



Danvm

Drainage Commissioners

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

Meeting Papers
Friday 2 February 2018
9.30am



Shire

Group of IDBs

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Meeting Papers

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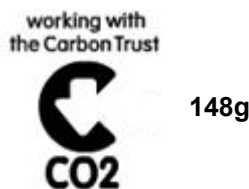
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Purpose

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1.5 Minutes of the Meeting held 2nd November 2017

Present:

Member	4.11.16	3.2.17	23.6.17	02.11.18
Catherine Anderson (DMBC)	✓	-	✓	✓
David Atkinson (Dun District)	✓	✓	✓	A
Wayne Atkins (Barnsley DC)			✓ new	✓
Andrew Cooke (Went District)	✓	✓	A	✓
Chris Crowe (Coal Authority) (Knottingley to Gowdall District)	✓	✓	A	A
John Duckitt (Dun District)	✓	✓	✓	✓
Martin Falkingham (Went District)	✓	✓	✓	✓
Terry Grady (Doncaster MBC)	✓	A	✓	✓
Mel Hobson (Selby DC)	✓	-	-	✓
Charlie Hogarth (Doncaster MBC)	✓	-	✓	-
Gillian Ivey (Chair) (Selby DC)	✓	✓	✓	✓
Frank Jackson (Vice Chair) (Doncaster MBC)	✓	✓	✓	✓
Mike Jordan (Selby DC)	✓	A	✓	A
Steve Lomas (Dun District)	✓	✓	✓	✓
Paul Maddison (Wakefield MDC)	✓	✓	A	✓
Cllr Dave Peart (Selby DC)			-	✓
David Platt (Knottingley to Gowdall District)	✓	✓	✓	A
Robert Robinson (Dun District)	A	A	✓	✓
Barry Roughley (DMBC)	A	x	A	✓
Richard Thompson (Dun District)	A	A	✓	✓
Cllr Debbie White (Selby DC)	A	A	-	-
Richard Ward (Doncaster MBC)	✓	✓	✓	✓
Neil Welburn (Went District)	✓	✓	✓	✓
Martin Drake (Went District)			new	✓
Michael Rogers (D&D District)			new ✓	✓

Officers attending:

Ian Benn – CEO
Craig Benson – Finance Officer
Alison Briggs – Environment Officer
Paul Jones - Eng.
Martin Spoor – Asset Manager

Public attendance – one

Governance

- 2017.58** Chair welcomed Martin Drake to first meeting
- 2017.59** Apologies for absence were received from Chris Crowe, David Platt, Mike Jordan, David Atkinson
- 2017.60** Declaration of Interest – MR as YWT employee in Agenda item 1.7 Complaints. MR advised the Board this matter had now been resolved
- 2017.61** Public forum – no request received
- 2017.62** Key Performance Indicators - noted
- 2017.63** Minutes of meeting 23 June 2017– **TG proposed be signed as a true record of the meeting, MF seconded, all in favour**
- 2017.64** Matters arising not discussed elsewhere on the Agenda - none
- 2017.65** Complaints/FOI requests – EO advised as noted in the papers except for update from MR (2017.60) associated with the Little Went. All dealt with in accordance with Complaint Policy. AC queried Little Went incident, expressing concern over workforce training on environmental best practice questioning whether the training provided was sufficient or whether ignored by employee. Advised training delivered to all workforce, it was constructive session, full engagement; issues arising out of that complaint were being taken forward with the one staff member involved.
- 2017.66** JD commented on Sykehouse/Fishlake area lack of maintenance. Chair noted his personal complaint had been raised to Board advising all the District could not be done at same time. Asset Manager advised maintenance commenced mid-July to adhere with environmental legislation, issues relating to movement of plant and equipment issues had dominated. Board required availability of sufficient meterage of watercourse to make plant movement efficient. Sykehouse Town Main Drain is road work, not crop dependent and has been left until later in the year to allow concentration on agricultural land over the last few years. The highway traffic management scheme has always been delivered around October period.
- 2017.67** Joint Finance & Policy Committee – Chair noted revised agenda and Minutes would be discussed at this point. Advised second joint Committee held, considered to work very well. Recent discussions regarding sale of land through open market, she and Vice Chair had agreed to proceed with sale.
- Eng. advised key point ratification from Board required regarding 2017.52 p33 regarding commuted sum. Eng. gave Board précis of background to Committee discussions. Chair advised difference in recalculation of suggested sum from 2011 highlights appropriateness of Board policy not to accept commuted sums. Members of old Went IDB declared an interest. Noted Coal Authority has taken on liability in respect of subsidence within Great Heck area. Water from this area will eventually arrive at new pump station. Concerns about possible effect to households should drain not be maintained. Members advised within riparian responsibility to keep drains clear and not cause injury to upstream households. Chair advised looking for ratification of joint Committee decision. **PM proposed Board approval of decision not to accept commuted sum, RW seconded, all in favour.**
- RW noted a responsibility upon himself and PM to review the WLM Policy and questioned advice provided to landowners on riparian responsibility. Advised information on website regarding riparian responsibility including Environment Agency Living on the Edge document, information sent out with drainage rates and Members have received training on this subject in the past which could be repeated.
- 2017.68** Committee Minutes - **PM proposed Board approve the Minutes from the Joint Finance and WLM Committee, MF seconded, all in agreement**

CEO Report

CEO advised several matters requiring Board resolution, no communication had been received from Members requiring clarification on any Agenda item.

