



Danvm

Drainage Commissioners

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

Meeting Papers

Friday 2nd November 2018
9.30am



Shire

Group of IDBs

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Meeting Papers

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Purpose

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1. Governance

Recommendation:

- Approval of Minutes from Board Meeting 24 May 2018

1.1 Appointment of Vice Chairman

Members were advised on 21st August 2018 the former DMBC appointee had not been re-selected to a seat on the Board and a new Vice-Chairman was required.

1.2 Apologies for Absence

1.3 Public Forum

No requests have been received

1.4 Declaration of Interest

1.5 Minutes of the Meeting held 24 May 2018

Present:

Member	4.11.16	3.2.17	23.6.17	2.11.17	2.2.18	24.5.18
Catherine Anderson (DMBC)	✓	-	✓	✓	√	√
David Atkinson (Dun District)	✓	✓	✓	A	A	√
Wayne Atkins (Barnsley DC)			✓ new	✓	√	√
Andrew Cooke (Went District)	✓	✓	A	✓	√	A
Chris Crowe (Coal Authority) (Knottingley to Gowdall District)	✓	✓	A	A	√	A
John Duckitt (Dun District)	✓	✓	✓	✓	√	√
Martin Falkingham (Went District)	✓	✓	✓	✓	√	√
Terry Grady (Doncaster MBC)	✓	A	✓	✓	A	√
Mel Hobson (Selby DC)	✓	-	-	✓	A	-
Charlie Hogarth (Doncaster MBC)	✓	-	✓	-	-	√
Gillian Ivey (Chair) (Selby DC)	✓	✓	✓	✓	√	√
Frank Jackson (Vice Chair) (Doncaster MBC)	✓	✓	✓	✓	√	√
Mike Jordan (Selby DC)	✓	A	✓	A	√	Res
Steve Lomas (Dun District)	✓	✓	✓	✓	√	A
Paul Maddison (Wakefield MDC)	✓	✓	A	✓	√	A
Cllr Dave Peart (Selby DC)			-	✓	A	-
David Platt (Knottingley to Gowdall District)	✓	✓	✓	A	√	A
Robert Robinson (Dun District)	A	A	✓	✓	√	√
Barry Roughley (DMBC)	A	x	A	✓	√	√
Richard Thompson (Dun District)	A	A	✓	✓	√	√
Cllr Debbie White (Selby DC)	A	A	-	-	A	A
Kyle Heydon (DMBC)	✓	✓	✓	✓	√	√
Neil Welburn (Went District)	✓	✓	✓	✓	√	√
Martin Drake (Went District)			new	✓	A	√
Michael Rogers (D&D District)			new ✓	✓	A	√

Officers attending:

Ian Benn – CEO
 Alison Briggs – Environment Officer
 David Blake – Finance Officer
 Martin Spoor – Asset Manager
 Mark Joynes – Finance Officer

Public attendance – one

Governance

2018.26 Apologies for absence were received from David Platt, Chris Crowe, Debbie White, Steve Lomas, Paul Maddison, Andrew Cooke

2018.27 Public forum – a request had been submitted by email following change of meeting date, copies of which had been issued to Members. Chairman read the request for new Management KPI to issue draft Minutes within four weeks of meeting.

Discussion included comments:

- circulated for Member perusal and approval in terms of correction to typographical or minor errors only, not material alteration
- inappropriate as minutes not approved until following meeting and drafts could be subject to justification at public request if material correction required
- not something highlighted by DMBC Audit 2014/15
- not a process adopted by remainder of industry as neither was publishing an Agenda or any Meeting Papers.
- could be considered appropriate, subject to Management agreement
- public interest in seeing Minutes of meetings, noting draft Minutes were usually correct but subject to change until approved by the Board.

Chair proposed Board publish draft Minutes within 6 weeks of meeting, and Minutes will be clearly marked “Draft, not subject to challenge”, seconded FJ, majority in favour, 1 abstention.

2018.28 Formal approval of Kyle Heydon to Policy & Finance Committee, **all in agreement**

2018.29 Declaration of Interest – JD an interest in Clay Dyke, Fishlake. Chair advised depending up nature of discussion under Agenda, JD may be asked to leave the room

2018.30 Minutes of meeting 2 February 2018 – **WA proposed approved for signature by Chairman as true record of meeting, seconded MF, all in agreement.**

2018.31 Matters arising not discussed elsewhere on the Agenda – Minute 2018.23 – awaiting feedback from Yorkshire Water in response to information issued. Lead in time on any eventual notice must be sufficient to provide for alternative arrangements. Legal advice has been given as to appropriate period. Chair considered issue required resolution before onset of bad weather later in year.

2018.32 Complaints/FOI requests – Several had been received as advised in the papers. Admin advised since issue of meeting papers, a further 3 FOI requests had been received. These had either been dealt with or were in the course of being dealt with within the statutory 20-day period

Clerks Report

2018.33 Recommendations to agree achievement of Board KPI - **approval by Members proposed by CH, seconded MD, all in agreement**

2018.34 Management KPI – CH advised Minutes issued for member comment, not approval. **Chair proposed accepted, RR seconded, all in agreement**

2018.35 **GDPR Policy** – guidance from ADA has not materialised, ADA appears to have overlooked this piece of legislation until very recently. Management has drafted policy, data sharing agreement, covers employees, contractors and involves processes. Chair advised error at 4.4, agreed to amend to e.g. Members noted Board is Data Controller and Management is the Processor of that data. Members wished to be clear that any breach of data is reported back to the board. Admin. advised all emails to Board would be blind copied unless all agreed email could be shared with other Members. Agreed form would be provided for return to Admin. Admin advised had issued ADA with Data sharing agreement as Member addressed used for quarterly gazette. **Chair proposed adoption of policy, FJ seconded, all in agreement**

2018.36 ADA Policy Statement on Water Level and Flood Risk Management – CEO recommended Board review document in terms of current Policy. Chair noted it duplicated existing policies and expressed concerns over extent of text, suggesting Board bring existing Flood Risk policy up to date ensuring correct legislation referred to. Advised various ADA contributors to document over several years. **Chair proposed**

Board does not adopt in current format and to review existing Flood Risk policy, seconded FJ, all in agreement.

2018.37 Financial Report

2018.38 FO noted Committee Chair not in attendance and delivered Finance & Policy Committee recommendations.

Finance & Policy Committee recommendations

2018.39 Alteration to bank mandate – Mandate £5,000 whereas financial regs permit Clerk & Engineer to expend all budgeted items. Budgeted items are specific. Chair concerned at suggestion of change following internal audit report which complemented Board on its payment processes. Payment authorisation requests to her were accompanied by details of whether budgeted item or not; questions asked where necessary and answers received, and this process was considered most risk free. Admin. advised issue was associated with discrepancy between Financial Regulations and bank mandate. FO advised monthly payments to HMRC are approaching £5,000, Chair advised would discuss with Officer best approach. **Following the debate, there was no proposer for the recommendation, therefore it was deemed to be lost and no vote was taken**

2018.40 Delegation of Policy Production to Committee – **Chair proposed agreed, RT seconded, all in favour**

2018.41 Board obtain legal opinion in association with Sykehouse Main Drain - RT declared an interest and did not speak. Asset Manager advised followed publication from Institute of Civil Engineering regarding land drainage and flood defence responsibilities and position taken in relation to riparian ownership. Article suggested that installation of structures using public funds may not necessarily be subsequent riparian responsibility. Board implementation of several historic schemes, dating from 1940's to more recently including culverting and piling. Sykehouse Main Town drain one of largest of such assets. Legal advice previously said if challenged, Board would require case by case legal advice. Recommendation was Board required advice on general principle regarding this publicly funded scheme. **Chair proposed obtain legal advice, FJ seconded, all in agreement.**

2018.42 New Bailey type bridge to access Norton Common – AM advised options discussed by Committee on access into Norton Common PS. Preferred option was to utilise existing Board land to site new bridge structure that would allow Board direct access across its own land with no manoeuvring issues associated with other option routs. Cost will become deciding factor but is important access issue for station protecting 3,086 properties which requires resolution. **FJ proposed Management proceed to work up access cost, seconded Chair, all in favour**

2018.43 Broadband at Kirk Bramwith – operational difficulties with poor internet connection and telemetry system, commercial broadband facility required for extensive telemetry data. **FJ proposed Board agree to upgrade, seconded RT, all in favour.** BR noted Finance minute should read 2018.21

2018.44 Alternative depot – Chair noted may be obsolete when considering recommendation from Management. AM suggested taking forward both options, information gathering to be presented to Board for decision. Chair queried timing in association with Norton Common access. Advised benefits in looking at Norton Common access and Lake Drain development together. **Chair proposed agree management investigation of both Lake Drain and A19 site, seconded FJ, all in agreement.** CEO advised site on A19 looked very favourable, cheapest option, central to district, all services available. Asset Manager noted site would retain value of outline permission for housing.

2018.45 Audit – Internal Audit – emailed to members, no major issues to report.

2018.46 Annual Return, Section 1 Governance Statement – reviewed by internal auditor. Assertions met requirements and approval by Board to be signed by Chair and Clerk. **RT proposed approved, NW seconded, all in favour**

2018.47 Accounts for y/e 31.3.2018 – distributed with meeting paper pack. FO took members through all account sections in detail. More detailed analysis of accounts was discussed, breakdown of all costs

associated with pump stations, plant maintenance, direct labour costs. **Chair proposed approval of accounts, CH seconded, all in agreement**

2018.48 Annual Return Section 2 – Financial Statements – **CH proposed approved for signature once Chair has received detailed analysis of figures provided, seconded CA, all in favour.**

Note: this was done following the meeting

Engineering Report

2018.49 Harron Homes, Whitley Lodge – further request from Harron Homes Board reconsiders its original decision regarding commuted sum payment. Chair queried changes since November meeting. Advised Developer had contacted ADA requesting it provided assist to resolve issue. ADA and Developer had been in contact with Engineer. Advised without Board assistance, developer would experience difficulties in adoption of surface water sewers through Yorkshire Water.

Noted an historic matter. Went IDB had agreed commuted sum however Developer not paid in full and no commutation of drainage obligation agreement signed. Board being asked to maintain following Yorkshire Water issues but refused because commuted sum no longer fit for purpose and full agreed commuted sum with Went IDB had not been provided. Members noted Developer had missed the opportunity. Members noted since 2011 more mining activity had taken place; increased level of maintenance are now required to keep system open. Board policy not to accept commuted sums. Completion of Great Heck Scheme may provide improved connection and positive benefits but as subsided basin, would always be prone to flooding. Discussed future Legitimate Expectation of householders should Board accept commutation of drainage obligation and structure responsibility, even if time limited agreement. WA advised local authority does not adopt balancing features, insisting go to a Management Company, KH agreed, advising Board should refuse. Member noted alternatives available to Developer and may consider Board easiest route. JD advised if Board commuted drainage obligation and flooding occurred, Board could be in position of being liable for any damage. NW agreed particularly in view of continuing ground movement. **In view of comments made FJ proposed Board refuse request, KH seconded, all in agreement.**

2018.50 MEICA team – Members noted the thanks received from Wakefield MDC for work recently undertaken by the MEICA team

2018.51 Temporary pumping and incident response –Board aided C&RT at Sykehouse during inundation period preventing further flooding to property. AM requested Board consider what its position is in terms of role as a RMA. If an incident responder, it needed to consider how that is resourced to deal with such events. Through Shire Group, Management secured loan of this type of pump from Goole & Airmyn IDB. It took longer to deploy Board 3 pumps from Kirk Bramwith to Sykehouse than to obtain from Goole & Airmyn and set up at Sykehouse. G&A pump newer, same size as old Board pumps but functioned better than 3 Board pumps combined. No duty or obligation on Board regarding flood incident response. Board could choose to support Category I and II responders on a cost recovery basis. Pumps would also support Board if failure at a pump station. AM requested Board steer on how and where any deployment should occur, noting Board should exercise caution and not build a Legitimate Expectation from others for assistance.

BR advised if required to protect Board own interest, purchase would have merits but if not required, would be capital expense of little use. Agreed final options information on hydraulic model will better inform situation. Board has ability to hire pumps however large call on temporary pumps during inundation events. Clerk reminded Members the Board is a RMA, referring to p31 of papers showing number of properties protected from surface water flooding within district through Board function. RT considered Board should have suitable temporary pumps within its ownership as old pumps worn and inefficient, incapable of task required. RR advised Board is replacing existing worn assets. BR considered flooding often localised in this area therefore pumps may not be required by Board but could be utilised elsewhere within Doncaster Borough. Noted pumps identified were purpose made trailer mounted, larger is better but at greater cost. Advised choice should be linked to station capacity, larger unit would cover greater range of stations. MF advised pump station age suggested pump purchase appropriate. Chair suggested final decision made on hydraulic outcomes. RT suggested result of hydraulic model irrelevant, pump failure was pump failure. AM advised pump failure had less risk associated with agricultural catchment which can stand water but not catchments where houses would be affected. **Chair proposed Management proceed to investigate temporary pump suppliers and identify whether Board required 1 or 2 pumps, seconded CH, all in agreed**

Environmental Report

2018.52 Consider contribution to Eel Regulation research – EO advised hoped results of work would be available this year. Had been invited to London meeting by EA Project Team leader to view outcomes

however cost associated with time and travel. **Chair proposed £1,000 contribution from BAP budget, MR seconded, all in agreement.** MR advised could attend meeting in London through Humberhead Levels if permitted by project team.

