



# Ancholme

Internal Drainage Board

**Godfrey's Offices**

**Elsham Top**

**Brigg**

**DN20 0NU**

**Meeting *Papers***

***Wednesday 16 May 2018***

***2:00pm***



# Shire

Group of IDBs

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## Meeting Papers

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Env.Mngt. Climate Change

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Finance Officer - Mark Joynes BSc (Hons) Mathematics

Rating Officer - Janette Parker

## Purpose

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

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## Contents

<b>Agenda.....</b>	<b>3</b>
<b>1. Governance .....</b>	<b>4</b>
1.1 Declaration of Interest .....	4
1.2 Apologies for Absence .....	4
1.3 Minutes of the meeting held on 17 January 2018 .....	4
1.4 Matters arising there from not elsewhere on Agenda .....	7
1.5 Complaints/FOI requests .....	7
<b>2. Clerk report.....</b>	<b>8</b>
2.1 Legislation .....	8
2.2 Guidance .....	8
2.3 Humber Flood Risk Management .....	8
<b>3. Financial Report.....</b>	<b>9</b>
3.1 Rating Report .....	9
3.2 Audit .....	9
3.3 Accounts for the Year Ending 31 March 2018 .....	10
3.4 Expenditure Budget Comparison for the Ending 31 March 2018.....	10
3.5 Annual Return – Section 2 Financial Statement .....	10
3.6 Five Year Budget Estimate .....	11
3.7 Schedule of Payments .....	12
<b>4. Engineer’s Report .....</b>	<b>16</b>
4.1 Asset Management .....	16
4.2 Planning, pre-application advice, and consents.....	19
<b>5. Health and Safety Report .....</b>	<b>21</b>
5.1 Board Employee.....	21
<b>6. Environmental Adviser’s Report .....</b>	<b>22</b>
6.1 Legislation .....	22
6.2 ADA Request in Relation to Eels. ....	23
6.3 Policy.....	23
<b>7. Representation .....</b>	<b>25</b>
<b>8. Any other business by leave of the Chairman .....</b>	<b>25</b>
<b>9. Date of next meeting.....</b>	<b>25</b>
<b>10. APPENDIX A: GDPR Policy .....</b>	<b>26</b>
10.1 Proposed General Data Protection Regulations .....	26
<b>11. APPENDIX B: Policy Statement .....</b>	<b>29</b>
<b>12. APPENDIX C – Internal Audit Report 2017/18 .....</b>	<b>37</b>
<b>13. APPENDIX D – Sections of the Annual Return.....</b>	<b>42</b>
<b>14. APPENDIX E - ADA Request in Relation to Eels .....</b>	<b>45</b>



## **Agenda**

1. Governance matters
2. Clerk Report
3. Financial Report
4. Engineering Report
5. Health and Safety Report
6. Environmental Report
7. Any Other Business by Leave of the Chairman
8. Date of next meeting



## 1. Governance

### 1.1 Declaration of Interest

Board Members are advised to declare a pecuniary or non-pecuniary interest on any item in the Agenda.

### 1.2 Apologies for Absence

### 1.3 Minutes of the meeting held on 17 January 2018

#### Present

Mr J Akrill	JA
Mr R Borrill (Chair)	RB
Mr S Brown	SB
Mr I Dowson	ID
Mr A Godfrey (Vice Chair)	AG
Mr R N Herring	RNH
Mr R Holloway	RH
Mr J Jackson	JJ
Mrs J Jackson	JJ2
Mr P Richardson	PR
Mr C Sherwood	CS
Mr W Strawson	WS
Mr H Williams	HW

#### In attendance on behalf of JBA Consulting Officer:

Mr I Benn	CEO
Mr C Benson	FO
Mr P Jones	Eng
Mrs A Briggs	EO

#### Other attendees

John Cook, Towergate Insurance

#### Declaration of interest

**2018.1** None received.

#### Apologies for Absence

**2018.2** Apologies for absence received from Messrs Barton, Day, Glover, James, Jones, Storey, Waltham, N Sherwood, H Rowson and S Dunn.

#### Chair announced change of Agenda order

#### Insurance presentation Declaration of Disclosure –

**2018.3** Mr Cooke gave a brief presentation on history of Towergate involvement with IDBs. He advised on Insurance Act requirements, its effect on depth of information insured must declare to insurers. As new statute, there is a lack of case law to interpret it, providing definition to current wording. For IDBs easy for business to declare with claims history but Board is its members. The question was how far and at what depth must that information be collated from Members which constitute the Board as the



insured. He recommended the Board makes its declaration with as much information as possible from Board Meetings. Information will be held until a major claim is made and at that point information declared will be scrutinized together with any background information previously unknown/undeclared. Members expressed concern about the level of personal/business detail required disclosed. Noted this has arisen through statute rather than common law and insurers require their customers to provide relevant information or run the risk in the event of a claim of not doing so. Mr Cooke left the meeting.

**JJ proposed the Board continues to provide the depth of information it always has done, SB seconded, all in Agreement**

### Minutes of the Last Meeting

**2018.4** Minutes of the meeting held 8 November 2017 were considered for approval signature by the Chairman. **Proposed a true record of the meeting for signature by Chairman AG, seconded CS, all in agreement.**

### Matters arising not discussed elsewhere on Agenda

**2018.5** None.

### Complaints/FOI requests

**2018.6** None.

### Clerk Report

**2018.7** The Clerk advised his report for information only. Information noted by Members.

### Finance Report

The Finance Report previously circulated to Members was discussed.

**2018.8** Insurance – quotations from suppliers expected by end of January. Request Chair be given authority to make decision on supplier. **SB proposed Chair be given delegated power to decide on insurance supplier, HW seconded, all in agreement.**

**2018.9** Rating report – now £33,000 mainly relating to instalment payments and two outstanding landowners. Noted Management has a set procedure to recover debtor rates.

**2018.10** Internal Audit Review meeting – Minutes of the meeting have been circulated to Members electronically.

**2018.11** Risk Register – Members reviewed risk register at Appendix A and specific risks to the Board. **HW proposed Board accept risk register which accurately reflects risks associated with Board function, AG seconded, all in agreement.**

**2018.12** Budget estimates and Special Levies 31.3.2019 and 5-year budget estimate – Members reviewed the budget estimates and predicted out-turn. FO had presented budget for 2018/19 year with in connection with long-term plan for station refurbishment/replacements. He reported he had considered several options specifically relating to capital refurbishment programme and how to flatten out required rate increase spikes to deliver that plan. Members were requested to consider whether 2% increase sufficient. 0.5p increase would provide additional £20,000 income. RNH queried whether should make provision for future expenditure that will benefit ratepayers in 5-years. JJ suggested Board should look at reducing rates, not increasing.



Chair advised funds were required to accommodate planned refurbishment. RNH advised impact of Brexit was an unknown and would have an effect on Board via its ratepayers in an already struggling farming industry. SB advised he was not of opinion rates should be increased this year. AG queried position with no rate increase on reserves level, advised would be below 29% compared with 29.95%. Within 25 years and planned station refurbishments, rate would be in region of £0.38 cover annual expenditure including loan interest repayments of £900,000 p/a. Finance Officer advised remaining at 12.5p, Board would run out of money in 2021. Members agreed the value of intrusive asset inspections prior to potential refurbishment to understand exactly what required. Eng. advised discussion surrounded financial aspect of current level of maintenance as well as asset replacement. Hibaldstow required intrusive asset inspection within next financial year including M&E, concrete core samples, condition of piles. Better information available would deliver more accurate financial forecasting noting however the process to apply for GiA took roughly two years to collate information and produce business case, a start had to be made at some point. RNH commented on future unknowns, he opined in years to come may be able to get grants for environmental areas, monies may be available for pumps but requiring environmental outcomes. Eng. noted EA priorities are associated with economics but are weighted with people and houses. Understanding current condition of assets will provided informed decision making for future. HW noted no rate increase still delivered approximately 30% for reserves, by next year asset inspection information will allow for better budgeting. CS advised North Lincs Council trying to keep its budget down, tax payers didn't accept rate increases based on future costs. **SB proposed retain rate at 12.5p, seconded CS, all in agreement.**

**2018.13** List of payments – No cheque payments had been made. Payments direct from bank account made totalling £186,810.55 of which £24,057.25 was approved by the Clerk only. **Proposed accepted HW, seconded AG, all in agreement.**

**2018.14** Automatic Enrolment – Costs associated with each % increase roughly £30 per month. Payment would be until 75 or retirement whichever the earlier. RNH felt additional contribution appropriate as valued employee and noted only recently commenced paying into pension. **AG proposed Board contribution of 6%, RNH seconded, all in agreement.**

## Engineers Report

The Engineer's Report, previously circulated to members was considered as reported.

**2018.15** Asset Management – Water Level Management – Winteringham Ings clarification on soak dyke. Information sent to EA, rules have changed on consenting, EA will confirm whether work exempt, or Board requires a permit to do the work. EA will work with Natural England on wording of any permit and Env. Officer already been in contact with NE to try and advance permitting. ID noted outfall currently working, highland water coming down Composition drain to some extent. Eng. advised EA permitting required as Board to work within 16m of a flood defence. Natural England environmental assent required as working within zone of influence of Estuary Ramsar site.

**2018.16** South Ferriby – Members discussed blocks placed by EA to protect against erosive forces on foreshore just past Reads Island. Will be in place until flood defence banks are raised as previously planned.

