

Dan **V**m Drainage Commissioners

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

Meeting *Papers*

Friday 5 February 2016
9.30am



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

T: 01302 337798

info@shiregroup-idbs.gov.uk
www.shiregroup-idbs.gov.uk

Meeting Papers

Prepared by



..... Alison Briggs BSc., (Hons) Env.Sc., MSc., Env.
Mngt: Climate Change, AIEMA.

**Senior Administrator and Environment
Officer**

Reviewed by



..... Ian Benn HNC/D, Dip NEBOSH, PG Dip

H&S/Env Law, Grad IOSH, MCQI CQP.
Chief Executive Officer

Purpose

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Agenda

1.	Governance	4
1.1	Apologies for Absence.....	4
1.2	Declaration of Interest.....	4
1.3	Public Forum.....	4
1.4	Key Performance Indicators	4
1.5	Minutes of the Meeting held 6 November 2015.....	5
1.6	Audit – Task & Finish Group.....	11
1.7	Complaints/FOI requests	11
1.8	Matters arising not elsewhere on the Agenda	12
2.	CEO Report	13
2.1	Board Workforce.....	13
2.2	Production of Board Logo	13
2.3	Board Website	13
2.4	Policy	13
2.5	Legislation.....	13
2.6	Environment Agency (EA)	13
2.7	Defra	14
2.8	Association of Drainage Authorities (ADA).....	14
2.9	Information on Board Constitution	15
3.	Engineers Report.....	19
3.1	Working Access Task & Finish Group	19
3.2	Drainage District Hydraulic Model	19
3.3	Planning, pre-application advice and consents	21
4.	Finance Report.....	22
4.1	Rating Report.....	22
4.2	Finance Committee Report.....	23
4.3	Cost Savings.....	25
4.4	Five Year Budget Estimate	25
5.	Environment.....	29
5.1	Legislation.....	29
5.2	Biodiversity Action Plans	29
5.3	Water Level Management Plans	30
6.	Health & Safety Report.....	31
7.	Date of next meeting	31
8.	APPENDIX A: Governance Audit & Draft Persistent Complaints Policy	32
9.	APPENDIX B: FOI/Complaints.....	64
10.	APPENDIX C: Planning and Consents	65
11.	APPENDIX D: Finance Committee Minutes 11.12.2015	66
12.	APPENDIX E – Minutes of the Meeting of the Audit Review Panel	68
13.	APPENDIX F – Risk Register	71

1. Governance

1.1 Apologies for Absence

1.2 Declaration of Interest

Management declares an interest in Agenda item 3.2 as employees of the appointed consultant.

1.3 Public Forum

No request received

1.4 Key Performance Indicators

Indicator	Achievement	Expected target
Adherence to Complaints Procedure	100%	100%
Meeting Papers issued in accordance with Standing Orders	100%	100%
Percentage of rates collected	97.89%	96%
Percentage of planned watercourse maintenance work completed	95% flail mowing, 80% weed cutting	100% flail mowing, 100% weed cutting

1.5 Minutes of the Meeting held 6 November 2015

Present:

Member	20.6.14	7.11.14	6.2.15	19.6.15	6.11.15
David Atkinson (Dun District)	✓	✓	✓	✓	x
David Dusi				appointed	✓
Derek Bell (Barnsley DC)	✓	✓	A	✓	x
Andrew Cooke (Went District)	A	✓	✓	A	✓
John Duckitt (Dun District)	✓	✓	✓	✓	✓
Martin Falkingham (Went District)	✓	✓	✓	✓	✓
Terry Grady (Doncaster MBC)	✓	✓	✓	✓	✓
Charlie Hogarth (Doncaster MBC)	✓	A	✓	✓	x
Gillian Ivey (Vice Chair) (Selby DC)	✓	✓	✓	✓	✓
Mike Jordan (Selby DC)	✓	A	✓	A	✓
Dave Hill (DMBC)					✓
Steve Lomas (Dun District)	✓	✓	✓	✓	✓
Carol Mackman (Selby DC)	✓	✓	A	A	A
Paul Maddison (Wakefield MDC)	✓	✓	✓	✓	✓
Richard Pashley (Dun District)	✓	✓	A	✓	✓
David Platt (Knottingley to Gowdall District)	✓	✓	✓	✓	x

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

Officers attending:

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

Public attendance – Marc Pinnell JBA Consulting, two members of public

Governance

2015.73 The chairman welcomed first time attendees Dave Hill and Debbie White and return of Dave Dusi. He welcomed two members of the public and Peter Jackson DMBC Audit. He advised the Board was under tight time constraints, joint training commenced 11.30.

Apologies

2015.74 Apologies for absence were received from Carol Mackman

Declaration of Interest

2015.75 JBA Consulting as Board Management declared in item 3.3 as noted in the papers

Public forum

2015.76 No requests had been received

Casual Vacancy

2015.77 Robert Robinson had been proposed by a member. He had a family history of membership and was a member of a pre-amalgamation Board. Formal acceptance of appointment by all present.

Key Performance indicators

2015.78 Noted still work in progress. Members agreed KPI detail, noting rate collection figure had increased since preparation of the papers. It was suggested that in future target % should be included in the table.

2015.79 Sykehouse Maintenance - JD expressed disappointment with late maintenance of Sykehouse District. He advised Rudgate Lane was closed with no prior notice given to locals, voicing concerns the Board may have been acting illegally.

ACTION: CEO to investigate.

Minutes of Meeting 19 June 2015

2015.80 Typographical error noted at 2015.47, reference to Debra not Defra. CEO requested small errors be brought to Management attention when draft Minutes circulated. 2015.54 RW aware he had offered assistance in producing specification for PV cells. Environment officer confirmed assistance would be required if planning permission was granted. FJ proposed minutes recorded as accurately representing the meeting, seconded TG, all in favour.

Matters arising

2015.81 none

Complaints and FOI requests

2015.82 It was noted a number of FOI requests had been made since the last meeting, none of which were outstanding. Board advised other requests had been received since papers issued.

CEO Report

Housekeeping

2015.83 CEO advised members on housekeeping

Note to all Members

2015.84 CEO clarified differences between Coal Authority, UK Coal. Not referring to correct party can cause problems when dealing with other agencies.

Logo

2015.85 CEO advised each individual board within Shire Group was encouraged to promote its unique identity, Doncaster College is engaging this year's academic students to produce logos.

Website

2015.86 CEO advised complaints regarding Shire Group website had been received from board members and members of public. It is a number of years old, quotations for upgrading the site had been received £6000 - £10000. Management can produce a specification to be ratified by the Board, suggesting cost may be split between other members of the Shire Group depending which came on board. CEO advised complaints related to access and information provided, a website needs to be fit for purpose. NW disagreed with the requirement on the basis of cost. MJ noted the figure not excessive and can incorporate a new logo. CEO suggested specification could be reviewed by a T&F Group representing all boards within Shire Group. GI supported the idea, SL confirmed it could include maintenance activity schedule.

Recommendation: Establish T&F Group to look at website specification, GI proposed, seconded AC, all in favour. Members would be informed of other Board interested attendees.

Defra

2015.87 CEO advised Defra seeking greater alignment between its family of departments and significant cuts may have an effect on IDB.

2015.88 NW declared an interest in River Went indicating it will fail WFD as a result of silt covering fish spawning beds. EA consultants had contacted local farmers regarding pollution sources from farmland.

CEO confirmed support for IDBs work closely with other agencies and signing up to Public Sector Cooperation Agreement (PSCA) noting working in a main river had significant H&S implications and additional costs. Main river work may reduce current maintenance plan otherwise, any additional work had to be justified or the Board may be subject to challenge. PM advised funding from EA would be required to undertake main river work, Lead Local Flood Authority (LLFA) will require a wider benefit associated with main river work, this would require support from modelling. CEO suggested for drains serving one landowner, the Board to consider withdrawal from that maintenance, noting management of stations is the greatest expenditure.

2015.89 National Audit Office – Board has responded regarding procurement queries. Environment Officer confirmed verbal indication from Defra was Board response to query was in order.

2015.90 Governance Audit – Chairman advised of new recommendations. RT queried recommendation G4 Conditions of Appointment – Chair requested PJ respond. Brief history of Audit given noting DMBC required date for remaining actions to be completed. Noted website G2 will increase transparency. G4 number of training sessions set up following board meetings however DMBC felt a long period of time to implement training. RT questioned consequences if members do not complete training within 6 months, would it mean someone no

longer fit to be member? Noted sanctions against Board members are limited. TS advised new recommendations have not been considered by T&F Group and members present were at first T&F meeting suggesting it reconvene and consider how a programme could be developed to meet the needs of the individual. TS **proposed 1. Members note position of Board with regard to current audit report, 2. Reconvene T&F Group to look at new recommendations.** MJ seconded, all in favour.

2015.91 CEO suggested DMBC might offer some suggestion regarding Board action if members refuses or are unable to take training? **ACTION: DMBC to advise.** CEO advised training workshops to date have been delivered at no cost to the Board and do not form part of the existing contract. Future training will be at cost to the Board. He noted for a Board member to be considered competent and knowledgeable takes a couple of years to digest information. PM suggested new website an opportunity for elearning. P. Jackson advised Audit document should be on website for members of public to view; offering services of DMBC Audit team to T&F Group.

Environment Agency

2015.92 Public Sector Cooperation Agreement – **RT proposed Board progresses PSCA with EA**, seconded MJ, all in favour

2015.93 Precept expenditure – CEO advised the Shire Group was fortunate to have ex EA employee working with Management. He was interrogating precept information and had discovered some anomalies. TS advised of positive meeting with Innes Thompson and Chair of Doncaster East IDB.

ADA

2015.94 CEO advised Flood Risk Management to become increasingly difficult with climate change and lack of resource. Defra would like to see IDBs as safe pair of hands with work done for the benefit of the majority of ratepayers.

Workforce

2015.95 Noted taking Knottingley to Gowdall District had save Board £30,000. Board is short staffed through illness and has been unable to find suitable replacement for previous retiree. CEO suggested T&F to review situation. New appointee required to cover a broader perspective. RW agreed with suggestion, particularly if Board to increase work under a PSCA. **MJ proposed Chair, Vice Chair and Chairs of Committees discuss. FJ seconded, all in agreement**

Engineers Report

2015.96 Engineer confirmed report covered Asset Management, SuDS T&F group and Hydraulic Model.

Asset Management

2015.97 Eng. gave short presentation on asset management. ISO55000 defined asset as anything with actual or potential value. Illustrated how Management and Board would make asset management decisions in future, not least £43,000,000 worth of structure Board manages. Hydraulic model will demonstrate benefit of what Board does. Current decisions are based on capital expenditure up front cost and not the whole life cost in terms of maintenance and repair and energy consumption. New approach to whole life cost will assist in decision making process. Risk based decision making will be achieved through better relationship with supply train and focus on failure analysis mechanical and electrical elements of assets. Board will spend money at the optimum time. MJ

fully supported asset management journey, it will make significant difference to costs. CC advised Coal Authority follows this route, whole life cost is correct approach. Members supported the approach

Drainage District Hydraulic Model

2015.98 Management officers declared an interest in this item and left the room during the discussion.

MJ introduced the item on Hydraulic Modelling, reminding board members that the decision had already been taken at the Board meeting in February 2015 to progress a hydraulic model of the district.

There were 4 options to consider in the light of the Coal Authority still needing to confirm their contribution, and these options had been discussed at the WLM committee on October 2nd 2015.

It was explained that whilst the WLM members had recommended Option 3 from their meeting, subsequent information regarding additional cost of further £35,000 made this unviable.

As chair of the WLM committee MJ was now proposing option 2, which was to progress the District model, prior to confirmation of the Coal Authority funding. Three board members suggested a deferment as the land around Hensall was continuing to subside due to mining, but others pointed out that this could be accounted for in the modelling.

Neil Welburn declared an interest regarding land at Hensall

Several members were concerned that the modelling should not go ahead unless the Coal Authority confirmed their contribution, however it was acknowledged that other funding would definitely be lost were the modelling to be delayed further and that the local levy would be unlikely to be awarded again at a later date.

A number of board members emphasised how the hydraulic modelling is key to the future water level management and flood risk management of the area.

Members further noted from the officers report that costs could be reduced if existing topographic information is made available from the archives.

Revised resolution was proposed by MJ, seconded by PM, as follows...

The Board proceed with the hydraulic modelling taking the possible shortfall of £39,605.00 into account, and recommends that the contract be written to cap the cost at £143,067 minus £39,605 = £103,462

In favour: 14

Against: none

Abstentions: 5

WLM Committee

2015.99 Working Strip Policy – Discussion took place regarding difficulties had been encountered by the Board in undertaking maintenance. Initial volunteers included MF, MJ and SL, noted input would be required from Board engineer.

Finance Report

Recommendations

- **Request volunteer to sit on Finance Committee.**

2015.100 Dave Hill volunteered – agreed by all

- **Approval of revised Financial Regulations (Appendix B)**

2015.101 Amended Financial Regulations received full Board approval

- **Proceed with Fishlake scheme to total cost of Purchase Orders**

2015.102 Board agreed to proceed with Fishlake scheme to total cost of Purchase Orders to value of £368,297.02 and tenders would be issued in the name of the Board. All costs recoverable from the Coal Authority.

- **T&F Group to discuss matters affecting Finance and WLM Committees**

2015.103 Previously agreed at 2015.98

Rating

2015.104 Members noted information contained in the report, Finance Officer (FO) advised rating balance outstanding now £24,277.81 97.5% rates collected.

Schedule of Payments made

2015.105 No queries were raised or request for schedules.

Audit

2015.106 External audit not yet completed, FO believed delay is due to National Audit Office enquiries as previously advised in 2.6.3.

Environment Report

2015.107 Members noted the information contained in the papers

Health & Safety

2015.108 The CEO asked members to note particularly the exemplary conduct of Board employees and rescue of a car and driver from a ditch.

