



Scunthorpe & Gainsborough

Water Management Board

**Grange Park Golf Club
Butterwick Road
Messingham
Scunthorpe, DN17 3PP**

Meeting Papers

**Monday, 3 February 2020
2:00pm**



Shire

Group of IDBs

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

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Meeting Papers

Prepared by:

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CQP

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

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

Finance officer – Craig Benson BA Business Studies

Finance Officer - David Blake BSc (Hons) Accounting

Finance Officer - Mark Joynes BSc (Hons) Mathematics

Rating Officer - Janette Parker

Purpose

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

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1. Governance

Recommendation:

- Note the information contained in this report

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 11 November 2019



Member	05.02. 2018	21.05. 2018	12.11. 2018	4.2. 2019	13.5. 2019	11.11. 2019
Margaret Armiger MA	√	√	√	-	-	√
David Barratt DB	√			√	√	√
Adrian Black – Chair AB	√	√	√	√	√	√
Chris Black CB	√	√	√	√	√	√
Frank Bottamley FB	√	√	√	A	√	√
Liz Clewes						New A
Sam Cross SC	-	-	-	-	-	New A
John Coggan JC	√	A	√	√	√	A
Tony Ellerby TE						New √
John England JE	√	√	√	A	-	√
David Forington DF	√	√	√	√	√	√
Trevor Foster TF	√	√	√		A	√
Samuel Godfrey SG	√	A	√	√	√	√
Benjamin Jackson (Vice Chair) BJ	√	√	√	A	A	√
Jonathan Jackson JJ	A	A	√	√	A	√
Paul Metheringham PM	√	√	√	√	√	√
Lesley Rollings LR						New
Ralph Ogg RO	√	√	√	√	A	√
Dave Oldfield DO	√	√	√	√	-	
Neil Poole NP	√	A	√	√	√	√
Helen Rowson HR	A	A	A	A	A	A

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

Ian Benn (Clerk)
Craig Benson (Finance Officer)
Alison Briggs (Environment Officer)

Clerk
FO
EO

Jeff Summers of West Lindsey District Council attended the meeting and spoke to the Board about his enjoyment at being a Member for many years and disappointment at no longer being a representative. Noted two appointees for West Lindsey were not in attendance.



Governance

- 2019.56** Apologies for absence were received from John Coggan, Sam Cross and Helen Rowson, Ralph Ogg.
- 2019.57** Declaration of Interest – DF in any Ravensfleet issues, PM, JJ and BJ in Lincolnshire Lakes, AB and CB in Messingham Catchwater
- 2019.58** Minutes of Meeting 13 May 2019 – **CB proposed true record for signature by Chairman, seconded SG, all in agreement**
- 2019.59** Matters arising not discussed elsewhere – none
- 2019.60** Complaints/FOI requests - none

CEO's Report

- 2019.61** Clerk apologised Engineer and Asset Manager at office tending flooding enquiries, as was Sam Cross from NLincs.
- 2019.62** Legislation – Environment Bill – Members noted changes which would permit expansion of Board boundaries, permitting increase in size of catchment where required, understanding water from upper catchment comes into IDB Districts and must be managed.
- 2019.63** Draft National FCERMS Consultation – Members noted responses sent on behalf of the Board. EA had expected many more responses than received.
- 2019.64** Humber CRFRMS – Well attended by landowners at Arties Mill, Brigg. Well chaired by NFU V-C. Meeting Goole dominated by ERYC, a large landowner in area.
- 2019.65** RFCC update – Members noted proposed changes to FCERM Grant Aid monies associated with Outcome Measures and Natural Flood Management processes.
- 2019.66** Employee remuneration – Employee follows Lincolnshire ADA branch. Unanimously approved increase.

Financial Report

The Financial Report, copies of which had been circulated to members was considered.

Matters Arising

- 2019.67** Rating Report – Second special levy payment has now been received.
- 2019.68** Audit – External – Recently issued report was circulated and noted by Members.
- 2019.69** Audit Review – open to any member
- 2019.70** Budget comparison y/e 31 March 2020 – FO advised likely increases in pump station expenditure following recent rainfall events.
- 2019.71** 5-yr budget estimate – noted
- 2019.72** Effect of Lincolnshire Lakes on rate/special levy contribution – primarily for Council information. Land moving from agriculture into developed land which attracts a higher annual value. Board collects the same amount of money required to cover expenditure, however Special Levy collected by N. Lincs will increase in region of £60k, agricultural ratepayer income will drop by £40k and West Lindsey DC will drop by £17k.
- 2019.73** Capital replacement account – Noted planned work and expenditure
- 2019.74** Schedule of payments – payments totalling £239,329.37 had been made £129,302.60 of which had been authorised by the Clerk only. **NP moved, all in agreement.**

Engineer Report

The Engineer Report, copies of which had been circulated to members with the Meeting papers, was considered.



