



Scunthorpe & Gainsborough

Water Management Board

**Grange Park Golf Club
Butterwick Road
Messingham
Scunthorpe, DN17 3PP**

Meeting *Papers*

***Monday, 21 May 2018
2:00pm***



Shire

Group of IDBs

**Epsom House
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Meeting Papers

Prepared by:

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

Administrator/Environment Officer - Alison Briggs BSc (Hons) Env.Sc., MSc
Env.Mngt ClimateChange

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

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

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

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Agenda

1.	Governance	4
1.1	Apologies for Absence.....	4
1.2	Declaration of Interest.....	4
1.3	Minutes of the Meeting held 5 February 2018.....	4
1.4	Matters arising not discussed elsewhere on Agenda	8
1.5	Complaints/FOI requests	8
2.	Clerks Report	9
2.1	Legislation.....	9
2.2	Policy	9
2.1	Guidance	9
2.2	Environment Agency.....	9
2.3	Association of Drainage Authorities.....	10
2.4	Succession Planning	10
2.5	Partnership Approach to Catchment Management (PACM)	10
2.6	Management Review	11
3.	Financial Report.....	12
3.1	Rating Report.....	12
3.2	Audit.....	12
3.3	Accounts for the Year Ending 31 March 2018.....	13
3.4	Expenditure Budget Comparison for the Ending 31 March 2018	13
3.5	Annual Return – Section 2 Financial Statement.....	13
3.6	Five Year Budget Estimate	14
3.7	Schedule of Payments.....	15
4.	Engineer’s Report.....	19
4.1	Asset Management.....	19
4.2	Planning, pre-application advice and consents	24
5.	Environmental Report	25
5.1	Biosecurity	25
5.2	Legislation.....	26
6.	Health and Safety Report.....	29
6.1	Board Employees	29
7.	Representation.....	29
8.	Date of next meeting	29
9.	APPENDIX A: GDPR Policy	30
10.	APPENDIX B: Policy Statement	33
11.	APPENDIX C – Sections of the Annual Return.....	41



1. Governance

Recommendation:

- Note the information contained in this report

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 5 February 2018

Member	05.02.2018
Margaret Armiger MA	√
David Barratt DB	√
Adrian Black - Chair AB	√
Chris Black CB	√
Frank Bottamley FB	√
Rod Chapman RC	-
John Coggan JC	√
John Collinson JC1	√
John England JE	√
David Forington DF	√
Trevor Foster TF	√
Samuel Godfrey SG	√
Benjamin Jackson (Vice Chair) BJ	√
Jonathan Jackson JJ	A
Paul Metheringham PM	√
Patricia Mewis PM1	√
Ralph Ogg RO	√
Dave Oldfield DO	√
Neil Poole NP	√
Helen Rowson HR	A
Jeff Summers JS	√

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

Ian Benn (Clerk)	Clerk
Craig Benson (Finance Officer)	FO
Alison Briggs (Environment Officer)	EO
Paul Jones (Engineer)	Eng.

Apologies for Absence.

2018.1 Apologies for absence were received from Helen Rowson and Jonathan Jackson.

Declaration of Interest

2018.2 DF in Catchwater Drain. RO N Lincs Planning Committee, JC2 N Lincs Planning Committee

Minutes of the Last Meeting

2018.3 Minutes of the meeting held 13 November 2017, copies of which had been circulated previously to members, were considered by the Board. **BJ proposed sign true record, DF seconded, all in agreement.**

Matters Arising not discussed elsewhere

2018.4 none

Complaints

2018.5 None received.

CEO's Report

The CEO's report, copies of which had been circulated to members was considered. Clerk advised information for note.

2018.6 Legislation – Water Abstraction and Impounding (Exemptions) Regulations 2017 - noted this Board not affected by the changes although several IDBs will be. Clerk advised new regulations requiring a licence covered actions previously, the Regulation change is to assist EA to cover the cost of permitting.

2018.7 Defra Guidance – Farming rules for water – For agricultural members interest.

2018.8 Trent Flood Exercise - Noted Asset Manager and Engineer would be involved in the exercise. "Storm Andrew" looking at Trent running high, potential breach at Burringham which involves North Lincs Council as LLFA.

2018.9 Humber FRMS - updates from the EA are on the website. Clerk advised Members the temporary protection against bank erosion works close to South Ferriby in Ancholme District is being rumoured to cost public £300,000; that is incorrect, cost is circa £67,000.

2018.10 ADA Conference – advised on talk given by Salford CC on tree planting to mitigate flooding from ground water following scientific research. Noted James Bevan responded well to all questions asked.

2018.11 Succession Planning – Board utilises its employee and that of Ancholme. Management is analysing work done on a daily basis to ensure in event of illness or retirement the Boards can avoid a break in service.

Financial Report

The Financial Report, copies of which had been circulated to members was considered.

Matters Arising

2018.12 Rating Report – £4,031 currently outstanding, constitutes mainly 2 instalments scheduled to be paid before year end.

