



# Ancholme

Internal Drainage Board

**Godfrey's Offices**  
**Elsham Top**  
**Brigg**  
**DN20 0NU**  
**Meeting Papers**  
*Wednesday 16 January 2019*  
*2:00pm*



# Shire

Group of IDBs

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

**T: 01302 337798**

[info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk)

[www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)



## Meeting Papers

### Prepared by:

Clerk - Ian Benn - PG Dip H&S and Env Law, Dip. NEBOSH, Grad IOSH, MCQI CQP

Administrator/Environmental Officer – Alison Briggs BSc (Hons) Env Sc., MSc  
Env.Mngt. Climate Change, PIEMA

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

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

Finance Officer - David Blake BSc (Hons) Accounting

Finance Officer - Mark Joynes BSc (Hons) Mathematics

Rating Officer - Janette Parker

## Purpose

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## **Agenda**

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



## 1. Governance

### 1.1 Declaration of Interest

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

### 1.2 Apologies for Absence

### 1.3 Minutes of the meeting held on 7 November 2018

#### Present

Mr J Akrill	JA
Mr R Borrill (Chair)	RB
Mr S Brown	SB
Mr C Day	CD
Mr I Dowson	ID
Mr I Glover	IG
Mr A Godfrey (Vice Chair)	AG
Mr R N Herring	RNH
Mr J J James	JJ
Mrs H Rowson	HR
Mr N Sherwood	NS
Mr M Storey	MS
Mr W Strawson	WS
Mr J Summers	JS
Mr R Waltham	RW
Mr H Williams	HW

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

Mr I Benn	CEO
Mr C Benson	FO
Mr P Jones	Eng
Miss J Parker	RO

#### Appointment of Chairman

**2018.54** RNH proposed RB, seconded HW, all in favour.

#### Appointment of Vice-Chairman

**2018.55** RNH proposed AG, seconded HW, all in favour.

#### Declaration of Interest

**2018.56** ID in relation to Item 1.7.



## Apologies for Absence

**2018.57** Apologies for absence received from Messrs Buckley, Jackson, Sherwood and Mrs J Jackson.

## Minutes of the Last Meeting

**2018.58** Minutes of the meeting held 16 May 2018 were considered with the following of note.

Item 2018.40 Query raised if work had been completed. RB confirmed not.

Item 2018.53 SB asked if report had been produced. Eng advised that made contact with EA on 18<sup>th</sup> May 2018 to confirm their process for lowering levels but had no response. Stated that was made aware yesterday of advert in newspaper and then contacted EA again and re-iterated the Board stance as set out to them in 2016 that didn't require levels at 0.4 but ideally at 0.6 to allow visual inspections. He advised members that the EA indicated that the levels would be 0.6 at Brigg to allow for 0.4 at South Ferriby. He then pointed out that the advert was not worded correctly and had pushed the EA to re-advertise. MS commented that the advert had been rushed as it stated levels would be lowered to March 2018 and that nobody had been contacted. He also confirmed that another lock keeper had been appointed.

## Matters arising not discussed elsewhere on Agenda

**2018.59** SB asked if an annual visit could be arranged as not had one for five years so that Members could see where issues were within the district. JS concurred stating that if Members had seen and experienced an issue it put them in far better position when discussing. **RB proposed tour be arranged for morning of next meeting date.**

RW entered meeting.

## Complaints/FOI requests

**2018.60** RB referred to the letters provided with the meeting papers. ID stated in his opinion the matter was not handled very well and that the water had been re-directed yet if he had done the works it would have been inappropriate for him to redirect the water without the Board's permission. He added that he didn't appreciate the comment that it was for his benefit when 80% of the water was Highland Water from Composition Outfall. ID stated that had a meeting with AG, Mr Duck and Mr Spoor on site but was not served a notice of entry and told that "notice of entry on my desk but not sent" stating it was very underhand, that bridges had been dropped by two foot and how can it be said that that was normal work was beyond him and that there was no benefit at all to him. He continued that it was not handled in the right way, accepted spoil and crop loss but works not beneficial to him. Put proposal to board stating that had received Solicitors letter re Mr Duck and decision taken for grass to be re-instated which sets precedent, advised he had spoken to ADA who confirmed that in certain circumstances should pay compensation, then said simplest way to resolve would be to cover his costs and that wasn't a fortune. RB asked him to leave the room so Members could discuss. ID reluctant stating had left a previous meeting before and not everything was taken into account but that he would leave this meeting but reserved the right to make an official complaint at the next Board meeting with appropriate Legal advice if decision didn't come out as he had suggested. ID left meeting. Members discussed situation with conclusion reached by all that not improvement works as not carried out under Environmental Impact Regulations, that maintenance notice of entry was served, that a meeting had taken place with owner/occupiers before maintenance, and that the



riparian system had not been cleansed for a number of years. **RW proposed Chair and Vice Chair met separately with ID at later date to resolve situation. RNH seconded.** ID re-joined meeting and advised of separate meeting to resolve.

## Clerk Report

- 2018.61** Legislation – GDPR. Clerk advised that all Members should now have received consent request from ADA and that this should be returned direct to ADA. RB advised those Members who stated not received to contact the Clerk's office.
- 2018.62** Flood Risk & Water Level Management Policy. **AG proposed policy be approved by Board, HW seconded.**
- 2018.63** Humber Flood Risk Management. Clerk advised the Elected Member meeting was attended by himself and JS and that documents were available to view on the Board's website.
- 2018.64** The Board were informed of a potential opportunity to put forward the lower part of the Ancholme district for a pilot study regarding 'Engagement through collaboration' particularly in light of the outfall issues.
- 2018.65** The Board's attention was brought to the current consultation in the Black Sluice IDB district around the decommissioning of the pumping station. Documentation is available on the Shiregroup website.
- 2018.66** Election 2018 – Noted.
- 2018.67** Employee Renumeration – Discussions took place and RH proposed accept increase of 1.7%, all in agreement.

## Finance Report

The Finance Report previously issued to Members was discussed.

- 2018.68** Rating Report - Balance outstanding now £64,890.67 with £61,500 being instalment payments. Confirmed Special Levy Council payments now received.
- 2018.69** Internal Audit – FO confirmed meeting set for 26<sup>th</sup> November 2018 and that CD normally attended on behalf of the Board.
- 2018.70** External Audit – Noted.
- 2018.71** Budget Comparison – FO advised that David Blake who attended the June meeting created dashboard provided in papers with aim to make more informative for Members and briefly explained document. JS queried why electricity costs were higher at Worlaby. FO explained this was Board's biggest catchment and was purely down to volume of water. SB asked if they were estimated costs or if the meters were being read. FO confirmed smart meters had now been fitted.
- 2018.72** Five Year Budget Estimate – FO gave brief overview noting that provision had been made in third year for potential loan repayment with regard to refurbishment of Hibaldstow pumping station. He advised that grant in aid may be available but was not guaranteed so at this stage the worst case scenario had been budgeted for pointing out the effect this had on the rate adding that in the next 15 years major works would be required to the remaining 15 stations resulting in major funding requirements. RNH pointed out that the highest costs were from maintenance. IB advised that some of the drains could be returned to riparian owners with the Board serving notice on them. RNH said it would be helpful if the Budget could include the previous two years to show how progressing. JS concurred and said this would demonstrate any trends. FO agreed to include.



