



Goole & Airmyn

Internal Drainage Board

**The Courtyard
Goole
DN14 6AE**

Meeting *Papers*

*Wednesday, 12 February 2020
5:00pm*



Shire

Group of IDBs

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Meeting Papers

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Purpose

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1. Governance

Recommendations:

- 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 2019

Member	31.01.18	23.5.18	13.11.18	12.2.19	22.5.19	13.11.19
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓	✓	✓
Mr John Richard Fawbert	A	✓	✓	✓	✓	✓
Mr Graham W Martinson	-	-	-	-	✓	-
Mrs Rita Brough	✓	✓	✓	✓	✓	✓
Mr Mally Boatman	✓	✓	✓	✓	✓	✓
Mr Keith Moore	✓	A	A	A	✓	✓
ERYC						
Cllr Brent Huntington	✓	✓	A	✓	A	✓
Cllr Liz Sargeant						New -
Cllr Nick Coultish						New ✓
Cllr David Jeffreys						New ✓
Cllr Barbara Jeffries						New ✓
Cllr Anne Handley						New ✓

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

Ian Benn (Clerk)	Cl.
Craig Benson (Finance Officer)	FO
Roger Smith (Engineer)	Eng.
Alison Briggs (Environment & Administration)	EO

GOVERNANCE.

- 2019.71** Introductions for benefit of all Members.
- 2019.72** Apologies for absence – none.
- 2019.73** Declaration of interest – none.
- 2019.74** Election of Chair – **KM nominated Rosemary Webster, seconded RB, all in favour.**
- 2019.75** Election of Vice Chair - **RF proposed Keith Moore, seconded MB, all in favour.**
- 2019.76** Minutes of Meeting 22 May 2019 – Amendments to be made to show previous capacity attendances of Members, agreed. **V-C proposed Minutes be signed as true record, seconded RF, all in agreement.**
- 2019.77** Matters arising not discussed elsewhere on Agenda – none.

2019.78 Complaints - none.

2019.79 KPI – Members noted.

CLERKS REPORT

2019.80 Legislation – Environment Bill – Clerk reported. Bill incorporates ability for IDBs to extend boundaries particularly to include higher ground previously outside Districts. NFM practices would be preferable in upper catchments through attenuation by natural processes. Management of water requires a total catchment management approach.

2019.81 Draft National F&CERMS consultation – responses issued on behalf of the Board. Disappointing number of responses to consultation.

2019.82 Humber FRMS Comprehensive Review – recent meetings with landowners arranged by EA to discuss flooding and rising tides, chaired by V-C of NFU. Landowners are key to making space for water. KM recalled Rory Stewart at ADA conference and talk of IDBs having responsibility for river management again. IDBs can work under PSCA on main river in low risk systems. Members discussed dredging, where and whether it was necessary. MB felt in terms of flood storage areas and compensation that government must bite the bullet. Clerk suggested trying to arrange visit or talk with ABP Tom Jeynes. BH noted length of time being taken to reach conclusion of Humber FRMS critical review, advised flood cells were essential for this Board.

2019.83 RFCC update – Members noted the proposed changes to Outcome Measures associated with Natural Flood Management.

FINANCIAL REPORT

2019.84 Rating Report – The special levy 2nd payment has been received. Rates outstanding now £33.81.

2019.85 List of Payments - Members considered List of all Payments noting total of £88,837.24. Other payments direct from bank account totalled £6,420.63. AH queries Danvm Drainage Commissioners. Advised PSCA with MEICA team and Operations team. **BH moved payments be approved for signature by Chairman, MB seconded all in agreement.**

2019.86 Internal Audit – Accounts and annual return audited no issues raised by Auditor.

2019.87 Internal Audit Review Panel – meeting between Shire Group with Internal Auditor looking at any common issues across all Boards.

2019.88 Budget Comparison y/a 31.3.2020 – FO explained spreadsheet and % cost compared to budget. Board is planning for future placement of its pump stations and reduced the amount it will be required to borrow to fund. Highways England contributes a % of total expenditure of Board which some years leads to higher receipts than budgeted.

2019.89 Capital reserve account - this year's expenditure hydraulic model. Model is 100% grant funded, therefore no cost to Board which it previously budgeted would cost £65k.

2019.90 5-year budget estimate – Board is planning for its replacement with gradual increase in drainage rate over time.

