



Ancholme

Internal Drainage Board

Godfrey's Offices

Elsham Top

Brigg

DN20 0NU

Meeting *Papers*

Wednesday 17 January 2018

2:00pm



Shire

Group of IDBs

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Meeting Papers

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Purpose

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

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Agenda

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



1. Governance

1.1 Declaration of Interest

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

1.2 Apologies for Absence

1.3 Minutes of the meeting held on 8 November 2017

Present

| | |
|---------------------------|-----|
| Mr J Akkrill | JA |
| Mr J Barton | JB |
| Mr R Borrill (Chair) | RB |
| Mr C Day | CD |
| Mr I Dowson | ID |
| Mrs S Dunn | SD |
| Mr I Glover | IG |
| Mr A Godfrey (Vice Chair) | AG |
| Mr R N Herring | RNH |
| Mr R Holloway | RH |
| Mr P Jones | PJ |
| Mr J James | JHJ |
| Mr J Jackson | JJ |
| Mrs J Jackson | JJ2 |
| Mr P Richardson | PR |
| Mrs H Rowson | HR |
| Mr C Sherwood | CS |
| Mr N Sherwood | NS |
| Mr M Storey | MS |
| Mr W Strawson | WS |
| Mr R Waltham | RW |
| Mr H Williams | HW |

In attendance on behalf of JBA Consulting Officer:

| | |
|--------------|-----|
| Mr I Benn | CEO |
| Mr C Benson | FO |
| Mr P Jones | Eng |
| Mrs A Briggs | EO |

Two members of the public

Declaration of interest

2017.53 Mr Dowson in item 2.1 and 4.1.3

Apologies for Absence

2017.54 Apologies for absence received from Messrs Evison, Buckley and Brown. Noted Rob Waltham and Mike Storey may be late

2017.55 Chairman welcomed two members of the public



Minutes of the Last Meeting

2017.56 Minutes of the meeting held 17 May 2017 were considered for approval signature by the Chairman. RNH commented on 2017.45 – noting the Eng. advised new contractors have settling in issues for a couple of years. Eng. confirmed issues had been identified in other areas, first two years of a new contractor is always a question of finding feet. RNH noted value in employing local contractors. **RNH proposed Minutes be recorded as a true record of the meeting, AG seconded, all in agreement**

Matters Arising not discussed elsewhere on Agenda

2017.57 RB advised on importance of testing the market with insurers to ensure Board obtains best value for money. FO advised NFU and current insurers will be approached. Agenda item 3.1 noted Insurer had apologised for non-attendance however will attend the January 2018 meeting.

2017.58 Worlaby footpath. NS declared interest in footpath/cycle track. Member queried gate across footpath. Eng. advised gates in photograph will be removed but retain secure compound for Board pump station.

Complaints/FOI requests

2017.59 none

Casual Vacancy

2017.60 Helen Rowson and James W Akrill. Both members of the public left the room. **Proposed by JJ that both be appointed to the Board to fill casual vacancies, seconded RNH, all in agreement.** HR and JA returned to the table as Members of the Board

Clerk Report

Winteringham Ings

2017.61 RB asked ID whether he had anything to add. ID advised highland water comes into the catchment and the issue needs to be resolved. ID left the room.

2017.62 RB advised importance of discussion within the Board how it deals with the letter of 18th October. There were potentially two issues that required resolving. Firstly whether members were clear what they believed the Board had agreed in the January meeting and secondly whether Mr Dowson is reasonable in his belief that the Board agreed to fund work on his land based on the available Minutes. The relevant minute was read to the Board and it was noted Mr Dowson was not part of the meeting when the matter was discussed. Clerk reminded Members discussions centred around Board contribution to the work to assist drainage was its consent and the cost of water vole survey. AG commented that although the Minute stated specifically what was agreed, it did not specifically state what was excluded from Board contribution. Member comments varied on what they thought the Board had agreed and the reasons why, some considered the position ambiguous. It was noted that whilst ID had been given the Board's decision on his return to the meeting, this had not been followed with a written response which would have made the Board's position entirely clear and that was a lesson learned. RB requested a show of hands from Members in attendance at the January meeting who thought the work was being done by ID and paid for by ID. The consensus was that the Minute accurately reflected what the Board agreed at the meeting.

2017.63 On considering the second question as to reasonableness, RNH noted the work was intended to improve flow but it doesn't appear to have done so. Eng. confirmed there had been a small improvement. RNH opined the work done was therefore of benefit to Board,



furthermore ID always been of assistance to Board in providing water for jetting outfalls and this should not be forgotten when making a decision. JJ advised the Board had to accept it made mistake by not putting the Board resolution in writing and proposed the Chairman negotiate with ID and come to compromise. RNH proposed an amendment that the Board pay full amount, a vote would be taken on second amendment first. JS requested further discussion. Eng. advised everything had been set out in earlier Board papers however gave brief overview. There was no movement on realignment of A1077 and no resolution on an old Board led project called "North East Outfalls". At the January meeting the Board was dealing with one specific issue to one owner occupier which was not impacting anywhere else in within that catchment. He advised the importance of not setting a precedent by reimbursing the drainage works however Humber siltation is exceptional, the Board cannot arrive at any permanent decisions regarding this area until the Humber Strategy has been reviewed and will be implemented. RNH advised the Board note particularly what Engineer has said in terms of originally part of a bigger project. AG noted that project could have been years away, no urgency had been expressed by the Board to push that project. RNH advised in past where any ratepayer has had an issue Board has always tried to assist that ratepayer. **Members voted on RNH proposal to reimburse in full, 11 in favour, 5 against, 4 abstentions.** Members agreed this decision did not set a precedent, the situation arose through Board error by not following its decision by letter that would have given clarity. RB informed ID Board decision on his return.

Humber FRMS

2017.64 Noted ongoing Comprehensive Review should be concluded by 2019. South Ferriby area, alignment of A1077 was in limbo until Strategy implementation agreed. RH advised latest information from EA gave 4 options. Option 4 puts bank in front of cement works, across road and around back of cement works. Clerk agreed that option following consultations with locals.

Partnership approach to catchment Management

2017.65 Members noted the positive moves which would deliver a co-ordinated approach throughout catchment

ADA

2017.66 Noted

Anglian Northern RFCC

2017.67 Clerk advised a presentation from Black Sluice IDB on de-mainment and asset transfer. He advised Board always considers PSCA approach to work. Once de-mained to an ordinary watercourse no monies would be available. Clerk produced flow charts produced by Management for use by Shire Group of Boards as an aid to decision making process which he had previously shared with ADA.

Succession Planning

2017.68 Noted talks are taking place with Board Employee on ways forward working with Chair and Vice Chair.

Finance Report

The Finance Report previously circulated to Members was discussed.

2017.69 Insurance – duty of disclosure. Apologies from Boards insurers for non-attendance

2017.70 Rating report - £64,700 outstanding of which £61,600 relates to instalment payments, yearend balance likely in region of £400.



