



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

Prepared by:

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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

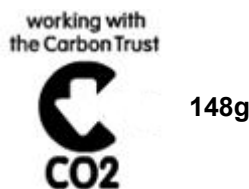
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Purpose

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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1. Governance

Recommendation:

- Approval of Minutes of meeting 2 November 2017

1.1 Apologies for Absence

1.2 Public Forum

No requests have been received

1.3 Member Training

Short training sessions will be provided on:

- Declarations of Interest
- Board Member Roles and Responsibilities
- Asset Management

1.4 Declaration of Interest

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.

1.6 Matters arising not elsewhere on the Agenda

Minute 2017.76 Date of next meeting. The meeting date has changed to 24th May 2018.

1.7 Complaints/FOI requests

Details available at Appendix A

Danvm Drainage Commissioners											
Epsom House, Malton Way, Adwick le Street, Doncaster DN6 7FE											
Register of Complaints					Dealt With	Pending	Outstanding				
Status	Date Received	Submitted By:-	Ackby:	Format	Concerning	Nature of Complaint	Dealt with by:-	Response / Action Taken	Matter resolved to satisfaction of	Location of Correspondence	Date of response
Complaint	03.01.2018	J Duckitt	AB	letter	Board maintenance, Clay Dike	lack of Board maintenance Clay Dike, resulting in inability for water from Coal Authority Stoney Lane PS to reach Blackshaw Clough PS	MS/AB	acknowledgement and full response issued	unknown	2017s5904-5-L011-001, 2017s5904-5-L011-002,	03.01.2018
Complaint	05.01.2018	Sykehouse PC	AB	letter	Board maintenance Sykehouse/Fishlake	farmers land drains underwater through lack of Board maintenance	AB	acknowledgement, response and clarification requested, received and response issued	ongoing	2017s5904-5-L010-002, 2017s5904-5-L010-003, 2017s5904-5-L010-004, 2017s5904-5-L010-005	05.01.2018, 12.01.2018, 16.01.2018

2. Clerk's Report

Recommendation:

- Agree achievement of Board KPI (Item 2,1,1)
- Agree achievement of Management KPI (Item 2.1.2)

2.1 Key Performance Indicators

2.1.1 Board KPI

Indicator	Achievement to date	Anticipated target February 2018
Adherence to Complaints Procedure	Appendix A. Achieved	100%
Meeting Papers issued in accordance with Standing Orders	Standing Order 1, 14-day notice. Achieved. Standing Order 2, 7-day issue of Agenda and accompanying papers. Achieved.	100%
Percentage of rates collected	99.05%	100%
Percentage of planned watercourse maintenance work completed	65% *	100%

*The remaining 35% of planned watercourse maintenance work either has been inspected and no obstruction to flow identified or will be inspected by the end of February 2018 and any obstructions to flow dealt with by hand work.

2.1.2 Management KPI

Indicator	Date of Resolution, Response, Minutes	Dates issued
Board resolutions delivered in a timely manner or in accordance with agreed timetable	Board Meeting 3.11.2017. Minute 2017.32 Scheme of Delegation: agreed alterations and amendment to Clause 1.3.1	Produced and on website 08/11/2017
Responses to Board member enquiries, acknowledged within 5 working days of receipt	Member complaints received regarding maintenance 3.1.2018.	Response provided 3.1.2018
Completion of draft Minutes for Member approval within 7 days of meeting	<ul style="list-style-type: none"> • Meeting 3.11.17 Provided for Chair approval. Issued to Members • Meeting 5.12.17 Provided Finance & Policy Chair for approval. Issued to Members • Meeting 5.1.2018 Provided T&F Group Chair for approval 	<p>06/11/2017 Next working day to Chairman. 09/11/2017 to Members</p> <p>06/11/2017 Next working day to Committee Chairman. 08/12/2017 to Members</p> <p>Issued 09/01/2018 to Chairman. 17/01/2018 to Members</p>

3. Financial Report

Recommendation:

- To agree recommendations Task & Finish Group (Item 3.1)
- To agree Finance & Policy Committee Terms of Reference (Item 3.2.1)
- Approval of amended Watercourse Maintenance Statement (Item 3.2.2)
- To approve the Risk Register (item 3.3.2)
- Agree Drainage Rate and Special Levy (Item 3.4)

3.1 Task & Finish Group

The T&F Group appointed by Finance & Policy Committee met on 5th January 2018. Notes on meeting are available at Appendix B.

Recommendations are the Board agrees to support:

- **Primary watercourses require annual maintenance, secondary watercourses be assessed annually pre-maintenance, tertiary watercourses maintenance 5+years and cessation of some tertiary watercourse maintenance.**
- **A trial on early cut for Blackshaw Clough and Towns Clough pump stations catchment priority watercourses.**
- **The requirement for primary watercourses to have a 5m access strip from 2018. Riparian owners will all be informed**
- **Investigation for alternative depot to avoid current access and egress issues be progressed.**

3.2 Finance & Policy Committee

Draft Minutes of Meeting 1 December 2017 available Appendix C.

3.2.1 Terms of Reference

Available at Appendix D. Amendments include removal of specific statement of Vice-Chairman as observer, Board will endeavour to ensure Committee Members reflect correct balance of representation and removal of email as way of participating in meeting.

3.2.2 Watercourse Maintenance Statement

A watercourse includes all rivers, streams, ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers) and passages, through which water flows Land Drainage Act 1991 (as amended) (LDA). An Ordinary Watercourse is defined by the LDA (s72) as any watercourse other than a Main River.

Ordinary Watercourses within a Drainage District are subject to the permissive powers of an Internal Drainage Board ("IDB") under the LDA and Byelaws. Those outside a Drainage District are subject to powers of the local authority.

The IDB has general powers of supervision over Water Level Management within the Internal Drainage District (IDD) and may prohibit placement of obstructions in watercourses (Section 23 LDA), and prohibit development/ obstructions within 9 metres of a watercourse (Section 66 LDA and Byelaws) All works within drains and the 9-metre boundary are subject to Consent, which is obtained from the IDB (see Information for Applicants under Planning, Consent & Byelaws).

Ownership and responsibility for the maintenance of Ordinary Watercourses lies with the riparian landowner, established at common law. It has also been established that the same rights and responsibilities are applied to piped Ordinary Watercourses unless otherwise evidenced. The riparian landowner is the owner/occupier of land/property adjoining a watercourse unless otherwise evidenced by deed.

Normally an IDB is not a riparian owner and does not own any Ordinary Watercourse within the Drainage District. The Board may choose to exercise permissive powers of entry to manage identified Ordinary Watercourses that serve an arterial function through the District as identified on the Maintenance Plan (see News/ Maintenance). The IDB may choose to exercise its powers of entry for any Ordinary Watercourse within the Drainage District outside the Maintenance Plan e.g. in an emergency.

The Maintenance Plan is dynamic, and may change due to weather patterns, ground conditions, available access, and benefit. If the Board chooses to include an Ordinary Watercourse as part of its annual maintenance plan, it is because it provides water level management benefits to the Drainage District. For clarity, the Board does not 'adopt' any watercourse as this implies ownership. [Ownership remains riparian.](#)

Ordinary Watercourses identified for maintenance shall be those that generally serve more than one riparian landowner within its catchment, those that present a long-term risk to households without regular maintenance, and those arteries flowing to pumping stations.

[The Board has used its commissioned Hydraulic Model to inform a prioritisation of Ordinary Watercourses deemed to provide water level management benefits. These prioritisations determine the level of maintenance undertaken and access requirements on identified Ordinary Watercourses. This will be reviewed annually and shall be at the discretion of the IDB, but will normally comprise the de-weed of the channel and flail the appropriate bank\(s\) to improve the line of sight for de-weeding machine operations and to restrict the establishment of scrub growth.](#) Circumstances may arise where the IDB consider desilting is required to maintain flow.

[The Board requires seamless and unfettered access to land to undertake routine maintenance in a cost-effective manner across the District. Should access for maintenance be refused or access barred, the watercourse will not be maintained by the Board within that riparian section until the following season. Nevertheless, the Board reserves the right to serve notice on the riparian owner of the watercourse under Section 24 and Section 25 of the LDA.](#)

[Primary Watercourses require the provision of access by permanent 5m grass strip and with preference for the ability to alternate sides from which maintenance is undertaken.](#)

[The prioritization of watercourses will determine maintenance Environmental Best Practice treatment in accordance with Drainage Channel Biodiversity Manual.](#)

The IDB may deposit any matter removed in the course of carrying out maintenance activities on the banks of a watercourse, or such a width of land adjoining a watercourse. The IDB recognises that landowners must comply with the [Defra Guide to Cross Compliance in England GAEC1](#) and will advertise the Board's maintenance programme on the website to enable those in receipt of payments to apply for a derogation of Grant from [Rural Payments Agency](#).

