



## **Goole Fields District Drainage Board**

**Half Moon  
Reedness  
DN14 8ET**

### **Meeting Papers**

**31 January 2017**

**2:00pm**

**Shire Group of IDBs  
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## Meeting Papers

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**Clerk to the Board**

## Purpose

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## 1. Governance

### 1.1 Apologies for Absence

### 1.2 Declaration of Interest

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

### 1.3 Minutes of the Meeting held 21 June 2016

#### Present

Mr MPG Dougherty (Chairman)	MD
Mr J Barker	JB
Mr D McTaggart	DMT

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

Mr I Benn	IB
Mr C Benson	CB

#### Apologies for Absence

**2016.15.** Apologies were received from Martin Belton and John Oldridge.

#### Declaration of Interest

**2016.16.** There were none.

#### Minutes of the Meeting held 25 January 2016

**2016.17.** Minutes of the last meeting circulated with the meeting papers were taken as read and JB proposed and DMT seconded that the Minutes were approved for signature by the Chairman.

#### Matters arising

2016.13 Cross Drain Pumping Station. DMT confirmed that Farmcare Ltd had taken some levels on their land and had observed the discharge from the piped outfall in to the Warming Drain. The issues with the pipe had not been resolved. It was agreed that the Engineer would contact DMT to discuss further.

#### Finance Report

The Financial report, copies of which had been circulated with the meeting papers, was considered and adopted by Members.

#### Matters arising

**2016.18.** **Rating:** it was noted that the special levy for the year ending 31 March 2017 had been paid and 52% of the drainage rates had been received.

- 2016.19. Internal Audit:** The Internal Audit had been completed and the report would be circulated to members.
- 2016.20. External Audit – Annual Governance Statement.** Members were asked to consider and approve the Annual Governance Statement contained within Section 1 of the Annual Return. JB approved, DMT seconded and members approved the statement.
- 2016.21. Accounts for the Year Ending 31 March 2016 -** Members reviewed the Accounts that were circulated with the meeting papers and they agreed to approve the accounts as presented.
- 2016.22. External Audit – Accounting Statements.** Members were asked to consider and approve the Accounting Statements contained within Section 2 of the Annual Return. DMT approved, JB seconded and members approved the statement.
- 2016.23. List of Cheques:** The Board approved for signature by the Chairman a List of Cheques signed since the last meeting totalling £12,667.36, of which £1,116.54 were approved by the Officers only. The Board also approved a list of payments that were made direct from the Board's bank account totalling £30.61.
- 2016.24. Five Year Budget Estimate:** The Board reviewed the five-year budget estimate and the levels of income and expenditure over that period.
- 2016.25. Additional Information:** Members reviewed the graphical data that was contained with the report detailing the income and expenditure costs of the Board.

### Clerk's Report

The Clerk's report was read and approved.

### Matters arising

- 2016.26. Website:** Members noted the comments that the North Lincolnshire Council's procurement team will be shortly making a recommendation as to the appointment of the chosen provider. The Board will be advised of their share of the cost.
- 2016.27. Election Year:** Members noted that this year saw the end of the three-year term of office for the elected members. The Board approved the following: -
- i) Confirmed the appointment of JBA Consulting as returning officer
  - ii) Approved the Register of Electors
  - iii) Last date to receive nomination papers is Friday 7 October 2016
  - iv) Date of the election, if required, is Friday 28 October 2016
- 2016.28. Environment Agency – Isle of Axholme Strategy:** The Clerk informed members of the demaining and asset transfer process and confirmed that this strategy is one of two pilot studies being undertaken to test the procedures. It is likely that there will be funding available to bring assets up to a standard however, there would be no monies set aside for ongoing maintenance.
- 2016.29. Humber Flood Risk Management Strategy:** The Clerk confirmed that the EA were looking to create around five flood cells in the Humber Region, the location of which was not yet known.
- 2016.30. ADA –** The Clerk reported on the success of FloodEx and that it was likely to become an annual event.
- 2016.31. Defra –** The Clerk brought to the attention of Members, the change in the terminology now being used by Defra with respect to the EA's asset transfer and

demaining process. They are talking about “how and when” this happens, a clear indication of their support for the process.