2015.109 Members noted the remaining information contained in the report

Date of next meeting

2015.110 5 February 2016, 17 June 2016 4 November 2016

Any other business

2015.111 None

Close of Meeting

The meeting closed 11.30. Training session to follow.

2016 Meeting Dates

Board	Finance	WLM
5 February 2016	27 May 2016	13 May 2016
17 June 2016	7 October 2016	7 October 2016
4 November 2016	2 December 2016	

1.6 Audit – Task & Finish Group

In September DMBC undertook a follow-up review of the Audit. The Task & Finish Group reconvened to discuss the status report. The Report can be viewed at Appendix A together with the proposed draft Complaint and draft Persistent Complaint Policy referred to at C1. Board resolution is required in connection with additional recommendations.

1.7 Complaints/FOI requests

Can be viewed at Appendix B.

1.8 Matters arising not elsewhere on the Agenda

2015.79. Sykehouse Maintenance. Closure notices were applied for through DMBC as reported at previous meetings. DMBC secures advertisement of closure. The Member raised a complaint on this matter with Management 28 August 2015. Response dated 7 September clearly referred to road closure work commencing 14 September 2015.

Commencing 2016 the Board could arrange to erect early warning notices of closure via the Traffic Management Company that puts in place closure for the Board. This is in excess of what is legally required, will be at additional cost to the Board.

Should this course of action be requested it will require Board resolution.

2015.88 Defra-Greater Alignment-PSCA, River Went. APEM, commissioned by the EA, to undertake studies on the Went catchment regarding WFD failure relating to fisheries. High resolution photography indicated a number of sources of pollution from farmland via sub-surface field drains. Landowners were contacted and attended workshops at Pollington with APEM, Environment Agency and Natural England representatives. The work of APEM was to identify sources of nutrient enrichment to the Went, sedimentation is not the driver. Possible solutions may be naturalised river restoration incorporating sinuosity as previously reported in connection with Humber River Basin Management Plan.

2. CEO Report

Recommendations:

- **Board acknowledges information contained in this report**

2.1 Board Workforce.

Following interviews two new members of staff members have been employed.

2.2 Production of Board Logo

The CEO met with 25 students from Doncaster College to discuss IDB function and duties. Students will work at producing individual Board logos for use on a new website

2.3 Board Website

A specification has been prepared and will be put out to tender. Further information will be provided by CEO.

2.4 Policy

Nothing to report

2.5 Legislation

Nothing to report

2.6 Environment Agency (EA)

2.6.1 EA Support

A call to IDBs was issued by ADA CEO Innes Thompson over Christmas to assist the Environment Agency with flooding issues. The Board's workforce was contacted by the CEO on Boxing Day and 6 employees attended the EA depot at Riccall from where they partnered up with Environment Agency staff working in the north of the district for the period between Christmas and New Year

We have received excellent feedback from two separate sources at the Environment Agency. This demonstrates the true value of partnership working, and the opportunity for the Board going forward to offer greater support to the EA and potentially other Risk Management Authorities. We are very proud of the way the workforce responded at such short notice and also in the way at which these support services were delivered which has been clearly recognised by our colleagues in the EA. We have already taken the liberty on behalf of the Board for thanking those involved for their diligence and attention.

I was very impressed by the helpful and positive offer of mutual aid over the Christmas holiday period. Working to arrange local support with Ian Benn was a great boost at a difficult time and showed the value of all partners working together to help communities.'

Trevor Bishop

Ian,

I would firstly like to thank you for all your assistance during the recent flooding incident. The guys provided enabled us to inspect all the Lower Aire flood defences.

I was very impressed how Steve Benson organised his teams from the information provided on the days brief I gave, also how he kept in contact with the whole team throughout the day relaying vital information back to myself on the condition of the flood defences, and assisting in any pumping operations.

By working together during the incident served two purposes. It enabled the Environment Agency to inspect the flood defences for any defects, and also inspect your own assets (Pump houses) all assisting a smooth evacuation of the washland

The use of the iPads made the whole process much smoother, as it is the same system as the Environment Agency staff use.

Please pass on my Thanks to all involved, they all showed true professionalism at all times, and an absolute pleasure to work with.

Regards

Dale Penistone
Operations Field Team Leader
Yorkshire Area

2.6.2 Public Sector Cooperation Agreement (PSCA)

This has now been signed on behalf of the Board

2.7 Defra

Nothing to report

2.8 Association of Drainage Authorities (ADA)

Your CEO has been appointed Senior Advisor to ADA on matters of Health, Safety and Welfare. The Finance Officer has been appointed to ADA Policy & Finance Committee and the Environmental Officer appointed to ADA Technical & Environment committee.

2.8.1 Technical & Environment Committee

At the meeting on 12 January discussions surrounded working groups for:

- Data and evidence
- Total Catchment Management
- Public sector co-operation agreements
- Biodiversity 2020
- WFD opportunities
- Water transfer and abstraction
- Planning, Suds and consenting
- Asset Management

2.8.2 Policy & Finance Committee

At the meeting on 12 January discussion surrounded working groups for:

- Ratings
- Audit – Transparency Code and Fund, Practitioners' Guide
- Asset transfer and Main River demaining
- ADA Business Plan 2017-2020

2.8.3 Press Releases

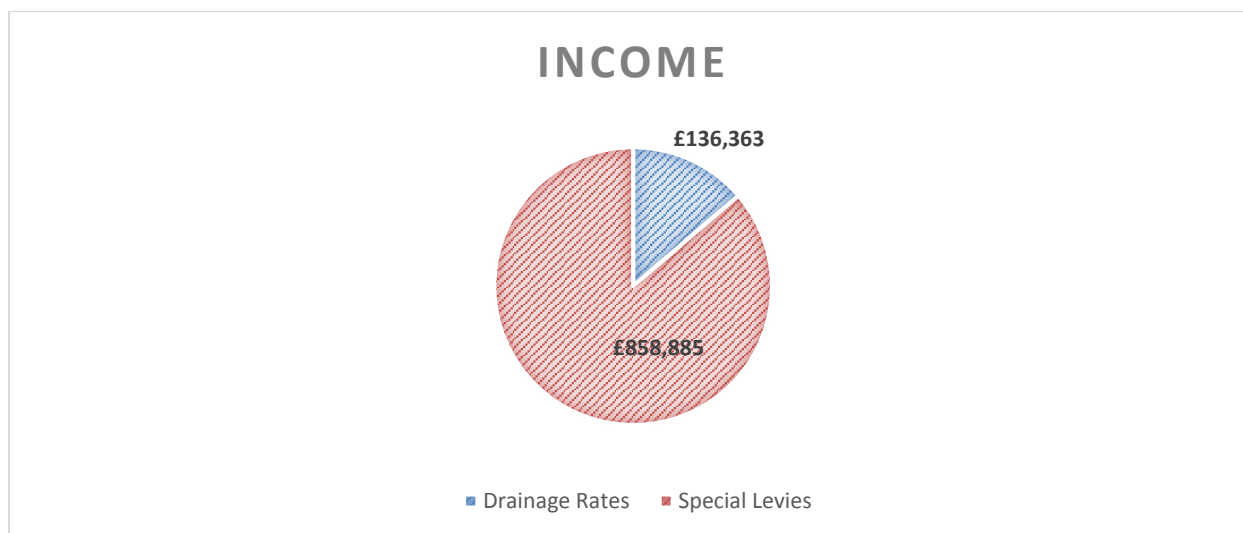
Included as a supplement for information only.

2.9 Information on Board Constitution

The data in this section is intended to provide background information to the constitution/member makeup of the Board.

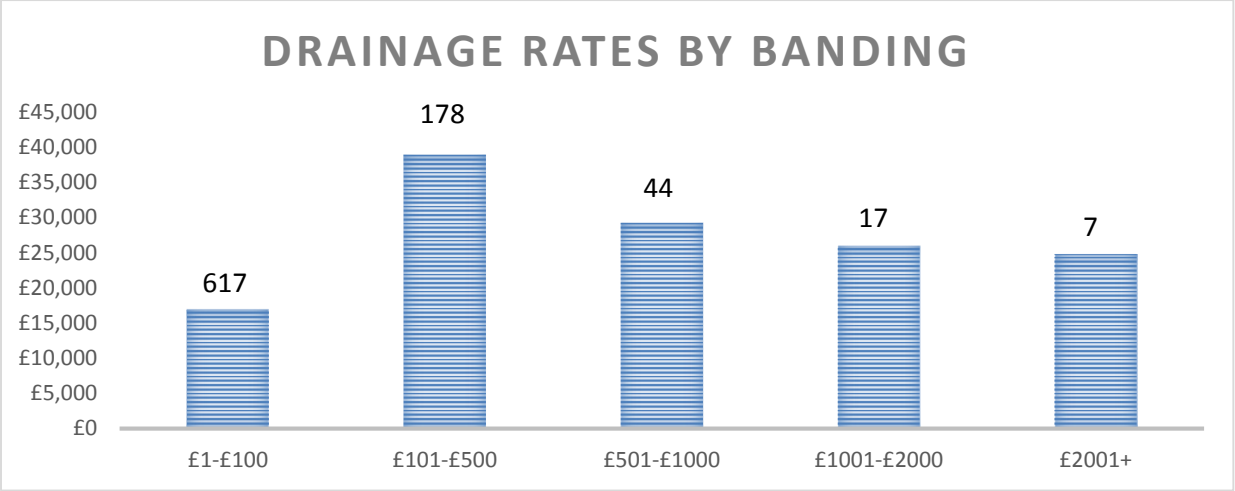
Income Split

Total income form Rates/Levies is **£995,248**, **86%** of which is made up of Special Levies. The Special Levy payment is collected by the District Council on behalf of the board.



Rate Payers

A total of **£136,363** is collected from **863** Ratepayers. **7** Ratepayers contribute **18%** of all rates collected. While **617** ratepayers contribute **12%** of all rates due. The highest amount paid by an individual ratepayer is **£7,100.68**. The chart below sets out the banded drainage rates payable.

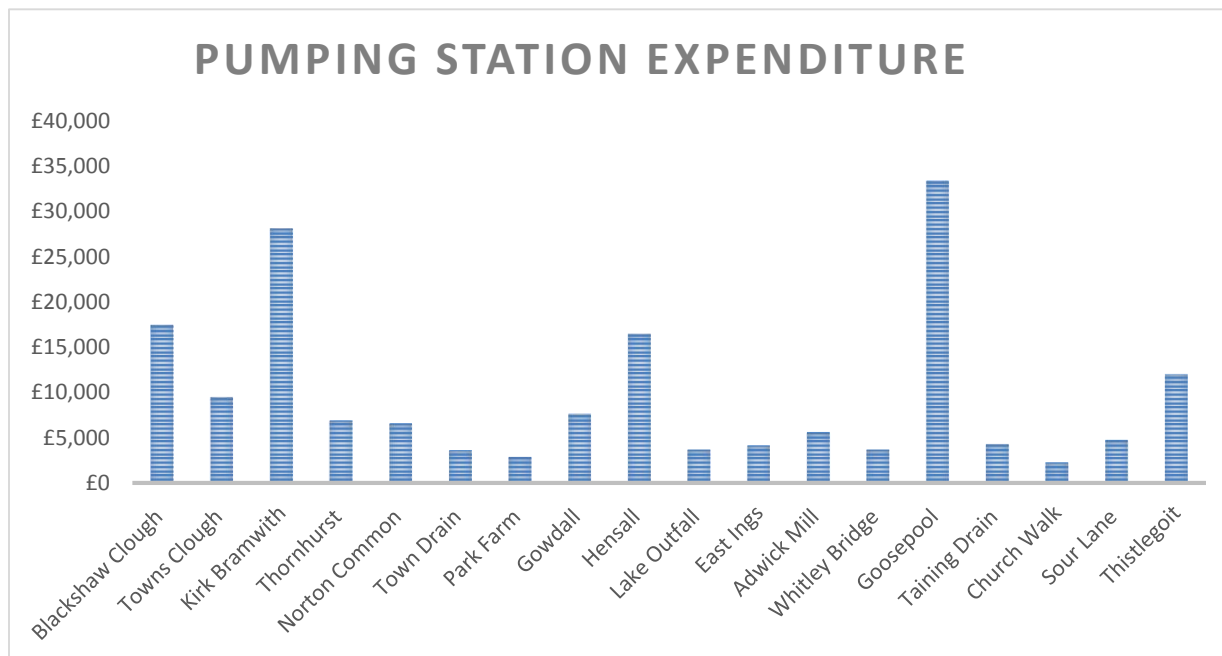


Pumping Station Information

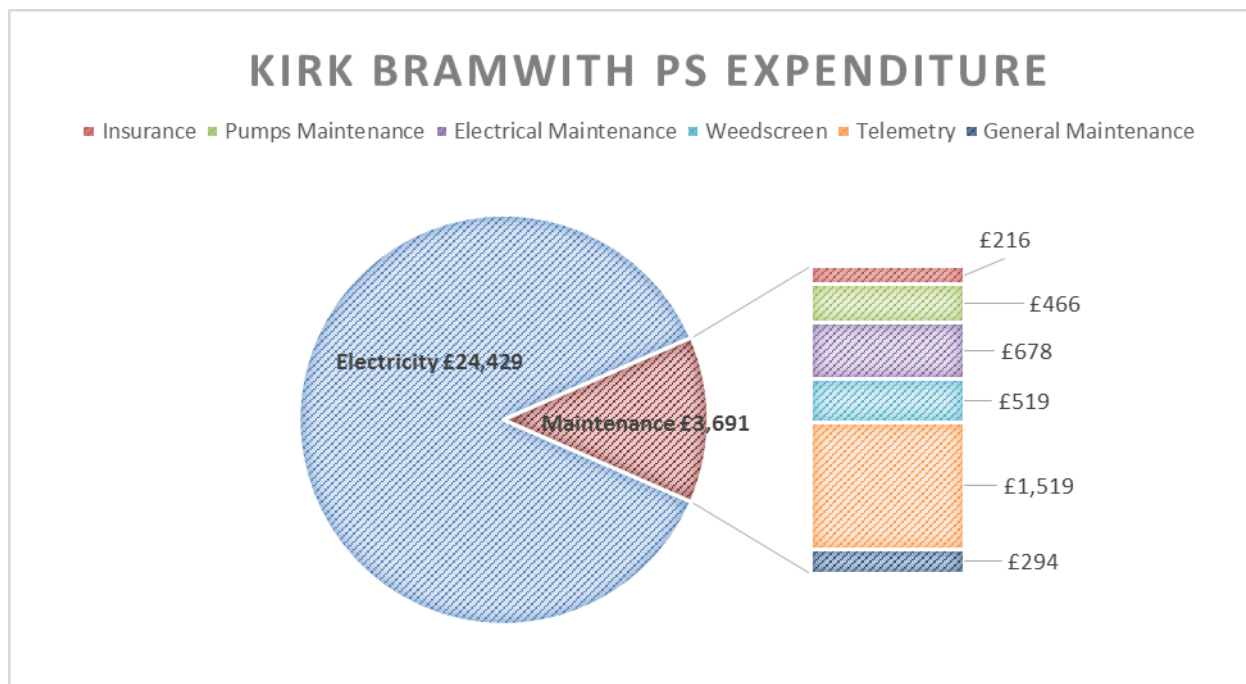
There are 45 pumping stations within the Danvm Drainage Commissioners district, the table below shows the board's interest and commitment to expenditure

