LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Executive Committee Meeting

Wednesday 21 October 2026

Lower Severn IDB Office/Hybrid 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)

NB The quorum for this meeting is 3 Members

Wednesday 21 October 2026 at 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**	Page 5	Chair
4.	**Comments on brought forward Exec Actions**	Page 12	CEO
5.	**Management reports: -** - **CEO update** - **Finance Report** - **Operations Service report** - **Programme and Civil Engineer Report**	Page 13 And Verbal	Chair
6.	**Risk Register review and update**	Page 24	CEO
7.	**Policy Reviews – Schedules for review and support for next board meeting approval:** - **Environmental Statement** (already reviewed by the ExCom) - **Financial Regulations** - **Health and Safety Policy**	Page 25 See the LSIDB website Members' Section to access the policies. The password will be sent in a separate email.	CEO
8.	**Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned**		Chair/CEO
9.	**Confirmation of new Actions**		CEO
10.	**Date of Next Meeting:**		Chair
11.	**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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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 22 July 2026 at 10:30am, IDB Offices/Hybrid

DRAFT MINUTES

1. Apologies/Welcome

Present: Chairman Michael Barnes, Matthew Riddle (part of the meeting), Geoff Simms, John Hore and Glenn Taute (CEO) and James Thomas (Civil Engineer.)

Apologies: Roger Godwin.

2. Declaration of Members' Interest

None received.

3. Minutes of the last committee meeting for approval

All in favour; minutes accepted.

4. Comments on brought forward Exec Actions

GT followed up GS's enquiry regarding the consequences of members not attending for six months. GT reviewed LSIDB's policy and the guidance within the Land Drainage Act. GT reported that most members have two attendance opportunities within a six-month period. Elected members are automatically excluded if they do not attend within the six-month period (although there are extenuating circumstances.)

DRAFT

Health and Safety; JD has reminded all Operators to report near misses and accidents. GS has also urged Operators, office staff and Board members to all report near misses and accidents.
GT reported that the idea of a tidal flap in the Lapperditch area is now included within the Strategic Plan and to be looked at in the future.

5. Management reports, any queries or comments from that previously circulated

GT said that Reports were sent to members two weeks ago.

JH asked JT about the Hallen situation; JT reported that:

- The works are expected to be substantial and may take several weeks, if not months, to complete.
- JT explained that, several years ago, a developer had filled in a large drainage ditch without consent and subsequently raised the surrounding land level. This significantly reduced the ditch's capacity and caused ongoing drainage problems in the area.
- Temporary mitigation measures, including the creation of relief channels, have been undertaken to alleviate flooding while a permanent solution was pursued.
- It was noted that the developer responsible had since sold the land twice. The Internal Drainage Board delayed enforcement action until the most recent land transaction was completed, with the agreement that the new owner would fund and undertake the remedial works.
- JT had sought to avoid lengthy legal enforcement against a major developer, instead working towards securing a practical resolution through negotiation.
- JT commented that the matter had required considerable time and effort over more than two winters but expressed satisfaction that the project was now progressing towards implementation.

6. Pump Program Report/Update by Geoff Simms, Chair of Programme Board.

Lapperditch

- Works are progressing well, with the majority of equipment now installed.
- A minor engineering challenge was encountered due to the alignment of the existing culvert connecting to the pumping station inlet, requiring additional connection works. This has largely been resolved.
- Installation of the weed screen is underway and is expected to complete the main equipment installation.
- Manual access arrangements are also being constructed.

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- No significant additional costs are anticipated from the culvert connection, although there may be some minor variations relating to ground stabilisation.

Marshfield

- Construction is expected to follow shortly after completion of the Lapperditch works.
- Commissioning is planned for mid-August, with pumps expected to become operational around that time.
- Staff training will take place during the commissioning process, including testing of the backup generator to ensure resilience during power outages.
- A short delay to the telemetry installation was caused by redesigning the user interface to improve functionality, delaying the programme by approximately two weeks.

Oldbury

- Design work is progressing ahead of schedule.
- Discussions are ongoing regarding the contractor's proposed laydown area. The Board is seeking to minimise costs by using a just-in-time delivery approach rather than storing materials on site.
- The Board has now acquired the required land, with temporary boundary fencing to be installed until construction is complete.
- Preparatory work is progressing for the road crossing, which will provide a permanent over-pumping facility and incorporate fish pass infrastructure. A road closure of approximately three days is anticipated to complete these works.

Overall Programme

- All three pumping station projects are progressing satisfactorily despite some challenges with suppliers and utility companies.
- Following completion of the construction works, on-site acceptance testing, commissioning, maintenance documentation and operational sign-off will be undertaken.
- A budget variance of approximately £300,000 is anticipated and will be reported to the Board in November, supported by a detailed paper explaining the reasons for the increase. Members may be asked to approve the variance either via a special online meeting or at the November Board meeting.
- It was noted that expenditure remains manageable, with no immediate cash flow concerns anticipated.

- Members were advised that the new telemetry control room is also being set up and is expected to be ready for demonstration at a future Board meeting.

7.	**Operators update (handout at the meeting)** Matthew Riddle joined online.

8. Policy review status at July 2026. Policies ready for committee review – Glenn Taute

- Environmental statement – reworded
- H&S Policy – updated by Citation with JD (86 pages available at meeting)
- Risk Register – updated for consideration under item 10

GT provided an update on the 2026 policy review programme. Green items had been completed and blue items were currently in progress.

