



Scunthorpe & Gainsborough

Water Management Board

Virtual Meeting

Microsoft Teams

Log-in Instructions to be issued nearer the date

Meeting Papers

Monday 1 February 2021

2:00pm



Shire

Group of IDBs

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Meeting Papers

Prepared by:

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

Finance Officer - David Blake BSc (Hons) Accounting

Finance Officer - Mark Joynes BSc (Hons) Mathematics

Rating Officer - Janette Parker

Environment Adviser – Alison Briggs BSc (Hons), MSc, CEnv, MIEMA

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

In accordance with the Members Code of Conduct, Part 2 Members Interests, Members must remove themselves from the discussion or determination of matters in which they have a financial interest.

In matters where Members have a non-financial interest, they should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.



1.3 Minutes of the Meeting held 9 November 2020

Member	12.11. 2018	4.2. 2019	13.5. 2019	11.11. 2019	03.02. 2020	08.06. 2020	9.11. 2020
Margaret Armiger MA	√	-	-	√	√	√	√
David Barratt DB		√	√	√	√	-	A
Adrian Black – Chair AB	√	√	√	√	√	√	√
Chris Black CB	√	√	√	√	A	√	√
Frank Bottamley FB	√	A	√	√		-	-
Liz Clewes LC				New A	√	A	-
Sam Cross SC	-	-	-	New A	√	√	√
John Coggan JC	√	√	√	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	√	√
Paul Metherringham PM	√	√	√	√	√	√	√
Lesley Rollings LR				New	√	√	√
Ralph Ogg RO	√	√	A	√	√	√	√
Dave Oldfield DO	√	√	-		A	-	-
Neil Poole NP	√	√	√	√	√	√	√
Helen Rowson HR	A	A	A	A	√	√	√
Gwylim G Williams GW							New√

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

Craig Benson (Clerk)
David Blake (Finance Officer)
Paul Jones (Engineer)
Janette Parker (Rating Officer)

Clerk
FO
Eng
RO



Apologies for Absence

2020.65 Apologies were received from Mr. D Barratt.

Declarations of Interest

2020.66 None made. Clerk pointed out the wording in the papers taken from the Members Code of Conduct referring to the request at the last meeting by NP and TF to remove the onus on the Chair to make decisions on whom to exclude from discussions stating that DEFRA unwilling to make changes that would affect all Drainage Boards. He advised that from the Members Code of Conduct the onus was on the individual member to remove themselves from any discussions they had a financial interest in. NP suggested that this section be included in all papers moving forward so that members had as a point of reminder and thanked the Clerk for his efforts on the matter. TF proposed approval of same.

Minutes of Last Meeting

2020.67 Chair proposed approval of, NP seconded, All Members in favour.

Matters Arising

2020.68 None.

Clerks Report

2020.69 Policy – Noted.

2020.70 National Flood & Coastal Erosion RMS – Clerk advised EA currently updating and that needed to ensure the Board's policy linked in with and that if any major changes were required there could be a small charge to the Board for this to be updated.

2020.71 Precept and Highland Water Contributions – Information noted with Clerk adding that it may have an impact on the amount of money received by the Board or that which the Board has to pay but will keep the Board informed on any changes. BJ queried the timescale of a decision and if it would go to Parliament. Clerk confirmed it would be between DEFRA and the EA and that unsure of timescale as just been started. He added that there may be an opportunity to be consulted via the industry through ADA and individually on a Board basis.

2020.72 ADA – Information noted with Clerk advising Members if wished to attend and not received email invitation to let him know and this could be re-issued.

2020.73 Bank Mandate – Clerk requested Board approval to add FO to mandate so he could process payments with Chair. He confirmed that himself and Ian Benn would remain as signatories. **All members in favour.**

Financial Report

2020.74 Rating Report – FO advised that all Special Levies have now been collected along with 87% of drainage rates with revised outstanding balance of £17,015.60 of which £13,000 related to the instalment payer.

2020.75 Audit – Information noted.

2020.76 Budget Comparison for the Year Ended 2021 - FO informed members that there had been changes made to the report and that he would email them all a copy of the revised version after the meeting. FO took members through the report stating that it was a snapshot comparison to the budget set in January. He pointed out that the Foreign Water Grant was not included as income received yet as no payment had yet been made due to a clerical issue at the EA, but that it was expected shortly. He then advised there had been additional income from the EA PSCA works at Ravensfleet. FO stated expenditure to date was very much where we would expect it to be at this point. He concluded that the Board now had an inflated reserve balance compared to budget but that this would decrease significantly with expected costs approaching.

2020.77 New Work and Plant Account – FO referred to all the additional works that had not been budgeted for including the Board's decision to replace the Employee's vehicle, Ravensfleet PAR and the refurbishment of the pumps at Lysaghts. He advised this would



result in a deficit of £62,715 but that this would be offset by the balance brought forward as the works had been planned and budgeted to be undertaken in the previous financial year.

2020.78 NP referred to outstanding grant monies and said it was appropriate to know what they were. FO advised that waiting for EA to confirm and that estimates had been made for costs and the amount expected. NP queried the date when that was expected. Eng stated that this was constantly being chased, that a business case had been made in May with updated information sent in July with an expected Grant in Aid of 80%. He confirmed he had spoken to the EA again recently but that a decision was still awaited. NP stated he was disappointed and could any pressure be put on the EA from external sources. Eng said that several people within the EA were being consulted with the decision being made at a higher level. He then added that a contractor should have been appointed in October so the works were already behind but that the refurbishment to the diesel pumps was already under way. NP queried if that was to reduce the risk, ENG concurred that they wanted to minimise the risk as much as possible but that back up measures were in place in the event of a flood event with the EA who did mobilise additional pumps last year when required.

2020.79 Five Year Budget Estimate – FO took members through the report advising it was a mid to long term forecast with an element of unknown factors, that a worst case scenario was the most prudent way to forecast and that as a live document it was updated when information became available. JC queried whilst PSCA expenditure was shown PSCA income should also be shown. FO confirmed that this was under other income. JC then referred to the following year stating that all PSCA should be covered equally on both sides. Clerk added that whilst it was a valid point by JC, PSCA's are not always 100% funded and that in the past only part funding had been received hence the reason budgeted PSCA income not matching expenditure. FO continued with his report stating that the reserve balance would be 66% at the end of March 2021 which was well above the target set by the Board of 40%. He then pointed out that the Board's income was not offsetting expenditure, so reserves were being utilised to fulfil current operations. He stated whilst the Board were currently in a healthy financial position it was not prudent to run at a deficit and that if the Board wished to continue with current operations as they were then the income over the next one to five years would need to increase and this would have an impact on the drainage rate. BJ pointed out that the Board's reserve policy was agreed at 40% and as currently at 66% at no point in the forecast was looking to run that down. FO stated it was a valid point but that due to the future capital programme the potential cost of borrowing and the investment in new telemetry system means it was prudent to maintain a healthy reserve level and limit the potential amount of borrowing in the future. BJ stated that the reserve policy was set for a reason and although things might be changing to ignore the policy set was completely wrong. NP concurred stating that there was no point having a policy if they were going to ignore it and questioned if the policy was wrong in the first place. FO stated that 40% was the minimum level and looking to the future if the reserves were utilised for telemetry etc then the level could potentially be as low as 10%. NP requested a line be added to the budget for costs in future. FO pointed out that there were currently no costings for a new telemetry system but, this would be included in the budget for the next meeting. Clerk noted that valid points had been made but pointed out in years 5-10 pump station refurbishments would need paying for with monies borrowed from PWLB. A stepped increase of the rate in years 1-5 would build reserves and mean less borrowing to fund the capital programme, which would avoid significant increased spikes in the rate. NP asked if a seven-year budget could be used. Clerk confirmed it was the Board's budget and it was up to them how far in the future they required it for. He advised that a ten-year budget was currently being run with speculations on amounts so set on a worst case scenario but the Board could see that if they wished. NP advised it would be reassuring from an Authority point of view as forewarned is forearmed and proposed to go to a ten-year budget. BJ concurred. JC pointed out that the EA operate a six year budget for Local Levy and Grant in Aid applications so couldn't the Board align with them, put in pump stations for next six years so that can mark out to EA what Board proposing then in EA programme and already allocated a certain amount of funding so we have rough indications what going to receive? Eng advised that a submission had already been made to the EA for all capital works to 2029 but that budgeting and planning from the Boards perspective was difficult until letters



confirming grant allocation had been received. He then pointed out that Ravensfleet was submitted 2-3 years ago but that still not had confirmation. FO confirmed that a ten-year budget would be available for the next meeting.