- 2017.69** Key Performance indicators – Chair requested Member comment. RW advised this had been set out in specification for management services and it seemed sensible to be used as KPIs. **RW proposed Board agree Management KPIs as set out in meeting papers, seconded FJ, all in agreement**
- 2017.70** Permanent Finance & Policy Committee – CEO advised membership of new Committee required Board approval noting amalgamation meant current representation was out of balance regarding requiring

special levy bare majority. Chair advised two separate issues, firstly amalgamation of two committees into one, secondly balance of that Membership. Members agreed one Committee would increase speed of decision making process. **Chair proposed new Finance & Policy Committee, seconded AC, all in favour.**

- 2017.71** Approval of 2015 Committee membership – RT thought it inappropriate to reduce elected membership, considered it better to increase nominated member numbers. Clerk reminded Members also disparity in how Districts were represented. Agreed whilst some members nominated from a District, they farmed areas in other districts. Chair advised in terms of Audit it was important appropriate balance of representation was delivered, whilst nominated members could be added, felt Committee membership would be too large as a result. PM agreed 13 would be too many. RW noted a number had to be agreed, current 11 appeared to work well suggesting the Committee could work within that number ensuring achievement of a bare majority for charging authority. AC agreed appropriate to adopt 11 Committee Members. RW agreed, with a view to ensuring correct bare representation and elected members across district. **AC proposed Committee agree number of 11 and to work within the Committee to ensure correct representation prevailed, to be brought to next meeting, seconded RW, 14 in favour, 4 against, no abstentions, majority carried.**
- 2017.72** Approval of Committee Delegated Power – noted delegated power reflects that previous held by Finance Committee. **RW proposed approved, Chair seconded, all in agreement**
- 2017.73** Approval of Committee Terms of Reference – Noted mirror of previous Finance Committee. CA queried Committee Delegated power regarding Board Budget Estimates. Chair confirmed Committee had power but traditionally sought Board ratification. **Chair proposed approval of Committee Terms of Reference, RT seconded, all in agreement.** The Chair requested sections 3-8 of the Policy & Finance Committee Terms of reference be on the next Committee Agenda for Member comment.
- 2017.74** Approval of amendments to Scheme of Delegation – Mirror of existing Scheme of Delegation. Chair noted 1.3 referred to Chairman's Committee of which there was none. Noted original Scheme of Delegation approved 2012. **Chair proposed approval of amendments to Scheme of Delegation with a rewording of clause 1.3.1 delegating that power to Chair and Vice Chair, seconded FJ, all in agreement.**
- 2017.75** Approval for Board to move toward BS ISO 55000 – CEO advised first brought to Board attention in 2015 receiving support from PM and MJ at that time. Would enable Board to verify its decision-making process regarding assets and plan for refurbishment across life of asset. Noted Board managed £65,000,000 worth of assets. Advised a significant number of assets require intrusive investigation into stability of structural foundations, pump removal and strip down to identify true condition of asset. Environment Agency is moving to this standard, this action will put board on level footing. CEO offered if Board invest £5,000 initially to set up an Asset Management system, this would be matched in Officer time. CEO advised in preparation Management had produced Asset Management Policy and decision-making flow chart that Board could use with any de-maining process or asset transfer. AC queried ADA guidance or assistance on this matter as to whether it was necessary or appropriate way to deal with assets. Eng. advised any direction or otherwise from ADA was irrelevant; it is the responsibility of this Board to consider how it approaches managing its portfolio of assets; ADA does not have any pumped infrastructure assets. To date Board has reacted to problems; Asset Management approach is proactive, and is similar to how you would approach car maintenance. Management has taken several steps in the last two years in Asset Management, including introduction of a MEICA team with mechanical & electrical experience to help manage Board assets in a better manner. RW advised if board awarded ISO55000 it would be in an advantageous position in terms of undertaking work for other Boards or RMAs through PSCA. PM noted opportunity for Board where it has available revenue stream, it needs to spend on securing its assets. Eng. advised current decisions on replacement of stations are driven by condition, grant availability and other criteria; previously it has fallen to Officers to make recommendation whereas this route will give the Board better direction. Finance Officer advised Feb 2017 budget set aside £50,000 initially for station investigation, anticipating £5,000 per station. PM noted an asset management system can be passed onto any future

management. **Chair proposed documents produced by CEO be presented to next Finance & Policy Committee for consideration, FJ seconded, all in favour.**

2017.76 Date of next meetings:

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

2017.77 **Closed session** – to discuss hydraulic model phase 2. As this section contained commercially sensitive information and potential conflict of interest for JBA Consulting, Members of Public and Management Staff left.

2017.78 **Hydraulic model Phase 2** – Minute provided by Chair.

The Chair & RW presented a summary of the procurement process undertaken by North Lincs Council. Questions and clarifications requested by members at the Joint Committee meeting had been checked with Legal and procurement services at Selby, DMBC and with North Lincolnshire Council Procurement Services. After discussion and further questions, Board members voted to accept the recommended tender. The Chair to advise North Lincs Procurement Services by Monday latest.