

## **Black Drain Drainage Board**

**Trinity Academy**

**Church Balk**

**Fieldside**

**Thorne**

**Doncaster DN8 5BY**

## **Meeting Papers**

**26 January 2017**

**Meeting 6.00pm**

**Shire Group of IDBs**

**Epsom House**

**Chase Park, Redhouse Interchange**

**Doncaster**

**South Yorkshire**

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## Meeting Papers

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**Clerk to the Board**

## Purpose

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# 1. Governance

## 1.1 Apologies

## 1.2 Declaration of Interest

## 1.3 Minutes of the Meeting held on 10 November 2016

### Present

	23.1 .14	26.6 .14	13.11. 14	22.1 .15	18.6 .15	12.1 1.15	21.1 16	16.6 .16	10.1 1.16
David Backhouse DB			x	X	X	Appointed	x	x	x
Michael Conroy MC	x	X	x	X	-	x	x	x	-
David Hinchliffe (Chair)			x	X	X	x	x	x	x
Richard Hinchliffe RH			x	X	X	x	x	A	x
Walter Ketteringham WK (ViceChair)	x	X	x	X	X	x	x	x	x
Sam Longthorp SL	x	X	x	X	X	A	x	A	A
Don Parkinson DP	x	X	x	X	X	x	A	x	x
Richard Ketteringham RK	x	X	x	X	X	A	x	x	x
Pat Hagan									x
Kim Parkinson		Not Mbr	x	X	X	x	x	x	x
Arthur Allott AA	x	X	x	X	X	x	x	x	x
Richard Ward	A	X	x	A	A	x	A	x	x
Martin Oldknow MO		X	x	X	X	x	x	A	x
David Oldroyd DO	X	X	x	X	X	x	x	x	x
Mick Barron (MB)	Not Mbr	x	A	A	-	-	-	x	A
Peter Jackson						A	x	x	x
Kevin Abell	Not Mbr	-	A	-	-	-	-	-	A
George Derx GD	-	x	x	-	-	-	-	x	A
Dave Ridge DR									A

In attendance on behalf of JBA Consulting, Clerk, Finance officer, Engineer and Environmental Adviser:

Ian Benn Clerk	x
Craig Benson FO	x
Alison Briggs EO	x
Paul Jones Eng	x

### Governance

**2016.73** Chair welcomed new member Pat Hagan DMBC nominee to the Board

### Apologies

**2016.74** Apologies were received from Sam Longthorp, Mick Barron, Dave Ridge, George Derx. MO advised M Barron is unable to attend for foreseeable future. Members wished him a speedy recovery.

### Declaration of Interest

**2016.75** RK and RW in matter to arise under AOB. DP and KP in Complaints/FOI requests.

### Minutes of the Meeting 16 June 2016

**2016.76** Minutes previously circulated to Members were moved by DO for approval. All present in agreement

### Matters arising

**2016.77** None

### Complaints and FOI requests

**2016.78** EO advised issue related to an outline planning application and what had been described by Environmental Consultants as a watercourse being filled by the landowner. Consent had neither been given nor requested; Chair advised was not what could realistically be described as a watercourse but a grip. Consent was not required from the Board. DP advised grip marked where previous tenant had divided the field.

### CEO report

**2016.79** Noted majority report for information only. Clerk referred to EFRA report into future flooding made available for Members on Board website. Chair noted a useful document. Report seeks to reduce the role of the Environment Agency however Defra sees future role for IDBs. Members advised 6 pilot strategies being run regarding transfer and de-maining of assets. Funding always key issue. IDBs ideally placed to take on greater role and responsibility, any funding will not be in perpetuity, but only available for perhaps 3-6 years. Ties with Localism Act, local people, local choices, local funding. DO queried legal responsibility to maintain. Advised same permissive powers as IDB. IDBs appropriate Risk Management Authority within an IDB district. IDBs agreeing to sit at table with positive demeanour can comment on the process. Chair interested to see how Report will be delivered politically as it moves up the political agenda, even ADA acknowledge highlights requirement for river channel maintenance and total catchment approach. RW agreed with Clerk's summation of document, many hurdles and many ideas bringing a massive shift change to how flooding is managed. DH noted the costs associated with flooding to business, to property and to insurance. Noted significant funding will be required to use farmland for flood storage.

