



Danvm

Drainage Commissioners

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

Meeting Papers

Friday 3 November 2017
9.30am




Shire


Group of IDBs

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Meeting Papers

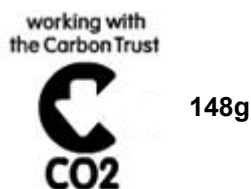
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Purpose

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1. Governance

Recommendation:

- Approval of Minutes of meeting 23 June 2017 (Item 1.5)

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Public Forum

No requests have been received

1.4 Board Key Performance Indicators

Indicator	Achievement to date	Anticipated target November 2017
Adherence to Complaints Procedure	100%	100%
Meeting Papers issued in accordance with Standing Orders	100%	100%
Percentage of rates collected	95.7% Ratepayers 51.3% Special Levy	95% Ratepayers 50% Special Levy
Percentage of planned watercourse maintenance work completed	75%	75%

1.5 Minutes of the Meeting held 23 June 2017

Member	4.11.16	23.2.17	23.6.17
Catherine Anderson (DMBC)	✓	-	✓
David Atkinson (Dun District)	✓	✓	✓
Wayne Atkins (Barnsley DC)			✓ new
Andrew Cooke (Went District)	✓	✓	A
Chris Crowe (Coal Authority) (Knottingley to Gowdall District)	✓	✓	A
John Duckitt (Dun District)	✓	✓	✓
Martin Falkingham (Went District)	✓	✓	✓
Terry Grady (Doncaster MBC)	✓	A	✓
Mel Hobson (Selby DC)	✓	-	-
Charlie Hogarth (Doncaster MBC)	✓	-	✓
Gillian Ivey (Chair) (Selby DC)	✓	✓	✓
Frank Jackson (Vice Chair) (Doncaster MBC)	✓	✓	✓
Mike Jordan (Selby DC)	✓	A	✓
Steve Lomas (Dun District)	✓	✓	✓
Paul Maddison (Wakefield MDC)	✓	✓	A
Cllr Dave Peart (Selby DC)			-
David Platt (Knottingley to Gowdall District)	✓	✓	✓
Robert Robinson (Dun District)	A	A	✓
Barry Roughley (DMBC)	A	x	A
Richard Thompson (Dun District)	A	A	✓
Cllr Debbie White (Selby DC)	A	A	-
Richard Ward (Doncaster MBC)	✓	✓	✓
Neil Welburn (Went District)	✓	✓	✓
Martin Drake (Went District)			new
Michael Rogers (D&D District)			New ✓

Officers attending:

Ian Benn – Clerk
 Craig Benson – FO
 Alison Briggs – EO
 Paul Jones - Eng.
 Malcolm Muscroft – Senior Eng.

Public attendance – none

Governance

- 2017.33** Chairman welcomed Wayne Atkins to his first meeting, nominated by Barnsley MBC.
- 2017.34** Apologies for absence were received from Andrew Cooke, Paul Maddison, Barry Roughley, Chris Crowe. Chair noted Mike Jordan would be late.
- 2017.35** Declaration of Interest - none
- 2017.36** Public forum – no request received
- 2017.37** Key Performance Indicators - noted
- 2017.38** Minutes of meeting 3 February 2017–**RW, seconded FJ, all in favour**
- 2017.39** Matters arising not discussed elsewhere on the Agenda - RW on Minute 2017.11 he had not circulated the paper from Yorkshire RFCC and will do so.
- 2017.40** Chair noted Action for Engineer to investigate EA forward maintenance plan. Eng. advised noted on page 5. Input information into WLM Committee papers. Available information on flood outlines been made by available by EA, information can assist model.
- 2017.41** JD Minute 2017.13 in connection with hydraulic pile hammer and slips that require attention on Sykehouse Main Road that have not received any attention. Acknowledged Board had consultations with DMBC but he had not seen any action. RW advised DMBC was aware of the situation but slip had stabilised and was not affecting carriage way or impeding flow. DMBC concerns surrounded those slips on West Lane which had affected the carriageway. The design was complete and contractors were in the process of moving water voles, hopefully work will be completed in September. JD advised this matter of interest to the local Parish Council on which he was a member.
- 2017.42** Complaints/FOI requests – as noted in the papers, all dealt with in accordance with Policy

CEO Report

Chair advised Members Agenda had been turned around in order it was clear what the Board required to make decisions on.

CEO advised on the one matter requiring Board resolution.

2017.43 Casual Vacancy – two nominations, Martin Drake of Fishlake and Michael Rogers for Yorkshire Wildlife Trust, both ratepayers in the District. **RT proposed both appointments to fill the casual vacancy be made, DA seconded, all in agreement.** Chair noted Michael Rogers present from YWT and took his seat at the table. Martin Drake was unwell and unable to attend.

2017.44 David Platt joined the meeting 09.45

2017.45 CEO advised on a meeting recently held with Environment Agency colleagues, himself, the Asset Manager, the Chair and the Chair of Black Drain regarding EA proposed maintenance for forthcoming year. Aim to meet at minimum on annual basis. Chair advised discussions had included River Went tidal doors and de-silting.

2017.46 Mike Jordan joined meeting 09.50

Finance Report

Members considered the Finance report previously circulated.

2017.47 Audit – Annual Return Section 1 Governance Statement was reviewed by the Board. MJ queried whether Board had to bring statement of accounts forward. FO confirmed not, and the requirement does not change for some IDBs until next year. **MJ proposed the Board approve Section 1 Governance Statement, seconded CA, all in agreement.**

2017.48 Statement of Accounts – Reserves balance appeared more than Reserve Policy but noted over next 5-year period would reduce to 30% following capital replacement reserves. Noted

pump station costs greatly reduced as pump action is weather dependent. Board budgets for an average over 5 years of pump station cost. Members viewed notes to the accounts providing greater detail. RW asked when commuted sums secured by the Board would become usable. FO advised Adwick Mill commuted sum was to accommodate works to allow other authorities to drain into Board maintained watercourses and pumped system and commuted sum from the Coal Authority commuted sum for similar regrading works required for the Blackshaw Clough system. Commuted sums received from various developers were to maintain certain watercourses. The Lake Outfall commuted sum in Dearne & Dove district provided by Barnsley NMDC will be ready for refurbishment within next 5 years and part of the commuted sum fund will be used.

2017.49 MJ noted local government business rates retention will be funding source for local authorities in full by 2020 with no additional grant monies which fund items such as raising drainage rates. He queried whether the Board was in discussion with special levy paying local authorities. FO advised not, the Board was entitled under the Land Drainage Act to raise whatever income it required to cover its expenditure noting the Special Levy was not council money and irrespective of council budgets, the Board would raise its required special levy. In response to that point CA advised that the Councils do not receive any specific grants to administer/collect or pay the special levy and explained that Councils are funded from a variety of sources, including Council Tax and various grants, it's all in the mix to fund Council expenditure which includes the levy – the levy is not collected separately i.e. it is not shown as a separate item on the Council Tax bill as a precept would be. An increase in levy is an increase in Council expenditure, and given the current budget pressures that Councils are faced with, an increase in expenditure would normally have to be met with a decrease in expenditure elsewhere - the Councils would not be able to simply increase the amount collected through Council tax without any impact, in order to offset an increase in the levy.

The FO advised all local authorities are informed of the Board's expected requirement over next five years. The Chair advised it important the Board recognised the impact of Board drainage rate on the local authority precept and the importance of showing this payment per household on council tax demands; the amount collected on behalf of IDB. FO advised a Local Authority expenditure may be in the region of £400 million and the Special Levy it collected on behalf of the Board of £400,000 did not have an extraordinary impact on a Local Authority nearing its 2% figure that would trigger a referendum under the Local Audit & Accountability Act. The Chair advised, council representatives should declare an interest when speaking on behalf of the Council and its budget. The Chair noted it appeared this is an issue that requires revisiting to make the situation very clear and it was disappointing the Special Levy is not detailed on council tax bill thereby creating further difficulty. The Chair suggested it worthwhile the Board discussing issue with LA finance departments.

2017.50 FJ asked if this situation would arise with Parish Councils. Advised not as it appeared separately in council tax bills and was therefore not included as contributing to the 2% threshold. **Chair proposed the Board accept the accounts, TG seconded, all in favour**

2017.51 Section 2 Annual Return – Accounting Statement summary of accounts – The summary was reviewed. **FJ proposed approved for signature, TG seconded, all in agreement.**

Information only

2017.52 Joint Committee - Chair advised on the joint meeting between Finance and WLM Committee, she had sought approval to do so which was given. The Chair advised it had worked well and it was proposed the October meeting of the two Committees would again be joint.

