JD	May-26	Completed	Assessed on 8 May, being planned into the works program.
93	22/04/26	Deal with the situation with the fencing off of the Oldbury pump station	GT	May-26	In Progress	Includes surveying the boundary on the north east sides
94	22/04/26	Circulate the schedule of activities for the board meeting 3 June 2026	GT	Apr-26	Completed	Sent to SWADA and LSIDB Board members

Lower Severn Internal Drainage Board - Capital Programme Board

Board Meeting 3 June 2026

Introduction

During 2018 the LSIDB undertook the task of replacing its pumping stations because of 2 key criteria as follows:

1. All the pumping stations are more than 50 years old with the related issues of aging technology, inefficient pumping capacity and an increasing risk of unreliability and poor availability of spares. The original design is dated and lacks the ability to remotely monitor and control the equipment particularly during inclement weather. The introduction of automatic screen cleaning brings the benefits of efficient passing of the incoming water to the pumps. The additional benefit is that it removes the risk to operators who had previously carried out this arduous cleaning task in a manual fashion in, at times, during inclement weather.
2. The Eel Regulations 2009, applicable to all our pumping stations, requires us to protect the eel species which specifically requires us to install fish friendly pumping and fish passes to support fish on their migration journey.

We adopted the principles of Project Management Best Practice and formulated a Programme Board.

The membership currently consists of the following members:

Geoff Simms, Chair of Programme Board, elected Board Member

James Thomas, Project Manager, LSIDB Engineer

Jim Druett, Operational Services Manager, LSIDB Engineer

Glenn Taute, CEO, Chief Finance Officer, LSIDB

Ramsey Mokatren, Programme Support Officer, LSIDB

John Hore, elected Board Member

The Terms of Reference of the Programme Board are attached.

We have a disciplined approach to meetings which are, at least, once a week. Each meeting consists of an internal meeting followed by a meeting with the inclusion of contractors and consultants. These meetings are supplemented with video meets and phone discussions where needed. On a monthly basis we hold a formal meeting, set against a standard agenda covering all aspects of the projects including the deliverables, programme ahead, any issues for resolution and financial/commercial related matters.

Progress to Date

We are continually looking for improvements in the programme in terms of timetabling and better options for deliverables in the most cost-effective way.

At the last meeting we informed you of a change in strategy, of the programme, deciding to modify the programme to enable simultaneous work on all of the remaining pumping stations in the revised order of:

- Lapperditch
- Marshfield
- Wicks Green
- Oldbury
- Including the back fitting of Elmore Telemetry

Strategic Change

The positive change in our programme funding enable us to reconsider the pumping station order of work resulting in the following:

- Due to the geographical area, we revised the order of work so that the replacement of Wicks Green would follow Lapperditch/Marshfield rather than follow Oldbury as all local services would be in place.
- Due to the poor, current, layout design of Wicks Green it will be redesigned to better accommodate Auto Screen Cleaning and to enable pump removals/maintenance to be a safer/ less onerous activity.
- To facilitate the changes to Wicks Green and provide a more appropriate footprint of the site giving LSIDB sole access we are in the process of purchasing a piece of the adjoining land. By this meeting the land purchase and planning consent should be complete.
- In effect we are now working on all 4 remaining pumping stations concurrently. With the impact of a higher workload of design element considerations and approvals, and general programme oversight, this level of activity will continue in this financial year.

Activities to report

- Lapperditch, Marshfield, Wicks Green, Oldbury and Elmore are in progress under full contractual conditions.
- We are now under full contract arrangements for all pumping station including the refit of Elmore to ensure we have commonality of telemetry systems.
- A central service hub, next to Lapperditch pumping station is servicing Lapperditch, Marshfield and Wicks Green pumping station works.
- In addition, local laydown areas have been arranged.
- Work is progressing well at Lapperditch and Marshfield.
- Pumps and pipework have been installed at Lapperditch
- Factory Acceptance Testing has been completed for the auto weed screen cleaning equipment for Lapperditch and Marshfield and preparations are in place for installation on site. (CW Group, Kings Lynn)

- Factory Acceptance Testing has been completed for the Electrical Panels and Telemetry for Lapperditch, Marshfield and Elmore including the Kiosks to house all switchgear etc.(IMAC, Coventry)
- Both Jim, James and myself have taken the lead on these FAT activities.
- Both sites are being prepared for installation of the auto weed screening equipment.
- The work at Lapperditch has been frustrated by the discovery of a 3 phase cable which we believe is an unauthorised supply to the sewage pumps. It is the responsibility of Grid to resolve this matter which has been very challenging.
- All asbestos surveys have been completed.
- We have completed negotiation on a piece of land at Wicks Green. To enable a modified design of the pumping station to improve safety and post build maintenance facilities. The planning application needed to rearrange the land has been a very tiresome activity, with some 54 attached documents but now approved, after nearly 9 months.
- The discharge pipework has been surveyed, at Wicks Green and as a precautionary measure to give confidence of longevity we have decided to line the pipework.
- The Elmore telemetry is being backfitted with a design which will be consistent throughout all our pumping stations. The design has been approved and work is progressing.
- Initial site meeting carried out at Oldbury and preparation works have commenced, with surveys now completed, design is well advanced. Our expectation is that Lapperditch, Marshfield and Elmore will be commissioned by end of July 2026.