The Environmental Statement had been reviewed and updated with minor grammatical improvements only; no changes had been made to the policy's content.

Members reviewed and noted a proposed policy review and approval process, which includes:

- Monitoring legislative and regulatory changes.
- Review of proposed amendments by relevant subject matter experts.
- Review by the Senior Leadership Team.
- Consideration by the Operations and Business Services Committees.
- Circulation of final draft policies to Members via the web portal before Board approval.
- Submission of revised policies to the Board for formal approval, expected in November 2026.
- It was reported that the revised Health and Safety Policy, prepared by Citation, had not been included in the meeting papers due to its length (86 pages). The document will be circulated to Committee members for review ahead of the next meeting.
- Members requested that future versions of the Health and Safety Policy include tracked changes or a version control summary to clearly identify amendments from previous versions. It was also suggested that all

Board policies include a version history or summary of changes to aid future reviews.

The Committee noted the update.

9.	**Strategic plan update review and progress – Glenn Taute** The Committee reviewed progress against the Strategic Plan objectives. • The Committee noted that progress continued to be made against the Strategic Plan and that a number of objectives were ongoing or linked to the completion of the current capital programme. • It was agreed that the Strategic Plan should be reviewed and prioritised to identify what actions remain outstanding, establish timescales for delivery and ensure future work is programmed effectively.

10. Risk Register review and update – Glenn Taute

- GT read through the Risk Register and explained the colour coding; it has evolved over past two years
- GT ran through the 18 items and commented on each.
- The Committee reviewed the Risk Register and considered whether any additional strategic risks should be included or amended.
- Members discussed the potential risk of asset failure, particularly ageing infrastructure such as sheet piling, culverts and other structures within the Board's district.
- Reference was made to the sheet piling at Oldbury, which was highlighted as an example of infrastructure that could require significant investment if it were to fail in the future.
- It was noted that some structures, including road culverts, are not the responsibility of the Board. Members discussed the importance of clearly identifying ownership and responsibility where potential infrastructure risks are identified.
- The Committee agreed that where the Board identifies infrastructure that presents a potential risk but falls under another organisation's responsibility, appropriate representations should be made to the relevant authority.
- Members discussed whether concerns regarding the condition of the Oldbury sheet piling should be raised with South Gloucestershire Council before any deterioration occurs.

- It was suggested that a preliminary condition assessment could be undertaken to establish whether there is evidence of deterioration before approaching the responsible authority. Members also discussed whether undertaking such inspections could inadvertently imply responsibility for the asset, although it was considered that carrying out an assessment would not transfer ownership or liability.
- Staff recruitment was discussed.

Matthew Riddle left the meeting at this point

- Discussed improved safety measures due to more CCTV, monitoring, insurance and awareness.
- Impact of climate change; pumps have 50% extra capacity due to this.
- Public perception of IDB – GS felt that communications are important and has long term benefits in relationship building. JH suggested advertising the work LSIDB do whilst work is being carried out – this was agreed as a good idea. GS added that Parish Council's are important to interact with. GS noted the success of the Heritage Open Day VB organised in 2025. Decided that it would be good to showcase the new Oldbury station once completed.
- GS asked how often the Risk Register is raised; GT assured all Committees see their Risk Register

11.	**Forecast Update** GT screen-shared the Forecast Update. • The Committee received the updated financial forecast and cash flow projections. • It was reported that the Board's cash balance at the end of June stood at approximately £5.2 million, comprising around £3 million allocated to the Pump Replacement Programme, with the remaining balance available to meet the Board's operational expenditure through to March 2027. • Members noted that the financial forecast is based on monitoring and managing budget variances throughout the year, providing increased confidence that expenditure will remain within the approved budget by year end. • The Committee noted that the Board's overall cash flow position remains strong and that no major capital expenditure is currently anticipated beyond the approved Pump Replacement Programme.

	• It was reported that the forecast included the borrowing of the full £2 million loan from the PWD. • Following completion of the pump station programme, there would be an ongoing accumulation of cash reserves intended to fund the medium to long-term replacement of the Board's pump stations and buildings. • Members noted that the forecast incorporates a 5% annual increase in drainage rates over the forecast period. • It was reported that, under the current financial projections, the Board would be in a position to build a general reserve equivalent to approximately one year's operating expenditure, providing greater financial resilience against future risks. • The Committee noted that the financial position was considered to be comfortable and provides sufficient time to consider future financial planning and investment priorities. • It was agreed that the financial forecast would be updated ahead of the November Board meeting, when Members would consider any proposals arising from the revised forecast, including any budget adjustments if required.
12.	**Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned** None
13.	**Confirmation of new Actions** • GT/JD to encourage staff to report near misses Health and Safety face to face (including via emails or letters) • External Communication options to be considered • Include tracked changes where possible on LSIDB policies being reviewed • On the risk register, the Health and Safety line to be moved to top
14.	**Date of Next Meeting: 9 September 2026**
15.	**Close**

DRAFT

Created	Action	Assigned	Due	Status
Executive Committee Actions				
22/07/26	H&S : To talk to all the staff about the benefits of reporting all near misses and minors with confidence.	GT/JD	Aug-26	Completed
22/07/26	Consider aspects regarding communication and exposure to the community through for example attending parish meetings, signage re "men at work", open days	GT/JD	Aug-26	Completed
22/07/26	Risk Register, move H&S line to the beginning of the register	GT	Aug-26	Completed

