

**Ancholme Internal Drainage
Board**

**Godfrey's Offices
Elsham Top
Brigg
DN20 0NU**



Meeting Papers

**Wednesday 18 January 2017
2:00pm**

**Shire Group of IDBS
Epsom House
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Meeting Papers

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Clerk to the Board

Purpose

These meeting papers have been prepared solely as a record for the Internal Drainage Board. JBA Consulting accepts no responsibility or liability for any use that is made of this document other than by the Drainage Board for the purposes for which it was originally commissioned and prepared.

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Agenda

1. Governance matters
2. Clerk Report
3. Financial Report
4. Engineering Report
5. Health and Safety Report
6. Environmental Report
7. Any Other Business by Leave of the Chairman
8. Date of next meeting

1. Governance

1.1 Declaration of Interest

Board Members are advised to declare a pecuniary or non-pecuniary interest on any item in the Agenda.

1.2 Apologies for Absence

1.3 Minutes of the meeting held on 2 November 2016

Present	Mr J Barton	JB
	Mr R Borrill (Chairman)	RB
	Mr C Day	CD
	Mr I Dowson	ID
	Mrs S Dunn	SD
	Mr I Glover	IG
	Mr A Godfrey (Vice Chair)	AG
	Mr R Herring	RNH
	Mr R Holloway	RH
	Mrs J Jackson	JJ
	Mr J James	JHJ
	Mr P Jones	PJ
	Mr R Ogg	RO
	Mr N Sherwood	NS
	Mr M Storey	MS
	Mr J Summers	JS
	Mr H Williams	HW

In attendance on behalf of JBA Consulting, Clerk, Engineer, Finance Officer and Rating Officer:

Mr I Benn	Clerk
Mr C Benson	FO
Mr P Jones	Eng
Mrs A Briggs	EO

Declaration of interest

2016.62 ID in connection with Low Farm outfall, RO and NS in connection with Planning

Apologies for Absence

2016.63 Apologies for absence were received from Ivor Anyan, Stewart Brown, William Strawson, Jonathan Jackson, Stuart Buckley, Helen Rowson and Carl Sherwood, Peter Richardson.

Chairman's Announcement

2016.64 The Chairman welcomed new nominated members Roy Holloway, Sophie Dunn and Peter Jones

Minutes of the Last Meeting

2016.65 Minutes of the meeting held 27 January 2016 within the meeting papers were considered by the Board. RB noted the Board required insurance provision taking to the market when renewal is due. RNH queried Minute 2016.52 N. Lincs Framework. Eng confirmed existing contractor base has been encouraged to sign to framework, the aim of the framework is to widen the scope of available contractors. **AC proposed Chairman sign as true record, seconded NS, all in agreement.**

Matters Arising

2016.66 None.

Complaints/FOI requests

2016.67 None.

Clerk Report

The Clerk's Report, previously circulated to members was considered as reported.

2016.68 Humber Flood Risk Management Strategy – PowerPoint available on Board website. Noted previous requirement to raise standard of protection to 1:200 would funnel water and flood Goole; MP's business case not supported. Strategy undergone comprehensive review and boundary extended to cover the extent of tidal influence to Doncaster and Selby. This may result in a dilution of available monies. Advised EFRA Committee 2nd report recently released proposed landowners should make space for water, also set out in the Strategy. RNH advised Board expenditure in northern part of district would be influenced by the Strategy and no decisions could be made until outcome known. Noted management would drive the Agency to identify what and where it is intended to make space for water.

2016.69 Humber outfalls – 4 key gravity outfalls into the Humber drain 5% of the District. Composition Drain outfall is lost, silted up through lack of rainfall on catchment able to flush the system through. Current management includes jetting the silt on receding tides or use of temporary pumps to facilitate catchment water movement when required. Low Farm outfall becoming considerably worse, jetting and temporary pump being used in short term, noting water required for jetting. RO advised new minister for Northern Powerhouse confirmed considerable money would be spent within that area. RH advised de-silting operations have occurred for last 40 years. Eng advised silt monitor installed in Fulseas PS by EA. Noted budget referred to North East Outfalls project for over 12 years; a scheme had been proposed considering ways to retain gravity outfall had been postponed because of decisions required for A1077 and EA flood defences. He further advised small amount of regrading works could divert water providing better chance to flush system during rainfall events. Medium term solution was to maintain soak dyke system to rear of flood defence and possibility of linking catchments to try and retain one outfall. EO advised any Soak Dyke maintenance requires EA consent as part of defined Estuarine Ramsar Site. RB noted possibility of losing all outfalls or undertaking scheme to try and retain one. RNH concerned land may be sacrificed by that course of action suggesting if sufficient monies in budget this year to undertake some work now.

ACTION - PJ to produce costs and present map showing exactly what will be drained. RH proposed, HW seconded, all in agreement. Members noted funding difficulties associated with projects where few properties affected; Board will plan for the short and medium term.

2016.70 ADA Conference – noted Neil Parrish EFRA Committee Chairman to be a speaker

Finance Report

The Finance Report previously circulated to Members was discussed.

2016.71 Rating report – Balance outstanding now £101,000, 70% of agricultural drainage rate collected

2016.72 Internal Audit – No issues identified.

2016.73 Internal Audit Review – attended by Chris Day on behalf of Board

2016.74 Budget Comparison – noted out-turn where expected to be

2016.75 List of payments – Noted cheques £13,785.90 signed by the Clerk and of bank payments totalling £199,962.35, £109,982.17 were approved by the Clerk. RNH queried length of contract for depot and possible return to Cadney.

ACTION: EO to advise at next meeting. RNH proposed list of payments approved, AG seconded, all in agreement

2016.76 Capital Programme – Members noted timings of replacement/refurbishment

2016.77 Five-year budget estimate – FO advised of concern regarding level of reserves by 2022 with predicted drop to 27% of expenditure whereas Policy required 40% of expenditure. Suggested 3-4 years prior to refurbishment, sound interrogation of what was required be undertaken. JS queried the possibility of accruing funds noting the usual little appetite for an increase in drainage rate meant the Board had to agree it was a borrowing board.

Engineers Report

The Engineer's Report, previously circulated to members was considered as reported with two additional updates.

2016.78 Telemetry – Eng had requested the provider to bring forward proposal for an agreement covering next 5 years. Current Agreement covered significant updates required to Board hardware which should not be required for next 5 years. In response to query it was confirmed other suppliers are available but difficult to make like for like comparisons. Board would need to decide what it required

2016.79 Maintenance – Bentley Farm PS issues with pump being investigated by contractor. Condensation in writing resulted in pump failure. Temporary pump installed, repair costs in region of £4,500, Board requested to consider servicing spare pump which supports another station. **RNH proposed Board has its spare pump serviced, AC seconded, all in agreement**

2016.80 Main River – demaining response from the EA is that a new contact has been appointed who will progress the discussions. R Ancholme levels will be dropped to 0.9m AOD later this month but unlikely to be dropped lower to facilitate inspection of both EA and IDB outfalls. Eng and Asset Manager are in discussions with EA. MS confirmed he and pressured EA from environmental and leisure usage perspective

on the Brigg section particularly. He advised Agreement was river would be dropped to whatever level required for a specific timed purpose.

ACTION: Engineer to provide information to Irwin Forbes at EA. Intention to undertake inspection if river level dropped using contractors who will look at Humber outfalls at same time in terms of providing jetting assistance.

2016.81 Consents - noted

Health and Safety Report

2016.82 Nothing to report.

Environmental Adviser's Report

2016.83 The Environmental Adviser's report previously circulated to Member was discussed.

2016.84 Eels Regulations – EO reported update on situation. Whilst Board request for consideration of ECUS habitat survey not yet resulted in any decision, Dr Ros Wright advised requirement for a protocol for assessment of eel habitat likely to include eel and fish surveys, habitat diversity, water quality, depth of water, depth of silt and presence of anoxic silt, connectivity and opportunity for escapement. Current guidance exempts only barriers or intakes at sites >50km from tidal limit or at altitude. EA hopes to develop a habitat assessment tool to provide evidence on whether eel passage would be a requirement or not when assessing for Eel Regulation compliance. The protocol when developed will provide detailed guidance and it has been suggested the Worlaby system may make a good test site for development of the tool. Following extensive discussion, **HW proposed, AG seconded the Board would respond positively to the EA regarding use of Worlaby and its catchment. Agreed by all.** EO expressed disappointment EA Fisheries areas worked differently on this subject irrespective of guidance.