2018.53 Adoption of Environmental Position Statement – MR thought good piece of work from EO and asked Board considered including reduction of single use plastics through a pragmatic approach to reducing Board consumption. Depot location could also be included, use of vehicles, reduction of transport movement, reduction in plant and equipment movement, reduction of carbon emissions. **Chair proposed Board approved Position Statement subject to MR and EO producing appropriate wording to cover above discussions, FJ seconded, all in agreement.**

CH discussed Board being paperless noting extensive meeting papers, particularly for Authority members which had agreed to be paperless. Agreed members to be paperless unless Members advised Admin. to the contrary, with exception of Chairman and Vice-Chairman as it was felt that paper copies were required to enable them to run the meeting effectively. NW and TG request paper copies. Suggested environmental position statement should reflect Members encouraged to be paperless. **Chair proposed all appropriate wording be delegated to MR and EO, seconded FJ, all in favour**

2018.54 Biosecurity Policy – produced by Management, required under new IDB1 to identify whether Board had one. Noted did Board BAP referred to INNS as did Environmental Statement. **Agreed adopted by all Members.**

Information Only

2018.55 Members noted information contained in the papers

2018.56 Date of next meetings, meeting closed 11.42

Board	Finance & Policy Committee
2 November 2018	5 October 2018
	7 December 2018
1 February 2019	
24 May 2019	
1 November 2019	

1.6 Matters arising not elsewhere on the Agenda

Minute 2018.23 Chair received detail analysis from Finance officer, Annual Return, Section 2 Financial Statement signed by Chair.

1.7 Complaints/FOI requests

List of complaints/Freedom of Information/Environmental Information Regulation requests received since last meeting:

Details are available at **Appendix A.**

Danvm Drainage Commissioners
Meeting Papers
2 November 2018

Danvm Drainage Commissioners											
Epsom House, Malton Way, Adwick le Street, Doncaster DN6 7FE											
Register of Complaints											
Status	Date Received	Submitted By:-	Ackby:-	Format	Concerning	Nature of Complaint/Request for info.	Dealt with by:-	Response / Action Taken	Matter resolved to satisfaction of Complainant	Location of Correspondence	Date of response
	03.04.2018	Atherton Godfrey	AB	post	Sykehouse Main Town Drain flooding	future repair and maintenance of culverts and pump station	AB	acknowledgement, clarification request, clarification advised after 5 months, advised EIR timing commence 20.9.2018, responded 21.9.2018, subsequent queries and clarifications 28.9.2018, responses given 08.10.2018	unknown	2017s5904letters-5-1-L008-001, 2017s5904letters-5-1-L008-002, 2017s5904letters-5-1-L008-003, 2017s5904letters-5-1-L008-004, 2017s5904letters-5-1-L008-005, 2017s5904letters-5-1-L008-006, 2017s5904letters-5-1-L008-007	3.4.2018, 3.4.2018, 20.9.2018, 21.9.2018, 28.09.2018, 08.10.2018
FOI	20.04.18	Mrs Riley	PJ	email	Hydraulic model flood outlines	hydraulic model flood outlines	PJ	reponded, awaiting fullest dataset for sharing with DMBC. Refined request for Kirk Bramwith flood outlines	yes	2017s5904letters-5-1-L010-001, 2017s5904letters-5-1-L010-002	30.04.18 and 08.05.18
FOI	29.04.18	Mrs Riley	PJ	email	Shire Group	legal agreement	PJ	response shire group is non-legal entity	yes	2017s5904letters-5-1-L009-001, 2017s5904letters-5-1-L009-002	30.04.18
	14.05.2018	Mr Riley	AB	email	pump station and drains maintenance expenditure, third party contributions.	pump station expenditure against Board owned assets and percentage drains responsibility of coal authority, drains maintenance expenditure, number of operatives, total wages, job titles, operatives involved in pump station maintenance	AB	acknowledgement and full response issued. Further requests on same subject or slight variations. Responses given.	unknown	2017s5904letters-5-1-L011-001, 2017s5904letters-5-1-L011-002, 2017s5904letters-5-1-L011-003, 2017s5904letters-5-1-L011-004, 2017s5904letters-5-1-L011-005, 2017s5904letters-5-1-L011-006, 2017s5904letters-5-1-L011-007, 7a, 7b, 7c,	14.05.18, 25.05.18, 29.05.18, 01.06.18, 04.06.18
FOI	26.06.2018	Mr Riley	AB	email	staff and maintenance	number of staff and role involved with drains maintenance and pump station maintenance 2016/17	AB	acknowledgement, full response issued	unknown	2017s5904letters-5-1-L013-001, 2017s5904letters-5-1-L013-002, 2017s5904letters-5-1-L013-003	26.06.2018, 26.06.2018, 11.07.2018
FOI	11.07.2018	Mrs Platts	AB	email	new depot site	land purchase or existing land	AB	full response issued	likely	2017s5904letters-5-1-L014-001	11.07.2018, 11.07.2018
FOI	09.08.2018	A. Moseley	AB	email	ADA notes	Notes on website	AB	full response issued	likely	2017s5904-5-1-L009-001, 2017s5904-5-1-L009-002	09.08.2018
Complaint	13.08.2018	Mrs Riley	MS	email	Recharge rates	Board does not correctly recharge on work done for third parties	AB	Complaint rejected	unlikely	2017s5904-5-L016-001, 2017s5904-5-L016-002, 2017s5904-5-L016-003, 2017s5904-5-L016-004, 2017s5904-5-L016-005	7.9.2018, 16.9.2018, 17.9.2018, 8.10.2018
FOI	17.09.2018	Mr D Cozens	CB	email	Copy of 2017/18 Accounts	Request for copy Accounts	CB	accounts sent	unlikely	2017s5904-5-L017-001	19.09.2018, 12.10.2018
Complaint	21.09.2018	Ms Kane	PJ	email	culverting at South Elmsall	house owner culverted adjacent drain with consent. Perception this will cause flooding	PJ	Full response given	unknown	2017s5904-4-L017-001, 2017s5904-5-L017-002, 2017s5904-5-L017-003	

2. Clerk's Report

Recommendation:

- Approve Board KPI (Item 2.1.1)
- Approve Management KPI (Item 2.1.2)
- Consider implications for future (Item 2.2.1)
- Approve Financial Regulation amendment (Item 2.2.2)

2.1 Key Performance Indicators

2.1.1 Board KPI

Indicator	Achievement to date	Anticipated target Nov 2018
Adherence to Complaints Procedure	100%	100%
Meeting Papers issued in accordance with Standing Orders	100%	100%
Percentage of rates collected	93% 51%	95% Ratepayers 50% Special Levy
Percentage of planned watercourse maintenance work completed	70%	75%

2.1.2 Management KPI

Indicator	Date of Resolution, Response, Minutes	Date issue
Board resolutions delivered in a timely manner or in accordance with agreed timetable	Meeting 24.5.2018 1. GDPR Policy, Biosecurity Policy 2. Legal Advice 3. Environmental Statement wording	1. On website 24.5.2018 2. Instructed Solicitor 24.5.2018 3. Discussions with MR 24.5.2018. Statement on website
Responses to Board member enquiries, acknowledged within 5 working days of receipt	Several enquiries made by Chairman as part of Board ongoing matters and Finance Chair	Responses all provided within 1-2 working day turn around
Completion of draft Minutes for Member comment within 7 days of meeting	1. Board Meeting 24.5.2018 2. Finance & Policy Committee 5.10.2018	1. Issued to Chairman 25.5.2018. Issued to Members 29.5.2018 2. Issued to Chairman 16.10.2018
Publish draft Minutes within 6 weeks of meeting	Board Meeting 24.5.2018	Published to website 21.6.2018

2.2 Policy

2.2.1 Environment Agency asset transfer and de-mainment

Short presentation

2.2.2 Financial Regulations

The current Regulations require amendment in terms of work done particularly by the MEICA team at Coal Authority pump stations.

Suggested amendments appear in red.

1.GENERAL

1.1 These Regulations shall apply to all aspects of the Board financial matters.

1.2 The Chief Executive officer (CEO) shall be responsible, under the direction of the Board or Finance sub-committee for the proper administration of the Board's financial affairs

1.3 Reference in these Regulations to the "responsible officer" are to any employee specifically nominated by the CEO or Board to carry out a prescribed function of the Board

1.4 The responsible officer shall be responsible for the keeping of all accounting and financial records of the Board and the production of such records to the Board and the Board's Auditors.

1.5 Each responsible officer shall consult with the CEO with respect to any matter within their area of responsibility that may affect materially the finances of the Board.

2.AUDIT

2.1 The responsible officer shall arrange for the internal audit of the Board's financial management, accounting and all other financial matters. This audit shall be carried out by external personnel and in accordance with the Local Audit & Accountability Act 2014 and the Account and Audit Regulations 2015.

2.2 The responsible officer shall prepare all the Board's account for submission to the internal auditor and Audit Commission as required.

2.3 The responsible officer shall ensure that the Board is presented with the Internal Audit Report each year and review the management team's performance

2.4 The responsible officer shall collate and send all requested information to the external auditor within prescribed time limits. The officer shall also respond to all other requests for information from the External Auditor, Internal Auditor and National Audit Office.

3.BANK

3.1 All the Board's accounts shall bear the name of the Board and no new accounts shall be opened without the express approval of the Board.

3.2 The following account shall be maintained as appropriate: -

- Business Current Account

3.3 The bank shall honour all cheques or instructions signed by the Chairman or Vice-Chairman and countersigned by any one of other two signatories named on the authorised signatory sheet from the CEO's office. The bank shall also honour cheques or instructions signed by the two signatories from the signatory sheet in accordance with section 10.3.

4.CONTRACTS

4.1 The responsible officer shall keep details of all contracts entered into by the Board and of payments made under such contracts.

4.2 On completion of a contract the responsible officer shall examine the final account for arithmetical accuracy.

5.DISPOSAL OF ASSETS

5.1 The responsible officer shall maintain a register of all the Board's main assets which will be included within the Board's Annual Accounts.

5.2 Items surplus to requirement or obsolete property shall be brought to the Board's attention for its approval for disposal by an approved method that may include but not exclusively part-exchange and competitive tendering.

6.ESTIMATES

6.1 The CEO, together with the appropriate responsible officer shall prepare for the forthcoming financial year an estimate of expenditure and income. Such estimates together with any necessary supporting documentation shall be submitted to the Board and any sub-committee in order that the rate and special levy for the year may be determined.

6.2 The determination of the rate and levy for the year shall be completed by 15th February of that year as required by the Land Drainage Act 1991.

6.3 The Board meeting immediately before 15th February each year will set and seal the Rate for the forthcoming financial year.

6.4 The responsible officer shall advise the Board/Committee at its next available meeting should a Billing Authority fail to make its Special Levy payment at the agreed time, or where significant Drainage Rates due become doubtful.

6.5 The responsible officer will report actual figures against estimates at every Board or Committee Meeting as required to keep Members apprised of the Board's financial affairs.

7.INCOME

7.1 The CEO shall be responsible for the supervision and the making and maintaining of adequate arrangements for:

- The collection, custody, control, disposal and prompt proper accounting of all the Board's income.
- The financial organisation and accounting arrangements to ensure the proper recording of all sums due to the Board.

7.2 All money received on the Board's behalf shall be deposited promptly with the responsible officer.

7.3 All official receipt forms, books, issue notes, order books and other documents representing moneys' worth shall be ordered, controlled, and issued by the responsible officer.

7.4 The responsible officer shall ensure that all invoices are submitted promptly for the recovery of income due.

7.5 The responsible officer shall maintain and promptly enter up in chronological order full and accurate details of the total money received by them each day on behalf of the Board, and details of the date and the extent to which that money has been deposited with the Board's bankers.

All money collected and exceeding £1,000 in total shall be banked no later than the first working day following that on which it was collected and, in any case not less frequently than once a week.

7.6 The responsible officer shall prepare receipts as requested by debtors. Any debts not recoverable should only be written off with the Board's approval if over £100.

8.INSURANCE

8.1 The responsible officer shall ensure that all the Board's insurable risks are adequately covered, maintain the necessary records, and make all claims on behalf of the Board.