2017.53 Preliminary Flood Risk Assessment - RW advised the Preliminary FRA document was submitted to the Environment Agency the previous day. He would share a copy of the draft with the Engineer.

2017.54 Hydraulic Model Optioneering - CA queried progress on the optioneering tender for hydraulic model. Eng. advised the specification had been produced and ready, North Lincs Council had been approached to provide a quote which had been approved by the Chairman. The specification will be sent today to N Lincs Council procurement team and from today, JBA Consulting Management Team will not be involved in the process including tender evaluation which will be done by N Lincs Council through liaison with the Chairman. He advised efforts were being made to set up an evaluation group which included the Environment Agency. The advertisement would be through open tender, timescales would be a month of advertising, a month evaluation and

conclusions on evaluation. The whole process should be completed in approximately 2 months. The Board had just received a formal letter from the EA confirming approval of a further £105,000 local levy toward optioneering; a further £31,500 is to be applied but that's a risk contingency.

2017.55 Environmental Impact Assessment is being advertised for the Great Heck scheme, the Coal Authority has funded new pump station to mitigate subsidence. All information is on the Board website and has to be advertised for 30 days under the EIA (Land Drainage Improvement Works) Regulations, the Coal Authority hope to be undertaking site works by August.

2017.56 Date of next meeting **3 November 2017**

2017.57 10.25 Meeting closed for workshop on strategy and modelling

1.6 Matters arising not elsewhere on the Agenda

1.7 Complaints/FOI requests

Register of Complaints					Dealt With	Pending	Outstanding				
Status	Date Received	Submitted By:-	Acknowledged by:-	Format	Concerning	Nature of Complaint	Dealt with by:-	Response / Action Taken	Matter resolved to satisfaction of	Location of Correspondence	Date of response
FOI	13.6.2017	MrsRiley	-	email	Engineers Report	Requested copy report from 3.2.2017	AB	Full response provided after reminder request for information submitted. Papers on website 20.1.2017	yes	2017s5904-5-1-L002-001, 2017s5904-5-1-L002-002	12.7.2017
FOI	04.07.2017	Mhartley	AB	email	Board maintained drains	requested information on number of agricultural ratepayers and number of ratepayers with Board maintained drains	AB	full response provided	believed so	2017s5904letters-5-1-L001-001, 2017s5904letters-5-1-L001-002, 2017s5904letters-5-1-L001-003	05.07.2017
FOI	18.07.2017	MHartley	AB	email	Board maintained drains	request in 8 parts regarding Board maintained drains, lengths involved, Board Members	AB	acknowledgement, clarification request then full response provided	believed so	2017s5904letters-5-1-L002-001, 2017s5904letters-5-1-L002-002	19.08.2017, 2.09.2017
Complaint	09.08.2017	J Duckitt	AB	letter	Board maintenance	Maintenance start in Fishlake/Sykehouse area	AB	acknowledgement and response. Maintenance started mid July 2017 but not in Sykehouse/Fishlake area	believed so	2017s5904-5-L006-001, 2017s5904-5-L006-002	09.08.2017
Complaint	09.08.2018	Sykehouse PC	AB	letter	Board maintenance	Maintenance in Sykehouse Village	AB	acknowledgement and response. Maintenance started mid July 2017 but not in Sykehouse area. Estimated start around Sykehouse	believed so	2017s5904-5-L007-001, 2017s5904-5-L007-002	09.08.2018

Complaint	14.09.2017	Yorkshire Wildlife Trust	MS/AB	email	Board maintenance	Descriptive maintenance in Little Went	MS/AB	site surveys, meetings with West Yorkshire Police, site meetings with YWT and WY Police			date of receipt and subsequent days
FOI	16.09.2017	MHartley	AB	email	Board maintenance and pumping	Member rates paid, cost per member of pumping	AB	Working with ArcGIS provided information	unknown	2017s5904letters-5-1-L002-004,2017s5904letters-5-1-L002-005	19.09.2017
Complaint	25.09.2017	J. Palmer	AB	email	Board maintenance	Excessive drain maintenance reducing foraging area	AB	telephone to discuss, formal response issued	believed so	2017s5904-5-L009-001, 2017s5904-5-L009-002	26.09.2017
FOI	29.09.2017	Sykehouse PC	AB	email	Board	Query maintenance start in Rudgate Lane, Wormley Hill and Sykehouse Village.	AB	Acknowledged and full response issued	believed so	2017s5904letters-5-1-L003-001, 2017s5904letters-5-1-L003-002, 2017s5904letters-5-1-L003-003	29.9.2017, 29.9.2017, 5.10.2017

2. Clerk's Report

Recommendation:

- Resolution Key Performance Indicators (Item 2.1)
- Approval of permanent Finance & Policy Committee (Item 2.2)
- Approval of 2015 Committee Membership ((Item 2.2.1)
- Approval of Committee Delegated Power (Item 2.2.2)
- Approval of Committee Terms of Reference (Item 2.2.3)
- Approval of amendments to Scheme of Delegation (Item 2.2.4)
- Approval for the Board to move toward BS ISO 55000 by 2019 (item 2.3)

2.1 Key Performance Indicators

2.1.1 Management services

The following suggestions are taken from the Board Invitation to Tender for Management Services:

- Board resolutions delivered in a timely manner or in accordance with agreed timetable
- Responses to Board member enquiries acknowledged within 5 working days of receipt
- Completion of draft Minutes for Member approval within 7 days of meeting

2.2 Joint Finance & Policy Committee

2014 Danvm DC Schedule of Reserved Matters agrees matters reserved for the Board are:

- 3.6.4 **Membership of Committees**
- 3.8.2 **Approval of the Board's Scheme of Delegation, terms of reference for the Board Committees.**

2014 Danvm DC Scheme of Delegation agrees:

COMMITTEE STRUCTURE

The Committees shall comprise Members from the Agricultural Ratepayers and Members from the Special Levy Payers to the Board in member numbers as defined in the Committee Terms of Reference. Of the Agricultural Ratepayer Committee Members, every attempt will be made to include a representative from each Board District, and to reflect the source of Board Income in the Committee structure.

2.2.1 Board approval of Committee Membership

Under Schedule of Matters Reserved for the Board, the Board must approve Membership of the proposed Committee, currently:

Gillian Ivey (Selby nominated)
Mike Jordan (Selby nominated)
David Atkinson (Dun District)
Paul Maddison (Wakefield nominated)
Steve Lomas (Dun District)
Martin Falkingham (Went District)
Catherine Anderson (Doncaster nominated)
Richard Ward (Doncaster nominated)
Richard Thompson (Dun District)

Andrew Cooke (Went District)
Neil Welburn (Went District)

Current joint Committee structure does not deliver that required by the Scheme of Delegation *"attempt to include a representative from each Board District, and to reflect the source of Board Income in the Committee structure"*.

2.2.2 Proposed Committee Delegated Power

Delegated power incorporates that delegated to the Finance Committee under the Scheme of Delegation 20 June 2014:

Proposed Finance and Policy Committee Delegated Power

- The Board hereby delegates the following plenary powers and authority to its Finance & Policy Committee, subject to the exceptions reserved to the Board in the Schedule of reserved matters.
- To approve Board Budget Estimates.
- To approve the List of Payments.
- To discuss and decide upon proposed Employee salary increases in accordance with the CEO's recommendations.
- To approve Engineering schemes with an appropriate cost/benefit ratio.
- To take decisions on any related matter that the Board may reasonably determine from time to time by resolution.

IMPLEMENTING POLICY AND DECISIONS

- The CEO shall be fully empowered to implement policy and all decisions taken by the Board and its Committees.
- The Board's Management Team and its Employees shall assist the CEO in implementing Board policy and the decisions that are taken by the Board and its Committees; the nature and extent of which is set out in the scope of Management Services Contract or job description.
- The CEO shall be fully empowered to administer the Financial Regulations.
- For the avoidance of doubt the CEO shall be fully empowered to manage the Board's employees in accordance with the Board's Human Resources Policies and procedures. The reporting lines of accountability are shown in the Board's Organizational Chart.

The WLM Committee did not have any delegated powers.

2.2.3 Finance & Policy Committee Terms of Reference

Terms of reference incorporates those previously agreed for the separate Committees.

