

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Board Meeting

Wednesday 4th November 2015 at 2pm

Station Road, Swineshead, Lincolnshire PE20 3PW

BLACK SLUICE INTERNAL DRAINAGE BOARD

I M Warsap
Chief Executive

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Our Ref: IMW/DPW/B10

Your Ref:

Date: 28th October 2015

To the Chairman and Members of the Board

Notice is hereby given that a Meeting of the Board will be held at the Offices of the Board on **Wednesday, 4th November 2015 at 2pm** at which your attendance is requested.

Prior to the meeting a new members induction and members refresher training session will be held from 12pm, lunch will be provided.

Enclosed is a Declaration of Members interests form which it would be appreciated if you could return at the meeting.



Chief Executive

A G E N D A

1. To appoint the Chairman of the Board.
2. To appoint the Vice Chairman of the Board.
3. Apologies for absence.
4. To receive any Declarations of Interest. (New forms to be completed)
5. To appoint Board Members and Co-opted Members to constitute the following Committees (**pages 1 - 2**):
 - (a) Executive
 - (b) Northern Works
 - (c) Southern Works
 - (d) Environment
 - (e) Audit & Risk
 - (f) Culverts & Bridges
6. To appoint the Chairman for the following Committees:
 - (a) Northern Works (and Vice Chairman)
 - (b) Southern Works (and Vice Chairman)
 - (c) Environment
 - (d) Audit & Risk
 - (e) Culverts & Bridges
 - (f) Ex officio Members
7. To receive and if correct sign the Minutes of the meeting of the Board held on 17th June 2015 (**pages 3 - 13**).
8. Matters arising.
9. To receive and confirm the Committee Minutes of the following meetings:
 - (a) Nomination Committee Meeting held on 3rd June 2015 (**pages 14 & 15**).
 - (b) Audit & Risk Committee Meeting held on 22nd September 2015 (**pages 16 - 20**)
 - i) External Auditor's Opinion for 2014/15 (**pages 21 - 26**).
 - ii) Internal Audit Strategy and Audit Plan for 2015/16 (**pages 27 - 30**).
 - iii) Risk Management Strategy (**pages 31-52**)
 - iv) Employees Code of Conduct (**pages 53-56**)
 - v) Fraud & Corruption (**pages 57-60**)
 - vi) Members Code of Conduct (**pages 61-65**)
 - vii) Whistleblowing Confidential Reporting Code (**pages 66-71**)
 - viii) Officers Car Loan (**pages 72-74**)
 - ix) Near Miss Reporting and Form (**pages 75-76**).

- (c) Joint Works Committee Meeting held on 7th October 2015 (pages 77-85)
 - i) **Engineers Report (pages 86-92).**

 - (d) Executive Committee Meeting held on 21st October 2015 (pages 93-98)
 - i) **Period 6 Management Accounts (pages 99-101)**
 - ii) **Quarter 2 Forecast (page 102)**
 - iii) **1st Draft – Ten Year Estimates (page 103)**
 - iv) **Eight Year Plant Estimates (page 104)**
10. To receive a verbal report on proposed solar panel installations
 11. To review the Risk Register (page 105)
 12. To receive a report on Finance, Administration and Rating. (pages 106-107)
 13. To receive Minutes of the ADA Lincolnshire Branch Meeting held on the 18th June 2015 (pages 108-112)
 14. To receive the Annual Report on Health and Safety (pages 113-116)
 15. To consider reports on the following:
 - (a) Monthly Accounts (June 2015 to September 2015) (pages 117-133)
 - (b) Schedule of Consents Issues: June to September 2015 (pages 134-137)
 - (c) Rainfall (pages 138-139)
 16. To confirm dates of meetings for the next 12 months (page 140)
 17. Any other business.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 4th NOVEMBER 2015

AGENDA ITEM No 5

Suggestions from the Nominations Committee for appointment to the Board's sub-committees are as follows;

AGENDA ITEM 5(a) – EXECUTIVE COMMITTEE

Cllr P Bedford
Mr P Holmes

Cllr M Brookes
Mr M Rollinson

Mr K C Casswell
Mr J R Wray

AGENDA ITEM 5(b) – NORTHERN WORKS COMMITTEE

Board Members:-

Cllr R Austin
Cllr M Brookes
Cllr P Skinner
Mr P Holmes

Cllr P Bedford
Cllr Mrs J Harrison
Cllr N Welton
Mr R Leggott

Cllr C Brotherton
Cllr C Rylott
Mr J G Fowler
Mr P Robinson

Co-opted Members:-

Mr S Bartlett
Mr J E Pocklington

Mr D Casswell
Mr R Welberry

Mr R Needham

AGENDA ITEM 5(c) – SOUTHERN WORKS COMMITTEE

Board Members:-

Mr W Ash
Mr K C Casswell
Mr J R Wray

Mr J F Atkinson
Cllr R Clark

Mr V A Barker
Cllr B Russell

Co-opted Members:-

Mr J Casswell
Mr A Mair

Mr R Dorrington
Mr M Mowbray

Mr P S Harborow
Mr M E F Richardson

AGENDA ITEM 5(d) – ENVIRONMENT COMMITTEE

Mr J F Atkinson (S)
Mr P Holmes (N)
Mr R Welberry (N)

Mr V A Barker (S)
Mr R Leggott (N)
Mr J R Wray (S)

Mr K C Casswell (S)(C)
Mr P Robinson (N)

AGENDA ITEM 5(e) – AUDIT & RISK COMMITTEE

Mr W Ash
Mr J Fowler
Cllr C Brotherton

Mr V A Barker
Mr R Leggott

Cllr M Brookes
Cllr B Russell

AGENDA ITEM 5(f) – CULVERTS & BRIDGES COMMITTEE

Mr W Ash
Mr J Fowler
Mr K C Casswell

Mr V A Barker
Mr R Leggott
Mr P Holmes

Cllr R Austin
Mr P Robinson

AGENDA ITEM 5(g) – NOMINATIONS COMMITTEE

Mr KC Casswell

Mr P Holmes

Mr M Brookes

AGENDA ITEM 6 – EX OFFICIO MEMBERS

The Chairman and Vice Chairman are members of all the Committees of the Board by virtue of their office held except the Audit & Risk Committee.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the Board

held at the Offices of the Board on
17th June 2015 at 1pm

Members

Chairman - * Mr M J Scott

* Mr W Ash	* Cllr R Austin
* Mr J F Atkinson	* Cllr P Bedford
* Mr V A Barker	* Cllr C Brotherton
* Mr K C Casswell	* Cllr M Brookes
* Mr J Fowler	* Cllr R Clark
* Mr P Holmes	Cllr Mrs J Harrison
* Mr R Leggott	Cllr C Rylott
* Mr P Robinson	* Cllr B Russell
* Mr M Rollinson	* Cllr P Skinner
* Mr J R Wray	Cllr N Welton

* Member Present

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

The Chairman asked the Members for a minute silence in respect of the late Mr C A Fretwell, who made a valuable contribution to the Board during his time as a member and his continued work on the Environment Committee.

The Chairman then welcomed new members Cllr Paul Skinner and Cllr Richard Austin both from Boston Borough Council. He then added a welcome return to the Board for Cllr Robert Clark (South Holland District Council) and Cllr Bob Russell from (South Kesteven District Council).

770 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs J Harrison, Cllr C Rylott and Cllr N Welton.

771 **DECLARATIONS OF INTEREST**

The Chairman of the Board asked the Members if there were any declarations of interest.

The following declared an interest in Minute No 800(b).

Mr M Rollinson, Mr M J Scott, Mr R Leggott, Mr P Holmes and Mr V Barker.

772 MINUTES OF LAST BOARD MEETING

The Minutes of the last meeting of the Board held on the 4th February 2015, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

773 MATTERS ARISING

(a) Proposals for the Plant Account 2015/16 - Minute No 698g

The Chief Executive stated that the new Spearhead Twiga is on display today, and the new pickups have arrived. The Claas tractor with the Herder Grenadier was sold for £25,000 following approval from the Executive Committee. The Operations Manager is reviewing whether we replace the self priming pump or spend monies on an hydraulic piling hammer.

774 MINUTES OF THE NORTHERN WORKS COMMITTEE MEETING

The Northern Works Committee Chairman presented the unconfirmed minutes of the meeting held on the 4th March 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received. There were no matters arising.

775 MINUTES OF THE SOUTHERN WORKS COMMITTEE MEETING

The Southern Works Committee Chairman presented the unconfirmed minutes of the meeting held on the 18th March 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

776 MATTERS ARISING

(a) Solar Panels on Swineshead Office Roof - Minute No 715e

Mr V Barker stated that included in the discussion was a wind or water turbine which would drive a smaller pump on suitable slow running water at pumping stations and it was suggested Dunsby Fen.

The Chief Executive stated that Navitron Consultants had been requested to look at three pumping stations; Black Hole Drove, Cooks Lock and Donington North Ings to ascertain if solar panels are suitable and the costings. At the same time to investigate a turbine for Dunsby Fen as an example.

777 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

The Audit & Risk Chairman presented the unconfirmed minutes of the meeting held on 10th April 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

778 FIRE MANAGEMENT PLAN - Agenda Item 5(c)(i)

The Audit & Risk Chairman presented the amended policy which was reviewed by the Audit & Risk Committee on the 10th April 2015.

The Finance Manager stated that this is the second time of review by the Audit & Risk Committee and the amendments included staff training, and details of the extinguishers.

The Board RESOLVED that the Fire Management Plan be adopted.

779 INVESTMENT STRATEGY POLICY - Agenda Item 5(c)(ii)

The Audit & Risk Chairman presented the amended policy which was reviewed by the Audit & Risk Committee on the 10th April 2015.

The Board RESOLVED that the Investment Strategy Policy be adopted.

780 HEALTH & SAFETY - ASBESTOS MANAGEMENT PLAN - Agenda Item 5(c)(iii)

The Finance Manager stated that Copes, the Board's Health & Safety Consultants, have provided this policy which was reviewed by the Audit & Risk Committee on the 10th April 2015.

The Board RESOLVED that the Asbestos Management Plan be adopted.

781 HEALTH & SAFETY - NOISE AT WORK POLICY - Agenda Item 5(c)(iv)

The Finance Manager stated that Copes, the Board's Health & Safety Consultants, have provided this policy which was reviewed by the Audit & Risk Committee on the 10th April 2015.

The Board RESOLVED that the Noise at Work Policy be adopted.

782 HEALTH & SAFETY - FIRST AID AND ACCIDENT AT WORK POLICY - Agenda Item 5(c)(v)

The Finance Manager stated that Copes, the Board's Health & Safety Consultants, have provided this policy which was reviewed by the Audit & Risk Committee on the 10th April 2015.

The Board RESOLVED that the First Aid and Accident at Work Policy be adopted.

783 MINUTES OF THE CULVERTS & BRIDGES COMMITTEE MEETING

The Culverts & Bridges Chairman presented the unconfirmed minutes of the meeting held on the 29th April 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

The Chairman added that this Committee has proven a very useful forum and information gained on the Boards culverts and bridges is highly valuable.

784 MATTERS ARISING

(a) Presentation of the Culvert Inspection Records - Minute No 739c

The Chairman highlighted to the Members the example of quotes having been received for the Wyberton Roads culvert being substantially more than the cost of the work being undertaken by the Boards own workforce.

This demonstrates that actually the Board's labour for works is highly competitive against outside contractors.

(b) Bridge Replacement Process - Minute No 741

The Chief Executive stated that the review of the bridges owned by the Board and/or owned by landowners will be a complex and time consuming task, once the report is prepared it will be presented to the Board.

785 CULVERT AND BRIDGES REPLACEMENT POLICY - Agenda Item 5(d)(i)

The Culvert & Bridges Chairman presented the amended policy which was reviewed by the Culvert & Bridges Committee on the 29th April 2015.

The Board RESOLVED that the Culvert and Bridges Replacement Policy be adopted.

786 MINUTES OF THE ENVIRONMENT COMMITTEE MEETING

The Environment Committee Chairman presented the unconfirmed minutes of the meeting held on 20th May 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

787 MATTERS ARISING

(a) Environment Chairman - Minute No 751b

Having discussed the matter with the Vice Chairman of the Board, Mr J Wray stated that he would be prepared to stand as Chairman of the Environment Committee for a further year.

788 MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Chairman presented the unconfirmed minutes of the meeting held on 3rd June 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

789 MATTERS ARISING

(a) Black Sluice Strategy - Minute No 754a

The Chairman stated that Grant in Aid monies recovered for the Wyberton Catchment have had a significant impact on the accounts.

