



Black Drain

Drainage Board

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Meeting Papers

22 January 2018

Meeting 09:00am



Shire

Group of IDBs

**Epsom House
Chase Park, Redhouse Interchange
Doncaster
South Yorkshire
DN6 7FE**

T: 01302 337798

info@shiregroup-idbs.gov.uk

www.shiregroup-idbs.gov.uk

Meeting Papers

Prepared by:

Clerk - Ian Benn - PG Dip H&S and Env Law, Dip. NEBOSH

Engineer - Paul Jones BSc (Hons) Civil Engineering, MSc Engineering Project Management

Administrator/Environment Officer – Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt (Climate Change)

Asset Manager - Martin Spoor BSc (Hons) Engineering, Geology, and Geotechnics

Finance Officer – Craig Benson BA Business Studies

Finance Officer - David Blake BSc (Hons) Accounting

Finance Officer - Mark Joynes BSc (Hons) Mathematics

Rating Officer - Janette Parker

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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1. Governance

1.1 Apologies

1.2 Declaration of Interest

1.1 Minutes of the Meeting held on 6 November 2017

Present

	23. 1.1 4	26. 6.1 4	13.11 .14	22. 1.1 5	18. 6.1 5	12. 11. 15	21. 116	16. 6.1 6	10. 11. 16	26. 1.1 7	15. 1.1 7	6.1 1.1 7
David Backhouse DB			x	X	X	Appointed	x	x	x	x	A	x
Michael Conroy MC	x	X	x	X	-	x	x	x	-	x	x	x
David Hinchliffe (Chair)			x	X	X	x	x	x	x	x	x	A
Richard Hinchliffe RH			x	X	X	x	x	A	x	A	x	x
Walter Ketteringham WK (ViceChair)	x	X	x	X	X	x	x	x	x	x	A	x
Sam Longthorp SL	x	X	x	X	X	A	x	A	A	A	A	x
Don Parkinson DP	x	X	x	X	X	x	A	x	x	A	A	R
Richard Ketteringham RK	x	X	x	X	X	A	x	x	x	x	A	x
Pat Hagan									x	x	x	A
Kim Parkinson			x	X	X	x	x	x	x	x	A	x
Arthur Allott AA	x	X	x	X	X	x	x	x	x	x	x	R
Richard Ward	A	X	x	A	A	x	A	x	x	x	A	x
Martin Oldknow MO		X	x	X	X	x	x	A	x	x	x	x
David Oldroyd DO	X	X	x	X	X	x	x	x	x	x	x	x
Mick Barron (MB)	Not Mbr	x	A	A	-	-	-	x	A	A	-	A
Peter Jackson						A	x	x	x	x	x	x
Kevin Abell	Not Mbr	-	A	-	-	-	-	-	A	-	-	-
George Derx GD	-	x	x	-	-	-	-	x	A	-	-	R
Dave Ridge DR									A	x	A	x

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

Ian Benn CEO	x
Craig Benson FO	x
Paul Jones Eng	x
Martin Spoor AM	x
Alison Briggs EO/Admin	x

Governance

In the absence of the Chair, the Vice Chair chaired the meeting.

Appointment of Chair and Vice Chair

2017.56 The Administrator apologised for the omission of Agenda heading in the meeting papers. **DO proposed the Board stays as it is with the current Chair David Hinchliffe and Vice Chair Walter Ketteringham.** RH advised his father had confirmed he would be happy to serve another term as Chairman. **KP seconded, all in agreement.**

Apologies

2017.57 Admin reported George Derx and Arthur Allott have resigned from the Board and a letter had been received from Don Parkinson indicating his retirement. Members discussed the support provided to the Board over several decades. Clerk suggested a gift in appreciation of his services to be agreed with Chair and Vice Chair. Apologies had been received from David Hinchliffe and Pat Hagan. MO confirmed apologies from Mick Barron who will attend next meeting. RH wondered if appropriate time to look at reconstitution with recent resignations. Clerk advised elected members have a wider knowledge of district all of whom are good attendees, whereas a handful of the nominated representatives represent the public locally within the District. Any reconstitution should be looked at for the right reasons. Clerk advised it is the number of elected members on a Board that determines the number of nominated representatives required for a bare majority. Clerk reminded Members a Board in excess of 7 reduces its decision-making efficiency by 10% for every person above that number. **Members agreed not to consider reconstitute but to allow for natural wastage. All in agreement.**

Declaration of Interest

2017.58 None.

Minutes of the Meeting 15 June 2017

2017.59 MO proposed they be signed as a true record of the meeting, seconded DO, all in Agreement

Matters arising

2017.60 None

Complaints and FOI requests

2017.61 EO advised there had been none.

Clerks Report

IDB Review by East Riding of Yorkshire Council

2017.62 CEO advised report for information only.

Management Services

2017.63 Clerk advised following previous procurement through Doncaster Council, current contract agreed in 2015 was for 3 years with option to extend for further 24-month period. Management Staff left the room 14:23 and returned 15:0. Minutes produced by MO.

