



Goole Fields

District Drainage Board

**Half Moon Inn
Main Street
Reedness
Goole
DN14 8ET**

Meeting Papers

Tuesday, 15 May 2018

2:00pm



Shire

Group of IDBs

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

T: 01302 337798

info@shiregroup-idbs.gov.uk

www.shiregroup-idbs.gov.uk



Meeting Papers

Prepared by:

Clerk - Ian Benn - PG Dip H&S and Env Law, Dip. NEBOSH

Engineer - Paul Jones ONC HNC BSc (Hons) MSc (Eng) GMICE

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

Finance Officer - David Blake BSc (Hons) Accounting

Finance Officer - Mark Joynes BSc (Hons) Mathematics

Rating Officer - Janette Parker

Purpose

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

Carbon Footprint



A printed copy of the main text in this document will result in a carbon footprint of 82g if 100% post-consumer recycled paper is used and 105g if primary-source paper is used. These figures assume the report is printed in black and white on A4 paper and in duplex.



Agenda

1.	Governance	4
1.1	Apologies for Absence.....	4
1.2	Declaration of Interest.....	4
1.3	Minutes of the Meeting held 23 January 2018	4
1.4	Matters Arising not discussed elsewhere	7
2.	Financial Report.....	8
2.1	Rating Report.....	8
2.2	Audit.....	8
2.3	Accounts for the Year Ending 31 March 2018.....	9
2.4	Expenditure Budget Comparison for the Ending 31 March 2019.....	9
2.5	Annual Return – Section 2 Financial Statement.....	9
2.6	Five Year Budget Comparison	10
2.7	Schedule of Payments.....	11
3.	CEO's Report	12
3.1	Legislation.....	12
3.2	Environment Agency.....	12
4.	Engineer's Report.....	13
4.1	Asset Management.....	13
4.2	Planning, pre-application advice and consents	15
5.	Environmental Adviser's Report.....	16
5.1	Policy	16
5.2	Legislation.....	17
6.	Health and Safety Report.....	20
7.	Any Other Business by Leave of the Chairman	20
8.	Date of Next Meeting	20
9.	Appendix A – Internal Audit Report.....	21
10.	Appendix B – Annual Return Sections 1 & 2.....	26
11.	APPENDIX C – GDPR	29
12.	APPENDIX D - Water Level and Flood Risk Management	32



1. Governance

1.1 Apologies for Absence

1.2 Declaration of Interest

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

1.3 Minutes of the Meeting held 23 January 2018

Present

Mr MPG Dougherty (Chairman)	MD
Mr M Belton	MB
Mr J Barker	JB
Mr J Oldridge	JO
Mr D McTaggart	DMT

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

Mr I Benn	IB
Mr P Jones	CB
Mr M Joynes	MJ

Apologies for Absence

2018.1 None received.

Declaration of Interest

2018.2 There were none.

Minutes of the Meeting held 20 June 2017

2018.3 Minutes of the last meeting were circulated with the meeting papers. DMT noted that the sentence in 2017.34 should read 'DMT offered the opinion that that the pipe needs replacing'.

2018.4 The above amendment notwithstanding, the minutes were taken as read. DMT proposed and MB seconded that the Minutes be approved for signature by the Chairman.

Matters arising

2018.5 There were no matters arising.

Finance Report

The Financial report, copies of which had been circulated with the meeting papers, was considered and adopted by Members.

Matters Arising

2018.6 Rating: It was noted that the all rates & special levy for the year ending 31 March 2019 had been received.



2018.7 Internal Audit: Members note the minutes of the meeting of the Review of the System of Internal Audit for 2016/17.

2018.8 Risk Register: Members reviewed the document that was circulated with the meeting papers. IB pointed out it was necessary to maintain a Risk Register as a public authority, but drew attention to some weakness in the document's structure. He also informed the Board the officers would work on the document over the coming months. IB also suggested the pumping station is the biggest risk in that the Board may lack the funds to replace it. MJ asked the Board to approve the document. MB proposed, MD seconded the document was duly approved.

2018.9 Estimates for the Year Ending 31 March 2019: Members reviewed the estimates that were circulated with the meeting papers. IB informed the Board that increasing the rate in the pound by 1p would yield an extra £1,410 only. Also, he informed the Board there would probably be no grant-in-aid available to fund the refurbishment of Cross Drain Pumping Station. JO agreed and said there would be little point increasing the rate to that end. MD said the Board should hold the rate in the pound at 19p. JO proposed the Board authorise the Chairman to sign and seal the rate at 19p at the end of the meeting, MD seconded and the motion was carried.

