



Black Drain

Drainage Board

Vermuyden Centre

Thorne Library

Thorne

Meeting Papers

21 May 2018

Meeting 09:15am



Shire

Group of IDBs

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Meeting Papers

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Finance Officer – Craig Benson BA Business Studies

Finance Officer - David Blake BSc (Hons) Accounting

Finance Officer - Mark Joynes BSc (Hons) Mathematics

Rating Officer - Janette Parker

Purpose

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1. Governance

1.1 Apologies

DMBC representative Peter Jackson has resigned from the Board.

1.2 Declaration of Interest

1.1 Minutes of the Meeting held on 22 January 2018

Present

	23. 1.1 4	26. 6.1 4	13.1 1.14	22. 1.1 5	18. 6.1 5	12. 11. 15	21. 116	16. 6.1 6	10. 11. 16	26. 1.1 7	15. 1.1 7	6.1 1.1 7	22. 01. 18
David Backhouse DB			x	X	X	Ap poi nte d	x	x	x	x	A	x	-
Michael Conroy MC	x	X	x	X	-	x	x	x	-	x	x	x	x
David Hinchliffe (Chair)			x	X	X	x	x	x	x	x	x	A	x
Richard Hinchliffe RH			x	X	X	x	x	A	x	A	x	x	x
Walter Ketteringham WK (ViceChair)	x	X	x	X	X	x	x	x	x	x	A	x	A
Sam Longthorp SL	x	X	x	X	X	A	x	A	A	A	A	x	x
Don Parkinson DP	x	X	x	X	X	x	A	x	x	A	A	R	-
Richard Ketteringham RK	x	X	x	X	X	A	x	x	x	x	A	x	A
Pat Hagan									x	x	x	A	x
Kim Parkinson			x	X	X	x	x	x	x	x	A	x	X
Arthur Allott AA	x	X	x	X	X	x	x	x	x	x	x	R	R
Richard Ward	A	X	x	A	A	x	A	x	x	x	A	x	X
Martin Oldknow MO		X	x	X	X	x	x	A	x	x	x	x	X
David Oldroyd DO	X	X	x	X	X	x	x	x	x	x	x	x	X
Mick Barron (MB)	Not Mbr	x	A	A	-	-	-	x	A	A	-	A	-
Peter Jackson						A	x	x	x	x	x	x	-
Kevin Abell	Not Mbr	-	A	-	-	-	-	-	A	-	-	-	-
George Derx GD	-	x	x	-	-	-	-	x	A	-	-	R	R
Dave Ridge DR									A	x	A	x	A

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

Ian Benn CEO	x
David Blake FO	x
Paul Jones Eng	x
Martin Spoor AM	x
Alison Briggs EO/Admin	x

Governance

Apologies

2018.1 Apologies were received from D. Ridge, W Ketteringham and R Ketteringham

Declaration of Interest

2018.2 None.

Minutes of the Meeting 6 November 2017

2018.3 Chair recorded thanks to Vice Chair for stepping in at short notice to Chair the meeting Extraordinary Meeting. Noted whilst the Minutes had been signed at the Extraordinary Meeting of 4th December, they had not been signed correctly. To avoid any comment by the Auditor it was acknowledged those Minutes previously approved would be signed again by the Chairman.

Minutes of the Extraordinary Meeting 4 December 2017

2018.4 Chair thanked MO for recording the Minutes. Members agreed Minutes of the Meeting were a true record and should be signed by the Chairman. Proposed RH, seconded KP, all in Agreement

Matters arising

2018.5 None

Complaints and FOI requests

2018.6 EO advised there had been none.

Clerks Report

2018.7 CEO advised his report for information only with update on Humber FRMS.

2018.8 Chair queried possible repercussions of Water Abstraction licencing rules on Board. EO advised likely none for this Board however several in Lincolnshire may be affected.

Humber FRMS. CEO advised he and RW representing DMBC attended Officers Group meeting in connection with Strategy. New website being created that will be repository for information. Advised must consider speaking with all RMAs not just LLFA. Not looking at strategy delivery within current funding arrangements but look at balancing people's expectations. There followed a discussion about de-maining and asset transfer. CEO recommended Board should always consider working under PSCA as first option, once asset transferred there would no further funding.

Finance Report

2018.9 Rating – noted Board in credit

2018.10 Audit – Review of the System of Internal Audit – Members had received copies of the Minutes. Noted MO and DO attended meeting. DH advised balance of representation raised as an issue again and the level of Reserves.