ENGINEER'S REPORT

2019.91 Pump Stations – Downes Ground – issue with motor on Pump 3 at £3.5k and requested authority for refurbishment, **V-C proposed refurbishment of pump 3 proceeds, RF seconded, all in agreement.**

2019.92 Orchard cottage issues being investigated.

2019.93 Overall with significant rainfall stations have all performed well.

2019.94 Telemetry – Engineer advised Board relies on heavily on telemetry to manage station sites. There are ongoing issues since its installation but these are gradually being resolved.

2019.95 Hydraulic Model – now 100% FCERM grant aided. Topographic information put into Hec Ras to model and produce outputs. Hoped modellers may be able to give presentation to Board. Various size rainfall events will be run through model including culvert blockage scenario or pump station failure. Will assist in future asset inspections and grant for replacement/refurbishment schemes.

2019.96 FCRM Funding – noted.

2019.97 Ordinary Watercourses – Sweeting Bros have been stalled with recent rainfall events and fluctuating water levels.

2019.98 Planning, pre-application advice and consents – information in report. Brief discussion about start of new housing developments but any new applications are unlikely to be approved. Siemens development, Acomb no longer consulting Engineers, Arup has taken over. Croda proposals are not within 9m of Board maintained watercourse and surface water straight designed into Yorkshire water system. BH pleased to see have a telemetry system which can be relied on. As Board supported Engineer in his efforts. He considered telemetry improvement a positive.

ENVIRONMENTAL REPORT

2019.99 Legislation-Habitats Regs – Members encouraged to watch the short film on migratory birds around the Humber Estuary.

2019.100 BAP Actions – Members noted the extent of recent surveys in the District.

2019.101 Policy – nothing to report.

HEALTH & SAFETY REPORT

2019.102 Contractor Management – Nothing to report.

REPRESENTATION

2019.103 Members noted the fora at which the Board had been represented.

2019.104 Governance– Agreed to provide new Members an introduction presentation at the Doncaster office.

ANY OTHER BUSINESS

2019.105 None.

DATE OF NEXT MEETING

2019.106 12 February 2020, 20 May 2020 and 11 November 2020

2019.107 Meeting closed

1.4 Matters arising not discussed elsewhere on Agenda

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					

1.7 Training for new members

Training for new members was provided at the Shire Group offices early January. Members were pleased with the extent of information provided

2. Clerks Report

Recommendation:

- Note information contained in the report
- Agree support for any NFM projects within the District (Item 2.1.1)

2.1 Legislation

2.1.1 Environment Bill

The Environment Bill will be before Parliament in the spring; when approved will trigger the start of new Environmental Land Management Schemes to replace the Basic Farm Payment.

Some of the Environmental Goods identified would support use of Natural Flood Management techniques in delivery of water quality improvement, water quantity regulation and flood risk reduction.

The Board is asked to be supportive of any landowner initiatives associated with management of water levels.

2.2 Environment Agency

2.2.1 National Flood & Coastal Erosion RMS

This has not yet been adopted as the National Strategy but is expected to be so by summer.

2.2.2 Humber Flood Risk Management Strategy

Meetings around the Estuary have taken place which were arranged by the Environment Agency to talk to landowners about the risks associated with rising sea levels and storm surges. These were chaired by NFU Vice President Stuart Roberts.

Feedback was generally positive, with appreciation that the EA were seeking to engage early with key stakeholders.

3. Financial Report

Recommendations:

- To note the information contained in this report
- To approve the schedule of payments
- To approve the Risk Register
- To approve the Budget for the year ending 31 March 2021

3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 24 January 2020: -

	£	£
Balance Brought forward at 1 April 2019		-6.03
2019/2020 Drainage Rates and Special Levies		
Drainage Rates		5,486.17
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
Total Drainage Rates Due		<u>258,564.14</u>
Less Paid: -		
Drainage Rates		5,446.33
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
Total Drainage Rates Paid		<u>258,530.33</u>
Balance Outstanding as at 24 January 2020		<u>33.81</u>

3.2 List of Payments

Payments made since those reported at the previous meeting:

