



**Sow & Penk**  
Internal Drainage Board

**Tonge Suite  
County Showground  
Weston Road  
Stafford  
ST18 0BD**

## **Meeting Papers**

***Wednesday 7 February 2018  
Meeting at 11:00am***



**Shire**  
Group of IDBs

**Epsom House  
Malton Way  
Adwick le Street  
Doncaster DN6 7FE**

**T: 01302 337798**

**[info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk)  
[www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)**

# Meeting Papers

## Prepared by:

Clerk - Ian Benn - PG Dip H&S and Env Law, Dip. NEBOSH, Grad IOSH, MCQI  
CQP

Engineer - Paul Jones ONC, HNC, BSc (Hons) Civil Engineering,  
MSc (Eng) Engineering Project Management, GMICE

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

Finance Officer - David Blake BSc (Hons) Accounting

Finance Officer - Mark Joynes BSc (Hons) Mathematics

Rating Officer - Janette Parker

## Purpose

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

## Carbon Footprint



A printed copy of the main text in this document will result in a carbon footprint of 173g if 100% post-consumer recycled paper is used and 220g if primary-source paper is used. These figures assume the report is printed in black and white on A4 paper and in duplex.

## Agenda

<b>1.</b>	<b>Governance .....</b>	<b>4</b>
1.1	Apologies .....	4
1.2	Declaration of Interest.....	4
1.3	Complaints and FOI.....	4
1.4	Minutes of Meeting 1 November 2017.....	4
1.5	Matters arising there from not elsewhere on the Agenda.....	7
<b>2.</b>	<b>Clerk's Report .....</b>	<b>8</b>
2.1	Legislation.....	8
2.2	Policy .....	8
2.3	Guidance .....	8
2.4	Environment Agency.....	8
2.5	Association of Drainage Authorities.....	9
2.6	Board Key Performance Indicators.....	10
<b>3.</b>	<b>Financial Report.....</b>	<b>11</b>
3.1	Rating Report.....	11
3.2	Schedule of Payments.....	12
3.3	Audit.....	13
3.4	Rates, Estimates and Special Levies for y/e 31 March 2019.....	13
3.5	Five Year Budget Estimate .....	15
<b>4.</b>	<b>Engineer's Report.....</b>	<b>16</b>
4.1	Asset Management.....	16
4.2	Planning, pre-application advice and consents .....	19
<b>5.</b>	<b>Health and Safety Report.....</b>	<b>20</b>
5.1	Health and Safety Boards Contractor .....	20
<b>6.</b>	<b>Environmental Adviser's Report.....</b>	<b>22</b>
6.1	Legislation.....	22
6.2	BAP 2015-2020 .....	22
<b>7.</b>	<b>Any other business .....</b>	<b>23</b>
<b>8.</b>	<b>Date of next meeting .....</b>	<b>23</b>
<b>9.</b>	<b>APPENDIX A: Risk Register .....</b>	<b>24</b>
<b>10.</b>	<b>APPENDIX B: Minutes of Internal Audit Review meeting.....</b>	<b>31</b>

# 1. Governance

## 1.1 Apologies

## 1.2 Declaration of Interest

JBA Consulting declare an interest in Item 4.1.1 (Hydraulic Modelling)

## 1.3 Complaints and FOI

## 1.4 Minutes of Meeting 1 November 2017

### Present

Ray Sutherland (RS)  
John Hilderley (JH)  
Frances Beatty (FB)  
Graham Bower (GB)  
Neil Brown (NB)  
Ralph Cooke (RC)  
Andrew Harp (AH)  
Anthony Parrott (AP)  
Alan Perkins (APk)  
Jeff Sim (JS)

Also in attendance      Phil Bates      (PB)

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

Ian Benn (Clerk to the Board)  
Paul Jones (Engineer to the Board)  
Craig Benson (Finance Officer to the Board)

### Apologies for Absence

**2017.59**      Apologies were received from Royston Wright. The Board wished him a speedy recovery after his recent fall.

### Declaration of Interest

**2017.60**      FB informed members that she was a personal friend of the individual who had written to the Minister. There were no declarations of interest given.

### Complaints and Freedom of Information Requests

**2017.61**      None had been received.

**Minutes of the Last Meeting**

- 2017.62** Minutes of the last meeting held on 21 June 2017 copies of which had been previously circulated to members with the meeting papers were taken as read, approved and signed by the Chairman.

**Matters Arising**

- 2017.63** 2017.37 Environment Agency – Members were informed that the EA were seeking to de-main and transfer assets countrywide. The Board needed to be aware that where de-maining takes place there will be no longer any contributions received by the Board from the EA. CEO advised the Board to consider working on main rivers under a Public Sector Co-operation Agreement (PSCA) where funding was more likely to be given. The FO explained to members the Flood Defence Levy and Foreign Water calculations.
- 2017.64** Members discussed the possibility of having a stand at the next Staffordshire County Show (30-31 May 2018). It was agreed that this would be discussed at the next meeting of the Board and the FO was tasked with detailing the costs/benefits of attending the show. JS also indicated that SWT might be interested of sharing the stand with the Board.

**Clerks Report**

- 2017.65** The Clerks Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted.

**Matters Arising**

- 2017.66** **Training Session** – Riparian Ownership - The CEO delivered the training session and it was agreed to email the presentation to all members. Following the session it was agreed that the Board would review it's maintenance program and the CEO would ascertain the costs for producing a hydraulic model of the Board's district.
- 2017.67** **ADA Annual Conference** – Members noted the 80<sup>th</sup> Conference would be held on the 16 November this year and that the Secretary of State for the Environment & Rural Life Opportunities would be one of the key note speakers.
- 2017.68** **ADA Trent Branch/Environment Agency Liaison Meeting** – the meeting will take place on 9 November and the Board would be represented by an Officer if no members could attend.