## Health and Safety Report

**2018.17** Excavators used as cranes – Members noted information in papers.



**2018.18** ID queried battery life on employee lone worker phone. Noted vehicle has tracker and lone worker device is being considered with mobile phone to support. Members noted increased O2 level of signal within Ancholme valley now new mast installed at Appleby. Employee phone on O2. WS advised he used 2-way radio with signal available that would cover length of Ancholme **ACTION: Eng. to progress with employee appropriate lone worker device.**

#### **Environmental Adviser**

**2018.19** Legislation – Members were pleased to note Natural England had assented the Board's jetting procedure through the year exception prolonged periods of freezing weather. EO advised periods of freezing weather tied in with regulations followed by shooting clubs. Members noted Environment Agency permit was required for refurbishing the soak dyke between Composition and Low Farm Outfalls which had been applied for.

#### **Representation**

**2018.20** Members noted where the Board had been represented since the last meeting.

#### **Any Other Business**

**2018.21** Noted this year an election year, Board will require to make decisions at May meeting. Noted importance of land changes affecting Register of Elector. Register is prepared with data available to Board, if Board not informed of changes, Register will not accurately reflect Electors.

#### **Date of Next Meeting**

Meeting dates for 2018 will be 16<sup>th</sup> May, 7<sup>th</sup> November at Godfreys Offices, Elsham. Some confusion over meeting dates, Admin to clarify. Meeting closed 15.55.

**The date of the next meeting will be 16<sup>th</sup> May 2018**

<b>ACTION</b>	<b>RESPONSIBLE PERSON</b>
Progress lone worker security for employee	Eng.

### **1.4 Matters arising there from not elsewhere on Agenda**

### **1.5 Complaints/FOI requests**





## 2. Clerk report

### **Recommendations:**

- To note the information contained in this report
- Adoption of GDPR Policy (Item 2.1.1)
- Adoption of Policy Statement

## 2.1 Legislation

### 2.1.1 General Data Protection Regulations

The GDPR come into force on 25<sup>th</sup> May. The Board is required to have a Policy relating to personal data it holds as Controller and handles as Processor. The Board is also required to appoint a Data Protection Officer. It is recommended the Board's Rating Officer be appointed.

See Appendix A for proposed GDPR Policy requiring approval of the Board, subject to approval of costs.

## 2.2 Guidance

### 2.2.1 IDB Policy Statement

ADA & Defra have produced a new model for the IDB Policy Statement, see Appendix B for the proposed policy for approval by the Board. ADA also issued a letter to Chairmen to accompany the model policy statement, also attached at Appendix B.

## 2.3 Humber Flood Risk Management

### 2.3.1 Humber Strategy Comprehensive Review

Several workshops have been held to consider the long list of options for the Strategy and reduce to a short one. Each option was assessed using a Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis considering Environmental, Social, Economic and Funding factors. Options considering covered from business as usual with schemes around the populated areas where expense can be justified to living with water in different ways to current as well as ambitious estuary-wide solutions where the highest tides are kept out of the estuary (barriers).

Results of the analysis work will be reviewed by the Agency and its Consultants to produce the short list of options.



## 3. Financial Report

### Recommendations:

- To note the information contained in this report
- To approve the Governance Statement, Section 1 of the Annual Return
- To approve the Abstract of Accounts for the Year Ended 31 March 2018
- To Approve the Financial Statement, Section 2 of the Annual Return
- To approve the schedules of payments

### 3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 31 March 2018: -

	£	£
Balance Brought forward at 1 April 2017		641.23
<b>2017/2018 Drainage Rates and Special Levies</b>		
Drainage Rates		352,125.87
<b>Special Levies</b>		
North Lincolnshire Council	206,609.00	
West Lindsey District Council	18,828.00	225,437.00
<b>Total Drainage Rates Due</b>		<b><u>578,204.10</u></b>
<b>Less Paid: -</b>		
Drainage Rates		352,581.08
North Lincolnshire Council	206,609.00	
West Lindsey District Council	18,828.00	225,437.00
<b>Total Drainage Rates Paid</b>		<b><u>578,018.08</u></b>
<b>Paid Refund</b>		<b><u>11.25</u></b>
<b>Admin Adjustments</b>		<b><u>6.12</u></b>
<b>Balance Outstanding as at 31 March 2018</b>		<b><u>191.15</u></b>

### 3.2 Audit

#### 3.2.1 Internal Audit

The internal audit of the Board's financial statements has been completed and the auditor's report is shown at Appendix C.

#### 3.2.2 Annual Return- Section 1 Annual Governance Statements

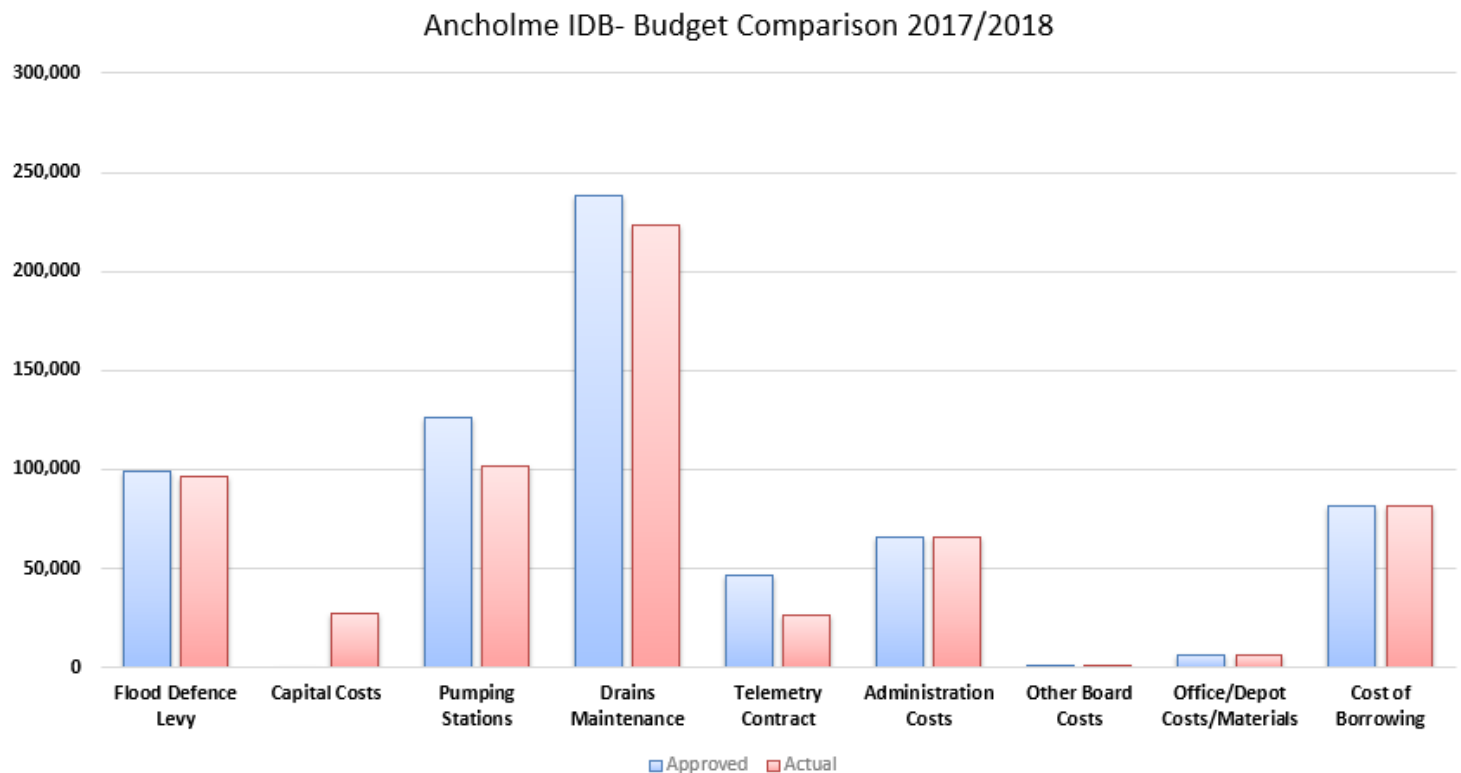
Members are asked to review and approve Section 1 of the Annual Return which can be viewed at Appendix D.



### 3.3 Accounts for the Year Ending 31 March 2018

The accounts for the year ending 31 March 2018 are included as a separate item in your pack

### 3.4 Expenditure Budget Comparison for the Ending 31 March 2018



### 3.5 Annual Return – Section 2 Financial Statement

Members are asked to review and approve Section 2 of the Annual Return which can also be viewed at Appendix D.