Lower Severn IDB

Glenn Taute, RFO
Report - October 2026

Financial summary for the financial year to August 2026

The income statement for the year to date:

Income was unfavourable against budget by £43k, primarily due to the requirement to repay £75k of grant funding received for the purchase of land at the Wicks Green Pumping Station, as the land transfer was completed after the deadline specified within the grant criteria. This adverse variance was partially offset by higher than budgeted interest income on cash deposits, resulting from higher cash balances being held on deposit and interest rates remaining above anticipated levels.
With regard to expenditure:

- Payroll costs are favourable against budget, primarily due to lower Local Government Pension Fund (LGPF) contributions being required as a result of the Fund's strong surplus position.
- Maintenance costs are also showing a favourable variance, reflecting lower equipment maintenance expenditure than originally anticipated. A proportion of this variance is likely attributable to timing differences in the delivery of planned works.

Overall, expenditure is £84k below budget.
The net result of the income statement for the year to date is a favourable variance of £41k against budget.

Lower Severn IDB					
Income Statement					
Aug-26	**Actual**	**Budget**	Variance	Variance	**Comment**
Income	**Aug-26**	**Aug-26**	£	%	
Rates and Levies	892,349	892,838	-489		Transfers, land splits and threshold adjustments
Grant Income	2,601	76,981	-74,380		Foreign water in (see cost below), & Grant Returned re land purchase
Fees & Recharges	905	10,500	-9,595		Works recharges, & Avonmouth development. Consents
Other Income	60,416	18,750	41,666		Money market Interest 3.7% net, and deposit account at 1.5% gross
Total Income	**956,271**	**999,069**	-42,798		
Expenditure					
Payroll	370,052	432,413	62,361	14.4%	Staff savings. LGPF Ers cost reduced. No Programme Allocation.
Maintenance	132,555	150,761	18,206	12.1%	Timing difference and savings
EA Levies	100,365	98,397	-1,968	-2.0%	Foreign Water out - EA, revenue in Grants above
Travel	11,613	13,133	1,519	11.6%	Meetings/events/conferences
Administration	26,132	27,302	1,169	4.3%	Insurance, communication, subscriptions, office costs, and IT licences
Professional Fees	20,728	12,877	-7,852	-61.0%	Legal, audit, and consultant costs.
Depreciation	127,167	136,354	9,187	6.7%	Based on updated forecast
Loan Interest	41,207	41,326	119	0.3%	PWD Loan Interest
Bank Charges	4,411	5,610	1,199	21.4%	Bank and Deposit account costs
Total Costs	**834,231**	**918,172**	83,941	9.1%	
Net Surplus/(Deficit)	**122,040**	**80,897**	41,143		

Balance Sheet:

The balance sheet as at the 31 August 2026: -

Lower Severn IDB				
Balance Sheet	At End	At End	YTD	YTD
Aug-26	**March 2026**	**Aug-26**	**Change**	**Comment**
Fixed Assets	1,409,445	1,412,677	3,232	Net of B/F net of depreciation year to date and additions
Assets under Construction	6,905,255	6,951,485	46,231	Pump programme WIP life to date, see programme cost report
Total Fixed Assets	8,314,699	8,364,162	49,463	Net of Additions less Depreciation
Stock +WIP	48,323	48,730	407	
Debtors	-1,061,820	440,451	1,502,271	Levies prepaid 03/26. Balance re rates and levies in collection
Prepaid Expenses	58,807	182,971	124,164	Includes prepaid EA foreign water prepayment, reduces to year end
VAT	547,994	9,293	-538,701	VAT recoverable, high at 03/26 due to project invoices
Cash at Bank	1,487,813	1,707,288	219,475	Bank current account balance, plus deposit reserve. +Income/-programme.
Short Term Deposits	3,275,677	3,324,030	48,354	Deposit for pump programme ex grant funding, interest earned at 3.7% net
Current Assets	4,356,793	5,712,763	1,355,970	
Creditors	103,438	79,266	-24,172	Expenses on account with vendors
Accrued Expenses	292,364	399,955	107,591	Includes EA foreign water accrual, reduces towards the year end
Prepaid Revenue Rates	0	1,249,973	1,249,973	Revenue recognition phasing adjustment, will be zero at year end
Current Liabilities	395,802	1,729,194	1,333,392	
Net Current Assets	3,960,992	3,983,569	22,577	
Long Term Liabilities	1,900,000	1,850,000	-50,000	Public Works Loan, repayments made in June & December
Long Term Assets - Pension	2,798,000	2,798,000	0	LGPF actuarial valuation at 31 March 2026, counter entry below.
	13,173,691	**13,295,731**	122,040	
Capital Account	666,569	666,569	0	As of IDB amalgamation of 2005
Accumulated Reserve	602,913	602,913	0	Brought Forward from prior years(2022 as base pre-current programme)
Capital Reserve	8,914,126	9,036,166	122,040	Reserve for the current pump station replacement programme
Pension Reserve	2,798,000	2,798,000	0	See counter above.
Revaluation Reserve	192,083	192,083	0	As per property valuation March 2024. Update planned for March 2027
	13,173,691	**13,295,731**	122,040	

Pump Station Investment Cost Report

Additional compensation events (including delays resulting from adverse winter weather conditions, additional over-pumping requirements, and outcomes arising from surveys) that have occurred since the Board approved the project budget in January 2026, together with the net impact of variances across other budget areas, will be presented to the Board for consideration and approval at its November 2026 meeting. These are currently anticipated to increase the overall project budget by approximately 3% to 5%. The budget approved in January 2026 was £10.4 million (excluding Wicks Green land acquisition costs). The programme is currently forecast to cost £10.7 million. As the programme is not expected to be completed until early 2028, it is likely that costs will increase further.