**2016.80** Humber Flood Risk Management Plan – members noted the extended boundary included this board district. Document is available on website. RW and CEO attended meeting recently, the strategy now takes into account the full tidal influence. Noted Shire Group represents 8 Boards within the strategy area. The business case in support of a 1:200 year standard around the estuary was in the region of £1.2 billion and would funnel water toward Goole. Clerk sits on executive board representing IDBs on south of Humber therefore there is a voice at the table.

**2016.81** ADA Conference – noted the EFRA Committee Chairman will speak at Conference

**2016.82** Website – Members resolved to keep member contact information on the new website to a minimum. The Register of Interest is available for public view.

### Finance Report

**2016.83** Rating Report – Member noted amount outstanding had reduced to £408.

**2016.84** Audit - Internal – no issues were revealed

**2016.85** Audit Review meeting – MO and Chairman will attend on behalf of the Board.

**2016.86** External Audit – no issues arising

**2016.87** Budget comparison – members noted the budget was where expected at this time of year. MO noted the rate increase of 33% over next 4 years. DO confirmed rate should increase slowly over time. FO advised of requirement to look for funding opportunities, LEP funding may be available. Noted reserves policy requires 50% of annual expenditure which will take time to reach.

**2016.88** List of payments – No queries being raised. Noted move to Woldmarsh had brought savings. Cheques totalling £39,514 of which £11,656.78 were signed by the Clerk only. PJ noted Internal Audit Report commented on decision making process and issued had been raised with DMBC Mayor, new appointments have been filled by the Council however non-attendance issues are still outstanding. **AA proposed approval of list of cheques. All in agreement.** PJ advised National Audit Office is considering recommending Membership reduction reducing size of IDBs.

### Engineer's Report

**2016.89** Members noted information contained in report. Eng. Advised positive step forward working with Highways England and Network Rail on its riparian assets. Chair and Asset Manager attended site recently and will not release the notices until all assets are in good order. Noted some slippage on a motorway toe drain which may require inspecting next spring.

**2016.90** Pump Stations – Members expressed concern regarding the lack of evidence of work undertaken by Board Contractor at its pump stations. Noted had been contracted for 8 hours per week. The Eng. Outlined a proposal he had been asked to produce regarding Danvm DC MEICA qualified engineer and apprentice working for the Board under a PSCA agreement. Danvm MEICA engineer has attended stations and calculated hours required to undertake work at station sites, forecast to be approximately £2,000 more expensive than current contractor. Defra and EA is encouraging Boards to work under PSCA. Team currently manages 51 pump station sites, works closely with other Board contractors and have good insight on weedcreens. Telemetry will be checked daily, and issues arising will contact appropriate pump or weedscreen contractors; an extension of actions taken at other station sites. Existing contractor is given clear instructions but the Board experiences a 3-4 week delay in implementation. Members advised hourly rate for Danvm DC is 1/3 of that quoted by other electrical contractors used by the Board. Some members raised concerns they had not been provided with comparison quotes within the papers to provide assure the correct choice was being made. Other members advised the Board received a paucity of applicants when the position was tendered. Chair agreed necessity for obtaining value for money but decision as required proposing **Board appoint Danvm DC MEICA staff for a 12 month period with a review on performance after 6 months. Seconded MO, all in favour.**

**2016.91** MO suggested regular Agenda item on Contractor performance. Maintenance contractor commenced herbicide work late in the season possibly resulting from

application delays. DO suggested possible requirement for regular chemical control rather than physical cutting.

