



Goole Fields

District Drainage Board

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

Meeting Papers

Thursday, 10 January 2019

2:00pm



Shire

Group of IDBs

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Meeting Papers

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Rating Officer - Janette Parker

Purpose

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

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1. Governance

1.1 Apologies for Absence

1.2 Declaration of Interest

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

1.3 Minutes of the Meeting held 15 May 2018

Present

Mr MPG Dougherty (Chairman)	MD
Mr J Barker	JB
Mr D McTaggart	DMT

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

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

Apologies for Absence

2018.21 Apologies were received from Mr M Belton.

Declaration of Interest

2018.22 There were none. The Board briefly discussed the necessity for members declaring their interests.

Minutes of the Meeting held 23 January 2018

2018.23 Minutes of the last meeting were circulated with the meeting papers. The minutes were taken as read. **JB proposed and MB seconded the Minutes be approved for signature by the Chairman**, all in agreement.

Matters Arising

2018.24 There were no matters arising.

Matters Arising Not Discussed Elsewhere

2018.25 The Board discussed the issues raised by DMT prior to the meeting. DMT informed the Board it takes approximately 3 weeks for the land in question to drain following rainfall. JB advised the situation was similar on the common near his land, and the water accumulates at the lowest point. If the pumps are unable to keep up with flow, the system backs up. He further noted there were previously more flap gates in the system. MD reminded the Board that in earlier times there were two rates in operation, one for the pumped area and one for gravity. He recalled that the gates never worked as they were often propped open, and that peaty water had reached the river through Shipcote Drain. PJ provided DMT with a copy of 2014 report containing examples of 1-in-5-year and 1-in-10-year simulated rainfall events. PJ further informed the Board the system struggles to deal with relatively low-level events. DMT said his objection was more



the 3-week lag before the 20-acre area of land is water free. PJ confirmed the most effective method of drainage is through Shipcote Drain via gravity.

DMT suggested an irrigation pump could be used to tackle the above situation. PJ noted hired-in pump would be preferable; a permanent pump installation would entail very high costs. MD reminded the Board about some recent heavy rainfall events, particularly Easter Monday 2017. IB noted there were similar problems in other drainage districts. JB suggested that the Board could help with this matter. DMT noted that part of his drain goes to Dempster. MD confirmed JO has a drainage outfall that goes into Dempster, hence the Board's annual contribution to that Board. The Board and officers agreed a site meeting would take place in late June 2018, with both IB and PJ present to identify a suitable location for a temporary pump.

MD considered there was too much peat water coming off the moors and required reporting to Tim Kohler at Natural England which he would follow up as he had a contact telephone number. JB showed IB some footage captured on his mobile phone re water levels and seepage. PJ confirmed the contractor, North Midlands Construction, built the new pumping station on the Moors. JBA Consulting involvement had been project management which did not involve the Shire Group team at any point.

Finance Report

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

Matters Arising

2018.26 Rating: It was noted that the all rates & the special levy for the year ending 31 March 2018 had been received. MJ gave an update for of the current financial year. Members were informed Special Levy for the year ending 31 March 2019 had been collected from East Riding Council in its entirety, and that approximately half the drainage rates had been collected for the same year.

2018.27 Internal Audit: Members noted and discussed the Internal Auditors report for the year ended 31 March 2018.

2018.28 External Audit – Annual Governance Statement: Members were asked to consider and approve the Annual Governance Statement contained within Section 1 of the Annual Return. **JB proposed, DMT seconded and members approved the statement.**

2018.29 Accounts for the Year Ending 31 March 2018: Members reviewed the Accounts that were circulated with the meeting papers and they agreed to approve the accounts as presented.

2018.30 Flood Defence Levy: JB enquired how the Board's Flood Defence Levy was determined. MJ informed him the Board had to pay, as per the provisions of the Water Resources Act of 1991. IB and PJ provided some information as to how the costs were apportioned across the Drainage Boards.

2018.31 External Audit – Accounting Statements: Members were asked to consider and approve the Accounting Statements contained within Section 2 of the Annual Return. JB proposed, DMT seconded and members approved the statements.

2018.32 Electricity Supply to Cross Drain Pumping Station: MD asked about electricity procurement for the station. MJ informed the Board he had already approached a buying group for quotes and that membership fees might be more than offset by potential savings. He said he would report back to the chair at a later point.