The pump station replacement project report below presents the actual costs incurred to the end of August 2026 on a life-to-date basis, from the project's commencement in 2023, and compares these costs against the current approved total project budget.

Lower Severn IDB						Aug-26
Pump Programme Financial Report						Life
£						To Date
Pump Station Investment Allocation	Lapperditch	Marshfield	Wicks Green	Oldbury	Elmore Back	Total
Actual Cost Life to Date(since January 2023)						
Feasibility Study Report	21,742	21,742	21,742	21,742		**86,970**
Business Case Report	36,233	36,233	36,233	36,233		**144,930**
Pre construction Preparation	52,246	52,246				**104,493**
Project Construction	1,651,664	1,551,456	384,926	1,054,368	273,255	**4,915,669**
Contract Supervision	49,714	49,714	12,428	12,428		**124,284**
Payroll costs allocated	183,547	183,547	59,883	59,883		**486,860**
Pumps	95,275	247,295	301,020	428,940		**1,072,530**
Laydown Site and sundry costs	7,475	7,475		800		**15,750**
Actual Cost Life to Date	**2,097,896**	**2,149,708**	**816,232**	**1,614,394**	**273,255**	**6,951,485**
Approved Programme Budget(excl. Land)						10,361,350
% Spend to date vs Budget						67%

Recommendation: That the report be noted.

Lower Severn IDB

MISSION STATEMENT

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Date: 7/10/2026

Report by: James Druett, Head of Operational Service.

Health and Safety

No near misses or accidents to report.

New Fire Alarm system installed with additional smoke detectors and emergency lighting in upstairs workshop storage area.

The 2 new pumping station automatic weed screen cleaners at Lapperditch and Marshfield have been added to the Engineering Insurance inspectors list to comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER). Control panels and pump motors have also been added for regular safety testing at the appropriate intervals.

Training has been undertaken at the 2 pumping stations regarding stop log deployment for use when isolating the pump chambers and for planned maintenance or in case of emergency.

Mowing and weed cutting programme 2026

The mowing and weed cutting programme is progressing very well across the Boards district especially as the ground conditions are still extremely dry for the time of year.

Areas where work has been undertaken include -

- Hallen
- Lawrence weston
- Western Approach
- Lower Almondsbury
- Littleton
- Cowhill
- Oldbury
- Hill
- Berkeley Heath
- Slimbridge
- Eastington
- Ashleworth
- Maismore

- Highnam
- Cornham
- Chaceley
- Tirley
- Minsterworth
- Alvington
- Lydney park

Additional tasks undertaken September 2026

- **Field access replacement at Oldbury Naite pump station (complete)**
- **New IDB access culvert constructed at Corse lawn (complete)**
- **New IDB access culvert constructed at Oldbury naite (complete)**
- **self-propelled demo mower trial for several days (complete)**
- **Pump & stop log training at Lapperditch and Marshfield (complete)**
- **Eel pass operation/maintenance training and sign off (complete)**
- **Machinery programme review/quotes obtained for 27/28 (complete)**
- **Dredging notices sent to affected landowners 2027 works (complete)**
- **Lawrence Weston Bristol CC Nature reserve ditch/tree work (complete)**
- **Excavator insurance inspections (complete)**

Additional tasks to undertake October 2026:

- **Continuing working with JT, Jacksons and Motion on pump station design and construction contract management. (ongoing)**
- **SAT tests at Lapperditch and Marshfield pump stations (Ongoing)**
- **Culverting length of watercourse upstream of Lapperditch (ongoing)**
- **Residential development (2750 homes) at Berkeley outline planning consultation with developer. (ongoing)**
- **Westbury gardens land drainage consents for wetlands scheme (ongoing)**
- **Drainage improvements and fencing at Wicks green adjacent IDB land (ongoing)**

Recommendations: That the report be noted.

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Date: October 2026 **Report by: James Thomas – Civil Engineer**

1. Programme Update

1.1 Health and Safety

There have been no reported incidents to date.

1.2 Structural Changes

Following Board a resolution from the Extraordinary Board Meeting on the 23rd of September 2026 the Civil Engineer and Head of Operational Service assumed operational responsibility for the Boards Capital Programme.

A review was immediately carried out of decisions and actions undertaken for the previous two months and several governance issues were identified and brought back within the framework structure of the Programme Board and the Board's wider Governance arrangements.

Additional costs have been identified and are in the process of being accounted for. Certain works have been halted whilst others are being progressed, and the variances will be reported in due course when the costs are available.

2. Station Progress

2.1 Lapperditch and Marshfield

Lapperditch pumping station is now complete apart from some planting and minor snagging. The site can now be remotely accessed and monitored by Board operational staff. Along with a new screen in the engineering office weather can be monitored and pumping stations can be pro-actively optimised in preparation for events rather than reacting to incidents. This report will detail below the type of data that is monitored.

Marshfield pumping station is now complete and fully operational. There are some minor changes to fencing that were agreed early on with the landowner that are outstanding and these will be completed in due course. As with

Lapperditch the site has a telemetry system that includes multiple pump and levels monitors as well as CCTV that can be accessed remotely.

