

Doncaster East IDB

Meeting Papers


Friday 10 November 2017, 14:00

To be held at:

**Yorkshire Wildlife Park
Branton
Doncaster
DN3 3NH**

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

Meeting Papers

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Senior Finance Officer

Purpose

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

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Governance

Recommendation:

- Note the information contained in this report
- Approval of Minutes 30 June 2017 (Item 1.3)

1.1 Apologies for Absence

1.2 Declarations of Interest

1.3 Minutes of the Meeting held 30 June 2017

Member	15 11 13	14 02 14	27. 06. 14	14. 11. 14	13. 02. 15	16. 06. 15	06. 11. 15	12. 02. 16	17. 06. 16	29. 07. 16	11.11. 16	10.0 2.20 17	30.0 6.17
Michael Brooke (MB)	X	X	X	X	X	X	X	X	x	x	x	x	A
Paul Burtwistle (PB)	X	X	A	X	X	X	X	R	R	R	x	-	-
Roni Chapman (RC) DMBC	X	X	X	A	X	X	X	X	x	x	x	x	x
Peter Cornish (PC)	X	X	X	X	X	A	X	A	x	x	x	x	x
Catherine Anderson (DMBC)											x	x	x
Ken Durdy (KD)	X	X	X	X	A	X	X	X	A	X	x	X	x
Richard Durdy (RD)	A	X	X	A	A	X	X	X	x	A	x	x	x
Lee Garrett (LG) DMBC	X NE W	X	X	A	X	X	X	A	A	x	x	x	x
Neville Williams (NW)							X	X	x	x	x	x	x
Peter Wilkinson (PW)							X	X	x	-	x	x	x
John Hoare (JH) DMBC	X	X	A	A	X	A	X	X	x	-	x	X	x
Peter Horne (PH1)	X	X	A	X	X	A	X	X	x	x	x	A	x
Pat Hagan (PH) DMBC							A	A	A	x	A	x	A
Dave Ridge (DR) DMBC											A	A	x
Chris McGuinness (CMcG) DMBC	X	A	A	X	X	X	X	A	-	x	x	x	x
Roger Mitchell (RM) DMBC	X	X		X	A	X	A	X	A	-	Resig ned	R	R
Martin Oldknow (MO) DMBC	X	X	X	A	X	A	X	X	A	A	x	x	x
Geoff Parker (GP1)	X	X	X	X	X	X	X	X	x	x	x	x	x
Gordon Platt (GP2)	X	X	A	X	X	X	A	X	A	x	x	x	x
Chris Crowe (CC) Coal Authority		X	X	X	X	X	X	A	x	-	A Morrit t X	x	x

Sue Wilkinson (SW) DMBC	X	X	X	X	X	A	X	X	x	x	x	x	x
Karen Winnard (KW) (DMBC)							X	X	x	x	x	A	A

Also attending:

JBA Consulting: Ian Benn (CEO)
Craig Benson (Finance Officer)
Alison Briggs (Environment Officer)
Paul Jones (Engineer)

Chairman's announcement

2017.28 Update on Management Services – Chairman advised first Agenda item would be update of management Services as private session but prior to that he advised regarding recent email correspondence surround a Police Investigation into £30,000 access payment, there should be no further email correspondence. He assured Member there is an investigation and SYP will be interviewing people in due course.

2017.29 Thorne Moors Audit – Chairman advised Faithful & Gould has informed Board following information requested in August 2016, only a small amount has been provided. FO confirmed he had produced a CD for Faithful & Gould, submitted to JBA Director Richard Buck, and understood that information was forwarded to Faithful & Gould some time ago; it was a very thorough and comprehensive compilation of information requested within the control of the Board.

2017.30 Chairman queried restructuring of staff in relation to TUPE. CEO confirmed internal restructure, does not affect delivery of Board services. Chairman confirmed at this meeting the Board may be asking Lindsey Marsh if it is able to accept the Contract, if Lindsey Marsh does, and does not believe that TUPE applies, it is for those members of JBA Staff to make the case that TUPE applies, not the Board. The Administrator confirmed this was the business of the two contractors, not the board but that all involved JBA Consulting staff were fully aware of the implications.

2017.31 Chair advised private session and management left the room 14.10

2017.32 15:00 Management returned to the meeting.

Apologies for absence

2017.33 Apologies were received from Karen Winnard, Pat Hagan, Michael Brooke

Declaration of Interest

2017.34 Members referred to the normal landowner ones.

Minutes of 10 February 2017

2017.35 Members agreed a true record of the meeting. RD proposed, SW seconded, all in agreement

Matters arising not discussed elsewhere on the Agenda

2017.36 MO for **2017.9** Working Group agreed at previous meeting to discuss succession. Noted that was referred to later in papers.

Complaints/FOI requests

2017.37 As noted in the papers from two board members regarding reconstitution. KD believed the Board was using a sledgehammer to crack a nut in reducing the size

2017.38 to 15, ADA recommend 21 Members. MO Board made decision to reduce to 15. CEO advised reconstitution should be for right decision, not because one peer group cannot find representation. Following discussion Members agreed previous decision stands. Query was raised about timing. CEO advised the process anything up to 2 years, it was for elected Members to decide the

representatives on reconstitution, if concerns or objections are received at any time, Defra will halt the process.

Environmental Report

2017.39 EO advised following postponement of original meeting until today, a Committee meeting had taken place, draft Minutes of which she had passed to all Members with a view to it being included within the Environmental Report. SW advised on the complaint and request from Natural England for Hatfield Chase Ditches SSSI. Regarding the term "other management" used by NE, the EO advised this related to landowner illegally manipulating Board owned sluice and returning water upstream which had to be pumped a second time by the Board. Chair queried whether Board had written to landowner. Administrator confirmed, on several occasions, this had been an ongoing issue for pre-amalgamation Board and never resolved.