2018.13 Audit – Risk Register – requires formal approval from Board it is approved as stands. BJ queried target date of 31.3.2018 for organisational roles and procedures and policies at 12a and 4b. Advised on course to meet those targets. **BJ proposed accept risk register, JF seconded, all in agreement**

2018.14 Internal Audit Review Meeting – Members noted Minutes of that meeting.

2018.15 Rates, Estimates and Special Levies for y/3 31.3.2019 – Finance Officer had prepared budget based on what Board is expected to deliver this year. He advised rate has remained same for 6 years, external costs are increasing with inflation and Board may consider increasing

rate by 2%. Noted foreign water contribution from EA is a permissive contribution, agency not obliged to make any payment and should be borne in mind by Board. CB queried criteria involved in calculation, FO advised criteria no longer clear. Members considered new work and plant account and estimated value of GiA for Ravensfleet PS replacement and cost of borrowing. NP queried national guidelines with balances carried over. Advised Defra recommended at least 25% of annual expenditure however it is dependent on size of Board; Boards with less income and expenditure hold larger % balances than larger Boards. Noted Reserves comprise NW&P Account, Revenue Account, and small commuted sum circa £30,000 from Highways. Currently £550,000-£560,000 of Reserves. JF queried the proportions of special levy between North Lincs and West Lindsey noting the large levy raised by North Lincs and the proposed expenditure in the West Lindsey part of District. FO advised difference amounts raised was associated with the annual values of developed land and of rural land. Developed land has a much higher annual value. Although proposed monies were to be spent in West Lindsey part of district, in future years refurbishment work will be required in North Lincs part of Board District. NP referred to GiA in Engineers report on possible 100% funding. It was advised this related to the damages and benefits associated with much larger area. NP proposed defer decision on rate until heard from Engineer.

Eng. advised position with Ravensfleet PS refurbishment is have business case ready to submit and meeting has been scheduled for this Friday (9th Feb) to discuss with EA. Traditionally up to 45% has been available from GiA. Because of hydraulic modelling data provided on that catchment, evidence is now available to support the benefit of those stations for whole catchment. The Partnership Funding calculator score is 200% indicating scheme may be funded in total by GiA. To justify 100% funding, the scheme only uses 3% of damages identified in catchment as advised at last meeting. This permits local authorities continued access to funding within this area and EA for main river flood defences. Business case will be submitted and distributed nationally within EA which will then make decision. BJ noted budgeting for scheme in this year whereas works unlikely to commence until 2019/20. NP advised not in favour of taxing people for money to sit in Board's account. **NP proposed rate remain as set out £8.75p in £, JC made counter proposal that Board increase by 2% bearing in mind future expenditure forecasts, JF seconded, 4 in favour, 11 against, 2 abstentions. Motion failed. Original proposal considered to remain £8.75p. 10 in favour, 4 against, 3 abstentions.**

2018.16 5-year budget estimate – discussed as part of previous item

2018.17 Schedule of payments – payments totalling £117,246.26 had been made from the accounts, £67,254.89 of which had been authorised by the Clerk only **JS proposed sign as true record, seconded JC, all in favour**

2018.18 Automatic enrolment – Members considered different levels of contribution. **NP proposed Board contribute 6%, DF seconded, all in agreement**

Engineer Report

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

2018.19 Asset Management – Main River – Catchwater Drain. Request made by elected Member for Board to consider working on Great Catchwater drain. Watercourse currently Main River but sits within Ravensfleet catchment system. DF advised due to the requirements of undertaking work in main river, he had withdrawn from doing work adjacent to his land holding. Eng. advised work on Great Catchwater was something this Board had previously considered as part of budgeting for work on Main River several years ago. The Board systems did not discharge into Great Catchwater, it was a distinct high-level carrier unless gravity into the reservoir downstream of the station could not operate, at which point it passed through the pumps. The meeting on Friday with EA will also look at PSCA work and the possibility of available funding for Great Catchwater work, currently designated low priority system. PM advised he had interest with land on other side of Great Catchwater and believed water leaked through its banks. JC suggested the EA had more PSCA monies available this year. Chair

suggested appropriate to wait for meeting with EA on Friday. **Agreed await outcome of Friday's meeting before discussing further.**

2018.20 Ravensfleet PS – already discussed as part of Finance report.

2018.21 Jenny Hurn PS – pump refurbishment – difficulties with removing pumps and position of crane on site. Revised cost and method of removal awaited.

2018.22 Telemetry – Eng. advised not in his report but some difficulties had come to light with delivery of previously agreed work and front-end user interface.

Environment

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

Health & Safety

The Health and Safety Report, copies of which had been circulated to members with the Meeting papers, was noted by the Board. Looking at lone worker provisions and may put employee on same system as Management uses.

2018.23 Representation - Members noted the fora on which the Board had been represented.

2018.24 ADA Trent meeting – Members wishing to attend should inform Management

Date of Next Meetings

2018.25 21 May 2018 and 12 November 2018.

Meeting closed 15:04.

1.4 Matters arising not discussed elsewhere on Agenda

Minutes from Scunthorpe IDB show Mr F. Bottamley was first appointed to the Scunthorpe IDB as a Nominated Member by Glandford Borough Council 13th June 1983. Whilst Frank now sits as an elected Member, this year represents 35 years since his first appointment to the Board.

1.5 Complaints/FOI requests

None received.

2. Clerks Report

Recommendation:

- Note the information contained in this report
- Adoption of GDPR Policy (Item 2.1.1)
- Adoption of Policy Statement (Item 2.1.2)

2.1 Legislation

2.1.1 General Data Protection Regulations

The Board is required to comply with the above. A Policy has been produced on behalf of the Board for Member review and adoption: see Appendix A.

2.1.2 Policy Statement on Water Level and Flood Risk Management

ADA & Defra have produced a new model for the IDB Policy Statement, see Appendix B for the proposed policy for approval by the Board.

