



Goole & Airmyn

Internal Drainage Board

**The Courtyard
Goole
DN14 6AE**

Meeting *Papers*

31 January 2018

5:00pm



Shire

Group of IDBs

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Meeting Papers

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Finance Officer - David Blake BSc (Hons) Accounting

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Purpose

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1. Governance

Recommendation:

- Note the information contained in this report

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 14 November 2017

Member	11.2.16	24.3.16	23.6.16	1.09.16	1.11.16	8.02.17	16.6.17	14.11.17
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓	✓	x	✓	✓
Mr John Richard Fawbert	✓	✓	A	A	✓	x		✓
Mr G W Martinson	✓		-					
5 vacancies								
East Riding of Yorkshire								
Mrs Rita Brough	✓	✓	✓	✓	✓	x	✓	✓
Cllr Malcolm Boatman	✓	✓	✓	✓	✓	x	A	✓
Cllr Keith Moore (V Chair)	✓	✓	✓	✓	✓	A	✓	✓
Cllr Brent Huntington	A	A	✓	✓	✓	x	✓	✓
Cllr Josie Head	A	✓	✓	✓	✓	x	A	-
Mick Head	✓	✓	-	✓	A	A		-
3 vacancies								

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

Ian Benn (Clerk)	CI.
Craig Benson (Finance Officer)	FO
Roger Smith (Engineer)	Eng.
Alison Briggs (Environment & Administration)	EO

GOVERNANCE

2017.55 Chair welcomed several members of the public to the meeting advising the Engineers report would be dealt with following Minutes of the previous meeting.

2017.56 Apologies for absence - none .

2017.57 Declaration of Interest - None received.

2017.58 Minutes of Meeting 14 June 2017 - **BH proposed Minutes as a true record of the meeting for signature by Chair, RB seconded, all in agreement**

2017.59 There were no matters arising not discussed elsewhere on the Agenda.

ENGINEER'S REPORT

The Engineer's Report, copies of which had been circulated to members with the Meeting papers, was considered.

- 2017.60** Asset Management – asset condition survey is underway as previously noted.
- 2017.61** Pumping Stations – Information noted.
- 2017.62** Telemetry – Information noted.
- 2017.63** Ordinary watercourse – Information noted. Will be completed with a restart next week.
- 2017.64** Preplanning advice and consents – information noted in the papers.
- 2017.65** Planning and development control – Members considered the extensive information in the papers regarding the position of an IDB, Section 23 and Section 66 particularly, the power of an IDB and SuDS.
- 2017.66** In connection with development in Hook, the Engineer outlined the process followed so far. In April, pre-planning and at concept stage a potential developer applied for consent to discharge and for development within 9m of a watercourse. Consent has not been granted because outstanding information is required. Applicant has been reminded on several occasions that information remains outstanding and Board cannot proceed further until outstanding information is made available. Board responded mid-October to ERYC and as of today none of the conditions have been discharged excepting materials which has nothing to do with the Board.
- 2017.67** Engineer re-delivered information directly to Members of the public in attendance. They expressed concerns regarding suitability of French drains referred to in the developers application, ongoing flooding issues within that area, advised ground so wet flowers won't grow. Engineer advised Board main concerns are associated with Board maintained watercourses which are strategic to the area. Until he receives more detail from the developer the Board's hands are tied. KM advised the Ward Councillors fought the planning application and the original developer sold this site to the current developer. Increase in surface water run-off is the greatest concern as will be similar in other pocket developments in the area. Noted outline permission created this situation, a Flood Zone 3 site would not be considered for outline now. BH had hoped a site visit would have taken place by planning committee however Chair used a casting vote to reject the request.
- 2017.68** BH – Friends of Oakhill concerns relating to fencing. Eng. advised riparian responsibility.

GOVERNANCE

- 2017.69** FOI request and complaints – as disclosed in the papers.
- 2017.70** IDB Review by ERYC – members noted information in papers
- 2017.71** Board Membership – noted. Advised Graham Haigh or Robert Haigh of Womersley may consider Board Membership – invite both to the next meeting. Check Standing Orders to review situation regarding Member absence without apologies given.
- 2017.72** Key Performance Indicators – noted, may consider alternatives to WFD which was outside Board control. BH felt the Board's performance on Governance should be good. The EO advised it had been retained at Adequate on the basis of the in balance in representation of decision making process as referred to by the Auditor.

