

BLACK SLUICE INTERNAL DRAINAGE BOARD

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Our Ref: IMW/DPW/B10_1

Date: 1st April 2015

To the Chairman and Members of the Audit & Risk Committee

Notice is hereby given that a Meeting of the Audit & Risk Committee will be held at the Offices of the Board on **Friday, 10th April 2015 at 10am** at which your attendance is requested.



Chief Executive

AGENDA

1. Apologies for absence.
2. To receive and if correct sign the Minutes of the Audit & Risk Committee Meeting held on the 10th December 2014 (pages 1 - 7).
3. Matters arising.
4. To receive the Draft Internal Audit report 2014/15 (pages 8 - 13).
5. To receive a report on Pumping Station Valuations (pages 14 & 15).
6. To review the following Board policies:

(a) Fire Management Plan	pages 16 - 28
(b) Risk Management Strategy	pages 29 - 50
(c) Investment Strategy	pages 51 - 54
(d) H&S Asbestos Management Plan	pages 55 - 57
(e) H&S Noise at Work Policy	page 58
(f) H&S First Aid and Accident Reporting (Including Near Misses)	page 59 & 60
7. To review the Board's Management Accounts (pages 61 - 77).
8. To receive a report on Public Attendance at meetings (page 78).
9. To receive a report on Cyber Security (page 79 & 80).
10. To receive the Risk Register (page 81).
11. To Review the Board's Catalogue of Policies (page 82).
12. Any other business.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Audit & Risk Committee

held at the offices of the Board on
10th December 2014 at 2pm

Members

Chairman - * Cllr M Brookes

* Mr W Ash	* Mr V A Barker
* Mr J G Fowler	* Mr R Leggott
* Cllr B Russell	Cllr R Singleton-McGuire

* Member Present

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

The Chairman welcomed David Gowing (Internal Auditor) to the meeting. It was also noted that Cllr R Singleton-McGuire had not received the agenda papers and consequently he did not attend.

649 **APOLOGIES FOR ABSENCE**

There were no apologies.

650 **MINUTES OF THE AUDIT & RISK COMMITTEE MEETING**

Minutes of the last meeting held on the 9th April 2014, copies of which had been circulated, were considered and it was RESOLVED that the Minutes should be signed as a true record.

651 **MATTERS ARISING**

(a) **Business Interruption Insurance Cover - Minute No 522(a)**

The Finance Manager confirmed that the Board's insurers NFU stated that relocation expenses for the tenants of the Board owned bungalow is covered up to 20% of the declared value insured.

(b) **Presentation on the New Board Website including Data Transparency - Minute No 524**

The Finance Manager stated that a Data Transparency page has been added with all of the required information or index links to information.

651 (b) Cont.....

Mr Fowler asked how many freedom of information requests have been received. The Finance Manager responded that two requests detailed below which had been dealt with satisfactorily;

- (i) Information relating to Lone Worker Policy, from a service provider, regarding selling products.
- (ii) Information relating to Wyberton flooding.

652 TO REVIEW THE AUDIT & RISK COMMITTEES' TERMS OF REFERENCE - Agenda Item 4

The Finance Manager stated that he had reviewed the Committee's terms of reference and highlighted the following recommendations;

(a) Financial Reporting

The Committee AGREED to review a financial report as part of the agenda for one meeting and then the management accounts for the second meeting.

(b) External Audit

Previously the Board had an onsite External Audit, now with an annual return and an income lower than £6.5m, the Board has a light touch external audit and they no longer attend onsite.

The Finance Manager recommended that as the Internal Auditor attends one meeting annually that the Committee discuss their remit without the management present. The Committee AGREED to the recommendation.

(c) Review Timescale

The Committee AGREED to review the Terms of Reference at least every 5 years.

653 TO RECEIVE A VERBAL REPORT ON THE REVIEW OF PUMPING STATION VALUATIONS - Agenda Item 5

The Chief Executive outlined the appointment of Jackson Civil Engineers Ltd to review pumping station valuations. Due to unforeseen personal issues the lead manager has been unable to complete his report in time for this meeting.

The Chief Executive recommended that he review the report upon completion. The proposal of four types of pumping station replacement guidelines using modern day techniques, including externally secured pumps which would reduce future build costs. Also modern day pumps are smaller in size than the 1960 pumps currently in situ.

A question regarding vandalism was raised; the Chief Executive responded that fortunately we have incurred very little.

653 Cont.....

Cllr Russell stated that in circumstances where damage was less than a third the insurance companies would reinstate in situ rather than demolish.

The Committee discussed and agreed that the report, depending on when it is received, be put on the Board's agenda rather than delay review for the next Audit & Risk Committee meeting.

654 TO RECEIVE THE ANNUAL RETURN INCLUDING EXTERNAL AUDITORS REPORT - Agenda Item 6

The Finance Manager presented the completed Annual Return with a Clean report by Grant Thornton.

The Finance Manager raised the following comments to the Committee as items the external auditors wished to draw to the attention of the Board but did not affect their opinion.

- (a) Expenditure decisions to include a check as to whether all payments made are legal and within the powers of the Drainage Board.

The Committee agreed to update wording in the Financial Regulations Policy to cover the Boards financial integrity.

- (b) Procurement & Financial Regulations Policies frequency of review. The Committee will be reviewing this at Agenda Item 9.

655 TO RECEIVE REPORTS FROM THE INTERNAL AUDITOR - Agenda Item 7

- (a) Internal Audit Follow Up Report 2013/14

Mr Gowing presented his follow up report stating that all agreed recommendations have been completed and confirmed there is a good level of drainage rate collection. The Boards website complies with data transparency and the Black Sluice IDB is the first to completely comply.

The European Union has raised some issues regarding overtime and annual bonus payments. Mr Gowing confirmed that the Black Sluice IDB is already paying an uplift and therefore it is not a concern.

The Chief Executive is required to authorise a schedule of salary and wages rates at the start of each financial year.

- (b) Audit Strategy and Plan for 2014/15

Mr Gowing stated that he has slightly reduced the number of planned audit review days this year in recognition of the fact that the Board has achieved a level of substantial assurance.

655 (b) Cont.....

The Committee agreed to meet with the Internal Auditor without the management present. The Chief Executive and Finance Manager left the meeting at this point.

The Chairman minuted that the following items were discussed to the satisfaction of the Committee Members;

- (i) Data security backup, Mr Gowing as part of his Internal Audit will be looking into this area.
- (ii) Senior Officers back up, the Committee concluded that cover by other IDBs would be sufficient.
- (iii) Mr Gowing would be producing a report for Lincolnshire Clerks as guidelines regarding "declaration of interest" and "data transparency".

The Chief Executive and Finance Manager returned to the meeting.

656 TO REVIEW THE FINANCIAL REGULATIONS - Agenda Item 8(a)

The Finance Manager presented to the Committee the amendments in red;

- (i) 3.1 add "before 15th"
- (ii) 3.2 now a ten year projection
- (iii) 5.2 final sentence to read "Payments may also be taken by debit or credit card, by phone or on the Board's website or paid directly into the Board's bank account by the Debtor."
- (iv) 5.7 grammar add "the safe"
- (v) 7.1 clarify "weekly stock list" and "stock items"
- (vi) 9.3 the FSA has replaced the sentence "The Board only places deposits with financial institutions which are regulated by the Financial Conduct Authority."

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

657 TO REVIEW THE PROCUREMENT POLICY - Agenda Item 8(b)

The Finance Manager presented to the Committee the amendments in red;

Item 4(d) Items below £500, the following sentence added:

"It is accepted that small incidental purchases will be purchased from the most appropriate local supplier and this is to be noted on the carbon copies of the order".

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

658 TO REVIEW THE DELEGATION OF AUTHORITY POLICY - Agenda Item 8(c)

The Finance Manager stated that a number of Committees referred to the Delegation of Authority in their terms of reference but this did not follow through to this policy. The Finance Manager recommended that all Committees should review their terms of reference following the 2015 Election.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

The Committee further discussed encouraging prospective members by inviting them to meetings as an observer. A reference could be published on the agenda that any public participation is as an observer.

The Committee further discussed having a public forum at the start of the meeting to enable comments to be made by a member of the public after advance notification of the issue which is due to be raised.

The Finance Manager will review and report to the Committee in April 2015.

659 TO REVIEW THE DRAFT SMOKING POLICY - Agenda Item 8(d)

The Finance Manager presented a draft new policy regarding smoking, it complies with all legislation.

The Chairman responded that smoking is referred to in the Litter Act 1983 in which the employer has to take reasonable steps from littering from smoking.

The Committee also discussed that Contractors to the Board are to be made aware of the smoking policy and that the Workforce are reminded of the policy regarding smoking in Board's vehicles.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

660 TO REVIEW THE FIRE MANAGEMENT PLAN - Agenda Item 8(e)

The Chief Executive presented a new Fire Management Plan. The Committee reviewed the policy and advised the following items were raised;

- 2.9 - training for employees, a refresher training day for staff and frequent visitors will be programmed.
- In addition a note to be added for suitability of which extinguisher can be used on what type of fire.
- 2.4 - reorganisation the procedure to First action to be to remove yourself to a safe location then raise the alarm
- 2.4 - fire extinguishers are to assist you to evacuate the building
- 2.6 - check each group as they arrive and responses
- 2.7 - pre determined checklist

Mr Fowler suggested a summary safety list or priorities anagram, laminated on an A4 that employees, contractors etc could remember.

660 Cont.....

The Committee recommended that once the plan has been reviewed that it be checked by the Fire Service.

The Chief Executive will review the plan and resubmit it at the next Audit & Risk meeting.

661 TO REVIEW THE POLICY REGARDING MANUAL HANDLING - Agenda Item 8(f)

The Chief Executive stated these policies have been provided and reviewed by the Health and Safety Consultants - Copes.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

662 TO REVIEW THE POLICY REGARDING STRESS - Agenda Item 8(g)

The Chief Executive stated these policies have been provided and reviewed by the Health and Safety Consultants - Copes.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

663 TO REVIEW THE POLICY REGARDING VIBRATION - Agenda Item 8(h)

The Chief Executive stated these policies have been provided and reviewed by the Health and Safety Consultants - Copes.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

664 TO REVIEW THE WEARING OF SEAT BELTS IN BOARDS' VEHICLES POLICY - Agenda Item 8(i)

The Chief Executive stated these policies have been provided and reviewed by the Health and Safety Consultants - Copes.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

665 TO REVIEW THE RECHARGEABLE COMMERCIAL WORKS POLICY - Agenda Item 8(j)

The Finance Manager presented to the Committee the amendments in red;

- (i) Under Policy, fourth paragraph spelling "recovery"
- (ii) Under Policy, sixth paragraph and additional sentence; "Any order over £40,000 must be referred to the Board or Committee of the Board before being accepted."

665 Cont.....

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

666 TO REVIEW THE COMPLAINTS PROCEDURE - Agenda Item 8(k)

The Finance Manager presented to the Committee the amendments in red;

- (i) No 3 - first sentence "We will acknowledge your complaint within 5 working days in writing or by phone to confirm that we have understood your concerns correctly."
- (ii) Under Local Government Ombudsman grammar "investigating"

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

667 TO RECEIVE THE CATALOGUE OF BOARD POLICIES WITH RECOMMENDED REVIEW DATES - Agenda Item 9

The Committee reviewed the recommended review dates and AGREED.

668 TO REVIEW THE RISK REGISTER - Agenda Item 10

The Committee reviewed the Risk Register and AGREED to the removal of 7.3 as Carlton Road has now been sold.

Mr V Barker asked if the solar panels be added to the Risk Management Policy incorporating risk of damage and control measures for the solar panels at Swineshead Pumping Station and the Office.

669 ANY OTHER BUSINESS - Agenda Item 11

Mr J Fowler congratulated the team on all their work to gain Substantial Assurance.

There being no further business the meeting closed at 16:00.

GOWING INTERNAL AUDIT SERVICES LTD

DRAFT

**ANNUAL INTERNAL
AUDIT REPORT**

**Black Sluice
Internal Drainage Board
May 2015**

INTERNAL AUDIT REPORT

1 EXECUTIVE SUMMARY

- 1.1** I have completed the 2014/15 internal audit of the Black Sluice Internal Drainage Board in accordance with the Public Sector Internal Audit Standards and with regard to the ADA Practitioners guide.
- 1.2** The statutory basis for internal audit in local authorities in England (which includes Drainage boards) is a specific requirement in the Accounts and Audit regulations which requires that the organisation must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control.
- 1.3** The internal audit service is an assurance function that provides an independent and objective opinion to the organisation on the control environment by evaluating its effectiveness in achieving the organisation's objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper economic, efficient and effective use of resources.
- 1.4** This audit included an implementation review of previous audit recommendations, review of any system changes, sample testing of 2014/15 transactions and provision of best practice advice gained through my audit of other IDBs. An audit of the Bourne Fen Farm Trust Fund has also been completed.
- 1.5** The main findings were:-
- all previously agreed recommendations have been implemented
 - accurate records and transactions
 - the introduction of additional controls within the creditor payment system to ensure adherence to the procurement policy
 - a change to staff timesheets to ensure mileage rates are accurately claimed
 - good information on the web-site conforming with Data Transparency guidance.
 - despite the computer network being infected by a virus (cause Cryptolocker) the support agreement with a computer supply company and local back-up resulted in only minimal downtime. This was a good test of the computer data back-up system.
 - the Bourne Fen Farm Trust Fund recorded a Surplus of £1,246 for the year ended 31 March 2014 with investments of £313,020. The entries in the revenue account and balance sheet provided were supported by appropriate evidence.

A detailed control test programme and results is available upon request.

- 1.6 There are no recommendations at the current time.
- 1.7 An interim audit will be undertaken in October / November to ensure continued implementation of good controls.
- 1.8 It is my opinion that, in respect of the areas covered by this report I am pleased to now be able to provide **substantial assurance** on the system of controls.
- 1.9 I would like to place on record my thanks for the co-operation and assistance given by all staff during this audit.

David Gowing
Gowing Internal Audit Services Ltd.
May 2015

EVALUATION CRITERIA

Substantial Assurance	There is a sound system of control designed to achieve the system objectives and the controls are being consistently applied.
Adequate Assurance	While there is a basically sound system, there are weaknesses that put a minority of the system objectives at risk and/or there is evidence that the level of non-compliance with some of the controls may put a minority of the system objectives at risk.
Limited Assurance	Weaknesses in the system of controls are such as to put most or all of the system objectives at risk and/or the level of non-compliance puts most or all of the system objectives at risk.
No Assurance	Control is poor, leaving the system open to significant error or abuse and/or significant non-compliance with basic controls.

2 FINDINGS

2.1 The annual return for boards with annual income or expenditure under £6.5million requires internal audit to provide certification on the following ten key control objectives. Any comment or issue on an objective is noted below otherwise the objective can be considered to be fully met:-

a) Appropriate books of account have been properly kept throughout the year.

b) Financial Regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.

c) The Board assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

d) The annual rating requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

e) Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

f) Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.

g) Salaries to employees and allowances to Board members were paid in accordance with Board approvals and PAYE and NI requirements were properly applied.

h) Asset and investment registers were complete and accurate and properly maintained.

i) Periodic and year-end bank reconciliations were properly carried out.

j) Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments /income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.

3 MANAGEMENT ACTION PLAN

This action plan has been fully discussed and agreed with management.

The priority is based on the following;-

Critical

A control failure that is critical to the organisation's aims and objectives.

This will require immediate action by management.

High

A significant control weakness which is a significant risk to the service or organisation and is likely to lead to material loss or significant public criticism. This will require immediate action by management.

Medium

A control that undermines the effectiveness of internal control and may lead to some loss or some public criticism but does not represent a significant risk to the organisation. This will require prompt action by management.

Low

This might be important to the service but does not represent a significant risk for the service or organisation. This will require action by management but not necessarily immediate.

Ref:	Recommendation	Priority	Management Comments	Responsibility for implementation and date

BLACK SLUICE INTERNAL DRAINAGE BOARD

Audit & Risk Committee - 10th April 2015

AGENDA ITEM No 5(a)

Pumping Station Valuations

Jackson Civil Engineers Ltd have completed their Cost Model Workings (Pumping Station Valuations) and their Construction and Methodology Reports (Refurbishment or Total Replacement Reports).

Detailed reviews are now in process to 'fine tune' the estimated replacement costs associated with all thirty four pumping station.

Attached are the current estimates for all Pumping Station renewals (excluding Allan House) with the various identified 'Uplifts'. The 'Uplifts' refer to the build ability associated with the ease of construction traffic access, there being seven differing categories incorporating differing percentage up-lifts in relation to the access restrictions. These restrictions could vary due to replacing old access culverts for construction traffic, new haul roads around farm buildings, unmanned rail crossing points, utility diversions etc.

The categories are listed below and the uplift can vary from £10k - £600k for each Pumping Station.

- Severely Restricted (+100%)
- Very Poor (+90%)
- Poor (+75%)
- Reasonable (+50%)
- Good (+25%)
- Very Good (+5%)
- Un-Restricted (0%)

The initial purpose of producing this study was to help understand if the Board has the correct levels of insurance cover for the replacement of its Pumping Stations.

These calculations, as a starting point indicate a cumulative value of c£66m to replace all thirty four pumping stations within five years.

The Boards current insured valuation is c£18m.

