

BLACK SLUICE INTERNAL DRAINAGE BOARD

I M Warsap
Chief Executive

Station Road, Swineshead
Boston, Lincs, PE20 3PW

Tel: 01205 821440

Fax: 01205 820671

General Email: mailbox@blacksluiceidb.gov.uk

Website: www.blacksluiceidb.gov.uk

Our Ref: IMW/DPW/B10_1

Your Ref:

Date: 22nd October 2014

To the Chairman and Members of the Executive Committee

Notice is hereby given that a Meeting of the Executive Committee will be held at the Offices of the Board on Wednesday, 29th October 2014 at 2pm at which your attendance is requested.



Chief Executive

AGENDA

1. Apologies for absence.
2. To receive and if correct sign the Minutes of the Executive Meeting held on 4th June 2014 (pages 1- 7)
3. Matters Arising.
4. EA Asset Transfer. (pages 8-14)
5. Period 6 Management Accounts & Forecast. (pages 15-18)
6. Drainage Rates Recovery. (pages 19-20)
7. 10 Year Estimates. (page 21)
8. 8 Year Plant Estimates. (page 22)
9. Board's Objectives, Vision and Mission. (pages 23-24)
10. Lone Worker Devices (pages 25-28)
11. CONFIDENTIAL - Review of Salaries. (page 29)
12. Any Other Business.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
4th June 2014 at 2pm

Members

Chairman - * Mr M J Scott

* Cllr P Bedford	* Cllr M Brookes
* Mr R Leggott	* Mr K C Casswell
* Mr J R Wray	

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr D Withnall (Finance Manager)

544 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

545 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

546 **MINUTES OF THE EXECUTIVE MEETING**

Minutes of the last meeting held on 15th January 2014, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

547 **MATTERS ARISING**

(a) **Sale of Carlton Road - Minute No 479(a)**

The Finance Manager stated that the purchasers are awaiting approval of their mortgage loan and an appointment has been booked for a Bank representative to inspect the property.

The Committee asked if there were any other interested parties, the Finance Manager stated that there is a second bidder and the property was still on the market. The Committee AGREED that if no exchange of contract is forthcoming then the Finance Manager should contact the other party.

(b) **Eight Year Plant Estimates - Minute No 479(b)**

The Chief Executive stated that Irelands had viewed and given valuations on the jetter and dump trailer. They are then going to be placed on the new website for tender.

(c) 2014/15 Budget and Ten Year Projections - Minute No 481

The Finance Manager stated that all employees of the Board are now paid monthly and this has enabled us to continue using our existing accounts and wages software. HBP are working towards the installation of a new server and, as stated in the risk register, UPS to provide emergency power to the comms cabinet for a short time in the event of a power cut.

The Finance Manager demonstrated the new Board's website, he added that it has been very popular at weekends and evenings for paying drainage rates justifying the addition of the paypal feature on the site.

Mr Leggott asked for a comparison on drainage rate collection. The Finance Manager stated that at Period 2 it was down by £10k to last year. There has been an increase in the number of payments by debit card by telephone.

The additional alterations to the depot secure storage area are awaiting Building Regulations approval.

(d) Black Sluice Strategy following the Tidal Surge - Minute No 486

The Finance Manager stated that Boston Borough Council has paid the £49,000 claimed in relation to the Bellwin claim and an additional £18,500 has been received from the Environment Agency for the culvert works at Slippery Gowt for the Boards initial first response and repair works. There may also be further funds available via the FDGiA system.

548 TO RECEIVE (UNAUDITED) 2013/14 FINANCIAL STATEMENTS AND BALANCE SHEET - Agenda Item 5

The Finance Manager presented the unaudited financial statements to the Committee summarising the following points:

- These accounts are to be approved and signed off at the next meeting of the entire Board.
- The annual governance statement included in the Financial Statements is identical to that which the Board will consider as part of the Annual Return.
- There have been no changes to the statement of responsibilities and Accounting Policies.

(i) Income and Expenditure

- 76% increase in Rechargeable works compared to previous year. £118k
 - £85k May Gurney Dams and Diversion

548 (i) Cont.....

- £41k Bellwin Payment from BBC
- £18.5k Payment from EA for Culvert repairs at Slippery Gowl
- 623% increase in FDGiA received, hopefully will be even higher in 2014/15 assuming that all our maintenance and schemes can be completed or we can use contractors.
- Interest down 55.28%. Only interest relating to General Reserve is shown. Six years ago this figure was £51,000
- Scheme Works completed with the assistance of FDGiA £493k spent against a budget of £202k.
 - £169k on Drains with £40k deferred into 2014/15 and £33k of culvert replacements not completed.
 - £324k of Pumping Station Schemes
- Pumping Station Maintenance Expenditure returned to more normal levels after the excessive pumping and electric charges in Winter 2012/13.
- Administration Costs reduced in excess of the calculation in the Restructure Proposals and the target set for 2015/16 should be easily achieved.
 - Admin & Establishment 16.38% of Income in 2013/14
 - 24.94% in 2012/13
 - Target for 2015/16 is 20% or £400,000 + inflation from January 2013
- Depot Operational costs were also reduced by 14.72%

(ii) **Balance Sheet**

- Fixed Assets – Comparable after movements to last year
- Current Assets –
 - Stock Comparable – Fuel Management System now installed and working well.
 - Trade debtors reduced by £30k
 - Cash held artificially high due to Grants and Bellwin payments received but not spent until 2014/15
- Current Liabilities –
 - Trade Creditors up £61k – Timing issue with Payment Run.
- Pension Liability as provided on the FRS17 Report produced by Hymans Robertson (The actuary LCC use for our LGPS) –
 - Increased by £516,000!
 - Increased by £2,222,000 since it was first included in the restated accounts of 2007/08.
- Reserves
 - General Reserve increased by the £30k surplus on the I&E
 - Development Reserve - £30k increase due to large payment made by Double Days for Swineshead development

548 (ii) Cont.....

- Plant Reserve – £25k up on budget approved in January
 - £8635 additional generated
 - Hitachi Sold early at £17k
- Wages On-cost Reserve
 - 122 sick days compared to 153 in previous year
 - Reduction in expenses charged to Reserve
 - Rate unchanged since April 2011 and may be able to be reduced if the current trend continues.

The Chairman asked the Committee to consider a change in the labour recharge rate which currently is 240%. The Committee discussed the impact on budget and the wages oncost reserve and RESOLVED that the rate be reduced to 220% for internal works from the beginning of period 3 and the Finance Manager would monitor the impact.

The Committee AGREED to recommend the accounts to the Board.

549 TO RECEIVE THE 2013/14 INTERNAL AUDIT REPORT - Agenda Item 6

The Finance Manager stated that the aim from the Restructure was to obtain a Substantial Assurance rating. David Gowing confirmed this rating stating that the Black Sluice IDB is the only IDB to attain this.