**2016.32. Total Catchment Management** – Members were informed of the benefits of using a total catchment approach to the long term management of the district. DMT enquired whether or not there would be any financial benefit to landowners who create flood storage areas. The Clerk would make enquiries and feedback any findings to members.

**2016.33. Key Performance Indicators** – The Clerk confirmed that the KPI’s shown were produced by Defra as a tool to measure IDB performance.

### Engineer’s Report

The Engineer’s report was read and approved.

### Matters arising

**2016.34. M & E Framework** – The Clerk reviewed the proposal of establishing a M & E Framework that would enable the Board to select from a list of Contractors to carry out works to the Board’s pumping station. Members agreed to the support the proposal.

### Environmental Report

The Environmental Report circulated with the Meeting Papers was read and approved.

**2016.35. Advice on Maintenance Issues** – It was agreed that the Environmental Officer would contact the Board’s contractor with respect to working within 20 metres of a badger set.

**2016.36. Eels (England and Wales) Regulations 2009** – Members noted the comments in the papers that the Board must identify a strategy for compliance.

### Health & Safety Report

The report which was circulated to members was read and noted by members.

### Any Other Business

There was none.

### Date of next meeting

Tuesday 31 January 2017, 2pm at Half Moon Inn, Reedness.

## 1.4 Matters Arising not discussed elsewhere

## 2. Financial Report

### Recommendations

- To note the information contained in this report
- To Approve the Risk Register
- To approve the Board Estimate for the Year Ended 31 March 2018
- To approve the schedules of payments

### 2.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 4<sup>th</sup> January 2017: -

	£	£
Balance Brought forward at 1 April 2016		<u>NIL</u>
<b>2016/2017 Drainage Rates and Special Levies</b>		
Drainage Rates	20,183.58	
Special Levies		
East Riding of Yorkshire Council	5,184.00	<u>25,367.58</u>
<b>Less Paid:-</b>		
Drainage Rates	20,183.58	
Special Levies		
East Riding of Yorkshire Council	5,184.00	<u>25,367.58</u>
<b>Balance Outstanding as at 4<sup>th</sup> January 2017</b>		<b><u>NIL</u></b>

### 2.2 Audit

#### 2.2.1 External Audit

The audit of the Board's financial statements and annual return has been completed. There are no issues that have been raised by the auditors to bring to the Board's attention.

#### 2.2.2 Internal Audit

The System of internal audit review meeting was held in November and the minutes of which are attached at Appendix A.

#### 2.2.3 Risk Register

Members are asked to review the attached risk register at Appendix B and formally approve to adopt at the meeting.



## 2.3 Estimates, Rates and Special Levy for the Year Ending 31 March 2018

2016/17					2017/18	
Approved Estimate		Estimated Out-Turn			Estimate	
£	£	£	£		£	£
				<b>INCOME</b>		
				<b>Drainage Rates on Agricultural Land:-</b>		
20,184		20,184		18.5p in £ on AV of £112,064	20,732	
				<b>Special Levy</b>		
				East Riding of Yorkshire Council		
5,184		5,184		18.5p in £ on AV of £28,896	5,346	
				<b>Other Income:-</b>		
				Bank Interest, etc		
<u>2</u>	25,370	<u>2</u>	25,370		<u>2</u>	26,080
				<b>EXPENDITURE</b>		
2,527		2,453		Environment Agency - Flood Defence Levy	2,527	
				<b>Revenue:-</b>		
				<b>Administration:-</b>		
4,250		4,250		Clerk and Engineer's Fees	4,250	
5,000		5,000		Other Administration Expenses	5,000	
				<b>Maintenance:-</b>		
7,500		7,500		Contract Maintenance etc	7,500	
6,000		6,000		Pumping Station	6,000	
<u>1,900</u>	<u>27,177</u>	<u>1,900</u>	<u>27,103</u>	Other Expenditure	<u>1,900</u>	<u>27,177</u>
	(1,807)		(1,733)	Surplus - (Deficit)		(1,097)
	<u>21,708</u>		<u>22,054</u>	Balance Brought Forward		<u>20,321</u>
	<b><u>19,901</u></b>		<b><u>20,321</u></b>	<b>Balance Carried Forward</b>		<b><u>19,224</u></b>
<b>Previous Years Rates in the £</b>						
1995/96 : 8p - 1996/97 : 8p - 1997/98 : 8p - 1998/99 : 8p - 1999/00 : 8p - 2000/01 : 8p - 2001/02 : 12p 2002/03 : 12p						
2003/04: 12p - 2004/05: 12p - 2005/06: 12p - 2006/07: 15p - 2007/08: 17p - 2008/09: 18p - 2009/10 : 18p						
2010/11 : 18p - 2011/12 : 18p - 2012/13 : 18p - 2013/14 : 18p - 2014/15 : 18p 2015/16 : 18p - 2016/17 : 18p						
<b>Penny Rate : £1,409</b>						