### 3.6 Five Year Budget Estimate

<b>Ancholme IDB</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<b>Revenue Account</b>	<b>Actual Out turn</b>	<b>Approved Budget</b>	<b>Est Out turn</b>					
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>								
Drainage Rates - Land (AV) : £2,818,581	352,120	352,323	352,323	366,416	380,508	394,601	408,694	422,787
Levies North Lincolnshire Council - (AV) £1,652,868	206,609	206,609	206,609	214,873	223,137	231,402	239,666	247,930
Levies West Lindsey District Council - (AV) £150,627	18,828	18,828	18,828	19,582	20,335	21,088	21,841	22,594
Interest etc.	41	30	30	70	500	500	500	500
Contribution from S&GWMB	18,900	17,000	17,000	17,340	17,687	18,041	18,401	18,769
Rental Income	1	1	1	1	1	1	1	1
Other Contributions	65,619	36,764	36,764	36,764	36,764	35,000	35,000	35,000
<b>TOTAL INCOME</b>	<b>662,118</b>	<b>631,555</b>	<b>631,555</b>	<b>655,045</b>	<b>678,932</b>	<b>700,632</b>	<b>724,103</b>	<b>747,582</b>
<b>EXPENDITURE</b>								
Flood Defence Levy	95,976	98,855	95,976	99,844	100,842	101,851	102,869	103,898
<b>NEW WORKS</b>								
<b>Contingency Planning</b>								
Capital (Low Farm Outfall, Nettleton Beck)	27,508	1,564	4,000	1,564	0	0	0	0
<b>Cost of Borrowing</b>	<b>81,746</b>	<b>81,746</b>	<b>81,746</b>	<b>74,792</b>	<b>74,792</b>	<b>74,792</b>	<b>71,168</b>	<b>67,545</b>
Other Board Shares	875	850	850	850	900	900	950	950
Depot/Office Costs	6,601	7,620	7,620	7,772	7,928	8,086	8,248	8,413
Maintenance	223,718	247,597	247,597	252,549	257,600	262,752	268,007	273,367
Administration	65,510	68,740	68,740	70,115	71,517	72,947	74,406	75,895
Pumping Stations	101,341	129,721	139,678	132,315	134,962	137,661	140,414	143,222
Telemetry contract	26,802	36,967	26,802	26,802	26,802	26,802	27,606	27,606
<b>TOTAL EXPENDITURE</b>	<b>630,077</b>	<b>673,660</b>	<b>673,009</b>	<b>666,603</b>	<b>675,343</b>	<b>685,791</b>	<b>693,669</b>	<b>700,896</b>
<b>Surplus (Deficit) on Year</b>	<b>32,041</b>	<b>(42,106)</b>	<b>(41,455)</b>	<b>(11,559)</b>	<b>3,589</b>	<b>14,841</b>	<b>30,434</b>	<b>46,686</b>
Balance Brought Forward	268,969	237,242	301,010	259,555	247,997	251,586	222,213	208,435
Balance	<b>301,010</b>	<b>195,136</b>	<b>259,555</b>	<b>247,997</b>	<b>251,586</b>	<b>266,427</b>	<b>252,648</b>	<b>255,120</b>
Capital Account Balance transfer	0	0	0	0	0	44,213	44,213	44,213
Balance to Carry Forward	<b>301,010</b>	<b>195,136</b>	<b>259,555</b>	<b>247,997</b>	<b>251,586</b>	<b>222,213</b>	<b>208,435</b>	<b>210,907</b>
Reserve Policy Target 30%	47.77%	28.97%	38.57%	37.20%	37.25%	32.40%	30.05%	30.09%

**Notes:**

Annual Value - £4,622,076  
Penny Rate - £46,221



### 3.7 Schedule of Payments

All payments made since those reported to the Board at the previous meeting.

#### 3.7.1 List of Cheques Paid

None to Report.

#### 3.7.2 List of Payments Made Directly from Bank Account

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
		No.			PAYMENT	
<b>2017</b>					<b>£</b>	
Dec	15th	137	Nat West Business Card	Business Card - Fuel	247.45	*
				- 4x4 Trolley	59.99	*
				- Diaries	33.21	*
				- Drain Freshener	24.48	*
				- Gear Oil	16.98	*
				- Car Wash, etc.	76.98	*
		-	NatWest	Bankline Fees	22.70	*
	18th	118	Danvm Drainage Commissioners	Lone Worker Monitoring, etc.	59.27	*
		122-3	ID Spares & Services Ltd	Weedscreen Cleaner Maintenance	1,177.18	*
		128	WH Strawson	Depot Rent	937.50	*
		-	HMRC	PAYE/NI	749.15	*
	20th	129	Woldmarsh Producers Ltd	Supply to Hibaldstow PS	260.18	*
				Supply to Depot	75.82	*
				Supply to Nettleton Beck	14.69	*
				Supply to Worlaby PS	616.93	*
				Supply to North Kelsey PS	142.31	*
				Supply to Carr Drain PS	137.70	*
				Supply to Fulseas PS	117.34	*
				Supply to Bentley Farm PS	151.58	*
				Supply to Appleby PS	113.34	*
				Supply to Broughton PS	378.78	*
				Supply to Cadney PS	154.80	*
				Supply to South Kelsey PS	137.30	*
				Supply to Redbourne PS	237.95	*
				Supply to Waddingham PS	250.43	*
				Supply to 30' PS	122.33	*
	21st	-	Employee	Wages	2,468.97	*
		-	B&CE Holdings	Pension Contributions	52.65	*
	29th	130	O2 (UK) Ltd	Mobile Telephone	18.00	*
		-	NatWest	Bank Fees	5.00	*
<b>2018</b>						
Jan	2nd	132	BT	Depot Broadband Package	39.60	*
		3	North Lincolnshire Council	Business Rates	107.00	*
	15th	-	NatWest	Bankline Fees	24.50	*
	16th	138	Nat West Business Card	Business Card - Fuel	329.80	*
				- Grease (Witham Oil & Paint)	922.94	*
	17th	-	HMRC	PAYE/NI	749.35	*
	18th	-	Employee	Wages	2,468.97	*



		-	B&CE Holdings	Pension Contributions	52.65	*
	19th	134	Information Commissioner	Data Protection Registration	35.00	*
	22nd	136	Woldmarsh Producers Ltd	Supply to 30' PS	166.38	*
				Supply to Appleby PS	253.61	*
				Supply to Bentley Farm PS	163.85	*
				Supply to Brimmer Beck PS	134.61	*
				Supply to Broughton PS	482.35	*
				Supply to Cadney PS	4.19	*
				Supply to Cadney PS	313.67	*
				Supply to Carr Drain PS	264.55	*
				Supply to Fulseas PS	130.64	*
				Supply to North Kelsey PS	286.95	*
				Supply to Redbourne PS	275.57	*
				Supply to South Kelsey PS	299.81	*
				Supply to Waddingham PS	294.47	*
				Supply to Worlaby PS	1,068.97	*
	26th	146	BT	Employee Home Telephone Line	69.87	*
	31st	145	BT	Line to Depot	163.34	*
		142	O2 (UK) Ltd	Mobile Telephone	18.00	*
		-	NatWest	Bank Fees	5.00	*
Feb	1st	152	Crystal Ball Ltd	Vehicle Tracking	70.20	*
	9th	149	Alison Briggs (Procular)	Pro HD Binoculars	139.00	*
		143	ADA	Annual Subscription	3,442.80	*
		144	RJ & AE Godfrey	Meeting Room Hire	120.00	*
		139	WH Strawson	Depot Intruder Alarm Service	124.80	*
	12th	131,3	Controlstar Systems Ltd	Telemetry Maintenance Contract, etc.	8,509.68	
		140	Hewitt (TJ) Excavators	Maintenance	12,278.90	
		141	JBA Consulting	Management Fee	13,049.29	
		148,151	N E Davis Plant Hire	Maintenance, etc.	25,030.64	
	14th	-	HMRC	PAYE/NI	749.35	*
	15th	159	Nat West Business Card	Business Card - Fuel	261.13	*
		-	Employee	Wages	2,468.97	*
		-	NatWest	Bankline Fees	20.90	*
		-	B&CE Holdings	Pension Contributions	52.65	*
	20th	150	Woldmarsh Producers Ltd	Supply to Worlaby PS	1,599.18	*
				Supply to North Kelsey PS	560.02	*
				Supply to Carr Drain PS	466.76	*
				Supply to Fulseas PS	132.79	*
				Supply to Bentley Farm PS	208.27	*
				Supply to 30' PS	338.53	*
				Supply to Appleby PS	246.98	*
				Supply to Broughton PS	622.01	*
				Supply to Cadney PS	450.56	*
				Supply to South Kelsey PS	670.27	*
				Supply to Redbourne PS	534.13	*
				Supply to Worlaby PS	299.20	*
				Supply to Candley Beck PS	232.51	*
				Supply to Island Carr PS	121.32	*
				Membership Fees	239.30	*
	28th	-	NatWest	Bank Fees	8.75	*
Mar	1st	147	Public Works Loan Board	Loan Repayment	40,873.12	*



		153	O2 (UK) Ltd	Mobile Telephone	18.00	*
	6th	154	Hewitt (TJ) Excavators	Maintenance	5,679.18	
	15th	177	Danvm Drainage Commissioners	Website Hosting, etc.	138.07	*
		155	Wildlife Conservation Partnership	Barn Owl Boxes	156.00	*
		157	WH Strawson	Depot Rent	937.50	*
		160	Nat West Business Card	Business Card - Fuel	242.59	*
		-	NatWest	Bankline Fees	24.50	*
		-	Employee	Wages	2,469.17	*
		-	HMRC	PAYE/NI	749.35	*
		-	B&CE Holdings	Pension Contributions	52.65	*
	20th	156	Woldmarsh Producers Ltd	Supply to 30' PS	394.67	*
				Supply to Appleby PS	606.66	*
				Supply to Bentley Farm PS	361.49	*
				Supply to Broughton PS	1,016.71	*
				Supply to Cadney PS	548.39	*
				Supply to Carr Drain PS	878.24	*
				Supply to Depot	670.60	*
				Supply to Fulseas PS	142.02	*
				Supply to Hibaldstow PS	1,378.76	*
				Supply to Nettleton Beck	60.24	*
				Supply to North Kelsey PS	722.56	*
				Supply to Redbourne PS	810.97	*
				Supply to South Kelsey PS	864.30	*
				Supply to Waddingham PS	293.92	*
				Supply to Worlaby PS	2,747.71	*
	23rd	180	Ballman Roofing Contractors Ltd	8m Camera System & Accessories	649.61	*
	29th	179	O2 (UK) Ltd	Mobile Telephone	18.00	*
		-	NatWest	Bank Fees	5.00	*
Apr	3rd	178	ACS Electrical Engineering Services	Pumping Station Tests & Reports	5,260.00	
		161-176,181	ID Spares & Services Ltd	Pumping Station Maintenance	7,718.22	
		158	P&R Plant Hire	Flap Valve Maintenance, Brigg	5,904.00	
		185	BT	Depot Broadband Package	42.00	*
		3	North Lincolnshire Council	Business Rates	114.00	*
	12th	186	Danvm Drainage Commissioners	Lone Worker Monitoring, etc.	51.60	*
		184	Hewitt (TJ) Excavators	Maintenance	2,131.80	*
		182	NPower (Equip Lease - 30')	30' PS - Meter Operator Service	536.40	*
		4	SmartWater Technology	Licence Renewal	1,440.00	*
		-	Employee	Wages	2,475.17	*
		-	HMRC	PAYE/NI	749.15	*
		-	B&CE Holdings	Pension Contributions	198.89	*
	16th	14	Nat West Business Card	Business Card - Fuel	325.51	*
		-	NatWest	Bankline Fees	23.15	*
	20th	183	Woldmarsh Producers Ltd	Supply to Worlaby PS	1,520.12	*
				Supply to North Kelsey PS	429.08	*
				Supply to Carr Drain PS	468.28	*
				Supply to Fulseas PS	132.71	*
				Supply to Bentley Farm PS	243.77	*
				Supply to 30' PS	274.30	*
				Supply to Appleby PS	310.45	*
				Supply to Broughton PS	699.96	*
				Supply to Cadney PS	316.68	*



