

**LOWER MEDWAY INTERNAL DRAINAGE BOARD &  
NORTH KENT MARSHES INTERNAL DRAINAGE BOARD**



**MINUTES OF A MEETING OF THE CHANGE COMMITTEE  
HELD REMOTELY BY TEAMS  
ON MONDAY 22 JULY 2024 AT 2PM**

Members of the Committee Present

Chairman: S Curry

J Hinge

J Nash (remotely)

D Wooster (remotely)

J Wallace (remotely)

B Wright (remotely)

In attendance

P Haselhurst - Clerk

L Rowland - Office Manager (part of the meeting)

Members agreed for S Curry to chair the meeting.

**1. APOLOGIES FOR ABSENCE**

Apologies received from A Bates and S Mair.

**2. ITEMS OF INTEREST DECLARATION**

No items declared.

**3. AMALGAMATION OF BOARDS**

**RECEIVED** the Clerk's Amalgamation of Lower Medway and North Kent Marshes Internal Drainage Boards report.

The Clerk displayed the report on the screen and highlighted the following points:

**Website**

We have awarded our tender to the Lines Group who will also be looking at our logo/branding and there will be an opportunity for the Committee to meet with them to see ideas for our new website in September.

The Clerk displayed on the screen the Lower Severn IDB website that the Lines Group had previously designed, and we would like to have something similar. The general feeling was it was an inviting website. Discussions were held regarding showing the work we do on our website to improve the public perception and also to demonstrate who are partners are that we work with.

### **Governance Structure**

The Clerk confirmed she would like to rename the current Finance Committee to the Finance, Audit, and Risk Committee (FAR) and she would like to add a new Policy and Technical Advisory Committee (PTAC) with the main Board still having the oversight as a whole, as it does currently. She confirmed her proposal would be for a new 2 committee structure and she asked the Committee for their thoughts.

The general feeling was that a 2 Committee structure was a good idea. The PTAC would enable projects to be discussed in detail by Members with the technical expertise and this would be an effective and efficient way of working.

The new 2 committee structure will be put to the LMIDB in the November Board meeting and the NKMIDB January Board meeting.

The Office Manager left the meeting at 2.30pm.

### **Transition Arrangements**

The Clerk talked through the proposed meeting structure for the current Boards and the new amalgamated Board. She explained currently there are 6 meetings per year for the LMIDB (2 Board and 4 Finance) and 2 for NKMIDB. Under the new 2 committee structure, there would be 7 meetings in total.

The following tables outline the meetings under a proposed 2 committee structure. If the Board preferred a 1 committee structure the PTAC meetings could take place within the FAR committee and perhaps be renamed as Finance Technical and Policy Advisory Committee, or just Advisory Committee.

<b>Month</b>	<b>Committee/Board</b>	<b>Focus of Meeting</b>
<b>Jan</b>	Finance, Audit and Risk Committee	Q3 Budget Monitoring. Setting of Budget Estimates.
<b>Jan</b>	Board	Third week of January: Setting of the annual budget and strategic financial planning.
<b>Mar</b>	Policy and Technical Advisory Committee	End of Year Review: Evaluation of Corporate Strategy progress and project advancements.
<b>June</b>	Board	Comprehensive review of the year's performance and outcomes including Q4 outcomes.
<b>July</b>	Finance, Audit and Risk Committee	Q1 Budget Monitoring.
<b>Sept</b>	Policy and Technical Advisory Committee	Forward Look: Review upcoming projects, strategic initiatives, and make recommendations to the Finance, Audit and Risk Committee and Board.
<b>Nov</b>	Finance, Audit and Risk Committee	Q2 2 Budget Monitoring.

The schedule below outlines a proposed meeting schedule for the transition arrangements to ensure coverage and support through 2025-2026:

<b>Month</b>	<b>Event/Meeting</b>	<b>Details and Focus</b>
<b>Mar 25</b>	Pre-Amalgamation Board Meeting	Set up the new Board, elect Chair and Vice Chair, assign committees, and prepare governance plan. Scheduled for the second week of March (e.g., March 10, 2025).
<b>June 25</b>	Board EOY & Q4 Meeting Last Board meetings under current structure.	End of Year and Q4 meeting for both boards. Attempt to conduct both on one day as no other business is planned.
<b>July 25</b>	Finance, Audit and Risk Committee Meeting, new Board.	Q1 Budget Monitoring.
<b>Sept 25</b>	Governance and Check-in Board Meeting	Mid-September: One-off meeting for transition, combined with 'Members Day/Training'. Possible re-adoption of Corporate Strategy.
<b>Sept 25</b>	Policy and Technical Advisory Committee.	Late September: Report on the progress of projects, review the Corporate Strategy, consider capital programming and expenditure for next year.
<b>Nov 25</b>	Finance, Audit, and Risk Committee.	Q2 Budget Monitoring.
<b>Jan 26</b>	Finance, Audit and Risk Committee.	Q3 Budget Monitoring. Setting of budget estimates.
<b>Jan 26</b>	Budget Setting Board Meeting	Third week of January: Setting of the annual budget and strategic financial planning.
<b>Mar 26</b>	Policy and Technical Advisory Committee	In-year review: Detailed evaluation of ongoing technical and policy initiatives.
<b>June 26</b>	Board	End of Year and Quarter 4 review, summarising annual outcomes and achievements.
<b>July 26</b>	Finance, Audit and Risk Committee.	Q1 Budget Monitoring.
<b>Sept 26</b>	Policy and Technical Advisory Committee	Review progress of projects, assess biodiversity integration in Corporate Strategy, plan for next financial year.
<b>Nov 26</b>	Finance, Audit and Risk Committee	Quarter 2 Budget Monitoring Review of External Audit.

#### **4. DATE OF NEXT MEETING**

It was agreed to hold the next meeting in September and to invite the website designers along to get the Committee's feedback on the new website ideas. Monday 16 September was suggested and will be confirmed.