1 DELEGATED AUTHORITY FROM THE BOARD

In accordance with the Board's Scheme of Delegation, the Board hereby delegates the following powers and authority to its Finance Committee:

- 1.1 To agree the Board Drainage Rate
- 1.2 To approve Board budget estimates
- 1.3 To approve the List of Payments
- 1.4 To agree upon proposed employee salary increases in accordance with the CEO's recommendations
- 1.5 To approve Engineering schemes with an appropriate cost/benefit ratio

- 1.6 To take decisions on any related matter the Board may reasonably determine from time to time by resolution
- 1.7 To ensure Board owned land maximises its benefit to the Board

2 **ROLE OF THE COMMITTEE**

The Finance & Policy Committee shall advise the Board on various matters. The Finance Committee shall:

- 2.1 Consider any issue in detail as determined from time to time by the Board and make recommendations to the Board accordingly.
- 2.2 Critically review the annual revenue and capital expenditure budgets, as prepared by the Finance Officer and make recommendations to the Board accordingly.
- 2.3 Monitor income and expenditure during the year to ensure that the Board operates within approved budgets, consider any requirements for the Board to approve any large and unplanned material deviation therefrom and make recommendations to the Board accordingly.
- 2.4 Seek to ensure that Internal controls and governance arrangements are effective and make recommendations to the Board accordingly.
- 2.5 Consider all significant/material financial issues in detail and make recommendations to the Board accordingly.
- 2.6 Annually review the Board's Final Accounts, including the Internal and External Audit Reports and the Governance Report, and make recommendations to the Board accordingly.
- 2.7 Periodically scrutinise all payments that have been made to suppliers, as authorised by the signatories in accordance with the Board's Financial Regulations and Bank Mandate and approved the list of payments.
- 2.8 Support the Board's Chairman and Chief Executive in their roles, as set out in the Division of Responsibilities document (Chairman and Chief Executive).
- 2.9 Make recommendations to the Board on settling claims for compensation that have been made against the Board
- 2.10 The Committee will specifically refer to the Board's WLM Policy, Flood Risk Management (FRM) Policy and any other relevant Policy or Statement approved by the Board, and will achieve Policy and Statement aims through the following objectives:
 - 2.11 Review of Catchment Management
 - 2.12 Review of Asset Management
 - 2.13 Review of Emergency Response
 - 2.14 Review of Pumping Station Maintenance
 - 2.15 Review of Ordinary Watercourse Maintenance
 - 2.16 Review of Main River Maintenance
 - 2.17 Review of 3rd Party Maintenance
 - 2.18 Review Drainage Advice for Riparian owners
 - 2.19 Consideration of additional items as determined by the Board
 - 2.20 Liaising with Risk Management Authorities

3 MEMBERSHIP OF COMMITTEE

The Finance & Policy Committee shall comprise 11 Members of the Board, with the current Vice Chairman in attendance as observer. The Committee will ensure that Nominated Members will always have a majority over the Elected Members.

The Board shall elect and appoint from its membership of 11 a Chairman to serve the Committee for an initial period to 31 October 2019 and triennially thereafter.

All members of the Finance Committee shall be eligible for re-election at the end of the initial period or three-year term, provided they continue to be Members of the Board.

If a Member is unable to attend a meeting they can send a substitute in their place, providing the Board Finance Officer is notified at least 2 days prior to the meeting and the substitute has had sight of the meeting papers. The substitute must be an existing member of the Board.

If a member is absent from the Committee for 3 consecutive meetings, they shall, unless their absence is due to illness or some other reason approved by the Board, vacate their office at the end of the third meeting.

Any casual vacancy that arises among the Members of the Committee for whatever reason shall be filled by the Board as soon as practicable after the occurrence of the vacancy.

The Board can remove Members and Advisors serving on the Finance Committee and appoint new Members and Advisors at any time by resolution of the Board.

4 CHAIRMAN OF THE COMMITTEE

Members of the Finance & Policy Committee shall elect from their number a Chairman who shall hold office for an initial period until 31 October 2019 and triennially thereafter from 1 November.

The position of Chairman shall change every three years, unless otherwise agreed by the Committee.

If any casual vacancy occurs in the office of Chairman, the Finance Committee shall as soon as it conveniently can after the occurrence of such a vacancy, choose someone of their number to fill such vacancy, and every such Chairman so elected would have been entitled to continue if such vacancy not have happened.

If the Chairman of the Finance Committee is not present at a Finance Committee meeting, the Members of the Finance Committee shall elect someone of their number to Chair the meeting.

5 VOTING ENTITLEMENT

Each Member of the Finance Committee shall have one vote. In the event of an equal number of votes being cast the Chairman of the meeting shall have a second or casting vote, in accordance with the Board's Standing Orders. For the avoidance of doubt, Observers will not be entitled to vote.

A substitute attendee will have the power to vote

6 QUORUM

No business shall be transacted at any meeting of the Finance & Policy Committee unless at least 6 of the Members of the Committee are present. For the avoidance of doubt a Member is considered present if they participate in the meeting by telephone, teleconference or through an exchange of email. (as specified in the notice of the meeting).

7 NUMBER OF MEETINGS PER YEAR

The Members on the Finance Committee shall meet at such dates and times as they decide ("Scheduled Meetings") which will number 3 annually. Additional meetings can be convened by the Board, the Chief Executive or Finance Officer.

All Members attending meetings of the Finance Committee shall be recorded.

8 NOTICE, MINUTES AND MEETING REPORTS

A minimum of seven days' notice shall be given to Members via email in advance of all Scheduled Meetings, which will also include an agenda, written minutes of the previous Committee meeting and whenever possible the relevant reports to be considered. The notice must clearly state where/how the meeting is to take place; be it at a physical location, by telephone conversation or teleconference, or through an exchange of email.

9 VENUE FOR MEETINGS

All meetings of the Finance Committee shall take place at Shire Group offices at Epsom House, Malton Way, Adwick le Street, Doncaster DN6 7FE unless otherwise determined by the Committee.

10 FINANCE & POLICY COMMITTEE REVIEW

Committee membership and Terms of Reference shall be reviewed annually by the Board based upon relevance, performance, and attendance.

The Committee and these terms of reference are in substitution for any previous terms of reference or other arrangements relating to the Board's Finance Committee or the Board's Water Level Management Committee, which are deemed to be terminated with effect from 3 November 2017.

11 CERTIFICATION

Danvm Drainage Commissioners has approved the terms of reference for this Committee on 3 November 2017

2.2.4 Board Scheme of Delegation

Proposed alterations highlighted in yellow

1. OVERVIEW

Danvm Drainage Commissioners approved a schedule of reserved matters on **3 November 2017** which clearly sets out those decisions that only the Board can take. All other matters which, by definition, the Board considers suitable for delegation or may otherwise need to be dealt with between Board meetings are hereby delegated to the Chairman, Chief Executive Officer (CEO) and Committees as set out in this Scheme of Delegation, in accordance with Standing Orders made by the Board and approved by the Secretary of State ("the Orders").

1.1 Each of the Committees shall fulfil its role as specified in its terms of reference. The Committees shall also exercise their delegated powers in accordance with the Orders and the Board's Financial Regulations, Policies and Procedures.

1.2 CEO's Delegated Power

1.2.1 Delivering the operational performance of the IDB, as dictated by the Board's overall strategy.

1.2.2 To control and direct Board employees on a day to day basis including enforcement of the Employee Code of Conduct and Grievance Procedure and undertaking disciplinary action where appropriate.

1.2.3 To manage the Board activities and finances on a day to day basis in accordance with Board Financial Regulations including procurement of goods and services.

1.2.4 To take decisions on any matter that the Board may reasonably determine from time to time by resolution.

1.3 **Chairman's Delegated Power**

1.3.1 The Board hereby delegates the following plenary powers and authority to its Chairman's Committee, subject to the exceptions reserved to the Board in the Schedule of reserved matters.

- To take decisions which enable the Board's Chairman to fulfil the role as set out in the Division of Responsibilities document (Chairman and CEO).
- To take decisions on any related matter that the Board may reasonably determine from time to time by resolution.

2. **COMMITTEE STRUCTURE**

Committees shall comprise Members from the Agricultural Ratepayers and Members from the Special Levy Payers to the Board in member numbers as defined in the Committee Terms of Reference. Of the Agricultural Ratepayer Committee Members, every attempt will be made to include a representative from each Board District, and to reflect the source of Board Income in the Committee structure.

2.1 **Finance & Policy Committee**

2.1.1 The Board hereby delegates the following plenary powers and authority to its **Finance & Policy Committee**, subject to the exceptions reserved to the Board in the Schedule of reserved matters.