Ian Warsap
Chief Executive

Individually Delivered Programme of Works		Cost	Buildability	+Adj.	45% L&P	Uplift	65,283,358.86
Donnington_Mallard_Hurn	1,151,209.79	Very good	5%	518,044.40	25,902.22	1,177,112.01	
Donnington_North_Ing	1,710,274.15	Poor	75%	769,623.37	577,217.53	2,287,491.68	
Bicker_Fen	1,216,669.69	Good	25%	547,501.36	136,875.34	1,353,545.03	
Swineshead	1,814,821.65	Poor	75%	816,669.74	612,502.31	2,427,323.96	
Kirton_Frampton	1,285,555.27	Good	25%	578,499.87	144,624.97	1,430,180.24	
Wyberton_Marsh	1,366,201.11	Severely restricted	100%	614,790.50	614,790.50	1,980,991.61	
Kirton_Marsh	1,218,503.79	Severely restricted	100%	548,326.70	548,326.70	1,766,830.49	
Ewerby	1,351,676.11	Poor	75%	608,254.25	456,190.69	1,807,866.80	
Heckington	1,606,628.97	Good	25%	722,983.03	180,745.76	1,787,374.72	
Great_Hale_Little_Hale	1,352,676.67	Very poor	90%	608,704.50	547,834.05	1,900,510.73	
Holland_Fen	1,483,912.15	Very good	5%	667,760.47	33,388.02	1,517,300.18	
Boston_West	1,495,238.15	Good	25%	672,857.17	168,214.29	1,663,452.45	
Damford_Grounds	1,423,710.70	Poor	75%	640,669.81	480,502.36	1,904,213.06	
South_Kyme	1,311,809.85	Poor	75%	590,314.43	442,735.82	1,754,545.67	
Trinity_College	1,394,960.70	Severely restricted	100%	627,732.31	627,732.31	2,022,693.01	
Helpingham	1,215,169.69	Reasonable	50%	546,826.36	273,413.18	1,488,582.86	
Swaton	1,224,669.69	Reasonable	50%	551,101.36	275,550.68	1,500,220.36	
Horbling	1,258,770.89	Reasonable	50%	566,446.90	283,223.45	1,541,994.33	
Billingborough	1,190,553.59	Reasonable	50%	535,749.11	267,874.56	1,458,428.14	
Sempringham	1,249,169.69	Reasonable	50%	562,126.36	281,063.18	1,530,232.86	
Dowsby_Fen	1,277,211.89	Very good	5%	574,745.35	28,737.27	1,305,949.15	
Gosberton	1,283,116.27	Very good	5%	577,402.32	28,870.12	1,311,986.39	
Dowsby_Lode	1,251,530.94	Very poor	90%	563,188.92	506,870.03	1,758,400.96	
Rippingale	1,215,669.69	Reasonable	50%	547,051.36	273,525.68	1,489,195.36	
Dunsby_Fen	1,205,128.79	Reasonable	50%	542,307.95	271,153.98	1,476,282.76	
Pinchbeck_North_Fen	1,180,003.79	Good	25%	531,001.70	132,750.43	1,312,754.21	
Hacconby_Fen	1,241,479.79	Reasonable	50%	558,665.90	279,332.95	1,520,812.74	
Morton_Bourne	1,544,381.89	Reasonable	50%	694,971.85	347,485.93	1,891,867.82	
Dyke_Fen	1,247,661.89	Severely restricted	100%	561,447.85	561,447.85	1,809,109.73	
Twenty_Corner	1,208,483.01	Very good	5%	543,817.35	27,190.87	1,235,673.87	
Quadring	1,183,003.79	Good	25%	532,351.70	133,087.93	1,316,091.71	
Bicker_Eau	407,217.69	Very good	5%	183,247.96	9,162.40	416,380.09	
Donnington_Wykes	432,518.73	Very good	5%	194,633.43	9,731.67	442,250.40	
	5,892,975.28				1,352,497.39		51,587,645.41
Overhead and Profit					7.5%	3,869,073.41	
Statutory Undertakers					5.0%	2,579,382.27	6,448,455.68
Costs Estimated at							58,036,101.09
Cost as at April			2.70% per annum				61,212,358.86
Increased costs (assuming linear spread)			over 60 months				4,071,000.00
							65,283,358.86

BLACK SLUICE INTERNAL DRAINAGE BOARD

EMERGENCY FIRE PLAN

FOR PREMISES

AT

STATION ROAD

SWINESHEAD

PE20 3PW

CONTENTS

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1 GENERAL POLICY

It is the policy of Black Sluice Internal Drainage Board, to ensure that all employees, contractors and visitors are protected from the risks of fire. With this aim appropriate fire safety measures shall be taken. In addition, appropriate evacuation procedures shall be developed, implemented and periodically tested. All employees shall be provided with sufficient appropriate fire awareness training and instruction. The premises shall comply with relevant fire safety legislation and recognised good practice.

The main legislation relevant to this is:

The Regulatory Reform (Fire safety) Order 2005

2. PROCEDURES / GUIDANCE

2.1 General Staff Instruction

All staff must be familiar with the fire procedures as required by **The Regulatory Reform (Fire safety) Order 2005** and the **Health & Safety at Work, etc. Act 1974**.

Fire procedures are posted throughout the building and can be found on exit routes normally adjacent to fire alarm call points.

All staff must ensure that they are familiar with the means of escape in case of fire by walking the routes from the area in which they are employed.

Staff should be familiar with the fire assembly point, which is indicated in the fire procedure for the building.

If you have to evacuate the premises:

- **DO** exit quickly and calmly
- **DO** go directly to open air
- **DO NOT** stop to collect personal belongings
- **DO** close the doors behind you

Sounders, Push button howlers or gong type are strategically located in each workplace building and new employees must be shown their location as part of their induction, **or on them being exposed to new or significant risks** together with the location of fire extinguishers.

Portable fire extinguishers are sited in 'high risk' areas and at regular intervals on corridors / exit routes.

Any instructions given by the management must be complied with as they are exercising their duties outlined in the Health & safety Policy.

2.2 Fire safety

Fire safety is everyone's responsibility. All employees, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical / gas appliances, the safe use, storage and disposal of hazardous / combustible materials and compliance with the requirements of the building smoking policy.

To this end all contractors will be required to be provided with a copy of the general fire safety policy and to provide suitable risk assessments for the work undertaken.

2.2 Fire Precautions

Fire resisting doors must be kept closed at all times (unless there are doors which automatically close when the alarm is sounded) to maintain compartmentalisation of the building and to prevent the spread of the fire and / or toxic smoke.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency. Everyday objects such as building materials left on an escape corridor pose serious obstacles during an emergency evacuation.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without authority.

Any obvious or suspected damage to, or misuse of, the fire alarm or fire fighting equipment must be reported immediately.

2.4 Fire Action Procedure

Any person suspecting or discovering a fire shall:

- If circumstances dictate, or if ordered to do so, leave the building by the nearest available exit route.
- **Use the fire extinguishers (if required) to assist in the evacuation of the building.**
- Raise the alarm vocally or nearest sounder point **whilst evacuating.**
- Call the Fire brigade direct by dialling 999 and give the correct address of the building and any other information they require.
- If possible, tackle the fire with the correct type of extinguisher - **but only** if there is no risk to oneself **and** practical, **"hands on"** training has previously been undertaken.

Any person hearing a report of fire or a fire alarm shall:

- Leave the building by the nearest available fire exit route
- Go directly to the assembly point
- Never re-enter the building until instructed to do so by a member of the Fire Brigade or your supervisor or manager. Never re-enter a building whilst the alarm is still sounding.
- Instructions given in an emergency evacuation by nominated staff must be followed.

2.5 Evacuation Procedures for Disabled Persons

Individuals having a disability, which may affect their ability to recognise that an emergency is taking place or to evacuate a building unaided, will have a personal emergency evacuation strategy drawn up. This evacuation strategy will be specific to the needs and abilities of the individual in question.

Wheelchair users and persons with mobility impairment

The wheelchair user must notify an official of the details of their personal evacuation strategy. If, due to the nature of the illness / injury, the individual cannot be removed from their wheelchair without risk of serious injury, movement to a point of temporary refuge will be considered as part of the personal evacuation strategy.

It is essential that wherever possible co-ordinators are aware of staff or visitors to the building who have specific emergency evacuation needs.

Deaf / Hearing impaired Persons

There are no visual fire signals within the building. Deaf or hearing impaired persons who are likely to be working in an isolated area are encouraged to advise an appropriate member of staff of this fact, so that they may be notified of any alarm.

Blind / Visually impaired Persons

Blind / visually impaired persons are advised to identify himself or herself to an official or member of staff rather than wait until an evacuation takes place.

2.6 Fire Safety Co-ordinator

The Building shall have a Fire Safety Co-ordinator who will normally be your supervisor or manager. In the event of evacuation of the building the Fire safety Co-ordinator will liaise with the emergency services.

The Fire safety Co-ordinator will:

- remain at the fire assembly point until told to stand down by the senior officer from emergency services.
- check-in each group as they arrive and make note of their responses.
- provide this information to the senior officer from emergency services on request.

- inform the senior officer from emergency services of the location of any member of staff, contractor or visitor who is waiting for evacuations in a refuge.
- provide information gathered during the evacuation.

The Fire Safety Co-ordinator on this site is Daniel Withnall. Substitute Andrew Scott.

2.7 Trained Personnel

Where there are a significant number of people, it is not practicable to have a roll call or keep a formal fire register. Similarly, where there are a significant proportion of 'mobile' people at any given time, specific locations are not predictable.

In such cases, responsible persons are appointed to assist in the safe evacuation of all staff and visitors present from pre-designated areas of the building.

Responsible persons will be familiar with all the exit points for their area and will direct staff and visitors towards the most appropriate available exit.

Additionally, fire safety training allows any responsible person to act as Fire Co-ordinator and to be the first point of contact with the Emergency Services when they arrive on site.

It must be stressed, however, that staff are **NOT** trained to be fire fighters. Their main function is to assist the progress of the evacuation and to report its progress to the fire safety Co-ordinator.

When the alarm sounds or vocal fire alarm is given

- Direct staff and visitors towards the **nearest available fire exit**.
- Maintain a steady flow of people evacuating the building and prevent 'bottlenecks' building up by redirecting staff and visitors towards other available exits (so that they are not placed at risk).
- direct staff and visitors away from potential sources of fire, where these are known.
- ensure (so far as is reasonably practicable) that the floor is clear or is actively evacuating.
- leave the building themselves by the nearest available exit.
- report to the Fire Safety Co-ordinator (who will be at the fire control point) on the status of their area (**staff/visitor accountability, fire location(s)**).
- remain with the Fire Co-ordinator so that they can be re-deployed to aid in controlling other aspects of the evacuation or to be at the disposal of the senior officer of the emergency services on site.
- take part in a short de-brief session with the Fire Safety Co-ordinator once permission to re-enter the building is given.

2.8 Evacuation Drills

In accordance with fire safety Legislation, fire evacuation drills will be carried out at least annually.

The drills will monitor the effectiveness of the local evacuation procedures and, where necessary, identify required changes. They will also time the evacuation and compare the time to a previously determined acceptable time limit based on national standards and accepted good practice. In cases where the evacuation takes longer than the expected time, a second drill may be carried out at a later date. The results of each evacuation drill should be recorded in the fire safety log book.

2.9 Training , Instruction and Information

An appropriate person shall give all new employees fire safety induction training in the first week of employment. this will include identification of escape routes, location of fire extinguisher and call points, where assembly point is and any local hazards that they need to be aware of.

The training must:-

- Include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by employees in order to safeguard themselves and other relevant persons on the premises.
- Be repeated periodically where appropriate
- Be adapted to take account of new or changed risks to the safety of the employee.
- Be provided in a manner appropriate to the risk identified by the risk assessment
- Take place in normal working hours.

Training must include:-

- Actions to be taken on discovering a fire or on hearing the fire alarm
- The method of raising the alarm
- The method of calling the fire services
- Correct evacuation procedures and location of fire assembly points
- How to use portable extinguishers (if safe to do so).

2.10 Buildings Alterations

When alterations are being planned the company will ensure that the requirements of relevant fire safety legislation / recognised standards are considered and that the proposed facilities meet the requirements.

2.11 Fire Risk Assessments

In accordance with fire safety legislation, fire risk assessments should be carried out annually. The Risk assessments shall be amended as necessary when circumstances require it (e.g. Building changes). The fire risk assessments shall be reviewed whenever any changes to structure, layout or usage of the building takes place to ensure their on-going relevance and adequacy.

2.12 Monitoring and Audit

Supervisor / manager should, as part of their day-to-day duties and during inspections, ensure that fire safety measures are in place and are working as they are intended to.

Fire safety shall be included in the safety Management System audits carried out by Supervisors / managers.

The system is also to be serviced periodically, not to exceed six months, by a competent person (alarm engineer). During a 12 month period, servicing is to include operation of all manual call points and testing of detectors. All testing and maintenance to be documented in a log book.

3. DETAILED INFORMATION

3.1 Location of Fire Extinguishers

Office	Reception:	6 litre water with additive. 2kg carbon dioxide
	Rating Office:	6 litre water with additive. 2kg carbon dioxide.
	Supervisors Office:	6 litre water with additive. 2kg carbon dioxide.
	Ground floor near lift:	6 litre water with additive. 2kg carbon dioxide.
	Kitchen:	Fire Blanket. 2kg Powder
	Top of Stairs:	6 litre water with additive. 2kg carbon dioxide
	Design Office:	6 litre water with additive. 2kg carbon dioxide
Workshop	Main Door	6 litre foam.
	Side Wall	3kg powder 9 litre water

	Back Wall	6 litre foam 3 kg powder
Storage Area	Main Door	9 litre foam
	Side Emergency door	9 litre foam
	Back Wall	9 litre foam
	Canteen	9 litre foam
	Under stairs	2 x 1kg powder

Water additive fire extinguishers are best used for:
Class A fires, wood, paper , material, cloth

Carbon Dioxide Extinguishers CO2s are designed for Class B and C (flammable liquid and electrical) fires only.

Fire blankets are made of fire-resistant materials. They are particularly useful for smothering fat pan fires or for wrapping around a person whose clothing is on fire.

Powder extinguishers are suitable for Class A (paper wood textiles), B (flammable liquids, petrol, paints etc) & C (flammable gases, propane and butane) fires. They can also be used effectively on electrical fires

Foam spray extinguishers, (AFFF Aqueous Film Forming Foam), are ideal for multi risk situations where both Class A (paper, wood and textiles) and Class B (flammable liquids) are likely to be found. Foam spray extinguishers are especially suitable for Class B fire involving flammable liquids such as oils, spirits, fats and certain plastics.

3.2 Escape Routes

Rating Office and Secure Store:	Leave building via escape door in rating office.
Administration Office:	Leave through reception and front doors.
Reception:	Through front doors.
Operations Managers Office:	Either through escape door in stair well. OR through Supervisors Office and into fitting shop escape door.
Supervisor's Office	Through door into workshop and through emergency door .
Chief Executive Office:	Down stairs and leave through emergency door.
Finance Officer's Office:	Down stairs and leave through emergency door.
Engineering Department:	Along corridor, down stairs and leave through emergency door.

Board Room:	Into corridor, down stairs and outside via emergency door.
Workshop	Through main door or exit door to south side of building.
Main Storage Area	Through main door onto south side of building, or through fire exit doors on side or rear of the building.

3.3 Assembly Point

The assembly point for evacuees from the office is in the car park in front of the office building.

The assembly point for evacuees from the workshop and general store is on the south side of the building.

4. Fire Risks

4.1 Main Risks

Office	Electrical Equipment Gas Boiler Electrical appliances in kitchen Air Conditioning units
Workshop	Welding Equipment Gas Boiler Grinder Power Tools Batteries Oils
Store Area	Stored Materials (paint, timber etc) Parked equipment Waste materials
External Storage areas	Diesel Tanks

5. RISK ANALYSIS

5.1 Office

5.1.1 Electrical Equipment

Risk: Computers could short circuit or fail and catch fire.

Consequence: Fire spreading to furniture

How risk managed: Review equipment before end of life.
Renew any faulty equipment.
Modern electrical system.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Satisfactory

5.1.2 Gas Boiler

Risk: Boiler catching fire.

Consequence: Fire in kitchen.

How risk is managed: Annual servicing of boiler.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Satisfactory

5.2 Workshop

5.2.1 Welding and Cutting Equipment

Risk: Sparks causing fire.

Consequence: Fire in combustible material.

How risk is managed: Partitions round welding area.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Satisfactory

5.2.2 Electrical Equipment

Risk: Grinders or other equipment could catch fire.

Consequence: Fire spreading to machinery

How risk managed: Review equipment before end of life.
Renew any faulty equipment.
Regular testing.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Satisfactory

5.3 General Store

5.3.1 Machinery

Risk: Machinery short circuits causing fire.

