



Danvm

Drainage Commissioners

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

Meeting Papers

Friday 24 May 2019
09:30am



Shire

Group of IDBs

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Meeting Papers

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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

Recommendation:

- Approval of Minutes from Board Meeting 1 February 2019 (Item 1.4)

1.1 Apologies for Absence

1.2 Public Forum

No requests have been received

1.3 Declaration of Interest

1.4 Minutes of the Meeting held 1 February 2019

Present: ✓

Member	4.11.16	3.2.17	23.6.17	2.11.17	2.2.18	24.5.18	2.11.18	1.2.2019
Catherine Anderson (DMBC)	✓	-	✓	✓	✓	✓	✓	✓
David Atkinson (Dun District)	✓	✓	✓	A	A	✓	A	A
Wayne Atkins (Barnsley DC)			✓ new	✓	✓	✓	✓	✓
Andrew Cooke (Went District)	✓	✓	A	✓	✓	A	✓	✓
Chris Crowe (Coal Authority) (Knottingley to Gowdall District)	✓	✓	A	A	✓	A	-	✓
John Duckitt (Dun District)	✓	✓	✓	✓	✓	✓	✓	A
Martin Falkingham (Went District)	✓	✓	✓	✓	✓	✓	A	A
Terry Grady (Doncaster MBC)	✓	A	✓	✓	A	✓	✓	A
Mel Hobson (Selby DC)	✓	-	-	✓	A	-	-	-
Charlie Hogarth (Doncaster MBC)	✓	-	✓	-	-	✓	✓	A
Gillian Ivey (Chair) (Selby DC)	✓	✓	✓	✓	✓	✓	✓	✓
John Gilliver (Vice Chair) (Doncaster MBC)							New ✓	✓
Steve Lomas (Dun District)	✓	✓	✓	✓	✓	A	✓	✓
Paul Maddison (Wakefield MDC)	✓	✓	A	✓	✓	A	✓	✓
Cllr Dave Peart (Selby DC)			-	✓	A	-	-	A
David Platt (Knottingley to Gowdall District)	✓	✓	✓	A	✓	A	-	✓
Robert Robinson (Dun District)	A	A	✓	✓	✓	✓	A	✓
Barry Roughley (DMBC)	A	x	A	✓	✓	✓	✓	✓
Richard Thompson (Dun District)	A	A	✓	✓	✓	✓	✓	A
Cllr Debbie White (Selby DC)	A	A	-	-	A	A	✓	✓
Kyle Heydon (DMBC)	✓	✓	✓	✓	✓	✓	✓	✓
Neil Welburn (Went District)	✓	✓	✓	✓	✓	✓	✓	✓
Martin Drake (Went District)			new	✓	A	✓	A	A
Michael Rogers (D&D District)			new ✓	✓	A	✓	-	-

Officers attending:

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

Public attendance – two

Governance

- 2019.1 Apologies for absence** were received from – Charlie Hogarth, David Atkinson, Richard Thompson, Martin Falkingham, Martin Drake, John Duckitt, Dave Peart and Terry Grady
- 2019.2 Public forum** - none
- 2019.3 Declaration of Interest** – AC in Norton Common PS and PM in Town Drain PS, Knottingley
- 2019.4 Minutes of Meeting 2 November 2018 – 2018.68 Financial Regulations.** CC noted number of statements made upon which the Coal Authority wished to comment. He opined DDC MEICA team did not act as a Contractor for Coal Authority, but undertook work based on old legacy agreements on a recharge basis.
- Great Heck Contract – CC advised Civils and Drainage works done on behalf of Authority through Danvm DC, MEICA works undertaken were a separate contract through Coal Authority. Chair advised reference to Great Heck was in relation to the size of scheme.
- Sour Lane Investment - Coal Authority had not been advised on Board position regarding payment for its % share of work. Clerk advised Coal Authority information provided to last Finance & Policy meeting and was included in 2019/20 budget.
- PM advised CC presence at table as Board Member, not as Coal Authority representative.
- 2018.70 Alternative Depot.** CA highlighted her request for copies of presentations which had not been made available. Chair advised subject had been discussed at Workshop.

2018.73 CA noted correct date for Finance & Policy Committee now 29th March 2019

AC proposed Minutes be approved, PM seconded, all in favour.

- 2019.5 Matters arising not discussed elsewhere on the Agenda** – none
- 2019.6 Complaints/FOI requests** – none

Clerks Report

- 2019.7 Recommendations to agree achievement of Board KPI** – AC felt scope of KPI should be increased to include operation of pumps and weed screen cleaners. BR agreed there may be several operational KPIs which could be considered. Chair proposed discussion as Agenda item for next F&P Committee.
- 2019.8 Management KPI** – Chair advised she wished to reduce detail within the record, noting would be discussed at Committee. **Chair proposed acceptance of both KPI, KH seconded, all in favour.**
- 2019.9** Clerk referred to ADA under Information only section advising ADA Good Governance workshop at Doncaster Rugby Club and encouraged all Members if possible, to attend

Finance Report

- 2019.10 Audit - Internal Audit Review** – Chair in attendance, discussed all controls and created new risk register shown in papers. Register more concise, related specifically to Danvm and aligns Board objectives. Scoring matrix used for Risk in terms of likelihood and severity of impact. Chair noted she had questioned objectivity/subjectivity of risk scoring; agreed risk registers are subjective. Chair noted importance all Members read and take ownership of Risk Register. Management team reviews register quarterly, Board reviews annually. Separate Risk Register has been created for pump stations which feeds into top level Risk Register.
- 2019.11 Risk Register** – Chair added Resolution to Recommendations list and requested vote for approval of Risk Register, which **she proposed be agreed, BR seconded, all in favour.**
- 2019.12 Finance Regulations** – Chair commended amended Regulations to Board and thanked Members who had contributed. **AC proposed approval of amended Regulations, GI seconded, all in favour**
- 2019.13 Minutes of Finance Committee** – Vice-Chair concerned draft Committee Minutes presented in Board meeting papers. Discussion regarding provision of draft Committee Minutes. Some Members required amendments. Agreed draft Minutes of December Finance & Policy Committee were for Committee

to discuss and agree. **Vice-Chair proposed Committee Minutes require Committee approved before appearing in Meeting Papers. CA seconded, all in favour.**

2019.14 Norton Common PS access – AC left the meeting. Eng. advised on update to papers following recent EA indication of MTP allocation release in March 2019. Although access to station requires improvement, it is due for refurbishment within 4 years. The issue has been subject of discussion for several years, and whilst pump failure would have an impact over time, he considered a decision could be deferred until further information had been received. Potential GiA available for whole project which could include the track access. Decision on route to station could be delegated to Finance & Policy Committee at its March meeting. Chair advised, considering Eng. information, she proposed to **defer any decision on access which would be taken back to F&P to review following MTP allocation release, NW seconded, all in favour.** AC returned to meeting.