On those Ordinary Watercourses identified for maintenance by the IDB, the riparian landowner is responsible for field drainage outfalls, catch pits, watercourse access structures, stock/ boundary fencing, maintaining/cutting hedges/trees to prevent growth over the watercourse, and preventing damage to banks from livestock and machinery. The IDB is not responsible for hedge cutting and if this extra work is undertaken [to access the drain for maintenance](#), the riparian landowner will be recharged.

The riparian landowner is also responsible for minor works to remove shoals on the ditch bed, banks slips, fallen trees, accumulations of rubbish, and blown sand which do not obstruct flow unless remediation by the IDB is possible during the planned maintenance season. Riparian landowners should also clear any animal carcasses from their watercourses even if they did not come from their land. Please contact the IDB with regards to planned works after considering the Consent information (see Information for Applicants under Planning, Consent & Byelaws) and the IDB will consider whether Consent is required.

Engineering or improvement works on Ordinary Watercourses will only be undertaken where a clear benefit for the Drainage District is demonstrated, and after an initial consideration of what the impact [likelihood and severity] of doing nothing would be. These works may require contributions or costs recharged to the riparian land owner(s) or other interested parties.

Major obstructions to flow should be notified to the IDB so that Works may be considered in the Maintenance Plan or appropriate Notices served on riparian landowners e.g. blown sand obstructing the flow within an Ordinary Watercourse is the responsibility of the riparian landowner to remove.

The IDB works with other Public Bodies to provide a public service by continuing to manage water levels for the overall benefit of people, property, commerce, industry, agriculture, and the aquatic environment within the defined Drainage District.

Following enactment of the Flood and Water Management Act 2010 (FWMA), an IDB is now considered as a Risk Management Authority (RMA) who has duties under the FWMA including cooperating with other RMAs and to freely share information with regards to its function.

3.3 Audit

3.3.1 Internal Audit Review Meeting Minutes

The internal audit review meeting was held on 8 January 2017 and the minutes are attached at Appendix E.

3.3.2 Risk Register

The risk register document has been updated and now includes specific risks associated with this Board. Members are asked to formally approve the document. It can be viewed at Appendix F.

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

DANVM DRAINAGE COMMISSIONERS						
2017/18				2018/19		
Approved Estimate		Estimated Out-Turn		Estimate		
£	£	£	£	£	£	
INCOME						
148,062		148,062		Drainage Rates on Agricultural Land:-	151,612	
				9.75p		
				Special Levies:- 9.75p		
400,976		400,976		Doncaster MBC	411,986	
37,259		37,259		Barnsley MBC	38,239	
2,481		2,481		Rotherham MBC	2,546	
388,957		388,957		Selby DC	399,193	
26,170		26,170		East Riding of Yorkshire Council	26,858	
95,847		95,847		Wakefield MDC	98,369	
8,978		8,978		Rental Income	7,578	
500		500		Interest and Investment	500	
52,578		47,975		Contribution to Pumping Stations	49,184	
30,500		59,590		Contribution to Other Works	57,500	
<u>12,200</u>	<u>1,204,508</u>	<u>44,714</u>	<u>1,261,509</u>	Other Contributions	<u>70,506</u>	<u>1,314,071</u>
EXPENDITURE						
315,676		306,482		Flood Defence Levy	315,676	
172,672		169,923		Pumping Stations	165,222	
416,450		433,278		Drains Maintenance	439,480	
226,823		229,635		Administration Costs	232,323	
5,000		9,905		Other Expenditure	58,306	
22,000		15,750		Depot Maintenance Costs	21,000	
<u>11,678</u>	<u>1,170,299</u>	<u>11,678</u>	<u>1,176,651</u>	Cost of Borrowing - Loan Repayment	<u>11,678</u>	<u>1,243,685</u>
	34,209		84,858	Surplus - (Deficit)		70,386
	<u>150,000</u>		<u>150,000</u>	Transfer to New Works and Plant Account		<u>130,000</u>
	(115,791)		(65,142)	Balance		(59,614)
	<u>537,094</u>		<u>632,042</u>	Balance Brought Forward		<u>566,900</u>
	<u>421,303</u>		<u>566,900</u>	Balance Carried Forward		<u>507,286</u>
Penny Rate : £115,774						40.79%

DANVM DRAINAGE COMMISSIONERS							
New Works and Plant Account							
2017/18				2018/19			
Approved Estimate		Estimated Out-Turn		Estimate			
£	£	£	£	£		£	
<u>INCOME</u>							
175,000		0		PS Replacement - Committed Reserves		0	
400,000		0		PWIB Loan for Plant and Vehicles		0	
30,000		0		Sale of Plant - Excavator		25,000	
22,500		0		Sale of Plant : Tractor & Flail		26,000	
0		0		Sale of Plant - Front Topper Flail		3,000	
0		0		Sale of Plant - 4x4		2,000	
0		0		Sale of Plant - Berlingo Van		500	
0		0		Sale of Plant - Tractor		17,000	
0		0		Sale of Plant - Lower Loaders		4,500	
0		0		Sale of Plant - Dump Trailers		4,500	
0		0		Sale of Plant - Post Knocker and Wood Chipper		3,800	
0		75,000		Optioneering Modelling - Grant/Local Levy		35,000	
<u>100</u>	<u>627,600</u>	<u>100</u>	<u>75,100</u>	Interest		<u>100</u>	<u>121,400</u>
<u>EXPENDITURE</u>							
128,000		0		Machine Replacement - Excavator 1		0	
21,000		0		4x4 Replacement		22,500	
20,000		0		Machine Replacement - Low Loader		0	
175,000		0		Capital Works - Pumping Stations		0	
40,000		0		Machine Replacement - Flail Mower		30,500	
100,000		0		Machine Replacement - Tractor		0	
0		0		Machine Replacement - Mid mount flail mower		7,000	
0		0		Van Replacement		13,300	
0		0		New - Mobile Welfare Unit		30,000	
50,000		0		Pumping Station Asset Inspection		50,000	
0		0		Pumping Station Refurbishment		50,000	
0		38,144		Catchment Modelling		0	
0		75,000		Optioneering Modelling		35,000	
<u>186,087</u>	<u>720,087</u>	<u>103,267</u>	<u>216,411</u>	Loan Repayments - Plant and Vehicles		<u>103,267</u>	<u>341,567</u>
	(92,487)		(141,311)	Surplus - (Deficit)			(220,167)
	<u>116,747</u>		<u>132,910</u>	Balance Brought Forward			<u>141,599</u>
	<u>150,000</u>		<u>150,000</u>	Transfer from Revenue			<u>130,000</u>
	<u>174,260</u>		<u>141,599</u>	Balance Carried Forward			<u>51,432</u>

DANVM DRAINAGE COMMISSIONERS							
100% Recoverable Items							
2017/18				2018/19			
Approved Estimate		Estimated Out-Turn				Estimate	
£	£	£	£			£	£
				Income from 100% Recoverable Items			
98,324		103,533		Pumping Stations		105,294	
1,000,000		399,964		Capital Works		750,000	
7,800		7,800		Beal Lane Pump Hire		7,800	
4,000		4,000		Other Boards Materials etc		4,000	
600		600		Dam Hill Drain Connection		600	
<u>8,000</u>	<u>1,118,724</u>	<u>9,795</u>	<u>525,692</u>	Other Recoverable Items		<u>10,250</u>	<u>877,944</u>
				Total			
				EXPENDITURE			
98,324		103,533		Pumping Stations		105,294	
1,000,000		399,964		Capital Works		750,000	
7,800		7,800		Beal Lane Pump Hire		7,800	
4,000		4,000		Other Boards Materials		4,000	
600		600		Dam Hill Drain Connection		600	
<u>8,000</u>	<u>1,118,724</u>	<u>9,795</u>	<u>525,692</u>	Other Recoverable items		<u>10,250</u>	<u>877,944</u>
	0		0	Surplus - (Deficit)			0
	<u>0</u>		<u>0</u>	Balance Brought Forward			<u>0</u>
	<u>0</u>		<u>0</u>	Balance Carried Forward			<u>0</u>

3.5 Five Year Budget Estimate

The five-year estimates can be found over the following pages.