Consequence: Fire spreading

How risk managed: Review equipment before end of life.
Renew any faulty equipment.
Regular testing.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Satisfactory



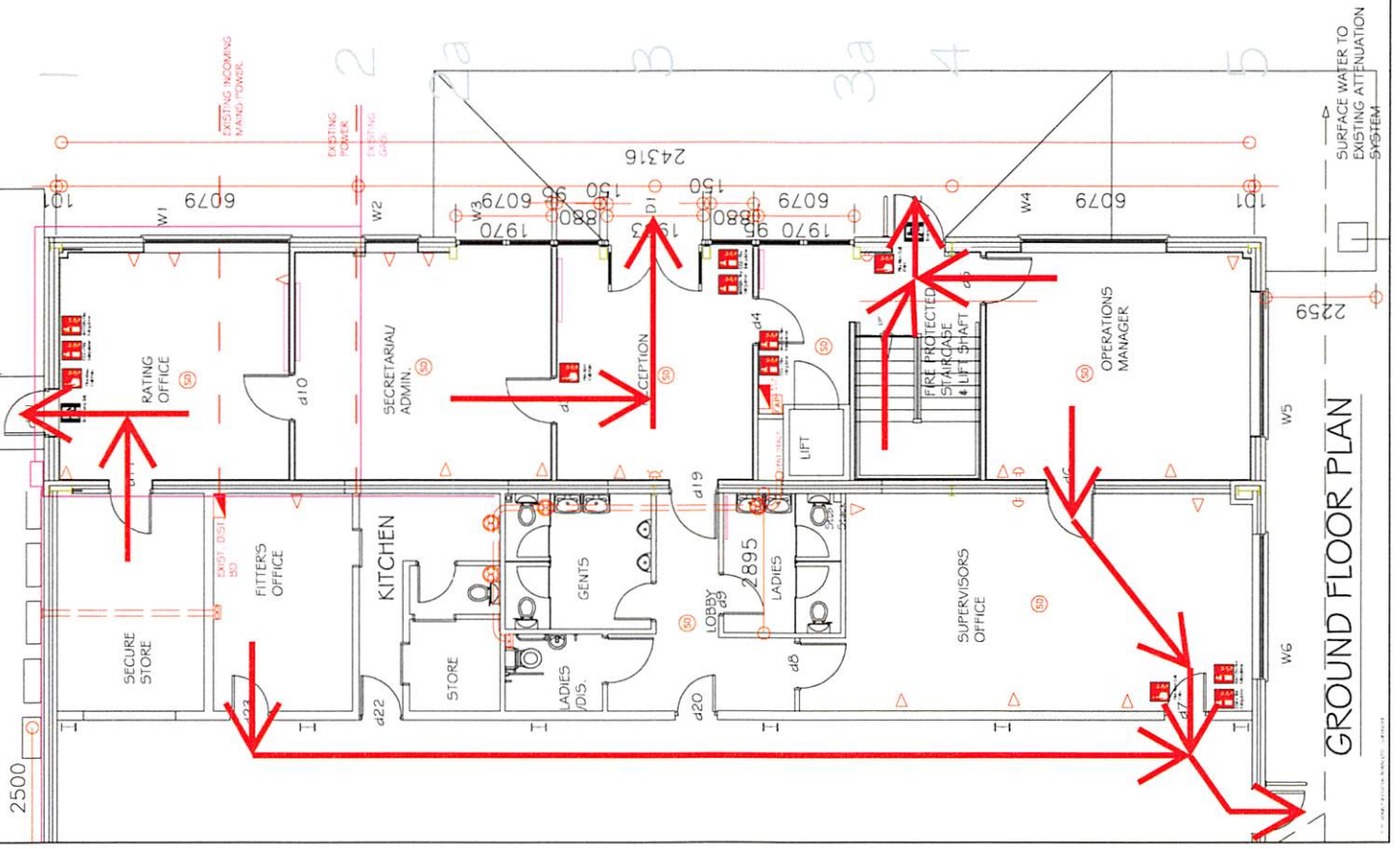
Legend - Power

- A single power supply fusible spur above socket (standard height wall sockets)
- 3 module floor boxes connect with power and data cables at 1000 points
- ceiling extractor fan
- wall mounted extractor fan
- disables alarm
- alarm panel
- fire alarm panel
- smoke detector
- heat detector
- doorbell
- doorbell
- Screed floor duct 63mm deep
- 3 compartment cable tray
- alarm call point
- shaver point
- coffee machine
- Projector HDMI connection
- Electrical point for hanging drier
- Telephone point
- Local connection

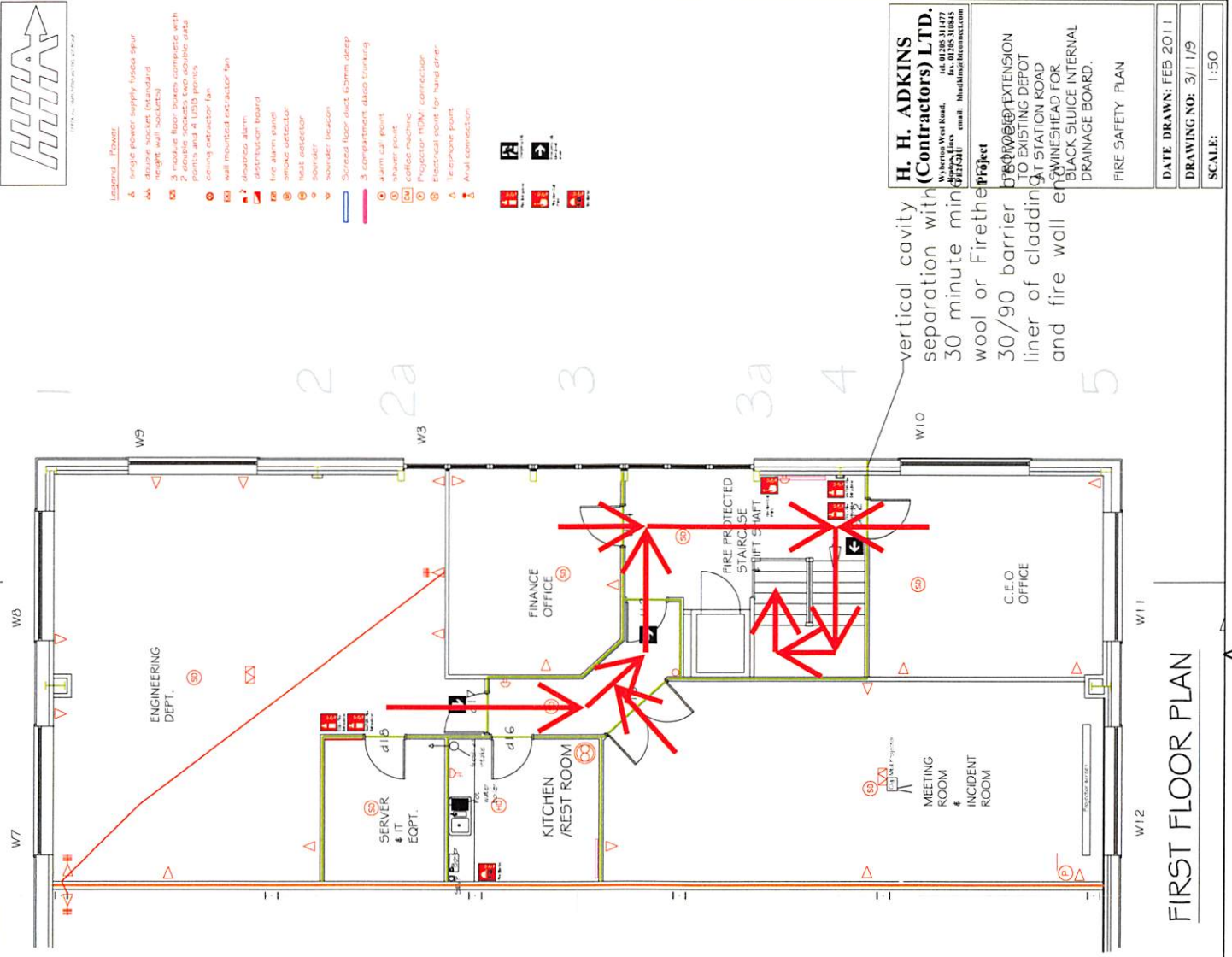
H. H. ADKINS (Contractors) LTD.
 150 Station Road, Wineshead, Cheshire, WA14 8JH
 Tel: 01256 31845 Fax: 01256 31845
 Email: hhadkins@btconnect.com

Project
 Extension to existing depot at Station Road Wineshead for Black Sluice Internal Drainage Board.
 FIRE SAFETY PLAN

DATE DRAWN: FEB 2011
DRAWING NO: 3/11/9
SCALE: 1:50



GROUND FLOOR PLAN



FIRST FLOOR PLAN

vertical cavity fire separation with 30 minute minimum wool or Firethor 30/90 barrier to existing depot at Station Road and fire wall extension at Wineshead for Black Sluice Internal Drainage Board.

Black Sluice Internal Drainage Board

Risk Management Strategy

Risk Management Policy

Risk Analysis

Red = Changes to policy

Green = Notes to be deleted from policy

Updated	10 th April 2015
Board Approved	
Due for Review	

Contents

1. Purpose, Aims & Objectives
2. Accountabilities, Roles & Reporting Lines
3. Skills & Expertise
4. Embedding Risk Management
5. Risk and the Decision Making Processes
6. Supporting Innovation & Improvement

Appendices

- A – Risk Management Strategy Statement
- B – Risk Management Policy Document
- C – Risk Analysis
- D – Risk Register

Risk Management Strategy

1. Purpose, Aims and Objectives

1.1 The purpose of the Boards **Risk Management Strategy** is to effectively manage potential opportunities and threats to the Board achieving its objectives. See attached **Risk Management Policy Statement**, Appendix A.

1.2 The Boards **Risk Management Strategy** has the following aims and objectives;

- Integration of Risk Management into the culture of the Board
- Raising awareness of the need for Risk Management by all those connected with the delivery of services (including partners)
- Enabling the Board to anticipate and respond to changing social, environmental and legislative conditions
- Minimisation of injury, damage, loss and inconvenience to staff, members of the public, service users, assets etc. arising from or connected with the delivery of the Board services
- Introduction of a robust framework and procedures for identification, analysis, assessment and management of risk, and the reporting and recording of events, based on best practice
- Minimisation of the cost of risk

1.3 To achieve these aims and objectives, the following strategy is proposed;

- Establish clear accountabilities, roles and reporting lines for all employees
- Acquire and develop the necessary skills and expertise
- Provide for risk assessment in all decision making processes of the Board
- Develop a resource allocation framework to allocate (target) resources for risk management
- Develop procedures and guidelines for use across the Board
- Develop arrangements to measure performance of Risk Management activities against the aims and objectives
- To make all partners and service providers aware of the Boards' expectations on risk, both generally as set out in its Risk Management Policy and where necessary in particular areas of the Boards' operations.

1.4 The Black Sluice Internal Drainage Board has adopted the Audit Commission definition of Risk:

'Risk is the threat that an event or action will adversely affect the organisation's ability to achieve its objectives and to successfully execute its strategies'.

2. Accountabilities, Roles and Reporting Lines

2.1 A framework has been implemented that has addressed the following issues:

- The different types of risk – Strategic and Operational
- Where it should be managed
- Roles and accountabilities for all staff.
- The need to drive the policy throughout the Board
- Prompt reporting of accidents, losses, changes etc.

2.2 In many cases, risk management follows existing service management arrangements.

2.3 Strategic risk is best managed by the Board.

2.4 The Board's Chief Executive will be responsible for the Boards overall risk management strategy, and will report directly to the Board.

2.5 The Board's Chief Executive will be responsible for the Boards overall Health and Safety policy and will report to the Board.

2.6 It is envisaged that the development of a risk management strategy will encourage ownership of risk and will allow for easier monitoring and reporting on remedial actions / controls.

3. Skills and Expertise

3.1 Having established roles and responsibilities for risk management, the Board must ensure that it has the skills and expertise necessary. It will achieve this by providing Risk Management Training for Employees and Board Members, where appropriate providing awareness courses that address the individual needs of both the manual workforce and office staff.

3.2 Training will focus on best practice in risk management, and awareness will also focus on specific risks in areas such as the following:

- Partnership working
- Project management
- Operation of Board vehicles and equipment
- Manual labour tasks e.g. Health and Safety issues

4. Embedding Risk Management

Risk management is an important part of the service planning process. This will enable both strategic and operational risk, as well as the accumulation of risks from a number of areas to be properly considered. Over time the Board aims to be able to demonstrate that there is a fully embedded process.

This strategy and the information contained within the appendices provides a framework to be used by all levels of staff and Members in the implementation of risk management as an integral part of good management.

5. Risks and the Decision Making Process

- 5.1 Risk needs to be addressed at the point at which decisions are being taken. Where Members and Officers are asked to make decisions they should be advised of the risks associated with recommendations being made. The training described in the preceding section will enable this to happen.
- 5.2 The Board will need to demonstrate that it took reasonable steps to consider the risks involved in a decision.
- 5.3 There needs to be a balance struck between efficiency of the decision making process and the need to address risk. Risk assessment is seen to be particularly valuable in options appraisal. All significant decision reports to the Board (including new and amended policies and strategies) should include an assessment of risk to demonstrate that risks (both threats and opportunities) have been addressed.
- 5.4 This process does not guarantee that decisions will always be right but it will demonstrate that the risks have been considered and the evidence will support this.

6. Supporting Innovation and Improvement

- 6.1 Managers have been made aware that there are a number of tools that can be used to help identify potential risks:
 - Workshops.
 - Scenario planning.
 - Analysing past claims and other losses.
 - Analysing past corporate incidents/failures.
 - Health & safety inspections.
 - Induction training.
 - Performance Review & Development interviews.
 - Staff and customer feedback.
- 6.2 Having identified areas of potential risk, they must be analysed by:
 - An assessment of impact.
 - An assessment of likelihood.

This is to be done by recording the results using the risk matrix below:

RISK ASSESSMENT MATRIX

↑ Likelihood of occurrence ↓	HIGH	Low Impact High Likelihood 3	Medium Impact High Likelihood 6	High Impact High Likelihood 9
	MEDIUM	Low Impact Medium Likelihood 2	Medium Impact Medium Likelihood 4	High Impact Medium Likelihood 6
	LOW	Low Impact Low Likelihood 1	Medium Impact Low Likelihood 2	High Impact Low Likelihood 3
		LOW	MEDIUM	HIGH
		← Impact on the Business →		

The high, medium and low categories for impact and likelihood are defined as follows:

IMPACT

- *High* – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000). Major service disruption (+ 5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- *Medium* – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- *Low* – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

LIKELIHOOD

High	Very likely to happen	Matrix score 3
Medium	Likely to happen infrequently and difficult to predict	Matrix score 2
Low	Most unlikely to happen	Matrix score 1

7. **Risk Control**

7.1 Using the risk matrix produces a risk rating score that will enable risks to be prioritised using one or more of the “four T’s”

Tolerate	Score ≤ 2	Accept the risk
Treat	Score 3 to 5	If possible take cost effective in-house actions to reduce the risk.
Transfer	Score 6 to 8	Let someone else take the risk (eg by Insurance or passing responsibility for the risk to a contractor).
Terminate	Score 9	Agree that the risk is too high and do not proceed with the project or activity.

7.2 Risk assessment and risk matrices provide a powerful and easy to use tool for the identification, assessment and control of business risk. It enables managers to consider the whole range of categories of risk affecting a business activity. The technique can assist in the prioritisation of risks and decisions on allocation of resources. Decisions can then be made concerning the adequacy of existing control measures and the need for further action. It can be directed at the business activity as a whole or on individual departments/sections/functions or indeed projects.

8. **Supporting Innovation and Improvement**

8.1 Risk Management will be incorporated into the business planning process for the Board with a risk assessment of all business aims being undertaken as part of the annual Estimates process.

8.2 The Board’s internal auditor will have a role in reviewing the effectiveness of control measures that have been put in place to ensure that risk management measures are working.

RISK MANAGEMENT STRATEGY STATEMENT

The Board believes that risk is a feature of all businesses. Some risks will always exist and can never be eliminated: they therefore need to be appropriately managed.

The Board recognises that it has a responsibility to manage hazards and risks and supports a structured and focused approach to managing them by approval each year of a Risk Management Strategy.

In this way the Board will improve its ability to achieve its strategic objectives and enhance the value of services it provides to the community.

The Boards Risk Management objectives are to:

- Embed risk management into the culture and operations of the Board
- Adopt a systematic approach to risk management as an integral part of service planning and performance management
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Ensure all employees have clear responsibility for both the ownership and cost of risk and the tools to effectively reduce / control it

These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines within the organisation for risk management
- Incorporating risk management in the Board's decision making and operational management processes
- Reinforcing the importance of effective risk management through training
- Incorporating risk management considerations into Service / Business Planning, Project Management, Partnerships & Procurement Processes
- Monitoring risk management arrangements on a regular basis

The benefits of Risk Management include:

- Safer environment for all
- Improved public relations and reputation for the organisation
- Improved efficiency within the organisation
- Protect employees and others from harm
- Reduction in probability / size of uninsured or uninsurable losses
- Competitive Insurance Premiums (as insurers recognise the Board as being a "low risk")
- Maximise efficient use of available resources.

RISK MANAGEMENT POLICY DOCUMENT

In all types of undertaking, there is the potential for events and consequences that may either be opportunities for benefit or threats to success. Internal Drainage Boards are no different and risk management is increasingly recognised as being central to their strategic management. It is a process whereby Internal Drainage Boards methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take steps to avoid this or successfully manage the consequences.

Risk management is not just about financial management; it is about achieving the objectives of the organisation to deliver high quality public services.

The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets, and, eventually, the level of the drainage rates.

Internal Drainage Boards need to keep under review and, if need be, strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to ratepayers. The Board already looks at risk as part of their day to day activities but there is now a need to look at, adapt, improve where necessary and document existing processes.

The importance of looking afresh at risk comes in the wake of a more demanding society, bold initiatives and more challenge when things go wrong. It also arises because of the significant changes taking place as a result of the Defra IDB Review and a letter received from Richard Benyon MP in 2012, further details can be found in the 2013/14 business plan. Internal Drainage Boards currently face pressures that potentially give rise to a range of new and complex risks and which suggest that risk management is more important now than at any other time.