DATE		CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL	
		No.				CHEQUE	
2019						£	
Oct	3rd	d/d	33	Public Works Loan Board	Loan Repayment	3,687.02	*
	4th	d/d	-	Lloyds Bank plc	Lloyds Commercial Fees	50.00	*
	16th	d/d	41	Vodafone	Telemetry Lines	38.45	*
	19th	d/d	-	HSBC	Bank Fees	5.50	*
	21st	d/d	37	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	256.76	*
		d/d	-	Lloyds Bank plc	Bank Fees	2.80	*
	24th	000020	38	Danvm Drainage Commissioners	Site Visits in District	351.66	
		000021		JBA Consulting	Fee Accounts: -		
			39		Management Fees - September 2019	3,440.56	
			40		IDB Modelling Study	4,065.60	
		000022	42	Sweeting Brothers Ltd	Maintenance	13,198.21	
Nov	4th	d/d	-	Lloyds Bank plc	Lloyds Commercial Fees	50.00	*
	12th	000025	46	Certas Energy Ltd	Grease	626.40	*
	13th	d/d	44	Vodafone	Telemetry Lines	38.45	*
	18th	d/d	-	HSBC	Bank Fees	7.40	*
	19th	d/d	-	Lloyds Bank plc	Bank Fees	1.83	*
	20th	d/d	45	Woldmarsh Producers Ltd	Supply to Hook Clough PS	198.80	*
					Supply to Downes Ground PS	453.76	*
					Supply to Southfield Lane PS	46.69	*
					Supply to Potter Grange PS	174.48	*
					Supply to Orchard Cottage PS	298.02	*
					Membership Fees	58.56	*
		000026	47	Danvm Drainage Commissioners	Site Visits in District	1,069.78	
		000027	43	Environment Agency	Flood Defence Levy	34,429.75	
		000028		JBA Consulting	Fee Accounts: -		
			48		IDB Modelling Study	2,875.20	
			49		Management Fees - October 2019	3,440.56	
Dec	3rd	d/d	-	Lloyds Bank plc	Lloyds Commercial Fees	50.00	*
	12th	000029	55	Danvm Drainage Commissioners	Site Visits in District	1,122.01	
		000030		JBA Consulting	Fee Accounts: -		
			52		Management Services - August 2019	3,440.56	
			53		Management Services - November 2019	3,440.56	
			54		IDB Modelling Study	2,806.80	
		000031	51	The Courtyard	Meeting Expenses	99.20	
	16th	d/d	61	Vodafone	Telemetry Lines	38.45	*
	19th	d/d	-	HSBC	Bank Fees	6.50	*
	20th	d/d	50	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	468.58	*
					Supply to Downes Ground PS	783.68	*
					Supply to Potter Grange PS	167.96	*
	27th	d/d	-	Lloyds Bank plc	Bank Fees	4.63	*
2020							
Jan	16th	000032	56-7	Danvm Drainage Commissioners	Site Visits in District, etc.	859.54	
		000033	58	Humber Nature Partnership	Membership Fees	123.60	
		000034	60	JBA Consulting	Fee Accounts: -		
			62		Management Services - December 2019	3,500.56	
					IDB Modelling Study	2,762.40	

				Total Amount of all Payments		88,541.27	
				*Total Amount of Direct Debits & Cheques Approved by the Clerk Only		7,514.72	

NB – internal transfers between bank accounts not reported.

3.3 Audit

3.3.1 Internal Audit

The meeting of the Audit Review Panel was held on 25 November 2019 and the minutes of the meeting can be seen at Appendix A.

3.3.2 External Audit

Nothing to report.

3.3.3 Risk Register

The Risk Register is attached at Appendix B and requires the Board's Approval.

3.4 Rates, Special Levies and Estimates for the Year Ending 31 March 2021

GOOLE AND AIRMYN INTERNAL DRAINAGE BOARD							
ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2021							
2019/20				2020/21			
Approved Estimate		Estimated Out-Turn				Estimate	
£	£	£	£	£		£	£
INCOME							
196		196		Drainage Rates on District 1:-		196	
				4.9p in £ on Av of £4,004			
5,296		5,296		Drainage Rates on District 2:-		5,290	
				4.9p in £ on Av of £107,959			
Special Levies							
244,097		244,097		East Riding of Yorkshire - District 1		244,097	
				4.9p in £ on Av of £4,981,575			
8,987		8,987		East Riding of Yorkshire - District 2		8,987	
				4.9p in £ on Av of £183,404			
Other Income:-							
20,000		20,564		Department of Transport		20,000	
<u>50</u>	278,626	<u>1,752</u>	280,892	Other Income/Interest etc		<u>50</u>	278,620
EXPENDITURE							
70,926		68,860		Environment Agency Precept		70,926	
7,374		7,374		Board Loans		7,374	
Capital:-							
0		0		Downs Ground PS Outfall		0	
Administration:-							
35,400		35,400		Management Fees		36,500	
18,095		14,065		Other Administration Expenses		18,095	
Works Maintenance:-							
30,500		30,500		Drain Maintenance (Contract)		31,500	
3,000		3,000		Ecology, Biodiversity etc		3,500	
<u>41,050</u>	<u>206,345</u>	<u>44,502</u>	<u>203,701</u>	Pumping Stations		<u>44,975</u>	<u>212,870</u>
	72,281		77,191	Surplus - (Deficit)			65,750
	<u>154,428</u>		<u>205,092</u>	Balance Brought Forward			<u>232,283</u>
	<u>226,709</u>		<u>282,283</u>	Balance			<u>298,033</u>
	<u>50,000</u>		<u>50,000</u>	Transfer to Capital Reserve Account			<u>75,000</u>
	<u>176,709</u>		<u>232,283</u>	Balance Carried Forward			<u>223,033</u>
Previous Years Rates in the £ - 2015/16 : 4.9p - 2016/17 : 4.8p - 2017/18 : 4.8p - 2018/19 : 4.9p - 2019/20 : 4.9p							
Penny Rate : £52,769							