2019.15 Uncollectable drainage rate write-off – All in favour of write off. AC queried approach of chasing rates outstanding of less than cost of a stamp. FO suggested production of table to show income derived from various rates payable groupings be discussed at next Finance & Policy Committee.

ACTION: FO produce table of income derived from rate groupings

2019.16 Estimates, rates & special levies for y/e 31.3.2020 – Noted typographical error, increase in drainage rate to 10.00p had been agreed under delegated power of Finance & Policy Committee, not £10.25p as appeared in papers. FO advised forecast estimate illustrated effect on rate dependent upon receipt or otherwise of GiA.

2019.17 5-year budget estimate – Noted estimates provided did not include potential GiA allocation.

2019.18 10-year capital expenditure forecast–Discussion as to whether worst case scenario should be used in forecasting 10-year expenditure. Eng. advised GiA allocation very uncertain and would not advise Board to ever rely on receiving GiA. Majority Members supported Engineer’s view.

2019.19 Remainder papers for Information only

2019.20 Date of next meetings.

Board	Finance & Policy Committee
24 May 2019	29 March 2019
1 November 2019	

2019.21 Meeting closed 10:38

1.5 Matters arising not elsewhere on the Agenda

1.6 Complaints/FOI requests

Register of Complaints					Dealt With	Pending	Outstanding						
Status	Date Received	Submitted By:-	Acknowledged by:-	Format	Concerning	Nature of Complaint/Request for info.	Dealt with by:-	Response / Action Taken	Matter resolved to satisfaction of Complainant	Location of Correspondence	Date of response	Lessons/Comments	Timeline of responses
FOI	29.4.2019	MR	AB	email	Capital Projects	Request for details of all pipeline projects submitted to Yorkshire RFCC	AB/PJ	Final response	yes	2017s5904letters-5-1-L021-001, 2017s5904letters-5-1-L021-002 2017s5904letters-5-1-L021-003 Riley_Board_YRFCCProjects Response	29.4.2019		

2. Clerk's Report

Recommendation:

- Note the potential KPI/Outcomes review (item 2.1)
- Approval of Asset Management Policy commended by Policy & Finance Committee (Item 2.2)
- Agreement to share email contact details with all Board Members (Item 2.3)
- Consider if this Board is likely to be affected by Organisational Changes (Item 2.4.1)
- Approvals associated with Election Year (Item 2.5)
- To consider working in partnership with CRT under a PSCA (Item 2.6)

2.1 Key Performance Indicators/Outcomes

2.1.1 KPI/Outcomes review

Key Performance Indicators are a measurable value that demonstrates how effectively a company is achieving **key business objectives**. Organisations use KPIs at multiple levels to evaluate their success at reaching targets. High-level KPIs may focus on the overall performance of the business or body, while low-level KPIs may focus on processes in departments such as sales, marketing, HR support and others. The operative word in KPI is "key" because **every KPI should be related to a specific outcome with a suitable performance measure**. KPIs are often confused with metrics i.e. 'profit margin' 'sales targets' etc. Although often used in the same spirit, KPIs should be defined according to critical or core objectives.

The Clerk and the Chairman have discussed linking Management KPIs with 'Outcomes' derived from delivery of Board objectives. These will be detailed in the Boards Corporate Plan (CP) and Strategic Asset Management Plan (SAMP). (see 2.2).

2.2 Asset Management Policy

At its meeting of 23 March 2019, the Committee agreed to commend the drafted Asset Management Policy (AMP) to the Board. Policy is a separate document to the papers.

The AMP is sandwiched between a Corporate Plan (CP) and a Strategic Asset Management Plan (SAMP) which sit above and below the AMP respectively. These documents have already been drafted and have been passed onto the Chairman.

The Institute of Asset Management (IAM) Asset management – an anatomy, states that; *'the asset management strategy and asset management objectives, must be communicated to relevant internal and external parties as appropriate'* This is entirely logical and makes sense particularly in the Boards case where external partners i.e. The Coal Authority/Yorkshire Water can have a significant effect on the Boards function due to their stake holding in key strategic assets and infrastructure.

It is therefore vital the Board take ownership of the 3 documents Corporate Plan (CP), Asset Management Policy (AMP) and Strategic Asset Management Plan (SAMP)) and initiate further development of these to a level where they can then be presented to key stakeholders to highlight the Boards direction of travel. At this point, identification and acknowledgement of the requirements and needs of other stakeholders would be recorded within the SAMP.

Therefore, following review and agreement to adopt these key strategic documents, the Board should meet with all main stakeholders within its Internal Drainage District (IDD) to ascertain their needs and expectations. Working in partnership will be vital if the Board is to deliver effective water level management going forward.

2.3 GDPR

Board Members are asked to provide consent to personal emails being shared between Members of the Board which will obviate the need for blind copying. Member second signature to the column on the attendance sheet will authorise email sharing.

2.4 Association of Drainage Authorities

2.4.1 Defra Policy Advisory Group (PAG)

Defra (through ADA) has asked IDBs to advise whether they anticipate any boundary changes, amalgamation or reconstitution affecting their Boards in the near (after passing the Rivers Authority and Land Drainage Bill), medium (within 5 years) or long term (over 5 years).

The request is associated with providing suitable resource to deal with applications where the Secretary of State is required to provide consent.

- Boundary changes may be expansion to sub-catchment level
- Amalgamation, to create larger, more strategic, sub-catchment IDBs
- Reconstitution, to change the number of Board Members, or to alter electoral or rateable sub-districts

2.5 Election Year

2019 is an election year for the Board and the procedure is set out below.

31 October 2019 will see the end of the current three-year term of office of the elected members of the Board, a new Board coming into place on 1 November 2019.

The Board are required to approve certain procedural arrangements in respect of appointment of a returning officer and the date of poll if that proves necessary.