All the recommendations within the report were highlighted to the Committee and they were satisfied that the management comments and subsequent actions were satisfactory.

The Finance Manager reported to the Committee that Staff had been reminded to comply fully with the Procurement Policy. This has been completed and also the recording and checking of quotes being obtained has been improved.

A Data Transparency Page is to be included on the new website as an index to all the items required by the Accounts and Audit Regulations 2014. IDB's are now legally required to comply with this Act.

550 Bourne North Fen Farm Account - Agenda Item 7

The Finance Manager presented his report stating that income had increased with an additional £2,100 portfolio management costs. Net result is an increase in the surplus to £1,246.

551 TO RECEIVE THE 2014/15 INTERNAL AUDIT STRATEGY AND PLAN - Agenda Item 8

The Finance Manager stated that the proposed Internal Audit Strategy and Plan is standard. A provision for additional work has been added if there is a requirement due to compliance with the new practitioners guide if and when it surfaces and the Audit and Accountability Act 2014.

552 TO REVIEW THE PENSION DISCRETION POLICIES - Agenda Item 9

The Finance Manager presented the new Pension Discretion Policy which has been reviewed by the Audit & Risk and will be presented to the Board on 25th June 2014.

In the past the Board has stated that they follow the policies of Lincolnshire County Council but from 2008 it became a requirement for the Board to have their own Discretion policies. The following three sets of policies are based upon when an employee leaves the employment of the Board. Only the "Post 2014" policy can be changed and all policies need to be approved by the Board by 30th June 2014.

(a) Discretion for Employees

This policy refers to members of staff who left the Boards employed before 31st March 2008 and cannot be changed.

(b) Discretionary Compensation on Early Termination of Employment

This policy came into force 1st April 2008 and has been replaced with the new pension scheme from 1st April 2014 and cannot be changed.

(c) Exercise of Discretions within the Local Government Pension Scheme

The Finance Manager updated the committee on the meeting held with Mouchel, administrators of the Lincolnshire County Council Pension Scheme and the way the policy was reviewed at the Audit and Risk Committee.

It was noted by the committee that most options had been left to be reviewed on a case by case basis giving consideration to the financial implications.

The Committee RESOLVED to recommend that the above policies be approved by the Board.

553 PERIOD 1 MANAGEMENT ACCOUNT - Agenda Item 10

The Finance Manager stated that the accounts reporting software has been updated with additional training undertaken by the Finance Manager and Finance Assistant. He presented a view of a new set of reports which has been developed to enable the effective financial management of the Board.

These are easier to produce and update at anytime. The Committee were requested to outline which summary pages are required for review by the Executive and Board in the future.

554 TO CONSIDER FUTURE INVESTMENTS OF THE BOARD - Agenda Item 11

The Finance Manager stated that currently interest rates are very low. He presented a schedule reporting a range of opportunities for investment and recommendations to the Committee.

554 Cont.....

The Committee AGREED to the following investments;

- (a) An additional £100,000 is invested in Monmouthshire Building Society.
- (b) £300,000 to be invested in Nationwide for six months.
- (c) The remainder to remain in the Natwest Reserve account.

555 TO REVIEW THE 2014/15 WORKS SCHEMES - Agenda Item 12

The Chief Executive updated the Committee on the current works schemes;

- Summer cutting works progressing
- FDGiA for drainage schemes Kirton Meeres
- Cooks Lock £80k eel passes scheme
- FDGiA Graft drain grant split over two years
- Northgate to West Pinchbeck drainage improvements with 30 culverts, to start at Money Bridge Lane.

556 TO CONSIDER WORKS TO BE FUNDED FROM THE DEVELOPMENT FUND - Agenda Item 13

The Chief Executive outlined the proposal in the Agenda papers to reconstruct the Wyberton Roads culvert with a 2.10m diameter pipe and requested confirmation that £70k be funded from the Development Account to complete these works.

The Committee AGREED to recommend to the Board.

557 TO CONSIDER INSTALLATION OF SOLAR PANELS ON THE HEADQUARTERS ROOF - Agenda Item 14

The Committee discussed the proposal in principle, Members were in agreement that installation of solar panels on the Headquarters would be beneficial given the current lack of investment opportunities in the financial market. The Committee requested further quotations to be sourced.

558 STAFF & WORKFORCE MATTERS - Agenda Item 15

(a) Administration Apprentice

The Committee reviewed the report produced and following discussions approved the employment of an Administration Apprentice.

559 ANY OTHER BUSINESS - Agenda Item 16

(a) Health & Safety Consultants

The Chief Executive outlined the proposal for Health & Safety Consultants to the Board. He informed the committee that the contract has been placed with Copes for 5 years.

(b) Riparian Enforcement Sub-Committee

The Chief Executive stated that, he considers there is a requirement for a Sub-Committee to review Riparian problems and the methodology and policy for commencing enforcement action.

The Committee discussed and AGREED that the Culverts & Bridges Committee could review this subject with the addition of both Vice Chairman from the Southern and Northern Works Committees.

(c) Members Expenses Claim Forms

The Finance Manager proposed the issue of an expenses claim form for elected members to consent for expenses to be transferred to Chairman's account for social activities and to state they haven't claimed them from elsewhere.

Mr Leggott informed the committee that Welland & Deepings IDB have issued all their members with claim forms, the Committee requested that the Finance Manager investigate and follow suit.

(d) Ditch Management Guidance for IDBs

The Chief Executive handed the Committee a report on Ditch management and compliance with Environmental Stewardship schemes. The Committee Members discussed and came to the conclusion that it needs simplifying and involvement from the NFU.

The Chairman agreed to review this report.

There being no further business the meeting closed at 4pm.

BLACK SLUICE INTERNAL DRAINAGE BOARD

EA ASSET TRANSFER REPORT

AGENDA ITEM 4

Following the Black Sluice Strategy Presentation to the full Board on the 5th February 2014, various financial, operational and logistical information has been received from the Environment Agency or sourced by the Board's offices in order to produce this brief report.

The consultants involved with the initial Black Sluice Catchment Strategy evidence report presentation; CH2M Hill Company (Halcrow) have been replaced by Mott MacDonald which has delayed the Managerial and Operational Sub Committee's being formed as agreed at the February Board meeting, see minute 503 below.

503 ANY OTHER BUSINESS – Agenda Item 11

(a) **Environment Agency Catchment Proposal – Two levels Managerial and Operational Sub Committee**

The Chairman stated that the Environment Agency are proposing that the Black Sluice involvement be across two levels. The Chairman proposed that the overall concept be reviewed by the Chairman and Vice Chairman and at Operational level he proposed that the Chairman and Vice Chairman of the two Works Committees together with Vic Barker form this Operational Sub Committee.

All AGREED.

The Chief Executive and Operations Manager have held an initial brief introductory meeting with the Mott MacDonald consulting team and await further contact with regards to the next steps.