Representation

2016.85 Members noted where the Board had been represented since the last meeting.

Any Other Business

2016.86 Tree in watercourse – JS advised riparian owned tree in Board maintained watercourse at Glenthams village was obstructing flow, requiring notice be served on landowner. **JS to provide landowner name and address**

2016.87 Contract Management Services – Management left the meeting.

Following discussion Members agreed new 5 year contract on same terms and conditions as current contract due to expire 31 March 2017

Date of Next Meeting

2016.88 18 January 2017, 17 May 2017 and 8 November 2017 all commencing 2pm, Godfreys Offices, Elsham.

1.4 Matters arising there from not elsewhere on Agenda

Castlethorpe Depot

2016.75 – existing Lease with W H Strawson and W H Strawson (Farms) Limited dated 30 April 2007 for period of 15 years from 1 May 2007 at annual rent of £3750 plus the sums the landlord spends each year during the Lease period to insure the property. Insurance rent approximately £900 pa.

Castlethorpe Depot Break-in

On the weekend of 3-4 December 2016 unauthorised access and theft was experienced at the Boards Depot at Castlethorpe.

It appears that access was gained from Carr Lane, north of the depot, rather than the nursing home entrance.

The palisade perimeter fencing and gates were forced along with the pedestrian access door and office door which then permitted access to open the machinery doors/access.

The smallest trailer which was loaded up with a temporary pump and associated equipment to be utilised at the Humber outfalls was taken along with numerous other small items such as chainsaws, hammers, socket sets etc. Although the office door was damaged it appears that nothing has been taken or damaged within the office.

The Police and Boards' insurers have been informed, and the list of stolen items is being compiled by the Foreman.

Once the list has been compiled we will also be looking at replacement on an as need basis.

W H Strawson and W H Strawson (Farms) Limited has undertaken temporary repairs to pedestrian doors, and is looking to include an alarm system.

1.5 Complaints/FOI requests

None received.

2. Clerk report

Recommendations:

1. To note the information contained in this report

2.1 Legislation

Nothing to report

2.2 Humber Flood Risk Management

2.2.1 Humber Flood Risk Management Strategy

Nothing to report

2.3 Association of Drainage Authorities

2.3.1 ADA Conference 2016

Notes on Conference.

Henry Cator stood in for President Lord Ramsey, unable to attend. Henry suggested the industry was taken for granted, noting IDB Members take seats on these small non-departmental public bodies as volunteers with immense local knowledge of their area.

Dr Therese Coffey, Minister for the Environment, spoke at length. Government appreciates the role and function of IDBs and the importance of ADA, speaking for the collective whole. She welcomed ADA's response to the flooding report suggesting the importance of integrating water, land management, development and the environment from source to sea. In connection with de-maining and asset transfer, she advised the Agency was not attempting to palm off responsibility but looking for willing partners and how PSCA's help support this process. She is very supportive and seeks to promote natural flood management and understand what it could look like in lowland areas. She noted Defra's appreciation on the work some IDB Officers had done on land values in connection with proposed new IDBs in Cumbria. She also acknowledged the statutory duty of local authorities to raise income on behalf of IDBs for those developed areas within the IDB District and how Board function assisted delivery of environment, food and farming requirements.

Alison Baptiste spoke on behalf of the Environment Agency expending on the requirement to de-main and transfer assets, likely to be with willing partner IDBs and other Risk Management Authorities. The ideal scenario was to deliver a local solution for local people however the Agency continues to require an oversight role.

Emma Howard-Boyd, Chair of the Environment Agency spoke on the work of water level management having a positive impact on daily lives but the requirement to think long term about nature and the protection of people from flooding. It was believed delivery would be through collaboration between partners to deliver a resilient England, advising not everyone can be protected all of the time. A catchment based approach would be required to deliver this; land management practices, soft

engineering approaches, new measures with utility companies to strengthen infrastructure resilience. She advised of an Agreement with Stobart trucks to move goods required by the Environment Agency in connection with flood events around the country and the Woodland Trust and Forestry Commission were to plant trees. She noted how the PSCA were delivering efficient savings of between 5-10%. Mrs Howard-Boyd also advised the Agency was keen to work with willing partners. There requires a rebalancing of both National and Local Flood Risk Management; the 25 year Environment Framework was soon to be published – how to fund the work remained an ongoing issue.

Minette Batters spoke for the National Farmers Union. She identified Brexit as the biggest challenge for the future. Trading relationships was the number one priority and access to the single market. It would be a significant change for agriculture. The budget was secure until 2020 but a new deal would have to be agreed before the end of the 2 year exit from Europe. She advised the public pay £0.23 per day toward the Commons Agricultural Policy, providing food, clean water and a clean environment and the importance of using the next two years to influence change. At the moment under the Water Framework Directive, one indicator failure meant watercourse failure suggesting by the next River Basin Management Plan period of 2027, was time within which the directive could be scrapped. The NFU fully supported IDBs working on main river under PSCAs and commented on the role of farming in mitigation of Climate Change.

Question Time followed with questions raised by a LLFA Member on SuDS and the requirement for all drainage assets to be adopted and maintained in perpetuity where Management Companies set up for this purpose frequently failed to deliver suggesting the FWMA Schedule 3 required enactment allowing the LLFAs to adopt systems. It was opined the Government is storing up problems because SuDS are not being developed properly and to deliver the catchment approach requires SuDS being developed.

A Member advised the CAP monies are not for farmers but subsidise consumer shopping lists.

On Grant in Aid an IDB Officer suggested whilst outcome measures were appropriate for accessing GiA, they need to be more aspirational, offering a lower level of protection in villages and reporting on the percentage of properties protected, advising property should be protected to a standard with support for offering advice on resilience to flooding.

Innes Thompson advised on the importance of soil as the most valuable farm asset and the need to protect it from erosion and maintain soil biota.

2.4 Website

The new website is now LIVE ! <https://www.shiregroup-idbs.gov.uk/idbs/ancholme/>

Please let the office know if there are corrections/omissions so that we may complete the testing phase.

The website will continue to develop in terms of content so any suggestion are greatly appreciated!

3. Financial Report

Recommendations:

1. To note the information contained in this report
2. To approve the schedules of payments
3. To approve the risk register
4. To approve the budget estimates for the year ending 31 March 2018

3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 16th December 2016: -

	£	£
Balance Brought forward at 1 April 2016		-287.29
2016/2017 Drainage Rates and Special Levies		
Drainage Rates		346,164.07
Special Levies		
North Lincolnshire Council	203,137.00	
West Lindsey District Council	18,512.00	221,649.00
Total Drainage Rates Due		<u>567,525.78</u>
Less Paid: -		
Drainage Rates		275,435.50
North Lincolnshire Council	203,137.00	
West Lindsey District Council	18,512.00	221,649.00
Total Drainage Rates Paid		<u>497,084.50</u>
Admin adjustment		19.62
Balance Outstanding as at 16th December 2016		<u>70,421.66</u>

3.2 Audit

3.2.1 Internal Audit Review Meeting

The Internal Audit review took place on Monday 28 November at Epsom House, Doncaster commencing at 10:00am. The minutes are attached at Appendix A

3.2.2 Risk Register

The risk register is attached at Appendix B and requires the Board's approval.