Both sites are now compliant with Health and Safety and Public Safety requirements. LSIDB staff have been trained in elements of the operation and maintenance and have been provided with detailed manuals by the contractor.

Lapperditch and Marshfield stations have now received Fisheries Consent from the Environment Agency which represents a major milestone for Lower Severn IDB and means that more than 65% of our assets are now compliant with the Eel Regulations 2009.

2.2 Wicks Green

The fencing off of the Board's new land is almost complete. There are some minor alterations to adhere to agreements made.

2.3 Oldbury on Severn

Construction is now underway and several in channel elements have already been installed.

2.4 Surveys

Nothing to report

2.5 Design

Nothing to report

2.6 Eel Regulations Compliance

Lapperditch and Marshfield stations have now received Fisheries Consent from the Environment Agency which represents a major milestone for Lower Severn IDB and means that more than 65% of our assets are now compliant with the Eel Regulations 2009.

2.7 Variances

Variances are listed below

2.7 Variance Reporting

Below are the programme variances detailed in accordance with previous Board instructions

Station	Variance	Original Budget	Billed to Date (Sept 26)	To Date Variance	% Change	Final	Final Variance	% Change
Lapperditch	Design and Professional Services	295,270	295,270	0	0%	295,270	0	0%
Lapperditch	Preliminaries and Site Set Up	284,459	416,585	132,126	46%	431,743	147,284	52%
Lapperditch	Civils Work	278,710	273,581	-5,129	-2%	278,710	0	0%
Lapperditch	New Weed Screen	192,513	160,023	-32,490	-17%	192,513	-0	-0%
Lapperditch	Eel Pass	84,202	32,990	-51,212	-61%	84,202	-0	-0%
Lapperditch	Pump Installation	55,384	55,384	-0	-0%	55,384	-0	-0%
Lapperditch	MIECA Works	223,293	190,385	-32,908	-15%	227,170	3,877	2%
Lapperditch	NI and Other Adjustment	28,169	12,948	-15,222	-54%	12,948	-15,222	-54%
Lapperditch	Pre contract costs	66,113	110,221	44,108	67%	110,221	44,108	67%
Lapperditch	Surveys	45,558	40,579	-4,980	-11%	47,136	1,578	3%
Lapperditch	Contract Supervision (Motion)	33,673	25,967	-7,706	-23%	46,858	13,185	39%
Lapperditch	Payroll Allocation	188,000	183,547	-4,453	-2%	183,547	-4,453	-2%
Lapperditch	Pumps (ACE)	95,275	95,275	-1	-0%	95,275	-1	-0%
Lapperditch	Sheet Piling	123,663	123,663	0	0%	123,663	0	0%
Lapperditch	New Pipe	10,000	-	-10,000	-100%	-	-10,000	-100%
Lapperditch	Lay Down site costs	4,000	5,410	1,410	35%	5,410	1,410	35%
Marshfield	Design and Professional Services	282,384	282,384	-0	-0%	282,384	-0	-0%
Marshfield	Preliminaries and Site Set Up	283,063	353,863	70,800	25%	362,938	79,875	28%
Marshfield	Civils Work	241,370	219,907	-21,463	-9%	241,370	-0	-0%
Marshfield	New Weed Screen	191,506	140,967	-50,539	-26%	191,506	-0	-0%
Marshfield	Eel Pass	88,234	46,704	-41,530	-47%	88,234	-0	-0%
Marshfield	Pump Installation	77,265	77,265	-	-	77,265	-	-
Marshfield	MIECA Works	223,293	194,771	-28,522	-13%	227,170	3,877	2%
Marshfield	NI and Other Adjustment	80,888	12,948	-67,941	-84%	12,948	-67,941	-84%
Marshfield	Pre contract costs	66,113	110,221	44,108	67%	110,221	44,108	67%
Marshfield	Surveys	45,558	47,136	1,578	3%	47,136	1,578	3%
Marshfield	Contract Supervision (Motion)	33,673	25,967	-7,706	-23%	46,858	13,185	39%
Marshfield	Payroll Allocation	188,000	183,547	-4,453	-2%	183,547	-4,453	-2%