CLERKS REPORT

The Clerk's Report, copies of which had been circulated to members with the Meeting papers, was considered. All matters in the paper are for information only.

- 2017.73** Environment Agency – noted.
- 2017.74** ADA – noted.
- 2017.75** Anglian Northern RFCC – De-maining – noted.

FINANCIAL REPORT

The Financial Report, copies of which had been circulated to members with the Meeting papers, was considered.

2017.76 Rating report – Balance now outstanding £148.

2017.77 List of Payments - Members considered List of Payments noting total of £68,778.84 of which £3,285.24 had been sanctioned by Clerk only. Other payments directly from the bank account totalled £11,028.57. **Proposed list of payments accepted RF, seconded KM, all in agreement.**

2017.78 Audit – External - Members advised completed, required acknowledging the report had been reviewed by Members. **Approved BH, seconded RW, all in agreement.**

2017.79 Internal Audit – p43-p44 main comments associated with Membership, auditor pleased with reserves.

2017.80 Internal Audit Review Meeting – noted Chair unable to attend this time.

2017.81 Budget comparison for y/e 31.3.2017. FO took Members through the predicted out-turn figures as a snapshot in time. BH queried how precept to EA calculated. Advised those who established the mechanism are no longer around but more likely based on Board annual values. **ACTION** FO to give a presentation on calculations at next meeting.

2017.82 5-year budget estimate – noted, shows direction of travel to 2023. Noted increase of £0.01 in rate collects an additional approximate £55,000. Clerk advised Board may need to consider full asset management survey to do proper intrusive survey and needs to be factored in at £5,000 per station for Board to understand exactly where it is. KM asked of chances of a complete failure, advised unknown until checked. Clerk advised moving toward BS55000 within Shire Group looking at whole life costs.

ENVIRONMENTAL REPORT

The Environmental Report, copies of which had been circulated to members with the Meeting papers, was considered.

2017.83 Biodiversity Action Plan – Friends of Oakhill – **Ratification of Chair's decision to include working with FOO proposed KM, RF seconded, all in agreement.** Members noted no further information had yet been received from FOO regarding identification of position of land drains from previous land owner.

2017.84 Developers and protected species surveys – Members reviewed request from Kremer Properties, which was believed to be under control of same directors of Pullan Developments, correspondence revealed Mr K Pullan to be a director of Kremer Properties. Members considered the request however noting the sentiments of the telephone call between the EO and Mr Pullan regarding collaborative working were not necessarily clear in the email from Kremer Properties. The email suggested the developers wanted to work with the Board, but that work would be at cost to the public purse, not the developer. The Developer was requesting the Board undertake a comprehensive survey across its District for Great Crested Newt using eDNA testing through access to ecological funding. Further the developer suggested the Board had responsibility for maintenance of watercourses within the District, with no regard to the Board's permissive powers contained in the Land Drainage Act. The Board were unanimous in agreeing it would be an inappropriate use of public money and could not support the request.

Health & Safety Report

2017.85 Members noted the information contained in the report.

Representation

2017.86 Members noted the fora at which the Board had been represented.

Date of Next Meeting

2017.87 31 January 2018, 23 May 2018 and 13 November 2018 commencing 17.00 at The Courtyard, Goole, DN14 6AE. Considered an additional meeting for training of Board members.

2017.88 AOB – KM requested details of monthly planning applications to be circulated to Board Members, it proved of assistance as information appeared to be accessed by Management prior to receiving information at Goole Town Council. Agreed a tabulated list to be sent out to Board Members monthly. Meeting closed 18:44.

1.4 Matters arising not discussed elsewhere on Agenda

1.5 FOI/Complaints

None received.

1.6 Board Key Performance Indicators

The table presents a reasonable assessment of Board status. Water Framework Directive has been removed as an indicator as outside Board control. Environmental Partnership Working is considered very good through work being done with Friends of Oakhill.