2020.80 List of Payments - **Chair proposed approval of, BJ seconded.**

Engineer's Report

2020.81 Ravensfleet Pumping Station – Information noted.

2020.82 PSCA Ravensfleet Reservoir Discharge Channel – Eng advised that the extra work to de-silt at Ravensfleet was funded by the EA and was to help alleviate the gravity discharge although he added that there were still issues with the flap valve to be resolved.

2020.83 Crosby Soakmere Culverted Watercourse – Eng advised that following the culvert collapse last year behind Hilton Avenue further ground movement had occurred near to the pipeline. Discussions had been held with the CCTV contractor and there was 160 metres of culverted watercourse with a 1.8m diameter pipe and that North Lincolnshire Council had replaced a 15 metre section in April last year at a cost of £60,000. Eng added that there was no sole ownership as such linked to the Board but there were multiple riparian owners. He added that the further collapse was not causing any obstruction to flow at the current time but that the invert of the culvert was corroding so any further movement could result in future works. Eng advised that one of the possible options was to daylight the watercourse, i.e. remove the pipeline and return to an open watercourse and could look at pursuing between the Board and the Council with the possibility of attracting Local Levy funding as it was a liability no Public Authority would want. He also advised that a task and finish group could be set up to decide the potential next steps. Chair sought clarification that the Board had no liability to do and that fed upstream into an ordinary watercourse. Eng confirmed that it flowed into Lysaghts pump station and that if an obstruction became apparent the Board had the powers to remove and the right to recharge the riparian landowners and residents. NP queried how many residential properties were at risk. Eng advised he did not have exact numbers but there were a significant number upstream. NP suggested a body be formed with LLC and other interested parties if property and land was going to flood and a collective approach taken to resolve and work out funding. SC agreed that as it could flood up to 1,000 houses if all parties worked together information could be fed through to sort a resolution. BJ queried who absorbed the costs for the works done previously and the time JBA spent currently adding that the Board should not be the lead but that North Lincolnshire Council should due to the link with riparian owners. JC stated that the Trent RFCC are currently looking into culverts and if they can put money into riparian watercourses and that the Board had a duty to manage the district which included this issue and that the Board should work with the Council to facilitate a solution. Chair commented that the RFCC funding should be looked into. JJ stated that North Lincolnshire Council should take the lead as they would need to talk to the homeowners. NP added that he was not suggesting the Board lead but that there was a collective approach with relevant partners to ensure the right outcome. Chair suggested that small working group be formed to work with the Council to resolve adding that the best option would be to remove the culvert and start again funding dependant. Eng responded to BJ query stating that repair carried out last year was funded by North Lincolnshire Council and that Board Officer time was covered under the existing management contract or by NLC and that Officers would normally investigate any obstruction to flow issues that arose within the district. He then suggested an email be sent to all members after the meeting to register their interest to be on the panel, Chair concurred and all members agreed.

2020.84 Telemetry- Eng advised that there was to be a live demonstration from four suppliers on Thursday and that a report would be given to the Board's task & finish group.

2020.85 Riparian Responsibility Pilot – Information noted with Eng confirming he would keep Board updated. SC added that a new document had been uploaded to the North Lincolnshire Council Website and that this could be utilised as necessary.

2020.86 Grant in Aid Forward Plan – Information noted.

2020.87 Maintained Ordinary Watercourses – Information noted with BJ adding that he had sent an email to the Eng stating they had done an excellent job to Flixborough and Burton



drain. Eng thanked him for comments and said these had been passed onto Sweetings and the Board's Employee.

2020.88 Main River – Messingham Catchwater – Eng confirmed the situation as advised in the papers. CB declared an interest then asked if the drainage rate that householders pay could be utilised. SC advised that referred to surface water only and that there was a completely different legislation in terms of highway drains. Chair asked for approval to Eng proposals to move forward, NP proposed, BJ seconded, all in favour.

2020.89 Main River – River Eau Scotter - Information noted with LR adding that as Chair of Scrutiny Committee for West Lindsey Council that putting together group to find solution to flooding in Scotter and that general thought was caused by result of lack of maintenance to River Eau and asked who key people were that could discuss this with. NP agreed he would be willing to assist. Chair confirmed he could provide information but that Eng had already been in contact with EA. Eng confirmed that River Eau EA responsibility and involved with them on day to day basis, that PSCA's enable the Board to work with the EA to share rights of access and that the EA had used the Board's contractors to carry out works previously. Clerk added that the upper reaches were maintained by the Board. LR stated that something needed to be done or Scotter would flood again and asked if Eng and Clerk prepared to be involved in discussion group. Both agreed.

2020.90 Complaints – Eng explained that Complaint 1 referred to a request to waive payment of drainage rates due to flooding of a holding which was protected by the pump station at Ravensfleet. He referred members to the flood event in November when 150mm rain was received and the EA provided temporary pumps to assist. He stated that in his opinion Ravensfleet pump station was there to prevent that situation occurring every day and in an increased threat everything was done to ensure the asset was fully operational and that the drainage rate should be paid. **All members in agreement.**

2020.91 Complaint 2 – Eng advised that he had already contacted the EA with regard to issues with the River Eau at Northorpe and that they were happy to discuss PSCA works with the Board and he recommended that the Board follow up those discussions to sort works moving forward. **All members in favour.**

2020.92 Complaint 3 – Eng explained that the issues at Lea Marsh had been raised at previous meetings. There was an IDB maintained watercourse but due to access problems maintenance had not been completed in the last few years. He added that the landowner had created a new reconditioned cut and recommended that the Board take on this newly reconditioned watercourse rather than continue with the existing. Referring to the reduction in the drainage rate requested the Eng advised that this fell back to the Land Drainage Act and should be paid. Chair confirmed that it had been discussed previously and a decision taken not to maintain but understood that problems with access issues had increased suggesting that the new cut should be maintained rather than the outdated section and that discussions with the landowner to confirm he was agreeable should take place. Eng agreed and said that he could bring options and costs back to the Chair and/or Board. **Chair requested approval to proposal, All members in favour.**

2020.93 Planning Applications – NP noted that 56 applications had been responded to and was aware that a number of larger applications were being made with regard to properties and he had concerns over the hard surfacing required and the adverse effect of water run off enquiring as to what comments were made on those developments. Eng advised he would send NP a copy of the standard response issued but that restrictions were put on the run-off rate of discharge which in some instances led to attenuation ponds. NP referred to a scheme completed two years ago stating that holding tanks and a pump were installed but not working sufficiently and that additional pumping had to be carried out every few weeks and that knowledge had to be given in the right place to influence decisions. Eng advised that the Board operated under LDA and looked at the impacts of development within 9m of a watercourse and discharge rates and that the Board were not involved in advising on suds, design and storage to protect the Board from any liability, however, do offer comments and suggestions with developers. JC queried if the Board



charged for this advice. Eng advised that to date LDA's had no mechanism to charge for pre-application advice but ADA were currently looking into increasing the consent fee.