2017.40 Chair queried whether any of the suggestions from NE were unacceptable. **All Members agreed to accept Natural England recommendations.**

2017.41 Quick wins on BAP – **Members agreed the recommended quick wins.**

2017.42 Misson Training Area SSSI - PC advised the Wildlife Trust had isolated it from the surrounding area through deep bunding which had not worked and queried whether support required would be financial. The EO confirmed not, as indicated in her reports and meeting minutes. **Members agreed to support the Trust**

CEO Report

2017.43 Reconstitution – **Members agreed this matter should be discussed at later date.** CEO advised elected Members needed to work closely together on representation.

Board owned land

2017.44 As resolved at previous meeting a valuation had been received and been the subject of discussion between the Administrator, Chairman and Vice Chairman. Members were requested to resolve

- Whether to sell or retain
- Valuation figure
- Price prepared to accept
- Offer price reduction to Tenant for vacant possession

PH proposed service of notice now, wait for it to expire and sell the land then. All in agreement

2017.45 Board Workforce – Members were reminded a Committee should have been formed following the last meeting to discuss this issue. CEO recommended those interested should take this forward. Members are CC, MO, LG and PC. Agreed meeting 20th July 2017 at 14:00, Civic Offices, DMBC, Room 411. Administrator requested Members remember to take Minutes.

2017.46 Environment Agency. CEO advised on an Isle of Axholme Strategy meeting that morning. Morgan Wray had advised on Governance of Executive Board, noting whoever attends on behalf of this Board would need to be given delegated power to make decisions on behalf of the Board. CEO advised on information discussed.

2017.47 A benefit apportionment map had been issued to Members by email. EA asking for approval in principal to their scoring matrix. Flood defences on main river receive a priority scoring and reduce factors for each asset identified. Board is requested to provide a steer regarding its acceptance of the Agency's priority matrix at this meeting. Members advised everything will be prioritised based on catchment, what the catchment serves and who benefits. PH noted Board cannot advise on these things but must rely on what professionals tell Board. Eng. advised his recommendation to the Board and those of Isle of Axholme & North Notts WMB were to support the matrix scoring. CEO advised how Board moves forward with a hydraulic model will be pivotal in understanding effect of this. Advised a pilot on Snow Sewer is being taken forward by IoA&NNWMB.

- 2017.48** Members approved in principle the recommended Operational Importance Factor, subject to those factors being applied to pump station assets and the Board being able to review those scores.

Engineers Report

- 2017.49** Eng. advised the report was for information only with one update.
- 2017.50** AQ request had been made for commuted sum agreement for development at West Moor; a repeated request of several years ago. The matter had been discussed by the WLM Committee. PH advised of contrary views on commuted sums. FO advised where interest rates are and remain very low the public purse has to support the commuted sum. If the commuted sum agreement is restricted for a specific timed period or until the commuted sum money has been used would be acceptable however the perception of local people once the Board undertakes work is it should continue to do so. The request for commuted sum agreement to include flow control structure and access culverts. The Administrator advised such agreement would require Ministerial approval. CA wondered why the Board should take the risk. **PH proposed the Board does not wish to enter into commuted sum and suggest the Developer should to do work itself or board will do and recharge the land owner/occupier, seconded CC, all in agreement.**
- 2017.51** GP2 advised on a prestart meeting for contractors arranged for next week, at which he requested to be invited. Eng. confirmed 7 July 10.00am.

Finance

- 2017.52** FO advised majority of report for information only except for 3 recommendations which required approval.
- 2017.53** Annual Return requires approval in 2 sections. Members confirmed review of the annual governance statement and **MO proposed Section 1 Annual Governance Statement now be approved for signature, RD seconded, all in agreement.**
- 2017.54** Accounts for y/e 31 March 2017. Accounts enclosed as separate document reviewed by Members. PH advised there had been considerable discussion on increase balance in revenue account whether it should be moved to reserve account or used to hold or reduce next year's drainage rate. He advised the next Finance Committee meeting will explore that issue. FO advised on the underspend on Thorne Moors WLMP Implementation and additional works had been proposed by NE and Board Auditors Brodericks has to approve them, the EA had already confirmed this approach correct. **RC proposed Members approve the accounts for y/e 31 March 2017, seconded CA, all in agreement.**
- 2017.55** Annual return – Section 2 accounting statement. Members reviewed section 2. **MO proposed formal approval of Section 2 of Annual Return for signature by Chairman, seconded RC, all in agreement**
- 2017.56** 5-year budget estimate – FO advised if the Board continued with the same rate used for the last 4 years, by year 5 it would reduce balances to tie in with its Reserves Policy. PC asked whether the FO was certain this rate would provide sufficient monies to undertake maintenance work and deliver maintenance at pump stations for future requirements, noting no capital works had been identified and not due until 2023. CA advised she expected this to be reviewed once the Board had undertaken hydraulic modelling of district and made efficiencies. FO agreed. NW noted SSSI monies disappear in 2018/19 and whether this was correct. EO advised all SSSI WLMP Implementation work 100% EA funded, Boards delivered these projects because the Habitat Regs indicate IDBs are the Competent Party. FO confirmed all identified WLMP works will have ceased by 2018/19.
- 2017.57** List of payments – Members noted total payments of £342297.40 of which £3921.36 signed by Clerk and Engineers only. FO advised of request from YWT in connection with Potteric Carr Nature Reserve for a rate reduction or removal from rating as not agricultural land. Advised this matter will be brought to the next Finance Committee meeting. NW suggested the Board look at the approach taken by IDBs with nature reserves elsewhere.