				Supply to South Kelsey PS	602.52	*
				Supply to Redbourne PS	494.16	*
				Supply to Waddingham PS	273.59	*
				Supply to Brimmer Beck PS	266.20	*
				Gateposts - Composition Soak Dyke	1,323.54	*
	23rd	6-7	Controlstar Systems Ltd	Telemetry Maintenance Contract, etc.	8,509.68	
		1-2	JBA Consulting	Fee Accounts: -		
				BAP Implementation - March 2018	316.50	
				Management Fees	13,081.62	
		9-11	N E Davis Plant Hire	Composition Low Farm, etc.	26,698.91	
		-	C Plaskitt	Error Refund	10,000.00	
			<b>Total</b>		<b>247,477.46</b>	
			<b>* Total amount of direct debits, standing orders and payments approved by the Clerk only</b>		<b>105,440.84</b>	



## 4. Engineer's Report

### Recommendations

- To note the information contained in this report.

### 4.1 Asset Management

#### 4.1.1 Water Level Management

##### Winteringham Ings

Works on the channel clearance of vegetation to improve conveyance and future access for seasonal maintenance between Composition & Low Farm Gravity Outfalls has been completed and the system operational as flow via Composition has once again ceased due to siltation.



#### 4.1.2 Pumping Stations

No issues have arisen that require the attention of the Board.

#### 4.1.3 Inverted Syphons

No issues have arisen that require the attention of the Board.



#### **4.1.4 Maintained Ordinary Watercourses**

No major issues have arisen since completion of the 2017/18 maintenance programme, other than reports of some minor slips which will be dealt with as part of seasonal maintenance.

#### **4.1.5 Main River**

A site walkover was undertaken on 14<sup>th</sup> March with the Environment Agency, IDB Foreman and IDB Contractors to understand the extent of maintenance work and the potential access improvements that would be required. Overall, access to the majority of the low priority Main River sites was unimpeded, however, we await an updated Environment Agency list of Main Rivers to be considered by IDB Contractors for pricing.

#### **4.1.6 Temporary Pumping and Incident Response**

Following the recent and historic rainfall events experienced in the District as well as the potential for asset / pump station failure in future we have obtained a quotation as follows for the Boards consideration moving forwards.

The current temporary pumping position would normally be through other pump suppliers who have successfully supported the Board in the past. However, depending on the rainfall event and areas impacted, availability of temporary pumps is always an issue.

A future decision to invest in temporary pumping may also be linked to the role that the Board wish to take in terms of incident / flood response around the whole of the District and potential share with Scunthorpe & Gainsborough WMB.



Pumped Medium	Surface Water	
Required/Estimated Flow Rate	300 l/sec	1080 m3/hr
Suction Lift	5 metres	

### Selection

SuperBetsy Model	1off Diesel Driven Pump-Set with integrated, automatic priming system Perkins 4-cylinder, liquid cooled engine to Euro 3A Emissions Standard Soundproofed, steel canopy with four lockable access doors Automatic level control including probes with 15m cables. High efficiency, rag & solids handling Screw Impeller with 100 mm free passage Integral 500 litre fuel tank and 110% bund
Performance	At 1500rpm - Max flow = 626 m3/hr (174 l/s). Max Head = 22 m At 1800rpm - Max flow = 750 m3/hr (208 l/s). Max Head = 30 m
Trailer	3500kg rated highway compliant trailer with 2off hose racks to accommodate 3m suction hose and 4off ribbed stands



### Supply of Items as listed below

Item	Part/description	Qty	Price each	Total price
24	<b>ANCHOLME INTERNAL DRAINAGE BOARD (IDB)</b>			
25	SuperBetsy 200-ESL Code 1	1.00	£36032.25	£36032.25
26	3500kg Rated Highway Compliant Trailer with hose racks	1.00	£4147.50	£4147.50
27	8inchx3m hose, wire arm. + coupling, O Ring	6.00	£495.75	£2974.50
28	8inchx18m del. hose, blue layflat + coupling, O ring	1.00	£384.00	£384.00
29	8inch flange to male Bauer + lever lock	1.00	£213.75	£213.75
30	8inch flange to female Bauer + O ring	1.00	£176.25	£176.25
31	8inch sewage suction strainer	1.00	£360.00	£360.00
	Total value:			<b>£44288.25</b>

Est Dispatch: 10-12 working wks, subject to material availability at date of order acceptance

Pumped Medium	Surface Water	
Required/Estimated Flow Rate	Unknown l/sec	Unknown m3/hr
Suction Lift	Unknown metres	

### Selection

SuperBetsy Model	1off Diesel Driven Pump-Set with integrated, automatic priming system Perkins 4-cylinder, liquid cooled engine to Euro 3A Emissions Standard Soundproofed, steel canopy with four lockable access doors Automatic level control including probes with 15m cables. High efficiency, rag & solids handling Screw Impeller with 100 mm free passage Integral 500 litre fuel tank and 110% bund
Performance	At 1500rpm - Max flow = 288 m3/hr (80 l/s). Max Head = 24 m At 1650rpm - Max flow = 317 m3/hr (88 l/s). Max Head = 30 m
Trailer	3500kg rated highway compliant trailer with 2off hose racks to accommodate 3m suction hose and 4off ribbed stands

### Supply of Items as listed below

Item	Part/description	Qty	Price each	Total price
32	SuperBetsy 150-EM Code 1	1.00	£29676.75	£29676.75
33	3500kg Rated Highway Compliant Trailer with hose racks	1.00	£4147.50	£4147.50
34	6inchx3m suction hose, wire arm. + coupling, O ring	6.00	£307.50	£1845.00
35	6inchx18m del. hose, blue layflat + coupling, O ring	1.00	£170.25	£170.25
36	6inch flange to male Bauer + lever lock	1.00	£140.25	£140.25
37	6inch flange to female Bauer + O ring	1.00	£115.50	£115.50
38	6inch sewage suction strainer	1.00	£191.25	£191.25
39	Ex-works basis	1.00	£0.00	£0.00
	Total value:			<b>£36286.50</b>

Est Dispatch: 10-12 working wks, subject to material availability at date of order acceptance





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

### 4.2.1 Planning Applications

22 No planning applications have required comment on behalf of the Board between 21 December 2017 and 24 April 2018.

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

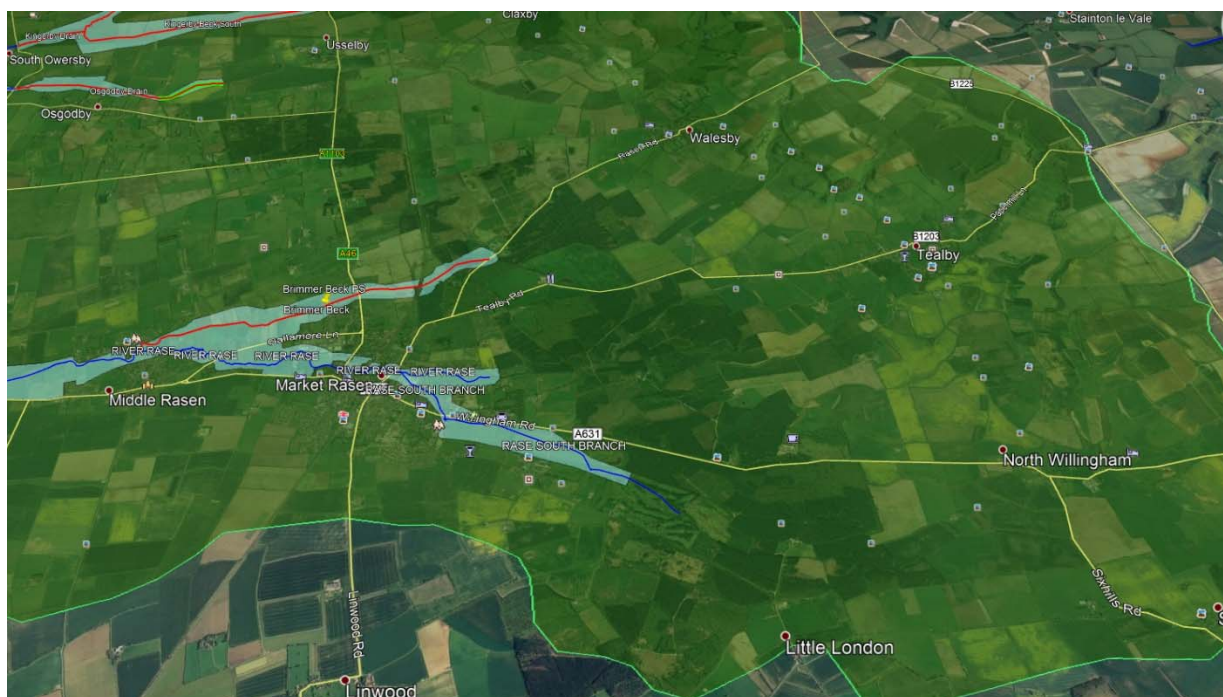
2 No. consents have been issued on behalf of the Board between 21st December 2017 and 24<sup>th</sup> April 2018.