- 2017.71** External Audit – unqualified opinion. Auditor had noted some Members had not returned their Declaration of Interest forms and comments made by the Auditor.
- 2017.72** Budget Comparison for y/e 31.3.2018 – snapshot in time as date payments issued. The increase in Other Contributions related to Foreign Water contribution from EA being higher than budgeted for.
- 2017.73** 5-year budget estimate – increased by 3% a year, plans for year on year rate increase to accommodate future capital replacement.
- 2017.74** Capital Replacement Programme – PWLB borrowing cost set out in papers, noted figures were based upon calculations relating to solely Board funded work. Noted Asset Management standard will help determine when station sites require large cost work. RNH advice £0.01 rate increase raises £46,000 income.
- 2017.75** List of payments – JJ queried flap valves No. 186 and an explanation of work done. Eng. advised P&R Plant Hire contractor for all river Ancholme outfalls instead of Board employee doing that work. Noted 2x invoice 186. **RNH proposed Board approve the list of payments, seconded JJ, all in agreement.**

Engineers Report

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

- 2017.76** Asset Management – BS ISO 55000. Eng. reported first highlighted in 2015 as approach to managing Board assets. Will look for more intrusive inspections, ultrasound on steel piles, taking concrete cores, how much residual life in assets and get M&E Engineers in to look at life expectancy of equipment. Management will look at higher level documentation including an Asset Management Policy where Board Members can then become involved with asset renewal rather than placing reliance on recommendation from Engineer. There could be financial drivers or contributions from third parties that bring work forward but high-level policies need to be in place. Clerk advised Board had portfolio of assets worth £20,000,000 which would be expected maintained on an ad hoc basis. Require a benchmark for status of those assets to understand whether they will require planned 25-year refurbishment or not. It is a standard used from Network Rail to gas infrastructure and provides for planned work. RNH queried whether work would still be planned out. Clerk suggested the sequence of site would initially be on risk based, then age of station and it would take up to 5 years to review all Board assets. The aim was to provide a maintenance routine that would identify what required maintenance, what that maintenance was and understanding why required and with what regularity, identifying where there could be a problem before it became an expensive reality. It represents a proactive approach to asset management rather than a reactive approach. The Clerk advised a substantial difference in the quality of concrete between a 50+ year old site and a more recent one, that everything to do with quality was associated with cost. Management was working in background to ascertain potential cost of developing this asset plan, timings of 25 and 50 years are arbitrary and there is a requirement to make assets last longer through a more structured approach. Management will commit £5,000 in officer time to provide background information advising such a system would benefit management as well as the Board hence the officer time contribution, requesting the Board agree equivalent financial support. He estimated a full system cost would be in excess of £20,000. Data information gathering, production of policies, strategic asset management plan, standard certification will also help in approaching banks for borrowing not just PWLB. **RNH proposed Board support in principle and Board contribute when later costs are known, seconded HW, all in agreement.**
- 2017.77** Water Level Management – Humber outfalls presentation. Noted from papers benefit of jetting and how soon it is silted. As of this morning levels in Low Farm better than have been but always under threat of losing outfall. Proposed temporary measures include using



jetting permitted by Natural England however following site meeting the Board may be permitted monthly jetting whilst always avoiding coldest part of the winter. Management is looking at an incident response plan for all gravity outfalls of the Board in response to any issues. Consideration may be hiring volume pumps, purchase of own temporary diesel pump but there are security issues. Expenditure must be considered in public interest in terms of any decisions.

Eng. advised Members on calculations of quantifiable damages over time relating to lack of drainage including agricultural, loss of dwelling, A1077 impact, tidal surge recovery, highland water catchment input and lowland area extent. Options considered included jetting, hire of pump, purchase of pump, erect pump station, divert to West Drain. Permanent pump station is not a cost beneficial option at this site, diversion to West Drain is an option but dependent upon EA consenting, there are issues higher upstream.

Eng. require delegated authority from Board to Chair and Vice Chair about bringing in temporary pumps or purchasing a pump for temporary use should it be required in future. RB advised decision required by Board on how to deal with this area for next few years. WS noted keeping outfalls open a recurring problem. JJ felt better to hire when required and place where required at time than deal with security and transportation issues. ID felt permanent pump required with timer on. Eng. advised security would always be the issue, refuelling, fuel storage etc.

RNH proposed Chair and Vice Chair have delegated powers to deal with hire of temporary pump, AG seconded, all in agreement.

2017.78 Main River – EA contacted Aug/Sept for Board to maintain 22km Main River, now setting up visit with contractors, EA officer and Board foreman to look at systems. Current belief is that works will be funded by EA. RNH caution taking on any embanked areas. Eng. advised previously questioned whether highland carriers were reservoirs, and an apparent reluctance to understand whether they are and advised Board must not take on de-mained rivers which are then classified as reservoirs.

2017.79 Planning - noted

Health and Safety Report

2017.80 Health & Safety in Agriculture - noted

Environmental Adviser

2017.81 The Environmental Adviser's report previously circulated for Member note, and particularly delivery of BAP targets and actions.

Representation

2017.82 Members noted where the Board had been represented since the last meeting.

Any Other Business

2017.83 MS queried whether Eng. was aware of EA's proposal for river level management for this winter. Eng. noted it had been advertised in local paper at 0.9m – same as last year. Board foreman will work with contractors on time table now levels are known. RNH thanked Eng. for presentation. RB noted work done by Asset Manager and Environment Officer on Humber outfalls.

Date of Next Meeting

Meeting dates for 2018 will be 17th January, 23rd May, 7th November at Godfreys Offices, Elsham. Meeting closed 15.55



1.4 Matters arising there from not elsewhere on Agenda

1.5 Complaints/FOI requests



2. Clerk report

Recommendations:

- To note the information contained in this report

2.1 Legislation / Guidance

2.1.1 Defra

Farming rules for water

The publication summarises the 'farming rules for water' which will be introduced from 2 April 2018. The rules will require good farming practice, so that farmers manage their land both to avoid water pollution and to benefit their business.

This is available on the Shire Group section of the website

2.1.2 Environment Agency

Designation of 'main rivers': guidance to the Environment Agency

Published 16 November 2017

The guidance sets out the basis on which the Environment Agency decide whether or not a river or watercourse is treated as a 'main river'. The guidance has been issued under section 193E of the Water Resources Act 1991.

This is available on the Shire Group section of the website.

2.2 Humber Flood Risk Management

2.2.1 Humber Flood Risk Management Strategy

Comments have been fed back into the scoping report for the Comprehensive Review of the Strategy

2.3 ADA Conference

James Bevan looks like a sound appointment as Chief Executive for the EA. He was subject to the usual interrogation around dredging, badgers/newts etc but delivered robust open responses which were well received. He clearly stressed that demaintenance and asset transfer will only happen with 'willing partners'

There was an excellent presentation from Cllr Derek Antrobus Salford City Council dealing with sustainable developments and natural flood management issues.

Robert Caudwell gave his inaugural speech as the incoming ADA Chairman demanding to be an equal partner in water level management activity and would not be content with IDBs just being 'thrown crumbs'.

Henry Cator stood down as Chairman.



3. Financial Report

Recommendations:

- To note the information contained in this report
- To empower the Chairman to appoint a new insurance broker, if necessary
- To approve the Board's Risk Register
- To approve the budget estimates and set the rate in the pound for the year ending 31 March 2019
- To approve the schedule of payments made since the last meeting
- To agree Automatic Enrolment Contribution Level

3.1 Insurance

3.1.1 Procurement

Please note that, in terms of brokerage, alternative providers have been invited to submit quotes. New providers are required to reply by 31 January 2018. Members are asked to authorise the Chairman to make a final decision regarding the appointment of a new insurance broker.

An update will be given at the next meeting.

3.1.2 Duty of Disclosure

The Board's insurer will attend the meeting and answer Member questions.