**2018.73** List of Payments – **SB proposed approval, AG seconded.**

## Engineers Report

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

**2018.74** Asset Management – Water Level Management – Low Farm Outfall. Eng advised that a temporary pump had been installed yesterday following the failure of jetting attempts on 9<sup>th</sup> October 2018 and subsequent excavator works also failing. He advised that, with agreement from Natural England, pumping could only be during daylight hours and at low tide and discussions ensued around pictures shown to Members. He confirmed that the cost of the pump would be c.£450 per week with a site set up fee of £125 and that the Board's Contractor, Neil Davis, would be refuelling the pump at a cost of £50 per visit plus fuel required. RB advised there would be an ongoing issue with regards to the pump and variables associated with a more permanent solution. Eng said would keep trying to gain support financially from the EA and NLC, that there would be an impact on the A1077, highland water and any tidal surge recovery but that the focus needed to be on the here and now. ID queried if contact had been made with Anglian water and their pipe at Composition Outfall. Eng confirmed it had highlighted the issue to Anglian Water. RB advised Members that every interim option had been exhausted and it would usually take a month to get consent from Natural England for each operation but that this had been received in a few days and praised the relationship the Clerk's office had with Natural England to enable this to be achieved. JS asked if the pump sufficient to cope over winter and when advised not asked if the Board should purchase its own. RB advised this had been discussed at the last meeting and had been decided that at a cost of £40,000 it would not be viable and there was no point buying one if it wasn't going to work. HW stated that 24 hours was not enough time to monitor if the pump was effective and suggested that after a week a report was provided to the Chair and Vice Chair. PJ agreed with this and said they would be kept updated regularly. RB confirmed that they had had daily conversations over the issue and that the Board was doing what it could. Eng reminded Members that the outfall did not belong to the Board or the EA but that both were using permissive powers to maintain assets in general. RNH stated the Board could walk away, they were not obliged to do anything and could let the riparian owners do the works and not take a rate. IB stated discussions would need to be held with interested parties for possible outcomes including the LLFA. RW confirmed that Government would need to be approached for funding and that a vehicle was in place to do that.

**2018.75** Main River – South Ferriby Flood Defence. Eng explained plans provided by EA and impact would have on Fulseas pumping station confirming that EA had this as follow on project following after the creation of the new 'back barrier bank' which was due for outline planning in December. Eng confirmed liaison with EA was already in progress as reported.

**2018.76** Worlaby Catchment Review – FO advised Members that he had been out in the district with the Board's Employee reviewing his daily activities. A copy of the Operational Book produced was circulated to Members whilst the FO gave a presentation on what was included. RNH stated that the document was excellent and queried the cost for producing for every area. IB said the time taken to produce the information was substantial but this would now reduce significantly as a template was now in place. Potential to complete the district in 2-3 years. RNH then suggested a simpler model may be considered to start with, adding to it as necessary with the important issue being to get as much information from the Employee as they could. SB stated he had learnt things from the document that not previously aware of and said it was important that if the Employee not there that the Board were well covered. HR queried if an apprentice could be taken on. IB pointed out that future role would be





significantly different relying more on telemetry developments. MS agreed and reiterated role would no doubt change enormously. RNH thanked FO for his work on the report proposing that it be an ongoing situation and stated he was very impressed with what had been done to date. RB concurred, also thanking the FO and requested cost proposals for future work on the remaining catchments for the January meeting.

**2018.77** Planning, pre-application advice and consents – Noted.

### **Health and Safety Report**

**2018.78** Information noted.

### **Environmental Adviser Report**

**2018.79** Information noted.

### **Any Other Business**

**2018.80** None.

### **Date of Next Meeting**

16 January 2019. Closed 4.25pm.

Meeting dates for 2019 will be 15 May and 6 November at Godfreys Offices, Elsham.

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

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

None received.



## 2. Clerk report

### Recommendations:

- To note the information contained in this report

### 2.1 De-maining and Asset Transfer

The Environment Agency/Defra joint Flood & Coastal Erosion Risk Management and Research & Development Programme has released a briefing note late November on Practical Approaches to the Transfer or Decommissioning of FCERM Assets. It is unlikely this District will be affected. Information available Appendix A. Management is not aware of any proposals as yet affecting this District.

### 2.2 Humber Flood Risk Management Strategy

The long list of options has been reviewed and reduced to half original number. A draft set of strategic approaches of Living with the Tide has been produced covering containing the tide, keeping out the tide and accommodating the tide. Engagement with communities and raising awareness forms part of the next steps. The strong message coming from all groups involved in the review is associated with communication. Schemes agreed under the Strategy and within the 6-year plan continue to be delivered.



## 3. Financial Report

### Recommendations:

- To note the information contained in this report
- To approve the Board's Risk Register
- To approve the budget estimates and set the rate in the pound for the year ending 31 March 2020
- To approve the schedule of payments made since the last meeting

### 3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 17<sup>th</sup> December 2018: -

	£	£
Balance Brought forward at 1 April 2018		191.15
<b>2018/2019 Drainage Rates and Special Levies</b>		
Drainage Rates		352,315.14
<b>Special Levies</b>		
North Lincolnshire Council	206,609.00	
West Lindsey District Council	18,828.00	225,437.00
<b>Total Drainage Rates Due</b>		<b><u>577,943.29</u></b>
<b>Less Paid: -</b>		
Drainage Rates		304,590.10
North Lincolnshire Council	206,609.00	
West Lindsey District Council	18,828.00	225,437.00
<b>Total Drainage Rates Paid</b>		<b><u>530,027.10</u></b>
<b>Paid Refund</b>		<b><u>75.75</u></b>
<b>Balance Outstanding as at 17<sup>th</sup> December 2018</b>		<b><u>47,991.94</u></b>

### 3.2 Audit

#### 3.2.1 Internal Audit

Nothing to report.

#### 3.2.2 External Audit

Nothing to report.

#### 3.2.3 Internal Audit Review Meeting

The meeting was held on 25 November 2018 and the minutes of the meeting can be viewed at Appendix B.