2017.64 The Board noted that under the terms of the current contract that it had sole discretion to extend the current contract with JBA for 24 months from March 2018. Equally they considered whether to go out to open tender rather than extend the current contract. Members were generally satisfied with the current arrangement, and were minded to

extend, but felt they had insufficient information in relation to the contract to be able to consider any other options. **It was proposed by MO that:**

- **JBA to formally write to the Chairman indicating the desire to continue with the current arrangement for an additional 24 months as per the contract. This to be done by 30th November 2017**
- **The Chairman and/or Vice Chairman would review the proposal**
- **An Extraordinary Meeting would be held at 09:00 on Monday 4th December for the Board to make a final decision on the contract.**

Seconded by RW, all in Agreement

Flood & Water Management Act Section 13

2017.65 Members noted the information contained in the papers. RW queried point 2 in the response regarding public bodies being unable to enter into fixed contracts. Members were advised Local Authorities could deliver services under a fixed price only by setting up an arms-length private company to do so, as with St Ledger Homes, otherwise a contract to provide services between public bodies had to be time charged and expendable items recharged.

ADA

2017.66 Clerk advised Henry Cator resigned as Chairman of ADA but acknowledged the work he has done carried the industry forward previously in danger of not being an industry. MO queried ADA guidance on what should appear on a Board website. Admin advised relatively little compared to what Shire Group of IDBs made available to public. Shire Group of IDBs were an exemplar in openness and transparency within the industry.

Comprehensive Review of Humber Strategy

2017.67 Clerk advised on status of strategy noting unlikely any monies would be available within this area

Finance Report

2017.68 Rating – Noted balance outstanding now £202.53

2017.69 Audit – External Auditors comments to annual return – formalise increase in asset value for note. Will be discussed at the internal review meeting.

2017.70 Budget comparison for y/e 31.3.2018 – Drain maintenance contractor invoices remain outstanding for 2016/17 noting some of those watercourses are recharged back to the Coal Authority. Late submission of invoices raises a VAT issue. CEO to advise if not received will report to HMRC.

2017.71 5-year budget estimate – Noted if Board continues to maintain as present there will be an increase in drainage rates whilst also building for the Reserves.

2017.72 List of cheques - Total amount of all cheques totalled £15,774.42 of which £5,236.97 were signed by the clerk only. **Proposed agreement DO, seconded MO, all in agreement**

2017.73 Other payments – **Proposed MO, seconded DO, all in agreement**

Engineer's Report

2017.74 Maintenance Contract – Members noted progress has been reviewed with Chairman and consideration been given how future maintenance delivery could be provided. **MO proposed the Board proceed as recommended in the papers, seconded DO, all in agreement.**

2017.75 Asset Management – pump stations information noted

2017.76 Asset management – review of Danvm DC MEICA team – Noted reduction in electricity costs resulting from work done by MEICA team on control panels arising from



more efficient pump working. Estimated cost of PSCA work just over £7,000 for the year, current costs well within that estimate. Compound strimming will be done under PSCA. RH noted detail provided was extremely helpful for Members. WK advised the team had difficulties with the lock to access gate. MC noted water levels need to be appropriate for when maintenance being undertaken particularly to be able to see piles etc. and MEICA team would need to drop those in future

2017.77 M18 – Highways England have spent £1 million in Black Drain area on required works however commitment to annual routine maintenance commitment is fading. HE appears able to address one off capital projects but their ability to secure a revenue stream for maintenance is less robust. Management is trying to ensure Highways England understands the cost effectiveness of routine maintenance and highlighting to them importance of no adverse effect on upstream landowners and being taken to a Lands Tribunal for injuries sustained.