2.1.2 To approve Board Budget Estimates.

2.1.3 To approve the List of Payments.

2.1.4 To discuss and decide upon proposed Employee salary increases in accordance with the CEO's recommendations.

2.1.5 To approve Engineering schemes with an **appropriate cost/benefit ratio**.

2.1.6 To take decisions on any related matter that the Board may reasonably determine from time to time by resolution.

3. **IMPLEMENTING POLICY AND DECISIONS**

3.1 The CEO shall be fully empowered to implement policy and all decisions taken by the Board and its Committees.

3.2 The Board's Management Team and its Employees shall assist the CEO in implementing Board policy and the decisions that are taken by the Board and its Committees; the nature and extent of which is set out in the scope of Management Services Contract or job description.

3.3 The CEO shall be fully empowered to administer the Financial Regulations.

3.4 For the avoidance of doubt the CEO shall be fully empowered to manage the Board's employees in accordance with the Board's Human Resources Policies and procedures. The reporting lines of accountability are shown in the Board's Organizational Chart.

4. **CERTIFICATION**

Danvm Drainage Commissioners agreed to introduce this Scheme of Delegation on the **3rd day of November 2017**

This document is next scheduled for review on the **31st March 2020**

2.3 Asset Management BS ISO 55000

The Board currently manages an asset portfolio in excess of £65M. It is vital that this is managed effectively therefore it is recommended the Board move toward an asset management system based on ISO 55000 by 2019. This would be in line with the Environment Agency's current thinking and direction of travel.

Information Paper

The following is for information only

CEO Advice and Information

Policy and Strategy – Water Level Management

A Task & Finish Group has been established through the current Joint Finance/WLM Committee to consider:

- Water Level Management Policy and Strategy
- Resource requirements to deliver required Water Level Management Policy
- Operational workforce required to required current Water Level Management Policy
- Secondary maintenance intervention

In the case of continued delivery Board resolutions will be required on considerable near time expenditure for plant and equipment, transportation of tracked vehicle and Vehicle Operators Licence.

Recommendations from the Task & Finish Group will be brought to the Board at its February meeting.

IDB Review East Riding of Yorkshire Council

Special Levy Charging Authority East Riding of Yorkshire Council undertook a review of IDBs for which it raises Special Levy. A copy of the report on operations, governance and clerking arrangements is included with the meeting papers for Member perusal. The recommendations received by ERYC full Council on 11 October 2017 were:

Recommendation 1:

That the Lead Local Flood Authority works with Department for Environment, Food and Rural Affairs agencies to develop a wide ranging licensing scheme for each Internal Drainage District with a form of standing advice.

Recommendation 2:

“That the Association of Drainage Authorities, in conjunction with the Lead Local Flood Authority, lobbies the Department for Environment, Food and Rural Affairs to work with the Environment Agency in order that Public Sector Co-Operation Agreements can be extended for longer periods, subject to the appropriate funding.”

Recommendation 3:

That the Association of Drainage Authorities, in consultation with the Lead Local Flood Authority, supports very small Internal Drainage Boards to form consortia or amalgamate where appropriate.

Recommendation 4:

That the Association of Drainage Authorities, in consultation with the Lead Local Flood Authority, encourages Internal Drainage Boards to cap its membership at a maximum of 17 members where appropriate.

Recommendation 5:

That, when vacancies arise on Internal Drainage Boards, Democratic Services, on behalf of the Chief Executive, considers approaching town and parish councils to seek suitable local representation.

Recommendation 6:

That the Association of Drainage Authorities, in consultation with the Lead Local Flood Authority, reviews the number of appointed members on smaller Internal Drainage Boards.

Recommendation 7:

“That Internal Drainage Board members newly appointed by the Council be provided with a briefing regarding their role and remit on drainage boards and operations of Internal Drainage Boards and that appointed members be proactive in seeking an induction from the Clerk of their Internal Drainage Board.”

Recommendation 8:

That the Lead Local Flood Authority liaise with the Association of Drainage Authorities in establishing a standard set of Key Performance Indicators for Internal Drainage Boards in order to encourage the sharing of good practice.

Recommendation 9:

That the Environment and Regeneration Overview and Scrutiny Sub-Committee undertake a rolling programme to receive Internal Drainage Boards' annual reports and review vacancy levels.

Recommendation 10:

"That Internal Drainage Boards, in conjunction with East Riding of Yorkshire Council, raise their profile within their communities and demonstrate their operational spend and value for money of the levy placed on the Council and paid for by taxpayers."

Recommendation 11:

That Internal Drainage Boards and town and parish councils within known flood risk areas be encouraged to work together to form riparian owner working groups and raise awareness of riparian ownership.

Humber Flood Risk Management Strategy

The Environment Agency invited specialists within the Management Team to attend and participate in workshops identifying criteria for consideration in the Comprehensive Review of the Humber Strategy.

ADA Technical & Environment Committee

Discussions surrounded:

- Vehicle Operator Licences, IDB machinery not Exempt under Agricultural Exemption. Requirement for lorry, cab and trailer to be subject to regular testing and inspection similar to inspections by road hauliers. IDB vehicles should use white diesel. IDB work similar to that undertaken by EA which obtains all appropriate licensing.
- Committee workstreams.
- Biodiversity 2020 and changes to the Annual Return IDB1 covering BAPs including review since produced, targets and actions, and reporting thereon
- De-maining and asset transfer

ADA Policy & Finance Committee

Discussions surrounded:

- Information displayed on IDB websites, specifically looking at general public and the level of transparency required.
- Membership of ADA and the level of any subscription increase to be proposed at Conference. The Committee agreed to support a 1% increase.
- Success of the ADA stand at the Lincolnshire Show.
- Changes to the IDB1 form.
- Committee workstreams.

Bentley Bonanza

A letter of thanks was received from the previous Board Chairman Tony Sockett in connection with Employee and Officer attendance at the Bentley Bonanza.

Dear Ian and Colleagues

Bentley Bonanza – Sunday, 9th July 2017
‘2007 – Remember Together’

I write on behalf of the Bentley Area Community Partnership to convey thanks to you and your team for the support given at the 2017 Bentley Bonanza.

The theme for the day was chosen to commemorate the flooding of 2007 which engulfed large areas of the greater Bentley area, resulting in the loss of homes, businesses and a range of services, including schools. I hope that the presence of the IDB, representatives of the EA and staff from Doncaster MBC Emergency Services helped the public to have a better understanding of the roles each organisation plays in such emergencies.

I would appreciate any feedback received from members of the public who visited your display on the day and any longer term concerns that may have been expressed to you about past events and measures to alleviate future incidents.

It was good for me to ‘touch base’ again and I hope that we may be able to do ‘catch up’ in the near future so that I can better understand the new structure.

My best wishes to you all.

Kind regards,

Health and Safety Advice and Information

One ‘near miss’ incident to report which has been relayed to the joint committee including actions taken to avoid any recurrence.

Health and Safety Information available on the Shire Group website

- Presentation to ADA Board
- ADA T&E Report September 2017
- CDM 2015
- HSE Fatality Data 2016/7
- Overhead Power Line Strikes
- Safety Alert regarding Flooded Electrical Equipment

HSE - About health and safety in agriculture

In the last ten years, almost one person a week has been killed as a direct result of agricultural work. Many more have been seriously injured or made ill by their work.

People have a right to return home from work safe and sound. Good farmers and employers recognise the benefits of reducing incidents and ill health among their workers, and are aware of the financial and other reasons to aim for and maintain good standards of health and safety.

Health and safety is a fundamental requirement of a sustainable farming business and should be regarded as an essential part of farm business management. Unwise risk-taking is an underlying problem in the industry and those working on their own are especially vulnerable.

The personal costs of injury and ill health can be devastating. Life is never the same again for family members left behind after a work-related death, or for those looking after someone with a long-term illness or serious injury caused by their work.

Managing risks in a sensible way protects you, your family, your workers and your business and can bring the following benefits:

- a reduction in injuries and ill health and the resulting financial and personal costs;
- improved productivity, good morale and a happier, healthier workforce;
- better farming practice to help develop a sustainable farming business;
- the ability to carry out weather-critical operations at the right time;
- reduced sickness payments and recruitment/training costs for replacement workers;
- reduced loss of output resulting from experienced and competent workers being off work;
- longer life for equipment and machinery;
- less chance of damage to machinery, buildings and product;
- lower insurance premiums and legal costs;
- less chance of enforcement action and its costs, e.g. the cost of dealing with an incident and/or fines;
- reduced risk of damage to the reputation of the business.