In the mean time the following information has been prepared with regards to the expected expenditure and income associated with any asset transfer.

The EA assets within the Boards catchments comprise of the following:-

- Black Sluice Pumping Station (BSPS), a five pump diesel fueled pumping station (three pumps currently out of commission following the December 2013 tidal surge).
- c148 Km of main river
- Numerous unknown assets (bridges, culverts, flap valves, telemetry out stations etc)

Asset Expenditure:-

The approximate expenditure associated with these assets is as follows:-

- Annual running costs associated with the pumping station (based on two full time staff) c £300,000/annum
- Annual summer cutting costs associated with the watercourses and banks c £127,000/annum
- Annual maintenance costs associated with general works on a five year cycle c £20,000/annum
- Annual maintenance costs associated with other assets c£?
- Annual desilting costs associated with the watercourses on a ten year cycle c £24,000/annum (does not include for the SFFD or the Kyme Eau)
- Capital improvement works (pumps, building, roof, fuel tanks, etc) associated with the BSPS c£?
- Loss of Highland Water income c £6,000/annum
- Additional internal costs associated with managing these assets in the future; i.e. operational workforce, administration, plant resources, etc c£?

Asset Income:-

The estimated income associated with the EA asset transfer is as follows:-

- Retain current EA precept £276,552/annum
- Extended area drainage rates GDC is currently £3.0114 per hectare of chargeable land. The chargeable amount is on land holdings of 4 Ha and above – fractions of a hectare are not charged but are rounded up to the nearest whole hectare.

Very approximately the catchment area outside of your IDD is 24,600 Ha, areas within significant settlements where individual land holdings are unlikely to exceed 4 Ha amount to 380 Ha, reducing this to 24,220 Ha – assuming all of this was in 4 Ha or more parcels the maximum income would be c£73,000/annum.

- EA land holding within the catchment totals 90.7608 Ha and the current valuation is £1.792m. This holding includes the BSPS complex and a former mussel washing plant on the Haven which taken together would still leave in excess of 90Ha comprising mainly raised embankments. The income generated is £15,935/annum.

- Income from tenancies?
- Local Authority Levy?
- Transfer of current EA BSPS maintenance income?
- Transfer of current EA river system maintenance income?
- Transfer of current EA assets maintenance income?

Conclusion

There remains too many unknowns in order to give any form of judgment regarding the financial out-turns associated with any form of EA asset transfer.

The Board requires a clear understanding of the following before it can undertake a full review:-

- exactly what assets would be transferred?
- what condition will the assets be in?
- what terms will be in place for future improvements identified at transfer date?
- what financial agreements will be made between both parties relating to the transfer?
- what future FDGiA has been identified?
- what staff, equipment, resources etc will be transferred with the assets?
- what time frame are both parties working towards?

With Mott MacDonald in place a meeting schedule should be agreed between all parties and agendas prepared in order to address all questions.

The meetings should work towards an agreed timetable in order to present our proposals to a future RFCC meeting for approval.

Ian Warsap.
Chief Executive

Initial Responses from Staff and Board Members on the Proposal to transfer EA Assets to the custody of BSIDB following the Black Sluice Catchment Strategy Study

Administration		
Extending the Board's boundary/district - I am probably not aware of all the ins and outs of amending IDB boundaries, but I doubt that the entire amount of our current 'Extended Area' could be incorporated into the Board's official (rateable) drainage district. From my understanding of the Land Drainage Act and the 'Medway' Letter, IDB boundaries are generally limited to being a maximum of 8ft. (2.45m) above flood level (Flood level probably being approximately defined by the EAs Coastal & Fluvial Flood Zone Maps). Adhering to this principle might allow some expansion to the Board's district but only to relatively thin areas ('fingers') that would extend at most a couple of hundred metres either side of the Main Rivers along valleys.	JM	
Would a change in legislation be required for such a large increase in the Board's area?	DW	
Increase in Staff causing increase in Payroll & HR	AC	
Increase in Phone Call volume	SK	
Would an additional administrator be able to be employed for the additional contact and admin. Maybe an apprentice Receptionist/Secretary? This could help reduce the burden on everyone.	DW	
Election of Board Members, would this include the extended area and if so how many additional Board Members	DPW	
The Councils responsible for this extended area, would they increase Board Members to even the regional split between Boston Borough, South Holland, North Kesteven and South Kesteven	DPW	
Perhaps an additional Board for the Extended Area could be formed.	DPW	
Would decisions and proposals be minuted separate and then in the future be merged	DPW	
Financially would it be an idea to run it alongside until it was of a standard to be merged this to include paperwork, meetings etc.	DPW	
Could it be requested that paperwork (computer filing) be transferred to us say 2 years worth to build up a picture of what works, permissions have been done to dykes, property, assets, consents.	DPW	
Land Registry – deeds packets for parcels of land transferred.	DPW	
Ownership of land/assets - Transfer of titles for Pumping stations, other structures, drains, banks, bank rent agreements etc	JM	
Existing Information/Paperwork - Transfer from EA of info/data/paperwork relating to: existing/previously granted consents, survey drawings, asset condition assessments, strategy studies/catchment modelling etc.	JM	
Would we consider a Western Works Committee, increasing the number of inspections and meetings	AS	
extra administration which may be created by way of extra meetings or different committees	JH	
Planning & Enforcement		
Planning applications required responses could increase by up to 50%	AS	

Assessments for Surface water schemes would double. (Including faffing with SUDs)	AS	
Changes to consenting and enforcement arrangements in extended area if transferred to our control	AS	
Increase in FX & ExA related incidents that would require recording.	AS	
Should we consider a part-time officer to deal with consenting/enforcement similar to Gary Winterton at the Witham Boards?	AS	
There has been a steady increase in the number of enforcement issues over the last 12 months, and if we include the Extended Area, that may well increase quite rapidly once our new ratepayers find out we're "responsible".	AS	
Byelaws - EA byelaws relating to Main Rivers may be slightly different to ours? Might need to add to or amend our own byelaws or have different set of byelaws for Main and Ordinary watercourses?	JM	
Finance		
If we took on the EA assets where would the funding come from?	Board	
Bank Rental administration	SK	
Collection of additional Drainage Rates	SK	
Would our Drainage Rate system be able to maintain the records for the extended area	DJW	
General Drainage charged at a flat rate per Hectare	SK	
May have to conduct valuation on any extended area given rights of appeal etc.	SK	
General Drainage Rate Substantially Less than our drainage rate	SK	
Would we be able to collect the General Drainage Charge or would the EA have to collect it and transfer it to us?	DW	
Substantial additional GIS work required in extended area	SK	
Concerned over restrictions of Central Government Budgets in extended area	SK	
Increase in mileage claims	AS	
What does the EA current collect in relation to the extended area?	DW	
How much of the precept would we be able to keep?	DW	
What other funds would be available to fund works in the area?	DW	
With only £3m of FDGiA benefits identified for the whole catchment over 50 years what scope is there for improvement of assets using FDGiA	DW	
Operations		
Concerns over split of works. Only spending current ratepayers money in the current area.	SK	
Assume only Fluvial Assets would be transferred? (Not tidal or navigation)	DW	
Two tier system would be created with different standards of maintenance in the current area and the extended area	SK	
Approx 125km of main river(not including Kyme Eau) c16% extra watercourse, maintenance to include flailmowing, basket as in existing BSIDB area. This can be worked out based on our productivity, but within the 125km wider channels(majority of SFF) or inaccessible areas will require alternative maintenance, most probably by weed boat. Maintained banks also would require increased maintenance, if EA policy continued.	PN	

