



Goole & Airmyn

Internal Drainage Board

The Courtyard
Goole
DN14 6AE

Meeting *Papers*

Tuesday 12 February 2019

5:00pm



Shire

Group of IDBs

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Meeting Papers

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Purpose

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1. Governance

Recommendation:

- Note the information contained in this report
- Approve Minute of Meeting (Item 1.3)
- Acknowledgement of Board KPI's (Item 1.6)

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 13 November 2018

Member	11.2 .16	24.3 .16	23.6 .16	1.09 .16	1.11 .16	8.02 .17	16.6 .17	14.11. 17	31.01. 18	23.5. 18	13.1 1.18
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mr John Richard Fawbert	✓	✓	A	A	✓	✓	-	✓	A	✓	✓
Mr G W Martinson	✓	-	-	-	-	-	-	-	-	-	-
5 vacancies											
East Riding of Yorkshire											
Mrs Rita Brough	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Malcolm Boatman	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓
Cllr Keith Moore (V Chair)	✓	✓	✓	✓	✓	A	✓	✓	✓	A	A
Cllr Brent Huntington	A	A	✓	✓	✓	✓	✓	✓	✓	✓	A
Cllr Josie Head	A	✓	✓	✓	✓	✓	A	-	A	✓	A
4 vacancies											

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

Ian Benn (Clerk)
Craig Benson (Finance Officer)
Roger Smith (Engineer)
Alison Briggs (Environment & Administration)

Cl.
FO
Eng.
EO

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GOVERNANCE.

2018.56 Apologies for absence – Josie Head, Brent Huntington, Keith Moore.

2018.57 Declaration of Interest – none.

2018.58 Minutes of Meeting 23 May 2018 – **RF proposed Minutes be signed as true record, seconded RB, all in agreement.**

2018.59 Matters arising not discussed elsewhere on Agenda – none.

2018.60 Complaints - none.

2018.61 KPI – Members noted.

CLERKS REPORT

2018.62 Legislation – GDPR - Members will return GDPR forms to ADA where appropriate.

2018.63 Policy – Members considered the draft Policy prepared by ADA and did not think it appropriate for this Board. Management requested to rework and bring to February meeting.

2018.64 ERYC Overview & Scrutiny Sub-Committee - Members were appraised of the presentation given to the Committee.

2018.65 Humber FRMS Comprehensive Review – Clerk attended Elected Members forum. EA was advised to make early contact with all landowners likely to be affected by the work and in areas being considered for flood storage, all were aware of where the tidal surge overtopped in 2013.

2018.66 Clerk advised on De-mainment and Asset Transfer and issue within Black Sluice IDB District near Boston. EA wished to transfer its asset to IDB, reason for station build no longer applied through flood defence works since delivered. Station de-commissioning costs equivalent to only a few years running costs and IDB rejected. Site now in public consultation with likely de-commissioning. Members noted flow chart produced by Shire Group had been passed to ADA.

2018.67 ADA – **RF proposed decisions regarding ADA be deferred until February meeting when more Members present, seconded MB, all in agreement.**

FINANCIAL REPORT

2018.68 Rating Report – £7.51 outstanding on year to date.

2018.69 List of Payments - Members considered List of all Payments noting total of £40,546.82 of which £1,222.32 had been sanctioned by Clerk only. Other payments had been issued direct from bank account totalling £4,549.50. Noted one ratepayer had paid wrong Board. **RF proposed true record, all in agreement.**

2018.70 Audit – Internal Audit Review meeting on 26th November at Epsom House.

2018.71 External Audit – clear audit.

2018.72 Budget comparison y/e 31 March 2018 – Members reviewed new dashboard styling for budget comparison. 55% of expected income received and current expenditure running at 42%. Maintenance invoices not yet received.

2018.73 5-year budget estimate – Members noted approved budget and estimated out turn with predicted impact on drainage rate and reserves to 2023/24. Brief discussion on comparison of slow low increase of 2% p/a on Special Levy in preparation for funding pump station work with larger increase closer to time.

2018.74 Banking Arrangements – Information requested at previous meeting. Board has several accounts across two banks. Members discussed low risk associated with large deposits within one account but mindful of issues around 2008 financial collapse. Members discussed flexibility of different banks and ability to raise interest on deposits but necessity not to take risks. Members requested FO to consider looking at other banks. Members agreed requesting information be brought to next meeting on what different banks can offer. CEO asked Members to consider an investment policy, currently decisions are made by FO in absence of Board direction. Members will consider policy following information on banks.