Injuries and ill health in agriculture

Farming is a hazardous industry. Farmers and farm workers work with potentially dangerous machinery, vehicles, chemicals, livestock, at height or near pits and silos. They are exposed to the effects of bad weather, noise and dust. The risks also include family members working at the farm and children living at the farm.

Agricultural work can also be physically demanding and the repetitive nature of the work causes a range of health problems, including severe back pain.

With high numbers and rates of fatal injury, agriculture, forestry and fishing is the riskiest industry sector. Just over one in a hundred workers (employees and the self-employed) work in agriculture, but it accounts for about one in five fatal injuries to workers. Further information on numbers and rates of injury and ill health in agriculture can be found at:

<http://www.hse.gov.uk/statistics/industry/agriculture/index.htm>

<http://www.hse.gov.uk/statistics/industry/agriculture/agriculture.pdf>

The costs and causes of death and injury

The total annual cost of injuries (in farming, forestry and horticulture) to society is estimated at £190 million and around two-thirds of that is due to reportable injuries (£130 million), with fatalities accounting for around another third (£55 million).

The most common causes of death are:

- transport – being struck by moving vehicles;
- being struck by a moving or falling object, eg bales, trees etc;
- falls from height;

- asphyxiation or drowning;
- contact with machinery;
- injury by an animal;
- being trapped by something collapsing or overturning;
- contact with electricity, nearly two-thirds of which involves overhead power lines (OHPLs).

There are many more injuries which do not result in death. Less than half of reportable injuries to workers across all industry sectors are reported each year, but the level for agriculture, forestry and fishing is much lower. Surveys suggest that of those injuries to workers in agriculture (the most serious) which should be reported by law, only 16% are actually reported. HSE estimates that there could be as many as 10 000 unreported injuries in the industry each year. Each one involves costs to the injured person and to the business.

The most common causes of non-fatal injuries are:

- slip, trip or fall on the same level;
- being struck by moving, including flying or falling, objects;
- falls from height;
- contact with machinery;
- being injured by an animal.

People working in the industry can also be permanently disabled by ill health. Breathing in dusts, handling loads, being exposed to noise or vibration, using chemicals and working with animals can all cause ill health, with symptoms that can take years to develop. In some cases this can result in premature death.

Many of those in the industry do not consult their doctor unless seriously ill and so levels of ill health are unclear. However, in agriculture:

about 12 000 people suffered from an illness which was caused or made worse by their current or most recent job;

musculoskeletal injury (back pain, sprains or strains) is over three times the rate for all industries;

the number of people affected by asthma is twice the national average;

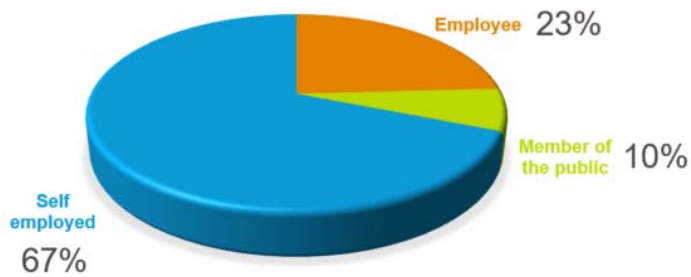
about 20 000 people are affected by zoonoses (diseases passed from animals to humans) each year.

Workers may be exposed to extreme heat, cold, high humidity and radiation from direct and prolonged exposure to the sun (all of which imposes stress on the worker). They may also be exposed to excessive vibration, noise, or may have to work in uncomfortable positions for long periods and handle a wide range of chemicals such as fertilisers or pesticides.

2016/7 – 30 people killed

The worker fatal injury rate is 6 times higher than in construction and 20 times than across all industries

EMPLOYMENT STATUS



Transport remains the biggest killer in agriculture and nearly half of the workers killed were over 65

Agriculture	Employee	Member of the public	Self employed	Total
	7	3	20	30

Financial Advice and Information

Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 17 October 2017: -

	£	£
Balance Brought forward at 1 April 2017		1,655.98
2017/2018 Drainage Rates and Special Levies		
Drainage Rates		147,367.49
Special Levies		
Barnsley Metropolitan Borough Council	37,259.00	
Doncaster Metropolitan Borough Council	400,976.00	
East Riding of Yorkshire Council	26,170.00	
Rotherham Metropolitan Borough Council	2,481.00	
Selby District Council	388,957.00	
Wakefield Metropolitan District Council	95,847.00	951,690.00
Total Drainage Rates Due		<u>1,100,713.47</u>
Less Paid: -		
Drainage Rates		142,643.11
Special Levies		
Barnsley Metropolitan Borough Council	18,629.50	
Doncaster Metropolitan Borough Council	200,488.00	
East Riding of Yorkshire Council	26,170.00	
Rotherham Metropolitan Borough Council	1,240.50	
Selby District Council	194,478.50	
Wakefield Metropolitan District Council	47,923.50	488,930.00
Total Drainage Rates Paid		<u>631,573.11</u>
Balance Outstanding as at 17 October 2017		<u>469,140.36</u>

Joint Finance & WLM Committee

Draft Minutes of the meeting held 6 October 2017 are available at Appendix A

Environmental Advice and Information

Legislation

Eel Regulation (England and Wales) Regulations 2009

Board employees have recorded sighting of eel annually since 2015 within the Kirk Bramwith pump station catchment, specifically near the Bramwith Rands culvert. This culvert was installed in the 1940's as a measure of protection for the District from Ouse and Don Rivers Catchment Board work to straighten the river Don. The culvert fed waters from Wrancarr Drain and Braithwaite Drain directly into the Kirk Bramwith sump through 1.5km of culvert. The culvert continues to take part of that flow, the remainder continuing to flow down Wrancarr Drain to join with the New Cut. The culvert has been designated a high priority site for Eel Regulation compliance. There is no planned maintenance/refurbishment work associated with this culvert and the Regulation regulators require compliance once the hydraulic modelling work was available.

That information is now to hand on the proposed work to secure Regulation compliance. The no cost option to the Board is to use stop logs at the upstream culvert entrance to direct all flow down Wrancarr Drain. The hydraulic model outputs identify this action has little impact on water levels within the drain, as waters remain well within bank, there is a slight increase in the area of surface water existing in adjacent fields.

Biodiversity Action Plan 2015-2020

The BAP work undertaken during 2017/18 to date is set out overleaf.

The new IDB1 Annual Return for April 2018 will include additional information required regarding an IDB BAP, when last reviewed, actions and targets and reporting. This Board is well positioned to respond positively.

A couple of new Barn Owl boxes have been ordered to replace those purchased several years ago.



Water Level Management Plans

Shirley Pool SSSI

Issues were encountered with deliver of the second phase of site work, being the scrub clearance vital to reducing evapotranspiration from the site. The site owners objected to the Notice of Entry, advising they were requesting a meeting with Natural England. They did not accept the work would deliver the conservation objectives for the site. Natural England has advised the work will benefit the SSSI and does not require Assenting. Notice of Entry has again been served for work to commence in November. This work is 100% Environment Agency funded. The Agency has been informed of the situation.

Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Humberhead Levels Partnership Group	Comprehensive Review Humber Strategy workshops	ADA Policy & Finance Committee
EA Eel Liaison Group		ADA Board of Directors H&S

Date of next meeting

Board	Finance & Policy Committee
2 nd February 2018	1 December 2017
25 th May 2018	23 March 2018
2 nd November 2018	5 October 2018
	7 December 2018