Pumping Station	IDB (%)	Coal Authority (CA) (%)	Highways England (HE) (%)	Yorkshire Water (YW) (%)	Environment Agency (EA) (%)
Blackshaw Clough	100.00%				
Towns Clough	100.00%				
Kirk Bramwith	100.00%				
Thornhurst	100.00%				
Norton Common	100.00%				
Town Drain	100.00%				
Park Farm	100.00%				
Gowdall	100.00%				
Hensall	100.00%				
Lake Outfall	100.00%				
East Ings	50.00%	50.00%			
Adwick Mill	33.33%	33.33%		33.33%	
Whitley Bridge	28.00%		72.00%		
Goosepool	25.00%	50.00%		22.50%	2.50%
Taining Drain	25.00%	75.00%			
Church Walk	25.00%	75.00%			
Sour Lane	25.00%	75.00%			
Thistle Goit	11.50%	88.50%			
Tilts		100.00%			
Hall Villa		100.00%			
Tilts Hill Farm		100.00%			
Toll Bar		100.00%			
Haywood		100.00%			
Duckholt		100.00%			
Tilts Bridge		100.00%			
Flood Evacuation (Norwood)		100.00%			
Norwood		100.00%			
Sandall Nooking (Norwood)		100.00%			
Almholme		100.00%			
South Field Lane		100.00%			
Beal Lane			100.00%		
Beal Lane Booster		100.00%			
Rampart		100.00%			
Woodholmes		100.00%			
Lake Drain		100.00%			
Long Wood		100.00%			
Jenny Lane		100.00%			
Fulham Lane		100.00%			
Blowell No.2		100.00%			
Goosehole		100.00%			
Arksey		100.00%			
Balne Fleet		100.00%			
Reedholme		100.00%			
Ackworth School		100.00%			
Old Hee		100.00%			

The graph below shows the total expenditure over the last 4 years where the Board has 'an interest' in pumping station assets. Average expenditure over the period ranges from **£969** at Park Farm PS to **£34,331** at Goosepool PS.



A breakdown of the type of expenditure for Kirk Bramwith PS is provided in the chart below. Kirk Bramwith is a wholly owned Board Pumping station and exhibits the largest proportion of electricity usage within this 4 year period. The Goosepool expenditure although larger, includes over £20K of major works; it comprises only a 25% liability to the Board.



3. Engineers Report

Recommendation(s):

- To note information contained in this report

3.1 Working Access Task & Finish Group

In November 2015 the IDB supported the recommendation to establish a Task & Finish Group to determine the IDB position on Working Strips to permit access for Watercourse Maintenance to support the Water Level Management Policy and update the DDC Watercourse Maintenance Statement.

The Group has specifically referred to the WLM Policy, the Watercourse Maintenance Statement, and other relevant Policy or Statement approved by the IDB, and will achieve their aims through the following objectives:

- Review of supporting information
- Discussion on how the IDB may improve maintenance access
- Produce Draft position statement on Working Strip

The first meeting of the Group was held on 15th January 2016 where the Strengths, Weaknesses, Opportunities and Threats from the Commissioners point of view were explored to **Maintain as present** and **Do something** to improve access for maintenance related to a working strip adjacent to watercourses.

The initial feedback from the Group was that a further option to **improve access communications** needed to be explored but would be dependent on landowner cooperation. We are already working with the Board solicitor to consider an amendment to the Notice of Entry in relation to the Home Office Code of Conduct to assist in those improvement communications.

All options will require input from a legal and cost perspective and the next meeting of Group is to be agreed to further those discussions.

The Groups' aim is to provide a recommendation to the Board at their June 2015 meeting.

3.2 Drainage District Hydraulic Model

Instruction was provided to JBA Consulting on 16th November 2015 based upon Minute 2015.98 (06/11/15) the Board proceed with the hydraulic modelling taking the possible shortfall of £39,605.00 into account, and recommends that the contract be written to cap the cost at £143,062 minus £39,605 = **£103,457**.

The recommended Activities placed before the IDB in February 2015 to progress in the 2015/16 financial year were:

Item	Cost (£)
Option A Fixed Fee Modelling Study	54,994.79
Option A Fixed Fee Survey	77,748.80
IDB Options Testing	10,318.48
Total	143,062.07

Other Optional Elements (Pumping Station Optimisation and Blockage Scenarios) of the study have been deferred until completion on the core activities and will require further approval.

The IDB have resolved to undertake Economic Assessments outside of this tender and in line with their capital works programme as and when required.

Due to the alignment of partnership funding the **IDB are only in a position to approve a budget of £103,457.00** for delivery of the Items tabled above, and due to Local Levy funding are required to deliver the project within this financial year.

Overall, efficiencies are being found to deliver the project as close to the revised budget as possible by utilising existing survey data and refining which watercourses are surveyed with the following progress made.

- Archive survey search (100% complete)
- Hydrology (85% complete)
- Liaison with EA (in progress)
- Model build (in progress)
- Survey (in progress) based upon the sub-catchment priority below.

1	Fosterhouses
2	Sykehouse
3	Kirk Bramwith Askern South
4	Norton Askern North
5	Toll Bar
6	Carcroft South Holme
7	Gowdall
8	Went North
9	Fishlake
10	Hensall_Kellington
11	Norwood_Arksey
12	Dearn Valley
13	Knottingley_Beal
14	Thorpe in Balne
15	South Elmsall
16	Whitley_Kellingley
17	Bentley
18	Ackworth
19	Balne Pollington
20	South Bramwith

Estimated substantial completion is in May 2015 to provide an evidence based decision tool which will assist the IDB in making future investment decisions relating to their assets as well as visibly demonstrating the benefits of water level management within Drainage District.

3.3 Planning, pre-application advice and consents

3.3.1 Planning Applications

No comments on planning applications have been necessary between November 2015 and January 2016.

3.3.2 Land Drainage Act 1991 (as amended) Section 23 and Section 66 (Byelaw) Consents

Consents provided on behalf of the IDB can be viewed at Appendix C.

4. Finance Report

Recommendations:

- To note the information contained in this report
- Approval of the Risk Register at Appendix F
- To Approve the Budget, Rates and Special Levies

4.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including
14th January 2016:-

	£	£
Balance Brought forward at 1 April 2015		3,785.90
2015/2016 Drainage Rates and Special Levies		
Drainage Rates		136,363.71
Special Levies: -		
Barnsley Metropolitan Borough Council	31,533.00	
Doncaster Metropolitan Borough Council	399,991.00	
East Riding of Yorkshire Council	10,719.00	
Rotherham Metropolitan Borough Council	2,100.00	
Selby District Council	331,557.00	
Wakefield Metropolitan District Council	<u>82,984.00</u>	<u>858,884.00</u>
Total Drainage Rates Due		<u>999,033.61</u>
Less Paid:-		
Drainage Rates		134,930.79
Special Levies : -		
Barnsley Metropolitan Borough Council	15,766.50	
Doncaster Metropolitan Borough Council	399,991.00	
East Riding of Yorkshire Council	10,719.00	
Rotherham Metropolitan Borough Council	2,100.00	
Selby District Council	331,577.00	
Wakefield Metropolitan District Council	<u>82,984.00</u>	<u>843,117.50</u>
Total Drainage Rates Paid		<u>978,048.29</u>
Paid Refunds		<u>118.30</u>
Balance Outstanding as at 14th January 2016		<u>21,103.62</u>

4.2 Finance Committee Report

4.2.1 Minutes of Finance Committee 2015

Available at Appendix D.

4.2.2 Schedules of Payments Made

The schedule of payments was presented to the Finance Committee at their meeting on 11 December 2015. The committee approved the schedule of cheques paid, which amounted to £70,290.11, £165.00 of which was approved by the chief executive & senior financial officer only.

At the same meeting the committee also approved a schedule of payments made directly from the bank account which amounted to £368,847.84, £108,777.96 of which were direct debits and payments approved by the chief executive & senior financial officer only.

4.2.3 Internal Audit

The internal audit service has been subject to a review as it had been in place for ten years and the outcome was to invite quotations from suitably qualified companies to undertake this important role. The result of this process is that the current provider will continue to provide the service for the next five years.

4.2.4 External Audit

The external auditor on the Board's accounting statements has still yet to be finalised.

4.2.5 System of Internal Audit Review and Risk Register

Please find attached at Appendix E the minutes of the internal audit review meeting. Appendix F contains the Risk Register that requires formal approval by the Board.

4.2.6 Budget Estimates, Rates and Special Levies for the Year Ending 31 March 2017.

The budget is shown on the following page.

2015/16				2016/17	
Approved Estimate	Estimated Out-Turn			Estimate	
£	£	£	£	£	£
INCOME					
Drainage Rates on Agricultural Land:-					
136,006		136,006		143,613	
Special Levies:-					
Doncaster MBC					
399,991		399,991		390,062	
31,533		31,533		36,278	
2,100		2,100		2,416	
331,558		331,558		376,286	
10,719		10,719		12,178	
82,984		82,984		93,325	
Rental Income					
8,978		8,978		8,978	
500		500		500	
135,770		37,267		46,481	
36,000		31,749		30,500	
0		0		0	
900,000		1,169,058		720,324	
<u>45,000</u>	2,121,139	<u>27,671</u>	2,270,114	<u>12,200</u>	1,873,141
EXPENDITURE					
315,676		306,482		315,676	
257,196		190,972		190,472	
362,520		344,963		393,775	
205,249		209,038		211,956	
907,800		1,169,058		720,324	
16,100		15,778		20,750	
0		0		11,760	
<u>11,678</u>	<u>2,076,219</u>	<u>11,678</u>	<u>2,247,969</u>	<u>11,678</u>	<u>1,876,391</u>
44,920		22,145			(3,250)
<u>100,000</u>		<u>100,000</u>			<u>80,000</u>
(55,080)		(77,855)			(83,250)
<u>575,183</u>		<u>618,821</u>			<u>540,966</u>
<u>520,103</u>		<u>540,966</u>	Balance Carried Forward	<u>457,716</u>	

Notes – Budget for an additional loan of £100k to cover the Board's share in the refurbishment of Sour Lane PS (25% = £50k), Taining Drain PS (25% = £8.25k) and Church Walk PS (25% = £50k)

The costs associated to those assets that are owned by other authorities are, for clarity, now shown separately in the budget. This has led to the pumping station costs and Other Authority Assets out turn costs being significantly different to the approved budget.

Drainage Rates & Special Levies

The drainage rate in the £ across all four districts will be at a uniform amount of 9.25p. The total amount raised by the Agricultural Ratepayers is estimated to be £143,613.

The total special levy raised is estimated to be £910,545.

4.3 Cost Savings

Further to a request from a member this section is intended to illustrate savings made by procuring through Woldmarsh Buying Group. We have analysed costs relating to the eight pumping stations funded entirely by the Board.

In light of the favourable tariffs available from through the group we have determined the Board have will save approximately £3,500 in the year, in regard to these sites. The information is based on estimates for electricity consumption in 2015/16, with the gross KWh costs calculated under the current and previous tariffs. Details are available on request.

4.4 Five Year Budget Estimate

The five year budget estimate can be found over the following pages.