ACTION FO to report back regarding banking institutions and benefits offered

ENGINEER'S REPORT

2018.75 Engineer advised his report was for information only with some updates.

2018.76 Asset Management – de-mainment and asset transfer – already discussed.

2018.77 Pump Stations – hydraulic model – grant application has been made. Work will be put out to tender.

2018.78 Mobile pumping plant – trailer unit requires theft reduction measures as advised by Insurers.

2018.79 Telemetry – issues are being rectified. CEO advised another telemetry supplier has been identified, Officers will report back to Board. Telemetry linked with variable frequency speed drives within control panels, delivers energy slowly to pumps allowing more efficient water movement.

2018.80 Maintenance – Pump station MEICA support – continues to be delivered well. Members noted safer way to test equipment within stations than climbing up ladders.

2018.81 Planning, pre-application advice and consents – noted. Planning applications reviewed from perspective of Board maintenance of watercourses.

ENVIRONMENTAL REPORT

2018.82 Legislation-BAP Actions – noted.

2018.83 Policy – nothing to report.

Health & Safety Report

2018.84 Contractor Management – noted.

2018.85 ADA Gazette - noted.

Representation

2018.86 Members noted the fora at which the Board had been represented.

AOB

Management Services

2018.87 Board had agreed to implement current management services contract by the addition 2-year Option.

2018.88 RF advised on concerns raised earlier in year regarding lock across public right of way. Eng. had spoken to ERYC Public Rights of Way who were to resolve the issue. This had not occurred. Management were going to re-contact and push for work to be done.

ACTION Eng. to contact ERYC rights of way again to resolve issue and arrange for lock replacement.

Date of Next Meeting

2018.89 12 February 2019, 22nd May 2019, 13 November 2019.

1.4 Matters arising not discussed elsewhere on Agenda

2018.89 – The Engineer again contacted ERYC Rights of Way Officer. It was confirmed a lock would be placed on the gate and a duplicate provided for Board use. The Chair later advised horses had been placed on the right of way as the gate had not yet been locked. The Eng. again contacted ERYC on Christmas Eve, was advised someone from the Rights of Way team had been tasked with locking the gate and would provide the Chair with a duplicate key.

1.5 FOI/Complaints

None received.



1.6 Board Key Performance Indicators

The table presents a reasonable assessment of Board status.

Goole & Airmyn IDB Key Performance Indicators		Inadequate	Work to be done	Adquate	Good	Very good
Management of the Board	Compliance with internal audit requirements					
	Governance					
	Health & safety					
	Partnership working					
	OVERALL					
Reduction of water logging and flood risk to assets	Asset management					
	Flood Risk management					
	Flooding - learning					
	OVERALL					
Environment	Biodiversity Action Plan					
	Partnership working					
	OVERALL					
Financial	Financial statements					
	Drainage rate collection					
	OVERALL					

2. Clerks Report

Recommendation:

- Note information contained in the report

2.1 Legislation

Nothing to report.

2.2 Policy

The Board may wish to consider in future a policy on Working With Natural Processes (WWNP) to achieve Natural Flood Management (NFM) advantages and benefits. Please follow the links for more information.

<http://www.yorkshiredalesrivertrust.com/>

<http://www.yorkshiredalesrivertrust.com/natural-flood-management/>

<http://www.yorkshiredalesrivertrust.com/for-farmers/>

https://www.youtube.com/watch?time_continue=7&v=21YAP8RF_sw

2.3 De-mainment 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. A copy of the briefing note is available at Appendix A. As previously advised, Great Catchwater Drain has been identified by the Agency as a low-risk system, appropriate for de-mainment.

2.4 Environment Agency

2.4.1 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.

2.5 Association of Drainage Authorities

2.5.1 ADA Northern AGM

Northern Branch meeting was held on 24th January 2019.

2.5.2 Subscriptions for 2019

The cost of subscription of 2019 is £1,259.00 + VAT. Despite a small increase in the overall rate, this cost in fact represents a *decrease* of 13.4% from the previous year owing to land transfers. Members are asked to consider whether they wish to renew their subscription.

2.5.3 FLOODDEX UK

This year's FLOODDEX UK will take place on Wednesday 27 and Thursday 28 February 2019 at The Peterborough Arena. It is free to attend and to register for visitor tickets please visit www.floodex.co.uk for further information.