Biodiversity 2020	Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Indicators	Reporting	2015/16 Report	2016/17 Report	2017/18 Report
Key Sectors: water management Outcome 1C Habitats and Ecosystems on land and Priority Action 1.1 and 3.12	Eutrophic Standing Open Waters and Canals - formerly Drains & Ditches	3	Maintain and enhance the existing habitat and species diversity of watercourses within the drainage district	3.1	Ensure the appropriate management of the IDB watercourses through an integrated Biodiversity Action Plan and Maintenance regime following best practice guidelines. Provide employee training.	Plan production	ongoing through life of plan		Appropriate management of Tilts Bridge Wildlife Ponds to avoid encroaching scrub procession and drying out through siltation. Removal of extensive Phragmites and bank side flail mowing.	Training and presentation provided to Employees 19 June 2017. Overseeing maintenance in proximity of badger setts Owston, Balne, Gowdall areas Aug 2017.
				3.2	Identify and assess potential impacts of all new discharges into IDB maintained waterways	Number assessed	annually	Eight consents assessed	Twelve consents assessed	none approved
				3.4	Ensure any IDB consents cause minimum environmental damage to the aquatic habitat	Number of consents assessed	annually	Eight consents assessed	Mawson Green Lane, Sykehouse - search for reptile prior to field crossing culvert installation. 12 consents assessed	
		4	Control of non-native invasive species along IDB waterways	4.1	Record and monitor non-native invasive plants and animals, report INNS findings to GB INNS Secretariat	length (m) of channel surveyed	annually			Stands of Himalayan Balsam at Old Hee - reported to GB INNS secretariat
		5	Assess the suitability and accessibility of IDB catchments and watercourses for Eel	5.1	Assess all Danvm IDB catchments and watercourses for suitability and accessibility for Eel	% of catchments assessed	annually	EA Fisheries Officer site visit Bramwith Rands culvert and Wrancarr Drain. Assessment good habitat for eel. Eel known in catchment from eelfish pass at old Don Ox Bow.	Working with Coal Authority and Environment Agency on appropriate prioritization of Coal Authority funded stations regarding regulation compliance. Lack of upstream habitat resulted in NO Priority status being assigned.	Eel sighting within Kirk Bramwith catchment reported to EA Fisheries. Bramwith Rands culvert high priority for Eel Regulation compliance.
				5.2	Identify target sites and assess feasibility for improvements in accessibility for Eels	% of catchments assessed	annually	EA Fisheries will recommend screening for eel at Bramwith Rands culvert intake and likely upgrade of Kirk Bramwith pump station to high priority		Improvement and alteration work being implemented on Bramwith Rands culvert to avoid damage to eel and secure compliance with Eel Regulation. Pursuing collaborative working with EA/HIF/EelScreen company with Kirk Bramwith station site.

Key sector: Water Management Outcome 1C Habitats and Ecosytems on land Priority Action 1B	Ponds	6	Improve understanding of status	6.1	Undertake surveys of Tilts Bridge ponds north and south of Ea Beck	Survey effort (hrs)	Within life of Plan	Survey Ea Beck south bank November 2015, updated April 2016 following invertebrate survey and water quality survey. Ea Beck north bank known population of GCN.	Work recommended following survey to be undertaken by Board workforce under Environment Officer supervision. Survey undertaken of Wildlife Pond north Ea Beck 18.5.2016. Some maintenance thinning of Common Reed required.	Tilts Bridge Wildlife Pond - work required for removal of excessive reed growth winter 2017
				6.2	Submit all records from surveys to local biological records centres and National Ponds Monitoring Network at Freshwater Habitats.org	Number of records submitted	following survey		Information submitted to DMBC Ecological records centre	
		7	Maintain and improve quality of ponds with Board ownership	7.1	Identify if quality of Board owned pond to south of Ea Beck requires improvement	work undertaken	within life of plan	Report by Ecus Ltd on pond enhancement at Ea Beck south bank for GCN. Actions to be implemented 2016/17 season and triennially thereafter. Follow up invertebrate and water quality survey March 2016	Survey and report on Tilts Bridge Wildlife Reserve May 2016. Identified need for second pond maintenance to remove Common Reed by 60%. Tadpole identified however species unidentifiable.	Work commenced 2017 on pond south of Ea Beck to enhance habitat for GCN, part of 3 year plan
Key Sector: Water Management Outcome 3: Species Priority Action 1.3	Water Vole	8	Maintain and enhance suitable habitat for water vole within Board maintained drains	8.1	Ensure appropriate habitat management of watercourses with known Water Vole populations.	length (m) managed/maintained	Ongoing through life of plan	Drain maintenance undertaken in accordance with Environmental Best Practice for conservation benefit and flood risk	Drain maintenance undertaken in accordance with Environmental Best Practice for conservation benefit and flood risk	Investigation of issues of non compliance with best practice Little Went area. EBP undertaken elsewhere
				8.2	Review maintenance regimes and identify watercourses where the mowing and weed cutting regime can be altered to enhance and increase Water Vole habitat.	Length (m) enhanced	2015 onward		done in conjunction with Asset Manager	Maintenance to be reviewed, Ecologically Birka Drain would benefit from less maintenance. Consider trapping for Mink
		9	Ensure all IDB works comply with relevant legislation protecting Water Vole and their habitat.	9.1	Provide training to IDB employees on legislation pertaining to Water Vole and their habitat and best practice maintenance.	No of employees trained	Ongoing through life of plan		Reminder of EBP fringe of vegetation along toe of bank	Training and presentation provided to Employees 19 June 2017
				9.2	Ensure Water Vole surveys are conducted prior to any bank improvement, drainage or other engineering works.	Number of surveys undertaken	Ongoing through life of plan	no bank improvement works undertaken	no bank improvement works undertaken	no bank improvement works undertaken
		10	Monitor populations of Water Vole within the drainage district.	10.1	Submit all Water Vole records from the drainage district to local biological recording centres.	number of records submitted	annually	submitted all records to DMBC	submitted all records to DMBC	submitted all records to DMBC
				10.2	Undertake monitoring of key Water Vole colonies.	Length (m) surveyed	annually		1200m West Lane, Sykehouse. Burrows evident but no latrines or grazing. 1000m Wood Lane Drain surveyed May 2016. No evidence located. 2km lngs&Tethering Drain surveyed. Possible burrow but no tangible evidence of presence of water vole.	April 2017 Surveys Birka Drain, Womersley Beck from Womersley to Lake Drain, Bradley Drain, Blowell Drain A19-Lake Drain - 20kn. No evidence found, mink association locally. May 2017 Marsh Drain to Old Hee PS - 3km. No evidence. May 2017 Marsh Drain/lngs & Tethering Drain to Hensall PS, 3km, no evidence of water vole

Key sector: water Management Outcome 3: Species Priority Action 1.3	Great Crested Newt	Maintain and enhance suitable habitat for Great Crested Newts within Danvm drainage district	11.2	Seek to retain appropriate aquatic plants used by GCN to deposit eggs	area (m) plants retained	ongoing through life of plan	Lifting tree canopy on southern boundary of Ea Beck pond projected to increase availability of <i>Myosotis scorpioides</i> (Water forget-me-not) for egg laying	Requested lead operative incorporate into annual maintenance programme	reed removal work on pond north Ea Beck at Tilts Bridge providing space for aquatic plants favoured by GCN for egg deposition	
			11.3	Assess the feasibility of undertaking restoration work on ponds adjacent to IDB watercourses	number of ponds restored	when work undertaken	Feasibility assessed for restoration work on Ea Beck south bank pond. November 2015. Spot deepening pockets of pond bed will increase water retention for GCN.	Requested lead operative incorporate into annual maintenance programme. Initial clearance work commenced winter 2016/17 tree crown lifting and scrub maintenance, creation of log/brush piles for hibernation refugia	Work commenced 2017 on pond south of Ea Beck to enhance habitat for GCN, part of 3 year plan	
			11.4	Maintain pond at Bramwith Rands and South Ea Beck for the benefit of the known GCN population	appropriate maintenance	annually	South Ea Beck Pond to be maintained for benefit of GCN on triennial basis	Requested lead operative incorporate into annual maintenance programme	Pond north Ea Beck being improved for GCN,	
	12	Ensure all IDB works comply with relevant legislation protecting Great Crested Newts and their habitats	12.1	Provide training to IDB employees on legislation pertaining to Great Crested Newts and their habitats	number of employees trained	annually		To be undertaken prior to improvement works	Part of Environmental Best Practice training June 2017	
			12.2	Ensure GCN surveys are conducted prior to any drainage or other engineering works in close proximity to ponds	number of surveys	ongoing	no new engineering works	no new engineering works	no new engineering works	
	13	Monitor populations of GCN within the district	13.1	Submit all Great Crested Newt records from the Danvmdistrict to local biological recording centres	No of records submitted	2016 onward		Submitted DMBC Biodiversity Records		
			13.2	Undertake monitoring of GCN population at Bramwith Rands and South Ea Beck	No of surveys	2016 onward		to be undertaken post enhancement works	to be undertaken post enhancement works	
key Sector: water management. Outcome 1A habitats and Ecosystems on land	Common Toad and Common Frog	Ensure all Board maintenance work considers the terrestrial and aquatic habitat of Common Frog and CommonToad	14.1	Provide training to Board employees on the lifecycle of Common Toad and the varying types of habitat	No of employees trained	2016 onward			Part of EBP training June 2017	
			14.2	Record sightings of all stages of life cycle with local Biodiversity records centre	No of records submitted	2015 onward		Tadpoles in angling club wildlife pond. Unable to identify whether frog or toad		
Key Sector: Water Management Outcome 3: Species and Priority Action 1.3	Barn Owl	15	Enhance Barn Owl numbers within the drainage district	15.1	Erect three Barn Owl boxes on IDB pumping stations	Number of boxes erected	at end of plan	5 sites identified and agreed by Conservation Wildlife Trust at Kirk Bramwith, Blackshaw Clough, Wrancarr, Tilts and Gowdall	Boxes delivered June, erected by workforce at all sites, spreadsheet prepared with all Board barn owl box locations, submitted to Wildlife Conservation Trust	Barn owl fledged young or close to fledging in boxes at Old Hee PS and Woodholmes PS. Replacement boxes ordered for old damaged ones
		16	Monitor Barn owl numbers within	16.1	Submit all barn Owl records from the drainage district to local record centres	No of records submitted	at end of plan		Require information from Wildlife Conservation Trust. Barn Owl using box at Lake Drain	Old Hee PS, Woodholmes PS successful rearing
				16.2	Monitor the use of Barn owl boxes once erected	No of monitoring visits	at end of plan		Monitoring annually by Wildlife Conservation Trust. Barn Owl seen leaving Blackshaw Clough new box Dec 16	Monitoring by Wildlife Conservation Trust