CAPITAL RESERVE ACCOUNT							
2019/20				2020/21			
Approved Estimate		Estimated Out-Turn				Estimate	
£	£	£	£	£	£	£	£
INCOME							
30,000		65,000		Grant in Aid - Catchment Modelling		0	
<u>0</u>	30,000	<u>0</u>	65,000	Other Income/Interest etc		<u>0</u>	0
EXPENDITURE							
65,000		65,000		Catchment Modelling		0	
<u>0</u>	<u>65,000</u>	<u>20,000</u>	<u>85,000</u>	Pumping Station Asset inspections		<u>0</u>	<u>0</u>
	(35,000)		(20,000)	Surplus - (Deficit)			0
	49,132		56,637	Balance Brought Forward			86,637
	14,132		36,637	Balance			86,637
	<u>50,000</u>		<u>50,000</u>	Transfer from Revenue Account			<u>75,000</u>
	<u>64,132</u>		<u>86,637</u>	Balance Carried Forward			<u>161,637</u>

3.5 Five Year Budget Estimate

The five-year budget estimate is shown below:

Goole & Airmyn IDB		0	0	1	2	3	4	5
Revenue Account	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	App Budget	Estimated Out-turn						
	£	£	£	£	£	£	£	£
Income								
Drainage Rates	5,492	5,492	5,486	5,486	5,486	5,486	5,598	6,158
Special Levies	253,084	253,084	253,084	253,084	253,084	253,084	258,249	284,074
Highways England Contribution	20,000	20,564	20,000	20,000	20,000	20,000	20,000	20,000
Bank Interest, consents etc	50	1,752	50	100	100	100	100	100
Total Income	278,626	280,892	278,620	278,670	278,670	278,670	283,947	310,332
Expenditure								
Flood Defence Levy	70,926	68,860	70,926	70,926	70,926	70,926	70,926	70,926
New and Improvement Works	-	-	-	-	-	-	-	-
Drain Maintenance	30,500	30,500	31,500	32,445	33,418	34,421	35,454	36,517
Other Expenditure	3,000	3,000	3,500	3,500	3,500	3,500	3,500	3,500
Pumping Stations	41,050	44,502	44,975	46,324	47,714	49,145	50,620	52,138
Administration	53,495	49,465	54,595	56,233	57,920	59,657	61,447	63,291
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374	7,374
Total Expenditure	206,345	203,701	212,870	216,802	220,852	225,024	229,320	233,746
Surplus/(Deficit)	72,281	77,191	65,750	61,868	57,818	53,646	54,627	76,586
Balance Brought Forward	154,428	205,092	232,283	223,033	209,901	192,719	196,366	200,992
Transfer to Capital Reserve Acc	50,000	50,000	75,000	75,000	75,000	50,000	50,000	50,000
Balance Carried Forward	176,709	232,283	223,033	209,901	192,719	196,366	200,992	227,578
Penny Rate in £	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	5.00p	5.50p
Penny Rate £52,771	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	5.00p	5.50p
Committed Sum Balance	190,287	190,287	190,287	190,287	190,287	190,287	193,057	193,057
Capital Reserve Account	64,132	86,647	161,647	236,647	266,647	316,647	266,647	194,615
% of Expenditure	85.64%	114.03%	104.77%	96.82%	87.26%	87.26%	87.65%	97.36%