2018.33 Five Year Budget Estimate: The Board reviewed the five-year budget estimates and the levels of income & expenditure over that period.



2018.34 List of Cheques: The Board approved for signature by the Chairman a List of Cheques signed since the last meeting totalling £16,384.51, of which £1,423.50 were approved by the Officers only. The Board also approved a list of payments that were made directly from the Board's bank account totalling £15.00.

CEO's Report

The Clerk's report was read and approved.

Matters arising

2018.35 ADA Membership: The Board declined to update its membership of ADA. It did not feel that at present it currently received value for money. The Chairman said this decision could be reviewed at some point in the future.

2018.36 Legislation - GDPR: IB informed the Board he had appointed a Data Protection Officer and suggested the Board adopt the policy as drafted. The Board agreed to adopt the policy and further agreed to pay JBA Consulting £150.00 to cover the cost of drafting the policy.

2018.37 Legislation – Policy Statement: The Board approved the model IDB Policy Statement as proposed.

2018.38 Environment Agency: David Hinchliffe of Black Drain Drainage Board had agreed to attend the Humber Strategy Comprehensive Review as representative of Boards in the area on the Elected Members Forum (EMF). The Board also discussed the various options.

Engineer's Report

The Engineer's report was read and approved.

Matters arising

2018.39 Cross Drain Pumping Station: PJ discussed Henry Jubb's report on Cross Drain Pumping Station and informed the Board a specification had been prepared on regular asset inspections. PJ said he would report back to the Board with costs. JB said any appointed electrical engineer should be someone who could become familiar with the station and the surrounding area. PJ said Henry Jubb is based locally and would put the proposal to him. Board resolved to appoint Henry Jubb as annual electrical inspection and service Contractor.

Environmental Report

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

2018.40 Eel Regulation Compliance: JB asked for an update regarding eel compliance. IB informed the Board they were trying to remove Cross Drain Pumping Station. PJ said the Board had worked with the Environment Agency on this matter. Some catchments require eel-friendly pumps / elver passes, but a district this Board's size would have little benefit for eels. JB informed the Board he had never actually seen any eels in the Board's watercourses. The Board agreed to adopt the Biodiversity Policy as recommended.

Health & Safety Report

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

Any Other Business

2018.41 Management Services: Renewal of management services for was discussed and agreed for another 5-year term at current rates. MD requested costs were kept as



low as possible. It was noted of the possible future requirement for smaller Boards to amalgamate.

Date of next meeting

2018.42 The meeting was closed at approximately 4:00pm. The next meeting will take place on Thursday, 10 January 2019, 2:00pm at Half Moon Inn, Reedness.

1.4 Matters Arising not discussed elsewhere

2. CEO's Report

Recommendations

- Members note the information in the report
- Approve the Flood Risk & WLM Policy (Item 2.2.1)

2.1 Legislation

2.1.1 Data Protection Act 2018 and GDPR

This Board has appropriate Policies, Notices and Processes in place and is legislatively compliant.

2.2 Policy

2.2.1 Flood Risk & Water Level Management Policy

Introduction

Purpose

1.1. The Goole Fields District Drainage Board (the Board) has produced this policy determining the Board's approach to management of water levels and flood risk within its Internal Drainage District (the District). The Board is constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a Flood Risk and Coastal Erosion Risk Management Authority (RMA) under the Flood & Water Management Act 2010.

1.2. On behalf of stakeholders, the Board chooses to manage water levels and other infrastructure within its District to mitigate risks from flooding and drought. In delivering function, the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment where possible. The Board recognises its responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body, the Board is committed to the pursuit of economy efficiency and effectiveness.

Background

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

1.4. This Policy sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the National flood and coastal erosion risk management strategy for England 2011 (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summarises what plans the Board has in place to manage water levels and mitigate flood risk, whilst protecting and enhancing the environment.

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

Aim

2.1. The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public-sector



organisations will work together to manage the risk to people and their property; facilitate decision-making and action at the appropriate level; and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

Objectives

2.2. The National Strategy sets out five objectives in pursuance of the overall aim as follows:

- understand the risks of flooding and coastal erosion, working together to put in place long-term sustainable plans to manage these risks and making sure that other plans take account of them;
- avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
- build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;
- increase public awareness of the risk that remains and engaging with people at risk to encourage them to act to manage the risks they face and to make their property more resilient; and
- improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.