	2017/18	0	0	1	2	3	4	5	6
	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	App	Est				Estimated			
	Budget	Out-turn				Out-turn			
	£	£	£	£	£	£	£	£	£
Income									
Drainage Rates	148,062	148,062	151,612	155,499	171,049	186,599	202,149	217,699	233,249
Special Levies	951,690	951,690	977,192	1,002,248	1,102,473	1,202,698	1,302,922	1,403,147	1,503,372
Other Income	12,200	44,714	70,506	12,000	12,600	13,230	13,892	14,586	15,315
Contribution to Pumping Stations	52,578	47,975	49,184	50,660	52,179	53,745	55,357	57,018	58,728
Contribution to Other Works	30,500	59,590	57,500	50,000	50,000	50,000	50,000	50,000	50,000
Easements/Rents	8,978	8,978	7,578	7,578	7,578	7,578	7,578	7,957	8,355
Bank Interest	500	500	500	525	551	579	608	638	670
Total Income	1,204,508	1,261,509	1,314,071	1,278,510	1,396,430	1,514,428	1,632,506	1,751,045	1,869,689
Expenditure									
Environment Agency - Flood Defence Levy	315,676	306,482	315,676	315,676	315,676	325,146	334,901	344,948	355,296
Administration Costs	226,823	229,635	232,323	239,293	240,000	240,000	247,200	247,200	247,200
Pumping Stations	172,672	169,923	165,222	170,179	175,284	180,543	185,959	191,538	197,284
Drain Maintenance	421,450	433,278	439,480	452,664	466,244	480,232	494,639	519,371	545,339
Other Expenditure	-	9,905	58,306						
Depot Costs	22,000	15,750	21,000	21,630	22,279	22,947	23,636	24,345	25,075
Loan Repayments:-	11,678	11,678	11,678	5,839	-	-	-	-	-
New Loan Repayments	-	-	-	-	47,759	110,889	182,253	264,597	346,940
Total Expenditure	1,170,299	1,176,651	1,243,685	1,205,281	1,267,242	1,359,757	1,468,587	1,591,997	1,717,134
Surplus/(Deficit)	34,209	84,858	70,386	73,229	129,188	154,671	163,918	159,047	152,555
Balance Brought Forward	537,822	632,040	566,898	507,284	410,513	419,701	424,372	438,290	497,338
Transfer to NW&P	150,000	150,000	130,000	170,000	120,000	150,000	150,000	100,000	110,000
Balance Carried Forward	422,031	566,898	507,284	410,513	419,701	424,372	438,290	497,338	539,893
New Works and Plant Account	174,263	141,599	51,432	108,171	153,178	123,184	163,744	148,503	106,157
Penny Rate in £	9.50p	9.50p	9.75p	10.00p	11.00p	12.00p	13.00p	14.00p	15.00p
Penny Rate £115,774	36.06%	48.18%	40.79%	34.06%	33.12%	31.21%	29.84%	31.24%	31.44%

New Works and Plant Account	2017/18 App Budget £	2017/18 Est Out-turn £	Estimated Out-turn						2024/25
			0	1	2	3	4	5	
			2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	
Income			£	£	£	£	£	£	£
PWLB Loan for Plant & Vehicles									
From committed Reserves	400,000	-	-	130,000	-	-	-	300,000	
Interest	175,000	-	-	100	150,000	100	100	100	100
Sale of Front toppler flail	100	100	3,000	100	100	100	100	100	100
Sale of Plant - Excavator	30,000	-	25,000	25,000	-	-	30,000	-	-
Sale of Plant - 4x4	-	-	2,000	-	-	-	-	-	-
Sale of Plant - Berlingo Van	-	-	500	-	-	-	-	-	-
Sale of Plant - Tractor and Flail Mower	22,500	-	26,000	-	15,000	-	-	-	22,000
Sale of Plant - Tractor - Case Maxxum 130	-	-	17,000	-	-	-	-	25,000	-
Sale of Plant - Low Loaders - Herbst & AS(Marston)	-	-	4,500	-	-	-	-	-	-
Sale of Plant - Dump Trailers - Armstrong Holmes & AS(Marston)	-	-	4,500	-	-	-	-	-	-
Sale of Plant - Post Knocker and Wood Chipper	-	-	3,800	-	-	-	-	-	-
Optioneering Modelling - Local Levy	-	75,000	35,000	-	-	-	-	-	-
PWLB Loan for PS replacement	-	-	-	-	870,000	1,150,000	1,300,000	1,500,000	1,500,000
Total Income	627,600	75,100	121,400	155,100	1,035,100	1,150,100	1,630,100	1,525,100	1,522,100
Expenditure									
Machine Replacement - Excavator 1 (Case)	-	-	-	-	-	-	140,000	-	-
Machine Replacement - Excavator 3 (Komatsu)	128,000	-	-	130,000	-	-	-	-	-
Machine Replacement - Bomford *m Eagle & front Topper	-	-	-	-	55,000	-	-	-	-
Machine Replacement - Bomford mid mounted flail mower	-	-	7,000	-	-	-	-	-	-
Machine Replacement - Tractor 3 (McCormick XTX 185 2)	100,000	-	-	-	-	-	-	-	-
Machine Replacement - Herder Mid Mount Flail Cavalier MBK 180)	40,000	-	-	-	-	-	-	-	-
Machine Replacement - Bomford *m Eagle Rear mounted flail	-	-	30,500	-	-	-	-	-	100,000
Machine Replacement - Tractor 5 (New Holland T7200)	-	-	-	-	-	-	-	-	-
Plant Replacement - Low Loader 2 (Herbst Low Loader)	20,000	-	-	-	-	-	-	-	-
Vehicle Replacement - 4x4 1 (Toyota Hilux) 5yr	21,000	-	22,500	-	-	-	-	-	22,500
Vehicle Replacement - 4x4 2 (Ford Ranger Board) 5yr	-	-	-	-	-	22,500	-	-	-
Vehicle Replacement - 4x4 3 (Ford Ranger supercab) 5yr	-	-	-	-	-	22,500	-	-	-
Vehicle Replacement - Van 3 (Berlingo) 10yr	-	-	13,300	-	-	-	-	-	13,300
Mobile Welfare Unit - ME/ICA	-	-	30,000	-	-	-	-	-	-
Vehicle and Plant loan repayments	186,087	103,267	103,267	133,361	30,094	30,094	99,540	99,540	69,447
Catchment Modelling	-	38,144	-	-	-	-	-	-	-
Optioneering Modelling	-	75,000	35,000	-	-	-	-	-	-
PS Comprehensive Asset Inspection	50,000	-	50,000	5,000	5,000	5,000	-	5,000	5,000
PS Refurbishment	175,000	-	50,000	-	1,020,000	1,250,000	1,500,000	1,500,000	1,500,000
Total Expenditure	720,087	216,411	341,567	268,361	1,110,094	1,330,094	1,739,540	1,640,340	1,674,447
Surplus/(Deficit)	(92,487)	(141,311)	(220,167)	(113,261)	(74,994)	(179,994)	(109,440)	(115,240)	(152,347)
Balance Brought Forward	116,750	132,910	141,599	51,432	108,171	153,178	123,184	163,744	148,503
Transfer from I&E	150,000	150,000	130,000	170,000	120,000	150,000	150,000	100,000	110,000
Transfer to Committed Reserves - Lake Outfall PS com sum	-	-	-	-	-	6,000	6,000	6,000	6,000
Transfer To Committed Reserves - Asset Capital	-	-	-	-	-	-	-	-	-
Balance Carried Forward	174,263	141,599	51,432	108,171	153,178	123,184	163,744	148,503	106,157

4. Engineering Report

Recommendation:

- Acknowledge the tender return and appraisals for Great Heck mitigation scheme

4.1 Coal Authority Funded Subsidence Station

4.1.1 Great Heck tender return and appraisal

The Commissioners' Auditor has asked that the Tender Return Reports associated with 3rd party funded projects are acknowledged by the Commissioners although funded / recharged to the Coal Authority.

The Tender Return for the Earthworks element is issued a separate item with the meeting pack. Members are asked to respect the commercially sensitive nature of the information in this document.

Tender Reports are expected for the civils / structural element of the pump station, and a further tender report is expected for the mechanical and electrical works.

5. INFORMATION ONLY

Clerk Information and Advice

Legislation

Commencing this month, new Water Abstraction and Impounding (Exemptions) Regulations 2017 will impact on some within the IDB 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.

Guidance

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.

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.

Environment Agency

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.

Association of Drainage Authorities

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 de-mainment 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.