- 2019.75** WLM PSCA work – Members concerned about Ravensfleet reservoir work which has been issue for several months.
- 2019.76** River Eau, Scotter – relates to ongoing maintenance rather than recent flooding issues. S19 reports will be prepared by Greater Lincolnshire Council. Pitt Report 2007 advised information should be shared before asked.
- 2019.77** Pump stations - Ravensfleet refurbishment – EA requested each site has own reference within MTP, revised programme in papers for information. By December should receive business justification, works then to be tendered and estimated start date October 2020. DF noted recent weather had highlighted inadequacies of pumped system.
- 2019.78** Telemetry – information in paper noted. Officers contacted late September by Auctioneer advising telemetry providers going into voluntary administration. Board would have been blind as to telemetry 25th October. Ancholme operative advised over this weekend, without telemetry would require 10 employees to do the work of system. Ancholme IDB purchased SCADA system, 16 of its owned sites use system. Ancholme IDB paid server costs outstanding enabling all IDBs using system to have continued access. Ancholme IDB has written to all telemetry users offering 85% of original cost to Controlstar but no hardware maintenance although software support being provided by third party. BJ confirmed board required telemetry but concerned at a non-technical company providing the service. EO advised EA owns its own SCADA system, buying in hardware and software support where required. Current software support provided to Ancholme IDB has permitted breathing space for all IDBs to consider future plans. Chair supported a contract with Ancholme IDB which would lift the Board out of current situation. NP thought appropriate to start working on identifying alternative supplier and options available to Board and work with Ancholme IDB now. Clerk advised Board needed to decide the level of telemetry it required, work associated with another IDB alternatives had been considered, Controlstar system had been superior. **JJ proposed delegated power should be given to Chair and Vice-Chair to negotiate, all in Agreement.**
- 2019.79** Maintained Ordinary Watercourses – Members impressed with work done. Member raised query about access strip and compensation where value crop grown. EO confirmed upon production of evidence as to loss, Board would consider injury payment. Clerk suggested where Board managed strategic watercourses annually, landowners may consider leaving permanent strip available for maintenance use noting all ratepayers pay same rate whereas some have riparian watercourses maintained by Board. NP advised personal prejudicial interest raised which should not be discussed.
- 2019.80** Planning - noted

Environment

The Environmental Report, copies of which had been circulated to members with the Meeting papers, was considered and the information noted.

- 2019.81** Biodiversity Action Plan – this year's work has been associated in trying to identify whether the Board can use the Lagoons associated with the consenting process as Biodiversity Net-Gain areas
- 2019.82** Eels (England & Wales) Regulations –Changes to Process for FCERM sector are still awaited although changes have been released associated with the Agricultural sector.

Health & Safety

The Health and Safety Report, copies of which had been circulated to members with the Meeting papers, was noted by the Board.



2019.83 There had been no accidents or incidents to report

2019.84 Lone worker – 2 incidents had been triggered, neither of which were accidents but associated with not wearing a device which was turned on.

2019.85 Representation - Members noted the fora on which the Board had been represented.

Date of Next Meetings

2019.86 3 February 2019. Meeting closed 14:56

2019.87 Chairman thanked J Summers for all his time on the Board.

1.4 Complaints/FOI requests

None received

2. Clerks Report

Recommendation:

- Note the information contained in this report

2.1 Policy

Nothing to report

2.2 Legislation

The Environment Bill requires placing before the new Parliament

2.3 Environment Agency

2.3.1 National Flood & Coastal Erosion RMS

This has not yet been adopted as the National Strategy

2.3.2 Humber Flood Risk Management Strategy

2.4 Association of Drainage Authorities

2.4.1 Contribution towards WRE

ADA agreed to contribute £15,000 to Water Resource East (WRE) for the financial year ending 31 March 2020. This payment permits ADA to have a seat on WRE's Board of Directors and for ADA's representative David Thomas, Chief Executive of Middle Level Commissioners to represent IDBs in the east of England.

ADA is looking to recoup the cost from those IDBs located within the catchment area of WRE. The Scunthorpe & Gainsborough WMB share of the cost is £127.43 and ADA would like to receive confirmation that this has been approved by the Board before an invoice is issued.

2.5 Grazing Licence

The Board are asked to consider extending the grazing licence at Healy's Drain. details of the current arrangement will be given at the meeting.