**Financial Report**

- 2017.69** The Financial Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted.

**Matters Arising**

- 2017.70** **Rating** – Members noted the latest balance outstanding £1,528.20.
- 2017.71** **Schedule of Payments** – The Board approved payments totalling £41,758.86 of which £180.00 was approved by the Officers only. The Board also approved payments made direct from the bank account totalling £3,870.58 all of which were approved by the Officers.
- 2017.72** **Internal Audit** – Members approved the internal audit report that had been circulated with the meeting papers.

- 2017.73 Internal Audit Review Meeting** – The FO confirmed that the meeting would take place on 27 November.
- 2017.74 External Audit** – Members approved the annual return that had been circulated with the meeting papers.
- 2017.75 Budget Comparison** – Members noted the current financial position.
- 2017.76 Five Year Budget Estimate** – the Board noted the five-year forecast.

#### Engineers Report

- 2017.77** The Engineer's Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted.

#### Matters Arising

- 2017.78 Watercourse Maintenance** – The Engineer informed members that the works were nearing completion. He also updated members of the complaint between the Board's contractor and Staffordshire Wildlife Trust. This had been resolved to the satisfaction of Staffordshire Wildlife Trust. JS confirmed that SWT were happy with the resolution and would be producing a plan showing the location of species throughout the reserve for the contractor.
- 2017.79 Bellway Homes** – Members noted the comments in the meeting papers and it was agreed that the Engineer would write to Bellway Homes to ensure there is no longer any reference to the Board in their literature. The Chairman requested to be copied in on any correspondence.
- 2017.80 Main River Sow** – The Engineer confirmed that there were new contacts within the EA and that this had slowed down the process.
- 2017.81 Eccleshall Flood Action Group** – The Engineer and Board Contractor are liaising with the group with regard to an outfall problem. JS added that SWT were working with landowners on the upper Sow with regard to water quality.
- 2017.82 Planning** – Members noted the one planning applications that had received comment between 6<sup>th</sup> June 2017 and 16<sup>th</sup> October 2017.
- 2017.83 Consents** – No consents had been issued on behalf of the Board.

#### Health and Safety Report

- 2017.84** The Health and Safety Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted with no accidents or incidents to report since the last meeting.

#### Environmental Adviser's Report

- 2017.85** The Environmental Adviser's Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted. JS reported on the work that Staffordshire Wildlife Trust had completed on the Biodiversity Action Plan. SWT had completed year 2 of the 5 year program. They had been looking for two key species namely Water Vole and Flowering Rush. This year, the survey had found no water voles but had identified Flowering Rush. Year 3 works would focus on water voles and would involve assistance from Staffordshire Mammal Group. JS also added that SWT would be liaising with the Board on the Biodiversity Action Plan for next year.

Members discussed possible opportunities for the Board to work more closely with SWT in its District.

**Any Other Business**

**2017.86**      Nothing further to consider.

**Date of Next Meeting**

**2017.87**      The next meeting will be held on 7 February 2018, Tonge Suite, County Showground, Stafford.

**1.5 Matters arising there from not elsewhere on the Agenda**

## 2. Clerk's Report

### Recommendation:

- Members 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 20m<sup>3</sup> 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.

Please see attached guidance we have produced regarding **System Rationalisation**.

### 2.4 Environment Agency

#### 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.

#### 2.4.2 The Isle of Axholme Strategy – Implementation.

Nothing to report.



## **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 demainment 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.

### **2.5.2 ADA Trent Branch & Environment Agency Joint Meeting**

The meeting took place on Thursday 9 November 2017, the current Chairman advised attendees the Trent Valley Chairman Will Staunton was his preferred successor as Branch Chairman prior to the election process. The next meeting takes place at the Doncaster Knights Rugby Ground on the 22<sup>nd</sup> February – 09:30 for 10:00am. A buffet lunch will be provided following the meeting.

### **2.5.3 Staffordshire County Show**

The Board have the opportunity of being present at the next County Show in May this year. SWT have expressed their interest in sharing a stand with the Board and JBA Consulting have confirmed that the demonstration flume would be available.

ADA are very keen on IDBs interacting with the general public to inform them of the significance of the role that IDBs undertake with respect to water level management within their catchment.

IDBs have attended similar events such as the Great Yorkshire Show and the Lincolnshire Show to name but two and they consider their presence to be valuable in delivering the catchment management philosophy to the public. Smaller local events have also had similar success, such as the Bentley Pavillion (Doncaster) and visiting local schools.

It is key for IDBs to use all means of communication to help raise public awareness of their role and future importance.