2.5.4 IDB Governance Workshop

ADA will be holding an IDB Governance Workshop on 20 March 2019 at Doncaster Knights Rugby Club.

2.5.5 ADA Conference

New format/timings to apparently give more time for attendees to spend time with the various sponsors.

Ian Russell and Cliff Carson were awarded plaques for services rendered to the industry re PSCA and the Environment respectively.

Speakers were:

- Sue Hayman MP, Shadow Secretary of State for Environment, Food & Rural Affairs
- John Curtin, Executive Director of Flood & Coastal Risk Management, Environment Agency
- Robert Höschen, an expert in crisis management for Veiligheidsregio Noord-Holland Noord (VRNHN), which carries out fire, rescue, ambulance and crisis management in North Holland.
- **David Cooper**, Deputy Director – Flood & Coastal Erosion Risk Management at Defra,

The presentations raised several talking points with Chairman and Board Members I attended with who struggled with the correlation of climate change and an IDBs ability to deal with this whilst working with other RMAAs such as the EA.

Sue Hayman was questioned by Anne McIntosh on Labours direction of travel. Lots of opportunities in NFM in my opinion.

I got the opportunity to thank John Curtin for his presentation for which he was most appreciative. Robert Hossen's presentation highlighted the Dutch have a big problem and are currently modelling and have completed lots of disaster scenarios. There were some interesting graphics which I have asked to be disseminated.

David Cooper congratulated ADA for the production of its Good governance guide.

2.6 Asset Management Conference

27 & 28 November 2018 - Park Plaza Riverbank, London

The IAM Asset Management Conference is the Institute's unique Call for Papers event, designed to cover the breadth and depth of asset management. The sessions comprised presentations from the Call for Papers & Presentations, keynote speakers, workshops, and an IAM Awards stream.

The key themes covered in this year's programme were; **Organisation, Continual Improvement, Fundamentals & Lifecycle, Data, Tools & Techniques and Performance Management Value.**

The event is relevant to asset management professionals seeking to gain insight into and hear first-hand experiences of the latest innovations being used in a range of sectors around the world that are driving the discipline forward. The event is also relevant to organisations interested in the benefits of asset management, presented and explored through real life case studies, projects, research areas, tools and techniques.

The IAM see representation from a wide range of asset intensive industries, public, and academic sectors around the world. We met with colleagues from Denmark, Sweden and Finland.

Want to know more?

Please contact paul.jones@shiregroup-idbs.gov.uk or ian.benn@shiregroup-idbs.gov.uk for more information on Asset Management. Also, you can also find out more here: <https://theiam.org/>

We are pleased to report that Paul Jones and Ian Benn both sat and were successful in passing the Asset Management Certificate examination whilst attending the conference. We understand this qualification is unique in the IDB industry.

3. Financial Report

Recommendations:

- To note the information contained in this report
- To approve the schedules of payments
- To approve removal of uncollectable drainage rates
- To approve the Risk Register
- To approve the 2019/20 Budget and Penny Rate

3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 17th January 2019: -

	£	£
Balance Brought forward at 1 April 2018		3.79
2018/2019 Drainage Rates and Special Levies		
Drainage Rates – District 1	196.19	
Drainage Rates – District 2	5,295.86	5,492.05
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
Total Drainage Rates Due		<u>258,579.84</u>
Less Paid: -		
Drainage Rates – District 1	196.19	
Drainage Rates – District 2	5,292.14	5,488.33
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
Total Drainage Rates Paid		<u>258,572.33</u>
Balance Outstanding as at 17th January 2019		<u>7.51</u>

ADMIN ADJUSTMENTS – FOR APPROVAL

	AREA IN HECTARES	ANNUAL VALUE	UNCOLLECTABLE RATES	REASON
	1.214	120.00	5.88	Unable to trace Owner