Environmental Report

2020.94 Information noted.

Health & Safety

2020.95 Information noted.

2020.96 Representation – Noted.

Date of Next Meeting

2020.97 Clerk apologised for the date stated in the papers and confirmed the next meeting would be held on 1 February 2021.

2020.98 Chair thanked Clerk and Eng for their input and thanked all for attending before closing meeting at 3.41pm.

1.4 Complaints/FOI requests

2. Clerks Report

Recommendation:

- Note the information contained in this report
- To renew the Grazing Licence on Healy's Drain

2.1 Policy

The Board policies have been reviewed. Most require a minor alteration to change the reference to the Clerk or Chairman. The Board's Policy Statement will require changing to reflect the new objectives as detailed in the National Flood & Coastal Erosion Risk Management Strategy.

2.2 Legislation

Nothing to report

2.3 Environment Agency

2.3.1 Humber Flood Risk Management Strategy 2100+

The public consultation will take place in the Spring.

2.4 Association of Drainage Authorities

Following on from the Government's announcement in Spring that it was looking to phase out the use of red diesel as part of its drive to reduce carbon emissions and improve air quality.

ADA have been asked by DEFRA to respond on behalf of the IDB community to the public consultation with regard to the reforms to the tax treatment of red diesel and quantify the scale of the impact on the sector. DEFRA's informal view, at this stage, is that IDBs would not be covered by the agricultural exemption.

ADA have therefore requested that each IDB forward their usage details for the year ending 31 March 20 to them, to enable ADA to respond on behalf of the industry. This information has been compiled and sent.

The ADA Chief Executive has also written a letter to all IDBs and this is attached at Appendix A.

2.5 Grazing Licence

The tenant has requested to renew the existing annual grazing licence on Healy's Drain. As you are aware, the tenant also helps to keep the vermin population down. The Board are asked to agree to the request.

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 2022
- To approve the schedule of payments

3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 15 January 2021: -

	£	£
Balance Brought forward at 1 April 2020		1,538.32
2020/2021 Drainage Rates and Special Levies		
Drainage Rates		138,451.09
Special Levies		
North Lincolnshire Council	255,191.00	
West Lindsey District Council	57,496.00	312,687.00
Total Drainage Rates Due		<u>452,676.41</u>
Less Paid: -		
Drainage Rates		130,436.19
Special Levies		
North Lincolnshire Council	255,191.00	
West Lindsey District Council	57,496.00	312,687.00
Total Drainage Rates Paid		<u>443,123.19</u>
Balance Outstanding as at 15 January 2021		<u>9,553.22</u>

PROPOSED RATE REMOVALS – FOR BOARD APPROVAL				
ACCOUNT	HECTARES	A.V.	RATES TO BE REMOVED	REASON
1	0	0	161.00	Uncollectable Arrears Ratepayer Deceased - Land on new account
TOTALS	0	0	161.00	



3.2 Audit

3.2.1 Internal Audit

Minutes of the Internal Audit Review held Monday 23 November 2020 at Epsom House are available at Appendix B.

3.2.2 External Audit

Nothing to Report.

3.2.3 Risk Register

The Risk Register is attached at Appendix C and requires the Board's approval.



3.3 Rates, Special Levies and Estimates for the Year Ended 31 March 2022

SCUNTHORPE & GAINSBOROUGH WATER MANAGEMENT BOARD							
ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2022							
2020/21				2021/22			
Approved Estimate		Estimated Out-Turn				Estimate	
£	£	£	£			£	£
				INCOME			
				Drainage Rates on Agricultural Land:-			
99,026		99,026		8.75p in £ on Av of £1,131,518		99,008	
				Drainage Rates on Intensive Agricultural Units:-			
35,949		39,426		8.75p in £ on Av of £450,780		39,443	
				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	
767		13,454		Other Income		2,468	
0		0				10,000	
<u>50</u>	489,264	<u>200</u>	505,579	Interest etc		<u>200</u>	504,592
				EXPENDITURE			
90,615		90,615		Board Loans		90,615	
8,530		8,530		Environment Agency Loans		8,530	
16,879		0		New Loan - Ravensfleet PS scheme		0	
70,935		72,846		Administration		75,823	
228,300		158,487		Watercourse Maintenance		205,112	
<u>126,810</u>	<u>542,069</u>	<u>122,700</u>	<u>453,178</u>	Pumping Stations, etc.		<u>123,090</u>	<u>503,170</u>
	(52,805)		52,401	Surplus - (Deficit)			1,422
	<u>344,196</u>		<u>360,781</u>	Balance Brought Forward			<u>313,182</u>
	<u>0</u>		<u>100,000</u>	Transfer to NW&P Account			<u>50,000</u>
	<u>291,391</u>		<u>313,182</u>	Balance Carried Forward			<u>264,604</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							
2020/21 : 8.75p- 2021/22 : 8.75p							
Penny Rate : £51,161							



ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2022							
NEW WORKS AND PLANT ACCOUNT							
2020/21					2021/22		
Approved		Estimated					
Estimate		Out-Turn			Estimate		
£	£	£	£		£	£	
				INCOME			
0		100,000		Transfer from Revenue Account	50,000		
0		2,000		Sale of Landrover	0		
300,000		0		PWLB Loan	0		
0		0		Local Levy Funding (Ravensfleet PS ref)	15,500		
<u>220,500</u>	520,500	<u>0</u>	102,000	Grant Income	<u>230,186</u>		295,686
				EXPENDITURE			
0		22,656		4x4 Vehicle	0		
				New Telemetry System	80,000		
0		36,084		Lysaghts PS Refurbishment	0		
300,000		0		Ravensfleet PS Refurbishment	300,000		
0		5,975		PAR Submissions	18,000		
0		0		Whoofer PS Refurbishment	0		
0		0		Susworth PS Refurbishment	0		
<u>0</u>	<u>300,000</u>	<u>0</u>	<u>64,715</u>	Ravensfleet to Susworth Study	<u>0</u>		<u>398,000</u>
	220,500		37,285	Surplus - (Deficit)			(102,314)
	<u>268,796</u>		<u>313,065</u>	Balance Brought Forward			<u>350,350</u>
	<u>489,296</u>		<u>350,350</u>	Balance Carried Forward			<u>248,036</u>

3.4 Ten Year Budget Estimate

The ten-year budget estimate is shown below.