3.2 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 2nd January 2018: -

| | £ | £ |
|--|------------|--------------------------|
| Balance Brought forward at 1 April 2017 | | 641.23 |
| 2017/2018 Drainage Rates and Special Levies | | |
| Drainage Rates | | 352,125.87 |
| Special Levies | | |
| North Lincolnshire Council | 206,609.00 | |
| West Lindsey District Council | 18,828.00 | 225,437.00 |
| Total Drainage Rates Due | | <u>578,204.10</u> |
| Less Paid: - | | |
| Drainage Rates | | 304,012.51 |
| North Lincolnshire Council | 206,609.00 | |
| West Lindsey District Council | 18,828.00 | 225,437.00 |
| Total Drainage Rates Paid | | <u>529,449.51</u> |
| Paid Refund | | <u>11.25</u> |
| Admin Adjustments | | <u>6.12</u> |
| Balance Outstanding as at 2 January 2018 | | <u>48,759.72</u> |



3.3 Audit

3.3.1 Internal Audit

Nothing to report.

3.3.2 External Audit

Nothing to report.

3.3.3 Internal Audit Review Meeting

Meeting is due to take place on Monday 8th January 2018. Minutes of the meeting will be circulated to all members after the meeting, as soon as is practicable.

3.3.4 Risk Register

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



3.4 Rates, Estimates and Special Levies 31 March 2019

| 2017/18 | | | | | 2018/19 | |
|-------------------|----------------|--------------------|----------------|---|---------------|----------------|
| Approved Estimate | | Estimated Out-turn | | | Estimate | |
| £ | £ | £ | £ | | £ | £ |
| | | | | INCOME | | |
| | | | | Drainage Rates on Agricultural Land and Buildings: - | | |
| 182,594 | | 182,594 | | 12.75p in £ on AV of £1,462,349 | 186,449 | |
| 169,529 | | 169,529 | | 12.75p in £ on AV of £1,356,232 | 172,920 | |
| | | | | Special Levies (12.75p in £) | | |
| | | | | North Lincolnshire Council: - | | |
| 206,609 | | 206,609 | | 12.75p in £ on AV of £1,652,868 | 210,741 | |
| | | | | West Lindsey District Council: - | | |
| 18,828 | | 18,828 | | 12.75p in £ on AV of £150,627 | 19,205 | |
| | | | | Other Income: - | | |
| 1 | | 1 | | Rental Income | 1 | |
| 17,000 | | 17,000 | | Income from Rechargeable Works | 17,000 | |
| 30 | | 20 | | Interest etc | 30 | |
| 0 | | 0 | | New Works and Improvement contributions | 0 | |
| <u>36,764</u> | 631,355 | <u>65,319</u> | 659,900 | Other Contributions | <u>36,764</u> | 643,110 |
| | | | | | | |
| | | | | EXPENDITURE | | |
| 98,855 | | 95,976 | | Flood Defence Levy | 98,855 | |
| 0 | | 10,994 | | Capital Works | 0 | |
| 126,341 | | 136,979 | | Pumping Stations | 129,571 | |
| 238,547 | | 242,767 | | Drains Maintenance | 247,597 | |
| 46,209 | | 46,209 | | Telemetry contract | 36,967 | |
| 65,892 | | 67,624 | | Administration Costs | 68,740 | |
| 1,000 | | 850 | | Cost of Rechargeable Works | 850 | |
| 6,520 | | 7,592 | | Office/Depot Costs, Materials etc | 7,620 | |
| <u>81,746</u> | <u>665,110</u> | <u>81,746</u> | <u>690,737</u> | Cost of Borrowing | <u>81,746</u> | <u>671,946</u> |
| | (33,755) | | (30,837) | Surplus - (Deficit) | | (28,836) |
| | <u>232,959</u> | | <u>268,970</u> | Balance Brought Forward | | <u>238,133</u> |
| | 199,204 | | 238,133 | Balance Carried Forward | | 209,297 |

Previous Years Rates in the £:

2004/05: 10.29p - 2005/06: 10.29p - 2006/07: 10.29p - 2007/08: 10.29p - 2008/09: 10.29p - 2009/10: 10.29p - 2010/11: 10.29p
2011/12: 11.29p - 2012/13: 11.29p - 2013/14: 11.29p - 2014/15: 12.29p - 2015/16: 12.29p - 2016/17: 12.29p - 2017/18: 12.50

Penny Rate:

£46,220.76



3.5 Five Year Budget Estimate

| Financial Year | 2017/18 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--|----------------|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Budget | Estimated Out-turn | | | | | | |
| | £ | £ | £ | £ | £ | £ | £ | £ |
| INCOME | | | | | | | | |
| Drainage Rates - Land (AV): £2,818,581 | 352,123 | 352,123 | 359,369 | 373,462 | 380,508 | 394,601 | 408,694 | 422,787 |
| Levies North Lincolnshire Council - (AV) £1,652,868 | 206,609 | 206,609 | 210,741 | 219,005 | 223,137 | 231,402 | 239,666 | 247,930 |
| Levies West Lindsey District Council - (AV) £150,627 | 18,828 | 18,828 | 19,205 | 19,958 | 20,335 | 21,088 | 21,841 | 22,594 |
| Interest etc. | 30 | 20 | 30 | 70 | 500 | 500 | 500 | 500 |
| Contribution from S&GWMB | 17,000 | 17,000 | 17,000 | 17,340 | 17,687 | 18,041 | 18,401 | 18,769 |
| Rental Income | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Other Contributions | 36,764 | 65,319 | 36,764 | 36,764 | 36,764 | 35,000 | 35,000 | 35,000 |
| TOTAL INCOME | 631,355 | 659,900 | 643,110 | 666,600 | 678,932 | 700,632 | 724,103 | 747,582 |
| EXPENDITURE | | | | | | | | |
| Flood Defence Levy | 98,855 | 95,976 | 98,855 | 99,844 | 100,842 | 101,851 | 102,869 | 103,898 |
| NEW WORKS | | | | | | | | |
| Capital (Low Farm Outfall, Nettleton Beck) | - | 10,994 | - | - | - | - | - | - |
| Cost of Borrowing | 81,746 | 81,746 | 81,746 | 74,792 | 74,792 | 74,792 | 71,168 | 67,545 |
| Other Board Shares | 1,000 | 850 | 850 | 850 | 900 | 900 | 950 | 950 |
| Depot/Office Costs | 6,520 | 7,592 | 7,620 | 7,772 | 7,928 | 8,086 | 8,248 | 8,413 |
| Maintenance | 238,547 | 242,767 | 247,597 | 252,549 | 257,600 | 262,752 | 268,007 | 273,367 |
| Administration | 65,892 | 67,624 | 68,740 | 70,115 | 71,517 | 72,947 | 74,406 | 75,895 |
| Pumping Stations | 126,341 | 136,979 | 129,571 | 132,162 | 134,806 | 137,502 | 140,252 | 143,057 |
| Telemetry contract | 46,209 | 46,209 | 36,967 | 36,967 | 36,967 | 27,725 | 47,133 | 37,706 |
| TOTAL EXPENDITURE | 665,110 | 690,737 | 671,946 | 675,051 | 685,352 | 686,555 | 713,034 | 710,831 |
| Surplus (Deficit) on Year | (33,755) | (30,837) | (28,837) | (8,451) | (6,420) | 14,077 | 11,070 | 36,751 |
| Balance Brought Forward | 232,959 | 268,969 | 238,132 | 209,295 | 200,844 | 194,424 | 167,157 | 136,884 |
| Balance | 199,204 | 238,132 | 209,295 | 200,844 | 194,424 | 208,501 | 178,227 | 173,635 |
| Capital Account Balance transfer | - | - | - | - | - | 41,343 | 41,343 | 41,343 |
| Balance to Carry Forward | 199,204 | 238,132 | 209,295 | 200,844 | 194,424 | 167,157 | 136,884 | 132,291 |
| Reserve Level (Policy Target 30%) | 29.95% | 34.47% | 31.15% | 29.75% | 28.37% | 24.35% | 19.20% | 18.61% |
| Rate in £ | 12.50p | 12.50p | 12.75p | 13.25p | 13.50p | 14.00p | 14.50p | 15.00p |
| Inc./Dec. from Previous Year | 0.21p inc. | no change | 0.25p inc. | 0.50p inc. | 0.25p inc. | 0.50p inc. | 0.50p inc. | 0.50p inc. |
| Rate in £ Inc./Dec. from Previous Year | 1.71% inc. | 1.71% inc. | 2.00% inc. | 3.92% inc. | 1.89% inc. | 3.70% inc. | 3.57% inc. | 3.45% inc. |