3.3 Estimates Rates and Special Levies for the Year Ending 31 March 2018

ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2018						
	2016/17				2017/18	
Approved Estimate		Estimated Out-Turn				Estimate
£	£	£	£		£	£
INCOME						
Drainage Rates on Agricultural Land and Buildings:-						
179,483		179,483		12.50p in £ on AV of £1,460,753	182,594	
166,681		166,681		12.50p in £ on AV of £1,356,232	169,529	
Special Levies (12.50p in £)						
North Lincolnshire Council						
203,137		203,137		12.50p in £ on AV of £1,652,868	206,609	
West Lindsey District Council						
18,512		18,512		12.50 in £ on AV of £150,627	18,828	
Other Income:-						
1		1		Rental Income	1	
18,500		17,950		Income from Rechargeable Works	17,000	
30		20		Interest etc	30	
0		0		New Works and Improvement contributions	0	
<u>35,000</u>	621,344	<u>46,077</u>	631,861	Other Contributions	<u>36,764</u>	631,355
EXPENDITURE						
98,855		95,976		Flood Defence Levy	98,855	
0		1,173		Capital Works	0	
109,989		140,922		Pumping Stations	126,341	
232,720		229,170		Drains Maintenance	238,547	
28,023		26,405		Telemetry contract	46,209	
60,397		64,204		Administration Costs	65,892	
1,000		1,035		Cost of Rechargeable Works	1,000	
8,121		7,585		Office/Depot Costs, Materials etc	6,520	
<u>81,746</u>	<u>620,851</u>	<u>81,746</u>	<u>648,216</u>	Cost of Borrowing	<u>81,746</u>	<u>665,110</u>
	493		(16,355)	Surplus - (Deficit)		(33,755)
	<u>214,114</u>		<u>249,314</u>	Balance Brought Forward		<u>232,959</u>
	<u>214,607</u>		<u>232,959</u>	Balance Carried Forward		<u>199,204</u>
Previous Years Rates in the £						
2003/04:10.29p - 2004/05:10.29p - 2005/06:10.29p - 2006/07:10.29p - 2007/08:10.29p - 2008/09:10.29p - 2009/10:10.29p						
2010/11 10.29p - 2011/12 : 11.29p - 2012/13 : 11.29p - 2013/14 :11.29p - 2014/15: 12.29p - 2015/16 :12.29p - 2016/17 - 12.29p						
Penny Rate : £46,201						



3.4 Five Year Budget Estimate

	2016/17	2017	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	Budget	Outturn	Estimated Out turn					
	£	£	£	£	£	£	£	£
INCOME								
Drainage Rates - Land (AV) : 2,815,951	346,164	346,164	352,123	366,208	380,293	394,378	408,463	422,548
Levies North Lincolnshire Council - (AV) 1,652,868	203,137	203,137	206,609	214,873	223,137	231,402	239,666	247,930
Levies West Lindsey District Council - (AV) 150,627	18,512	18,512	18,828	19,582	20,335	21,088	21,841	22,594
Interest etc.	30	20	30	60	70	500	500	500
Contribution from S&GWMB	18,500	17,950	17,000	17,340	17,687	18,041	18,401	18,769
Rental Income	1	1	1	1	1	1	1	1
Other Contributions	35,000	46,077	36,764	35,000	35,000	35,000	35,000	35,000
TOTAL INCOME	621,344	631,861	631,355	653,063	676,523	700,409	723,872	747,342
EXPENDITURE								
Flood Defence Levy	98,855	95,976	98,855	99,000	100,000	110,000	110,000	110,000
NEW WORKS								
Capital (Nettleton Beck)	0	1,173	0					
Cost of Borrowing	81,746	81,746	81,746	81,746	74,792	74,792	74,792	71,168
Other Board Shares	1,000	1,035	1,000	1,200	1,200	1,200	1,200	1,200
Depot/Office Costs	8,121	7,585	6,520	6,650	6,783	6,919	7,057	7,199
Maintenance	232,720	229,170	238,547	243,318	248,184	253,148	258,211	263,375
Administration	60,397	64,204	65,892	67,210	68,554	69,925	71,324	72,750
Pumping Stations	109,989	140,922	126,341	128,868	131,445	134,074	136,756	139,491
Telemetry contract	28,023	26,405	46,209	36,967	36,967	36,967	27,725	47,133
TOTAL EXPENDITURE	620,851	648,216	665,110	664,959	667,926	687,025	687,065	712,316
Surplus (Deficit) on Year	493	(16,355)	(33,755)	(11,896)	8,597	13,383	36,807	35,027
Balance Brought Forward	214,114	249,314	232,959	199,204	187,308	195,905	209,288	204,752
Balance	214,607	232,959	199,204	187,308	195,905	209,288	246,095	239,779
Capital Account Balance transfer	0	0	0	0	0	0	41,343	41,343
Balance to Carry Forward	214,607	232,959	199,204	187,308	195,905	209,288	204,752	198,435
	34.57%	35.94%	29.95%	28.17%	29.33%	30.46%	29.80%	27.86%
AV £4,620,480								
(Penny Rate) £46,204								
Rate in £	12.29p	12.29p	12.50p	13.00p	13.50p	14.00p	14.50p	15.00p
Inc./Dec. from Previous Year	No Change	No Change	.21p inc	0.5p inc	0.5p inc	0.5p inc	0.5p inc	0.5p inc
Rate in £ Inc./Dec. from Previous Year			1.71%	4.00%	3.85%	3.70%	3.57%	3.45%

Year Ending	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Account						
	£	£	£	£	£	£
INCOME						
PWLB Loan					800,000	
Environment Agency - Grant in Aid						
Local Enterprise Partnership Contribution						
Environment Agency - Highland Water Contribution						
Other Contributions						
TOTAL INCOME	0	0	0	0	800,000	0
EXPENDITURE						
NEW WORKS						
Hibaldstow PS Scheme					800,000	
Cost of Borrowing					41,343	41,343
TOTAL EXPENDITURE	0	0	0	0	841,343	41,343
Surplus (Deficit) on Year	-	-	-	-	(41,343)	(41,343)
Balance Brought Forward	0	0	0	0	0	0
Balance	-	-	-	-	(41,343)	(41,343)
Transfer from Revenue Account	0	0	0	0	41,343	41,343
Balance to Carry Forward	0	0	0	0	0	0

Effect of No Increase in Rates

	2016/17	2017	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	Budget	Outurn	Estimated Out turn					
	£	£	£	£	£	£	£	£
INCOME								
Drainage Rates - Land (AV) : 2,815,951	346,164	346,164	346,207	346,207	346,207	346,207	346,207	346,207
Levies North Lincolnshire Council - (AV) 1,652,868	203,137	203,137	203,137	203,137	203,137	203,137	203,137	203,137
Levies West Lindsey District Council - (AV) 150,627	18,512	18,512	18,512	18,512	18,512	18,512	18,512	18,512
Interest etc.	30	20	30	60	70	500	500	500
Contribution from S&GWMB	18,500	17,950	17,000	17,340	17,687	18,041	18,401	18,769
Rental Income	1	1	1	1	1	1	1	1
Other Contributions	35,000	46,077	36,764	35,000	35,000	35,000	35,000	35,000
TOTAL INCOME	621,344	631,861	621,652	620,258	620,615	621,399	621,759	622,127
EXPENDITURE								
Flood Defence Levy	98,855	95,976	98,855	99,000	100,000	110,000	110,000	110,000
NEW WORKS								
Capital (Nettleton Beck)	0	1,173	0					
Cost of Borrowing	81,746	81,746	81,746	81,746	74,792	74,792	74,792	71,168
Other Board Shares	1,000	1,035	1,000	1,200	1,200	1,200	1,200	1,200
Depot/Office Costs	8,121	7,585	6,520	6,650	6,783	6,919	7,057	7,199
Maintenance	232,720	229,170	238,547	243,318	248,184	253,148	258,211	263,375
Administration	60,397	64,204	65,892	67,210	68,554	69,925	71,324	72,750
Pumping Stations	109,989	140,922	126,341	128,868	131,445	134,074	136,756	139,491
Telemetry contract	28,023	26,405	46,209	36,967	36,967	36,967	27,725	47,133
TOTAL EXPENDITURE	620,851	648,216	665,110	664,959	667,926	687,025	687,065	712,316
Surplus (Deficit) on Year	493	(16,355)	(43,458)	(44,701)	(47,311)	(65,627)	(65,305)	(90,188)
Balance Brought Forward	214,114	249,314	232,959	189,501	144,800	97,488	31,862	-74,787
Balance	214,607	232,959	189,501	144,800	97,488	31,862	(33,444)	(164,975)
Capital Account Balance transfer	0	0	0	0	0	0	41,343	41,343
Balance to Carry Forward	214,607	232,959	189,501	144,800	97,488	31,862	(74,787)	(206,319)
	34.57%	35.94%	28.49%	21.78%	14.60%	4.64%	-10.88%	-28.96%
AV £4,620,480								
(Penny Rate) £46,204								
Rate in £	12.29p	12.29p	12.29p	12.29p	12.29p	12.29p	12.29p	12.29p
Inc./Dec. from Previous Year	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change