Goole & Airmyn IDB Key Performance Indicators		Inadequate	Work to be done	Adquate	Good	Very good
Management of the Board	Compliance with internal audit requirements					
	Governance					
	Health & safety					
	Partnership working					
	OVERALL					
Reduction of water logging and flood risk to assets	Asset management					
	Flood Risk management					
	Flooding - learning					
	OVERALL					
Environment	Biodiversity Action Plan					
	Partnership working					
	OVERALL					
Financial	Financial statements					
	Drainage rate collection					
	OVERALL					

2. Clerks Report

Recommendation:

- Note information contained in the report

2.1 Legislation

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

2.2 Policy

Nothing to report.

2.3 Guidance

2.3.1 Defra

Farming rules for water

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

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

2.3.2 Environment Agency

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

Published 16 November 2017:

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

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

2.4 Humber Flood Risk Management

2.4.1 Humber Flood Risk Management Strategy

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

2.5 Association of Drainage Authorities

2.5.1 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 demaintenance and asset transfer will only happen with 'willing partners'

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

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

Henry Cator stood down as Chairman.

2.6 Member training

A brief presentation will take place at the end of the Meeting on Declarations of Interest.

3. Financial Report

Recommendations:

- To note the information contained in this report
- To review and approve the Risk Register
- To approve the Rate in the £ of 4.8p
- To note the Minutes of the Internal Audit Review Meeting (Item 3.3.3)

3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 8 January 2018: -

	£	£
Balance Brought forward at 1 April 2017		NIL
2017/2018 Drainage Rates and Special Levies		
Drainage Rates – District 1	192.19	
Drainage Rates – District 2	5,179.92	5,372.11
Special Levies – East Riding of Yorkshire Council		247,919.00
Total Drainage Rates & Levies Due		<u>253,291.11</u>
Less Paid: -		
Drainage Rates – District 1	192.19	
Drainage Rates – District 2	5,224.71	5,416.90
Special Levies – East Riding of Yorkshire Council		247,919.00
Total Drainage Rates Paid		<u>253,335.90</u>
Paid Refund		<u>48.58</u>
Balance Outstanding as at 8 January 2018		<u>3.79</u>

3.2 List of Payments

3.2.1 List of Cheques

DATE		CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL CHEQUE	
2017						£	
Nov	8th	104494	64-5	JBA Consulting	Fee Account: -		
					Management Fees - September 2017	5,040.00	
					BAP Implementation - September 2017	984.06	
		104495	70	Sweeting Brothers Ltd	Maintenance	18,696.00	
	10th	104496	66	ADA	Conference Fees	134.40	*
		104497	52,69	Danvm Drainage Commissioners	Workforce Costs - Sep & Oct 2017	1,924.35	*
		104498	68	The Courtyard	Meeting Expenses	25.00	*
Dec	5th	104499	78	Environment Agency	Flood Defence Levy	17,215.00	
		104500	72	JBA Consulting	Management Fees - October 2017	3,240.00	
		104501	77	Oriel Systems Ltd	Telemetry System - Maintenance Contract	3,770.40	
	6th	104502	71	Danvm Drainage Commissioners	Cardnet Fees	23.27	*
		104503	74	F Martinson & Son	Hedge Cutting	126.00	*
		104504	73	Fire Solve Ltd	Fire Extinguisher Maintenance	105.60	*
		104505	79	The Courtyard	Meeting Expenses	71.00	*
2018							
Jan	8th	104506	80	F Martinson & Son	Pump Storage - 2017	432.00	*
					Total Amount of all Cheques	51,787.08	
					*Total Amount of Cheques sent out signed by the Clerks only	2,841.62	

3.2.2 Other Payments

DATE		REF	PAYEE	DESCRIPTION	TOTAL
					CHEQUE
2017					£
Oct	3rd	40	Public Works Loan Board	Loan Repayment	3,687.02
	11th	51	O2	Mobile Telephone	11.86
	13th	-	Vodafone	Telemetry Lines	45.24
	19th	-	HSBC	Bank Fees	8.80
	20th	53	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	456.00
Nov	9th	81	O2	Mobile Telephone	11.86
	13th	-	Vodafone	Telemetry Lines	45.24
	18th	-	HSBC	Bank Fees	10.30
	20th	67	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	448.10
				Membership Fees	161.82
Dec	12th	82	O2	Mobile Telephone	11.86
	13th	-	Vodafone	Telemetry Lines	45.24
	19th	-	HSBC	Bank Fees	10.00
	20th	84	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	772.09
				Supply to Southfield Lane PS	42.68
				Supply to Downes Ground PS	68.43
				Supply to Hook Clough PS	124.67
				Supply to Southfield Lane PS	827.51
Total Amount of all Payments					6,788.72

3.3 Audit

3.3.1 External Audit

PKF Littlejohn have been appointed as the external auditor for Internal Drainage Boards for a five-year period commencing 1 April 2018.