2018.11 Risk Register – Members considered the Risk Register with generic and specific risks associated with the Board. Noted comprehensive document. MO noted in future risks would be colour coded and easier to interpret. **Chair proposed formal approval, PH seconded, all in agreement.**

2018.12 List of Cheques and other payments – Payments totalling £24843.37 had been made by cheque for payments directly from the bank account of which £4,194.71 had been authorised by the Clerk. **MO proposed move as approved, all in agreement.**

2018.13 Rates, Estimates and Special Levies for y/e 31.3.2019 – The FO had prepared a budget for consideration by the Board based on its currently identified requirements

resulting in an increase of 1p in the penny rate. Members considered estimated outturn, noting receipt of more monies than budgeted for rested particularly with Highways England funding. Noted MEICA inspections cost less than under previous contract however that detailed work had identified other works required to stations. Noted dealing with potential issues now was of benefit to Board Asset management. Members considered effect on reserves over next 5 years to sustain required level of expenditure. Estimates had been received on pump station roof repairs and detailed figure needs to be incorporated into Capital Reserve Account. Chair suggested rates needed to increase to fund agreed maintenance of Board infrastructure, noting costs increasing with inflation and felt it unreasonable to burden future generations. MO agreed small steady increase over time better for all ratepayers. **Chair proposed Board agree rate increase to £0.12, MO seconded all in agreement.**

2018.14 5-year budget estimate – Members noted the Reserves Policy provides for a level of 50%, this will not be achieved until 2025.

Engineer's Report

2018.15 The Engineer advised his report was for information only however there were some updates which had arisen since production of the papers.

2018.16 As advised in Finance Section, Members noted update on pump station roof had already been mentioned.

2018.17 Outlet discharge channel - EA is drafting Schedule 3 for PSCA works on pump station outfalls. Regarding old course of the Don at Waterside, EA is the riparian owner in addition to this still being classified as Main River. It is possible to undertake work on behalf of the EA in this area however this work would have to be funded.

2018.18 Eng. noted working with Highways England to agree an annual maintenance programme than every 25 years. May be a change in what Highways England put out to tender slightly different specification for maintenance moving forward. Chair advised cost of 25-year intervention was not sustainable. MS had spoken with HE last week to set up a meeting talked about in the letter within papers, noting a similar issue had arisen with C&RT with an adjacent Board and that maintenance has now been put into annual funded programme. HE is in year 4 of 5-year contract and may be in better position to amend the specification moving forward. Chair questioned Network Rail progress. MS advised an example of a positive organisation wishing to work with Board and understanding its riparian responsibilities. NR was assessing each asset within its system and marking against criticality scoring to work with Board. MC advised of bales in a drain resulting from Yorkshire Water repair work that have not been removed. MS unaware but will take up with YW. **ACTION: MS to contact YW.**

Environmental Adviser's Report

2018.19 EO advised report was for information only. RH noted recent correspondence regarding INNS, details of land ownership had been gleaned from Land Registry, considered may be fishing exercise. EO unaware of any Giant Hogweed or similar

H&S Report

2018.20 Members noted information contained in the report

Representation

2018.21 Members noted fora at which Board had been represented.

Any other business

2018.22 Chair advised he had been approached by KP who wished to address the meeting.

KP noted forthcoming ADA Northern branch meeting. KP provided Members with his Report on the current state of the Don, particularly regarding obstructions to flow



by willow and reed. KP spoke to Ian Russel (EA) and Robert Caudwell (ADA Chairman) at the last ADA branch meeting. He raised query about River Don being looked at in terms of potential de-bottlenecking. He had also spoken to Martin Rogers at NFU who in turn spoke to Ian Russell suggesting KP should try again and talk to EA. His proposal was the Board considers setting up small working party with other IDBs along river Don and EA to see if a consensus could be reached on employing engineers to look at what might be practical, to quote, review what could be done and likely price for that. This could be taken forward to ascertain whether local funding could be sourced. Funding is available to the Agency and IDBs if people and houses are affected.

MO left 09:50.

The Chair seconded the proposal noting it would come down to larger Boards such as Danvm with interest to take part. KP advised NFU discussions revealed a quotation could be expected not in excess of £100,000. With several IDBs affected, the contribution to this Board may be £10,000. Admin advised water from Doncaster East flowed away from the Don, not into it. DO noted such discussions exhibited this Board's attitude to forward planning. Discussions took place on involvement of DMBC as LLFA.

RW advised if Board had desire to look into this issue, DMBC could assist; several RMAs would be involved, consideration must be given how to drive this and certainly EA would need to be involved, main river was its responsibility. MS suggested approaching EA in first instance to enquire the extent of knowledge of key bottle neck locations on Don. There was a duty to share information under Flood & Water Management Act. Apart from Humber FRMS, the Don was linked into IoA FRMS.

CEO advised EA is not adverse to silt removal but will want to work on evidence based decision making. This may require more modelling of river and bathymetric surveys to ascertain current cross-sectional area. There may be some support for removing some willows but unlikely to be removed on block. Suggest all IDBs may have to consider reduction of work undertaken within districts to undertake more work on main river. He noted Martin Rogers was Environmental adviser at NFU, not flood risk management and importance of speaking to right people.