8.2 All employees shall promptly notify the responsible officer of all new risks needing to be insured and of any alterations affecting existing insurances

8.3 All employees of the Board shall immediately notify the responsible officer of any loss, liability or damage which occurs, and which may be covered by the Board's policies.

8.4 The provision of insurance cover shall be reviewed on a tri-annual basis unless a long-term agreement has been entered. In this instance the policies shall be reviewed before the end of the period and before the next renewal date.

9.IRREGULARITIES

9.1 In any case where irregularity is suspected in connection with financial or accounting transactions it shall be the duty of the member or employee suspecting this irregularity to bring it to the CEO's attention who will in turn inform the Chairman and the Board's Auditors.

9.2 Any financial irregularity involving an employee of the Board will be considered as gross misconduct and treated accordingly.

10. PURCHASE OF GOODS AND SERVICES

10.1 All orders for goods or works shall be issued in writing. Details of price and discount (if any) shall be detailed. Verbal orders shall be confirmed with a written order.

10.2 The CEO should seek to ensure the best value for money by testing the market where appropriate before any expenditure is committed. All goods and services should be procured in accordance with the procurement procedure.

10.3 The CEO shall have the authority to purchase goods and services up to the value of £5,000

10.4 Where this would represent a conflict of interest for the management service provider, the procurement process referred to at 11.2 will be followed.

10.5 The Board's or Chairman's approval shall be sought for amounts in excess of the above figure unless the goods or services have been approved as part of the Board's annual expenditure and accounted for within the approved estimates. In which case the Procurement Procedure referred as 11.1 shall be employed in the procurement of goods and services, unless the goods or services are a single source supply.

10.6 The requirement under Financial Regulation 10.5 may be dispensed with if the goods or services are required urgently such that it would not be feasible or practical to obtain Chairman's approval. In such cases, the Board's ratification shall be obtained retrospectively for such urgent actions.

11. PROCUREMENT PROCEDURE

11.1 The following procedures shall be employed in the procurement of goods and services;

Estimated Value of Goods and Services (per transaction)	Procedure
Up to £5,000	At the CEO's discretion or the Chairman's discretion in relation to specialist service provided by the management services
£ 5,000 to £20,000	Obtain two quotations/estimates and agree with Chairman, except as specified and paid for by a third-party funder
£20,000 and over	Obtain 3 tenders, consult Board and obtain Board approval, except as specified and paid for by a third-party funder. Compliance with EU Procurement legislation where applicable.

11.2 The process document **P1. Procurement Process & Management of Conflict of interests** will be followed where a potential conflict of interest has been identified.

11.3 The Board agrees where JBA Consulting IDB Management Team is asked by the Board to produce a Contract, Specification, Tender Process or Quotation, this work will be undertaken as provision of Specialist Services under the Management Services Contract

11.4 The CEO shall have the authority to purchase of goods and services each up to the value of £5,000, except where the specialist service can be provided by the Management Services supplier, which will be at the discretion of the Chairman.

11.5 The Board's or Chairman's approval shall be sought for goods/services when the value is >£5,000 and <£20,000. **This will be excepted where goods are specified and paid for by third party funders. The Board will obtain confirmation from that third-party funder its own procurement procedures have been adhered to in specifying goods to purchase.**

11.6 Tendering may be selective or open, although whenever possible, selective tendering shall be used from the 'approved suppliers' list when the value of good or service is >£20,000. **This will be excepted where goods are specified and paid for by third party funders. The Board will obtain confirmation from that third-party funder its own procurement procedures have been adhered to in specifying goods to purchase.**

11.7 Tenders will be invited by 3 such suppliers whenever this is reasonably practicable, and the documentation prepared by the officers shall always be proportionate to the value of the contract, as estimated by the CEO. If the service can be carried out by the Management service supplier, then a 3rd party will be appointed to carry out the invitation and evaluation stages of the tender process.

11.8 All tenders received by the Board shall be opened in the presence of the Chairman or Vice Chairman and the CEO (or 3rd party). Tenders must be returned without any evidence of return Sender otherwise will be regarded as non-compliant and void. Tenders must be returned on the correct format paperwork otherwise will be regarded as non-compliant and void. Tenders should be returned with the correct return labels otherwise will be regarded as non-compliant and void.

11.9 The Board shall not be obliged to accept the lowest quotation or tender but shall consider all aspects of the submitted documents to determine that best value for money is being obtained.

11.10 Exception to procurement procedure;

In exceptional circumstances where it is necessary because of an unforeseen emergency, involving immediate risk to persons or infrastructure then the board permits the appointment of an approved contractor based upon previously provided rates

Other Exceptions include;

- goods/services deemed proprietary and cannot be obtained by any other source
- where it is deemed an extreme urgency
- where the marketplace is limited and/or restricted (e.g. by quality standards) where an existing framework agreement is in place which can be accessed by the Board
- if, following the tender process or quotation exercise the required number of quotes did not meet the minimum required

The Chairman will be notified of any exception purchases >£5000 which will be reported to the Board/Committee at its next available meeting

12. PAYMENT OF ACCOUNTS

12.1 The responsible officer shall check, code, and certify all invoices, claims and accounts prior to payment.

12.2 The responsible officer shall make all payments ensuring that all and any early payment discounts are taken. A schedule of payments made shall be submitted to the Board for approval. A copy of each schedule shall be kept by the responsible officer for audit purposes.

12.3 The responsible officer shall undertake an examination of all cheques, Direct Debits Standing Orders and BACs payments cleared through the Board's accounts and shall arrange for the reconciliation of cash and bank accounts on a regular basis but at least at quarterly intervals

13. RETENTION OF DOCUMENTS

13.1 All documents relating to the accounts, salaries, pensions, insurances shall be kept for the relevant statutory period following which they can be destroyed.

14. REVIEW OF THE REGULATIONS

14.1 If the CEO at any time considers that these Financial Regulations are inadequate and should be reviewed the matter should be brought to the Board's attention.

14.2 Notwithstanding the above these Regulations should be reviewed every five years following their adoption.

3. Financial Report

Recommendations

- **Resolution to delegate power to Finance & Policy Committee (Item 3.2)**

3.1 Audit

The Internal Audit Review meeting will take place on Monday 26 November 2018 at Epsom House and will commence at 10.00am.

3.2 Alternative Depot

A presentation will be given at the meeting.

3.1 Finance & Policy Committee

Draft Minutes 5 October 2018 are available at Appendix B.

4. INFORMATION ONLY

4.1 Clerk Information

Health, Safety and Wellbeing

Accident, Incidents and Near Misses

Two minor incidents to report, both occurred in the depot.

Annual Medicals

All employees have attended annual medicals.

Toolbox Health and Safety Talks

Have been delivered on the following;

- PPE
- Portable hand-held electrical tools.
- Accident prevention and control
- safe use of ladders
- mobile scaffold towers
- Alcohol and Drugs
- Abrasive wheels
- Accident reporting and investigation
- Abrasive wheels update
- Protection of Eyes
- Accident prevention and control
- First Aid
- Company vehicles and driving for work
- Accident reporting and investigation
- Welfare Arrangements
- Weils Disease
- Accident reporting and investigation
- Company vehicles and driving at work
- Guide to ladder training
- Use of mobile telephones at work.

Legislation

Data protection Act 2018 and General Data Protection Regulations

Management produced a consent form where Members agree for the Board to share postal address with ADA. Information has been issued to ADA however it has not yet signed the Board's Data Sharing Agreement and ADA is now requesting IDBs issuing its consenting form direct to Members for signature and return. These will be emailed to Members.

ADA should specifically seek Member consent to share personal data with any other parties.

ADA

Northern AGM

Meeting held on 8th June 2018 at Castle Cave Hotel, South Cave. Subscriptions to ADA Northern remain at £150 per Board. New ADA Northern Chairman is Ian Thornton (Clerk Swale & Ure WMB), Nigel Everard (Clerk Selby Area IDB) remains Treasurer and Eddy Allen (Engineer Ouse & Humber

IDB) Secretary. Attendees agreed ADA Northern President to remain Andrew Percy MP with David Davis MP as Vice-President.

A coach conveyed members to attend a tour to the Foss Barrier, York operated by the Environment Agency. On members' return lunch was provided at the hotel.

4.2 Financial Information

Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 12th October 2018:-

	£	£
Balance Brought forward at 1 April 2018		593.88
2018/2019 Drainage Rates and Special Levies		
Drainage Rates		151,628.95
Special Levies		
Barnsley Metropolitan Borough Council	38,239.00	
Doncaster Metropolitan Borough Council	411,986.00	
East Riding of Yorkshire Council	26,858.00	
Rotherham Metropolitan Borough Council	2,546.00	
Selby District Council	399,193.00	
Wakefield Metropolitan District Council	98,369.00	977,191.00
Total Drainage Rates Due		<u>1,129,413.83</u>
Less Paid:-		
Drainage Rates		141,875.00
Special Levies		
Barnsley Metropolitan Borough Council	19,119.50	
Doncaster Metropolitan Borough Council	205,993.00	
East Riding of Yorkshire Council	26,858.00	
Rotherham Metropolitan Borough Council	1,273.00	
Selby District Council	199,596.50	
Wakefield Metropolitan District Council	49,184.50	502,024.50
Total Drainage Rates Paid		<u>643,899.50</u>
Admin Adjustment		<u>-59.57</u>
Balance Outstanding as at 12th October 2018		<u>485,454.76</u>

Schedules of Payments

At the meeting of the Finance & Policy Committee on 5 October 2018, the committee approved a schedule of cheques, a single payment approved by the Clerk & Engineer of £245.00. At the same meeting, the committee approved a schedule of payments made directly from the bank account totalling £1,879,358.24 of which £415,969.22 were approved by the Clerk and Engineer only.

4.3 Engineering information

4.3.1 Planning Applications

Planning applications have been reviewed on a weekly basis and 27 applications have required comment on behalf of the board between 1 May 2018 & 16 October 2018.

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

13 No consents have been issued on behalf of the Board between 1 May 2018 & 16 October 2018.

4.4 Environmental Information

Legislation

Eel Regulations (England and Wales) 2009

In June an update on current knowledge and understanding of eel behaviour at pump stations and migration passage was given by HIFI at Zoological Society London. Work undertaken included investigation of injury and survival of eel entrained at seven pumps of differing type and size during downstream eel migration in catchments around The Wash.

Pumps comprised mixed flow, both electric and diesel between 2.23m - 2.65m diameter, axial flow, both electric and diesel between .8m - 1.3m diameter and two electric, "fish friendly" pumps between 0.5m - 0.6m diameter.

All eel survived passage through the large mixed flow pumps of both diesel and electric and remained alive 48 hours later. These were 3 bladed pumps operating between 100 and 127 rpm.

The axial flow pumps were all 4 bladed, operating between 200 and 400 rpm.

For the 1.3m diesel, of those 39 recaptured from the original 58, 38 survived a further 48 hours.

For the 1.0m electric while only 1 of those recaptured died, however the remainder exhibited extreme lethargy, loss of balance and laboured gill movements. Gill damage showed high levels of burst blood vessels.

For the 0.8m electric 41% (7 out of 17) of recaptured eel survived passage but one died in transit and the remainder all had substantial injuries.

Fish friendly pumps had two blades. For the fish friendly 0.6m pump, 59 of 60 recaptured were alive and of those 30 kept further 48 hours and 27 survived. For the fish friendly 0.5m pump, one died through passage and a further two were dead after 48 hours.

The smallest diameter pump and fastest operating speed of all the pumps showed the greatest level of mortality which was not seen with the electric 2-blade fish friendly pumps.

None of the eel passing through pump stations were detected moving out of The Wash into coastal waters.

Of those eels released downstream of pump stations as the control, 91% were detected in the mouth of the estuary entering the sea. Of those, 40% were detected on the line of receivers in coastal waters, all passing through the line on an ebbing tide.

Results suggest any pumping regime is not a viable downstream passage route for eel.

Bramwith Rands Culvert

Management met with EA at site 15th October. The EA regards work done on the culvert as now being Eel Regulation compliant.

Environment Agency workshops

In July the Environment Agency hosted a user testing workshop entitled "Fish and eel easement at flood and water-level management infrastructure" attended by officers. The workshop was to test the new guidance and its usability for fish and eel passage solutions at flood risk management structures. The guidance was developed with supporting tools which synthesise existing research, guidance and practical

experience to assist with planning/appraisal, design, construction and maintenance of fish/eel screens, deterrents, passes and fish passable pumps.