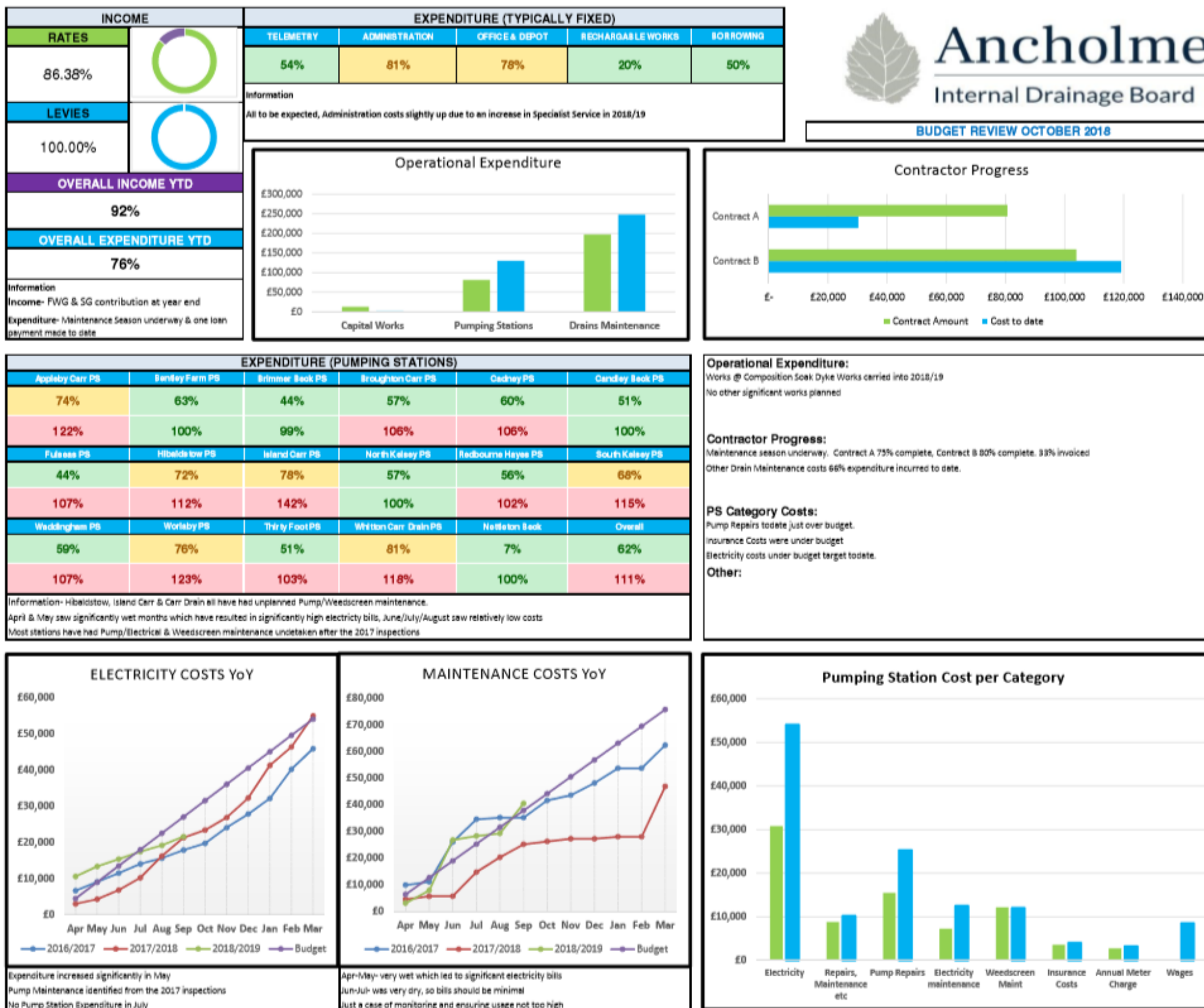
### 3.2.4 Risk Register

The risk register is attached at Appendix C and requires the Board's approval.

### 3.3 Rates, Estimates and Special Levies 31 March 2020

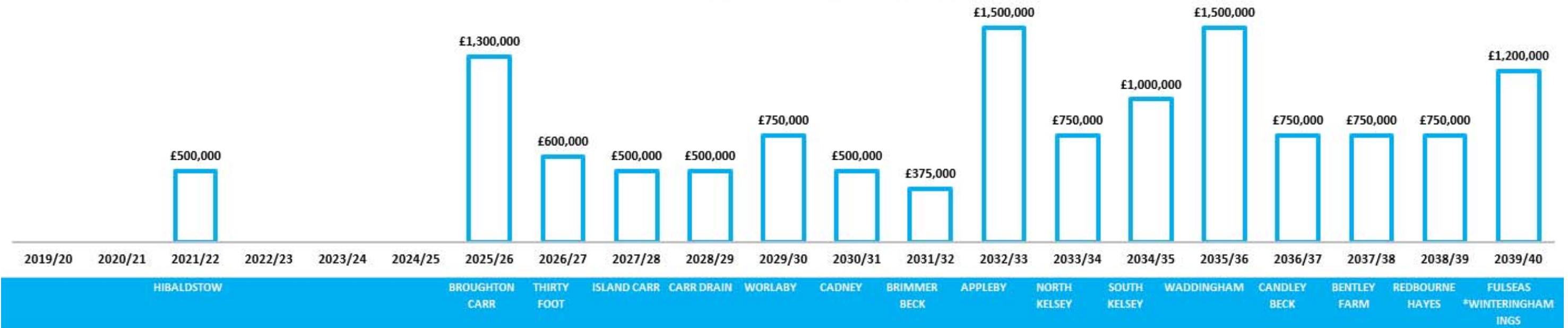
ANCHOLME INTERNAL DRAINAGE BOARD						
ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2020						
Approved Estimate	2018/19	Estimated Out-Turn			2019/20	Estimate
£	£	£	£		£	£
				<b>INCOME</b>		
				<b>Drainage Rates (13.00p in £)</b>		
352,323		352,323		on Agricultural Land and Buildings:-	366,408	
				<b>Special Levies (13.00p in £)</b>		
				North Lincolnshire Council		
206,609		206,609		13.00p in £ on AV of £1,652,868	214,873	
				West Lindsey District Council		
18,828		18,828		13.00p in £ on AV of £150,627	19,582	
				<b>Other Income:-</b>		
1		1		Rental Income	1	
17,000		17,000		Income from Rechargeable Works	17,340	
30		30		Interest etc	70	
0		0		New Works and Improvement contributions	0	
<u>36,764</u>	631,555	<u>49,738</u>	644,529	Other Contributions	<u>36,764</u>	655,037
				<b>EXPENDITURE</b>		
98,855		95,976		Flood Defence Lewy	98,855	
1,564		13,195		Capital Works	6,564	
129,721		143,417		Pumping Stations	132,916	
247,597		241,122		Drains Maintenance	248,567	
36,967		26,802		Telemetry contract	26,802	
68,740		73,988		Administration Costs	69,557	
850		850		Cost of Rechargeable Works	850	
7,320		7,624		Office/Depot Costs, Materials etc	7,652	
<u>81,746</u>	<u>673,360</u>	<u>81,746</u>	<u>684,720</u>	Cost of Borrowing	<u>74,792</u>	<u>666,555</u>
	(41,805)		(40,191)	Surplus - (Deficit)		(11,518)
	<u>237,243</u>		<u>301,010</u>	Balance Brought Forward		<u>260,819</u>
	<b><u>195,438</u></b>		<b><u>260,819</u></b>	<b>Balance Carried Forward</b>		<b><u>249,301</u></b>
<b>Previous Years Rates in the £</b>						
2003/04:10.29p - 2004/05:10.29p - 2005/06:10.29p - 2006/07:10.29p - 2007/08:10.29p - 2008/09 : 10.29p						
2009/10 : 10.29p - 2010/11 10.29p - 2011/12 : 11.29p - 2012/13 : 11.29p - 2012/13 : 11.29p - 2013/14 :11.29p						
2014/15 : 12.29p - 2015/16 : 12.29p - 2016/17 : 12.29p- 2017/18 : 12.50p - 2018/19 : 12.5p						
<b>Penny Rate : £46,220</b>						