Health & Safety Report

2017.58 CEO advised of one issue and resolution required in connection with safe steps at South Thorne Bank Pump Station advising that CDM regulations apply. This matter had been brought to the Board's attention some 18 months ago, Contractors required someone to provide a design for the work. DR confirmed the same issue was found by DMBC within country parks, CC advised Coal Authority is also affected by CDM regulations, but thought project management fees of £1300 too expensive. MO advised this a H&S issue and the Board cannot do nothing about how that risk is managed. The Eng. advised the Board's Financial Regulations say for items up to £5,000 it is within Clerk's Authority to sanction work. Management works within the Board's financial regulations. One quote was obtained in accordance with regulations but as JBA Consulting were involved, the quote has to be approved by the Chairman. Approval was requested in March. He advised Management had not been asked to obtain another quotation, it is entirely for the Chairman to make a decision and if requested another quotation will be obtained however the Board could not do nothing. **PC proposed acceptance of the quotation and proceed, SW seconded, all in agreement.**

Date of next meetings

Environment	WLM	Finance	Board
TBC	TBC	8 December 2017	9 February 2018

1.4 Matters arising not elsewhere on the Agenda

2017.45 Board Workforce – the Task & Finish Group has not held a meeting.

1.5 Complaints/FOI requests

Date & status	Complainant	Method	Complaint	Action	Complaint Particular	Response	Correspondence location
FOI	MsmHartley	18.07.2017	board maintained drains	AB	Board maintained drain lengths, ratepayers, Board Members	acknowledgement, clarification and full response given	2014s1006-5-1-L007-001, 2014s1005-5-1-L007-002
FOI	MsmHartley	19.09.2017	Board maintained drains	AB	Rates paid, cost of pumping	acknowledgement, clarification	2014s1006-5-1-L007-003, 2014s1006-4-1-L007-004, 2014s1006-4-1-L007-005, 2014s1006-4-1-L007-006
FOI	M Hutton	24.10.2017	Board maintenance	AB	Drains maintained by Board, drains maintained on behalf of third parties	acknowledgement	2014s1006-5-1-L008-001, 2014s1006-5-1-L008-002
Complaint	JHPickup&Co/Mr Goldthorpe	26.10.2017	water level and pollution	AB	Stainforth Drain water levels and pollution within watercourse	acknowledgement, partial response pending further investigation	2014s1006-5-1-L005-001, 2014s1006-5-1-L005-002,

Details are available at Appendix A

2. Environmental Report

Recommendations:

- Note the information contained in this report
- Support entering a Memorandum of Agreement for Haxey Grange Fen SSSI (Item 2.3.1)

2.1 Legislation

Nothing to report

2.2 Policy

2.2.1 BAP

Commencing 2018 all Boards will be required to provide more detailed information in the IDB1 relating to environmental duties.

2.3 Water Level Management Plans

2.3.1 Haxey Grange Fen SSSI

Natural England has requested the Board enter a Memorandum of Agreement (MOA), possibly jointly with the Environment Agency, to take advantage of any financial underspend by Natural England.

Ideally an adjustable weir sluice is required to replace the temporary stop log structure installed to provide the wind pump with sufficient water to pump into the site.

A MOA between the Public Bodies will support Natural England being able to direct any underspend at the end of a financial year into a project to fund a sluice and installation at the site.

The current 100% EA funded project into a review of the existing WLMP will be complete before the end of the calendar year.

The project will be delivered on budget with predicted efficiency savings of approximately 20%.

2.3.2 Hatfield Chase Ditches SSSI

The Contractor undertook maintenance within the time-frame windows agreed with Natural England.

3. CEO Report

Recommendations:

- Members note the information contained in this report

3.1 Environment Agency

Nothing to report.

3.2 Association of Drainage Authorities (ADA)

3.2.1 ADA Technical & Environment Committee

Discussions surrounded:

- Committee workstreams.
- 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.
- Biodiversity 2020 and changes to the Annual Return IDB1 covering BAPs including review since production, targets and actions, and reporting thereon
- De-maining and asset transfer

3.2.2 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.

4. Engineers Report

Recommendation(s):

- To note information contained in this report

4.1 Water Level Management Committee

Meeting postponed until further notice; Committee papers available at Appendix B

4.2 LDA 1991 (as amended) S23 and S66 Consents

5 consent applications have been commented upon between 2 June 2017 and 23rd October 2017.

4.3 South Thorne PS steps – H&S work

Previously identified preferred contractor to deliver works, M Gould (Scunthorpe) Limited entered into voluntary liquidation on 31st August 2017. Alternative contractors were approached however disinclined to provide quotations for this size job of work. Messrs Colwill Contracting and PRO Composites have now been appointed to undertake fabrication and installation within the approved budget

5. Finance

Recommendations:

- To note the information contained in this report
- To approve External Auditor opinion
- Yorkshire Wildlife Trust undertake revaluation of land associated with Reserve at its cost (Item 5.1)
- Board continue to press for a final Faithful & Gould audit on Thorne Moors WLMP project to date. (Item 5.1)

5.1 Finance Committee

Draft Minutes of meeting 13 October 2017 can be viewed at Appendix C.

5.2 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 25th October 2017: -

	£	£
Balance Brought forward at 1 April 2017		892.64
2017/2018 Drainage Rates and Special Levies		
Drainage Rates		77,972.89
Special Levies		
Bassetlaw District Council	9,942.00	
Doncaster Metropolitan Borough Council	632,933.00	
North Lincolnshire Council	12,498.00	655,373.00
Total Drainage Rates Due		<u>734,238.53</u>
Less Paid: -		
Drainage Rates		73,454.76
Special Levies		
Bassetlaw District Council	4,971.00	
Doncaster Metropolitan Borough Council	316,466.50	
North Lincolnshire Council	12,498.00	333,935.50
Total Drainage Rates Paid		<u>407,390.26</u>
Paid Refunds		<u>75.35</u>
Admin Adjustment		<u>21.00</u>
Balance Outstanding as at 25th October 2017		<u>326,902.62</u>