3.2 List of Payments

3.2.1 List of Cheques

DATE		CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL	
		NO.				CHEQUE	
2018						£	
Nov	2nd	104542	46	Environment Agency	Flood Defence Levy	34,430.00	
		104543		JBA Consulting	Fee Accounts: -		
			42		BAP Implementation - September 2018	1,555.02	
			43		Management Services - September 2018	3,436.62	
		104544	45	Oriel Systems Ltd	Maintenance Contract - Mileage	101.47	
Dec	7th	104545	48-50	Danvm Drainage Commissioners	Southfield Lane PS - Pulsar Unit, etc.	2,027.19	
		104546	51	JBA Consulting	Management Services - October 2018	3,356.64	
2019							
Jan	9th	104547	54	Danvm Drainage Commissioners	Workforce Cost - Nov 2018	730.08	
		104548	55	Fire Solve Ltd	Fire Extinguisher Maintenance	105.60	
		104549		JBA Consulting	Fee Accounts: -		
			53		Management Services - November 2018	3,356.64	
			59		Management Services - December 2018	3,356.64	
		104550	56	The Courtyard	Meeting Expenses	85.00	
				Total Amount of all Cheques		52,540.90	
				*Total Amount of Cheques sent out signed by the Clerk's		0.00	

3.2.2 Other Payments

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					PAYMENT	
2018					£	
Nov	14th	47	Vodafone	Telemetry Lines	37.50	*
	18th	-	HSBC	Bank Fees	6.30	*
	20th	48	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	257.80	*
				Supply to Southfield Lane PS	-102.95	*
				Membership Fees	56.87	*
Dec	14th	52	Vodafone	Telemetry Lines	37.50	*
	19th	-	HSBC	Bank Fees	8.70	*
	20th	57	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	171.59	*
				Supply to Downes Ground PS	236.98	*
				Supply to Southfield Lane PS	34.30	*
				Supply to Potter Grange PS	25.77	*
			Total Amount of all Payments		770.36	

3.3 Audit

3.3.1 Internal Audit Review

The meeting of the Internal Audit Review Panel took place at 10:00am on Monday, 26th November 2018. Minutes of the meeting can be seen at Appendix B.

3.3.2 Risk Register

Members are required to review and approve the Risk Register, which is attached at Appendix C.

3.4 Investment Options

3.4.1 Background

The Goole & Airmyn IDB have requested that Officers review their current banking arrangements to establish if they are meeting the Board's requirements.

Of the 7 Internal Drainage Boards within the Shire Group, 5 have current accounts with Nat West, 1 with Lloyds Bank and 1 with Barclays and HSBC.

Due to the current economic position, the IDBs receive very little interest payments from their current accounts irrespective of the provider. Those IDBs currently with Lloyds Bank receive "free banking" for their normal day to day activities. Three Boards use online banking facilities to pay their creditors, the remainder rely on cheque payments. The online banking process has been audited and received approval from the auditor.

3.4.2 Current Arrangements

The G&A IDB has accounts with both Barclays and HSBC. The accounts are listed below with the current balances.

Bank	Account Type	Interest Rate	Interest Received	Balance
HSBC	Current	None Paid	£0.00	£381,146.77
HSBC	7 day Saving	0.28%	£0.16	£0.02
HSBC	Business Money Manager	0.07%AER	£0.02	£0.00
Barclays	Current	0.25%-0.30%	£0.00	£1,540.57
Barclays	Business Saver	0.30%	£186.34	£101,790.74

The existing banking arrangements are disjointed and have transpired over the years from the preferences of the previous Clerks. It is suggested that the Board consider amalgamating their accounts to obtain the best return on its working capital.

3.4.3 Options

A review of the available current and deposit/saving accounts has been made from those Banks who provide services to the Shire Group and tabled on the next page.

It is difficult to compare like for like across all the tariff ranges and account options, but it can be clearly seen from the tables that all the current accounts have similar tariffs, however Lloyds Bank currently offer "Free" banking for one of our IDB clients.



Bank	Current Accounts	Fees electronic payment	Cash payment	Cheque and assisted payments	Cash machine out and electronic internal transfer	Monthly account fee
Barclays	Mixed Payments plan	£0.35 per transaction	£0.90 per £100	£0.65 per transaction	Free	£6.00
Barclays	e-Payments plan	Free	£1.50 per £100	£1.50 per transaction	Free	£6.50
Lloyds	Business	Free	£1.00 per £100	£0.65 per transaction	Free	£6.50
HSBC	HSBC small business tariff	£0.23p per transaction	-	£0.68 per transaction	0.45% of value withdrawn	£16.65 (£5.50)
HSBC	Electronic Banking	£0.35 per item	-	£0.80 per transaction	0.6% of value withdrawn	£15.20 (£5.50)
Nat West	Business	£0.35 per item	£0.70 per £100	£0.70 per item	-	£5.00 minimum

The deposit rates are again similar with different terms on offer across the four banking providers.