## 2.6 Board Key Performance Indicators

		Key Performance Indicators				
		Inadequate	Work to be done	Adequate	Good	Very Good
SOW & PENK INTERNAL DRAINAGE BOARD	Management of the Board	Compliance with Audit Requirements				
		Health & Safety				
		Partnership Working				
		Overall				
	Reduction of waterlogging & Flood risk to assets	Asset Management				
		Flood Risk management strategy				
		Flooding- Learning Outcomes				
		Overall				
	Environment	Water Framework Directive				
		Invasive Species/Designated Sites				
		Conservation & Biodiversity				
		Biodiversity Action Plan				
		Overall				
	Supporting	Financial Statements				
		Receipt of Drainage Rates				
		Governance Documentation				
		Overall				
	Overall Performance					

### 3. Financial Report

**Recommendation:**

- To note the information contained in this report
- Approve budget estimates for y/e 31.3.2019
- Approve drainage rate for y/e 31.3.2019
- Approve the List of Payments
- Approve the Risk Register
- Note Minutes of Internal Audit Review meeting

#### 3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 11 January 2018: -

	£	£
Balance Brought forward at 1 April 2017		1,193.05
<b>2017/2018 Drainage Rates and Special Levies</b>		
Drainage Rates		10,800.56
Special Levies		
Stafford Borough Council	97,699.00	
South Staffordshire District Council	3,634.00	101,333.00
<b>Total Drainage Rates Due</b>		<b><u>113,326.61</u></b>
<b>Less Paid: -</b>		
Drainage Rates		10,628.78
Special Levies		
Stafford Borough Council	97,699.00	
South Staffordshire District Council	3,634.00	101,333.00
<b>Total Drainage Rates Paid</b>		<b><u>111,961.78</u></b>
<b>Admin Adjustments</b>		<b><u>91.16</u></b>
<b>Balance Outstanding as at 11 January 2018</b>		<b><u>1,273.67</u></b>

### 3.2 Schedule of Payments

### 3.2.1 List of Cheques

DATE		CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL
		NO.				CHEQUE
						£
2017						
Oct	27th	000829	19	JBA Consulting	Management Fees - Sep 2017	5,203.34
		000830	22	Littlehales Plant Hire Ltd	Maintenance	13,742.24
		000831	21	Staffordshire Wildlife Trust	Doxey & Tillington Marshes SSSI	2,700.00
Dec	5th	000832	25	Danvm Drainage Commissioners	Cardnet Fees	23.27
		000833	26	Environment Agency	Flood Defence Levy	2,158.75
		000834	24	JBA Consulting	Tillington Asset Inspection	1,748.40
2018						
Jan	8th	000835	28-9	Littlehales Plant Hire Ltd	Maintenance	33,260.37
				Total Amount of all Cheques		58,836.37
				* Total Amount of Cheques sent out signed by the Clerk Only		0.00

### 3.2.2 Other payments

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					£	
2017						
Oct	16th	-	NatWest	Bankline Fees	21.35	*
	31st	-	NatWest	Bank Fees	9.10	*
Nov	14th	23	ADA	Annual Subscription	134.40	*
Nov	14th	20	Doncaster East IDB	Land Registry Searches	3.00	*
	15th	-	Bankline	Bankline Fees	20.00	*
	30th	-	NatWest	Bank Fees	5.00	*
Dec	15th	-	NatWest	Bankline Fees	20.90	*
	29th	-	NatWest	Bank Fees	5.00	*
			Total Amount of all Payments		218.75	
			* Total Amount of Cheques sent out signed by the Clerk Only			218.75

### **3.3 Audit**

#### **3.3.1 Risk Register**

Approval of the Board's Risk Register is required, available at Appendix A.

#### **3.3.2 Internal Audit Review Meeting**

Minutes of the Meeting are available at Appendix B. Members are requested to review and approve the document.

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

The estimates for the year can be found over the following page.

	2017/18				2018/19	
Approved Estimate		Estimated Out-Turn				Estimate
£	£	£	£		£	£
				<b>INCOME</b>		
				<b>Drainage Rates on Agricultural Land:-</b>		
10,828		10,800		6.24p in £ on AV of £171,625	10,709	
				<b>Special Levy:-</b>		
				Stafford Borough Council		
97,699		97,699		6.24p in £ on AV of £1,595,476	99,558	
				South Staffs District Council		
3,634		3,634		6.24p in £ on AV of £58,240	3,634	
10,000		1,457		EA Grant - Doxey & Tillington Marshes SSSI WLMP	5,000	
0		50		Other Income	0	
<u>200</u>	122,361	<u>150</u>	113,790	Interest etc	<u>150</u>	119,051
				<b>EXPENDITURE</b>		
9,000		8,635		Flood Defence Levy	8,900	
				<b>Conservation Budget:</b>		
3,000		3,000		Biodiversity Action Plan	3,000	
10,000		1,457		Doxey & Tillington Marshes SSSI WLMP	5,000	
				<b>Maintenance:</b>		
74,675		80,412		Maintenance	76,220	
				<b>Administration:</b>		
0		0		County Showground	5,000	
<u>23,000</u>	<u>119,675</u>	<u>23,504</u>	<u>117,008</u>	Administration	<u>24,403</u>	<u>122,523</u>
	2,686		(3,218)	Surplus - (Deficit)		(3,472)
	<u>133,617</u>		<u>133,129</u>	Balance Brought Forward		<u>123,911</u>
	136,303		129,911			120,439
	<u>6,000</u>		<u>6,000</u>	Transfer To Doxey & Tillington Marshes Acc.		<u>6,000</u>
	<b><u>130,303</u></b>		<b><u>123,911</u></b>	<b>Balance Carried Forward</b>		<b><u>114,439</u></b>
<b>Previous Years Rates in the £</b>						
1995/1996 : 4p - 1996/1997 : 4.2p - 1997/1998 : 4.2p - 1998/1999 : 4.2p - 1999/2000 : 4.2p - 2000/2001 : 4.2p - 2001/2002 : 4.2p - 2002/2003 : 4.2p - 2003/2004 : 4.4p - 2004/2005 : 4.4p - 2005/2006 : 4.4p - 2006/2007 : 4.4p - 2007/08 : 4.4p - 2008/09 : 4.6p - 2009/10 : 4.6p - 2010/11 : 4.6p - 2011/12 : 5p - 2012/13 : 5.4p - 2013/14 : 6p - 2014/15 : 6.12p - 2015/16 : 6.12p - 2016/17 : 6.24p						
<b>Penny Rate : £18,253</b>						
<b>DOXEY &amp; TILLINGTON MARSHES SSSI WLMP ACCOUNT</b>						
	2017/18				2018/19	
Approved Estimate		Estimated Out-Turn				Estimate
£	£	£	£		£	£
				<b>INCOME</b>		
6,000		6,000		Transfer From Revenue	6,000	
<u>30</u>	6,030	<u>30</u>	6,030	Interest etc	<u>30</u>	6,030
				<b>EXPENDITURE</b>		
				<b>Maintenance:</b>		
1,230		1,230		Maintenance	1,230	
				<b>Capital Expenditure:</b>		
<u>0</u>	<u>1,230</u>	<u>0</u>	<u>1,230</u>	Capital Expenditure:	<u>0</u>	<u>1,230</u>
	4,800		4,800	Surplus - (Deficit)		4,800
	<u>30,060</u>		<u>30,070</u>	Balance Brought Forward		<u>34,870</u>
	<b><u>34,860</u></b>		<b><u>34,870</u></b>	<b>Balance Carried Forward</b>		<b><u>39,670</u></b>