Key Sector: Water Management, Outcome 1A Habitats and Ecosystems on land	unfavourable declining condition SSSI	17	Preparation of WLMP	17.1	Secure funding for preparation of a WLMP for SSSI in unfavourable declining condition	No of requests from NE	as and when arises	Shirley Pool SSSI submitted, funding on MTP	Funding received, work likely commence early 2017. 15 hectares scrub clearance to reduce evapotranspiration	Bund installation complete. Scrub clearance work halted by site owner
			Implementation of WLMP	17.2	Submit PAR, secure funding, arrange plan implementation	No of successful PARs	as and when arises	Shirley Pool funding secured	specification prepared for implementation, tender run North Lincs Council, successful tender process, Haskoning DVK project management, scrub clearance and WL control structure tenders process. Scrub clearance proposed Feb 2016	Site meetings with Project Management, Contractors to agree installation of water level control structures, access route and extent of scrub clearance. Installation of WL Control Structures early 2017. Scrub clearance work programmed Sept 2017 objected to by site owners. Meetings to be arranged between Carstairs Countryside Trust and NE. Advised EA of issues
			Monitoring water levels	17.3	Throughout life of WLMP	annual hydrograph production	annually throughout life of plan			Once works completed monitoring will be undertaken
Key sector: Water Management Outcome 3: Species Priority Action 1.3	European Eel	15	Maintain and enhance suitable habitat for European Eel within the drainage district	15.1	Review maintenance regimes and identify watercourses where the desilting and weed cutting regime can be altered to enhance and increase European Eel habitat	Length of watercourse surveyed	Annually		Meetings with EA Fisheries to discuss current prioritization and upstream habitat suitability and prioritization of 100% Board owned sites include Bramwith Rands culvert, Kirk Bramwith PS and Blackshaw Clough. Blackshaw Clough removed from priority - unsuitable habitat. Bramwith Rands High Priority with request for compliance plan when result of modelling available.	Work to be undertaken on Bramwith Rands culvert to secure site and exclude eel.
				15.2	Where suspected sub-optimal habitat for eel undertake eel habitat suitability assessment for specific catchment	No of catchments assessed	Annually		No opportunity to enhance sub-optimal habitat. Majority habitat within District poor, exception Kirk Bramwith catchment and Hensall catchment.	
		17	Reduce the impacts of existing barriers to migration on escapement and recruitment	17.2	Secure funding to enable prioritisation of existing barriers to migration for mitigation works	Funding secured	On completion		as part of MTP replacement work unless earlier intervention. Costs required to be proportionate to project.	as part of MTP replacement work unless earlier intervention. Costs required to be proportionate to project.
				17.2	Source funding to enable mitigation works and associated pre- and post-project monitoring programme on existing priority structures	Funding secured	On completion			
				16.3	Undertake mitigation works on priority structures	Number of structures improved	On completion		as part of MTP replacement work unless earlier intervention triggering Regulation compliance	Investigation old Minutes to ascertain reason for Bramwith Rands culvert. Reporting to Eng and Cat. Mngr. Producing plans, correspondence with EA Fisheries. Proposal to reinstate culvert under Gowdall to Braithwell railway, reinstate old drain bed and use stop logs across culvert. Ensure bed level under Low Lane, Kirk Bramwith lends to water flowing in direction of old course of river Don and fishheel pass outfall.

APPENDIX A – Draft Minutes Joint Committee 6.10.2017

Present: Gillian Ivey (GI)
Mike Jordan (MJ)
David Atkinson (DA)
Paul Maddison (PM)
Steve Lomas (SL)
Martin Falkingham (MF)
Catherine Anderson (CA)
Richard Ward (RW)
Richard Thompson (RT)

Observer: Frank Jackson (FJ)
Terry Grady (TG)

Officers: Craig Benson (CB)
Ian Benn (IB)
Paul Jones (PJ)
Martin Spoor (MS)
Alison Briggs (AB)

GI advised absence of Finance Chairman. MJ proposed GI chaired the meeting, seconded, all in agreement.

Apologies

2017.29 Received from Andrew Cooke, Neil Welburn

Declaration of Interest

2017.30 Declaration of Interest – none

Minutes of the Joint Committee meeting held 26 May 2017.

2017.31 Approval of Minutes of Joint Committee. GI advised joint group had worked well and other positive comments had been received. No issues raised on Minutes as read, received full approval.

2017.32 Matters arising:

Minute 2017.6 included reference work on culvert responsibility not followed up by Board. Advised Board has legal opinion. PJ noted final modelling assessment will provide information on culverts and flood risk.

PM asked Committee note that irrespective of modelling, culverts and watercourses are all riparian unless there is a formal agreement in place between a landowner and Board; may require review of the Water Level Management Policy. PM and RW agreed to read current Board Policy and make recommendations to Board. SL advised previous verbal agreements between Board and Landowner particularly around Sykehouse. **Action: PM and RW to review current WLM Policy and make recommendations to Board on current wording regarding culvert responsibility.**

GI noted arrangements to be made to visit a pump station. SL requested inclusion of Stoney Lane and Fieldhouse PS remediation schemes within a tour. **Action: PJ to arrange tour.**

Health & Safety

2017.33 Accidents, Incidents and Near Misses.

Incidents and Near Misses - Members noted information on Near Miss Report and recommendations made upon which IB expanded. Noted no signage had been put out on public right of way at time of incident.

Committee did not support the recommendation of advertising in the newspaper any maintenance work adjacent to a public footpath. The correct signage on site should be sufficient

Committee supported recommendation to consider fitting recording cameras subject to cost.

IB advised on risks associated with flail mowing hedges, currently an activity of the workforce and recent incidents reported on H&S website.

Training – Members noted the training undertaken by Board employees.

Finance

2017.34 Board owned land – AB reported Terms of Reference of Finance Committee included ensuring Board own land maximizes its benefit to the Board. Board Reserves Policy indicates Reserves will be funded by sale of Board owned land.

One FBT has concluded, Board Land Agent has confirmed market value of site and former tenant already expressed an interest in purchase of this and any other land Board is considering selling. AB advised Board obliged to ensure best price is obtained therefore must be through open market. Committee is authorization requested for advertising land sale.

Member suggestion claw back clause to prevent Board losing value on a future sale as development land. DA advised claw back clause would reduce the land value. RW suggested consulting draft local development plan to ascertain land designation. RT agreed sale through open market but felt the Board may be selling into a falling market. AB advised current annual return is £1,400, Board Land Agent confirmed market value in region of £85,000.

GI proposed Committee in principle supports the sale of land through the open market subject to investigation of a claw back clause for future sale as development land. MJ added decision to be made by Chair with support of VC or Finance Chair. Four in favour, two against, one abstention. Majority in favour.

2017.35 Audit – Internal – Completed in June but issued late for June papers. Recommendation from Auditor is for discussion at Internal Audit Review meeting. Recommendation any change of bank accounts from supplier must be in writing and from someone known to Board who works for that supplier. GI advised her attendance at the Audit Review meeting.

GI noted recommendation raised in previous audits covering Member attendance impinging on Board decision making process.