(b) EA Asset Transfer - Minute No 754c

The Chief Executive outlined the potential of taking over the Black Sluice Pumping Station and the South Forty Foot Drain adding that this is a big project which would benefit the catchment.

The EA have informed us and other Boards that they are to de-main a number of watercourses because of the lack of funds they receive to maintain them. All IDBs have consolidated a response for a sensible procedure including their condition when transferred, if we are to assume responsibility.

(c) Commercial Business Rates - Minute No 762a

The Finance Manager stated that since the building of the extension to the Depot to incorporate the offices, Boston Borough Council had not completed the sign off procedures for building control purposes and this in turn had not instigated the Valuation Office to visit and re-value the building for the purpose of Business Rates.

This valuation has now been completed and the Business Rate charges back dated to April 2012, when we occupied the new Offices, amount to £23,098.97. These costs are not included in the 2015/16 budget and will result in an over spend in the current financial year.

(d) Election - Minute No 762d

The Chairman stated that the Board established a Nominations Committee in 2012 and the first meeting was held on 3rd June 2015. This is a useful Committee to look in advance of the elections at succession planning and further ahead at the structure of the Board.

The Chairman stated that he would not be standing for election at the Board Meeting in November 2015. He will be proposing that the Vice Chairman, Mr K C Casswell take over the role as Chairman of the Board. With Mr P Holmes and Mr M Rollinson taking on the role of Chairman of Northern and Southern Works Committees' respectively.

789 (d) Cont.....

The Works Committee Members will need to consider proposing a Vice Chairman for the Northern and Southern Works Committees following the election.

He then stated as per minute 787(a), that Mr J R Wray has agreed to carry on as Chairman of the Environment Committee for a further year.

The Chairman then added that the election in District B, with himself standing down, Nick Scott will complete the nomination papers for this District.

The Nominations Committee proposed subject to Election by the new Board in November that Mr K C Casswell become Chairman of the Board and Mr P Holmes Vice Chairman.

790 INTERNAL AUDIT REPORT 2014/15 - Agenda Item 5(f)(i)

The Finance Manager presented the Annual Internal Audit Report 2014/15 (under separate cover). The Chairman highlighted to the Members of the Board that "Substantial Assurance" had been achieved for the second year. He added that no management actions were detailed in the report and congratulated the Finance Manager.

791 BOURNE FEN FARM TRUST FUND - Agenda Item 5(f)(ii)

The Finance Manager presented the Bourne Fen Farm Revenue Account which had been reviewed by the Trustees at the Executive Committee meeting on 3rd June 2015.

792 INTERNAL AUDIT STRATEGY AND AUDIT PLAN 2015/16 - Agenda Item 5(f)(iii)

The Finance Manager stated that the Executive Committee had reviewed the Internal Audit Strategy and Plan and recommended it to the Board.

The Finance Manager stated that the Audit & Risk Committee added a review of the cyber security and risks associated with this.

793 PUMPING STATION VALUATIONS REPORT - Agenda Item 5(f)(iv)

The Chief Executive stated that currently the Board's pumping stations are valued and insured for £18m, external consultants had valued the pumping stations in four different types of categories and a total figure of £58m was placed on them. Unfortunately the brokers forwarded this report to the underwriters without our permission. The Insurers have requested an additional £10,000 for insurance premiums for the remaining 5 months. It was explained that the Board would not lose all 34 pumping stations at the same time due to their locations.

793 Cont.....

The annual insurance contract is due for renewal on 30th September 2015. A proposal to consider a higher excess, and/or three tiered insurance, first loss basis to excessive loss could be considered.

794 APPROVAL OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31st MARCH 2015 - Agenda Item 6

The Finance Manager stated that the unaudited financial statements had been circulated under a separate cover and had been reviewed by the Executive Committee at their meeting on 3rd June 2015.

The Finance Manager added that:

- Annual Governance Statement, added in red “complied with proper practices in doing so”
- Unbudgeted surplus is due to sale of Carlton Road, and Defra grants.
- Drain maintenance and pumping station maintenance is down £30,000
- Capital works – some drain maintenance has been deferred and at no stage has the system been compromised.

The Chairman stated that the pension liability has gone up to £3.3m calculated with projected age, for example females aged 45 today are projected to live until 90.5 years old.

The Board RESOLVED that the Unaudited Financial Statements should be approved and that the Chairman and Finance Manager should sign the Balance Sheet, Annual Governance Statement and Statement of Responsibilities.

795 TO APPROVE AND AUTHORISE THE CHAIRMAN TO SIGN THE ANNUAL RETURN FOR THE YEAR ENDING 31st MARCH 2015 - Agenda Item No 7

The Board RESOLVED that the Annual Return should be approved and that the Chairman and Finance Manager should sign the Annual Return for the year ending 31st March 2015.

796 TO REVIEW THE RISK REGISTER - Agenda Item 8

The Finance Manager presented the Risk Register which is tabled at each Board meeting. He stated that Item 8.5 had been added to the register “Risk of Cyber Attack”. The policy recommends the Board review insuring this risk and the premium for this would be £3,500.

A report was presented to the Board Chairman of a cyber attack where a zip file was opened by an employee. The crypto locker file was spotted by a member of staff and the server was switched off whilst our computer consultants HBP attended site and off site backups were restored.

796 Cont.....

The Board Chairman reviewed the options in relation to a new more advanced firewall and recommended a Sophos UTM be installed with the addition of staff training. The ratepayers database has been encrypted to add a second level of safety to the data.

The Chairman of the Audit & Risk Committee had requested the Internal Auditor review software security (he arrived the day after this had occurred).

The Board AGREED not to proceed with an insurance policy for 8.5.

The Board confirmed "8.5 Risk of Cyber Attack"

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	MEDIUM	6

The Board RESOLVED that the Risk Register be accepted.

797 TO RECEIVE PERIOD 2 MANAGEMENT ACCOUNTS - Agenda Item No 9

The Finance Manager presented the Period 2 Management Accounts. He added the following points:

- Drainage rate collection was ahead on budget
- Expenditure on schemes due to timing of capital schemes being undertaken
- Drain maintenance

On the balance sheet:

- Reserve account is the Natwest account not the reserves of the Board
- Investment policy states that £300k is the maximum invested in any single organisation, Natwest reserve has £1.3m the Board confirmed that they are aware of this.
- Options for investment are reviewed by the Executive Committee but there is currently no viable options.

The Chairman added that it is important that the Boards reserves are on target of 20% on a 10 year budgeting schedule.

The Board RESOLVED that the report be noted.

798 TO APPROVE THE COMPENSATION RATES - Agenda Item No 10

The Chief Executive presented a schedule of the recommended Summer and Winter Crop Loss Compensation Rates.

Crop Loss Compensation rates for Summer Roding 2015	
Wheat & Oilseed Rape	£605 per acre or £1,495 per hectare
Sugar Beet	£840 per acre or £2,076 per hectare
Cabbage	£1,310 per acre or £3,237 per hectare
Brussel Sprouts	£1,575 per acre or £3,892 per hectare
Potatoes	£3,150 per acre or £7,784 per hectare
Crop Loss Compensation rates for Winter Cleansing 2015/16	
All crops	£530 per acre or £1,310 per hectare

The Chief Executive presented a statement that is recommended to be published on the Boards website and in future drainage rate brochures:

“The Board will only pay crop loss compensation to the ratepayer if a field is cropped at the time the work is carried out and the work causes damage to the crop or coverage of the crop with arisings from the works. There is a twelve month cut off date for claiming compensation following any such crop damage.”

Land loss payment range 2015/16			
Multiplier	Average rentable value £/acre	Comp £/acre	Comp £/ha
125	85	10,625	26,254
125	80	10,000	24,710
125	75	9,375	23,165
125	70	8,750	21,621
125	65	8,125	20,077
125	60	7,500	18,532
125	55	6,875	16,988
125	50	6,250	15,444
125	45	5,625	13,899

The Chairman stated that the following paragraph be added to the website regarding Land Loss;

“The Board will pay land loss compensation to the landowner for widths lost greater than 500mm. The compensation forms will be posted in the first instance to the ratepayer; if they are not the landowner the ratepayer must immediately inform the Board and forward the documentation to the landowner. There is a twelve month cut off date for claiming compensation following any such land loss.”

The Board RESOLVED to adopt these rates with the addition of the explanation paragraphs stated above.

799 TO RECEIVE THE MINUTES OF THE ADA LINCOLNSHIRE BRANCH - Agenda Item 11

Copies of the ADA Lincolnshire Branch minutes were circulated with the Agenda for information.

The Chairman sadly informed Members of the Board that Norman Osborne died very suddenly last week. He had been the ADA Lincolnshire Chairman for a number of years.

800 REPORTS - Agenda Item 12

(a) Monthly Accounts - Agenda Item 12(a)

The Board RESOLVED that the Board's monthly accounts which included January to May 2015, copies of which had been circulated, were noted.

(b) Schedule of Consents - Agenda Item 12(b)

The Board RESOLVED that the schedule of consents for Byelaw Relaxations, Culvert Consents, Development Contributions, Tile Drainage Consents and Extended Area Consents issued January to May 2015, copies of which had been circulated, were noted.

The Board Members discussed how aware developers, farmers and the public are regarding Board byelaws, i.e. knowing not to fill in a dyke. The Finance Manager added that it would be identified only if it became a nuisance. The Board recommended the Culverts & Bridges Committee review this question.

(c) Rainfall - Agenda Item 12(c)

The rainfall figures at Swineshead and Black Hole Drove were presented, copies of which had been circulated.

801 ANY OTHER BUSINESS - Agenda Item 13

(a) Elections

The Finance Manager stated that nomination forms would need to be completed by noon on the 24th September 2015.

(b) Chairman of the Board

The Vice Chairman stated that this would be Mr M Scott's last Board meeting, after 22 years on the Board. All Members agreed that his contribution to the Board had instigated vision, the Boards transparency and substantial assurance.

801 Cont.....

(c) Board Inspection

Members were invited to view the machinery and displays around the office and workshops. In the operations room the telemetry is set up and the new Assistant Pump Engineer is available to assist.

The Tom Tom machines, People Safe lone worker telephones are available and a video of the repair works at the Wyberton breach.

Mr V Barker referred to the Boards past history and suitable displays in the offices; the Chief Executive stated that the Officers have been charged with researching the archives.

There being no further business the meeting closed at 14:40.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Nomination Committee
held on the 3rd June 2015

Members Present

Chairman	* Mr M J Scott
Vice Chairman	* Mr K C Casswell
Chairman Audit & Risk Committee	* Cllr M Brookes

* Member Present

764 **APOLOGIES FOR ABSENCE**

There were no apologies.

765 **CHAIRMAN OF THE BOARD**

The Chairman had indicated that he would not seek re-election in November 2015 and suggested, subject to Board approval at the time, that Mr K C Casswell should assume the role as Chairman of the Board.

766 **COMMITTEES**

(a) **Chairman of the Northern Works Committee**

Paul Holmes had been elected Chairman of the Northern Works Committee at the meeting of the Committee held on 4th March 2015.

(b) **Chairman of the Southern Works Committee**

Mark Rollinson had been elected Chairman of the Southern Works Committee at the meeting of the Committee held on 18th March 2015.

A Vice Chairman of each Committee to be considered after the election.

(c) **Chairman of the Environment Committee**

Richard Wray had indicated a wish to stand down as the Chairman of the Environmental Committee and Paul Holmes had been recommended as his successor at the meeting held on the 20th May 2015.

767 **ELECTION - DISTRICT B**

The Chairman reported he had approached David Casswell from South Kyme to establish his interest in standing in District B on the retirement of the Chairman. He had informed the Chairman that unfortunately he was not in a position to stand. It was suggested that the Chairman approach Nicholas Scott to establish his willingness to stand.

768 VICE CHAIRMAN OF THE BOARD

It was suggested, subject to the Board approval, that Paul Holmes be invited to assume the role of Vice Chairman of the Board at the November 2015 meeting. In this event it was suggested that an alternative Chairman of the Environment Committee should be considered and it was left to Mr K C Casswell to canvas views.

769 EXECUTIVE COMMITTEE

If the Board approved these appointments then the Executive Committee would comprise:

- | | |
|-----------------|--|
| Mr K C Casswell | - Chairman of the Board |
| Mr P Holmes | - Vice Chairman & Chairman of the Northern Works Committee |
| Mr M Rollinson | - Chairman of the Southern Works Committee |
| To be confirmed | - Chairman of the Environment Committee |
| Cllr M Brookes | - Chairman of the Audit & Risk Committee |
| Cllr P Bedford | - Boston Borough Council Representative |

There being no further business the meeting closed.