### 3.5 Five Year Budget Estimate

<b>Sow And Penk IDB</b>		0	1	2	3	4	5
<b>Revenue Account</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>App</b>	<b>Estimated Out-turn</b>					
	<b>Budget</b>						
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>							
Drainage Rates	10,828	10,800	10,709	11,156	11,156	11,585	12,014
Special Levies	101,333	101,333	103,192	107,492	107,492	111,626	115,760
Doxey & Tillington Marshes SSSI WLMP	10,000	1,457	5,000	-	-	-	-
Bank Interest, Other Contributions	200	200	150	200	200	850	900
<b>Total Income</b>	<b>122,361</b>	<b>113,790</b>	<b>119,051</b>	<b>118,847</b>	<b>118,847</b>	<b>124,061</b>	<b>128,674</b>
<b>Expenditure</b>							
Flood Defence Levy	9,000	8,635	8,900	9,167	9,442	9,725	10,017
Refurbishment Costs	-	-	-	-	-	-	-
Administration	23,000	23,504	24,403	24,647	24,894	25,142	25,394
Maintenance of Drains	56,525	56,522	58,220	59,967	61,766	63,619	65,527
Additional Maintenance	18,150	23,890	18,000	18,540	19,096	19,669	20,259
Biodiversity Action Plan	3,000	3,000	3,000	3,090	3,183	3,278	3,377
Doxey & Tillington Marshes SSSI WLMP	10,000	1,457	5,000	-	-	-	-
County Show Budget	-	-	5,000	1,000	1,000	1,000	1,000
<b>Total Expenditure</b>	<b>119,675</b>	<b>117,008</b>	<b>122,523</b>	<b>116,411</b>	<b>119,380</b>	<b>122,434</b>	<b>125,574</b>
Surplus/(Deficit)	2,686	(3,218)	(3,472)	2,437	(533)	1,627	3,100
Transfer to Doxey & Till Marshes Account	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Balance Brought Forward	133,617	133,128	123,910	120,438	122,875	122,342	123,969
<b>Balance Carried Forward</b>	<b>130,303</b>	<b>123,910</b>	<b>120,438</b>	<b>122,875</b>	<b>122,342</b>	<b>123,969</b>	<b>127,069</b>
<b>Doxey &amp; Tillington Marshes Acc</b>	<b>34,860</b>	<b>34,870</b>	<b>39,670</b>	<b>44,470</b>	<b>49,270</b>	<b>54,070</b>	<b>58,870</b>
<b>Penny Rate in £</b>	6.24p	6.24p	6.24p	6.50p	6.50p	6.75p	7.00p
<b>Penny Rate £18,253</b>	109%	106%	98%	106%	102%	101%	101%
Rate Av £171,625	6.09p	6.42p	6.43p	6.37p	6.53p	6.66p	6.83p
Levy Av £1,653,716							
	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Doxey &amp; Tillington Marshes Acc</b>	<b>App</b>	<b>Estimated Out-turn</b>					
	<b>Budget</b>						
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>							
Transfer from I&E	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Interest	30	30	30	30	30	30	30
Contribution to Scheme							
<b>Total Income</b>	<b>6,030</b>	<b>6,030</b>	<b>6,030</b>	<b>6,030</b>	<b>6,030</b>	<b>6,030</b>	<b>6,030</b>
<b>Expenditure</b>							
Capital Expenditure							
Maintenance	1,230	1,230	1,230	1,230	1,230	1,230	1,230
<b>Total Expenditure</b>	<b>1,230</b>	<b>1,230</b>	<b>1,230</b>	<b>1,230</b>	<b>1,230</b>	<b>1,230</b>	<b>1,230</b>
Surplus/(Deficit)	4,800	4,800	4,800	4,800	4,800	4,800	4,800
Balance Brought Forward	30,060	30,070	34,870	39,670	44,470	49,270	54,070
<b>Balance Carried Forward</b>	<b>34,860</b>	<b>34,870</b>	<b>39,670</b>	<b>44,470</b>	<b>49,270</b>	<b>54,070</b>	<b>58,870</b>