The Board is requested to approve:

- To confirm the appointment of JBA Consulting as returning officer
- A draft register of electors was prepared on 1 April 2019 and has been advertised on the Board's website. The Board are asked to consider any representations made by the public and approve the register. This approval must then be advertised.
- It is proposed to receive nominations by post and the last date for return of the nomination papers in Friday 4 October 2019.

If there are more candidates nominated than the fixed number of elected members, then a poll must be arranged and the date for that poll is to be Friday 25 October 2016.

2.6 Canal & River Trust PSCA

The Canal & River Trust have approached the Board and asked if they could work directly under a PSCA to undertake maintenance on Soak Drain moving forwards. The Board is asked to agree in principle to work in partnership with the CRT.

3. Financial Report

Recommendations

- To note the information contained in this report
- To approve Section 1 of the AGAR
- To approve the Accounts for the Year Ended 31 March 2019
- To approve Section 2 of the AGAR

3.1 Finance & Policy Committee

The Committee resolved:

- Approval of Investment Policy
- Approval of Plant & Vehicle Replacement Policy
- Use of 1.6ha Board owned land for carbon offsetting through tree planting
- Mental Health & Wellbeing addition to the existing Health & Safety Policy
- Drop-in session at Alexandra House, Askern 30th April 2019 for agricultural ratepayers associated with requirement for access strips
- New Farm Business Tenancy for banks of river Went
- Agreement in principal to proceed with purchase of two Energreen machines based upon successful trial
- No outstanding rates write-off, but the accumulated debt be permitted to rise to position where it became cost-effective to collect
- Employee salary increases based on review of performance
- To request Member agreement for email addresses being shared between Board Members

3.2 Audit

3.2.1 External Audit

The Internal Audit of the Board's financial statements for the year ended 31 March 2019 is underway and a report will be given at the meeting.

3.2.2 Annual Governance and Accountability Return (AGAR) Section 1 - Annual Governance Statement 2018/19

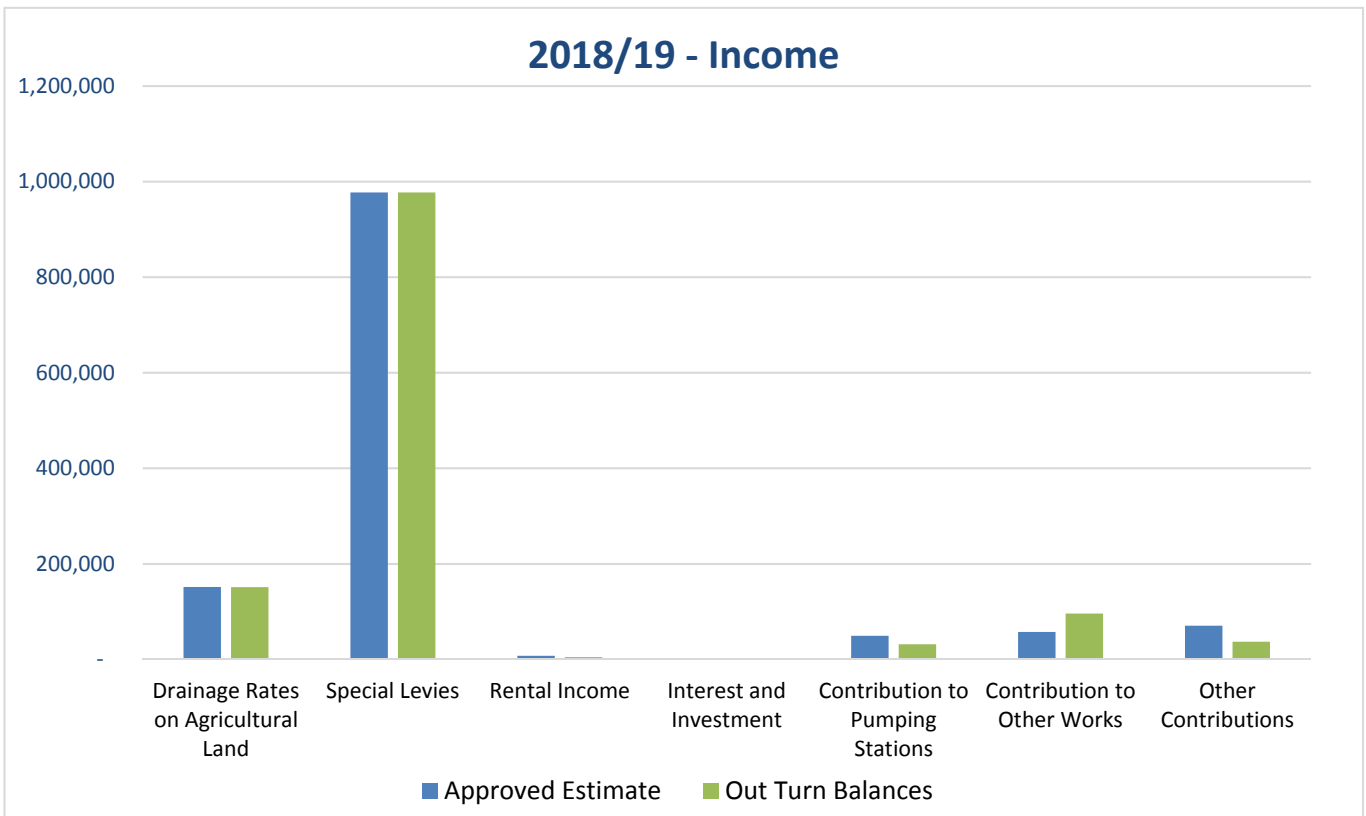
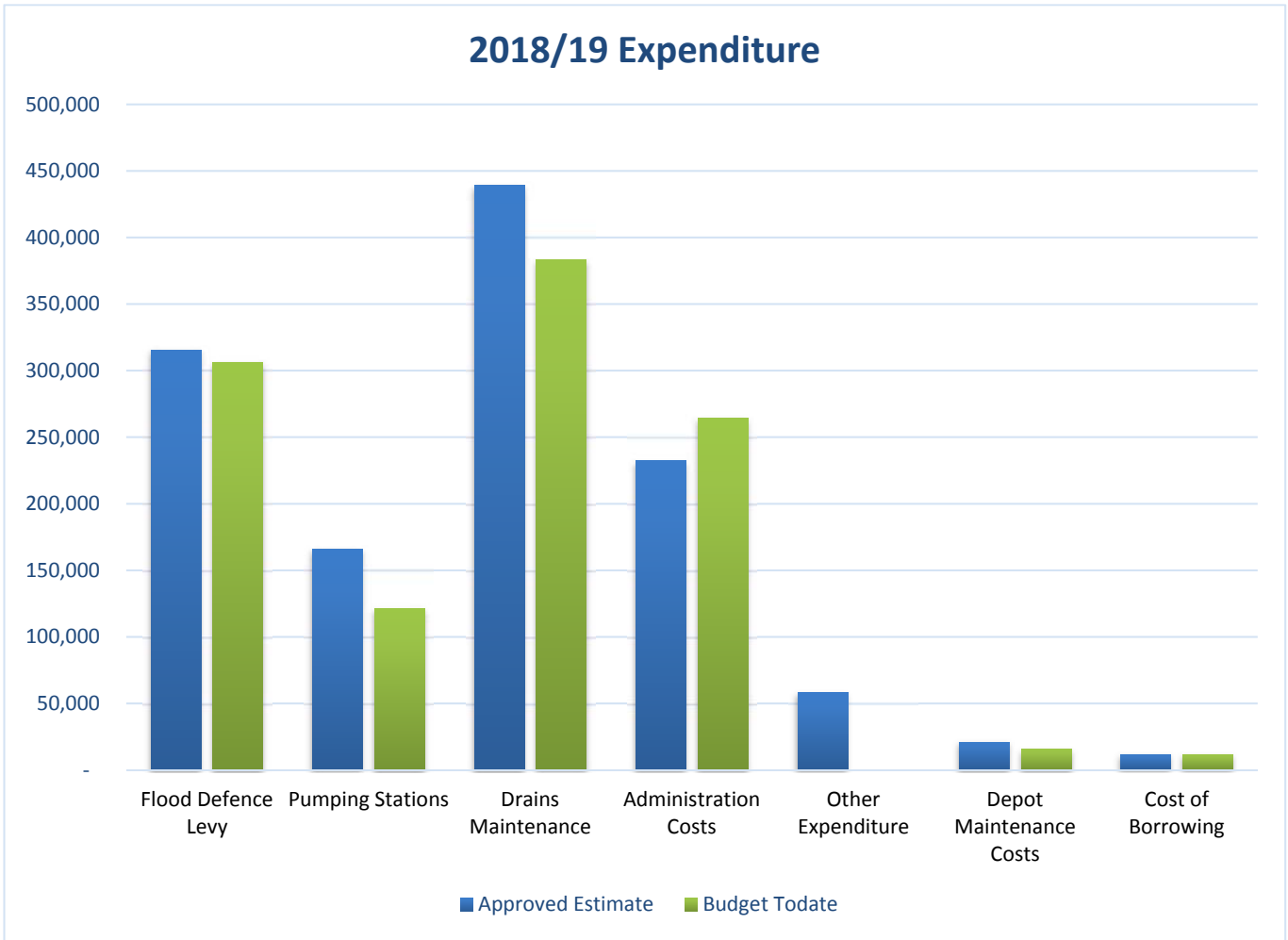
Members are asked to review and approve Section 1 of the AGAR which can be viewed at Appendix A.