2018.10 Five Year Budget Estimate: The Board reviewed the five-year budget estimates and the levels of income & expenditure over that period.

2018.11 List of Cheques: The Board approved for signature by the Chairman a List of Cheques signed since the last meeting totalling £7,750.07, of which £2,173.88 were approved by the Officers only. The Board also approved a list of payments that were made directly from the Board's bank account totalling £80.85.

CEO's Report

The Clerk's report was read and approved.

Matters arising

2018.12 Legislation: IB addressed the Board on the likely impact of the Water Abstraction and Impounding (Exemption) Regulations that apply from 2 April 2018. He advised that the new regulations may not impact on the Board, but that DEFRA may wish IDBs develop into more environmentally friendly entities.

2018.13 Designation of Main Rivers: IB informed the Board that once de-mained, the Environment Agency cease to be responsible for watercourses. An alternative may be to work with the EA under a Public Sector Cooperation Agreement (PSCA). He went on to suggest that under such an agreement, the Board would have better control over its water management activities. Finally, he advised members to review the documents posted to the Shire Group website.

2018.14 Environment Agency: IB advised members he had attended a meeting of Anglian (Northern) Regional Flood & Coastal Committee. The Environment Agency are looking at a long list of options such as barriers across the estuary, etc. that would ultimately be funded locally. The Board also discussed compensation payments to landowners in cases where land is used to store water.

2018.15 ADA: IB reported that James Bevan did not shirk from difficult questions and looked to be a sound appointment for Chief Executive. He also drew attention to Derek Antrobus' excellent presentation. Finally, he reported that Henry Cator had stood down as chairman and that Robert Caudwell gave his inaugural speech. The Board noted that IDBs may have vanished altogether were it not for Henry Cator's hard work.

Engineer's Report

The Engineer's report was read and approved.



Matters arising

2018.16 Cross Drain Pumping Station: PJ reminded Members that the Board's electrical contractor, Lincoln Electrical Services had retired and that Henry Jubb was based locally and had carried out the electrical inspection last year. Also, he reiterated that the Danvm Drainage Commissioners MEICA team were available if needed. MD asked if the report had been issued. PJ said that it had, and that the site must be inspected once every year. MD was agreeable for Henry Jubb to carry out the annual inspections going forward.

Additionally, PJ informed the Board that replacement pumps may be available from Selby Area IDB. The pumps at Cawood Marshes must be replaced owing to eel regulations. MB expressed interest in this option and IB suggested the pumps be tested for suitability when they are removed. DMT said the biggest constraint is the pipe, and there would be no point installing bigger pumps if they would exceed the pipe's capacity. PJ said it would ultimately come down to the approved discharge rate and the capacity of the pipe, and that the two pumps, duty and standby, discharged into the same pipe. JB suggested the weakest link may be the concrete chamber, which may not be draining adequately. PJ informed the Board the weakness lay in the pipeline. When the CCTV survey had been undertaken, the cameras could only reach about half way down. He said replacing the pumping station would be prohibitively costly and asked the Board to consider repairing the pipe. JB said the system will function so long as the output is lower than the input and that more flow would be obtained with a fuller chamber. PJ said it must be clear that the chamber will work. DMT asked if the new pumps would work in the same manner as the existing ones. JB asked where the principal costs lie. PJ said if the Board commission a new structure, it would principally be in the foundations, with a large volume of steel in the ground. However, it may be possible to reutilise the existing structure. PJ confirmed that prices for inspection of the asset, repair of the pipeline and consideration of replacement pumps would be obtained for approval.

2018.17 Blacksmiths Dyke: PJ enquired about the reconditioning maintenance on this part of the maintained system. MD & MB confirmed J Canty had completed maintenance and uncovered a low-level pipe near the roadside which then resulted in permitting flow from roadside household septic tanks. Maintenance had not been completed for some years due to the presence of electrical poles/stays on the bank. MD asked if the Board had received any correspondence re filling/piping in the dyke, PJ confirmed not. MB said the right-angled nature of the bend made works and access very difficult for the owner. PJ commented that piping was only hiding a future problem, and should any consent application be submitted by the owner/occupier there was reasonable grounds to refuse consent.

Environmental Report

The Environmental Report circulated with the Meeting Papers was read and approved.