Marshfield	Pumps (ACE)	247,295	247,294	-1	-0%	247,294	-1	-0%
Marshfield	Sheet Piling	123,663	123,663	0	0%	123,663	0	0%
Marshfield	Lay Down site costs	14,000	8,410	-5,590	-40%	8,410	-5,590	-40%
Wicks Green	Design and Professional Services	430,124	122,280	-307,844	-72%	598,431	168,307	39%
Wicks Green	Preliminaries and Site Set Up	354,404	-	-354,404	-100%	209,802	-144,602	-41%
Wicks Green	Civils Work	603,214	-	-603,214	-100%	434,895	-168,319	-28%
Wicks Green	New Weed Screen	305,724	39,830	-265,894	-87%	297,210	-8,514	-3%
Wicks Green	Eel Pass	158,417	17,996	-140,421	-89%	123,670	-34,747	-22%
Wicks Green	Pump Installation	140,703	18,616	-122,087	-87%	141,049	346	0%
Wicks Green	MIECA Works	333,317	61,575	-271,742	-82%	365,136	31,819	10%
Wicks Green	Pre contract costs	106,944	57,975	-48,969	-46%	57,975	-48,969	-46%
Wicks Green	Surveys	124,628	124,628	0	0%	124,628	0	0%
Wicks Green	Contract Supervision (Motion)	38,438	25,967	-12,471	-32%	46,965	8,527	22%
Wicks Green	Payroll Allocation	99,603	59,883	-39,720	-40%	59,883	-39,720	-40%
Wicks Green	Pumps (ACE)	301,020	301,020	-	-	456,732	155,712	52%
Wicks Green	Land Purchase	124,000	130,000	6,000	5%	130,000	6,000	5%
Wicks Green	Lay Down site costs	-	13,300	13,300	-	13,300	13,300	
Oldbury	Design and Professional Services	386,424	402,312	15,888	4%	465,929	79,505	21%
Oldbury	Preliminaries and Site Set Up	252,131	45,000	-207,131	-82%	180,186	-71,945	-29%
Oldbury	Civils Work	468,600	-	-468,600	-100%	254,239	-214,361	-46%
Oldbury	New Weed Screen	312,938	235,228	-77,710	-25%	383,114	70,176	22%
Oldbury	Eel Pass	98,956	17,056	-81,900	-83%	83,716	-15,240	-15%
Oldbury	Pump Installation	173,422	15,809	-157,613	-91%	173,442	20	0%
Oldbury	MIECA Works	393,067	137,828	-255,239	-65%	469,553	76,486	19%
Oldbury	Pre contract costs	112,484	57,975	-54,509	-48%	57,975	-54,509	-48%
Oldbury	Surveys	144,190	166,137	21,947	15%	166,137	21,947	15%
Oldbury	Contract Supervision (Motion)	39,375	25,967	-13,408	-34%	46,465	7,090	18%
Oldbury	Payroll Allocation	65,936	59,883	-6,053	-9%	59,883	-6,053	-9%
Oldbury	Pumps (ACE)	428,940	428,940	-	-	566,969	138,029	32%
Oldbury	Lay Down site costs	5,000	6,000	1,000	20%	6,000	1,000	20%
Elmore Back	Telemetry and Electrical	288,764	276,254	-12,510	-4%	291,764	3,000	1%
		10,485,350	**6,944,333**	**-3,541,017**	**-34%**	**10,706,038**	**220,688**	**2%**

3. Consents

24/07/26	Rodger Leask	Perm	Connection for new highway drainage sewer into existing culvert on Kings Weston Rhine, plus over-edge drainage from adopted footway/cycleway into the rhine	Kings Weston Lane, Avonmouth	Appl Form, Location Plan, General Arrangement, Highway Drainage Layout, payment/fee to be confirmed	Consent Forms Sent	10082026a
19/07/26	Victoria & Martin Day	Perm	Installation of culvert within existing drainage ditch along rear boundary of property, including inspection chamber for future maintenance	14 Beach Avenue, Severn Beach, Bristol, BS35 4PB	Appl Form, Location Plan, Proposed Site Plan, Watercourse Cross Sections, Method Statement, Site Photographs, payment to be confirmed	Consent Forms Sent	26082026b
29/07/26	Scott Johansen / Jackson Civils	Perm	Removal of existing MCC and DNO kiosk, removal of existing level sensor, installation of concrete plinth extensions, installation of new MCC and DNO kiosks, new swing arm level sensor, and associated electrical works including cabling, sensors, probes and radars	Elmore Back Pumping Station	Appl Form, Location Plan, Construction Details, payment of £50	Consent Forms Sent	19082026a
29/07/26	Scott Johansen / Jackson Civils	Perm	Removal of existing MCC and DNO kiosk, removal of existing level sensor, installation of concrete plinth extensions, installation of new MCC and DNO kiosks, new swing arm level sensor, and associated electrical works including cabling, sensors, probes and radars	Pumping station upgrade works at Oldbury Naite Pumping Station	Appl Form, Location Plan, Construction Details, payment of £50	Consent Forms Sent	19082026a
25/08/26	Avonmouth Limited / Advanced Fuel Plants -	Perm	Extension and reconnection of the Red Rhyne, including rhyne extension, twin 900 mm siphon crossing, headwalls, trash screens and erosion protection	Avonmouth Biomethane Facility, Land at Severnside, Severn Road, Hallen, South Gloucestershire, BS10 7SP	Appl Form, General Arrangement, Cross Sections, Method Statement and Risk Assessment, Siphon and Bedding Details, Headwall Details, Product Data Sheet, payment of £150	Consent Forms Sent	26082026a
23/09/26	Roger Godwin	Perm	Provide crossing between land parcels	Yew Tree Farm, Longney, GL2 3SW	Appl Form, Location Plan, Construction Details, Payment of £50	Consent Forms Sent	230926a

4. Avonmouth

Works on the restoration of a major ditch have been consented and are currently beginning construction. This has been a long-standing problem and the rectification works have been started whilst avoiding potentially lengthy and expensive enforcement action.

There are a number of large developments approaching construction phase. These will be reported on in more detail in the November meeting.