3. Financial Report

Recommendations:

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

3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 16 January 2020: -

	£	£
Balance Brought forward at 1 April 2019		602.81
2019/2020 Drainage Rates and Special Levies		
Drainage Rates		134,987.41
Special Levies		
North Lincolnshire Council	255,191.00	
West Lindsey District Council	57,496.00	312,687.00
Total Drainage Rates Due		<u>448,277.22</u>
Less Paid: -		
Drainage Rates		127,212.46
Special Levies		
North Lincolnshire Council	255,191.00	
West Lindsey District Council	57,496.00	312,687.00
Total Drainage Rates Paid		<u>439,899.46</u>
Balance Outstanding as at 16 January 2020		<u>8,377.76</u>

PROPOSED RATE REMOVALS – FOR BOARD APPROVAL				
	HECTARES	A.V.	RATES TO BE REMOVED	REASON
	1.660	60.00	10.50	Uncollectable Arrears
	1.113	88.00	15.40	Uncollectable Arrears
TOTALS	2.773	148.00	25.90	

3.2 Audit

3.2.1 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.

3.2.2 External Audit

Nothing to report.

3.2.3 Risk Register

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

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

SCUNTHORPE & GAINSBOROUGH WATER MANAGEMENT BOARD							
ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2021							
2019/20				2020/21			
Approved Estimate		Estimated Out-Turn		Estimate			
£	£	£	£	£		£	
INCOME							
Drainage Rates on Agricultural Land:-							
99,038		99,038		8.75p in £ on Av of £1,131,720		99,026	
Drainage Rates on Intensive Agricultural Units:-							
35,949		35,949		8.75p in £ on Av of £410,845		35,949	
Special Levies							
West Lindsey District Council							
57,496		57,496		8.75p in £ on Av of £657,101		57,496	
North Lincolnshire Council							
255,191		255,191		8.75p in £ on Av of £2,916,465		255,191	
Other Income:-							
40,786		40,786		Foreign Water Contribution (FWC)		40,786	
738		33,413		Other Income		767	
<u>50</u>	489,248	<u>50</u>	521,923	Interest etc		<u>50</u>	489,264
EXPENDITURE							
90,616		90,616		Board Loans		90,616	
8,530		8,530		Environment Agency Loans		8,530	
5,413		0		New Loan - Ravensfleet PS scheme		16,879	
70,435		73,532		Administration		70,935	
238,250		191,916		Watercourse Maintenance		228,300	
15,000		0		Telemetry Contract		0	
<u>126,890</u>	<u>555,134</u>	<u>185,096</u>	<u>549,690</u>	Pumping Stations, etc.		<u>126,810</u>	<u>542,070</u>
	(65,886)		(27,767)	Surplus - (Deficit)			(52,806)
	<u>397,096</u>		<u>432,161</u>	Balance Brought Forward			<u>364,394</u>
	<u>40,000</u>		<u>40,000</u>	Transfer to NW&P Account			<u>0</u>
	<u>291,210</u>		<u>364,394</u>	Balance Carried Forward			<u>311,588</u>
Previous Years Rates in the £							
2012/13 : 8.75p - 2013/14 : 8.75p - 2014/15 : 8.75p - 2015/16 : 8.75p							
2016/17 : 8.75p - 2017/18 : 8.75p - 2018/19 : 8.75p - 2019/20 : 8.75p							
Penny Rate : £51,161							



ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2021						
NEW WORKS AND PLANT ACCOUNT						
2019/20				2020/21		
Approved Estimate		Estimated Out-Turn			Estimate	
£	£	£	£		£	£
				INCOME		
40,000		40,000		Transfer from Revenue Account	0	
0		0		Interest	0	
100,000		0		PWLB Loan	300,000	
<u>195,000</u>	335,000	<u>0</u>	40,000	Grant Income	<u>220,500</u>	520,500
				EXPENDITURE		
0		40,000		Lysaghts PS Refurbishment	0	
573,000		0		Ravensfleet PS Refurbishment	300,000	
24,000		24,000		PAR Submissions	0	
<u>0</u>	<u>597,000</u>	<u>0</u>	<u>64,000</u>	Ravensfleet to Susworth Study	<u>0</u>	<u>300,000</u>
	(262,000)		(24,000)	Surplus - (Deficit)		220,500
	<u>270,361</u>		<u>292,796</u>	Balance Brought Forward		<u>268,796</u>
	<u>8,361</u>		<u>268,796</u>	Balance Carried Forward		<u>489,296</u>

3.4 Five Year Budget Estimate

The five-year budget estimate is shown below.