#### Environmental Adviser's Report

**2016.92** The Environment Officer confirmed report was for information only except a resolution on positioning of a Barn Owl box about BAP actions. Following discussion, it was **resolved a box would be purchased and erected at Hall Farm, monitored by the Wildlife Conservation Trust.**

#### H&S Report

**2016.93** Clerk expressed concern about lack of near miss reports however MEICA engineer and apprentice operate under safe systems of work

#### Representation

**2016.94** Members noted fora at which Board had been represented

#### Any other business

**2016.95** RK and WK advised members of intent to install electric security gate across joint access over Black Drain. This would stop people trespassing on farm land and gaining access to Board land. Total cost of approximately £5,500 and requested Board considers making contribution. RK and WK left the meeting. Members noted pump station already secure but suggestion may provide additional security and Board had no obligation to contribute. Extensive discussion took place. **Resolved: RK &WK requested to provide further details, drawings, plans, costings for consideration at January meeting**

**2016.96** KPIs – Member queried requirements to move from adequate to good. PJ advised Members need to consider how Board can improve in terms of what it is providing. Other Members advised difficult to use as a KPI but consider Board now operates a different and dynamic maintenance programme, governance had vastly improved, Clerk advised full representation from DMBC would assist in appropriate governance of decision making process. Other improvements were linked to Highways England and Network Rail accepting responsibility for own asset condition, Clerk advised Danvm MEICA operate planned preventative maintenance programme, pre-empting problems at pump stations.

#### Date of next meeting:

**2016.97** 19 January 2017, 15 June 2017, 9 November 2017

**2016.98** Meeting closed.

## 1.4 Matters arising not discussed elsewhere

## 1.5 Complaints and FOI requests

None received

## 2. Clerk's report

### 2.1 Recommendations

- To note the information contained in this report

### 2.2 Policy

Nothing to report

### 2.3 Legislation

Nothing to report.

### 2.4 Environment Agency

#### 2.4.1 Humber Flood Risk Management Plan

Nothing to report

### 2.5 ADA

#### 2.5.1 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. Currently, 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 are subsidies for 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.

## 2.6 Website

The new website is now live. Members are encouraged to view the site and the information it contains. Google Black Drain DB to view the new style website. Once information has been uploaded to the specific Board website it also appears under the Shire Group of IDBs NEWS tab.

## 2.7 Board owned land

In agreement with the Chairman, a £400 grazing licence has been let on Durhams Warming Drain. The licence will expire 31 December 2017.

## 3. Financial Report

### 3.1 Recommendations

- To note the information contained in this report
- To agree 11p rate (Item 3.4.1)
- To approve the schedules of payments
- To approve the risk register

### 3.2 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 9<sup>th</sup> January 2017: -

	£	£
Balance Brought forward at 1 April 2016		NIL
<b>2016/2017 Drainage Rates and Special Levies</b>		
Drainage Rates		15,245.70
Special Levies		
Doncaster Metropolitan Borough Council	55,677.00	
East Riding of Yorkshire Council	391.00	56,068.00
<b>Total Drainage Rates Due</b>		<b><u>71,313.70</u></b>
<b>Less Paid: -</b>		
Drainage Rates		14,837.10
Special Levies: -		
Doncaster Metropolitan Borough Council	55,677.00	
East Riding of Yorkshire Council	391.00	56,068.00
<b>Total Drainage Rates Paid</b>		<b><u>70,905.10</u></b>
<b>Balance Outstanding as at 9<sup>th</sup> January 2017</b>		<b><u>408.60</u></b>

### 3.3 Audit

#### 3.3.1 Internal Audit Review Meeting

Minutes of the meeting are attached at Appendix A.

#### 3.3.2 Risk Register

The risk register document is at Appendix B and requires Board approval. Please note an extra section has been added to the Register to cover specific risks associated to the Board.

### 3.4 Budget

#### 3.4.1 Estimates, Rates & Special Levies for year ending 31 March 2018

- Existing penny rate is 10p.
- The Reserves Policy target figure is 50%
- The estimated year-end balance of £36,827 equates to 38% of expenditure.
- An increase of 1p will generate an additional £7,129
- Budget attainment requires an 11p rate