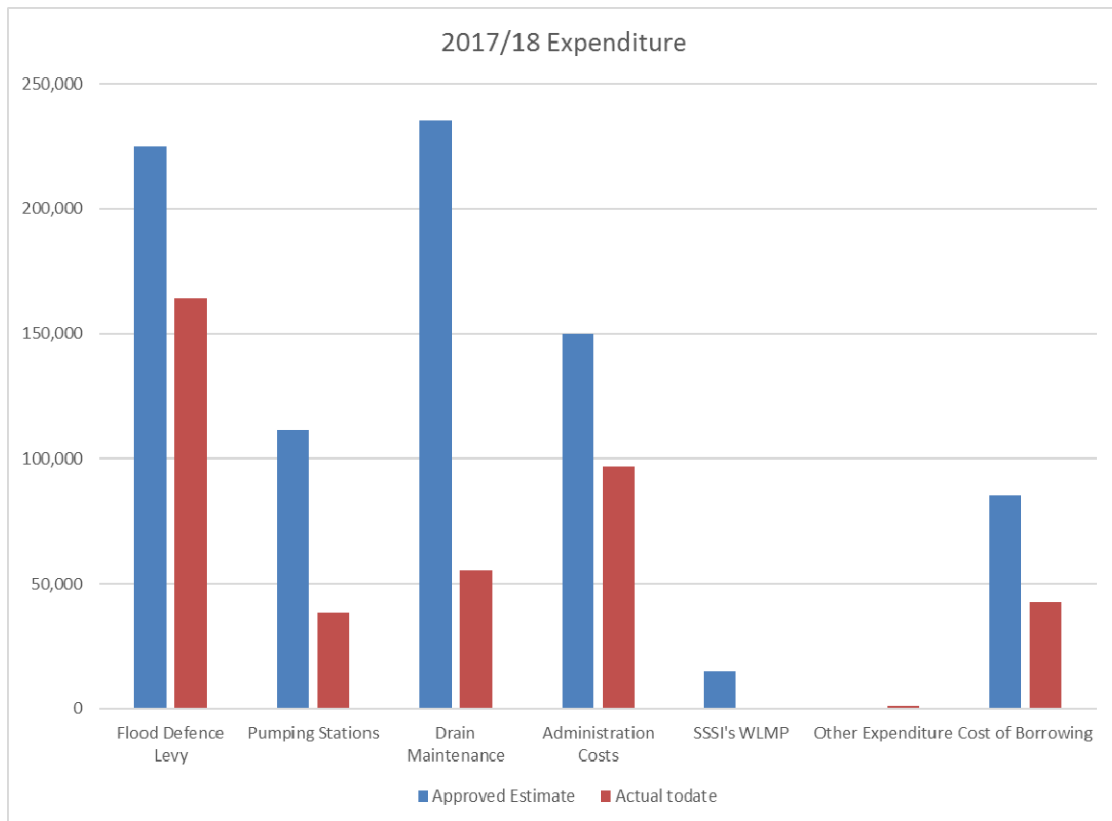
5.3 Audit

5.3.1 External Audit

The completed annual return can be viewed at Appendix D

5.4 Financial Statements for the Year Ending 31 March 2018

5.4.1 Budget Expenditure Comparison



6. Health & Safety Report

Recommendation:

- To note the information contained in this report

6.1 Board Contractors

6.1.1 Accidents and Incidents

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

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

6.2 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.

6.2.1 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>

6.2.2 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;

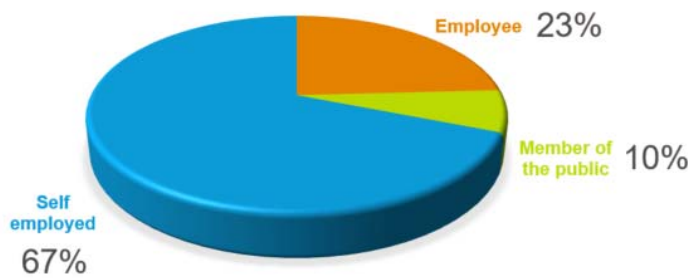
about 20 000 people are affected by zoonoses (diseases passed from animals to humans) each year.

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

7. Representation

Management has represented the Board within the following fora:

Environmental	Water Level Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Comprehensive Review Humber FRM Strategy Workshops	Doncaster Multi-Agency Flood Forum	ADA Policy & Finance Committee
		ADA Board of Directors Meeting

8. Private Session

8.1 Handover Lindsey Marsh IDB

8.2 Whistle blowing complaint

9. APPENDIX A: Complaints

1. From: mary hartley [mailto:request-416162-d8d5f796@whatdotheyknow.com]

Sent: 05 July 2017 08:13

To: Information (ShireGroup) <info@shiregroup-idbs.gov.uk>

Subject: Freedom of Information request - Board maintained drains

Dear Doncaster East Internal Drainage Board,

Please confirm how many landowner ratepayers have their drains maintained by the Board.
What percentage is that number of total landowner ratepayers

Yours faithfully,
mary hartley

2. Board response:

Our ref: 2014s1006-5-1-L006-003

18 July 2017

Ms M Hartley

What do they Know

By email: request-416162-d8d5f796@whatdotheyknow.com

Dear Ms Hartley

Re: FOI – board maintained drains

Further to your request of 5th July for information:

- How many landowner ratepayers have their drains maintained by the Board.
- What percentage is that of total landowner ratepayers

The information we provide is a snapshot in time, agricultural land is bought and sold, development may move formerly agricultural land into special levies. As of today's date the information is as follows:

- 329 agricultural ratepayers have their own drains maintained by the Board
- This represents 51.48% of all agricultural ratepayers.

I trust this information satisfies your request.

Yours faithfully



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

Environmental Officer and Administrator to the Board

alison.briggs@shiregroup-idbs.gov.uk

3. From: mary hartley <request-419719-f739a1ac@whatdotheyknow.com>

Date: 18 July 2017 at 22:52:59 BST

To: FOI requests at Doncaster East IDB <info@shiregroup-idbs.gov.uk>

Subject: Freedom of Information request - Board maintained drains

Dear Doncaster East Internal Drainage Board,

Following the information provided in response to my recent request, I understand but please confirm, that all agricultural ratepayers pay the same drainage rate.