Income & Expenditure Account	2015/16 Budget	2015/16 Out-turn	Year 1 2016/17 Out-turn	Year 2 2017/18 Out-turn	Year 3 2018/19 Out-turn	Year 4 2019/20 Out-turn	Year 5 2020/21 Out-turn
	£	£	£	£	£	£	£
Income							
Drainage Rates	136,006	136,006	143,611	151,373	159,136	166,899	174,662
Special Levies	858,885	858,885	910,545	959,764	1,008,983	1,058,201	1,107,420
Other Income	45,000	27,283	12,200	12,810	13,451	14,123	14,829
Contribution to Pumping Stations	135,770	37,267	46,481	38,384	39,535	40,722	41,943
Contribution to Other Works	36,000	30,560	30,500	21,500	21,500	21,500	21,500
Easements/Rents	8,978	8,978	8,978	9,000	9,000	9,000	9,000
New Works and Improvement Contributions	-	-	-	5,000	5,150	5,305	5,464
Other Authority Assets (100% recovered)	900,000	1,169,058	720,324	100,000	100,000	100,000	100,000
Bank Interest	500	500	500	525	551	579	608
Total Income	2,121,139	2,268,537	1,873,139	1,307,848	1,367,082	1,426,397	1,485,797
Expenditure							
Environment Agency - Flood Defence Levy	318,741	306,482	315,676	325,146	334,901	344,948	355,296
Administration Costs	205,249	208,288	211,956	210,000	210,000	210,000	210,000
Pumping Stations	257,196	190,972	190,472	164,462	169,396	174,478	179,712
Other Authority Assets	907,800	1,169,058	720,324	100,000	100,000	100,000	100,000
Drain Maintenance	362,520	344,963	393,775	405,588	417,756	430,289	443,197
Other Expenditure (Depot Costs)	16,100	15,778	20,750	21,373	22,014	22,674	23,354
Loan Repayments:-	11,678	11,678	11,678	11,678	11,678	5,839	-
New Loan	-	-	11,760	11,760	11,760	11,760	73,219
Total Expenditure	2,079,284	2,247,219	1,876,391	1,281,731	1,310,180	1,333,643	1,419,444
Surplus/(Deficit)	41,855	21,318	(3,252)	26,117	56,902	92,754	66,352
Balance Brought Forward	575,182	618,819	540,137	456,885	358,002	314,904	367,658
Transfer to NW&P	100,000	100,000	80,000	125,000	100,000	40,000	100,000
Balance Carried Forward	517,037	540,137	456,885	358,002	314,904	367,658	334,011
New Works and Plant Account	22,318	159,972	70,635	124,191	56,530	43,452	33,874
Penny Rate in £	8.73p	8.73p	9.25p	9.75p	10.25p	10.75p	11.25p
Penny Rate £113,791	44.14%	49.90%	39.52%	27.93%	24.04%	27.57%	23.53%

New Works and Plant Account	2015/16 App Budget £	2015/16 Est Out-turn £	Year 1 2016/17 Est Out-turn £	Year 2 2017/18 Est Out-turn £	Year 3 2018/19 Est Out-turn £	Year 4 2019/20 Est Out-turn £	Year 5 2020/21 Estimated Out-turn £
Income							
Bank Loan	-	400,000	-	300,000	-	-	-
From non committed reserves	-	-	-	-	-	-	-
From committed Reserves	-	-	-	-	-	-	170,000
Interest	100	100	100	-	-	-	-
Sale of Bobcat	2,000	-	-	-	-	-	-
Sale of Plant - Excavator	30,000	8,500	-	20,000	-	10,000	20,000
Sale of Plant - 4x4	-	4,400	-	-	-	-	-
Sale of Plant - Tractor	25,000	10,000	10,000	-	-	-	-
Sale of Plant - Low Loader	2,000	2,000	-	-	-	-	-
Contribution Coal Authority Vehicle	10,000	-	-	-	-	-	-
Hensall Mining Area	-	542	-	-	-	-	-
Insurance Claim - Thornhurst PS pipeline	-	-	-	-	-	-	-
PWLB Loan for PS replacement	-	-	100,000	-	-	10,000	1,000,000
Grant Received - WLM Strategy	-	40,000	-	-	-	-	-
Catchment Modelling - Grant	65,045	65,045	-	-	-	-	-
Catchment Modelling - CA Contribution	39,605	39,605	-	-	-	-	-
Contribution UAV Catchment Study	5,000	5,000	-	-	-	-	-
Grant - PS Refurbishment	-	-	-	-	-	-	-
Grant - Water Level Management Strategy	-	-	-	-	-	-	-
Total Income	178,750	575,192	110,100	320,000	-	20,000	1,190,000

Expenditure	2015/16	2015/16	Year 1 2016/17	Year 2 2017/18	Year 3 2018/19	Year 4 2019/20	Year 5 2020/21
Machine Replacement - Excavator 2 (Doosan)	17,600	52,375	-	-	-	-	-
Machine Replacement - Excavator (Komatsu)	-	-	-	60,000	-	-	-
Machine Replacement - Tractor 3 (New Holland T7250)	32,000	100,629	-	-	-	-	-
Machine Replacement - Bomford 8 Eagle & front topper	16,000	43,093	-	-	-	-	-
Machine Replacement-Tractor 4(McCormick XTX 185 2)	-	-	-	-	-	-	-
Machine Replacement – Flail Mower	-	-	-	-	-	-	-
Machine Replacement - New Holland T7200	24,000	79,685	-	-	-	-	-
Machine Replacement - Recco Flail	10,000	10,000	-	-	-	-	-
2.5 tonne Pallet Tines & Buckets for T7200	-	1,450	-	-	-	-	-
Machine Replacement - Low Loader 1 (Marston)	-	-	-	25,000	-	-	-
Machine Replacement - Low Loader 2 (Low Loader)	-	-	-	20,000	-	-	-
Machine Replacement - Dump Trailer 2 (Marston)	-	-	-	-	-	-	-
Plant Replacement - 4x4 1 (Toyota Hilux)	-	-	21,000	-	-	-	-
Plant Replacement - 4x4 2 (Ford Ranger Board)	10,000	20,354	-	-	-	-	21,000
Plant Replacement - 4x4 3 (Ford Ranger supercab)	7,900	17,434	-	-	-	-	21,000
Plant Replacement - 4x4 4 (Ford Ranger Coal Authority)	10,000	-	-	-	-	-	-
Plant Replacement - Van 1 (Ford Connect Van)	4,000	11,877	-	-	-	-	11,500
Plant Replacement - Van 2 (Ford Connect base van)	3,200	12,357	-	-	-	-	13,000
Vehicles and Plant loan repayments	-	34,861	139,444	139,444	167,661	63,078	55,628
Hensall Mining Area	-	542	-	-	-	-	-
Thornhurst PS pipeline Scheme	-	201	-	-	-	-	-
PS Refurbishment	8,750	8,750	108,250	25,000	-	10,000	1,170,000
Catchment Modelling	143,062	143,062	-	-	-	-	-
Catchment UAV Survey	10,000	10,585	-	-	-	-	-
Total Expenditure	296,512	574,105	278,694	391,444	167,661	73,078	1,299,578
Surplus/(Deficit)	(117,762)	1,087	(168,594)	(71,444)	(167,661)	(53,078)	(109,578)
Balance Brought Forward	40,080	58,142	159,229	70,635	124,191	56,530	43,452
Transfer from I&E	100,000	100,000	80,000	125,000	100,000	40,000	100,000
Balance Carried Forward	22,318	159,229	70,635	124,191	56,530	43,452	33,874

5. Environment

Recommendation:

- Members note the information contained in this report

5.1 Legislation

5.1.1 Proposed Water Vole Class Licence

Further amendments are being made to the class licence and guidance notes issued by Natural England

5.1.2 Eels (England & Wales) Regulations 2009

EA Fisheries has reviewed the Kirk Bramwith Pump Station and Bramwith Rands culvert. It is likely the Agency will require screening of the culvert to prevent eel and other fish being taken directly to the pump station sump.

5.2 Biodiversity Action Plans

5.2.1 BAP 2015-2020

Actions planned for 2016 include water vole surveys and discussions with the Wildlife Conservation Partnership on suitable positions within the District to install Barn Owl Boxes.

BAP implementation in connection with Target Action Ref 5.1, 5.2, 6.1, 7.1, 11.1, 11.2, 11.3 has been undertaken.

Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Indicators	Reporting	2015/16 Report
Standing Open Waters and Canals - formerly Drains & Ditches	3	Maintain and enhance the existing habitat and species diversity of watercourses within the drainage district	3.1	Ensure the appropriate management of the IDB watercourses through an integrated Biodiversity Action Plan and Maintenance regime following best practice guidelines	Plan production	ongoing through life of plan	
			3.2	Identify and assess potential impacts of all new discharges into IDB maintained waterways	Number assessed	annually	
			3.4	Ensure any IDB consents cause minimum environmental damage to the aquatic habitat	Number of consents assessed	annually	
	4	Control of non-native invasive species along IDB waterways	4.1	Record and monitor non-native invasive plants and animals, report INNS findings to GB INNS Secretariat	length (m) of channel surveyed	annually	
	5	Assess the suitability and accessibility of IDB catchments and watercourses for Eel	5.1	Assess all Danvm IDB catchments and watercourses for suitability and accessibility for Eel	% of catchments assessed	annually	EA Fisheries Officer site visit Bramwith Rands culvert and Wrancarr Drain. Assessment good habitat for eel. Eel known in catchment from eelfish pass at old Don Ox Bow.
			5.2	Identify target sites and assess feasibility for improvements in accessibility for Eels	% of catchments assessed	annually	EA Fisheries will recommend screening for eel at Bramwith Rands culvert intake and likely upgrade of Kirk Bramwith pump station to high priority
Ponds	6	Improve understanding of status	6.1	Undertake surveys of Tilts Bridge ponds north and south of Ea Beck	Survey effort (hrs)	Within life of Plan	Survey Ea Beck south bank November 2016. Ea Beck north bank known population of GCN
			6.2	Submit all records from surveys to local biological records centres and National Ponds Monitoring Network at Freshwater Habitats.org	Number of records submitted	following survey	
	7	Maintain and improve quality of ponds with Board ownership	7.1	Identify if quality of Board owned pond to south of Ea Beck requires improvement	work undertaken	within life of plan	Report by Ecus Ltd on pond enhancement at Ea Beck south bank for GCN. Actions to be implemented 2016/17 season and triennially thereafter

	11	Maintain and enhance suitable habitat for Great Crested Newts within Dun drainage district	T1.1	Assess the suitability of Board owned ponds for breeding GCN	Number of ponds assessed	ongoing through life of plan	Report by Ecus Ltd on pond enhancement at Ea Beck south bank for GCN. Actions to be implemented 2016/17 season and triennially thereafter
			T1.2	Seek to retain appropriate aquatic plants used by GCN to deposit eggs	area (m) plants retained	ongoing through life of plan	Lifting tree canopy on southern boundary of Ea Beck pond projected to increase availability of <i>Myosotis scorpioides</i> ('Water forget-me-not') for egg laying
			T1.3	Assess the feasibility of undertaking restoration work on ponds adjacent to IDB watercourses	number of ponds restored	when work undertaken	Feasibility assessed for restoration work on Ea Beck south bank pond. November 2015
			T1.4	Maintain pond at Bramwith Flands for the benefit of the known GCN population	appropriate maintenance	annually	

5.3 Water Level Management Plans

5.3.1 Shirley Pool SSSI

Implementation of the Plan will shortly be out to tender. The tender process is to be run by North Lincolnshire Council. Suitably qualified council officers will review submitted tenders, the procurement team will provide a tender appraisal report with recommendation for appointment. This is a full Grant Aid funded scheme to restore the SSSI to unfavourable recovering condition.

5.4 Renewable Energy

For reasons including:

- unavailability of the Coal Authority preferred contractors
- changes in FiT lengthen capital repayment period
- future next level PV cell technologies

the Coal Authority is unable to proceed at this time with installation of PV Cells at the Board's Lake Drain and Norton Common sites.

The Authority has confirmed it is likely to proceed with this project following changes to technology producing greater efficiencies in solar conversion to electricity.

The planning permission for each site is for development to commence within 3 years of 20 November 2015.

The Board may wish to consider funding the project to offset its emissions when new technologies become available; electricity usage at Board pump stations is derived from fossil fuels.

6. Health & Safety Report

6.1 Board Employees

Nothing to report

6.1.1 Accidents and Incidents

There have been no accidents or incidents to report since the last meeting.

6.1.2 Lone Worker Arrangements

Nothing to report

7. Date of next meeting

Board	Finance	WLM
17 June 2016	27 May 2016	13 May 2016
4 November 2016	7 October 2016	7 October 2016
	2 December 2016	

8. APPENDIX A: Governance Audit & Draft Persistent Complaints Policy

A Task Group meeting was held on December 11th 2016,

Attended by Tony Sockett, Gillian Ivey, Peter Jackson from DMBC, Paul Maddison, Richard Thompson, Mike Jordan, Ian Benn, Alison Briggs.

Those present discussed the recent new Audit recommendations from DMBC, with particular reference to recommendation G12 and two new recommendations made by DMBC Audit at G4 and C1.

The Task Group members have made recommendations to the Board on all 3 sections. Other sections were discussed and updated. The table is shown below for information and is the latest update. The Task Group commends the table for approval and to be submitted to DMBC.