Notes:

Annual Value - £4,622,076

Penny Rate - £46,221



3.6 Capital Replacement Programme

The future capital replacement programme is shown below.

| Financial Year | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|---|----------|----------|----------|----------|-----------------|-----------------|-----------------|
| | £ | £ | £ | £ | £ | £ | £ |
| INCOME | | | | | | | |
| PWLB Loan | - | - | - | - | 800,000 | - | - |
| Environment Agency - Grant in Aid | - | - | - | - | - | - | - |
| Local Enterprise Partnership Contribution | - | - | - | - | - | - | - |
| Env. Agency - Highland Water Contribution | - | - | - | - | - | - | - |
| Other Contributions | - | - | - | - | - | - | - |
| TOTAL INCOME | 0 | 0 | 0 | 0 | 800,000 | 0 | 0 |
| EXPENDITURE | | | | | | | |
| NEW WORKS | | | | | | | |
| Hibaldstow PS Scheme | - | - | - | - | 800,000 | - | - |
| Cost of Borrowing | - | - | - | - | 41,343 | 41,343 | 41,343 |
| TOTAL EXPENDITURE | 0 | 0 | 0 | 0 | 841,343 | 41,343 | 41,343 |
| Surplus (Deficit) on Year | - | - | - | - | (41,343) | (41,343) | (41,343) |
| Balance Brought Forward | - | - | - | - | - | - | - |
| Balance | - | - | - | - | (41,343) | (41,343) | (41,343) |
| Transfer from Revenue Account | - | - | - | - | 41,343 | 41,343 | 41,343 |
| Balance to Carry Forward | - | - | - | - | - | - | - |



3.7 List of Payments

Payments made since those reported to the Board at the previous meeting.

3.7.1 List of Cheques Paid

None to report,

3.7.2 List of Payments Made Directly from Bank Account

| DATE | | REF | PAYEE | DESCRIPTION | TOTAL | |
|------|------|-----|----------------------------|------------------------------|-----------|---|
| | | | | | PAYMENT | |
| 2017 | | | | | £ | |
| Oct | 20th | 103 | Woldmarsh Producers Ltd | Supply to Worlaby PS | 2,491.58 | * |
| | | | | Supply to Carr Drain PS | 293.05 | * |
| | | | | Supply to Fulseas PS | 123.57 | * |
| | | | | Supply to Bentley Farm PS | 466.80 | * |
| | | | | Supply to 30' PS | 316.93 | * |
| | | | | Supply to North Kelsey PS | 106.64 | * |
| | | | | Supply to Cadney PS | 172.77 | * |
| | | | | Supply to South Kelsey PS | 129.51 | * |
| | | | | Supply to Appleby PS | 511.30 | * |
| | | | | Supply to North Kelsey PS | 606.70 | * |
| | | | | Supply to Cadney PS | 435.34 | * |
| | | | | Supply to South Kelsey PS | 394.20 | * |
| | | | | Supply to Brimmer Beck PS | 195.29 | * |
| | 26th | 110 | BT | Employee Home Telephone Line | 84.79 | * |
| | | - | Employee | Wages | 2,468.97 | * |
| | | - | B&CE Holdings | Pension Contributions | 52.65 | * |
| | 31st | 111 | BT | Line to Depot | 184.69 | * |
| | | 109 | O2 (UK) Ltd | Mobile Telephone | 18.00 | * |
| | | - | NatWest | Bank Fees | 17.50 | * |
| Nov | 1st | 113 | Crystal Ball Ltd | Vehicle Tracking | 70.20 | * |
| | 3rd | 106 | Hewitt (TJ) Excavators | Maintenance Contract | 17,551.18 | |
| | | 107 | JBA Consulting | Management Fee | 12,147.07 | |
| | | 2 | North Lincolnshire Council | Business Rates | 107.00 | * |
| | 9th | 112 | ADA | Conference Fees | 134.40 | * |
| | | 108 | Towergate Insurance | Insurance | 99.90 | * |
| | | - | HMRC | PAYE/NI | 749.35 | * |
| | 15th | 121 | Nat West Business Card | Business Card - Fuel | 297.30 | * |
| | | | | - PAT Tester Calibration | 105.54 | * |
| | | | | - Gas Monitor Hire | 114.00 | * |
| | | - | NatWest | Bankline Fees | 22.70 | * |
| | 20th | 114 | Woldmarsh Producers Ltd | Supply to 30' PS | 191.52 | * |
| | | | | Supply to Appleby PS | 142.67 | * |
| | | | | Supply to Bentley Farm PS | 427.49 | * |
| | | | | Supply to Brimmer Beck PS | 78.55 | * |
| | | | | Supply to Broughton PS | 1,873.18 | * |
| | | | | Supply to Cadney PS | 250.87 | * |
| | | | | Supply to Candley Beck PS | 640.00 | * |
| | | | | Supply to Carr Drain PS | 268.64 | * |
| | | | | Supply to Depot | 132.12 | * |
| | | | | Supply to Fulseas PS | 247.02 | * |



| | | | | | | |
|-----|------|-------|---|--|-------------------|---|
| | | | | Supply to Hibaldstow PS | 1,033.56 | * |
| | | | | Supply to Island Carr PS | 122.84 | * |
| | | | | Supply to Nettleton Beck | 38.45 | * |
| | | | | Supply to North Kelsey PS | 535.78 | * |
| | | | | Supply to Redbourne PS | 1,287.09 | * |
| | | | | Supply to South Kelsey PS | 197.42 | * |
| | | | | Supply to Waddingham PS | 946.04 | * |
| | | | | Supply to Worlaby PS | 859.91 | * |
| | | | | South Kelsey PS - Meter Operator Charges | 168.00 | * |
| | | | | Appleby PS - Meter Operator Charges | 168.00 | * |
| | | | | Redbourne PS - Meter Operator Charges | 168.00 | * |
| | | | | North Kelsey PS - Meter Operator Charges | 168.00 | * |
| | | | | Broughton PS - Meter Operator Charge | 168.00 | * |
| | | | | Cadney PS - Meter Operator Charges | 168.00 | * |
| | | | | Waddingham PS - Meter Operator Charges | 168.00 | * |
| | | | | Membership Fees | 178.76 | * |
| | 23rd | - | Employee | Wages | 2,469.17 | * |
| | | - | B&CE Holdings | Pension Contributions | 52.65 | * |
| | 29th | 120 | O2 (UK) Ltd | Mobile Telephone | 18.14 | * |
| | 30th | - | NatWest | Bank Fees | 11.71 | * |
| Dec | 1st | 2 | North Lincolnshire Council | Business Rates | 107.00 | * |
| | 12th | 125 | AF Dowson & Sons | Drainage Work at Low Farm | 11,784.96 | |
| | | 115 | Environment Agency | Flood Defence Levy | 47,988.00 | |
| | | 51-2 | Hewitt (TJ) Excavators | Maintenance Contract | 26,255.87 | |
| | | 117 | JBA Consulting | BAP Implementation - May 2017 | 1,048.80 | |
| | | 124,7 | N E Davis Plant Hire | Maintenance Contract, etc. | 45,977.42 | |
| | | | | | | |
| | | | Total | | 186,810.55 | |
| | | | | | | |
| | | | * Total amount of direct debits, standing orders and payments approved by the Clerk only | | 24,057.25 | |

3.8 Automatic Enrolment

The Board currently make a 1% contribution to the employee's Pension Scheme. Under Government guidelines the minimum Employer contribution level will increase to 2% from 6th April 2018.