Chair advised importance of speaking to other Boards. RW supported suggestion to ascertain what information EA currently holds. Middle and lower Don models due to be completed this year.

MS advised Danvm DC the key and the Don spills always on western bank, not into its eastern banks. The EA is currently reviewing flood cells in the Thorpe Marsh, Trumfleet and Fishlake areas of Danvm DC District.

PH advised the question would be balanced on financial considerations by the LLFA and there would need to be discussions around tactics and early involvement with DMBC. RW advised importance of evidence gathering and if there are any bottlenecks, understanding the real impact on conveyance of flow. If there is no evidence and/or figures do not stand up, no funding will be available.

Eng. Advised if LLFA is requesting a meeting with relevant IDBs and EA to discuss, one consideration must be how any approach ties in with Humber FRMS. If it doesn't fit, there is a risk it will not take off. Need to understand overall driver is Humber FRMS.

CEO agreed support for LLFA facilitating meeting with IDBs and EA, Members agreed there was an opportunity for initial discussions with other Boards at ADA



Northern branch meeting this week. RW agreed DMBC could hold initial meeting but would need to be fed into Humber Strategy.

Chair suggests approaching other Boards at ADA Northern meeting to discuss if appetite to progress. All in agreement.

Chair thanked RW for work over last few years on Board before he moved to another position with Derbyshire CC.

Date of next meeting:

2018.23 In previous papers at 24th May however Admin Officer has 31st May on her lists and 24th May would clash with Danvm DC. Agreed to change to 21st May provided Library could accommodate. Monday 21st ay 09:15 Vermuyden library. 5th November meeting for same time 09:15

2018.24 10:20 meeting closed.

1.2 Matters arising not discussed elsewhere

1.3 Complaints and FOI requests

None received.

2. Clerk's report

2.1 Recommendations

- To note the information contained in this report
- Adoption of Policy Statement (Item 2.3.1)

2.2 Legislation

2.2.1 General Data Protection Regulations

The Board is required to comply with the above. ADA has advised it will be producing guidance to assist Boards in production of a compliant policy.

Management has already produced a privacy statement on behalf of the Board to comply with the new policy requirements which was issued with the drainage rates.

2.3 Guidance

2.3.1 ADA

ADA has produced a new Policy Statement for adoption by the Board. The Policy has received the approval of Defra.

The Board is requested to consider the document and its current wording to agree or otherwise its adoption. A letter to all Chairmen accompanied the document all of which are available to view at Appendix A

2.4 Humber Flood Risk Management

2.4.1 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

3.1 Recommendations

- To note the information contained in this report
- To Approve Section 1 of Annual Return
- To Approve the Accounts for the Year Ended 31 March 2018
- To approve Section 2 of the Annual Return

3.2 Rating Report

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

	£	£
Balance Brought forward at 1 April 2017		-42.20
2017/2018 Drainage Rates and Special Levies		
Drainage Rates		16,769.28
Special Levies		
Doncaster Metropolitan Borough Council	61,245.00	
East Riding of Yorkshire Council	431.00	61,676.00
Total Drainage Rates Due		<u>78,403.08</u>
Less Paid: -		
Drainage Rates		16,749.06
Special Levies: -		
Doncaster Metropolitan Borough Council	61,245.00	
East Riding of Yorkshire Council	431.00	61,676.00
Total Drainage Rates Paid		<u>78,425.06</u>
Balance Outstanding as at 31st March 2018		<u>-21.98</u>

3.3 Audit

3.3.1 Internal Audit

The internal audit of the Board's financial statements is underway and will be completed before the meeting.