Bank	Savings Account	Access	Interest (to £99,999)	Interest (to £999,999)	Interest
Barclays	Business Premium Savings	Instant	0.20%	0.30%	
Lloyds	Fixed Term Deposit	None	£10,000 to £5m		0.70% 3mths 0.75% 6mths 1.00% 12mths 0.67% 6weeks
Nat West	35 & 95 day notice accounts	None (35 or 95 day notice)	0.55% 0.65%	0.55% 0.65%	
Nat West	Treasury Reserve	None	At time of deposit	1-6days £250k 7-27d £50k 28-364d £25k	



Bank	Savings Account	Access	Interest (to £99,999)	Interest (to £999,999)	Interest
HSBC	Business Money Market	Yes, no charge	£50,000 Variable (0.05%)	£100k 0.18% £1m 0.20%	
HSBC	Notice Accounts	7,14, days 1,2,3,6 mth	£50,000 Variable	30d £100k 0.2% 60d £100k 0.2%	
HSBC	Fixed Account	None	Fixed start of term	£250k <7days £50k 7d to 3mt £5k 3m to 5yrs	

It is suggested that the Board select the same provider for both current and deposit accounts.



3.5 Estimates, Rates and Special Levies for the Ending 31 March 2020

GOOLE AND AIRMYN INTERNAL DRAINAGE BOARD							
ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2020							
2018/19				2019/20			
Approved Estimate		Estimated Out-Turn				Estimate	
£	£	£	£			£	£
INCOME							
Drainage Rates on District 1:-							
196		196		4.9p in £ on Av of £4,004		196	
Drainage Rates on District 2:-							
5,296		5,296		4.9p in £ on Av of £107,959		5,290	
Special Levies							
East Riding of Yorkshire - District 1							
244,097		244,097		4.9p in £ on Av of £4,981,575		244,097	
East Riding of Yorkshire - District 2							
8,987		8,987		4.9p in £ on Av of £183,404		8,987	
Other Income:-							
20,000		20,761		Department of Transport		20,000	
50	278,626	20	279,357	Other Income/Interest etc		50	278,620
EXPENDITURE							
70,926		68,860		Environment Agency Precept		70,926	
7,374		7,374		Board Loans		7,374	
Capital:-							
15,000		15,000		Downs Ground PS Outfall		0	
Administration:-							
34,373		34,373		Management Fees		35,400	
17,485		15,697		Other Administration Expenses		18,095	
Works Maintenance:-							
29,500		29,500		Drain Maintenance (Contract)		30,500	
3,000		3,000		Ecology, Biodiversity etc		3,000	
7,500		7,500		Pumping Station Contractor		7,500	
32,350	217,508	33,873	215,177	Pumping Stations		33,550	206,345
61,118		64,180		Surplus - (Deficit)			72,275
115,710		140,248		Balance Brought Forward			154,428
176,828		204,428		Balance			226,703
50,000		50,000		Transfer to Capital Reserve Account			50,000
126,828		154,428		Balance Carried Forward			176,703
Previous Years Rates in the £ - 2015/16 : 4.9p - 2016/17 : 4.8p - 2017/18 : 4.8p - 2018/19 : 4.9p							
Penny Rate : £52,771							



CAPITAL RESERVE ACCOUNT

CAPITAL RESERVE ACCOUNT							
2018/19				2019/20			
Approved		Estimated					
Estimate		Out-Turn				Estimate	
£	£	£	£			£	£
				INCOME			
0		0		Grant in Aid - Catchment Modelling		30,000	
<u>0</u>	0	<u>0</u>	0	Other Income/Interest etc		<u>0</u>	30,000
				EXPENDITURE			
0		0		Catchment Modelling		65,000	
<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	Pumping Station Asset inspections		<u>0</u>	<u>65,000</u>
	(7,500)		(7,500)	Surplus - (Deficit)			(35,000)
	<u>6,732</u>		<u>6,632</u>	Balance Brought Forward			<u>49,132</u>
	(768)		(868)	Balance			14,132
	<u>50,000</u>		<u>50,000</u>	Transfer from Revenue Account			<u>50,000</u>
	<u>49,232</u>		<u>49,132</u>	Balance Carried Forward			<u>64,132</u>



3.6 Five Year Budget Estimate

The five-year budget estimate is shown below.