### 3.4 Budget Comparison

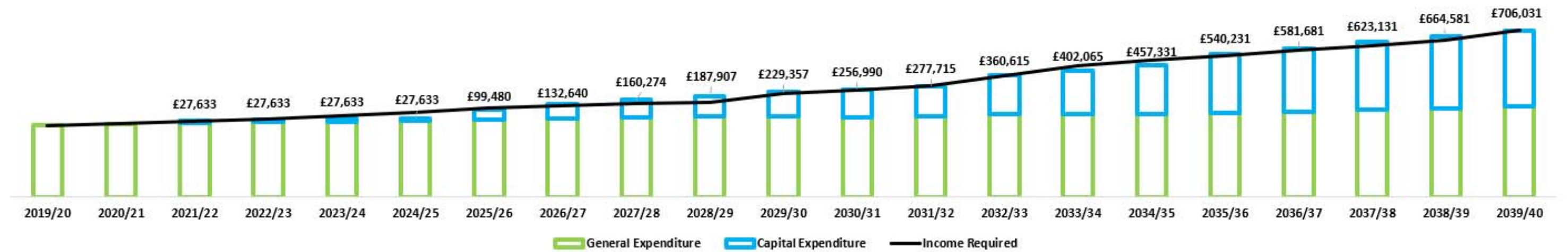


### 3.5 Capital Replacement Programme

**CAPITAL REPLACEMENT SCHEDULE**



**LONG TERM FORECATED EXPENDITURE**



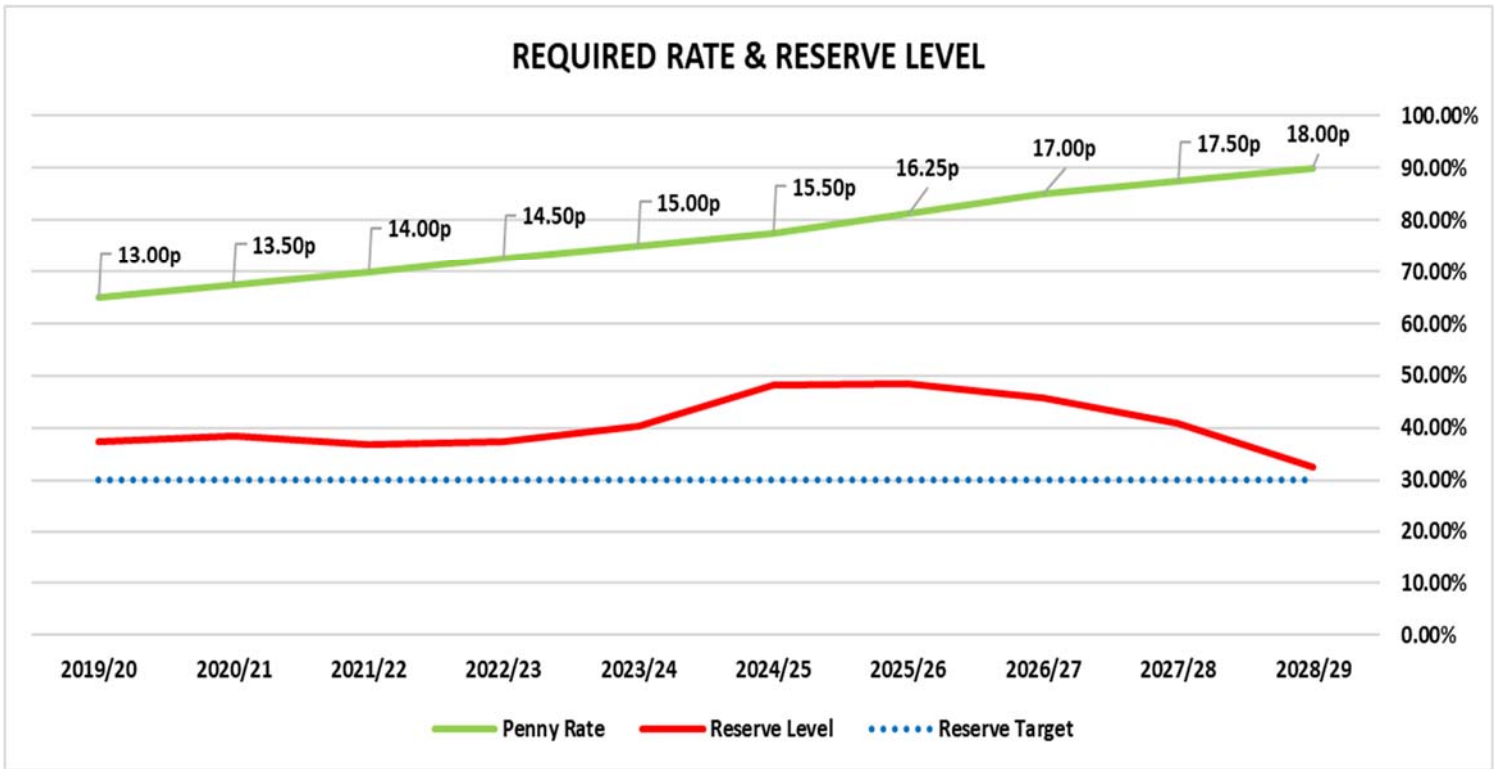


### 3.6 Five Year Budget Estimate

<b>Ancholme IDB</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<b>Revenue Account</b>	<b>Est Out turn</b>					
<b>Income</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Drainage Rates - Land (AV) : £2,818,521	352,323	366,408	380,500	394,593	408,686	422,778
Levies North Lincolnshire Council - (AV) £1,652,868	206,609	214,873	223,137	231,402	239,666	247,930
Levies West Lindsey District Council - (AV) £150,627	18,828	19,582	20,335	21,088	21,841	22,594
Interest etc.	30	70	100	100	100	100
Contribution from S&GWMB	17,000	17,340	17,687	18,041	18,401	18,769
Rental Income	1	1	1	1	1	1
Other Contributions	49,738	36,764	36,764	35,000	35,000	35,000
<b>TOTAL INCOME</b>	<b>644,529</b>	<b>655,037</b>	<b>678,524</b>	<b>700,224</b>	<b>723,695</b>	<b>747,173</b>
<b>EXPENDITURE</b>						
Flood Defence Levy	95,976	98,855	99,844	100,842	101,850	102,869
<b>NEW WORKS</b>						
<b>Contingency Planning</b>						
Capital- Spring Dyke & Composition	13,195	6,564	0	0	0	0
<b>Cost of Borrowing</b>	81,746	74,792	74,792	74,792	71,168	67,545
Other Board Shares	850	850	900	900	950	950
Depot/Office Costs	7,624	7,652	7,805	7,961	8,120	8,283
Maintenance	241,122	248,567	253,538	258,609	263,781	269,057
Administration	73,988	69,557	70,948	72,367	73,814	75,291
Pumping Stations	143,417	132,916	135,574	138,286	141,052	143,873
Telemetry contract	26,802	26,802	26,802	26,802	27,606	27,606
<b>TOTAL EXPENDITURE</b>	<b>684,720</b>	<b>666,555</b>	<b>670,203</b>	<b>680,559</b>	<b>688,342</b>	<b>695,473</b>
Surplus (Deficit) on Year	(40,191)	(11,518)	8,321	19,665	35,353	51,700
Balance Brought Forward	301,009	260,818	249,300	257,621	249,652	257,371
<b>Balance</b>	<b>260,818</b>	<b>249,300</b>	<b>257,621</b>	<b>277,285</b>	<b>285,005</b>	<b>309,071</b>
Capital Account Balance transfer	0	0	0	27,633	27,633	27,633
<b>Balance to Carry Forward</b>	<b>260,818</b>	<b>249,300</b>	<b>257,621</b>	<b>249,652</b>	<b>257,371</b>	<b>281,438</b>
Reserve Policy Target 30%	38.09%	37.40%	38.44%	36.68%	37.39%	40.47%
AV: £4,622,016 Penny Rate: £46,220						
Rate in £	<b>12.50p</b>	<b>13.00p</b>	<b>13.50p</b>	<b>14.00p</b>	<b>14.50p</b>	<b>15.00p</b>
Inc./Dec. from Previous Year	no change	0.50p inc.	0.50p inc.	0.50p inc.	0.50p inc.	0.50p inc.
Rate in £ Inc./Dec. from Previous Year	no change	4.00% inc.	3.85% inc.	3.70% inc.	3.57% inc.	3.45% inc.