3.3.2 Annual Return- Section 1 Annual Governance Statements

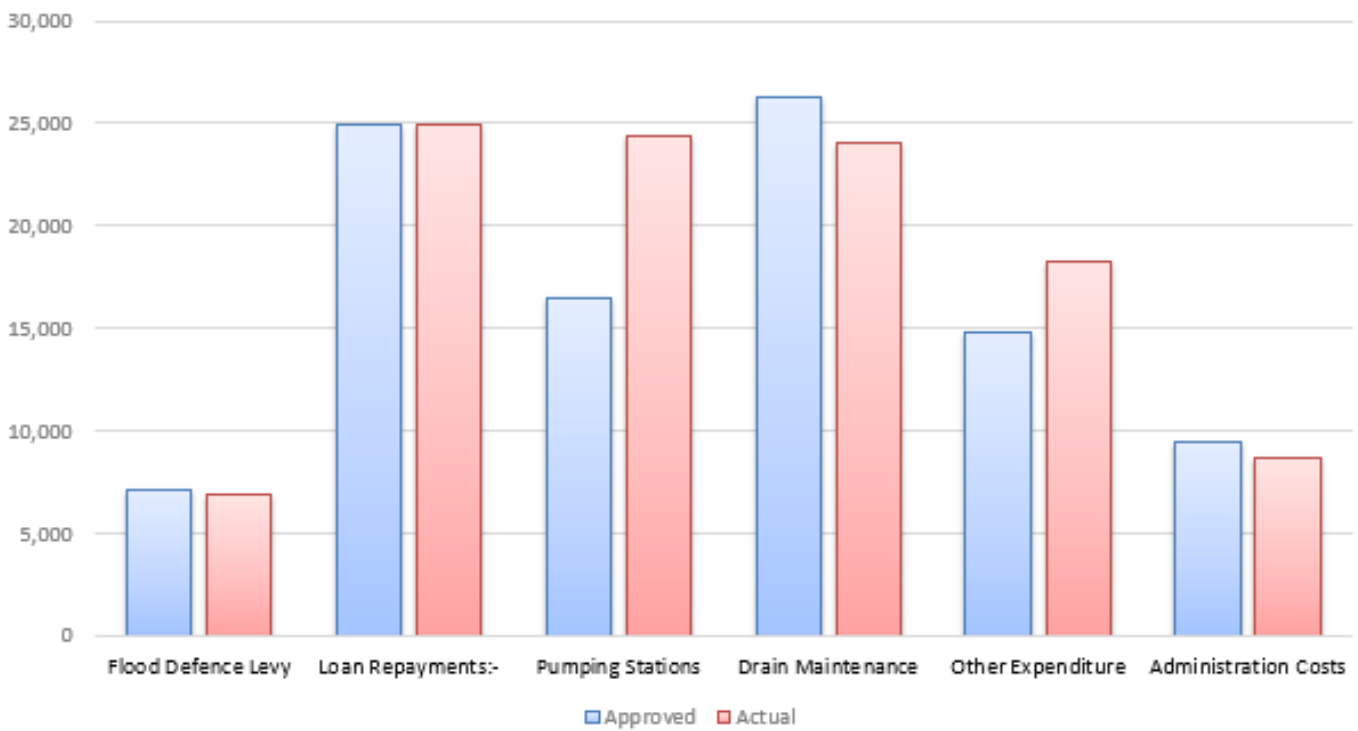
Members are asked to review and approve Section 1 of the Annual Return which can be viewed at Appendix A.

3.4 Accounts for the Year Ending 31 March 2018

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

3.5 Expenditure Budget Comparison for the Ending 31 March 2018

BLACK DRAIN DB- BUDGET COMPARASION 2017/18



3.6 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 A.



3.7 Five Year Budget Estimate

The five-year budget estimate is shown over the page.

Black Drain DB	0	0	0	1	2	3	4	5
Revenue Account	2017/18	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	App		Estimated Out-turn				
	Out-turn	Budget						
	£	£	£	£	£	£	£	£
Income								
Drainage Rates	16,769	18,330	18,330	19,093	19,857	20,239	20,621	21,384
Special Levies	61,675	67,282	67,282	70,086	72,889	74,291	75,692	78,496
Contributions	22,706	19,652	19,652	19,000	19,389	19,777	20,177	20,589
Bank Interest	65	300	300	300	300	300	300	300
Total Income	101,215	105,564	105,564	108,479	112,435	114,607	116,790	120,769
Expenditure								
Flood Defence Levy	6,859	7,065	6,859	7,277	7,495	7,720	7,951	8,190
Management Fees	12,362	12,733	13,124	13,115	13,508	13,914	14,331	14,761
Other Administration	8,610	9,335	9,335	9,382	9,429	9,476	9,523	9,571
Maintenance of Drains	15,764	15,656	15,656	16,126	16,609	17,108	17,621	18,150
PS contractor	8,273	8,800	8,800	9,064	9,336	9,616	9,904	10,202
Pumping Stations	24,410	22,070	22,070	22,732	23,414	24,116	24,840	25,585
Other Expenditure	3,105	-	-	-	-	-	-	-
Reservoir Registrations Act	700	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Biodiversity Action Plan	2,072	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Loan Repayments:-	24,925	24,925	24,925	24,925	24,925	24,925	24,925	24,925
Total Expenditure	107,080	103,584	103,769	105,620	107,716	109,874	112,096	114,383
Surplus/(Deficit)	(5,865)	1,980	1,795	2,859	4,719	4,733	4,694	6,386
Balance Brought Forward	35,338	30,591	29,473	32,571	32,430	34,148	35,881	37,575
	29,473	32,571	31,267	35,430	37,148	38,881	40,575	43,961
Transfer to Capital Reserve Account	-	-	-	3,000	3,000	3,000	3,000	3,000
Balance Carried Forward	29,473	32,571	31,267	32,430	34,148	35,881	37,575	40,961
Capital Reserve Account	75,784	56,117	34,159	59,217	62,317	65,417	68,567	71,767
Penny Rate in £	11.00p	12.00p	12.00p	12.50p	13.00p	13.25p	13.50p	14.00p
Penny Rate £7,134	27.52%	31.44%	30.13%	30.70%	31.70%	32.66%	33.52%	35.81%