2.3. The Board supports the national aim and objectives for the management of flood risk and water levels and the Board's policy and approach will be consistent with them.

3. Flood risk and water level management in the Board's District

3.1. The District has been determined as an area of special drainage need and to derive benefit from drainage operations. As such the District is at some risk from several types of flooding including pluvial, fluvial and ground water, but that risk is managed wherever it is practically, environmentally and financially viable.

3.2. The Board makes decisions regarding flood risk within the District considering the following:

- assets in place considering design standard and life;
- Environment Agency and Lead Local Flood Authority flood risk strategies plans and maps;
- other information such as the history of flooding and land use impacts.

3.3. The following outlines the key details of the District:

- Total area of the drainage district: 1,061.58 ha
- Area of agricultural land: 907 ha
- Area of other (non-agricultural) land: 154.58 ha.

3.4. Assets for which the Board has operational responsibility:

- Watercourses the Board chooses to maintain based on need: 15.57 km
- Pumping Stations: 1

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

4.1. Through the operation, maintenance and improvement of pump stations and watercourse assets within the District, the Board seeks to achieve a general balance of water level management that enables the drainage and irrigation of agricultural land, reduce the risk of flooding to developed areas, and sustain environmental features within the District.



4.2. The Board monitors and reviews the condition of assets within its District, and a planned programme of maintenance is in place to ensure asset condition remains appropriate.

4.3. Where condition is not at the desired level, improvement works will be sought where considered by the Board to be practical and financially viable. Where improvement works meet the criteria set by Defra, financial support will be sought from the Government's Flood and Coastal Resilience Partnership Funding. Where possible, works will be undertaken in partnership with other Risk Management Authorities and the opportunity taken to work with natural processes.

4.4. Maintenance work for and by the Board will be carried out in accordance with environmental best practice taking regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency, and other organisations.

4.5. The Board's power to carry out water level and flood risk management works are permissive, and resources are limited.

4.6. All watercourses are the responsibility of riparian owners or other parties and the Board operates permissive powers under the Land Drainage Act 1991.

4.7. The Board has a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in its District and will, where appropriate, advise others regarding the undertaking of works where it is inappropriate for the Board to exercise its powers.

4.8. The Board will also seek to ensure, where possible, that assets which reduce flood risk to the District, managed by other RMAs are maintained. Where those other RMAs do not have sufficient resource to provide maintenance, the Board will consider entering into a Public-Sector Co-operation Agreement to undertake that work on behalf of other RMAs.

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

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

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

5.3. The potential impact on flood risk from future development, both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development, and planning applications, to prevent inappropriate development and land use within the District ensuring that flood risk is not increased.

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

6. Communication and transparency

6.1. The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and mitigate flood risk. The Board will be open and transparent in its actions and decisions and will publish on its website.

- A map of the watercourses it periodically maintains;
- Its Annual Report to Defra (IDB1 Form)
- Board Agenda, meeting papers and Minutes



6.2. The Board will work with local partners to build a culture within which water level management is seen as vital to managing flood risk and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.

7. Working together

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

7.2. The Board will assist other Risk Management Authorities where possible during flood emergencies however the Board is neither a Category I or Category II responder in these situations. The Board will participate as necessary in exercises to develop and test emergency response procedures.

8. Environmental measures

8.1. The Board's watercourse maintenance work constitutes vegetative control of submerged, emergent, and floating aquatic plants and will control bankside vegetation to ensure shrub successional growth is tempered. Inevitably some short-term impacts may arise, however herbaceous growth re-establishes over the next growing season.

8.2. When carrying out maintenance work the Board works in accordance with environmental best practice guidelines.

8.3. When undertaking improvement work consistent with the need to maintain satisfactory flood protection, the Board aims to:

- Avoid any unnecessary or long-term damage to natural habitats and species;
- Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.

8.4. The District contains three sites of biological interest managed by or on behalf of East Riding of Yorkshire Council and its District borders Humber Estuary SSSI, Ramsar and Special Area of Conservation site:

9. Approval and Review of this Policy Statement

9.1. This Policy is adopted by the Board on dd mm yyyy

The Board will review and update this document as and when required.