### 4.2.3 Extended District Consents (Land Drainage Act 1991 Section 23)

6 No. consents have been issued on behalf of Lincolnshire County Council between 21st December 2017 and 24<sup>th</sup> April 2018.

### 4.2.4 Extended District Advice

On behalf of Lincolnshire County Council, we organised a meeting with LCC Highways, residents, Parish Council, and local developer in Tealby to review a long standing riparian issue related to an obstruction to flow / cleansing of watercourses and piped sections through the village adjacent B1203 (Rasen Road).





As the developer intends to discharge at a restricted rate into the existing watercourse, which is the only means of discharging surface water, the developer has agreed to undertake maintenance of the riparian open watercourse and LCC agreeing to jet the downstream piped riparian system.

The Parish Council has agreed to coordinate and raise awareness of riparian responsibilities with all related residents along the watercourse to improve future maintenance and reduce flood risk.



## 5. Health and Safety Report

### Recommendation:

- To note the information contained in this Report

### 5.1 Board Employee

#### 5.1.1 Accidents and Incidents

There are no accidents or incidents to report.

#### 5.1.2 Lone Worker Device

Since the last Board meeting, the Employee has been issued with and received training (on the 23rd April 2018) in the appropriate and required use of a new Lone Worker device, supplied and monitored on behalf of the Board by Solo Protect, a specialist Lone Working Provider.



## 6. Environmental Adviser's Report

### **Recommendation:**

- To note the information contained in this Report
- To make a decision on Eel contribution to ADA (Appendix E)

### 6.1 Legislation

#### 6.1.1 Environmental permitting (England and Wales) Regulations

The Board's Environmental Permitting exemption licence will require renewal from July 2018 which cover spreading, deposit and storage of waste arisings at pump stations and watercourses within the Board's District. The Board is also registered as an Upper Tier Waste Carrier

#### 6.1.2 Protection of Badgers Act 1992

Board Contractors are being notified they are required to be registered with Natural England to use the "Class Licence to interfere with Badger setts for watercourse and drainage purposes" specifically designed for those involved with IDB maintenance activities. Details are available at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/669989/cl27-badger-interfere-drainage-licence.PDF](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/669989/cl27-badger-interfere-drainage-licence.PDF)

Contractors must to apply to Natural England to be registered to use the Class licence. The licence requires Natural England is provided with 48 hours' notice of interference at each sett. Contractors can be held accountable if they do not adhere to the licence requirements.

#### 6.1.3 Conservation of Habitats & Species Regulations 2010

##### **Composition Lane outfall to Low Farm outfall works**

In accordance with Board responsibilities as a Competent Authority under the above regulations, a judgement has been made in compliance of section 23. Based on information submitted, Natural England has assented works on the connection drain between Composition Drain outfall and Low Farm outfall subject to 3 conditions:

- Activity is confined to the length of the drain
- There will be no activity riverward of the flood defence bank with the exception of 65m immediately east of Composition Drain Outfall.
- Work will be carried out during March-April 2018

The judgement included potential impacts on migratory wintering and passage waterfowl associated with the Ramsar site.

Protected species surveys have also been undertaken to assess the impact of the works including water vole, badger and a nesting bird survey to comply with the requirements of the Wildlife & Countryside Act 1982.

#### 6.1.4 Biodiversity Action Plan 2015-2020

Water vole, badger and nesting bird surveys have all been undertaken in connection with the above works under the Board's BAP.

No evidence of the presence of water vole was found in the drain linking the two outfalls, the drain was sub-optimal water vole habitat. Badger survey was undertaken as a set is known



to be within 350m east of the proposed works. No setts or tracks were identified proximal to the drain.

## **6.2 ADA Request in Relation to Eels.**

Please see appendix E.

## **6.3 Policy**

ADA has recommended all IDBs have a biosecurity policy and a new question is incorporated into the revised IDB1 for financial year ending 2-17/18. Proposed policy wording below:

### **1. Policy statement**

We will comply with all legislative requirements, statutory and other obligations, following best practice guidelines, relevant to our activities within the sphere of water level management.

The Board acknowledge the significant importance of having a rigorous biosecurity policy whilst undertaking its water level management function. Effective biosecurity measures demonstrate to our staff, ratepayers, other authorities, contractors and members of the public that we take our role and responsibilities seriously and care about the environment. This policy will help prevent the spread of Invasive Non-Native Species (INNS), pests and diseases and will, therefore, benefit biodiversity and the wider environment.

### **2. Aims**

The aim of this policy is to maintain standards of biosecurity on, sites whilst undertaking field operations, thereby helping to keep water bodies, animals, crops, forests, woodlands and other habitats free from disease and to prevent the introduction and spread of disease or INNS. It is accepted that risk from pathogens and INNS is volatile and dynamic and our biosecurity policy, and hence procedures, reflect this fact.

The Board will follow the Department for Environment, Food and Rural Affairs' (Defra) '*Check, Clean, Dry*' campaign, and other similar guidance produced by governments of the areas in which it operates, to help reduce and minimise the risk of spreading INNS, pests and diseases.

We will aim for each area in which we work to have in place biosecurity procedures appropriate to the prevailing hazards and consistent with differing levels of risk, for example:

- Working in waterbodies where known INNS species occur (HIGH)
- Working near waterbodies where known INNS species occur at certain times of the year (MEDIUM)
- Working 'in the dry' on sites where there are no known INNS issues (LOW)

The Board will provide instruction, training, resources and support needed to its employees and contractors in order to effectively implement this biosecurity policy.

### **3. Responsibilities**

The Board is responsible for reviewing and approving the content and implementation of this policy.

All Board Members are required to comply with the policy requirements and share responsibility for performance in implementing the policy in regard to the health, safety and welfare of the environment.

All contractors are required to have read, acknowledge, and agreed to adhere to this policy.





#### **4. Implementation**

This policy is implemented through the associated biosecurity procedures as documented in the;

None Native Species Secretariat document - **Biosecurity for everyone**

Specific biosecurity procedures may have to be established to take account of local circumstances, differing land uses, physical constraints, and the prevalence of INNS, pests and disease.

Biosecurity is acknowledged within our risk assessments.

Our biosecurity procedures apply equally to

- Administration staff;
- Board employees
- Sub-consultants;
- Contractors; and
- visitors.

#### **5. Certification**

By Order of the Ancholme IDB

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review May 2021.



## 7. Representation

Officers have represented the Board and ADA at the following fora:

<b>Environmental</b>	<b>Flood Risk Management</b>	<b>Other</b>
Humber Estuary Relevant Authorities Group (HERAG)	Humber Flood Risk Management Steering Group	
Comprehensive Review Humber Strategy	Partnership Approach to Catchment Management (PACM)	

## 8. Any other business by leave of the Chairman

## 9. Date of next meeting

7th November 2018 at Godfreys Offices, Elsham Top.



## **10. APPENDIX A: GDPR Policy**

### **10.1 Proposed General Data Protection Regulations**

#### **Draft for Review, Subject to Approval of Costs**

##### **1. Background**

1.1 General Data Protection Regulation 2018 (GDPR) applies to Controllers and Processors of personal information. A Controller determines the purposes and means of processing personal data. The Processor is responsible for processing personal data on behalf of a Controller.

1.2 GDPR applies to processing undertaken by organisations operating within the European union. As a Controller of personal data even where a processor is involved, the GDPR places obligations on the Board to ensure its contracts with Processors comply with the GDPR.

1.3 Scunthorpe & Gainsborough Water Management Board (the Board) is a Controller of personal information.

1.4 The Shire Group of IDBs Management team (JBA Consulting) is responsible for Processing personal data on behalf of the Board as Controller. The Board has identified that processing is necessary for compliance with a legal obligation to which the controller is subject.

1.5 Personal data means any information relating to an identifiable person who may be directly or indirectly identified by reference to an identifier such as a drainage rate account number, or an identification number.

1.6 GDPR applies to automated personal data and to manual filing systems where personal data is accessible.

1.7 Article 5 of GDPR requires that personal data shall be:

1.7.1 Processed lawfully, fairly and in a transparent manner in relation to individuals

1.7.2 Collected for specified, explicit and legitimate purposes

1.7.3 Adequate, relevant and limited to what is necessary in relation to the purpose for which the data is processed

1.7.4 Accurate and where necessary kept up to date

1.7.5 Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed

1.7.6 Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage

##### **2. Lawful basis for processing**

###### **2.1 Personal Data and Drainage Rates**

2.1.1 The Board has reviewed the purposes of processing activities and identified the lawful basis for processing personal data. The Board is a Public Authority delivering a public task. The Board is a public body defined in the Freedom of Information Act 2000 as a body constituted under Section 1 of the Land Drainage Act 1991. The processing of personal data is necessary to perform that task in the public interest and the Board's official function has a clear basis in law as defined by the Land Drainage Act 1991.