3.5 List of Payments

3.5.1 List of Cheques Paid

DATE	CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL CHEQUE	
2016						£
Sep	27	006056	93	Post Office Counters	Road Fund Licence	230.00 *
					Total of all Cheques	230.00
					* Total of all cheques signed by Clerks	230.00

3.5.2 List of Payments Made Directly from Bank Account

DATE	REF	PAYEE	DESCRIPTION	TOTAL PAYMENT	
2016				£	
Oct	10th	88	Hewitt (TJ) Excavators	Maintenance Contract	20,591.39
		86-87	N E Davis Plant Hire	Maintenance Contract	22,077.18
		90	PKF Littlejohn LLP	Audit Fee 2015/16	1,560.00
	13th	-	HMRC	PAYE/NI	1,038.21 *
	14th	-	Ratepayer	Refund	60.00 *
	17th	99	Nat West Business Card	Business Card- Fuel	295.78 *
				- Card Fee	45.00 *
		-	NatWest	Bank Fees	39.80 *
	20th	92	Woldmarsh Producers Ltd	Appleby PS Electricity	69.71 *
				Brimmer Beck PS Electricity	180.36 *
				Broughton Carr PS Electricity	174.80 *
				Bentley Farm PS Electricity	140.81 *
				Cadney PS Electricity	71.24 *
				Carr Drain PS Electricity	139.44 *
				Fulseas PS - Electricity	125.73 *
				North Kelsey PS Electricity	45.42 *
				Redbourne Hayes PS Electricity	104.73 *
				South Kelsey PS Electricity	50.93 *
				Thirty-Foot PS Electricity	124.30 *
				Worlaby PS Electricity	431.26 *
				Waddingham PS Electricity	83.78 *
	26th	101	BT	Depot Broadband Package	84.52 *
	27th	-	Employee	Wages	2,147.96 *
		-	B&CE Holdings	Pension Contributions	52.13 *
	31st	106	BT	Line to Depot	128.23 *
		96	O2 (UK) Ltd	Mobile Telephone	24.31 *
		-	NatWest	Bank Fees	18.24 *
Nov	1st	121	Crystal Ball Ltd	Vehicle Tracking	70.20 *
		1	North Lincolnshire Council	Business Rates	106.00 *
	9th	100	Crystal Motor Group	Vehicle MOT	40.00 *
		107	Energas Ltd	Oxygen	65.30 *
		97-98	ID Spares & Services Ltd	Weedscreen Cleaner Maintenance	424.47 *
		102	Lincoln Electrical Services Ltd	Pumping Station Maintenance	810.54 *
		111-113	N E Davis Plant Hire	Maintenance Contract	900.00 *

Ancholme Internal Drainage Board
Meeting Paper
Wednesday 18 January 2017



Nov	9th	-	HMRC	PAYE/NI	1,038.21	*
	10th	94	Environment Agency	Flood Defence Levy	47,988.00	
		91	JBA Consulting	Management Fee	11,857.79	
		-	NatWest	Bank Fees	37.40	*
	15th	124	Nat West Business Card	Business Card- Fuel	257.33	*
				- Vehicle Parts	38.04	*
				- PAT Tester	105.54	*
				- Depot Stationary	33.00	*
	21st		Woldmarsh Producers Ltd	Appleby PS Electricity	98.62	*
				Brimmer Beck PS Electricity	67.76	*
				Broughton Carr PS Electricity	207.92	*
				Cadney PS Electricity	87.35	*
				Island Carr PS Electricity	248.48	*
				North Kelsey PS Electricity	69.45	*
				Redbourne Hayes PS Electricity	134.48	*
				South Kelsey PS Electricity	75.87	*
				Thirty-Foot PS Electricity	120.41	*
				Worlaby PS Electricity	449.59	*
				Waddingham PS Electricity	123.40	*
				Member Charge	140.82	*
				Nettleton Beck Penstock Electricity	34.21	*
				Candley PS Electricity	72.79	*
				Hibaldstow PS Electricity	319.55	*
				Depot Electricity	107.93	*
	22nd	109-110	Controlstar Systems Ltd	Telemetry Maintenance Contract	11,031.30	
		104,108	Hewitt (TJ) Excavators	Maintenance Contract	29,443.35	
	24th		Employee	Wages	2,147.96	*
			B&CE Holdings	Pension Contributions	52.13	*
	25th	111-113	N E Davis Plant Hire	Maintenance Contract	69,122.71	
		114	Perry's Pumps Ltd	Bentley Farm PS - Pump Maintenance	5,691.60	
	30th	122	O2 (UK) Ltd	Mobile Telephone	24.31	*
		-	NatWest	Bank Fees	9.95	*
Dec	1st	1	North Lincolnshire Council	Business Rates	106.00	*
	2nd	120	ADA	ADA Conference Fee	134.40	*
		123	Danvm Drainage Commissioners	Website Development, etc.	850.47	*
		115-119	ID Spares & Services Ltd	Pumping Station Weedscreen Maintenance	2,094.28	*
		118	Pearson & Associates	Auto Enrolment Advice	198.75	*
			Total		236,942.92	
				* Total amount of direct debits, standing orders and payments approved by the Clerk only	17,579.60	

4. Engineer's Report

Recommendations

1. Extension of Contracts for 2 further periods of 12 months from 1st July for *NE Davis Plant Hire Ltd.* and *Hewitt (TJ) Excavators Ltd.* (Item 4.2.3)
2. To note the information contained in this report

4.1 Asset Management

4.1.1 Telemetry

A proposal is expected for the Board meeting.

4.1.2 Water Level Management

Winteringham Ings



Winteringham Ings; west of Cemex and south of A1077 / River Humber / Read's Island

The topographic survey of Winteringham Ings has been completed and we can report on the findings and the wider aspects as follows.



Survey and feasibility of connecting Cement Works to Low Farm

1. It is feasible to hydraulically connect the Cement Works outfall catchment to the Low Farm outfall catchment. This is based upon a 1 in 4000 hydraulic gradient between the A1077 culvert inverts at Cements Works outfall and Low Farm outfall.
2. The watercourse bed gradient however, cannot achieve a 1 in 4000 gradient and would need to be excavated flat over c.1.5 km along the existing private watercourse route (surveyed on the attached plan) from CEME01_1744 to CEME01_0235.
3. The flat bed gradient may lead to silt deposits in the watercourse but the bed level is already below culvert invert levels so hydraulically this should not cause concern.
4. This would include removal of 3no. access culverts; 670mm, 500mm, and 350mm diameter on the private watercourse.
5. No alteration needs to be made to the A1077 road culverts to permit a hydraulic gradient.
6. The regrade would need formally designing by a consultant but my estimate at present is approximately 3,000m³ of material needs to be excavated (quantity to be disposed will be higher due to bulking)
7. I would estimate that the work would cost in the region of £5-10k but disposal off-site would escalate costs by at least a further £50k.

8. At this stage, we can estimate the scheme cost as follows; highly dependent on the disposal method:

Item	Estimated Cost (£)
Survey	1,285
Design, Tender and Report (incl. services search)	2,000 – 5,000
Ecology Survey and Appraisal	1,385
Water Vole mitigation costs	2,000 - 3,500
Site Supervision & Project Management	2,000 – 5,000
Earthworks (dependant on disposal)	5,000 – 55,000
<i>Sub total</i>	<i>13,670 – 71,170</i>
Risk Contingency	4,500 – 21,500
TOTAL	18,170 – 92,670

Wider Considerations

9. Following 2 meetings with the EA and NLC we understand that changes to the flood defences between Fulseas and Cemex ae planned before 2020. Foreshore erosion issues east of Fulseas are also being considered.