Financial Advice and Information

Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 9 January 2018: -

	£	£
Balance Brought forward at 1 April 2017		1,655.98
2017/2018 Drainage Rates and Special Levies		
Drainage Rates		147,367.49
Special Levies		
Barnsley Metropolitan Borough Council	37,259.00	
Doncaster Metropolitan Borough Council	400,976.00	
East Riding of Yorkshire Council	26,170.00	
Rotherham Metropolitan Borough Council	2,481.00	
Selby District Council	388,957.00	
Wakefield Metropolitan District Council	95,847.00	951,690.00
Total Drainage Rates & Levies Due		<u>1,100,713.47</u>
Less Paid: -		
Drainage Rates		147,610.06
Special Levies		
Barnsley Metropolitan Borough Council	37,259.00	
Doncaster Metropolitan Borough Council	400,976.00	
East Riding of Yorkshire Council	26,170.00	
Rotherham Metropolitan Borough Council	2,481.00	
Selby District Council	388,957.00	
Wakefield Metropolitan District Council	95,847.00	951,690.00
Total Drainage Rates & Levies Paid		<u>1,099,300.06</u>
Admin Adjustments		<u>130.33</u>
Balance Outstanding as at 9 January 2018		<u>1,283.08</u>

Schedules of Payments

At the meeting of the Finance & Policy Committee on 5 December 2017, the committee approved a schedule of cheques, all approved by the Clerk & Engineer, totalling £470.00. At the same meeting, the committee approved a schedule of payments made directly from the bank account totalling £205,496.54 of which £101,500.57 were approved by the Clerk and Engineer.

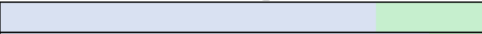



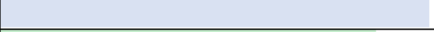


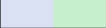
Engineering Advice and Information

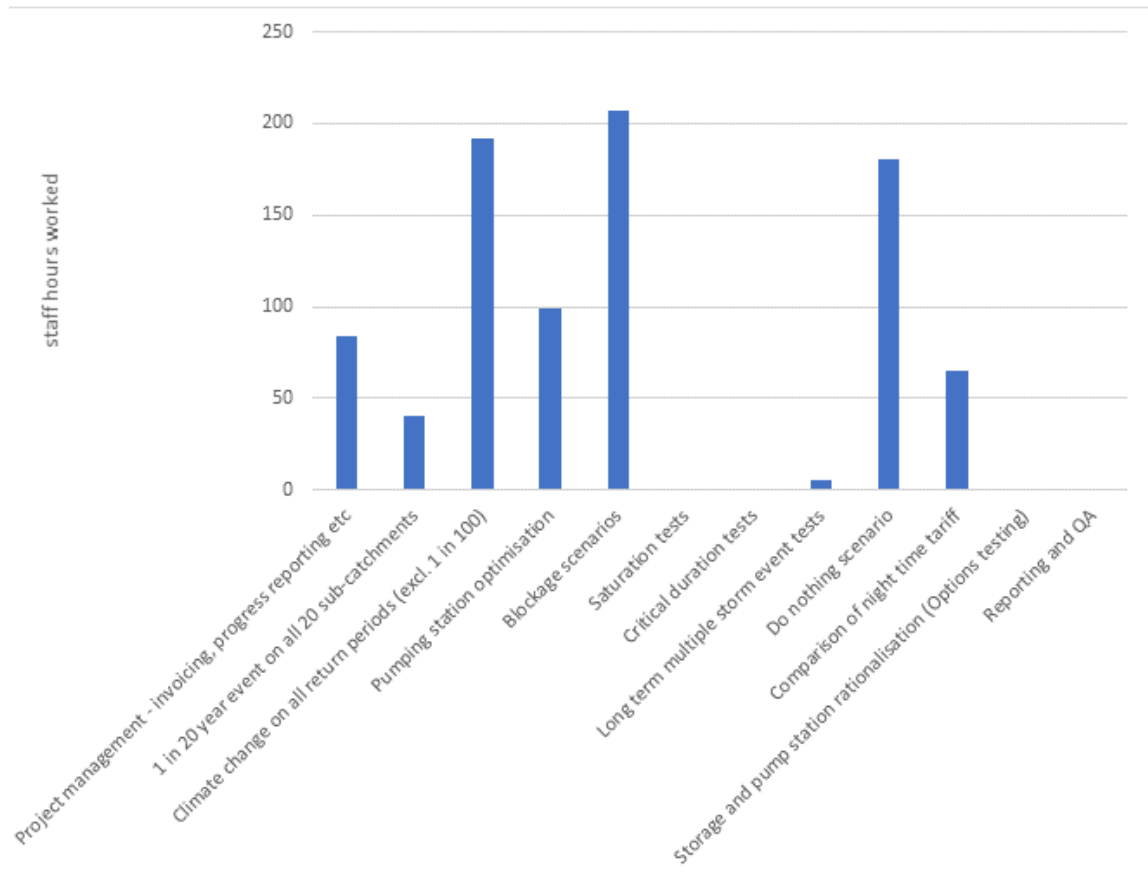
Modelling Report

The second phase of modelling is underway with 874 hours completion to date, and completion anticipated in May 2018 with the following representing a progress update for information.

Consultants have:

- Run the 20-year simulations for all of the catchments and produced flood extents
- Produced flood extents of the climate change scenarios for 50% of the catchments
- Made progress on the flow duration curves and derivation of the downstream boundary conditions for the pumping station optimisation
- Set up HEC-RAS geometry files and run approximately 33% of the blockage scenarios
- Begun the process of deriving the long-term hydrographs
- Modified the HEC-RAS geometry files for all catchments to simulate the night time tariff scenarios
- Modelled and mapped approximately 50% of the night time tariff scenarios
- Carried out one of the options tests.

Task	Progress	Percentage complete
1 in 20 year event on all 20 sub-catchments		91%
Climate change on all return periods		89%
Pumping station optimisation		12%
Blockage scenarios		16%
Saturation tests		
Critical duration tests		
Long term multiple storm event tests		2%
Do nothing scenario		81%
Comparison of night time tariff		68%
Storage and pump station rationalisation (Options testing)		5%
Overall percentage complete		21%



Canal & Rivers Trust

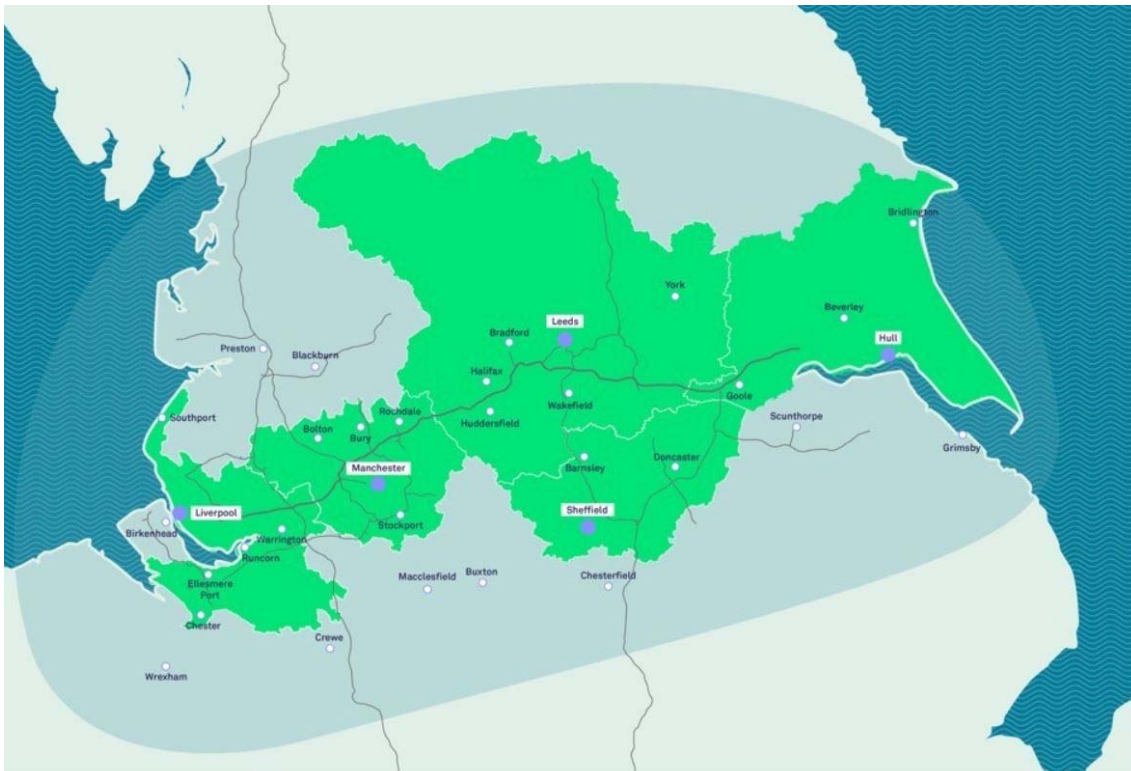
Information was provided on 18th January of an obstruction to flow on the syphon for Sykehouse Main Drain under New Junction canal, impacting on water levels in the drain.