Environmental Adviser's Report

2017.78 EIA (Land Drainage Improvement Work) Regulations - noted

2017.79 Biodiversity Action Plan 2015-2020 report - noted

H&S Report

2017.80 HS in Agriculture – Members noted information contained in the report

Representation

2017.81 Members noted fora at which Board had been represented.

Date of next meeting:

2017.82 Extraordinary meeting Monday 4 December 09:00, followed by meetings on 24th January 14:00, 24th May 2018 at Epsom House, Malton Way Adwick le Street, Doncaster DN6 7FE Meeting closed 15.45

1.2 Minutes of the Extraordinary Meeting held on 4 December 2017

Present

	23. 1.1 4	26. 6.1 4	13.11 .14	22. 1.1 5	18. 6.1 5	12. 11. 15	21. 116	16. 6.1 6	10. 11. 16	26. 1.1 7	15. 1.1 7	4,1 2.1 7
David Backhouse DB			x	X	X	Appointed	x	x	x	x	A	x
Michael Conroy MC	x	X	x	X	-	x	x	x	-	x	x	x
David Hinchliffe (Chair)			x	X	X	x	x	x	x	x	x	A
Richard Hinchliffe RH			x	X	X	x	x	A	x	A	x	x
Walter Ketteringham WK (ViceChair)	x	X	x	X	X	x	x	x	x	x	A	x
Sam Longthorp SL	x	X	x	X	X	A	x	A	A	A	A	x
Don Parkinson DP	x	X	x	X	X	x	A	x	x	A	A	Res
Richard Ketteringham RK	x	X	x	X	X	A	x	x	x	x	A	x
Pat Hagan									x	x	x	-
Kim Parkinson			x	X	X	x	x	x	x	x	A	x
Arthur Allott AA	x	X	x	X	X	x	x	x	x	x	x	Res
Richard Ward	A	X	x	A	A	x	A	x	x	x	A	x
Martin Oldknow MO		X	x	X	X	x	x	A	x	x	x	x
David Oldroyd DO	X	X	x	X	X	x	x	x	x	x	x	x
Mick Barron (MB)	Not Mbr	x	A	A	-	-	-	x	A	A	-	-
Peter Jackson						A	x	x	x	x	x	A
Kevin Abell	Not Mbr	-	A	-	-	-	-	-	A	-	-	-
George Derx GD	-	x	x	-	-	-	-	x	A	-	-	Res
Dave Ridge DR									A	x	A	A

Minutes taken by MO, DMBC Nominated Member

Governance

Apologies

2017.83 Apologies were received from David Hinchliffe, Dave Ridge and Peter Jackson. In the absence of the Chairman the Vice-Chairman took the meeting.

Declaration of Interest

2017.84 None were made.

Minutes of the Meeting 6 November 2017

2017.85 The minutes of the last meeting were proposed as a true record by DO and seconded by MO. In the absence of the Chairman it was agreed that the Vice Chair (WK) should sign them off.

Matters arising

2017.86 None

Management Services

2017.87 As discussed at the board meeting of 6th November 2017 the management service contract is due to complete its 3-year term on 31st March 2018.

Under the terms of the current contract the board has sole discretion to extend for a further 24 months from 1st April 2018.

The chairman received a letter from JBA consulting dated the 10th November 2017, "proposing a continuation of service provision at the same fixed fee, rates, terms and conditions as stated in the current contract".

The chair and vice chair have discussed the proposal and recommended that board accept the offer for a 24-month extension on the same terms and conditions to the contract based upon the following reasoning:

- A continuation of the current service provision at the same fee, terms and conditions for a further 24 months should provide the board with the best value.
- The contract was put out to the market by competitive tender only 3 years ago. JBA Consulting won that tender on price and also quality of service provision It was able to offer.
- There is a cost both financial and in terms of time and work in putting out to tender. There is little to suggest a tender of the required quality would come in at a cost less than was tendered 3 years ago.
- Currently the 3-year management contract term also coincides with the board's election year. Moving this to a different year in the board cycle has benefit in terms of smooth management and governance in terms of changes in board membership and management.
- The current chair has developed a good working relationship with the management services over the past 3 years. Improvements across the board in terms of governance and management are now starting to make an impact on the well-being of the Black Drain Board. The opportunity to build and develop on this moving forward would be welcome. The contract conditions relating to delivery of



the services have been met and no significant issues regarding performance have occurred

Members discussed the recommendation of the Chair / Vice-Chair.

Given the Black Drain Drainage Board's commitment to good governance, openness and transparency the above is given, as evidence of this should the board decide to extend the management service contract for 24 months from 1st April 2018.

It was proposed by RK and seconded by RH that the Chair should write to JBA to formally offer the 2-year extension to the current contract, on the terms stated, with effect from 1st April 2018. All Members in agreement.

2017.88 Meeting closed 09:25

1.3 Matters arising not discussed elsewhere

1.4 Complaints and FOI requests

None received.