2016/17				2017/18	
Approved Estimate		Estimated Out-Turn		Estimate	
£	£	£	£	£	£
<b>INCOME</b>					
<b>Drainage Rates on Agricultural Land:-</b>					
15,220		15,220		16,742	
11p in £ on AV of £152,204					
<b>Special Levies (11p in £)</b>					
55,677		55,677		61,245	
391		391		431	
Doncaster MBC - AV £556,770					
East Riding of Yorkshire Council - AV £3,914					
<b>Other Income:-</b>					
15,876		20,529		18,911	
Contribution to Maintenance and PS's					
<u>300</u>	87,464	<u>300</u>	92,117	<u>300</u>	97,628
Interest					
<b>EXPENDITURE</b>					
7,065		6,859		7,065	
Flood Defence Levy					
<b>Loan Repayments:-</b>					
4,184		4,184		4,184	
Inlet/Outlet PS Refurbishment					
1,850		1,850		1,850	
Durhams Warming Drain					
18,891		18,891		18,891	
Rawcliffe PS Replacement					
17,000		13,500		15,200	
Maintenance of Drains					
8,000		8,300		11,124	
Pump Attendant Costs (inc vehicle)					
15,000		17,500		16,450	
Maintenance of Pumping Stations					
2,000		1,000		1,000	
Biodiversity Action Plan					
1,000		1,000		1,000	
Durhams Warming Drain					
0		0		0	
Outlet PS settlement works					
6,950		12,371		12,742	
Clerk, Engineer & Environmental Advisor's Fee					
<u>10,185</u>	<u>92,125</u>	<u>10,773</u>	<u>96,228</u>	<u>9,420</u>	<u>98,926</u>
Other Administration Costs					
	(4,661)		(4,111)		(1,298)
Surplus - (Deficit)					
	<u>44,961</u>		<u>42,236</u>		<u>38,125</u>
Balance Brought Forward					
	40,300		38,125		36,827
Contribution to Capital Reserve Account					
	<u>0</u>		<u>0</u>		<u>0</u>
Balance Carried Forward					
	<u>40,300</u>		<u>38,125</u>		<u>36,827</u>
<b>Previous Years Rates in the £</b>					
1995/96 : 5p - 1996/97 : 5.25p - 1997/98 : 6p - 1998/99 : 6p - 1999/00 : 6p - 2000/01 : 6p - 2001/02 : 7.5p - 2002/03 : 7.5p					
2003/04 : 8p - 2004/05 : 8p - 2005/06 : 9p - 2006/07 : 9p - 2007/08 : 9p - 2008/09 : 9p - 2009/10 : 8p - 2010/11 : 9p					
2011/12 : 8p - 2012/13 : 8p - 2013/14 : 8p - 2014/15 : 9p - 2015/16 : 9p - 2016/17 : 10p					
<b>Penny Rate : £7,129</b>					

2016/17				CAPITAL RESERVE ACCOUNT	2017/18	
Approved		Estimated				
Estimate		Out-Turn			Estimate	
£	£	£	£		£	£
				<b>INCOME</b>		
0		0		Transfer from Revenue Account	0	
1,769		3,321		Highways Agency Contribution	0	
		1,775		PSCA Contribution		
<u>500</u>	2,269	<u>250</u>	5,346	Interest	<u>500</u>	500
				<b>EXPENDITURE</b>		
				<b>Capital Works:-</b>		
0		15,816		Watercourse Slip Repairs	0	
8,425		11,059		Outlet PS settlement works etc	0	
<u>0</u>	<u>8,425</u>	<u>1,775</u>	<u>28,650</u>	PSCA Outfall Clearance works	<u>0</u>	<u>0</u>
	(6,156)		(23,304)	Surplus - (Deficit)		500
	<u>86,430</u>		<u>86,600</u>	Balance Brought Forward		<u>63,296</u>
	<b>80,274</b>		<b>63,296</b>	<b>Balance Carried Forward</b>		<b>63,796</b>