2.1.2 The Board has checked the processing is necessary for the relevant purpose and is satisfied there is no other reasonable way to achieve that purpose.

2.1.3 This Policy is intended to evidence documentation of the Board's decision on which the lawful basis applies to help demonstrate GDPR compliance

2.1.4 The Board has included information about the purpose of the processing and the lawful basis for the processing in its privacy notice issued with Drainage Rates.

## 2.2 Personal Data and Board Contractors

2.2.1 The Board has identified the lawful basis for processing personal data and sharing that data with its Contractors as a Public Authority delivering a public task which function has a clear basis in law as defined by the Land Drainage Act 1991.

2.2.2 The Board has checked the processing is necessary for the relevant purpose and is satisfied there is no other reasonable way to achieve that purpose.

2.2.3 This Policy is intended to evidence documentation of the Board's decision on which the lawful basis applies to help demonstrate GDPR compliance.

2.2.4 The Board has included information about the purpose of the processing and the lawful basis for the processing and sharing of personal data in its privacy notice issued with Drainage Rates.

## 2.3 Personal Data and Employees

2.3.1 The Board has reviewed the purposes of processing activities and identified the lawful basis for processing personal data. The Board as an Employer has a legal obligation for processing personal data to comply with Her Majesty Revenue & Customs requirements, Employer and Employee Pension Contributions.

2.3.2 The Board has identified a second lawful basis for processing personal data. The Board is party to a contract of employment and processing personal data is necessary for the performance of an employment contract to which the data subject is party.

## 2.4 Personal Data, Employees and Special Category Data

2.4.1 Special category data is more sensitive and needs more protection.

2.4.2 To lawfully process special category data the Board has identified a lawful basis under Article 6 and a separate condition for processing special category data under Article 9. Under Article 6 the lawful basis is legal obligation, under Article 9 the lawful basis is processing is necessary for the purposes of carrying out obligations and exercising specific rights of the Controller in the field of employment and for the purposes of preventative or occupational medicine for the assessment of the working capacity of the data subject

## 3. Data subject rights under GDPR

3.1 Right to be informed - The Board complies with its obligation to provide fair processing information through its privacy notice.

3.2 Right of access – The Board must provide a copy of subject data access request, without delay and within one month of request receipt. The Board notes GDPR includes a best practice recommendation that where possible, organisations should be able to provide remote access to a secure self-service system which would provide the individual with direct access to his or her information. The Board does not consider this appropriate associated with cost to the public purse of such a system for a small public body.

3.3 Right to rectification – the Board acknowledges a data subject right to rectification of data if it is inaccurate or incomplete



3.4 Right to erasure – the Board acknowledges the right to erasure where the personal data is no longer necessary in relation to the purpose for which it was originally collected however that request for erasure will be refused if continued compliance with legal obligation for the performance of a public interest task.

#### **4. Evidencing GDPR compliance**

4.1 The Board has produced and issued a Privacy Notice which accompanies issue of annual Drainage Rates. A copy of the Privacy Notice is available on the Board website at: [www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)

4.2 With regards to the Boards employees, we will inform our employees;

4.2.1 why data protection is important

4.2.2 what personal data is

4.2.3 The consequences of non-compliance

4.2.4 The right to have data deleted

4.3 We will report any personal data breach to the regulator (within 72 hours of discovery) if risk- such as discrimination, damage to reputation, financial loss- to employees is a likely consequence. We would consider data breaches of personal data in these instances to be specifically medical records or personal Bank Details.

4.4 We will seek to ensure that all personal data no longer required by the Board (i.e. evidence of verbal or written warnings when outside of their retention date) are expunged/deleted.

#### **5. Evidencing GDPR accountability and governance**

5.1 Accountability and governance complements GDPR's transparency requirements. The Board considers it has put in place comprehensive, proportionate governance measures that minimise the risk of breaches and uphold the protection of personal data.

5.1.1 The Board implements appropriate technical and organisational measures through internal audits of processing activities and reviews of internal HR policies.

5.1.2 It maintains relevant documents on processing activities

5.1.3 It has appointed a Data Protection officer

5.1.4 It has implemented measures meeting the principles of data protection by design and default through data minimisation, transparency and monitors processing.

#### **6. Certification**

By Order of the Scunthorpe & Gainsborough WMB

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review May 2021.



## 11. APPENDIX B: Policy Statement

### Policy Statement on Water Level and Flood Risk Management

#### 1. Introduction

##### Purpose

1.1. This policy statement has been prepared by the XXXXX Internal Drainage Board (the Board) to provide a public statement of the Board's approach to its management of water levels and flood risk within the XXXXX Internal Drainage District (the District). The Board is constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a flood risk and coastal erosion 'Risk Management Authority' (RMA) under the Flood & Water Management Act 2010.

1.2. The Board serves the local community by managing water levels in ordinary watercourses and other water infrastructure within the District to mitigate against the risks from flooding and drought. In delivering its functions the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment. The Board recognises its responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body the Board is committed to the pursuit of economy, efficiency and effectiveness.

1.3. [Add as appropriate] It should be noted that although this document refers to 'flood and coastal erosion risk management' (FCERM) the District is not affected by coastal erosion or tidal flooding.

##### Background

1.4 The Department for Environment, Food and Rural Affairs (Defra) has policy responsibility for flood and coastal erosion risk management in England. The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. Lead Local Flood Authorities (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas. Delivery is the responsibility of a number of flood risk and coastal erosion 'Risk Management Authorities' (RMA), which includes the XXXXX IDB.

1.5 This Policy Statement sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the *National flood and coastal erosion risk management strategy for England 2011* (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summarises what plans the Board has in place to manage water levels and reduce flood risk, whilst protecting and enhancing the environment, and ensuring good governance and local accountability. Copies of this Policy Statement are available from the Board's office at: XXXXX. Digital copies can be downloaded from the Board's website.



## **2. Governance and local accountability**

- 2.1. The Board will ensure that its policies and procedures enable effective representation of and accountability to drainage rate payers and the occupiers of non-agricultural land within the District, including triennial elections in line with the requirements of the Land Drainage Act 1991, and timely engagement with charging authorities to fill vacancies in seats allocated to appointed members.
- 2.2. Board members must take decisions objectively in the best interests of the Board and uphold the ethical standards expected of public officeholders. Board members must adhere to the Board's Members Code of Conduct, including the seven principles of public life (Nolan Principles). The Board will make sure that there is suitable training in place for board members and staff, including on financial and environmental matters as appropriate.
- 2.3. Board members must declare financial and other interests relevant to their function with the Board. Board members will recuse themselves as appropriate where conflicts of interest may occur in relation to procurement, contract management and decision making.

## **3. Delivering the National Strategy's policy aim and objectives**

### **Aim**

- 3.1. The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public sector organisations will work together to manage the risk to people and their property; facilitate decision-making and action at the appropriate level; and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

### **Objectives**

- 3.1 The Strategy sets out five objectives in pursuance of the overall aim as follows:
- understand the risks of flooding and coastal erosion, working together to put in place long-term sustainable plans to manage these risks and making sure that other plans take account of them
  - avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
  - build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;
  - increase public awareness of the risk that remains and engaging with people at risk to encourage them to take action to manage the risks that they face and to make their property more resilient; and
  - improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.



3.2. The Board supports the national aim and objectives for the management of flood risk and water levels and the Board's policy and approach will be consistent with them.

**4. Flood risk and water level management in the Board's District**

4.1. The District has been determined to derive benefit, or avoid danger, as a result of drainage operations. As such the whole of the District is at some risk from flooding, but that risk is managed wherever it is practically, environmentally and financially viable<sup>1</sup>.

4.2. The Board makes decisions regarding flood risk within the District taking into account the following:

- assets in place considering design standard and life;
- Environment Agency and Lead Local Flood Authority flood risk strategies, plans and maps; and
- other information such as the history of flooding and land use impacts.

4.3. The following outlines the key details of the District:

- Total area of the drainage district: xx ha
- Catchment area draining to and including the District: xx ha
- Area of agricultural land: xx ha
- Area of other (non-agricultural) land: xx ha

[List above can include summary of other land: e.g. residential and commercial property, amenity land, major road and rail infrastructure, other highways, area of designated environmental sites etc.]

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<sup>1</sup> It should be noted that the Land Drainage Act 1991 provides the Board with statutory powers to carry out works of maintenance and improvement for land drainage and flood defence purposes, rather than imposing a duty on the Board to carry out such works.





4.4. Assets for which the Board has operational responsibility:

- Water level control structures: xx number
- Watercourses (maintained): xx km
- Raised embankments: xx km
- Reservoirs: xx ha
- Sustainable drainage systems (SuDS): xx number
- Pumping Stations: xx number

4.5. Assets within or adjacent to the District that are maintained by the Environment Agency:

- Main rivers: xx km
- Raised embankments/flood walls xx km
- Pumping Stations: xx number

**5. Building, maintaining, and improving flood and coastal erosion risk management systems**

5.1. Through the operation, maintenance and improvement of watercourses and other water control assets within the District, the Board seeks to achieve a general standard of water level management that enables the drainage and irrigation of agricultural land, reduces flood risk to developed areas, and sustains environmental features throughout the District.

5.2. The Board monitors and reviews the condition of its watercourses and other assets, particularly those designated as critical, over-spilling from which could affect people and property. Consistent with the resultant needs established, a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards required. The programme is reviewed periodically by the Board to ensure it is delivering the appropriate condition.