2. Clerk's report

2.1 Recommendations

- To note the information contained in this report

2.2 Legislation

Commencing this month, new Water Abstraction and Impounding (Exemptions) Regulations 2017 will impact on some within the industry. Previously exemptions applied to certain activities which now require a licence be obtained with an associated fee. The existing requirement for abstraction less than 20m³ per day remains in place. Changes will be incorporated into the Board's Consent applications conditions

2.3 Guidance

2.3.1 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

2.3.2 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.

2.4 Humber Flood Risk Management

2.4.1 Humber Flood Risk Management Strategy

Comments have been fed back into the scoping report for the Comprehensive Review of the Strategy. While the Strategy now encompasses the tidal limit, the Review will concentrate on tidal flooding along the estuary

2.5 ADA Conference November 2017

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 demaignment 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

3.1 Recommendations

- To note the information contained in this report
- To approve the Risk Register
- To Approve the schedules of payments
- To approve the budget estimate and set the rate for the year ending 31 March 2019

3.2 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 4 January 2018: -

	£	£
Balance Brought forward at 1 April 2017		-42.20
2017/2018 Drainage Rates and Special Levies		
Drainage Rates		16,769.28
Special Levies		
Doncaster Metropolitan Borough Council	61,245.00	
East Riding of Yorkshire Council	431.00	61,676.00
Total Drainage Rates Due		<u>78,403.08</u>
Less Paid: -		
Drainage Rates		16,749.06
Special Levies: -		
Doncaster Metropolitan Borough Council	61,245.00	
East Riding of Yorkshire Council	431.00	61,676.00
Total Drainage Rates Paid		<u>78,425.06</u>
Balance Outstanding as at 4 January 2018		<u>-21.98</u>

3.3 Audit

3.3.1 Internal Audit Review Meeting

The meeting took place on 8 January 2018 and was attended by the Chairman and Member Martin Oldknow. The minutes of the meeting will be sent to members by email on 9 January 2018.

3.3.2 Risk Register

The Board are asked to review and approve the Risk Register which can be found at Appendix A.

3.4 List of Cheques and Other Payments

3.4.1 List of Cheques

Cheques paid since Meeting of 9 November 2017

DATE	CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL CHEQUE
					£
2017					
Oct	30th	001415	50,52	JBA Consulting	1,773.08
				Fee Accounts: -	
				Management Fees - September 2017	1,236.20
				BAP Implementation - September 2017	
		001416	48	Ebsford Environmental Ltd	7,204.73
Nov	10th	001417	51	Doncaster East IDB	15.00 *
		001418	53	Danvm Drainage Commissioners	1,389.60 *
		001419	55	ADA	134.40 *
Dec	6th	001420	56	Danvm Drainage Commissioners	26.87 *
		0001421	36,60	Eon Energy	39.06 *
		001422	59	Colwill Contracting	3,606.00
		001423	57-8	JBA Consulting	
				Fee Accounts: -	
				BAP Implementation - October 2017	95.40
				Management Fees - October 2017	1,264.28
	13th	001424	62	Danvm Drainage Commissioners	671.30 *
		001425	63	Ebsford Environmental Ltd	1,918.48 *
2018					
Jan	5th	001426	66	Perry's Pumps	2,323.20
		001427	64	JBA Consulting	1,236.20
		001428	65	Colwill Contracting	300.00
				Total Amount of all Cheques	23,233.80
				* Total Amount of Cheques sent out signed by the Clerk's Only	4,194.71

3.4.2 Other Payments

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

DATE	REF	PAYEE	DESCRIPTION	TOTAL PAYMENT
				£
2017				
Oct	31st	-	NatWest	7.70
Nov	20th	54	Woldmarsh	124.70
			Supply to Inlet PS	
			Supply to Outlet PS	646.16
			Supply to Rawcliffe PS	72.88
			Telemetry Lines	29.49
			Membership Fees	65.46
	30th	-	NatWest	5.95
Dec	20th	61	Woldmarsh	67.59
			Supply to Rawcliffe PS	
			Supply to Outlet PS	458.60
			Supply to Inlet PS	96.88
			Telemetry Lines	29.16
	29th	-	NatWest	5.00
			Bank Fees	
			Total	1,609.57