		0	0	1	2	3	4	5
	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	App	Estimated Out-turn						
Income & Expenditure Account	Budget							
	£	£	£	£	£	£	£	£
Income								
Drainage Rates	134,987	134,987	134,974	134,974	134,974	150,400	154,257	158,113
Special Levies	312,687	312,687	312,687	312,687	312,687	348,423	357,357	366,291
Rental Income	200	400	200	200	200	200	200	200
Foreign Water Contribution	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786
Other Income	538	33,014	567	584	602	620	638	657
Bank Interest	50	50	50	50	50	250	250	250
Total Income	489,248	521,924	489,264	489,281	489,299	540,678	553,487	566,297
Expenditure								
Drain Maintenance (Silt Removal)	27,000	-	-	-	-	-	-	-
Maintenance of Pumping Stations	126,890	185,096	126,810	129,346	131,933	134,572	137,263	140,008
Drains Maintenance	211,250	158,565	201,300	205,326	209,433	213,621	217,894	222,251
PSCA Maintenance	27,000	33,350	27,000					
Administration	70,435	73,532	70,935	74,025	75,576	77,465	79,402	81,387
Loan Repayments:-	99,145	99,145	99,145	99,145	99,145	95,350	88,077	77,038
New Loans	5,413	-	16,879	16,879	16,879	16,879	16,879	16,879
Telemetry Contract	15,000	-	-	-	-	-	-	15,000
Total Expenditure	582,133	549,688	542,069	524,721	532,965	537,887	539,515	552,564
Surplus/(Deficit)	(92,885)	(27,764)	(52,804)	(35,440)	(43,666)	2,792	13,973	13,733
Balance Brought Forward	397,095	432,161	364,397	311,592	276,153	232,486	235,278	249,250
Contribution to NW&P Account	40,000	40,000	-	-	-	-	-	30,000
Balance Carried Forward	264,210	364,397	311,592	276,153	232,486	235,278	249,250	232,983
New Works and Plant Account	8,361	268,798	489,298	246,433	228,678	120,611	120,611	130,611
Penny Rate in £	8.75p	8.75p	8.75p	8.75p	8.75p	9.75p	10.00p	10.25p
Penny Rate £51,163	44%	107%	148%	100%	87%	66%	69%	62%
I&E Balance as % of Expenditure	45%	66%	57%	53%	44%	44%	46%	42%



	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
New Works and Plant Account	App	Estimated Out-Turn					
	Budget						
	£	£	£	£	£	£	£
Income							
Transfer from I&E	40,000	40,000	-	-	-	-	-
Loan	100,000	-	300,000	-	-	-	-
Possible Grant Income	195,000	-	220,500	618,135	49,245	299,733	-
Total Income	335,000	40,000	520,500	618,135	49,245	299,733	-
Expenditure							
4x4 vehicle				20,000			
Lysaghts PS Refurbishment		40,000					
PAR Submissions	24,000	24,000					
Jenny Hum PS refurbishment			-	260,000			
Ravensfleet PS Refurbishment	573,000	-	300,000	581,000			
Ravensfleet to Susworth Strategic Study							
Whoofer PS Refurbishment				-	67,000		
Susworth PS Refurbishment					-	407,800	
Pauls Malt PS Refurbishment							
River Eau - Scotter Improvement Scheme							
Total Expenditure	597,000	64,000	300,000	861,000	67,000	407,800	-
Surplus/(Deficit)	(262,000)	(24,000)	220,500	(242,865)	(17,755)	(108,067)	-
Balance Brought Forward	270,361	292,798	268,798	489,298	246,433	228,678	120,611
Balance Carried Forward	8,361	268,798	489,298	246,433	228,678	120,611	120,611

3.5 Schedule of Payments

Payments made since those reported at the previous meeting.