5.3. Where standards are not at the desired level, improvement works will be sought where they are considered to be practical and financially viable by the Board. Where improvement works meet the criteria set by Defra, financial support will be sought from the Government's Flood and Coastal Resilience Partnership Funding. Where appropriate works will be undertaken in partnership with other Risk Management Authorities and take opportunities to work with natural processes.

5.4. Work for and by the Board will be carried out in accordance with best practice and to deliver best value for money taking due regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency and other organisations.

5.5. ~~[Delete as appropriate – MLC wording for para 5.5]~~ The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board is not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate what the Board considers to be the most important watercourses in the District as "District Drains" and prioritise their resources to the appropriate maintenance and, where necessary, improvement of such channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.



5.6. [Delete as appropriate – MLC wording for para 5.6] Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.

5.7. [Delete as appropriate – Alternative wording for para 5.5] The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board (i.e. they are not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate the watercourses in the District as either Critical, High, Medium or Low Risk and prioritise their resources to the appropriate maintenance and, where necessary, improvement of these channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.

5.8. [Delete as appropriate – Alternative wording for para 5.6] Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.

5.9. The Board has a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in their District and will, under this duty where appropriate advise others regarding the undertaking of works when it is not appropriate for the Board to exercise its own powers.

5.10. The Board will also seek to ensure, where possible, that assets managed by other Risk Management Authorities, which also reduce flood risk to the District, are maintained at a satisfactory standard and may enter into a Public Sector Co-operation Agreement with another Risk Management Authority to achieve better value for money when carrying out work to reduce flood risk.

## **6. Regulation of activities - Avoiding inappropriate development and land management**

6.1. The Board will take appropriate steps to help riparian owners understand their responsibilities for maintenance, byelaw compliance and environmental regulations.

6.2. The Board will regulate as necessary, using available legislative powers and byelaws, the activity of others to ensure their actions within, alongside, and otherwise impacting its drainage system do not increase flood risk, prevent the efficient working of drainage systems, or adversely impact the environment.

6.3. The potential impact on flood risk from future development, both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development and, individual (planning) applications, to prevent inappropriate development and land use to ensure that flood risk is not increased. This will include, where appropriate, providing pre-application advice and checking of flood risk assessments.

6.4. Where appropriate the Board will seek contributions from developers to cover the cost of both immediate and longer term works necessary to mitigate against any resultant increase in flood risk. Such contributions will be recorded in accordance with the National Planning Policy Framework and associated technical guidance.



6.5. The Board will where appropriate designate structures or features affecting flood risk using section 30 of the Flood and Water Management Act 2010.

## **7. Communication and transparency**

7.1. The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and flood risk as well as the steps the local community and land managers can take to assist in its management.

7.2. The Board will be open and transparent in its actions and decisions. The Board will comply with the requirements set out in the relevant Local Government transparency code.

7.3. The Board will provide an overview of the objectives and costs of its water level management operations by publishing on its website:

- A record of the watercourses it periodically maintains;
- A statement of the types of general maintenance activities it routinely undertakes and why;
- Its Annual Report to Defra (IDB1 Form); and
- Approved Board minutes and papers.

7.4. The Board will seek views and respond to enquiries from the local general public in this regard and work with local partners to build a culture within which watercourses are seen as vital to managing flood risk and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.

7.5. The Board invites any comments regarding the condition of its system, which could assist with the management of water levels.

## **8. Working together**

8.1. The Board will co-operate and share information with other relevant authorities in the exercise of their flood and coastal erosion risk management functions. The Board will contribute to strategies, plans and consultations relevant to its catchment and functions.

8.2. The Board will assist the Environment Agency wherever possible in its provision of adequate and cost-effective flood warning systems, and assist Risk Management Authorities where necessary during flood emergencies. The Board will participate as necessary in exercises to develop and test emergency response procedures.

8.3. The Board has provided the Environment Agency and other local Risk Management Authorities with information on the major flood defence assets for which the Board is responsible. The information is available from the Environment Agency at **xxxxxx**.

8.4. The Board will seek to work with all relevant local organisations, in carrying out its flood and coastal erosion risk management functions and environmental obligations.

## **9. Environmental measures**



9.1. The Board has nature conservation duties under the Land Drainage Act 1991, the Wildlife and Countryside Act 1981, the Protection of Badgers Act 1992, the Countryside and Rights of Way Act 2000, the Water Environment (Water Framework Directive) (England and Wales) Regulations 2003, the Eels (England and Wales) Regulations 2009, the Flood and Water Management Act 2010, the Natural Environment and Rural Communities Act 2006, Salmon and Freshwater Fisheries Act 1975, and as a competent authority under the Conservation of Habitats and Species Regulations 2010. The Board will fulfil these in a positive way.

9.2. Much of the Board's watercourse maintenance work constitutes vegetation control and de-silting and is often a vital and routine requirement. Whilst inevitably some short or long term impacts may arise, this management is often essential to maintain the distinct assemblage of aquatic habitat and species present in the District. Such work will be carried out in a way that manages the potential risks to the environment. The Board has access to environmental expertise from their **Conservation Officer/Advisor/Consultant [delete as necessary]**, and have a Biodiversity Action Plan, developed according to ADA and Natural England guidelines, **and a Conservation Manual [delete if not appropriate]** which indicate the way in which their functions can be carried out in a way appropriate to the environment and how the environment can be enhanced. The Board maintain only a small proportion of the total watercourse length in the District, the significant majority being the responsibility of the adjoining land owners or of other bodies.

9.3. When carrying out work, be it maintenance or improvement, and consistent with the need to maintain satisfactory flood protection standards, the Board will aim to:-

- Avoid any unnecessary or long term damage to agricultural interests and to natural habitats and species;
- Carry out the monitoring of any gains and losses of biodiversity and report annually to the Environment Agency; and
- Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.

9.4. The District is situated within numerous sites of **national and international [delete as appropriate]** biological or geological interest including:

9.5. **[List key designated sites (e.g. SSSI, SAC, SPA and Ramsar sites)]**

9.6. The Board has X Water Level Management Plan(s).

9.7. The Board will play its full role in sustaining the Water Level Management Plans prepared for SSSIs to maintain, or bring sites into, favourable condition, in conjunction with Natural England and other interested parties and review the plans in accordance with guidance.

## **10. Approval and Review of this Policy Statement**

10.1. This protocol was adopted by the Board on **dd mm yyyy**.

10.2. The **XXXXX** IDB will review and update this Policy Statement as and when changes to policies are made and notwithstanding within a period not extending beyond five years.



# Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,  
Stoneleigh Park, Warwickshire, CV8 2LG  
Telephone: +44 (0) 2476 992889  
Email: [admin@ada.org.uk](mailto:admin@ada.org.uk)  
Website: [www.ada.org.uk](http://www.ada.org.uk)  
Twitter: @ada\_updates

To: All IDB Chairs by email to IDB Clerks

Monday 23 April 2018

## TO ALL IDB CHAIRS

Dear IDB Chair

### Governance & accountability - Updated IDB Policy Statement

Following the publication of the National Audit Office (NAO) report on IDBs in March 2017, ADA has been working hard to provide assistance to IDBs seeking to improve their governance and accountability. I am pleased to be able to write to you to confirm that ADA has now published a new Policy Statement for IDBs (attached) that has been endorsed by Dr Thérèse Coffey MP, Parliamentary Under Secretary of State for the Environment. Supported by Defra, ADA wishes to encourage Boards to adopt the new Policy Statement and make it available via their websites as a public statement of the purpose of IDBs.

The Policy Statement is a key output from the work ADA has been undertaking alongside Defra following the publication of the National Audit Office (NAO) Report on IDBs in March 2017. That work will continue in 2018 and ADA has commissioned the preparation of a Good Governance Guide, sponsored by Defra. It is being designed to be a quick reference guide to provide you with the essential information that you need to know as a Board Member. We are making good progress with the guide and hope to publish it later this summer. We will be making printed copies available to Board Members through a series of five IDB governance workshops that we intend to hold in collaboration with ADA Branches around England later this year and into early 2019.

One governance matter that I know that the Minister continues to take a particularly close interest in is the representation of local authority appointed members onto your Boards. It is important that all Boards pay close attention to both council appointments and election procedures, as well as the attendance at Board meetings. I would encourage you to work closely with your clerk, existing members and their appointing councils where there are concerns to help identify practical solutions. ADA will continue to highlight to appointing bodies that they should appoint persons to IDBs who know the district and/or have relevant knowledge/experience, and that these persons do not necessarily have to be councillors or council staff. Defra has also offered to assist in writing to Local Authorities where necessary and please let me know if you believe that such a letter to any of your representative Local Authorities from the Minister would be helpful.

I am grateful to those Boards that have taken steps, since the publication of the NAO Report, to seek the requisite number of appointed members and/or reconstitute the size of their Board in line with the guidance offered during the Defra Review of IDBs. Those efforts by IDBs have greatly assisted ADA in retaining the confidence and support of the Minister in the effective work of IDBs.

I very much look forward to all IDBs being able to adopt the attached Policy Statement for their activities and the opportunity this presents in demonstrating consistency and commitment to public service of all IDBs, which can only serve to increase IDBs' national profile and reputation.

Yours sincerely

Robert Caudwell  
Chairman, ADA



## **12. APPENDIX C – Internal Audit Report 2017/18**

A copy of the report can be found over the following pages.

## **Ancholme Internal Drainage Board**

### **Report of the Internal Auditor on the internal controls of the Drainage Board for the year ended 31<sup>st</sup> March 2018.**

Dear Sirs

We have audited the Internal Control System of Ancholme Internal Drainage Board operational for the year ended 31<sup>st</sup> March 2018.

#### **1) Scope and Responsibility**

The Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Board also has a duty to make arrangements to secure continuous improvements in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Board is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Boards functions and which includes arrangements for the management of risk.