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
G1	<p>Elections take place every 3 years, in line with Standing Orders and the new Chairman is elected at the first Board Meeting. Election information, deadlines, instructions, forms and results are on the Danvm website for public viewing. Board membership is reported on the Danvm website, however, these have not been updated to reflect the current term dates from the 2013 elections.</p> <p>Recommendation G1: A review of the information held on the website should be undertaken to ensure that the information is accurate and up to date.</p>	<p>Fully implemented</p> <p>A review has been undertaken and updates implemented where necessary. Further reviews are now scheduled on a 6 monthly basis.</p>	
G2	Some key governance documents such as Policies, Standing Orders, Financial	Partially implemented – Work in progress	G2: Remains work in progress

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	<p>Regulations, Code of Conduct etc. are in place and published on the Danvm website. A review of these has been undertaken during the audit.</p> <p>Additionally, a list of good practice governance documents for IDBs to have in place was issued by the Association of Drainage Authorities in August 2013. This was included within the next Board Meeting papers and discussions held at the Board Meeting on the reported documents that were in place and the 5 that were not in place. At the end of April 2014, it was confirmed that no progress had been made on producing the documents not yet in place. Additionally, the Scheme of Delegation was reported as being in place when in fact there is no Scheme of Delegation, the only delegated powers are granted to the Finance Committee to approve the list of cheques/payments, with all other decisions being made through the Board, as was the Schedule of Matters Reserved for the Board. Although some additional documents have since been produced, it is evident that governance arrangements are in their infancy and</p>	<p>Board resolution February 2015: Board supports the use of one overarching document detailing Board Governance.</p> <p>Although one overarching document has not been produced, the current publication of all up to date policies / procedures / rules on the website (policies tab) now pulls the majority of this information together in one central place. Some other relevant information is detailed in the website summary, board and election tabs. The current structure of the policies tab is under review and will be improved if / when the website is updated. This would make it more user friendly and could be a 'quick win' in working towards creating a full constitution document. It is worth noting that any plans to update the website will require Board approval.</p>	<p>However the Board has already approved progression of a new website [November 2015. Minute 2015.86] which will enable this work to be completed.</p> <p><i>In the meantime</i> all documents detailing the Board's make up, rules/regulations, policies etc. do appear in one place on the current website to give a clear picture as to how the Board operates.</p>

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	<p>much work to further develop, clarify and expand arrangements is still needed.</p> <p>Recommendation G2: All the documents in place detailing the Board's make up, rules/regulations, policies etc. should be pulled together into one overarching constitution that gives a clear picture as to how the Board is expected to operate.</p>		
G3	<p>Recommendation G3: The outstanding documents (Gifts and hospitality policy, Policy on Anti Bribery, Risk Management Strategy, Scheme of delegation, Division of Responsibilities) should be produced and rolled out with immediate effect.</p>	Fully implemented	
G4	<p>Recommendation G4: A training package should be put together for Commissioners covering technical, governance and administrative processes that IDBs are involved with, duties and responsibilities of Commissioners and Board Officers, key governance documents etc. in order that they are fully aware of/can participate</p>	<p>Partially implemented – Work in progress</p> <p>A training package has been developed. The Code of Conduct has not been included. This is due to Code of Conduct being discussed on numerous occasions at Board meetings over the last couple of years and being used as an example for discussions during training development. It is understood the training</p>	<p>G4.Fully implemented</p> <p>A suite of training has been delivered within four separate training sessions covering the following topics:</p> <ul style="list-style-type: none"> • Declaration of Interest

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	<p>fully and appropriately in all Board matters. This should be rolled out to all current Commissioners and any subsequent new Commissioners.</p>	<p>package will be expanded to cover the Code of Conduct following the filling of several IDB vacancies.</p> <p>The training package has been broken down into 7 manageable sessions. 1 session to be completed after each Board meeting and 2 sessions have been undertaken so far. Not all Board members attended the sessions already completed.</p> <p>New Recommendation G4 (follow up): A 'conditions of appointment' document should be considered to highlight the obligations of new board members e.g. the completion of the full training package within a stipulated time period. The document should be signed up to by all new members upon appointment to the Board.</p> <p>Training for existing members should be accelerated to ensure that all members have completed full training within the next 6 months.</p>	<ul style="list-style-type: none"> • Riparian Ownership Responsibility • IDB procedures • Code of Conduct • Legislation • Consents • Legal System under which IDBs operate • Roles, Responsibilities & Myths of Flood Management Authorities • Capital Work • Flood Defence Grant in Air • Partnership Funding • Funding <p>It is considered the training provided covers relevant technical, governance and administration processes.</p> <p>New G4: A letter of appointment will be issued to new members advising what the Board expects of them regarding training.</p>

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
			<p>Board resolution to support this is required, at February 2016 board meeting.</p> <p>The Task Group members further recommend:</p> <ul style="list-style-type: none"> • E. learning modules to be available on the new website. • Short training session of 20 minutes in each Board agenda to update members on new legislation/specific topics. • Board members joining between elections [either co-opted or appointed] to have one-to-one training and possibly work on a mentor system with an experienced board member. <p>Board resolution to support this is required, at February 2016 board meeting.</p>

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
G5	Recommendation G5: A schedule of review should be formulated for key documentation, which should include policies and procedures as well as all published documentation. Independent and experienced 3 rd party support should be sought to achieve this.	Compensating action implemented. Although a schedule has not been produced, individual policies have now been updated with revision information and are published on the website. All key documents have been brought together at recommendation G2, reducing the risk of documentation being missed. It is intended to review each policy every 3 years to coincide with end of term of office. The 6 monthly review of the website at G1 should identify any documentation that has not been reviewed for a considerable time.	
G6	The current Standing Orders are based on a model by DEFRA and there has previously been some resistance by DEFRA to any amendments being made. However, an examination of the Standing Orders revealed that they did not fully cover some key good governance areas e.g. How to fill a Board vacancy, Dealing with improper Conduct etc. Recommendation G6: Standing Orders should be expanded to provide clarity on	Work in progress Board resolution February 2015: Board supports the decision to write to DEFRA. On 20 th January 2015 a letter was sent to DEFRA enquiring as to the possibility of modifying Standing Orders. No response has yet been received. It is understood that the Land Drainage Act 1991 describes how a vacancy should be filled and that dealing with improper conduct is also referred to in brief. This has implications for all	G6: Implemented Members agree the Board's previous statement. Members noted it likely Defra, the Environment Agency and ADA would be discussing IDB Governance in the near future

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	the areas documented in guidance to be issued to Commissioners.	IDB's. The Clerk has suggested to the Association of Drainage Authorities that consideration be given to rewriting and updating all model policy / procedure documents published on their website.	
G7	Recommendation G7: The Register of Commissioners' interests should be published on the Shire website, so that it is open to public inspection.	<p>Fully implemented</p> <p>Code of Conduct Part 3 appropriately specifies what is to be recorded, when and how. A register is clearly displayed on the website with a supporting map identifying sub catchment areas. The adopted sub catchment map option does take the issue forward of detailing members interests whilst maintaining commercial sensitivity.</p> <p>The register has been updated with information from recently completed Declaration of Interest forms. However, 2 of the elected Commissioners have not declared an interest in any sub catchment areas i.e. they have left this part of the form blank. If these members have land in the sub catchment areas, then they have breached the Code of Conduct.</p>	<p>New Recommendation G7: Implemented</p> <p>The only action that can be taken for a Breach of the Code of Conduct has been detailed at G12</p>

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
		New Recommendation G7 (follow up): The Board should review the updated register. Where anomalies or omissions are found on the register, the Board should consider what action can be taken to ensure its completion. For clarity, where there is nothing to declare on a Declaration of Interest form, the appropriate section should be marked as 'nothing to declare'.	
G8	Recommendation G8: The Danvm Drainage Board's workforce i.e. Clerk and associated officers and operatives, should be required to complete a similar declaration of interests form. These should be used to prevent any officer being placed in a position where allegations of them acting for personal gain could arise. These should be retained as internal documents.	Fully implemented As the workforce are not the Boards responsibility, but the Clerks, reliance has been placed on the Clerks statement that 'forms are completed and a register is held within the Clerk's office'.	
G9	The Members Code of Conduct published on the Shire website was not the latest version that was agreed at Board on 21/6/13 and which also incorporates a detailed section on the "Key Principles of Public Life". This has since been rectified.	Fully implemented Linked to G1, G3 and G5	

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	Recommendation G9: All published documents on the Shire website should be relevant and up to date. A review should be undertaken of all information published on the website to ensure it is up to date.		
G10	Recommendation G10: Although the Code of Conduct has been adopted by the Board, each individual Commissioner should sign up to the document, confirming that it has been read, understood and the Commissioner agrees to comply with its contents.	Fully implemented The Clerk confirmed that all Board members have now signed up to the Code of Conduct.	
G11	Recommendation G11: All current Commissioners should receive training on the purpose and limitations of Drainage Boards and what is expected of them under the Code of Conduct. Also to be included within the training are the Board's Fraud and Corruption Policy and Whistle-blower Policy Any subsequent new Commissioners should receive similar relevant training.	Partially implemented – Work in progress Linked to G4	G11 Implemented As detailed at G4 a full suite of training has been provided. A letter of appointment will be issued to new members advising what the Board expects of them regarding training. All members are provided with details of Member Duties and Responsibilities document, details of where to view all Board Policies which includes Fraud & Corruption and Whistle

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
			Blowing Policy, a Register of Interest form for completion and the Code of Conduct which requires written confirmation it has been read, understood and Member agrees to abide by.
G12	<p>At the November 2012 Board, a complaint against a Commissioner's conduct was found to be proven and consideration was given to including sanctions against Commissioners in breach of the Code of Conduct within the Code. Subsequent minutes contained in Board papers of February 2013 (2012.34 page 4) state 'if members abide by the Code or NOLAN then the question of sanctions is redundant' to which all Commissioners agreed. The current Code 8.8 does allow for the Board to give consideration and vote upon when a member may be in breach of the Code.</p> <p>Recommendation G12: The current Code of Conduct does not allow for the removal of a Commissioner, which is in line with the Localism Act. However, any instance of a Commissioner's perceived</p>	<p>Not implemented</p> <p>Currently, there are no powers to remove elected Members. Council nominated Members could be removed by the appropriate Local Authority at the request of the Clerk/Board.</p> <p>Board resolution February 2015: Board agreed the recommendation.</p> <p>Although the first part of the recommendation can only be implemented when a breach of the Code of Conduct has occurred, for the second part no investigative procedure / template report has been produced or possible sanctions considered.</p>	<p>G12. Agree Recommendation</p> <p>Task Group Members recommend that officers should produce a procedure for investigating any alleged breach of the Board Members Code of Conduct.</p> <p>Board resolution to support this is required, at February 2016 board meeting.</p> <ul style="list-style-type: none"> This procedure to include provision that any Member of the Board found by a vote of the full board to breach the Code of Conduct, would be removed from any Committee or position within Board other than that of Member.

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	breach of the Code of Conduct should be investigated and a report produced for consideration at the next Board meeting, where a vote shall be taken on whether a breach has actually occurred and this should be detailed within the minutes. The Board should consider a range of sanctions to be included within the Code, and where a breach has occurred the Chair should consider any sanctions that should be applied.		
G13	It was confirmed that the Employee code of conduct is incorporated into the individual Contracts of Employment. Recommendation G13: A Code of Conduct should be a comprehensive document in its own right. Accordingly, the template contract should be checked against other public bodies' Employee Codes of Conduct (example given to the Board Officers) to see whether all appropriate points are reflected in the current contractual documents. Where there are omissions identified, consideration should be given to	Work in progress	G.13 Fully Implemented. The workforce contract has been benchmarked against the industry standard ADA White Book Employee Terms and Conditions and is in line with that standard.

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	implementing a separate supporting Employees Code of Conduct. Employees should be formally trained as appropriate and this should include the Board's antifraud and corruption and whistleblowing policies. Records of such training should be retained for every employee.		
D1	Recommendation D1: Details of how the system allowing the public to address the Board is to operate should be recorded on the website for public knowledge.	Fully implemented A Public Forum document is now published within the policies tab of the website.	
D2	Recommendation D2: To aid transparency and public scrutiny, members of the public should also be allowed to attend all committee meetings, except where confidential and exempt information is likely to be disclosed. For such items, members of the press and public shall be excluded. A record of this should be made within the meeting minutes. An extract from Doncaster Council's Constitution, giving appropriate reasons for public exclusion at meetings was produced for Board	Fully implemented Committee meetings are now advertised on the website and are open to the public. To date there has been no attendance by the public.	

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	Officers. A similar document should be produced and adopted.		
D3	<p>Board papers are posted to Board Commissioners 14 days before the Board meeting, which is compliant with Standing Orders which require their dispatch at least 7 days before the meeting, and papers are also published on the website. Minutes of all meetings are circulated internally as soon as possible after the meeting for comment/amendment, although they are not formally agreed, or put in the public domain until the next Board meeting.</p> <p>Examination of the Danvm website at the onset of the audit revealed that only the most recent Board meeting papers were published on the website. Associated Danvm meeting papers were not available prior to the ones for the extraordinary meeting of October 2013 and hence the detail of what the minutes on the website refer to was not available to give a clear picture of the meaning of the minutes. Subsequently, Finance Committee minutes (included within</p>	<p>Partially implemented</p> <p>Board and committee agenda and papers are published on the website. Minutes prior to 2015 are on the website on the minutes tab, however minutes for 2015 are within subsequent meeting papers.</p> <p>The overview schedule has not been implemented, however it is understood that the implementation of a new website would make this feasible.</p>	<p>D3: Agree partially implemented and further improvements will be included in strategy and specification for a new website.</p>

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	<p>Board meeting papers) prior to 24/9/13 were not available. This was discussed with Board Officers in March 2014 and by mid-April all Board minutes and papers had been published for Danvm and also some for the associated Drainage Boards prior to amalgamation in 2012.</p> <p>Recommendation D3: All Board and Committee agendas, papers and minutes should be published on the Board's website for public viewing. It would be helpful if these were all located in one area linked to an overview schedule, so that all associated documents can be easily accessed. The overview schedule should include all meetings past and present to provide a clear history of proceedings / events to the general public. It may be that a new overview schedule will need completing each year.</p>		
D4	Recommendation D4: To aid transparency, the designation of the meeting attendees should be stated in the list of attendees within the minutes	Fully implemented	

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	e.g. G Ivey, Selby Council or J Duckitt, Elected Member, Fishlake area.		
D5	Recommendation D5: Performance Indicators (PIs) should be produced on all key processes. Performance against these PI's should be reported at each Board meeting.	<p>Partially implemented – Work in progress</p> <p>To be undertaken in conjunction with Recommendation P4</p> <p>The Board has adopted 3 PIs, which performance against is now reported in Board papers. However, the PIs only cover administrative/governance functions i.e. adherence to complaints procedure, meeting papers issued in timescale, compliance with internal audit recommendations. It was agreed that PIs would be revisited and further developed, possible using the Boards strategic objectives as a starting point.</p>	<p>D5. Now implemented.</p> <p>Board Members agreed importance of PI's being meaningful and have therefore introduced 2 for general governance, and one each for Finance & WLM committees. Indicators can be seen in February 2016 papers</p>
D6	An examination of the last year's Board Meeting papers and Board and Committee minutes revealed several administrative errors and instances	<p>Fully implemented</p> <p>Papers/minutes are now reviewed by all board members for accuracy.</p>	