Health & Safety Report

The report which was circulated to members was read and noted by members.

Any Other Business

2018.18 Representation: DM informed the Board he was to be transferred under the Transfer of Undertakings (Protection of Employment) Regulations 2006 and asked whether this would affect his entitlement to sit as a Member. JB said the land would still be owned by Farmcare and that DMT would remain the best man for the job. PJ said that Farmcare as landowner are entitled to nominate any person to sit on the Board.

UPDATE – DM will remain a Board Member until the current term of office ends on 31 October 2019. After that time, he may still be nominated as a Board Member by any owner/occupier in the district, as per the provisions of the Land Drainage Act (1991).

2018.19 Management Services: IB informed the Board the existing three-year contract would end on 31 March 2018 but there are provisions to extend a further 2 years, or renew for another 5 years. He further said the Board and JBA Consulting enjoyed a very good working relationship. After a brief discussion about the composition of the Board and the average age of serving Board members, the Board agreed they would discuss the matter in confidence.

Date of next meeting

2018.20 The meeting was closed at approximately 3:30pm. The next meeting will take place on Tuesday, 15 May 2018, 2pm at Half Moon Inn, Reedness.

1.4 Matters Arising not discussed elsewhere

IMB File note 05 04 2018

Spoke to Douglas McTaggart (Farmcare).

He would like the phone call noting in the next meeting papers.

He is frustrated and disillusioned with regards to Farmcare land being underwater for longer periods of time than that of his neighbours. I did refer to the topography and the area of land being the lowest point.

He did mention that he would consider applying for the land to be taken out of rating or seek to protect their fields and possibly over pump. I did mention that causing injury to others would then apply.

He also noted that several flap valves have been removed overtime which in his opinion compounds the situation.

2. 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

2.1 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		<u>NIL</u>
2017/2018 Drainage Rates and Special Levies		
Drainage Rates		21,292.16
Special Levies		
East Riding of Yorkshire Council	5,490.00	5,490.00
Total Drainage Rates Due		<u>26,782.16</u>
Less Paid: -		
Drainage Rates		21,292.16
Special Levies		
East Riding of Yorkshire Council	5,490.00	5,490.00
Total Drainage Rates Paid		<u>26,782.16</u>
Balance Outstanding as at 31st March 2018		<u>NIL</u>

2.2 Audit

2.2.1 Internal Audit

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

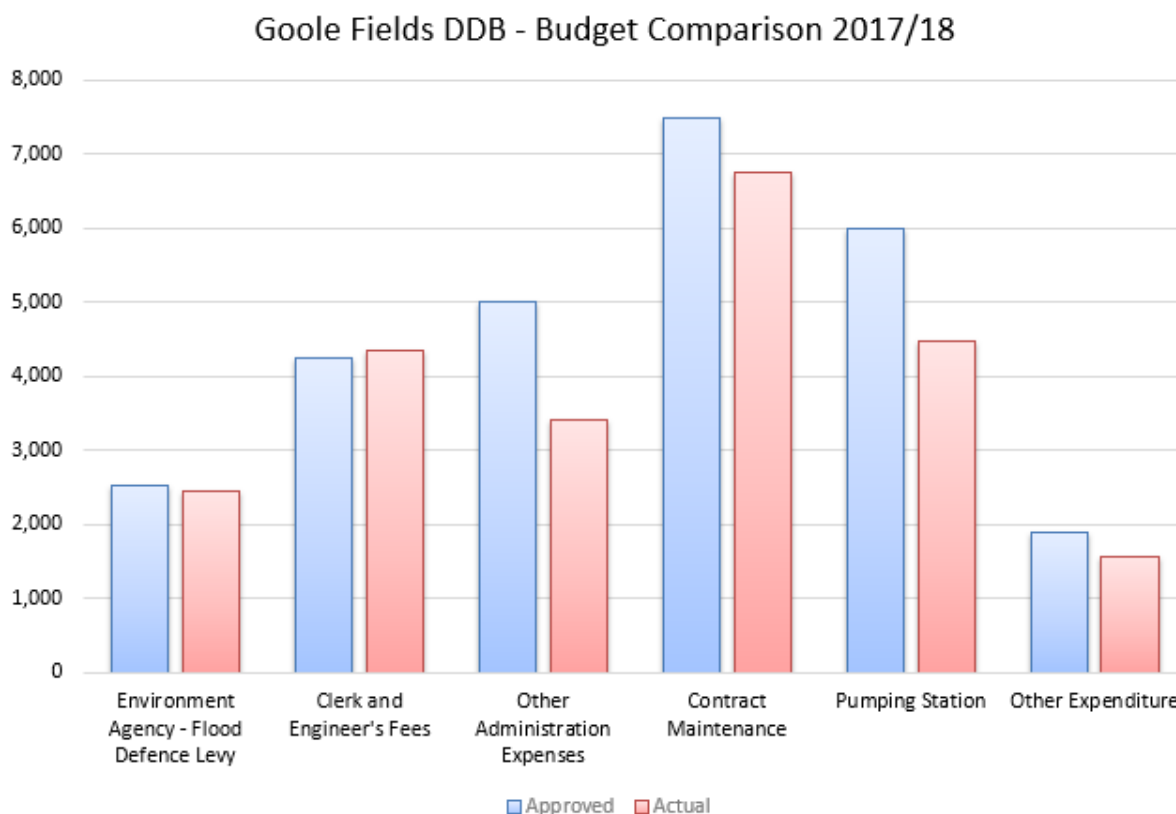
2.2.2 Annual Return – Section 1 Annual Governance Statement