3.3 Accounts for the Year Ending 31 March 2019

The accounts for the year ending 31 March 2019 are included as a separate item in your pack.

3.4 Budget Comparison for the Year Ended 31 March 2019

DANVM DRAINAGE COMMISSIONERS					
REVENUE ACCOUNT			2018/19		
2018/19				2018/19	
Approved				Out Turn	31/03/2019
Estimate				Balances	
£	£			£	£
		INCOME			
151,612		Drainage Rates on Agricultural Land	100%	151,445	
977,192		Special Levies	100%	977,191	
7,578		Rental Income	63%	4,771	
500		Interest and Investment	405%	2,025	
49,518		Contribution to Pumping Stations	64%	31,581	
57,500		Contribution to Other Works	167%	96,155	
<u>70,506</u>	1,314,406	Other Contributions	52%	<u>36,998</u>	1,300,166
		EXPENDITURE			
315,676		Flood Defence Levy	97%	306,482	
165,782		Pumping Stations	73%	121,476	
438,980		Drains Maintenance	87%	382,941	
232,323		Administration Costs	114%	264,497	
58,306		Other Expenditure	0%	-	
21,000		Depot Maintenance Costs	74%	15,556	
<u>11,678</u>	<u>1,243,745</u>	Cost of Borrowing	100%	<u>11,678</u>	<u>1,102,630</u>
	70,661	Surplus - (Deficit)			197,536
	<u>571,482</u>	Balance Brought Forward	119%		<u>681,295</u>
	<u>130,000</u>	Transfer to NW&P			<u>130,000</u>
	512,143	Balance Carried Forward	146%		748,830



NEW WORKS AND PLANT ACCOUNT			2018/19 Out Turn Balances	
2018/19 Approved Estimate			£	£
		<u>INCOME</u>		
130,000		Transfer from Revenue Account	100%	130,000
89,597		Grant Received - Hydraulic Model - Optioneering	69%	61,924.00
100		Interest	364%	364
86,300		Sale of Plant	78%	67,200
0		Trade in of Case MX110 Tractor	0%	
0	305,997		0%	259,488
		<u>EXPENDITURE</u>		
22,500		New Vehicle - Ford Ranger 4x4	101%	22,790
13,300		New Vehicle - Van	98%	13,045
30,000		New Vehicle - Mobile Welfare Unit	0%	-
30,500		New Flail Mower	102%	31,050
7,000		New Vehicle - Mid Mount Flail Mower	103%	7,178
0		New Low Loader	0%	3,640
0		Betsy Pump	0%	45,406
10,000		Culvert inspections	0%	-
50,000		Pumping Station Asset Inspection	0%	
103,267		Loan Repayments - plant	100%	103,267
50,000		PS Refurbishment	0%	-
89,597		Hydraulic Model - Optioneering	77%	68,685
	406,164			295,062
	(100,167)	Surplus - (Deficit)		(35,574)
	143,404	Balance Brought Forward		143,437
	<u>43,237</u>	Balance Carried Forward		<u>107,863</u>