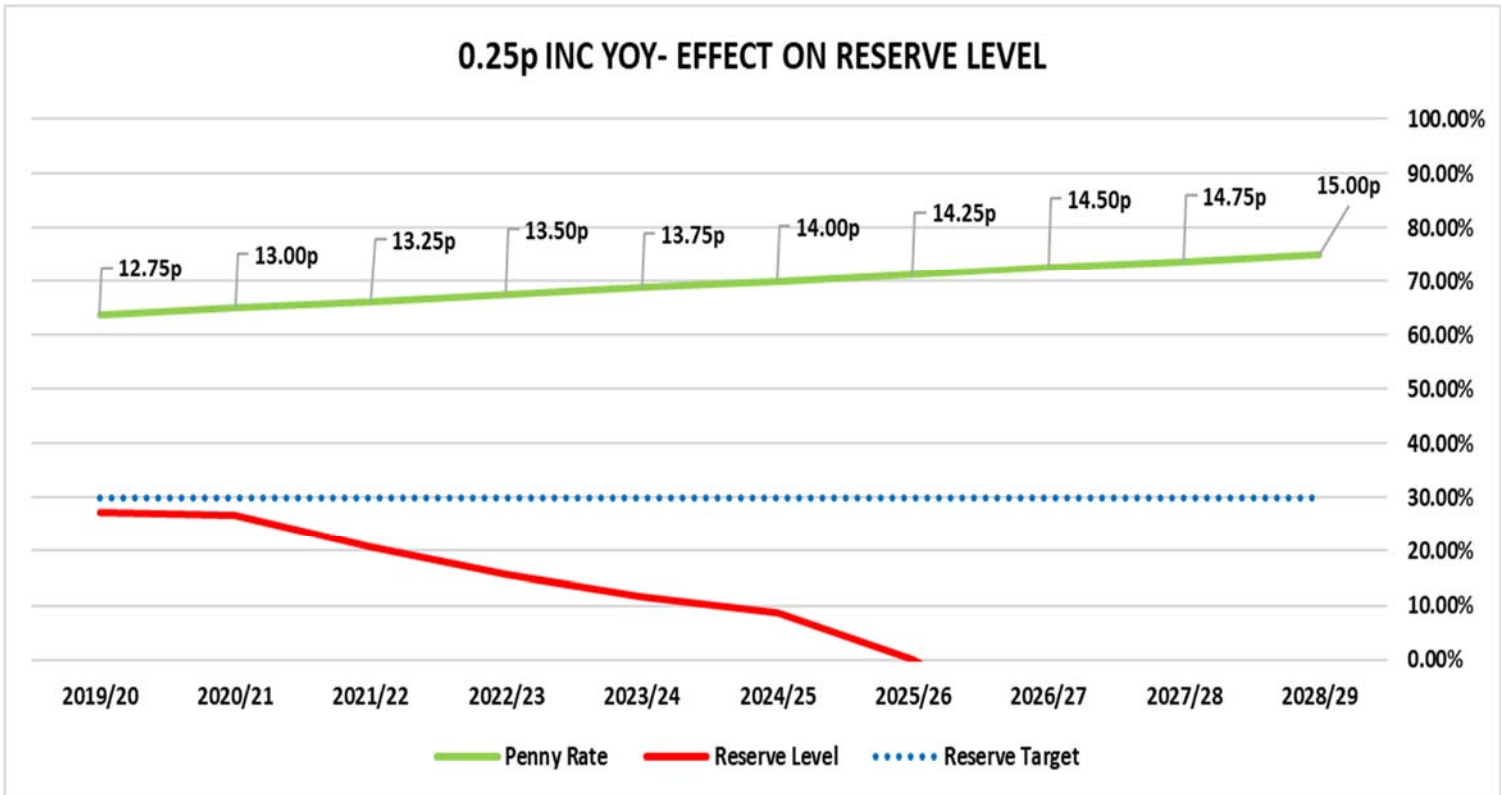


**REQUIRED RATE & RESERVE LEVEL**



f

**0.25p INC YOY- EFFECT ON RESERVE LEVEL**







### 3.7 Schedule of Payments

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

#### List of Cheques:

None to Report.

#### Payments Made Directly from the Bank Account:

DATE	REF	PAYEE	DESCRIPTION	TOTAL	
				<b>PAYMENT</b>	
<b>2018</b>					£
Oct	19th	88	ACS Electrical Engineering Services	Pumping Station Electrical Repairs	9,957.00
		89,93	Controlstar Systems Ltd	Telemetry Maintenance Contract, etc.	8,509.68
		90	Hewitt (TJ) Excavators	Maintenance Contract	16,264.75
		94	JBA Consulting	Management Fees	18,439.92
		92	N E Davis Plant Hire	Maintenance	17,881.66
	22nd	100	Woldmarsh Producers Ltd	Supply to Appleby PS	82.57 *
				Supply to Brimmer Beck PS	188.98 *
				Supply to Carr Drain PS	121.73 *
				Supply to Fulseas PS	114.66 *
				Supply to Bentley Farm PS	142.12 *
				Supply to 30' PS	109.45 *
				Supply to Worlaby PS	313.51 *
				Supply to North Kelsey PS	70.42 *
				Supply to Broughton PS	136.06 *
				Supply to Cadney PS	102.38 *
				Supply to South Kelsey PS	62.87 *
				Supply to Redbourne PS	125.62 *
				Supply to Waddingham PS	304.82 *
	23rd	91	ID Spares & Services Ltd	Appleby PS - Weedscreen Cleaner	1,484.15 *
	25th	-	Employee	Wages	2,473.17 *
		-	Grove Farm	Rates	75.75 *
		-	B&CE	Pension Contributions	198.89 *
	26th	102	BT	Employee Home Telephone Line	102.32 *
	31st	101	BT	Line to Depot	228.07 *
		97	O2 (UK) Ltd	Mobile Telephone	63.66 *
		-	NatWest	Bank Fees	5.00 *
Nov	1st	99	Crystal Ball Ltd	Vehicle Tracking	70.20 *
		3	North Lincolnshire Council	Business Rates	110.00 *
	15th	119	Nat West Business Card	Business Card - Fuel	292.00 *
		-	NatWest	Bankline Fees	24.05 *
	16th	106	Hewitt (TJ) Excavators	Maintenance	19,210.64
		96	JBA Consulting	Fee Account - BAP Implementation	1,683.84
		105,107	N E Davis Plant Hire	Maintenance Contract, etc.	25,038.74
	20th	108	AF Dowson & Sons	Composition Drain - Redirection	1,032.00 *
		103	Crystal Motor Group	Vehicle Maintenance	45.00 *
		111	Danvm Drainage Commissioners	Platform Hire- LOLER Inspections, etc.	2,356.27 *
		110	Northern Powergrid (Yorks) plc	Nettleton Beck - Agreement	1,016.40 *
		104	Woldmarsh Producers Ltd	Carr Drain	123.35 *
				Fulseas	115.48 *
				30'	109.50 *



				Bentley Farm	513.16	*
				Worlaby	348.12	*
				North Kelsey	69.30	*
				Appleby	113.68	*
				Broughton Carr	124.72	*
				Cadney	90.42	*
				South Kelsey	63.00	*
				Redbourne	115.05	*
				Waddingham	299.59	*
				Brimmer Beck	76.39	*
				Candley Beck	65.67	*
				Hibaldstow	420.80	*
				Island Carr	94.33	*
				Depot	95.26	*
				Nettleton Beck	41.80	*
				Waddingham PS - Meter Operator Charges	168.00	*
				Appleby PS - Meter Operator Charges	168.00	*
				Cadney PS - Meter Operator Charges	168.00	*
				North Kelsey PS - Meter Operator Charges	168.00	*
				Broughton PS - Meter Operator Charge	168.00	*
				Membership Fees	104.83	*
	21st	-	HMRC	PAYE/NI	742.39	*
	22nd	-	Employee	Wages	2,788.11	*
		-	B&CE Holdings	Pension Contributions	205.05	*
	29th	109	O2 (UK) Ltd	Mobile Telephone	18.82	*
	30th	-	NatWest	Bank Fees	12.60	*
Dec	3rd	3	North Lincolnshire Council	Business Rates	110.00	*
				<b>Total</b>	<b>136,139.77</b>	
				<b>* Total amount of direct debits, standing orders and payments approved by the Clerk only</b>	<b>19,153.54</b>	



## 4. Engineer's Report

### Recommendations

- To note the information contained in this report.

## 4.1 Asset Management

### 4.1.1 Water Level Management

#### Low Farm Outfall

The 8" temporary diesel pump has been mobilised on site since 6<sup>th</sup> November 2018. After 1 week the pump had lowered water levels by approximately 130mm and the pump has been managing fairly average rainfall since November (c.38mm total for November).





Due to low tide timings during daylight hours the Environmental Advisor made a request to Natural England to ask for the low tide restriction on pumping to be removed until 20<sup>th</sup> January 2019 to give us more flexibility in terms of hours of pumping per day moving forwards. This was requested on 13<sup>th</sup> November and obtained on 21<sup>st</sup> November.

The temporary pump has assisted in flushing some of the silt from the outfall door and is permitting some top water to discharge by gravity. However, as the catchment is being pumped, less water becomes available to create a head of water to flush the gravity.

The pump relies on the IDB Operative to turn on and off each day. A trial was undertaken over the weekend on 8-9<sup>th</sup> December where the pump was turned off and gravity was utilised. The same approach is to be taken over the Christmas period subject to exceptional rainfall conditions.

We continue to raise awareness of the challenges at Winteringham with the EA and NLC as LFFA as well as the North Lincolnshire Flood Risk Board (as below) and have requested a meeting to consider the short, medium and long term approach.