3.5 Rates, Estimates and Special Levies y/e 31 March 2019

ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2019						
2017/18				2018/19		
Approved Estimate		Estimated Out-Turn		Estimate		
£	£	£	£	£	£	
INCOME						
Drainage Rates on Agricultural Land:-						
16,742		16,742		12p in £ on AV of £152,746	18,329	
Special Levies (12p in £)						
61,245		61,245		Doncaster MBC - AV £556,770	66,812	
431		431		East Riding of Yorkshire Council - AV £3,914	470	
Other Income:-						
18,911		19,434		Contribution to Maintenance and PS's	19,652	
<u>300</u>	97,629	<u>300</u>	98,152	Interest	<u>300</u>	105,563
EXPENDITURE						
7,065		6,859		Flood Defence Levy	7,065	
Loan Repayments:-						
4,184		4,184		Inlet/Outlet PS Refurbishment	4,184	
1,850		1,850		Durhams Warping Drain	1,850	
18,891		18,891		Rawcliffe PS Replacement	18,891	
15,200		15,200		Maintenance of Drains	15,656	
11,124		7,900		Pump Contractor Costs	8,800	
16,450		22,638		Maintenance of Pumping Stations	22,070	
1,000		2,600		Biodiversity Action Plan	2,000	
1,000		1,000		Durhams Warping Drain	1,000	
12,742		12,742		Clerk, Engineer & Environmental Advisor's Fee	13,124	
<u>9,420</u>	<u>98,926</u>	<u>9,034</u>	<u>102,898</u>	Other Administration Costs	<u>9,335</u>	<u>103,975</u>
	(1,297)		(4,746)	Surplus - (Deficit)		1,588
	<u>43,733</u>		<u>35,337</u>	Balance Brought Forward		<u>30,591</u>
	42,436		30,591			32,179
	<u>0</u>		<u>0</u>	Contribution to Capital Reserve Account		<u>0</u>
	<u>42,436</u>		<u>30,591</u>	Balance Carried Forward		<u>32,179</u>
Previous Years Rates in the £						
1995/96 : 5p - 1996/97 : 5.25p - 1997/98 : 6p - 1998/99 : 6p - 1999/00 : 6p - 2000/01 : 6p - 2001/02 : 7.5p - 2002/03 : 7.5p						
2003/04 : 8p - 2004/05 : 8p - 2005/06 : 9p - 2006/07 : 9p - 2007/08 : 9p - 2008/09 : 9p - 2009/10 : 8p - 2010/11 : 9p						
2011/12 : 8p - 2012/13 : 8p - 2013/14 : 8p - 2014/15 : 9p - 2015/16 : 9p - 2016/17 : 10p - 2017/18 : 11p						
Penny Rate : £7,134						

ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2019						
Capital Reserve Account						
2017/18				2018/19		
Approved Estimate		Estimated Out-Turn		Estimate		
£	£	£	£	£	£	
				<u>INCOME</u>		
0		0		Transfer from Revenue Account	0	
0		0		Highways Agency Contribution	1,050	
<u>500</u>	500	<u>100</u>	100	Interest	<u>100</u>	1,150
				<u>EXPENDITURE</u>		
				Capital Works:-		
0		15,816		Watercourse Slip Repairs	0	
<u>0</u>	<u>0</u>	<u>0</u>	<u>15,816</u>	Rawcliffe Pumping Station - Roof Repairs	<u>5,000</u>	<u>5,000</u>
	500		(15,716)	Surplus - (Deficit)		(3,850)
	<u>63,296</u>		<u>75,683</u>	Balance Brought Forward		<u>59,967</u>
	<u>63,796</u>		<u>59,967</u>	Balance Carried Forward		<u>56,117</u>

3.6 Five Year Budget Estimate

The five-year budget estimate is shown over the page.