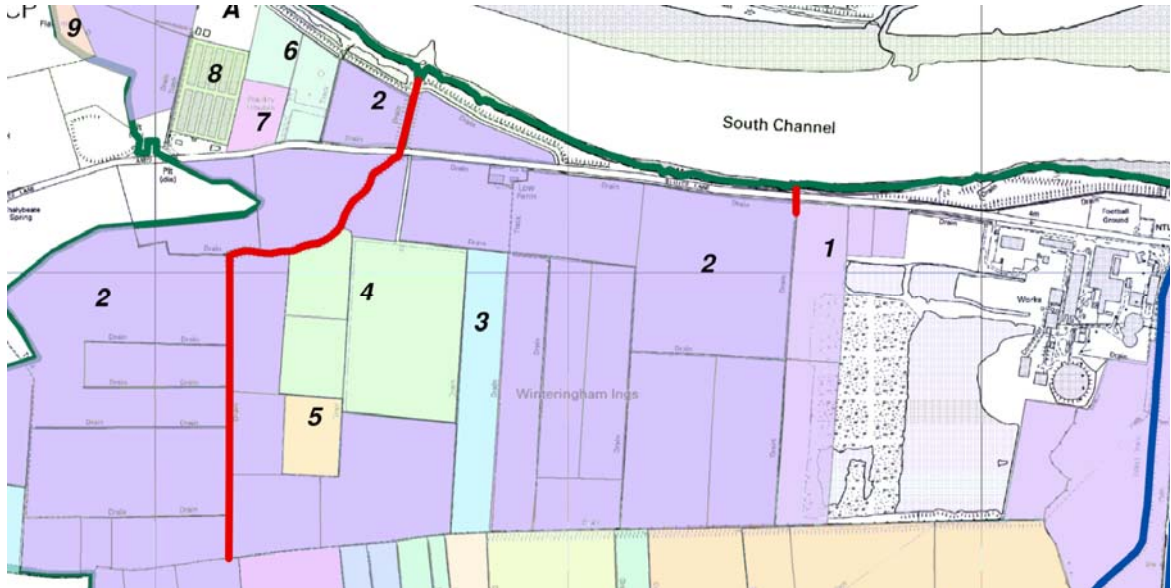
10. Changes to the flood defences and A1077 between Cemex and the A1077 junction with Roman Road are planned after 2020 but linked to the 1st phase in terms of benefits.

11. Strategic options being considered to date for the realignment of the A1077 and flood defence west of Cemex may include utilising the Low Farm area as flood storage or habitat compensation which needs to be factored into any short and medium term funding decisions of the Board.

12. We need to understand the current damages in terms of hectares and monetary losses.

13. I understand that the land which is at threat of injury due to lack of gravity discharge from Cement Works outfall amounts to c.£1,000 in drainage rates per year (drainage rate plan below indicating owner/occupiers in different colours).

14. Should the IDB pursue the Improvement Works then these will need to be advertised for 28 days in terms of Environmental Impact.



Temporary Position

On Friday 16th December an attempt to jet free Cement Works outfall was unsuccessful and resulted in the picture as below. This was utilising a tanker from Mr Dowson, North Lincolnshire Council assisted traffic management at short notice, and a hire pump due to the recent theft at the Castlethorpe Depot.



Next steps

- Understand the actual injury to land being experienced and obtain any feedback on the disposal of material locally.
- IDB to consider cost/benefit of undertaking these Works
- Appoint a consultant to undertake final Designs, services searches (as well site supervision and managing tenders/quote form contractor) and Ecology surveys
- Advertise Improvement Works for 28 days, and obtain quotes from contractor(s)
- Appoint Contractor, serve Notice of Entry on owner/occupiers, and undertake Works
- An alternative may be for a riparian owner to undertake the works with Consent from the IDB, although requirements relating to the environment and Water Vole will need to be adhered to.

4.1.3 Flood Risk Management

No further specific issues have arisen that require the attention of the Board.

4.2 Maintenance

4.2.1 Pumping Stations

Bentley Farm

The sole pump at this station was returned into operation on 9th November with repair costs of £4,500.

The spare pump used as backup for Bentley Farm is now being serviced by Perry's Pumps Ltd. at a cost of £4,270.

4.2.2 Inverted Syphons

No issues have arisen that require the attention of the Board.

4.2.3 Maintained Ordinary Watercourses

The EU compliant tender for the Drainage District which started in July 2014 for 3 years now permits the Board to extend for 2 further periods of 12 months from 1st July each year.

After review of the 3 years' maintenance seasons and no formal complaints received we consider *NE Davis Plant Hire Ltd.* and *Hewitt (TJ) Excavators Ltd.* performance to be satisfactory, and recommend extension of contracts for both contractors.

The Board will need to review further options in 2018 for procurement of contracts from 1st July 2019.

4.2.4 Main River

Demaining or PSCA maintenance

We await a meeting date to be confirmed by the Environment Agency.

River Ancholme water levels

With thanks to Mr Mike Storey, we have been in discussion with the Environment Agency Operations Manager for Lincolnshire, Kate Halka, regarding the river levels which at present will be lowered to 0.9m AOD between 21st November and 13th March 2017.

The **EA current position** dependant on two of three abstractors is as follows:

Maintain river levels in the future, without needing to drop to 0.4m datum, unless we (our contractors or the IDB) need to for essential maintenance. However, rather than applying this drop over a blanket period of time each year, it would only be dropped for the duration of the work. Some years there may not be any maintenance planned and therefore the levels will not need to be dropped at all.

We have agreed the following **partnership approach** for any future asset maintenance requirements on an as needed basis:

- IDB to inform EA annually on the need/requirement/timing to inspect or maintain Ancholme outfalls over the Nov-Mar period.
- EA contacts are Helen Mayfield and Glyn Ellis
- There is no requirement from the IDB to lower the water level to 0.4m AOD.
- There is likely to be a requirement to lower the water level to 0.6m AOD (or as close to this level from 0.9m AOD as possible) to facilitate gravity outfall inspections / maintenance over a 2 week period.

The Boards' Asset Manager Martin Spoor, and Foreman Stuart Argent are now communicating with Glyn Ellis and Helen Mayfield and the IDB Contractors on timings for early 2017.

4.3 Planning, pre-application advice, and consents

4.3.1 Planning Applications

3 planning applications have received comments on behalf of the Board between 2 October and 21 December 2016 as show below.

Planning Ref	Proposal	Address	Work in, on, under or within 9m (7m SAIDB) of an Ordinary	Alteration to surface water discharge or discharge structure?	Consent Form and Information provided?
			Yes/No	Yes/No	Yes/No
PA/2016/1677 135021	Planning permission for extension to existing store car park and erection of trolley bay, along with relocation and enhancement of footway and associated landscaping and including additional lighting	Lidl, Atherton Way, Brigg	no	yes	yes
	Planning application for conversion of the existing garage to form an office and erection of a detached single garage.	14 Kingfisher Drive, Market Rasen	no	yes	yes
PA/2016/1521	Planning permission for the demolition of a small single storey offshoot and erection of a new single storey extension to the side	59 Ings Lane, Hibaldstow	no	Yes	yes

4.3.2 Land Drainage Act 1991 Section 23 and 66 (Byelaws) Consents

2 consents have been considered on behalf of the Board between 2 October and 21 December 2016 as show below.

Applicant	Location	Proposal	Permanent / Temporary Works	Approved/Refused/ other	Date
(*) Paul Keighley / CML (Network Rail)	NOB3 BC3E, Howsham	Installation of a 580mm diameter UV cured liner into a 600mm dia brick culvert	Permanent	Approved	26.10.2016
Gary Burnett QTS Group (Network Rail)	NOB3 1A, Kettleby Thorpe Drain, Woodlands Farm, Kettleby	Installation of a 750mm diameter UV cured liner into a 910mm dia brick culvert	Permanent	Approved	26.10.2016
Jon Snowball (Anglian Water Services)	Snitterby Beck, High Street, Snitterby	Installation of new water main crossing and removal of 2no existing crossings	Permanent	Approved	15.12.2016

4.3.3 Extended District Consents (Land Drainage Act 1991 Section 23)

1 consent has been issued on behalf of Lincolnshire County Council between 2 October and 21 December as shown above by (*).

5. Health and Safety Report

5.1 Board Employee

5.1.1 Accidents and Incidents

There are no accidents or incidents to report.

6. Environmental Adviser's Report

Recommendation:

1. To note the information contained in this Report
2. To consider the request for a contribution to ADA R&D Eel fund (Item 6.1.1)

6.1 Legislation

6.1.1 Environmental Impact Assessment (Land Drainage Improvement Works) Regulations

Amendments to the legislation to incorporate outstanding articles of the Habitats Directive were issued for consultation before Christmas. The primary alteration to affect IDBs is where determination of an EIA is required by the Secretary of State, a decision has to be made within 90 days.