### **North Lincolnshire Flood Risk Board**

The following updates were provided to the NLFR Board on 12<sup>TH</sup> December:



## Ancholme

Internal Drainage Board

Our Ref: PJ/Anc/05

December 2018

### NORTH LINCOLNSHIRE STRATEGIC FLOOD RISK BOARD

Please find below a strategic update on behalf of the IDB:

- The Environment Agency agreed to work with the IDB in obtaining Grant in Aid for funding hydraulic modelling of the Drainage District to provide evidence based decision-making moving forwards as well as improved surface water flood mapping.
- The Environment Agency also agreed the same approach to support Asset Condition Inspections for pumping stations. These are intrusive inspections to provide information on residual life of the asset and therefore the timing of future capital works, as well as assisting the IDB to move towards BIM and away from 'managing assets to Asset Management' (in line with ISO 55000).
- The IDB awaits a list of defined low priority Main River systems to consider maintaining under PSCA.
- The IDB continues to work with the EA in relation to South Ferriby erosion and proposed flood embankment. The future requirements of Fulseas Pumping Station and the need to retain gravity for South Ferriby has been identified as a risk and is to be addressed as a follow-on project.
- The gravity outfalls in the Winterringham Ings area have been lost to siltation in the River Humber; compounded by the dry weather this year. Due to the likely solidified silts these outfalls are unlikely to assist in any tidal surge recovery in the future. An 8" temporary diesel pump has been mobilised by the IDB at Low Farm Outfall to manage day-to-day flows of the catchment which is approx. 50/50 highland and lowland waters. Natural England's cooperation with the IDB in providing assent for jetting activities, silt excavation activities and now temporary pumping has been exceptional. The short, medium and long term future of Winterringham Ings now needs to be discussed by all organisations and stakeholders to agree on an immediate approach and identify beneficiaries/funders for any medium to long term plans.

Yours faithfully,

For and on behalf of the Ancholme Internal Drainage Board,

Epsom House  
Chase Park  
Redhouse Interchange  
Doncaster  
South Yorkshire  
DN6 7FE  
United Kingdom

T +44 (0)1302 33 77 98

E [info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk)

[www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)

**Clerk and Engineer to**  
Ancholme IDB  
Black Drain DB  
Danvm Drainage Commissioners  
Goole & Airmyn IDB  
Goole Fields District DB  
Scunthorpe & Gainsborough WMB  
Sow and Penk IDB

**Engineer to**  
Kyle & Upper Ouse IDB  
Selby Area IDB  
Swale and Ure DB

The Shire Group of  
Internal Drainage Boards  
is managed by JBA Consulting

Registered Office

Further meetings directly with the EA and NLC are to be scheduled in the New Year resulted regarding the short, medium and long term future for Winterringham Ings as well as the following notes for information only.

#### Notes:

- updated DEFRA / EA partnership calculator to be released (June 2020) - likely altered outcomes measures and scope change - more emphasis on people & houses (social impact)
- Humber Strategy incorporated into MTP - strategy to be signed off well into 2020.
- Winterringham Haven desilting – excavated in front of doors by EA
- South Ferriby Flood Embankment - expected decision February
- Winterringham Ings - Anglian Water - surface water outfall concerns of loss - AW asked that the focus is not solely on property level protection in this area.
- NL Local Plan, align future IDB EA LLFA schemes to development and work with NLC to obtain Section 106 monies to support work to support growth.



- March expected MTP allocations

#### **4.1.2 Pumping Stations**

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

#### **4.1.3 Inverted Syphons**

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

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

##### **Watercourse Maintenance Services Tenders**

Evaluation Panel Members were contacted and agreed to the proposed quality questions within the tender and for the Price Quality split being 60% Quality / 40% Price based upon quality being the driving objective.

North Lincolnshire Council Procurement team is aiming to release by CoP 4<sup>th</sup> January and Incumbent Contractors have been contacted directly by North Lincolnshire Council regarding the release of tenders and checking on any TUPE requirements.

The Evaluation Panel Members will be updated on the timetable for returns and evaluation directly as soon as possible.

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

### **4.2.1 Planning Applications**

Officers have reviewed 186 planning applications between 23 October and 18 December 2018 of which 34 have required comment on behalf of the Board.

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

No consents have been issued on behalf of the Board between 23 October and 18 December 2018.

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

1 No. consent has been issued on behalf of Lincolnshire County Council between 23 October and 18 December 2018.



## **5. Health, Safety and Wellbeing**

**Recommendation:**

- To note the information contained in this Report

### **5.1 Board Employee**

#### **5.1.1 Review of current work practises**

This has been completed.

#### **5.1.2 Accident, incidents and near misses**

Nothing to report.



## 6. Environmental Adviser's Report

**Recommendation:**

- To note the information contained in this Report

### 6.1 Legislation

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

Close working relationship with Natural England allowed progression of work triggering the above compliance to be dealt with quickly.

#### 6.1.2 Biodiversity Action Plan 2015-2020

Work will recommence on plan implementation in spring 2019.

## 7. Representation

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

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

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

## 9. Date of next meeting

15<sup>th</sup> May 2019 at Godfreys Offices, Elsham Top.





## 10. APPENDIX A: De-maintenance and Asset Transfer



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Welsh Government



### Flood and Coastal Erosion Risk Management Research & Development Programme

#### Practical Approaches to the Transfer or Decommissioning of FCERM Assets (PATDA)

##### Briefing Note #4 (November 2018)

##### Why are we doing this research?

This project is about ensuring we have the “Right people, managing the right assets in the right way.”

Risk management authorities, including the Environment Agency, local authorities, internal drainage boards and water companies, must ensure that resources are focussed on maintaining existing flood and coastal erosion risk management (FCERM) assets. Such assets are maintained where there are sufficient economic, flood/erosion risk or environmental justifications or legal reasons to do so. This means that, in some cases, maintenance of some assets may no longer be economically justifiable, or environmentally desirable, or have a high enough priority to attract funding in the longer-term. In these situations, the assets may be decommissioned (abandoned, removed or demolished) or transferred (via sale or handover) to others.

This project is investigating the issues involved in transferring or decommissioning assets, and how this can be done in a way which minimises impacts to flood/erosion risk and the environment (seeking to make environmental gains where feasible). The project is also considering how best asset operators can work with others locally to explore and implement changes to the current maintenance regime.

##### What are we hoping to achieve?

We will produce a practical guide for everyone involved in the transferral or decommissioning of assets. We expect this to be used by organisations and local authorities as well as by communities, riparian owners and landowners.

##### How are we going to do it and progress to date?

Delivery of this research project will occur in three stages. The following summarises each stage and progress to date.

##### Stage 1 – Information Gathering

We completed this stage in October 2018. Key outputs included:

- Identification of all of the practical issues around the decommissioning or transfer of FCERM assets;



Llywodraeth Cymru  
Welsh Government



## Flood and Coastal Erosion Risk Management Research & Development Programme

- A concise summary of key existing knowledge in this area based on extensive literature search and engagement with practitioners who have experience of undertaking asset transfer or decommissioning;
- Confirmation of the scope of focussed research in the next stage of the project.

This stage also identified that the end-user guidance to be produced by this R&D project needs to:

- Be written primarily for FCERM practitioners (i.e. those operating FCERM assets).
- Be written on the basis that a decision has been made to change from the current asset management regime to "something different", and provide guidance to support the practitioner in putting that change into practice.
- Emphasise the importance of well-planned engagement from the start of the process, and how to go about this.
- Provide an initial checklist of matters the current operator should consider, and information they should gather, before they commence the process.

### Stage 2 - Identifying and capturing good practice approaches

This stage has recently commenced and is expected to run until Spring 2019. It will include:

- Developing the principles and scalable-framework for the new practical end-user guidance, further developing the findings from Stage 1.
- Retrospective testing of the framework on three sites where asset transfer or decommissioning has already occurred, to determine how the framework would have been used if it was available to those sites at that time.
- Development of a number of case study examples.