## 2.4 Five Year Budget Estimate

The five year forecast of income and expenditure is shown below.

Goole Fields District 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	Estimated	Estimated	Estimated	Estimated
	Budget	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn
	£	£	£	£	£	£	£	£
<b>Income</b>								
Drainage Rates	20,184	20,184	20,732	21,292	21,852	22,133	22,413	22,973
Special Levies	5,184	5,184	5,346	5,490	5,635	5,707	5,779	5,924
Bank Interest, consents etc	2	2	2	2	2	2	100	100
<b>Total Income</b>	<b>25,370</b>	<b>25,370</b>	<b>26,080</b>	<b>26,784</b>	<b>27,489</b>	<b>27,842</b>	<b>28,292</b>	<b>28,997</b>
<b>Expenditure</b>								
Flood Defence Levy	2,527	2,453	2,527	2,602	2,680	2,761	2,844	2,929
Clerk & Engineers Fees	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250
Other Administration	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,500
Maintenance of Drains	7,500	7,500	7,500	7,700	7,700	7,900	7,900	8,100
Maintenance of Pumping Station	6,000	6,000	6,000	6,000	6,000	6,000	6,500	6,500
<b>Other Expenditure</b>								
Biodiversity Action Plan etc	850	850	850	850	850	850	850	850
Dempster IDB wayleave	350	350	350	350	350	350	350	350
Humber Management Scheme	100	100	100	100	100	103	106	109
Reedness & Swinefleet DB wayleave	600	600	600	600	600	600	600	600
Consents	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>27,177</b>	<b>27,103</b>	<b>27,177</b>	<b>27,452</b>	<b>27,530</b>	<b>27,814</b>	<b>28,400</b>	<b>29,188</b>
Surplus/(Deficit)	(1,807)	(1,733)	(1,097)	(668)	(41)	28	(108)	(191)
Balance Brought Forward	21,747	22,055	20,322	19,225	18,557	18,516	18,543	18,436
<b>Balance Carried Forward</b>	<b>19,940</b>	<b>20,322</b>	<b>19,225</b>	<b>18,557</b>	<b>18,516</b>	<b>18,543</b>	<b>18,436</b>	<b>18,244</b>
<b>Penny Rate in £</b>	18.00p	18.00p	18.50p	19.00p	19.50p	19.75p	20.00p	20.50p
<b>Penny Rate £1,409</b>	73.37%	74.98%	70.74%	67.60%	67.26%	66.67%	64.91%	62.51%
Rate Av £112,064								
Lew Av £28,896								
Break-even Rate	19.28p	19.23p	19.28p	19.47p	19.53p	19.73p	20.08p	20.64p

## 2.5 List of Cheques

Cheques raised since those in the schedule presented to the board at the previous meeting:

DATE		CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL	
		NO.				CHEQUE	
<b>2016</b>							<b>£</b>
Jun	23rd	000363	1	Environment Agency	Flood Defence Levy	2,453.00	
		000364	3	JBA Consulting	1/4 Salary & Expenses	983.40	
		000365	4	Dempster District IDB	Precept	379.86	*
		000366	31	Danvm Drainage Commissioners	Legal Advice on Powers of Entry	287.50	*
		000367	30	Doncaster East IDB	Cardnet Fees	15.16	*
Jul	28th	000368	6	Brodericks GBC	Internal Audit Fee 2015/16	690.00	
		000369	7	JBA Consulting	1/4 Salary & Expenses	1,377.00	
		000370	9	NFU Mutual	Insurances	1,209.41	
		000371	8	NPower	Supply to Cross Drain PS 16.3.16 to 13.6.16	5,719.63	
Sep	20th	000372	12	NPower	Supply to Cross Drain PS	15.00	*
	27th	000373	10	Danvm Drainage Commissioners	Legal Advice on Powers of Entry, etc.	136.28	*
		000374	11	Doncaster East IDB	Cardnet Fees	28.28	*
Oct	12th	000375	13	ADA Northern Branch	Contributions	150.00	*
		000376	14	PKF Littlejohn	Audit Fee 2015/16	240.00	*
		000377	15	JBA Consulting	1/4 Salary & Expenses	1,549.80	
Nov	8th	000378	17	Reedness & Swinefleet DB	Swinefleet Warping Drain - Annual Contribution	600.00	*
Dec	5th	000379	18	Danvm Drainage Commissioners	Website Development	264.94	*
<b>2017</b>							
Jan	11th	000380	19	Danvm Drainage Commissioners	Website Development	50.46	*
		000381	20	Humber Nature Partnership	Membership Fees	120.00	*
				<b>Total Amount of all Cheques</b>		<b>16,269.72</b>	
				<b>*Total Amount of Cheques sent out signed by the Clerk's</b>		<b>2,287.48</b>	

## 2.6 Payments Made Directly from the Bank Account

Payment made directly from the bank account since those in the schedule presented to the board at the previous meeting:

DATE		CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL	
		NO.				CHEQUE	
<b>2016</b>						<b>£</b>	
May	31st	d/d	-	NatWest	Bank Charges	13.53	*
Jun	30th	d/d	-	NatWest	Bank Charges	8.89	
Jul	29th	d/d	-	NatWest	Bank Charges	8.13	*
Aug	31st	d/d	-	NatWest	Bank Charges	9.44	*
Sep	30th	d/d		NatWest	Bank Charges	9.06	*
Oct	31st	d/d	-	NatWest	Bank Charges	10.42	*
Nov	30th	d/d	-	NatWest	Bank Charges	5.00	*
Dec	6th	d/d	16	Information Commissioner	Data Protection Registration	35.00	*
	30th	d/d	-	NatWest	Bank Charges	5.00	*
				<b>Total Amount of all Payments</b>		<b>104.47</b>	

## 3. CEO's Report

### Recommendations

- **Members note the information in the report.**

### 3.1 Website

Is now live and available at [www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)

### 3.2 Legislation

Nothing to report.

### 3.3 Environment Agency

Nothing to report.

## 3.4 Association of Drainage Authorities (ADA)

### 3.4.1 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.

### **3.4.2 Technical & Environment and Policy & Finance Committee**

A joint meeting was held on 10<sup>th</sup> January 2017.

Discussions included:

- Workstream reports from 2016 on water transfer licensing, total catchment management, ecological improvement, data and evidence.
- New workstream groups covering subjects: water transfer and abstraction, preparation of a guide to demanding for IDBs, use of IDB1 information.

### **3.5 Defra**

Nothing to report.

## 4. Engineer's Report

### Recommendations

- Members note the information in the report.