Bushing works(considerable lengths to allow access for maintenance known from 2011 contract) slip repairs, bank scouring, access issues(culverts)	PN	
Additional Plant required 1) Excavator 2) Tractor/flail or Energreen 3) Aebi maintained banks works. 4) Weed boat	PN	
Additional Labour Required. 1) 2 x operators(tractor & excavator) 2) Possible 2 x labourers	PN	
Having a bid enough workforce to deal with extra drains and area. Hopefully steering away from the contractor route	SM	
New data – suffice to say that a lot of work would need to be done to increase the knowledge base for any extension to the District – surveying of new drains/culverts, creation of new drawings, input into the various databases. New maps/updates to the GIS/	AS	
Survey Work & Improvement Schemes - Possible need to carry out survey work (topographic and/or asset condition) on transferred assets and resulting maintenance/improvement/refurbishment schemes? (or the other way round)	JM	
Adoption of additional Drains - Potential adoption of additional (non-'Main River') drains within any extended area? May require survey work and improvement schemes as above?	JM	
Concerns for moving forward would be Quality of the EA drains as we know they are poor	SM	
Navigation - Navigation of the South Forty Foot ('Black Sluice Navigation'): Requirement to provide/maintain navigable drain(s) and associated facilities (locks, moorings etc.)? Addition byelaws associated with this? Future provision/management of Fens Waterways Link?	JM	
Environmental - Will we inherit any additional environmental responsibilities relating to Main Rivers? Maybe relating to the Water Framework Directive?	JM	
Extended Area Boundary - It is not clear to me who came up with the extended area boundaries (possibly LCC?). If this boundary is to be adopted officially it will probably need to be re-considered and more carefully defined. There are several locations where the boundary as originally produced either overlaps with other IDBs official districts or would be better if aligned to real world features or other existing boundaries.	JM	
Could we link with Welland and Deeping system say at Gosberton?		
If handing over would the Highland carriers be cleansed first. Have the flows been considered if channels cleared to our standards?	Board	HALCROW RESPONSE - Yes based on figures from over 10 years ago when channels reported as in good condition. Can be beneficial not to do the maintenance to slow the water down.
100 year flooding occurs as water cannot get to the BSPS. Why widen whole drain when could attenuate of the side of SFF. Can model show what would be required.	Board	Spillway at top of each highland carrier, very long spillways would be required. Spill would have to be at a very low level to benefit.

Storage area permanently connected to SFF	Board	HALCROW RESPONSE - Storage area wouldn't be of use if in use all the time. Cost of putting them in could be as much as refurbishing BSPS. Storage in middle of SFF would provide more protection.
Water exiting through Glen. Is the division between Welland & Deepings and BSIDB in the best place?		HALCROW RESPONSE - Look at whether W&DIDB have done any modelling adjacent to BSIDB
Black Sluice Pumping Station		
As Navigation Lock is used as a gravity discharge I assume this would transfer to BSIDB, Who would be responsible for its use as a navigation lock and the long term maintainance	DW	
Initial concerns over the confidence in the model generated by Halcrow	Board	HALCROW RESPONSE - Originally didn't have the 2012 data. Built on physical records of people measuring on the ground and LiDAR data. Hydrological record (Rainfall) figures used. Lower end of SFF doesn't have any flow data but do have levels. Limited amount of flow record. Out of all the data they have they flow model is least accurate. Hydrology done some time ago originally and then following 2012 event actual compared to the model and the model updated to reflect what actually happens.
Current maintenance costs.	PN	
Deterioration of building, pump condition? Etc	PN	
Pump Engineer(full time needed?)	PN	
BSIDB training at BSPS still required.	PN	
New pump/s remote monitored and controlled as BSIDB.	PN	
Gravity Sluice – Why was extra one not put in.	Board	HALCROW RESPONSE - No point putting additional gravity sluice in without widening the SFF.
All we are looking at is the outfall into the Haven Is there any possibility of discharging into the Glen	IW	HALCROW RESPONSE - Already at 1:50 year standard so probably not capacity to discharge. Needs to check. Stuart Hemmings always led to believe from EA that there is not the capacity in the Glen
Confident in Model from data we have given them but uncomfortable with Highland Water data	CR	HALCROW RESPONSE - Halcrow agree it is the biggest unknown. Possibility of some storage in highland catchments. Halcrow have looked at some sacrificial areas but there is not enough flow and therefore would need lots of smaller storage areas.
Happy with 2 pumps but feels if got rid of the 2 pumps that are left Boston to Donnington would be at risk. Last time it failed in flood levels shot straight up to 2.4m	CR	
What happens if High Tides and Fluvial events occur at same time?	DW	Very unlikely to happen would require a 1:5 fluvial event to coincide with 1:20 tidal event to create a 1:200 event. Barrier wouldn't be in use in these circumstances. If not forecast would need to pump SFF into Haven.
Substations – Is there any additional benefits available?	Board	Bicker Substation will be raising floor level
Most additional flooding would be in NW of area. Would it be possible to improve defence in that area?	SH	Could be possible