Please also provide the following information:

1. The smallest length in metres of Board maintained drains of an individual ratepayer
2. The largest length in metres of Board maintained drains of an individual ratepayer
3. The cost to the Board per metre of maintaining a drain.
4. Do ratepayers benefitting from Board maintained drains provide the Board with anything in return for maintenance of their drains?
5. The number of agricultural Board members with drains maintained by the Board (if any)
6. The length in metres of each Board member maintained drains. These can be numbered, I am not requesting details of any individual.
7. Has the Board made a resolution to make crop loss payments without evidence of damage to crops?

Yours faithfully,
mary hartley

4. Board Response:

Our ref: 2014s1006-5-1-L007-004
2nd August 2017
Ms M Hartley
What do they Know

By email: request-419719-f739a1ac@whatdotheyknow.com

Dear Ms Hartley

Re: FOI – board maintained drains

We refer to your request for information in eight parts together with clarification on the fifth point which relates to ease of access to a watercourse:

- Do all agricultural ratepayers pay the same drainage rate
- The smallest length in metres of Board maintained drains of an individual ratepayer
- The largest length in metres of Board maintained drains of an individual ratepayer
- The cost to the Board per metre of maintaining a drain.
- Do ratepayers benefitting from Board maintained drains provide the Board with anything in return for maintenance of their drains?
- The number of agricultural Board members with drains maintained by the Board (if any)
- The length in metres of each Board member maintained drains. These can be numbered, I am not requesting details of any individual.
- Has the Board made a resolution to make crop loss payments without evidence of damage to crops?

The Board's response to your request for information is as follows:

1. Yes
2. Considering the Freedom of Information (appropriate Limit and Fees) Regulations 2004, to find, retrieve and extract the requested information would exceed the estimated cost of compliance as detailed in the FOI Act; this section of your request is therefore refused under section 12.
3. Considering the Freedom of Information (appropriate Limit and Fees) Regulations 2004, to find, retrieve and extract the requested information would exceed the estimated cost of compliance as detailed in the FOI Act; this section of your request is therefore refused under section 12.
4. The Board uses separate contractors in different areas of its District and in some areas a separate contractor flail mows where another undertakes de-weeding. Depending upon the type of drain and different maintenance activity, costs can range between £0.12 to £0.92 per linear metre. For example, in one area the cost of flail mowing and separate de-weeding activity costs the Board £1.01 per linear metre but in another part of the district the cost per linear metre is £0.38.
5. The Contractors work with landowners to access land. Some ratepayers may have buffer strips adjacent to drains maintained by the Board, others do not. The expectation is the Board's contractors will work around cropping patterns.
6. The Board currently has 2 elected member vacancies. From the current 10 elected members, 8 are associated with land through which a Board maintained drain runs.

7. The lengths of drain in metres per Board Member are as follows:
 - o Member 1 – 5,015m
 - o Member 2 – 4,537m
 - o Member 3 – 894m
 - o Member 4 – 6,401m
 - o Member 5 – 8,726m
 - o Member 6 – 12,402m
 - o Member 7 – 3,626m
 - o Member 8 – 4,490m
8. The Board has not made a resolution to make crop loss payments in the absence of evidence of damage to crops.

Yours faithfully



Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)
Environmental Officer and Administrator to the Board
alison.briggs@shiregroup-idbs.gov.uk

5. Dear Alison Briggs,

Thank you for your letter.

Regarding point 7. Please confirm the amount of drainage rates paid by each numbered Board Member.

The information requested related to Board maintenance activity. I understand the majority of the Board district is pumped.

As a further request for information, and to help my understanding of Board work, the cost and who pays for it, please confirm the cost attributable to each Member of pumping that water.

Yours sincerely,

Mary Hartley

6. Board response

Our ref: 2014s1006-5-1-L007-007

11 October 2017

Ms M Hartley

What do they Know

By email: request-419719-f739a1ac@whatdotheyknow.com

Dear Ms Hartley

Re: FOI – Board drain maintenance, rates paid and cost of pumping

We refer to your request for further information dated 16 September in two parts. We have identified you require information on:

- The rates payable by numbered Board Members
- The cost to the Board of pumping attributable to numbered Board Members.

The Board can only respond to requests for information within its control. As previously advised, certain land parcels are not within pumped catchments for which the Board is wholly or partially responsible. Where pumping is the whole responsibility of third party, the cost to the Board is shown as £0.

The cost to the Board of pumping land parcels has been calculated as a % of the total cost of the pumped catchment equivalent to Board responsibility averaged across previous five financial years.

Using the style of numbering for Board Members in earlier correspondence

Member	Rates payable	Cost to Board as % of pumped catchment cost
1	£702.67	0
2	£1,410.35	£143.03
3	£911.10	0
4	£670.70	£0.69
5	£2,726.03	£610
6	£2,499.12	£1838.67
7	£901.92	0
8	£245.15	0
9	£90.39	0

Yours faithfully



Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)
Environmental Officer and Administrator to the Board
alison.briggs@shiregroup-idbs.gov.uk

7. Length Board maintained drains and third party contributions

Date: 23 October 2017 at 22:34:35 BST
To: <info@shiregroup-idbs.gov.uk>
Subject: Freedom of Information Request
Good evening,

The Website for the Danvm Drainage Commissioners IDB states that the IDB area has 416km of ordinary watercourses and the Doncaster East IDB area has 290km of ordinary watercourses.

Please will you confirm the length in km of watercourses in each area that is maintained by the respective drainage boards and also the length of the maintained watercourses in the respective areas that is funded by the Coal Authority and other stakeholders.