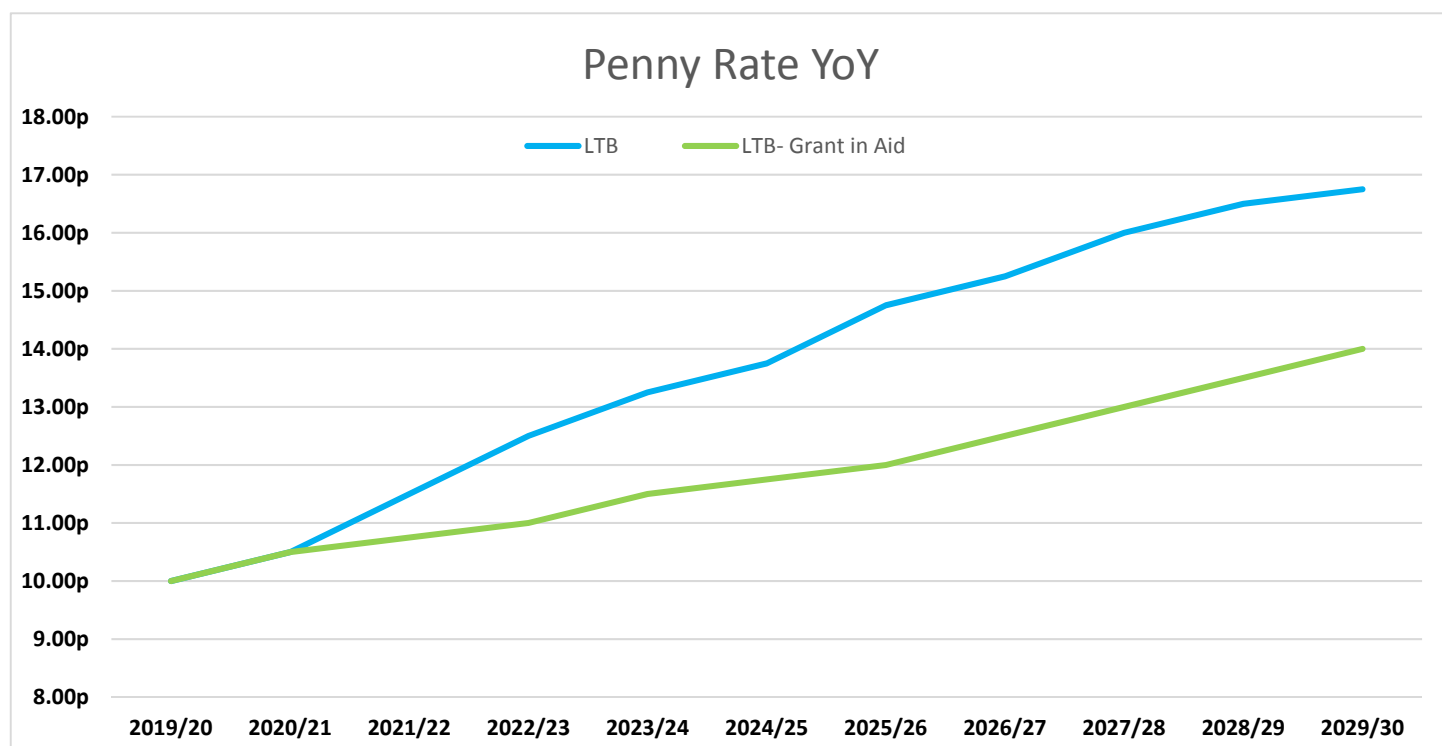
3.5 Annual Governance and Accountability Return (AGAR) Section 2 - Financial Statements 2018/19

Members are asked to review and approve Section 2 of the AGAR which can also be viewed at Appendix A.

3.6 Five Year Budget Estimate

The five-year budget estimate is shown below:

Danvm Drainage Commissioners			0	1	2	3	4	5
Income & Expenditure Account	2018/19	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Actual	App	Estimated Out-Turn					
	Out-turn	Budget						
	£		£	£	£	£	£	£
Income								
Drainage Rates	151,445	155,328	155,328	163,094	178,627	194,160	205,809	213,576
Special Levies	977,191	1,003,518	1,003,518	1,053,693	1,154,045	1,254,397	1,329,661	1,379,837
Other Income	36,998	12,200	12,200	12,566	12,943	13,331	13,731	14,418
Contribution to Pumping Stations	31,581	49,230	49,230	50,707	52,228	53,795	55,409	57,071
Contribution to Other Works	96,155	60,000	60,000	61,800	63,654	65,564	67,531	50,000
Easements/Rents	4,771	1,660	1,660	1,660	1,660	1,660	1,660	8,822
Bank Interest	2,025	525	2,126	2,233	2,344	2,461	2,584	2,714
Total Income	1,300,166	1,282,461	1,284,062	1,345,753	1,465,501	1,585,368	1,676,385	1,726,437
Expenditure								
Environment Agency - Flood Defence Levy	306,482	315,676	306,482	315,676	315,676	315,676	315,676	315,676
Administration Costs	264,497	237,822	237,822	240,000	240,000	247,200	247,200	247,200
Pumping Stations	121,476	171,082	171,082	176,214	181,501	186,946	192,554	198,331
Drain Maintenance	382,941	440,520	440,520	453,736	467,348	481,368	505,437	530,708
Depot Costs	15,556	17,050	17,050	17,562	18,088	18,631	19,190	19,766
Loan Repayments:-	11,678	5,839	5,839	-	-	-	-	-
New Loan Repayments	-	-	-	23,056	86,613	158,460	241,360	324,260
Total Expenditure	1,102,630	1,187,989	1,178,795	1,226,244	1,309,226	1,408,281	1,521,417	1,635,941
Surplus/(Deficit)	197,536	94,472	105,267	119,509	156,276	177,087	154,969	90,496
Balance Brought Forward	681,295	632,268	748,831	655,098	604,607	590,882	597,970	582,938
Transfer to NW&P	130,000	170,000	170,000	170,000	170,000	170,000	170,000	150,000
Transfer to Asset Replacement Account			29,000					
Balance Carried Forward	748,831	556,740	655,098	604,607	590,882	597,970	582,938	523,434
New Works and Plant Account	107,863	20,504	21,196	92,296	64,729	25,099	32,670	149,706
Penny Rate in £	9.75p	10.00p	10.00p	10.50p	11.50p	12.50p	13.25p	13.75p
% increase	2.63%	2.56%	2.56%	5.00%	9.52%	8.70%	6.00%	3.77%
Penny Rate £115,774	67.91%	46.86%	55.57%	49.31%	45.13%	42.46%	38.32%	32.00%