2.2 Policy

Nothing to report.

2.1 Guidance

2.1.1 Defra

2.1.2 Environment Agency

2.2 Environment Agency

2.2.1 Trent Flood Exercise

On the 7th and 8th February 2018 we took part in the Environment Agency Trent Flood Exercise. The exercise for all partners was related to a potential breach of the Main River embankment at Burringham.

The following lessons were identified by ourselves:

- We were able to demonstrate and raise awareness of the capability/limitations of Burringham and Lysaghts Pumping Stations to partners.
- We need to collectively identify all known gravity outfall locations along Main River defences (regardless of ownership/responsibility) as these are a critical part of flood water evacuation as well as internal drainage matters.
- We need to raise awareness of how the low-lying catchments may react to breach/overspill due to the flat nature of the catchments and the watercourse network. The modelled flood outlines in the exercise were to be modelled by the Environment Agency and would in reality be provided to agency planners etc. however, the focus was initially on impact to the villages of Burringham and Gunness, where, due to the flat nature of the catchment, East Butterwick could also be impacted depending on the volume of water entering the catchment.



2.2.2 Humber Flood Risk Management Strategy

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

2.3 Association of Drainage Authorities

2.4 Succession Planning

2.5 Partnership Approach to Catchment Management

(PACM)

2.6 Management Review

3. Financial Report

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
- To approve the schedules of payments

3.1 Rating Report

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

	£	£
Balance Brought forward at 1 April 2017		104.71
2017/2018 Drainage Rates and Special Levies		
Drainage Rates		134,992.74
Special Levies		
North Lincolnshire Council	254,391.00	
West Lindsey District Council	57,496.00	311,887.00
Total Drainage Rates Due		<u>446,984.45</u>
Less Paid: -		
Drainage Rates		134,900.55
Special Levies		
North Lincolnshire Council	254,391.00	
West Lindsey District Council	57,496.00	311,887.00
Total Drainage Rates Paid		<u>446,787.55</u>
Admin Adjustment		<u>-34.21</u>
Balance Outstanding as at 31 March 2018		<u>162.69</u>
<i>Messingham £0.01</i>		
<i>Scunthorpe NIL</i>		
<i>Gainsborough £162.68</i>		

3.2 Audit

3.2.1 Internal Audit

The internal audit of the Board's financial statements for the year ended 31 March 2018 is underway and will be completed before the meeting.

3.2.2 Annual Return- Section 1 Annual Governance Statements

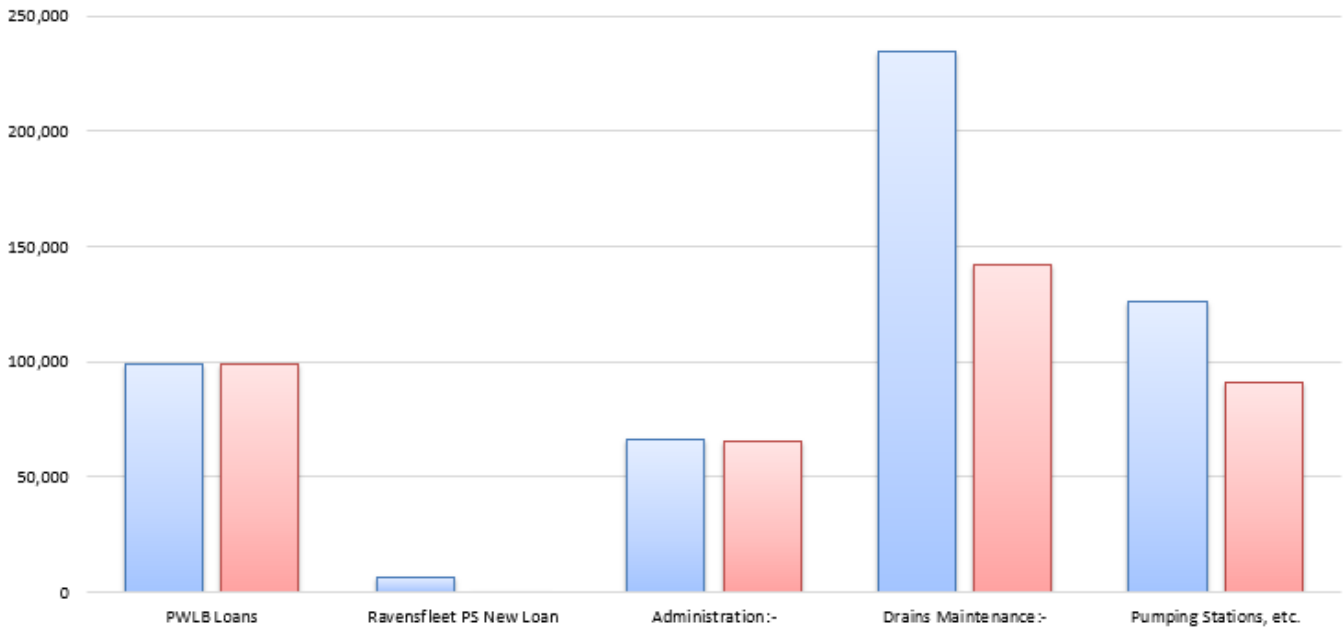
Members are asked to review and approve Section 1 of the Annual Return which can be viewed at Appendix C.