Thank you,

8. Board Response

Dear Mr Hufton

Re: FOI – Board maintained drains and drains maintained on behalf of third parties
Thank you for your email request for information received 24th October 2017.

You requested information on:

- Confirmation of length in km of watercourse maintained by the Board
- Length in km of maintained watercourse funded by third parties

The Board's current maintenance contracts are for flail mowing and de-weeding activity covering a total length of 316.811 km of watercourse.

Of that total, 7.4 km is funded by third parties

Yours faithfully



Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)
Environmental Officer and Administrator to the Board
alison.briggs@doncastereastidb.org

9. Stainforth Drain and Kirton Lane PS

Email: Alison.Briggs@jbaconsulting.co.uk

Our Ref: CPG/BW/7875

24th October 2017

Dear Alison

C Goldthorpe & Sons

I attach a plan showing land at Stainforth owned by Messrs Goldthorpe at Fishlake.

They asked me out to have a look at it recently because they are concerned with the level that the main drain is being maintained.

There are actually two issues, one is the level of the water and the other is the pollution that is in the water.

The level is such that it is well over the tops of the outfalls of the land drains continually so the land drains are ineffectual but also there is a grey silt in suspension, which is settling out in the land drains blocking them up.

I suspect this grey silt is coming from the colliery waste heap.

I believe the level of this drain is maintained by the pump adjacent to the crossing on Kirton Lane.

Clearly this is causing financial loss and eventually will ruin all the under drains that serve the land.

Yours sincerely

C P Goodall FRICS FAAV

For and on behalf of John H Pickup & Co LLP

10. Board response

Our Ref: 2014s1006-5-L005-002
26 October 2017
Mr C Goodall
JH Pickup & Sons
2 Doncaster Road
Bawtry
Doncaster DN10 6NF

By email: chrisgoodall@jhpickup.co.uk

Dear Chris,

Re: C Goldthorpe & Sons, Stainforth Drain and Kirton Lane Pump Station

Thank you for your email received 26th October regarding the above and our brief telephone conversation this afternoon.

On behalf of your client you have identified two issues:

1. Level of water in Stainforth Drain within your client's riparian ownership.
2. Pollution within the watercourse

Regarding your first concern I can confirm the maintenance operation of the drain has recently taken place from here to Kirton Lane pump station. However, we have asked the Board's operative to check on the downstream flow from your client's land taking the flow under the Network Rail asset toward the pump station. As soon as further information is available I will let you know.

Should it be discovered any culverted section has become blocked, the Board would be able to serve notice on the Landowner under the Land Drainage Act to remove obstruction to flow. In those circumstances, it would be available to your client to apply to the Land Tribunal for damages to compensate for any losses but of course this is a matter upon which you will be able to advise your client.

Regarding your second concern, the grey fine silts within the watercourse are resulting from operations on the old Hatfield Colliery site. Water quality is not the responsibility of the Board whose function is to manage the flow of water across the district. Any concerns regarding pollution should be drawn to the attention of the Environment Agency through their hotline on 0800 80 70 60.

Yours faithfully



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

Environmental Officer and Administrator to the Board

alison.briggs@doncastereastidb.org

10. APPENDIX B: WLMC Meeting Papers

A copy of the papers can be found over the following pages.

WLM COMMITTEE PAPERS



JBA Project Code 2014s1006
Contract Management Services
Client Doncaster East IDB
Day, Date and Time **Tuesday 17th October 2017, 10:00am**
Meeting Water Level Management Committee
Venue Yorkshire Wildlife Park

Attending	Gordon Platt Michael Brooke Peter Cornish Ken Durdy Richard Durdy Geoff Parker	Committee Chairman Committee Member Committee Member Committee Member Committee Member Committee Member	GPI MB PC KD RD GPa
Officers	Paul Jones Martin Spoor	Engineer Asset Manager	PJ MS
Employees	Ian Morley Joe Green	Operations Supervisor Pump Attendant Operative	IM JG
Invited Guests	Chris McGuinness Peter Horne Sue Wilkinson	Doncaster East IDB Chairman Finance Committee Chairman Environment Committee Chair	CMcG PH SW

Action/Notes to be taken by IDB Officers

Item

- 1 **Apologies for absence**
- 2 **Declarations of interest**
- 3 **Minutes of the meeting 5th May 2017**
- 4 **Matters Arising**
 - 4.1 (Minute 2017.05) Highways England (SO i)
- 5 **Health and Safety**
 - 5.1 Accidents, Incidents and Near Misses
 - 5.2 Training
- 6 **PO 1 - Pumping Stations and Ordinary Watercourses**
 - 6.1 Watercourse Maintenance Contract 2017 (SO e)
 - 6.2 Main River PSCA Maintenance 2017/18
 - 6.3 Forward Capital Plan
- 7 **Any other business**
- 8 **Date of next meeting**



JBA Project Code 2014s1006
Contract Management Services
Client Doncaster East IDB
Day, Date and Time **Tuesday 17th October 2017, 10:00am**
Meeting Water Level Management Committee
Venue Yorkshire Wildlife Park

1 **Apologies for absence**

2 **Declarations of interest**

3 **Minutes of the meeting 5th May 2017**

3.1 The minutes were published as approved with no amendments in the Board Papers.

4 **Matters Arising**

4.1 *(Minute 2017.05) Highways England (SO i)*

Works commenced on site on 25th September and are programmed to be completed on 9th March. A-one+ are looking at ways to reduce the programme length. The works are to be progressed in 3-4km sections.

Works have or will be commenced initially on the following sections :-

M18 J2 to J3 from 25th September progressing two sections at a time

M180 J1-2 from 2nd October progressing one section at a time.