6.1.2 Eels (England and Wales) Regulations 2009

The following request was received from Innes Thompson, ADA late November 2016:

Further Research needed on Eels

Over the past 12 months, considerable work has been undertaken behind the scenes to better the understanding of eel, its behaviours and actions around structures posing an obstruction to passage. This work assists the provision of enhanced and sensible application of the Eels (England and Wales) Regulations 2009 and subsequently informs the management of drainage, water level and flood risk management structures.

ADA has explained to Defra the clear need to find pragmatic and practical solutions when applying the regulations in order to achieve the best outcome both for eel populations and the management of water levels in England's areas of special drainage need. I appreciate the contribution several IDBs have already made towards research in this area and the work of David Thomas and Alison Briggs who have represented ADA at meetings organised by the Environment Agency (EA) to look more closely at this issue.

As you are aware, a particular challenge relates to the incompatibility of legal requirements for screening eels at flood risk management pumping stations posing an obstruction to passage. At present 325 time-limited exemptions are in place on high-priority pumping station sites across the country, until 2021.

The need for further research

Evidence must sit at the heart of our decision making on this issue and to date the EA (supported by Defra) has invested around £70,000 per year in eel research including passage at pumping stations and related flood defence structures.

Experts in the field working with the EA and IDBs undertaking ongoing trials at pumping stations consider that continuing this work for a further two years will help provide the evidence necessary to underpin the application of more affordable and appropriately tailored solutions. However, funding available for such research is coming under increasing pressure.

ADA fully supports the need for further research to ensure that the most sensible solution is applied to structures forming barriers to eel passage. In discussion with the EA and Defra, it is clear that if those responsible for operation of pumping stations give a strong message of support for further research then this work can continue. That strong message will need to be reinforced by some form of financial contribution towards the next two years of research. If we collectively show willingness to invest in this research, then we understand that input will be maintained from the EA's own FCERM research fund. Many of us are aware of Grant in Aid requirements to find partnership funding and funding research is no different.

ADA Eel Passage Research fund

I would therefore ask all of you to consider what amount your Board or Company is prepared to contribute towards this research over the next two financial years. To help you reflect on an appropriate amount, we are suggesting that Boards, other authorities and companies put forward sums between £100 and £1,000 per year for two years. To kick start this fund ADA will itself put forward the sum of £1,000 per year over the two years.

Clearly, we are not trying to raise all the necessary money for the work but a contributing gesture from a significant number of IDBs and other ADA members will, I am sure, serve to guarantee the EA's research investment and help find us a workable, affordable solution to the current dilemma.

Several IDBs have pledged monies to the R&D Fund.

This Board has not used its full Biodiversity Action Plan budget for 2016/17 and is requested to consider whether it is agreeable to £500-£1,000 from that budget being put to the ADA R&D fund.

6.1.3 Eel (England & Wales) Regulation 2009 – Worlaby catchment

It is intended work to produce a protocol for eel habitat requirement using Worlaby catchment will be included in the research referred to in the previous item.

6.1.4 Biodiversity Action Plan 2015-2020

Work will recommence April 2017 or earlier weather permitting.

6.1.5 Greater Lincolnshire Nature Partnership

Nothing to report

7. Representation

Officers have represented the Board/ADA at the following fora:

Environmental	Flood Risk Management	Other
Humber Estuary Relevant Authorities Group (HERAG)	Humber Flood Risk Management Steering Group	ADA Conference 2016
	Isle of Axholme Implementation Funding Group	
	Isle of Axholme Implementation Asset and Delivery Group	
	Winteringham Ings and South Ferriby Flood Defence Stakeholder Workshop	

8. Any other business by leave of the Chairman

9. Date of next meeting

17 May 2017 and 8 November 2017

10. APPENDIX A – Minutes of the Meeting of the Audit Review Panel

**Held at JBA Consulting, Epsom House,
Monday, 28 November 2016**

Present:	Mr Adrian Black	Scunthorpe & Gainsborough WMB
	Mr David Hinchcliffe	Black Drain Drainage Board
	Mr Peter Horne	Doncaster East IDB
	Mrs Veronica Chapman	Doncaster East IDB
	Mr Christopher Day	Ancholme IDB
	Mr Martin Oldknow	Black Drain DB/Doncaster East IDB
	Mrs Gillian Ivey	Danvm Drainage Commissioners
	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)

1. Introductions and Apologies for Absence

The members of the panel briefly introduced themselves. Apologies for Absence were received from Cllr CA Harp and from Cllr R Sutherland.

2. Minutes of the Last Meeting/Matters Arising

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

3. Risk Register – New Format

The finance officer gave a brief update of the changes applied to the register since the last meeting. A section had been added specifically identifying what the undesirable events are and the risks associated with them. Also, the finance officers explained the proposal to maintain a separate register for every drainage authority, with each register tailored to the needs and circumstances of that client. The panel discussed the following items with regard to the format.

Individual Registers

Andy Cane suggested the current register is fairly general and it would be a good thing for each authority of have its own register. Gillian Ivey agreed and said each drainage authority has its own risks and circumstances. Craig Benson gave several examples of risks faced by individual clients that were particular to that client.

Live Document

The panel noted the document was now fairly unwieldy and discussed whether some of the older entries that have since been resolved be removed. The officers pointed out each Board needs to be aware of all the risks it faces and the control members they have in place, to facilitate review.

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.

4. Risk Register – Items Discussed

In addition to the general format the panel discussed several specific items.

Declarations of Interest

GI suggested a sentence be added all Boards' meeting papers reminding them of the requirement to declare any interests. AB suggested correspondence should be sent to all members periodically requesting they check their details are up-to-date. AC asked how often members actually declared an interest during meetings and offered to leave the room. He was informed it did indeed happen although it is somewhat rare.

OUTSTANDING ACTION – Consider Issuing emails to members

Policies on Public Awareness

GI said that Danvm Drainage Commissioners strongly felt that the website did not very much help the public become more aware of Drainage Boards. She pointed out the search engine Google pointed the Shire Group home page rather than individual drainage authorities. Furthermore, she said they could do more to put things into the public arena and raise public awareness of Drainage Boards and their activities. CB pointed several recent events included ADA shows, their regional branches, the Lincolnshire Show and the Danvm Drainage Commissioners recent display at Bentley Park. Peter Horne asked whether it was the management team's responsibility to raise awareness. After a brief discussion regarding contractual arrangements CB said the team should take the lead, mentioning possible visits to local schools, explaining the importance of flood protection, giving flume demonstrations and so on.

5. Internal Auditor's Report

The internal auditor reviewed the work undertaken on the 2015/16 accounts. In general, the internal auditor was satisfied with how things are running and said there were no major concerns. The panel discussed the following points:

Decision Making

AC said this issue is never an easy one but the attendance of members and the split between elected and nominated members should always be borne in mind. MO said some boards should consider reducing reconstituting to reduce the number of members. PH said Doncaster East IDB would look carefully at this option and also that local authorities tend to nominate council officers, who tend not to get involved. GI said Danvm DC generally did well in this regard with all 13 nominated members attending the meetings on some occasions. AC reaffirmed attendance should reflect the 'plus-one' make-up of the Board's constitution. CB suggested if a Board has a majority of one, they should consider reconstitution. DH said he preferred councillors as they are better aware they are representing the drainage board and not the local authority that appointed them, and that officers may have different agendas.

Reserves Policy

GI pointed out that Danvm DC have now in fact adopted a reserves policy. AC was agreeable to amend his report. CB pointed out all Shire Group members now have a reserves policy, with Goole Fields District DB being the sole exception.

OUTSTANDING ACTION –Contact AC in mid-December to discuss

Assessment of Control Environment

PH drew attention the internal auditor's frequent use of the phrase 'fairly robust', and said if the auditor couldn't provide any concrete suggestions on how to improve matters, an unqualified 'robust' would be more appropriate. AC said this was a mere wording issue, and acknowledged risk could never be entirely eliminated. He agreed to use the phrase 'robust' in future.

6. External Auditor's Report

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

Ongoing Audit of Danvm Drainage Commissioners

CD asked for confirmation that the external auditors had all their required materials by July. CB confirmed so, and the audit should be complete by 30 September 2016. CB further explained that the external auditor should've been in contact and advised the Board to advertise that the audit was still ongoing. CD strongly expressed the view that this was not acceptable. CB agreed and said the officers would send an email on behalf of the panel to this effect. CB also gave the panel a brief description of the details of the change of regime. AC said auditors need to work to deadlines, 30 June in his case and 30 September for the external audit.