External Stakeholders

We continue to try to ensure that all of our stakeholders are kept informed of the progress of the programme. In this period, we have:

- ✓ Multiple on-site meetings at Wicks Green progressing land purchase.
- ✓ Routine update meeting with Longney and Epney Parish Council
- ✓ Meeting with Oldbury Parish Council carried out in December 2025.
- ✓ Routine update meeting with Environment Agency.
- ✓ Lapperditch hub onsite meetings.
- ✓ Multiple on-line technical and issues meetings

Importantly we are re-enforcing our efforts to ensure that all of our stakeholders are adequately informed of planned activities, we have experienced a limited number of concerns about the work at Lapperditch which we have addressed.

Financial Oversight

Part of the role of the PB is to provide ongoing oversight of the projects and to be seeking for opportunities to either pull the programme forward or opportunity to reduce costs. Variance management is an important aspect to ensure that overspend is minimal and positive savings are made in attempt to be cost neutral or better. For example:

1. Whilst this item was not included in the current contract scope, due to lack of survey and testing, we were quoted to repair the 'sheet piles' at Lapperditch/Marshfield at a cost of up to £1.2m. We internally challenged this and James, Jim and I carried out our own inspection/testing and found acceptable levels of corrosion which was confirmed by the sub-contractor during their formal surveys. The resultant repairs needed should provide substantial savings on the provisional costings which has now been 'workshopped' with Jacksons and we await the quote.
2. There are some areas which were deliberately not covered by the scope on which the contract was based and these will be shown as a variance on the original costings. For example, we decided to include a replacement of the non-functioning Elmore 'Telemetry' which currently provides very little operational value. To guarantee this is fully compatible with all our other pumping stations an electrical refit is necessary, providing a negative financial variance.
3. Our early review of Wicks Green has revealed a previous repair to the discharge pipework, that uniquely runs under a public road, and we have instructed the contractor to carry out a video survey to ascertain any observed degradation of this pipework. This represents a scope of work that has not been included within the overall contract and therefore not costed, it represents a variance, currently, of unknown value.
4. For reasons that we have described the design of Wicks Greens does not lend itself to optimum layout to maximise the benefits of a replacement pumping station environmentally, operationally and for safe access for any maintenance/breakdown work. To facilitate these significant improvements, we need to increase the footprint of the current pumping station and we are currently negotiating to buy a piece of suitable land. We have met with Stroud District Council and have received a positive response which will lead to a planning application. This cost has been understated in the budget and is shown as variance 3 in the list.

Our approach is to continually manage all variances and create opportunities to deliver balance against negative variance. It promotes a healthy approach to keeping to budget whilst accepting that variances will occur with the provision of an auditable trail of changes.

Managing Variances

Whilst the Terms of reference are clear that the Programme Board has managerial responsibility for dealing with 'Change Control Requests' (variations to contract) it is important that there is a clear understanding and endorsement of this process as applied by the PB.

The reason why the PB takes this responsibility very seriously is that projects are a very dynamic activity needing day to day management. A Programme Board is a 'best practice' way of achieving the ongoing oversight required to give the Full Board assurance that the projects are being executed to plan and budget. It alleviates the need for day-to-day Full Board involvement which would be unmanageable.

It is so important that the PB ensures that it follows best practice in terms of its engineering standards and from a behavioral standpoint that it adheres to the 'Nolan' principles.

The PB employed a 3rd party 'Responsible Engineer' to act on our behalf regarding variation review and this is complemented with a weekly review by LSIDB Project Manager.

The variance aspect is a dynamic consideration and is reviewed regularly. An update will be provided to the board in due course, as and when it becomes applicable.

Note: At present the the revised budget is £10.5m which is constructed from the costings of the 5 pumping stations. However, we can report that at present that the programme is within its financial budget and, of course, is the subject of ongoing review.

Our successful ongoing strategy with Grant Funding applications has resulted in £6.2m.

Whilst there are no funds allocated for these purposes in 2026/2027 we will continue to explore this avenue of funding.