Biodiversity Action Plan 2015-2020

IDB Actions under the plan delivered during this year include:

Biodiversity 2020	Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	2018/19 Report
<p>Key sector: water management Outcome 1C Habitats and Ecosystems on land Priority Action 1.1</p>	<p>Boundary and Linear Features - formerly Hedgerows</p>	1	Identify and determine status of hedgerows within the District	1.1	Survey hedgerows maintained by the Board parallel to Board maintained watercourses	
		1.2	Identify ancient and species-rich hedgerows maintained by the Board	No ancient hedgerows maintained by Board. Species rich hedge 17 years old, planted by Board. Hedge maintenance undertaken to achieve drain access only.		
		2	Ensure no net loss of hedgerow through the operations of the IDB.	2.1	Monitor all maintenance and new capital works to ensure any hedgerow removal is compensated by re-planting species-rich hedgerows	no removal by Board
		2.2	Ensure no damage to existing hedgerows caused by the operations of the IDB	no damage		
<p>Key Sectors: water management Outcome 1C Habitats and Ecosystems on land and Priority Action 1.1 and 3.12</p>	<p>Eutrophic Standing Open Waters and Canals - formerly Drains & Ditches</p>	3	Maintain and enhance the existing habitat and species diversity of watercourses within the drainage district	3.1	Ensure the appropriate management of the IDB watercourses through an integrated Biodiversity Action Plan and Maintenance regime following best practice guidelines. Provide employee training.	Environmental best practice guidance Drainage Channel Biodiversity Manual followed
		3.2	Identify and assess potential impacts of all new discharges into IDB maintained waterways			
		3.4	Ensure any IDB consents cause minimum environmental damage to the aquatic habitat	Review consent application Network Rail, pond partial infill Thorpe Marsh. Pond to be cleared following work and habitat reinstatement by Network Rail.		

		4	Control of non-native invasive species along IDB waterways	4.1	Record and monitor non-native invasive plants and animals, report INNS findings to GB INNS Secretariat	Azolla filliculoides reported Engine Drain, Cross Engine Drain on Bramwith Rands. Signal Crayfish reported on Stream Dike, Askern to DMBC and GB NNS Secretariat
		5	Assess the suitability and accessibility of IDB catchments and watercourses for Eel	5.1	Assess all Danvm IDB catchments and watercourses for suitability and accessibility for Eel	Bramwith Rands culvert now eel regulation compliant. Flow concentrated down Engine Drain. Board seeking to maintain old course of Don on behalf of Environment Agency to maximise gravity discharge into Don reducing damage to fish and eel and increasing passage for fish and eel
				5.2	Identify target sites and assess feasibility for improvements in accessibility for Eels	Attending workshops on new Decision Making Tool to assist with pump refurbishment/replacement and GIA
Key sector: Water Management Outcome 1C Habitats and Ecosystems on land Priority Action 1B	Ponds	6	Improve understanding of status of Board owned ponds	6.1	Undertake surveys of Tilts Bridge ponds north and south of Ea Beck	Tilts Bridge wildlife pond - work required for removal of excessive weed growth creating shallowing of ponds, reducing water surface area. Network Rail pond adjacent Board land at Thorpe Marsh to be reinstated and habitat enhanced following consenting process
				6.2	Submit all records from surveys to local biological records centres and National Ponds Monitoring Network at Freshwater Habitats.org	Information submitted to DMBC Ecological records centre
				7	Maintain and improve quality of ponds with Board ownership	7.1

**Key Sector: Water
 Management
 Outcome 3: Species
 Priority Action 1.3**

Water Vole	8	Maintain and enhance suitable habitat for water vole within Board maintained drains	8.1	Ensure appropriate habitat management of watercourses with known Water Vole populations.	Using watercourse prioritization and watervole habitat suitability mapping, defined most appropriate method of maintenance to deliver flow and retain suitable habitat.
			8.2	Review maintenance regimes and identify watercourses where the mowing and weed cutting regime can be altered to enhance and increase Water Vole habitat.	Trapping for mink remains consideration. Priority watercourse maintenance regime reviewed.
	9	Ensure all IDB works comply with relevant legislation protecting Water Vole and their habitat.	9.1	Provide training to IDB employees on legislation pertaining to Water Vole and their habitat and best practice maintenance.	
			9.2	Ensure Water Vole surveys are conducted prior to any bank improvement, drainage or other engineering works.	no bank improvement works undertaken
	10	Monitor populations of Water Vole within the drainage district.	10.1	Submit all Water Vole records from the drainage district to local biological recording centres.	

				10.2	Undertake monitoring of key Water Vole colonies.	April 2018 Mill dyke Moss 2.5km secondary watercourse surveyed. Good potential habitat, no evidence of presence. 1.5km Hawkhouse Green Dyke, no evidence of presence. 1.8km Fenwick Parish Drain no evidence of presence, 2.5km Fenwick Common Drain, no evidence of presence. 1km Fenwick Lane Drain East - no evidence of presence. All watercourses offer good water vole habitat however no evidence of the mammal was observed. Surveys Aug 2018 Bramwith Rands, Trumfleet and Old Ings areas (6.6km) identified WV in Wrancarr Drain, Engine Drain and Braithwaite Drain. Kellington-A19 Marsh Drain, Ings & Tethering surveyed, (7km) no evidence of WV.
<p>Key sector: water Management Outcome 3: Species Priority Action 1.3</p>	<p>Great Crested Newt</p>	11	<p>Maintain and enhance suitable habitat for Great Crested Newts within Danvm drainage district</p>	11.1	Assess the suitability of Board owned ponds for breeding GCN	Tilts Bridge wildlife pond and pond south of Ea Beck suitable habitat for GCN. Will be part of linear habitat provided by EA and Yorkshire Wildlife Trust along Ea Beck corridor
		11.2		Seek to retain appropriate aquatic plants used by GCN to deposit eggs	Tilts Bridge wildlife pond contains suitable aquatic species	
		11.3		Assess the feasibility of undertaking restoration work on ponds adjacent to IDB watercourses	Restoration continues pond south Ea Beck, Tilts	
		11.4		Maintain pond at Bramwith Rands and South Ea Beck for the benefit of the known GCN population	Pond at Bramwith Rands not within Board ownership	
	12	Ensure all IDB works comply with relevant legislation protecting Great Crested Newts and their habitats	12.1	Provide training to IDB employees on legislation pertaining to		

					Great Crested Newts and their habitats	
				12.2	Ensure GCN surveys are conducted prior to any drainage or other engineering works in close proximity to ponds	Working with Network Rail contractors CML to enhance pond habitat for GCN on Network Rail land at Thorpe Marsh including pond base reinstatement, clearance and slight regrading to promote vegetative growth suitable for GCN
		13	Monitor populations of GCN within the district	13.1	Submit all Great Crested Newt records from the Danvmdistrict to local biological recording centres	
				13.2	Undertake monitoring of GCN population at Bramwith Rands and South Ea Beck	to be undertaken post enhancement works
key Sector: water management. Outcome 1A habitats and Ecosystems on land	Common Toad and Common Frog	14	Ensure all Board maintenance work considers the terrestrial and aquatic habitat of Common Frog and CommonToad		Provide training to Board employees on the lifecycle of Common Toad and the varying types of habitat required	Frog Spawn identified in slow moving secondary priority system at Mill Dyke, Moss
				14.1		
				14.2	Record sightings of all stages of life cycle with local Biodiversity records centre	
Key Sector: Water Management Outcome 3: Species and Priority Action 1.3	Barn Owl	15	Enhance Barn Owl numbers within the drainage district	15.1	Erect three Barn Owl boxes on IDB pumping stations	Old Hee PS, Woodholmes PS, Lake Drain PS replacements
		16	Monitor Barn owl numbers within the drainage district	16.1	Submit all barn Owl records from the drainage district to local record centres	
				16.2	Monitor the use of Barn owl boxes once erected	Monitoring by Wildlife Conservation Trust

<p>Key Sector: Water Management, Outcome 1A Habitats and Ecosystems on land</p>	<p>unfavourable declining condition SSSI</p>	<p>17</p>	<p>Preparation of WLMP</p>	<p>17.1</p>	<p>Secure funding for preparation of a WLMP for SSSI in unfavourable declining condition</p>	<p>Shirley Pool WLMP work completed, 2 years of monitoring by contractor. 2018 very dry summer, effect of work unknown however purpose of plan to mitigate climate change</p>
			<p>Implementation of WLMP</p>	<p>17.2</p>	<p>Submit PAR, secure funding, arrange plan implementation</p>	<p>Achieved 40% efficiencies, unspent funding returned to Environment Agency</p>
			<p>Monitoring water levels</p>	<p>17.3</p>	<p>Throughout life of WLMP</p>	<p>Very dry year, no monitoring of water levels, works can only achieve if sufficient rainfall</p>
<p>Key sector: Water Management Outcome 3: Species Priority Action 1.3</p>	<p>European Eel</p>	<p>15</p>	<p>Maintain and enhance suitable habitat for European Eel within the drainage district</p>	<p>15.1</p>	<p>Review maintenance regimes and identify watercourses where the desilting and weed cutting regime can be altered to enhance and increase European Eel habitat</p>	<p>Hydraulic model evidence assist with partial closure of culvert. Eel sightings within Trumfleet, Bramwith Rands drains during maintenance works. EBP observed, Wrancarr Drain better habitat - stream fed from Campsall Park and spring fed from Askern Boating Lake.</p>
				<p>15.2</p>	<p>Where suspected sub-optimal habitat for eel undertake eel habitat suitability assessment for specific catchment</p>	
		<p>17</p>	<p>Reduce the impacts of existing barriers to migration on escapement and recruitment</p>	<p>17.2</p>	<p>Secure funding to enable prioritisation of existing barriers to migration for mitigation works</p>	<p>as part of MTP replacement work unless earlier intervention. Costs required to be proportionate to project.</p>
				<p>17.2</p>	<p>Source funding to enable mitigation works and associated pre- and post-project monitoring programme on existing priority structures</p>	
				<p>16.3</p>	<p>Undertake mitigation works on priority structures</p>	<p>Partial closure of culvert across Bramwith Rands</p>

Procedural	18	Promote environmental best practice when undertaking all drainage works	18.1	Train IDB employees in environmental best practice	
			18.2	Publicise examples of environmental best practice	Issued protocol on fish distress in association with maintenance during persistent hot weather
	19	Control culverting of watercourses	19.1	Review land drainage consents and advise appropriately taking into account non-culverting policy	
	20	Improve understanding of species populations present within the drainage district	20.1	Submit all records to local biological recording centres	
	21	Maintain biodiversity within the drainage district	21.1	Provision of environmental consideration advice with consenting	Review of consenting Network Rail at Thorpe Marsh led to reinstatement of pond habitat proximal to linear ponds associated with GCN
	22	Encourage biodiversity around Board station sites	21.2	Nesting boxes, roosts, birds and bats	Blue tit box and bird feeders used. No house martin occupancy
Key sector Water management: Outcome 1A Habitats and Ecosystems on land	Biodiversity general	23	Increase biodiversity as part of Board function	Provision of nesting material, stations, enhancement	Consideration being given to enhancing station habitat with provision of species rich nectar plants for pollinators and bug house using old pallets.

Working with Natural Processes (WWNP)

The Environment Agency has produced extensive literature on working with natural processes as one of the soft engineering solution available in the toolkit to mitigate flood risk. Available at: <https://www.gov.uk/government/publications/working-with-natural-processes-to-reduce-flood-risk>

In general, the lower part of a river profile where a Drainage District is located is in the mature river section within a floodplain with low gradient where the river has a slow meandering flow. Creation of artificial constrained systems, land drainage, removal of woodland, removal of ponds, development, intensive farming practices and changes in land management are known to have exacerbated the risk of flooding.

WWNP actions within the middle to low profile section of a river could include river restoration, offline storage, floodplain restoration, floodplain woodland and soil and land management techniques.

The Agency acknowledges the requirement for more evidence of WWNP solutions working. Currently some options have Medium/Low confidence levels however several are tagged with Low confidence. Greater amounts of data and evidence will build certainty.

4.5 Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
EA/ADA Eel Liaison Group	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Living Went Project (Chairman)	Comprehensive Review Humber Strategy workshops	ADA Policy & Finance Committee
	Humber Strategy Officers Group	Yorkshire Clerks

5. APPENDIX A: Complaints/FOI/ERI requests

Freedom of Information

FOI 1. Thread: Is Shire Group of IDBs a Consortium.

From: G Rxxxx

Sent: **29 April 2018** 09:40

To: Information (ShireGroup) <info@shiregroup-idbs.gov.uk>

Subject: FOI Request : Shire Group of IDBs

Dear Shire Group

At a public meeting of the YRFCC held on 19 April, Ian Benn was asked if the Shire Group of IDBs was the same as the York Consortium of Drainage Boards [albeit covering different drainage boards] and his response was 'yes'

I have a copy of the signed Deed made the 19 February 2013 establishing the legal entity of the York Consortium of Drainage Boards which includes the signatures and seals of the participating drainage boards. Please will you provide the corresponding legal agreement between the participating drainage boards in the Shire Group

Yours sincerely

M Rxxxx

Response

30 April 2018

Dear Mrs Rxxxx,

The Shire Group are a non-legal entity collectively managing the interests of Internal Drainage Boards.