3.3 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

3.4 Expenditure Budget Comparison for the Ending 31 March 2018

SCUNTHORPE & GAINSBOROUGH WMB- BUDGET COMPARARSION 17/18



3.5 Annual Return – Section 2 Financial Statement

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

3.6 Five Year Budget Estimate

Revenue Account

	0	0	0	1	2	3	4	5
	2017/18	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	App	Estimated Out-turn					
Income & Expenditure Account	Out-turn	Budget						
	£	£	£	£	£	£	£	£
Income								
Drainage Rates	134,959	134,999	134,999	134,999	138,856	142,713	150,427	154,285
Special Levies	311,887	312,687	312,687	312,687	321,621	330,555	348,423	357,357
Rental Income	420	200	200	200	200	200	200	200
Foreign Water Contribution	40,786	40,000	40,000	40,786	40,786	40,786	40,786	40,786
Bottesford Beck	-	-	-	-				
PSCA Contributions								
Other Income	1,619	300	550	567	583	601	619	638
Bank Interest	68	50	78	50	50	50	50	250
Total Income	489,739	488,236	488,514	489,289	502,097	514,905	540,505	553,515
Expenditure								
Drain Maintenance (Silt Removal)	-	27,000	27,000	-	-	-	-	-
Maintenance of Pumping Stations	91,012	127,440	130,996	127,440	129,989	132,589	135,240	137,945
Drains Maintenance	142,298	193,889	194,042	188,777	186,722	189,727	192,791	195,917
Administration	65,643	67,147	67,397	68,089	70,029	71,492	72,979	74,804
Rechargeable Works	153							
Loan Repayments:-	99,146	99,145	99,145	99,145	99,145	99,145	99,145	95,350
New Loans	-	21,958	21,958	19,343	19,343	19,343	19,343	19,343
Total Expenditure	398,252	536,579	540,538	524,297	526,731	533,798	542,079	545,939
Surplus/(Deficit)	91,487	(48,343)	(52,024)	(35,008)	(24,634)	(18,893)	(1,574)	7,576
Balance Brought Forward	422,875	447,967	514,362	362,338	327,329	302,695	283,801	282,228
Contribution to NW&P Account	-	20,000	100,000	-	-	-	-	-
Balance Carried Forward	514,362	379,624	362,338	327,329	302,695	283,801	282,228	289,803
New Works and Plant Account	205,924	144,682	154,684	154,684	46,684	46,684	26,684	26,684
Penny Rate in £	8.75p	8.75p	8.75p	8.75p	9.00p	9.25p	9.75p	10.00p
Penny Rate £51,073	181%	94%	81%	92%	66%	62%	57%	58%
I&E Balance as % of Expenditure	129%	71%	67%	62%	57%	53%	52%	53%

New Work & Plant Account

	2017/18	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Actual	App	Estimated Out-turn					
New Works and Plant Account	Out-turn	Budget						
	£	£	£	£	£	£	£	£
Income								
Transfer from I&E	-	20,000	100,000	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-
Loan	-	400,000	350,000	-	-	-	-	-
Possible Grant Income	-	431,000	431,000	-	42,000	-	-	-
Total Income	-	851,000	881,000	-	42,000	-	-	-
Expenditure								
New 4x4 vehicle	-	-	-	-	-	-	20,000	-
Ravensfleet PS Refurbishment	-	932,240	932,240	-	-	-	-	-
Ravensfleet to Susworth Strategic Study	12,332	-	-	-	-	-	-	-
Whoofer PS Refurbishment	-	-	-	-	-	-	-	-
Susworth PS Refurbishment	-	-	-	-	150,000	-	-	-
Total Expenditure	18,357	932,240	932,240	-	150,000	-	20,000	-
Surplus/(Deficit)	(18,357)	(81,240)	(51,240)	-	(108,000)	-	(20,000)	-
Balance Brought Forward	224,281	225,922	205,924	154,684	154,684	46,684	46,684	26,684
Balance Carried Forward	205,924	144,682	154,684	154,684	46,684	46,684	26,684	26,684

3.7 Schedule of Payments

3.7.1 List of Cheques

DATE	CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL		
					CHEQUE		
					£		
2018							
Mar	29th	000080	Post Office Ltd	Licence	132.00	*	
			Total Amount of all Cheques		132.00		
			* Total Amount of Cheques sent out signed by the Clerk & Engineer Only			132.00	

3.7.2 List of Payments made direct from the bank account

Payments made directly from the bank account since those presented at the last meeting:

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					CHEQUE	
2018					£	
Jan	9th	140	Watson Petroleum	Gas Oil	937.91	*
	10th	49	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	15th	139	Fuel Genie	Fuel Account	148.00	*
		-	NatWest	Bankline Fees	24.50	*
	17th	142	A Reville & Son	Relief Pumping Costs	129.60	*
		137	Anglian Water	Water Supply to Jenny Hurn PS	11.97	*
		133,136	Anglian Water	Water Supply to Susworth (final)	21.96	*
		132	Dexel Tyre & Auto Centre	Vehicle Maintenance	188.40	*
		138	ID Spares & Services Ltd	Burringham PS Weedscreen Cleaner	1,080.84	*
		134	Lyons of Gainsborough Ltd	Tools & Equipment	108.39	*
		135	NPower Yorks Ltd	Lysaghts PS - Meter Operator	474.00	*
		-	HMRC	PAYE/NI	968.25	*
	19th	128	Information Commissioner	Data Protection Registration	35.00	*
	22nd	144	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		145	Iris Business Software Ltd	Open Payslips	7.39	*
		141	Woldmarsh Produces Ltd	Supply to Black Bank PS	363.73	*
				Supply to Burringham PS	783.78	*
				Supply to East Butterwick PS	328.49	*
				Supply to Flixborough PS	69.99	*
				Supply to Jenny Hurn PS	527.31	*
				Supply to Lysaghts PS	995.76	*
				Supply to Ravensfleet PS	794.05	*
				Supply to Susworth PS	474.36	*
				Vodafone	81.50	*
	29th	143	Controlstar Systems	East Butterwick PS - Telemetry Maintenance	1,261.80	*
		149-52	ID Spares & Services Ltd	Pumping Station Maintenance	1,584.00	*
	31st	-	NatWest	Bank Fees	5.25	*
Feb	1st	-	Employee	Wages	1,784.54	*
		-	B&CE Holdings	Pension Contributions	42.25	*
	2nd	148	Watson Petroleum	Gas Oil	804.22	*
	9th	153	Controlstar Systems	Telemetry Maintenance Contract	1,146.00	
		154	Fenflow Ltd	Whoofer PS - Pump Overhaul	3,270.00	
		146	JBA Consulting	Management Fees	11,655.85	
	12th	147	Public Works Loan Board	Loan Repayment	8,148.65	*
		49,158pt	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	13th	155	Fuel Genie	Fuel Account	154.00	*
	14th	-	HMRC	PAYE/NI	780.39	*
	15th	156	Watson Petroleum	Gas Oil	1,268.23	*
		-	NatWest	Bankline Fees	24.95	*
	20th	157	Woldmarsh Produces Ltd	Supply to Ravensfleet PS	825.78	*
				Supply to Susworth PS	593.42	*
				Supply to Lysaghts PS	1,202.12	*
				Supply to East Butterwick PS	427.42	*
				Supply to Flixborough PS	82.47	*
				Supply to Jenny Hurn PS	810.74	*

				Supply to Burringham PS	1,191.41	*
				Supply to Black Bank PS	446.24	*
				Supply to Pauls Malt PS	31.21	*
				Vodafone	79.38	*
				Membership Fees	215.75	*
	21st	160	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		161	Iris Business Software Ltd	Open Payslips	7.39	*
	28th	-	NatWest	Bank Fees	6.65	*
Mar	1st	-	Employee	Wages	1,193.28	*
		-	B&CE Holdings	Pension Contributions	26.41	*
	6th	166	ADA	Annual Subscription	2,712.00	*
		167	A Revill & Son	Relief Pumping Costs	133.20	*
		156	Grange Park	Meeting Expenses	75.00	*
		162-3	Lyons of Gainsborough Ltd	Tools & Equipment	68.69	*
	8th	-	HMRC	PAYE/NI	377.64	*
	12th	158	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	13th	165	Fuel Genie	Fuel Account	159.00	*
	15th	-	Bankline Fees	Bankline Fees	22.25	*
	20th	168	Woldmarsh Produces Ltd	Supply to Whoofer PS	414.12	*
				Supply to Ravensfleet PS	854.30	*
				Supply to Burringham PS	1,957.32	*
				Supply to Black Bank PS	773.95	*
				Supply to Susworth PS	1,149.67	*
				Supply to Lysaghts PS	1,616.39	*
				Supply to East Butterwick PS	813.85	*
				Supply to Flixborough PS	89.96	*
				Supply to Jenny Hurn PS	1,735.48	*
				Vodafone	88.72	*
	21st	173	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		172	Iris Business Software Ltd	Open Payslips	7.39	*
	23rd	164	Public Works Loan Board	Loan Repayment	3,524.80	*
	26th	174-5	ACS Electrical Engineering Services	Electrical Tests & Maintenance	2,231.70	*
		176	ADA Lincolnshire Branch	Contribution to Lincolnshire Show	250.00	*
		178	Anglian Water	Water Supply to Jenny Hurn PS	11.18	*
		170	Bell Waste Control	East Butterwick PS - Skip Hire	242.45	*
		169	Danvm Drainage Commissioners	Website Hosting Fee, etc.	105.96	*
		179	Evans Halshaw	Vehicle Maintenance	66.41	*
		177	Fenflow Ltd	Woofer PS - Pump Overhaul	2,671.20	*
		180	H Mell & Son	Rake Repairs	118.94	*
		171	Interlec	Susworth PS - Pump Maintenance	300.00	*
		181	WB Pettitt & Son	Woofer PS - Pump Lift	294.00	*
	29th	183-4	DC Bichan	2017 Retention, etc.	2,373.14	*
		-	NatWest	Bank Fees	5.00	*
		-	Employee	Wages	1,596.08	*
		-	B&CE Holdings	Pension Contributions	37.19	*
Apr	10th	-	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	13th	-	Fuel Genie	Fuel Account	151.00	*
	16th	188	Watson Petroleum	Gas Oil	1,402.63	*
		-	NatWest	Bankline Fees	28.10	*
	20th	193	Woldmarsh Produces Ltd	Supply to Ravensfleet PS	1,725.89	*

