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 Milestone, Cllr M Williams, Ms Rachael Chamberlayne, Mr J Nichols

NB The quorum for this meeting is 3 Members

Wednesday 29 April 2026 @ 10.30am, Lower Severn IDB Offices/Virtual meeting

MINUTES

Minute Number	
BSC/2026/01/001	**Apologies/Welcome** Present: Michael Barnes, Matthew Riddle, Charles Daniell and Glenn Taute, CEO. Apologies received from: Jimmy Nichols and Rachael Chamberlayne.
BSC/2026/02/002	**Declaration of Members' Interest** None received.
BSC/2026/03/003	**Minutes of the last committee meeting for approval** **MB proposed accepting the minutes, all in favour.** CD noticed a typing error in paragraph three – GT to correct. Minutes accepted – all in favour.
BSC/2026/04/004	**Comments on Any Brought Forward Actions** Concern over VB leaving as Communications Officers; LSIDB have now employed a full-time staff member, Denise, who will encompass part of VB's tasks within her role. Draft agreement regarding mobile pump agreed at Board and Exec; decided not to loan the mobile pump to the EA – it has proved very useful recently. All concerns regarding loaning the pump have been addressed, and the matter is now closed. The online training platform was launched this January; all staff have started or completed courses. GT is keen to encourage more Board Members to undertake training. GT to send a reminder in May and remind Board Member's during June's Full Board meeting.

	Succession planning – Operator vacancy candidate was offered employment this morning at LSIDB, and for the approved succession appointment MR noted that he was pleased all actions were completed.
BSC/2026/05/005	**Update: Staff, Property, Legal, Communications, & Procurement** GT had sent a paper regarding these matters and summarised the following: Staff – new starters are settling in well with the team. Operators already discussed. Sick pay policy – Operator is being offered extended sick pay and he is satisfied with this. MR suggested reviewing future sick pay and MB suggested monitoring the Operators health and possibly help him in future employment. GT noted that he, and Jim, are in communication with the Operator and his family. GT urged all Board Members again to complete the e-learning. The ownership of the road behind LSIDB offices was discussed – LSIDB have used the road for the past 50 years. Land Registry will not allow LSIDB to buy the land as it is under the control of South Gloucestershire Council as an adopted highway (it is very difficult to take highway status away from a road.) The positive news is LSIDB can still use the road for access. MR added that a builder uses the road, and a farmer occasionally uses it. MR will begin the process of creating a 'Stopping Up Order' with South Gloucestershire Council, which can be difficult as even one objection will stop the process. If the order is granted then road ownership will be discussed, such as the Council selling the road to LSIDB. Wicks Green land – transaction has been with solicitors for six months so is closer to completion – An update will be provided in June's Board meeting. Old pump station buildings will be broken down and will be rebuilt and revalued. Current values are low. The mobile pump and generator are covered by insurance when in a secure location. Generator securely stored at JN's property. The new store under construction will house both these machines in the future Bunkers have been prepared for aggregate, and the yard is looking better. Other items – GT and MR attended a media training event in Coventry which. highlighted both the benefits and risks of working with journalists and the media. Capital Expenditure approved as previously discussed:

	• Workshop £25k • Assets for workshop and office: £5,000 (covers hedge cutters, chainsaws etc) • Land purchase: £100k • Programme £3.7m Any overspends will be reported to the Board. Risk Register has been improved and includes a section which tracks changes - this will be shown to committees and to the Full Board in June. MR thanked GT for his report.
BSC/2026/06/006	**Policy review schedule** A number of policies are due for review this year. GT showed the policy renewal schedule and informed all that it is colour coded to highlight policies which need reviewing in 2026. The Health and Safety policy has been improved, and the Fire Safety audit is now complete. 'Blue' items include the Financial Regulations and the Employee Handbook which are part of an ongoing update process. GT will review sick policy in light of discussions at BSC today. Environmental policy statements and standing orders will be reviewed this year. GT asked whether there should be a working group to review in detail all policies, and MR explained this was done previously. MR feels that officers should review them, then BSC can review them afterwards. MR noted that not all documents will need reviewing. CD felt that as policies are up and running it's likely to be unnecessary to form another working group. GT suggested a small extraordinary BSC meeting before adopting new policies. MR noted that we may need to use solicitors at some point.
BSC/2026/07/007	**Comments on SLT Reports** • a. Programme – Programme is going well. GT is adding Jacksons report monthly to LSIDB website. Positive relationship with EA. • b. Operations – Planning to fix drainage issue in Hallen this summer – situation is being monitored. Temporary drain off solutions have need implemented to help drain off water pooling. • c. Finance and General – contains timetable of next Board meeting at Fromebridge Mill Pub. Meeting papers will be sent out 2-3 weeks before June's Full Board to allow members time to prepare questions beforehand. Finance all under control – year end is complete and will be reported in June. Grant funding is being managed.
BSC/2026/08/008	**Any Other Items which the CEO or Chair decide should be mentioned**

	MR Asked if LSIDB have enough capacity for staff – GT answered that Denise has taken on DRS, VB's work, meeting preparation, and will eventually be taking minutes and working with accounts. Denise will also learn Karen's job. GT added that the work Ramsey is growing into will alleviate the workload for Jim, James and Geoff. GT reported the staff team are generally doing well.
BSC/2026/09/009	**Confirmation of new Actions** - With the low turnout for the committee meeting, a request to be circulated for members to RSVP for all meetings - To make right a typo error in the minutes, Item 3 1st line, last word should be "through", not "though" - When reviewing the staff handbook, sick leave to be updated to include a "life-threatening long-term sick" part - Re the disused road at the rear of Waterside, a "stopping up Order" to be investigated to claim ownership - Policy review/approval process to be set for 2026. Make a standard item in the agenda.
BSC/2026/10/010	**Date of Next Meeting: 23 September 2026**