The Board are therefore asked to determine their contribution level for the forthcoming year.

For Members information the following table indicates the minimum contribution levels payable: -

| <u>Date</u> | <u>Employer Minimum Contribution</u> | <u>Total Minimum Contribution</u> |
|------------------------------|--------------------------------------|---|
| to 5 April 2018 | 1% | 2% (including 1% staff contribution) |
| 6 April 2018 to 5 April 2019 | 2% | 5% (including 3% staff contribution) |
| 6 April 2019 onwards | 3% | 8% (including 5% staff contribution) |

If the Board agree to contribute the minimum of 2% as a result the Board's employee will have to contribute 3% as the Total Minimum Contribution level set by Government is 5%.



4. Engineer's Report

Recommendations

- To note the information contained in this report.

4.1 Asset Management

4.1.1 Water Level Management

Winteringham Ings

Environment Officer has obtained Natural England Assent to continue jetting activity monthly throughout the year excepting coldest periods of winter. A copy of the assent is available at Appendix B. A separate Consent Application process is being pursued to permit clearance works on the toe drain linking Composition and Low Farm Outfalls.

4.1.2 Flood Risk Management

4.1.3 Pumping Stations

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

4.1.4 Inverted Syphons

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

4.1.5 Maintained Ordinary Watercourses

Maintenance progress reported by the appointed Contractors indicate the following works progress:

Contract A (Hewitt) 90% complete, anticipated completion date end of Jan 18.

Contract B (Davis) 98%, minor hand works outstanding anticipated completion mid Jan 18, which will also include additional de-silt of Low Farm Outfall Drain.

4.2 Planning, pre-application advice, and consents

4.2.1 Planning Applications

No planning applications have required comment on behalf of the Board between 25 October 2017 and 20 December 2017.

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

3no. consents have been considered on behalf of the Board between 25 October 2017 and 20th December 2017.

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

No. consents have been issued on behalf of Lincolnshire County Council between 25 October 2017 and 20 December 2017.



5. Health and Safety Report

Recommendation:

- To note the information contained in this Report

5.1 Board Employee

5.1.1 Accidents and Incidents

There are no accidents or incidents to report.

5.2 Excavators used as ‘Cranes’

“The Strategic Forum Plant Safety Group (SFPSG) has released a new ‘refreshed’ guidance document entitled Lifting Operations With 180° and 360° Excavators which updates and expands the 2008 edition.

The SFPSG was formed to produce good practice guidance on plant safety-based topics. Chaired by the Construction Plant-hire Association (CPA) with members including HSE and significant representation from a range of construction and contracting companies, plant hirers, manufacturers and training organisations.

The Guidance stresses that excavators are primarily designed for excavating and handling loose material rather than lifting suspended loads. The document advocates that an excavator should not be the first or only choice for lifting loads ahead of lifting equipment which is specifically designed for lifting operations e.g. cranes and telehandler”.



6. Environmental Adviser's Report

Recommendation:

- To note the information contained in this Report

6.1 Legislation

6.1.1 Conservation of Habitats & Species Regulations

Natural England has Assented the jetting works through the year excepting prolonged periods of freezing weather in winter.

For the soak dyke between Composition and Low Farm Outfalls, the Environment Agency is the Competent Authority under the regulations although advised by Natural England. We have identified information required by Natural England in considering the Board's requirement to clear that watercourse.

6.1.2 Biodiversity Action Plan 2015-2020

Implementation of protected species surveys will recommence late spring dependent upon weather conditions.



7. Representation

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

| Environmental | Flood Risk Management | Other |
|---|--|--------------|
| Humber Estuary Relevant Authorities Group (HERAG) | Humber Flood Risk Management Steering Group | |
| Comprehensive Review Humber Strategy | Isle of Axholme Implementation Asset and Delivery Group | |
| | Winteringham Ings and South Ferriby Flood Defence Stakeholder Workshop | |
| | Partnership Approach to Catchment Management (PACM) | |

8. Any other business by leave of the Chairman

9. Date of next meeting

16th May 2018, 7th November 2018 at Godfreys Offices, Elsham Top.



10. APPENDIX A – Risk Register

A copy of the Board's Risk Register can be found over the following pages.

| Item | Grade | Impact | Likelihood | Ref | Risks | Mitigation and Action Required | Last Reviewed |
|---|--------|------------|-------------|-----|---|--|---------------|
| Governance - Members & Management | | | | | | | |
| Question 1 - Does the Board Lack Direction? | | | | | | | |
| 1. a) | B | High | Low | 1.1 | Disunity in Board with conflicting aims & objectives. External bodies and the wider public lack understanding of the Board's aims & objectives. Internal/external disputes cannot be resolved through lack of adopted policies. | Each board has a policy statement on Flood Protection and Water Level Management. These fall short of full Strategic Plan. All Boards have Biodiversity Action Plans. ADA standard model policies utilized to adopt an application. By default the constitution follows the provisions laid down in the Land Drainage Acts. | 15/11/2017 |
| 1. b) | B | High | Low | 1.2 | Board lacks sufficient funds to meet its obligations. | Budgets follow sound logical principles. Approved by each IDB. | 15/11/2017 |
| 1. c) | B | High | Low | 1.3 | Officer's unaware they have exceeded, budget, become overdrawn or that there are other, material errors in the accounting records. Inefficient, dangerous operational practises occur and continue unaddressed. | Daily, weekly, Monthly and Quarterly totals considered by Financial Officers on an ongoing basis that these are in accordance in general terms with budget. Evidence of budget monitoring approved by IDBs. Budget review document signed each month with comments. | 15/11/2017 |
| 1. d) | B | High | Low | 1.4 | Board members and other funding partners unaware of problems set out above. Said problems continue unaddressed. | Operational performance considered and updated at Board meetings as appropriate. Ratepayers know Board members. (Names of all Board members are available on the Shire Group website) Feedback to board of praise /criticism via member. Complaints procedure documented and available on website. | 15/11/2017 |
| Members/Officials | | | | | | | |
| Question 2 - Do officials/members lack relevant skills or commitments? | | | | | | | |
| 2. a) | D | Low | Low | 2.1 | Board members/officials lack suitable knowledge and experience. Members/officials lack ability to make objective decisions and act in the Board's long-term interest. Recruitment process is not transparent to all. | Land Drainage Act provides for election of members every 3rd Year. Generally recruitment is via word of mouth from existing members and landowners who have been affected by the boards' policies in order to represent their interests. Format of the nomination papers is prescribed by the LDA 1991 and copies are available on the website. | 15/11/2017 |
| 2. b) | D C | Low Low | Low High | 2.2 | Unsuitable members (see above) appointed to the Board Local Authority appoints unsuitable members to the Board. | Qualifications for membership laid down by LDA 1991. See reverse side of nomination paper. Council to nominate people as they consider appropriate | 15/11/2017 |