Black Drain DB	0	0	0	1	2	3	4	5
Revenue Account	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	App	Estimated Out-turn						
	Budget							
	£	£	£	£	£	£	£	£
Income								
Drainage Rates	16,742	16,742	18,330	19,093	19,857	20,239	20,621	21,384
Special Levies	61,675	61,675	67,282	70,086	72,889	74,291	75,692	78,496
Contributions	18,911	19,434	19,652	19,000	19,464	19,854	20,257	20,671
Bank Interest	300	300	300	300	300	300	300	300
Total Income	97,628	98,151	105,564	108,479	112,510	114,684	116,870	120,851
Expenditure								
Flood Defence Levy	7,065	6,859	7,065	7,277	7,495	7,720	7,951	8,190
Management Fees	12,747	12,742	13,124	13,518	13,924	14,341	14,771	15,215
Other Administration	9,420	9,034	9,335	9,382	9,429	9,476	9,523	9,571
Maintenance of Drains	15,200	15,200	15,656	16,126	16,609	17,108	17,621	18,150
PS contractor	11,124	7,900	8,800	9,064	9,336	9,616	9,904	10,202
Pumping Stations	16,450	22,637	22,070	22,732	23,414	24,116	24,840	25,585
Reservoir Registrations Act	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Biodiversity Action Plan	1,000	2,600	2,000	2,000	2,000	2,000	2,000	2,000
Loan Repayments:-	24,925	24,925	24,925	24,925	24,925	24,925	24,925	24,925
Total Expenditure	98,931	102,897	103,975	106,023	108,132	110,302	112,536	114,837
Surplus/(Deficit)	(1,303)	(4,746)	1,589	2,456	4,378	4,382	4,333	6,014
Balance Brought Forward	38,127	35,337	30,591	32,180	34,635	39,013	43,395	47,728
	36,824	30,591	32,180	34,635	39,013	43,395	47,728	53,742
Transfer to Capital Reserve Account	-	-	-	-	-	-	-	-
Balance Carried Forward	36,824	30,591	32,180	34,635	39,013	43,395	47,728	53,742
Capital Reserve Account	63,796	59,968	56,118	56,268	56,418	56,568	56,718	57,218
Penny Rate in £	11.00p	11.00p	12.00p	12.50p	13.00p	13.25p	13.50p	14.00p
Penny Rate £7,134	37.22%	29.73%	30.95%	32.67%	36.08%	39.34%	42.41%	46.80%

	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	App	Estimated						
	Budget	Out-turn						
	£	£	£	£	£	£	£	£
Capital Reserve Account								
Income								
Transfer from I&E								
Interest	500	100	100	150	150	150	150	500
Loan								
Grant/LEP Funding								
Contributions - Highways England	-	-	1,050					
Total Income	500	100	1,150	150	150	150	150	500
Expenditure								
Catchment Modelling								
Watercourse Slip Repairs		15,816						
PSCA Outfall Clearance Works								
Rawcliffe PS - Roof Repairs			5,000					
Inlet PS Refurbishment								
Outlet PS Refurbishment Settlement								
Rawcliffe PS Refurbishment								
New Loans								
Total Expenditure	-	15,816	5,000	-	-	-	-	-
Surplus/(Deficit)	500	(15,716)	(3,850)	150	150	150	150	500
Balance Brought Forward	63,296	75,684	59,968	56,118	56,268	56,418	56,568	56,718
Balance Carried Forward	63,796	59,968	56,118	56,268	56,418	56,568	56,718	57,218

4. Engineer's Report

Recommendation(s):

- Members note the information contained in this report

4.1 Asset Management

4.1.1 Pumping Stations

Video camera inspections at Warping Drain Inlet and Rawcliffe Bridge P. Stn's have revealed roof condition issues which require repair. In the case of Warping Drain Inlet quotes have been obtained and a Form of Approval report has been approved by Chairman in accordance with Financial Regulations. Rawcliffe Bridge has still to be investigated by Contractors, a full condition report and quote is to be provided for consideration.

4.1.2 Ordinary Watercourses

Quotes are being sought for approval by the Chairman in accordance with the Financial Regulations for:

- Mechanical De-weeding
- Herbicide Application

Flail Mowing will be extended for the 2018/19 season with no change in scope of works.

4.1.3 Main River

Highways England

Highways England letter awaiting response.



Black Drain

Drainage Board

Our Ref: PJ/BlackDrain (110)

12th October 2017

Highways England Company Ltd
Bridge House
1 Walnut Tree Close
Guildford
GU1 4LZ



Shire
Group of IDBs

Dear Sirs,

**NOTICE TO REQUIRE WORKS FOR MAINTAINING FLOW OF WATERCOURSE
Land Drainage Act 1991 (as amended), Chapter 59, Part II, Section 25(1)**

We write further to the Notice to Require Works for Maintaining Flow of Watercourses, as attached which was issued on the 9th April 2015.

We gratefully acknowledge all the Works undertaken to date in response to this Notice and acceptance of riparian responsibilities, which we understand has amounted to circa £1 million.

The local partnership arrangements and working relationship between Highways England Employees and the IDB has proven to be very successful resulting in a publication within the ADA Gazette <https://www.ada.org.uk/gazette/>, p.14, which we are committed to building on moving forwards.