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	<p>whereby the information could have been made clearer. These were provided to the Board Officers during the audit.</p> <p>Recommendation D6: Processes should be put in place to ensure published minutes are accurate.</p>		
D7	<p>The current minute-taker, Environment Officer and Senior Administrator produces detailed minutes. However, she also participates in the Board discussions and presents some Board items. Undertaking more than one role makes minute taking difficult.</p> <p>Recommendation D7: Consideration should be given to having a dedicated minute-taker to allow the current minute-taker to discharge her reporting responsibilities and the dedicated minute-taker to fully capture all discussions.</p>	<p>Fully implemented</p> <p>Consideration has been given and this has not resulted in any change in process. It is understood that a review is now to be undertaken of the content of meeting minutes in order to make them more concise.</p>	
D8	<p>When a proposal is made at meetings, the numbers for and against the proposal are not always stated, usually</p>	Fully implemented	

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	<p>stated is 'all in favour' or 'majority in favour'.</p> <p>Recommendation D8: When decisions are taken at any meetings, the meetings minutes should state the specific number of votes for and against the decision.</p>		
D9	<p>Recommendations are shown within meeting papers and minutes in bold text, however, proposals and subsequent decisions are regularly made that are completely separate to these recommendations, these are recorded in meeting minutes but are not subsequently highlighted.</p> <p>Recommendation D9: To ensure that these proposals and decisions are given the same transparency as recommendation decisions, they should also be shown in bold text.</p>	Fully implemented	
D10	<p>The role of the Water Level Management Committee has been specifically defined in a 'Terms of Reference' document, however the role</p>	<p>Fully implemented</p> <p>There is now a Terms of Reference for each committee.</p>	

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	<p>of the longer standing Finance Committee has not.</p> <p>Recommendation D10: The role of each Committee should be reviewed, defined, documented and formally agreed by the Board in the form of Committee Terms of Reference. Their responsibilities should be aimed at achievement of strategic objectives and not undertaking operational duties.</p>		
D11	<p>Standing Orders state a quorum of a third of members is required at Board (that would be 9 Commissioners) and resolutions and proposals will be decided by a majority of votes. Standing Orders also state proposals shall be determined by a majority for Committees, although states nothing on the number required to be quorate.</p> <p>Recommendation D11: Standing Orders should be expanded to define what percentage of Commissioners are required to make Committee meetings quorate.</p>	<p>Partially implemented – Work in progress</p> <p>Standing Orders are prescribed documents and as such will not be amended. To compensate, the Finance Committee Terms of Reference has been expanded to include quorum details, however the Water Level Management Committee has not. Further discussions raised questions about what is an acceptable quorum make up e.g. 1 elected member and 3 nominated and it was agreed that this issue needs further consideration.</p>	<p>D11: Complete</p> <p>Board Standing Order 13 states “A Committee or Sub-Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present, and shall be decided by a show of hands. In case of any equal division of votes the Chairman shall have a second or casting vote”.</p> <ul style="list-style-type: none"> Terms of Reference for Finance Committee with delegated powers require

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
			<p>half Committee Members present to be quorate.</p> <p>WLM Committee has no delegated power and accordingly does not define quorate requirements, but does operate on the same basis.</p>
P1	<p>The Danvm Drainage Commissioners Vision Statement and Water Level Management Policy is clear in its aims but is not detailed enough to allow effectiveness or achievements to be measured. A Water Level Management Plan has yet to be formulated providing detail of the individual actions required to work towards the Water Level Management Policy. However, this Plan will be developed after the full survey and Hydraulic Modelling of the area has been completed which was agreed at the June 2013 Board meeting. This will ensure there is relevant and up to date information on which to base the Plan.</p> <p>Recommendation P1: After the survey has been completed and all information</p>	<p>Pending</p> <p>It is acknowledged that this recommendation will remain ‘work in progress’ for some considerable time as it is dependent on the results of survey (currently being finalized) and subsequent modelling.</p>	<p>P1. Recommendation already agreed.</p> <p>This recommendation will advance further when the District model is complete and different scenarios run by the model that will provide data upon which a Plan could be based.</p>

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	reviewed and assessed, the Vision Statement and Water Level Management Policy should be revisited, updated and a means of numbering/referencing of the items within it should be formulated. This will allow clear links to be demonstrated as to which points contribute to achieving which part of the policy and subsequently the overall vision and can continue within the Water Level Management Plan that will be subsequently produced.		
P2	Recommendation P2: A project plan should be formulated to include all elements of the survey/modelling exercise and subsequent production of the detailed Water Level Management Plan. The project plan should include details of those responsible for each task and target dates for their completion. Progress against this project plan should be reported to each Board meeting, who should consider any reasons for delays or outcomes of the work done and revise plans as necessary or take other remedial action.	Pending A project plan cannot yet be created as the extent of the modelling exercise is dependent on funding and all elements of a project plan would emanate from there. All funding has not yet been agreed	P2. As P1. Recommendation already agreed.

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
P3	Recommendation P3: After the study has been completed and a Water Level Management Plan produced, financial information should be developed to show that expenditure plans correlate to the agreed Board priorities. A long term spending plan can then be developed to ensure that the necessary resources are available to meet the Boards long term vision.	Pending	P3. As P1. Recommendation already agreed.
P4	<p>The Board itself has no measures / key performance indicators. DEFRA has commissioned work from RPA Consultants to identify KPI's for IDBs, these have had input from Boards / Board Officers and have been out to consultation and some have been trialed. Further advice is awaited from DEFRA.</p> <p>Recommendation P4: Key Performance Indicators should be adopted to measure all aspects of the Board's performance. These should be informed by, but not limited to the recent DEFRA consultation exercise. Results</p>	<p>Partially implemented – Work in progress</p> <p>To be undertaken in conjunction with Recommendation D5</p>	<p>P4. Complete. See D5.</p> <p>PI's are reported to each Board Meeting and each Committee meeting.</p>

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	against PI's should be reported to each Board for remedial action to be taken where necessary and hence made available for public scrutiny.		
F1	Brodericks GBC is the Internal Auditor and has been in place for some 10 years. They were appointed after tender across all Shire IDBs to undertake the annual audit in line with 2003 Accounts and Audit Regulations. The latest audit covered the period ended 31/3/2013 accounts and also audited the Governance Arrangements and Decision Making Arrangements following the "Caldicot & Wentlooge - Report in the Public Interest" dated October 2012. The only significant risk reported in the latest Internal Auditors report was in respect of the composition of the Board. The report was discussed in December 2013 at an annual review meeting held across IDB's set up for this purpose, and a report of that meeting included within the February 2014 Board papers. The Auditor's report was not published, but has been since.	<p>Work in progress</p> <p>Quotations are currently being sought.</p> <p>The service will in future be retendered on a 5 yearly basis.</p>	<p>F1 Complete. The market has been tested regarding Internal Audit under The Accounts and Audit (England) Regulations 2011.</p>

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	Recommendation F1: Given the significant findings in this report we consider that the Internal Audit Service Contract should be re-specified and re-tendered ensuring the scope of any audit will be comprehensive and fully compliant with auditing standards. All audit reports should be published (redacted as necessary) on the website for public scrutiny.		
F2	<p>Where work is required under permissive powers i.e. the IDB requires the riparian landowner to undertake some work, the IDB give an estimate to the landowner and then do the work (if agreed) and recharge. Historically, occasional work has been undertaken by the IDB culverting (laying pipes in ditches then filling the ditch in to increase the agricultural land availability for the land owner); however, this has not always been charged in full.</p> <p>Recommendation F2: The IDB has a non culverting policy in place. Future culverting work should not be undertaken unless it can be specifically</p>	<p>Fully implemented</p> <p>The Boards non culverting policy is detailed within the Boards Environmental Position Statement.</p> <p>Any future culverting work will be agreed by Board after consideration of the benefits to the Boards objectives.</p>	

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	demonstrated that it also meets the agreed Board priorities.		
C1	<p>Recommendation C1: A Complaints Procedure should be written and included on the Board's website, in order to clarify and supplement the information already published and ensure that all complaints are dealt with in a uniform manner and within stipulated timescales.</p> <p>The procedure should incorporate the following points;</p> <ul style="list-style-type: none"> It should be clear that all correspondence relating to the complaint should be sent to the Administrator, Similarly, internal procedures should be amended to state that all complaint correspondence will be received and dispatched by the administrator, Dealing with further correspondence and reporting to the Board, Dealing with Freedom of Information requests (FOI), 	<p>Fully implemented</p> <p>The Shire Group website clearly and appropriately overviews the right to complain and complaints process is included within the complaints form. A detailed complaints policy was adopted at June 2015 Board, this is now on the Danvm website. The adopted policy holds all the details specified in the report recommendations (bar FOI, which is covered by legislation).</p> <p>However, the policy disproportionately details vexatious complaints i.e. approximately 4 of the 5 pages of the policy are in respect of vexatious complaints. This could have a further negative effect on any potential complainant.</p> <p>New Recommendation G7 (follow up): The aims of the policy 'to assist in dealing with all complaints in ways which are consistent, fair and reasonable' should be expanded upon to make the policy more balanced. An overview paragraph on vexatious complaints should be</p>	<p>New recommendation C1 Task Group recommends agreement.</p> <p>Current Complaint Policy will be separated into a Complaint Policy and a Persistent Complaint Policy. The Complaint Policy will include a reference to the Persistent Complaint Policy.</p> <p><u>Board resolution to support this is required, at February 2016 board meeting.</u></p>

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	<ul style="list-style-type: none"> Keeping the complainant updated on progress, Appeals procedure. 	included within the complaints policy and the remainder of the vexatious complaints detail should form a separate vexatious complaints policy.	
C2	Recommendation C2: A copy of each complaint (redacted as appropriate) should be appended to Board papers to allow transparency and public scrutiny. The complaint form and procedure should make it clear that if not satisfied with the Board response, a Complainant can refer matters to the Local Government Ombudsmen.	<p>Fully implemented</p> <p>Copies of complaints are now within meeting papers. These are not redacted as per DMBC advice, however, it is understood that the Board has since taken and are following advice directly from the Information Commissioner on this issue.</p>	
C3	<p>A complaints register is maintained and used for learning points.</p> <p>Recommendation C3: The Complaints Register would benefit from having a column to record all the dates that each complaint has been reported to / discussed at board, in order to be able to readily recreate the full complaint history.</p>	<p>Compensating action implemented.</p> <p>A table is now included within Board Meeting papers which shows the status of complaints and the date of which the complaint was received.</p>	
C4	Recommendation C4: Where complaints are upheld and deemed to	Pending	C4. The Board agrees and is committed to implement if

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
	be sufficiently serious, the Commissioner concerned should be named to ensure transparency and accountability for their actions.	Although this recommendation has been accepted, it can only be seen to be implemented when and if a complaint against a Commissioner has been received.	required. This recommendation is therefore considered complete.
C5	<p><u>Complaint dated 17/4/13, Instance 1 – Replacement of bridge across the Engine Drain at Braithwaite in 2008.</u></p> <p>The bridge was owned by a current Commissioners family and this is documented clearly in Board minutes, along with the decision to purchase a new bridge. The new bridge was constructed using Board workforce and paid for by the Board. Construction is documented in various meeting minutes. The Commissioner attended meetings at the time of the works and also when the complaint was discussed but did not declare an interest.</p> <p>An invoice was subsequently raised in June 2013 for £3328, being the cost of the works. To date the invoice has not been paid.</p> <p>Recommendation C5: The debt should be pursued.</p>	<p>Fully implemented</p> <p>The debt was pursued and legal advice taken when the debt was not paid.</p> <p>Subsequently, a recommendation was made to June 2015 Board from the Finance Committee ‘Engine Drain Debt to be written off’.</p>	

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
C6	Recommendation C6: Expenditure should only be incurred if it can be specifically demonstrated that it links in to Board priorities and a cost/benefit analysis has been produced, and / or an Impact Assessment considering all options/possible outcomes for the proposed works. A report template should be produced to record all such information and any associated documentation considered when making the decision.	Fully implemented A Minor Works Impact Assessments form has been developed for use to improve the recording of evidence justifying decisions.	
C7	Recommendation C7: The review and refresh of the Board's Standing Orders and Code of Conduct being carried out in line with recommendations at G6 should ensure consistency between the documents with regard to declarations of interest.	Current status appropriate The Code of Conduct is now explicit in respect of members' responsibilities to declare interests and not participate in discussions where there is a conflict of interest, however this is now inconsistent with Standing Order 17 which states the Chairman should decide participation. Standing Orders are model orders as prescribed by Defra as an industry standard. The board cannot change its standing orders without Defra approval. It was accepted that there are some instances where although a declaration of interest is made, the	

DANVM DRAINAGE BOARD – GOVERNANCE AUDIT 2014			BOARD RESPONSE AND RESOLUTIONS
Ref.	Report Finding / Recommendation	Status as at end September 2015	Danvm DC T&F Group Dec 15
		member declaring the interest can play a useful part in discussions and in those circumstances the Chairman decides whether or not participation should be allowed.	
C8	Recommendation C8: Members attending Board and Committee meetings should comply with Board rules and guidance relating to declarations of interest.	Ongoing Training and guidance has been given.	C8. Considered complete. Training and guidance will continue to be given.
C9	Recommendation C9: Currently, there are no means of measuring the adequacy of responding to complaints e.g. the number of ongoing and completed complaints. A report detailing the status of all complaints should be included within Board papers.	Fully implemented A table is now included within Board Meeting papers which shows the status of complaints and the date of which the complaint was received.	
C10	Recommendation C10: Training/guidance should be undertaken by persons dealing with complaints on the effective application of the revised complaints procedure and including conflict resolution.	Ongoing All complaint correspondence is subject to peer review.	All complaint correspondence is subject to peer review

Draft Persistent Complaints Policy

1. Introduction

Danvm Drainage Commissioners (the Board) agreed and adopted a detailed complaints procedure in 2012 which is available to view and download on the Shire Group of Internal Drainage Boards (IDBs) website.