	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Capital Reserve Account	App	Estimated Out-turn						
	Budget							
	£	£	£	£	£	£	£	£
Income								
WLM Strategy Grant								
Interest/Other income	-	10	-					
PWLB Loan					-	-	-	400,000
FGIA Grant	30,000	65,000			30,000			
PS Scheme Contributions								250,000
Catchment Modelling- Contribution	-	-	-					
Total Income	30,000	65,010	-	-	30,000	-	-	650,000
Expenditure								
Telemetry - Total Catchment	-	-	-	-	-	-	-	-
Catchment Modelling	65,000	65,000						
Asset Inspections								
Pumping Station Asset inspection	-	20,000		-	75,000			
New Loan - Capital	-	-	-	-	-	-	-	22,032
Pumping Station Refurbishment	-	-	-	-	-	-	100,000	750,000
Total Expenditure	65,000	85,000	-	-	75,000	-	100,000	772,032
Surplus/(Deficit)	(35,000)	(19,990)	-	-	(45,000)	-	(100,000)	(122,032)
Balance Brought Forward	49,132	56,637	86,647	161,647	236,647	266,647	316,647	266,647
Transfer from Revenue	50,000	50,000	75,000	75,000	75,000	50,000	50,000	50,000
Transfer from Commuted Sum								
Balance Carried Forward	64,132	86,647	161,647	236,647	266,647	316,647	266,647	194,615

4. Engineer's Report

Recommendations:

- Note the information contained in this report

4.1 Asset Management

4.1.1 Moving toward Asset Management

An update will be given at the meeting

4.1.2 Pumping Stations

Downes Ground Pumping Station: – The motor will be refurbished when we encounter more favourable conditions.

Southfield Lane Pumping Station: - An electrical issue has been encountered with the motor on pump 2. The pump (small submersible unit) will have to be removed and repaired. Guard rails within the sump have eroded these will require replacement also.

Oriel Telemetry: - Board Officers are still encountering similar issues with the provider.

4.1.3 Hydraulic Modelling

The hydraulic modelling is still on going and is due for completion by the end of March 2020.

The total GIA sum has been received by the EA.

4.2 Maintenance

4.2.1 Pump Station PSCA

Danvm Drainage Commissioners continue to provide support to the Board.

4.2.2 Ordinary Watercourses

The programmed watercourse maintenance has been completed, some additional sections were to be completed also, but the wet conditions has prevented this from being undertaken. These sections will be completed later this year.

4.2.3 Planning Applications

Between 18th October 2019 and 24th January 2020 board officers have reviewed six planning applications which may affect the board and commented on four of these.

Board Officers have spent considerable time on dealing with planning applications and provided pre application advice which may affect the boards catchment.

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

There have been no consent applications granted between 18th October 2019 and 24th January 2020.

Board Officers have been approached by Sangwin Architects seeking a retrospective consent for surface water discharge entering the boards district. The scheme was accepted by the board, but no formal application process was ever completed. Yorkshire Water (YW) will not be in a position to adopt any infrastructure or asset without the approval.

4.2.5 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

Work on BAP implementation will recommence later in the year

5.1.2 Environmental Land Management Schemes (ELMS)

Basic Farm Payments will start reducing 2021 as landowners enter the new ELMS. Opportunities may arise within the District for landowners to consider Natural Flood Management techniques and the Conservation and Enhancement of Biodiversity such as tree planting and field buffer strips.

5.2 Policy

Nothing to report.

6. Health and Safety Report

Recommendations:

- To note the information contained in the report

6.1 Contractor Management

Nothing to report

6.2 Risk Assessment

Risk Assessment for Employers, Safety Representatives and Employees

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Introduction

This note is based upon the HSE publication "Five steps to risk assessment".

All Employees have a right to be consulted on risk assessments applicable to the workplace. An understanding of the basic principles of risk assessment and its pivotal place in health and safety management will therefore be an invaluable help for both individuals and health & safety representatives.

What is risk assessment?

A risk assessment is nothing more than a careful examination of what, in your employer's work, could cause harm to people, so that an employer can then weigh up whether he or she has taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill whilst at work. Accidents and ill health can ruin lives and affect an employer's business if output is lost, machinery is damaged, as insurance costs may increase or the employer has to go to court. An employer is legally required to assess the risks in the workplace.

The important things an employer needs to decide are whether a hazard is significant, and whether the employer has it covered by satisfactory precautions so that the risk is reduced and or completely mitigated. An employer needs to check this when he or she assesses the risks.

How workplace risks can be assessed - Employers should follow the five steps:

- STEP 1: Look for the hazards
- STEP 2: Decide who might be harmed and how
- STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- STEP 4: Record the findings
- STEP 5: Review the assessment and revise it if necessary

Don't be overcomplicated!