### 3.4.2 Five Year Budget Estimate

Black Drain DB	0	0	0	1	2	3	4	5
Revenue Account	2016/17	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	App	Estimated	Estimated	Estimated				
	Budget	Out-turn	Out-turn	Out-turn				
	£	£	£	£	£	£	£	£
<b>Income</b>								
Drainage Rates	15,220	15,220	16,742	18,264	19,026	19,787	20,167	20,548
Special Levies	56,068	56,068	61,675	67,282	70,086	72,889	74,291	75,692
Contributions	15,876	20,529	18,911	16,640	16,967	17,304	17,650	18,007
Bank Interest	300	300	300	300	300	300	300	300
<b>Total Income</b>	<b>87,465</b>	<b>92,118</b>	<b>97,629</b>	<b>102,487</b>	<b>106,378</b>	<b>110,279</b>	<b>112,408</b>	<b>114,547</b>
<b>Expenditure</b>								
Flood Defence Levy	7,065	6,859	7,065	7,277	7,495	7,720	7,951	8,190
Management Fees	6,950	12,371	12,742	13,124	13,518	13,924	14,341	14,772
Other Administration	10,185	10,773	9,420	9,467	9,514	9,562	9,610	9,658
Maintenance of Drains	17,000	13,500	15,200	15,656	16,126	16,609	17,108	17,621
PS contractor	8,000	8,300	11,124	11,458	11,801	12,155	12,520	12,896
Pumping Stations	15,000	17,500	16,450	16,944	17,452	17,975	18,515	19,070
Reservoir Registrations Act	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Biodiversity Action Plan	2,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Loan Repayments:-	24,925	24,925	24,925	24,925	24,925	24,925	24,925	24,925
<b>Total Expenditure</b>	<b>92,125</b>	<b>96,228</b>	<b>98,926</b>	<b>100,850</b>	<b>102,832</b>	<b>104,871</b>	<b>106,970</b>	<b>109,131</b>
Surplus/(Deficit)	(4,660)	(4,110)	(1,297)	1,636	3,547	5,408	5,438	5,415
Balance Brought Forward	44,961	42,237	38,127	36,830	38,466	42,013	47,421	52,859
<b>Balance Carried Forward</b>	<b>40,301</b>	<b>38,127</b>	<b>36,830</b>	<b>38,466</b>	<b>42,013</b>	<b>47,421</b>	<b>52,859</b>	<b>58,274</b>
<b>Capital Reserve Account</b>	<b>80,274</b>	<b>63,296</b>	<b>63,796</b>	<b>64,296</b>	<b>64,796</b>	<b>65,296</b>	<b>65,796</b>	<b>66,296</b>
<b>Penny Rate in £</b>	10.00p	10.00p	11.00p	12.00p	12.50p	13.00p	13.25p	13.50p
<b>Penny Rate £7,129</b>	43.75%	39.62%	37.23%	38.14%	40.86%	45.22%	49.41%	53.40%

	2016/17	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	App	Estimated	Estimated	Estimated				
	Budget	Out-turn	Out-turn	Out-turn				
	£	£	£	£	£	£	£	£
<b>Capital Reserve Account</b>								
<b>Income</b>								
Interest	500	250	500	500	500	500	500	500
Contributions	1,769	5,096	-					
<b>Total Income</b>	<b>2,269</b>	<b>5,346</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Expenditure</b>								
Watercourse Slip Repairs		15,816						
PSCA Outfall Clearance Works	-	1,775						
Outlet PS Refurbishment Settlement	8,425	11,059						
<b>Total Expenditure</b>	<b>8,425</b>	<b>28,650</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Surplus/(Deficit)	(6,156)	(23,304)	500	500	500	500	500	500
Balance Brought Forward	86,430	86,600	63,296	63,796	64,296	64,796	65,296	65,796
<b>Balance Carried Forward</b>	<b>80,274</b>	<b>63,296</b>	<b>63,796</b>	<b>64,296</b>	<b>64,796</b>	<b>65,296</b>	<b>65,796</b>	<b>66,296</b>

- From year 9 to year 17 there will be a regular contribution to the Capital Reserve account in preparation for the pumping station refurbishments.

### 3.5 List of Cheques

Cheques paid since those reported in the previous meeting papers.