2.3 Environment Agency

2.3.1 Humber Strategy Comprehensive Review

The Environment Agency Presentation delivered to the Elected Members Forum is available on the Shire Group website. The forum resolved that consultation with IDBs and Land Owners was fundamental to the success of the strategy moving forward.

3. Financial Report

Recommendations

- To note the information contained in this report
- To approve the budget for the year ending 31 March 2020
- To approve the schedules of payments

3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 18th December 2018: -

	£	£
Balance Brought forward at 1 April 2018		<u>NIL</u>
2018/2019 Drainage Rates and Special Levies		
Drainage Rates		21,292.16
Special Levies		
East Riding of Yorkshire Council	5,490.00	5,490.00
Total Drainage Rates Due		<u>26,782.16</u>
Less Paid: -		
Drainage Rates		21,292.16
Special Levies		
East Riding of Yorkshire Council	5,490.00	5,490.00
Total Drainage Rates Paid		<u>26,782.16</u>
Balance Outstanding as at 17th December 2018		<u>NIL</u>

3.2 Audit

3.2.1 Internal Audit

The meeting of the Audit Review Panel was held on 25 November 2018 and the minutes of the meeting can be viewed at Appendix A.

3.2.2 External Audit

The External Audit for 2017/18 is complete with no issues raised. The Annual Governance & Accountability Return for that year can be viewed at: <https://www.shiregroup-idbs.gov.uk/idbs/goole-fields/financial/financial-documents/annual-return/>

3.2.3 Risk Register

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

3.3 Estimates, Rates & Special Levies for the Year Ending 31 March 2020

GOOLE FIELDS DISTRICT DRAINAGE BOARD						
ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2020						
2018/19				2019/20		
Approved Estimate		Estimated Out-Turn		Estimate		
£	£	£	£	£	£	
INCOME						
Drainage Rates on Agricultural Land:-						
21,292		21,292		19p in £ on AV of £112,064		21,292
Special Levy						
East Riding of Yorkshire Council						
5,490		5,490		19p in £ on AV of £28,896		5,490
Other Income:-						
<u>2</u>	26,784	<u>2</u>	26,784	Bank Interest, etc		<u>2</u> 26,784
EXPENDITURE						
2,527		2,453		Environment Agency - Flood Defence Levy		2,527
Revenue:-						
Administration:-						
4,484		4,484		Clerk and Engineer's Fees		4,484
5,000		4,000		Other Administration Expenses		4,500
Maintenance:-						
7,700		6,603		Contract Maintenance etc		7,700
6,000		5,162		Pumping Station		10,682
<u>1,950</u>	<u>27,661</u>	<u>1,554</u>	<u>24,256</u>	Other Expenditure		<u>1,950</u> <u>31,843</u>
	(877)		2,528	Surplus - (Deficit)		(5,059)
	<u>24,173</u>		<u>27,685</u>	Balance Brought Forward		<u>30,213</u>
	<u>23,296</u>		<u>30,213</u>	Balance Carried Forward		<u>25,155</u>
Previous Years Rates in the £						
996/97 : 8p - 1997/98 : 8p - 1998/99 : 8p - 1999/00 : 8p - 2000/01 : 8p - 2001/02 : 12p - 2002/03 : 12p - 2003/04 : 12p - 2004/05 : 12p - 2005/06 : 12p - 2006/07 : 15p - 2007/08 : 17p - 2008/09 : 18p - 2009/10 : 18p - 2010/11 : 18p - 2011/12 : 18p - 2012/13 : 18p - 2013/14 : 18p - 2014/15 : 18p - 2015/16 : 18p - 2016/17 : 18p - 2017/18 : 19p - 2018/19 : 19p						
Penny Rate : £1,410						