	0	0	1	2	3	4	5	6	7	8	9	10
	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Income & Expenditure Account	App Budget	Estimated Out-Turn										
	£	£	£	£	£	£	£	£	£	£	£	£
Income												
Drainage Rates	134,974	138,451	138,451	138,451	142,407	146,363	150,318	154,274	170,097	174,053	181,964	185,920
Special Levies	312,687	312,687	312,687	312,687	321,621	330,555	339,489	348,423	384,158	393,092	410,960	419,894
Rental Income	200	200	200	200	200	200	200	200	200	200	300	300
Foreign Water Contribution	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786
Other Income	567	13,254	2,268	2,336	2,406	2,478	2,553	2,629	2,708	2,789	2,873	2,959
Bank Interest	50	200	200	200	250	250	250	300	300	300	300	300
PSCA Maintenance	-	-	10,000	-	-	10,000	-	-	10,000	-	-	10,000
Total Income	489,264	505,578	504,592	494,660	507,670	520,632	533,596	546,612	598,249	611,220	637,163	650,159
Expenditure												
Drain Maintenance (Silt Removal)	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance of Pumping Stations	126,810	122,700	123,090	125,552	128,063	130,624	133,237	135,901	138,619	141,392	144,220	147,104
Drains Maintenance	201,300	148,762	185,112	188,814	192,591	196,442	200,371	204,379	208,466	212,636	216,888	221,226
PSCA Maintenance	27,000	9,725	20,000	-	-	20,000	-	-	20,000	-	-	20,000
Administration	70,935	72,846	75,823	75,576	77,465	79,402	81,387	83,421	85,507	87,645	89,836	92,082
Existing Loan Repayments:-	99,145	99,145	99,145	99,145	95,350	88,077	77,038	72,773	72,773	62,140	32,914	26,868
New Loans	16,879	-	-	-	-	13,135	13,135	13,135	49,911	76,180	115,584	126,091
Total Expenditure	542,069	453,178	503,170	489,087	493,468	527,680	505,167	509,608	575,277	579,992	599,441	633,371
Surplus/(Deficit)	(52,805)	52,401	1,422	5,573	14,202	(7,046)	28,428	37,004	22,973	31,228	37,742	16,788
Balance Brought Forward	344,196	360,781	313,182	264,604	220,177	209,378	177,330	180,759	192,762	190,735	211,963	229,705
Contribution to NW&P Account	-	100,000	50,000	50,000	25,000	25,000	25,000	25,000	25,000	10,000	10,000	10,000
Balance Carried Forward	291,391	313,182	264,604	220,177	209,378	177,330	180,759	192,762	190,735	211,963	239,705	246,493
New Works and Plant Account	489,296	350,350	248,036	1,777	12,133	25,838	30,838	55,838	30,838	40,838	40,838	28,182
Penny Rate in £	8,75p	8,75p	8,75p	8,75p	9,00p	9,25p	9,50p	9,75p	10,75p	11,00p	11,50p	11,75p
Penny Rate £51,163	144%	120%	93%	41%	43%	37%	40%	47%	37%	43%	46%	43%
I&E Balance as % of Expenditure	54%	69%	53%	45%	42%	34%	36%	38%	33%	37%	40%	39%

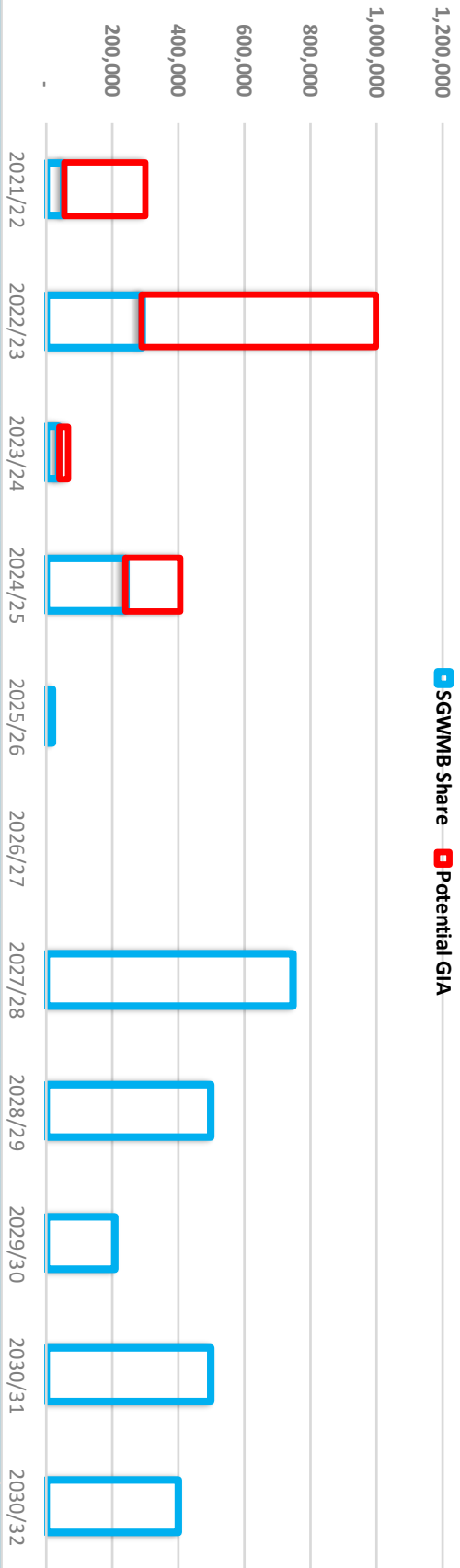


	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	App	Estimated Out-Turn										
New Works and Plant Account	Budget											
	£	£	£	£	£	£	£	£	£	£	£	£
Income												
Transfer from I&E	-	100,000	50,000	50,000	50,000	25,000	25,000	25,000	25,000	10,000	10,000	10,000
Loan	300,000	-		-		230,000			700,000	500,000	200,000	500,000
Possible Grant Income	220,500		230,186	709,741	27,356	166,505						
Sale of Vehicle		2,000										
Local Levy (Ravensfleet PS ref)	-		15,500	-								
Total Income	520,500	102,000	295,686	759,741	77,356	421,505	25,000	25,000	725,000	510,000	210,000	510,000
Expenditure												
4x4 vehicle		22,656										22,656
Telemetry System			80,000									
Burringham PS Refurbishment									750,000			
Flixborough PS Refurbishment										500,000		
Lysaghts PS Refurbishment		36,084									210,000	
East Butterwick PS Refurbishment												500,000
Black Bank PS Refurbishment												
PAR Submissions		5,975	18,000									
Jenny Hurn PS refurbishment				260,000								
Ravensfleet PS Refurbishment	300,000		300,000	746,000								
Ravensfleet to Susworth Strategic Study												
Whoofers PS Refurbishment					67,000							
Susworth PS Refurbishment						407,800						
Pauls Malt PS Refurbishment						20,000						
Total Expenditure	300,000	64,715	398,000	1,006,000	67,000	407,800	20,000	-	750,000	500,000	210,000	522,656
Surplus/(Deficit)	220,500	37,285	(102,314)	(246,259)	10,356	13,705	5,000	25,000	(25,000)	10,000	-	(12,656)
Balance Brought Forward	268,796	313,065	350,350	248,036	1,777	12,133	25,838	30,838	55,838	30,838	40,838	40,838
Balance Carried Forward	489,296	350,350	248,036	1,777	12,133	25,838	30,838	55,838	30,838	40,838	40,838	28,182