OUTSTANDING ACTION –Contact BDO on behalf of the panel by email

7. Any Other Business

Budget Process & Scope of Internal Audit

Craig Benson informed the panel he had looked at the budget process with the internal auditor. CD enquired about the scope of the audit. CB said the process was set down in legislation and the initial discussions took place in March. AC said the scope had to be flexible to allow for any necessary investigation. CB reminded the panel any specific risks could now be added to the risk register

8. Date of Next Meeting and Close of Meeting

The next meeting of the panel will be held on Monday, 27 November 2017 at 10.00am at JBA Consulting, Epsom House, Redhouse Interchange, Doncaster, DN6 7FE.

CD thanked the internal auditor for all the work done and the finance officers thanked the members for attending. The meeting closed at approximately 10:50am.

11. APPENDIX B - Risk Register

A copy of the updated Risk Register can be found over the following pages. The Board is requested to review and approve the document.

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
Governance - Members & Management							
Question 1 - Does the Board Lack Direction?							
1. a)	B	High	Low	1.1	Disunity in Board with conflicting aims & objectives. External bodies and the wider public lack understanding of the Board's aims & objectives. Internal/external disputes cannot be resolved through lack of adopted policies.	Each board has a policy statement on Flood Protection and Water Level Management. These fall short of full Strategic Plan. All Boards have Biodiversity Action Plans. ADA standard model policies utilized to adopt an application. By default the constitution follows the provisions laid down in the Land Drainage Acts.	16/11/2016
1. b)	B	High	Low	1.2	Board lacks sufficient funds to meets its obligations.	Budgets follow sound logical principles. Approved by each IDB.	16/11/2016
1. c)	B	High	Low	1.3	Officer's unaware they have exceeded, budget, become overdrawn or that there are other, material errors in the accounting records. Inefficient, dangerous operational practises occur and continue unaddressed.	Daily, weekly, Monthly and Quarterly totals considered by Financial Officers on an ongoing basis that these are in accordance in general terms with budget. Evidence of budget monitoring approved by IDBs. Budget review document signed each month with comments.	16/11/2016
1. d)	B	High	Low	1.4	Board members and other funding partners unaware of problems set out above. Said problems continue unaddressed.	Operational performance considered and updated at Board meetings as appropriate. Ratepayers know Board members. (Names of all Board members are available on the Shire Group website) Feedback to board of praise /criticism via member. Complaints procedure documented and available on website.	16/11/2016
Members/Officials							
Question 2 - Do officials/members lack relevant skills or commitments?							
2. a)	D	Low	Low	2.1	Board members/officials lack suitable knowledge and experience. Members/officials lack ability to make objective decisions and act in the Board's long-term interest. Recruitment process is not transparent to all.	Land Drainage Act provides for election of members every 3rd Year. Generally recruitment is via word of mouth from existing members and landowners who have been affected by the boards' policies in order to represent their interests. Format of the nomination papers is prescribed by the LDA 1991 and copies are available on the website.	16/11/2016
2. b)	D C	Low Low	Low High	2.2	Unsuitable members (see above) appointed to the Board Local Authority appoints unsuitable members to the Board.	Qualifications for membership laid down by LDA 1991. See reverse side of nomination paper. Council to nominate people as they consider appropriate	16/11/2016
2. c)	C	Low	High	2.3	Members/officials lack understanding of the Board's objectives, latest legislative requirement and latest developments in the industry.	Ian Benn is a member of the ADA Technical & Environmental Committee. He attends a forum of local Clerks approx. 3 times per year together with The Association of Drainage Authorities annual conference. Regular updates from Association of Drainage Authorities. All updates reported to members in their meeting papers. Training seminars on legislation, responsibilities, ethics, etc. are being delivered. Comprehensive modular training scheme to be added to the website (target date 31.3.2017)	16/11/2016
Question 3 - Does the Board lack appropriate composition?							

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
3. a)	B	High	Low	3.1	No clear framework of the operations in the organisation. Members/officials do not understand their own roles & responsibilities.	Composition of the Board set out in DLA. Standing Orders and Financial Regulations renewed are reviewed and renewed. To be approved by DEFRA.	16/11/2016
3. b)	D	Low	Low	3.2	A member's interest are in conflict with those of the Board. Board are unaware of any such potential conflicts.	Minutes and agenda thereto states Board Members are advised to declare a pecuniary or non pecuniary interest on any item in the agenda. Register of Members' Interest compiled and kept up-to-date.	16/11/2016
3. c)	D	Low	Low	3.3	Members / officials meetings have taken place. Decisions of the Board go unrecorded.	LDA and Clerk to arrange programme of meetings. Agenda for meeting set by Clerk and Chairman. Minutes of meetings scrutinised & approved by Board.	16/11/2016
3. d)	B	High	Low		As 3 b) above.	As 3 b) above.	16/11/2016
3. e)	D	Low	Low		Reviewers not certain of legality of expense payments made to members.	Not for Board meetings, conferences only, as per LDA.	16/11/2016
3. f)	D	Low	Low		Board exposed to risk of fraud.	No remuneration policy in place. Boards may pay a chairman's honorarium at their discretion, subject to ministerial approval.	16/11/2016

Management

Question 4 - Is There an Adequate & Informed Organisational Structure?

4. a)	D	Low	Low		See 2. c) above.	See 2. c) above. Management are involved in the preparation of training modules and attend the seminars, or indeed deliver them.	16/11/2016
4. b)	D	Low	Low		Lack of a clear chain of command. Officers uncertain of the responsibilities and level of authority. Organisational structure difficult to review.	In general on website. Further, more detailed documents setting out team structure, individual roles, etc. on JBA records. To be added to the website (target date 31.3.2017)	16/11/2016
4. c)	D	Low	Low		Staff problems and organisational anomalies not addressed.	JBA procedures. IDB Division established in line with DEFRA requirements.	16/11/2016
4. d)	D	Low	Low		Conflicts of interest not detected and not addressed.	JBA procedures. IDB Division established in line with DEFRA requirements.	16/11/2016
4. e)	B	High	Low		Assessment of staff members ability to fulfil their roles is difficult, and the results harder to justify.	Prescriptive Job Descriptions written for each team member. These are in progress. (reviewed annually). Detailed descriptions setting out roles & requirements included in tender documentation.	16/11/2016

Question 5 - Is there a lack of succession planning? Can experience and skills be lost, and corporate contract/operational impact be lost?

5. a)	B	High	Low	13.1	Orderly transitions not adequately planned for and disruptions/delays occur as a result.	Good balance of knowledge and skills appropriately segregated. Procedures being documented.	16/11/2016
5. b)	B	High	Low	13.1	Insufficient time to plan for transitions causes disruption.	All IDB Division Staff have a permanent contract with JBA Consulting. Employees with over two years' service are required to give three months' notice in writing.	16/11/2016
5. c)	B	High	Low		Staff lack the knowledge and appropriate training to fulfil their roles.	Ongoing on the job training of key staff occurring.	16/11/2016