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

2.3 Accounts for the Year Ending 31 March 2018

The Accounts for the year ending 31 March 2018 are attached as a separate document.

2.4 Expenditure Budget Comparison for the Ending 31 March 2018



2.5 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 B.



2.6 Five Year Budget Comparison

The five-year forecast of income and expenditure is shown below.

Goole Fields District 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	Estimated	Estimated	Estimated	Estimated	Estimated
	Out-turn	Budget	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn
	£	£	£	£	£	£	£	£
Income								
Drainage Rates	21,292	21,292	21,292	22,413	23,533	24,094	24,654	25,214
Special Levies - EYRC	5,490	5,490	5,490	5,779	6,068	6,213	6,357	6,502
Bank Interest, consents etc	2	2	2	2	2	100	100	100
Total Income	26,784	26,784	26,784	28,194	29,604	30,406	31,111	31,816
Expenditure								
Flood Defence Levy	2,453	2,527	2,453	2,527	2,602	2,680	2,761	2,844
Refurbishment Costs	-	-	-	-	-	-	-	-
Clerk & Engineers Fees	4,353	4,484	4,484	4,618	4,757	4,899	5,046	5,198
Other Administration	3,412	5,000	5,000	5,000	5,150	5,305	5,464	5,628
Maintenance of Drains	6,755	7,700	7,700	7,700	7,931	8,169	8,414	8,666
Maintenance of Pumping Station	4,485	6,000	6,000	6,000	6,180	6,365	6,556	6,753
Annual Service & Inspection			665	685	705	727	748	771
Other Expenditure								
Biodiversity Action Plan etc	486	850	850	850	876	902	929	957
Dempster IDB wayleave	391	400	400	400	412	424	437	450
Humber Management Scheme	100	100	100	100	103	106	109	113
Reedness & Swinefleet DB wayleave	600	600	600	600	618	637	656	675
Total Expenditure	23,035	27,661	28,252	28,480	29,334	30,214	31,120	32,054
Surplus/(Deficit)	3,749	(877)	(1,468)	(286)	270	192	(9)	(238)
Balance Brought Forward	23,936	24,173	27,685	26,217	25,931	26,201	26,394	26,384
Transfer to Pumping Station Reserve								
Balance Carried Forward	27,685	23,296	26,217	25,931	26,201	26,394	26,384	26,146
Penny Rate in £	19.00p	19.00p	19.00p	20.00p	21.00p	21.50p	22.00p	22.50p
Penny Rate £1,409	120.18%	84.22%	92.80%	91.05%	89.32%	87.36%	84.78%	81.57%

2.7 Schedule of Payments

2.7.1 Cheques

DATE		CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL	
						CHEQUE	
2018						£	
Jan	8th	000411	23	John Canty	Maintenance	3,476.40	
		000412	24	JP Canty	Maintenance	4,629.00	
		000413	25	Reedness & Swinefleet DB	Swinefleet Warping Drain - Annual Contribution	600.00	*
	15th	000414	26	Eon Energy	Supply to Cross Drain PS	717.54	*
	23rd	000415	28	Half Moon Inn	Meeting Expenses	30.85	
Feb	9th	000416	27	JBA Consulting	1/4 Salary & Expenses	1,547.54	
Mar	23rd	000417	29	Danvm Drainage Commissioners	Website Hosting Fee, etc.	105.96	*
		000418	30	Danvm Drainage Commissioners	Cardnet Fees	15.60	
		000419	1-2	Eon Energy	Supply to Cross Drain PS	3,793.76	
		000420	3	JBA Consulting	1/4 Salary & Expenses	1,467.86	
				Total Amount of all Cheques		16,384.51	
				*Total Amount of Cheques sent out signed by the Clerk's		1,423.50	