3.3.2 Internal Audit

The Risk Register is attached at Appendix A. Members are asked to review and approve the document.

3.3.3 Internal Audit Review Meeting

The minutes of the internal audit review meeting are attached at Appendix B.

3.4 Rates, Estimates and Special Levies 31 March 2019

ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2019							
2017/18				2018/19			
Approved Estimate		Estimated Out-Turn				Estimate	
£	£	£	£	£	£	£	£
INCOME							
Drainage Rates on District 1:-							
192		192		4.8p in £ on Av of £4,004		192	
Drainage Rates on District 2:-							
5,180		5,180		4.8p in £ on Av of £108,079		5,188	
Special Levies							
East Riding of Yorkshire - District 1							
239,116		239,116		4.8p in £ on Av of £4,981,575		239,116	
East Riding of Yorkshire - District 2							
8,803		8,803		4.8p in £ on Av of £183,404		8,803	
Other Income:-							
20,000		21,752		Department of Transport		20,000	
<u>50</u>	<u>273,341</u>	<u>170</u>	<u>275,213</u>	Other Income/Interest etc		<u>50</u>	<u>273,349</u>
EXPENDITURE							
70,926		68,860		Environment Agency Precept		70,926	
7,374		7,374		Board Loans		7,374	
Capital:-							
10,000		0		Downs Ground PS Outfall		15,000	
0		35		Capital Park		0	
Administration:-							
33,372		33,372		Management Fees		34,373	
18,000		15,638		Other Administration Expenses		17,485	
Works Maintenance:-							
3,000		0		Asset Survey		0	
28,000		28,465		Drain Maintenance (Contract)		29,500	
2,500		2,500		Ecology, Biodiversity etc		3,000	
7,000		7,500		Pumping Station Contractor		7,500	
<u>31,000</u>	<u>211,172</u>	<u>33,100</u>	<u>196,844</u>	Pumping Stations		<u>32,350</u>	<u>217,508</u>
	62,169		78,369	Surplus - (Deficit)			55,841
	<u>20,536</u>		<u>37,341</u>	Balance Brought Forward			<u>115,710</u>
	<u>82,705</u>		<u>115,710</u>	Balance			<u>171,551</u>
	<u>0</u>		<u>0</u>	Transfer to Capital Reserve Account			<u>50,000</u>
	<u>82,705</u>		<u>115,710</u>	Balance Carried Forward			<u>121,551</u>
Previous Years Rates in the £ - 2015/16 : 4.9p - 2016/17 : 4.8p - 2017/18 : 4.8p							
Penny Rate : £52,771							

3.5 Five Year Budget Estimate

Goole & Airmyn IDB	0	0	0	1	2	3	4	5
Revenue Account	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	App Budget	Estimated Out-turn						
Income	£	£	£	£	£	£	£	£
Drainage Rates	5,372	5,372	5,380	5,380	5,380	5,380	5,380	5,380
Special Levies	247,919	247,919	247,919	247,919	247,919	247,919	247,919	247,919
Highways England Contribution	20,000	21,752	20,000	20,000	20,000	20,000	20,000	20,000
Bank Interest, consents etc	50	170	50	50	50	100	100	100
Total Income	273,341	275,213	273,349	273,349	273,349	273,399	273,399	273,399
Expenditure								
Flood Defence Levy	70,926	68,860	70,926	73,054	75,245	77,503	79,828	82,222
New and Improvement Works	10,000	35	15,000	-	-	-	-	-
Drain Maintenance	31,000	28,465	29,500	30,385	31,297	32,235	33,203	34,199
Other Expenditure	2,500	2,500	3,000	3,090	3,183	3,278	3,377	3,478
Pumping Stations	38,000	40,600	39,850	41,046	42,277	43,545	44,852	46,197
Administration	51,372	49,010	51,858	53,414	55,016	56,667	58,367	60,118
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374	7,374
New Loan								
Total Expenditure	211,172	196,844	217,508	208,362	214,391	220,602	226,999	233,588
Surplus/(Deficit)	62,169	78,369	55,841	64,987	58,958	52,797	46,400	39,811
Balance Brought Forward	20,536	37,342	115,711	121,552	136,539	145,497	148,294	154,694
Transfer to Capital Reserve Acc	-	-	50,000	50,000	50,000	50,000	40,000	40,000
Balance Carried Forward	82,705	115,711	121,552	136,539	145,497	148,294	154,694	154,505
Penny Rate in £	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p
Penny Rate £52,771	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p
Commuted Sum Balance	193,057	193,057	193,057	193,057	193,057	193,057	193,057	193,057
Capital Reserve Account	9,500	6,732	49,232	99,232	149,232	191,732	224,232	264,232
% of Expenditure	39.16%	58.78%	55.88%	65.53%	67.86%	67.22%	68.15%	66.14%