DATE		CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL CHEQUE		
<b>2016</b>							<b>£</b>	
Nov	3rd	001362	61	Trinity Academy	Meeting Expenses	48.75	*	
	10th	001363	58,63	JBA Consulting	Management Fees (Sep & Oct)	2,726.38		
	23rd	001364	67	ADA	Conference Fees	134.40	*	
		001365	68	Controlstar Systems	Telemetry Maintenance Contract	1,044.00	*	
		001366	69	Ebsford Environmental Ltd	Maintenance	1,500.01	*	
		001367	64	Eon Energy	Supply to Nimbus Park Weedscreen	53.36	*	
		001368	32,33	J Self	Maintenance	1,093.35	*	
Dec	5th	001368	71	Danvm Drainage Commissioners	ADA Conference Expenses, etc.	419.95	*	
	19th	001370	74	J Self	Maintenance	696.80	*	
<b>Total Amount of all Cheques</b>						<b>7,717.00</b>		
<b>* Total Amount of Cheques sent out signed by the Clerk's Only</b>						<b>4,990.62</b>		

### 3.6 Other Payments

Payments made directly from the bank account since those reported in the previous meeting papers.

DATE		REF	PAYEE	DESCRIPTION	TOTAL PAYMENT
<b>2016</b>					<b>£</b>
Oct	20th	59	Woldmarsh	Supply to Outlet PS	102.34
				Supply to Inlet PS	61.18
				Supply to Rawcliffe PS	107.59
				Telemetry Lines	64.39
	31st	-	NatWest	Bank Fees	8.74
Nov	9th	60	Three	Mobile Broadband	10.49
	21st	62	Woldmarsh	Supply to Inlet PS	1,521.07
				Supply to Outlet PS	2,729.57
				Supply to Rawcliffe PS	1,716.35
				Telemetry Lines	38.62
				Membership Fees	42.89
	30th	-	NatWest	Bank Fees	8.08
Dec	16th	70	Three	Mobile Broadband	10.49
	20th	79	Woldmarsh	Telemetry Lines	38.40
	30th	-	NatWest	Bank Fees	8.85
<b>Total</b>					<b>6,469.05</b>

## 4. Engineer's Report

### Recommendation(s):

- Members note the information contained in this report

### 4.1 Asset Management

#### 4.1.1 Pumping Stations

The Public Sector Cooperation Agreement to be formed between the Board and Danvm Drainage Commissioners for the maintenance of pumping stations in future is being drafted for signing by the Chairman in line with the resolution from November.

#### 4.1.2 Ordinary Watercourses

##### Maintained Ordinary Watercourses

All programmed works have been completed, the impact of the chemical applications will need to be monitored and assessed during the next growing season. Slips have been temporarily addressed to ensure no obstructions to flow exist, whilst quotations for permanent works are being obtained for consideration.

##### Highways England

Maintenance work is substantially complete, a short section in the northern part of the district is still to be completed, subject to agreement with Natural England regarding the presence of badgers. A follow up meeting with Highways England is to be scheduled for early in the New Year to discuss future maintenance regime/programming.

##### Network Rail

Maintenance works are included in a programme for delivery early in the New Year for which a definite start date is still to be scheduled.

#### 4.1.3 Main River

Nothing further to report since November 2016.

### 4.2 Planning, pre-application advice and consents

#### 4.2.1 Planning Applications

Planning applications have been reviewed on a weekly basis and 4no. applications have required comment on behalf of the board between 28<sup>th</sup> October 2016 and 3<sup>rd</sup> January 2017.

Planning Ref	Proposal	Address	Applicant	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
16/02906/FUL	Erection of pitched roof attached garage to side of dwelling	4 The Hedgerows, North Eastern Road, Thorne, Doncaster	Mr Michael Keeley	no	yes	yes
16/02589/FUL	Proposed conversion and extension of existing dwelling to form eight, one-bedroom apartments.	63 Woodfield Road Balby	Mr Adrian Kadria	no	yes	yes
16/02782/COND 16/02438/FUL	Consent, agreement or approval required by conditions 3, 4, 5, 8, 9, 12, 13 & 14 of planning application 12/01458/OUT	98 North Eastern Road Thorne	Dantom Homes - FAO Mr Pete Tompson	no	yes	yes
	Erection of a 27 bedroom hotel with associated car parking and landscaping	Land Adjacent The Kings Chamber Capitol Park Omega Boulevard Thorne	Marston's Inns And Taverns	no	yes	yes

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

2No. consents have been issued on behalf of the Board between 28<sup>th</sup> October 2016 and 3<sup>rd</sup> January 2017.