## 4. Engineer's Report

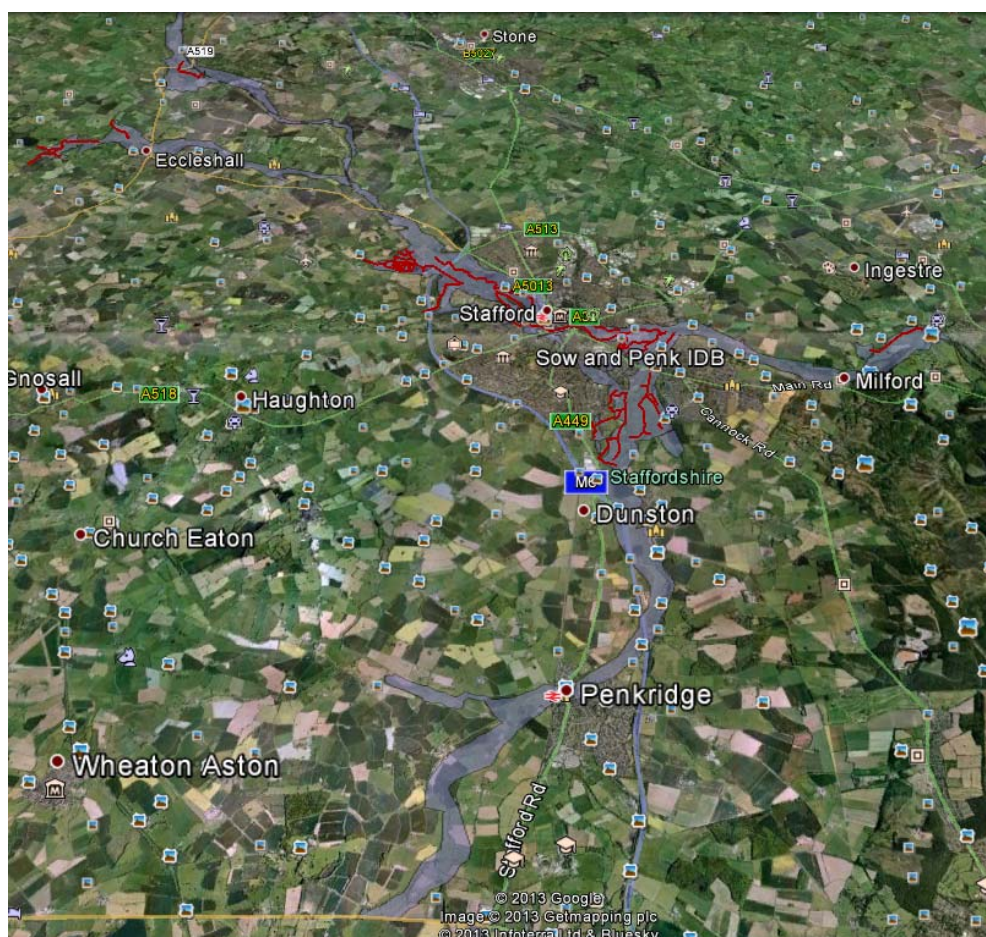
### Recommendation(s):

- To note the information contained in this report
- Board consider procurement route and funding of hydraulic modelling of Drainage District (Item 4.1.1)
- Board approve extension of Maintenance Contract to Littlehales Plant Hire Ltd. for two further 12-month extensions.

### 4.1 Asset Management

#### 4.1.1 Hydraulic Modelling

The IDB currently chooses to maintain 40 km of Ordinary Watercourses within the Drainage District of c.4,600 hectares and wishes to understand the value of the maintenance that is currently undertaken as well as exploring opportunities for maintenance in other areas of the District which may be of benefit.



In order to under the value and benefit of maintaining these catchments the Board has asked that hydraulic modelling is considered to provide an evidence base.



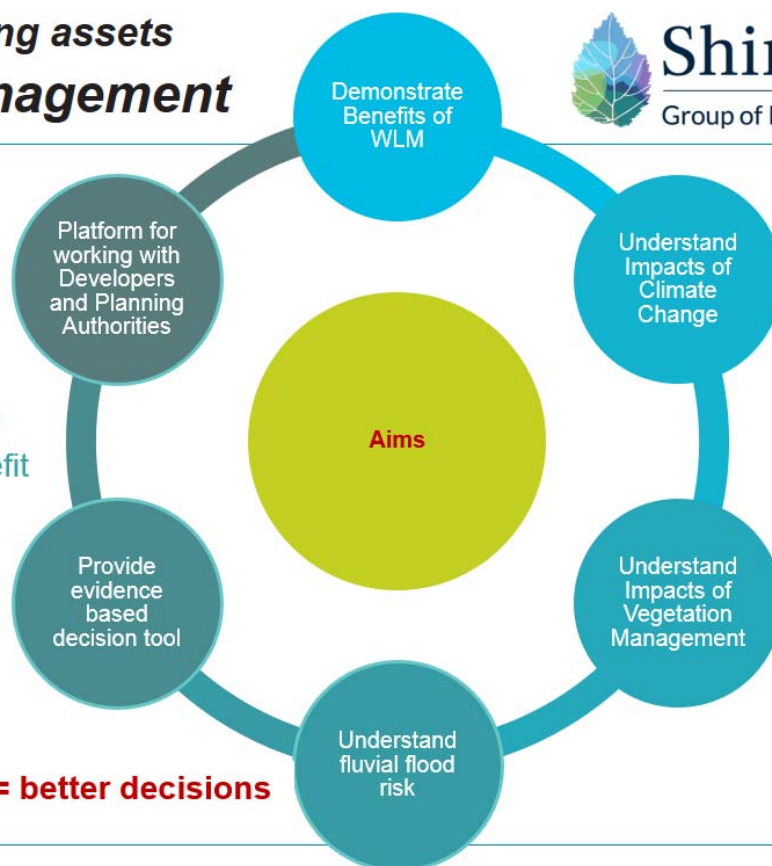
from *managing assets*  
to **Asset Management**