Goole & Airmyn IDB		0	1	2	3	4	5
Revenue Account	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Estimated Out-turn	Estimated Out-turn					
Income	£	£	£	£	£	£	£
Drainage Rates	5,492	5,486	5,486	5,486	5,486	5,486	5,598
Special Levies	253,084	253,084	253,084	253,084	253,084	253,084	258,249
Highways England Contribution	20,761	20,000	20,000	20,000	20,000	20,000	20,000
Bank Interest, consents etc	20	50	100	100	100	100	100
Total Income	279,357	278,620	278,670	278,670	278,670	278,670	283,947
Expenditure							
Flood Defence Levy	68,860	70,926	73,054	75,245	77,503	79,828	82,222
New and Improvement Works	15,000	-	-	-	-	-	-
Drain Maintenance	29,500	30,500	31,415	32,357	33,328	34,328	35,358
Other Expenditure	3,000	3,000	3,090	3,183	3,278	3,377	3,478
Pumping Stations	41,373	41,050	42,282	43,550	44,856	46,202	47,588
Administration	50,071	53,495	55,100	56,753	58,455	60,209	62,015
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374
Total Expenditure	215,178	206,345	212,314	218,462	224,795	231,317	238,036
Surplus/(Deficit)	64,179	72,275	66,356	60,208	53,875	47,353	45,911
Balance Brought Forward	140,248	154,427	176,702	193,058	203,266	217,142	224,495
Transfer to Capital Reserve Acc	50,000	50,000	50,000	50,000	40,000	40,000	50,000
Balance Carried Forward	154,427	176,702	193,058	203,266	217,142	224,495	220,406
Penny Rate in £	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	5.00p
Penny Rate £52,771	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	5.00p
Commuted Sum Balance	190,139	190,139	190,139	190,139	190,139	190,139	193,057
Capital Reserve Account	56,632	64,132	114,132	164,132	159,132	199,132	149,132
% of Expenditure	71.77%	85.63%	90.93%	93.04%	96.60%	97.05%	92.59%

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Capital Reserve Account	Estimated Out-turn	Estimated Out-turn					
		£	£	£	£	£	£
Income							
FGIA Grant		30,000			30,000		
Total Income	-	30,000	-	-	30,000	-	-
Expenditure							
Catchment Modelling		65,000					
Pumping Station Asset inspection	-			-	75,000		
Total Expenditure	-	65,000	-	-	75,000	-	100,000
Surplus/(Deficit)	-	(35,000)	-	-	(45,000)	-	(100,000)
Balance Brought Forward	6,632	49,132	64,132	114,132	164,132	159,132	199,132
Transfer from Revenue	50,000	50,000	50,000	50,000	40,000	40,000	50,000
Balance Carried Forward	56,632	64,132	114,132	164,132	159,132	199,132	149,132

4. Engineer's Report

Recommendations:

- Note the information contained in this report

4.1 Asset Management

4.1.1 Pumping Stations

Nothing to report.

4.1.2 Telemetry

Board Officers are still experiencing CCTV difficulties with the provider Oriel Systems.

4.2 Maintenance

4.2.1 Pump Station MEICA Support

Downes Ground Pumping Station. The grease pipework within the sump has become blocked, and the gland packing has failed on two of the pump shafts. The MEICA support team undertake the works to make good.

4.2.2 Ordinary Watercourses

The 2018 maintenance works has been completed.

The NEC Engineering and Construction Short Contract which the board holds for undertaking the maintenance works within the boards catchment expires June 2019.

4.3 Planning, pre-application advice and consents

4.3.1 Planning Applications

Officers have reviewed 58 planning applications between 23 October 2018 and 22nd January 2019 6 of which have required comment on behalf of the Board.

It was reported to the board in November 2017 of a proposed development within the Capitol Park Goole 36 scheme. The proposal has now progressed to outline planning stage.

The development will involve attenuating surface water from the M62 industrial estate, before pumping the surface water into a rising main then entering the boards drainage network.

During the draft proposal stage board officers raised concerns on the maintenance and inspection of additional pumping plant within commercial ownership. Both board officers and ERYC encouraged involvement with Yorkshire Water.

Yorkshire Water will not adopt any pumping assets, in association with this scheme.