Kind regards,

For and on behalf of the Shire Group of Internal Drainage Boards,

Paul Jones BSc (Hons) MSc (Eng) GMICE

Engineer to the Board

Lead Water Level Management Engineer

FOI 2. Thread: EIR Hydraulic Model Flood Outlines

From: G Rxxxx

Sent: **20 April 2018** 16:29

To: Information (ShireGroup) <info@shiregroup-idbs.gov.uk>

Subject: FOI Request : Flood Outlines

Good afternoon

At the YRFCC Meeting held yesterday, which I attended as an observer, in a power point presentation to members Ian Benn referred to the flood outlines that the Danvm IDB had developed as a result of hydraulic modelling. On the powerpoint screen, he superimposed one such outline [I believe the one covering Kirk Bramwith] onto the corresponding EA flood outline and I believe referred to the differences. Please will you provide a copy of this IDB flood outline for Kirk Bramwith

Please will you confirm if the flood outlines for all Danvm catchments will be made available to the public via the IDB website

Yours sincerely

M Riley

From : Paul.Jones@shiregroup-idbs.gov.uk

Date : **30/04/2018** - 09:30 (GMTDT)

To :

Subject : RE: FOI Request : Flood Outlines

Dear Mrs Rxxxx,

The flood outlines for the 1in2, 1in5, 1in10, 1in20, 1in30, 1in50, 1in75, 1in100, 1in200, 1in500, 1in1000 year rainfall events on the catchment, and the 1in100 24hr pump failure outlines, are currently available

and you will recall that those flood outlines were intended for release through DMBC Emergency Planning through to Flood Wardens.

That remains the intention, however, with the progress of the second phase of modelling producing further flood outlines related rainfall events on saturated catchments and flood outlines relating to a do-nothing scenario, the intention is to provide the fullest set of data as possible at the same time.

The availability of flood outlines on the Shire Group website falls outside the scope of the original commission, however, this is certainly something we can put forward to the Commissioners.

Kind regards,
Paul Jones BSc (Hons) MSc (Eng) GMICE
Engineer to the Board

From : Paul.Jones@shiregroup-idbs.gov.uk

Date : **03/05/2018** - 09:23 (GMTDT)

To : gi.riley@

Subject : Re: FOI Request : Flood Outlines

Dear Mrs Rxxxx,

Can you confirm what format you would like them in. They are currently available only in ArcGIS format shapefiles.

Kind regards,
Paul Jones
Engineer to the Board

On 30 Apr 2018, at 19:21, G RILEY wrote:

Dear Mr Jones

Many thanks for your speedy response

Please will you provide the flood outlines relating to Kirk Bramwith that are currently available as outlined in your email. I understand that your plan was to release the flood outlines through DMBC Emergency Planning and presumably this will happen eventually. As a member of the public however, I'm using the FOI legislation to request now the flood outlines that are currently available

I fully appreciate that the second phase of modelling will produce further flood outlines and I'll look forward to accessing these when they are available

Yours sincerely

M Rxxxx

From: G Rxxxx

Sent: **03 May 2018** 17:51

To: Paul Jones

Subject: Re: FOI Request : Flood Outlines

Dear Mr Jones

Please will you provide the flood outlines in map format. The EA provided us with excellent modelled flood outline maps for the Kirk Bramwith area for 25, 50,75,100 and 200 year scenarios and these have proved to be very informative and user friendly

Yours sincerely

M Rxxxx

Dear Mrs Rxxxx,

Please find attached flood outlines as requested.

Kind regards,
Paul Jones BSc (Hons) MSc (Eng) GMICE
Engineer to the Board

From: G Rxxxx
Sent: **11 May 2018** 17:24
To: Information (ShireGroup) <info@shiregroup-idbs.gov.uk>
Cc: Gillian.Ivey
Subject: FOI Request: Pumping Station and Drains Maintenance Income and Expenditure

Dear Danvm

FOI Request : Pumping Station and Drains Maintenance Costs

Allowing for partial ownership of some pumping stations, the Danvm Water Level Management Strategy indicates that the Coal Authority owns 70% of all pumping stations within the Danvm IDB area

The Water Level Management Report doesn't clarify the % of Drains for which the Coal Authority is liable for maintenance costs but given the subsidence legacy of mining in the area and the requirements of the Doncaster Act, it's reasonable to expect that this % will be similar to that for pumping stations

The Danvm Annual Report for 2016 – 17 refers to expenditure of £252,442 for the maintenance and operation of pumping stations. The Danvm Accounts for 2016 -17 refer to contributions of £37,998.38 towards the maintenance and running costs of pumping stations. The contributions therefore amount to only 15% of the actual expenditure incurred by the IDB

Please clarify why contributions for the maintenance and operation of pumping stations of 15% rather than 70% were received given that 70% of the pumping stations are not owned by the IDB

The Danvm Annual Report for 2016 -17 refers to expenditure of £373,329 for Drains maintenance. The Danvm Accounts for 2016 -17 refer to 'other contributions' of £63,796.12 towards maintenance costs. The contributions of £63,796.12 therefore amount to only 17% of the actual expenditure incurred by the IDB

Please clarify the % of Drains maintained by the IDB that are the responsibility of the Coal Authority

Yours sincerely

G Rxxxx

Our Ref: 2017s5904letters-5-L011-002

14 May 2018

Mr G Rxxxx

By email:

Dear Mr Rxxxx

Re: Environmental Information Request – pumping station and drain maintenance costs

The Board is in receipt of your request for information in connection with the above.

We will respond to your request for information and in any event no later than 20 working days from its receipt on Friday 11th May after close of business. The latest date by which you will receive a response is the 12th June.

From your email the following requests for information have been identified:

- Clarification why the Danvm DDC 2016-17 accounts identify contributions for maintenance and operation of pump stations at 15% of expenditure when 70% of pump stations managed by the Board are not owned by it.
- What percentage of drains maintained by the Board are the responsibility of the Coal Authority.

Yours faithfully

Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)

Environmental Officer and Administrator to the Board

alison.briggs@shiregroup-idbs.gov.uk

Our Ref: 2017s5904letters-5-L011-003

25 May 2018

Mr G Rxxxx

By email:

Dear Mr Rxxxxx

Re: Environmental Information Request – pumping station and drain maintenance costs

- Clarification why the Danvm DDC 2016-17 accounts identify contributions for maintenance and operation of pump stations at 15% of expenditure when 70% of pump stations managed by the Board are not owned by it.

- o Total income received by the Board for financial year end 2016/17 in respect of all third-party contributions to pumping station expenditure was £167,470, equating to 68.5% of shared and solely third-party expenditure responsibility. The figure quoted in your correspondence of £37,998 relates to station sites in which the Board is a stakeholder.

- What percentage of drains maintained by the Board are the responsibility of the Coal Authority.

- o Some pre-amalgamation Boards which formed Danvm DC agreed to maintain a total of 13.62km on behalf of NCB/British Coal, the cost of which is now recharged to the Coal Authority. It would be inappropriate to refer to this length as a percentage of drains maintained by the Board; that maintenance is dynamic and based upon need.

Yours faithfully

Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)
Environmental Officer and Administrator to the Board
alison.briggs@shiregroup-idbs.gov.uk

29th May 2018

Dear Ms Briggs

Thank you for your speedy response and confirmation that third-party contributions to pumping station expenditure was £167,470 and that the sum of £37,998 in the 2016-2017 Statement of Accounts listed as income from 'contributions to pumping stations' doesn't provide the full picture. I shall now be better informed when I examine 2017-2018 Accounts

With regard to the 13.62km of drain maintenance undertaken on behalf of the Coal Authority, please will you confirm the cost recharged to the Coal Authority to cover this work for the period 2016-2017

Also, is it possible for you to confirm which drains the Coal Authority is responsible for? Once I have this information I will be able to refer to the Board's Maintenance Programme to identify which of these drains are priority/ secondary etc

Yours sincerely
G Rxxxx

1 June 2018

Re: Environmental Information Request – pumping station and drain maintenance costs

Thank you for your further request for information on the above received 29 May 2018.

You require information on:

- For the 13.62km of drain maintenance undertaken on behalf of the Coal Authority, confirmation of cost recharged to the Coal Authority to cover this work for the period 2016-2017

- o The amount recharged to the Coal Authority in financial year 2016/17 for maintenance work was £5,367. This included two invoices for 15/16 season.

- Confirmation which drains the Coal Authority is responsible for.

- o The Board cannot comment on maintenance responsibility for all watercourses within the District for which the Coal Authority may have agreed with landowners to undertake

maintenance work. It can only confirm the watercourses for which the Coal Authority has requested the Board undertake maintenance and recharge the cost of that work. I have also identified priority for you.

- Fenwick Lane Drain 12/1 - secondary
- Old River Went Drain 12 - priority
- North Ings Dyke west bank - tertiary
- Mill Lane Dyke - primary
- St Helens Spring - secondary
- Ludwell Springs - secondary

I trust this satisfies your request for information.

Yours faithfully

Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)
Environmental Officer and Administrator to the Board
alison.briggs@shiregroup-idbs.gov.uk

4 June 2018

Good afternoon

Thank you for your email which didn't quite provide the information I requested

I really wish to clarify the cost recharged to the Coal Authority for the 13.62 km of drain maintenance undertaken by the Board in 2016-2017 but although your response quotes a figure of £5,367 this appears to also cover 2 invoices for 15/16 season. Do you have the cost recharged to the Coal Authority for the 13.62 km and if not, please will you clarify how many km are covered by the £5,367 which was recharged?

Also, please will you provide copies of the invoices referred to in your email

Thank you for the list of drains for which the Board will undertake maintenance on behalf of the Coal Authority and also their priority assessments

Yours sincerely

G Rxxxx

Our Ref: 2017s5904letters-5-L011-007

4 June 2018

Mr G Riley

By email:

Dear Mr Rxxxx

Re: Environmental Information Request – pumping station and drain maintenance costs

Thank you for your further request for information on the above received 4 June 2018.

Perhaps the initial request was a little ambiguous, you were provided with the “*cost recharged to the Coal Authority to cover this work for the period 2016/17*”

I now understand your request is:

- Cost recharged to the Coal Authority for 13.62km of drain maintenance undertaken in 2016/17 and
- Copies of invoices to the Coal Authority recharging that work
 - o The cost of undertaking maintenance in 2016/17 and recharging that work to the Coal Authority was £4,702.00.
 - o Three invoices attached

Yours faithfully

Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)
Environmental Officer and Administrator to the Board
alison.briggs@shiregroup-idbs.gov.uk

Enc. 3 invoices

**EIR 4 thread – initial request 3 April 2018. Clarification requested by Board.
Property at Broad Lane, Sykehouse**

We understand our clients and their neighbours have had recurring problems over a number of years with flooding, copy photographs enclosed, for which our clients blame the Internal Drainage Board as a result of the Drainage Board's failure to either adequately drain and/or pump away the excess surface water.

We should therefore be grateful if you would provide the following information:-

1. Maintenance and Repair Records for the pipes and dykes on or under our clients' land for the past three years.

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2. Details of any maintenance and repair for those pipes and dykes scheduled to be carried out within the course of next year.
3. Details of how many times in the past year the Townclough Pumping Station has been either out of service or has been unable to pump to its required capacity.
4. What proposals the IDB has for the replacement of the pump or to repair it to ensure that it works to its full capacity.

Clarification received 20 Sept 2018, response 21 September 2018

Dear Sirs,

EIR Broad Lane, Sykehouse

Regarding the second paragraph of your letter dated 29th March, you will be aware the Board has permissive powers under the Land Drainage Act 1991; it has no duty or obligation to facilitate land drainage through undertaking drain maintenance or culvert maintenance/repair.

Under the Act, the Board has available to it the ability to serve notice on landowners to remove obstructions to flow or to cleanse systems. The Board chooses however to undertake maintenance of certain strategic watercourses throughout its District.

We would also advise your client is aware the Board undertook a CCTV survey inspection of the Sykehouse Main Drain culverted system in 2016 to ensure there was no obstruction to flow.

Board responses to your specific queries for information are set out below:

- *Maintenance and repair records for pipes and dykes on or under your client's land at Dykeside for period 2015-2018*
 - The Board has neither maintained nor repaired any pipes or dykes within your client's land ownership at Dykeside during period 2015-2018. The responsibility for repair and maintenance lies with your client as landowner/riparian owner.
- *Details of any maintenance or repair for pipes and dykes on or under your client's land at Dykeside scheduled to be undertaken 2018/19*
 - The Board has no programmed maintenance of pipes or dykes within your client's land ownership at Dykeside scheduled to be undertaken 2018/19
- *Details of the number of occasions during 2017/18 Towns Clough Pump Station has been out of service or unable to pump to its required capacity.*
 - There has been no period during 2017/18 when Towns Clough pump station has been out of service or unable to pump to design capacity when environmental conditions demanded.
- *Details of proposals the Board has for replacement of the pump or repair to the pump to ensure it works to its full capacity meaning whatever capacity is required to ensure that Broad Lane and the surrounding land do not flood.*
 - The pumps are not scheduled for replacement within the near future. Should the station experience an apparent malfunction, the Board's MEICA engineers would investigate and attend to immediate issues. The station contains three submersible axial flow pumps, one duty and two assist. The work duty is rotated every pump cycle to ensure equal wear of all 3 pumps. The station is not designed to ensure that Broad Lane and the surrounding land does not flood. The station is designed to provide balanced water level management of the catchment, a total of 895 hectares of low-lying land requiring special drainage need. The station is designed to evacuate a 1:10 year rainfall event on the catchment. If environmental conditions are such that greater levels of precipitation are delivered, flooding will occur dependent upon the severity of the event.