	2017/18	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	App		Estimated Out-turn				
	Out-turn	Budget						
	£	£	£	£	£	£	£	£
Capital Reserve Account								
Income								
Transfer from I&E				3,000	3,000	3,000	3,000	3,000
Interest	100	100	100	100	100	100	150	200
Loan								
Grant/LEP Funding								
Outlet PS / Durhams Warping Drain outlet channel			21,000					
Contributions - Highways England	-	1,050	11,091					
Total Income	100	1,150	32,191	3,100	3,100	3,100	3,150	3,200
Expenditure								
Catchment Modelling								
Watercourse Slip Repairs	-	-	15,816					
PSCA Outfall Clearance Works								
Rawcliffe PS - Roof Repairs		5,000	5,000					
Inlet PS Refurbishment								
Outlet PS Refurbishment Works			32,000					
Outlet PS / Durhams Warping Drain outlet channel			21,000					
Rawcliffe PS Refurbishment								
New Loans								
Total Expenditure	-	5,000	73,816	-	-	-	-	-
Surplus/(Deficit)	100	(3,850)	(41,625)	3,100	3,100	3,100	3,150	3,200
Balance Brought Forward	75,684	59,967	75,784	56,117	59,217	62,317	65,417	68,567
Balance Carried Forward	75,784	56,117	34,159	59,217	62,317	65,417	68,567	71,767

3.8 List of Cheques and Other Payments

3.8.1 List of Cheques

Cheques paid since Meeting of 22 January 2018

DATE	CHEQUE NO.	VOUCHER NO.	PAYEE	DESCRIPTION	TOTAL CHEQUE	
					£	
2018						
	15th	0000001429	67	Controlstar Systems	Telemetry Maintenance Contract	1,044.00
*	0	0000001430	70	Danvm Drainage Commissioners	Pump Attendant's Fees	742.56 *
Feb	7th	0000001431	71,78	JBA Consulting	Clerk & Engineer's Fees Dec-Jan	2,928.58
		0000001432	72,73	MJ Richardson	Contract Maintenance 2016-2017	6,049.50
		0000001433	74	ADA	Subscription	739.20 *
		0000001434	77	Danvm Drainage Commissioners	Pump Attendant's Fees	1,073.48 *
Mar	15th	0000001436	83,84	Eon Energy (Nimbus Park)	Electricity 21-Nov-17 to 10-Feb-18	39.93 *
		0000001437	79,81	Danvm Drainage Commissioners	Pump Attendant's Fees/Bank Charges/Website	2,175.72
		0000001438	82	JBA Consulting	Clerk & Engineer's Fees Mar	1,296.20
		0000001439	1	JBA Consulting	Clerk & Engineer's Fees Feb	1,236.20
Apr	5th	0000001440	85,86,88	Danvm Drainage Commissioners	Pump Attendant's Fees & Equipment/ Bank Cha	3,721.43
				Total Amount of all Cheques		21,046.80
				* Total Amount of Cheques sent out signed by the Clerk's Only		6,789.88

3.8.2 Other Payments

Payments made directly form the bank account since those reported in the previous meeting papers.

DATE	VOUCHER No.	PAYEE	DESCRIPTION	TOTAL PAYMENT	
2018					
Jan	19th	68	Information Commissioner	Data Protection Fee	35.00
	22nd	69	Woldmarsh	Supply to Inlet PS	295.34
				Supply to Outlet PS	375.50
				Supply to Rawcliffe PS	219.36
				Telemetry Lines	29.04
Feb	15th	75	Public Works Loan Board	Loan Repayment	12,462.52
	20th	76	Woldmarsh	Supply to Inlet PS	367.10
				Supply to Outlet PS	591.17
				Supply to Rawcliffe PS	47.06
				Telemetry Lines	28.92
				Member Fees	297.84
Mar	20th	80	Woldmarsh	Supply to Inlet PS	1,021.90
				Supply to Outlet PS	1,518.97
				Supply to Rawcliffe PS	236.11
				Telemetry Lines	29.77
Jan	31st	-	Bank Fees	NatWest	5.95
Feb	28th	-	Bank Fees	NatWest	6.30
Mar	29th	-	Bank Fees	NatWest	5.00
			Total		17,572.85

4. Engineer's Report

Recommendation(s):

- Members note the information contained in this report
- Resolution required in respect of Board Property (Item 4.1.1)

4.1 Asset Management

4.1.1 Board property

Issues have arisen in connection with maintenance of Durham's Warping Drain.