| Item | Grade | Impact | Likelihood | Ref | Risks | Mitigation and Action Required | Last Reviewed |
|---|-------|--------|------------|-----|--|---|---------------|
| 2. c) | C | Low | High | 2.3 | Members/officials lack understanding of the Board's objectives, latest legislative requirement and latest developments in the industry. | Ian Benn is a member of the ADA Technical & Environmental Committee. He attends a forum of local Clerks approx. 3 times per year together with The Association of Drainage Authorities annual conference. Regular updates from Association of Drainage Authorities. All updates reported to members in their meeting papers. Training seminars on legislation, responsibilities, ethics, etc. are being delivered. Comprehensive modular training scheme to be added to the website (target date 31.3.2018) | 15/11/2017 |
| Question 3 - Does the Board lack appropriate composition? | | | | | | | |
| 3. a) | B | High | Low | 3.1 | No clear framework of the operations in the organisation. Members/officials do not understand their own roles & responsibilities. | Composition of the Board set out in DLA. Standing Orders and Financial Regulations renewed are reviewed and renewed. To be approved by DEFRA. | 15/11/2017 |
| 3. b) | D | Low | Low | 3.2 | A member's interest are in conflict with those of the Board. Board are unaware of any such potential conflicts. | Minutes and agenda thereto states Board Members are advised to declare a pecuniary or non pecuniary interest on any item in the agenda. Register of Members' Interest compiled and kept up-to-date. | 15/11/2017 |
| 3. c) | D | Low | Low | 3.3 | Members / officials meetings have taken place. Decisions of the Board go unrecorded. | LDA and Clerk to arrange programme of meetings. Agenda for meeting set by Clerk and Chairman. Minutes of meetings scrutinised & approved by Board. | 15/11/2017 |
| 3. d) | B | High | Low | | As 3 b) above. | As 3 b) above. | 15/11/2017 |
| 3. e) | D | Low | Low | | Reviewers not certain of legality of expense payments made to members. | Not for Board meetings, conferences only, as per LDA. | 15/11/2017 |
| 3. f) | D | Low | Low | | Board exposed to risk of fraud. | No remuneration policy in place. Boards may pay a chairman's honorarium at their discretion, subject to ministerial approval. | 15/11/2017 |
| Management | | | | | | | |
| Question 4 - Is There an Adequate & Informed Organisational Structure? | | | | | | | |
| 4. a) | D | Low | Low | | See 2. c) above. | See 2. c) above. Management are involved in the preparation of training modules and attend the seminars, or indeed deliver them. | 15/11/2017 |
| 4. b) | D | Low | Low | | Lack of a clear chain of command. Officers uncertain of the responsibilities and level of authority. Organisational structure difficult to review. | In general on website. Further, more detailed documents setting out team structure, individual roles, etc. on JBA records. To be added to the website (target date 31.3.2018) | 15/11/2017 |
| 4. c) | D | Low | Low | | Staff problems and organisational anomalies not addressed. | JBA procedures. IDB Division established in line with DEFRA requirements. | 15/11/2017 |
| 4. d) | D | Low | Low | | Conflicts of interest not detected and not addressed. | JBA procedures. IDB Division established in line with DEFRA requirements. | 15/11/2017 |

| Item | Grade | Impact | Likelihood | Ref | Risks | Mitigation and Action Required | Last Reviewed |
|---|-------|--------|------------|------|---|--|---------------|
| 4. e) Is there a competence framework? | B | High | Low | | Assessment of staff members ability to fulfil their roles is difficult, and the results harder to justify. | Prescriptive Job Descriptions written for each team member. These are in progress. (reviewed annually). Detailed descriptions setting out roles & requirements included in tender documentation. | 15/11/2017 |
| Question 5 - Is there a lack of succession planning? Can experience and skills be lost, and corporate contract/operational impact be lost? | | | | | | | |
| 5. a) Is there succession planning? | B | High | Low | 13.1 | Orderly transitions not adequately planned for and disruptions/delays occur as a result. | Good balance of knowledge and skills appropriately segregated. Procedures being documented. | 15/11/2017 |
| 5. b) Are there appropriate notice periods for changeover? | B | High | Low | 13.1 | Insufficient time to plan for transitions causes disruption. | All IDB Division Staff have a permanent contract with JBA Consulting. Employees with over two years' service are required to give three months' notice in writing. | 15/11/2017 |
| 5. c) Are there training programs in place? | B | High | Low | | Staff lack the knowledge and appropriate training to fulfil their roles. | Ongoing on the job training of key staff occurring. | 15/11/2017 |
| Question 6 - Is the reporting process adequate? | | | | | | | |
| 6. a) Is there timely and accurate project reporting? | D | Low | Low | | Management, stakeholders and other interested parties not aware potentially problematic issues. | Progress on capital schemes is reported regularly at Board meetings. | 15/11/2017 |
| 6. b) Is there timely and accurate financial reporting? | D | Low | Low | | Members and management not made aware on problematic or otherwise important issues in a timely manner. | Estimates Jan/Feb, Accounts May/June. | 15/11/2017 |
| 6. c) Is there a budget setting process? | D | Low | Low | | Board lacks sufficient funds to meets its obligations. | Yes. Laid down by LDA. Budgets set every Jan/Feb | 15/11/2017 |
| 6. d) Is there proper project assessment? | D | Low | Low | | Lack of due project assessment may allow problems to arise again in future schemes. | Grant-aided scheme - PAB Approval. Non grant-aided - reported to the board. | 15/11/2017 |
| 6. e) Is there regular contact between board and management? | D | Low | Low | | Board members unaware of relevant issues, whether operational, financial, administrative or environmental. Board members unable to set policy as required. | Regular Board meetings. | 15/11/2017 |
| D | | | | | | | |
| Operational Risk | | | | | | | |
| Question 7 - Are there any risks associated with the provision of services? | | | | | | | |
| 7. a) Is there a quality control procedure? | D | Low | Low | | Services rendered do not adhere to relevant professional standards. | No quality control procedure but officers are ISO 9001 accredited. | 15/11/2017 |
| 7. b) Is there a complaints procedure? | B | High | Low | | No opportunity for dissatisfied parties to air grievances, nor any opportunity for the Board address them and correct any problems where necessary. | Website provides clear instructions on how to make complaints. All complaints reported to the Board in the meeting papers. | 15/11/2017 |
| 7. c) Is there a policy to raise public awareness and profile? | D | Low | Low | | General public unaware of the roles & responsibilities of drainage authorities, or even of their existence. | Website - Shire Group of Internal Drainage Boards. | 15/11/2017 |
| Question 8 - Is there a risk of supplier dependency? | | | | | | | |
| 8. a) Are there procedures for obtaining quotations/periodic review of suppliers' charges? | B | High | Low | 8.1 | Unsuitable goods/services ordered by persons lacking suitable knowledge & experience, resulting in financial burden. | Levels of authority for ordering goods & services clearly set out in Board's financial regulations. Requirement for suitable number of quotations set out in same. | 15/11/2017 |