(b) Near Miss Reporting Policy - Minute No 728

The Finance Manager referred to the Committees discussions at the last meeting that a new separate policy be put in place to identify trends in "Near Miss" situations which can be identified and resolved.

Mr R Leggott asked if the workforce are made aware of the necessity to complete reports and understand the Boards policies. In response the Chief Executive stated that all Boards policies are included in the Induction of new staff. All Staff attend training days twice yearly in which all updated polices are discussed and the requirement to complete reports.

The Committee RESOLVED to recommend that the Near Miss Reporting policy should be approved at the next Board meeting.

(c) Cyber Security - Minute No 731

The Finance Manager stated that information on the rating system is now encrypted.

An external hard drive network attached storage system (NAS) is due to be fitted for the backup data to be stored offsite. Data is sent to the NAS to make it more secure on an encrypted external connection. This will mean that there will no longer be a need to transport backup tapes.

Mr V Barker asked if in a worst case scenario how would access be obtained to the backup files. The Finance Manager answered that the Chief Executive and the Boards IT provider have the relevant passwords.

805 TO RECEIVE A REPORT ON INSURANCE RENEWAL - Agenda Item 4

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 2 of the Public Bodies (Admission to Meetings) Act 1960.

806 TO RECEIVE THE ANNUAL RETURN INCLUDING EXTERNAL AUDITORS OPINION - Agenda Item 5

The Finance Manager presented the completed Annual Return which had been approved at the Executive Committee Meeting held on the 15th June 2015. The External Auditors Grant Thornton have issued a clean report with no recommendations.

The Chairman stated that this is excellent work and a great achievement for the Board.

807 TO RECEIVE INTERNAL AUDIT REPORT FOR 2014/15 - Agenda Item 6(a)

Mr D Gowing presented to the Committee the Internal Auditors Audit Report with a 'substantial assurance' for the third year. Mr D Gowings' final conclusion was that he is very happy with all the controls and having proved that the system worked after a cyber attack with files backed up and systems up and running very quickly. He had no management recommendations and stated that the Black Sluice IDB is the only Board with Substantial Assurance.

The Chairman congratulated everyone involved in all the good work which has gone into attaining this level of assurance.

808 TO RECEIVE AUDIT STRATEGY AND PLAN FOR 2015/16 - Agenda Item 6(b)

Mr Gowing stated that the strategy is the same as last year, with the allocation enough to cover the work required to audit best practice.

This year the areas he will be concentrating on are;

- (i) Rating security and data security backup.
- (ii) Grants

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 matters had been discussed with the Internal Auditor to the satisfaction of the Committee members.

The Chief Executive and Finance Manager returned to the meeting.

809 TO REVIEW THE EMPLOYEES CODE OF CONDUCT - Agenda Item 7(a)

The Finance Manager presented the updated Employees Code of Conduct Policy.

The Committee RESOLVED to recommend that the Employees Code of Conduct Policy should be approved at the next Board meeting.

810 TO RECEIVE FRAUD AND CORRUPTION POLICY - Agenda Item 7(b)

The Finance Manager presented the Fraud and Corruption Policy - highlighted in red are recommended amendments.

A question was asked regarding a corruption scenario of change of BACS details on company headed paper, the Finance Manager stated that if the Board receives notification of change of BACS details then the company would be contacted using previously obtained details, to confirm this before any changes are made if we were at all suspicious.

The Committee RESOLVED to recommend that the Fraud and Corruption Policy should be approved at the next Board Meeting.

811 TO RECEIVE MEMBERS CODE OF CONDUCT POLICY - Agenda Item 7(c)

The Finance Manager presented the amendments to the Members Code of Conduct Policy the Committee made the following amendment;

Note 4

1a(i) & (ii) there should be a gap between anybody it should be any body
2d - the same as above

The Committee RESOLVED with the above amendment to recommend that the policy be approved at the next Board Meeting.

812 TO RECEIVE THE WHISTLE BLOWING CONFIDENTIAL REPORTING CODE - Agenda Item 7(d)

The Finance Manager stated that this policy has been reviewed and no amendments were recommended.

The Committee RESOLVED to recommend that the Whistle Blowing Confidential Report Code should be approved at the next Board Meeting.

813 TO RECEIVE THE OFFICERS CAR LOAN POLICY - Agenda Item 7(e)

The Finance Manager stated that this policy has been reviewed and updated amendments were recommended.

The Committee RESOLVED to recommend that the Officers Car Loan Policy be approved at the next Board Meeting.

814 TO REVIEW THE BOARD'S CATALOGUE OF POLICIES - Agenda Item 8

The Finance Manager recommended that the Financial Regulations and Procurement Policy be moved forward for review in April 2016. The External Auditor last year had reported that these polices be reviewed annually. The Committee discussed whether it would be a worthwhile task to review yearly or 3 yearly.

The Chairman asked Mr D Gowing what would be his view and he stated that 3 yearly would be a comfortable timescale, obviously if there were changes in law or for any other reason these policies could be reviewed at the next available meeting.

The Committee then agreed that the 9 metre Bye Law, Publication Scheme and Data Protection Policies could be moved forward to the April 2016 meeting.
All AGREED.

815 TO REVIEW THE RISK REGISTER - Agenda Item 9

The Committee reviewed the Risk Register.

The Committee discussed the risk regarding item ref: 8.5 - Risk of Cyber Attack. The Finance Manager stated that any risk score 4 or above is reviewed.

The Committee reviewed this item at the previous Audit & Risk meeting on the 10th April 2015 and requested a quotation for an insurance policy to cover the risk which was quoted at over £3.5k and therefore was rejected by the Executive Committee. The Finance Manager displayed the risk matrix on screen.

The Committee agreed that Cyber Attack would always be a risk and therefore should be reviewed. They agreed to recommend that the potential impact be MEDIUM reducing the Risk Level from 6 to 4.

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

The Committee recommended the above amendment be included in the Risk Management Strategy Policy and be approved at the next Board Meeting.

There being no further business the meeting ended at 12:15.



Internal Drainage Boards in England

Annual return for the financial year ended 31 March 2015

Internal Drainage Boards in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year.

Each annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the board.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the board's internal audit provider.

Each board must approve this annual return no later than 30 June 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in blue. Do not leave any blue box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for Internal Drainage Boards that can be downloaded from the Association of Drainage Authorities' website at www.ada.org.uk

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

BLACK SLUICE

Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	527,482	693,171	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Rates and special levies	1,970,438	1,994,798	Total amount of direct rates on landowners and special levies on local authorities received or receivable in the year.
3 (+) All other income	541,196	1,007,895	Total income or receipts as recorded in the cashbook less the rates and special levies (line 2). Include all grants and contributions from EA here.
4 (-) Watercourses and pumping stations	1,758,715	1,964,376	Total expenditure or payments including capital spending and employment costs on construction and maintenance of watercourses and pumping stations.
5 (-) Loan interest/ capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Board's borrowings (if any).
6 (-) All other payments	587,230	717,260	Total payments or expenditure as recorded in the cashbook less watercourses and pumping stations (line 4) and loan interest/ capital repayments (line 5). Include all contributions to EA here.
7 (=) Balances carried forward	693,171	1,014,228	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	782,198	1,164,433	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	5,291,278	5,080,536	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the Board as at 31 March.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the Board and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

D. W. Smith

Date 18/05/2015

I confirm that these accounting statements were approved by the Board on this date:

17/06/2015

and recorded as Board minute reference:

795

Signed by Chair of meeting approving these accounting statements:

W. J. Smith

Date 17/06/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of: BLACK SLUICE Internal Drainage Board our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the board:
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the board to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the board's accounts.
5 We carried out an assessment of the risks facing the board and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the board's accounting records and control systems.	✓		arranged for a competent person, independent of the board's financial controls and procedures, to give an objective view on whether internal controls meet the needs of the board.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the board and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the board and recorded as minute reference

795

dated 17/06/2015

Signed by:

Chair 

dated 17/06/2015

Signed by:

Clerk 

dated 17/06/2015

*Note: Provide explanations to the external auditor on a separate sheet for each 'No'. Describe how the board will address the weaknesses identified.

Section 3 – External auditor certificate and opinion 2014/15 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

[Redacted area]

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

~~(Except for the matters reported below)~~* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

[Handwritten signature]

(continue on a separate sheet if required)

Other matters not affecting our opinion which we wish to draw to the attention of the board:

[Handwritten signature]

(continue on a separate sheet if required)

External auditor signature

External auditor name Date

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

Section 4 – Annual internal audit report 2014/15 to

Enter name of reporting body here:

BLACK SLUICE

Internal Drainage Board

The board's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the board's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and, alongside, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the board.

Internal control objective	Agreed? Please choose from one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been properly kept throughout the year.	✓		
B The board's financial regulations have been met, payments were supported by invoices, all 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, all 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 investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account 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.	✓		

For any other risk areas identified by the board (list any other risk areas below or on separate sheets if needed) adequate controls existed:

See Annual Internal Audit Report For Further detail.

Name of person who carried out the internal audit: DAVID GOWING

Signature of person who carried out the internal audit: *D. Gowing* Date: 20/05/15

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit.
- 2 Make sure that your annual return is complete (i.e. no empty blue boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of, and approved by the board, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a board member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change in Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your board holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist - 'No' answers mean you may not have met requirements		Done?
All sections	All blue boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Board approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All blue boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guide, is available from the ADA website www.ada.org.uk or from The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL.

BLACK SLUICE INTERNAL DRAINAGE BOARD

INTERNAL AUDIT STRATEGY AND AUDIT PLAN

2015 - 2016

INTERNAL AUDIT STRATEGY

- 1.1** This Audit Strategy is designed to be a high level statement of how the Internal Audit Service will be delivered and developed.
- 1.2** 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.
- 1.3** The Accounts and Audit Regulations 2011 state that the Board is responsible for ensuring the financial management of the organisation is adequate and effective and that the Board has sound systems of internal control which facilitate the effective exercise of their functions (including risk management). The Board should conduct a review, at least once a year, of the effectiveness of its systems of internal control. The Regulations also require that following the review, the Board must approve an annual governance statement, prepared in accordance with proper practices in relation to internal control. The Internal Audit Service is a key independent and objective source of assurance for the Board.
- 1.4** The authority of Internal Audit is included within Financial Regulations.

2 RESOURCES

- 2.1** The Internal Audit Service is to be provided by an external contractor, appointed by the Board, who is an experienced and qualified internal auditor.

3 AREAS OF WORK

- 3.1** All internal audit work will be undertaken with due regard to the Governance and Accountability in Internal Drainage Boards – a Practitioners' Guide and the Public Sector Internal Audit Standards.
- 3.2** The annual audit plan will be devised through discussions and agreement with the Chief Executive, Board Members and the External Auditor.
- 3.3** The following paragraphs describe the main areas of audit work. The work concentrates on assurance and risk-based audits, traditional probity checks, assistance with risk management and provision of advice.

3.3.1 Assurance Audits

Financial systems are to be reviewed to provide assurance to the Board and for the annual return. Where appropriate probity audits will be undertaken and the propriety, accuracy and recording of transactions sample tested. A risk based approach will be adopted so detailed checking of all systems and transactions will not be undertaken.

3.3.2 Risk Management

The risk register will be used to determine the main areas of audit. If the risk register is not fully developed assistance will be given if required to complete an operational document. This approach offers flexibility to address the Board's risks as they arise and establishes greater synergy between internal audit and the management of risks facing the Board.

3.3.3 Consultancy and Advice

Internal Audit will be available to assist the Board with control or operational issues. During the year there might be emerging risks or issues that need an independent view or review. In addition, internal audit will be pro-active with suggestions and advice to management from information gained through experience, other IDBs and organisations and networking groups.

3.3.4 Anti-fraud and Corruption

Internal Audit will be pro-active in counter fraud work. Although it is not a function of Internal Audit to detect fraud (this is a responsibility of management and good system control) work will be undertaken to help ensure there are adequate systems and procedures to highlight potential instances.

3.3.5 Value for Money (VFM)

As a part of the audit review, systems and controls established by management to secure VFM will be examined and evaluated. Internal audit can undertake detailed VFM reviews upon request.

4.0 Audit Reports

4.1 At the completion of each audit a report will be produced and agreed with the Chief Executive. This details the terms of reference and scope of the audit, findings, recommendations and a management action plan. An executive summary which includes an audit opinion on controls will be included.

4.2 An annual internal audit report shall be produced to the Board to provide an overall opinion on controls and detail the audit work for the year.