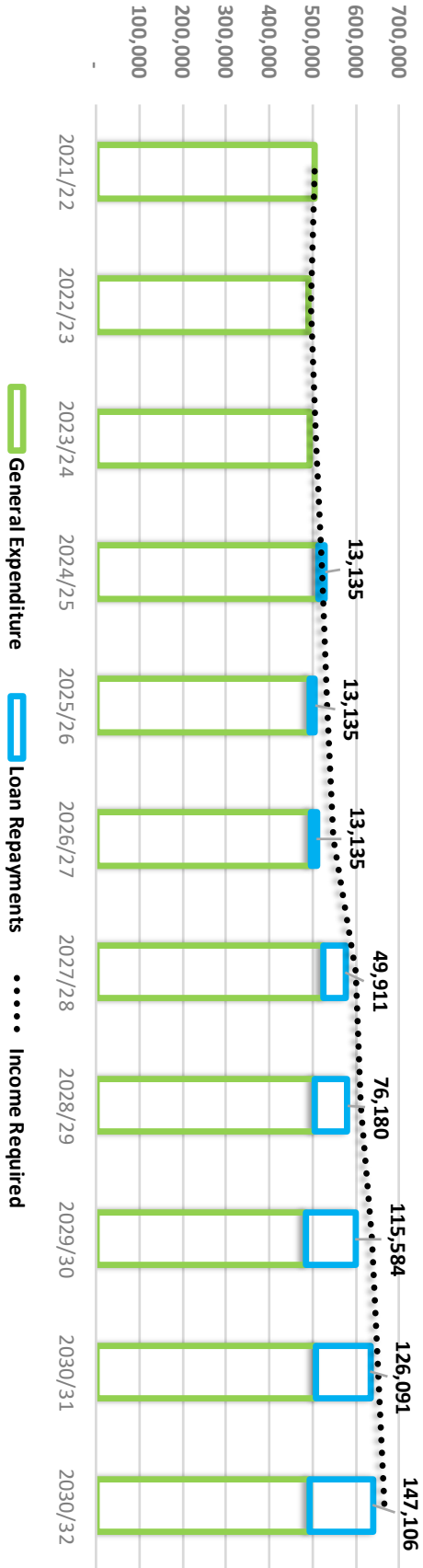


Capital Replacement/Refurb. Schedule

SGWMB Share Potential GIA



Long Term Forecasted Expenditure



3.5 Schedule of Payments

All payments made since those reported to the Board at the previous meeting are shown below.

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					CHEQUE	
2020					£	
Oct	13th	126	Fuel Genie	Fuel Account	66.00	*
	15th	96	Addplant Limited	Ravensfleet PS - Lavatory Service	30.00	
		91	Ancholme IDB	Provision of Telemetry Service	811.74	
		-	Employee	Wages	36.00	
		99	Sweeting Brothers (Land Drainage) Ltd	Maintenance	28,201.78	
		-	NatWest	Bankline Fees	23.60	*
	16th	-	HMRC	PAYE/NI	340.60	
	20th	141	Woldmarsh Producers Ltd	Supply to East Butterwick PS	92.55	*
				Supply to Black Bank PS	200.90	*
				Supply to Ravensfleet PS	442.60	*
				Supply to Jenny Hurn PS	540.80	*
				Supply to Flixborough PS	98.15	*
				Vodafone - Mobile Phone & Telemetry Lines	88.44	*
	21st	105	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
	22nd	106	Iris Business Software Ltd	Open Payslips	7.39	*
	30th	-	NatWest	Bank Fees	30.45	*
Nov	3rd	136	Watson Petroleum	Gas Oil	614.25	*
	5th	97	Ellgia Ltd	Skip Hire	484.55	
		116-7	Evans Halshaw	Vehicle Parts	238.89	
		109	H Mell & Son	Tools & Equipment	10.39	
		100	Humber Nature Partnership	Membership Fees	301.20	
		101-4	ID Spares & Services Ltd	Weedscreen Inspection Reports	1,787.48	
		107-8	JBA Consulting	Fee Accounts: -		
				Management Services	6,889.04	
				BAP Implementation	2,248.62	
		110	Lyons of Gainsborough Ltd	Multi-oil	75.48	
		113	PKF Littlejohn LLP	External Audit Fee 2019/20	1,560.00	
		111	Perry's Pumps Ltd	Pumping Station Inspections	1,710.00	
		114	Sweeting Brothers (Land Drainage) Ltd	Laughton Highland Drain Works	7,500.00	
		112	Solo Protect Ltd	Lone Worker Monitoring	72.00	
		115	W Barratt & Sons Ltd	Pumping Station Spraying	600.00	
		-	Employee	Wages	1,527.06	
	9th	-	B&CE Holdings	Pension Contributions	128.39	*
	10th	61	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	13th	125	Fuel Genie	Fuel Account	111.00	*
	16th	-	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	11.99	*
		-	NatWest	Bankline Fees	30.40	*
	20th	142	Woldmarsh Producers Ltd	Supply to Susworth PS	277.59	*
				Supply to Lysaghts PS	824.92	*
				Supply to Burringham PS	425.24	*
				Supply to East Butterwick PS	120.71	*
				Supply to Black Bank PS	198.09	*
				Supply to Ravensfleet PS	517.73	*
				Supply to Jenny Hurn PS	391.58	*
				Supply to Flixborough PS	84.58	*
				Supply to Pauls Malt PS	37.20	*
				Supply to Whoofer PS	93.36	*
				Supply to Susworth PS	285.69	*
				Supply to Lysaghts PS	999.05	*
				Supply to Burringham PS	491.77	*
				Jenny Hurn PS - Meter Operator Service	168.00	*



				Black Bank PS - Meter Operator Service	168.00	*
				Ravensfleet PS - Meter Operator Service	168.00	*
				Flixborough PS - Meter Operator Service	168.00	*
				East Butterwick PS - Meter Operator Service	168.00	*
				Membership Fees	128.83	*
				Vodafone - Mobile Phone & Telemetry Lines	119.35	*
	23rd	130	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		131	Iris Business Software Ltd	Open Payslips	7.39	*
	24th	118	Addplant Limited	Ravensfleet PS - Lavatory Service	30.00	
			JBA Consulting	Fee Accounts: -		
		119		Management Services	4,144.25	
		120		Ravensfleet PS Reservoir Desilt	2,805.60	
		121	Sweeting Brothers (Land Drainage) Ltd	Maintenance	21,037.92	
		-	HMRC	PAYE/NI	689.94	
	30th	-	NatWest	Bank Fees	11.20	*
Dec	3rd	-	Employee	Wages	1,400.43	
		-	B&CE Holdings	Pension Contributions	121.23	*
	10th	61	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
		123	Addplant Limited	Ravensfleet PS - Lavatory Service	30.00	
		124	Anglian Water (Jenny Hurn)	Water Supply to Jenny Hurn PS	10.46	
		138	Fire Logistics Ltd	Fire Extinguisher Maintenance	64.74	
		128	Glanford Beet Ltd	Flailing at Burringham Reservoir	1,200.00	
		129	H Mell & Son	Tractor Maintenance, etc.	166.50	
		122,133	JBA Consulting	Fee Accounts: -		
		122		Telemetry System	841.55	
		133		Management Services	4,343.52	
		135	Schofield Sweeney	Legal Fees - Rate Demands	90.00	
		137	WB Pettitt & Son	Debris Removal at Susworth PS, etc.	328.80	
		-	HMRC	PAYE/NI	296.04	
	15th	127	Fuel Genie	Fuel Account	126.01	*
		-	NatWest	Bankline Fees	27.65	*
	16th	134	Public Works Loan Board	Loan Repayment	37,899.09	*
		-	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	11.99	*
	21st	145	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		132	Iris Business Software Ltd	Open Payslips	7.39	*
		143	Woldmarsh Producers Ltd	Supply to Susworth PS	386.36	*
				Supply to Lysaghts PS	1074.78	*
				Supply to Burringham PS	619.88	*
				Supply to East Butterwick PS	152.68	*
				Supply to Black Bank PS	244.13	*
				Supply to Ravensfleet PS	825.8	*
				Supply to Jenny Hurn PS	450.85	*
				Supply to Flixborough PS	99.74	*
				Supply to Whoofer PS	40.39	*
				Vodafone - Mobile Phone & Telemetry Lines	110.00	*
	24th	146	NPower Yorks Ltd (Lys Equip)	Lysaghts PS - Meter Operator	474.00	
		147	Sweeting Brothers (Land Drainage) Ltd	Maintenance	18,215.83	
	31st	-	NatWest	Bank Fees	9.80	*
		-	Employee	Wages	1,412.66	
		-	B&CE Holdings	Pension Contributions	122.43	*
2021						
Jan	5th	148	Watson Petroleum	Gas Oil	665.07	*
	11th	61	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
			Total		163,449.79	
			* Total amount of direct debits and payments approved by the Clerk Only		51,442.72	

4. Engineer's Report

Recommendations:

- To note the information contained in this report.