#### **2) The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Boards policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

#### **3) The Internal Control Environment**

The key elements of the internal control environment, which the Board have addressed, are in ensuring that they:

- ☐ Prepare its accounting statements in the way prescribed by law.
- ☐ Make proper arrangements and accept responsibility for safeguarding public money and resources in its charge.
- ☐ Have only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
- ☐ Have given all persons interested the opportunity to inspect and ask questions about the board's accounts.
- ☐ Considered the financial and other risks it faces and has dealt with them properly
- ☐ Arranged for a competent person, independent of the board's financial controls and procedures, to give an objective view on whether these meet the needs of the board and reviewed the impact of this work.
- ☐ Responded to matters brought to its attention by internal and external audit.
- ☐ Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

#### **4) Review of Effectiveness**

JBA Consulting are Clerks to the Board. Certain procedures are prescribed by statute. Our internal audit has covered the procedures and controls exercised by JBA over the Drainage Board. Our audit has been carried out on a test basis.

An assessment of the risks facing the organisation is being updated by JBA on an ongoing basis. This is then discussed with ourselves and reviewed on an annual basis and updated further as appropriate. The risk assessment is summarised using the following heads:

- ☐ Governance
- ☐ Operational
- ☐ Financial
- ☐ External
- ☐ Compliance with Law and Regulation

The risks identified are categorised depending on the assessment of their impact on the organisation and their likelihood of occurrence. Each area is being attributed an:

- ☐ A Denoting immediate action, or
- ☐ B Denoting consider action and have a contingency plan, or
- ☐ C/D Consider action or keep under periodic review.

The risk assessments are also currently reviewed and discussed as part of the 'Review of the Effectiveness of the System of Internal Audit' meeting, which currently takes place annually in November.

In addition, further work has been carried out in establishing the administrative and accounting procedures in terms of segregation of duties and recording of financial information.

### **Specific Internal audit review work**

The following areas relevant to Ancholme IDB were reviewed in detail in line with the principal of ensuring the standards and characteristics of an effective internal control system are evident: -

The Board's governance arrangements should include and ensure

- There is clarity of purpose and strategic direction.
- They act within their legal framework.
- Roles of officers and board members are clear and documented.
- Decisions are transparent and clearly reported
- Conduct of Board members and officers is of a high standard.

The Board's decision-making framework should include and ensure

- The board has a scheme of rules, including standing orders, which have been subject to minister approval.
- The make up of the board is in accordance with the land drainage act 1991.
- Adequate minutes of all board meetings are maintained.
- Adequate financial regulations are in place and followed.
- No conflicts of interest are evident.

### **Budgets**

The budget process undertaken by the board is reviewed in detail during the course of our internal audit work. This incorporates both the process itself and details comparison between the budget set and actual income and expenditure. This culminates in the calculation of any variances and then ascertaining the reasoning and explanations for these variances.

This is underpinned by the budgetary work undertaken on an ongoing basis during the course of the year by the clerks to the board as follows:

- On a monthly basis the sage 200 software is exported through to the formal accounts produced in order to ensure all items of income and expenditure are included.
- The figures from the accounts are then pulled through to the approved budget statement and a percentage comparison from budget to actual is calculated automatically on the spreadsheet.



- This is then reviewed fully by the clerk to assess the ongoing budgetary position.
- Reporting to the board can then be undertaken promptly as necessary.
- Within the November meeting all budget reports and reviews updated at that point in time are included within the meeting papers for discussion and ultimate approval.

### **Change to Internal Control Procedures**

During the previous year reviewed the internal control system relating to purchase invoices was updated. This was mainly necessary to adapt the current system to cater for the increasing number of suppliers who submit their invoices to the board electronically.

Once received all purchase invoices (whether received electronically or posted and then scanned in) are held in a folder named awaiting authorisation. These are then moved to a folder awaiting input, then through awaiting payment until ultimately being moved to an account paid folder.

Moving forward no hard copies of purchase invoices will be kept.

Our internal control system notes have been fully updated to reflect the above.

### **5) Significant Internal Control Issues**

In general, the Drainage Board is underpinned by a sound management and operational structure through the offices of JBA Consulting.

The following areas are identified as risk areas:

#### **Risk areas**

#### ***Comments in relation to specific areas highlighted above***

#### **Decision-making: -**

The percentage of income contributed in respect of the special levy for the year ended 31<sup>st</sup> March 2018 represents around 34% of total income, the majority of income being due from ratepayers.

At the May 2017 meeting, there were 7 appointed and 11 elected members present (39% appointed member percentage). At the November 2017 meeting, there were 8 appointed and 14 elected members present (36% appointed member percentage) and at the January 2018 meeting 2 appointed and 11 elected members present (15% appointed member percentage).

At the January 2018 board meeting narrated above any decision-making was undertaken without the necessary input from appointed members due to the above noted attendance statistic at the meeting.

It is noted that all none attendance of the appointed members is reported to the council and that it is not possible to essentially force individuals to attend meetings. However, this is a risk area to the board's decision-making process and as stated previously needs to be constantly reviewed moving forward.

The overall make-up of the board is in accordance with the percentage of drainage rates to special levy income so the issue is purely one of attendance.

## **Other risk areas**

### ***Bank mandate/Natwest bankline payment system***

During the year an electronic payment system has been operated (BACS) in respect of making payments to creditors.

This system incorporates a two-tier authorisation process of the payments, which involves first stage authorisation from the chairman directly via the bankline system and second stage authorisation via the clerk.

We have assessed the control procedures in place in respect of the bankline system and with the two-tier authorisation system in place the instruction within the bank mandate are being maintained.

Whilst risk in this area cannot be totally eliminated, the system being operated is robust and keeps risk down to an acceptable level.

In addition to the current control procedures in place we have recommended to the clerk to the Board the following in respect of any change of bank account details for existing suppliers and for any new suppliers to the Board: -

1. Insist on written and signed confirmation from the supplier.
2. No electronic communication in respect of the change be accepted.
3. Request that an authorised individual known to the Board and Clerk, personally deliver the signed document to the Clerks offices.

We would recommend to the Board that the above procedure be approved at the earliest opportunity.

We have maintained the number of our internal audit checks regarding electronic payments and therefore undertaken extensive walk through testing of the bankline system for the year ended 31<sup>st</sup> March 2018, no issues have arisen and our sample tests suggest that the current system is working effectively.

### **System back up Procedures**

In line with the above internal control change and the Boards whole reliance on electronic data files (E.g. Sage 200) we undertake an annual review of the data recovery system of the clerks to the board.

Our conclusion is that the system is acceptable and includes an offsite data backup facility. Recognised anti-virus software is being operated to reduce risk in this area.

We have updated our internal control system notes to reflect the current above procedures.

Brodericks GBC  
Chartered Certified Accountants and  
Registered Auditors  
35 Thorne Road  
Doncaster  
DN1 2HD  
Dated: 27<sup>th</sup> April 2018



## **13. APPENDIX D – Sections of the Annual Return**

Copies of the relevant sections can be found over the following pages.

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ANCHOLME INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

MINUTE REFERENCE	SIGNATURE REQUIRED
Chairman	
Clerk	SIGNATURE REQUIRED

dated

DD/MM/YY

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**  
Authority web address

WWW.SHIREGROUP-IDBS.GOV.UK



## Section 2 – Accounting Statements 2017/18 for

ANCHOLME INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	249,314	268,970	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	567,793	577,557	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	69,000	84,561	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	42,718	40,888	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	81,746	81,746	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	492,673	507,443	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	268,970	301,011	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	267,124	321,474	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,687,000	4,681,687	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	712,058	662,648	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 19/04/2018

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED



## **14. APPENDIX E - ADA Request in Relation to Eels**

A copy of the report can be found over the following pages.



# Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,  
Stoneleigh Park, Warwickshire, CV8 2LG  
Telephone: +44 (0) 2476 992889  
Email: [admin@ada.org.uk](mailto:admin@ada.org.uk)  
Website: [www.ada.org.uk](http://www.ada.org.uk)  
Twitter: @ada\_updates

*To IDBs via email*

Friday 16 March 2018

Dear IDBs

## **Eel passage research funding**

We would like to thank you for your contributions last year towards the research currently being undertaken by the Environment Agency, Hull International Fisheries Institute (HIFI) and Zoological Society of London (ZSL) to minimise impact of pumping stations on fish and eel populations and find cost effective solutions for compliance with eel legislation.

Your contributions have really helped in demonstrating your support for this research, and also has enabled us to obtain additional funding from the Environment Agency and a grant from the European Marine Fisheries Fund to continue the research this year.

Your continuing support will be much appreciated. A number of IDBs have committed funds for this financial year and we would be very grateful if you would please confirm this. We are hoping to increase the number of IDBs contributing – even a small contribution will make a difference and allow us to access other funding.

The status of eel is critical. We want to reduce the impact of pumping stations in ways that are affordable and resources are targeted where they have the most benefit. The aim of this research is to assess the current impact of pumping stations, make recommendations for operational changes, develop and assess solutions for eel protection as pumping stations are refurbished or replaced. This will inform guidance for FCRM and IDB engineers currently in preparation.

Would you please confirm to [ian.moodie@ada.org.uk](mailto:ian.moodie@ada.org.uk) if your IDB/group of IDBs is willing to make a contribution this financial year?

Yours sincerely

Ian Moodie MSci  
Technical Manager  
ADA

Dr Ros Wright  
Senior Fisheries Technical Specialist  
Project Manager HIFI & ZSL fish & eel research  
Environment Agency



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**JBA Consulting has offices at**

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