In 1969 the Board was aware of the proposed M18, its route and the implications for water level management on the District. Plans were also being mooted for an airport on Thorne Moors, future housing developments and the potential for an increase in surface water volumes in the District. Members considered Durham's Warping Drain critical to water level management function and the requirement for additional pumping. To protect its interests the Board considered land purchase both for the required pump stations and Durham's Warping Drain through which all water would discharge. Land was to be purchased from Lord Parmoor for Inlet PS, Yorkshire Ouse and Hull River Authority for Outlet PS, and Messrs Firth for the Warping Drain. Required land purchase was completed by autumn 1972.

It was subsequently realised Messrs Firth's title did not include a strip of land south side of Warping Drain at the A614. The owner of the land was eventually located, terms for purchase approved and completion of the purchase of the outstanding strip was achieved by 1977. At the same time the Board agreed to grant a licence to a nearby property occupier at a nominal rent of £1.00 for grazing. He was to erect a stock proof fence and the Board would not be held liable for any flooding which may occur on the land under licence.

In 1989 the Board was alerted to an encroachment of Board land by the licensee erecting a shed. Arrangements were made to remove the timber building from the Board's land. The occupier made strong objections and the matter again referred to the Board's Solicitors; it is Minuted a copy of the Solicitor's letter to the Occupier noted by the Board.

Similar difficulties have again occurred with occupation of this Board land and a resolution is required as to action the Board wishes to take.

The Board's title to this land is registered with the Land Registry and it is not possible for any third party to claim possessory title to it.

4.1.2 Pumping Stations

Using ArcGIS and data from the Environment Agency, we have been able to show the benefit of Board function within its district in terms of households protected through pumped activity:

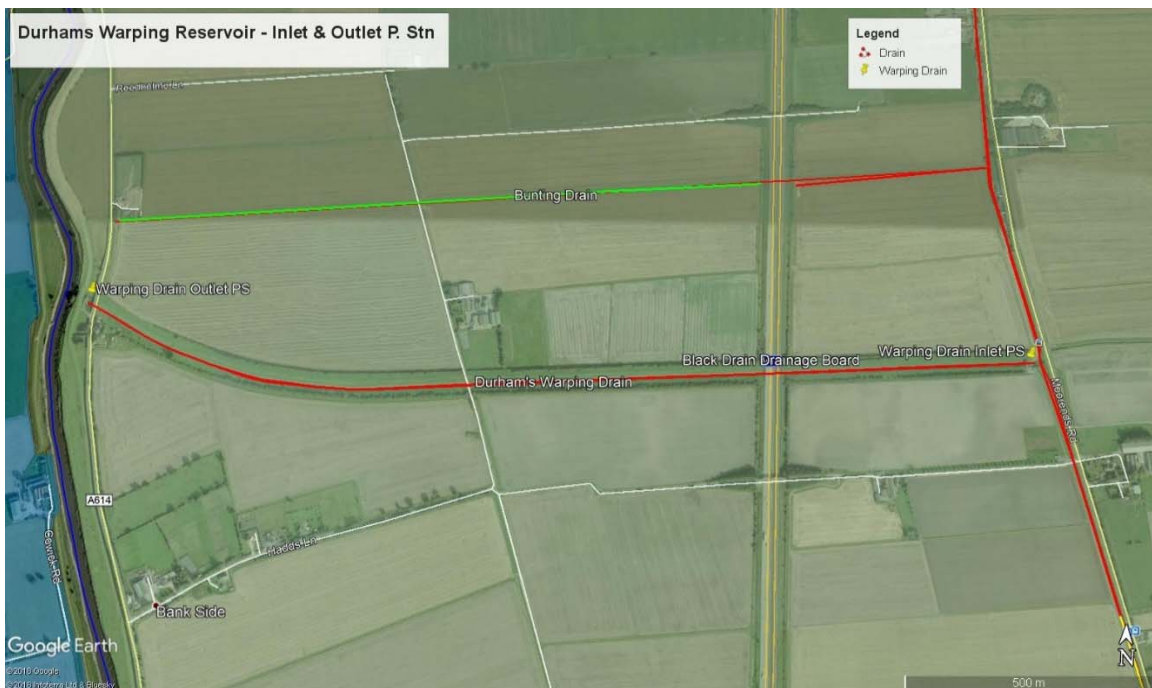
Pumped catchment	Properties
Inlet and Outlet PS	2,111
Rawcliffe	132
TOTAL	2,243

Information from the Environment Agency is correct as of 2014 and does not include any subsequent development within the catchment areas.