4.1 Asset Management

4.1.1 Ravensfleet Pumping Station

The Environment Agency Review of the Outline Business Case continues, and we are responding to two queries raised in January; specifically, additional information to demonstrate a strategic approach to benefit apportionment, and the schedule of events / timescales requiring updating.

We have however in the interim been working closely with the EA National Programme Team to ensure that the GiA Allocations we are seeking on behalf of the Board for Ravensfleet and future Capital Works are within the Forward Plan.

4.1.2 Water Level Management

Crosby Soakmere culverted watercourse, Hilton Avenue

Estimated costs for the design and works associated with a new cut are being sought working with North Lincolnshire Council.

Burringham Overspill

North Lincolnshire Council has confirmed the following predictions in relation to the overspill.

Present Day (2015 + Climate Change) Area of land impacted during tidal events

2015 Epoch					
10 year	20 year	50 year	75 year	100 year	200 year
0	0	0	5979	22007	38,537

Future (2050 + Climate Change) Area of land impacted during tidal events

2050 Epoch					
10 year	20 year	50 year	75 year	100 year	200 year
24,264	136,889	440,870	508,662	538,058	580,340

The Pumping Station is due to be refurbished in 2027/28 and the Present Day predictions are to be taken into account as well as the wider modelling exercise proposed below.

The replacement of the pumping station would be anticipated around 2050 and the Future Predictions would need to be taken into account along with any potential contribution from Highland Water for pumping flood waters in future.

The Meadows, Burringham

Due to internal flooding of households in November 2019 (The Meadows adj. South View Avenue, Burringham) a Flood Investigation Working Group has been formed between the LLFA (North Lincolnshire Council) Severn Trent, Anglian Water, and the Scunthorpe & Gainsborough WMB and Andrew Percy MP.

Drainage investigations are underway by NLC and Severn Trent to identify local pipe connection and flow paths. Surface water discharge from the households enters a piped system which then flows into an IDB maintained open watercourse c.530 metres downstream.



Given the significant rainfall of 52mm recorded on 7th November and 29mm on 14th November there is wider concern from a catchment perspective in terms of residual flood risk to households in this area.

The Meadows, Burringham, falls within the Scunthorpe & Gainsborough WMB Drainage District. Runoff from the village area flows along riparian watercourses east into an IDB maintained Carr Dyke North Ordinary Watercourse which then permits flow south into Burringham Pumping Station (1.3 km away) which discharges via a gravity reservoir into the River Trent. The capacity of the station is 3,000 litres per second and was operational during November rainfall which was approaching 10 times the design of the station from a catchment of 2,360 hectares. The 5 pumps at this site automatically cut-off depending on water levels in the discharge reservoir due to tidal restrictions on the River Trent and to safeguard the reservoir banks from breach or damage.

As the WMB has Burringham PS within its forward plan we have requested accelerated funding to complete hydraulic modelling of the Burringham catchment to support the future capital works and develop a joint hydraulic model with RMAs to identify residual flood risk for households on The Meadows.

We await confirmation of a meeting with the EA to discuss the best way forward to update the WMB and RMA Partners.

Riddings Lagoon, Ashfield Mobile Home Site

Rising water levels were experienced within Riddings Lagoon adjacent Ashfield Mobile Home Site during November 2019 and the same rainfall events as described above.

North Lincolnshire Council Officers contacted Board Officers and the following response was provided.

“... to summarise the position in relation to water level management at the Lagoon and therefore its function is as follows:

- To receive unrestricted upstream flows from the Asda development and the Housing Estates to the East of Scotter Rd.
- The outflow from the Lagoon is throttled to limit the forward flows that enter Warren Drain and ultimately end up at the Board owned and operated Burringham P. Stn
- Land Drainage Pump Stn are typically designed with a maximum pumping capacity based on the total catchment area and a runoff rate of 1.4l/s, which equates to a 1in 10yr return period rainfall event or 6mm of rainfall runoff in a 24hr period. *[additional note: if ground is un-saturated then up to 40mm of rainfall within 24 hrs maybe accommodated within the catchment as runoff is significantly reduced]*
- The Lagoon and its outfall is throttled to only permit this forward flow.
- The Lagoon is therefore operating as a balancing facility so during times of heavy rainfall the level in the Lagoon will fluctuate and in response to recent events will rise quite significantly
- I am led to believe that the Ashfield Mobile Home site has a private surface water drainage system which discharges into the open watercourse system just upstream of the Lagoon. The outfall of which has a flap valve fitted that will isolate this system from the Lagoon and therefore prevent any backflows from the Lagoon tracking back up this drainage system.
- Rainfall events experienced during recent months have often been in exceedance of what I would anticipate would have been the design criteria for normal surface water systems and this may have been the potential cause of any on site flooding.
- Alternatively or in conjunction with the above, it may be related to run off from other sites which abut the development due to the totally saturated nature of the ground conditions which are being experienced widely across much of the Drainage Board District.

A further meeting has been requested by the owners of Ashfield Mobile Home Site and North Lincolnshire Council.

The Burringham hydraulic modelling would also help to highlight and understand the flood risk in this area as well.

4.1.3 Telemetry

4 Suppliers continue to be evaluated and scored based upon their quality and price.

Live Demos (or Virtual Site Visits) have been held via Teams from all 4 suppliers in December and January to report back to the Telemetry Task & Finish Group.

The final Virtual Site Visit is planned for Monday 18th January.

The final scores based upon price and quality would lead a decision by each of the 3 IDBs involved in this telemetry change process and may require an extraordinary meeting dependent on timings.

Once a supplier and therefore cost is identified; funding options will also need review for approval including 5 year lease options with the supplier (similar to previous arrangements), borrowing (if up-front capital is required to progress), and local levy support funding from the RFCC.

4.1.4 Riparian Responsibility Pilot

A copy of the meeting notes can be found within the attachments for the meeting and the NFU are now represented.

It has been noted by the Environment Agency that the Living on the Edge riparian responsibility guidance is being updated and is currently being reviewed by the EA National teams.

4.1.5 Maintained Ordinary Watercourses

No further reports from the November meeting with maintenance substantially complete.

4.1.6 Main River

We are working with the EA to renew the PSCA for the next 5-year period.

An Application for Local Levy would be submitted for Messingham Catchwater after future maintenance costs (beyond the initial local levy funded period) of c.£4,125 per year are agreed in principle by North Lincolnshire Council

Maintenance and Drainage on the River Eau - Effective Solutions

Cllr Rollings of West Lindsey DC has requested an agenda item for the WMB to understand the current position with regards maintenance of River Eau. EA representative to be invited to the meeting.

4.1.7 Planning Applications

Officers have reviewed planning applications submitted between 20 October 2020 and 18 January 2021, of which 19 have required comment on behalf of the Board.

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

No consents have been issued on behalf of the Board between 20 October 2020 and 18 January 2021.

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

No extended area consents have been issued on behalf of the Lincolnshire County Council between 20 October 2020 and 18 January 2021.



5. Environmental Report

Recommendation:

- Note the information contained in this report

5.1 Legislation

The Environmental Advisor will be attending a meeting on 3 March with the Environment Agency's Chris Bradley, Fisheries Technical Officer for the Tidal Trent, at Lysaghts Pumping Station to discuss the suitability of the pumped catchment for eels.

