

DanVm Drainage Commissioners

Shire Group of IDBs
Epsom House
Malton Way
Adwick le Street
Doncaster DN6 7FE

Meeting Papers

*Friday 4 November 2016
9.30am*




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Meeting Papers

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Purpose

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1.7 Minutes of the Meeting held 30 June 2016

Present:

Member	20.06. 14	07.11. 14	06.02. 15	19.06. 15	06.11. 15	05.02. 16	30.06. 16
David Atkinson (Dun District)	✓	✓	✓	✓	x	✓	✓
David Dusi				appoin ted	✓	✓	x
Derek Bell (Barnsley DC)	✓	✓	A	✓	x	✓	✓
Andrew Cooke (Went District)	A	✓	✓	A	✓	✓	A
John Duckitt (Dun District)	✓	✓	✓	✓	✓	✓	✓
Martin Falkingham (Went District)	✓	✓	✓	✓	✓	✓	A
Terry Grady (Doncaster MBC)	✓	✓	✓	✓	✓	✓	✓
Charlie Hogarth (Doncaster MBC)	✓	A	✓	✓	x	✓	✓
Gillian Ivey (Vice Chair) (Selby DC)	✓	✓	✓	✓	✓	✓	✓
Mike Jordan (Selby DC)	✓	A	✓	A	✓	✓	A
Dave Hill (DMBC)					✓	✓	✓
Steve Lomas (Dun District)	✓	✓	✓	✓	✓	✓	✓
Andrew Parmenter (Selby DC)						✓	A
Paul Maddison (Wakefield MDC)	✓	✓	✓	✓	✓	✓	A
Richard Pashley (Dun District)	✓	✓	A	✓	✓	✓	✓
David Platt (Knottingley)	✓	✓	✓	✓	x	✓	✓



to Gowdall District)							
Sue Ryder (Selby DC)	✓	✓	A	A	✓	✓	Resigned
Tony Sockett (Doncaster MBC)	A	✓	✓	✓	✓	✓	✓
Robert Robinson (Dun District)					Casual vacancy appointment	✓	x
Cllr Debbie White				A	✓	✓	A
Richard Ward (Doncaster MBC)	✓	✓	✓	✓	✓	✓	✓
Richard Thompson (Dun District)	✓	✓	A	✓	✓	✓	✓
Neil Welburn (Went District)	✓	✓	✓	✓	✓	✓	x
Frank Jackson (Doncaster MBC)	✓	✓	A	✓	✓	✓	✓
Chris Crowe (Coal Authority) Knottingley to Gowdall District		Appointed and present ✓	✓	A	✓	A	✓

Officers attending:

Ian Benn – CEO
 Craig Benson – Finance Officer
 Alison Briggs – Administrator/Environment
 Paul Jones- Engineer

Public attendance – Bo Iwanskyj Coal Authority, David Oakes, Environment Agency, Jeremy Benn, Adam Westwood JBA Consulting

Chairman's announcement

2016.47 Chair welcomed members from JBA Consulting, Coal Authority and Environment Agency. Chair requested an alteration in the Agenda to incorporate the following demonstration and a presentation on the hydraulic model. All in Agreement

2016.48 Chair requested Item 2.1 Website be deferred and discussed under the Management Services closed session. Members in approval.

Hydraulic Model presentation and flume demonstration

2016.49 PJ introduced Jeremy Benn and Adam Westhead to present the work done so far on hydraulic model with some outputs to provide an overview and explanation on work funded by the Board and Local Levy monies.

J Benn confirmed the extent of area covered by the model, thirteen catchments, 219km of watercourse, its purpose to analyse and provide an evidence base on how the catchment performs at all flows. Surveys are complete and modelling 100% complete on three catchments, substantially complete on another three. LiDAR has been used together with topographic surveys from which a bare earth model will be produced.

Model will be georeferenced, selecting a site will produce model information for that locale. Board will have accurate representation for flood storage of any part of the district. Used Toll Bar area to illustrate flooding extent with pumps running and without, flooded area extended considerably in absence of pumping.