**Understand the  
value of our  
catchments**

**Value = Stakeholder  
Expectations + Benefit**

**Benefit determined  
from hydraulic  
modelling**

**better information = better decisions**



**Outputs** from hydraulic modelling will include:

- Improved **surface water flood risk mapping**
- Up to date **condition photographs** and **topographic channel survey** data
- Sharing **improved evidence** information with LLFA, LPA and EA
- Improved understanding of **impact on development** & reliance on maintained systems
- Assist in the identification of **critical locations**
- Flood maps will assist in **evidenced based prioritisation** for maintenance
- Visually demonstrate to Partners the **benefits of sustaining IDB** operations

As the Drainage District is wholly reliant upon gravity and Main River systems it will be critical to work with the Environment Agency, taking into account the Main Rivers in any modelling as boundary conditions in an IDB model.

The EA have undertaken modelling on the following Main Rivers:

- River Sow
- River Penk
- Rising Brook
- Kingston Brook
- Otherton and Bell Brooks (Penk tributaries)

**We envisage the IDB Drainage District model to include the following:**

- Topographic survey of 40 km Ordinary Watercourse
- Site Visits / Inspections
- Client progress meetings / presentations
- LiDAR integration into model
- Hydrological analysis
- Liaison with EA for downstream boundaries and existing models
- Liaison with IDB for any historic flood information/points of reference
- Liaison with Staffordshire Wildlife Trust regarding WLMPs (Doxey, Tillington)
- Hydraulic model build based upon 1in2,10,20,30,50,100,200,500,1000 + cc
- Sensitivity tests and calibration including roughness (maintained/unmaintained)
- Options testing: Blockage Scenarios, Saturated Catchments, Do Nothing Scenario
- Model report and flood outlines in ArcGIS, and transfer of model to IDB

Should the Board agree, the Shire Group of IDBs will develop the specification for a 3<sup>rd</sup> party procurement agent to undertake the Invitation to Tender and Evaluation. Options for procurement are likely to be with North Lincolnshire Council Procurement or through the Environment Agency Framework.

JBA Consulting may choose to price for the work and as part of our Conflict Management Process the specification will be produced on a secure server only accessible by the Shire Group and the Shire Group will not be involved in the Invitation or Evaluation process.

When considering the funding of hydraulic modelling there maybe an opportunity to Local Levy funding from the Regional Flood & Coastal Committee which has been successful in other IDB areas (Yorkshire and Trent).

It is also important to note that the **information/ evidence** obtained through hydraulic modelling will **help to justify the expenditure** that the Board agrees on maintaining the District in terms of **Cost Benefit** for the rate payer and residents, as well as **aid transparency of decision-making**.

Our high-level **estimate of the Cost** of the modelling to be as follows:

Item	Estimated Cost
Topographic Survey	£30,000
Hydrological Analysis	£3,000
Hydraulic Model	17,000
Options testing	10,000
Report	5,000
<b>TOTAL</b>	<b>65,000</b>

#### 4.1.2 Ordinary Watercourses

The EU compliant NEC3 Term Service Short Contract for Watercourse Maintenance Services with Littlehale Plant Hire Ltd. has now finished their **three years of service with two further 12-month extensions subject to performance**. No performance issues have arisen during the three years of the contract and subject to future performance, the contract would expire on 31st March 2020.

Moving forwards procurement advice will be needed with regards to the requirements for tendering from 2020 and the permissible duration of contract.

#### 4.1.3 Riparian Watercourses (Doxey Road, Bellway Homes)

Bellway Homes confirmed that a Management Company (SDL Bigwoods) are to take on the riparian responsibility for maintenance of watercourses/ piped watercourses.

#### 4.1.4 Main River

Lucy Hogarth, Environment Agency FCRM Advisor (West Midlands Area) will be in attendance at the meeting.

Discussion points of interest are likely to be based around:

- **PSCA**
- **Demaining**
- **EA Maintenance 2018/19 Budget and Precept spend update**
- **Modelling**

#### 4.1.5 Ecceshall Flood Action Group

The Boards Maintenance Contractor liaise with members of the group regarding issues in Church Mewes and the Group are now working with the EA regarding the concerns.

### 4.2 Planning, pre-application advice and consents

#### 4.2.1 Planning applications

Our email address for planning enquiries is [planning@shiregroup-idbs.gov.uk](mailto:planning@shiregroup-idbs.gov.uk)

Planning applications have been reviewed and no applications have required comment on behalf of the Board between 1 November 2017 and 22 January 2018.

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

Our email address for consent applications is [consents@shiregroup-idbs.gov.uk](mailto:consents@shiregroup-idbs.gov.uk)

No consents have been issued on behalf of the Board between 1 November 2017 and 22 January 2018.