Internal Audit Plan

April 2015 to March 2016

Audit Areas	Plan Days
Follow-up of previous audits and implementation of action plans	0.5
Planning, discussions, advice and reporting.	1
Systems Review	0.5
Transaction Tests	1.5
Testing and completion of Annual Return	0.5
TOTAL	4

This plan is based on the current ADA practitioners guide which requires revision especially with the introduction of the Local Audit and Accountability Act 2014. This could result in increased internal audit work.

David Gowing
Gowing Internal Audit Services Ltd
May 2015

Black Sluice Internal Drainage Board

Risk Management Strategy

Risk Management Policy

Risk Analysis

Updated	9 th April 2014
Board Approved	25 th June 2014
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 Corporate Risk Management Strategy is to effectively manage potential opportunities and threats to the Board achieving its objectives. See attached Corporate Risk Management Policy Statement, Appendix A.

1.2 The Boards Corporate 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 Boards 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 greatly additional flows.

How risk is managed: Board works with 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 greatly additional flows.

How risk is managed: Board works with 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 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.
Further Work	Consider a UPS system for the main server.

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 five 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.

Further Work: Formalise 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: Five 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

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
 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 FSA Register.
Only £300,000 is invested in each organisation.
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 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
 Look into establishing alternative arrangements
 Possibility of Witham Fourth Offices
 Action Plan to be written before January 2013.

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

5.5 Risk of Inadequacy of Internal Checks

Consequence: Risk of incorrect wages could be paid.
 How risk is managed: Person who is completing second bank authorisation also completes a sense check on the amount to be paid.
 Significant variations to be authorised by Chief Executive.

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 Officer 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 Officer

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

7.3 Premises at 72 Carlton Road remain Unsold

Consequence: Low balances

How risk is managed: Produce five year plan with building unsold.
Review major items for expenditure.

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

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.

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

Further Work: 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 Broadband internet lines into office
 Satellite broadband added to increase resilience

Further Work: UPS (Battery Backup) on Communications Cabinet.

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 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

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

8.6 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

8.7 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

8.8 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 15

EMPLOYEES CODE OF CONDUCT

1. INTRODUCTION

The Board's Code of Conduct is set out below. It covers the main standards of behaviour the Board requires from employees and includes the Board Rules, which employees need to follow.

The Board's Rules and the examples of misconduct are not exhaustive. All employees are under a duty to comply with the standards of behaviour and performance required by the Board and to behave in a reasonable manner at all times.

A breach of the Board's Rules may result in disciplinary action. A single instance of gross misconduct may result in dismissal without notice.

2. BOARD RULES

2.1 Attendance and Timekeeping

Employees are required to:

- a) comply with the rules relating to notification **and certification of sickness as set out in the ADA Lincolnshire White Book**;
- b) arrive at work promptly, ready to start work at their contracted starting times;
- c) remain at work until their contracted finishing times.

Employees must obtain management authorisation if for any reason they wish to arrive later or leave earlier than their agreed normal start and finish times.

The Board reserves the right not to pay employees in respect of working time lost because of poor timekeeping.

Persistent poor timekeeping may result in disciplinary action.

2.2 Standards and Conduct

Employees are required to:

- a) behave in a way that does not constitute unlawful discrimination;
- b) comply with all reasonable management instructions;
- c) comply with the Board's operating policies and procedures;
- d) co-operate fully with their colleagues and with management;
- e) maintain satisfactory standards of performance at work;

- f) ensure that any queries received from the media are referred immediately to the CHIEF EXECUTIVE. Employees must not attempt to deal with queries themselves;
- g) ensure the maintenance of acceptable standards of politeness;
- h) take all necessary steps to safeguard the Board's public image and preserve positive relationships with:
 - i) Local Authorities
 - ii) Members of the public
 - iii) Other associates
 - iv) Other Boards
 - v) Ratepayers of the District

2.3 Flexibility

Employees may be required:

- a) from time to time to undertake duties outside their normal job remit;
- b) from time to time to work at locations other than their normal place of work;
- c) to work additional hours at short notice, in accordance with the needs of the Board.

2.4 Confidentiality

Employees are required to keep confidential, both during their employment and at any time after its termination, all information gained in the course of their employment about the Board's business, members, colleagues or ratepayers, except as required by law or in the proper course of their duties.

Employees are not permitted to engage in any activity outside their employment with the Board, which could reasonably be interpreted, as competing with the Board.

2.5 Work Clothing and Personal Protective Equipment

Employees are required to:

- a) wear the appropriate clothing for the role in which they are employed;
- b) wear or use any personal protective equipment as instructed by and supplied by the Board.

2.6 Health and Safety

2.6.1 General

Employees are required to:

- a) make an entry in the Board's Accident Book of all accidents, however small;
- b) report all accidents, however small, as soon as possible to the Health and Safety Officer;
- c) observe the Board's health and safety procedures;
- d) ensure that safety equipment and clothing are always used in accordance

- with the Board's health and safety procedures;
- e) ensure lone-worker devices are used at all times in accordance with instructions and training provided.
 - f) gain an understanding of the Board's health and safety procedures.

2.6.2 On Site Rules

Employees working on site are required to:

- a) follow any site-specific rules;
- b) wear any required Personal Protective equipment on site at all times.

2.6.3 Smoking

In order to comply with the Law and Board policies, Employees **must not** smoke or vape or allow any non-employees to smoke or vape;

- a) in any of the Board's Buildings
- b) in any of the Board's vehicles
- c) anywhere on site or outside on the Board's premises where it would cause:
 - i) an unpleasant environment for non-smokers
 - ii) offence to others
 - iii) the harmful effects of second hand smoke to be experienced by others
 - iv) anywhere it would cause a fire risk

The designated smoking area for the offices and depot at Swineshead is located at the front of the building **in the smoking shelter**.

2.7 Property and Equipment

Employees must not without permission of the Chief Executive:

- a) Use the Board's telephone, fax, postal or other services for any reason except on authorized Board's business.
- b) remove Board or site property or equipment from Board or site premises unless for use on authorised Board business

On termination of their employment employees must return **all** Board property, such as keys, laptops, mobile telephones, vehicles, documents or any other items belonging to the Board. This list is not exhaustive.

Where an employee damages property belonging to the Board, either through misuse or carelessness, the Board reserves the right to make a deduction from the employee's pay in respect of the damaged property.

2.8 Personal Property

Personal possessions on Board premises are the sole responsibility of employees who should ensure that their personal possessions are kept in a safe place at all times.

2.9 Environment

In order to provide a cost-effective service, employees are requested:

- a) handle all materials with care;
- b) switch off equipment when it is not in use;
- c) to use the Board's equipment, materials and services wisely;
- d) to try to reduce wastage and the subsequent impact on the environment ensuring that they close windows, avoid using unnecessary lighting or heating or leaving taps running.

2.10 Changes in Personal Details

To ensure the prompt payment of monies due to you and ensure the Board is able to contact you or another designated person in case of an emergency, employee must notify the Board as soon as possible of any change of:

- a) name
- b) address
- c) marital status
- d) next of kin
- e) telephone number
- f) bank account (*which effects where monies due to you from the Board are received*)

2.11 Gross Misconduct

Examples of behaviour which the Board treats as misconduct can be found In the Lincolnshire Branch of ADA's Wages, Salaries and conditions of Service booklet provided to all employees.

Black Sluice Internal Drainage Board

Policy No 16

Fraud and Corruption Policy

1. INTRODUCTION

One of the basic principles of public sector organisations is the proper use of public funds. It is therefore important that all those working in the public sector are aware of the risk of wrongdoing and the means of enforcing the rules against it. The aim of this document is to set out a policy and response plan for the organisation for suspected or detected irregularities.

2. POLICY

The Board is committed to a culture of honesty, openness and fairness. It is therefore also committed to the elimination of any fraud and corruption and to the rigorous investigation of any such cases and the punishment of those involved.

The Board actively encourages anyone having reasonable suspicion of irregularities to report them. It is also the policy of the Board that no employee should suffer as a result of reporting reasonably held suspicions.

The Board will always seek to recover fully all losses from those responsible in proven cases of fraud or corruption including all costs incurred in the pursuit of action against them.

3. DEFINITIONS

There is no offence in law of Fraud but the term encompasses criminal offences involving the use of deception to obtain some benefit or to be to the detriment of some person or organisation.

Corruption, in its broadest sense, involves the taking of decisions for inappropriate reasons - e.g. awarding a contract to a friend, appointing employees for personal reasons, or the giving or accepting of gifts as an inducement to take some course of action on behalf of the organisation.

Fraud can be defined as – “the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain”.

Corruption can be defined as – “the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person”.

4. DISCOVERY OF FINANCIAL IRREGULARITIES

Financial irregularities can come to light in a number of ways. They are usually discovered as a result of:

- Manual & Craft employees or Office Staff becoming aware of or suspecting that management controls are not being complied with;
- Routine work, or Audit testing;
- Information (tip-off) from a third party, internal or external to the organisation.

Any allegation, but particularly an anonymous one, should be treated with caution and discretion, because what appears to be suspicious circumstances may have a reasonable explanation. There is also a risk that some reports may be malicious.

Under no circumstances should information about any suspected irregularity, be passed to a third party or to the media without the **express authority** of the Chief Executive or Internal Auditor.

5. RESPONSIBILITY OF EMPLOYEES

Employees who are aware of, or suspect that a financial irregularity is taking place, or has taken place, have a duty to report their suspicions, since by doing nothing they may be implicating themselves.

Employees who may feel uncomfortable referring suspicions to line managers are encouraged to contact an Executive Committee Board Member or the Internal Auditor. If these reporting lines are unacceptable to an employee, an alternative is available in the Board's "Whistle Blowing Procedure".

If an employee suspects that a financial irregularity of any type has occurred or is in progress, they should immediately inform their line manager. The only exception to this rule is where the employee suspects that the *line manager* might be involved in the irregularity. In that event, the employee should advise the Chief Executive, Internal Auditor or an Executive Committee Board Member.

Employees must not attempt to investigate suspected irregularities themselves, or discuss their suspicions other than with more senior managers in accordance with the guidance above.

Examples of the types of financial irregularity that might be suspected are: -

Theft or abuse of Board property or funds

Deception or falsification of records (e.g. fraudulent time or expense claims)

6. RESPONSIBILITIES OF MANAGERS

It is Management's responsibility to maintain system controls to ensure that the Board's resources are properly applied in the manner, on the activities and within the limits approved. This includes responsibility for the prevention and detection of fraud and other irregularities.

Where a manager receives a report from an employee or other party of a suspected financial irregularity, they should immediately inform the Chief Executive, who in turn will notify the duly appointed Internal Auditor.

Line Managers should not themselves attempt to undertake any detailed investigation of the possible irregularity and should not discuss their suspicions or those reported to them, other than with the Chief Executive and the Internal Auditor.

In cases of suspected irregularities, it is often necessary to suspend a suspect from duty. Before an employee is suspended, advice should be sought from the Chief Executive. The purpose of suspension is to prevent any suggestion of a suspect having the opportunity to continue with the act complained of, falsify or destroy records, influence witnesses, etc. Suspension is not a punishment nor does it imply any fault or guilt on the part of the employee concerned.

7. RESPONSE PLAN

Upon receiving a report of suspected financial irregularity, the Internal Auditor will launch an investigation and a record will be made in the Board's Fraud Log. The Log will record all reported suspicions including those dismissed as unsubstantiated, minor or otherwise not investigated. It will also contain details of actions taken and conclusions reached. Significant matters will be reported to the Board and the Chairman will be updated on the situation.

The Internal Auditor will confer with the Chief Executive to agree the action plan to be adopted in the light of the particular circumstances.

When a prima facie case of fraud or corruption has been established, the Internal Auditor and Chief Executive will inform the Chairman and consultation with the Police will take place as soon as possible.

Depending upon Police advice, the case will be reviewed by the above officers and the Chairman who will decide if it should be referred officially to the Police for investigation. If it is decided to do so the Chief Executive will authorise the official complaint.

Following the official report to the Police, any further investigations by the Internal Auditor that are considered necessary will be planned and executed in close co-operation with the Police, with the Chief Executive and Chairman of the Board being kept informed.

8. INVOLVING THE POLICE

Internal Auditors and Chief Executives may be reluctant to involve the Police in the belief that: -

- They are only interested if the alleged criminal offence is greater than a specific monetary value
- They will not be interested because of the potential complexity of the issues involved which render little chance of a successful prosecution

- The organisation prefers to deal with such incidents internally, avoid publicity but implementing dismissal and recovery through civil action
- The Police will want hard evidence before they will pursue investigations, but when it is provided they advise that the rules of evidence have not been complied with.