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					CHEQUE	
2019					£	
Oct	15th	90	Fuel Genie	Fuel Account	184.00	*
		-	NatWest	Bank Fees	23.60	*
	16th	89	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	138.92	*
	21st	91	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		97	Iris Business Software Ltd	Open Payslips	7.39	*
		87	Woldmarsh Producers Ltd	Supply to East Butterwick PS	102.26	*
				Supply to Black Bank PS	257.35	*
				Supply to Ravensfleet PS	737.03	*
				Supply to Flixborough PS	91.09	*
				Supply to Susworth PS	451.84	*
				Supply to Lysaghts PS	923.86	*
				Supply to Burringham PS	505.21	*
				Supply to Jenny Hurn PS	314.66	*
				Vodafone - Mobile Phone & Telemetry Lines	104.50	*
	28th	93	Watson Petroleum	Gas Oil	717.88	*
	31st	-	NatWest	Bank Fees	14.70	*
Nov	1st	92	JBA Consulting	Management Services - Oct 2019	4,360.40	
	5th	98-9	Mark Tomlinson	Ravensfleet PS - Pump Assistance	915.00	*
	7th	104	Ellgia Ltd	Skip Hire	1,322.80	*
		94	Evans Halshaw	Vehicle Maintenance	911.98	*
		95	Fire Logistics Ltd	Fire Extinguisher Maintenance	64.74	*
		101	W Barratt & Sons Ltd	Pumping Station Spraying	600.00	*
		-	HMRC	PAYE/NI	758.02	*
		-	Employee	Wages	2,057.12	*
		-	B&CE Holdings	Pension Contributions	209.80	*
	11th	100	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	13th	96	Fuel Genie	Fuel Account	178.00	*
	15th	-	NatWest	Bankline Fees	23.15	*
	18th	102	Watson Petroleum	Gas Oil	698.67	*
	20th	105	Woldmarsh Producers Ltd	Supply to Pauls Malt PS	100.16	*
				Supply to Whoofer PS	93.68	*
				Supply to Susworth PS	399.90	*
				Supply to Lysaghts PS	1,107.53	*
				Supply to Burringham PS	581.53	*
				Supply to East Butterwick PS	150.02	*
				Supply to Black Bank PS	193.76	*
				Supply to Ravensfleet PS	768.20	*
				Supply to Jenny Hurn PS	345.43	*
				Supply to Flixborough PS	79.04	*
				Flixborough PS - Meter Operator Service	168.00	*
				Ravensfleet PS - Meter Operator Service	168.00	*
				Black Bank PS - Meter Operator Service	168.00	*
				Jenny Hurn PS - Meter Operator Service	168.00	*
				East Butterwick PS - Meter Operator Service	168.00	*
				Membership Fees	142.34	*
				Vodafone - Mobile Phone & Telemetry Lines	103.02	*
	21st	108	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*

		109	Iris Business Software Ltd	Open Payslips	7.39	*
	26th	103	Watson Petroleum	Gas Oil	694.36	*
	29th	114,120	Mark Tomlinson	Ravensfleet PS - Pump Assistance	2,070.00	*
		-	NatWest	Bank Fees	10.15	*
Dec	3rd	117	ADA Trent Branch	Branch Subscription Fees	45.00	*
		112	Ancholme IDB	Medical Screenings, etc.	401.98	*
		107	Evans Halshaw	Vehicle Maintenance	269.98	*
		119	H Mell & Son	Weed Rakes & Accessories	285.76	*
		113	LK Security Services	Jenny Hurn PS - Site Security	144.00	*
		111	Perry's Pumps Ltd	Ravensfleet PS - Pump Maintenance	492.00	*
		116	TA Industries Ltd	Ravensfleet PS - Pump Maintenance	246.66	*
	5th	-	Employee	Wages	2,783.30	*
		-	B&CE Holdings	Pension Contributions	292.84	*
	6th	110	JBA Consulting	Management Services - Nov 2019	3,969.88	
	9th	140	Watson Petroleum	Gas Oil	1,432.83	*
	10th	100	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	12th	141	Watson Petroleum	Gas Oil	1,067.85	*
	13th	126	Fuel Genie	Fuel Account	180.00	*
		127	H Mell & Son	Hand Rake Modifications	79.10	*
		132-3	Lyons of Gainsborough Ltd	Tools & Equipment	54.01	*
		135	Schofield Sweeney	Legal Fees - Rate Demands	40.86	*
		123	Skid Inc	Telemetry System	15.00	*
		121-2,134	Mark Tomlinson	Ravensfleet PS - Pump Assistance	1,777.50	*
		131	JBA Consulting	Management Fees - Dec 2019	12,532.92	
		136-9	Sweeting Brothers Ltd	Maintenance Contract	43,607.59	
		-	HMRC	PAYE/NI	2,396.88	*
	16th	115	Public Works Loan Board	Loan Repayment	37,899.09	*
		110	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	15.98	*
		-	NatWest	Bankline Fees	23.15	*
	17th	142	Watson Petroleum	Gas Oil	2,951.41	*
	20th	125	Woldmarsh Producers Ltd	Supply to Burringham PS	1,795.15	*
				Supply to Jenny Hurn PS	1,792.57	*
				Supply to Susworth PS	1,233.61	*
				Supply to Lysaghts PS	2,299.69	*
				Supply to East Butterwick PS	741.31	*
				Supply to Black Bank PS	660.61	*
				Supply to Ravensfleet PS	1,441.93	*
				Supply to Whoofer PS	178.49	*
				Supply to Flixborough PS	129.48	*
				Vodafone - Mobile Phone & Telemetry Lines	123.67	*
	23rd	129	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		130	Iris Business Software Ltd	Open Payslips	7.39	*
		124	Watson Petroleum	Gas Oil	863.84	*
		145	Ancholme IDB	Provision of Telemetry Service	811.74	*
		147	Danvm Drainage Commissioners	Mobile Platform Hire, etc.	197.87	*
		148	Humber Nature Partnership	Membership Fees	296.40	*
		146	WB Pettitt & Son	Pumping Station Maintenance	2,056.80	*
		149	WH Jackson Ltd	Jenny Hurn PS - Pump Assistance	348.00	*
	27th	144	Watson Petroleum	Gas Oil	737.83	*
	31st	-	NatWest	Bank Fees	7.00	*
2020						
Jan	2nd	-	Employee	Wages	1,606.86	*
	9th	163	Watson Petroleum	Gas Oil	1,327.38	*