Canal & Rivers Trust were contacted immediately, its Engineering team is to rectify the situation, believed to be a blockage on the weed screen.

Environmental Advice and Information

Northern Forest

Plans for the proposed Northern Forest have recently been released, involving 120-mile corridor associated with M62 from Hull to Liverpool. This Board's district will be affected in association with maintenance of M62 toe drains and access for Highways England. The intention is to repopulate one of the least wooded parts of the country with local, mainly broadleaf tree species, and provide a band of newly greened landscape to escape to from the nearby urban areas and link them into existing forests and woodland.



A map showing the full potential range of the new Northern Forest. // Woodland Trust

25-year Environmental Plan

Released on 11 January 2018 the plan sets out the Government approach to protecting and enhancing landscapes and habitats in England for the next generation. A link is available on the Shire Group Boards section of the website under News. Chapter 1: Using and managing land sustainably includes protection of peatlands, expanding woodland and reducing the risk of harm from flooding including greater use of natural flood management solutions.

Legislation

Eel Regulation (England and Wales) Regulations 2009

Work will be undertaken at the Bramwith Rands Culvert on results of modelling the system.

Biodiversity Action Plan 2015-2020

BAP implementation of protected species surveys will commence late spring.

Water Level Management Plans

Shirley Pool SSSI

Scrub clearance works were completed early December. The project is complete, excepting annual monitoring until 2020. Efficiency savings made in project implementation will be resolved with the Environment Agency within this financial year.

Site visit was made 18th January 2018 following rain and snow fall since Christmas. Both bunds appear to be working, slowing water flow and retaining more water within site. Small pools of water are apparent in the peat within the area of recently cleared of scrub.

Health & Safety Advice and Information

No accidents or incidents to report. The employees continue to hold weekly Health & Safety briefings. The CEO and Asset Manager recently met the workforce regarding their duty of care both to themselves and others.

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”. The link to the full document is available on the Shiregroup website in the news section.

Employees have also been briefed on:

- an accident on the Leeds Flood Alleviation Scheme which tragically cost someone their life
- Improvised place of work leaves operator paralysed below the waist
- Recording of accidents and incidents no matter how trivial
- Working near overhead power lines (OHPL) - The Health and Safety Executive (HSE) investigated an accident involving working near OHPL and found that the company had failed in its duty to adequately plan, manage and monitor the construction work. It had not obtained the drawings from the utility company detailing the position of any underground cables, and did not re-scan the affected ground to a sufficient depth whilst the excavation work was ongoing. The injured worker, and the employee responsible for scanning the ground, had not received training for their tasks, despite this requirement being detailed in the company’s risk assessments and method statements.

Chainsaws

‘A tree worker has been prosecuted after his employee was seriously injured at work. The self-employed worker, Perry Regan, had climbed a ladder to the height of six metres and was cutting tree branches with a chainsaw. During this activity, a large branch fell to the ground and landed on his employee’s head. The employee was seriously injured, suffering skull fractures and the loss of sight in one eye. He also had to be placed in an induced coma. Perry Regan, trading as Toppers Garden Services, was sentenced to 20 weeks in prison, suspended for 18 months, and ordered to pay costs of £2,000.

The accident was investigated by the Health and Safety Executive (HSE), which found that Perry Regan was not competent or qualified to either carry out or manage this type of work activity. It was established that he was using a chainsaw without being qualified to do so. The work was not properly planned, and adequate training and instruction had not been given to his employees. Finally, it was found that the necessary personal protective equipment (PPE) had not been given to workers on the job’.

Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Executive	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Humberhead Levels Partnership Group	Comprehensive Review Humber Strategy workshops	ADA Policy & Finance Committee
EA/ADA Eel Liaison Group	Humber Strategy Officers Group	
Living Went Project (Chairman)		

6. APPENDIX A: Complaints

Complaint 1.

Dear Sir and Madam
Today, Saturday 30th December 2017 you have switched off Stoney Lane Pump Station. This is causing a back up of water in the Fosterhouse area of Fishlake.

On the same day Blackshaw Pump Station is waiting for water because Blay Dyke has not received its annual maintenance. Also the section of Blay Dyke from Spice Gate Hole to Stoney Lane Pump Station requires regrading so that it can cope with the pumped water from this pump station.

We own 50 acres of land at Fosterhouses which is not draining properly due to this pump closure. Other farmers in the district have similar drainage problems.

I request that you regrade Blay Dyke to alleviate this lack of drainage.

Yours faithfully
J W Duckett

Danum Drainage Commission.

PS I request that this letter is published in the minutes for the forthcoming February Meeting

Response

3 January 2017

Dear Member,

Re: Complaint maintenance Clay Dike, Fishlake

Thank you for your letter of 30th December, received today.

It must be made clear that nobody within the Administration team switches pump stations off or on.

Stoney Lane pump station worked as it should on 30th December, it was pumping in accordance with design. The station was, and continues to work as planned for, that is, the station is throttled to ensure appropriate water levels in Clay Dike are not exceeded through pumping activity. Should the station not be throttled, property and livestock upstream adjacent to Clay Dike will be flooded.

Regarding your request for regrading of Clay Dyke in support of your assertion this will alleviate lack of drainage, this is of course a matter to be decided upon by the Board, not by its Administration Team.

Regrading works constitute improvement works and will require an Environmental Statement and advertisement under the Environmental Impact Assessment (Land Drainage Improvement Works) Regulations 2017 all of which will be at a cost to the Board.

If you wish this to be a matter resolved by the Board, please approach the Chairman to agree your request for regrading works inclusion on the Agenda.

Yours faithfully



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

Complaint 2.

Clerk: Ms Joanne Halsall
82 Heatherfields Crescent
New Rossington
DONCASTER
Dn11 0tz
Tel: 07808164725
Email: joannehh39@hotmail.com

www.sykehouse.org.uk

Danvm Drainage
Shire Group of IDBs
Espom House
Chase Park
Redhouse Interchange
Doncaster
South Yorkshire
DN6 7FE

5th January 2018

Dear Sir/Madam

I have been asked to contact you by the above Parish Council with regards to the drain maintenance in the village; many of the drains in Sykehouse and Fishlake area have not received any maintenance throughout 2017.

With the recent rain fall this has resulted in farmer's underdrainage system not functioning because the outlets are under water.

If the policy of no maintenance continues, these underdrainage systems, which cost around £1,000 per acre will cease to function as they will be full of silt.

Drainage rate payers who contribute to Danum Drainage Board Finances pay their rates hoping that the drains, which the board maintain, will be kept in good working order i.e. clear of silt and flailing's.

In your last letter you stated maintenance in Sykehouse and Fishlake would start by August, this has not been the case.

Please can you give this matter your utmost immediate attention as maintenance needs to be done to help with the water run off for the forth coming winter months.

Yours sincerely
Joanne

Ms Joanne Halsall
CLERK

Response

2017s5904-5-L010-004

5 January 2018

Ms J Halsall
Clerk to Sykehouse Parish Council

By email to: joannehh39@hotmail.com

Dear Ms Halsall,

Re: Board maintenance activity Sykehouse/Fishlake

Thank you for your letter of 5th January 2018.

Board maintenance of Sykehouse Town Drain where people and homes may be at risk has been undertaken.

Several landowner owned drains and watercourses across the Sykehouse and Fishlake area have received maintenance this year. Can you please clarify the specific watercourses to which the Parish Council is referring in order a fuller response can be provided?

Yours faithfully



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

Clarification

Fri 12/01/2018 09:51

Hi Alison
I have had a response regarding the drains in question:

Part of Town Street Drain
North end of Wormley Hill Drain
Low end of Field Lane Drain
Clay Dyke from Blackshaw pump to Stony Lane Pump
Stony Lane Drain
Wood Lane Drain
Sour Lane Drain
Parts of Thorninghurst Drain

Thanks for your help
Joanne
CLERK

Response

2017s5904-5-L010-006
16 January 2018

Ms J Halsall
Clerk to Sykehouse Parish Council

By email to: joannehh39@hotmail.com
Dear Ms Halsall,

Re: Board maintenance activity Sykehouse/Fishlake

Thank you for your email received 12 January 2018. The Parish Council has identified the following drains to be of concern:

- Part of Town Street Drain
- North end of Wormley Hill Drain
- Low end of Field Lane Drain
- Clay Dyke from Blackshaw pump to Stony Lane Pump
- Stony Lane Drain
- Wood Lane Drain
- Sour Lane Drain
- Parts of Thorninghurst Drain

The Board's response is as follows:

The Board does not maintain a drain called Town Street Drain. We presume you are referring to Sykehouse Main Drain. That being the case, the drain was walked and no obstruction to flow identified, no de-weeding necessary.