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, the members should, at least once each year:

- a) take steps to identify and update key risks facing the Board;
- b) evaluate the potential consequences to the Board if an event identified as a risk takes place; and
- c) decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

This Risk Management Policy document is designed to be a living document which will be continually updated when new risks are identified or when existing risks change.

The assessment of potential impact will be classified as high, medium or low. At the same time it will assess how likely a risk is to occur and this will enable the Board to decide which risks it should pay most attention to when considering what measures to take to manage the risks.

After identifying and evaluating risks the responsible officer will need to decide upon appropriate measures to take in order to avoid, reduce or control the risks or their consequence.

RISK ANALYSIS**1. TO PROVIDE AND MAINTAIN STANDARDS OF NEEDS BASED SUSTAINABLE FLOOD PROTECTION****1.1 Risk of Being Unable to Prevent Flooding to Property or land**

The Board's main objective is to provide satisfactory water level management within the Board's area.

Flooding could occur in the following ways:

- From failure of coastal defences which are maintained by EA
- From EA Watercourses
- From IDB watercourses
- From riparian watercourses
- From sewers maintained by other authorities
- From surface water

(a) Coastal or Fluvial flooding from failure or overtopping of defences

Consequence: Land and Properties could be subjected to flooding and IDB Pumping Stations could be required to deal with **Substantial** additional flows.

How risk is managed: Board works with **lead** local flood authority.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
HIGH	LOW	3	Continue above activities

(b) Flooding from failure of IDB pumping stations or excess rainfall

Consequence: Land and Properties could be subjected to flooding and IDB Pumping Stations could be required to deal with **Substantial** additional flows.

How risk is managed: Board works with **lead** local flood authority.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
HIGH	LOW	3	Continue above activities

(c) Flooding from Sewers or riparian watercourses

Consequence: Small areas of land and maybe some properties could be subjected to flooding.

How risk is managed: Board works with **lead** local flood authority

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

1.2 Risk of Loss of Electrical Supply

The Board relies on electrical power for all pumping stations. Loss of supply could be encountered for a number of reasons in the future.

Consequence: Pumping stations would fail to operate
Office and Depot would be unable to function
Telemetry system fails to operate

How risk is managed: Dual drive gearboxes installed at pumping stations to enable pumps to be operated by a tractor.

Large pumping stations have generator connections but the Board would have to hire in generators which may be in short supply.

UPS system fitted to telemetry computer and Mains server.

Further Work Consider a UPS system for the main server. (Remove as done. Need to test)

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
HIGH	LOW	3	Continue above activities

1.3 Risk of Pumps failing to operate

Consequence: High water levels and possible flooding.
Extra expenditure on pumping station maintenance

How risk is managed: Pumping engineer checks at regular intervals
Refurbishment of plant has been carried out
Continued investment planned for pumping stations over next **Ten** years.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
HIGH	LOW	3	Continue above activities

1.4 Risk of Watercourses being unable to convey water

Consequence: High water levels and possible flooding.
Extra expenditure on drain maintenance

How risk is managed: Asset conditions are shown on a database
 All watercourses are cleared of weed growth once each year.
 All watercourses are desilted on a regular basis.
 Board regularly check and clear out culverts.

Further work: Continue to review asset conditions in asset database.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

1.5 Risk of Operating machinery to maintain watercourses

The Board operates excavators and tractor mounted machines to remove weed growth and silt from watercourses. There are risks in operating this machinery.

Risk: Hitting overhead electrical services
 Hitting underground electrical services
 Machines falling into watercourse
 Parts of machine hitting people or other vehicles

Consequence: Damage to Third parties.
 Damage to vehicles
 Injury to staff

How risk is managed: Machinery is regularly serviced
 Machinery is checked twice each year by a qualified engineer
 Health and Safety Policy, reported annually to the Board
 Health and Safety Consultant employed
 All drivers are suitably trained
 All drivers are provided with the required safety equipment
 All machinery is insured by the Board

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

1.6 Risk of Claims from Third Parties for damage to property or injury

Risk: The Board could cause damage to property or injury due to their actions

Consequence: Loss of income
 Extra work for staff

How risk is managed: The Board has adequate insurance.
 The Board train staff to undertake works safely.
 Risk assessments are carried out.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

1.7 Risk of Loss of Senior Staff

Consequence: Inability to operate efficiently

How risk is managed: Hire in temporary staff from Agencies or other local Drainage Boards.
Formalised arrangements to share staff from other drainage boards.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

1.8 Insufficient Finance to Carry Out Works

Consequence: Watercourses not maintained in satisfactory condition.
Pumping Stations more at risk of failure.
Increased risk of poor drainage and flooding.

How risk is managed: **Ten** year budget to ensure adequate funding.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

1.9 Reduction in Staff Performance

Consequence: Reduced standards of maintenance.

How risk is managed: Appraisal system.
Management systems.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

1.10 Insufficient Staff Resources

Consequence: Reduced standards of maintenance.
Reduced value for money.

How risk is managed: Review by senior management.
Reports to Executive Committee.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

2. **TO CONSERVE AND ENHANCE THE ENVIRONMENT WHEREVER PRACTICAL AND POSSIBLE TO ENSURE THERE IS NO NET LOSS OF BIODIVERSITY**

2.1 **Risk of Prosecution for not Adhering to Environmental Legislation**

The Board have responsibilities to promote nature conservation and the environment

Consequence: Prosecution for damage to habitat
Injury or death of fish, birds or mammals

How risk is managed: Board employs an environmental consultant for reports and advice
Workforce are trained in environmental matters
Working within the restraints of the Board's Biodiversity Action Plan.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

2.2 **Non Delivery of Objectives**

Consequence: Biodiversity Action Plan not complied with.
How risk is managed: Projects included in capital plan.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
LOW	MEDIUM	2	Continue above activities

3. **TO PROVIDE A 24 HOUR/365 DAY EMERGENCY RESPONSE FOR THE COMMUNITY**

3.1 **Emergency Plan Inadequate or not up to date**

Consequence: Difficulties in emergency situation.
How risk is managed: Regular review of plan.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
LOW	LOW	1	Continue regular reviews

3.2 Insufficient Resources

Consequence: Inability to provide adequate response.
 How risk is managed: Shared resources with neighbouring Boards.
 Use local farmer’s resources.
 Review sources available.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue to review resources

3.3 Risk of Critical Incident Loss of Office

Consequence: Risk of an incident preventing the use of anything at the offices.

How risk is managed: Insurance for Additional Cost of Working
 Look into establishing alternative arrangements
 Possibility of Witham Fourth Offices

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
HIGH	LOW	3	Continue above activities

4. TO PROVIDE A SAFE AND FULFILLING WORKING ENVIRONMENT FOR STAFF

4.1 Risk of Injury to Staff and Subsequent Claims and Losses

Consequence: Injury to staff.
 Claims for losses
 Senior staff liable under Corporate manslaughter Legislation

How risk is managed: Health and Safety Policy, reported annually to the Board
 Health and Safety Consultant employed
 Staff are trained for the duties that they are required to perform
 Risk assessments are carried out for all activities.
 The Board has suitable insurance cover against all risks.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

4.2 Risk of not complying with Health & Safety Legislation

If Health & Safety legislation is not complied with there is a risk of work being stopped and officers being prosecuted.

Consequence: Fines and serious delays in work programme.

How risk is managed: A health and safety consultant is employed to advise on policy and to check Health & Safety risk assessments.
Board Health & Safety policy is developed under their guidance.
Regular training of all staff.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
HIGH	LOW	3	Continue above activities

5. TO MAINTAIN FINANCIAL RECORDS THAT ARE CORRECT AND COMPLY WITH ALL RECOMMENDED ACCOUNTING PRACTICE

5.1 Risk of Loss of Cash

Very little cash collected at office

Consequence: Loss of income

How risk is managed: Money placed in safe and banked as soon as possible
The Board has adequate insurance

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
LOW	LOW	1	Continue above activities

5.2 Risk of Loss of Money invested in Building Societies & Banks

Consequence: Loss of income

How risk is managed: Money is placed with known Building Societies and banks on the FCA Register.
A maximum of £300,000 is invested in each organisation as per the Investment Policy.
The Executive Committee of the Board reviews the investments on a regular basis.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

5.3 Risk of Fraud by Senior Officers

Consequence: Loss of money

How risk is managed: Two Officers always have to sign each mandate for a transaction.
All transactions are approved by the Board
The Board has adequate insurance.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
LOW	LOW	1	Continue above activities

5.4 Deleted as duplicate of 3.3

5.4 Risk of Inadequacy of Internal Checks

Consequence: Risk of **incorrect payments being made.**

How risk is managed: **All items resulting in payments being made by the Board are checked before being processed.**
All Payments made through the Board's Bank Accounts are authorised by two authorised signatories as per the Financial Regulations.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

6. TO ENSURE THAT ALL ACTIONS TAKEN BY THE BOARD COMPLY WITH ALL CURRENT UK AND EU LEGISLATION

6.1 Risks to Board Members

There are 21 Board Members who make decisions on the operation of the Board

Risk: Board Members make decisions that involve the Board in extra expense.

Consequence: Liability of Board Members

How risk is managed: The Board has adequate insurance.
Qualified and experienced staff advise the Board

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
LOW	LOW	1	Continue above activities

6.2 Risk of not complying with all Employment Regulations and Laws

There is a risk that the Board may not comply with all regulations and laws.

Consequence: Claims against the Board.
 How risk is managed: Insurance
 Advice from consultants and solicitors and the industry
 Finance **Manager** has regular training in employment law

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

7. A COST EFFICIENT IDB THAT PROVIDES VALUE FOR MONEY SERVICE

7.1 Risk of Collecting insufficient Income to Fund Expenditure

Consequence: Inability to pay staff and creditors
 Inability to maintain drains and pumping stations in a satisfactory condition

How risk is managed: Monthly finance reports sent to Members of Executive Committee
 Reports to Board Meetings
 Cash flow forecasting by Finance **Manager**

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
LOW	LOW	1	Continue above activities

7.2 IDB abolished or taken over

Consequence: Loss of direction from local members.

How risk is managed: Association of Drainage Authorities lobbies on behalf of IDB's.
 Regular dialogue with local MP's

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
LOW	LOW	1	Continue above activities

8. INFORMATION TECHNOLOGY & COMMUNICATIONS

8.1 Risk of Loss of Telemetry

Consequence: If the telemetry fails then it will be more difficult to manage the pumping stations.

How risk is managed: Continual review of hardware and software
 Back up computers
 Pump Engineer's experience
 Workmen already assigned to pumping stations can be sent to check on conditions
 High Capacity UPS (Battery Backup) in place in case of power cut

Further Work: Continue to maintain trained staff to monitor telemetry.
 UPS (Battery Backup) on Communications Cabinet to maintain remote access. (Remove as done. Need to test)

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

8.2 Risk of Loss of Telephone Communications

Consequence: Inability to communicate decisions

How risk is managed: All staff have mobile telephones
 The Board has an operational two way radio system
 4 Digital & 3 Analog lines on site
UPS (Battery Backup) on Communications Cabinet.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
LOW	LOW	1	Continue above activities

8.3 Risk of Loss of Internet Connections

Consequence: Unable to remotely connect to office and Telemetry resulting in Employee having to be on site in an event.
 Unable to make bank payments
 Unable to access information on internet

How risk is managed: Two **Fibre** Broadband internet lines into office
 Satellite broadband added to increase resilience (Remove, Didn't work.)

Further Work: UPS (Battery Backup) on Communications Cabinet.(Remove as done. Need to test)

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

8.4 **Risk of Network Failure**

Consequence: All computers and information inaccessible
How risk is managed: Proactive IT Maintenance Contract with external consultants
4 hour response for server or Network failure
Staff with limited training and remote support

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
HIGH	LOW	3	Continue above activities

8.5 **Risk of Cyber Attack**

Consequence: All computers and information inaccessible
Risk of Data Protection Breach
Security of Information (Keylogger)
How risk is managed: Proactive IT Maintenance Contract with external consultants
4 hour response for server or Network failure
Staff with limited training and remote support
Further Work: Staff Training
Unified Threat Management system installed and subscription maintained

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
HIGH	MEDIUM	6	Continue above activities

At Risk Level of 6 we are supposed to transfer the responsibility of the risk but not sure this is possible. Can the Impact of Likelihood be reduced?

8.6 **Risk of Network Security Breach**

Consequence: Unauthorised access to the Network and information stored on the network
How risk is managed: Hard Firewall installed to prevent unauthorised access to network
Further Work: Unified Threat Management system to be installed and subscription maintained

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

8.7 Risk of Virus being introduced to Network

Consequence: Malicious damage to hardware and information by various types of virus

How risk is managed: Sophos Antivirus installed on all servers and desktop computers and managed centrally
Hard Firewall installed to prevent unauthorised person introducing virus
Emails filtered off site by Message defence to reduce likelihood of malicious attachments

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

8.8 Risk of Loss of Accounting Records

All of the Board's records are retained on the main server in the communications room

Consequence: Inability to pay staff
Inability to pay creditors
Difficulty in finalising accounts

How risk is managed: Records backed up each day
Insurance for loss of business
Computer systems are regularly reviewed by trained staff and external IT consultants.
Volume Shadow software copies back up every six hours
A system recovery drive has been installed in case of catastrophic failure of server or the network.
Back up tape is taken off site out of office hours

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

8.9 Risk of Loss of Rating Records

All of the Board's records are retained on the main server in the communications room

Consequence: Inability to check who has paid rates
Loss of income
Loss of records of occupiers of land

How risk is managed: Records backed up each day
Insurance for loss of business
Volume Shadow software copies back up every six hours
Computer systems are regularly reviewed by trained staff and by external IT consultants
Back up tape is taken off site out of office hours

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Continue above activities

Black Sluice Internal Drainage Board

Policy No: 05

Investment Strategy Policy

Review Dates:

Original Issue	
Board Approved	
Due for Review	

1. Introduction

- 1.1 Black Sluice Internal Drainage Board (the Board) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the local ratepayers. This has acquired even greater importance in the light of the credit crunch during 2008-09 and consideration of the risk involved is a major element to be considered.
- 1.2 This strategy complies with the arrangements set out in the Department of Communities and Local Government (formerly Office of the Deputy Prime Minister) Guidance on Local Government Investments 2004 and the Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of Section 15 (1)(a) of the Local Government Act 2003.

2. Investment Objectives

- 2.1 In accordance with Section 15 (1)(a) of the Local Government Act 2003, the Board will have regard (a) to such guidance as Government Ministers may issue from time to time and (b) to such other guidance as Government Ministers may by regulations specify.
- 2.2 The Board's investment priorities are the security of reserves and liquidity of its investments.
- 2.3 The Board will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity and be consistent with avoiding any major risks.
- 2.4 All investments will be made in sterling.



BLACK SLUICE INTERNAL DRAINAGE BOARD

Policy for Work with Asbestos

All types of asbestos are dangerous. Asbestos is made up of thin fibres that cannot be seen with the naked eye but can be breathed in. The fibres can become stuck in the lungs causing scars that stop the lungs working properly (asbestosis), or cause cancer. The main types of cancer caused by asbestos are cancer of the lung and cancer of the lining of the lung (mesothelioma). These diseases can take from 15 to 60 years to develop and there is no cure.

Anyone who disturbs asbestos containing materials, for example, by working on them or near them, may be at risk of exposure. The Control of Asbestos Regulations 2012 places responsibilities on employers to manage work with asbestos containing materials.

Employers Responsibilities

1. Must not undertake any work that exposes employees to asbestos unless a suitable and sufficient assessment has been carried out to identify whether asbestos is, or is liable to be present, of what type and in what condition;
2. Must make a suitable and sufficient assessment of the risks to employee health from any asbestos work and record the findings. The assessment should be reviewed regularly;
3. Must determine whether the work requires a license, is notifiable non licensed work or is non licensed work;
4. Must only undertake work they are licensed or competent to do;
5. Must prepare a written plan for any asbestos work detailing how the work is to be carried out. A copy of the plan must be kept at the workplace;
6. Must not undertake any work unless notified to the enforcing authority in writing (for licensed and notifiable non licensed work);
7. Must ensure that adequate information, instruction and training is given to employees who are liable to be exposed to asbestos and those who supervise asbestos work;
8. Must prevent or reduce exposure of employees to asbestos so far as is reasonably practicable, ensuring that control measures are maintained in an efficient state, in efficient working order and good repair;
9. Must, provide adequate and suitable protective clothing and ensure that such clothing is disposed of as asbestos waste or adequately cleaned at suitable intervals;
10. Must protect the health of employees from an accident, incident or emergency;
11. Must prevent, or where this is not reasonably practicable, reduce to the lowest level reasonably practicable, the spread of asbestos from any workplace and ensure that the workplace, and any plant used is kept in a clean state;
12. Must designate asbestos areas and respirator zones as appropriate during asbestos work;
13. Must monitor the exposure of employees to asbestos fibres present in air at regular intervals and when a change occurs (exemptions apply). In addition, must monitor for site clearance certification. Records are to be kept;
14. Must ensure that a health record for each employee, undertaking licensable work, is maintained and kept for 40 years. Medical surveillance is required by a relevant doctor at intervals not exceeding 2 years;
15. Must ensure that, on or before 30 April 2015, a health record for each employee, undertaking notifiable non licensed work, is maintained and kept for 40 years. After 1 May 2015, medical surveillance is required by a relevant doctor at intervals not exceeding 3 years;
16. Must provide adequate washing and changing facilities; and
17. Must ensure the appropriate storage, distribution and labeling of asbestos waste.