The proposed work will include vegetation removal and de-silting of nearly 40km of ditches and jetting and CCTV surveying of 99 culverts and 3,670m of connecting drainage. The overall scheme costs including design, traffic management total £3,518 million

5 **Health and Safety**

5.1 Accidents, Incidents and Near Misses – Nothing reported

5.2 Training – Overhead Powerline & Cat Genny Training – successfully completed by the Boards Staff

6 **PO 1 - Pumping Stations and Ordinary Watercourses**

6.1 *Watercourse Maintenance Contract 2017 (SO e)*

Lot 1 – Soak Systems Catchments – ATM & Colwill Contracting

ATM have completed 90% of scheduled maintenance with only crop related or access issue sections outstanding and these are being reviewed on a weekly basis for access.

Colwill Contracting have completed 65% of scheduled maintenance, outstanding sections Crowle area plus any general crop related issues and prior ATM flailing.

Lots 2 & 3 – Hatfield Waste & Nth Engine Drain Catchments & R. Torne Catchments Combined – DC Bichan have completed approximately 60% of the scheduled maintenance and are on schedule for completion as programmed. Works in the Tickhill & Potteric Carr areas remain as the significant catchments requiring progress. All other catchments have crop, lighter land or roadside related works to complete. No significant issues to report.

6.2 *Main River PSCA Maintenance 2017/18*

The Low Priority systems that were being considered for PSCA Maintenance Works are not capable of being funded by the EA, due to major additional expenditure on the R. Trent main defences. The EA were approached regarding early engagement and were provided with cost estimates obtained from the existing Board appointed Contractors to allow final scoping of the works to be agreed and scheduled for delivery as part of this year's seasonal maintenance. At recent Isle of Axholme Strategy meetings the EA announced no progress or delivery of PSCA on the Low Priority systems would take place this year due to funding constraints.

WLM COMMITTEE PAPERS



JBA Project Code 2014s1006
 Contract Management Services
 Client Doncaster East IDB
 Day, Date and Time **Tuesday 17th October 2017, 10:00am**
 Meeting Water Level Management Committee
 Venue Yorkshire Wildlife Park

6.3 *Forward Capital Plan*

Below is the Capital Forward plan for those stations where the IDB has a financial interest, as currently reported to the EA. The Plan will need to be updated based upon actual condition assessments of the stations, and will be influenced by all Strategies such as the Isle of Axholme Strategy, as well as the Drainage District hydraulic modelling which will also demonstrate the benefits of each Asset and assist in obtaining any Grant in Adi funding if available.

National project number	Project Name	Forecast Dates (Business Case = BC, Construction C)
TRC501E/000A/031A	Park Drain PS refurbishment	BC 2019 C 2020
TRC501E/000A/033A	Franklins PS refurbishment	BC 2022 C 2023
TRC501E/000A/032A	Cadmans PS refurbishment	BC 2022 C 2023
TRC501E/000A/035A	South Thorne PS refurbishment	BC 2022 C 2023
TRC003I/000A/010A	Blaxton Quarry PS replacement	BC 2023 C 2024
TRC501E/000A/038A	Medge Hall PS refurbishment	BC 2026 C 2027
TRC501E/000A/036A	Torne Bridge PS refurbishment	BC 2026 C 2027
TRC501E/000A/034A	Kilham Farm PS refurbishment	BC 2027 C 2028
TRC501E/000A/03 A	Langholme PS replacement	BC 2029 C 2030
TRC501E/000A/029A	Idle Stop PS replacement	BC 2029 C 2030
TRC501E/000A/037A	Elmhirst PS replacement	BC 2030 C 2031

7 **Any other business**

8 **Date of next meeting**

11. APPENDIX C: Draft Finance Committee Minutes 13.10.2017

Attendees:	Peter Horne (Chair)	(PH)
	Nev Williams	(NW)
	Geoff Parker	(GP)
	Michael Brooke	(MB)
	Roni Chapman	(RC)
	Martin Oldknow	(MO)
	Catherine Anderson	(CA)
Management:	Craig Benson	FO
	Alison Briggs	Admin

2017.14 Apologies – Chris McGuinness, Sue Wilkinson

2017.15 Declaration of Interest – none

2017.16 Minutes 2 June 2017 – Agreed true record of meeting

2017.17 Matters arising – MB advised several Members were unhappy with the procurement process of maintenance contract, questions had been raised but Richard Ward at DMBC had assured him the process was sound. Both he and PH did not think that was the case. MB further advised the contractor from Boroughbridge had sublet to contractors from Barnsley whose equipment initially proved unacceptable.

2017.18 Finance-Audit-Internal Audit Review – date of meeting noted

2017.19 Budget comparison Year Ending 31 March 2018 – Agricultural drainage rates collected 94%, special levy 50%. Maintenance invoice now received for 2016/17 works. MB advised of potential crop loss compensation payments as maintenance being undertaken on Hatfield Chase SSSI ditches can only take place between 1st and 14th October.

2017.20 Five Year Budget Estimate – FO advised land previously removed from agricultural rating for FARRS project into Special Levy had not been developed. Yorkshire Wildlife Trust had been given this land which will be moved back into agricultural rating. Annual value of £107,000 to special levy will reduce Special levy contribution to approximately £5,000 monetary terms. When added back into agricultural rating will generate £170 drainage rates. YWT has asked if that land and other associated with Potteric Carr Reserve could be taken out of rating, requested Board review current rates and reduce to £0 based on nature reserve, SSSI etc. Area covers approximately £820 annual income. In 1990 ADA advised conservation areas valued as agricultural land. Board can ask for District Valuers to revalue or can pass that responsibility to YWT to undertake or Board can choose not to levy a rate. PH advised irrespective of nature of land it was within IDB District and its water had to be dealt with. MO suggested YWT revalue but it must consider what the valuation position could be after revaluation. **Agreed recommendation to Board: YWT to undertake revaluation at its cost.**

CB advised importance of hydraulic model to understand where systems could be rationalised.

MO queried cost of modelling. FO advised Board did not procure hydraulic model when expected and costs were out-turn from previous year. Board cost toward model is £60,000 for model, other costs are funded by third parties.