One of the areas we would like to work with Highways England is in relation to **routine maintenance of riparian watercourses/culverts**, as indicated in our letter on 1st June 2015. Taking an Asset Management approach towards riparian watercourses would result in:

- **avoiding unnecessary unplanned capital expenditure**
- **reducing the risk of injury to upstream owner/occupiers**
- **reducing the likelihood of owner/occupiers applying for Orders from the Land Tribunal under Chapter 59, Part II, Section 28 LDA 1991**
- **avoiding the need for any further Notices from the IDB**

A routine maintenance regime for low lying (essentially flat with a fall of 1 in 4000 metres) watercourses forms an essential part of the IDBs permissive function and is recognised as being the most effective and environmentally sensitive means by which to achieve sustainable water level management within catchments.

We would encourage riparian owners to adopt a similar routine approach considering priority watercourses for annual maintenance and in this particular case protect the £1 million investment in reconditioning works undertaken by Highways England.

We would estimate (based on the Boards current contract rates) that the cost of routine maintenance of those identified ordinary watercourses within the Black Drain DB District to be in the region of £5,000 per year based upon the reconditioning works that have already taken place.

Epsom House
Chase Park,
Redhouse Interchange
Doncaster
South Yorkshire
DN6 7FE
United Kingdom
T +44 (0)1302 337 798
E info@shiregroup-idbs.gov.uk

www.shiregroup-idbs.gov.uk

Clerk and Engineer to
Ancholme IDB
Black Drain DB
Darvm Drainage Commissioners
Doncaster East IDB
Goole & Airmyn IDB
Goole Fields District DB
Sow and Penk IDB
Scunthorpe & Gainsborough WMB

Engineer to
Kyle & Upper Ouse IDB
Selby Area IDB
Swale and Ura DB

The Shire Group of
Internal Drainage Boards
is managed by JBA Consulting

Registered Office
South Barn
Broughton Hall
Skipton
North Yorkshire
BD23 3AE
United Kingdom

Jeremy Benn Associates Limited
Registered in England 3248693



Without routine maintenance:

- vegetation within watercourses rapidly becomes overgrown,
- surface water conveyance is impeded, and will result in
- obstructions to flow; leading to further Notices.

We are hopeful that you will agree that the historical approach of no routine maintenance, unnecessary capital expenditure and the need for the IDB to serve Notice is an approach we collectively can improve moving forwards.

The Board is willing to develop the existing partnership approach, such as extending its powers of entry to Highways England to access land and work from field sides, which could provide cost savings and reduce H&S risks, to assist in the development of any annual maintenance regime considered by Highways England.

We would therefore request and welcome a meeting to discuss the need for an annual maintenance regime approach, so as to avoid any further action and/or the need to issue Notices in the future.

If Highways England would like to take up this opportunity, please contact me via phone or email to agree convenient dates and meeting location.

Yours faithfully

For and on behalf of the Black Drain Drainage Board,

Paul Jones BSc (Hons) MSc (Eng) GMICE

Engineer to the Board

Lead Water Level Management Engineer

paul.jones@shiregroup-idbs.gov.uk



Our ref:
Your ref: PJ/Black Drain (110)

Black Drain Drainage Board
Shire Group of IDBs
Epsom House
Chase Park
Redhouse Interchange
Doncaster
South Yorkshire
DN6 7FE

For the attention of Paul Jones, Engineer to the Board

Dear Paul

NOTICE TO REQUIRE WORKS FOR MAINTAINING FLOW OF WATERCOURSE LAND DRAINAGE ACT 1991 (AS AMENDED), CHAPTER 59, PART II, SECTION 25(1)

Thank you for your letter dated 12 October 2017, addressed to Highways England Company Ltd, Bridge House, Guildford, in respect of the [Notice To Require Works For Maintaining Flow Of Watercourse](#) issued 9 April 2015.

Your letter has been transferred to me for attention. I regret the time taken to acknowledge your letter, which for reasons unknown, has taken until 13 November 2017 to arrive with me.

Your acknowledgement of the works undertaken and the good working relationship which has been engendered is well received. We also would look to build on this going forward.

I trust that, as on-going routine maintenance does not form a requirement of the above Notice to Require Works, we can now consider the Notice deemed to be satisfied.

Highways England Routine maintenance of riparian watercourses is an area which we have tried to enter meaningful discussions around, on a number of occasions, only to run into problems around the contractual requirements and operating procedures placed on the Asset Support Contractor by Highways England Company Limited.

While I can accept the benefits of an annual maintenance regime, Highways England's approach is to undertake maintenance of watercourses and culverts on a risk bases with annual inspections of 20% of the network each year, identifying the need for maintenance which can then be entered, as individual schemes, within a prioritised works programme.