2.7.2 Payments Made Directly from the Bank Account

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					CHEQUE	
2018					£	
Jan	31st	-	NatWest	Bank Charges	5.00	*
Feb	28th	-	NatWest	Bank Charges	5.00	*
Mar	31st	-	NatWest	Bank Charges	5.00	*
			Total Amount of all Payments		15.00	

3. CEO's Report

Recommendations

- Members note the information in the report
- Review and adoption of GDPR Policy (Item 4.1.1)

3.1 Legislation

3.1.1 General Data Protection Regulations

The GDPR come into force on 25th May. This 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 C for proposed GDR Policy requiring approval of the Board, subject to approval of costs.

3.1.2 IDB Policy Statement

ADA & Defra have introduced a new model for the IDB Policy Statement, see Appendix D for proposed policy for approval of the Board.

3.2 Environment Agency

3.2.1 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



4. Engineer's Report

Recommendations

- Members note the information in the report.

4.1 Asset Management

4.1.1 Cross Drain Pumping Station

Henry Jubb has been asked to provide a quote for annual inspections for approval and to include priced recommendations/remedial works within their reports moving forwards.

Electrical Inspection Report (Henry Jubb)

The pump control panels built (I believe) in 1966 by Allen Gynnes Ltd are very outdated, although still in working order. Many parts are beginning to wear out and fail as is evident by some recently fitted contactors, timers and capacitors. The interior of the panel cubicles are relatively clean and vermin free with no obvious signs of any damaged cabling or poor terminations.

The pump control circuit is 240v ac and the pumps are controlled via two probes offering 1st and assist duty although after speaking to Mr Dougherty, only one pump can be run at any one time because of the size of the discharge pipe. There is a distribution board in the middle panel for the station services. i.e. 13a socket, lighting and heating although when gaining access to this there are exposed terminals which may be live.

The two pump control panels have anti-condensation heaters at the bottom of the cubicles and do not appear to be in working order at the time of the visit.

The pump motors themselves are manufactured by 'Electric Construction' and are rated at 34.6 amps each and both pumps have an independent grease motor which runs at the same time as the main pump.

The pump house itself is of brick construction and seems to have a problem with birds nesting as it is evident by the amount of bird droppings covering most items.

The station has an RCD protected 13a socket outlet fastened to the end of the pump control panel and one fluorescent type light fitting fastened at high level to the wall. There is also a bank of tubular heaters above the workbench operated via a wall mounted thermostat.

As previously stated, the pump control panels appear to be in working order however I believe that the whole station would benefit from a more thorough examination of parts and a clean out of any dust etc.

The pump motors themselves need a closer examination as do any carbon brushes, slip rings and associated gear. This is a service that we currently provide for Selby Drainage Board and Ouse and Humber Drainage Board. Other items noted at the pumping station are as follows:-

- 1. Lack of any external lighting*
- 2. Poor internal lighting*
- 3. Lack of any barriers, hand rails and steps making the crossing from the road to the pump house very hazardous*
- 4. Lack of signage*
- 5. Lack of any emergency stop buttons usually located on the front of the control panels.*





4.1.2 Asset Inspection Specification

An asset inspection specification is being produced for other IDBs intended for quotations/tenders from M&E Contractors and Structural Engineers which could be utilised to provide up to date asset inspection report for the Board.

We are currently reviewing the procurement route and potential contractor list.

4.2 Planning, pre-application advice and consents

4.2.1 Planning Applications

No planning applications have required comment between 6th January and 24th April 2018.

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

No consents have been issued on behalf of the Board between 6th January and 24th April 2018.

5. Environmental Adviser's Report

Recommendations

- Members note the information in the report.
- Review and adopt Biodiversity Policy (Item 5.1)

5.1 Policy

ADA has recommended all IDBs adopt a Biosecurity Policy. We have drafted a Policy on behalf of the Board for review and potential adoption below.