Recommendation: That the report be noted

Lower Severn IDB - Risk Register

Category Key - 0 H&S, 1 Governance, 2 Finance, 3 Operations/Maintenance, 4 Human Resources, 5 IT Systems. 6 Strategic, 7 Reputation, 8 Legal,

(last update October 2026)

Traffic light key - 1-5 Green, 6-12 Yellow, 15-20 Orange, 25 Red

#	REF	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	Latest Level	MITIGATION NOTES	OWNER	Previous Level Nov 25	Change Indicator	Change Comment	ACTIONS TO REDUCE RISK	ACTIONS TARGETED OUTCOME	LATEST REVIEW COMMENTS
#	Ref Number	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY)	What can be done to lower or eliminate the impact or probability?	Who's responsible?	Nov-25	Green- Improvement. White- neutral Red- higher risk	Influencer	Actions and outlooks.	Actions affect	Changes since last risk measure leading to target
9	0.0	Health and Safety	Injury, death, fines, fire risk	5	2	**10**	Training, risk assessments, inspections, updated procedures and controls, PPE	Executive Committee/Full Board/CEO/Hoos	**10**		Nature of industry with ground work and workshop	Training and knowledge sharing.	**10**	New staff will bring increased risks due to learning curves and knowledge of risk points.
1	1.1	Failure to comply with key legislation and regulations	Legislative sanction by government, potential fines	4	1	**4**	Keep up to date with current legislation, audits, staff training	Executive Committee/Full Board/CEO	**8**		Knowledge network growth. Staff, ADA, Other IDBs. Policy reviews ongoing.	Complete Governance Audit. Policy update rota. Refer to Government sites for updates. ADA input/guide.	**4**	Knowledge growth within staff from completed governance audit, review of new ADA guide, staff service time, and expert network growth.
	1.2	Pump Programme is currently out of governance control.	Decisions, transparency, cost, PR, reporting, these impacts are at risk.	4	3	**12**	Reconstitute a reviewed committee and terms of reference protocol and implement	Executive Committee/Full Board/CEO	**New**		Programme Board suspended	Reconstitute a reviewed committee and terms of reference protocol and implement	**4**	Current Interim CEO will propose and carry through the governance structure for this project
2	2.1	Effect of inflation changes.	Budget overspent in year. Adverse rates impact. Cost increase re pump replacement programme forecast. War and [illegible]	3	4	**12**	Refer to Govt. and other financial institution forecasts. Consider contingency.	Finance Committee and RFO	**8**		War and supply chain affects, fuel cost.	Review of forecasts. Variances to budgets review.	**4**	Latest inflation forecast shows an upward trend from the current 3.3%. Supply shortages and costs.
3	2.2	Changes in interest rates.	Deposit interest income will change. New loans will be impacted.	2	4	**8**	Refer to Govt. and other financial institution forecasts. Consider contingency.	Finance Committee and RFO	**8**		Inflationary forces. BoE expect lower rates but this contrary to inflationary influences.	Review of forecasts. Variances to budgets review.	**6**	Interest rates reductions have slowed so as to contain inflation and support softer spend curves. May rise in the current situation.
4	2.3	Security of deposit takers.	Loss of cash deposits.	5	1	**5**	Only use A rated institutions. Spread deposits between institution. Monitor ratings and news.	Finance Committee and RFO	**5**		Still holding high level of deposits. An unsettled world heightens risk.	Currently deposit are with AA & AAA institutions, so on the safer end of risk.	**4**	Currently deposit amounts are relatively high but this will reduce over time as the pump programme spend comes to pass, hence reducing the risk impact.
5	2.4	Fraud	Loss of cash.	4	1	**4**	Internal controls. Audits. Regular management accounts & reports. Training of staff. Policies.	Finance Committee and RFO	**4**		Audit confirmation. Staff integrity.	Strong controls in place with trusted staff. Checks and Balances are regularly undertaken. Reporting is in place.	**4**	Fraud risk is at a low level.
6	3.1	Inadequate provision for safeguarding the Boards assets.	Loss of machinery through theft or damage	3	2	**6**	Insurance guidelines, secure compounds, procedures, CCTV and motion sensors, locked security barrier in yard, alarm system	Operation Service Committee/Hoos	**6**		Review of Waterside Buildings CCTV. New yard store.	The has and will been an increase in mobile assets which come with higher risks of losses. Lock down actions are being developed.	**6**	The increased risks with increased mobile assets is being counted by locking down assets on remote sites.
7	3.2	Damage to Third Party property of individuals	Cost impact, downtime, injuries, morale	4	1	**4**	Services searches, procedures, insurance	Operation Service Committee/Hoos	**4**		Experienced staff.	Training of new staff, transfer of work area risks.	**4**	New staff will bring increased risks due to learning curves and knowledge of risk points.
8	3.3	Asset Failure	Downtime, cost impact, flooding,	4	1	**4**	Inspections, maintenance programme, spares/replacements, capital programme	Operation Service Committee/Hoos	**8**		New pump stations in construction. Mobile pump. Replacement schedule. Spare excavator.	New pump stations, maintenance, and replacement schedule.	**6**	The new pump station should bring a reduction in failures
#	3.4	Improper regulation of development, and control	Increased flood risk	4	1	**4**	Proper procedures for dealing with applications, Enforcement	Civil Engineer and Hoos	**4**		Avonmouth development/ Servenside	Set Procedures. Regular review and visits to development areas regularly	**4**	Contained process. Review and regular site visits
#	4.1	Inability to retain or recruit new staff	Flooding risk from delayed annual maintenance programme, Reputational risk	4	2	**8**	Keep up to date with market pay conditions, long notice re resignation and retirements as advance warning	Business Service/ SLT/Board	**12**		Improved quality and availability of staff. Use of agencies, word of mouth. Market remuneration offering. Succession.	Networking improvements, and OTE is good.	**8**	We now have a stable workforce and recent networking has yielded some good candidates.
	4.2	Change of leadership(CEO)	Knowledge transfer, planning, motivation, change, team	4	3	**12**	Recruit a new CEO into a safe long term environment	Business Services, Interim CEO, Board	**New**		Business Services, Interim CEO, Board	Recruit a new CEO into a safe long term environment	**4**	Change management and team building
#	5.1	Disaster to office premises/IT	Downtime, cost impact	4	1	**4**	Business Continuality Plan and Insurance	Business Services committee and executive committee	**4**		Reviewed and enhanced BCP.	Update to business continuity plan.	**4**	Consistent low probability.
#	5.2	Data Security Issues	Fines, Fraud, Reputation	4	1	**4**	Training, keeping up to date with legislation and cloud based data storage with cyber security	Business Service Committee and Executive Committee	**8**		Additional data security installed to counter Cyber crime. Training in place. Data centre and cloud technology used.	Training on cyber security and fraud emails. Insurance to cover this.	**6**	New insurance taken out for cyber security attacks. Staff training to being formalised/rolled out.
#	6.1	Impact of climate change	Increased workload, Increased cost, Asset Loss	4	2	**8**	Increased pump capacities, maintain channel capacities	Board	**12**		New pump station completion in progress with increased capacity. Waterway have good capacity through initial construction and maintenance.	Weather watch.	**8**	Forecast to be more challenging.
#	6.2	Flood Risk	Increased workload, Increased cost, Asset Loss	4	2	**8**	Increased pump capacities, maintain channel capacities	Board	**8**		New pump stations and continuous maintenance.	Weather watch.	**8**	New risk.
#	6.3	Very Long Term Climate Change Impacts	Future of the IDB	4	3	**12**	EA Liaison	Board	**12**		Local impact low to date. But heightened awareness.	Participation with the EA	**8**	To consider in Strategic plan update
#	7.1	Negative public perception of the LSIDB	Increased pressure to staff, reduced motivation	3	3	**9**	Comms Training, Comms Plan, transparency in communications	Board	**3**		Community consultations re Lapperditch over the last years have not achieved a positive outcome.	The consultation process has recently taken on a new process with open discussion and a commitment to improve the situation. This will be applied to the next two stations construction	**3**	The IDB should generally be of a low profile body.
#	8.1	Legal disputes with landowners and local authorities	Cost, Reputation, Staff Impact	3	1	**3**	Proper processes and procedure, training, working within legislation, communication	Board	**3**		Community consultations re Lapperditch over the last years have not achieved a positive outcome.		**3**	The programme impact on local residents is a factor being monitored.