## 5. Health and Safety Report

### Recommendation:

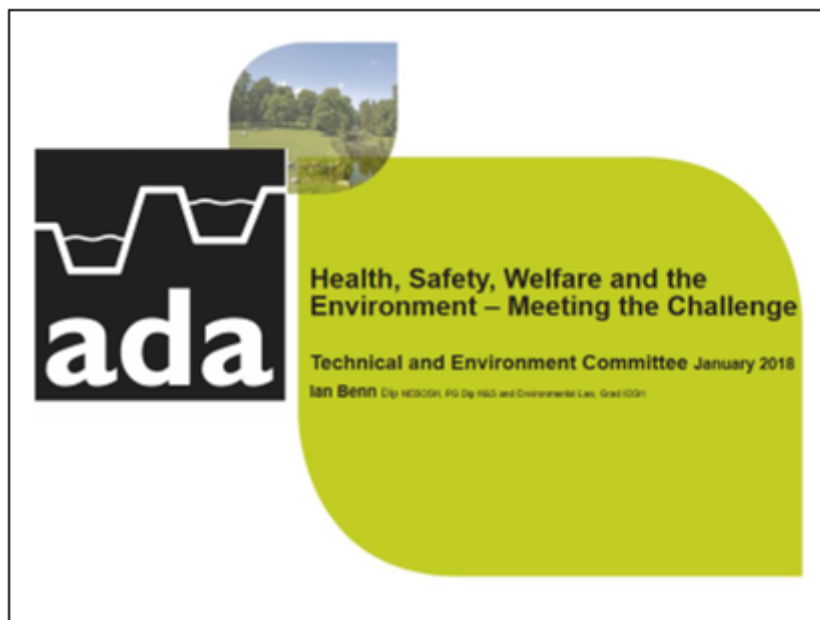
- Members note information contained in the Report

### 5.1 Health and Safety Boards Contractor


#### 5.1.1 Accidents and Incidents

There have been no accidents or incidents to report. This is invariably a quieter period regarding work activity.

See below report produced for the last ADA Technical and Environment Committee



### Health, Safety, Welfare and the Environment



- Key items to address (in no particular order or requirement)
  - Working near water
  - Lone working
  - 4x4 driving
  - Overhead power lines
  - Buried services
  - Leptospirosis
  - Manual handling
  - COSHH
  - Welfare arrangements
  - Incident reporting
  - Working at height
  - Health Surveillance
  - Training and Competency Assessment
  - Hand Arm Vibration Syndrome (HAVS)
  - Managing Contractors
  - Drugs and Alcohol Policy
    - Random testing
    - For cause testing
  - Whistle blowing
  - Continual improvement

Individual IDBs should have in place processes to deal with any of the above. (this list is not exhaustive)

Individual tasks should have been suitably assessed for the hazard(s) that arise from there undertaking, and then the risk and acknowledged within a documented risk assessment.

It is still unclear as to how the majority of IDBs deal with;

1. Training and Competency
2. Lone Working
3. Health surveillance
4. Welfare arrangements

I have included a H&S Questionnaire to help ascertain this detail. The larger IDBs in particular should have all this detail and policies in place to combat the more difficult issues. I have produced and included in previous H&S reports a model policy for Hand Arm Vibration to assist.

My personal opinion is that it is vital IDBs are seen as a 'Safe Pair of Hands' if they are to be considered as 'Equals' by other RMAs. I would note Robert Caudwell's comments regarding not being happy thrown a few crumbs from the table in his inaugural speech at the ADA Conference.

## 6. Environmental Adviser's Report

### Recommendation:

- Members note information contained in the Report
- Consider provision of support to Derrington Millennium Green Trust (Item 6.2)

### 6.1 Legislation

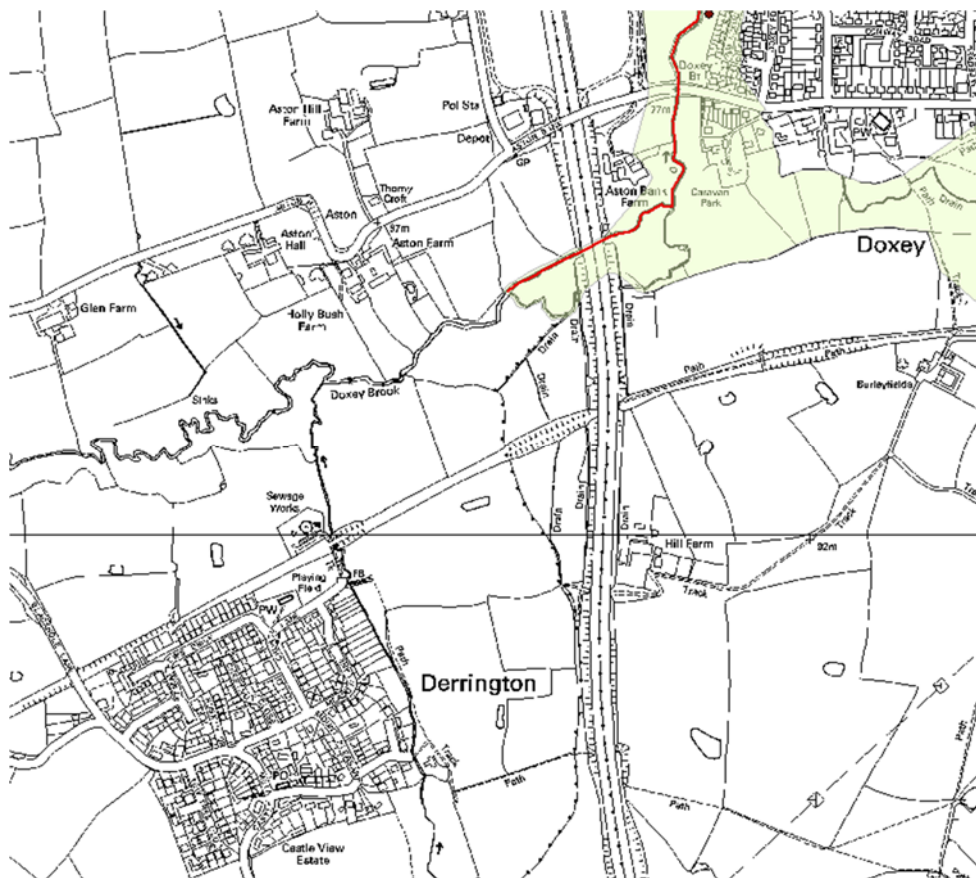
Nothing to report.