North end of Wormley Hill Drain – This drain received maintenance when the Board repaired a Yorkshire Water Services induced slip in March 2017. The drain was walked in November, flow was not obstructed although it was noted the landowner had cut his hedge and allowed the resulting brash to fall and remain in the drain.

Low end of Field Lane drain – the drain was walked to identify any potential obstruction to flow in the latter part of 2017, the result of walk-over confirmed no maintenance required to facilitate flow.

Clay Dike from Blackshaw pump station to Stoney Lane – the drain was walked late 2017 and did not require maintenance to facilitate any flow.

Stoney Lane drain – no obstruction to flow, no de-weeding necessary.

Wood Lane drain – no obstruction to flow, no de-weeding necessary.

Sour Lane Drain – partially failed but stopped following complaint from local resident about invasive maintenance activity on wide grass verge top and reducing foraging for Barn Owl. No de-weeding necessary.

Thorninghurst drain – The drain was walked and no obstruction to flow identified, no de-weeding necessary.

Yours faithfully



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

Environmental Officer and Administrator to the Board

7. APPENDIX B: Notes of Task & Finish Group 5.1.18

Attendees: Gillian Ivey (GI)
Paul Maddison (PM)
Wayne Atkins (WA)
Steve Lomas (SL)
Richard Thompson (RT)
David Blake (DB)
Ian Benn (IB)
Paul Jones (PJ)
Martin Spoor (MS)
Alison Briggs (AB)

Observer: Frank Jackson

Task & Finish Group: To consider work undertaken so far and make recommendations to the Finance & Policy Committee and the Board relating to Vehicle, Plant & Staff Resource and Operational Management maintenance relating for long term delivery of Board function .

GI Chaired meeting.

1. Review of decisions and actions agreed at meeting 31.10.2017. Prioritization of watercourses undertaken and maps available to view. 120km identified as primary, currently total 416km maintained comprising primary, secondary and tertiary systems. Cost of maintenance approximately £1.00 per linear metre.

Agreed Primary watercourses done annually. Secondary watercourses assessed annually pre-maintenance. Tertiary watercourses left for 5+years and some cease any maintenance. Board maintenance statement to be reviewed considering this, any amendments to Board meeting February.

Watercourses recommended for early cut based on watercourse affecting people and homes. **Agreed Blackshaw Clough and Towns Clough pump stations catchment priority watercourses.**

Workforce salary structure noted. Will be used to support salary increase to Finance & Policy Committee

2. 5 and 10-year budget forecast.

Presentation delivered based on previous recommendation by T&F Group on level of maintenance identified as required. Following comments made at F&P Committee 3 scenarios provided based on that delivery.

- the effect of no rate increase beyond 2018/19 financial year,
- a rate increase of 2% year on year (circa 0.25p)
- rate required to fund maintenance identified and agreed by T&F Group in Oct.

For first and second scenarios the Board would be in financial deficit in 2020/21. Rate increase required year on year required to sustain agreed maintenance requirement. Increase average approximately 6% annually. Financial expenditure illustrated pie chart identified drains maintenance as largest variable cost to Board.

Options to reduce expenditure on variable costs identified as:

- Contractor maintenance. Noted cost difference negligible, and rate continued to increase long term
- Riparian ownership maintenance – Board can build reserves under current rate

Members noted maintenance on 120km primary watercourse only would deliver cost efficiencies using Contractors but less so with retained workforce due to plant and operation renewal/repair requirements. Reducing workforce restricts Board ability to do work for others under PSCA, better approach to retain a workforce and develop its skills set. **Agreed maintain current operations team**

Board maintenance access difficulties discussed. Calculated figures included budgeted £50,000 for any enforcement costs against riparian owners to maintain priority watercourses. **Members agreed appropriate for primary watercourses facilitating maintenance delivery be provided with 5m access strip. Incorporate notification into newsletter or specific letter requiring review by Chairman.**

Asset Management and cost efficiencies - Members noted option figures included £50,000 p/a for 5 solely IDB funded stations p/a for next 3 years to secure detailed invasive asset inspection surveys to better identify refurbishment/replacement within Capital Plan.

3. Hydraulic Model – optioneering work will inform and enable catchment and pump station prioritization based on economic benefit.

4. Vehicle Operators Licence/possible new depot – **Members agreed alternative depot essential to avoid current access and egress issues. Alternative site preferred at Lake Drain, land already owned. Noted potential difficulties with leasing premises and/or land. Finance Officer to incorporate truer cost of alternative premises into budget.**

VOL currently unnecessary, will review when new base in place.

5. Budget 2018/19 – **Budget presented to Finance & Policy, rate agreed £0.0975. Recommendation to Board does not need to change following discussions.**

Chairman summarised agreement reached and recommendations:

- Maintain current size operations team,
- Streamline maintenance regime.
- Note extra costs likely for new depot requirement.
- Acknowledge detailed asset inspection required to inform asset management.
- Acknowledge modelling work being done that may assist with rationalizations of pump stations within District.
- Noted importance of supporting justification on any decisions made by Board for all stakeholders.

6. AOB – none. Meeting closed 13:55

8. APPENDIX C: Draft Minutes Finance & Policy Committee

Meeting 5 December 2017

Present: Andrew Cooke (Chair)
Gillian Ivey (GI)
Mike Jordan (MJ)
David Atkinson (DA)
Paul Maddison (PM)
Steve Lomas (SL)
Paul Maddison (PM)
Martin Falkingham (MF)
Neil Welburn (NW)
Frank Jackson (FJ) for Catherine Anderson
Barry Roughley (BR) for Richard Ward

Observer: Terry Grady (TG)

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

Appointment of Committee Chair

2017.63 GI proposed AC to be Finance & Policy Committee Chairman, seconded NW. No other nominations. All in favour.

Apologies for absence

2017.64 Noted MJ had been able to attend the meeting following the date change. Apologies from Richard Ward, Catherine Anderson, both of whom were being substituted, Richard Thompson apologies were received.

Declaration of Interest

Declaration of Interest – Chair declared in 5.5 Norton Common Access, his land being required for recent access and 5.7.1 Lake Drain PS operational base which he also used part of access track, indicating he may make comments to make but would not vote. NW declared interest.

Minutes of the Joint Committee meeting held 6 October 2017.

2017.65 Approval of Minutes of Joint Committee – MJ moved, all in agreement.

2017.66 Matters arising not elsewhere on Agenda - none

Committee Membership Terms of Reference

2017.67 **Committee Membership** – GI confirmed her request to be put on Agenda. Believed unnecessary or desirable to invite current Vice Chair as observer, noting anyone can attend meeting if they wish and open to the public. Wording also requires Committee to ensure balance of representation would be in accordance with income, but Committee could not ensure that. GI proposed take out section relating to Vice-Chairman and use “endeavour” to ensure. MJ seconded, all in agreement. CB advised the imbalance in representation would be recorded by the Internal Auditor as a Governance

2017.68 Terms of Reference – GI concerned about electronic communication. MJ felt email inappropriate as not participation in a meeting. MJ proposed delete “email”, seconded GI, all in agreement

Asset Management

2017.69 **Overview** – IB advised Catchment Manager had alerted management to data and information not previously passed from foreman to management. This information was key to expenditure decision making requiring overview of water level management and delivery holistically. All decisions are inextricably linked, looking at elements in isolation is reactive ineffective and ultimately costlier. The Board must devise a cohesive strategy for delivering its overarching Vision and Policy Objectives. It is not possible to deliver an effective strategy without considering several different objectives and interconnectivity. MS delivered the presentation.

2017.70 **Asset Management** – The delivery of Board function is an Asset Management function, with 6 key elements which drive this. Each key element is presented with aspects which either require current decisions or support for approach and delivery. With continued development and management further

key elements will be added within each key area. This may be a cross cutting theme, such as carbon reduction or PSCA's or specific themes such as Training & Development or Apprenticeships.

2017.71 Asset Management – Catchment rationalization shapes future delivery and funding requirements of the Board and its Partners. The second stage of the Hydraulic Modelling will further inform catchment optimisation, strategic importance, economic benefits, and future funding potential through Grant in Aid. This requires close engagement and working relationships with funding partners (Coal Authority, Highways England, EA & CRT) to achieve alignment with Capital Programmes.

2017.72 Asset Management – Pump stations. The Hydraulic Modelling has shown Pump Stations to be the key asset and infrastructure delivering Board function of water level management through IDB ownership or operation and management on behalf of others. Water level management can now be driven at Catchment level with further future improvements.