2017.21 Capital programme – Members noted the assumption that no GiA was available in figures shown.

2017.22 Hydraulic modelling – N Lincs Council has received instructions from Chairman to proceed.

2017.23 Thorne, Crowle and Goole Moors SSSI WLMP – Finance Officer and Engineer produced specification on authority of Chairman for additional project works. PH advised North Lincs had issued additional Project Management to tender and evaluate due to take place on 30th October. Compensation events totalled £140,000. Six have been accepted by project managers totalling £57,000; remainder of claims rejected.

Underspend likely near £325,000-£350,000. MO advised previous project manager very ruthless with compensation claims. Two compensation events related to postponement of works in September, the events were agreed and settled totalling £16,303.01. This figure was included in compensation total of £57,000.

PH advised Members these compensation events arose through project management walking off site. FO advised that as DE IDB did not sign a contract for delivery of the works, the Contractor could not proceed without agreement for payment and the project had to be halted because of lack of Project Management. PH advised that contract compensation claims were the responsibility of the current delivery consultants who would be pressed for cost recovery. General discussion around delivery of WLMP. Members advised Tween Bridge agreed with previous Clerk and Engineers in 2001 that administration would be at reduced cost and all capital works given to Management.

PH advised following meeting with EA, on monitoring of total project EA does not have power to supervise/investigate project delivery and how expenditure dealt with. Faithful & Gould had been asked to undertake audit of project, financial information has been delivered through the FO however information held elsewhere has not made available to Faithful & Gould therefore it is not in position to carry out a thorough audit. Faithful & Gould agreed fee of £22,000 forms part of project expenditure however as work is now limited to comment on documentation which does exist, a lesser figure of £5,000 has been advised and the report could be available within a month.

PH reported Peter Jackson (DMBC Audit) recommended Faithful & Gould carry out an audit report on limited information available, further advising it necessary in terms of IDB Governance and to be produced to National Audit Office. FO advised Peter Jackson of DMBC Audit had already undertaken an Audit on this scheme which it was believed reiterated the first report undertaken by the Internal Auditor however that DMBC Audit report did not appear to have been released into the public domain although different parties had sight of it.

MO proposed the Board continue with additional works, advising the project has delivered what was required, within budget and opportunity to deliver more works. PH asked Members to note JBA costs as a % of the project. Admin advised those costs were not solely project management but included design drawings, surveys, etc. FO agreed noting advice from Defra recommends solely project management costs should be 25% of project cost whereas current fees covering project management and surveys totalled 26% for both elements, well within recommended limits. Members noted decision regarding additional works and procurement falls to full Board.

PH reported Board Chairman has asked for a line to be drawn under the Thorne Moors; it was financially accounted and the underspend monies should be returned to EA. Board Chairman had further suggested if it was felt works proposed are desirable, then the Environment Agency or Natural England should undertake those works or give those funds to another IDB to do the work. FO questioned whether that suggestion had considered what was best for the project. Admin advised neither the EA nor NE could undertake the works, an IDB was the route through which funding was available, no other, reminding Members at the time Tween Bridge IDB was the only Board able to secure funding. FO advised the Board through its previous Chairman Ken Knight had signed a contract with NE to provide specific funds as match funding for the Life+ project. It was always a possibility NE could pursue the Board for breach of contract if funds were returned to the EA.

Recommend: PH proposed Board continue to press for final Faithful & Gould audit on project to date. MO will discuss with Chairman spending of underspend. Agreed by all.

2017.24 LoPayments – approved by Committee.

2017.25 Handover – PH advised Contract was with Lindsey Marsh IDB and will be signed next week. Board Chairman anticipates signing Board Contract next week. LM IDB will be operating as Management from 1.1.2018. PH enquired whether FO was working to pull everything together for handover. FO advised as TUPE applies for 3 of current incumbent employees, the amount of work involved would not be as great as imagined. FO advised 3 current employees will arrive at LM IDB on 2nd January 2018 and act as Officers of the Board as they have done to date. PH advised that the Board did not agree with the position as stated by the FO but that it was not a matter to be dealt with at the finance meeting.

PH advised of a disagreement over TUPE. Admin advised DMBC Procurement made clear in original specification of December 2016 that TUPE applied to this contract. MO suggested that referred to Board 2 employees. Admin advised incorrect as those employees were and would remain employees of the Board, the reference is to staff required for services tendered.

2017.26 Date of next meeting – 8 December 2017 at Yorkshire Wildlife Park 13:00.

2017.27 CA suggested that for more effective decision-making, decisions on activities cannot be separated from costs and vice-versa. PH suggested that this was a matter for the Board but that in the meantime, could GP and NP raise the matter at the forthcoming WLM Committee – agreed by Members.

2017.28 End of meeting 14:20

12. APPENDIX D: Completed Annual Return

A copy of the complete Annual Return can be found over the following pages.

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the internal audit report is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

DONCASTER EAST INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

30/06/2017

and recorded as minute reference:

2017.51 NCE

Signed by Chair at meeting where approval is given:



Clerk:

 SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

DONCASTER EAST INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	491448	565573	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	723462	733232	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	609876	1159686	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	39678	41355	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	85191	85191	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	1134344	1658931	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	565573	673014	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	2090763	1423721	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3202055	1518954	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	736775	685507	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

25/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

30/06/2017

and recorded as minute reference:

2017-54

Signed by Chair at meeting where approval is given:



Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

DONCASTER EAST IDS.

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton
United Kingdom

Date

4/9/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

DONCASTER EAST INTERNAL DRAINAGE BOARD.

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT COVERED (NONE)
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

MR ANDREW CANE - FCA - ^{BARBERIS & B} CHARTERED CERTIFIED ACCOUNTANTS.

Signature of person who carried out the internal audit

SIGNATURE **A. C.**

Date

26/05/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

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