### Stage 3 - Produce practical user guide

In this final stage, we will produce user focussed guidance to assist those involved in the transferral or decommissioning of assets. At this stage we will seek comments on the draft guidance from all those we have engaged with during the course of its development. The final guidance will then be published in the latter part of 2019.

### Contact details

If you would like to know more about this project, or contribute to it, please contact us at: [PATDAconsultation@environment-agency.gov.uk](mailto:PATDAconsultation@environment-agency.gov.uk). Alternatively, contact: Dave Hart (Environment Agency Project Manager): [David.Hart@environment-agency.gov.uk](mailto:David.Hart@environment-agency.gov.uk); or Alan Frampton (Jacobs Project Manager): [Alan.Frampton@jacobs.com](mailto:Alan.Frampton@jacobs.com).



## **11. APPENDIX B – Minute of the Audit Review Meeting**

**Held at JBA Consulting, Epsom House,  
Monday, 26 November 2018**

**Present:**

Mr David Hinchcliffe (DH)	Black Drain Drainage Board
Mrs Gillian Ivey (GI)	Danvm Drainage Commissioners
Mr Christopher Day (CD)	Ancholme Internal Drainage Board
Mr Andy Cane (AC)	Brodericks GBC

**In Attendance on behalf of JBA Consulting:**

Mr David Blake (DB) (Financial Officer to the Shire Group of IDBs)  
Mr Mark Joynes (MJ) (Financial Officer to the Shire Group of IDBs)

### **Introductions and Apologies for Absence**

MJ welcomed the members. Apologies for absence were received from Mr Ray Sutherland, Mr Martin Oldknow and Mr Adrian Black.

### **Minutes of the Last Meeting / Matters Arising**

The panel approved the minutes as a true and fair record with no matters arising.

### **Risk Register**

The panel discussed the new format and MJ explained that the single-page 'generic' risk register was underpinned by a more detailed register. Every drainage board would be presented with its own custom risk register with along with the generic one. In all cases a 'traffic-light' system was employed to highlight risk gradings by severity and likelihood.

DB said the risk levels would be scored by the clerks, but that the individual Boards must review and approve the risk gradings, modifying them where necessary. AC said it was important for individual Boards to take ownership of the registers.

DB briefly showed the panel the Danvm DC detailed register by way of example, with the detailed risks as yet unscored. The document contained points of mitigation and individual action plans. GI said she would like to see the detailed Danvm DC register before circulation with the January 2019 meeting papers. DH said likewise for the Black Drain DB register. AC suggested risks should be scored harshly in the first instance to better attract members' attention.

DB took panels members through the introductory text and explained the document in the wider context of risk management policy. Risk policy should be in line with asset management and should be monitored & reviewed on a quarterly basis and presented to the board annually. DH said while there was no accounting for unknowns, risk levels should change little once correctly assessed, AC agreed. GI said in local authority meetings, risks were listed in individual reports, so they can be considered for inclusion in the wider risk register.



## **Internal Auditor's Report**

The internal auditor reviewed the work undertaken on the 2017/18 accounts. In general, the internal auditor was satisfied with how things were run and said there were no major concerns. CD noted that several items appeared in all reports. AC said the items listed in the schedule as 'other matters' merely highlighted the areas that had been investigated and did not necessarily indicate any concern. The panel then discussed the following points:

### Decision Making & Member Attendance

The panel discussed this issue. AC said that while there had been some improvement, this issue was still a concern. In some cases, it was elected members and in others it was local authority nominated members. After an enquiry from CD, DB confirmed the quorate levels were fixed single figures and were not broken down over the two categories. DH noted it was often difficult to get Doncaster MBC to appoint members and that the board could miss out on those members' experience. CD said tours of the district had proved hugely instructive for new members.

### Supplier Bank Details and Associated Fraud Risk

AC gave the panel a summary of his views on this issue. He was pleased to report that general awareness of these issues had improved but it remained a major concern for him as an auditor in general. He informed the panel an estimated £500m had been lost nationwide in fraudulent payments. CD said he had recently attended a seminar organised by HMRC and they were extremely concerned by the problem.

AC reaffirmed that once money was lost the funds may never be traced and the board would have to bear the loss. On the other hand, if any bankers' own systems were hacked, responsibility would lie with the bankers, and the board could recover their losses.

CD asked for an explanation of the current system of payment. MJ gave a brief description saying he personally verified all the creditors' records before submitting payment batches. DB said there should be safeguards in place against the officers committing fraud. GI expressed concern that, as a signatory, responsibility ultimately lay with the chairman. MJ said the signatories had to place reliance on the work done by the officers. MJ said he would be happy to supply evidence of clients' bank details if required. After a query from CD, MJ informed the panel all board members were protected by members liability insurance. MJ said controls should be in place to manage the risk of fraud from all parties.

AC said business do not change their suppliers often and it was this area he regarded as especially susceptible to fraud. To lesser extent, the bank details of new suppliers also posed a risk. In these cases, he suggested an initial payment be made by cheque.

### System Backup Procedures

The panel discussed the system backup procedures to cover sudden unexpected loss of data. AC reported he included this in his report every year and was satisfied the current procedures were robust.



## Level of Reserves

AC said this is another area he reviews every year. He said suitable levels or reserve varied, depending on the organisation, but he would usually expect to see around 3 months' costs held in reserve. MJ said this is similar to DEFRA's own guidelines for internal drainage boards – approximately 30% of one year's running costs. DB said each board had a reserves policy. GI asked if commuted sums were included in these reserves. DB confirmed they were not.

## **External Auditor's Report**

The Annual Returns were reviewed by the panel and more specifically the External Auditors' comments. The panel was pleased to note there were no major issues. The only minor issue raised related to an incorrectly transcribed figure in Scunthorpe & Gainsborough WMB. No other concerns were discussed.

## **Any Other Business**

Nothing to report.

## **Date of Next Meeting and Close of Meeting**

The next meeting of the panel will be held on Monday, 25 November 2019 at 10.00am at the offices of JBA Consulting, Epsom House, Chase Park, Redhouse Interchange, Doncaster, DN6 7FE.

MJ thanked the members for attending. The meeting was closed at approximately 11:15am.



## **12. APPENDIX C – Draft Risk Register**

The draft Risk Register can be found over the following page.