In most workplaces the hazards are few and simple. Checking them is common sense, but necessary. An employer probably already knows whether, for example, they have machinery that could cause harm, or if there is awkward access and egress issues where someone could be hurt. If so, it is easy to check if the employer has taken reasonable precautions to avoid injury.

Small employers (less than 5 people) can do the assessment themselves (according to HSE guidance "you don't have to be a health and safety expert!").

For larger concerns, a responsible employee, safety representative or safety officer can conduct a risk assessment.

The HSE advise that if in doubt, an employer should recruit help "from a competent source."

But remember - an employer remains responsible for seeing that risk assessments are undertaken adequately.

Hazard and Risk - it is important to distinguish between the two. Hazard means anything that can cause harm (e.g. chemicals, electricity, working from ladders, etc). Risk is the chance, high or low, that somebody will be harmed by the hazard.

Risk Assessment for Employers, Safety Representatives and Employees

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

STEP 1 - Look for the hazards

Obviously, the best way to identify hazards is to walk around the workplace and look afresh at what could reasonably be expected to cause harm. The HSE suggest that an employer should "concentrate on significant hazards which could result in serious harm or affect several people", rather than trivial ones.

The HSE guidance states that an employer should "ask their employees or their representatives what they think. They may have noticed things which are not immediately obvious."

Manufacturers' instructions or data sheets can also help an employer spot hazards and put risks in their true perspective. So can accident and ill-health records.

STEP 2 – Decide who might be harmed, and how

An employer must take the following categories into account:

- young workers, trainees, new and expectant mothers, etc. who may be at particular risk
- visitors, contractors, maintenance workers, etc. who may not be in the workplace all the time
- members of the public, or people that share a workplace if there is a chance, they could be hurt by an employers activities.

STEP 3 - Evaluate the risks and decide whether existing precautions are adequate, or more should be done

An employer needs to consider how likely it is that each hazard could cause harm. This will determine whether or not an employer needs to do more to reduce the risk. Even after all precautions have been taken, some residual risk usually remains. What an employer has to decide for each significant hazard is whether this remaining risk is high, medium or low.

Firstly, an employer needs to be confident that he or she has done all the things that the law says an employer has got to do. For example, there are legal requirements on prevention of access to dangerous parts of machinery. Then, an employer has to be satisfied that generally accepted industry standards are in place. But legally this may not be sufficient - an employer must be prepared to innovate, because the law also says that you must do what is 'reasonably practicable' to keep your workplace safe. An employer should seek to reduce risk by adding to existing precautions as required.

If an employer finds that something needs to be done, he or she should draw up an 'action list' and give priority to any remaining risks which are high and/or those which could affect most people. In taking action, an employer should consider:

- a. Can the hazard be eliminated altogether?
- b. If not, how can the risks be mitigated so that harm is unlikely?

In controlling risks, an employer should apply the principles below, if possible in the following order:

- try a less risky option
- prevent access to the hazard (e.g. by guarding)
- organise work to reduce exposure to the hazard
- issue personal protective equipment

Risk Assessment for Employers, Safety Representatives and Employees

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

- provide welfare facilities (e.g. washing facilities for removal of contamination and first aid)

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents, or putting some non-slip material on slippery steps, are inexpensive precautions considering the risks. And failure to take simple precautions can cost a business a lot more if an accident does happen.

But what if an employer's work tends to vary a lot, and the employer's employees move from one site to another?

Employers can be assisted in identifying the hazards that can be reasonably expected, and therefore assess the risks from them. After that, spotting any additional hazards for example on a site, may require getting information from others, and then notifying the employer. But what if this is a shared workplace? Information must be shared!. An employer must consider the risks to his own workforce from those who share the workplace.

More information about legal requirements and standards can be found in the HSE publications An Introduction to Health and Safety, Essentials of Health and Safety and Management of Health and Safety at Work: Approved Code of Practice.

STEP 4 - Record your findings

A employer that has fewer than five employees does not need to write anything down, though it is always useful for an employer to keep a written record of what has been done.

Employers with five or more people must record the significant findings of assessments. This means an employer writing down the significant hazards and conclusions. Examples might be Overhead powerlines or buried services, where these are located and how they will be avoided (maps for location, Suparules or similar for height measurement and a documented working process).

HSE guidance states that an employer "must also tell their employees about the findings".

According to the HSE risk assessments must be "suitable and sufficient". An employer needs to be able to show that:

- A proper check was made and you consulted who might be affected
- The employer dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- The precautions are reasonable,
- And the remaining risk is low.