Board Officers have concerns on the day to day maintenance and monitoring of the asset, and should the pumping plant fail, how this failure would be dealt with and how promptly.

To ensure continuity within the drainage infrastructure, I would wish for the board to consider a "maintenance agreement" where the MEICA team would undertake the monitoring and day to day maintenance of the asset and recharge. Any fixed costs would be paid directly by the developer, and should any servicing or larger expenditure be required, then it becomes paid for by the developer for any works is undertaken.

This is to ensure that there is no financial risk to the board.

Part of the scheme will involve improvement and or replacement of pumping plant at New Potter Grange PS and Orchard Cottage PS at cost to the developer.

4.3.2 Land Drainage Act 1991 Section 23 and 66 (20th Byelaws)
Consents

There have been no consent applications received from 23 October 2018 to 22nd January 2019.

4.3.3 LDA 1991, Section 23 breach

Nothing to report.



5. Environmental Report

Recommendation:

- Note the information contained in this report

5.1 Legislation

5.1.1 Biodiversity Action Plan 2015-2020

Surveys will recommence in the spring.

5.2 Policy

Nothing to report.

6. Health and Safety Report

Recommendations:

- To note the information contained in the report

6.1 Contractor Management

6.1.1 Accidents and Incidents

Nothing to report.

6.1.2 Lone Worker Arrangements

Nothing to report.

6.2 ADA Technical and Environment Committee

Ian Benn prepared a report and guidance on lone working which has been posted on the Shiregroup website. Also provided was information relating to working under Over Head Power Lines (OHPL).

6.3 Health and Safety Executive

Health and Safety Executive (HSE) – Stress – Talking toolkit.

The HSE has just launched a 'Talking Toolkit' to assist employers in preventing work related stress. The 21-page document takes a 'cross-sector' approach and has been designed to aid line managers through those early conversations toward prevention of work-related stress in the workplace.

The toolkit has templates for a range of 'themed' conversations (6 in total).

The HSE states that success in use of the toolkit does count on managers and employees having open and honest conversations.

This, along with other stress related guidance can be found here:

<http://www.hse.gov.uk/stress/>

<http://www.hse.gov.uk/stress/assets/docs/stress-talking-toolkit.pdf>

7. Representation

Officers represent the Board in several fora:

Environmental	Flood Risk Management	Other
Humber Estuary Relevant Authorities Group	Humber Flood Risk Management Steering Group	ADA Northern branch meeting
Humber Nature Forum	Comprehensive Review Humber FRMS working group	ADA T&E
		ADA P&F

8. Date of Next Meeting



9. APPENDIX A: Asset Transfer & De-maining



Llywodraeth Cymru
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 the 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;



Department
for Environment
Food & Rural Affairs



Cyfoeth
Naturiol
Cymru
Natural
Resources
Wales



Llywodraeth Cymru
Welsh Government



Environment
Agency

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. Alternatively, contact: Dave Hart (Environment Agency Project Manager): David.Hart@environment-agency.gov.uk; or Alan Frampton (Jacobs Project Manager): Alan.Frampton@jacobs.com.



10. APPENDIX B: 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

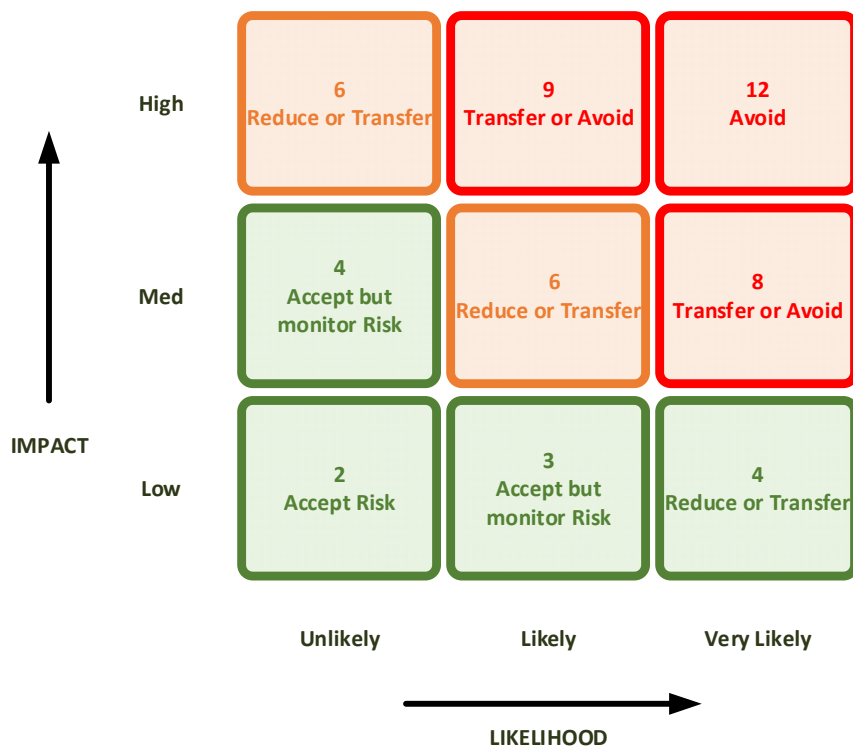
The next meeting of the panel will be held on Monday, 25 November 2019 at 10.00am at the offices of JBA Consulting, Epsom House, Chase Park, Redhouse Interchange, Doncaster, DN6 7FE.