Inlet and Outlet Pumping Stations

The recent failure of Pump No 1 at Outlet Pump Station has resulted in the use of the Major Emergencies or Breakdown element of the Boards Financial Regulations, requiring only one quotation from a Board approved supplier is required to progress the necessary lifting/inspecting and approval to refurbish via the Boards Chairman but with subsequent reporting to the Board at the next available opportunity. The inspections revealed damage to both the electric motor and the pump, the total cost to refurbish, return and commission being £13,163 on top of the £4,830 approved to lift, remove and inspect both the motor and the pump given an overall cost of £17,993, however a 21% contribution will be recovered from Highway England to meet their liabilities associated with the catchment. The unbudgeted expenditure will need to be accounted for via the Boards Capital Reserve provision which had a start of year balance of £75,000. When the pump has been refurbished and returned to full operational condition, it is recommended that Pump No 2 is also lifted and inspected as similar issues are considered to be present with the Pump & Motor. These are the original pumps and motors from the stations construction back in 1973, but which received refurbishment works in 2001/2. Once refurbished and especially if further investment provisions are progressed to improve the electrical control and operation of the pumps, it is considered the pumps will have an extended life equivalent to such proposed electrical works.

The resulting reduction in pumping capacity at Outlet during the early April significant rainfall event period highlighted a number of operational issues which are being progressed as a result of discussions and approvals received from the Board Chairman. The first issue relates to the operation and control philosophy at Inlet Pump Station. The stations two archimedean screw pumps operate under a duty and assist regime and have a capacity greater than the Outlet Pumps the difference being held and stored within the Warping Reservoir, see attached plan.



With the reduction in capacity at Outlet, levels in the Reservoir rose and on a number of occasions began spilling back down the Inlet screw pump channels, overloading the pumps and blowing fuses. The Inlet Station has an inhibit function to stop pumping before such a circumstance arise, however it would appear that this function had at sometime in the past been disenabled, the reasons for which and by whom is unknown. This inhibit function is to be reinstated, with a new replacement sensor installed to control and activate this function, a quote for which is currently awaited.

Durhams Waring Drain (Reservoir)

The spilling of reservoir water back down the screw pump channels indicated that in such exceptional circumstances this is the controlling feature which determines that full storage capacity of the reservoir and not the raised and impounding banks. It has been discussed and approved with the Chairman that a detailed level survey is undertaken to establish a series of cross sections through the reservoir associated with this top level to permit a determination of the resulting storage capacity, as this may permit the Board to deregulate this asset and structure from being a recognised and defined reservoir, or at the very least result in an improved understanding of the operation of the reservoir.

Durhams Warping Drain Outlet Channel into River Don

Quotations have been sought for the Works required in the outlet channel from two Contractors with Sweeting Bros Ltd. being identified as the preferred Contractor after comparison of rates and approval of the Chairman. These costs have been submitted to the Environment Agency (EA) for their approval as this is to be 100% funded by the EA through Public Sector Cooperation Agreement (PSCA).

4.1.3 Ordinary Watercourses

IDB Maintenance

Incumbent Contractors Ebsford Environmental Ltd. were notified the dewatering Contract is not to be extended. Contractually, the last day of service is 14th July 2018.

Incumbent Contractor MJ Richardson Ltd. has one year/season remaining on their Contract for flailing upto 14th July 2019.

Rate Only Quotations for dewatering were invited from four Maintenance Contractors for return and approval of the Chairman, as agreed by the Board.

Following receipt of two quotations Sweeting Bros Ltd. have been awarded the rate only dewatering Contract to deliver core work (Black Drain & Warping Drain) at £3,676.40 per year upto £8,288.80 dependant on need identified each year.

Spraying quotations are also being sought for approval of the Chairman.

Highways England

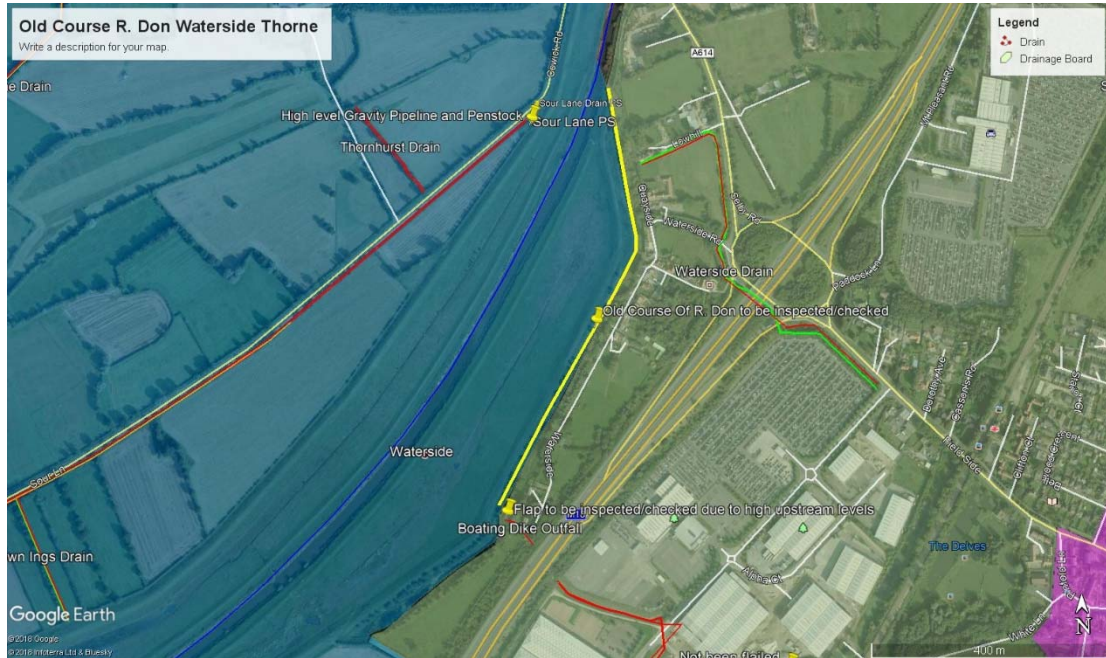
Recent meetings with Highways England (HE) have resulted in an agreement for them to attend a pre-season maintenance site review meeting at which the extent of the maintenance requirements for the coming 18/19 season will be agreed and action on which will be required by HE.