Yours faithfully



Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)
Environmental Officer and Administrator to the Board
alison.briggs@shiregroup-idbs.gov.uk

Further queries 28 September 2018

We thank you for your letter of 21st September 2018, the contents of which we have discussed with our clients and we should be grateful if you would assist us with the following:-

1. We note that the responsibility for repair and maintenance lies with our clients in so far as the own land is concerned. Do the commissioners have power to direct other land owners along the pipe to do so?
2. How many times in the past 5 years have the pipes and or dykes between Broad Lane, Sykehouse and the pumping station blocked and is it the commissioners policy only to take action to relieve blockages in the case of emergency. *CPA*
3. Our clients do not follow your logic of your statement in paragraph 4 of your responses. If the station is not designed to ensure that Broad Lane and the surrounding land does not flood then to our clients minds the pumping station is not fit for its purpose and should be replaced by one that has sufficient capacity to ensure that the area does not flood.
4. We note that you claim not to be under any obligation to facilitate land drainage through undertaking drain maintenance or culvert maintenance/repair and that this is the responsibility of the Landlords. If this is so why are our clients paying a £100.00 per year for a service that is not provided?

We await hearing from you.

Board response 8 October 2018

Dear Sirs

Re: Environmental Information Request

Thank you for your letter of 28th September requesting assistance in four further points in this matter.

Your further questions were:

1. Do the Commissioners have power to direct other landowners along the pipe to repair and maintain the culvert.
 - a. Yes, and will do so where there is a known obstruction to flow
2. How many times during the last 5 years have pipes and or dykes between Broad Lane Sykehouse and the pump station been blocked. Is it the Commissioners policy only to take action to relieve blockages in the case of emergency?
 - a. The Sykehouse Main Drain has been blocked on one occasion in the past 5 years. That one incidence of blockage was within that part of the system where riparian responsibility lies with the Canal & Rivers Trust. The Canal & Rivers Trust were experiencing difficulties in addressing the issue and the Board offered its assistance on a recharge basis. That assistance was accepted by Canal & Rivers Trust, thereafter the issue quickly resolved.
 - b. Board Policies are available to view on the website at www.shiregroup-idbs.gov.uk/danvm/. Of potential interest to your client may be the Policy Statement on Flood Protection and Water Level Management and the Watercourse Maintenance Statement. The website also includes a link to the Environment Agency document "Living on the Edge". This document, prepared by the Environment Agency, comprises information on riparian ownership and responsibility relating to watercourses.

3. If the station is not designed to ensure that Broad Lane and the surrounding land does not flood, to our clients minds the pumping station is not fit for its purpose and should be replaced by one that has sufficient capacity to ensure that the area does not flood.
 - o As previously advised, the station is not designed to ensure that Broad Lane and the surrounding land does not flood. The station is designed to provide balanced water level management of the catchment. The pump station is fit for the purposes of balanced water level management, designed to deal with a 1:10 year event as previously advised. This approximates to 6.35mm (¼") run-off from the catchment within one 24 hour period. This design offers a high level of drainage for the area and artificially lowers the ground water table. The design of this station, indeed any asset designed to reduce flood risk, cannot eliminate flooding which is dependent upon catchment rainfall. The assessment of flood risk should also have been considered by Doncaster MBC before planning permissions were granted for properties in this, or any other Flood Zone 3 designated area.
4. Why is our client paying £100 p/a for a service that is not provided?
 - a. Your client is paying a drainage rate as an agricultural land owner within an Internal Drainage District. For further information please consult the Land Drainage Act 1991 (as amended) on the powers of an Internal Drainage Board to raise a drainage rate.

Yours faithfully



Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)

Environmental Officer and Administrator to the Board

alison.briggs@shiregroup-idbs.gov.uk

EIR 5. Purchase of land at Lake Drain

Sent: 05 July 2018 10:54

To: Shire Group Planning <planning@shiregroup-idbs.gov.uk>

Subject: New Site for Alternative Depot

Dear Mr Spoor,

I have just been reading the minutes from the DDC Meeting in May and noticed that you are looking into siting a new depot along the A19. My family own some land at various points along the track that leads to Norton Common Pumping Station, so I wondered if you were looking at this area as a possible site for a depot or is the Board looking at siting the depot on land that it already owns?

Board response

11 July 2018

Dear Mrs Pxxxx

Re: FOI – Site of alternative depot

Thank you for your request for information received 5 July 2018 regarding siting of proposed new depot by the Board.

The Board has not yet resolved the issue of a new depot or its location. Members are considering advantages and disadvantages together with associated costs in terms of using Board owned land or purchase of existing premises.

EIR 6. Copy accounts 2017/18

Sent: 17 September 2018 09:46

To: Information (ShireGroup) <info@shiregroup-idbs.gov.uk>

Subject: Danvm IDB

Dear Danvm IDB

In accordance with freedom of information legislation, please provide me with an electronic copy of the Accounts for the year ended 31 March 2018 for Danvm Drainage Commissioners IDB.

Board response 12 October 2018

Dear Mr Cxxxx

Further to your "Freedom of Information" request for a copy of the Danvm Drainage Commissioners accounts for the year ending 31 March 2018. Please find attached the document as requested.

Please note: This information is specifically provided for your use only and is not to be shared with third parties.

Complaint 1:

Complaint: Charge out costs of Danvm direct labour force services

Transparency

The Danvm Board Minutes do not acknowledge the true cost of providing direct labour force services even though a Board decision has been taken to use the direct labour force to enter into a Public Sector Cooperation Agreement with the Environment Agency and also to undertake work for other public bodies. As the Board receives 86% of its funding from local taxpayers, it is vital that the full cost of providing services to other public bodies is clearly acknowledged and that any work undertaken for these bodies is charged at the true cost to the Board. The effect of not doing so is that local tax payers are subsidising the provision of services for which Danvm is not responsible and that are the responsibility of centrally funded public bodies [in the case of the Environment Agency and the Coal Authority] and also of other public bodies. Based on the Board's 2016/2017 Accounts the hourly rate per employee hour for direct labour force staff has been calculated as follows with full calculation details provided on pages 2 and 3:

Drains maintenance: An hourly rate of £84.25 per employee hour

Pumping Station maintenance: An hourly rate of: £29.72 per employee hour

Invoice information available shows that the IDB is currently providing drain maintenance services to the Coal Authority at £35 per employee hour

Similarly, pumping station services have been provided to Wakefield MBC at a cost of £37.66 per hour for the MEICA team [2 staff members] when the hourly rate for 2 staff members should be £59.44 [£29.72 x 2]

Public Sector Cooperation Agreement and costing transparency

The Environment Agency PSCA User Guide acknowledges the need for costing transparency and stresses that services provided under the Agreement should be provided at cost and not for profit and that '*costing models will be fully transparent*'. It further states that the Delivery Party '*shallensure that costs are properly incurred and can be clearly identified*'. The Environment Agency has also stated that '*PSCAs can provide interim route to potential de-maining of main river and asset transfer*'. In the event of any future transfer of EA assets to Danvm, the IDB would need to have established an acknowledgement of its direct labour force costs to ensure that any transfer of long term maintenance resources was adequate

What should the Danvm Board do?

In the interests of transparency and providing value for money for local tax payers:

1. Record in Board Minutes details relating to the true cost of providing direct labour force services
2. Provide on the Board website details of PSCAs and any other service agreements entered into
3. Ensure that service agreements fully reimburse the Board for the full costs of service provision and that local taxpayers are not subsidising these services

Breakdown of Danvm Direct Labour Force Costs

Organisation costs relating to directly employed staff are routinely referred to as the 'fully loaded labour rate.' This calculation enables any organisation to measure the efficiency of its operations and the true cost of service provision. From a study of Danvm's 2016/2017 Accounts the cost of providing direct labour force services is split between the cost of maintaining drains and the cost of maintaining pumping stations. The fully loaded labour rate for both these services is simply the total annual costs of providing the respective service divided by the number of hours available to be worked throughout the year. An assessment of all costs [taken from 2016/2017 Accounts] directly associated with the provision of these services results in the following hourly rates:

Drains maintenance: An hourly rate of £84.25 per employee hour

Pumping Station maintenance: An hourly rate of: £29.72 per employee hour

Pages 2 and 3 detail how these costings have been arrived at. Figures have been taken from the Board's 2016/2017 Accounts and from FOI requests and are based on 5 staff employed on drains maintenance and 2 staff employed on pumping station maintenance. The relevant notes to each item explain assumptions made

Drain Maintenance Costs Pump Station Maintenance Costs

Staff x 5	Staff x2
Wages, PAYE/NI, Pension £158,278	£63,312
Pump attendant tools & equipment	£4,998
Mobiles £1,659	£664
Lone worker monitoring £1,328	£531
General maintenance £5,740	£2,296
Tools and equipment £11,640	£4,656
Health and safety £7,606	£3,042
Staff training £2,761	£1,104
PPE £2,036	£814
Mobile welfare unit £2,755	£1,102
Catchment manager £31,428	£12,572
Tractors £19,769	
TOTAL annual cost	£95,090

Excavators £4,970
 Flail mowers £5,578
 Trailers £1,370
 Fuel bowser £148
 Bobcat £963
 Derv fuel costs £10,400
 Fuel costs £17,374
 Strimmers and hand mower £68
 Office and depot maintenance £12,639
 Depreciation of plant bought with residual £300,000 PWLB £27,000

TOTAL ANNUAL COST £393,187

This total does not include any depreciation sum for a new depot or any apportionment of central management costs [salaries and wages, training, recruitment etc]

* straight line depreciation over 10 years and 5% residual value at 10 years

Drains Maintenance Annual Working Days Available

- 4667 annual hours available to work based on:
 - 5 staff
 - 200 days per person per annum [industry standard taking into account weekends, annual and sick leave, bank holidays etc]
 - Assume 8-hour days
 - 5 months lost because of bird nesting season [Natural England 1 March – 31 July]
 - No deduction for bad weather in winter

Pumping Station Maintenance Annual Working Days Available

- 3200 annual hours available to work based on:
 - 2 staff
 - 200 days per person per annum [industry standard taking into account weekends, annual and sick leave, bank holidays etc]
 - Assume 8-hour days

Board response

6 September 2018

Dear Mrs Rxxxx,

Re: Complaint charge out costs of Danvm direct labour force services

Thank you for your emailed complaint of 13th August 2018 regarding the above which was originally acknowledged upon receipt. The Board appreciates your continued interest in Board matters.

Your complaint is:

- Danvm minutes do not acknowledge the true cost of providing direct labour force services to other public bodies
- That local tax payers are subsidising the provision of services by Danvm DC for which centrally funded public bodies are responsible

In accordance with the Board's Complaints Policy, the matters raised within your complaint have been fully investigated.

In both respects, your claim is not supported.

- A situation has not arisen where detailed hourly recharge rates have been discussed by the Board and required to be noted in Board Minutes.
- The recharge rates applied in terms of Operational employees and MEICA employees is correct.

The assumptions used in calculations for a fully loaded labour rate are erroneous, particularly those detailed under the heading Drains Maintenance Annual Working Days Available, which serve to grossly exaggerate the hourly rate. Particularly distorting errors include:

- Days of work per person
 - Each operational member of staff is contracted to work a number of hours annually, equating approximately to half the figure which has been attributed to 5 persons.
- Number of Operational staff.
 - For nine months of the financial year 2016/17, seven Operational Staff were employed.
- 5 months lost because of bird nesting season
 - The activities of flail mowing and de-weeding form part only of drain maintenance undertakings which is accomplished throughout the year, not confined to a seven-month period.
- Deductions for bad weather
 - There is no weather which halts drain maintenance activity

Yours faithfully

Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)

Environmental Officer and Administrator to the Board

alison.briggs@shiregroup-idbs.gov.uk

Further clarification request

16 September 2018

Your letter reference 2017s5904-5-LO16-002 makes several statements. Please will you provide clarification on 4 of those statements as follows:

1 Please confirm the recharge rates applied in terms of Operational employees and MEICA staff

2 I don't understand what is meant by the paragraph '*Each operational member of staff is contracted to work a number of hours annually, equating approximately to half the figure which has been attributed to 5 persons*'. Please clarify and provide specific figures

3 What is the breakdown of the number of Operational staff employed in 2016/2017? For example, were 6 Operational staff employed for 3 months and 7 staff employed for 9 months? Were these Operational staff in addition to MEICA staff and if so how many MEICA staff were employed?