| Item | Grade | Impact | Likelihood | Ref | Risks | Mitigation and Action Required | Last Reviewed |
|---|-------|--------|------------|------|--|--|---------------|
| 8. b) | D | Low | Low | | Contractors appointed lacking suitable training, knowledge, competence and experience. | JBA carry out all quality assurance on all contractors. Approved contractor list circulated as appropriate and approved by the board. List of the Board's approved contractors on Health & Safety website. | 15/11/2017 |
| 8. c) | B | High | Low | 8.1 | Inadequate level of service rendered and/or unnecessary delays. | JBA administers all tendering processes and timing. | 15/11/2017 |
| Question 9 - Is there a risk that capital resources are under utilised? | | | | | | | |
| 9. a) | B | High | Low | 8.2 | Problems not detected and corrected in a timely manner. | Asset Management program in place. | 15/11/2017 |
| 9. b) | D | Low | Low | 8.2 | As above. | Repairs undertaken as required and approved at board meeting and general review to consider replacement option. | 15/11/2017 |
| 9. c) | B | High | Low | 8.2 | Board unable implement necessary replacement of capital items. | JBA prepare and update for each meeting a 5 year capital programme for IDBs. | 15/11/2017 |
| 9. d) | B | High | Low | 8.2 | Security issues not detected and corrected in a timely manner. | Boards with plant have secure depots. Site staff bring any potential security issues to the officers' attentions immediately. Intruder alerts detected automatically and reported immediately through the telemetry system. | 15/11/2017 |
| 9. e) | B | High | Low | 8.2 | Board has inadequately level of cover. Board is paying for unnecessary insurance cover. | Towergate Insurance annually review all eight Board policies. IDB supplied with details. | 15/11/2017 |
| Question - 10 Is there a risk of employment disputes due to injury, unfair dismissal, equal opportunities, in appropriate training etc., or a high staff turnover? | | | | | | | |
| 10. a) | D | Low | Low | 10.1 | New staff appointed who lack relevant training, competence, etc. | Interview questionnaires used. | 15/11/2017 |
| 10. b) | B | High | Low | 10.2 | Employee dishonesty with regard to qualifications and previous experience may go undetected. | Written references and copies of relevant certificates obtained when new employees are engaged. | 15/11/2017 |
| 10. c) | B | High | Low | 10.3 | Discrimination (e.g. by age, gender, race, religion or belief, sexual orientation, disability) may occur in the recruitment process and go undetected. Favouritism and nepotism may likewise occur. | No formal policy in place. Abide by current statute. | 15/11/2017 |
| 10. d) | D | Low | Low | | Opportunities to strengthen links with workforce misses. Also, to avert future disputes & generally improve workplace satisfaction missed. | 6-monthly review for new starters. Annual appraisal process for workforce. | 15/11/2017 |
| 10. d) | D | Low | Low | 10.4 | Training needs and career development goals of individuals not determined. | Schedule of training needs via the asset manager. | 15/11/2017 |
| 10. f) | D | Low | Low | 10.4 | Health and safety needs of individuals not assessed. Accidents and illnesses that should be easily preventable occur. | As above. | 15/11/2017 |
| 10. g) | D | Low | Low | 10.5 | No clarity as to each employees roles and responsibilities. | Job specifications in place for recent appointments. | 15/11/2017 |
| 10. h) | B | High | Low | | Employees' remuneration is not appropriate for their level of experience and their current roles and responsibilities. Workplace dissatisfaction through inadequate pay. | Rates increased in accordance with Association of Drainage Authority guidelines. Training and working conditions as 10 e) above. | 15/11/2017 |

| Item | Grade | Impact | Likelihood | Ref | Risks | Mitigation and Action Required | Last Reviewed |
|--|-------|--------|------------|------|--|---|---------------|
| 10. i) Are there contracts of employment? | B | High | Low | 10.6 | Employees uncertain of the details of their roles and what is expected of them. | Contracts of employment in place. | 15/11/2017 |
| Question 11 - Are there risks of loss of information and continuity? | | | | | | | |
| 11. a) Is there a disaster recovery plan | B | High | Low | 11.1 | Business IT infrastructure destroyed by fire, vandalism, etc. Severe disruptions to operational effectiveness. | Backup tapes <u>kept off site</u> . | 15/11/2017 |
| 11. b) Is there a policy of taking and sharing data off site? | B | High | Low | 11.1 | Major disruption to operational effectiveness as a result of significant loss of data. | As 11. a) above. | 15/11/2017 |
| 11. c) Is there Insurance cover? Is it regularly reviewed? | B | High | Low | | As 9. e) above. | see 9. e) above. | 15/11/2017 |
| Question 12 - Is there a risk of lack of awareness of procedures and policies? | | | | | | | |
| 12. a) Is there a proper documentation of procedures and policies? | B | High | Low | 12.1 | Confusion or disagreements not quickly resolved. Uncertainty over requirements and expected standards. | Recommend that policies be documented at the earliest opportunity. All adopted policy documents available on website. Procedures are in progress <u>(target date 31.3.2018)</u> | 15/11/2017 |
| D | | | | | | | |
| Financial Risks | | | | | | | |
| Question 13 - Is there a risk of loss of control through an inadequate budget process? | | | | | | | |
| 13. a) Is there a budget linked to planning and objectives? | B | High | Low | | As 1. b) above. | See 1. b) above. 5-year or 25-year budget forecasts presented at Board meetings. | 15/11/2017 |
| 13. b) Is the budget regularly reviewed and monitored? | B | High | Low | | As 1. c) above. | See 1. c) above. | 15/11/2017 |
| 13. c) Is there a monitored and adequate skill base to interpret the information? | B | High | Low | | Staff, members or other reviewers do not understand the implications of the forecasts they are presented with. | Team members both experienced and suitably qualified. | 15/11/2017 |
| 13. d) Is there an indication of major dependencies on income sources? | B | High | Low | | Board left in financial disarray should such an income stream suddenly cease for any reason. | Highlights requirements of DEFRA Grants and/or Public Works Loans (Capital works). | 15/11/2017 |
| Question 14 - Is there a risk of lack of liquidity due to inadequate reserves? | | | | | | | |
| 14. a) Is there a reserves policy linked to business plans and identified risks? | B | High | Low | | Board lacks adequate funds to fulfil its statutory obligations. Board is unable to remain solvent following a major undesirable event. | The Board have a reserve policy in place, and take it into consideration when setting the budget every year. | 15/11/2017 |
| 14. b) Is there a regular review of the reserves policy? | B | High | Low | | Reserve policy fall out-of-date and are no longer adequate to meet the requirements of the Board. | Policies reviewed periodically, typically 3 or 5 years. | 15/11/2017 |
| 14. c) Is there a fair reflection of the financial integrity of the Boards reserves? | B | High | Low | | Actuality of the Board's financial performance leaves them in a position in breach of their reserves policy. | Presentation of balances within accounts is consistent with associated effects on stated reserves. Recommend review of presentation of Balance Sheet in conjunction with Reserves Policy. <u>This is ongoing.</u> | 15/11/2017 |
| External Risks / Compliance with the Law | | | | | | | |
| Question 15 - Is there a risk associated with non-compliance with the law or other external factors? | | | | | | | |
| 15. a) Is there a policy of review of the legal requirements extending to the organisation/professional opinion sought re: | | | | | | | |
| • Employment Law? | B | High | Low | | Board in breach of its statutory obligations. | Equal Opportunities policies in existence. | 15/11/2017 |
| • Human Rights Legislation? | | | | | Same | All applicable law complied with. | |

| Item | Grade | Impact | Likelihood | Ref | Risks | Mitigation and Action Required | Last Reviewed |
|--|-------|--------|------------|-----|---|---|---------------|
| <ul style="list-style-type: none"> Health & Safety? Criminal Acts? | | | | | Same Same | Ian Benn/Craig Benson Health & Safety Advisors. Disciplinary Procedures. | |
| 15. b) Is there a policy for monitoring and reporting grant funders' conditions? | B | High | Low | | Actual costs may exceed budgeted, opportunities to take corrective action missed. | Depends on the scheme. Monitored generally by the project manager. | 15/11/2017 |