				Supply to Susworth PS	717.49	*
				Supply to Lysaghts PS	1,154.75	*
				Supply to Burringham PS	1,247.78	*
				Supply to East Butterwick PS	561.49	*
				Supply to Black Bank PS	509.58	*
				Supply to Flixborough PS	80.57	*
				Supply to Jenny Hurn PS	888.86	*
				Vodafone	82.22	*
		192	Watson Petroleum	Grease	413.12	*
				Total	83,592.34	
				* Total amount of direct debits and payments approved by the Clerk Only	67,520.49	

4. Engineer's Report

Recommendations:

- To note the information within this report
- Decision on approach to slip repairs (Item 4.1.2)
- Decision on Ravensfleet Option 5 or Option 3 (Item 4.1.4)
- Decision on Jenny Hurn pump refurbishment (Item 4.1.5)
- Decision on Temporary Pumping and Incident Response (Item 4.1.6)

4.1 Asset Management

4.1.1 Pump Stations

Through use of ArcGIS and data from the Environment Agency we are able to show Board function within its district protects

Pumped Catchment	Properties
Black Bank	127
Burringham	8,376
East Butterwick	294
Flixborough*	224
Jenny Hurn	200
Lysaghts	6,994
Pauls Malt	428
Ravensfleet	1,143
Susworth	212
Whoofer	40
TOTAL	18,038

Data from the Environment Agency is correct as of 2014 and does not include any later development within the District

4.1.2 Ordinary Watercourses

Crop walking will be undertaken shortly to aid and assist in planning start date and plant requirements for the coming season in the Southern part of the district, with a pre-start meeting to be scheduled for late May/early June. Significant slips have been reported and are present along Ings Drain, see location plan and associated photographs. No obstruction to flow issues exist at present and to date have been managed through seasonal maintenance, however the existing drain profile of over steep sides and potential historical over deepening, are considered likely to result in further failures and/or major obstructions to flow occurring.

The Boards consideration and decision is required as to whether to maintain the existing approach of inspection and minor works as required during seasonal maintenance only, the alternative would be a major scheme of bank re-profiling and potentially toe support, such as timber piling.



4.1.3 Main River

Operational difficulties persist with the R. Trent outfalls at both Ravensfleet & Susworth P. Stn's, discussions with the Environment Agency (EA) continue in respect of obstruction removals associated with past boat stone bank stabilisation works.

Discussions with the EA have also taken place regarding Main River maintenance associated with the Messingham & Great Catchwater systems, both of which have significant land drainage

issues associated with the EA Low Priority categorisation and the resulting lack of maintenance. These could be maintained by the Board under a PSCA, with funding from the EA either in part or total, subject to Contractor costs being accepted and approved by them. Maintenance Contractor to be approached and/or potentially others.

4.1.4 Ravensfleet Pumping Station

The Final Draft submission of the business case was provided to the Environment Agency Flood Risk Management team for review. Feedback has been received and amendments are underway.

In summary:

- it likely that 5% of the damages from the catchment would be required to justify the IDB scheme, leaving 95% of damages to justify main river flood defences and other surface water flooding which the LLFA may pursue in future.
- Although the IDB would be funding the revenue costs of any option moving forwards they now have to be included in the partnership funding calculator reducing the partnership score. This will mean that a % of funding will be required from the IDB and the percentage is currently being determined. For information only the Board to date were anticipating a contribution of £488,000 for the 3 sperate refurbishment schemes representing 48% towards the revised scheme.

Option 5 remains the most cost beneficial scheme over the whole life of the asset.

1.2 Options assessed

The following options have been assessed:

- **Option 1 - Do Nothing.** Cease maintenance of pumps and drains. Complete write-off of all properties and agricultural land.
- **Option 2 - Do Minimum.** Maintenance of the pumps and drains for the initial part of the appraisal period, then writing them off at year 5. The assumption is that the pumps can be kept going in the short term with fairly minor maintenance. However, once the pumps get to the end of their design life, they will be decommissioned and flooding will revert to the Do Nothing scenario. As the stations are already near / past the end of their design life they are assumed to be written off in year 5.
- **Option 3 - Refurbishment.** Like for like pump station M&E replacement.
- **Option 4 - Replacement and Catchment Rationalisation.** New Ravensfleet Station at different location serving combined Ravensfleet, Whoofer and Jenny Hurn catchment. Refurbishment of Susworth pumping station.
- **Option 5 - Refurbishment and Catchment Rationalisation.** Refurbishment of Ravensfleet and combine with Jenny Hurn and Whoofer pumping stations (the latter catchments linked to Ravensfleet and the pump stations mothballed). Refurbishment of Susworth pumping station.

For all options the Ravensfleet works are anticipated to occur in 2018/19, with Susworth (and Jenny Hurn/Whoofer, if applicable) occurring in 2023/24. A summary of the options is presented below.

Table 1-1: Option summary

Option	Ravensfleet	Jenny Hurn	Whoofer	Susworth
Option 1 - Do Nothing	Walk-away	Walk-away	Walk-away	Walk-away
Option 2 - Do Minimum	Maintain (until 2019)	Maintain (until 2023)	Maintain (until 2023)	Maintain (until 2023)
Option 3	Refurbish (2018)	Refurbish (2023)	Refurbish (2023)	Refurbish (2023)
Option 4	Replace	Decommission	Decommission	Refurbish (2023)
Option 5	Refurbish improved pumps, controls, etc	Decommission	Decommission	Refurbish (2023)



4.2 Capital costs

Capital costs have been estimated and include all construction, design, supervision and ecological costs. A contingency allowance of 20% of the construction cost has also been included. Total capital costs for each pumping station and in total are provided below.