Black Sluice Internal Drainage Board

Project Summary

2014/15

Period 6 - September 2014

	2014/15 Current Period	2014/15 Actual YTD	2014/15 Budget	Actual / Budget Variance	2014/15 Forecast	Actual / Forecast Variance	2013/14 Actual YTD	2013/14 Variance
Rates & Levies	50,418	1,484,539	1,440,119	44,420	1,440,117	44,422	1,446,607	37,932
Interest & Grants	1,357	5,082	4,002	1,080	4,392	690	23,511	(18,430)
Other Income	199,476	213,573	13,090	200,483	216,485	(2,912)	12,654	200,919
Rechargeable Profit	822	11,307	0	11,307	0	11,307	15,605	(4,299)
Total Income	252,074	1,714,500	1,457,211	257,289	1,660,994	53,506	1,498,378	216,122
Schemes	95	80,979	71,114	(9,865)	80,885	(94)	123,435	42,455
Pumping Station Schemes	38,586	56,880	100,000	43,120	71,392	14,512	72,172	15,293
Pumping Station Maintenance	16,918	102,005	119,170	(19,260)	146,879	8,449	111,387	1,521
Electricity	0	36,425					28,563	12,656
Drain Maintenance	94,195	323,484	273,769	(49,715)	329,378	5,894	268,667	(54,817)
Environmental Schemes	2,826	7,800	21,268	13,468	6,960	(840)	10,818	3,018
Administration & Establishment	32,576	260,280	223,244	(37,036)	267,993	7,713	230,705	(29,574)
EA Precept	0	138,276	138,276	0	138,276	0	138,276	0
Total Expenditure	185,196	1,006,129	946,841	(46,950)	1,041,763	35,634	984,024	(9,449)
Surplus / (Deficit)	66,878	708,371	510,370	198,001	619,231	89,140	514,354	194,018
Movement on reserves								
Development Reserve	3,260	0	0	0	0	0	(904)	(904)
Plant Reserve	(31,411)	(51,644)	(52,329)	(685)	0	51,644	(76,600)	(24,956)
Wages oncost Reserve	(13,757)	(8,721)	0	8,721	0	8,721	(32,780)	(24,059)
Surplus / (Deficit)	108,787	768,736	562,699	189,965	619,231	28,775	624,638	243,937

Black Sluice Internal Drainage Board

Income & Expenditure Summary

2014/15

Period 6 - September 2014

	2014/15	2013/14	Variance
Drainage Rates	998,800	966,995	31,805
Special Levies	485,740	479,612	6,127
Recoverable	41,560	140,943	(99,382)
Misc Income	219,177	37,460	181,717
	1,745,277	1,625,009	120,267
Employment Costs	448,138	477,336	29,198
Property	81,923	79,989	(1,934)
General Expenses	77,044	91,530	14,486
Materials / Stock	29,582	57,414	27,831
Motor & Plant	132,705	131,746	(959)
Miscellaneous	192,060	185,514	(6,546)
Recharges	(187,710)	(245,160)	(57,450)
Plant	202,798	222,003	19,205
Total Expenditure	976,540	1,000,372	23,831
Net Surplus / (Deficit)	768,737	624,638	144,099

Black Sluice Internal Drainage Board

Balance Sheet at Period End

2014/15

Period 6 - September 2014

	<u>2014/15</u>		<u>2013/14</u>	
	£	£	£	£
Operational Land & Buildings Cost	937,739		937,739	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	90,000		90,000	
Vehicles, Plant & Machinery Cost	496,675		422,984	
Fixed Assets		<u>5,385,768</u>		<u>5,312,077</u>
Stores Cont	19,480		22,297	
Debtors Cont	14,821		71,452	
VAT	77,916		22,774	
Grants Debtor	(14,297)		0	
Car Loans	0		(62)	
Prepayments	41,890		36,628	
Draw Acc	9,925		(2,510)	
Call Acc	315,004		217,485	
Petty Cash	430		446	
Rechargeable Work in Progress	(20,859)		0	
Natwest Government Procurement C	(481)		(564)	
Reserve Account	975,971		837,989	
Total Current Assets		<u>1,419,799</u>		<u>1,205,935</u>
Trade Creditors	(14,297)		(17,248)	
PAYE & NI Control Account	(15,745)		(17,346)	
Superannuation Contri Account	6,412		(17,809)	
Union Subs Control Account	(121)		(146)	
AVC Control Account	(50)		(25)	
Accruals	(10,000)		0	
Wag & Sal Cont	0		(7,191)	
Suspense	0		0	
Total Liabilities		<u>(33,800)</u>		<u>(59,765)</u>
Pension Liability		(2,919,000)		(2,403,000)
		<u><u>3,852,768</u></u>		<u><u>4,055,247</u></u>
Capital Outlay	5,291,278		5,306,127	
Pension Reserve	(2,919,000)		(2,403,000)	
Total Capital		<u>2,372,278</u>		<u>2,903,127</u>
General Reserve	344,335		313,582	
Development Reserve	146,100		105,605	
Plant Reserve	119,275		50,186	
Wage On-Cost Reserve	102,043		58,110	
Surplus/Deficit in Period	768,737		624,638	
Total Reserves		<u>1,480,490</u>		<u>1,152,120</u>
		<u><u>3,852,768</u></u> 0		<u><u>4,055,247</u></u>
<u>Cash & Bank Balances</u>				
Drawings Account		9,925		
Call Account		15,004	315,004	
Natwest Reserve Account @ 0.50%		975,971		
Petty Cash		430		
Chargcard		(481)		
Monmouthshire BS @ 1.75%		300,000	30 Day Notice	
		<u><u>1,300,849</u></u>		

Black Sluice Internal Drainage Board 2014/15 Forecast @ P06

Description	2014/15 Budget	2014/15 Forecast	Difference	Q1 Actual	Q2 Actual	Q3 Forecast	Q4 Forecast
Rates & Levies	1,994,983	1,994,983	0	1,283,419	201,121	500,740	9,704
Interest & Grants	8,000	9,084	1,084	1,958	3,124	2,001	2,001
Development Fund	5,000	5,000	0	0	0	0	5,000
Other Income	19,647	220,135	200,488	13,247	200,326	4,859	1,703
Rechargeable Profit		11,307	11,307	51	11,255	0	0
Total Income	2,027,630	2,240,508	212,879	1,298,623	404,571	507,600	18,408
Schemes	135,000	77,792	57,208	58,532	22,447	7,000	(10,187)
Pumping Station Schemes	100,000	99,731	269	1,188	55,691	82,851	(40,000)
Pumping Station Maintenance	355,000	364,266	(9,266)	79,025	59,405	96,231	129,605
Drain Maintenance	660,000	665,126	(5,126)	93,696	229,788	187,197	154,445
Environmental Schemes	30,000	16,542	13,458	4,829	2,971	1,705	7,037
Administration & Establishment	466,050	500,118	(34,068)	102,283	157,996	115,680	124,158
EA Precept	276,552	276,552	0	138,276	0	138,276	0
Total Expenditure	2,022,602	2,000,127	22,475	477,830	528,299	628,940	365,058
Surplus / Deficit	5,028	240,382	235,354	820,793	(123,728)	(121,340)	(346,650)
Revenue Reserve b/f	313,581	313,581					
Revenue Reserve c/f	318,609	553,963					
% of Expenditure	15.75%	27.70%					
Hand Roding	25,000	12,662	12,338	882	6,069	5,634	76
Excavator	230,000	228,305	1,695	5,792	117,501	104,012	1,000
Grenadier	19,500	20,647	(1,147)	0	13,342	7,305	0
Flail Mowing	102,500	94,833	7,667	4,920	62,251	24,104	3,558
RHM	25,000	24,289	711	130	4,363	4,257	15,540
RMM	200,000	225,221	(25,221)	75,091	25,812	32,363	91,955
Chemical	2,000	6,072	(4,072)	6,003	70	0	0
Bushing	48,000	47,097	903	879	380	9,522	36,316
Pest Cont	2,000	0	2,000	0	0	0	0
Jetting	6,000	6,000	0	0	0	0	6,000
Surplus / Deficit	660,000	665,126	(5,126)	93,696	229,788	187,197	154,445

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE MEETING – 29th OCTOBER 2014

AGENDA ITEM No 6

TIMETABLE FOR COLLECTION AND RECOVERY OF DRANAGE RATES

The Board Resolved at its meeting on 25th January 2011 that the recovery of drainage rates should be more in line with industry standard credit terms and the Executive Committee set the timetable shown in the table below to be achieved in 2014/15 having been phased in over three years.