Specific Board Risks

Question 16 - Are there any specific Board Risks?

| | | | | | | | |
|--------|---|---|------|------|--|---|------------|
| 16. a) | Is there a major ratepayer whose none payment would significantly impact on the Board activities? ● Drainage Rate Payer ● Special Levy paying council | B | High | Low | Board left with shortfall in reserves Board unable to pay Creditors Cashflow problems Change in % of Board membership | Reserve Policy and long term planning same same Board awareness. | 15/11/2017 |
| 16. b) | Is there an over reliance on borrowing monies to fund capital replacement? | B | High | Low | Facility to borrow money may not be available. Restrictions placed on the level of annual loan repayments as a percentage of Rates and Special Levies Instigate a council referendum if rate increase is more than 2%. | Increase in drainage rates to build funds specifically for capital replacement. Depreciate asset and set aside funds annual to replace at end of life. Source other funding possibilities such as Grants, Local Enterprise Partnerships | 16/12/2016 |
| 16.c) | Environment Agency withdrawal of maintenance on main river and tidal systems | A | High | High | Board's maintenance operations reliant upon EA systems Agricultural land taken for flood storage thereby reducing drainage rate income of Board | Board consider carrying out work on main river at own cost. Reduce works on ordinary watercourses | 15/11/2017 |
| 16.d) | Major Development in Board's District | B | Low | High | Increase in Special Levy on Council Change in % split of membership of Board. | Council made aware of impact of development on Special Levy. Board made aware of changes to Board membership | 15/11/2017 |
| 16.e) | Third Party Contributions Cease | B | Low | High | Environment Agency stop Highland Water Contributions. LIkely impact would be an increase in the drainage rate by at least 1p No Highland Water contribution towards pumping station refurbishment costs. Rate increase to accommodate | Reduce reliance on this income when budgeting and treat income as bonus and spend on works at end of year. Discussions with EA to confirm their commitment to contribute towards asset. | 15/11/2017 |



11. APPENDIX B – Outfall Assent

A copy of the assent from Natural England can be found over the following pages.

12th December 2017

Our ref: 220230 IDB outfall jetting Humber

Your ref: 2012s5975-05-126-L003-010



Alison Briggs
Environmental Officer and Administrator to the Board
Ancholme Internal Drainage Board
Epsom House, Unit 2
Malton Way, Redhouse Interchange
Adwick le Street
Doncaster DN6 7FE

Humber Team,
Yorkshire & northern
Lincolnshire,
Lateral, 8 City Walk,
Leeds, LS11 9AT

BY EMAIL ONLY

Dear Alison,

**ASSENT WITH CONDITIONS UNDER SECTION 28H of the WILDLIFE and
COUNTRYSIDE ACT 1981 (as AMENDED)**

Humber Estuary Site of Special Scientific Interest

Natural England assents to the operations specified in your notice of 14th November 2017 (two e-mails giving further information) but also including your letter of 26th October 2017, subject to adherence with the following conditions:

- This assent lapses at the end of 2018. This condition will allow a re-evaluation of the need for this operation in the light of other, more permanent, solutions being considered by the IDB. It will also help to further minimise any impact because the activity is restricted to a little over one calendar year.

Natural England advises that, provided the above condition is met, the operations should not cause significant damage to the special interest of the SSSI.

If you intend to carry out this operation without complying with the above conditions you must first:

- Give notice to Natural England of how, if at all, you have taken account of the advice of Natural England contained in this letter.

Other aspects of this assent, which are not conditions but have been agreed between us and form part of the notice, are:

- The outfall jetting operations will be carried out only at Low Farm outfall, SE95632147. Work is done when the tide is at its lowest.

- The operations will be carried out no more frequently than on one day per month. An outfall clearance takes about 6 hours.
- As well as the seasonal restriction mentioned above, operations will not be carried out during periods of severe weather. In this situation severe weather is when temperatures of zero degrees C or below have been recorded locally (BBC weather forecasts for South Ferriby) for seven consecutive days (but allowing short periods of thaw). This would mean that the activity detailed in this assent will be suspended for the duration of the severe weather. With respect to the process of counting days of severe weather, short periods of thaw (one or two days) have no effect on the counting process but periods of thaw of three or more days have the effect of resetting the count of severe weather days back to 0. See also JNCC and BASC websites for background information.
- This assent cancels the previous outfall jetting assent (letter to you dated 7th July 2017).

I draw your attention to your duty, under section 28G of the Wildlife and Countryside Act 1981, as inserted by the Countryside and Rights of Way Act 2000, to take reasonable steps, consistent with the proper exercise of your functions, to further the conservation and enhancement of the SSSI.

THE CONSERVATION of HABITATS and SPECIES REGULATIONS 2017

Humber Estuary Special Protection Area Humber Estuary Special Area of Conservation Humber Estuary Ramsar site

Natural England notes that under the provisions of the Habitats Regulations, Ancholme Internal Drainage Board is a 'competent authority'. The IDB is therefore required to make a judgement under regulation 63 of the Habitats Regulations, regarding the possible effects of the proposed works.

Based on the information submitted, Natural England's advice is that the proposed works are not likely to have a significant effect on the Humber Estuary SPA, SAC or Ramsar site, either alone or in combination with other plans or projects.

We advise you to record the IDB's decision regarding the likelihood of significant effects. The following may provide a suitable justification for a decision that there are not likely to be significant effects;

- Activity will be confined to the immediate area of the outfall.
- The area of intertidal mud affected is small and will reform over a short period of time.
- The operation will not be carried out in periods of severe weather.
- The operation will be infrequent (a maximum of once a month).

- By necessity the operation will be carried out at low tide therefore high tide roosts will not be affected, also the extensive mudflats in the Winteringham/Reeds Island area will be exposed and available for any birds to move to should they be temporarily displaced from the immediate area of the outfall.

If you have any queries relating to this letter please contact me (details below).

Yours sincerely,



Tim Page
Lead Adviser (Humber Estuary)
Humber Team, Yorkshire and northern Lincolnshire Area
tim.page@naturalengland.org.uk
Tel - 020802 68702

Important information about this assent

If you wish to change the proposed operations or their location or to carry out additional operations for which assent has not yet been given, or if a time period set out above has expired, you must give further written notice to Natural England. Before doing so, you can seek advice from Natural England.

You may face enforcement action if you undertake unauthorised operations which destroy, damage or disturb the notified features of special scientific interest.

Before undertaking the operations specified in this assent, you may also need to get additional permissions from other authorities. For example, the assented operations might also require planning permission from the Local Planning Authority, a permit from the Environment Agency or a licence from the Forestry Commission. It is your responsibility, as the grantee of this assent, to ensure that no other permissions or consents, whether of a public or a private nature, are needed and, if any are needed, to acquire them before you exercise this assent.

This is Natural England's assent only, and it does not allow you to undertake the specified operations without first having obtained all of the necessary permissions needed to undertake the operation lawfully. If you do not obtain all of the permissions you require, and carry out the work anyway, you may face enforcement action from other authorities or parties.

As the grantee of this assent, you are responsible for carrying out the assented operation(s) safely and in all ways according to the law.



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