Employee Responsibilities

1. Must co-operate with arrangements for work with asbestos, in particular using any control measures, including dust suppression/extraction and personal protective equipment;
2. Must follow carefully all procedures in the plan of work and keep the workplace clean;
3. Must eat and drink only in the places provided; and
4. Must report any defects or shortcomings in arrangements, and particularly in control measures, to your Supervisor/Manager immediately.

Authorised by: _____

Date _____

Print Name: _____



BLACK SLUICE INTERNAL DRAINAGE BOARD

Policy for the Control of Noise at Work

Working in a noisy environment may result in the ill health of employees, which include the following:

- Temporary or permanent damage to hearing, including noise induced hearing loss;
- Fatigue and stress;
- Tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition that can lead to disturbed sleep.

All of the above may result in lower than normal performance in the workplace and so in addition to preventing ill health there are real commercial benefits to be obtained from a noise control programme.

The purpose of this policy is to state the responsibilities for noise control at work, such that any ill health risks are eliminated or reduced to as low a level as is reasonably practicable.

Manager Responsibilities

1. You must ensure that all noise hazards within your area of control are identified. In addition you must estimate, and where necessary measure, the likely exposure.
2. You must identify relevant control measures and record you findings in an action plan. The aim is to protect your employees by eliminating or reducing risks using good practice and ensuring that no legal limits are exceeded
3. You must provide hearing protection for those at risk (having already given consideration to other means of noise control) as well as providing and managing hearing protection zones.
4. You must consult workers, and/or their representatives and allow their participation and provide information, instruction and training about the noise risk to employees, control measures in place, the hearing protection provided and safe working practices. You must provide health surveillance (hearing checks) for those at risk and use the results to review controls and further protect individuals.
6. You must maintain any noise-control equipment and hearing protection, and ensure that anything supplied is fully and properly used.
7. You must review the arrangements for control of noise at work whenever there is a change to a work practice, a change in noise exposure or new ways are uncovered to reduce risks.

Employee Responsibilities

1. You must co-operate with the arrangements for the control of noise at work, including attending for hearing checks.
2. You must use the noise control measures provided and report any defects.
3. You must make full and proper use of the hearing protection provided, especially where its use is mandatory.

Authorised by: _____

Date: _____

Print Name: _____



BLACK SLUICE INTERNAL DRAINAGE BOARD

Policy for First Aid and Accident Reporting Policy

Under the Health and Safety (First Aid) Regulations 1981, all businesses must have appropriate means for enabling first aid at work. Following any such accident there is a requirement for the employee to report accident details to the employer. The employer then has duties to investigate and to notify the accident to the enforcing authorities where appropriate. The purpose of this policy therefore is to state who is responsible and what they must do in order to ensure adequate First Aid provision and Accident Reporting.

Manager responsibilities

1. You are responsible for ensuring that an ambulance or other professional help is summoned as soon as possible by the most appropriate means or other arrangements are made, as necessary.
2. You are responsible for ensuring that you have an adequate number of First Aid Personnel in your area, and the number of First Aid Personnel is monitored and reviewed. See Note⁽¹⁾.
3. You are responsible for ensuring that there are an adequate number of first aid boxes in the workplace, and that they are suitably stocked, and properly identified. See Note⁽¹⁾.
4. You are responsible for providing means for the accident to be recorded and to check that the accident details are a full and correct account of the accident. See Note⁽¹⁾.
5. You are responsible for following up accidents and ensuring that any remedial actions, where required, are carried out, to prevent recurrence.
6. You are responsible for ensuring that the Incident Contact Centre are notified where appropriate using the correct reporting method.
7. You are responsible for monitoring and reviewing accidents for your area and the Policy for First Aid and Accident Reporting.

Employee Responsibilities

1. You are responsible for advising management of all accidents. When you are injured at work, the law says that you must tell your employer as soon as possible. You do this by ensuring that details of the accident are recorded in the Accident Book.
2. You are reminded of your responsibilities to look after your own safety and the safety of others who may be affected by your acts or omissions, to use work equipment and personal protective equipment correctly, and not to misuse any item of equipment. If an accident does occur report it to your Manager immediately.

Note⁽¹⁾

Details of First Aid Personnel, First Aid Box(es) and Accident Book(s) are to be found on the Summary of First Aid Provision Sheet which should be read in conjunction with this Policy.

Authorised by: _____

Date _____

Print Name: _____

Black Sluice Internal Drainage Board

Near Miss and Hazard Alert Report Form

Near Miss is an occurrence that has not resulted in any injury or damage, but easily could have done.

Hazard Alert is notification of unsafe plant, equipment, substances, procedures etc. or unsafe behaviour.

Drainage Board..... Date.....

Location of Near Miss Incident / Hazard.....

Brief description of Near Miss Incident / Hazard and any actions taken

.....
.....
.....

Your idea(s) to eliminate the problem

.....
.....

When was the Near Miss Incident / Hazard first identified?

Date..... Time.....

Reported by.....

*Please ensure that your Manager or Supervisor receives this information
Thank you for your support*

To be completed by Supervisor or Manager and handed to Office

Corrective Action taken.....

.....

Date of Action Taken..... Name.....

BLACK SLUICE INTERNAL DRAINAGE BOARD

Audit & Risk Committee - 10th April 2015

AGENDA ITEM No 7

Review of the Board Management Accounts

As part of the terms of reference for this committee under the heading of "Financial Reporting" it is the responsibility of the committee *"To review, and challenge where necessary, the actions and judgements of Officers in relation to the Boards financial statements and related formal statements."* It was agreed at the December Meeting that this would be achieved by reviewing the Management Accounts and Annual Financial Accounts at alternate meetings.

The full set of Management Accounts used by the management at Period 11 are included on the following pages:

1. Project Summary – Summarises all the work undertaken based on the areas of work, year to date, as is the standard practice in Public Accounts. Totals are compared to the
 - a. Budget set in the February prior to the financial year phased across twelve periods based on actuals from the previous financial year.
 - b. Forecast which is updated at the end of each quarter for what is expected to be the outcome at the end of the year.
 - c. The previous financial year actuals year to date.
2. Income and Expenditure Summary – A Summary by expense heading, year to date, as is conventionally used in commercial accounts. The comparison is based on Year to Date figures from the previous financial year.
3. Balance Sheet – Shows the overall situation of the Board at a set point in time. In this instance at the end of Period 11 which was 22nd February 2015.
4. Creditor and Debtors – This report is as at the time it was produced and not at the year end. This means that it varies from the figures on the balance sheet but it serves a purpose in identifying any problem areas.
5. Schemes Expenditure – This report helps us to monitor the progress being made on Capital works in the year including those funded by the Board and by Flood and Coastal Risk Management Grant in Aid.
6. Wages On-cost Reserve Analysis – As has been shown in the past few years, with efficiency savings being driven forward, the Wages on-cost reserve can get quite large and unruly if not monitored closely. This report enables that monitoring and is the most recent addition to the management reports. With a

turnover of over half a million pound a year it deserves to be closely monitored.

7. Rechargeable Summary – The Board undertakes works that vary in value from £20-£30 to £100,000 in any one year and it is important to ensure that all monies are recovered for the benefit of the ratepayers as a whole. This report allows us to see what costs have been incurred and to make sure they have been recovered.
8. Plant Account Analysis – The cost of the plant that is charged to the accounts is based on its actual usage and all the procurement, repairs and servicing are then charged to the reserve. The recharge rates are set at the beginning of the year and only changed if an issue is identified in the year.
9. Project Detailed Analysis – This is the detail behind the Project Summary report shown at 1. With the same comparisons being shown
10. Income and Expenditure Detail – This is the detail behind the report at 2. With the comparison being the same.

These reports are reviewed in detail at the Monthly management meeting and any problems identified and action taken as far as possible to ensure we work within the budgets set by the Board.

The reports shown at 1, 2 and 3 are also sent to the Executive committee by email each month with the latest accounts presented to the Board at each meeting.

The overall Management accounts are frequently amended to provide the information that the management believe will help us meet our targets and work with the restraints of the funding available and budgets set by the Board. Supplementary reports are also produced when required if a particular area requires further investigation and analysis.

Daniel Withnall
Finance Manager

Black Sluice Internal Drainage Board
Project Summary
2014/15
Period 11 - February 2015

	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	300	1,993,770	1,992,184	1,586	1,993,468	302	1,959,627	34,143
Interest & Grants	130	28,788	7,337	21,451	29,126	(338)	67,102	(38,314)
Other Income	759	229,570	219,897	9,673	229,266	304	17,900	211,670
Rechargeable Profit	204	11,964	0	11,964	11,761	203	58,698	(46,733)
Total Income	1,393	2,264,093	2,219,418	44,675	2,263,621	472	2,103,327	160,766
Schemes	13,284	105,643	102,418	(3,225)	124,645	19,002	126,951	21,308
Pumping Station Schemes	0	101,477	105,083	3,606	101,475	(2)	200,690	99,214
Pumping Station Maintenance	37,602	176,429	317,655	12,218	312,960	7,523	194,099	(15,040)
Electricity	26,569	129,007	317,655	12,218	312,960	7,523	96,297	7,019
Drain Maintenance	29,952	602,954	577,386	(25,568)	626,768	23,814	569,073	(33,881)
Environmental Schemes	237	13,346	24,943	11,597	18,527	5,181	13,708	363
Administration & Establishment	46,471	444,487	457,418	12,931	434,671	(9,816)	416,253	(28,234)
EA Precept	0	276,552	276,552	0	276,552	0	276,552	0
Total Expenditure	154,115	1,849,895	1,861,455	11,560	1,895,598	45,703	1,893,625	50,749
Surplus / (Deficit)	(152,722)	414,198	357,963	56,235	368,023	46,175	209,702	204,496
Movement on reserves								
Development Reserve	0	0	0	0	0	0	(0)	(0)
Plant Reserve	(8,368)	(119,568)	(114,898)	4,670	0	119,568	(126,607)	(7,039)
Wages oncost Reserve	4,304	40,219	0	(40,219)	0	(40,219)	(42,210)	(82,429)
Surplus / (Deficit)	(148,657)	493,547	472,861	91,784	368,023	(33,174)	378,519	293,964

Black Sluice Internal Drainage Board

Income & Expenditure Summary

2014/15

Period 11 - February 2015

	2014/15	2013/14	Variance
Drainage Rates	1,022,291	1,000,403	21,888
Special Levies	971,479	959,225	12,255
Recoverable	143,424	210,106	(66,682)
Misc Income	259,278	85,637	173,641
	2,396,473	2,255,371	141,103
Employment Costs	879,739	855,010	(24,730)
Property	207,751	158,507	(49,244)
General Expenses	165,129	136,979	(28,149)
Materials / Stock	45,308	58,638	13,330
Motor & Plant	189,652	232,148	42,495
Miscellaneous	383,243	442,419	59,176
Recharges	(303,714)	(372,056)	(68,342)
Plant	335,818	365,207	29,389
Total Expenditure	1,902,926	1,876,851	(26,075)
Net Surplus / (Deficit)	493,547	378,519	115,028

Black Sluice Internal Drainage Board

Balance Sheet at Period End

2014/15

Period 11 - February 2015

	<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	501,970		517,699	
Fixed Assets		5,391,063		5,406,792
Stock	16,710		36,267	
Debtors Cont	79,707		3,216	
VAT	53,295		13,948	
Grants Debtor	(26,444)		0	
Car Loans	0		(62)	
Prepayments	12,666		7,680	
Draw Acc	(14,180)		9,809	
Call Acc	310,000		210,142	
Petty Cash	170		353	
Rechargeable Work in Progress	(45,660)		0	
Natwest Government Procurement C	(1,955)		(145)	
Reserve Account	796,979		786,576	
Total Current Assets		1,181,287		1,067,782
Trade Creditors	(6,737)		(275)	
PAYE & NI Control Account	(14,643)		(13,713)	
Superannuation Contrl Account	(14,205)		(15,881)	
Union Subs Control Account	(138)		(114)	
AVC Control Account	(50)		(15)	
Accruals	(40,000)		(158,276)	
Attachment Orders Control Account	0		0	
Suspense	0		0	
Total Liabilities		(75,772)		(193,806)
Pension Liability		(2,919,000)		(2,403,000)
		3,577,578		3,877,768
Capital Outlay	5,291,278		5,306,127	
Pension Reserve	(2,919,000)		(2,403,000)	
Total Capital		2,372,278		2,903,127
General Reserve	344,335		223,545	
Development Reserve	146,100		138,245	
Plant Reserve	119,275		86,186	
Wage On-Cost Reserve	102,043		58,110	
Surplus/Deficit in Period	493,547		468,556	
Total Reserves		1,205,300		974,641
		3,577,578	0	3,877,768
<u>Cash & Bank Balances</u>				
Drawings Account		(14,180)		
Call Account		10,000	310,000	
Natwest Reserve Account @ 0.15%		796,979		
Petty Cash		170		
Chargcard		(1,955)		
Monmouthshire BS @ 1.25%		300,000	30 Day Notice	
		1,091,014		

Black Sluice Internal Drainage Board

Creditors & Debtors

2014/15

Period 11 - February 2015

Creditors

Account	Name	Current Balance	Last Invoiced
NFU001	NFU Insurance	-7.41	29/10/2014
IRE001	Irelands Farm Machinery Ltd	-344.02	07/11/2014
EVE003	Orange Equipment	-350.40	11/12/2014
CRO004	CROP LOSS	322.94	13/01/2015
EON001	EON UK PLC	-295.04	09/02/2015
CNG001	Contract Natural Gas Ltd	-336.37	10/02/2015
BRI005	British Telecom DD	-63.42	11/02/2015
OPU001	Opus Energy Limited	7,810.32	13/02/2015
Totals		6,736.60	

Debtors

Account	Name	Current Balance	Last Invoiced
KIR002	Kirton Holme Golf Course	227.76	17/11/2014
CAL001	Calders & Grandidge	72,000.00	09/02/2015
SOU001	South Kesteven District Cncl	3,476.12	12/02/2015
BOS005	Boston Air Cadets	29.16	13/02/2015
RIC001	Mr C Richards	133.66	20/02/2015
NIC001	Mr Paul Nicholson	73.80	20/02/2015
WIT002	Daniel Withnall	54.96	20/02/2015
WAR004	Mr Ian Warsap	66.17	20/02/2015
Totals		76,061.63	

Black Sluice Internal Drainage Board
Schemes Expenditure
2014/15
Period 11 - February 2015

Drain Schemes						
Code	Scheme	2014/15 YTD	2014/15 Approved Budget	Budget (Over)/Under Spend	2014/15 Amended Budget	Amended Budget (Over)/Under Spend
1021	Syphon Protection 2013/14	0	0	(0)	0	(0)
1031	Wyberton Marsh Strategy Study	0	0	0	0	0
1032	Siltside Improvement	17,551	50,000	32,449	17,550	(1)
1033	General Culvert Replacement	3,076	12,954	9,878	35,576	32,500
1035	Kirton Meeres Long Culvert	0	30,000	30,000	0	0
1036	Swineshead Phase 1 Culverts	0	10,000	10,000	80,000	80,000
1037	Graft Drain Improvements	19,896	300,000	280,104	108,293	88,397
1038	Culvert 2588 -Dowsby Fen 14/15	9,262	9,000	(262)	9,263	1
1039	Culv1999-Trinity College 14/15	2,001	7,000	4,999	2,001	(0)
1040	Culv818 - Hacconby Drove 14/15	7,801	16,000	8,199	7,801	0
1041	Culvert 1265 - Horbling 14/15	6,841	6,400	(441)	6,841	(0)
1043	Culvert 2987 -South Kyme 14/15	6,007	0	(6,007)	6,007	(0)
1044	Culvert 2983 - Damford 14/15	4,595	0	(4,595)	4,595	(0)
1045	Culvert 756 - South Kyme 14/15	5,627	0	(5,627)	5,627	0
1046	Culvert 3004 - South Kyme	4,459	0	(4,459)	4,459	0
1047	Culvert 1281 -Dowsby Fen 14/15	5,243	0	(5,243)	5,243	0
1048	Culvert 1282 -Dowsby Fen 14/15	0	0	0	0	0
1049	Wyberton Catchment Improvement	13,284	240,000	226,716	240,000	226,716
1099	FDGiA - Drain Schemes	0	(400,000)	(400,000)	(430,000)	(430,000)
		105,643	281,354	175,711	103,256	(2,387)

Pumping Station Schemes						
Code	Scheme	2014/15 YTD	2014/15 Approved Budget	Budget (Over)/Under Spend	2014/15 Amended Budget	Amended Budget (Over)/Under Spend
1128	Dowsby Fen PS - New Roof	11,100	13,000	1,900	11,100	0
1136	Horbling Fen PS Weedscreen	2,385	0	(2,385)	2,385	(0)
1137	Kirton Marsh PS Resilience	1	0	(1)	0	(1)
1138	Sempringham PS Weedscreen Clnr	0	81,000	81,000	40,500	40,500
1139	Black Hole Drove PS Road	0	0	0	7,500	7,500
1140	Helpringham PS VSD Motor Contr	12,000	14,000	2,000	12,000	0
1141	Swineshead PS Suction Bays	39,894	39,000	(894)	39,894	(0)
1142	Ewerby PS Pump Refurbishment	17,430	20,000	2,570	17,430	0
1143	Bicker Eau Pump Replacement	13,583	14,000	417	13,583	(0)
1144	Eel Passes	5,083	80,000	74,917	85,083	80,000
1145	Eel Pass Studies	0	50,000	50,000	0	0
1199	FDGiA - Pumping Station Scheme	0	(211,000)	(211,000)	(120,500)	(120,500)
		101,477	100,000	(1,477)	108,975	7,498