5.2 Biodiversity Action Plan Implementation

Nothing to Report.

6. Health, Safety and Wellbeing Report

Recommendations:

- To note the information contained in the report

6.1 Board Employee

6.1.1 Accidents and Incidents

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

6.1.2 COVID-19.

JBA offices have continued to remain open during this pandemic and we continue to deliver our services. JBA have adopted flexible working with remote working from home for those staff who can. We will be receiving and reading email as normal, but we may not always be available directly on the office number to take calls.

Board operations

During this period, the Board's day to day activities have not been adversely affected.



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

8. Date of Next Meeting

7 June 2021
8 November 2021



9. APPENDIX A – ADA Letter to IDB Members

A copy of the letter can be found over the following pages.



Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,
Stoneleigh Park, Warwickshire, CV8 2LG
Telephone: +44 (0) 2476 992889
Email: admin@ada.org.uk
Website: www.ada.org.uk
Twitter: @ada_updates

To: All IDB Members

by e-mail

21st December 2020

Dear Members

ADA Drainage Board Membership 2021

2020 has been a particularly stressful year on the counts of both the COVID19 crisis and the severe weather and its consequences for some of us at the start of the year. All of that will, without doubt, have economic, social and environmental consequences for us all and ADA is very keen to help minimise those consequences through keeping Government focussed on one of the basic foundations of our society – Flood & Coastal Erosion Risk Management (FCERM). Thank you to all of you for continuing your support of ADA in the face of all the pressures facing you and thank you for all that you have done in working collaboratively with other ADA members.

With some cautious optimism, it seems that spending pledges are to be maintained on capital investment for FCERM projects and even the revenue allocation afforded to Defra for the next 12 months is a positive one. ADA knows that you will be under huge pressures in the wake of the COVID19 crisis and that, I am sure, is where we can continue to be of help to you as core members of our organisation and the wider “flood family”.

Many of the things I said we would focus on last year have come to fruition, notably around our involvement and support of the FCERM Strategy update, and our help in influencing Defra’s FCERM Policy Statement and support of the Environment Bill. The (only) positive side of the pandemic has led ADA to have more direct communication with Defra at the highest levels as well as engaging with providing evidence to parliamentary committees such as EFRA and finding more time to respond to the plethora of consultations which have been undertaken this year.

We have also made real progress on developing an Environmental Good Governance Guide for IDB Board members which we hope to publish in the first quarter of 2021. Many of you have also made significant progress in improving attendance at your Board meetings and general governance, some of which has probably been a direct result of having to conduct meetings online. Whilst the online meeting derogation to your standing orders remains in force until May 2021, ADA is talking to Defra about the possibility of making that a permanent change so you have a choice about how you conduct your meetings in the future.

Carbon reduction measures, climate change adaptation and resilience are key areas of interest and commitment for ADA in support of its members’ future activities and we will be examining how we can achieve that and how we can help you in transforming your activities.

ADA will be updating its Memorandum & Articles of Association in 2021 and, as core members, we will be seeking views on proposed changes which are simply intended to update and keep ourselves operating to current business standards and to the wishes of our members. A wider consultation will be carried out in the early part of 2021 and your views will be most welcome before we finalise an amended version for sign-off at our next AGM.

I have unfortunately not been able to visit many of you this year and virtual meetings do not replace the quality of face-to-face meetings. They do, however, have a place for more routine business and I have made full note of how that has allowed better communication where physical meetings often excluded



Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,
Stoneleigh Park, Warwickshire, CV8 2LG
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Email: admin@ada.org.uk
Website: www.ada.org.uk
Twitter: @ada_updates

certain participants. ADA will be using the pandemic experience to try and better tailor the future needs of its members through a balanced mix of physical and online events.

In the circumstances, it is only right that ADA has frozen its subscription fees for the next 12 months and so your membership fees will stay unchanged for 2021. The industry as a whole enormously benefits from your individual membership and the ADA team and I would very much welcome your Drainage Board's continued support during the next 12 months in order to build on our recent work (see our plan for 2021 overleaf), and thank you again for being a member of ADA.

On behalf of us all, may I wish you and your colleagues a Merry Christmas and hoping that 2021 will be happier, healthier and more prosperous than 2020.

Innes Thomson, Chief Executive, ADA

Outline Plan for ADA actions in 2021

Below are brief details of what you can expect from us in 2021:

- 1. Publication of Environmental Good Governance Guide**
- 2. Promote safer working practices** with guidance, workshops and links relating to health, safety and welfare for our members, building on our recent HS&W survey.
- 3. Complete the Development of educational resources** for 11 to 14 year olds to stimulate their thinking about the lowland water environment and career opportunities in water and flood management.
- 4. Publish guidance on engaging with developers** related to flood management features and financial contributions.
- 5. Climate change adaptation and resilience**
- 6. Public Sector Co-operation**
- 7. Continue to contribute to policy development** particularly around FCERM funding, controlled flood storage, sustainable drainage, resilient infrastructure and embankments, asset transfer, and IDB ratings reform with Defra, MHCLG and other government departments.
- 8. Provide a platform to share knowledge and innovation** through events such as FLOODDEX 2021 at the Peterborough Arena on the 7th and 8th April and at our Annual Conference in Westminster in November.

10. APPENDIX B – Minutes of the Audit Review Meeting

Held online, Microsoft Teams
Monday, 23 November 2020

Present:

Mr Adrian Black (AB)	Scunthorpe & Gainsborough WMB
Mr Christopher Day (CD)	Ancholme IDB
Cllr Ray Sutherland (RS)	Sow & Penk IDB
Mr Andy Cane (AC)	Brodericks GBC

In Attendance on behalf of JBA Consulting:

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 Michael Dougherty, Mrs Rosemary Webster and Mr David Blake of JBA Consulting.

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 outline document. MJ explained that although the document had been reviewed, few changes had been made since the previous year. The draft outline registers would be issued to the chairmen before the January/February board meetings. The versions appearing in individual meeting papers would be greatly expanded. AC asked if any panel members had any feedback. CD said the Ancholme IDB viewed the document very positively. AB agreed, saying there had been no negative feedback from Scunthorpe & Gainsborough WMB. AC said the document generally achieved its aims well. RS said the document was well-received with Sow & Penk IDB. MJ said the Register provided members with an opportunity to consider all aspects of the Board's management and an opportunity to comment on any issues.

Internal Auditor's Report

The internal auditor reviewed the work undertaken on the 2019/20 accounts. In general, the internal auditor was satisfied with how things were run and said there were no major concerns. He said the Boards' control procedures were fit for purpose. Also, he expressed the view that Risk Registers underpin the internal control environment. The panel then discussed the following points:

Supplier Bank Details and Associated Fraud Risk

AC said that further to the previous year's review, there had been no major incidents, nor had there been any in the preceding year. CD asked AC what the particular concerns were and what more could be done. AC said that everything that could be in place was in place. CD agreed that in particular, suppliers contacting the Boards informing them of changes of bank details should be treated with care. MJ offered that almost every communication received, whatever the medium, should be treated with suspicion.

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. MJ said that members could not be forced to attend, and they would continue to contact the authorities, asking them to ensure their appointed members attend. AB said attendance had improved since the advent of virtual meetings, although some of the elected members may struggle with the technology, broadband signals, etc. He asked how long virtual meetings would continue. MJ said the Board were covered for their Jan/Feb 2021 meetings but possibly not the summer 2021 meetings.



UPDATE – The Boards’ own Standing Orders do indeed allow for all members to remotely attend any meeting taking place before 7 May 2021. This aligns with the period specified for similar bodies by statute.