A Westhead expanded, using Toll Bar area as example, on an increase x4 in pumping, whilst removing water from one area, model identified an increase in flooding downstream. Increasing capacity of culvert reduces flooding upstream but increased flooding downstream. It was suggested the model will assist developers and other RMAs from a Total Catchment Management perspective, permitting developers to pay for use of base model, allowing Board better ability to manage catchments (climate change, development, subsidence, storage, abstraction). Model will require updating as things change within catchment through development and Board will have ability to manage that change using an evidence based tool.

GI advised finance discussed measuring financial benefits of night time pumping querying whether model would assist that understanding. J Benn advised simulations can be run for different periods of time, pump running costs and energy used can then be calculated and economics analysed. CH queried costs for updating the system. J Benn, confirmed if development within the area, much of the cost could be borne by Developer. RW queried kind of options testing proposed. PJ advised as many as required depending on funding; core options were related to vegetation roughness/ impact of maintenance (benefits), pumps working and/or isolated, options from strategy looking at opportunity to link catchments, removal of pump stations and storage opportunities are all within the approved commission. Moving forward there were other options related to pump efficiencies but these were not funded approved options at this time. CC queried inclusion of culvert blockage scenarios which PJ confirmed were an identified unfunded option. RW noted as majority of work undertaken during model production, options can be relatively quickly produced at fraction of model cost. RW further confirmed Board would share information with LLFA, EA as Risk Management Authorities under FWMA 2010. He noted Developer charging is key, model will be of particular use for them, the Board can decide on the fee. Information can be linked to DMBC planning for developers to know this information is available. CC queried cost benefit identification on future works/considerations at stations. PJ advised cost benefit analysis was included in the original tender, but was cost prohibitive at that time; cost benefit would be undertaken per station/catchment as the refurbishment/replacement approaches. DB very impressed with work and thanked JBA Consulting. He advised Board needs to understand importance of model in connection with Board Strategy. Board had opportunity to understand its actions of maintenance and revenue spend, and would be better informed regarding strategic importance of pump stations. Board advised timescale for base model completion 18th July at which time it could agree what options it requires testing. CH queried Toll Bar

whether events of 2007 could be recreated. J Benn confirmed model is calibrated against known events within the catchment but that incident was influenced by Ea Beck overtopping/breaching as well as over sources (ground water etc.), not specifically rainfall within that area. In response to Member query it was confirmed cause of flooding event could be identified.

Members viewed flume demonstration on effect of culverting, weed screens. EO advised video of flume demonstration available on YouTube.

Governance

2016.50 Apologies received from MF, DW, MJ, PM, AC, AP. SR had resigned from the Board. DB left to attend another meeting.

2016.51 Declaration of interest – none

2016.52 Public forum – none requested

2016.53 KPI's - CEO advised for information only, as part of Danvm Audit KPI's were recommended against which to mark the performance of the Board.

2016.54 Minutes 5 February 2016 - CH proposed minutes recorded as true record, seconded FJ, all in favour.

2016.55 Matters arising **2016.19** – FJ queried Board logo. CEO confirmed he had not heard from Doncaster college and students are within a period of examination now.

2016.45 – FJ queried whether a Task Group had been set up to discuss options for Management. GI confirmed

2016.56 Complaints/FOI – EO explained reference to Mystery Shopper, procurement arm of Government in reference to complaints it had received against the Board and DMBC relating to production of specifications. Crown Commercial Services confirmed the Board was able to demonstrate an appropriate ethical wall provision ensured the Board's incumbent did not receive an unfair advantage in bidding for work where it had prepared the specification

JD referred to his complaint regarding restricted culvert at Wormley Hill suggesting there was an issue between DMBC and Board. CEO questioned whether declaration of interest required as member had land within vicinity. Member confirmed not. RW confirmed DMBC is progressing work in association with bank slips on Rudgate Lane which once completed should alleviate the problems. No issue between DMBC and Board.

2016.57 DMBC Audit – Recommendation G12 - approval of procedure. Members discussed at length possibility of Board not agreeing with Chairman's decision, of complaint being raised against Chairman. DH advised the process flow chart was typical of the way in which such an issue is dealt with within DMBC, he did not expect the full Board to investigate an alleged issue and arrive at a conclusion in the public arena. It would be acceptable for the Board to challenge an outcome of report however the process sets out steps to examine a potential breach. **Members all approved process.**

CEO Report

The CEO confirmed recommendations included separate sheet emailed to all members regarding election process, the remainder of his report for Member information only.