The Rating Officer has worked hard to achieve this timetable but it has proved not to be possible although from the graph at appendix A you can see that substantial improvements have been made and the profile for collections has drastically improved.

The Executive Committee are requested to consider the amended timetable shown in the table below for future years.

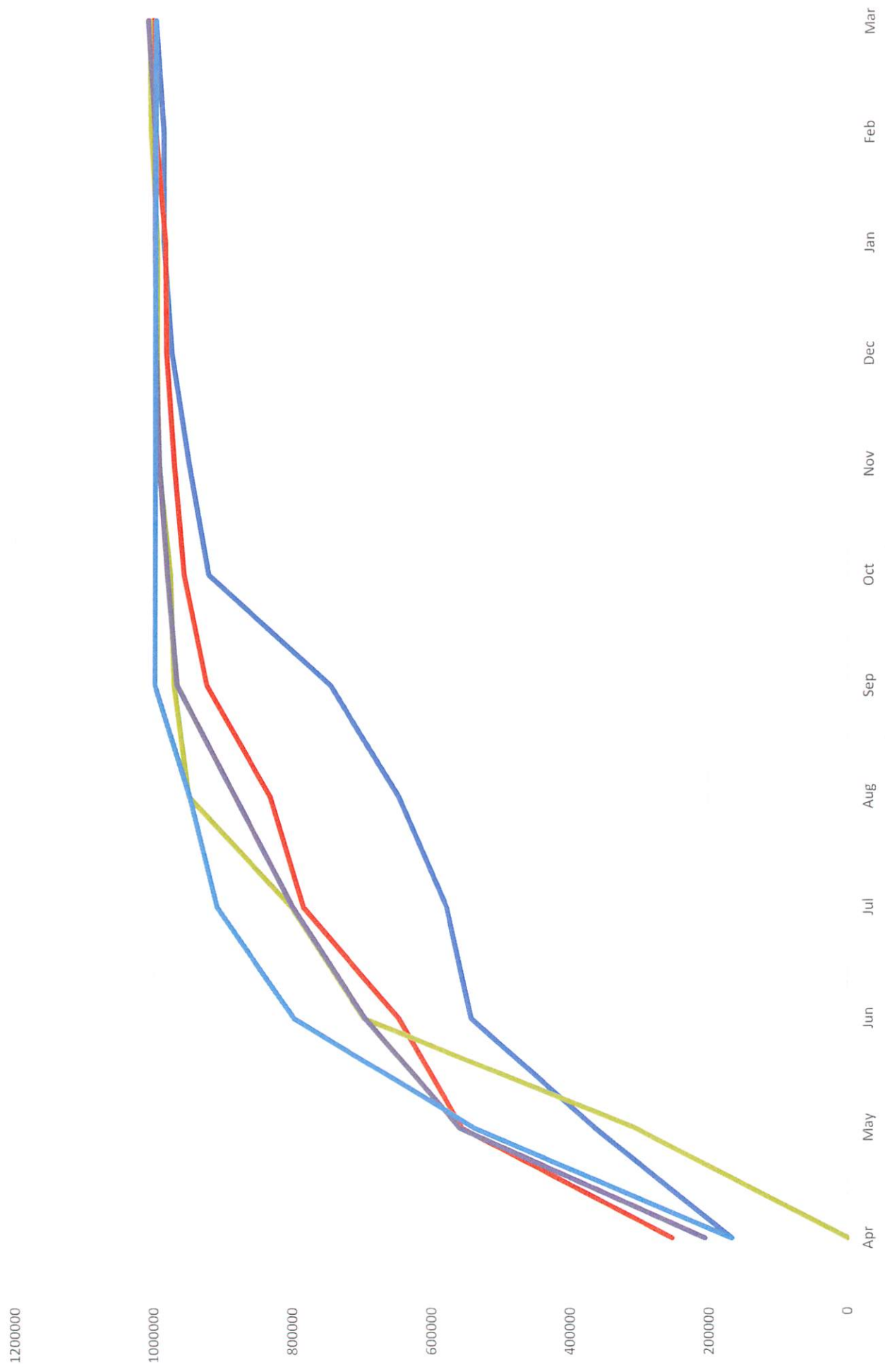
	Schedule for 2014/15	New Proposal
Rate Demand sent out	Early April	Early April
First Reminder (statement)	End May	No later than end of June
First letter to chase payment	End June	No later than end of July
Second letter to chase payment	End July	Mid but not later than end of August
Request Summons from Court	End August	End September but no less than 2 weeks prior to court date
Attend court for distress warrants	September	Schedule Mid October – subject to changeable court booking rules

The proposed schedule has been suggested to allow some flexibility to bring in late demands or late notification of land changes. There may still be a requirement for a second recovery schedule as land occupancy historically changes in October or after harvest meaning the required recovery notifications would need to have been issued before seeking warrants from the court.

Daniel Withnall
Finance Manager

Drainage Rate Recovery

2010 2011 2012 2013 2014



BLACK SLUICE INTERNAL DRAINAGE BOARD

2014/15 Budget and 10 Year Estimates

FIRST DRAFT

Income	Actual 2013/14	Budget 2014/15	Year End Forecast @ P06 2014/15	Budget / Estimates									
				2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/24
				Total Income from Rates and Levies	1,970,438	1,994,983	1,994,983	2,027,422	2,067,971	2,108,519	2,149,068	2,189,616	2,230,165
Interest	4,340	8,000	9,084	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951
Flood Defence Grant in Aid	238,032												
Contribution Development Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Income	22,053	19,647	20,135	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902
Rechargeable Profit	75,373		11,307										
TOTAL INCOME	2,315,236	2,027,630	2,040,509	2,062,422	2,103,571	2,144,731	2,185,904	2,227,089	2,268,287	2,309,498	2,350,722	2,391,960	2,433,211