		-	B&CE Holdings	Pension Contributions	158.28	*
	10th	100	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	13th	164	Watson Petroleum	Ravensfleet PS - Oil	437.00	*
			Total		156,725.21	
			* Total amount of direct debits and payments approved by the Clerk Only		92,254.42	

4. Engineer's Report

Recommendations:

- To note the information within this report
- To instruct Management to produce a scope for design and tender
- To instruct Management to seek an update to the PAR documentation
- Board establish group of Members to expedite works on Ravensfleet

4.1 Asset Management

4.1.1 Water Level Management

Ravensfleet Pumping Station

Background;

It is the intention to replace the diesel pumps at the station with axial flow electric pumps but an option can be priced for replacing with automated diesel and separate electric pumps in a new sump adjacent the station. Build Contract to be awarded by October 2020.

At present there are 180 properties linked to Ravensfleet Pumping Station (this may rise to over 200).

There are two pieces of work needed to be undertaken immediately;

- Update the PAR (Project Appraisal Report)
- Produce scope for design and tender

Once these two pieces of work are completed, final approval will be required from the Environment Agency (EA).

It is proposed that North Lincs Procurement team will then tender the works.

Estimates on the current cost and GiA are as follows;

Total Scheme Cost	£881K	
Grant in Aid (GiA)	£648K	73.5%
S&GWMB Contribution	£233K	26.5%

If the Board to decide to take the works forward to the next stage, it has been suggested that a small group of Board members be established to make interim decisions,

PSCA works on EA watercourses

Great Catchwater – There is a PSCA in place with the EA to desilt the reservoir with work schedule to take place before the 3rd March 2020

River Eau at Scotter – Two potential schemes are being developed by the EA for delivery by the Board, specifications & prices are being finalised for delivery in the current financial year.

Messingham Catchwater – maintenance would need to be IDB funded at a quoted price of £7,850 but is dependent on Emersons Dyke being progressed and funded by the EA.

Bottesford Beck – PSCA with North Lincs, specification agreed price awaited from Contractor.

It has been suggested that the Board has a more formal role regarding any future role for involvement in the management or maintenance of EA watercourses. This could be defined taking into consideration the following options.

- do nothing

- agree to take over maintenance only when funded through PSCA or
- consider unsupported maintenance only where the EA has restored channels for optimum water level management performance.

Information regarding the flood resilience of Board pumping stations.

Flood Resilience;

All electrical controls/panels are situated above known flood levels. Any power failures are dealt with by the suppliers. Temporary pumps may be sourced to support.

Lysaghts P. Stn - A programme of refurbishment has commenced on the 3 large Flygt Pumps at a cost of £17K per pump. The first pump has been completed and returned with the second due for removal imminently with the third programmed for this financial year subject to time constraints and weather conditions.

Ravensfleet – Rushton Diesel engine is currently receiving emergency refurbishment works as a result of cylinder head leaks, once complete the engine will be fully refurbished at an envisaged outturn cost of £14K.

4.1.2 Telemetry

A contract for the provision of telemetry software has been agreed between the Board and Ancholme IDB until 31 March 2021.

4.1.3 Maintained Ordinary Watercourses

Works in both the Northern & Southern districts are now substantially complete, with limited gravity sections outstanding, no issues have been reported regarding quality of works delivered.

4.1.4 Planning Applications

Officers have reviewed planning applications between 30th April 2019 and 24 October 2019, 40 of which have required comment on behalf of the Board.

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

3no. consent has been issued on behalf of the Board between 30th April 2019 and 24 October 2019.

4.1.6 Extended District Consents (Land Drainage Act 1991 Section 23)

0no. consents have been issued on behalf of the Board between 30th April 2019 and 24 October 2019

5. Environmental Report

Recommendation:

- Note the information contained in this report

5.1 Biodiversity Action Plan 2015-2020

Work has been undertaken to identify whether the Board can incorporate the principle of Biodiversity Net Gain through its consenting processes, associated with Board owned sites at Westcliff and Riddings Lagoons and Healey's Drain reservoir. A report has been issued to the Chairman.