# Ancholme IDB- Risk Register Jan 2019

OBJECTIVE	RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date	
			Impact	Likelihood	Score				
S U S T A I N A B I L I T Y	<b>Objective 1 :</b> Provide & Maintain Sustainable Flood Protection through Water Level Management	Lack of direction, Conflicting aims & objectives (Internal & External)	Policy statement on Flood Protection and Water Level Management The board has an extensive list of policies	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19	
		Asset Failure- Pump, Watercourses, Culverts & Syphons Suitable Contractors (Qualified Engineers)- lack of staffing & required expertise	Adopted an Asset Management strategic approach, detailed Asset conditioning reporting	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Board to consider Catchment modeling	Eng- Summer 19
			Contingency Planning-District					Develop current Pump Station Register linked with contingency planning	SGAT- May 19
			Vastly experienced Pump Attendant Up to date Telemetry system Regular Syphon & Culvert Inspections Good working relationship with Perry's Pumps					Review Supplier/Contractor list- Appropriate governance checks. Also linked to contingency planning.	NW- Jan 19
	Human Resource Risk- Contractors	Contractors go through tender process if necessary Timely Contractual performance review- Time & Quality All Legislation and requirements made clear to all contractors All Contractors must meet basic requirements	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19		
	<b>Objective 2:</b> Promote & Integrate Biodiversity with the boards primary and operational activities	Risk of prosecution for not adhering to Environmental Legislation	Board directly employs a suitably qualified Env. Officer	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Refresher presentation to be given to Operatives & Contractors before start of summer works season. Continue to communicate Environmental best working practices	Env Officer- Apr 19
			Extensive Environmental Surveys carried out Species reporting on all new watercourses						
		The board does not deliver on the duty to protect and where practicable enhance the environment	The board has a Biodiversity Action Plan Produce Environmental Annual Report and Action Plan for the year ahead.	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19	
			Lack of staff training, not provided with the relevant training and information to ensure necessary steps are taken with regard to Diversity	Contractors are advised in environmental matters Training made available (Badgers License etc) Develop plans to mitigate the risk of destroying habitat	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Refresher presentation to be given to Operatives & Contractors before start of summer works season. Continue to communicate Environmental best working practices
	I N N O V A T I O N	<b>Objective 3:</b> Create a safe and fulfilling working environment for all employees where ideas & innovation is encouraged	Employees contravene H&S regs	Role clarity for all staff- Regular reviewed job descriptions. Staff Training	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all Health & Safety legislation to ensure board is currently complying
H&S Workshops, Systems and processes to enable workforce to carry out necessary Risk Assessments									
Required Insurance in place									
Potential claims against a Board, e.g. ranging from an individual personal injury claim to an HSE Corporate Manslaughter charge over a H&S issue.			Provision of appropriate staff training and documentation of such. Regular training of staff, updated as required, maintain training records.	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all Health & Safety legislation to ensure board is currently complying	Next Review 30/06/19
		Engage external Health and Safety advisors (HS Direct) to provide							
		Required Insurance in place							
Low Morale- Lack of Direction, Insufficient tools/equipment, Lack of Innovation, Lack of training & development		Competitive Salaries- In line with market standard Catchment Management provides clear direction Regular Appraisal reviews/Ongoing Training provided	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19		
		Aging Workforce- Health & Safety Risks, Loss of experience & expertise	Lone Worker monitoring- Regular Contact Catchment Studies currently undertaken Day to day activities- Process Mapped	Med	Very Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	FO to undertake further Catchment studies assisted by Operative, with the aim of transferring as much knowledge & experience as possible. 2. The board must think about succession planning	SFO-2019
<b>Objective 4:</b> Promote Innovation, ensure the board is continually looking at ways to improve and grow		Members lack understanding of the Board's objectives, latest legislative requirement and latest developments in the industry.	Land Drainage Act provides for election of members every 3rd Year Training Courses for board members	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. ADA's good governance guide will be sent to all drainage Board members <b>14/12/2018</b> 2. Members will be encouraged to attend ADA IDB governance workshop <b>20/03/2018 @ Doncaster Knights Rugby Club</b> 3. Seminar sessions will be provided at board meetings	Clerk- Jan Meeting
			Legislative/Industry developments promoted on the website and in meetings						
	Board Structure- Limited diversity of members background	Elected/Nominated split dependant on Annual Values Nominated members typically have knowledge of WLM	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19		
		Elected members must be nominated by Landowners in the district							
	Short Termism- Reduction of cost philosphly	STP/MTP/LTP Long Term Forecasting, 20 years Budget plans, Long Term Capital plan	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Presentation to be given at Jan meeting incorporating the mid-term & Long-term plan. Highlighting the impact short-term decisions have overall 2. Annual review of the boards WLM and KPI's/Goals & CSF's	FO- Jan 2019 SGAT- Annual	
Unsuitable members appointed to the Board	Elected members must be nominated by Landowners in the district Members register of interest	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19			

# Ancholme IDB- Risk Register Jan 2019

OBJECTIVE	RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date		
			Impact	Likelihood	Score					
STAKEHOLDER VALUE	Objective 5: To be a self sufficient IDB that provides value to 'our' stakeholders at all times	Reduction in income to the Board to maintain an appropriate provision of services (e.g. major ratepayer Chicken Farms go out of business)	Systems and processes to maximise income opportunities and collection Timely invoicing of Drainage Rates account holders annually, monitoring of collection rates and take follow-up action when non-payment. Submit Highland Water claims to the EA.	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. SFO to approach Hook Two Sisters and invite to sit on the board. 2. Provide all significant ratepayers with the Long-Term forecast, allowing them to make provisions accordingly.	Senior Finance Officer Mar 19	
		Overspending, not obtaining value for money	Monthly Budget reviews, Budget to date and out turn analysed by members at meetings Financial Regulations- >£5000 2 quotes > £20,000 Tender Process Approved Suppliers List with specific criteria that is regularly monitored	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/19	
			Perception that this isn't the case	Internal/External Audits & IDB1 forms Website promoting board Activities Lead Role in partnership working/PSCA agreements	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Promote the board, shout about the good work Ancholme IDB do Tap into to Social Media to do this	SGAT- Ongoing
	Flood damage to third party	Insurance Policies to cover main risks including asset failure and indemnity for third party damage Catchment Mapping completed		High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Insurance policies reviewed annually for the Board and risks required changes to cover reassessed.	SFO- Jan 2019	
		Objective 6: To be a champion of partnership working, work collaboratively where this can deliver shared research objectives more cost-effectively and for the wider good of all connected	Miscommunication causing differing expectations/goals	Close working relationships with all connected stakeholders Historic Agreements Drive for partnership working	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/19
	Lack of formal structure and clear risk-sharing arrangements Good working relationship with LLFA Clear definition of role between IDB & other Stakeholders			Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/19	
	Internal & External Conflicts, which could create a lack of trust		Conflict Management Policy Open & Honest- 100% Transparent- Minutes on website	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/19	
	COMPLIANCE	Objective 7: Ensure that the board always complies with all recommended accounting practices	Adverse audit reports, legal action and loss of confidence in the IDB.	Put in place a satisfactory Governance framework, including: - Internal Audit contract & access to the Boards. - External Audit Service - Financial regulations in place for each Board - Business continuity & recovery plan - Insurance Policies proportionate to identified risks - Appropriate ICT systems to support key functions (Ratings, Finance and GIs). - ADA Practitioners' Guide (2006), as revised 2017 - Data processing, handling and retention in compliance with ICO's Guidance & Licence for each Board. Adhere to Board Approved Financial Regulations Experienced and suitably qualified finance officers Bank Mandate in place, always two signatories needed	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Continue to work with Internal Auditor to always minimise risks associated with accounting practices, especially when new risks emerge 2. Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2019 & Ongoing
			Loss of Cash through error or fraud	All Purchase Ledger Transactions are reviewed by the board Adequate Insurance to cover such Losses	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Create & Implement process with regard to new suppliers & also existing suppliers who request to change bank details 2. Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2019 & Ongoing
				Loss of Control through inadequate processes.	Audit approved documented processes, that have a clear segregation of duties Bank Mandate in place, always two signatories needed	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Review current SGAT processes & procedures and update where appropriate
			Liquidity issues, lack of reserves		The Board has adopted a reserves policy Short, Mid & Long Term Budgetted Boards financial position presented at Board meetings	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Review Reserves level (30%) at the monthly budget meetings
Objective 8: Ensure that at all times the board complies with all current EU & UK legislation		Risk to Board Members		Qualified & experienced staff attempt to advise the board Ultimately, all decisions should be discussed and made as a collective Adequate Insurance underaken	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor any changes to current EU & UK legislation	Next Review 30/06/19
		Non-compliance with legislation, regulations good practice resulting in prosecution, fines /penalties / sanctions and loss of confidence in the Board(s).	Access specialist advice as required, eg Finance, Legal, H&S, Insurance, etc. Peer Group support, e.g. ADA's Policy & Finance and Technical Committees Inter-agency working amongst FRM authorities	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Monitor any changes to current EU & UK legislation	Next Review 30/06/19	







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

**T: 01302 337798**  
info@shiregroup-idbs.gov.uk  
www.shiregroup-idbs.gov.uk

**JBA Consulting has offices at**

**Coleshill  
Doncaster  
Dublin  
Edinburgh  
Exeter  
Glasgow  
Haywards Heath  
Isle of Man  
Leeds  
Limerick  
Newcastle upon Tyne  
Newport  
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Saltaire  
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