2017.73 Asset Management - Operational delivery/prioritization. The Hydraulic Model outputs enabled prioritisation of primary watercourses. Remaining watercourses will be further categorised and assessed on an annual basis for need of maintenance requirements that year, creating a dynamic regime and approach. The Operational Resource delivery needs to be assessed by the Board and a long-term approach agreed and implemented; options include fully retained workforce, external contractors, or a combination. To facilitate the efficient maintenance of primary watercourses there remains the need to address access margins and continuity of access along the length of primary watercourse. Decisions on access inform future plant purchases should the Board decide to deliver maintenance through retained workforce.

2017.74 Asset Management – Maintenance delivery. Revisions have been made to the WLM Statement requiring full support of Board Members in implementation and advice to those outside the Board. The statement may require further amendment once the Committee has reached a final decision regarding access. Priority watercourses require annual maintenance; secondary and tertiary watercourses will be reviewed annually, work undertaken based on need, Operational delivery will become more dynamic. Demands of delivery will inform the V&P Forward Plan, recommend covering a 10-year period. Decisions are required on funding the V&P forward plan, continue with loans or initial Board capital funding linked to depreciation. Should workforce delivery be applied, existing and future employees will be developed as multi-functional and capable of support MEICA delivery outside of the Operational maintenance season.

2017.75 Asset Management – base of operation. The current base of Operation struggles to support the efficient and effective delivery of operational maintenance and storage of plant and equipment. Geographically, a base would be situated along the A19 Corridor; Board owned land fits the criteria, but would need significant capital investment to bring forward, to include land raising, new buildings, services and security and access upgrading.

2017.76 Asset Management – resource management – The funding of the Boards Resources continues to be scrutinised and will come under pressure. The MEICA Team are self-funded through contributions from CA and PSCA works. MEICA staff currently are zero cost to the Board and generate income circa £10,000. Potential to further increase income via PSCA's remains strong, especially with the EA which is impressed with level of ability of MEICA team. PM advised WMDC use of Danvm MEICA team and very pleased with rate of recharge and work done. Costs associated with Operational Delivery are high, any future commitment to a retained workforce will potential increase this. Total costs currently running at approx. £400K per annum, £320K of which is associated with Operational delivery. The use of Contractors has the potential to reduce these costs, but needs to be considered in terms of quality.

2017.77 Task & Finish Group outcomes – Actions arising from group meeting discussed and noted reference within presentation on certain elements. Purchase of wheeled machine has impact on budget, outcomes of any future T&F Group discussions will support whether prepared budget is agreed or requires revision. Noted riparian responsibility on culverted system had been agreed as a general statement. Work done by committee provided guidance on water maintenance statement.

2017.78 Watercourse Maintenance Statement Review – Appendix A – PM concerns about will not undertake maintenance if access prohibited. NW noted requirement to emphasise landowners will have to do own drains if Board cannot get access. Small amendments suggested and agreed. GI proposed Members happy with changes and amendments thereto, AC seconded, all in agreement.

2017.79 Watercourse Maintenance 2018/19 – Members raise concerns about sections of watercourse downstream of pump station where subsidised basins pump into unsubsidised areas. Will be discussed following end of meeting.

2017.80 Norton Common access – GI chaired this item. MS advised plant and equipment required on site, landowner served notice for access via field margins due to weight restrictions on Stubbs Grange Bridge. Asset Management of the station is an issue, recommendation for hydraulic modelling Norton Common PS to inform decisions. Potential options could include:

Rationalize station by linking to Lake Drain – would require Coal Authority agreement
Is current station sited correctly?
Could old course of Went be reused?
Station refurbishment at current location would require new access.

AC advised use of hydraulic model vital to any decision. PM advised obtain price to model scenario around Norton Common PS and reuse of old course of Went. PM noted in terms of current Management Services contract, if Board is asking management to undertake optioneering there will be an associated cost. MJ proposed a short-term approach and service of notice on land owner to access weed screen for repair and long-term alternatives need to be considered for which optioneering is required, FJ seconded, all in favour.

2017.81 **Bramwith Rands pipeline** – AB advised history associated with culvert and current requirement to comply with Eel Regulations. Noted potential reduction in pumping at Kirk Bramwith in dry weather flows. MJ proposed installation of stop logs, MF seconded, all in agreement

2017.82 **Vehicle & Plant, Staff resource** – future maintenance requirements – Noted proposals for McCormick tractor and flail to trade in, replace. Noted in forward plan and budget 2018/19 expenditure. Need to place orders with suppliers, payment net financial year with delivery pre-maintenance.

2017.83 **Fleet vehicles** – will be rationalized into current fleet of Ford vehicles.

2017.84 **Operational base** – discussed previously. Lake Drain presents opportunity to develop as a base. Members suggested other sites including Carrcroft and Askern. No work done yet on costings however requirements will be 2 large shed buildings with welfare facilities, to accommodate new machinery and office facilities land levels would need to be raised, access upgrade needs considering. PM advised decisions are required as they have a bearing on operations moving forward; any decision by Committee requires linking with other aspects of overview presentation first given. AC recommended existing T&F Group consider issue immediately post-Christmas. All in agreement.

2017.85 **Board employees** – MS advised operational staff remains 2 short over last 2 years, full complement of staff may include requirement for full road haulier operations. GI noted apprenticeship completed early as of October. GI advised herself and Vice Chair decided to offer permanent employment on completion of apprenticeship, requesting Committee support of decision. AC enquired salary cost. Advised salary structure provided to T&F Group which considered figures presented appropriate. GI noted differed from those supported by herself and CAnderson in September. MS advised appropriate salary based on qualifications, innovation shown by MEICA team several occasions, and value to Board as source of income. Team managed £50,000,000 IDB owned and Coal Authority stations. Bulk of salary met with Coal Authority contributions and MEICA PSCA work to Black Drain and Goole & Airmyn meant Team were zero cost to Board and excellent value for money. MS concerned application of suggested salary will create difficulties, staff had already been approached by others keen to secure their skills. CEO advised an extensive 10-page report provided to Board Chair and Vice Chair on MEICA team; this Committee had delegated power to approve salary on his recommendation which was application of higher figure. IB advised information provided to T&F Group on proposed pay structure contained career increments as previously requested by Board Chair. GI advised opportunity to consider increase in April 2018 at review time. GI proposed figure agreed at her previous meeting, seconded MJ, all in agreement
Finance

2017.86 **Board land sale** – Concerns expressed by RT in email advised to Board. Committee agreed land sale appropriate but expressed concerns about future sales and whether auction or informal tender process may provide better results and whether this the right time to sell. AB advised Board relied on advice of its Land Agent, a report had been produced to protect Board on appropriateness of method used.

2017.87 **Audit – Review of effectiveness** will take place in January. External Auditor appointment been received for 2018/19 for 5 years as PKF Littlejohn.

2017.88 **Estimates, Rates & Special Levies** – proposal to increase by 0.25p. Detailed discussions on budget brought forward for discussion and headings under which figures are included. 9.75p increases to 14p over next 5 years to deliver pump station refurbishments and plant and equipment purchases discussed earlier. Rate increase over 5 years however forecast reduced reserve balance below that required in Reserves Policy. 16 pump stations are 100% Board owned, level of grant funding unknown and likely cost of replacement is circa £16,000,000. Penny rate will increase and continue to increase as Board continues doing same work year on year. FJ advised of CAnderson question via email related to cost of borrowing and would use of hydraulic model show potential for pump station rationalization. Agreed it would.

MJ confirmed proposed rate increase equates to 2.6% increase to Selby DC and would only accept 2% increase to avoid Selby DC cut in services. AB informed Members obliged to consider what Board

required, not personal or political requirements. CB confirmed budget presented would deliver what Members had just agreed required for water level management. MS counselled Members to recognize it was for the Board to decide whether and what it was willing to cut in terms of operational function if they were to consider Charging Authorities objections to rate increases. GI advised her support for current rate rise but would not accept a year on year increase as provided for in budget forecast. Committee should look at cutting costs before 2019/20 budget setting, charging officers with providing proposals to reduce expenditure and contain within approved rate level of £0.0975. NW proposed rate increase at £0.0975, seconded MF, 8 in favour, 1 against. Majority carried.

2017.89 **List of payments** – MJ proposed Members approved list of payments by cheque and from Board accounts totalling £205,496.54 of which £101,500.57 were approved by the Clerk and Engineer, seconded FJ, all in agreement.