Reserve Levels

AC said he found all the Boards’ reserve levels to be adequate and the five-year plans were in place to assist.

System Backup Procedures

AC said the System backup procedures in place had been reviewed and were found to be adequate. CD asked to what extent officers were working from home and if there were any associated security risks with these arrangements. MJ confirmed the officers were indeed working from home for the most part, as per JBA guidelines, but that officers did work in the office occasionally as when necessary. He told the members strict guideline were in place for office-based work with regard to Covid safety. He said that data security was as robust as when using a VPN as when working in the office.

UPDATE – The virtual private network (VPN) is indeed secure. Remote access to the servers requires valid ID, a valid JBA machine and requires up-to-date Sophos Antivirus software be installed on the machine. All JBA laptops are 256-bit encrypted.

External Auditor’s Report

The AGAR Section 3s were reviewed by the panel and more specifically the External Auditors’ comments. The panel was pleased to note there were no matters arising giving cause for concern. MJ further told the members there were no ‘other matters’ raised in any of the reports. There had been some initial concern about the timings of document signings, but they had been the result of the restrictions imposed by the Covid-19 lockdown and the matter was soon dropped.

Any Other Business

CD asked what the arrangements should be in place for chairman signing minutes of previous meetings. AB pointed out that two virtual meetings had now taken place and the Board had approved the minutes of the previous meetings, but he had not himself signed the minutes. MJ said he was not certain if the minutes could be approved in some electronic format or if the paper copies would need to be issued by post. RS said this was exactly the issue he intended to raise. He said the Covid-19 situation would only be resolved when vaccines became widely available. He asked about how elections could take place. MJ said as drainage board elections were largely postal in nature, it may not be a problem.

UPDATE – During the course of any meeting, minutes of the previous meeting will be approved by the Board. Hard copies of the minutes of the previous meeting will be sent by post to the chairmen for wet signatures soon after the meeting takes place.

RS said the standard of minute-taking was very high and expressed gratitude to minute-taker for this, and for the prompt manner in which the minutes were processed.

Date of Next Meeting and Close of Meeting

The next meeting of the panel will be held on Monday, 22 November 2021 at 10.00am at the offices of JBA Consulting, Epsom House, Chase Park, Redhouse Interchange, Doncaster, DN6 7FE.

MJ thanked the members for attending. CD thanked AC for all the work done on audits and MJ for the working done in preparing and presenting the meeting papers.

The meeting was closed at approximately 10:30am.



11. APPENDIX C – Risk Register

A copy of the draft register can be found over the following pages.

Scunthorpe & Gainsborough WMB - Risk Register Jan 2021

	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	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			The board has an extensive list of policies						
		Asset Failure- Pump, Watercourses, Culverts & Syphons	Adopted an Asset Management strategic approach, detailed Asset conditioning reporting	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Board to consider Catchment modeling	Eng 2021
			Contingency Planning-District					Maintain/review Pump Station Register linked with contingency planning	Ongoing
			Vastly experienced Pump Attendant					Maintain/Update Supplier/Contractor list- Appropriate governance checks.	Next Review 30/06/21
			Up to date Telemetry system						
			Regular Syphon & Culvert Inspections						
		Human Resource Risk- Contractors	Good working relationship with Perry's Pumps						
			Contractors go through tender process if necessary	High	Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	Monitor Suppliers/Review Succession Plans Disaster/Emergency Protocols Online Communication- Microsoft Teams	Next Review 30/06/21
			Timely Contractual performance review- Time & Quality						
			Succession Planning/Business Continuity Reviews						
			Disaster Recovery Plans						
	Objective 2: Promote & Integrate Biodiversity with the boards primary and operational activities	Risk of prosecution for not adhering to Environmental Legislation	Board directly employs a suitably qualified Env. Officer	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Refresher presentation to be given to Operatives & Contractors before start of summer works season. Continue to communicate Environmental best working practices	Env Officer- Ongoing
			Extensive Environmental Surveys carried out						
			Species reporting on all new watercourses						
		The board does not deliver on the duty to protect and where practicable enhance the environment	The board has a Biodiversity Action Plan	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			Produce Environmental Annual Report and Action Plan for the year ahead.						
		Lack of staff training, not provided with the relevant training and information to ensure necessary steps are taken with regard to Diversity	Contractors are advised in environmental matters	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Refresher presentation to be given to Operative & Contractors before start of summer works season. Continue to communicate Environmental best working practices	Env Officer- Ongoing
			Training made available (Badgers License etc)						
			Develop plans to mitigate the risk of destroying habitat						
I N N O V A T I O N	Objective 3: 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	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all Health & Safety legislation to ensure board is currently complying	Next Review 30/06/21
			H&S Workshops, Systems and processes to enable workforce to carry out necessary Risk Assessments						
			Required Insurance in place						
		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.	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all Health & Safety legislation to ensure board is currently complying	Next Review 30/06/21
			Engage external Health and Safety advisors (HS Direct) to provide						
			Required Insurance in place						
		Low Morale- Lack of Direction, Insufficient tools/equipment, Lack of Innovation, Lack of training & development	Competitive Salaries- In line with market standard	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			Catchment Management provides clear direction						
			Regular Appraisal reviews/Ongoing Training provided						
		Aging Workforce- Health & Safety Risks, Loss of experience & expertise	Lone Worker monitoring- Regular Contact	High	Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	Clerk to work with operative regarding succession planning.	Clerk 2021
			Catchment Studies currently undertaken						
			Day to day activities- Process Mapped						
	Objective 4: Promote Innovation, ensure the board is continually looking at ways to improve and grow	Members lack understanding of the Board's objectives, latest legislative requirement and latest developments in the industry.	Land Drainage Act provides for election of members every 3rd Year	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Member Interaction/Presentations	SGAT 2021
			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						
		Board Structure- Limited diversity of members background	Elected/Nominated split dependant on Annual Values	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			Nominated members typically have knowledge of WLM						
			Elected members must be nominated by Landowners in the district						
		Short Termism- Reduction of cost philosophy	STP/MTP/LTP	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 2021 SGAT- Annual
			Long Term Forecasting, 20 years Budget plans, Long Term Capital plan						
		Unsuitable members appointed to the Board	Elected members must be nominated by Landowners in the district	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			Members register of interest						

Scunthorpe & Gainsborough WMB - Risk Register Jan 2021

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	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
			Timely invoicing of Drainage Rates account holders annually, monitoring of collection rates and take follow-up action when non-payment.						
			Submit Highland Water claims to the EA.						
		Overspending, not obtaining value for money	Monthly Budget reviews, Budget to date and out turn analysed by members at meetings	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/20
			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 Ancholme IDB 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.	SFO- Jan 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	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
			Historic Agreements						
			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.	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
			Adhere to Board Approved Financial Regulations						
			Experienced and suitably qualified finance officers						
			Bank Mandate in place, always two signorities needed						
			All Purchase Ledger Transactions are reviewed by the board						
		Loss of Cash through error or fraud	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	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 signorities needed						
		Liquidity issues, lack of reserves	The Board has adopted a reserve policy	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Review Reserves level (30%) at the monthly budget meetings	Next Review 30/06/20
			Annually Internal/External Audits						
	Boards financial postion presented at Board meetings								
	Objective 8: Ensure that at all times the board complies with all current EU & UK legislation	Risk to Board Members	Qualified & experieenced 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.	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Monitor any changes to current EU & UK legislation	Next Review 30/06/20
			Peer Group support, e.g. ADA’s Policy & Finance and Technical Committees						
Inter-agency working amongst FRM authorities									



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