The Board always strives to deliver the highest level of water level management in the district for the benefit of the greatest number of ratepayers and those at risk of flooding. The Board acknowledge it is not always able to meet individual expectations relating to water level management however it follows a standard procedure to ensure that it investigates all complaints to function.

A complaint is an expression of dissatisfaction, however made, about standard of service, action or lack of action made by the Board, its staff, its officers or its contractors affecting a member of the public or other group or organisation.

Any complaints received by the Board will be dealt with in accordance with Procedure below.

2. Procedure

Danvm Drainage Commissioners complaints procedure available on the Board website contains numbered procedural steps the Board has adopted to deal with any complaints received, namely:

Step 1: Complainant to contact Board offices by letter, telephone or email to raise the issue. If dissatisfied with the outcome, a formal complaint should be raised with Board Management Officers

Step 2: The complaint will be acknowledged in writing within 5 working days of receipt. Any points within the complaint clarified if necessary, the person dealing with the complaint identified before investigation of complaint commences.

Step 3: A report on complaint will be produced and issued to the complainant within 20 working days of the acknowledgement being sent. Should the matter require longer investigation, the complainant will be informed the reason for delay.

Step 4: If the complainant remains dissatisfied the Chief Executive Officer will review the complaint and its investigation following which an updated report will be issued to the complainant and where necessary brought to the attention of the Chairman.

It is the Board's aim to deal with all complaints wherever possible, quickly and effectively. However, should a complainant feel their complaint has not been fully investigated or are not satisfied with the result of any investigation, the Chief Executive Officer will advise the complainant may make representation to the Local Government Ombudsman.

The Board retains a Register of Complaints. All complaints received and responses issued on behalf of the Board are reported in the following Board meeting papers.

There is a minority of instances in which a complainant may behave in a way which can impede the investigation of the complaint, have significant resource issues for the administration and/or impact on the work of the Board. The Board has adopted a Persistent Complainant Policy defining how the Board will deal with such instances.

3. Certification

Danvm Drainage Commissioners agree to introduce this Complaints Policy on the xx day of xxxx 2015

By Order of the Danvm Drainage Commissioners

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review on xxxxxxxxxxxxxxxxx.

Draft Persistent Complaints Policy

1. Background

1.1 Dealing with a complaint is a straight forward process however there is a minority of instances in which a complainant may behave in a way which can impede the investigation of the complaint, have significant resource issues for the administration and/or impact on the work of the Board. The Board has adopted a Persistent Complainant Policy defining how the Board will deal with such instances.

1.2 The Board is committed to dealing with all complaints equitably, comprehensively and in a timely manner in accordance with its complaints procedure.

1.3 The Board does not expect its Officers to tolerate unacceptable behaviour by complainants. Unacceptable behaviour includes that which is abusive, offensive or threatening and for the sake of example may include:

- Using abusive language on the telephone
- Using abusive language face to face
- Sending multiple emails
- Leaving multiple voicemails

1.4 The Board will take action to protect its Officers and staff from such behaviour. If a complainant behaves in a way that is unreasonably persistent or vexatious, the Board will follow this policy.

1.5 Raising legitimate queries or criticisms of a complaints as it progresses, for example if agreed timescales are not met, is not in itself to be regarded as vexatious or interpreted as unreasonably persistent behaviour of the complainant.

1.6 The Board fully accept and acknowledge the fact that if a complainant is dissatisfied with the outcome of a complaint and seeks to challenge it once, or more than once, this should not necessarily cause the complainant to be labelled vexatious or unreasonably persistent.

2. Aim of this Policy

2.1 The aim is to assist in dealing with all complaints in ways which are consistent, fair and reasonable.

2.2 The policy sets out how the Board will decide which complainants will be treated as vexatious or unreasonably persistent and what the Board will do in those circumstances.

3. Definitions

3.1 The Board has adopted the Local Government Ombudsman's (LGO) definition of "*unreasonable complainant behaviour*" and "*unreasonable persistent complaints*"

3.2 The Board defines unreasonably persistent and vexatious complainants as those who because of the frequency or nature of their contacts with the Board through its Officers, hinder consideration of their or other people's complaints. The description "unreasonably persistent" and "vexatious" may apply separately or jointly to a particular complainant.

3.3 Examples include the way or frequency that complainants raise their complaint with Management Staff, or how complainants respond when informed of the Board's investigation of complaint and conclusions reached.

3.4 Features of an unreasonably persistent and/or vexatious complainant include those listed below. This list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category:

- (i) Refusing to specify the grounds of a complaint, despite offers of help.
- (ii) Refusing to cooperate with the complaints investigation process.
- (iii) Refusing to accept that certain issues are not within the scope of a complaints procedure or within the Boards sphere of responsibility.

- (iv) Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- (v) Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them disciplined or replaced.
- (vi) Being rude, supercilious or arrogant in the delivery of a complaint or in response to an answered complaint.
- (vii) Changing the basis of the complaint as the investigation proceeds.
- (viii) Denying or changing statements he or she made at an earlier stage.
- (ix) Introducing trivial or irrelevant new information at a later stage.
- (x) Raising many detailed but unimportant questions, and insisting they are all answered.
- (xi) Submitting falsified documents from themselves or others.
- (xii) Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various organisations or with different personnel within a single organisation.
- (xiii) Continued examples of copying and/or blind copying (where it is brought to our attention) of complaints to others in attempts to inflame or incite issues.
- (xiv) Raising complaints on behalf of others.
- (xv) Making excessive demands on the time and resources of staff with lengthy phone calls, emails to numerous staff, or detailed letters every few days, and expecting instant responses.
- (xvi) Trying to continually create email dialogue which puts pressure on staff to deliver immediate responses, especially out of office hours.
- (xvii) Submitting repeat complaints with minor additions/variants which the complainant then insists make these 'new' complaints.
- (xviii) Refusing to accept a decision which does not uphold a complaint; repeatedly arguing points with no new evidence.
- (xix) The refusal to accept documented evidence as factual
- (xx) complain about or challenge an issue based on a historic and irreversible decision or incident
- (xxi) Posting of personal views on 'blogs' or websites that seek to subvert/dismiss information they have been provided with regards a complaint and/or incite others to raise similar questions.
- (xxii) Purporting to act on behalf of others or insinuating that a complaint is the collective view of a group or body.
- (xxiii) Frequent or continued correspondence with Board Members regarding a present, previous or historical complaint.

4. Imposing Restrictions

The Board's Management will ensure that the complaint is being or has been thoroughly investigated according to the Boards complaints procedure.

4.1 In the first instance the Chief Executive Officer (CEO) will consult and be in agreement with the Board Chairman and Vice Chairman prior to issuing a warning to the complainant. The CEO will contact the complainant, in writing and/or by email advising them that their contact with the Board in future will be restricted and the reasons why this decision has been reached.

4.2 Any restriction imposed on the complainant's contact with the Board will be appropriate and proportionate and the complainant will be advised of the period of time the restrictions will be in place for. In most cases restrictions will apply for 6 months but in exceptional cases may be extended. In such cases the restrictions will be reviewed by the Board at its tri-annual meetings.

4.3 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include

- Barring the complainant from making contact by telephone except through a third party, eg solicitor/councillor acting on their behalf
- Barring the complainant from telephoning or sending emails to Management and insisting they only correspond by letter
- Requiring contact through one named Officer only
- Letting the complainant know that the Board will not reply to or acknowledge any further contact from them on the specific topic of that complaint

- In extreme cases where a complainant has manifested a number of points bulleted within Section 5 on definitions, the Board reserves the right to disregard.
- 4.4 When the decision has been taken to apply this policy to a complainant the CEO will contact the complainant to explain why:
- The Board has taken the decision,
 - What action the Board is taking,
 - The duration of that action,
 - The review process of this policy, and
 - The right of the complainant to contact the Local Government Ombudsman about the fact that they have been treated as a vexatious/persistent complainant.
- 4.5 Where a complainant continues to behave in a way which is unacceptable, the CEO may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

5. New complaints from complainants who are treated as abusive, vexatious or persistent

- 5.1 New complaints from people who have come under this policy will be treated on their merits. The CEO will decide whether any restrictions which have been applied before are still appropriate and necessary in relation to the new complaint. The Board does not support a “blanket policy” of ignoring genuine requests or complaints where they are founded.
- 5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious and any restrictions imposed on the board’s contact with him or her will be recorded.

6. Review

- 6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the CEO after six months and at the end of every subsequent six months within the period during which the policy to apply.
- 6.2 The complainant will be informed of the result of this review if the decision to apply this policy to them has been changed or extended

7. Referring unreasonably persistent or vexatious complainants to the Local Government Ombudsman

- 7.1 There may be instances where relations between the Board and unreasonably persistent or vexatious complainants break down completely while complaints are under investigation and there is little prospect of achieving a satisfactory outcome. In such circumstances, there may be little purpose in following all the stages of the complaints procedure. Where this occurs the Ombudsman may be prepared to consider a complaint before the procedure has run its course and the CEO shall contact the LGO in this regard.

8. Certification

Danvm Drainage Commissioners agree to introduce this Complaints Policy on the xx day of xxxxxxxx xxxx

By Order of the Danvm Drainage Commissioners

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review on xxxxxxxxxxxxxxxxxxxxxx.

9. APPENDIX B: FOI/Complaints

Status	Date Received	Submitted By:-	Ackby:	Format	Concerning	Nature of Complaint	Dealt with by:-	Response / Action Taken
	05/10/2015	Mrs Riley	AB	email	FOI Contracts awarded	Contracts awarded for external works/consultancy work since 2005 to 2015	AB/MJ	acknowledgement 6/10/2015, full response 30.10.2015
	13/10/2015	Mrs Riley	AB	email	FOI WLM Strategy Study	Requesting copies of previous revisions of draft document. This links to previous FOI requests February, March, April	AB/PJ	acknowledgment 13/10/2015, full response 3.11.15, further request 5.11.15, full and final response 5.11.15
	04/11/2015, 15/11/2015, 1/12/2015	Mrs Riley	CB	email	FOI List of Cheques plus payment values of list previously submitted to them on 30.10.15, subsequent request regarding value of payments	LoC Dun - Danvm 2005-2015, further queries regarding amount of invoice to JBA Bentley. Possibly believe exceeds agreed fee	CB	acknowledgement 5.11.15 and 16.11.15, response 4.12.2015
	16/11/2015	Information Commissioners Office	AB	email	Mrs Riley complaint	Out of time response.	AB	16/22/2015 telephoned to discuss, confirmed Board had responded, email been Junked. ICO requested copy correspondence. Sent 16/11/2015. Satisfactory
	20/11/2015	BDO-External Auditors	CB	email	FOI/query tendering process and avoidance of conflict of interest	Mrs Riley complaint regarding tendering process for Strategy Study and Modelling	CB	20/11/2015 Strategy Study - advised Coal Authority led project Modelling - advised tender run by Coal Authority, Appraisal by Mott McDonald
	04/12/2015	ICO	AB	email	Mrs Riley complaint	Board refusal to provide draft strategy study documents	AB	4/2/2015 FOI revisited, Board does not have drafts however appointed consultant may have. ICO confirmed under EIR draft/unfinished documents exempt
	16/12/2015	DMBC	AB	email	Mrs Riley FOI request sections of redacted Management Services Contract	tender response questions not released by Board included in Contract prepared by DMBC	AB	18/11/2015 DMBC Advised redaction confirmed commercially sensitive until Nov 2016 and to respond accordingly

10. APPENDIX C: Planning and Consents

Our email address for consent applications is consents@shiregroup-idbs.gov.uk

3no. consents have been provided on behalf of the Board between November 2015 and January 2016

Applicant	Location	IDB	Proposal	Permanent / Temporary	Payment recieved	Approved/ Refused/ other	Date issued	Notes
CR Tonkinson	Plot 3 Fenwick Lane, Fenwick	DDC	Introduction of Klargester biodisc treatment plant	Permanent	Yes	Approved	16.12.2015	Applicant provided additional information on 23rd Nov.
			Change to roof drainage from garage	Permanent	Yes	Approved	16.12.2015	Change to route of garage roof drainage (previous application No 22 re-granted previous discharge consent for roof drainage).
JBA (AMCO / Network Rail)	WAG1 47B Whitley Bridge Station, Eggborough	DDC	Lining of an existing brick flat bottomed culvert with a circular UV liner having a nominal internal diameter of 1100mm.	Permanent	Yes	Approved	18.11.2015	Initial review completed with request for additional information 29th October. Additional flow report with calculations submitted 30th October.

11. APPENDIX D: Finance Committee Minutes 11.12.2015

Present: Andrew Cooke (AC) (Chairman)
Gillian Ivey (GI)
Richard Ward (RW)
Richard Thompson (RT)
Dave Hill (DH)
Mike Jordan (MJ) (acting sub for Carol Mackman)

Observers: Tony Sockett (TS) Commissioners Chairman

Attendees JBA: Craig Benson (CB)
Ian Benn (IB)

2015.65 CEO requested Agenda item 4.9 be taken at the beginning of the meeting advising discussions required a private session. MJ Proposed the Committee went into private session for the purpose of discussing item 4.9, seconded GI.