Date of next meeting

2017.9023 March 2018 – GI gave apologies

9. APPENDIX D: Finance & Policy Committee ToR

1 DELEGATED AUTHORITY FROM THE BOARD

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

- 1.1 To agree the Board Drainage Rate
- 1.2 To approve Board budget estimates
- 1.3 To approve the List of Payments
- 1.4 To agree upon proposed employee salary increases in accordance with the CEO's recommendations
- 1.5 To approve Engineering schemes with an appropriate cost/benefit ratio
- 1.6 To take decisions on any related matter the Board may reasonably determine from time to time by resolution
- 1.7 To ensure Board owned land maximises its benefit to the Board

2 ROLE OF THE COMMITTEE

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

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

- 2.14 Review of Pumping Station Maintenance
- 2.15 Review of Ordinary Watercourse Maintenance
- 2.16 Review of Main River Maintenance
- 2.17 Review of 3rd Party Maintenance
- 2.18 Review Drainage Advice for Riparian owners
- 2.19 Consideration of additional items as determined by the Board
- 2.20 Liaising with Risk Management Authorities

3 MEMBERSHIP OF COMMITTEE

The Finance & Policy Committee shall comprise 11 Members of the Board. The Committee will [endeavour](#) to ensure that Nominated Members will always have a majority over the Elected Members. The Board shall elect and appoint from its membership of 11 a Chairman to serve the Committee for an initial period to 31 October 2019 and triennially thereafter.

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

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

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

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

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

4 CHAIRMAN OF THE COMMITTEE

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

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

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

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

5 VOTING ENTITLEMENT

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

A substitute attendee will have the power to vote

6 QUORUM

No business shall be transacted at any meeting of the Finance & Policy Committee unless at least 6 of the Members of the Committee are present. For the avoidance of doubt a Member is considered present if they participate in the meeting by telephone, teleconference or skype.

7 NUMBER OF MEETINGS PER YEAR

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

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

8 NOTICE, MINUTES AND MEETING REPORTS

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

9 VENUE FOR MEETINGS

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

10 FINANCE & POLICY COMMITTEE REVIEW

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

The Committee and these terms of reference are in substitution for any previous terms of reference or other arrangements relating to the Board’s Finance Committee or the Board’s Water Level Management Committee, which are deemed to be terminated with effect from 2 February 2018

11 CERTIFICATION

Danvm Drainage Commissioners has approved the terms of reference for this Committee on 2 February 2018

By Order of Danvm Drainage Commissioners

Certified by Mr I M Benn, Chief Executive.

2 February 2018

10. APPENDIX E: Internal Audit Review Meeting

Held at JBA Consulting, Epsom House, Adwick le Street
Monday, 8 January 2018

Present:	Mr Adrian Black (AB)	Scunthorpe & Gainsborough WMB
	Mr David Hinchcliffe (DH)	Black Drain Drainage Board
	Mr Martin Oldknow (MO)	Black Drain Drainage Board
	Mrs Gillian Ivey (GI)	Danvm Drainage Commissioners
	Mr Andy Cane (AC)	Brodericks GBC

In Attendance on behalf of JBA Consulting:

Mr David Blake (DB) (Financial Officer to the Shire Group of IDBs)
Mr Mark Joynes (MJ) (Financial Officer to the Shire Group of IDBs)

1.1 Introductions and Apologies for Absence

The members of the panel briefly introduced themselves. Apologies for Absence were received from Mr Christopher Day and from Mrs Rosemary Webster.

1.2 Minutes of the Last Meeting / Matters Arising

The panel approved the minutes as a true and fair record with no matters arising.

1.3 Risk Register

The panel discussed the register and the format generally. GI enquired whether the Board-specific risks should be presented along with the main Register. MJ said the full version, including Board-specific risks would be presented to the individual Boards at the coming round of meetings.

MO noted the document is bulky and it is necessary to become embroiled in it in order to understand it. He asked if major risk areas could be separated out. DB said the officers had intended to develop the register but were unable to do so owing to time constraints. MO said it would be a good way to focus members' attention on the most important items.

1.4 Internal Auditor's Report

The internal auditor reviewed the work undertaken on the 2016/17 accounts. In general, the internal auditor was satisfied with how things were run and said there were no major concerns. The panel then discussed the following points:

Supplier Bank Details and Associated Fraud Risk

AC gave the panel a summary of his views on this issue. He pointed out it would only take one or two instances of fraud to create major issues for the Board, even if the cash sums involved were relatively insignificant. He discussed instances he'd encountered, in his general work as auditor, of email accounts being hacked and the associated risks. He said once the electronic payment is submitted, the process is final and you may not have the recourse that exists with cheque payments. The banks' own fraud departments are often unable to trace monies once transactions are completed.

AB said on receipt of a notification of a change of supplier bank details, the finance officers should contact the supplier by telephone to confirm. MJ said this was standard procedure, but that the telephone contact details should be taken from existing records, not those on the received correspondence. MO suggested a £ threshold might be set, beyond which the chairman's approval is required. AB said such a level would depend on the size the Board. DH asked if creditors could be approached to supply trading refers as evidence of their probity. MJ said suppliers sometimes provide scans of blank cheques, credit slips, etc. as evidence of their bank details.

Decision Making & Member Attendance

The panel discussed this perennial issue at length. GI asked the Internal Audit whether he was suggesting any of the decisions made were incorrect. AC affirmed absolutely not, it is purely the make-up of the Board and the Member representation from a decision-making point of view. GI and AC discussed a point raised in the Danvm Drainage Commissioners' report regarding a specific meeting. AC said he well understood there are some instance where non-attendance is unavoidable, and it was more persistent non-attendance that concerned him. GI said she had taken up the issues of non-attendance with Selby DC. The panel also discussed the '3 strikes and you're out' approach.

DH observed that it is difficult to generate interest in drainage authority affairs. It tends to be only in the aftermath of serious events such as flooding that the public take interest. MO informed the panel that Doncaster MBC often struggle to appoint Members. GI said that Selby DC are not willing to appoint officers, preferring elected councillors instead. But with a pool of only 30 to draw from, this was often difficult. MJ asked if the Clerks could do anything more to counter the problem. MO said that it is not possible to force Members to attend. The panel also discussed the information presented in the minutes, with some meeting papers containing schedules of attendance at recent meetings.

AC said the May meetings seem to be particularly problematic. MO pointed out this is a busy time for local authorities, particularly during an election year. DH said that Drainage Boards are under pressure to complete their accounts during this period.

1.5 External Auditor's Report

The Annual Returns were reviewed by the panel and more specifically the External Auditors' comments. The following matters were discussed.

Asset Valuations

The panel discussed the issues raised and in particular, the increases in the insurance values relating to pumps. MJ explained that the increases were to reflect the increased cost of replacement in light of eel regulations. He also suggested it was better to overvalue than undervalue your assets. DH said the values needs to be accurate, and that revaluations should be carried out every year. The finance officers agreed they would formalise the whole valuation process. AB said it was important the Engineers were involved as they have good knowledge of long-term replacement costs, etc. GI said it was important to look at the long-term budget and try to extend the life of pumping stations wherever possible. DH agreed.

Registers of Members' Interests

MO said it can be difficult to get Members to keep their registers up-to-date. GI asked where would be the best place to get reliable advice on declarations of interest during meetings. MO suggested training from the local authority might help. AB pointed out that elected members have good local knowledge. After discussion, it emerged that members of the panel had differing views on what constituted a declarable interest, whether Board Members should be asked to leave the room if they were perceived as conflicted over an issue and also whether they should be allowed to vote on such an issue. AC's view is that once a Member has declared an interest, the Board should then decide if the Member is conflicted, and that problems arise when a Member fails to declare an interest. MO said it was possible Members did not realise they held a declarable interest. MO said that up until recently, it was accepted that membership of a drainage board was in itself an interest. GI said the critical thing is how these matters would appear from the point of view of an outsider.

1.6 Any Other Business

Nothing to report

1.7 Date of Next Meeting and Close of Meeting

The next meeting of the panel will be held on Monday, 26 November 2018 at 10.00am at the offices of JBA Consulting, Epsom House, Chase Park, Redhouse Interchange, Doncaster, DN6 7FE.

MJ thanked the members for attending. The meeting was closed at approximately 10:55am.

11. APPENDIX F: Risk Register

A copy of the updated Risk Register can be found over the following pages. The Board is requested to review and approve the document.

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?							
Is there a policy of review of the legal requirements extending to the organisation/professional opinion sought re:							
15. a) <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 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	15/11/2017
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. Third parties seek to remove their commitment to fund shared assets	Reduce reliance on this income when budgeting and treat income as bonus and spend on works at end of year. Review existing arrangements and opportunities to update all agreements.	15/11/2017
16 f) Failure of Board Asset	B	Low	High		Failure of asset adversely affects the conveyance of water through the Board's District	Board have instigated a proactive inspection regime to mitigate against unplanned failures.	15/11/2017



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