Danvm Drainage Commissioners
Meeting Papers
24 May 2019

			0	1	2	3	4	5
New Works and Plant Account	2018/19	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Estimated	App	Estimated Out-turn					
	Out-turn	Budget						
	£	£	£	£	£	£	£	£
Income								
PWLB Loan for Plant & Vehicles	-	180,000			-	200,000		
From non committed reserves								
From committed Reserves	-		150,000	140,000				
Interest	364	100	100	100	100	100	100	100
Sale of Bomford m Eagle		12,000	12,000					
Sale of Plant - Excavator Case				-		30,000	-	-
Sale of Plant - 4x4	6,000		-	-	5,000	-	3,000	
Sale of Plant - Berlingo Van	600						500	
Sale of Plant - Tractor and Flail Mower	26,800		-	-	-	-		
Sale of Plant - Tractor - Case Maxxum 130	17,500		-	-	-	-	-	20,000
Sale of Plant - Low Loaders - Herbst & AS(Marston)	4,000		-	-				
Sale of Plant - Dump Trailers - Armstrong Holmes & AS(Ma	4,500							
Sale of Post Knocker and Wood Chipper	3,000							
Fuel Bowers	800							
Sale of Plant- Habbig Tree Cutter	1,000			-	-	-		
Sale of Plant- Bomford Front Tipper	3,000							
Optioneering Modelling - Local Levy	61,924							
PWLB Loan for PS replacement	-		-	420,000	1,150,000	1,300,000	1,500,000	1,500,000
Total Income	129,488	192,100	162,100	560,100	1,155,100	1,530,100	1,503,600	1,520,100
Expenditure								
Machine Replacement - Excavator 1 (Case)	-		-	-	-	140,000	-	-
Machine Replacement - Excavator 3 (Komatsu)	-	140,000	-	140,000	-	-	-	
Machine Replacement - Bomford *m Eagle	-	43,000	-	43,000	-	-	-	
Machine Replacement - Bomford Turbo 300 Flail	7,178		-	-	-	-		
Machine Replacement - NEW BOMFORD B81-81 Flail	31,050		-	-	-	-	30,500	
Machine Replacement - Tractor 5 (New Holland T7200)				-	-	-		
Plant Replacement - Low Loader 1 (Ifor Williams)	3,640		-	-	-	-	-	-
Vehicle Replacement - 4x4 1 Ford Ranger D-Cab 5yr	22,790						22,500	
Vehicle Replacement - 4x4 2 (Ford Ranger Board) 5yr					22,500			
Vehicle Replacement - 4x4 3 (Ford Ranger supercab) 5yr					22,500			
Vehicle Replacement - Van 3 Ford Transit Connect 10yr	13,045						13,300	
Mobile Welfare Unit - MEICA			32,000					
Mobile Pump - Betsy	45,406							
Plant Replacement - Weed Cutting Buckets								
Vehicle and Plant loan repayments	103,267	141,124	103,267	-	-	42,063	42,063	42,063
Optioneering Modelling	68,685							
PS Comprehensive Asset Inspection	-	50,000	50,000	50,000	5,000	5,000	5,000	5,000
Culvert Inspection			10,000					
PS Refurbishment	-	73,500	223,500	420,000	1,250,000	1,500,000	1,500,000	1,500,000
	-		-					
Total Expenditure	295,061	447,624	418,767	653,000	1,300,000	1,687,063	1,613,363	1,547,063
Surplus/(Deficit)	(165,573)	(255,524)	(256,667)	(92,900)	(144,900)	(156,963)	(109,763)	(26,963)
Balance Brought Forward	143,436	106,028	107,863	21,196	92,296	64,729	25,099	32,670
Transfer from I&E	130,000	170,000	170,000	170,000	170,000	170,000	170,000	150,000
Transfer to Committed Reserves - Lake Outfall PS com sum				6,000	6,000	6,000	6,000	6,000
Transfer To Committed Reserves - Asset Replacement Acc	-				46,667	46,667	46,667	-
Balance Carried Forward	107,863	20,504	21,196	92,296	64,729	25,099	32,670	149,706

3.6.1 10-year Capital expenditure forecast

A meeting with the Environment Agency in April has confirmed the following Pipeline Projects within the DEFRA / Environment Agency Grant in Aid Forward Plan as well as an acknowledgement that the Shire Group have demonstrated a proven ability to deliver previous Grant in Aid funded schemes which assists in securing future grant and provides confidence in future delivery.

These are potential allocations of Grant in Aid of which any GiA contribution would be subject to the Autumn Statement and the funding packaged provided by Central Government to the Environment Agency.

EA Number	Project Name	Estimated Business Case Preparation	Estimated Construction Start
YOC354I/000A/007A	East Ings Pumping Station	04/2034	10/2036
YOC354I/000A/008A	Gowdall Pumping Station	04/2022	10/2024
YOC354I/000A/009A	Hensall Pumping Station	04/2024	10/2026
YOC354I/000A/010A	Town Drain Pumping Station	04/2035	10/2037
YOC354I/000A/011A	Whitley Bridge Pumping Station	04/2020	10/2022
YOC356I/000A/004A	Adwick Mill Pumping Station	04/2021	10/2023
YOC356I/000A/005A	Blackshaw Clough Pumping Station	04/2036	10/2038
YOC356I/000A/006A	Church Walk Pumping Station	04/2026	10/2028
YOC356I/000A/008A	Goosepool Pumping Station	04/2029	10/2031
YOC356I/000A/009A	Lake Outfall Pumping Station	04/2020	10/2022
YOC356I/000A/010A	Norton Common Pumping Station	04/2023	10/2025
YOC356I/000A/011A	Park Farm Pumping Station	04/2030	10/2032
YOC356I/000A/013A	Taining Drain Pumping Station	04/2031	10/2033
YOC356I/000A/014A	Thistlegoit Pumping Station	04/2033	10/2035
YOC356I/000A/015A	Thornhurst Pumping Station	04/2021	10/2023
YOC356I/000A/016A	Towns Clough Pumping Station	04/2024	10/2026
YOC356I/000A/017A	Kirk Bramwith Pumping Station	04/2022	10/2024

A meeting is also being arranged with the Environment Agency to review Benefit Apportionment across the Drainage District which will utilise the Commissioners Hydraulic Modelling outputs which provide an improved understanding of surface water flood risk.

The Environment Agency's National Team has also been approached with regards to updating the National Surface Water Flood Plans with the Commissioners hydraulic modelling outputs.