Network Rail

A similar approach is to be taken with Network Rail in that the pre-season maintenance site visit will determine the extent of maintenance requirements and this will be issued to Network Rail as a requirement for delivery in 18/19.

4.1.4 Main River

Discussions with the Environment Agency (EA) have reached an in-principle agreement that maintenance of the Old Course of R. Don at Waterside, Thorne be progressed via a PSCA, with the costs being met in full by the EA.



A cost estimate for the works is being compiled and will be submitted to the EA shortly for consideration and formalisation into a Schedule 3 agreement for proposed implementation as part of the 18/19 Maintenance season.

4.1.5 Planning Applications

5 No Planning applications have been reviewed on a weekly basis and 3 applications have required comment on behalf of the board between 9 January 2018 and 30 April 2018.

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

4 No consents have been issued on behalf of the Board between 9 January 2018 and 30 April 2018

5. Environmental Officer Report

Recommendations:

- Members note the information contained in this report
- Review and approve for adoption Biosecurity Policy (Item 5.2.1)

5.1 Legislation

5.1.1 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.

5.2 Policy

5.2.1 Biosecurity Policy

ADA has recommended all IDBs adopt a Biosecurity Policy. Management has produced a draft Policy for review and adoption by the Board at no cost to it. Board BAP action already contains reporting on INNS to the GB Non-Native Species Secretariat

Biosecurity Policy

1. Document purpose and scope

This document sets out the Biosecurity Policy of the Black Drain Drainage Board hereafter referred to as the Board.

2. Policy statement

The Board 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 the Board takes its 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.

3. 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 contractors in order to effectively implement this biosecurity policy.

4. Responsibilities

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

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

5. 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;
- Sub-consultants;
- Contractors; and
- visitors.

6. Certification

By Order of the Black Drain DB

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review May 2021.

5.2.2 Biodiversity Action Plan 2015-2020

Water vole surveys commenced 16th April in accordance with the BAP Implementation. 2580m of drain was surveyed including Wayside Nurseries Drain, Bankside Cottage Drain and Black Drain from Greenland Lane bridge to Rawcliffe pump station.

Wayside Nurseries Drain appears to have a good population of water vole. One was identified in the water, a latrine was noted and several burrows had grazing at 45° around the entrance.

6. Health and Safety Report

Recommendation:

- Note the information contained in this report

6.1 Board Contractor

6.1.1 Accidents and Incidents

There have been no accidents or incidents to report since the last meeting.

7. Representation

The Board has been represented at:

Environmental	Flood Risk Management	Other
Humberhead Levels Executive	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
	Comprehensive Review Humber FRMS	ADA Policy & Finance Committee

8. Date of Next Meeting

24/31st May 2018, 5 November 2018

9. APPENDIX A: 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

3.2. 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.

3.3. 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 viable¹.

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.]

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

¹ 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.



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 desilting 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

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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



10. APPENDIX B – 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:

BLACK DRAIN 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' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

*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:

MINUTE REFERENCE
 dated DD/MM/YY

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

Chairman SIGNATURE REQUIRED
 Clerk SIGNATURE REQUIRED

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

WWW.Shiregroup-idbs.gov.uk ADDRESS

Section 2 – Accounting Statements 2017/18 for

BLACK DRAIN DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	249,815	229,609	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	71,313	78,445	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20,317	2,811	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	-	-	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	24,925	24,925	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	86,911	84,621	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	229,609	221,636	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	238,907	229,939	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	1,200,000	1,200,000	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	242,687	229,078	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

27/04/2018

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



Shire

Group of IDBs

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