1. Document purpose and scope

This document sets out the Biosecurity Policy of the Goole Fields District 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 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 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.

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 Goole Fields District Drainage Board

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review May 2021.

5.2 Legislation

5.2.1 Badgers Protection Act 1992

Board Contractors must be 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/c127-badger-interfere-drainage-licence.PDF .

Contractors must 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.

5.2.2 Eel Regulation compliance

We have been working with Senior EA Fisheries Officers to consider removal of the Board's high priority pump station from Eel Regulation compliance. This involves discussions and work in connection with the outfall and culverted section together with the pump siting and proximity to Thorne Crowle & Goole Moors and its acidic conditions. This work is being undertaken as part of the Board's Biodiversity Action Plan.

5.2.3 Biodiversity Action Plan

Water Vole Species Action Plan

A survey under the BAP was undertaken on 17th April 2018.

Conditions



Cloudy, stiff breeze, chilly. Cold and prolonged winter, recent heavy rainfall causing surface water flooding delayed spring. For previous few days weather had become milder, water levels within drains subsided and water vole evidence should be available if present.

Watercourse surveyed

4,000m of Doherty and CWS Dyke was surveyed.

Findings

The drain is accessed from Field House track and parallel with a private drain. As noted in previous years this watercourse holds a variety of submerged species, particularly the native species Water Starwort (*Callitriche*). As noted in previous years, there appears to be a water vole burrow within 50m of the farm track with evidence of grazing. Water Vole (*Arvicola amphibus*) are often found proximal to culverts and bridges, offering a secondary level of protection from particularly aerial predation.

First of several potential badger setts was identified 80m along the drain.

A second water vole burrow with latrine adjacent was identified on the drain within the vicinity of an old paleochannel within the geography of the district, approximately 500m along the drain.

A second sett was identified where water within the drain flows south toward the pump within the vicinity of the water control structure.

No further evidence of water vole was noted however the banks all contain numerous burrows however without conclusive evidence of sighting of a water vole, a latrine, or grazing around burrow entrances with grass cut at 45°, there is no conclusive proof. It would be surprising were there only two small populations within the District.

Watercourses are maintained in such a way to be attractive and suitable habitat for vole. It is noted the increased populations of all predatory animals, including birds, has a negative effect on water vole populations.

Toward Thorne Moor a third potential sett was identified. Badger prints were noted in the ground together with the prints of Roe Deer and, owing to the size of the prints, possibly Red Deer straying out of the Moor

Within 200m of Thorne Moors SSSI boundary two Crane (*Grus grus*) were seen flying overhead, crossing into the Reedness & Swinefleet District.

BAP implementation to date

Can be viewed overleaf. This year's IDB1 will contain request for more information on Biodiversity Action Plan and Board implementation of that plan. This Board stands well among Boards with considerably more income in implementing a BAP.