Policy Review Schedule (after last governance audit review of all policy updates in 2024/5)

Status at August 2026 for current year update and review:

Currently being updated:

Updated for Review **In Progress** **To Start in 2026** **Outstanding** **No Change**

Policies	Review due	Year for next review
Anti Bribery and Anti-Fraud Policy	Every 3 years	2028
Biosecurity Policy and Procedures	Every 3 years	2028
Business Continuity Plan	Every 2 years	2027
Culverts and Structures Statement	Every 3 years	2028
Complaints Against Board Members Procedure	Every 4 years	2029
Complaints Procedure	Every 4 years	2029
Data Protection Policies:	Every 2 years	2027
- General Data Protection Policy	Annually	2026*
- Handling Data Subject Requests Policy		
- Candidate Privacy Notice		
- Employee, workers and contractors Privacy Notice		
- Website Privacy Notice		
- Data Breach Incident Plan Policy		
- Data Retention Policy		
Delegation of powers to officers	Every 2 years	2027
Employee Handbook	Annually	**2026**
Environmental Statement	Annually	**2026**
Financial Regulations	Annually	**2026**
Flood Protection and Water Level Management Policy Statement	Every 4 years	2029
Freedom of Information Publication Scheme	Every 2 years	2027
Gifts and Hospitality Policy	Every 5 years	2030
Grievance Hearings	Every 3 years	2028
Guidance for Elected members in respect of extended absence	Every 5 years	2030
Health and Safety Policy	Annually	**2026**
Home Working Policy	Annually	2026*
Media and Publicity Protocol	Every 5 years	2030
Member Code of Conduct	Every 2 years	2027
Members/ Officer Protocol	Every 2 years	2027
Members Register of Interest	Every 5 years	2030
Mission Statement	Every 3 years	2028
Risk Register	Annually	**2026**
Redundancy Policy	Every 3 years	2028
Sexual Harassment	Every 3 years	2029
Standing Orders	Every 2 years	2027
Substitute Member Protocol	Every 5 years	2030
Voting on Appointments Procedure	Every 5 years	2030
Whistle Blowing Policy	Annually	2026*
Terms of References:	Every 2 years	2027
- Executive Committee		
- Finance Committee		
- Operations Committee		
- Business Service Committee		
- Programme Board		
- Matters Reserved for the Board		

2026* these reviews have changed to annually due to their association with the staff handbook which is on an annual review basis

Policy Review Process

1. The CEO will monitor and review new or amended legislation, guidance, and recommendations, consulting solicitors, relevant resources, and appropriate regulatory bodies where necessary. Policy documentation will be revised and updated as required.
2. Any proposed changes will, where appropriate, be reviewed and validated by relevant subject matter experts.
3. The draft policy will be reviewed by both the Executive Committee. Any agreed amendments will be incorporated into the final version of the policy.
4. Where a policy remains relevant, accurate, and up to date, it will remain in force as the current version without further amendment.
5. Where amendments are proposed, the final draft will be uploaded to the members' web portal for review before the updated policy is submitted to the Board for approval.