4. INFORMATION ONLY

4.1 Clerk Information

Health, Safety and Wellbeing Policy

Mental Health and Wellbeing - addition wording approved by the Finance and Policy Committee to Board Policy

The Board recognises its duty of care to anyone who may be affected or is involved in the delivery of its function. It will therefore take all steps which are reasonably possible to ensure their mental health, safety and wellbeing.

Dealing with problems related to Mental Health and Wellbeing (MHW) in the workplace provide unique challenges for the Boards management. It is an area that requires careful attention and professional support. The Board recognises its duty of care to developing an understanding of employee needs, providing health care and support when required, help staff remain effective in the work environment.

Recognising that an employee's personal circumstances can drastically affect their workplace performance, personal health, self-esteem and how they treat others is the first step toward active health care.

This is a complex area of people management especially as individuals can be incredibly diverse in views on items such as politics, religion, etc. It is therefore vital that middle management receive support and training and is able to present a neutral view on items that an employee feels strongly about.

The Board will provide health and welfare information, instruction, training and supportive supervision to help cement solid foundations to build upon by seeking to;

- 1. Identify and tackle root causes of ill health,*
- 2. Build a more robust framework to promote good mental health,*
- 3. Strengthen the capability of line managers,*
- 4. Take a holistic approach to managing mental health and wellbeing in the workplace.*
- 5. Ensure there is no place for bullying and harassment at any level to anyone.*

Hedge Cutting prior to flail mowing (for information only)

Any IDB that insists on undertaking hedge cutting activities prior to drain maintenance, should ensure that the tractor is guarded appropriately.

Guidance is available here: <http://www.hse.gov.uk/pubns/ais21.pdf>

The document seeks to give clear guidance and advice on any hedge cutting activity.

Boards who utilise contractors to flail hedges should also be aware of this and immediately question the use of any plant or equipment that is not sufficiently protected.

Legal status of HSE guidance and ACOPs

It would also be prudent to highlight the following taken from the HSE website (see below):

In simple terms, if you do not follow the guidance then you should be doing something at least equal or better than what's suggested otherwise you will end up in hot water.....

What are HSE guidance notes?

HSE guidance provides advice to help you understand how to comply with the law; explanations of specific requirements in law; specific technical information or references to further sources of information to help you comply with your legal duties.28 Nov 2013

Legal status of HSE guidance and ACOPs

HSE publishes guidance (in the form of leaflets, books and on its webpages) and Approved Codes of Practice (ACOPs).

HSE guidance provides advice to help you understand how to comply with the law; explanations of specific requirements in law; specific technical information or references to further sources of information to help you comply with your legal duties.

ACOPs describe preferred or recommended methods that can be used (or standards to be met) to comply with regulations and the duties imposed by the Health and Safety at Work etc Act.

The legal status of guidance and ACOPs is given below and will appear in the relevant publications.

HSE guidance legal status

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

Approved Codes of Practice (ACOPs) legal status

Each ACOP is approved by the Health and Safety Executive, with the consent of the Secretary of State. It gives practical advice on how to comply with the law. If you follow the advice you will be doing enough to comply with the law in respect of those specific matters on which the Code gives advice. You may use alternative methods to those set out in the Code in order to comply with the law.

However, the Code has a special legal status. If you are prosecuted for breach of health and safety law, and it is proved that you did not follow the relevant provisions of the Code, you will need to show that you have complied with the law in some other way or a Court will find you at fault.

Health, Safety and Wellbeing Report – Nov 18 to April 19

Board Employee Training - undertaken

Site Supervisor Safety Training Scheme (SSSTS)

Medium risk confined spaces

International Powered Access Training (IPAF) 1b training

IPAF harness awareness and inspection

Prefabricated Access Suppliers and Manufacturers Association (PASMA) working at height

Institute of Occupational Safety and Health (IOSH) managing safely course

Board Employee Training – planned

Lantra Chapter 8 Traffic management to be undertaken by all operational staff.

Manual Handling to be undertaken by all members of staff.

Safe Handling of Chemicals (SHOC) to be undertaken by all staff.

CSCS Cards and health and safety awareness course to be undertaken by staff with expiring CSCS cards.

Occupational Flood Safety to be undertaken by all staff.

PASMA tower scaffold

Accidents, Incidents and Near Misses

0 RIDDOR Reportable incidents

3 incidents involving plant and equipment

1 manual handling incident

1 near miss incidents

Legislation

The Rivers Authority and Land Drainage Bill has received its third reading in Parliament which seeks to effectively reintroduce Rivers Authorities with the power of precept raising public and responsibilities for mitigation of flood risk. Creation of this public body arose out of the flooding in Somerset 2014. If thought appropriate locally, Rivers Authorities could be created around the country, where there is a willingness to pay. The Environment Agency currently operates in the area of flood risk under permissive powers.

Humber Flood Risk Management Strategy

The Engineering workstream associated with the Strategy is looking at the issue of tide locking or outfalls becoming non-operational due sediment build up around the estuary. It is hoped the scale of siltation/tidal locking can be quantified and locations of the issue across the estuary can be mapped in order consideration can be given as to how the Strategy engages and recognises the difficulty. There will be pieces of work, probably within geomorphology and erosion which will play a part in understanding what processes are impacting it, as well as considering what sea level rise/climate change will look like into the future. Considering it at the strategical level will hopefully allow the true scale can be quantified and best practice can be shared as well as a consistent approach to benefit/outcomes sharing.

A shapefile of outfalls currently affected and potential to be affected during the life of the Humber FRMS has been produced and shared with the Strategy Engineering workstream delivery lead.

Humber Strategy Officers Meeting 9th May

Update on the appraisal approach presenting more detail on the first 25 years

3 strategic approaches

1. Containing the tide
2. Adapting to the tide
3. Keeping out the tide

Step 1: understanding estuary wide consequences

Step 2: high level screening of the 3 approaches

Ste 3: more detailed assessment of options

Next steps for engagement planning

Current areas of focus:

- Telling the Humber story
- Communicating risk
- Humber business week
- Planning a public survey

Looking ahead:

First round full consultation July to October 2020

Consultation on draft strategy 2021

Next Elected Members Forum (EMF) 5th July

Next Officers meeting 11th July

Climate Change

The potential effects of climate change were also discussed with the EA talking in terms of a possible 3-4°C temperature rise by the end of the century. Whereas this was only really discussed in terms of sea level rise it does raise some serious issues for those that grow crops within the Boards Internal Drainage District. It is therefore recommended the Board seek to facilitate urgent meetings with landowners looking to store water for crop irrigation as abstraction from rivers and bore holes will become increasingly restricted. Further information on the potential effects of the changing climate will be presented at the next meeting.