	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Capital Reserve Account	App Budget	Estimated Out-turn						
	£	£	£	£	£	£	£	£
Income								
Interest/Other income	-	-	-	-	-	-	-	-
Total Income	-	-	-	-	-	-	-	-
Expenditure								
Asset Inspections		3,000						
Pumping Station Asset inspection			7,500			7,500	7,500	
Total Expenditure	-	3,000	7,500	-	-	7,500	7,500	-
Surplus/(Deficit)	0	(3,000)	(7,500)	0	0	(7,500)	(7,500)	0
Balance Brought Forward	9,500	9,732	6,732	49,232	99,232	149,232	191,732	224,232
Transfer from Revenue		-	50,000	50,000	50,000	50,000	40,000	40,000
Transfer from Commuted Sum	-							
Balance Carried Forward	9,500	6,732	49,232	99,232	149,232	191,732	224,232	264,232

4. Engineer's Report

Recommendations:

- Note the information contained in this report

4.1 Asset Management

4.1.1 Asset Condition Survey

This work is ongoing.

4.1.2 Pumping Stations

The board has five pumping station sites for which it is responsible for within the catchment. Downes Ground PS, Hook Clough PS, Orchard Cottage PS, New Potter PS and Southfield Lane PS. The four larger sites undertook refurbishment works between 2005 and 2008. Southfield Lane PS was installed in 1997 at cost to Network Rail. In approximately 10 years these assets will require refurbishment. The infrastructure within Goole has changed dramatically since the pumping plant was originally installed. Over the coming years the board would benefit from having the pumping plant inspected and the condition of the structure (steel sheet and concrete condition) investigated.

In view of this the board would also benefit from having an hydraulic model undertaken, this would determine the hydraulic flow of the sub catchments within the district. This would ascertain how many PS's are required, what size pumps are required and is it necessary to double pump at New Potter Grange PS?

Orchard Cottage Pumping Station – Safety hand rails have been installed next to the weed screen cleaner and the access steps. The works were undertaken by Danvm DC workforce.

New Potter Grange Pumping Station – Messrs Sweeting Brothers were appointed to repair the palisade fencing.

4.1.3 Telemetry

Nothing to report.

4.2 Maintenance

4.2.1 Pump station MEICA Support

The services of Danvm DC continue to be used.

4.2.2 Ordinary Watercourses

The flailing and de weeding 2017 / 2018 maintenance programme has been completed.

Hook Clough main drain will be desilted in the near future.

4.3 Planning, pre-application advice and consents

4.3.1 Planning Applications

The Board may only comment on surface water run-off in excess of the green field run-off rate of 1.4 litres per second per hectare, 12 in total.

4.3.2 Land Drainage Act 1991 Section 23 and 66 (20th Byelaws) Consents

No consents have been issued since 14th November 2017.

The consent applications concerning the Pullan development has been declined.

ERYC have refused the condition of discharge application made by the applicant in relation to 17/30449/CONDET. The applicant will have to reapply, which includes the conditions referring to drainage. ERYC will consult board officers in due course.

4.3.3 LDA 1991, Section 23 breach

Board officers have been made aware of a culvert section been installed in a board maintained watercourse without consent, consent cannot be issued in retrospect. The advisor to the Board indicated the old Gas Board site and land behind were being used by one occupier which links to a query raised about consent late last year. Correspondence has been sent to the land owners involved. A response has been received from Northern Gas Networks confirming its land does not abut the watercourse. It has been asked to clarify whether the site is being rented out.