4 Please confirm what are the activities other than flail mowing and de-weeding which are undertaken as part of drain maintenance

Board response

8 October 2018

Dear Mrs R,

Re: Complaint charge out costs of Danvm direct labour force services

Further to your email of 16th September, please find responses below.

Your requested clarification on:

1. Recharge rates applied in terms of Operation employees and MEICA employees.
 - Operational recharge rate 2016/17 for man and machine £35.00 p/h
 - MEICA Engineer and Apprentice team recharge rate £19.98 and £7.84 respectively.
2. Explanation as to sentence "*Each operational member of staff is contracted to work a number of hours annually, equating approximately to half the figure which has been attributed to 5 persons*" with specific figures.
 - Operational staff are each contracted to work a total of 2,371.5 hours per annum.
3. Breakdown of number of Operational staff employed in 2016/17.
 - 7 Operational staff at 6.4.2016.
 - 6 Operational staff from 26.11.2016,
 - 5 Operational staff from 13.12.2016,
4. Other operational activities undertaken as part of drain maintenance
 - Manual raking of weed screens across the District which are not automated
 - Manual raking of culvert screens across the District
 - Watercourse hand maintenance work
 - Asset management walkover surveys to assess reported slips which may be or likely to be obstructing flow
 - Initial assessment of secondary and tertiary watercourses to identify extent of maintenance requirement
 - Initial liaison with landowners as to crop rotation/harvesting and access for maintenance
 - Plan mark up where buffer strips have been provided for maintenance access
 - Plant maintenance of flails and de-weeding buckets, trial running temporary pumps and refurbishment where necessary.
 - Biodiversity Action Plan related works on Board owned assets
 - Asset failure and response training
 - H&S and Environmental training
 - PSCA work in pump station compound clearance
 - Depot general maintenance, tool inventories
 - Respond to unplanned Ordinary Watercourse flood related incidents
 - Support the EA in Flood Response situations

Yours faithfully

Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)
Environmental Officer and Administrator to the Board
alison.briggs@shiregroup-idbs.gov.uk

Complaint 2: Consenting at Caddon Avenue, South Elmsall

Sent: 21 September 2018 14:32

To: Information (ShireGroup) <info@shiregroup-idbs.gov.uk>

Subject: Very Important - Caddon Avenue - Drainage Issues - Please pass to the correct Person

Dear Sir/Madam,

I am writing with regards to the drainage near to my home, which I am told by Wakefield Council that you are responsible for.

My address is xxxxxxxxxx South Elmsall, Pontefract, WF9 xxx

Forgive my ignorance with regards to the technical terms for everything, but I hope you get the gist and understand what I am talking about.

By the side of number 47 Caddon Ave there is a pipe which runs under our road. This pipe carries water away from the field behind us and into the flood plain opposite. You may or may not remember, but 10 years ago, my home was flooded. This was due to debris in around the pipe in question. Since then, you have maintained the area and thankfully, we have had no further incidents - that's not to say we aren't nervous every time we get a lot of rainfall.

The residents of number 47 have decided they are going to replace the pipe by the side of their house with a small one that is still plastic, in fill the land over and around it and then park their cars on it.

Myself and a number of residents are extremely concerned about this. We do not understand how a plastic pipe can withhold the weight and also, how can a smaller pipe, with no longer any excess area around it, carry the volume of water required. We all think that this is going to cause our houses to flood.

We have tried to call you before and you have told us that you have been to see the residents of number 47 and are happy with what they have done.

We have been in touch with the Council and voiced our concerns but they have batted it back to you.

Now, I have a proposal and a requirement for you.

My Proposal is that you come and see all of the Residents face to face. I can provide a communal hall that this can take place in. We need a representative from Danvm Drainage who can put our minds at rest. If you are saying that the work has been done to specification, then we are all fine with that. However, as it stands none of us understand and are very concerned about our properties. We need someone to come along and explain to us why everything is going to be ok.

My requirement is this. Say my house floods again, my insurance company are going to find out that this drainage system has been tampered with. They are then going to refuse to pay the claim. I need something in writing from you to say that the work has been undertaken within the required specifications. This will mean that I will have no issues with my insurance claim and prevent me from having to come after Danvm Drainage to pay the claim themselves.

I await your most soonest reply.

Board response

24 September 2018

Dear Mrs Kxxx,

Thank you for the email complaint.

My understanding to date of the current works referred to is as follows:

- a perforated plastic pipe has been installed and backfilled with stone, but not currently filled to bank top
- filling to bank top is likely to be completed in future with more stone acting as infiltration
- the pipe is the same size as the road culvert
- that all conditions of consent have been adhered to (or will be, depending on completion of works)

In relation to the flooding in 2007, we can confirm that the source of flood risk was associated with intense rainfall and flood waters within the floodplain off Frickley Beck (near to the childrens' play area) and problems with the flap valve on the road culvert. We understand that those flapvalves issues were resolved by Wakefield Council as a Highways structure and the flap restricts/prevents flood waters backing up the system.

Please also note that one of the conditions of consent was for inspection manholes/points to be placed along the pipe which ensures that the Applicant can check or maintain a free flow of water as required by any riparian owner/occupier. The design of the pipe is the responsibility of the Applicant / riparian owner.

It is the riparian owner/occupiers responsibility to permit flow and accept flood waters. Further guidance and explanation of riparian rights and responsibilities can be found on the Environment Agency website and we attach a further guide for information.

I understand that maintenance around the flap valve road culvert is in need of attention and we will raise this with the Council Highways team asap.

I hope that this information provides some reassurance in relation to the flood risk for the area.

Kind regards,

For and on behalf of the Shire Group of Internal Drainage Boards,

Paul Jones BSc (Hons) MSc (Eng) GMICE
Engineer to the Board
Lead Water Level Management Engineer

Further clarification

Sent: 24 September 2018 12:39

To: Paul Jones <Paul.Jones@shiregroup-idbs.gov.uk>

Subject: Re: Very Important - Caddon Avenue - Drainage Issues

Thanks for the response.

So basically if my house floods, it is the responsibility of the occupant of number 47 and his insurance should cover this?

Board clarification response

24 September 2018

Dear Mrs Kxxxx,

It will depend on the source of flood risk and whether any obstruction to flow exists at the time of flooding, should it occur in future.

However, the main source of flood risk for your area appears to be from the Frickley Beck area rather than upstream (north-west) of the road culvert and newly installed pipe.

Each and every riparian owner/occupier has a responsibility to permit flow along a watercourse as described within the Living on the Edge document provided.

Kind regards,

For and on behalf of the Shire Group of Internal Drainage Boards,

6. APPENDIX B: DRAFT Minutes F&P Committee 5.10.2018

Present:

Andrew Cooke (Committee Chair)
Paul Maddison (PM)
Steve Lomas (SL)
Martin Falkingham (MF)
Catherine Anderson (CAnd)
Kyle Heydon (KH)
Neil Welburn (NW)
Gillian Ivey (GI)

Observer: Terry Grady (TG)

Officers:

Craig Benson (FO)
David Blake (DB)
Ian Benn (CEO)
Mark Joynes (MJ)
Paul Jones (Eng)
Martin Spoor (AssetM)
Alison Briggs (Admin/EO)

Chairman suggested early start as most in attendance, noted SL on his way. All in agreement.

Apologies for absence

2018.35 David Atkinson, Richard Thompson

Declaration of Interest

2018.36 Committee Chair in Norton Common access and in Alternative Depot as adjacent landowner

Minutes of 23 March 2018

2018.37 GI noted minor amendments required advising where Committee Chair returned to the meeting and concerned FJ should be recorded as substitute at Committee. **GI proposed Minutes recorded as true record, KH seconded, all in favour.**

2018.38 Member of public attended the meeting

Matters arising not discussed elsewhere

2018.39 Nothing arising

Policy

2018.40 **Flood Risk & WLM Policy** – ADA has issued draft model policy for consideration. The Policy has been amended/reduced for further review by Committee. Considered both old and new suggested policies refer to flood risk management activities. As drafted, the proposed policy is inappropriate for IDB activities; any Policy should be deliverable, reworded and agreed by the Board for its delivery. IDBs require a policy linked to FRM with clarity about IDB objectives; IDBs do not directly deliver FRM but indirectly through management of water levels. CEO advised IDBs have duty to act consistently with Flood Risk Policies of EA and LLFA under F&WMA. PM advised existence of a common misunderstanding of what IDBs do and how IDB activity fits into role of LLFA and EA. Eng. agreed essential IDBs link to F&WM Act in its policies however single FRM Policy suggests IDBs solely involved with flood risk management. CEO suggested flood risk removed from policy title and just referenced in the document. GI agreed, PM agreed Board must consider and act consistently with LLFA's FRM strategy. **Chair proposed T&F Group set up in new year to consider. All in agreement.**

2018.41 SL joined the meeting.

2018.42 **Investment Policy** – Currently, Management invests monies throughout year on short-term basis on behalf of Board through its bankers. Decision as to how much and which investment taken currently by the Board's Finance Officer. If Board seeks higher rates of return FO not qualified or insured to provide investment advice. PM advised it essential for a Board procedure within a Policy to protect both the Board and its FO. CAnd agreed Board requirement for Investment Policy and would obtain quote

from DMBC to assist in its production. **Chair proposed T&F also consider Investment Policy and a quote from DMBC. All agreed**

2018.43 **Other Policies** – Chair suggested from Flood Risk perspective, Board required continuity and back-up systems if assets are to fail. Members considered range of current policies. PM suggested T&F could consider all policy documents. Eng. confirmed the Board has left decision making in these matters with Officers and Chair to make as required however Board has neither Policy nor given delegated powers covering those actions. Several new suggested policies were also to support Commissioners employees. Eng. suggested Management could set scenarios in place covering what currently happens which could be used to inform policy production. **Chair proposed T&F will consider all Policies, all in agreement**

Asset Management

2018.44 **Board owned assets** – Noted current capital monies from land sales not invested as proposed use of funds unknown in relation to Norton Common access or a New Depot.

2018.45 **Transfer to EA** – EA refurbishing Bentley Ings, Board riparian owner of majority culverted site. EA leading on a c.£8 million refurbishment scheme increasing pump capacity protecting circa 12,000 properties. Any works that may be considered by the Board would need main river permits. Management recommendation to transfer Board land ownership to EA, divesting itself of all riparian liability similar to previous transfer of Ea Beck flood defences. Brief discussion on de-mainment, agreed Board not required to own land, it has permissive rights of access to fulfil function within whole district. Noted Coal Authority had no rights of access to its sites, unless owned, and reason Board maintains stations on behalf of Coal Authority. **KH proposed Board should give land to EA and reduce its liability, PM seconded, all in agreement**

2018.46 **Norton Common Access** – Committee Chair left the meeting, Chaired by GI. AssetM reminded Members that Board Officers had been tasked by Committee to undertake a feasibility study on alternative bridge option, previous options having been rejected. Supplier of bailey bridge type structure had been approached and information gathered around necessary earthworks and preparations. Positioning links existing Board owned land either side of Went from track already laid on Board land. Costings shown at £280,000 however significant contingency element increases potential costs to £437,000. Contingencies surrounded assumptions and uncertainties regarding ground conditions and would not be resolved until Board commissioned ground investigations. Eng. spoken with EA regarding availability of any Grant in Aid. EA confirmed current financial year there may be up to £100,000 available subject to a Business Case and FCERM2 being submitted. EA keen to advise monies have time limited availability, restricted to 2018/19 financial year following which no further funds are available within the current 6-year programme. Work was required to access £100,000 from EA and undertake initial investigative works that would tie down scheme costs. GI advised her attendance at site visit, expressing concerns about Board owning a bridge, downstream of an existing bridge. Advised existing bridge structure not Board responsibility or ownership. KH concerned about financial liability attached to new bridge, querying why the proposed track along the Went had not been taken forward. AssetM advised previous Minutes approved detailed reasons, recapping

- not within sole gift of Board to create,
- would be subject to purchase price negotiation,
- access around existing bridge structure outside Board ownership would remain difficult,
- Board would be laying and maintaining a track used by third parties significantly more frequently than the Board whose use would be limited to heavy vehicle access.
- legal agreements would be required with others to support construction, maintenance also potentially requiring enforcement if to be used by third parties therefore, Committee had not wished to develop further. NW advised Committee Chair had already confirmed agreement to giving Board his land. AssetM advised Management was unaware of any discussions and Management had not been advised by Committee a bridge was not the required solution. He requested clear direction from Committee what solution is required advising currently any failure involving pumps or the weedscreen cleaner at Norton Common requiring access with equipment over 3.5 t weight is unsustainable as the alternative access at present is grass tracks/field headlands which are weather dependant. The station protects 3,000 properties within Askern area. The associated issues all speak to the requirement for Policies. GI requested % risk of pump failure. AssetM advised pumps recently refurbished and not possible to provide a % figure attributable to risk of failure and associated inaccessibility, important to understand however low the risk of failure may be, the severity of the impact would be high, which risk, the Board is currently accepting by doing nothing. There remains the current issue with the weedscreen

cleaner, access to which requires service of Notice on owner to access grass tracks/field headland. Current operation of site is to meet required need of the catchment, there is no stand by plan. GI enquired whether Board had noted this on its Risk Register. NW suggested contributory agreements would be required from four landowners, that it was appropriate local landowners were able to use any track, expressing confidence payment to use would not be insurmountable problem. NW and MF opined the track was the best and cheapest option for Board. GI advised 3 Committee considerations were

1. new bridge,
2. refurbishment of existing bridge which legal opinion had negated
3. new track.