An employer should retain the written record for future reference or use; it can help an employer if an inspector asks what precautions an organisation has taken, or if an employer becomes involved in any action for civil liability. It can also remind an employer to keep an eye on particular hazards and precautions. And it helps to show that an employer has done what the law requires.

STEP 5 - Review your assessment and revise it if necessary

Sooner or later an employer will bring in new machines, substances and procedures which could lead to new hazards. If there is any significant change, an employer must revise the assessment to take account of the new hazard. An employer doesn't need to amend assessments for every trivial change or for each new job, but if a new job introduces significant new hazards of its own, the employer will need to consider them in their own right and do whatever needed to keep the risks to a minimum. It is good practice for employers to review assessments periodically to make sure that the precautions are still working effectively.

Risk Assessment for Employers, Safety Representatives and Employees

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

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	
Humber Nature Forum	Comprehensive Review Humber FRMS working group	

8. Date of Next Meeting

20 May 2020

11 November 2020

9. APPENDIX A - Minutes of the Audit Review Meeting

Held at JBA Consulting, Epsom House,
Monday, 25 November 2019

Present: Mr David Hinchcliffe (DH) Black Drain Drainage Board
Mrs Gillian Ivey (GI) Danvm Drainage Commissioners
Mr Adrian Black (AB) Scunthorpe & Gainsborough WMB
Mr Andy Cane (AC) Brodericks GBC

In Attendance on behalf of JBA Consulting:

Mr Craig Benson (CB) (Financial Officer to the Shire Group of IDBs)
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 Christopher Day and Mr Michael Dougherty.

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 document. The overall view was very positive. AC said it was important not just to compile the document, but also that Boards adopt the register and provide feedback accordingly. DH said the general feeling was good and the document looked excellent. He also said the traffic lighting system highlights any issues well. MJ said the risk register though useful, is still only a piece of the wider risk management jigsaw. AC also commented it was easier to use than the previous one. DH said risks should be managed with due diligence and should not be treated as a back-covering exercise.

DB said the document presented to the panel provided the core for the custom registers that would be issued to the individual members. GI said the tailored, individual registers were more critical. DB also said the draft custom registers would be issued to the chairs before the Christmas break for inclusion in the January/February 2020 meetings. GI asked if the register was kept under regular review. DB said it was reviewed and updated on a quarterly basis.

DB also said the recent issues with the telemetry system previously came under a generic heading, but now a specific item had been added to cover this kind of situation, along with the corresponding mitigation.

Internal Auditor's Report

The internal auditor reviewed the work undertaken on the 2018/19 accounts. In general, the internal auditor was satisfied with how things were run and said there were no major concerns. The panel then discussed the following points:

Supplier Bank

AC said that further to the previous year's review, a six-point procedure had been adopted. He also mentioned an individual Internal audit report, quoting some specific statistics. GI said online software gave indications of redirected payments. MJ said this provided good evidence of changes to creditor bank details. DH said the sector had now settled down somewhat, various banking restructures now being largely complete. AC said there was always an element of risk. MJ reminded the panel a log was maintained showing all instances both of suppliers changing their bank details and of new suppliers being added to the system.

Decision Making & Member Attendance

The panel briefly discussed this issue. AC said that while this may not be a huge issue, it arose every meeting. DH asked if new members were routinely given copies of governance documents. MJ confirmed they were.

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 panel went on to discuss the following issue:

Deferred Income

MJ gave the panel a brief summary of the situation, in particular how drainage boards are required to write all grant funds received to their reserves in the year of receipt. He also explained that writing money to the 'deferred income', 'monies received in advance', etc. was problematic for the auditors because there is no scope for including these on the AGAR. MJ said it was wrong to compromise principles in order to meet the limitations of that document, but they had little choice. AC said this practise was contrary to basic accounting practises. CB said many drainage authorities were undertaking capital schemes, and that the misleading increases in reserves could create the impression the boards do not need to increase their rates. However, the problem could be circumvented by creating dedicated, appropriately named reserves for this purpose. He also mentioned some authorities may record multiple project costs under single reserves. AB mentioned Scunthorpe & Gainsborough WMB's 'New Work & Plant' account and the possible impacts this may have.

Any Other Business

The Board briefly discussed the impact of qualified audit opinions. GI said that as the meetings took place after the audits were complete, there was nothing that could be done to affect the outcome. MJ said the meetings were a chance to address the reasons why such an opinion had been given and to prevent recurrence in future audits.