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
Question 6 - Is the reporting process adequate?							
6. a)	D	Low	Low		Management, stakeholders and other interested parties not aware potentially problematic issues.	Progress on capital schemes is reported regularly at Board meetings.	16/11/2016
6. b)	D	Low	Low		Members and management not made aware on problematic or otherwise important issues in a timely manner.	Estimates Jan/Feb, Accounts May/June.	16/11/2016
6. c)	D	Low	Low		Board lacks sufficient funds to meets its obligations.	Yes. Laid down by LDA. Budgets set every Jan/Feb	16/11/2016
6. d)	D	Low	Low		Lack of due project assessment may allow problems to arise again in future schemes.	Grant-aided scheme - PAB Approval. Non grant-aided - reported to the board.	16/11/2016
6. e)	D	Low	Low		Board members unaware of relevant issues, whether operational, financial, administrative or environmental. Board members unable to set policy as required.	Regular Board meetings.	16/11/2016
D							
Operational Risk							
Question 7 - Are there any risks associated with the provision of services?							
7. a)	D	Low	Low		Services rendered do not adhere to relevant professional standards.	No quality control procedure but officers are ISO 9001 accredited.	16/11/2016
7. b)	B	High	Low		No opportunity for dissatisfied parties to air grievances, nor any opportunity for the Board address them and correct any problems where necessary.	Website provides clear instructions on how to make complaints. All complaints reported to the Board in the meeting papers.	16/11/2016
7. c)	D	Low	Low		General public unaware of the roles & responsibilities of drainage authorities, or even of their existence.	Website - Shire Group of Internal Drainage Boards.	16/11/2016
Question 8 - Is there a risk of supplier dependency?							
8. a)	B	High	Low	8.1	Unsuitable goods/services ordered by persons lacking suitable knowledge & experience, resulting in financial burden.	Levels of authority for ordering goods & services clearly set out in Board's financial regulations. Requirement for suitable number of quotations set out in same.	16/11/2016
8. b)	D	Low	Low		Contractors appointed lacking suitable training, knowledge, competence and experience.	JBA carry out all quality assurance on all contractors. Approved contractor list circulated as appropriate and approved by the board. List of the Board's approved contractors on Health & Safety website.	16/11/2016
8. c)	B	High	Low	8.1	Inadequate level of service rendered and/or unnecessary delays.	JBA administers all tendering processes and timing.	16/11/2016
Question 9 - Is there a risk that capital resources are under utilised?							
9. a)	B	High	Low	8.2	Problems not detected and corrected in a timely manner.	Asset Management program in place.	16/11/2016
9. b)	D	Low	Low	8.2	As above.	Repairs undertaken as required and approved at board meeting and general review to consider replacement option.	16/11/2016
9. c)	B	High	Low	8.2	Board unable implement necessary replacement of capital items.	JBA prepare and update for each meeting a 5 year capital programme for IDBs.	16/11/2016
9. d)	B	High	Low	8.2	Security issues not detected and corrected in a timely manner.	Boards with plant have secure depots. Site staff bring any potential security issues to the officers' attentions immediately. Intruder alerts detected automatically and reported immediately through the telemetry system.	16/11/2016
9. e)	B	High	Low	8.2	Board has inadequately level of cover. Board is paying for unnecessary insurance cover.	Towergate Insurance annually review all eight Board policies. IDB supplied with details.	16/11/2016
Question - 10 Is there a risk of employment disputes due to injury, unfair dismissal, equal opportunities, in appropriate training etc., or a high staff turnover?							

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
10. a)	D	Low	Low	10.1	New staff appointed who lack relevant training, competence, etc.	Interview questionnaires used.	16/11/2016
10. b)	B	High	Low	10.2	Employee dishonesty with regard to qualifications and previous experience may go undetected.	Written references and copies of relevant certificates obtained when new employees are engaged.	16/11/2016
10. c)	B	High	Low	10.3	Discrimination (e.g. by age, gender, race, religion or belief, sexual orientation, disability) may occur in the recruitment process and go undetected. Favouritism and nepotism may likewise occur.	No formal policy in place. Abide by current statute.	16/11/2016
10. d)	D	Low	Low		Opportunities to strengthen links with workforce misses. Also, to avert future disputes & generally improve workplace satisfaction missed.	6-monthly review for new starters. Annual appraisal process for workforce.	16/11/2016
10. d)	D	Low	Low	10.4	Training needs and career development goals of individuals not determined.	Schedule of training needs via the asset manager.	16/11/2016
10. f)	D	Low	Low	10.4	Health and safety needs of individuals not assessed. Accidents and illnesses that should be easily preventable occur.	As above.	16/11/2016
10. g)	D	Low	Low	10.5	No clarity as to each employees roles and responsibilities.	Job specifications in place for recent appointments.	16/11/2016
10. h)	B	High	Low		Employees' remuneration is not appropriate for their level of experience and their current roles and responsibilities. Workplace dissatisfaction through inadequate pay.	Rates increased in accordance with Association of Drainage Authority guidelines. Training and working conditions as 10 e) above.	16/11/2016
10. i)	B	High	Low	10.6	Employees uncertain of the details of their roles and what is expected of them.	Contracts of employment in place.	16/11/2016
Question 11 - Are there risks of loss of information and continuity?							
11. a)	B	High	Low	11.1	Business IT infrastructure destroyed by fire, vandalism, etc. Severe disruptions to operational effectiveness.	Backup tapes <u>kept off site</u> .	16/11/2016
11. b)	B	High	Low	11.1	Major disruption to operational effectiveness as a result of significant loss of data.	As 11. a) above.	16/11/2016
11. c)	B	High	Low		As 9. e) above.	see 9. e) above.	16/11/2016
Question 12 - Is there a risk of lack of awareness of procedures and policies?							
12. a)	B	High	Low	12.1	Confusion or disagreements not quickly resolved. Uncertainty over requirements and expected standards.	Recommend that policies be documented at the earliest opportunity. All adopted policy documents available on website. Procedures are in progress <u>(target date 31.3.2017)</u>	16/11/2016
D							
Financial Risks							
Question 13 - Is there a risk of loss of control through an inadequate budget process?							
13. a)	B	High	Low		As 1. b) above.	See 1. b) above. <u>5-year or 25-year budget forecasts presented at Board meetings.</u>	16/11/2016
13. b)	B	High	Low		As 1. c) above.	See 1. c) above.	16/11/2016
13. c)	B	High	Low		Staff, members or other reviewers do not understand the implications of the forecasts they are presented with.	Team members both experienced and suitably qualified.	16/11/2016
13. d)	B	High	Low		Board left in financial disarray should such an income stream suddenly cease for any reason.	Highlights requirements of DEFRA Grants and/or Public Works Loans (Capital works).	16/11/2016
Question 14 - Is there a risk of lack of liquidity due to inadequate reserves?							

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
14. a)	B	High	Low		Board lacks adequate funds to fulfil its statutory obligations. Board unable to remain solvent following a major undesirable event.	The Board have a reserve policy in place, and take it into consideration when setting the budget every year.	16/11/2016
14. b)	B	High	Low		Reserve policy fall out-of-date and are no longer adequate to meet the requirements of the Board.	Policies reviewed periodically, typically 3 or 5 years.	16/11/2016
14. c)	B	High	Low		Actuality of the Board's financial perform leaves them in a position in breach of their reserves policy.	Presentation of balances within accounts is consistent with associated effects on stated reserves. Recommend review of presentation of Balance Sheet in conjunction with Reserves Policy. <u>This is ongoing.</u>	16/11/2016

External Risks / Compliance with the Law

Question 15 - Is there a risk associated with non-compliance with the law or other external factors?

15. a)	B	High	Low		Board in breach of its statutory obligations. Same Same Same	Equal Opportunities policies in existence. All applicable law complied with. Ian Benn/Craig Benson Health & Safety Advisors. Disciplinary Procedures.	16/11/2016
15. b)	B	High	Low		Actual costs may exceed budgeted, opportunities to take corrective action missed.	Depends on the scheme. Monitored generally by the project manager.	16/11/2016

Specific Board Risks

Question 16 - Are there any specific Board Risks?

16. a)	B	High	Low		Board left with shortfall in reserves Board unable to pay Creditors Cashflow problems Change in % of Board membership	Reserve Policy and long term planning same same Board awareness.	19/12/2016
16. b)	B	High	Low		Facility to borrow money may not be available. Restrictions placed on the level of annual loan repayments as a percentage of Rates and Special Levies Instigate a council referendum if rate increase is more than 2%.	Increase in drainage rates to build funds specifically for capital replacement. Depreciate asset and set aside funds annual to replace at end of life. Source other funding possibilities such as Grants, Local Enterprise Partnerships	16/12/2016
16. c)	A	High	High		Board's maintenance operations reliant upon EA systems Agricultural land taken for flood storage thereby reducing drainage rate income of Board	Board consider carrying out work on main river at own cost. Reduce works on ordinary watercourses	19/12/2016
16. d)	B	Low	High		Increase in Special Levy on Council Change in % split of membership of Board.	Council made aware of impact of development on Special Levy. Board made aware of changes to Board membership	19/12/2016
16. e)	B	Low	High		Environment Agency stop Highland Water Contributions. LILkely impact would be an increase in the drainage rate by at least 1p No Highland Water contribution towards pumping station refurbishment costs. Rate increase to accommodate	Reduce reliance on this income when budgeting and treat income as bonus and spend on works at end of year. Discussions with EA to confirm their commitment to contribute towards asset.	19/12/2016

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