Black Sluice Internal Drainage Board

Wages Oncost Reserve Analysis

2014/15

Period 11 - February 2015

		2014/15	2013/14	Variance
1001	Basic Pay	259,482	197,455	(62,027)
1002	Overtime	21,794	27,295	5,501
1003	Bonus	1,526	1,404	(122)
1004	Call Out	527	333	(194)
1005	Holiday Pay	0	37,947	37,947
1006	Sick Pay	0	7,697	7,697
1008	Ess User	38,070	40,571	2,501
1010	Mileage	34,749	38,947	4,199
1014	ERs Superan	0	66,192	66,192
1102	ERs NI	21,199	21,918	719
1103	ERs Superan	87,904	0	(87,904)
1107	Subsistance	0	68	68
2008	Cleaning	698	468	(230)
3001	Telephone	5,180	4,495	(685)
3004	Advertising	198	0	(198)
3008	H&S	1,676	2,221	545
3009	Prot Clothing	2,242	2,291	49
3011	Misc	401	137	(264)
3012	Small Tools	166	173	8
3017	Training	8,951	2,350	(6,601)
4001	Materials	0	73	73
5006	Plant Fuel	50	0	(50)
6001	Contractors	932	0	(932)
6002	Consultants	260	0	(260)
6005	Leg & Prof	38	0	(38)
7001	Labour	17,896	8,429	(9,467)
8155	Wages Rech	-534,554	-585,722	(51,168)
9090	Isuzu (FY11 GFE) - Paul	159	12	(147)
8002	Workshop Oncost	-5,738	-2,409	3,329
8004	Pump Engineer Oncost	-2,117	-1,070	1,047
8005	Supervisor Oncost	69,960	82,451	12,490

Reserve B/F @ 1st April	(102,044)	(58,110)	43,934
(Surplus)/Deficit	32,364	(46,205)	(78,569)
Reserve C/F @ end of period	<u>(69,680)</u>	<u>(104,315)</u>	<u>(34,635)</u>

Black Sluice Internal Drainage Board

Rechargeable Summary

2014/15

Period 11 - February 2015

Code		Invoiced	Balance	Adjustment
7001	Recoverable Income General	249.50	(0.06)	
7091	Colin Richards	88.42	0.00	
7096	Paul Nicholson	233.13	0.00	(20.36)
7097	Daniel Withnall	1,704.90	0.00	19.46
7100	Ian Warsap	163.77	0.00	
7393	EA Culvert 2835 Wyberton	0.00	0.00	3,761.86
7395	Paul Holmes Jetting	115.50	(5.50)	
7398	J Fowler Jetting	346.50	(16.50)	
7399	LCC Troughs	720.00	(36.46)	
7400	Rod Moulsher Risegate Hardcore	174.00	(8.24)	
7401	Paul Holmes Bushing	2,253.99	(107.33)	
7402	Lark Energy Culvert headwall	4,589.18	(753.25)	
7404	Mayflower Contract 2014	16,500.00	(6,828.95)	
7405	SKDC Contract 2014	33,687.38	(1,761.89)	
7407	Triton Knoll	0.00	0.00	(96.82)
7408	Bannister discharge pipe	210.84	(75.04)	
7409	Station Rd Hubberts Bridge/KH	0.00	0.00	(380.22)
7410	Scrap Metals	385.00	(385.00)	
7411	Lincolnshire Game Company	2,131.50	(101.48)	
7413	Firths Pipe Purchase	118.13	(24.26)	
7414	Culvert removal Sidebar Lane	314.96	(3.00)	
7415	JCB JS-145HD Insurance Claim	0.00	0.00	(937.70)
7416	PSCA P/O No. 30417110 Swaton	148.16	(93.92)	
7417	PSCA P/O No.30417939North Beck	800.64	(38.13)	
7418	PSCA P/O No.30417937Cliff Beck	1,901.31	(390.54)	
7419	PSCA P/O No.30417432South Beck	1,332.39	(72.98)	
7420	Peter Smith Trailers	560.00	(150.32)	
7421	Kirton Holme Golf Course	189.80	(9.04)	
7422	Phil Wright cut-basket repairs	197.92	(119.87)	
7423	Scrap	393.60	(393.60)	
7424	Peter Smith Trailers	62.23	(16.71)	
7425	Shaun Smith Gas Oil Purchase	25.14	0.00	
7427	Private Cutting Dovecote Farm	158.00	(7.52)	
7428	Private Cutting Gandy- Guthrum	1,145.50	(54.55)	
7429	Private Cutting P Allwood	447.67	(21.32)	
7430	Bar Bridge Slip (Highways)	6,797.05	(619.33)	
7431	Mayflower 2nd Cut	1,978.28	281.10	
7432	SKDC V/O Bushing	2,896.77	(137.94)	
7433	D. Walker BSIDB	55.04	0.00	
7434	R. Gadd Private Cutting	118.52	(5.64)	
7435	R. Fountain Private Flailing	148.15	(7.05)	
7436	Calders & Grandidge Culverts	60,000.00	0.00	43,733.82
7437	Movano Crash Insurance	0.00	0.00	(655.11)
7997	Emergency Response Dec 13	0.00	0.00	
		143,342.87	(11,964.32)	45,424.93

Black Sluice Internal Drainage Board
Plant Account Analysis
2014/15
Period 11 - February 2015

Code	Description	Expenditure £	Generated £	Total £	Last Year Actual £	Variance (Adverse)/ Favourable £
9052	Hitachi (WX03 OJA)	0	0	0	10,099	(10,099)
9059	JCB130 (FJ05 CUH)	0	0	0	9,325	(9,325)
9072	JCB 220 LR (FJ07 HKK)	17,776	35,926	18,150	13,325	4,825
9082	JCB JS-130 (YN09 EJU)	6,565	16,633	10,068	18,395	(8,328)
9088	JCB 160 (YN60 EER)	9,147	26,011	16,864	15,956	908
9096	JCB 145 (YR63 THX)	6,984	25,841	18,857	2,133	16,724
9097	JCB 130 (YS14 WBO)	7,609	21,263	13,655	0	13,655
9067	J Deere Tractor (FX06 HJE)	6,401	15,706	9,306	8,550	755
9076	Claas Tractor (FX08 FNH)	14,105	22,020	7,915	6,947	968
9089	Energreen (AU11 EVB)	13,789	31,174	17,384	21,050	(3,666)
9013	Forklift (EFE 964X)	226	846	620	143	477
9080	Unimog (AJ58 VDN)	52,764	69,825	17,061	28,420	(11,358)
9094	JCB531-70 Teleporter(YN12 DXD)	3,490	6,800	3,310	4,637	-1,327
9087	Nissan Navara (HJ60 LDK) -IWAR	373	0	(373)	5,010	(5,383)
9090	Isuzu (FY11 GFE) - PN	3,122	4,421	1,299	3,244	(1,945)
9091	Isuzu (FY11 GFG) - SM	4,175	5,389	1,214	3,032	(1,818)
9092	Nissan Navara (FT11 NZZ) - CR	3,345	8,445	5,100	3,143	1,957
9093	Vauxhall Vivaro Van (LN12 YPY)	4,851	6,582	1,731	4,018	(2,287)
9095	Vauxhall Movano Truck-VN12 GUH	2,995	6,191	3,196	5,672	(2,476)
9028	5 - 3.0m Cutting Bucket - 9076	256	0	(256)	355	(610)
9029	6 - 3.0m Cutting Bucket - 9082	566	0	(566)	1,587	(2,152)
9031	8 - 3.0m Cutting Bucket - Spare	588	0	(588)	918	(1,505)
9033	12- 3.75m Cutting Bucket- 9097	389	0	(389)	0	(389)
9032	10- 3.75m Cutting Bucket- 9072	288	0	(288)	1,048	(1,337)
9034	Cutting Buckets - General	26,328	0	(26,328)	(24,204)	(2,123)
9036	4- 3.75m Cutting Bucket- 9096	233	0	(233)	(1,695)	1,463
9050	11- 4.0m Cutting Bucket- Hire	707	0	(707)	(1,452)	745
9066	Cavalier Flail on J Deere	2,277	0	(2,277)	(2,264)	(13)
9068	7- 3.0m Cutting Bucket- 9088	2,340	0	(2,340)	(663)	(1,677)
9073	Votex Mower on 9067	78	0	(78)	(240)	163
9078	Grenadier on 9076	3,168	0	(3,168)	(9,849)	6,682
9020	Pump Recharges Only	0	11,430	11,430	17,755	(6,325)
9021	Pump 6"	5,837	0	(5,837)	(3,808)	(2,029)
9022	Pump 3"	226	0	(226)	(93)	(133)
9023	Pumps small	55	0	(55)	0	(55)
9043	Flatbed Double Axle Trailer	264	0	(264)	(149)	(115)
9047	Other Plant	9,926	2,884	(7,042)	(10,299)	3,257
9054	Tipping Trailer Double Axle	509	0	(509)	(464)	(45)
9057	Chieftain Low Loader Trailer	3,826	11,743	7,916	2,378	5,538
9058	Chieftain Dump Trailer No.1	3,511	6,040	2,529	5,515	(2,986)
9069	Hedge Cutter	31	150	119	0	119
9070	Compressor	0	0	0	(84)	84
9071	Chieftain Dump Trailer No.2	866	0	(866)	(2,472)	1,605
9077	Jetter	0	0	0	(85)	85
9083	Fuel Bowsers	570	0	(570)	(1,159)	589
9084	Trailer - Ansen Box	162	0	(162)	(636)	474
9085	Nifty Lift	943	0	(943)	(728)	(215)
9086	Mobile Steam Cleaner	334	0	(334)	(400)	66
8002	Workshop Recharges	(51,494)	(45,756)	5,738	2,409	3,329
		170,494	290,062	119,568	134,421	(14,854)

SUMMARY

Excavators	48,080	125,674	77,593	69,234	8,359
Tractors	34,295	68,900	34,605	36,548	(1,943)
Unimog / Manitou / Forklift	56,479	77,471	20,992	33,201	(12,209)
Vehicles	18,859	31,026	12,167	24,118	(11,951)
Herder Buckets / Flails	37,215	0	(37,215)	(36,461)	(754)
Small Plant / Trailers / Jetter	27,059	32,747	5,687	5,373	315
Workshop Recharges	(51,494)	(45,756)	5,738	2,409	3,329
	170,494	290,062	119,568	134,421	(14,854)

Black Sluice Internal Drainage Board

Project Detailed Analysis

2014/15

Period 11 - February 2015

Account	Description	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
8001	Drainage Rates	300	1,022,291	1,020,704	1,587	1,021,990	301	1,000,403	21,888
8002	Special Levies	0	971,479	971,480	(1)	971,478	1	959,225	12,255
	Rates & Levies	300	1,993,770	1,992,184	1,586	1,993,468	302	1,959,627	34,143
8007	Interest	130	6,788	7,337	(549)	7,126	(338)	7,102	(314)
8008	Grants	0	22,000	0	22,000	22,000	0	60,000	(38,000)
	Interest & Grants	130	28,788	7,337	21,451	29,126	(338)	67,102	(38,314)
8006	Dev Fees	0	0	0	0	0	0	0	(0)
	Development Fund	0	0	0	0	0	0	0	(0)
8003	Rents	300	12,145	9,605	2,540	12,133	12	7,888	4,258
8004	Consents	150	2,550	1,100	1,450	2,500	50	2,150	400
8010	Highland Water	0	9,277	2,806	6,471	9,277	0	1,680	7,597
8012	Misc Inc	309	205,598	206,386	(788)	205,356	242	6,183	199,416
	Other Income	759	229,570	219,897	9,673	229,266	304	17,900	211,670
	Total Income	1,189	2,252,129	2,219,418	32,711	2,251,860	269	2,044,630	207,499
1016	Great Hale Pump Drain Revetmen	0	0	0	0	0	0	26,119	26,119
1018	Culvert 1788 - 2013/14	0	0	0	0	0	0	12,632	12,632
1020	NFF Revetment - 2013/14	0	0	0	0	0	0	63,712	63,712
1021	Syphon Protection 2013/14	0	0	0	(0)	0	(0)	265	265
1022	Culvert 1279 - 2013/14	0	0	0	0	0	0	8,938	8,938
1024	Culvert 2987 - 2013/14	0	0	0	0	0	0	132	132
1027	Culvert 3006 - 2013/14	0	0	0	0	0	0	5,211	5,211
1028	Culvert 3000 - 2013/14	0	0	0	0	0	0	3,482	3,482
1029	Culvert 2998 - 2013/14	0	0	0	0	0	0	3,249	3,249
1030	Graft Drain (DO NOT USE)	0	0	0	0	0	0	3,212	3,212
1032	Siltside Improvement	0	17,551	17,884	333	17,550	(1)	0	(17,551)
1033	General Culvert Replacement	0	3,076	12,954	9,878	22,076	19,000	0	(3,076)
1037	Graft Drain Improvements	0	19,896	19,896	(0)	19,898	2	0	(19,896)
1038	Culvert 2588 -Dowsby Fen 14/15	0	9,262	9,000	(262)	9,263	1	0	(9,262)
1039	Culv1999-Trinity College 14/15	0	2,001	7,000	4,999	2,001	(0)	0	(2,001)
1040	Culv818 - Hacconby Drove 14/15	0	7,801	16,000	8,199	7,801	0	0	(7,801)
1041	Culvert 1265 - Horbling 14/15	0	6,841	6,400	(441)	6,841	(0)	0	(6,841)
1043	Culvert 2987 -South Kyme 14/15	0	6,007	0	(6,007)	6,007	(0)	0	(6,007)
1044	Culvert 2983 - Damford 14/15	0	4,595	0	(4,595)	4,595	(0)	0	(4,595)
1045	Culvert 756 - South Kyme 14/15	0	5,627	0	(5,627)	5,627	0	0	(5,627)
1046	Culvert 3004 - South Kyme	0	4,459	0	(4,459)	4,459	0	0	(4,459)
1047	Culvert 1281 -Dowsby Fen 14/15	0	5,243	0	(5,243)	5,243	0	0	(5,243)
1049	Wyberton Catchment Improvement	13,284	13,284	13,284	0	13,284	0	0	(13,284)
	Schemes	13,284	105,643	102,418	(3,225)	124,645	19,002	126,951	21,308
1125	Wyberton Marsh PS Resilience	0	0	0	0	0	0	86,299	86,299
1128	Dowsby Fen PS - New Roof	0	11,100	13,000	1,900	11,100	0	0	(11,100)
1134	Black Hole PS Weedscreen etc.	0	0	0	0	0	0	105,034	105,034
1135	Damford PS Resilience Works	0	0	0	0	0	0	175	175
1136	Horbling Fen PS Weedscreen	0	2,385	0	(2,385)	2,385	(0)	9,007	6,621
1137	Kirton Marsh PS Resilience	0	1	0	(1)	0	(1)	175	175
1140	Helpringham PS VSD Motor Contr	0	12,000	14,000	2,000	12,000	0	0	(12,000)
1141	Swineshead PS Suction Bays	0	39,894	39,000	(894)	39,894	(0)	0	(39,894)
1142	Ewerby PS Pump Refurbishment	0	17,430	20,000	2,570	17,430	0	0	(17,430)
1143	Bicker Eau Pump Replacement	0	13,583	14,000	417	13,583	(0)	0	(13,583)
1144	Eel Passes	0	5,083	5,083	(0)	5,083	(0)	0	(5,083)
	Pumping Station Schemes	0	101,477	105,083	3,606	101,475	(2)	200,690	99,214
2001	Allen House	153	1,635	634	(1,001)	1,507	(128)	904	(731)
2002	Bicker Eau	288	3,445	2,154	(1,291)	3,823	378	2,225	(1,220)
2003	Bicker Fen	359	2,586	3,365	779	3,202	616	2,673	87
2004	Swineshead	260	11,334	13,315	1,981	13,317	1,983	8,531	(2,803)
2005	Chain Bridge	143	6,800	10,279	3,479	8,052	1,252	8,261	1,461
2006	Wyberton Marsh	322	9,598	13,176	3,578	11,136	1,538	12,425	2,827
2007	Kirton Marsh	807	5,872	4,923	(949)	5,844	(28)	3,974	(1,898)
2008	Ewerby	552	5,498	4,631	(867)	6,173	675	2,834	(2,664)
2009	Heckington	72	3,994	5,630	1,636	4,849	855	4,064	70
2010	Great / Little Hale	108	4,433	6,851	2,419	5,399	967	4,543	110
2011	Holland Fen	142	8,536	11,886	3,350	10,422	1,886	10,970	2,434
2012	Cooks Lock	1,328	6,175	12,533	6,358	5,392	(783)	10,932	4,757
2013	Damford	0	5,393	5,742	349	6,100	707	4,062	(1,332)
2014	South Kyme	511	3,423	4,772	1,349	4,145	722	5,451	2,028
2015	Amber Hill / Trinity College	643	4,696	4,832	136	4,711	15	5,545	849
2016	Helpringham	459	3,220	2,759	(461)	3,590	370	2,195	(1,025)
2017	Swaton	263	2,581	2,442	(139)	2,595	14	2,169	(412)