Table 4-2: Total capital (cash) costs (£)

Pump station	Option 3	Option 4	Option 5
Ravensfleet	573,000	2,496,115	1,020,440
Susworth	407,800	407,800	407,800
Jenny Hurn	260,000	0	0
Whoofer	67,000	0	0
Total	1,307,800	2,903,915	1,428,240

The above capital costs represent cash costs. As these are assumed to occur in year 1 and year 5 of the appraisal, capital costs will be discounted in the usual way (using HM Treasury discount rates).

An owner/occupiers meeting was held on 10th April at Ravensfleet Pumping Station to provide an update on the current position.

The position at present is to resolve the funding element of the preferred option and seek, at least, confidence from the Environment Agency in allocations of monies moving forwards, before then progressing Outline / Detailed Design, Tenders and Construction.

Long section information and flood outlines are to be sent to owner/occupiers to reaffirm the findings for linking catchments.

Option 3 (to refurbish and maintain all 3no. stations) appeared to be a preference from owner/occupiers of the Ravensfleet, Whoofer and Jenny Hurn catchment.

From a Board perspective and whole life cost comparison, the present value whole life costs of Option 3 are £6.713 million compared to Option 5 at £5.128 million equating to £1.585 million difference over 100 years and retained asset liability for 3 assets.

Should the Board wish to pursue Option 3 then a greater % contribution is likely required from the Board.

The Board are asked to confirm at this stage their preferred option for Final Submission to the Environment Agency.

4.1.5 Jenny Hurn Pumping Station: pump refurbishment

Further to Minute 2018.21 above, detailed submissions and costings have now been received to cover the additional temporary works requirements to permit the originally approved removal and refurbishment of both electrical pumps at the station. The initial Board approved scheme cost of £11,480 as per Minute 2017.52 was for the removal, inspection, refurbishment, return and commission. Removal and safe methods of working became an on-site issue, as a result the following resubmitted scheme costs have been received that cover all the additional temporary works that weren't envisaged at the time of the original quotation process.

Quotation for carrying out the removal of each pump by fitting dam boards, over pumping the sump and evacuating the silt from the pump sump area which is to be spread across an area at site to be discussed/approved. The pump and motor would then be dismantled and inspected and rebuilt with any remedial work being quoted for as extra costs. The pump would then be refitted into the sump with the dam boards fitted and the sump over pumped. It is not envisaged that the area would need to have silt removed on the installation however should the second unit not be removed upon the installation of the first unit this may be required.

Cost 1no. DN450 Sulzer Pump: £16,946.00 Ex-VAT

Cost 2no. DN450 Sulzer Pumps: £28,835.00 Ex-VAT

Additional lot cost for each Silt Removal: £5,572.00 Ex-VAT

The station has a further high level assist pump which is diesel powered and this has also not had any recent maintenance works undertaken but would benefit from an initial inspection following recent significant usage.

The original condition of the pumps and the concerns regarding the need for remedial works was raised back in 2015, any works were initially deferred until 2017 when Ravensfleet rationalisation options & programming indicated delays in delivery until potentially 2020/21.

The Board is therefore required to determine and advise as to whether it wishes to proceed with the identified refurbishment either in part or total, or to again defer until such a time as a definite decision has been reached regarding Ravensfleet and its associated catchment rationalisation.

4.1.6 Temporary Pumping and Incident Response

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

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

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

Investing in temporary pumping resilience may benefit Jenny Hurn and all pumping stations which are nearing the end of useful life and maybe a preferred investment compared to refurbishment Jenny Hurn at this stage.

Pumped Medium	Surface Water	
Required/Estimated Flow Rate	300 l/sec	1080 m ³ /hr
Suction Lift	5 metres	

Selection

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



Supply of Items as listed below

Item	Part/description	Qty	Price each	Total price
16	SCUNTHORPE & GAINSBOROUGH WATER MANAGEMENT BOARD (IDB)			
17	SuperBetsy 200-ESL Code 1	1.00	£36032.25	£36032.25
18	3500kg Rated Highway Compliant Trailer with hose racks	1.00	£4147.50	£4147.50
19	8inchx3m hose, wire arm. + coupling, O Ring	6.00	£495.75	£2974.50
20	8inchx18m del. hose, blue layflat + coupling, O ring	1.00	£384.00	£384.00
21	8inch flange to male Bauer + lever lock	1.00	£213.75	£213.75
22	8inch flange to female Bauer + O ring	1.00	£176.25	£176.25
23	8inch sewage suction strainer	1.00	£360.00	£360.00
	Total value:			£44288.25

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

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

Selection

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

Supply of Items as listed below

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

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

4.2 Planning, pre-application advice and consents

4.2.1 Planning Applications

Planning applications have been reviewed on a weekly basis and 5no. application has required comment on behalf of the board between 16 January 2018.

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

0 no. consent have been issued on behalf of the Board between 23 January 2018.

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

No consents have been issued on behalf of the Board between 23 January 2018

5. Environmental Report

Recommendation:

- Note the information contained in this report
- Review and adopt Biosecurity Policy (Item 5.1)
- Consider contribution to Eel research (Item 5.2.2)

5.1 Biosecurity

ADA has requested all Boards adopt a Biosecurity Policy. We have drafted the policy below on behalf of the Board, at no cost to it.