5. Environmental Report

Recommendation:

- Note the information contained in this report

5.1 Legislation

5.1.1 Biodiversity Action Plan 2015-2020

Implementation works on protected species surveys will recommence late Spring.

5.2 Defra

5.2.1 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.

5.2.2 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 particularly in connection with maintenance of M62 toe drains. 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.



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

6. Health and Safety Report

Recommendations:

- To note the information contained in the report

6.1 Contractor Management

Messrs Sweeting Brothers receive periodic updates on any relevant matters relating to Health and Safety.

6.1.1 Accidents and Incidents

Nothing to report.

6.1.2 Lone Worker Arrangements

Nothing to report.

7. Representation

Officers represent the Board in several fora:

Environmental	Flood Risk Management	Other
Humberhead Levels executive	Humber Flood Risk Management Steering Group	ADA Northern branch meeting
Humber Estuary Relevant Authorities Group	Comprehensive Review Humber FRMS working group	ADA T&E
Friends of Oakhill AGM		ADA P&F

8. Date of Next Meeting

30th May 2018, 13 November 2018.

9. APPENDIX A: Risk Register

A copy of the Risk Register can be found over the page. Members are 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) Is there an authorised suppliers list?	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) Is there a monitoring process over the quality and timing of bought in services?	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) Is there a building and plant inspection programme?	B	High	Low	8.2	Problems not detected and corrected in a timely manner.	Asset Management program in place.	15/11/2017
9. b) Is there a repair and maintenance programme?	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) Is there a capital expenditure budget?	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) Is there a review of security and safe custody arrangements?	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) Are there insurance reviews?	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) Is there a recruitment process for appropriate staff?	D	Low	Low	10.1	New staff appointed who lack relevant training, competence, etc.	Interview questionnaires used.	15/11/2017
10. b) Is there a policy to check references and qualifications?	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) Is there an equal opportunities policy – fair and open competitions for key posts?	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) Is there a policy of appraisal with feedback?	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) Is there a policy of training and development?	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) Is there a health and safety training and monitoring?	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) Is there a job description for each key position?	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) Is there a policy of review of rates of pay, training, working conditions etc.?	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 (target date 31.3.2018)	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. This is ongoing.	15/11/2017
External Risks / Compliance with the Law							
Question 15 - Is there a risk associated with non-compliance with the law or other external factors?							
15. a) Is there a policy of review of the legal requirements extending to the organisation/professional opinion sought re:							
<ul style="list-style-type: none"> • Employment Law? • Human Rights Legislation? 	B	High	Low		Board in breach of its statutory obligations. Same	Equal Opportunities policies in existence. All applicable law complied with.	15/11/2017

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
<ul style="list-style-type: none"> ● Health & Safety? ● Criminal Acts? 					Same Same	Ian Benn/Craig Benson Health & Safety Advisors. Disciplinary Procedures.	
15. b) Is there a policy for monitoring and reporting grant funders' conditions?	B	High	Low		Actual costs may exceed budgeted, opportunities to take corrective action missed.	Depends on the scheme. Monitored generally by the project manager.	15/11/2017
Specific Board Risks							
Question 16 - Are there any specific Board Risks?							
16. a) Is there a major ratepayer whose none payment would significantly impact on the Board activities?	B	High	Low		Board left with shortfall in reserves Board unable to pay Creditors Cashflow problems	Reserve Policy and long term planning same same Board awareness.	15/11/2017
<ul style="list-style-type: none"> ● Special Levy paying council 							
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) Major Development in Board's District	B	Low	High		Increase in Special Levy on Council	Council made aware of impact of development on Special Levy.	15/11/2017
16.d) Third Party Contributions Cease	B	Low	High		Third parties seek to remove their commitment to fund shared assets	Review existing arrangements and opportunities to update all agreements. Discussions with Highways England to confirm their commitment to their contribution	15/11/2017
16 e) Failure of Board Asset	B	Low	High		Failure of asset adversely affects the conveyance of water through the Board's District	Board to instigate a proactive inspection regime to mitigate against unplanned failures.	15/11/2017

10. APPENDIX B: Minutes of Internal Audit Review Meeting

Held at JBA Consulting, Epsom House,

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

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