2016.58 Data Sharing Policy and Data Sharing Agreement – **proposed FJ, seconded GI, all in favour.**

2016.59 Election – confirm appointment of JBA Consulting as returning officer. DH opined requirement to be individual, not company. Confirmed Craig Benson as Financial

Officer was the returning officer, however a JBA Consulting employee. **GI proposed, seconded RT, all in favour.**

2016.60 Board approval of register of electors for advertisement – **RJ proposed, CH seconded, all in agreement.**

2016.61 Remainder of report for information – Members acknowledge remainder of report should be accepted as read.

Engineers Report

The Engineer confirmed two recommendations from WLM Committee plus 1 additional item for which he was seeking approval in relation to a request from the Coal Authority. He advised the hydraulic model commission was to produce a model for 13 of the Board's 20 catchments, a funding gap remains for 7 catchments, of which is currently being explored.

2016.62 Planning - Eng queried usefulness of providing information. Applications are historic at time of Board meeting, purpose of Engineers comments is to provoke a Developer to understand consents are required. Board can only comment on green field run off rate or whether development may cause an obstruction to flow. Board is not a statutory consultee although Management works closely with Planning Offices in all districts. RW confirmed should members have concerns they should consult the local planning authority website to make individual comments on applications.

2016.63 M&E Framework – GI requested explanation of framework. Eng confirmed WLM Committee had received explanation and had recommended to the Board however North Lincs Council and the Coal Authority manage a number of pump stations, the Shire Group manages a considerable number; a mechanical & electrical framework will deal with issues of pump and panel repairs, improving responses for the catchment but undertaking procurement in advance. **RW proposed Board agree recommendation, CH seconded, all in favour.**

2016.64 Incident response plan – Member requested explanation of plan. Eng confirmed WLM Committee requests that the Board agrees to prepare its own incident response plan, working with Category 1 and 2 responders which will provide clear information on what decisions are to be made in times of flood or asset failure and what the Board agrees to do. Currently all decisions are left with officers and chairman depending upon the situation. The board needs to make a decision on producing a plan in response to certain incidents. It was confirmed at a suggestion by RW that this may include sharing resources. JD queried whether the Board was paid for its workforce time in working with the EA earlier in the year. CEO confirmed not. **RT proposed Board prepare an incident response plan, seconded CH, all in agreement**

2016.65 Coal Authority request – The Coal Authority member and Coal Authority colleague both left the meeting. Eng. confirmed request received post issue of papers. Authority approached Board to ask for approval in principle to lead on capital works schemes in connection with subsidence mitigation work at Fieldhouse pump station, Fishlake and Great Heck pump station. Board required to promote the scheme through Environmental Impact Assessment (Land Drainage Improvement works) Regulations and serving notice of entry under LDA 1991 for any injury or compensation and extending its powers to the Coal Authority. Coal Authority to tender for works and deal with construction directly. Agreement with Coal Authority required for full cost recovery. RT proposed Board provides approval subject to full costs recover from Coal Authority. Advised RT and JD both had pecuniary interest in the area therefore could not participate. **FJ proposed**

Board provides approval to Coal Authority request subject to full cost recovery, seconded GI, all in favour.

2016.66 CEO advised Coal Authority expressed interest in entering an agreement with Board similar to PSCA Agreement. Management recommend if acceptable to Board, Management can proceed to produce. **CH proposed, FJ seconded, all in agreement.**

Finance Report

2016.67 FO advised requirement of Board approval for 5 recommendations including information to be noted in the report.

2016.68 Board approval of Governance Statement Section 1 Annual Return. **GI proposed, CH seconded, all in agreement**

2016.69 Board Accounts. JD queried cost of electricity at Blackshaw Clough compared with Towns Clough suggesting work required at station as water being pumped in circles. Requested matter be taken to WLM Committee. FO advised Towns Clough figure represented a negative figure following incorrect meter estimates by the service suppliers. **RT proposed approval of Board accounts, seconded GI, all in agreement**