Asset Management

Meeting with landowners 30 April 2019

A meeting was hosted by the Board at Alexandra House Askern to discuss the Board's Maintenance Statement with landowners and the requirement for provision of an access strip. The meeting was attended by the Clerk, Asset Manager, Engineer and Environment Officer supporting the Chair and Members Paul Maddison, David Atkinson and Steve Lomas. The meeting was attended by 6 landowners whose queries appeared to have been addressed.

ADA

ADA Governance Workshops

In total over 170 attended the workshops and ADA is reporting back to Defra on which IDBs and other authorities were represented at these events.

Slides

The slides delivered on the day are available on ADA's website under I have made pdfs of the slides from these events available on the Governance & Accountability page of the ADA website at https://www.ada.org.uk/wp-content/uploads/2019/04/Good_Governance_Workshop_Slides_2019.pdf

Training Modules

ADA made an audio recording of the workshop at CIWEM Venue in London and is working on a series of 20-25 minute training videos with this audio synchronised with the slides to provide a series of 5 training modules for Board Members/Officers. ADA hopes these will be on its website during May/June.

ADA Northern Branch

This year's conference is associated with tidal flood plain of the Humber and its tributaries which represent around 160,000 hectares of land, 81% of which is in IDB Districts. The management of tidal flooding has a direct impact on many of Yorkshire's IDBs, the event is designed for members and guests to gain a better understanding of some existing tidal defence infrastructure, and planned works. The event will include a presentation as well as a site visit to the proposed Hessle foreshore tidal defences in the shadow of the Humber Bridge; a visit to completed Paull tidal defences with the longest glass flood wall in the UK and an operational demonstration of the Hull tidal barrier.

4.2 Financial Information

Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 29 March 2019: -

	£	£
Balance Brought forward at 1 April 2018		593.88
2018/2019 Drainage Rates and Special Levies		
Drainage Rates		151,628.95
Special Levies		
Barnsley Metropolitan Borough Council	38,239.00	
Doncaster Metropolitan Borough Council	411,986.00	
East Riding of Yorkshire Council	26,858.00	
Rotherham Metropolitan Borough Council	2,546.00	
Selby District Council	399,193.00	
Wakefield Metropolitan District Council	98,369.00	977,191.00
Total Drainage Rates Due		<u>1,129,413.83</u>
Less Paid: -		
Drainage Rates		150,637.82
Special Levies		
Barnsley Metropolitan Borough Council	38,239.00	
Doncaster Metropolitan Borough Council	411,986.00	
East Riding of Yorkshire Council	26,858.00	
Rotherham Metropolitan Borough Council	2,546.00	
Selby District Council	399,193.00	
Wakefield Metropolitan District Council	98,369.00	977,191.00
Total Drainage Rates Paid		<u>1,127,828.82</u>
Admin Adjustments		<u>-184.25</u>
Balance Outstanding as at 29th March 2019		<u>1,400.76</u>

Bank Accounts

The Board's account balances are given below, as at 10 May 2019:

- Current Account: £1,713,192.00
- Rating Account: £9,587.92
- Amounts on short-term investments: £765,000

4.3 Engineering information

Planning Applications

Officers have reviewed planning applications between 7 January 2019 and 9 May 2015, 9 of which have required comment on behalf of the Board.

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

2 No consent has been issued on behalf of the Board between 8 January 2019 and 9 May 2019

4.4 Environmental Information

Biodiversity Action Plan 2015-2020

Implementation has recommenced for 2019. To date 12km of drain has been surveyed from Stream Dike at Askern to Wrancarr Drain and Engine Drain at Kirk Bramwith and New Cut through the old course of the river Don together with Great Common Drain from Askern to the old Norton Common Sluice. Previously unknown presence of water vole was identified on Great Common Drain at its upstream end. Blowell Drain from Lake Drain PS to A19 has been surveyed. The watercourse offers good habitat for water vole however the species presence was not satisfactorily identified. Subsequent discussion with Board employees revealed the continued presence of mink in this area.

Further survey work was undertaken at the same time as eel habitat assessment with Environment Agency Fisheries on the Hensall catchment upstream to Hensall subsided basin. No water vole field signs were identified however the Agency has confirmed the habitat is very suitable for eel and the station will require compliance at refurbishment time.

Eels (England & Wales) Regulations 2009

The Agency is implementing a new project, Changes to the Eels Regulation Process (ChERP) which is intended to deliver a new regulatory process that can be implemented successfully for the protection and benefit of eels without unreasonably impacting on operators. There are several sectors affected by implementation of the Eels Regulations including Water Companies, Flood Risk and Land Drainage, Thermal Combustion, Hydropower, Agriculture and Nuclear Power. As Regulator, the Environment Agency intends to develop and incorporate new elements into the process to enable decisions by the regulator to be objective and based on best available evidence. The new elements will include Best Achievable Eel protection (BAEP), Economics and Site Specific Eel Risk Assessment (SiERA).

Humber Nature Partnership

The Environmental Officer has been invited to take a seat on the Humber Nature Partnership Board as a Director. The seat is allocated for a Member representing a Statutory Regulator. The Humber Nature Partnership is one of only 48 Local Nature Partnerships around England and works closely with the Humber Estuary Relevant Authorities Group (HERAG) on which this Board is represented.

The Humber Nature Partnership works with organisations, businesses, communities and individuals to ensure an environment thriving with biodiversity around the Humber. It operates with the Humber Local Enterprise Partnership and others to encourage the growth and prosperity of ports, industry and agriculture promoting sustainable employment and contributing to a healthy Humber estuary.

The Partnership is involved with the Comprehensive Review of the Humber FRM Strategy which affects this Board's district. The partnership is working to manage the risk of flooding around the Estuary whilst retaining quality waters of a high ecological status.

4.5 Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
EA/ADA Eel Liaison Group	Humber Flood Risk Management Steering Group	Yorkshire Clerks
BAP Guidance Group	Comprehensive Review Humber Strategy workshops	
Humber Nature Partnership	Humber Strategy Officers Group	
Living Went project		

4.6 Date of next meeting

Board	Finance & Policy Committee
1 November 2019	4 October 2019 – budget review
	6 December 2019 – budget setting

5. APPENDIX A – Sections of the AGAR

Scans of the relevant sections can be found over the following pages.



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