Suggestions considered were: reconstitution to fewer Members or this Committee powers being extended. GI noted reconstitution may mean loss of representation for Barnsley and Wakefield authorities. Member suggestion write to both Councils asking opinion on possibility of losing a seat. CB advised where other boards have reconstituted a single seat was shared, ADA nationally is looking at size of Boards and reconstitution, this issue is common across the industry. **GI suggested herself and AB putting letter together to the Councils**, CA suggested graphically show attendances over past few years. RT acknowledged the requirement for bare majority but advised elected membership was already at bare minimum of what was required to cover the whole district.

2017.36 Audit – Review of effectiveness - Noted

2017.37 Audit – External. Members were pleased to note that external report had been received and no issues highlighted.

2017.38 Accounts y/e 31.3.2018 – Budget comparison – 91% agricultural rates collected, remaining 50% for Charging Authorities due November.

Revenue account considered, noted had been a dry year and underspend on pumping costs.

New Work & Plant Account – CB advised although the 2017/18 budget allowed for vehicle replacement, the June 17 meeting had agreed a programme of repair instead of replacement. Note repair costs are included in “drains maintenance” costs.

Accounts y/e 31.3.2018 – 5-year budget estimate - CA queried reserve balance above 30% requirement. CB advised need to even out rate across time and more palatable for all to have gradual increase rather than large jumps from year to year. Member felt budget not sustainable as capital expenditure cannot be funded through rate increase alone. CB advised Board previously agreed it would borrow money for large capital works. If modelling revealed catchment combination then budget would be treated differently.

MJ queried results of hydraulic modelling. PJ advised initial options will be reviewed by end of calendar year and next stage of modelling will provide further information. Potential for combining catchments will be revealed by modelling but any works will tie in with capital replacement programme. GiA application focusses on households, not agricultural land. Board activity protects households within the district but houses may not be in sufficient numbers to qualify. Noted first asset online 2021, no grant in aid included in calculations but solely loan funded currently. All IDB station sites on list for GiA but not guaranteed

levels. RW without hydraulic model as evidence no GiA would be available in any event. IB advised asset management policy for consideration by Board; ISO55000 being adopted by EA, suggests Board follows this route, try to extract more time and life from assets. Modelling has shown major infrastructure of prime importance to the Board are pump stations.

MJ – Flail machine and loaders – previously suggested Board lease rather than purchase. Cost offset against flow of income and can better manage the risk. MF advised costs associated with machinery represented wear and tear not covered by leasing agreements. IB advised this had been considered previously and rejected.

2017.39 Chair requested 5.7 Hydraulic Modelling be discussed at this point in the meeting as RW had to leave. Management staff left the meeting.

2017.40 Members discussed the tender process for Phase 2 but asked for further information before making a decision. Chairman to progress. RW left the meeting 11:30. Management staff returned to the meeting.

2017.41 Vehicle & Plant, Staff Resource – Future maintenance requirements – MS advised wider discussions required around Board intentions for maintenance in future which will determine plant and equipment purchases.

Advised DVSA confirmed Board require Operators Licence to transport own plant around district. Maintenance work has been reliant on third party low loaders because of that issue. Use of third party low loaders not sustainable; problem arises in Dun district where impossible because multiple moves are required on regular basis because of cropping patterns and different landowner issues. Practice this year has been to wait for larger areas to become available to ensure Board delivers value for money transporting into an area. This has impacted on delivery and manner in which workforce has delivered work. GI noted T&F group recommended under 5.5.1 Maintenance issues. **GI, RT, MF, PM, SL agreed to be T&F Group to meet urgently to discuss this and item 5.5.1**

2017.42 Vehicle & Plant, Staff Resource – Catchment Manager – MS advised believed successful.

2017.43 Vehicle & Plant, Staff Resource – MEICA Team – MS advised external appointment for team with WMDC which shows value of MEICA and apprentice. PM noted his Engineer impressed and MEICA team very unbiased. GI advised required Committee ratification in support of Chairman and Vice-Chair's decision to offer Apprentice full position on completion of apprenticeship. MS advised still waiting for college to sign off last pieces of work, completed apprenticeship early. Requested ratification of Committee – all in favour.

2017.44 Vehicle & Plant, Staff Resource – Workforce – Training to provide cross overs in terms of roles so no single operation, requirement a multi task workforce. Noted.

2017.45 Operational Management – Maintenance Issues – already agreed to be discussed by T&F Group

2017.46 Coal Authority Pumping Station Scheme – Fieldhouse. PJ advised 100% CA funded, Board leading the project. CA has approached Danvm DC regarding use of MEICA team for switch over. Board insurers contacted in terms of MEICA team taking this position and await response. CA offered to indemnify Danvm but will need to be checked by Board Solicitor. Project Manager has written to liquidator to formally terminate contract.

2017.47 Coal Authority Pumping Station Scheme – Great Heck – Information noted. CA must write formally to Chair on behalf of Board giving its formal approval of costs for Board to place instructions with contractors. Email received from CA confirming financial approval based on tender report to award earthworks to Sweeting Bros at £633,663.38 plus VAT subject to checking on objectors to scheme with regards to amount of habitat loss and compensation required. CA offering more habitat within scheme as mitigation. Once agreed will formally write to Chair. Committee affirmed agreement to Chair providing ratification of scheme.

2017.48 Hydraulic Modelling – Base Model – discussed earlier.

2017.49 Hydraulic Modelling – Optioneering Tender – as advised earlier.

2017.50 List of Payments – Cheque and Direct from Bank Account

Members approved the List of Payments noting payments made by cheque totalled £50,457.65 of which £735 were signed by Clerk and Engineer only. Payments made directly from bank account

including direct debits totalled £461,924.40 of which £238,750.49 were authorised by the Clerk and Engineer only.

Pumping Stations and Ordinary Watercourses

2017.51 Watercourse maintenance Statement Review – Noted Members had not reviewed the statement. Statement relating to watercourses serving more than 1 landowner, those that benefit households and those that flow to pump stations one element for review. Question arises as to what Board requires maintaining in future. **T&F Group to discuss**

2017.52 RT declared an interest in Whitley Lodge, New Drain Maintenance commuted sum – Yorkshire Water will not adopt underground sewage system because Harron Homes have not entered into formal agreement for flood control structure and watercourse. Developer paid pre-amalgamation Board to excavate water course but didn't enter into commuted sum agreement. Recalculation of commuted sum at today's rates, £14,000 previously agreed would be £40,400. No response to date from Harron Homes. MJ noted Board has different policy than previous Board. IB advised possibility of time limiting commuted sum agreement. Noted Harron Homes broken original agreement by not entering into formal agreement and paying commuted sum. **FJ proposed Board do not accept commuted sum. All in agreement.** CB advised members of a balance of original £14,000 given to Went IDB by Harron Homes for the initial work. Since 2011 the drain has been maintained by the Board but the cost of that maintenance exceeds that balance of £1834.75

2017.53 Watercourse Maintenance 2017/18 – MS advised would be taken up by T&F Group but secondary maintenance intervention required resolution. Noted additional costs would be incurred, suggest included in discussions for T&F Group. Agreed. Minor watercourses similar discussion.

2017.54 VFD Installation & Automated Control & Telemetry Installation – information noted. MS advised VFDs are automated to control pump operation can move toward more effective water management regime, pumps in dry weather work at lower frequency but still moving water.

2017.55 Norton Common access – MS advised Management tasked to look at existing issues at site and potential alternatives for access. New junction onto A19 on Board owned land on south of Went avoiding need to use Stubbs Grange Bridge and weight restrictions. Scheme has budget cost of £100,000 to create which doesn't include land purchase and legal costs. Station in currently good operational condition, capital works refurbishment/replacement access track will be required at appropriate time however pump subject to damage from foreign objects in drain not caught by weed screen.

Alternatives haven't been explored and instructions are required on how to proceed. **GI proposed this matter be "parked" until modelling outputs had been reviewed. All in agreement.**

2017.56 Bramwith Rands pipeline – PJ asked to defer item until later this year. He advised on importance of eel regulation compliance for this and Kirk Bramwith system. Looking at potential to introduce stop logs, using model having negligible impact on upstream water levels. Chair agreed but required advising as to costs.

2017.57 Kirk Bramwith pump station – as above

Third Party Works

2017.58 Network Rail, Doncaster Chord – MS feedback from Network Rail yesterday, entering into national agreement for surveying and investment for whole East Coast railway line as a result of work done through Board Management.

2017.59 CRT Maintenance Programme -noted

2017.60 Environment Agency Main River - noted

Date of Next Meeting

2017.61 1 December 2017

2017.62 Chair requested advice on reconstitution of joint Committee and alteration of Scheme of Delegation. **Action: CB and AB to advise Chair.**



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