Biodiversity 2020	Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Indicators	Reporting	2016/17 Report	2017/18 Report	2017/18 Report	2018/19 Report
Key Sector: water Management Outcome 1C Habitats and Ecosystems on land Priority Action 1.1 and 3.12	Eutrophic Standing Waters - Standing Open Waters and Canals - formerly Drains & Ditches	1	Maintain and enhance the existing habitat and species diversity of watercourses within the drainage district	1.1	Ensure the appropriate management of the IDB watercourses through an integrated Biodiversity Action Plan and Maintenance regime following best practice guidelines	Plan production	ongoing through life of plan				
		2	Control of non-native invasive species along IDB waterways	2.1	Record and monitor non-native invasive plants and animals, report INNS findings to GB INNS Secretariat	length (m) of channel surveyed	annually			No INNS identified Doherty & CWS Dike	
Key Sector: Water Management Outcome 3: Species Priority Action 1.3	Water Vole	3	Maintain and enhance suitable habitat for water vole within Board maintained drains	3.1	Ensure appropriate habitat management of watercourses with known Water Vole populations.	length (m) managed/maintained	Ongoing through life of plan		Shipcote Drain and Dougherty and CWS Drain offer good habitat	Shipcote Drain and Dougherty and CWS Drain offer good habitat	Shipcote Drain and Dougherty and CWS Drain offer good habitat
				3.2	Review maintenance regimes and identify watercourses where the mowing and weed cutting regime can be altered to enhance and increase Water Vole habitat.	Length enhanced	2015 onward		maintenance dynamic	maintenance dynamic	maintenance dynamic
		4	Ensure all IDB works comply with relevant legislation protecting Water Vole and their habitat.	4.1	Provide training to Board maintenance contractors on legislation pertaining to Water Vole and their habitat.	No of employees trained	Ongoing through life of plan				
				4.2	Ensure Water Vole surveys are conducted prior to any bank improvement, drainage or other engineering works.	Number of surveys undertaken	Ongoing through life of plan	no improvement works	no improvement works	no improvement works	
		5	Monitor populations of Water Vole within the drainage district.	4.3	Submit all Water Vole records from the drainage district to local biological recording centres.	number of records submitted	annually		March 2017 22.5km drain surveyed for evidence of water vole. Included Shipcote Drain, Crabtree Head Drain, Cross Drain, Dougherty & CWS Drain, Featherley & Bakers Dike. 2		4000m Doherty & CWS Dyke April 2018. 1 burrow and grazing. Private drain Field House 1 burrow and latrine
				5.1	Undertake monitoring of key Water Vole colonies.	Length surveyed (m)	annually				
Key sector: Water Management Outcome 3: Species Priority Action 1.3	European Eel	6	Maintain and enhance suitable habitat for European Eel within the drainage district	6.1	Review maintenance regimes and identify watercourses where the desilting and weed cutting regime can be altered to enhance and increase European Eel habitat	Length of watercourse surveyed	Annually	habitat suitable for eel, particularly northern watercourses	habitat suitable for eel, particularly northern watercourses	habitat suitable for eel, particularly northern watercourses	habitat suitable for eel, particularly northern watercourses
				6.2	Where suspected sub-optimal habitat for eel undertake eel habitat suitability assessment for specific catchment	No of catchments	Annually				sub optimal habitat associated with pumped catchment, necessary to remain sub-optimal
			Reduce the impacts of existing barriers to migration on escapement and recruitment	7.1	Secure funding to enable prioritisation of existing barriers to migration for mitigation works	Funding secured	On completion	n/a prioritization undertaken by EA	n/a prioritization undertaken by EA	n/a prioritization undertaken by EA	n/a prioritization undertaken by EA
				7.2	Source funding to enable mitigation works and associated pre- and post-project monitoring programme on existing priority structures	Funding secured	On completion				working with EA Fisheries to reprioritize pump station. Issues with culverted section and height differential between outfall and Swinfleet Warming Drain. May need to consider use of stop logs within Board maintained watercourses to avoid eel accessing pump station during times of egress from catchment for migration
				7.3	Undertake mitigation works on priority structures	Number of structures	On completion				
		7									



6. Health and Safety Report

Nothing to report.

7. Any Other Business by Leave of the Chairman

8. Date of Next Meeting

Suggested date – Tuesday 8 January 2019.



9. Appendix A – Internal Audit Report

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

Goole Fields Internal Drainage Board

Report of the Internal Auditor on the internal controls of the Drainage Board for the year ended 31st March 2018.

Dear Sirs

We have audited the Internal Control System of Goole Fields Internal Drainage Board operational for the year ended 31st 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 Goole Fields 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 31st March 2018 represents around 20% of total income, the majority of income being due from ratepayers.

Whilst there is clear space on the board there are currently no appointed members who attend board meetings.

It is noted that the special levy income of the board is very low at £5,490 for the year ended 31st March 2018.

We would again recommend that the board write to the council to reiterate the above position and request their reasons for not being represented at meetings.

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 previously 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: 27th April 2018



10. Appendix B – Annual Return Sections 1 & 2

A copy of the Annual Return can be found over the following pages.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

GOOLE FIELDS DISTRICT 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-TOOLS.GOV.UK SITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

GOOLE FLEOS DISTRICT DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	22,054	23,936	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	25,367	26,782	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	13	2	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	-	-	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	23,499	23,034	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	23,936	27,685	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	26,144	31,317	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	150,000	150,000	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	-	-	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

11/04/2018

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

11. APPENDIX C – GDPR

11.1.1 *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 Goole Fields District Drainage 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.

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

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 Goole Fields District Drainage Board

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review May 2021.

12. APPENDIX D - Water Level and Flood Risk Management

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

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.



- 5.1. 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
Website: 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



Shire

Group of IDBs

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

T: 01302 337898
info@shiregroup-idbs.gov.uk
www.shiregroup-idbs.gov.uk

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
Wallingford
Warrington**