2016.70 Accounting Statement Section 2 of Annual Return - **Approval of Accounting Statement for y/e 31 March 2016 proposed CH, seconded FJ, all in agreement**

2016.71 Pension Automatic enrolment – **Proposed CH, seconded FJ, all in agreement**

2016.72 Pension contribution level remain – **FJ proposed, TG seconded, all in Agreement**

2016.73 FO advised remaining information provided was for members to note.

Environment

2016.74 EO advised three recommendations including acknowledging information contained within her report.

2016.75 Ratification of Chairman's decision and action in connection with Shirley Pool SSSI. **GI proposed, FJ seconded, all in agreement.** GI advised important to note as set out in papers, project was 100% Grant funded

2016.76 Appointment of Member to Shirley Pool SSSI WLMP Steering Group. **SL volunteered as he was familiar with the site and surrounding archaeology, FJ supported, all in agreement**

2016.77 EO advised update, all barn owl boxes had now been erected. CC queried work to be undertaken by Coal Authority at certain pump stations. Noted new boxes would not be inhabited and existing box occupants were used to noise disturbance.

2016.78 Chair thanked Officers for all work done in connection with environmental duties for which the Board responsible

Health & Safety

2016.79 CEO advised of a near miss incident currently under investigation for breach of serious Health & safety protocol. He confirmed full reporting at November meeting. **CH moved, all in favour**

Date of next Board meeting

2016.80 4 November 2016

Private Session Management Services and Website

2016.81 Meeting closed to all other than Board Members.

2016.82 Shire Group Website – TS outlined the background to the actions taken by IB to use the North Lincolnshire Council Procurement Services to Tender for the work required to update the Shire Group of Boards Website. In the discussion which followed, questions were asked about the procedures which had been undertaken to ensure that the process was transparent and would not lead to any subsequent challenge or complaint. The Chair indicated that he and the Vice Chair had received a copy of the Checkpoint Report from North Lincolnshire Council in which reference had been made to

a potential conflict of interest in relation to one of the bidders for the contract. The Checkpoint Report outlined in full the steps taken with the issue of the Contract Notice placed on the YORtender website, the expressions of interest recorded and the actual final number of suppliers who had submitted a quotation. The evaluation of the quotations had been undertaken and a points scoring system used to consider the merits of each Tenderer in respect of Quality Award Criteria and Cost Award Criteria. TS reported that a final list of three Tenderers had been produced and shown in order of merit. Due to the confidential nature of the Checkpoint Report, the names of Tenderers could not be divulged. All the Shire Group IDB's had been requested to inform North Lincolnshire Council Procurement Services of their decision.

Resolved: That the Board accept in principle the recommendation to proceed with the selection of the first choice Tenderer subject to obtaining reassurances regarding the tender process and that subsequently the Chair informs North Lincolnshire Council of the decision to proceed with the implementation of the contract to the preferred Tenderer.

2016.83 Management Service - Board Members considered a summary of the actions taken by the Task and Finish group appointed at the last Board Meeting to consider the future of the Management Services Contract which was scheduled for review from the 31st March 2017. As Chair, TS thanked the T&F members for their constructive work and acknowledged with thanks the role undertaken by RW in research and the maintaining of notes of the three meetings held so far.

The following recommendations were presented by the T&F Group and accepted by the Board:

- **The Board does not agree to implement the current clause in the Management Services Contract to extend it by one year with effect from the 31st March 2017**
- **The Board agrees to seek a five-year Management Services Contract to be implemented as a 3 years plus 2-year period from the 1st April 2017**
- **The Board seeks to progress with securing a 'stand-alone' Management Services Contract solely for the Danvm IDB**
- **The Task and Finish Group continues its work to produce a timeline for the production of the Specification and Contract documents, implements the**



Procurement Procedures and develops the arrangements for advertising and shortlisting

- **The Board agrees to pay a sum of up to £5,000 to Doncaster Council for the services of its officers and those of Selby District Council for the professional work required to progress and implement the new Management Services Contract.**

To conclude the Chair recommended that the content of these decisions be relayed to the officers of the Danvm IDB team with immediate effect.