3.4 Five Year Budget Comparison

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

Goole Fields District DB	0	0	1	2	3	4	5
Revenue Account	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn
	£	£	£	£	£	£	£
Income							
Drainage Rates	21,292	21,292	21,852	22,413	23,533	24,654	25,774.72
Special Levies - EYRC	5,490	5,490	5,635	5,779	6,068	6,357	6,646
Bank Interest, consents etc	2	2	2	2	2	2	2
Total Income	26,784	26,784	27,489	28,194	29,604	31,013	32,423
Expenditure							
Flood Defence Levy	2,453	2,527	2,527	2,527	2,603	2,603	2,603
Clerk & Engineers Fees	4,484	4,484	4,484	4,484	4,750	4,750	4,750
Other Administration	4,000	4,500	4,635	4,774	4,917	5,065	5,217
Maintenance of Drains	6,603	7,700	7,931	8,169	8,414	8,666	8,926
Maintenance of Pumping Station	4,500	10,000	6,000	6,180	6,365	6,556	6,753
Annual Service & Inspection	662	682	702	723	745	767	790
Other Expenditure							
Biodiversity Action Plan etc	451	850	876	902	929	957	985
Dempster IDB wayleave	400	400	412	424	437	450	464
Humber Management Scheme	103	100	103	106	109	113	116
Reedness & Swinefleet DB wayleave	600	600	618	637	656	675	696
Total Expenditure	24,256	31,842	28,288	28,926	29,925	30,603	31,300
Surplus/(Deficit)	2,528	(5,058)	(799)	(732)	(322)	410	1,123
Balance Brought Forward	27,685	30,213	25,155	24,356	23,624	23,302	23,713
Balance Carried Forward	30,213	25,155	24,356	23,624	23,302	23,713	24,835
Penny Rate in £	19.00p	19.00p	19.50p	20.00p	21.00p	22.00p	23.00p
Penny Rate £1,409	124.56%	79.00%	86.10%	81.67%	77.87%	77.49%	79.35%
			2.63%	2.56%	5.00%	4.76%	4.55%

3.5 Schedule of all Payments

3.5.1 List of Cheques

Cheques raised since those in the schedule presented to the board at the previous meeting:

DATE		CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL CHEQUE
						£
2018						
May	15th	000421	4	Half Moon Inn	Meeting Expenses	25.00 *
Jun	13th	000422	6	Environment Agency	Flood Defence Levy	2,453.00
		000423	8	Towergate Insurance	Insurance	478.20
		000424	7	JBA Consulting	Fee Account - BAP Implementation	508.80
		000425	5	Brodericks GBC	Internal Audit Fee 2017/18	690.00 *
Aug	9th	000426	10	Humber Nature Partnership	Annual Contribution	123.60 *
	16th	000427	12	Eon Energy	Supply to Cross Drain PS	1,982.92
		000428	9	JBA Consulting	1/4 Salary & Expenses	1,747.90
		000429	11	NFU Mutual	Insurances	1,143.02
Sep	24th	000430	13	JBA Consulting	Fee Account - BAP Implementation	31.80
		000431	14	PKF Littlejohn	External Audit Fee 2017/18	240.00
Oct	18th	000432	15	Eon Energy	Supply to Cross Drain PS	21.64 *
Nov	2nd	000433	16	JBA Consulting	1/4 Salary & Expenses	1,497.56
Dec	7th	000434	17	Danvm Drainage Commissioners	Cardnet Fees - April to Sep 2018	60.66
		000435	19	John Canty	Maintenance	3,294.00
		000436	20	JP Canty	Maintenance	4,629.00
Total Amount of all Cheques						18,927.10
*Total Amount of Cheques sent out signed by the Clerk's						860.24

3.5.2 Payments Made Directly from the Bank Account

Payments made directly from the bank account since those in the schedule presented to the board at the previous meeting:

DATE		CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL CHEQUE
						£
2018						
Apr	30th	d/d	-	NatWest	Bank Charges	5.00 *
May	31st	d/d	-	NatWest	Bank Charges	9.25 *
Jun	29th	d/d	-	NatWest	Bank Charges	5.00 *
Jul	31st	d/d	-	NatWest	Bank Charges	5.00 *
Aug	31st	d/d	-	NatWest	Bank Charges	5.00 *
Sep	28th	d/d	-	NatWest	Bank Charges	5.00 *
Oct	31st	d/d	-	NatWest	Bank Charges	5.00 *
Nov	30th	d/d	-	NatWest	Bank Charges	5.00 *
Dec	5th	d/d	18	Information Commissioner	Data Protection Registration	35.00 *
Total Amount of all Payments						79.25

4. Engineer's Report

Recommendations

- Members note the information in the report.