Expenditure	Actual 2013/14	Budget 2014/15	Year End Forecast @ P06 2014/15	Budget / Estimates									
				2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/24
				Drain Schemes	168,889	134,000	77,792	135,000	135,000	135,000	135,000	135,000	135,000
Pumping Station Schemes	323,703	100,000	99,731	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Pumping Station Maintenance	358,172	355,000	364,266	375,000	382,500	390,150	397,953	405,912	414,030	422,311	430,757	439,372	448,160
Electricity													
Drain Maintenance	679,510	660,000	665,126	675,000	688,500	702,270	716,315	730,642	745,255	760,160	775,363	790,870	806,687
Environmental Works	15,612	30,000	16,542	30,000	30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853
Administration & Establishment	462,043	466,050	498,618	475,000	484,500	494,190	504,074	514,155	524,438	534,927	545,626	556,538	567,669
EA Precept	276,552	276,552	276,552	282,083	287,725	293,479	299,349	305,336	311,442	317,671	324,025	330,505	337,115
Website redesign		2,000	1,500										
Depot Alterations		20,000											
TOTAL EXPENDITURE	2,284,481	2,043,602	2,000,127	2,072,083	2,108,825	2,146,301	2,184,527	2,223,518	2,263,288	2,303,854	2,345,231	2,387,436	2,430,484

SURPLUS / (DEFICIT) IN YEAR	30,755	(15,972)	40,382	(9,661)	(5,254)	(1,570)	1,377	3,571	4,999	5,644	5,491	4,524	2,726
------------------------------------	---------------	-----------------	---------------	----------------	----------------	----------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

OPENING BALANCE	344,335	375,090	375,090	615,472	605,811	600,557	598,987	600,364	603,935	608,935	614,579	620,069	624,593
Capital Spend on Depot		200,000	200,000										
CLOSING BALANCE	375,090	559,118	615,472	605,811	600,557	598,987	600,364	603,935	608,935	614,579	620,069	624,593	627,320
Reserve % of Expenditure	16.42%	27.36%	30.77%	29.24%	28.48%	27.91%	27.48%	27.16%	26.90%	26.68%	26.44%	26.16%	25.81%

RATE	12.30	12.30	12.30	12.50	12.75	13.00	13.25	13.50	13.75	14.00	14.25	14.50	14.75
Increase in Rates		0.00%	0.00%	1.63%	2.00%	1.96%	1.92%	1.89%	1.85%	1.82%	1.79%	1.75%	1.72%

**BLACK SLUICE INTERNAL DRAINAGE BOARD
EXECUTIVE MEETING - 29th OCTOBER 2014
AGENDA ITEM 8
EIGHT YEAR PLANT ESTIMATES**

	Year Purchased	Age	Replace Year	Cost	Trade in	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Brought Forward						£139,490	£81,990	£15,990	£24,990	£40,990	£5,990	£15,990	£139,990
Class Tractor with Herder Grenadier	2006	9 years	2015/16	£165,000	£30,000	£135,000							
JCB 220	2007	9 years	2016/17	£130,000	£30,000		£100,000						
John Deere Tractor with Cavalier	2007	9 years	2016/17	£108,000	£18,000		£90,000						
Unimog	2009	8 years	2017/18	£140,000	£40,000			£100,000					
JCB 130	2009	9 years	2020/21	£93,000	£18,000						£75,000		
JCB 160	2010	8 years	2018/19	£110,000	£20,000				£90,000				
Energreen	2011	8 years	2019/20	£175,000	£50,000					£125,000			
JCB 130	2014	8 years	2022/23	£102,000	£17,000								£85,000
JCB 531 Tele-handler	2012	10 years	2022/23	£55,000	£15,000								£40,000
Isuzu (Ops Manager)	2011/12	4 years	2015/16	£23,000	£10,000	£13,000							
Isuzu (Ops Supervisor)	2011/12	4 years	2015/16	£21,000	£10,000	£11,000							
Nissan (Pump Eng)	2011/12	4 years	2015/16	£21,000	£10,000	£11,000							
Vauxhall (Fitter)	2012/13	6 years	2018/19	£27,000	£9,000				£18,000				
Nissan (Ops Manager)	2015/16	4 years	2019/20	£24,000	£11,000					£13,000			
Nissan (Ops Supervisor)	2015/16	4 years	2019/20	£21,000	£10,000					£11,000			
Nissan (Pump Eng)	2015/16	4 years	2019/20	£21,000	£11,000					£10,000			
Vauxhall Tipper	2012/13	8 years	2020/21	£25,000	£8,000						£17,000		
Dump Trailer 1	2006	10 years	2023/24	£20,000									
Dump Trailer 2	2007	10 years	2015/16	-£5,000		-£5,000							
Jetter	2008	10 years	2015/16	-£8,000		-£8,000							
Low Loader Trailer	2004	16 years	2020/21	£27,000	£5,000						£22,000		
100mm Self priming Pump			2015/16	£15,000		£15,000							
Vibrating piling hammer			2017/18	£15,000				£15,000					
150mm Portable Pump	2006												
Compressor	2008	15 years	2023/24	£6,000									
Weedbaskets						£ 5,500	£ 6,000	£ 6,000	£ 6,000	£ 6,000	£ 6,000	£ 6,000	£ 6,000
Net Spend from Plant Reserve						£177,500	£196,000	£121,000	£114,000	£165,000	£120,000	£6,000	£131,000
Generated						£120,000	£130,000	£130,000	£130,000	£130,000	£130,000	£130,000	£130,000
Balance C/F						£81,990	£15,990	£24,990	£40,990	£5,990	£15,990	£139,990	£138,990

Black Sluice Internal Drainage Board

Board's Objectives:-

- Black Sluice IDB is an Internal Drainage Board which was constituted under the provisions of the 1935 Land Drainage Act, it is a land drainage authority for an area mainly south west of Boston in Lincolnshire.
- The Board's main objectives are:-
- Flood Prevention, to provide and maintain standards of sustainable flood protection of 1 in 50 years for urban areas, and 1 in 10 years for agricultural areas.
- Land Drainage, to reduce the flood risk to people, property, infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within our hydraulic sub catchment areas.
- Water Level Management, to initiate, prepare and monitor water level management plans.
- Biodiversity, to conserve and enhance the environment wherever practical and feasible to ensure there is no net loss of biodiversity.
- Community, to provide a 24 hour/365 day emergency response for our community.
- Staff, to provide a working environment for staff that is safe, empowering and fulfilling.
- Finance, to maintain financial records that are correct and comply with all recommended accounting practice.
- Legislation, to ensure that all actions taken by the Board comply with all current U.K. and E.U. legislation.

Black Sluice Internal Drainage Board

Vision and Mission Statement

Our vision is to make each water catchment area a safer place to live, work, learn and enjoy, as a model of sustainable living in a high flood risk area.

Our Drainage Board comprises of members who have a lifetime's experience of water and drainage in our Lincolnshire Fens, advised by officers and engineers who know their specialist subject inside out.

With this in mind our mission is to become the delivery partner of choice for all flood risk, drainage and water level management services in our hydraulic sub catchments, by working closely with our Lead Local Flood Authority, the Environment Agency and other risk management stakeholders.