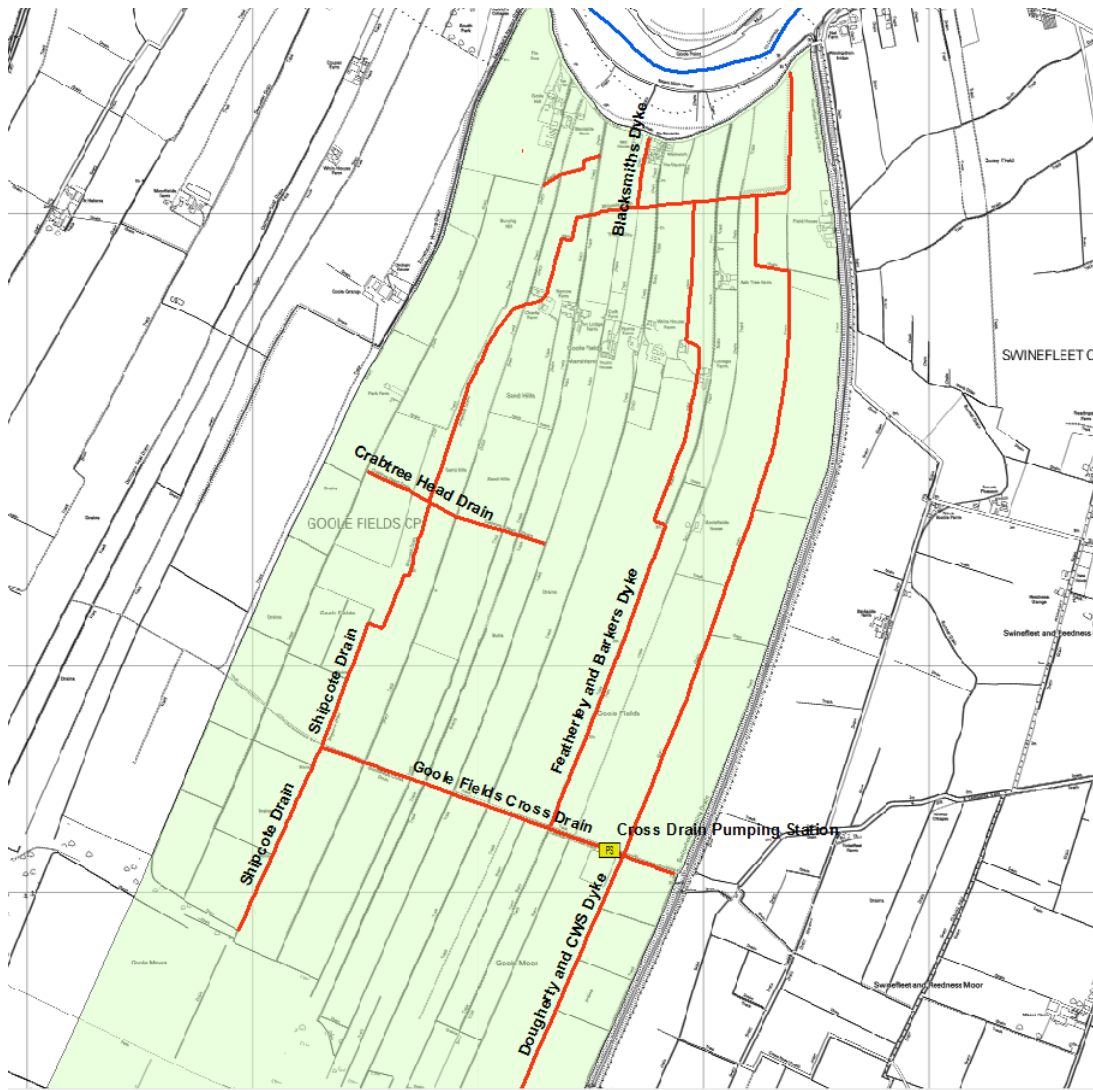
### 4.1 Asset Management

#### 4.1.1 Pumping Station

No issues have been reported regarding operations.

#### 4.1.2 Maintained Ordinary Watercourses

Maintenance activities are to be agreed for the upcoming season on the following Ordinary Watercourses.



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

### **4.2.1 Planning Applications**

The Local Planning Authority website has been reviewed on a regular basis and no planning applications have required comment on behalf of the Board between 25<sup>th</sup> May 2016 and 16<sup>th</sup> January 2017.

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

No consent has been issued on behalf of the Board between 25<sup>th</sup> May 2016 and 16<sup>th</sup> January 2017.

## 5. Environmental Adviser's Report

### Recommendations

- Members note the information in the report.
- Member approve BAP budget expenditure on Eel R&D (Item 5.2.2)

### 5.1 Advice on Maintenance Issues

Contractors must inform the Badger Licence holder when works are being undertaken within 20 metres of a badger sett.

### 5.2 Legislation

#### 5.2.1 Eels (England and Wales) Regulations 2009

The Agency is now contacting all IDBs to discuss Board plans for compliance with the regulations on key sites requiring passage for eel. The Board must identify a strategy for compliance for its station on Cross Drain which is regarded as a High Priority site by EA Fisheries.

#### 5.2.2 ADA support EA Eel Research & Development

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 spent its 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.

## **6. Health and Safety Report**

### **6.1.1 Accidents/Incidents/Near Misses**

Nothing to Report.

### **6.1.2 New Legislation**

Nothing to Report.

### **6.1.3 HSE Incidents**

Nothing to Report.

## **7. Any other business by leave of the Chairman**

## **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.



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