1. Document purpose and scope

This document sets out the Biosecurity Policy of the Scunthorpe & Gainsborough Water Management 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;
- Employees
- Sub-consultants;
- Contractors
- Visitors.

6. Certification

By Order of the Scunthorpe & Gainsborough Water Management Board

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review May 2021.

Board Contractors are being notified they are required to be registered with Natural England to use the "Class Licence to interfere with Badger setts for watercourse and drainage purposes" specifically designed for those involved with IDB maintenance activities. Details are available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/669989/cl27-badger-interfere-drainage-licence.PDF.

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

5.2 Legislation

5.2.1 Protection of Badgers Act 1991

Board Contractors are being notified they are required to be registered with Natural England to use the "Class Licence to interfere with Badger setts for watercourse and drainage purposes" specifically designed for those involved with IDB maintenance activities. Details are available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/669989/cl27-badger-interfere-drainage-licence.PDF

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

5.2.2 Biodiversity Action Plan 2015-2020

Several kilometres of watercourse in the Gainsborough District have been surveyed for presence of water vole. No definitive evidence has been located and it is believed the reason is associated with mink (*Neovison vison*) known to be in the area. At Ravensfleet, Susworth and Jenny Hurn pump stations, mink have been identified.

Mink has also been identified using Burringham Pump Station and will likely impact upon the thriving water vole population in Clay Dike and Ings Drain

5.2.3 Eel Regulations

The Environment Agency has requested, jointly with ADA, whether IDBs will contribute again to Eel Passage research being undertaken by Hull International Fisheries Institute funded by Defra. It is believed the research will have an impact on this Board regarding the proposed Ravensfleet PS refurbishment and other subsequent works by better informing the Board on the right equipment and steps to be taken to ensure passage for eel.

Letter from ADA can be seen below:



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 IDBs via email

Friday 16 March 2018

Dear IDBs

Eel passage research funding

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

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

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

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

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

Yours sincerely

Ian Moodie MSci
Technical Manager
ADA

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

ADA – representing drainage, water level and flood risk management authorities

Member of EUWMA- the European Union of Water Management Associations
ADA is a Company Limited by Guarantee. Registered in England No 8948603

6. Health and Safety Report

Recommendations:

- To note the information contained in the report

6.1 Board Employees

6.1.1 Accidents and Incidents

There are no accidents or incidents to report involving either the Board employee or contractors.

7. Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Executive	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Humberhead Levels Partnership Group	Comprehensive Review Humber FRMS working group	ADA Policy & Finance Committee
EA/ADA Eel Liaison Group		

8. Date of next meeting

12 November 2018.

9. APPENDIX A: GDPR Policy

Draft for Review, Subject to Approval of costs

1. Background

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

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

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

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

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

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

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

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

1.7.2 Collected for specified, explicit and legitimate purposes

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

1.7.4 Accurate and where necessary kept up to date

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

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

2. Lawful basis for processing

2.1 Personal Data and Drainage Rates

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

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

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

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

2.2 Personal Data and Board Contractors

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

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

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

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

2.3 Personal Data and Employees

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

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

2.4 Personal Data, Employees and Special Category Data

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

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

3. Data subject rights under GDPR

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

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

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

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

4. Evidencing GDPR compliance

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

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

4.2.1 why data protection is important

4.2.2 what personal data is

4.2.3 The consequences of non-compliance

4.2.4 The right to have data deleted

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

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

5. Evidencing GDPR accountability and governance

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

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

5.1.2 It maintains relevant documents on processing activities

5.1.3 It has appointed a Data Protection officer

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

6. Certification

By Order of the Scunthorpe & Gainsborough WMB

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review May 2021.

10. APPENDIX B: Policy Statement

Policy Statement on Water Level and Flood Risk Management

1. Introduction

Purpose

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

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

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

Background

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

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

2. Governance and local accountability

2.1. The Board will ensure that its policies and procedures enable effective representation of and accountability to drainage rate payers and the occupiers of non-agricultural land within the District, including triennial elections in line with the requirements of the Land Drainage Act 1991, and timely engagement with charging authorities to fill vacancies in seats allocated to appointed members.

2.2. Board members must take decisions objectively in the best interests of the Board and uphold the ethical standards expected of public officeholders. Board members must adhere to the Board's Members Code of Conduct, including the seven principles of public life (Nolan Principles). The Board will make sure that there is suitable training in place for board members and staff, including on financial and environmental matters as appropriate.

2.3. Board members must declare financial and other interests relevant to their function with the Board. Board members will recuse themselves as appropriate where conflicts of interest may occur in relation to procurement, contract management and decision making.

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

Aim

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

Objectives

3.2. 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

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.

- Pumping Stations: xx number

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Communication and transparency

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

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

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

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

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

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

8. Working together

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

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

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

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

9. Environmental measures

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

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

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

- Avoid any unnecessary or long term damage to agricultural interests and to natural habitats and species;

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

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

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

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

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

10. Approval and Review of this Policy Statement

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

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

11. APPENDIX C – 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:

SEVN TORRLE AND GAINSBOROUGH WMB

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 WEBSITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

SCUNTHORPE AND GAINSBOROUGH WMB

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	647,556	677,259	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	446,818	446,846	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	140,171	42,935	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	22,436	24,077	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	99,145	99,145	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	435,705	291,492	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	677,259	752,676	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	735,176	786,821	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	3,464,000	813,787	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	871,787	813,787	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

04/05/2018

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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