Applicant	Location	Proposal	Permanent / Temporary Works	Approved/Ref used/ other
Craig Noonan (bsp consulting)	Omega Boulevard, Thorne	Relocate access chamber	Permanent	Approved
		Works within 9m of watercourse	Permanent	Approved

## 5. Environmental Officer Report

### Recommendations:

- **Members note the information contained in this report**
- **Consider contributing toward Eel R&D from BAP budget (Item 5.1.1)**

### 5.1 Legislation

#### 5.1.1 Eels (England & 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 across the country have pledged funds between £500 and £1000 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 pledging a similar amount into the ADA R&D fund which the Environment Agency can use as match funding.

## **5.2 Policy**

### **5.2.1 Biodiversity Action Plan 2015-2020**

Monitoring work will recommence April 2017 or earlier depending upon weather.

### **5.2.2 Barn Owl species action plan**

A new box, surplus to requirements, has been purchased at cost from Doncaster East IDB, erected by Danvm DC workforce at Hall Farm. This will be monitored by the Wildlife Conservation Partnership volunteers on an annual basis.

## 6. Health and Safety Report

**Recommendation: Note the information contained in this report**

### 6.1 Board Contractor

#### 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. Representation

The Board has been represented at:

<b>Environmental</b>	<b>Flood Risk Management</b>	<b>Other</b>
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Humberhead Levels Partnership Group	EA_CIRIA Partnership Funding Opportunities	ADA Policy & Finance Committee
EA/ADA Eel Liaison Group		FloodEX
Defra/ADA EIA (Land Drainage Improvement Works) Regulations		

## 8. Date of next meeting

## 9. APPENDIX A: Internal Audit Review meeting

**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.

**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 have a reserves policy, with Goole Fields District DB being the sole exception.

### **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.

**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.

## **10. 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
<b>Governance - Members &amp; Management</b>							
<b>Question 1 - Does the Board Lack Direction?</b>							
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
<b>Members/Officials</b>							
<b>Question 2 - Do officials/members lack relevant skills or commitments?</b>							
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

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
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. <b>All updates reported to members in their meeting papers.</b> Training seminars on legislation, responsibilities, ethics, etc. are being delivered. <b>Comprehensive modular training scheme to be added to the website (target date 31.3.2017)</b>	16/11/2016
<b>Question 3 - Does the Board lack appropriate composition?</b>							
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 <b>compiled and kept up-to-date.</b>	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. <b>Agenda for meeting set by Clerk and Chairman. Minutes of meetings scrutinised &amp; approved by Board.</b>	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 <b>per LDA.</b>	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, <b>subject to ministerial approval.</b>	16/11/2016
<b>Management</b>							
<b>Question 4 - Is There an Adequate &amp; Informed Organisational Structure?</b>							
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 <b>(target date 31.3.2017)</b>	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

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
4. e) Is there a competence framework?	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
<b>Question 5 - Is there a lack of succession planning? Can experience and skills be lost, and corporate contract/operational impact be lost?</b>							
5. a) Is there succession planning?	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) Are there appropriate notice periods for changeover?	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) Are there training programs in place?	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
<b>Question 6 - Is the reporting process adequate?</b>							
6. a) Is there timely and accurate project reporting?	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) Is there timely and accurate financial reporting?	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) Is there a budget setting process?	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) Is there proper project assessment?	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) Is there regular contact between board and management?	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							
<b>Operational Risk</b>							
<b>Question 7 - Are there any risks associated with the provision of services?</b>							
7. a) Is there a quality control procedure?	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) Is there a complaints procedure?	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) Is there a policy to raise public awareness and profile?	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
<b>Question 8 - Is there a risk of supplier dependency?</b>							
8. a) Are there procedures for obtaining quotations/periodic review of suppliers' charges?	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