The principle of Biodiversity Net Gain is to be incorporated into planning policy under the new Environment Bill.

5.2 Eels (England & Wales) Regulations

We continue to work with the Environment Agency and Hull International Fisheries Institute on effects of this legislation.

The first draft proposals associated with the Changes to the Eel Regulation Process (ChERP) have been released associated with the Agricultural sector. A common query was associated with definitions, particularly "best Achievable Eel Protection measures. The Agency has also been clear the standard metric applied to all sectors for capital expenditure to implement the Regulations will be the cost per cumec. We await detailed proposals for FCERM bodies.

6. Health, Safety and Wellbeing Report

Recommendations:

- To note the information contained in the report

6.1 Board Employees

6.1.1 Accidents and Incidents

There are no accidents or incidents to report involving either the Board employee or contractors.

6.1.2 Lone worker device

Nothing to report

6.1.3 Dynamic Risk assessment

Dynamic Risk Assessment		GO	STOP Think?
If I Red Card any question - can I take further precautions to allow the work to continue? If yes, notify your line manager or designated H&S Advisor.			
General			
1. Is the work fully covered by a Generic, Task or supplementary Risk Assessment?	YES Go to Q2	NO Go to Q3	
2. Have I applied all the control measures?	YES	NO	
3. Can I take additional precautions to allow the work to continue?	YES	NO	
Services			
4. Are there services on site that may affect my work?	YES Go to Q5	NO Go to Q6	
5. Is there a safe system of working to deal with them?	YES	NO	
Personnel			
6. Am I trained for this work?	YES	NO	
7. If lone working, am I logged onto a "system"?	YES	NO	
8. Do I feel safe lone working at this site?	YES	NO	
Equipment			
9. Have I the correct equipment to do the work?	YES	NO	
10. Is it free from defects?	YES	NO	
11. Have I the correct PPE?	YES	NO	
Confined Spaces			
12. Does the work involve entry into a confined space?	YES	NO	
Environment			
13. Are adverse weather, ground conditions or other activities on site increasing the risk?	YES	NO	
Other			
14. If work involves lifting, is the load within my capability?	YES	NO	
15. Have I got the COSHH assessments for any hazardous substances?	YES	NO	
16. Is the work area free from obstructions that may cause me to slip, trip, or fall?	YES	NO	
17. Do I know of any previous hostile situations at this site?	YES	NO	
18. Do I have any other concerns about the work I am being asked to undertake?	YES	NO	

Dynamic Risk Assessment

SoloProtect
WE MAKE WORKING ALONE SAFER

DANGER Confined Space
Enter by permit only.

Wear boots

Eye protection must be worn

Wear gloves

Wear ear protectors

Wear protective clothing

DANGER Deep water

HEAD PROTECTION MUST BE WORN IN THIS AREA

DANGER OVERHEAD POWER LINES

Working At Height

BURIED SERVICES

275 or 400 kV Minimum clearance 7 m

132 kV Minimum clearance 6.7 m

33 kV Minimum clearance 5.2 m

11 kV Low voltage

Open combine grain tank lids can reach 5.2 m

Materials handlers can reach up to 6.5 m

Be aware of line heights

7. Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
EA/ADA Eel Liaison Group	Humber Flood Risk Management Steering Group	ADA BAP Guidance



Humber Estuaries Relevant Authorities Group (HERAG)	Comprehensive Review Humber Strategy workshops	
	Humber Strategy Officers Group	