4.1 Asset Management

4.1.1 Cross Drain Pumping Station

Henry Jubb (electricians) were appointed for the annual service & inspection at Goole Fields Cross Drain Pumping Station on 16th May 2018.

Their first inspection in November 2018 has identified a number of recommendations which we await a prioritised and costed report.

The most urgent recommendation relates to worn slip rings on Pump 1 which Henry Jubbs are to confirm with their motor specialists the cost of repair.



4.1.2 Asset Inspection Specification

The specification has been received by the Environment Agency PDU Framework Contractors/Consultants and is currently being priced. We hope to receive a price guide in the New Year.

4.2 Planning, pre-application advice and consents

4.2.1 Planning Applications

Officers have reviewed 15 planning applications between 23 October 2018 and 18 December 2018, 0 of which have required comment on behalf of the Board.

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

There have been no consent applications received between 23 October 2018 and 18 December 2018.

5. Environmental Adviser's Report

Recommendations

- Members note the information in the report.

5.1 Legislation

5.1.1 Biodiversity Action Plan 2015-2020

Actions taken in 2018 can be reviewed at Appendix C.

6. Health and Safety Report

7. Any Other Business by Leave of the Chairman

8. Date of Next Meeting

Tuesday 14th May 2019.

9. APPENDIX A – Minutes 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 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.

10. APPENDIX B – Draft Risk Register



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	Objective 1 : 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 Aging Contractors (Qualified Engineers)- lack of staffing & required expertise	Adopted an Asset Management strategic approach, detailed Asset conditioning reporting	High	Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	Reactive Strategy- This is an Risk area that the board is aware of and accepts due to size of the board and difficulty raising income	Next Review 30/06/19	
			Contingency Planning-District						FO- to provide options at Jan meeting to further mitigate risk	FO-Jan 19
	Began undertaking Planned Preventative Maint with electrical Reserves available for Pump Maintenance									
	Human Resource Risk- Aging Contractors	Contractors go through tender process if necessary	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Happy with the current contractors but AM will build into Contingency Plan going forward	Asset Manager- 2019		
		Timely Contractual performance review- Time & Quality								
		All Legislation and requirements made clear to all contractors All Contractors must meet basic legal requirements								
	Objective 2: 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	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/19		
		Produce Environmental Annual Report and Action Plan for the year ahead.								
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	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		
	Training made available (Badgers License etc)									
	Develop plans to mitigate the risk of destroying habitat									
I N N O V A T I O N	Objective 3: Embrace new technology/methods introduced into the industry	Financial Limitations	Cost Savings- Payback Calculation	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19		
			Research & Development Included in Budget							
		Historical Viewpoint- 'we've always done it this way' can stifle innovation	PWLB- Potential to borrow	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19		
			Long Term Asset Management Strategy Adopted Forward Thinking Board							
	Uncertainty- results limited as technology/methods are in early stages of its lifecycle	The Board would always look to trial new technology	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19			
		Economies of Scale through Shire Group of IDBs reduces risk to GFDD Regulation with in the industry								
	Objective 4: 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	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. ADA's good governance guide will be sent to all drainage Board members 14/12/2018 2. Members will be encouraged to attend ADA IDB governance workshop 20/03/2018 @ Doncaster Knights Rugby Club 3. Seminar sessions will be provided at board meetings	Clerk- Jan Meeting	
			Training Courses for board members							
		Board Structure- Limited diversity of members background	Legislative/Industry developments promoted on the website and in meetings	Low	Likely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19		
			Elected/Nominated split dependant on Annual Values Nominated members typically have knowledge of WLM							
Short Termism- Reduction of cost philosphy		Elected members must be nominated by Landowners in the district	Low	Likely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19			
	STP/MTP/LTP									
Unsuitable members appointed to the Board	Long Term Forecasting, 20 years Budget plans, Long Term Capital plan	Low	Likely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19				
	Elected members must be nominated by Landowners in the district Members register of interest	Low	Unlikely	1	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19				