### 6.2 BAP 2015-2020

The Board **Minute 2017.85** acknowledges Member discussion on ways in which environmental work could be delivered across the District. There is an existing initiative with which Staffordshire Wildlife Trust are involved, 600m outside the Board's District in a water meadow capable of acting as flood storage area during overtopping events of Doxey Brook.

To retain this habitat, Derrington Millennium Green Trust is attempting to purchase 3.4 acres of which they intend to preserve as a natural flood meadow. Acting as a flood storage area, this land naturally slows the flow of water into the Board District just west of the M6 and ultimately into Doxey Marshes.

Defra is fully supportive of working with natural processes as one of the tools to reduce flood risk. Whilst it is acknowledged the land is outside the Board District, Members may consider it appropriate to provide a level of support to the Trust to facilitate land purchase.



## **7. Any other business**

## **8. Date of next meeting**

29 May 2018, 21 November 2018.

## **9. APPENDIX A: Risk Register**

The Risk Register can be found over the following pages. Members are asked to review and approve the document.



Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
<b>Governance - Members &amp; Management</b>							
<b>Question 1 - Does the Board Lack Direction?</b>							
1. a)	B	High	Low	1.1	Disunity in Board with conflicting aims & objectives. External bodies and the wider public lack understanding of the Board's aims & objectives. Internal/external disputes cannot be resolved through lack of adopted policies.	Each board has a policy statement on Flood Protection and Water Level Management. These fall short of full Strategic Plan. All Boards have Biodiversity Action Plans. ADA standard model policies utilized to adopt an application. By default the constitution follows the provisions laid down in the Land Drainage Acts.	15/11/2017
1. b)	B	High	Low	1.2	Board lacks sufficient funds to meet its obligations.	Budgets follow sound logical principles. Approved by each IDB.	15/11/2017
1. c)	B	High	Low	1.3	Officer's unaware they have exceeded, budget, become overdrawn or that there are other, material errors in the accounting records. Inefficient, dangerous operational practises occur and continue unaddressed.	Daily, weekly, Monthly and Quarterly totals considered by Financial Officers on an ongoing basis that these are in accordance in general terms with budget. Evidence of budget monitoring approved by IDBs. Budget review document signed each month with comments.	15/11/2017
1. d)	B	High	Low	1.4	Board members and other funding partners unaware of problems set out above. Said problems continue unaddressed.	Operational performance considered and updated at Board meetings as appropriate. Ratepayers know Board members. (Names of all Board members are available on the Shire Group website) Feedback to board of praise /criticism via member. Complaints procedure documented and available on website.	15/11/2017
<b>Members/Officials</b>							
<b>Question 2 - Do officials/members lack relevant skills or commitments?</b>							
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 ( <a href="#">target date 31.3.2018</a> )	15/11/2017
<b>Question 3 - Does the Board lack appropriate composition?</b>							
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
<b>Management</b>							
<b>Question 4 - Is There an Adequate &amp; Informed Organisational Structure?</b>							
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 ( <a href="#">target date 31.3.2018</a> )	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
<b>Question 5 - Is there a lack of succession planning? Can experience and skills be lost, and corporate contract/operational impact be lost?</b>							
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
<b>Question 6 - Is the reporting process adequate?</b>							
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
<b>Operational Risk</b>							
<b>Question 7 - Are there any risks associated with the provision of services?</b>							
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
<b>Question 8 - Is there a risk of supplier dependency?</b>							
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
<b>Question 9 - Is there a risk that capital resources are under utilised?</b>							
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
<b>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?</b>							
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
<b>Question 11 - Are there risks of loss of information and continuity?</b>							
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
<b>Question 12 - Is there a risk of lack of awareness of procedures and policies?</b>							
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							
<b>Financial Risks</b>							
<b>Question 13 - Is there a risk of loss of control through an inadequate budget process?</b>							
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
<b>Question 14 - Is there a risk of lack of liquidity due to inadequate reserves?</b>							
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
<b>External Risks / Compliance with the Law</b>							
<b>Question 15 - Is there a risk associated with non-compliance with the law or other external factors?</b>							
15. a) Is there a policy of review of the legal requirements extending to the organisation/professional opinion sought re:							
• Employment Law?	B	High	Low		Board in breach of its statutory obligations.	Equal Opportunities policies in existence.	15/11/2017
• Human Rights Legislation?					Same	All applicable law complied with.	

Item	Grade	Impact	Likelihood	Ref	Risks	Mitigation and Action Required	Last Reviewed
<ul style="list-style-type: none"> <li>• Health &amp; Safety?</li> <li>• Criminal Acts?</li> </ul>					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
<b>Speciifc Board Risks</b>							
<b>Question 16 - Are there any specific Board Risks?</b>							
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) 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.c) 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	Reduce reliance on this income when budgeting and treat income as bonus and spend on works at end of year.	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.





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

**T: 01302 337798  
[info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk)  
[www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)**

**JBA Consulting has offices at**

**Coleshill  
Cork  
Doncaster  
Dublin  
Edinburgh  
Exeter  
Glasgow  
Haywards Heath  
Isle of Man  
Leeds  
Limerick  
Newcastle upon Tyne  
Newport  
Peterborough  
Saltaire  
Skipton (Belle Vue Mills)  
Skipton  
Tadcaster  
Thirsk  
Wallingford  
Warrington**