We aim to enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities that would otherwise increase flood or coastal erosion risk. At the same time we will nurture, enhance and maintain the natural habitats and species which exist in and alongside our watercourses.

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE MEETING – 29th OCTOBER 2014

AGENDA ITEM No 10

LONE WORKER DEVICES

The law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone. All 14 of our workmen as well as the Supervisor and Pump Engineer are required to frequently work alone. Various Office staff when conducting inspections and site visits also work alone.

January 2013 – The Planning and Consents Officer was conducting an annual Pumping Station inspection which required him to cross an unmanned level crossing. The wooden walking boards were wet and he lost his footing falling over. Other than bruising he was ok but what if he hit his head and become unconscious when a train was due?

February 2014 – A machine driver left the cab of his machine and suffered a seizure resulting in him being face down in the water filled drain he was working adjacent to. A bushing gang was working nearby and pulled him to safety. What if the bushing gang were not nearby?

September 2014 – An Excavator fell sideways into a side drain that was disguised by excessive weed growth. Fortunately the drain was not too big and the driver was unhurt. What if he had banged his head as the machine tipped over and he was unconscious?

In two years we have had three incidents that I would deem near misses and could have resulted in serious injury or loss of life.

We have been put in contact with People Safe by our mobile phone operators Everything Everywhere who have visited the offices to demonstrate the Sonim Lone worker device which also incorporates a telephone. Information Sheet attached. These devices can be purchased through our mobile telephone contract in the same way as a mobile phone and EE are putting together a quote.

EE are the only provider that has a data signal across the majority of our area and it is therefore deemed unsuitable to approach any of the other network providers.

To buy these devices outright, without a mobile phone contract, they are £300 each and we would require 18 resulting in an initial outlay of £5,400. With a monthly monitoring cost in addition to the mobile phone contract of £8.50 per month (£153 per month)

Daniel Withnall
Finance Manager

peoplesafe on your Sonim XP3340 Sentinel

Built for Life – The Peoplesafe Sonim XP3340 Sentinel Lone Worker Safety Solution provides users with the longest GPS tracking time of any mobile phone.

Custom designed for vertical markets especially security guards, facilities management and manufacturing, the XP3340 will keep remote workers safe while in isolated and hazardous environments. Combining the XP3340 with Peoplesafe's Lone Worker Service and 24/7/365 Remote Monitoring Centre will give employers peace of mind that their staff are being protected in even the harshest working environments.

Benefits

- Enhances safety by enabling calls under the worst conditions
- Preconfigured to ensure it is BS8484 compliant
- Industry leading 3 year comprehensive warranty
- 29 hours of tracking time – easily supports 16 hour shifts with GPS and 5 hours of talk time
- Man Down accelerometer technology



Red Alert

The device has a designated button when pressed will immediately open an audio channel to the 24/7 Monitoring Centre.



Safe & Well Check

The device can connect the user to the Peoplesafe system so that a location, activity description and time of completion can be described.



Man Down

The Man Down sensor is capable of detecting free-fall, prolonged tilt and no movement at various thresholds.



Locate Now

The system allows the device to be located by either an authorised colleague or nominated relative via our service line.

For info call: 0845 5432 087

email: sales@peoplesafe.co.uk

Features

- Ruggedised phone – dust, water and shock proof
- Widely spaced keys for ease of use with gloved hands
- IP68 Submersible
- Noise cancelling microphone
- Geofencing
- Screen toughness for extreme shock
- High resolution display

Technical specification

Tested and Proven

IP-68 and MIL-810G Certified

Submersible to 2m for 1hr in water

Protects against damage from rain, fog and salt air

Impervious to dust and micro-particles

Non porous casing blocks entry of micro-particles

Beyond MIL Spec-810G drop test

Withstands 2m drops onto concrete

Resistant to shock and vibration

Vibration protection to 5Hz to 500Hz and shock resistant up to 4G

Ready for extreme environments

Operational range -20°C to +55°C

Extra long battery life

Up to 29hrs of GPS tracking, 800hrs standby, 20-24hrs talk time

Loud audio

An active noise cancelling microphone with a 23mm speaker with protective vent

Screen toughness

Corning® Gorilla® glass for extreme shock and scratch resistance

GPS Tracking

High GPS performance with faster position fixes, high accuracy and sensitivity

Rugged digital camera

2 MP camera with LED flash

Display

High resolution display with good outdoor visibility

BS8484 Product compliance

BS8484 is the code of practice for the provision of lone worker device services. Correct application of the standard will help employers with lone workers to protect them by selecting a reputable and certified supplier whose service meets the standard.

Organisations that apply the standard, following an appropriate risk assessment, meet their responsibilities under Health and Safety legislation for their duty of care and are therefore much better protected in law against litigation or, for example, action under the Corporate Manslaughter Act 2007.

Essential Product Requirements (5.2.1)		SONIM, with Peoplesafe
AUDIO Red Alert Capability	✓	Yes, two way voice
Red Alert call will keep trying if unsuccessful	✓	Yes, up to 9 times
Red Alert call is confirmed as answered	✓	Device will vibrate
Operator can dial in to the device	✓	Authorised Number only
Check-In – AMBER alert Capability	✓	Yes, timer is at the monitoring station
LOCATION of device is available	✓	Via; Amber, LBS and GPS
Battery Life Sufficient for normal use & Low Battery Warning	✓	Phone based Low Battery Warnings
Signal Strength indication	✓	Yes
Minimise causes of false alarms	✓	Device & Service Issue

Device selector guidance

Choosing the right device is influenced by numerous role and risk factors. In most decisions a detailed consultation with employees and a risk assessment will be pursued – however the information detailed below can provide a valuable framework.

ROLE FACTORS	Sonim XP3340 Sentinel
Frequent lone working	Ideal
Facing the public	Not Ideal, though panic button is prominent
Visit people in their homes	Not Ideal, though panic button is prominent
Work mainly outdoors	Ideal
Undertake Physical Activity	Ideal

Role factors

The type of role you have when lone working will influence the choice of device that we would recommend to provide you with the most effective means of safety. Remember these are guidelines, we are happy to provide more detailed advice and support on request.

RISK FACTORS	Sonim XP3340 Sentinel
Verbal Abuse/ Threats	Not Ideal – overt use of phone could worsen the situation
Physical Abuse/ Threat	Red Alert Button
Medical Problems	Man Down Alert
Man-Down	Man Down Alert
Missing Person, end of day OK	Timer at Monitoring Centre

Risk factors

The general risks faced by lone workers is understood and these are listed. The suitability of this device to assist your safety is indicated. If there are other risk factors then please discuss that with our advisors. If the risk factors you face are high then match that to 'ideal' devices. If the risk factors are low then more choices will become available.

www.peoplesafe.co.uk