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	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	Provide all significant ratepayers/creditors 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	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Cash Flow analysis incorporated into monthly budget review, ensure value for money is sought on every purchase	FO-2019
			Financial Regulations- >£5000 2 quotes > £20,000 Tender Process Approved Suppliers List with specific criteria that is regularly monitored						
		Perception that this isn't the case	Internal/External Audits & IDB1 forms Website promoting board Activities	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Promote the board, shout about the good work Goole Fields DDB do Tap into to Social Media to do this	SGAT- Ongoing
	Lead Role in partnership working/PSCA agreements								
	Flood damage to third party	Insurance Policies to cover main risks including asset failure and indemnity for third party damage	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	
		Catchment Mapping completed							
	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						
		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	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
Loss of Cash through error or fraud			Bank Mandate in place, always two signatories needed 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.						
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 (50%) at the monthly budget meetings	Next Review 30/06/19
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 undertaken	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).						



11. APPENDIX C – BAP Actions

	Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Indicators	Reporting	2018/19 Report
Biodiversity 2020 Key Sector: water Management Outcome 1C Habitats and Ecosystems on land Priority Action 1.1 and 3.12	Eutrophic Standing Waters - Standing Open Waters and Canals - formerly Drains & Ditches	1	Maintain and enhance the existing habitat and species diversity of watercourses within the drainage district	1.1	Ensure the appropriate management of the IDB watercourses through an integrated Biodiversity Action Plan and Maintenance regime following best practice guidelines	Plan production	ongoing through life of plan	No INNS identified
		2	Control of non-native invasive species along IDB waterways	2.1	Record and monitor non-native invasive plants and animals, report INNS findings to GB INNS Secretariat	length (m) of channel surveyed	annually	
Key Sector: Water Management Outcome 3: Species Priority Action 1.3	Water Vole	3	Maintain and enhance suitable habitat for water vole within Board maintained drains	3.1	Ensure appropriate habitat management of watercourses with known Water Vole populations.	length managed/maintained (m)	Ongoing through life of plan	Shipcote Drain and Dougherty and CWS Drain offer good habitat maintenance dynamic
				3.2	Review maintenance regimes and identify watercourses where the mowing and weed cutting regime can be altered to enhance and increase Water Vole habitat.	Length (m) enhanced	2015 onward	
		4	Ensure all IDB works comply with relevant legislation protecting Water Vole and their habitat.	4.1	Provide training to Board maintenance contractors on legislation pertaining to Water Vole and their habitat.	No of employees trained	Ongoing through life of plan	
				4.2	Ensure Water Vole surveys are conducted prior to any bank improvement, drainage or other engineering works.	Number of surveys undertaken	Ongoing through life of plan	



		5	Monitor populations of Water Vole within the drainage district.	4.3	Submit all Water Vole records from the drainage district to local biological recording centres.	number of records submitted	annually	4000m Doherty & CWS Dyke April 2018. 1 burrow and grazing. Private drain Field House 1 burrow and latrine
				5.1	Undertake monitoring of key Water Vole colonies.	Length (m) surveyed	annually	
Key sector: Water Management Outcome 3: Species Priority Action 1.3	European Eel	6	Maintain and enhance suitable habitat for European Eel within the drainage district	6.1	Review maintenance regimes and identify watercourses where the desilting and weed cutting regime can be altered to enhance and increase European Eel habitat	Length of watercourse surveyed	Annually	habitat suitable for eel, particularly northern watercourses
				6.2	Where suspected sub-optimal habitat for eel undertake eel habitat suitability assessment for specific catchment	No of catchments assessed	Annually	sub optimal habitat associated with pumped catchment, necessary to remain sub-optimal
		7	Reduce the impacts of existing barriers to	7.1	Secure funding to enable prioritisation of existing barriers to migration for mitigation works	Funding secured	On completion	n/a prioritization undertaken by EA



		migration on escapement and recruitment	7.2	Source funding to enable mitigation works and associated pre- and post-project monitoring programme on existing priority structures	Funding secured	On completion	working with EA Fisheries to reprioritize pump station. Issues with culverted section and height differential between outfall and Swinefleet Warping Drain. May need to consider use of stop logs within Board maintained watercourses to avoid eel accessing pump station during times of egress from catchment for migration
			7.3	Undertake mitigation works on priority structures	Number of structures improved	On completion	



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Group of IDBs

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