2015.66 Workforce – The CEO reported the Board had been operating with a reduced workforce over the last year. The situation had arisen due to employee ill health, inability to find a suitable replacement to cover that position and to find replacement for previous employee despite extensive advertising. The current status of progress in maintenance did not reflect the seriousness of the situation as the Board Lead Operative had achieved the maintenance programme close to plan by delivering the work of machine operator and working long hours. Workforce extending maintenance operation into Dearne & Dove district 2016/17 onward. Extensive discussions took place and it was resolved:

- To appoint new employees
- To increase workforce complement to cover planned maintenance activity
- Board acknowledge appreciation of work lead operative had undertaken to keep maintenance to plan.

2015.67 Resolution to revert to Agenda and invite Members of Public to attend meeting

2015.68 Apologies – were received from Derek Bell. Members were informed of the very sad news that Carol Mackman had recently died. The Chief Executive was requested to send a letter to her partner on behalf of the Board.

2015.69 Declaration of Interest – AC declared an interest in Agenda item 4.10.

2015.70 Minutes of meeting 9 October 2015 were proposed as a true record by GI, seconded by RW and approved by the Committee.

2015.71 Matters Arising – 2015.57 – Hydraulic Model – It was agreed that the letter, issued by the Board with respect to the complaint, is disseminated to all Board Members.

2015.72 Finance Audits – Internal – Three Auditors had been approached for quotations to undertake the Commissioners internal audit function for a five year period commencing 1 April 2016. Two quotations had been received and the Finance Officer confirmed that the decision will be made shortly and the expected costs are included in the proposed budget.

2015.73 External Audit – Not yet completed. Information requested by the auditors had been sent and completion of the audit is expected before the February board meeting.

2015.74 Budget Estimate for the Year Ending 31 March 2017 – The Finance Officer informed Members that the budget is in line with the agreed movement towards a level drainage rate across all of the four districts of the Board. He confirmed that this year's changes will result in a flat rate across the Board's entire district. Members then had a comprehensive review of the full budget and raised questions with regard to the Website renewal budget and Satellite bases. There was also a request to show the breakdown of items that are included in the budgeted costs associated with the pumping station maintenance. The Budget as discussed would be recommended by this Committee for full Board approval. This was proposed by MJ and seconded by RT subject to those amendments that had been approved.

2015.75 Five Year Budget Estimate – The five year estimate was reviewed and members noted that the forecast was based upon the Board's Reserve Policy.

2015.76 Fishlake Pumping Station Scheme - The FO reported that the scheme was progressing satisfactorily.

2015.77 Board owned assets – PV Cells – Options were contained within the meeting papers and members agreed that the third option to lease the land to the Coal Authority and then take a share of the FIT payments with them after years 8-9 was the best option for the Board. RT raised a query with regard to the pre-accreditation process and whether or not the Coal Authority had obtained it. Further

discussions followed with regard to the lease of the land and it was asked for a comparison of the rent of the land for grazing. Members agreed to delegate to the Chairman and Finance Committee Chairman the authority to progress this matter, providing the pre-accreditation issue and rental values were resolved.

2015.78 It was noted that the Board's Financial Regulations had been approved by the fully Board.

2015.79 List of Payments – The committee approved the list of payments made by cheque totalling £70,290.11 of which £165.00 was signed by Officers only. Approval was given to the list of payments made direct out of the bank totalled £368,847.84 of which £108,777.96 were signed by Officers only.

2015.80 Stubbs Grange Bridge – The Finance Committee Chairman declared an interest and proposed the Committee went into private session before leaving the room. Members noted and agreed GI would take the Chair for remainder of meeting. Members of the public left the room. Board Administrator invited to advise Members on further comments received on this issue; Members agreed Board resolution had been to follow Counsel's advice and that would continue.

2015.81 Any Other Business – The Board Chairman suggested that a letter of support to the Cumbrian district should be sent to the Local Authorities, Environment Agency and Parish Councils during this time of adversity. He mentioned similar letters Doncaster MBC received during the 2007 flooding of Toll Bar. Members agreed to the suggestion and the Chairman agreed to write the letter himself.

2015.82 Date of next meeting – 27 May 2016 commencing at 10:00am.

12. APPENDIX E – Minutes of the Meeting of the Audit Review Panel

**Held at JBA Consulting, Epsom House,
Monday, 23 November 2015**

Present:	Mr Adrian Black	Scunthorpe & Gainsborough WMB
	Mr David Hinchcliffe	Black Drain Drainage Board
	(standing in for Mr Martin Oldknow)	
	Mrs Veronica Chapman	Doncaster East IDB
	Mr Andy Cane	Brodericks GBC

In Attendance on behalf of JBA Consulting:

Mr Craig Benson (Senior Financial Officer to the Shire Group of IDBs)
Mr Mark Joynes (Financial Officer to the Shire Group of IDBs)
Mr David Blake (Financial Officer to the Shire Group of IDBs)

Introductions and Apologies for Absence

Apologies for Absence were received from Christopher Day, Mr Peter Horne, Mr Steve Lomas, Mr Martin Oldknow, and Cllr. RM Sutherland.

Minutes of the Last Meeting/Matters Arising

The panel approved the minutes as a true and fair record with no matters arising.

Paperless Accounting Systems & Electronic Payment Systems

David Blake set out the work done and the position of the Shire Group officers. He explained that dealing with large volumes of paper invoices is both time-consuming and inefficient. He also set out some of the advantages of electronic filing systems, including tighter controls, better time-efficiency and a better audit trail. He advised the panel that the team had obtained quotes from various service providers and were currently preparing a business case.

David Hinchcliffe raised concerns about the use of emails to send confidential/commercially sensitive information. Craig Benson gave a brief outline of the current process, pointing out that the smaller Shire Group members still use cheques. The panel discussed whether it was worthwhile the smaller members adopting electronic payment systems. Craig Benson pointed out Lloyds bank plc are not currently charging for online banking facilities. The finance officers explained payments are made through a secure online facility, requiring passwords, pin sentries, etc. The only information sent by email are schedules of the invoices to be paid and scans of the invoices themselves, though Adrian Black pointed out that many supplier invoices contain beneficiary bank details. David Blake gave a brief description of the controls currently in place to prevent fraud and error.

Risk Register

The finance officers explained the register had been updated in November 2015 and adjustments to dates were shown as highlighted. Inserted text was shown as underlined and Craig Benson suggested new text ought to be highlighted also. The panel discussed the following items before approving the document.

Training Seminars

Adrian Black enquired whether the training seminars had proved useful. Craig Benson pointed out that DEFRA had recommended the boards carry out such training sessions and that they had indeed proved very useful. He also pointed out that the sessions were open to all members. David Hinchcliffe felt the sessions were a good idea and would like to see them rolled out to other boards including Black Drain Drainage Board. Craig Benson said the intention was to roll out the program with the possibility of joint boards, drawing attention to the benefits of different views being heard. Veronica Chapman said the sessions were generally very good although not particularly well attended, wondering if some members felt they didn't need or want training.

Register of Members' Interests

Adrian Black enquired how often the register is updated. Craig Benson said members should advise Shire Group officers whenever there are any changes so the register may be updated. He further suggested a reminder could be included in the boards' meeting papers every year.

Internal Auditor's Report

The internal auditor reviewed the work undertaken on the 2014/15 accounts. In general, the internal auditor was satisfied with how things are running. The panel discussed the following points:

Decision Making

Once again the panel noted this issue had been raised in all eight reports, emphasising the danger of decisions being taken without appropriate input from the financiers. The auditor acknowledged it was not possible to force members to attend but expressed concern that the % split in members attending did not reflect the % split in the boards' constitutions, between elected and nominated members. Adrian Black said this was a difficult issue, and that boards could hardly throw out selected members at meetings in order to achieve a particular % split. Craig Benson said it is important to encourage members to attend. He said DEFRA are not particularly looking at this issue at the moment but it is likely to rumble on and on. David Hinchcliffe expressed concern at poor attendance and pointed out the different, important skills that elected and nominated members bring. Veronica Chapman said she had always lauded IDBs and recommended all members definitely attend, though she acknowledged that members have other meetings, engagements, etc. to consider. In summary the internal auditor remarked this was an easy matter to bring up but a difficult one to resolve.

Reserves Policy

The panel discussed the reasonableness of reserves policy. Craig Benson said they were flexible and this is an ongoing issue. Adrian Black suggested having a policy 'set in stone' is the worst thing to do. Veronica Chapman pointed out the difficulties of new bodies adopting such policies.

Unsingd Cheques

The internal auditor reported this was an issue they had closely investigated, not only authorisations on cheque payments but also online payments. David Hinchcliffe expressed concern that the bankers no longer employ stringent checks when processing cheque payments. Craig Benson said the onus was on signatories and Shire Group officers to carry out their own checks.

Future Audits

The internal auditor asked if there were any areas the panel would particularly like to be covered when planning subsequent audits. Adrian Black suggested direct debit payments could be reviewed, as the chairman doesn't generally see these items. Craig Benson said that, according to financial regulations, officers have the right to approve budgeted expenditure, but that this was contradicted elsewhere in the regulations, in that officers are restricted in the amounts they can authorise. Adrian Black pointed out the restrictions on bank mandates are also likely to prove an obstruction.

External Auditor's Report

The Annual Returns were reviewed by the panel and more specifically the External Auditors' comments. The following matters were discussed.

Treatment of Fixed Assets

The panel discussed the new practitioners' guide which sets out valuation methods for fixed assets. Members expressed concern about the creation of new revaluation reserves and the danger of this artificially increasing the boards' reserves. Andy Cane stressed new items on the balance sheet could not be regarded as 'cash'. Craig Benson reminded the panel that detailed guidelines had not yet been published. David Hinchcliffe noted that government grants were not as available as they may have been in previous times. The internal auditor advised the boards' should not adopt a policy of depreciating their fixed assets as this would only increase the danger of users misunderstanding the financial statements, and that depreciation amounted to little more than guesswork. Adrian Black recalled the time Scunthorpe IDB used depreciation and the confusion it caused. Craig Benson recalled the Dun Drainage Commissioners' use of 'negative budgeting' in order to allow for depreciation. The panel were in agreement the boards should not depreciate their fixed assets.

Future Audits

Craig Benson advised the panel the officers will continue to work closely with the internal auditors and will continue to comply with regulations. He noted the information sent to external audits is minimal, and that the boards can incur fines for sending too much information. He wondered how an external audit can realistically carry out an audit without ever having sight of the accounts. It was assumed the external

auditor places heavy reliance on the findings of the internal auditor. David Hinchcliffe noted that the nature of audit had changed much over recent years. Craig Benson informed the panel the boards will have some choice in appointing external auditors going forward, and that the Association of Drainage Authorities are currently drafting guidelines. He suggested there was no need to change auditors and recalled the time when there were five separate auditors working on Shire Group members' accounts. Adrian Black agreed more auditors could create more problems.

Any Other Business

Internal Audit Contract

Craig Benson advised the panel the contract with the current internal auditor was under review. He stressed he was very happy with the internal auditors who had submitted tenders and that a decision would be announced at the January/February 2016 board meetings.

Date of Next Meeting and Close of Meeting

The finance officers thanked members for attending and, in particular, encouraged David Hinchcliffe to attend subsequent meetings. The next meeting of the panel will be held on Monday, 28 November 2016 at 10.00am at JBA Consulting, Epsom House, Redhouse Interchange, Doncaster, DN6 7FE.

13. APPENDIX F – Risk Register

Introduction

All organisations face risks from both fraud and error. They are compelled to have in place a robust system of internal controls to prevent & detect such occurrences, thus safeguarding against these risks. The main types of risks facing the organisation are:

- Governance
- Operational
- Financial
- External
- Compliance with law and regulation

Risk Registers

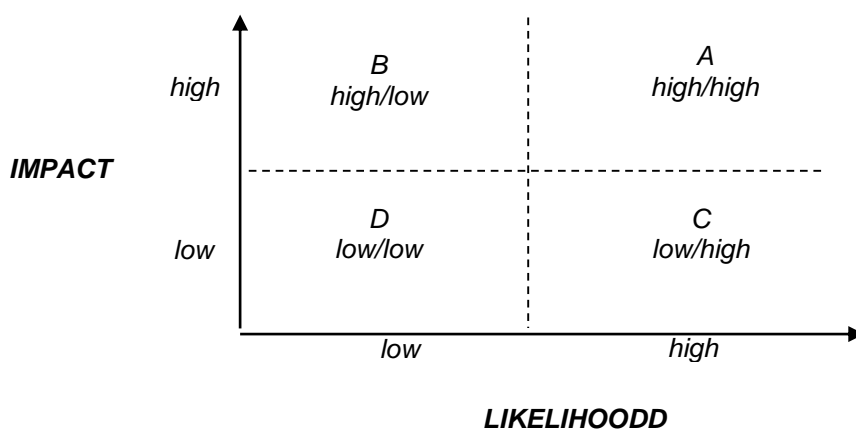
A crucial risk management tool is the Risk Register. Maintaining such a register helps an organisation operate more efficiently. It will help the organisation achieve its goals and help to ensure that undesirable events do not occur, or at least to ensure that the risk of occurrence is reduced to an acceptably low level.

The original register was drafted by the internal auditor. It is reviewed & updated by the clerks and internal auditor every year, with any changes from the previous year marked in red.

Note that the all the boards are required to approve the register individually. Any points made or queries raised by this panel will be reported to all the boards.

Risk Mapping

The areas of risk are categorised in terms of both likelihood of occurrence, and impact in the event should they occur. They are graded from A to D accordingly:



A = Immediate action

B = Consider action and have a contingency plan

C/D = Consider action or keep under periodic review

The Register

The register can be found as an attached document. It was updated in November 2015



Shire Group of IDBs

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

T: 01302 337798

F: 01302 329887

info@shiregroup-idbs.gov.uk

www.shiregroup-idbs.gov.uk

JBA Consulting has offices at

Coleshill
Doncaster
Edinburgh
Haywards Heath
Limerick
Newcastle upon Tyne
Newport
Thirsk
Saltaire
Skipton
Tadcaster
Wallingford
Warrington