Date of Next Meeting and Close of Meeting

The next meeting of the panel will be held on Monday, 23 November 2020 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 10:25am.

10. APPENDIX B - Risk Register

A copy of the Board's draft Risk Register can be found over the following pages

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 30/06/20		
		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	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.	ENG- 2019-2022 ENG- Jan-Mar 20	
		Suitable Contractors (Qualified Engineers)- lack of staffing & required expertise	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 30/06/20		
	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	Env Officer- Apr 20
			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 30/06/20	
		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	Env Officer- Apr 20	
	I N N O V A T I O N	Objective 3: Embrace new technology/methods introduced into the industry	Financial Limitations	Cost Savings- Payback Calculation Research & Development Included in Budget PWLB- Potential to borrow	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/20	
			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 30/06/20	
			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 30/06/20	
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	Next Review 30/06/20		
			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 30/06/20	
		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. Jan meeting will incorporate the mid-term & Long-term plan. Highlighting the impact short-term decisions have overall 2. Annual review of the boards WLM and KPI's/Goals & CSF's	FO- Feb 2020 SGAT- Annual	
		Unsuitable members appointed to the Board	Elected members must be nominated by Landowners in the district Members register of interest	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/20		

OBJECTIVE	RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date	
			Impact	Likelihood	Score				
STAKEHOLDER VALUE	Objective 5: To be a self sufficient IDB that provides value to 'our' stakeholders at all times	Reduction in income to the Board to maintain an appropriate provision of services	Systems and processes to maximise income opportunities and collection Timely invoicing of Drainage Rates account holders annually, monitoring of collection rates and take follow-up action when non-payment. Submit Highland Water claims to the EA.	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Provide all significant ratepayers/creditors with the Long-Term forecast, allowing them to make provisions accordingly.	Senior Finance Officer Mar 20
		Overspending, not obtaining value for money	Monthly Budget reviews, Budget to date and out turn analysed by members at meetings	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Cash Flow analysis incorporated into monthly budget review, ensure value for money is sought on every purchase	FO-2020
			Financial Regulations- >£5000 2 quotes > £20,000 Tender Process Approved Suppliers List with specific criteria that is regularly monitored						
		Perception that this isn't the case	Internal/External Audits & IDB1 forms	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
	Website promoting board Activities Lead Role in partnership working/PSCA agreements								
	Flood damage to third party	Insurance Policies to cover main risks including asset failure and indemnity for third party damage	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Insurance policies reviewed annually for the Board and risks required changes to cover reassessed. Potential to Model the district	SFO- Jan 2020 Eng-2020	
		Catchment Mapping completed							
	Objective 6: To be a champion of partnership working, work collaboratively where this can deliver shared research objectives more cost-effectively and for the wider good of all connected	Miscommunication causing differing expectations/goals	Close working relationships with all connected stakeholders Historic Agreements	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/20
			Drive for partnership working						
		Lack of formal structure and clear risk-sharing arrangements	Good working relationship with LLFA	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/20
			Clear definition of role between IDB & other Stakeholders						
	Internal & External Conflicts, which could create a lack of trust	Conflict Management Policy	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/20	
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.	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	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 2020 & Ongoing
		Loss of Cash through error or fraud	Bank Mandate in place, always two signatories needed	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 2020 & Ongoing
			All Purchase Ledger Transactions are reviewed by the board Adequate Insurance to cover such Losses						
		Loss of Control through inadequate processes.	Audit approved documented processes, that have a clear segregation of duties	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2020 & Ongoing
	Bank Mandate in place, always two signatories needed								
	Liquidity issues, lack of reserves	The Board has adopted a reserves policy	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Review Reserves level (50%) at the monthly budget meetings	Next Review 30/06/20	
		Short, Mid & Long Term Budgetted Boards financial position presented at Board meetings							
	Objective 8: Ensure that at all times the board complies with all current EU & UK legislation	Risk to Board Members	Qualified & experienced staff attempt to advise the board	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor any changes to current EU & UK legislation	Next Review 30/06/20
			Ultimately, all decisions should be discussed and made as a collective Adequate Insurance underaken						
		Non-compliance with legislation, regulations good practice resulting in prosecution, fines /penalties / sanctions and loss of confidence in the Board(s).	Access specialist advice as required, eg Finance, Legal, H&S, Insurance, etc. Peer Group support, e.g. ADA's Policy & Finance and Technical Committees Inter-agency working amongst FRM authorities	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Monitor any changes to current EU & UK legislation	Next Review 30/06/20



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