8. Date of Next Meeting

3 February 2020
11 May 2020
9 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.

Scunthorpe & Gainsborough WMB - Risk Register Jan 2020

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 Suitable Contractors (Qualified Engineers)- lack of staffing & required expertise	Adopted an Asset Management strategic approach, detailed Asset conditioning reporting Contingency Planning-District Vastly experienced Pump Attendant Up to date Telemetry system Regular Syphon & Culvert Inspections Good working relationship with Perry's Pumps	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Board to consider Catchment modeling Maintain/review Pump Station Register linked with contingency planning Maintain/Update Supplier/Contractor list- Appropriate governance checks.	Eng- Summer 20 Ongoing Next Review 30/06/20
			Human Resource Risk- Contractors/ Supplier Dependency Contractors go through tender process if necessary Timely Contractual performance review- Time & Quality All Legislation and requirements made clear to all contractors Succession Planning/Business Continuity Reviews	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Monitor Suppliers/Review Succession Plans	Next Review 30/06/20
			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
	Objective 2: Promote & Integrate Biodiversity with the boards primary and operational activities	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 Operative & 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: Create a safe and fulfilling working environment for all employees where ideas & innovation is encouraged	Employees contravene H&S regs Role clarity for all staff- Regular reviewed job descriptions. Staff Training H&S Workshops, Systems and processes to enable workforce to carry out necessary Risk Assessments Required Insurance in place	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all Health & Safety legislation to ensure board is currently complying	Next Review 30/06/20
			Potential claims against a Board, e.g. ranging from an individual personal injury claim to an HSE Corporate Manslaughter charge over a H&S issue. Provision of appropriate staff training and documentation of such. Regular training of staff, updated as required, maintain training records. Engage external Health and Safety advisors (HS Direct) to provide Required Insurance in place	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all Health & Safety legislation to ensure board is currently complying	Next Review 30/06/20
			Low Morale- Lack of Direction, Insufficient tools/equipment, Lack of Innovation, Lack of training & development Competitive Salaries- In line with market standard Catchment Management provides clear direction Regular Appraisal reviews/Ongoing Training provided	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/20
Aging Workforce- Health & Safety Risks, Loss of experience & expertise Lone Worker monitoring- Regular Contact Catchment Studies currently undertaken Day to day activities- Process Mapped			High	Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	1. FO to undertake further Catchment studies assisted by Operative, with the aim of transferring as much knowledge & experience as possible. 2. The board must think about succession planning	SFO-2020	
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 ADA Good Governance Guide delivered or sent to all members Training Courses for board members Legislative/Industry developments promoted on the website and in meetings	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Member Interaction/Presentations	SGAT 2020	
		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	Presentation to be given at Jan meeting incorporating the mid-term & Long-term plan. Highlighting the impact short-term decisions have overall	FO- Jan 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	

Scunthorpe & Gainsborough WMB - Risk Register Jan 2020

OBJECTIVE	RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date		
			Impact	Likelihood	Score					
STAKEHOLDER VALUE	Objective 5: To be a self sufficient IDB that provides value to 'our' stakeholders at all times	Reduction in income to the Board to maintain an appropriate provision of services (e.g. major ratepayer Chicken Farms go out of business)	Systems and processes to maximise income opportunities and collection Timely invoicing of Drainage Rates account holders annually, monitoring of collection rates and take follow-up action when non-payment. Submit Highland Water claims to the EA.	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Provide all significant ratepayers 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 Financial Regulations- >£5000 2 quotes > £20,000 Tender Process Approved Suppliers List with specific criteria that is regularly monitored	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/20	
			Perception that this isn't the case	Internal/External Audits & IDB1 forms Website promoting board Activities Lead Role in partnership working/PSCA agreements	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Promote the board, shout about the good work Ancholme IDB do Tap into to Social Media to do this	SGAT- Ongoing
		Flood damage to third party		Insurance Policies to cover main risks including asset failure and indemnity for third party damage Catchment Mapping completed	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Insurance policies reviewed annually for the Board and risks required changes to cover reassessed.	SFO- Jan 2020
	Objective 6: To be a champion of partnership working, work collaboratively where this can deliver shared research objectives more cost-effectively and for the wider good of all connected		Miscommunication causing differing expectations/goals	Close working relationships with all connected stakeholders Historic Agreements Drive for partnership working	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/20
		Lack of formal structure and clear risk-sharing arrangements		Good working relationship with LLFA Clear definition of role between IDB & other Stakeholders	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/20
			Internal & External Conflicts, which could create a lack of trust	Conflict Management Policy Open & Honest- 100% Transparent- Minutes on website	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/20
		COMPLIANCE		Objective 7: Ensure that the board always complies with all recommended accounting practices	Adverse audit reports, legal action and loss of confidence in the IDB.	Put in place a satisfactory Governance framework, including: - Internal Audit contract & access to the Boards. - External Audit Service - Financial regulations in place for each Board - Business continuity & recovery plan - Insurance Policies proportionate to identified risks - Appropriate ICT systems to support key functions (Ratings, Finance and GIs). - ADA Practitioners' Guide (2006), as revised 2017 - Data processing, handling and retention in compliance with ICO's Guidance & Licence for each Board. Adhere to Board Approved Financial Regulations Experienced and suitably qualified finance officers	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK
	Loss of Cash through error or fraud		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	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
			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	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Review current SGAT processes & procedures and update where appropriate
	Liquidity issues, lack of reserves				The Board has adopted a reserve policy Annually Internal/External Audits Boards financial position presented at Board meetings	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Review Reserves level (30%) at the monthly budget meetings
			Objective 8: Ensure that at all times the board complies with all current EU & UK legislation	Risk to Board Members	Qualified & experienced staff attempt to advise the board Ultimately, all decisions should be discussed and made as a collective Adequate Insurance underaken	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor any changes to current EU & UK legislation
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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