2018	Horbling	863	5,749	5,805	56	6,330	581	3,046	(2,703)
2019	Billingborough	272	2,426	3,287	861	2,739	313	3,669	1,243
2020	Sempringham	626	3,752	4,268	516	3,697	(55)	3,316	(436)
2021	Dowsby Fen	830	1,798	3,463	1,665	2,502	704	2,512	714
2022	Gosberton	107	10,556	13,061	2,505	12,558	2,002	7,868	(2,688)
2023	Dowsby Lode	226	1,828	2,299	471	2,120	292	1,553	(275)
2024	Rippingale	288	2,066	3,410	1,344	2,552	486	2,675	609
2025	Dunsby	283	4,545	3,841	(704)	4,515	(30)	3,425	(1,120)
2026	Pinchbeck	269	367	3,061	2,694	252	(115)	3,764	3,396
2027	Hacconby	341	3,121	3,405	284	3,674	553	2,811	(310)
2028	Black Hole	449	17,310	18,922	1,612	19,538	2,228	14,982	(2,328)
2029	Twenty	146	1,353	1,906	553	1,406	53	2,083	730
2030	Dyke Fen	144	11,339	12,770	1,431	13,227	1,888	8,745	(2,594)
2031	Quadring Low Fen	270	2,382	4,211	1,829	2,929	547	2,985	602
2032	Donington North Ings	37	12,290	10,337	(1,953)	13,941	1,651	9,514	(2,777)
2033	Donington Mallard Hirn	154	3,094	1,957	(1,137)	3,055	(39)	2,964	(130)
2034	Donington Wykes	564	3,479	2,724	(755)	3,424	(55)	2,021	(1,458)
2050	PS General	24,744	130,879	108,986	(21,893)	114,244	(16,635)	121,757	(9,121)
2060	Solar Panels (From 2012)	0	0	18	18	0	0	21	21
Pumping Stations		37,021	307,554	317,655	10,102	312,960	5,407	291,467	(16,087)
3001	Hand Roding	0	18,636	24,999	6,363	18,637	1	25,656	7,019
3002	Excavator Roding	83	208,684	230,000	21,316	208,602	(82)	208,483	(201)
3003	Grenadier Roding	105	18,716	19,500	784	18,609	(107)	18,351	(364)
3004	Flail Mowing	122	85,732	102,499	16,767	87,746	2,014	93,652	7,920
3005	Routine Hand Maintenance	81	10,971	18,648	7,677	12,871	1,900	8,814	(2,157)
3006	Routine Machine Maintenance	25,387	219,183	139,868	(79,315)	222,546	3,363	171,807	(47,376)
3007	Chemical	0	6,148	2,000	(4,148)	6,148	(0)	457	(5,691)
3008	Bushing	4,176	34,884	37,872	2,988	51,609	16,725	41,852	6,969
3009	Pest Control	0	0	2,000	2,000	0	0	0	0
Drain Maintenance		29,952	602,954	577,386	(25,568)	626,768	23,814	569,073	(33,881)
3011	Environ	237	10,167	15,769	5,602	14,930	4,763	9,016	(1,151)
3012	Rubbish Collection	0	1,519	4,587	3,068	1,520	1	3,332	1,813
3013	Surveying	0	1,660	4,587	2,927	2,077	417	1,361	(299)
Environmental Schemes		237	13,346	24,943	11,597	18,527	5,181	13,708	363
4001	Admin Salary	26,352	275,957	288,468	12,511	276,107	150	284,479	8,522
Administration Staff Costs		26,352	275,957	288,468	12,511	276,107	150	284,479	8,522
4002	New Office	413	6,280	6,960	680	6,066	(214)	6,662	382
4011	Boston Office	0	9,310	0	(9,310)	9,311	1	11,698	2,388
4003	Administration	3,590	41,429	47,290	5,861	43,126	1,697	62,458	21,029
Establishment Costs		4,002	57,020	54,250	(2,770)	58,503	1,483	80,818	23,799
4005	Environment Agency Precept	0	276,552	276,552	0	276,552	0	276,552	0
EA Precept		0	276,552	276,552	0	276,552	0	276,552	0
4004	Miscellaneous	121	3,077	4,177	1,100	3,740	663	5,402	2,326
4006	Inspection	0	0	(3,191)	(3,191)	0	0	1,231	1,231
4010	Equipment / Building Maint	5,400	25,241	24,930	(311)	19,841	(5,400)	6,264	(18,977)
1207	Depot Solar Panels	0	46,966	46,965	(1)	46,965	(1)	0	(46,966)
Miscellaneous Charges		5,521	75,283	72,881	(2,402)	70,546	(4,737)	12,897	(62,386)
5001	Depot	10,596	35,852	41,619	5,767	29,382	(6,470)	37,999	2,146
5003	Hessle Drive	0	133	200	67	133	(0)	60	(73)
5004	Depot Solar Panels	0	242	0	(242)	0	(242)	0	(242)
Depot Costs		10,596	36,227	41,819	5,592	29,515	(6,712)	38,059	1,831
7001	Recoverable Income General	0	(0)	0	0	(11,761)	(11,761)	(357)	(357)
7100	Ian Warsap	(66)	0	0	0	0	0	0	0
7312	SKDC Contract 2012	0	0	0	0	0	0	(1,616)	(1,616)
7353	May Gurney (Donington Dams)	0	0	0	0	0	0	(41,394)	(41,394)
7354	F Casswell Sth Kyme	0	0	0	0	0	0	(1,928)	(1,928)
7355	Calders Private Cutting	0	0	0	0	0	0	(2)	(2)
7356	Lord Davis Private Drain	0	0	0	0	0	0	(1,447)	(1,447)
7358	GGA Matthews	0	0	0	0	0	0	(15)	(15)
7359	G D Hyde & Son	0	0	0	0	0	0	(146)	(146)
7360	Boston Metal Recycling	0	0	0	0	0	0	(2,125)	(2,125)
7361	Environment Agency	0	0	0	0	0	0	200	200
7362	FCasswell S-Kyme Private Drain	0	0	0	0	0	0	(2,481)	(2,481)
7363	RM Capps	0	0	0	0	0	0	(32)	(32)
7364	Lark Energy	0	0	0	0	0	0	(573)	(573)
7365	SKDC V/O Thurlby 2013	0	0	0	0	0	0	(500)	(500)
7366	J Mountain Gt Hale	0	0	0	0	0	0	(6)	(6)
7368	Mayflower Drain Survey	0	0	0	0	0	0	(2,477)	(2,477)
7369	John Marriott - Stone	0	0	0	0	0	0	(2)	(2)
7370	CM Smith-(Swaton) Private Cutt	0	0	0	0	0	0	(6)	(6)
7372	EA Cutting Swaton/Horbling	0	0	0	0	0	0	(530)	(530)
7373	V/O SKDC Greatford	0	0	0	0	0	0	(1,487)	(1,487)
7375	May Gurney (Kirkby Le Thorpe)	0	0	0	0	0	0	(169)	(169)
7377	Gandy Private Cutting	0	0	0	0	0	0	(153)	(153)
7379	V/O SKDC Gunby	0	0	0	0	0	0	(450)	(450)
7380	V/O SKDC Canal Survey	0	0	0	0	0	0	(1,318)	(1,318)
7381	V/O SKDC Bushing Fenton	0	0	0	0	0	0	(266)	(266)
7382	V/O SKDC Bushing Gelston	0	0	0	0	0	0	(328)	(328)
7383	Hutson Farming Co Ltd	0	0	0	0	0	0	(70)	(70)

7384	V/O SKDC Flail Grantham Canal	0	0	0	0	0	0	(111)	(111)
7385	V/O SKDC Bushing Grantham Canal	0	0	0	0	0	0	1,136	1,136
7386	Private Cutting Gandy-Guthrum	0	0	0	0	0	0	(38)	(38)
7387	Keith Farrow(low-loader)	0	0	0	0	0	0	37	37
7388	V/O SKDC Cutting Grantham Canal	0	0	0	0	0	0	(4,174)	(4,174)
7389	EA Cutting Screddington SouthBk	0	0	0	0	0	0	(655)	(655)
7390	Mayflower Contract	0	0	0	0	0	0	(5,552)	(5,552)
7391	Paul Holmes Private DrainWorks	0	0	0	0	0	0	(68)	(68)
7393	EA Culvert 2835 Wyberton	0	0	0	0	0	0	1,961	1,961
7395	Paul Holmes Jetting	0	(6)	0	6	0	6	0	6
7396	Folkingham Farms- culvert rep.	0	0	0	0	0	0	(2,401)	(2,401)
7398	J Fowler Jetting	0	(17)	0	17	0	17	0	17
7399	LCC Troughs	0	(36)	0	36	0	36	0	36
7400	Rod Moulsher Riseagate Hardcore	0	(8)	0	8	0	8	0	8
7401	Paul Holmes Bushing	0	(107)	0	107	0	107	0	107
7402	Lark Energy Culvert headwall	0	(753)	0	753	0	753	0	753
7404	Mayflower Contract 2014	0	(6,829)	0	6,829	0	6,829	0	6,829
7405	SKDC Contract 2014	0	(1,762)	0	1,762	0	1,762	0	1,762
7408	Bannister discharge pipe	0	(75)	0	75	0	75	0	75
7410	Scrap Metals	0	(385)	0	385	0	385	0	385
7411	Lincolnshire Game Company	0	(101)	0	101	0	101	0	101
7413	Firths Pipe Purchase	0	(24)	0	24	0	24	0	24
7414	Culvert removal Sidebar Lane	0	(3)	0	3	0	3	0	3
7416	PSCA P/O No. 30417110 Swaton	0	(94)	0	94	0	94	0	94
7417	PSCA P/O No.30417939North Beck	0	(38)	0	38	0	38	0	38
7418	PSCA P/O No.30417937Cliff Beck	0	(391)	0	391	0	391	0	391
7419	PSCA P/O No.30417432South Beck	0	(73)	0	73	0	73	0	73
7420	Peter Smith Trailers	0	(150)	0	150	0	150	0	150
7421	Kirton Holme Golf Course	0	(9)	0	9	0	9	0	9
7422	Phil Wright cut-basket repairs	0	(120)	0	120	0	120	0	120
7423	Scrap	0	(394)	0	394	0	394	0	394
7424	Peter Smith Trailers	0	(17)	0	17	0	17	0	17
7427	Private Cutting Dovecote Farm	0	(8)	0	8	0	8	0	8
7428	Private Cutting Gandy- Guthrum	0	(55)	0	55	0	55	0	55
7429	Private Cutting P Allwood	0	(21)	0	21	0	21	0	21
7430	Bar Bridge Slip (Highways)	0	(619)	0	619	0	619	0	619
7431	Mayflower 2nd Cut	0	281	0	(281)	0	(281)	0	(281)
7432	SKDC V/O Bushing	(138)	(138)	0	138	0	138	0	138
7434	R. Gadd Private Cutting	0	(6)	0	6	0	6	0	6
7435	R. Fountain Private Flailing	0	(7)	0	7	0	7	0	7
7997	Emergency Response Dec 13	0	0	0	0	0	0	11,773	11,773
7998	EA - Gas Oil Contra Account	0	0	0	0	0	0	(929)	(929)
	Rechargeable	(204)	(11,964)	0	11,964	(11,761)	203	(58,698)	(46,733)
8001	Wages Oncost	(2,799)	(29,742)	0	29,742	0	29,742	(124,661)	(94,919)
8005	Supervisor Oncost	7,103	69,960	0	(69,960)	0	(69,960)	82,451	12,490
	Wages oncost Account	4,304	40,219	0	(40,219)	0	(40,219)	(42,210)	(82,429)
8004	Pump Engineer Oncost	581	(2,117)	0	2,117	0	2,117	(1,070)	1,047
8002	Workshop Oncost	(741)	(5,738)	0	5,738	0	5,738	(2,409)	3,329
	Other On-Costs Costs	(159)	(7,855)	0	7,855	0	7,855	(3,479)	4,376
9013	Forklift (EFE 964X)	(72)	(620)	0	620	0	620	(143)	477
9020	Pump Recharges Only	(2,700)	(11,430)	0	11,430	0	11,430	(17,755)	(6,325)
9021	Pump 6"	4,669	5,837	0	(5,837)	0	(5,837)	3,808	(2,029)
9022	Pump 3"	0	226	0	(226)	0	(226)	93	(133)
9023	Pumps small	0	55	0	(55)	0	(55)	0	(55)
9028	5 - 3.0m Cutting Bucket - 9076	0	256	0	(256)	0	(256)	355	99
9029	6 - 3.0m Cutting Bucket - 9082	0	566	0	(566)	0	(566)	1,587	1,021
9031	8 - 3.0m Cutting Bucket -Spare	0	588	0	(588)	0	(588)	918	330
9032	10- 3.75m Cutting Bucket- 9072	0	288	0	(288)	0	(288)	1,048	760
9033	12- 3.75m Cutting Bucket- 9097	0	389	0	(389)	0	(389)	0	(389)
9034	Cutting Buckets - General	307	26,328	0	(26,328)	0	(26,328)	24,204	(2,123)
9036	4- 3.75m Cutting Bucket- 9096	0	233	0	(233)	0	(233)	1,695	1,463
9043	Flatbed Double Axle Trailer	0	264	0	(264)	0	(264)	149	(115)
9047	Other Plant	7	7,042	0	(7,042)	0	(7,042)	10,299	3,257
9050	11- 4.0m Cutting Bucket- Hire	0	707	0	(707)	0	(707)	1,452	745
9052	Hitachi (WX03 OJA)	0	0	0	0	0	0	(10,099)	(10,099)
9054	Tipping Trailer Double Axle	167	509	0	(509)	0	(509)	464	(45)
9057	Chieftain Low Loader Trailer	395	(7,916)	0	7,916	0	7,916	(2,378)	5,538
9058	Chieftain Dump Trailer No.1	38	(2,529)	0	2,529	0	2,529	(5,515)	(2,986)
9059	JCB130 (FJ05 CUH)	0	0	0	0	0	0	(9,325)	(9,325)
9066	Cavalier Flail on J Deere	142	2,277	0	(2,277)	0	(2,277)	2,264	(13)
9067	J Deere Tractor (FX06 HJE)	(467)	(9,306)	0	9,306	0	9,306	(8,550)	755
9068	7- 3.0m Cutting Bucket- 9088	0	2,340	0	(2,340)	0	(2,340)	663	(1,677)
9069	Hedge Cutter	0	(119)	0	119	0	119	0	119
9070	Compressor	0	0	0	0	0	0	84	84
9071	Chieftain Dump Trailer No.2	243	866	0	(866)	0	(866)	2,472	1,605
9072	JCB 220 LR (FJ07 HKK)	(2,447)	(18,150)	0	18,150	0	18,150	(13,325)	4,825
9073	Votex Mower on 9067	0	78	0	(78)	0	(78)	240	163
9076	Claas Tractor (FX08 FNH)	(45)	(7,915)	0	7,915	0	7,915	(6,947)	968
9077	Jetter	0	0	0	0	0	0	85	85

9078	Grenadier on 9076	0	3,168	0	(3,168)	0	(3,168)	9,849	6,682
9079	Access Platform(DO NOT USE!)	0	(500)	0	500	0	500	(100)	400
9080	Unimog (AJ58 VDN)	(1,574)	(17,061)	0	17,061	0	17,061	(28,420)	(11,358)
9082	JCB JS-130 (YN09 EJU)	(722)	(10,068)	0	10,068	0	10,068	(18,395)	(8,328)
9083	Fuel Bowsers	0	570	0	(570)	0	(570)	1,159	589
9084	Trailer - Ansen Box	0	162	0	(162)	0	(162)	636	474
9085	Nifty Lift	0	943	0	(943)	0	(943)	728	(215)
9086	Mobile Steam Cleaner	0	334	0	(334)	0	(334)	400	66
9087	Nissan Navara (HJ60 LDK) -IWAR	0	373	0	(373)	0	(373)	(5,010)	(5,383)
9088	JCB 160 (YN60 EER)	(1,011)	(16,864)	0	16,864	0	16,864	(15,956)	908
9089	Energreen (AU11 EVB)	200	(17,384)	0	17,384	0	17,384	(21,050)	(3,666)
9090	Isuzu (FY11 GFE) - PN	(600)	(1,299)	0	1,299	0	1,299	(3,244)	(1,945)
9091	Isuzu (FY11 GFG) - SM	(260)	(1,214)	0	1,214	0	1,214	(3,032)	(1,818)
9092	Nissan Navara (FT11 NZZ) - CR	(139)	(5,100)	0	5,100	0	5,100	(3,143)	1,957
9093	Vauxhall Vivaro Van (LN12 YPY)	(272)	(1,731)	0	1,731	0	1,731	(4,018)	(2,287)
9094	JCB531-70 Teleporter(YN12 DXD)	(428)	(3,310)	0	3,310	0	3,310	(4,637)	(1,327)
9095	Vauxhall Movano Truck-VN12 GUH	(102)	(3,196)	0	3,196	0	3,196	(5,672)	(2,476)
9096	JCB 145 (YR63 THX)	(1,670)	(18,857)	0	18,857	0	18,857	(2,133)	16,724
9097	JCB 130 (YS14 WBO)	(1,285)	(13,655)	0	13,655	0	13,655	0	13,655
9099	Plant Profit	0	0	(114,898)	(114,898)	0	0	0	0
Plant (Profit)/Loss		(7,628)	(113,830)	(114,898)	(1,068)	0	113,830	(124,198)	(10,368)
Total Expenditure		123,277	1,758,581	1,746,557	(12,024)	1,883,837	125,256	1,666,111	(92,471)
Surplus / Deficit		(122,088)	493,547	472,861	44,735	368,023	(124,987)	378,519	299,970