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
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. <b>List of the Board's approved contractors on Health &amp; Safety website.</b>	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
<b>Question 9 - Is there a risk that capital resources are under utilised?</b>							
9. a)	B	High	Low	8.2	Problems not detected and corrected in a timely manner.	<b>Asset Management</b> 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. <b>Site staff bring any potential security issues to the officers' attentions immediately.</b> <b>Intruder alerts detected automatically and reported immediately through the telemetry system.</b>	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
<b>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?</b>							
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 <b>and copies of relevant certificates</b> 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.	<b>6-monthly review for new starters. Annual appraisal process for workforce.</b>	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

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
10. i) Are there contracts of employment?	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
<b>Question 11 - Are there risks of loss of information and continuity?</b>							
11. a) Is there a disaster recovery plan	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) Is there a policy of taking and sharing data off site?	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) Is there Insurance cover? Is it regularly reviewed?	B	High	Low		As 9. e) above.	see 9. e) above.	16/11/2016
<b>Question 12 - Is there a risk of lack of awareness of procedures and policies?</b>							
12. a) Is there a proper documentation of procedures and policies?	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							
<b>Financial Risks</b>							
<b>Question 13 - Is there a risk of loss of control through an inadequate budget process?</b>							
13. a) Is there a budget linked to planning and objectives?	B	High	Low		As 1. b) above.	See 1. b) above. <b>5-year or 25-year budget forecasts presented at Board meetings.</b>	16/11/2016
13. b) Is the budget regularly reviewed and monitored?	B	High	Low		As 1. c) above.	See 1. c) above.	16/11/2016
13. c) Is there a monitored and adequate skill base to interpret the information?	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) Is there an indication of major dependencies on income sources?	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
<b>Question 14 - Is there a risk of lack of liquidity due to inadequate reserves?</b>							
14. a) Is there a reserves policy linked to business plans and identified risks?	B	High	Low		Board lacks adequate funds to fulfil its statutory obligations. Board unable to remain solvent following a major undesirable event.	<b>The Board have a reserve policy in place, and take it into consideration when setting the budget every year.</b>	16/11/2016
14. b) Is there a regular review of the reserves policy?	B	High	Low		Reserve policy fall out-of-date and are no longer adequate to meet the requirements of the Board.	<b>Policies reviewed periodically, typically 3 or 5 years.</b>	16/11/2016
14. c) Is there a fair reflection of the financial integrity of the Boards reserves?	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
<b>External Risks / Compliance with the Law</b>							
<b>Question 15 - Is there a risk associated with non-compliance with the law or other external factors?</b>							
15. a) Is there a policy of review of the legal requirements extending to the organisation/professional opinion sought re:							
• Employment Law?	B	High	Low		Board in breach of its statutory obligations. Same	Equal Opportunities policies in existence. <b>All applicable law complied with.</b>	16/11/2016
• Human Rights Legislation?							

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
					<ul style="list-style-type: none"> <li>Health &amp; Safety?</li> <li>Criminal Acts?</li> </ul>	Ian Benn/Craig Benson Health & Safety Advisors. Disciplinary Procedures.	
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
<b>Question 16 - Are there any specific Board Risks?</b>							
16. a)	B	High	Low		Board left with shortfall in reserves Board unable to pay Creditors Cashflow problems	Reserve Policy and long term planning same same Board awareness.	16/11/2016
16. b)	B	High	Low		Facility to borrow money may not be available.	Increase in drainage rates to build funds specifically for capital replacement.	16/11/2016
					Restrictions placed on the level of annual loan repayments as a percentage of Rates and Special Levies	Depreciate asset and set aside funds annual to replace at end of life.	
					Instigate a council referendum if rate increase is more than 2%.	Source other funding possibilities such as Grants, Local Enterprise Partnerships	
16.c)	A	High	High		Board's maintenance operations reliant upon EA systems	Board consider carrying out work on main river at own cost.	
					Agricultural land taken for flood storage thereby reducing drainage rate income of Board	Reduce works on ordinary watercourses	
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	
16.e)	B	High	Low		Highways England stop contributing 21% towards costs of Board. Lead to 2p increase in drainage rates to cover loss of income	Liaise closely with third parties to make the fully aware of future expenditure levels.	





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