Challenges for 2025/2026

- Long lead in times for suppliers Inc survey reports, equipment and apparatus
- Very poor planning service from SDC
- Delayed Factory Acceptance Testing of key equipment
- Disruption to smooth running of the PB by internal staff changes
- Delay in resolving the discovery of 3 phase supply cable across the lapperditch site.
- Reliance on Fastdraft can cause non compliance issues in the transition from design to construction.
- Continued impact of inflationary pressures in the construction industry.
- Some of the specialist engineering manufacturers are very limited in the UK.
- Whilst successful in the application of Grant funding it was very challenging to meet the spend profile requirement needed to prevent money being handed back.

We ask you to note this report

Mr G P Simms

Chairman and on behalf of the Programme Board

4th May 2026

TERMS OF REFERENCE

Interim Capital Pumping Station Programme Board

Approved 6th November 2024, Minute 3613

Purpose and Aim

Purpose	<ul style="list-style-type: none"> The purpose of the programme board is to be the LSIDB’s board focusing on the capital investment programme
Aim	<ul style="list-style-type: none"> To achieve greater value by considering a range of options that are being undertaken for the four remaining pumping stations as a whole programme of work. Lead on the development and delivery of the Capital Pumping Station programme; Accountable for the development, review, and management of the Capital Pumping Station programme Board; Establish and embed a robust and effective governance framework through which all Capital Pumping Station programme projects will be evaluated and prioritised for development and delivery, subject, where appropriate, to member approval. The programme board shall develop capital plans, the management of capital projects and the allocation of capital resources.

Membership

Role	Name	Job Title
Chair - Programme Board & programme Sponsor	Geoff Simms	LSIDB Board Member and Programme Board Chair
Programme - Chief Responsible Officer and Finance Lead	Glenn Taute	Chief Executive Officer and Responsible Financial Officer- LSIDB
Programme Manager	James Thomas	Capital Pumping Station Programme Manager & LSIDB Civil Engineer
Delivery Manager & Customer	James Druett	Delivery Manager – LSIDB Operational and Maintenance Manager
Project Officer	Ramsey Mokatren	Project and Governance Officer
Board Member	John Hore	Full Board Member

As necessary, other officers will be invited to attend the programme board to discuss or report on agenda items.

Operation, Authority & Reporting

Operation	<p>Programming</p> <ul style="list-style-type: none">• Assemble an initial programme of activities which will include planned projects and projects that are in flight.• Develop, review, maintain and operate an evaluation and prioritisation framework against which projects will be submitted into the bidding process for future funding opportunities;• Secure and monitor the resources available to deliver the agreed Capital Pumping Station Programme;• Determine and review as necessary the scope of projects within the Capital Pumping Station Programme to ensure that there is no duplication and that best value is obtained after considering the investment of resources and planned outcomes;• Manage in-year amendments to the Capital Pumping Station Programme, accessing reports escalated by Project Boards and agreeing appropriate action;• Approve key communication messages for the Capital Programme. <p>Management</p> <ul style="list-style-type: none">• Monitor the delivery of the Capital Pumping Station Programme ensuring Programme and projects are on track against schedule, expenditure in line with profiles and benefits are being realised;• Receive Capital Pumping Station Programme monitoring reports, consider and approve matters such as project and programme slippage, change control requests for virement and variation to projects;• Discuss issues that have been escalated for resolution and provide direction to the appropriate delegated officer;• Consider implications of changes to external funding (including opportunities and risk);• Ensure that New LSIDB Executive Committee and LSIDB Board Members are engaged, as appropriate and they are fully appraised about the delivery of the Programme; <p>Review</p> <ul style="list-style-type: none">• Assure that the agreed programme and project management arrangements are followed;• Ensure that a consistent approach is taken and any cross-cutting issues are governed appropriately. This includes ensuring that programme boards are attended by the appropriate officers;• Review interdependencies across the programme and take any appropriate action to ensure that the programme is not compromised.
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Authority	<ul style="list-style-type: none"> • The Capital Pumping Station programme board is an CEO led working group that will focus on delivery and offer recommendations to the Member panel and board; • The Capital Pumping Station programme board has no delegated authority beyond these Terms of Reference and final decisions are subject to approval from the appropriate decision- making bodies and compliance with financial rules and regulations.
Reporting	<ul style="list-style-type: none"> • The Capital Pumping Station programme board will report updates to the LSIDB Executive Committee and then LSIDB Board Members.

Meetings

- The Capital Pumping Station Programme Board will meet weekly.
- Additional meetings will be held as necessary or working groups may be set up to tie in with key stages in the project planning and budget setting processes.
- The Board will be serviced by the Programme Manager.
- Actions will be produced following the meeting and distributed as an accurate record of the meeting by the Chair.

Review of Terms of Reference

The Terms of Reference are valid for the duration of the Capital Pumping Station Programme and reviewed annually by the Capital Pumping Station Programme Manager.

Changes to the permanent Capital Pumping Station Programme Board membership can be made with approval by the Chair.