Protracted internal investigations often unnecessarily delay involving the Police, thereby diminishing the value of co-operation with them. However properly organised investigations, conducted by individuals with an inside working knowledge of the organisation, will be of great assistance to any subsequent Police enquiry, and management should follow the above procedure and liaise with the Police as soon as the issues are identified.

Telephone Contacts :

Chief Executive 01205 821440

Internal Auditor - David Gowing 01525 861964

Revised 15th September 2015

BLACK SLUICE INTERNAL DRAINAGE BOARD

Policy No 17

MEMBERS CODE OF CONDUCT

Part 1

General Provisions

1. Introduction and interpretation

- 1) This Code applies to **you** as a member of an Internal Drainage Board.
- 2) You should read this Code together with the general principles prescribed by the Board (see Annexure to this Code).
- 3) It is your responsibility to comply with the provisions of this Code.
- 4) In this Code "meeting" means any meeting of :
 - (a) the Internal Drainage Board;
 - (b) any of the Internal Drainage Board's committees or sub-committees, joint committees or joint sub-committees;"member" includes a co-opted member and an appointed member.

2. Scope

- 1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you :
 - (a) conduct the business of your Internal Drainage Board (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) act, claim to act or give the impression you are acting as a representative of your Internal Drainage Board, and references to your official capacity are construed accordingly.
- 2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.
- 3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 3(5) and 3(5a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.
- 4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph 3) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).
- 5) Where you act as a representative of your Internal Drainage Board:
 - (a) on another relevant Internal Drainage Board, you must, when acting for that other Internal Drainage Board, comply with that other Internal Drainage Board's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your Internal Drainage Board's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3. General obligations

- 1) You must treat others with respect.
- 2) You must not:
 - (a) do anything which may cause your Internal Drainage Board to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006(1));

- (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be:
 - i) a complainant,
 - ii) a witness, or
 - iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her Internal Drainage Board's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your Internal Drainage Board.
- 3) You must not:
- a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - i) you have the consent of a person authorised to give it;
 - ii) you are required by law to do so;
 - iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - iv) the disclosure is:
 - reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements of the Internal Drainage Board; or
 - b) prevent another person from gaining access to information to which that person is entitled by law.
- 4) You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or Internal Drainage Board into disrepute.
- 5) You:
- a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - b) must, when using or authorising the use by others of the resources of your Internal Drainage Board:
 - i) act in accordance with your Internal Drainage Board's reasonable requirements; and
 - ii) ensure that such resources are not used improperly for political purposes (including party political purposes).

Part 2

Interests

4. Personal interests

- 1) You have a personal interest in any business of your Internal Drainage Board where either:
- (a) it relates to or is likely to affect;
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your Internal Drainage Board;
 - (ii) any body:
 - exercising functions of a public nature;
 - directed to charitable purposes; or

- one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) any employment or business carried on by you;
 - (iv) any person or body who employs or has appointed you;
 - (v) any person or body, other than a relevant Internal Drainage Board, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - (vi) any person or body who has a place of business or land in your Internal Drainage Board's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (vii) any contract for goods, services or works made between your Internal Drainage Board and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - (ix) any land in your Internal Drainage Board's area in which you have a beneficial interest;
 - (x) any land where the landlord is your Internal Drainage Board and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
 - (xi) any land in the Internal Drainage Board's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of:
 - (i) other council tax payers, ratepayers or inhabitants of the electoral division affected by the decision;
- 2) In sub-paragraph 4 (1b), a relevant person is
 - (a) a member of your family or any person with whom you have a close association; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph 4(1a)(i) or (ii) above.

5. Disclosure of personal interests

- 1) Subject to **paragraph (4) Personal Interests above**, where you have a personal interest in any business of your Internal Drainage Board and you attend a meeting of your Internal Drainage Board at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- 2) Where you have a personal interest in any business of your Internal Drainage Board which relates to or is likely to affect a person described in paragraph 4(1a)(i) or 4(1a)(ii), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- 3) Where you have a personal interest in any business of the Internal Drainage Board of the type mentioned in paragraph 4(1a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

- 4) Sub-paragraph 1) above only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- 5) Where you have a personal interest but, by virtue of paragraph 9, sensitive information relating to it is not registered in your Internal Drainage Board's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

6. Prejudicial interest generally

- 1) Subject to sub-paragraph 2) below, where you have a personal interest in any business of your Internal Drainage Board you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- 2) You do not have a prejudicial interest in any business of the Internal Drainage Board where that business:
 - (a) does not affect your financial position or the financial position of a person or body described in paragraph 4;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 4; or
 - (c) relates to the functions of your Internal Drainage Board in respect of—
 - i) an allowance, payment or indemnity given to members;
 - ii) any ceremonial honour given to members; and
 - iii) setting drainage rates or a special levy under the Land Drainage Act 1991.

7. Effect of prejudicial interests on participation of debate

- 1) Prejudicial interest shall be treated as set out in the Board's Standing Orders, Order of debate:

'if any member has any interest, direct or indirect, in a matter to be discussed, he shall, while it is under consideration withdraw from the meeting unless the interest is trivial in manner'

Part 3

Registration of Members' Interests

8. Registration of members' interests

- 1) Subject to paragraph 9, you must, within 28 days of:
 - (a) this Code being adopted by or applied to your Internal Drainage Board; or
 - (b) your election or appointment to office (where that is later),
 register in your Internal Drainage Board's register of members' interests details of your personal interests where they fall within a category mentioned in paragraph 4(1)(a), by providing written notification to your Internal Drainage Board's Chief Executive.
- 2) Subject to paragraph 9, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph 1) above, register details of that new personal interest or change by providing written notification to your Internal Drainage Board's Chief Executive.

9. Sensitive information

- 1) Where you consider that the information relating to any of your personal interests is sensitive information, and your Internal Drainage Board's Chief Executive agrees, you

- need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 9.
- 2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 1) above, is no longer sensitive information, notify your Internal Drainage Board's Chief Executive asking that the information be included in your Internal Drainage Board's register of members' interests.
 - 3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Annexure - The Ten General Principles

The general principles governing your conduct are set out below:

1. **Selflessness**
Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.
2. **Honesty and Integrity**
Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
3. **Objectivity**
Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
4. **Accountability**
Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.
5. **Openness**
Members should be as open as possible about their actions and those of their Internal Drainage Board, and should be prepared to give reasons for those actions.
6. **Personal Judgement**
Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.
7. **Respect for Others**
Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the Internal Drainage Board's statutory officers, and its other employees.
8. **Duty to Uphold the Law**
Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.
9. **Stewardship**
Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.
10. **Leadership**
Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Black Sluice Internal Drainage Board

Policy No 18

Whistleblowing Confidential Reporting Code

1. POLICY AIM

The aim of this policy is to maintain a working environment where people, whether they are employees of the Board, suppliers, contractors, members or private individuals co-opted on to committees of the Board are able to raise concerns where they think there is misconduct or malpractice, and to know that their concerns will be taken seriously and investigated. The policy is intended to give confidence to employees to whistleblow and, as such, it incorporates statutory provision for protection under the Public Interest Disclosure Act 1998. Members of the public may also have concerns. That is why we have produced this whistle-blowing policy not only to help our staff but we have published this document on our website to enable the public to also contact us with their concerns.

2. OUR COMMITMENT

The Board attaches high priority to ethical standards and probity and is committed to taking appropriate action where misconduct or malpractice is identified. We are committed to being open, honest and accountable.

The Board will protect both former and current staff from being penalised for raising concerns about misconduct or malpractice provided that allegations are made in good faith and without mischievous or malicious intent.

The following are affected by this policy:

- All former and current employees including part time, agency and temporary staff Members
- Private individuals co-opted on to committees of the Board
- Suppliers and those providing services under a contract whether working for the Board on Board premises or their own premises.

3. INTRODUCTION

Employees are often the first to realise that there may be something seriously wrong within the Board. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Board. They may also fear harassment or victimisation. In line with the policy statement we encourage employees and others that we work with, who have serious concerns about any aspect of the Board's work, to come forward and voice those concerns. It is recognised that most cases will be confidential. We wish to make it clear that they can do so without fear of victimisation, subsequent discrimination or disadvantage.

This 'Whistleblowing – Confidential Reporting Code' aims to encourage and make it possible for employees to raise serious concerns within the Board rather than overlooking a problem or 'blowing the whistle' outside the Board.

4. AIM AND SCOPE OF THE POLICY

This policy aims to:

- encourage anyone to feel confident in raising serious concerns and to question and act on their concerns about practice
- provide avenues for anyone to raise those concerns and receive feedback on any action taken
- make sure that anyone receives a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- reassure anyone that they will be protected from possible reprisals or victimisation if they have a reasonable belief that they have made any disclosure in good faith.

There are existing procedures in place which make it possible for staff to lodge a grievance relating to their own employment. This policy is intended to cover major concerns that fall outside the scope of other policies and procedures. These concerns include:

- conduct which is an offence or a breach of law
- disclosures related to miscarriages of justice
- health and safety risks, including risks to the public as well as other employees
- damage to the environment
- the unauthorised use of public funds
- the Board's Constitution (including Standing Orders or Other Regulations etc) not being observed or are being breached by members and/or officers
- possible fraud and corruption
- sexual or physical abuse of clients
- other unethical conduct
- information relating to any of the above being deliberately concealed or attempts being made to conceal the same.

This means that any serious concerns anyone has about any aspect of service provision or the conduct of officers or members of the Board or others acting on behalf of the Board can be reported under this policy. This may be about something that:

- makes anyone feel uncomfortable in terms of known standards, their experience or the standards they believe the Board subscribes to
- is against Financial Regulations, Board Procedure Rules, and so on
- falls below established standards of practice
- amounts to improper conduct.

What is not covered?

This policy cannot be used to deal with serious or sensitive matters that are covered by other procedures. Such procedures include the following:

- Staff complaints about their employment. These complaints are dealt with through our Grievance Procedure
- Customers' complaints about our services. These complaints are dealt with through our Complaints Procedure
- Allegations against members. Those wishing to whistleblow on members should do so directly to the Internal Auditor or the Chief Executive.

5. SAFEGUARDS

The Board is committed to good practice and high standards and wants to be supportive of employees. It is recognised that the decision to report a concern can be a difficult one to make. If what is being reported is true, there should be nothing to fear because the person reporting will be doing their duty to the employer and those for whom they are providing a service. The Board will not tolerate any harassment or victimization (including informal pressures) and will take suitable action to protect anyone when a concern is raised in good faith.

Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that already affect staff.

6. CONFIDENTIALITY

All concerns will be treated in confidence and every effort will be made not to reveal anyone's identity if they so wish. At the appropriate time however, you may need to come forward as a witness.

7. ANONYMOUS ALLEGATIONS

This policy encourages anyone to put their name to an allegation whenever possible.

Concerns expressed anonymously are much less powerful but will be considered at the discretion of the Board. In exercising this discretion the factors to be taken into account would include:

- the seriousness of the issues raised
- the credibility of the concern
- the likelihood of confirming the allegation from attributable sources.

8. UNTRUE ALLEGATIONS

If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the person concerned. If, however, they make an allegation frivolously, maliciously, vexatiously or for personal gain, disciplinary action may be taken against them where appropriate.

9. HOW TO RAISE A CONCERN

If the person works for the Board, they should normally raise their concerns with their line manager. This depends however on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice.

For example, if they believe that management is involved they should approach the Chief Executive, or if he is absent or the complaint relates to him, the Internal Auditor.

Concerns may be raised verbally or in writing. Anyone who wishes to make a written report is invited to use the following format:

- the background and history of the concern (giving relevant dates)
- the reason why they are particularly concerned about the situation.

The earlier the concern is expressed the easier it is to take action. Although no one is expected to prove beyond doubt the truth of an allegation, they will need to demonstrate to the person being contacted that there are reasonable grounds for their concern. Advice and guidance on how to pursue matters of concern may be obtained from:

- The Chief Executive
- The Internal Auditor

It may be appropriate to consider discussing a concern with a colleague first and it may be easier to raise the matter if there are two (or more) of you who have had the same experience or concerns. Anyone may also invite their trade union, professional association representative or a friend to be present during any meetings or interviews in connection with the concerns they have raised. Unions and professional associations may also raise matters of concern on behalf of their members employed by the Board. If anyone prefers not to raise their concern through their line manager, they may report it direct to the Internal Auditor.

If you are a member of the public you should contact the Internal Auditor director, in his absence, the Chief Executive.

Telephone Contacts

Chief Executive 01205 821440

Internal Auditor - David Gowing 01525 861964

10. HOW THE BOARD WILL RESPOND

The Board will respond to any concerns. Do not forget that testing out concerns is not the same as either accepting or rejecting them. Where appropriate, the matters raised may:

- be investigated by management, internal audit, or through the disciplinary process
- be referred to the police
- be referred to the external auditor
- form the subject of an independent inquiry

In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle which the Board will have in mind is the public interest. Concerns or allegations which fall within the scope of specific procedures (for example fraud or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is carried out.