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



11. APPENDIX C: Risk Register

The Board's Risk Register can be found over the following pages. The scoring system is demonstrated below:



Goole & Airmyn 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	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	Adopted an Asset Management strategic approach, detailed Asset conditioning reporting Contingency Planning-District Up to date Telemetry system Regular Syphon & Culvert Inspections Danvm Meica PSCA Agreement	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Develop current Pump Station Register linked with contingency planning Review Supplier/Contractor list- Appropriate governance checks. Also linked to contingency planning.
		Suitable Contractors (Qualified Engineers)- lack of staffing & required expertise						ENG- 2019-2022 ENG- May 2019 ENG- Jan-Mar 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
	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 Extensive Environmental Surveys carried out Species reporting on all new watercourses	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
		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
	Objective 3: Embrace new technology/methods introduced into the industry	Financial Limitations	Cost Savings- Payback Calculation Research & Development Included in Budget PWLB- Potential to borrow	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19
		Historical Viewpoint- 'we've always done it this way' can stifle innovation	Long Term Asset Management Strategy Adopted Forward Thinking Board	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19
		Uncertainty- results limited as technology/methods are in early stages of its lifecycle	The Board would always look to trial new technology Economies of Scale through Shire Group of IDBs reduces risk to GAIDB Regulation within the industry	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19
I N N O V A T I O N	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 Training Courses for board members Legislative/Industry developments promoted on the website and in meetings	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 20/03/2019 @ Doncaster Knights Rugby Club 3. Seminar sessions will be provided at board meetings
		Board Structure- Limited diversity of members background	Elected/Nominated split dependant on Annual Values Nominated members typically have knowledge of WLM Elected members must be nominated by Landowners in the district	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/19
		Short Termism- Reduction of cost philosophy	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
		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

Goole & Airmyn 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	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
		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.						
		Overspending, not obtaining value for money	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
		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						
		Perception that this isn't the case	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Promote the board, shout about the good work Black Drain DB DB do Tap into to Social Media to do this	SGAT- Ongoing
		Internal/External Audits & IDB1 forms						
		Website promoting board Activities						
		Lead Role in partnership working/PSCA agreements						
		Flood damage to third party	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Insurance policies reviewed annually for the Board and risks required changes to cover reassessed. Potential to Model the district	SFO- Jan 2019 Eng-2019
		Insurance Policies to cover main risks including asset failure and indemnity for third party damage						
		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	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
		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						
		Internal & External Conflicts, which could create a lack of trust	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
		Clear definition of role between IDB & other Stakeholders						
		Conflict Management Policy						
		Open & Honest- 100% Transparent- Minutes on website						
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.	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
		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						
		Loss of Cash through error or fraud	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
		Bank Mandate in place, always two signorities 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	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 signorities needed	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Review Reserves level (50%) at the monthly budget meetings	Next Review 30/06/19
		Liquidity issues, lack of reserves						
		The Board has adopted a reserves policy						
		Short, Mid & Long Term Budgetted						
		Boards financial postion presented at Board meetings						
	Objective 8: Ensure that at all times the board complies with all current EU & UK legislation	Risk to Board Members	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor any changes to current EU & UK legislation	Next Review 30/06/19
		Qualified & experienced staff attempt to advise the board						
		Ultimately, all decisions should be discussed and made as a collective						
		Adequate Insurance underaken	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	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						

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