Black Sluice Internal Drainage Board

Income & Expenditure Detail Analysis

2014/15

Period 11 - February 2015

Account	Account Description	2014/15	2013/14	Variance
8001	Drainage Rates	1,022,291	1,000,403	21,888
8002	Special Levies	971,479	959,225	12,255
8003	Rents	12,145	7,888	4,258
8004	Consents	2,550	2,150	400
8005	Recoverable	143,424	210,106	(66,682)
8006	Dev Fees	0	0	(0)
8007	Interest	6,788	7,102	(314)
8010	Highland Water	9,277	1,680	7,597
8011	Priv Miles	920	635	286
8012	Misc Inc	205,598	6,183	199,416
Income		2,396,473	2,255,371	141,103
1001	Basic Pay	259,482	200,029	(59,453)
1002	Overtime	22,635	27,309	4,674
1003	Bonus	1,526	1,404	(122)
1004	Call Out	692	530	(163)
1005	Holiday Pay	0	37,947	37,947
1006	Sick Pay	0	7,697	7,697
1008	Ess User	38,070	40,571	2,501
1010	Mileage	37,318	39,393	2,075
1011	Mileage Taxable	0	1,119	1,119
1014	ERs Superan	0	70,686	70,686
Wages Total		359,723	426,754	67,031
1101	Salaries	285,523	281,178	(4,345)
1102	ERs NI	45,022	45,970	948
1103	ERs Superan	172,914	84,700	(88,214)
1104	Ess User	10,241	9,048	(1,193)
1105	Mileage	6,013	6,164	152
1107	Subsistance	46	110	64
1109	Overtime	258	569	311
Salaries		520,017	427,740	(92,277)
2001	Repairs	37,950	13,358	(24,592)
2002	Rates	21,762	25,895	4,133
2003	Electricity	129,007	96,297	(32,710)
2004	Gas	(492)	2,035	2,527
2005	Water	569	612	43
2006	Security	3,055	5,669	2,614
2007	Waste Disp	1,260	814	(446)
2008	Cleaning	7,166	6,567	(599)
2009	Grounds Mtc	7,474	7,261	(214)
Property		207,751	158,507	(49,244)
3001	Telephone	12,042	10,012	(2,030)
3003	Telemetry	8,775	11,423	2,648
3004	Advertising	400	174	(226)
3005	Stationery	973	1,109	136
3006	Copy & Print	2,603	1,695	(908)
3007	Off Equip	146	1,759	1,613

3008	H&S	2,599	2,722	123
3009	Prot Clothing	2,447	2,411	(35)
3010	Hire Plant	30,573	13,256	(17,317)
3011	Misc	(298)	11,484	11,782
3012	Small Tools	1,957	1,922	(35)
3013	Insurance	40,727	42,323	1,596
3015	Hire LL	5,161	4,119	(1,042)
3016	Postage	2,140	2,411	271
3017	Training	7,451	4,739	(2,712)
3018	Computer Costs	47,465	25,421	(22,045)
General Expenses		165,129	136,979	(28,149)
4001	Materials	(2,557)	22,879	25,436
4002	Concrete	5,592	4,852	(741)
4003	Aggregates	5,192	1,956	(3,236)
4004	Timber	6,236	1,031	(5,205)
4101	Pipes	13,323	20,643	7,320
4102	Chemicals	450	1,919	1,469
4103	Timber	658	0	(658)
4104	Kidders	766	1,000	234
4105	Stock	15,647	4,358	(11,289)
Materials / Stock		45,308	58,638	13,330
5001	Tyres	9,158	1,274	(7,884)
5002	Road Fund Licence	2,178	2,638	460
5003	Plant Repairs	23,939	10,632	(13,307)
5004	Plant Parts	43,599	44,123	523
5005	Plant Oils & Lubricants	2,544	9,129	6,586
5006	Plant Fuel	62,955	72,322	9,367
5103	Pump Repairs	37,333	87,632	50,299
5104	Pump Parts	7,898	4,398	(3,499)
5105	Pump Oil & Lubicants	49	0	(49)
Motor & Plant		189,652	232,148	42,495
6001	Contractors	60,868	133,353	72,485
6002	Consultants	21,297	9,687	(11,610)
6003	Bank Fees	2,648	1,046	(1,601)
6004	Audit Fees	0	0	0
6005	Leg & Prof	18,477	13,631	(4,846)
6006	Crop Loss	(2,253)	7,244	9,497
6007	Land Loss	5,654	906	(4,748)
6008	Precepts	276,552	276,552	0
Miscellaneous		383,243	442,419	59,176
7001	Labour	566,658	585,536	18,878
7060	Workshop	45,756	50,453	4,697
7070	Pump Eng	52,920	46,148	(6,772)
8155	Wages Rech	(534,554)	(585,722)	(51,168)
8161	Plant Rech	(335,818)	(365,347)	(29,530)
8170	WS Rech	(45,756)	(50,453)	(4,697)
8180	PSM Rech	(52,920)	(52,671)	249
Recharges		(303,714)	(372,056)	(68,342)
9013	Forklift	846	900	54
9020	Pump Recharges	11,430	17,755	6,325
9047	Small Plant	2,884	3,057	173
9052	Hitachi	0	13,747	13,747
9057	Chief TI LL	11,743	11,556	(187)
9058	Chief TI Dump	6,040	6,748	708
9059	JCB 130	0	17,055	17,055

9067	J Deere	15,706	17,338	1,631
9069	Hedge Cutter Attachment	150	0	(150)
9072	JCB 220 LR	35,926	30,640	(5,287)
9076	Class FX08	22,020	15,135	(6,885)
9080	Unimog (AJ58VDN)	69,825	84,915	15,090
9082	JCB JS130	16,633	28,343	11,711
9087	Nissan Nivara (HJ60 LDK) - IWAR	0	9,443	9,443
9088	JCB JS160	26,011	26,152	141
9089	Energreen	31,174	34,288	3,115
9090	Isuzu (FY11 GFE) - Paul	4,421	6,019	1,599
9091	Isuzu (FY11 GFG) - Sean	5,389	5,508	119
9092	Nissan Navara (FT11 NZZ) - Colin	8,445	6,266	(2,178)
9093	Vauxhall Vivaro (LN12 YPY)	6,582	8,870	2,288
9094	JCB Teleporter (YN12 DXD)	6,800	7,450	650
9095	Vauxhall Movano Tipper (UN12 GUH)	6,191	8,509	2,318
9096	JCB 145HD	25,841	5,415	(20,426)
9097	JCB JS-130 (YS14 WBO)	21,263	0	(21,263)
Plant		335,818	365,207	29,389
Total Expenditure		1,902,926	1,876,335	(26,591)
Net Surplus / (Deficit)		493,547	379,035	114,512

BLACK SLUICE INTERNAL DRAINAGE BOARD

Audit & Risk Committee – 10th April 2015

AGENDA ITEM No 8

Public Attendance at Board Meetings

At the December meeting of the Audit and Risk Committee it was requested that the legal position in relation to members of the public be reviewed and a report submitted to this meeting.

This proved a simple matter with reference to two documents, The Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.

The Public Bodies (Admission to Meetings) Act 1960

The act states;

"1.(1) Subject to subsection (2) below, any meeting of a local authority or other body exercising public functions, being an authority or other body to which the act applies shall be open to the public"

"(2) A Body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of a confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."

"(6) When a body to which this Act applies resolves itself into committee, the proceedings in committee shall for the purposes of this Act be treated as forming part of the proceedings of the body at the meeting."

Black Sluice Internal Drainage Board Standing Orders

The Standing Orders state;

"(1) Meetings of the Board, for which 14 days notice will be given, will be open to the public and press who on invitation of the Chairman be able to speak at the meeting. The Board can name a resolution to exclude the public and/or press from a meeting or part thereof."

BLACK SLUICE INTERNAL DRAINAGE BOARD

Audit & Risk Committee - 10th April 2015

AGENDA ITEM No 9

Cyber Security

Below is a report submitted to the Board Chairman on 16th March 2015 who agreed with the recommendation in the final paragraph. This report has also been reviewed by the Board's Internal Auditor who responded with the comments excellent quick response to problem by turning off network prevented a major problem and it proved the back-up system worked.

On Monday 9th March 2015 the Black Sluice Network was discovered to be infected with the "Crypto Locker" virus and as a result approximately half of the files on our file server were encrypted by this software.

To combat this virus the entire network was shutdown at 4pm on that day to limit the spread and influence of the virus as is standard practice. Our IT consultants, HBP, attended first thing the following morning and began combatting the virus. The computer that the virus resided on had to be cleansed and the file server had to have all the files removed before the process of restoring the data could begin. The files restored were from the Friday night backup and therefore any files saved in the infected areas on the Monday were lost.

By Wednesday morning the system was back up and operational with only a few minor files requiring to be restored. Whilst the system was recovered there was very little any staff could do and therefore at the Boards current charge out rate of 220% this cost about £2,525.

The Board has invested in the past in what was believed to be suitable, and was at the time, software and hardware to protect the Board's IT infrastructure and data with the latest addition being a Watchguard UTM25, a hard firewall, installed in September 2013 to compliment the Sophos antivirus and message defence systems already in place. In September 2015 the Watchguard system is going to require updating when the subscription is due.

HBP have researched the possible Unified Threat Management solutions available that will serve our requirements for a three year period, and may have prevented the infection of Crypto Virus, and on request have looked at the cost to upgrade to an equivalent Watchguard system.

Two Options have been provided the Sophos SG135 and Sophos SG210 with the comparison being the Watchguard XTM545.

	Sophos SG135	Sophos SG210	Watchguard XTM545
Hardware	£ 746	£ 1,358	£ 9,560
Access points (x2)(1 free)		£ 445	
3 year subscription	£ 2,002	£ 4,318	
Installation	£ 1,300	£ 1,300	1300
Total for 3 years	£ 4,048	£ 7,421	£ 10,860

Discounting the Watchguard on price I have compared the two Sophos Systems.

- The SG210 is expandable and if there are any significant advances in the 3 year period it will be able to be upgraded.
- The WiFi on the SG135 is built in which will limit the range. The SG210 can have 2 Access points attached to provide the WiFi across the entire office.
- The throughput of the data through the Firewall is almost twice as fast with the SG210 (11Gbps compared to 6Gbps) this effects how quickly the network can be scanned, access and from an internet perspective filtered, without the relevant processing etc those elements slow down and in turn people accessing the network / internet also slow down.

The Department for Business, Innovation and Skills (BIS) has launched Cyber Essentials - a scheme aimed at highlighting security controls that will help organisations mitigate the risk to their IT systems from internet-based threats.

The scheme focuses on five essential mitigations within the context of the 10 Steps to Cyber Security. It provides organisations with guidance on implementation, as well as offering independent certification for those who need it.

Welcoming the scheme, the Information Commissioner, Christopher Graham, said: "Protecting personal data depends on good cyber security, and the threats and challenges are getting ever more sophisticated. All too often organisations fail at the basics. This scheme focuses on the core set of actions that businesses should be taking to protect themselves, their customers, and their brand. "Cyber Essentials enables businesses to demonstrate that they are taking action to control the risks."

The Cabinet Office insisted all ICT contractors for Central government departments have Cyber Essentials accreditation from 1st October 2014 and it is currently voluntary for Local Authorities. I have attached a Cabinet Office paper giving the details. Based on what I suspect will become mandatory in the next few months for Local Authorities and in the interest of protecting our data and systems as detailed above I recommend we proceed with the more flexible Sophos SG210 with it being installed as soon as possible.

**BLACK SLUICE INTERNAL DRAINAGE BOARD
RISK REGISTER**

Objectives	Ref	Risk	Risk Score	Gaps in control	Action Plan	Officer Responsible
To provide and maintain standards of sound needs based sustainable flood protection.	1.1	Being unable to prevent flooding to property or land	3			I Warsap
	1.2	Loss of Electricity Supply	3			I Warsap
	1.3	Pumps failing to operate	3		Maintenance	C Richards
	1.4	Watercourses being unable to convey water	2		Maintenance	I Warsap
	1.5	In operating machinery to maintain watercourses	2		Training	I Warsap
	1.6	Claims from third parties for damage to property or injury	2			I Warsap
	1.7	Loss of senior staff	2			I Warsap
	1.8	Insufficient finance to carry out works	2			D Withnall
	1.9	Reduction in staff performance	2			I Warsap
	1.10	Insufficient staff resources	2		Review	I Warsap
To conserve and enhance the environment wherever practical and possible to ensure there is no net loss of biodiversity.	2.1	Prosecution for not adhering to environmental legislation	2		BAP	I Warsap
	2.2	Non delivery of objectives	2		BAP	I Warsap
To provide a 24 hour/365 day emergency response for the community	3.1	Emergency Plan inadequate or not up to date	1		Review	I Warsap
	3.2	Insufficient resources	2		Review	I Warsap
	3.3	Critical Incident loss of office	3	None		
To provide a safe and fulfilling working environment for staff.	4.1	Injury to staff and subsequent claims and losses	2		Training	I Warsap
	4.2	Not complying with Health and safety legislation	3		Consultant	I Warsap
To maintain financial records that are correct and comply with all recommended accounting practice.	5.1	Loss of cash	1	None		D Withnall
	5.2	Loss of money invested in building societies and banks	2	None		D Withnall
	5.3	Fraud by senior officers	1	None		D Withnall
	5.4	Risk of Inadequacy of Internal Checks	2			D Withnall
To ensure that all actions taken by the Board comply with all current U.K. and E.U. legislation	6.1	Board members in making decisions	1			I Warsap
	6.2	Not complying with all employment regulations and laws	2			I Warsap
A cost efficient IDB that provides a Value for Money service.	7.1	Not collecting sufficient income to fund expenditure	1		Accounts	D Withnall
	7.2	IDB abolished or taken over	1			I Warsap
Information Technology and Communications	8.1	Loss of telemetry	2		Maintenance	C Richards
	8.2	Loss of telephone Communications	1			D Withnall
	8.3	Loss of Internet Connection	2			D Withnall
	8.4	Network Failure	3			D Withnall
	8.5	Risk of Cyber Attack	6			D Withnall
	8.6	Network Security Breach	2			D Withnall
	8.7	Virus on Network	2			D Withnall
	8.8	Loss of accounting records	2	None		D Withnall
	8.9	Loss of rating records	2	None		D Withnall

CATALOGUE OF BOARD POLICIES

		Reviewed on						To be Reviewed											
		Jan 12	Sep 12	Jan 13	Oct 13	Apr 14	Dec 14	Apr 15	Sep 15	Apr 16	Sep 16	Apr 17	Sep 17	Apr 18	Sep 18	Apr 19	Sep 19	Apr 20	Sep 20
	Management Accounts							✓		✓		✓		✓		✓		✓	
	Annual Accounts								✓		✓		✓		✓		✓		✓
1	Risk Management Strategy	Annual		✓		✓		✓		✓		✓		✓		✓		✓	
2	Risk Register	Annual	To be reviewed at every A&R meeting																
3	Financial Regulations	5 years			✓			✓										✓	
4	Procurement Policy	5 years			✓			✓										✓	
5	Investment Strategy	5 years	✓						✓										✓
6	Insurance Arrangements	Annual				✓									✓				
8	9 metre Bye-Law	5 years	✓										✓						
9	Culverts & Bridges Replacement	Annual	To be reviewed annually by Culverts & Bridges Committee																
10	Delegation of Authority	5 years			✓			✓										✓	
11	Biodiversity Action Plan	Annual	To be reviewed annually by Environment Committee																
12	Standing Orders		No review required																
13	Emergency Flood Response Plan (Control Document)	5 years				✓		✓										✓	
14	Complaints Procedure	5 years		✓					✓										✓
15	Employees Code of Conduct	5 years		✓						✓									✓
16	Fraud and Corruption	5 years			✓					✓									✓
17	Members Code of Conduct	5 years		✓						✓									✓
18	Whistle Blower	5 years		✓						✓									✓
19	Policy Withdrawn		Policy Withdrawn																
20	Officers Car Loan	5 years		✓							✓								✓
21	H&S Asbestos Management Plan	5 years							✓										✓
22	H&S Noise at Work	5 years							✓										✓
23	H&S Display Screen Equipment	5 years						✓										✓	
24	H&S First Aid and Accident Recording	5 years							✓										✓
25	Lone Worker	5 years						✓										✓	
27	The Control of Ragwort	5 years				✓											✓		
28	Tile Drains discharging into Boards Watercourses	5 years				✓											✓		
29	Control of Rabbits, Rats & other Rodents	5 years				✓											✓		
30	Pension Discretion LPF 2014	5 years				✓		✓										✓	
31	Publication Scheme	5 years			✓										✓				
32	Data Protection	5 years			✓										✓				
33	Smoking	5 years						✓											✓
34	Gift and Hospitality Policy	5 years				✓											✓		
35	Fire Management Plan	5 years						✓	✓										✓
36	Manual Handling	5 years						✓											✓
37	Stress	5 years						✓											✓
38	Vibration	5 years						✓											✓
39	Wearing of seat belts in vehicles	5 years						✓											✓
40	Rechargeable Commercial Works	5 years						✓	✓										✓
41	Rechargeable Public Sector Works	5 years						✓										✓	