Within ten working days of a concern being raised, a line manager, the Chief Executive or the Internal Auditor, depending upon who has been approached, will write:

- advising that the concern has been received
- advising how we propose to deal with the matter
- giving an estimate of how long it will take to provide a final response
- advising whether any initial enquiries have been made
- supplying information on staff support mechanisms where appropriate
- advising whether further investigations will take place and, if not, why not.

The amount of contact between the officers considering the issues and the person raising them will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the Board will get further information from them.

The Board will take steps to minimise any difficulties which may be experienced as a result of raising a concern. For instance, if it is necessary to give evidence in criminal or disciplinary proceedings, the Board will arrange for advice about the procedure.

The Board accepts that individuals need to be confident that the matter has been properly addressed. Therefore, subject to legal constraints, we will tell them the outcome of any investigation.

11. THE RESPONSIBLE OFFICER

The Chief Executive has overall responsibility for the maintenance and operation of this policy. In the absence of the Chief Executive the Internal Auditor will act on his behalf. They maintain a record of concerns raised and the outcomes (but in a form which does not endanger anyone's confidentiality) and will report as necessary to the Board.

12. HOW THE MATTER CAN BE TAKEN FURTHER

This policy is intended to provide anyone with an avenue within the Board to raise concerns. If internal advice is required before starting action, you may talk to:

- an immediate line manager, the Internal Auditor or the Chief Executive
- the local union branch.

The Board hopes everyone will be satisfied with any action taken. If they are not, and they feel it is right to take the matter outside the Board, the following are possible contact points:

- appointed external auditor
- UNISON Whistleblowers hotline 0845 355 0845
- the local Citizens Advice Bureau
- relevant professional bodies or regulatory organisations
- a relevant voluntary organisation
- the police
- the independent charity Public Concern at Work. Their lawyers can give free confidential advice at any stage about how to raise a concern about serious malpractice at work. The charity's contact details are:
020 7404 6604
whistle@pcaw.co.uk (enquiries) helpline@pcaw.co.uk (helpline)
Public Concern at Work, Suite 306, 16 Baldwin Gardens
London EC1N 7RJ

If the matter is taken outside the Board, please make sure that you do not disclose confidential information. Check with the Chief Executive or Internal Auditor about that.

13. WHISTLEBLOWING DO'S AND DON'TS

Do

- keep calm
- think about the risks and outcomes before you act
- remember you are a witness, not a complainant
- phone Public Concern at Work for advice on 020 7404 6604

Don't

- forget there may be an innocent or good explanation
- become a private detective
- use whistleblowing procedures to pursue a personal grievance
- expect thanks.

The policy will be reviewed again in **2020** subject to any interim changes in legislation or reorganization of the staff structure.

Revised 15th September 2015

Black Sluice Internal Drainage Board

Policy No 20

Officers Car Loan Policy

1. INTRODUCTION

Salaried Officers of the Board who are paid **an Essential Car User Allowance** and have in their terms of employment the requirement that they should provide a car to use for their employment can request a loan for the purchase of a suitable vehicle.

2. POLICY

Any Salaried Officer can apply for a loan after one month's employment by the Board.

The loan shall be limited to 90% of the cost of the vehicle.

Simple interest shall be paid at 1% above the Bank of England Base Rate when the loan is taken out, and be fixed for the term of the loan.

The maximum term of the loan should be four years.

The loan shall be repaid by deductions from the Officers pay each month.

3. RESPONSIBILITY OF EMPLOYEES

If the Officer leaves the Board's employment he/she shall repay the entire loan before the final day of that employment.

4. RESPONSIBILITIES OF MANAGERS

The agreement shall be signed by the Chief Executive and reported to the next meeting of the Board Executive Committee.

Revised 15th September 2015

THIS AGREEMENT is made the day of Two Thousand and nine BETWEEN(full name) of(Address) (hereinafter called "the Officer") of the one part and BLACK SLUICE INTERNAL DRAINAGE BOARD (hereinafter called "the Board") of the other part.

WHEREAS:

1. The Officer is employed by the Board.
2. The Board consider that it is essential in the interests of the efficient conduct of the business of the Board that the Officer shall be permitted to use his private motor car in carrying out his official duties.
3. The Board have been requested by the Officer to make an advance to the Officer to enable him to complete the purchase of a motor car.
4. The Board have agreed to advance to the Officer the sum of £.....(numbers) (typed in words) for the said purchase upon the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED as follows:-

1. IN consideration of the sum of £..... paid to the Officer by the Board on the (date) (the receipt whereof the Officer hereby acknowledges) the Officer shall repay to the Board the said sum of £..... together with interest thereon at the rate of% fixed on the loan by equal monthly instalments of £..... per month until the whole of the said sum of £..... together with interest thereon as aforesaid has been repaid the first instalment being due on the 1st day of (date).
2. THAT if before the whole of the said sum of £..... and interest has been repaid to the Board by the Officer as aforesaid the Officer shall:-
 - 2.1. Dies; or
 - 2.2. Cease to serve the Board for any reason whatsoever; or
 - 2.3. Fail to observe any term or terms of this deed; or
 - 2.4. Become bankrupt; or make any composition or arrangement with his creditors.
3. IN the event of any balance of the said sum of £..... becoming repayable as provided under Clause 2 thereof the Board shall in addition to exercising all other legal or equitable rights and remedies be entitled to deduct such balance from any sum that may be or become due to the Officer whether by way of salary refund or superannuation contributions or otherwise.

4. THE Board may affect with an Insurance Company a fidelity guarantee bond for the due performance by the Officer of his obligations under this deed and the Officer will repay to the Board the premium required in connection therewith.
5. THE Officer shall keep the Motor Car and all parts thereof in good repair condition and working order (reasonable wear and tear only excepted).
6. EXEMPT when the Motor Car is receiving necessary repairs or over hauls the Officer shall during the continuance of this Agreement utilise the Motor Car in the performance of his official duties as required by the Board.
7. THE Officer shall during the continuance of this Agreement maintain a comprehensive policy of insurance covering the Motor Car with an approved Insurance Company and shall whenever requested so to do by the Board produce such policy of insurance and the last receipt for this premium for inspection.
8. THE Officer shall be solely responsible for the Motor Car and for any accidents or injuries arising to himself or third parties by reason of the user thereof and hereby indemnifies the Board against all proceedings costs and claims demands or liability whatsoever in respect of any claims howsoever arising or through any default in repayment of the loan or through the breach of non-performance of any of the terms of this Agreement.
9. THE Officer may at any time during the subsistence of this Agreement on the last day of any calendar month repay to the Board any balance of the said sum of £..... or part thereof with interest.
10. THE Board shall be entitled to deduct the above mentioned monthly instalments of loan and interest and the fidelity bond premium or any other monies due hereunder from the salary or other monies from time to time due from the Board to the Officer.

SIGNED, SEALED and DELIVERED by

THE said(full name)

In the presence of:

Black Sluice Internal Drainage Board

Policy No 42

Near Miss Reporting Policy

1. INTRODUCTION

A near miss is an unplanned event that did not result in injury, illness or damage but had the potential to do so. The purpose of this policy is to state who is responsible, and what they must do, in order to minimise any possible health and safety risks associated with near miss events.

2. RESPONSIBILITIES OF MANAGERS

You must ensure that the work areas for which you have responsibility, an approved Risk Assessment procedure is in place, and potential for near miss events has been avoided so far as is reasonably practicable.

You must ensure that all employees report near miss events.

You must ensure reports of near misses are acted upon with further training or an amended task Risk Assessment to reduce potential future events.

3. RESPONSIBILITY OF EMPLOYEES

You must adhere to the Risk Assessment for the specific task, using the appropriate equipment.

You must report any near miss events to your line manager using the form provided.

15th September 2015

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

MINUTES

of the proceedings of a Meeting of the
Northern and Southern Works Committee

held at the Offices of the Board on
7th October 2015 at 2pm

Northern Works Members

Chairman - * Mr P Holmes

- | | |
|-----------------------|-------------------|
| * Cllr R Austin | * Cllr P Bedford |
| Cllr C Brotherton | * Mr S Bartlett |
| * Cllr M Brookes | * Mr K C Casswell |
| * Mr D Casswell | * Mr J Fowler |
| * Cllr Mrs J Harrison | * Mr R Leggott |
| * Mr J E Pocklington | * Mr R Needham |
| * Mr P Robinson | * Cllr C Rylott |
| * Mr M J Scott | * Cllr P Skinner |
| * Mr R Welberry | Cllr N Welton |

Southern Works Members

Chairman - * Mr M Rollinson

- | | |
|---------------------|-------------------|
| * Mr W Ash | Mr J F Atkinson |
| * Mr V A Barker | * Mr K C Casswell |
| Mr J Casswell | Cllr R Clark |
| Mr R Dorrington | * Mr P S Harborow |
| * Mr A Mair | * Mr M Mowbray |
| * Mr M E Richardson | * Cllr B Russell |
| * Mr M J Scott | * Mr J R Wray |
- (* Member Present)

In attendance: Mr I M Warsap (Chief Executive)
Mr D Withnall (Finance Manager)
Mr P Nicholson (Operations Manager)

The Chairman of the Northern Works Committee welcomed Cllr C Rylott to her first meeting. He explained that this meeting is a trial Joint Works Committee and Members will be asked for their views later in the meeting.

816 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Northern Works Committee: Cllr C Brotherton and Cllr N Weldon.

Southern Works Committee: Cllr R Clark, Mr J F Atkinson, Mr J Casswell and Mr R Dorrington.

817 DECLARATIONS OF INTEREST

There were no declarations of interest.

818 MINUTES OF LAST MEETING OF THE NORTHERN WORKS COMMITTEE

The Minutes of the last Meeting of the Northern Works Committee held on 4th March 2015, copies of which had been circulated, were considered by the Northern Works Committee Members and it was AGREED the Minutes should be signed as a true record. There were no matters arising.

819 MINUTES OF LAST MEETING OF THE SOUTHERN WORKS COMMITTEE

The Minutes of the last Meeting of the Southern Works Committee held on 18th March 2015 copies of which had been circulated were considered by the Southern Works Committee Members and it was AGREED the Minutes should be signed as a true record. There were no matters arising.

820 TO RECEIVE THE ENGINEERING WORKS REPORT - Agenda Item 4

The Operations Manager presented the Report on Engineering Works:

2015/16 Defra/EA Funded Grant In Aid Schemes

(a) Graft Drain Northgate - Scheme 2086

The Operations Manager presented a slide of a map detailing the 30 culverts crossing this drain at Northgate. So far approximately seven culverts will be lost from dual access to fields. Some negotiating is still ongoing over other access points on either removal or a joint culvert.

Mr V Barker proposed the Culvert & Bridges Committee review the culverts to ascertain whether others could be removed.

(b) North Forty Foot Cleansing/Revetment Works

The Operations Manager presented a slide showing the completed revetment works plus the section which had the gabion baskets and bank revetments completed in 2013/14. Desilting works need to be progressed working back to Cooks Lock pumping station. There is restricted access on the west side and no access on the east. The section from A52 Sleaford Road to Cooks Lock pumping station had been stoned along the bed and revetments completed to both sides in 1996/97 allowing easier access in order to clear the bed.

Mr P Robinson questioned the un-consented platforms along the drain, the Operations Manager stated that letters have been sent to residents and the works will include removal of these platforms.

The Operations Manager stated there is potential for some of the silt to be spread where possible, once dried onsite, but the remainder will need to be removed from site.

(c) Donington Malting Lane - Scheme 2098

The Operations Manager presented a slide showing the information from surveys completed identifying the materials used and conditions of this length of pipe. The remaining sections which were constructed with concrete (ogee) pipes will be replaced first including replacement and new manholes as required following PAR approval for this scheme.

(d) Semprigham Fen Pumping Station - Scheme 2096

The Operations Manager presented photos of completed works at Horbling Fen pumping station to give a visual idea of the works to be completed at Semprigham Fen with a new weed screen cleaner being fitted. Funding being split originally over two years.

(e) Swineshead Culvert Replacements

The Operations Manager stated that the first four culverts are to be replaced with second year funding for the scheme. The Swineshead area has 350 culverts in its catchment.

(f) Kirton Meeres Drain 7/11 Culvert 2716 Replacement – Scheme 2087

This culvert to be replaced is in an area where the ground conditions are not very good. Following results of the CCTV survey, it may be possible to line this culvert using ultra violet as previously used at Wyberton. A £15,500 (estimate) with a further £14,500 (estimate) in 2015/16, subject to identifying suitable benefits following PAR approval for this scheme.

