

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE ENGINEERING COMMITTEE Approved 5th Feb 2020 Minute 3002

MATTERS FOR DETERMINATION BY THE COMMITTEE

1. Small engineering schemes or works up to £30,000.
2. Machinery replacement in accordance with the pre-approved programme.
3. The adoption or declassification of watercourses in the context of an approved policy framework and the regimes of other statutory authorities in this regard.
4. To assess, agree and monitor works for the Capital Programme.

MATTERS FOR RECOMMENDATION BY THE COMMITTEE TO THE BOARD

5. To review the Board's rhine maintenance priorities.
6. To review future maintenance liabilities of assets e.g. Environment Agency, outfalls and main river
7. To review Avonmouth and Severnside developments commuted sums, infrastructure charges and modelling.
8. To review pumping station maintenance and repair.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE

Approved 5th February 2020 Minute No. 3002

Matters for determination by the Committee.

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.
10. To agree and monitor Capital Programme spending and report to the Board.

Matters for recommendation by the Committee to the Board

11. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
12. To review the Annual Business Plan.
13. To review the Medium Term Financial Plan.
14. To monitor the Board's Treasury Management policies and practices.
15. To keep under review the Board's insurance policies.
16. To liaise with the Smaller Authorities Audit Appointments Ltd or any successor or equivalent, regarding the appointment of the External Auditor.
17. To consider any letter or report issued by the External Auditor.

18. To ensure the effective monitoring and review of policies and strategies.
19. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
20. To identify any Member training needs in various aspects of the Boards responsibilities.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE GOVERNANCE & PROBITY COMMITTEE

Approved 5 June 2019, Minute 2879

Matters for recommendation by the Committee to the Board

1. Consideration of proposals affecting the structure, size or composition of the Board.
2. Consideration of any proposal to alter the Board's overall corporate governance arrangements and committee structure.
3. Formulation or revision of Standing Orders, Procedural Rules and Financial Regulations.
4. Terms of reference of, and delegations to, committees.
5. Delegations to Officers.
6. Formulation or revision of Codes of Member and Officer Conduct or related Protocols.
7. Formulation or revision of any policy document relating to the Board's policies or practices under Data Protection, Freedom of Information or Anti - Fraud or Bribery legislation and IT Security/E-risks.
8. Formulation or revision of Complaints Procedures.
9. Formulation of any protocols intended to clarify and/or facilitate the efficient administrative operation of the Board or its Committees.
10. To keep under regular review the content and effectiveness of the Board's corporate governance arrangements generally and to make appropriate recommendations.
11. Delegation to the Principal Officer to receive, consider and determine complaints and to submit reports to Members as appropriate.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE STAFF & PENSIONS COMMITTEE

Approved 5th June 2019, Minute 2879

Matters for determination by the Committee

1. Managerial appraisals
2. Employee Training
3. Early Retirement/Redundancy
4. Outsourcing payroll
5. Consideration of employment & pension procedures

Matters for Recommendation by the Committee to the Board

6. Staff structure
7. Terms & Conditions of employment (including remuneration)
8. Early Retirement and Pension Policy
9. Pension Fund Management
10. Redundancy Policy
11. Human Resources and Health and Safety policies and consultancies.
12. Human Resources and Health and Safety training and reporting.

TERMS OF REFERENCE OF THE TREASURY SUB COMMITTEE

Approved 5th June 2019, Minute 2880

Matters for determination by the Sub Committee.

1. To ensure that the Sub Committee meets at least twice a year.
2. To determine the future investment strategy of the funds held as long term investments, having taken professional advice.
3. To reinvest the income accumulated from the long term investments, having taken professional advice.
4. To invest future contributions received from developers. Having taken professional advice.
5. To undertake portfolio reviews of the investment strategy twice a year.
6. To plan cash management and determine the placing of short term cash surpluses in deposit accounts on an annual basis.

Matters for recommendation by the Sub Committee to the Finance and General Purposes Committee

7. To review the Treasury Management Policy.
8. To review the Capital Financing and Reserves Policy annually.