GI advised previous Committee resolution was to investigate provision of new bridge, but opined this decision was based on suggestion of future proofing a new depot at Lake Drain which may no longer be relevant. AssetM reiterated Committee instruction required on moving forward with Norton Common access options. Brief discussion whether GiA monies may be available for track construction, suggested Engineer to make enquiries of EA.

2018.47 KH advised, based on an extract from Danvm DC Management Services Contract he had been handed, he did not consider submission of a business case to be a Specialist Service, highlighting a contract clause relating to the MTP. Eng. advised

- o Bridge not part of Medium Term Plan (MTP),
- o Updating of MTP on all Board funded stations has been completed and submitted to EA/Defra, with all details entered into PAFS (Project Appraisal Funding System) as per the Core Contract for Management Services. These submissions are the initial 'bid' for Grant in Aid to be allocated against a project. There are no guarantees as to if or when Grant in Aid becomes available.
- o If allocations are made by the EA/Defra then the production of a business case in association with the bridge (or any project) is then required for the Board to seek final approval from the EA for monies/allocation and be in a position to claim those monies.

GI noted there remained concerns on bridge costs and level of risk associated with access requirement. proposing Committee explore other options. **Resolution: Bridge costs disproportionate to level of risk and Committee will negotiate land acquisition with third party. Management to instruct Board land agent to act on its behalf in negotiations.**

2018.48 Committee Chair returned to the meeting

2018.49 **Alternative Depot** – Committee Chair advised interest in land surrounding property at Option 3. GI advised undertaken site visit, decided not to proceed following advice on green belt from Selby DC. Agents extended deadline date and an offer submitted subject to various conditions. Existing depot would be retained as satellite base, possibly as workshop for MEICA if expanding into pump restorations. Associated large pump station part of site. CAnd requested business case to show due diligence in associated with a new depot including associated cost savings. Advised Minute information highlighted in papers supporting this Agenda; AssetM agreed production of bullet points why Board required new depot. PM considered Option 2 was most appropriate site from investment perspective, site will retain resale value and a decision is required. CAnd reiterated request Management work on a business case with justification for change to include:

- need for change,
- options appraisal,
- vehicle movements,
- costs broken down for time and fuel savings,
- leasing options
- site analysis.

KH considered Board may rent out current depot if base moved. AssetM reiterated the issues regarding Board infrastructure within the compound that would make this suggestion impractical and unworkable as previously discussed. PM suggested job outside scope of current management contract. Eng. advised required specialist service quotation, GI requested discussion outside the meeting. **GI proposed pre-Board meeting of Committee one hour before Board meeting on 2 Nov. to discuss all options. All in agreement. Committee Chair proposed if offer accepted on Option 1 to ask Officers to submit**

pre-planning application to Selby DC even if outside current contract, seconded KH, all in agreement

2018.50 **Asset Inspections** – Eng. advised Lake Outfall and Whitley Bridge both in capital plan. Inspection to inform requirements for refurbishment/replacement to sustain asset where possible. Asset Condition Inspection specification put through PDU framework for consultant contractors to consider pricing.

2018.51 **Culverted Assets legal opinion** – No change from previous legal advice, Board has no obligation to repair or maintain culverts installed in absence of specific agreement to do so. Installation of any structure installed under DADA will be responsibility of Coal Authority. KH queried clarification. Reiterated if Board has culverted a watercourse Legal Opinion is that it has no responsibility. Eng. advised difference between ownership, Board delivering works and the Coal Authority responsibilities for damage. ***GI proposed Board would consider any claims made on case by case basis, seconded PM, one abstention, remainder in agreement.***

2018.52 **Towns Drain PS** – PM re-advised interest of WMDC. Yorkshire Water Services rejected taking responsibility for asset. Legal advice to follow consultation process should Board want to move forward with shelving responsibility for station which had no land drainage benefit, beneficiary being Yorkshire Water systems when gravity cannot discharge into river Aire. Consented discharge to spill foul sewage into systems on inundation periods. Reason station originally constructed down to pollution events flooding adjacent playing fields owned by WMDC and to be joint project between WMDC and YWA, implemented by Board under its Powers of Entry. WMDC budget constraints meant lack of funds at cessation of project and Board made its contribution as all Contracts were in Board name. Consultees will be all stakeholders with interest in the site. ***PM proposed contacting WMDC corporate landlord in first instance, all agreed.***

2018.53 **Maintenance progress** – noted feedback has been given on Board's proposed maintenance delivery 2019. Support for access is unlikely to be forthcoming. Board is legally able to enter land to undertake maintenance work under general notice of entry. Legislation excludes injury from deposition of arising from maintenance activity, but Board may consider compensation. Board is liable for injury where implementation of improvement works. Currently maintenance is not delivered efficiently because of cropping patterns. CEO noted provision of access strip may assist landowner compliance with new farming rules for water and retain soil on land. AssetM advised Board permissive powers provide Board with choice not to undertake maintenance and inform riparian owner of their responsibility to maintain own systems although in doing so, Board would step from position of pro-active deliverer to enforcer however Board cannot be cost effective unless it can run from A-B-C-D. GI advised Committee decision required on access for maintenance or serving notice to cleanse riparian systems. Eng. advised Board activity was to permit flow, C&RT, Highways England, have been served notice and accepted responsibility, Selby DC and Network Rail both accepted riparian responsibilities, Landowner responsibility no different. Board's activity is currently protecting landowners from claims which can be raised against them through land tribunal. ***PM proposed Board reaffirm its Maintenance Statement, seconded NW, all in favour.***

2018.54 **AssetM** suggested Board could invite affected landowners to a meeting pre-maintenance with Board Members present to advise identification of strategic watercourses, maintenance required. Noted flail mowing was required for H&S reasons and to keep down woody growth which can hold back flow. ***NW proposed meeting arranged with affected landowners, GI seconded, all in agreement.***

2018.55 **C&RT systems** - C&RT is working with Danvm and Selby Area IDB. Currently, Board extends powers of entry for C&RT to do its work and serve notice to cleanse/maintain on CRT. There is currently a suggestion from C&RT that the Board may be asked to undertake C&RT works on recharge basis.

2018.56 **HR Resource** – Board currently employed 5 operational staff, 2 MEICA staff. Delivery of de-weeding difficult with low flows. 40-50% complete with completion date envisaged for end of January. New member of operational team an experienced machine worker previously with IDB Contractor; advertising highlighted lack of experienced worker availability. Noted MEICA 2 persons but full time equivalent of 1.6 persons. Considering workload there is opportunity to grow that Team linking to VFD, overseeing MEICA capital works, driving/assisting innovation bringing cost savings to the Board. Currently bulk of time occupied in reactive response; additional staff would free capacity for driving future savings and value for money.

2018.57 **Variable Frequency Drives** – Work being undertaken by MEICA at Coal Authority sites discussed. Required agreement hire/purchase of single VFD to be installed at Blackshaw Clough PS, in association with telemetry demonstration to drive down operational costs. Defined capital cost of £3,500

very competitive offer for equipment. Suppliers keen to push for inclusion of VFDs more widely in land drainage situations. Savings generated would repay £3,500 within 3 years with savings thereafter. Through telemetry VFDs would provide more accurate information to plan and prevent maintenance moving forward. Using work at Coal Authority sites, VFD illustrates electricity consumptions made over 8 hours, saving £15. Calculated into Blackshaw Clough telemetry average of 980 hours at £1.50 cost reduction per kWh would result in saving of £1400 per year. Savings from reduction in starting speeds associated with power required to move same volume of water; for every kWh, reduction of frequency under cubed rule makes the saving. Pumps currently installed are designed to run at capacity in flood situations, majority of time pumps operate at dry weather flows. Opportunity to trial and validate before coming back and expending more monies. CAnd requested business case supporting initial outlay, fitting, warranty details etc to consider whether value for money expenditure. GI considered £3,500 was reasonable cost for VFD as a pilot and information gleaned from its use would support business case for VFDs moving forward. **CAnd proposed Chairman receives information from trial, seconded PM all in agreement**

2018.58 Telemetry – will be postponed until end of meeting when all confidential items can be discussed.
All in agreement

2018.59 Temporary pumps – information presented as requested by Committee. Lowest quote was that already received. Noted required as part of contingency planning. **GI proposed put Option 1 purchase price in budget, SL seconded, all in agreement**

2018.60 Vehicle & Plant – Excavator disposal requires commitment for a replacement if Board is to continue work in future years. Limited provision made within budget for replacement of excavator, but not other types of equipment that might better meet the Board requirements. Considerable price difference between track and wheeled excavator vehicles. Options for replacement to be brought to next meeting if Committee agree to dispose of current excavator. Significant costs incurred in maintenance of Komatsu past its reasonable life expectancy with no return on that significant investment, residual value at 8-10 years of age levels out. GI noted previous discussions Committee resolution was to defer excavator decision because it wanted option replacement to be agreed. GI proposed Board sell excavator at end of season and decide at next Committee meeting as to its type of replacement, seconded PM, agreed by all. AssetM requested V&P Policy replacement required to deliver consistency in equipment purchasing decisions. **KH proposed V&P Policy required, PM seconded, all in agreement.** T&F Group to be formed to progress but members not available until early in New Year

Finance

2018.61 **Audit** – External Audit complete, no issues identified

2018.62 **Budget Comparison** y/e 31.3.2019 - noted

2018.63 **5-year estimate** – noted increase in rate to £0.14 at end of 5 years. Pump station refurbishments due within next 5 years, estimate based on worst case scenario of borrowing all monies, not accounting for possibility of Grant in Aid availability. Within following 20 years Board has approximately £16 million to fund in pump station replacement works. Asset inspection essential and to understand value of VFDs. Asset inspections may result in years where two stations require work, it can be smoothed out. Potential GiA may keep rates reduced slightly over time however no guarantee regarding GiA availability. CEO advised BS55000 asset inspections will assist with any GiA applications. GI suggested seminar with LA Special Levy holders to explain what Board requires in terms of rate increase. CAnd suggested Board should advise LA's in terms of efficiencies, will reinvest monies etc. **GI proposed meeting be arranged with all Special Levy collectors to advise, KH seconded, all in favour**

2018.64 **List of payments** – PM proposed approved, NW seconded, all in agreement

2018.65 **Management of pump stations for third parties** –no specific agreement for Board management of third-party stations. Stoney Lane and Field House stations being dealt with on a recharge basis and new station at Great Heck likely be similar. PM proposed Committee support management to continue to work with Coal Authority for updated agreements, seconded CAnd, all in agreement. GI advised she would sign letter to add greater weight. CEO advised discussions with Coal Authority regarding shared pump station in Fishlake where Coal Authority require Board contribution. Provision in Board budget however out-turn cost for works £30,000 greater than budgeted provision with no justification for discrepancy. **GI proposed Board requires justification before any contribution, seconded, all in agreement**

2018.66 Chair advised recharge rates and telemetry to discuss which were confidential. Member of public left room.

2018.67 **Telemetry** – Eng. provided overview of the Confidential Report distributed to all Committee Members. Current telemetry supplier for 18 years, proposed lease type agreement. Transfers risk to supplier rather than Board. Management has routinely considered alternatives on behalf of the Board and two suitable alternative suppliers have provided price guides for comparison. A free trial is being offered by a supplier subject to Blackshaw Clough VFD being fitted. ***KH proposed Board proceed with free trial MF seconded, all in agreement.*** GI noted confidential matters should appear at end of Agenda as a confidential item.

2018.68 **Recharge rates** – Chair reiterated his declaration of interest as occasionally employed Board. Methodology previously approved by Dun Drainage Commissioners. Presentation described methodology. Noted complaint figures used were incorrect in several areas. ***PM proposed methodology correct and approval of rate to be applied for this financial year recharged, seconded NW, all in agreement***

Date of next meeting

2018.69 2nd November and 7 December 2018.

2018.70 Meeting closed 14.48

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