John Howard
Service Delivery Manager
35 Tees Wing
Lateral
8 City Walk
Leeds LS11 9AT

Direct Line: 0300 470 2454
15 November 2017

By Email

I am more than happy to accept your invitation to enter discussions; unfortunately I do not have the authority to vary the risk based approach employed by Highways England, and would need to consult with others on who should attend and on available dates.

You may also be aware that following an approach from Martin Spoor, of the Shire Group of IDBs, I was able, through Martin, to introduce the Association of Drainage Authorities to:

- Michael Whitehead, Principle Environmental Advisor to Highways England; and,
- Andy Bailey, Highways England Senior Advisor – Environment, Senior Drainage Engineer,

with the intention that they discuss the need for, and the opportunity to introduce, an annual maintenance regime. I would therefore like to enquire as how discussions are progressing before taking-up your invitation to meet.

I will contact you again in say two weeks.

Yours sincerely

John Howard
NDD Y&NE Service Delivery Team
Email: john.howard@highwaysengland.co.uk



Network Rail

Network Rail are shortly to begin a 14 month project to survey all drainage in the LNE and East Midlands route, including all those areas of drainage within Black Drain DB District.

Outputs from this project will include:

- A full asset inventory INCLUDING CRITICAL WATERCOURSES THE Board rely upon for water level management
- Entry of the asset inventory into a database (Ellipse)
- A maintenance plan
- A work arising plan.

Once the asset survey and data entry exercise is complete it will enable prioritisation of inspections and maintenance based on condition and risk.

4.1.4 Main River

Outlet discharge channel restoration works have been accepted by the EA in principle and the Board is to submit a Schedule 3 report as part of its PSCA for consideration and funding.

The old course of the R. Don at Waterside is also to be assessed for maintenance works under a PSCA to return to good condition and provide the required gravity outfall to Board maintained land drainage systems.

4.1.5 Planning Applications

Planning applications have been reviewed on a weekly basis and 3 applications have required comment on behalf of the board between 18 October 2017 and 8 January 2018.

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

No consents have been issued on behalf of the Board between 18 October 2017 and 8 January 2018.



5. Environmental Officer Report

Recommendations:

- Members note the information contained in this report

5.1 Legislation

Nothing to report

5.2 Policy

Nothing to report

5.2.1 Biodiversity Action Plan 2015-2020

Work on BAP implementation for protected species will recommence late spring depending upon weather conditions

6. Health and Safety Report

Recommendation:

- Note the information contained in this report

6.1 Board Contractor

6.1.1 Accidents and Incidents

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

6.2 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”.

7. Representation

The Board has been represented at:

Environmental	Flood Risk Management	Other
Humberhead Levels Executive	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
	Comprehensive Review Humber FRMS	ADA Policy & Finance Committee

8. Date of Next Meeting

31 May 2018, 5 November 2018



9. APPENDIX A: Risk Register

A copy of the Risk Register can be found over the follow pages. Members are required to approve the document at the meeting.

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 meets 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:							
<ul style="list-style-type: none"> • Employment Law? • Human Rights Legislation? 	B	High	Low		Board in breach of its statutory obligations. Same	Equal Opportunities policies in existence. All applicable law complied with.	15/11/2017

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?	B	High	Low		Board left with shortfall in reserves Board unable to pay Creditors Cashflow problems	Reserve Policy and long term planning same same Board awareness.	16/11/2016
16. b) Is there an over reliance on borrowing monies to fund capital replacement?	B	High	Low		Facility to borrow money may not be available.	Increase in drainage rates to build funds specifically for capital replacement.	16/11/2016
					Restrictions placed on the level of annual loan repayments as a percentage of Rates and Special Levies	Depreciate asset and set aside funds annual to replace at end of life.	
					Instigate a council referendum if rate increase is more than 2%.	Source other funding possibilities such as Grants, Local Enterprise Partnerships	
16.c) 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	19/12/2016
16.d) Major Development in Board's District	B	Low	High		Increase in Special Levy on Council	Council made aware of impact of development on Special Levy.	19/12/2016
16.e) Third Party Contributions cease	B	High	Low		Highways England stop contributing 21% towards costs of Board. Lead to 2p increase in drainage rates to cover loss of income	Liaise closely with third parties to make the fully aware of future expenditure levels.	19/12/2016



Shire

Group of IDBs

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

T: 01302 337798

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

JBA Consulting has offices at

**Coleshill
Doncaster
Edinburgh
Haywards Heath
Limerick
Newcastle upon Tyne
Newport
Thirsk
Saltaire
Skipton
Tadcaster
Wallingford
Warrington**