(g) Eel Passability Studies

The Environment Agency have identified 18 Pumping Stations in the Black Sluice's IDB area in a Category (a) or (b).

The allocated £5,000 for each pumping station study is being progressed and by December of this year the proposals will be put forward for review.

(h) Wyberton Chain Bridge & Cooks Lock Pumping Station

The eel pass flap valves were fitted at Wyberton Chain Bridge and Cooks Lock pumping stations at a completed cost of £52,404.63 (estimate £73,000).

The Operations Manager presented a slide photograph showing how the eel pass flap valves work allowing the gate to be left open at high level. Mr R Welberry asked had any eels been seen recently on the CCTV, the Operations Manager responded that none had been seen.

(i) Wyberton Catchment Tidal Surge

Wyberton Catchment tidal surge recovery works £459,000. This scheme received grant approval in January 2015, such was the scale of the event which damaged drains and identified problems in the Wyberton area, works were not completed until the end of June 2015.

Improvement works to drains and culverts as shown in the slide presented showed culverts 1562 and 132 replaced and Lincolnshire County Council culverts lined using the ultra violet cured liner.

2015/16 BSIDB Funded Capital Schemes

(j) Leaveslake Drove

The Operations Manager presented a slide detailing the capital scheme works proposed to divert existing flow to the South Forty Foot Drain. The scheme includes a culvert replacement for access to a field and a LCC culvert under the road which is to be relined using the ultra violet cured liner.

(k) Bourne Fen New Dyke

These revetment works were due in part to a burst water main. Repairs to the drain and desilting has been completed. Anglian Water has made full settlement of the costs associated with these repairs. Some re-instatement of remaining slips is required to complete these works.

(l) Culvert Replacements

The Operations Manager presented a slide detailing defective culverts replaced in the 2015/16 budget. Also those proposed for replacement in 2015/16. Out of the eight culverts identified for replacement five require contributions from the landowner and future responsibility for these will be signed over once completed.

(m) Holland Fen Pumping Station

The Operations Manager presented a slide showing the Holland Fen PS weed screen cleaner which was one of the first ones installed, it is due a major refurbishment.

(n) Black Hole Drove Pumping Station

The Operations Manager presented a slide showing the new roof at Black Hole Drove pumping station.

(o) Dowsby Lode

The Operations Manager presented a slide showing the existing roof.

(p) Chainbridge Pumping Station

The Operations Manager stated that repairs to the pumps in the form of balancing work have now been completed.

(q) Donington Wykes Pumping Station

The Operations Manager stated that these pumps are now obsolete and cannot be replaced as originally intended, due to the age and unavailability of like for like replacements. An estimate of an additional £15,000 has been received to adapt existing for fitting of new pumps.

Proposed Works 2016/17

(r) Helpringham Fen Pumping Station

The Operations Manager presented a slide showing the previous works on the completed dump area. This will be suitable to accept weed from the new weed screen cleaner.

(s) Clay Dyke

The Operations Manager presented a slide showing mapping of proposed cleansing works at Clay Dyke, a watercourse which has not been cleansed for 9 years. The section in front of the pump will require a hired machine to clean out. Discussions have not yet taken place on how the machines will access, extra costs may be involved.

Mr R Leggott raised concerns regarding the butterfly Wildlife Sanctuary and properties alongside School Lane. The Finance Manager stated that costs could be ascertained for discussion.

(t) Morley Lane, Bicker

The Operations Manager presented a slide showing drain bed/bank revetment required along the length of Morley Lane. Accessing this section will require road closure to replace existing timber post and board revetments.

(u) Swineshead Pumping Station

The Operations Manager presented a slide of Swineshead Pumping Station and discussed the extensive works to the three suction bays at this pumping station. The three bays now adapted to receive all flows the next stage being the proposed replacement of the weed screen cleaner c£85,000.

(v) Donington Wykes Pumping Station

The Operations Manager stated that replacement of the two pumps b/f (£25,000 from 2015/16 budget plus £15,000 from 2016/17).

(w) Environmental Works

The Operations Manager stated that environmental works detailed in the report as previously agreed. The budget of £30,000 is representative of BSIDB commitment to their Biodiversity Action Plan.

Cllr R Austin enquired about the Owl boxes which are doing a splendid job. The Chief Executive stated that the Environment Committee had agreed to replace/repair three owl boxes.

(x) Drain Maintenance

The Operations Manager stated that at the end of August 2015 (Period 5) the budget for maintenance works is £130,544 with the actual expenditure being £111,802 (£76,606 maintenance works and £35,746 electricity costs) resulting in a current under spend of £18,742.

The Operations Manager presented a slide of the summer cutting, 75% roding is now completed, 70% flail mowing is now completed. 50% of the Environment Agency rechargeable works is completed. Some of the main water carriers cut early in July 2015 will be looked at again to be cleared for winter, as part of the critical watercourse maintenance.

(y) Summer/Winter Crop Loss – Damage Compensation

(i) Holland Fen

The Operations Manager presented a slide showing slight damage to irrigation pipes at Holland Fen. These obstacles can damage the BS equipment and are virtually hidden.

(ii) Daffodil Crop

The Operations Manager presented a slide showing a daffodil bulb crop which has been reported after a wheeled flail mower worked along the drainside. The field looked like set aside but it contained bulbs, the farmer claims £900 damage to crop.

The Committee discussed and raised the following points;

- The programme for cutting is on the BS website and drainage rate brochure. Landowners are aware that at some point a machine is going to come down the drain side to cleanse.
- Alternating bank sides are used to cleanse over previous years
- Daffodil bulbs are very resilient they are left for 2/3 years
- The crop loss figure requested of £900 incorporates 6 rows which equates to 20 nets per row, Golden Ducat retails at £450 per ton.

The Committee RESOLVED to await the crop yield in April 2016 and make an assessment of the state of the flowers cropped.

The Committee also highlighted that landowners are utilising different crops to increase the value the workforce should be made more aware of alternative crops.

(iii) ELS Buffers

The Committee highlighted the ELS buffers which will be taken back into the field by landowners. Could consideration be given to investigation into a compensation rate to leave the buffer/grass margin for the machines to run along. Could the BSIDB approach landowners to see if important watercourses margins could be kept.

(z) Proposed Desilting, Bushing and Cleansing Works

The Operations Manager stated as outlined in his report and presented in a slide showing the proposed cleansing works for 2015/16.

(aa) Pumping Station Maintenance

At the end of August (Period 5) the budget for maintenance works is £130,544 with the actual expenditure being £111,802 (£76,606 maintenance works and £35,746 electricity costs) resulting in a current under spend of £18,742.

(bb) External Recoverable Works

Current external recoverable income is £91,807 for rechargeable works.

(cc) Plant

A new Spearhead Twiga SPV2 was purchased which arrived in June 2015.

The Operations Manager reported that following the EA/BSIDB meetings outlining a large portion of EA maintenance works to be completed. The Energreen is now fitted with a Kverneland Pro 2.35m front mounted flail mower to complete the bank top cuts required for this contract.

(dd) Great Hale Pump Drain 10/2

The Operations Manager presented a slide showing reported slips in the Great Hale Pump Drain. Previous revetments works were carried out in 2012. Further investigations are required to clearly view the problems and it will require damming to reduce the level of the water, initial costs are c£25,000 (estimated).

He added that there are questions regarding stability of the ground in this area due to very silty soil. The Committee reviewed the investigations required and AGREED to the works being carried out.

It was RESOLVED that the Engineering Works Report should be received and adopted.

821 BYELAW MATTERS

(a) 81 Wyberton West Road, Boston – 9m Byelaw

The Chief Executive presented a slide mapping out a proposed new dwelling with an outfall pipeline to the South Forty Foot drain. The pipeline does not have a consequence to the BSIDB system, upon enquiry Anglian Water show this as their pipeline therefore the application will have no judgement.

822 PROPOSED LARGE DEVELOPMENTS

(a) Punchbowl Lane, Boston

The Chief Executive presented a slide of a proposed development at the first stage of planning for 100 houses. The eastern boundary runs alongside Drain 12/2.

(b) Proposed Public House – Drain 5/2

The Chief Executive presented a slide of the drawings for a new public house, trees will block access and the applicant has been informed.

823 ENVIRONMENT AGENCY

(a) Public Sector Co-operation Arrangement (PSCA)

The Operations Manager outlined in his report the potential maintenance works contracts agreed with the Environment Agency are c£90,000. The Chief Executive added that allocated resource is costed to these works and this is not affecting the BSIDB maintenance works.

(b) Boston Barrier

The Chief Executive stated that there is an open invitation for anyone to attend a weekly information forum at the Boston Barrier Hub off Marsh Lane, every Wednesday afternoon. Cllr P Bedford added that the EA will arrange a private group out of hours if sufficient numbers and enough interest is generated.

(c) Black Sluice Catchment Strategy

The Chief Executive stated that the public consultation has now ended, 180 people attend the sessions. The Environment Agency are reviewing the responses and will discuss with the IDBs and the review will be posted on the website.

The Chief Executive stated that today Mr V Barker made him aware of two Environment Agency pumping stations in Cheshire which have gone on the market for sale.

The Environment Agency has given permission for the specialist pump contractor to visit and assess the Black Sluice pumping station damaged pumps.

824 DRAIN AND PUMPING STATION SCHEME EXPENDITURE BUDGET 2015/16

The Operations Manager presented a slide with the updated Schemes Expenditure Budget 2015/16 proposing recommendation to the Board. All AGREED.

825 DRAIN AND PUMPING STATION SCHEME EXPENDITURE BUDGET 2016/17

The Operations Manager presented a slide with the recommend Schemes Expenditure Budget 2016/17 proposing recommendation to the Board. All AGREED.

826 REPORT ON RAINFALL - Agenda Item 7

The rainfall figures were presented, copies of which had been circulated. They are now available on the Board's website.

827 ANY OTHER BUSINESS - Agenda Item 8

(a) Joint Works Committees

The Chairman of the Northern Works Committee and Southern Works Committee agreed that there is common ground across the two Committees and attendance levels at works meetings are very good. Members All AGREED to continue this format.

(b) Spring Works Committees

The general consensus all Members AGREED that today's Joint Works Meeting was very advantageous. The Spring Works Inspections could be held on the same day albeit with one tour and meeting in the morning, then lunch and a further tour and meeting later in the afternoon.

(c) Solar Panels/Alternative Energy

Mr V Barker asked the Committee and Officers if this could be further reviewed as the subsidy on renewable energy rates will be ending in December 2015.

The Chief Executive responded that ADA Technical Committee are reviewing alternative water generated power.

There being no other business the meeting closed at 1615.

BLACK SLUICE INTERNAL DRAINAGE BOARD

WORKS COMMITTEE MEETING – 7th OCTOBER 2015

ENGINEER'S REPORT

1. CAPITAL ASSET IMPROVEMENTS

1.1 2015/16 Defra/EA Funded Grant In Aid Schemes

Grants have been received for some schemes and works are either completed or will be completed (estimate figure shown) within this financial year some schemes are awaiting final approval

- (a) Graft Drain Northgate scheme works £112,705
- (b) North Forty Foot cleansing/revetment works £30,000
- (c) Donington Malting Lane pipeline replacement £77,000(estimate)
- (d) Sempringham Fen station weedscreen cleaner £41,000(estimate)
- (e) Swineshead culvert replacements £40,000(estimate)
- (f) Kirton Meeres culvert replacement £15,500(estimate) with a further £14,500 (estimate) in 2015/16; subject to identifying suitable benefits
- (g) Eel Passability Studies on 18No. PS £5,000 (estimate) allocation to each PS
- (h) Wyberton Chain Bridge & Cooks Lock PS flap valves £52,404.63
£73,000(estimate)
- (i) Wyberton Catchment tidal surge recovery works £459,000. This scheme received grant approval in January 2015, such was the scale of the scheme, works were not completed until the end of June 2015

1.2 2015/16 BSIDB Funded Capital Schemes

Capital Scheme works are either completed or will be completed within this financial year:

- (a) Leaves Lake Drove diversion £40,000(estimate)
- (b) Bourne Fen New Dyke revetment £40,000(estimate)
- (c) Defective culvert replacements £55,000 (estimate)

(d) Culverts that have been identified for replacement in 2015/16. Based on current survey information:

- No 2428 Screddington 12m x 0.9m - £7,000(estimate)C
- No 3190 South Kyme 12m x 1.2m - £9,000(estimate)
- No 1253 Horbling Fen 40m x 0.6m - £8,000(estimate)C
- No 1302 Dowsby Fen 25m x 1.2m remove Armco section - £2,000 (estimate)
- No 2072 Dowsby Fen 12m x 0.6m - £5,000(estimate)
- No 1283 Aslackby Fen 12m x 0.6m - £5,000(estimate)C
- No 755 South Kyme 12m x 0.9m - £7,000(estimate)C
- No 1959 Gosberton 15m x 1.2m - £10,000(estimate)C

(e) Completed culverts in 2015/16 Joint Works area:

- No 1282 Dowsby Fen 18m x 0.6m -
- No 1036 Bourne Fen 9m x 0.6m
- No 3107 Bourne Fen 15m x 0.6mC
- No 3214 Bicker Fen 12m x 0.6m
- No 65 South Kyme 12m x 1.2m

(f) Wyberton Marsh tidal surge recovery completed culvert works

- No 1570 Wyberton Marsh 6m x 0.9m removed
- No 1565 Wyberton Marsh 12m x 0.9m lined
- No 1564 Wyberton Marsh 14m x 0.9m lined
- No 1563 Wyberton Marsh 12m x 0.9m lined
- No 1562 Wyberton Marsh 10m x 1.8m
- No 1573 Wyberton Marsh 12m x 1.2m
- No 3595 Wyberton Marsh 98m x 1.8m inc. 5 manholes Pipeline
- No 1933 Wyberton Marsh 12m x 1.2m
- No 3464 Wyberton Marsh 12m x 1.2m
- No 132 Wyberton Marsh 18m x 2.1m (development fund)
- No 1488 Wyberton Marsh 18m x 0.6m

(g) Holland Fen pumping station refurbish weedscreen cleaner £39,000 (estimate)

(h) Blackhole Drove PS new roof £16,000 (estimate)

(i) Dowsby Lode p/s new roof £10,000(estimate)

(j) Chainbridge PS repairs to pump No1 £5,300

(k) Donington Wykes PS replace 2 x pumps £25,000(estimate)

The pumps in this station are obsolete and cannot be replaced as originally intended within budget. A revised estimate has been received to include alterations to the adaptor column for £40,000 (estimate).

1.3 **Proposed Works 2016/17**

Please refer to the Scheme Expenditure Budget attached.

(a) **Defra/EA granted schemes**

Helpringham pumping station weedscreen cleaner £84,000

(b) **Funded Capital Schemes**

- Clay Dyke cleansing £60,000
- General culvert replacement £35,000
- Morley Lane, Bicker revetment £20,000

(b) **Pumping Station Schemes**

- Swineshead pumping station replace weedscreen cleaner £85,000
- Donington Wykes pumping station replace 2 x pumps b/f (£25,000 from 2015/16 plus £15,000 from 2016/17)

2. **ENVIRONMENTAL WORKS**

- (a) To create 100m of new reed bed.
- (b) Survey and map (GIS layer) all hedgerows by 2016.
- (c) Improve a habitat/plant and establish the Greater Water Parsnip.
- (d) Construct an Otter holt.
- (e) Complete a farmland bird study (agreed to study Wyberton Marsh and assess against the study completed in 2010).
- (f) Carry out a Grass Snake survey.
- (g) Erect bat boxes at pumping stations.

NB; all works to be completed within the previously agreed Environmental budgets.

3. **DRAIN MAINTENANCE**

(a) **Annual Summer Flailing/Cutting**

The summer cutting commenced two weeks early on the 1st July 2015. A sixth 13t excavator operating one of the Boards 4m cutting baskets has been hired in for twelve weeks. Therefore the Boards maximum production has three flails (Energreen with side flail and front Votex, John Deere with side Herder Cavalier and front Votex and the new Spearhead Twiga SPV 2 with side flail and cutting basket) flailing in front of the six cutters (JCB JS 220, JCB JS 160, JCB JS 145, 2 x JCB JS 130 and hired in CAT130) albeit the Twiga does change cutting heads and cuts some watercourses.

At the end of August (period 5) the Boards overall Drains Maintenance costs were:

- £180,730 (starting two weeks early)
- £229,289 (2014 equivalent costs starting three weeks early)
- £171,102 (2013 equivalent costs with an additional two week early start)

The 67km (Northern & Southern Works areas) of high profile watercourse assets are constantly being monitored to determine whether a second flail and/or cut is required, following the early start these will most probably require a second cut.

The SKDC Hand Roding contract works commenced in early July, the first visit on the Sewer Dykes cut has been completed along with the Water Courses cut, all to programme and costs and the remaining second Sewer Dykes cut will take place in early October. Other SKDC contract works have been completed whilst working in the SKDC area. All other Board hand roding watercourses are currently being completed.

The 2015 Mayflower hand roding contract works has been successfully completed for £8,084 income.

A bulldozer has been hired in to grade out the previous year's winter cleansing arisings, these works are completed within a small window of opportunity (between harvest and drilling) and will continue as budgets dictate.

EA Waste Management exemptions have been applied for over the next two years for burning wood on site, dredging inland watercourses and spreading watercourse arisings over adjacent land.

(b) Prior Notice Given for Summer Cutting

Notice was issued within the 2015/16 Drainage Rates brochure, along with a provisional works programme, stating that all landowners/farmers can view weekly updated accurate summer cutting works programmes on the Boards web site.

Landowners/farmers were requested to contact the Board with any summer cropping issues throughout the summer cutting season.

This has been a success and recommend that the Board continue with this approach.

(c) Summer Crop Loss/Damage Compensation.

In line with the summer cutting landowners/farmers are encourage to agree to the Boards equipment travelling through their crops whereby the Board agree crop loss compensation instead of the higher costs associated with removing the machine and subsequently returning once the crop has been harvested, albeit in some cases a new crop may have already been planted.

The cutting programme in the drainage rates brochure along with the updated programme on the website will remind all landowners adjacent to all the Board maintained watercourses of the Boards intension to carry out summer vegetation flailing/cutting to the programmes identified on the Boards web site and therefore try to manage fields accordingly. At the same time the programme should be

used to assist timely removal of any obstructions (electric fencing, bird scarers, irrigation pumps & pipes etc).

(d) Winter Crop and Land Loss Compensation

The Boards written intention of improvement cleansing works have been issued to landowners in September 2015 for the works to be undertaken throughout November to May 2015. With this amount of notice being given the farmer can decide whether to plant the affected area or not, the arisings are spread and levelled by the landowner or by the Board generally the following year.

(e) Proposed Desilting, Bushing and Cleansing Works

The total length of watercourse being 59 km.

Total length of watercourse outstanding from previous year is 7.5km, of which is Dowsby Lode 2.7km.

The total length of watercourses cleansed over the 2014/15 season was 81km, this will maintain a 1 in 10 year cleansing programme over the entire catchments.

Letters have been sent to landowners/occupiers adjacent to the drains above giving notice that the Board intend to bush where required and de-silt during the winter months.

Letters will also be sent to occupiers where the Board proposes to carry out other bushing works in preparation for next year's de-silting. We are currently employing Scarborough Nixon Associates as an external Environmental Consultant to carry out surveys of any relevant drains on our desilting programme.

4. PUMPING STATION MAINTENANCE

At the end of August (Period 5) the budget for maintenance works is £130,544 with the actual expenditure being £111,802 (£76,606 maintenance works and £35,746 electricity costs) resulting in a current under spend of £18,742.

5. EXTERNAL RECOVERABLE WORKS

Current external recoverable income is £91,807 for rechargeable works.

6. HEALTH & SAFETY

The Board appointed Cope Safety Management as their Health & Safety consultants for a 5 year period from May 2014.

All employees and contractors to the Board required to work alone, are now using the automated Peoplesafe system using mobile phone technology.

7. PLANT

A new Spearhead Twiga SPV2 arriving in June 2015 ready for the cutting season. Kverneland Pro 2.35m front mounted flail mower(see 10c)

8. BYELAW MATTERS

To be presented at the Meeting.

9. PROPOSED LARGE DEVELOPMENTS

To be presented at the Meeting.

10. ENVIRONMENT AGENCY STUDIES, STRATEGIES & AGREEMENTS

(a) Boston Barrier

The Barrier is now initially moving forward solely as a tidal surge barrier with no water level management involvement. Therefore in effect the barrier will only ever be in a raised position when an exceptionally high tide and/or a tidal surge is envisaged.

For those interested in attending there is now an open invitation for anyone to attend a weekly information forum at the Boston Barrier Hub off Marsh Lane, every Wednesday afternoon.

(b) Black Sluice Catchment Works Strategy

A six week public catchment works consultation ended on the 27th September 2015, Boards officers were involved with the consultation in three village halls and our own offices along with a consultation with the NFU and its members with a total attendance of approximately 180 people. Consultation responses are currently being reviewed by the EA before they initially submit their finding to ourselves before a formal report is produced. The Board have five 'preferred options' listed below:-

- All Environment Agency (EA) main river assets within the Black Sluice Catchment transferred to the Black Sluice Internal Drainage Board (BSIDB) in good working order over an agreed timeframe.
- The uncompleted South Forty Foot Drain (SFFD) widening/water flow enhancements works to be completed by the EA.
- The EA to repair the old pumps and/or install new electric pumps at Black Sluice Pumping Station (BSPS) in order to provide a combined 60cumecs pumping capacity.
- DEFRA financial grants awarded to BSIDB and/or a reduction in the EA precept to assist with the additional maintenance costs associated with the BSPS and main rivers following the asset transfer over an agreed period of time (c5 years).
- BSIDB to undertake all main river maintenance works for the EA within their Public Sector Co-Operation Agreement (PSCA) until a time the transfers are complete.

Our preferred options have gained support from various authorities and organisations, for example LCC, BBC, SKDC, NFU, Crown Estates, ADA etc.

The Boards full consultation response is available upon request.

(c) EA/BSIDB Public Sector Collaborative Agreement

Maintenance orders for EA main river works are being received for works on systems within the Board's catchments.

Following an initial meeting 22nd April RE: 2015/16 maintenance works of EA main river agreed 37km under PSCA

A second meeting 3rd August agreed 45km of main river maintenance agreed under PSCA - total for c£65,000(estimate)

Following this agreement a new front mounted flailmower was purchased for bank top maintenance

NB: the EA have moved their offices out of the depot, it is now used as a stores compound, only two storage containers remain, which will be moved soon

(d) Fens Waterways Link, Phase 3: Donington to Surfleet Seas End

Due to financial restrictions these works have currently been suspended.

11. ANY OTHER BUSINESS

- (a) To discuss the amalgamation of both Works Committees for future Autumn Report meetings, and any benefits of doing so.
- (b) Independent Works Committee inspections and meetings to remain, albeit they could be co-ordinated to be held on the same day.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
21st October 2015 at 11am

Members

Chairman - * Mr M J Scott

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

* Member Present

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

828 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

829 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

830 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting held on 3rd June 2015, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

831 **MATTERS ARISING**

(a) **EA Asset Transfer - Minute No 755(c)**

Mr Leggott asked if there had been any progress engaging Matt Warman MP. The Chief Executive informed the Committee that he had visited the Board and was particularly interested in two items in his area in relation to drainage boards and these were the Steeping River project and the Black Sluice catchment works asset transfer proposals. He has requested that we keep him informed with the progress and if we felt we could use him for anything to contact him.

(b) **Unaudited Financial Statements - Minute No 756**

The Finance Manager informed the Committee that there had been a mistake on the notes to the Revenue account on the Un-audited financial statements that had been discovered by a Councillor from South Kesteven District Council. This related to the Special Levy for South Kesteven District Council and North Kesteven District Council being recorded the wrong way round. This has been corrected on the website.

831 (b) Cont.....

The South Kesteven figures have now been reconciled back to the 1993 revaluation.

(c) New Members Induction Day - Minute No 763(c)

The Chief Executive informed the Committee that a Members Induction had been conducted on 29th July but some new members couldn't make that date.

As we also have a new elected member joining the Board on 1st November it was suggested that a New Member Induction and Members Refresher Training session could be held before the Board meeting on 4th November with a buffet lunch being provided in between.

The Committee thought this was a good idea and asked the Officers to make the arrangements.

(d) Election - Minute No 763(d)

The Finance Manager informed the Committee that the results of the election had been published and the new Board would be formed with one new member, Nicholas Scott is District B replacing Mr M J Scott on 1st November.

832 TO RECEIVE THE PERIOD 6 MANAGEMENT ACCOUNTS & FORECAST - Agenda Item 4

The Finance Manager presented the Period 6 management accounts and forecast highlighting the following;

- Rates and Levies were being collected as expected and at the time of the meeting there were only twelve ratepayers remaining on the court list.
- Schemes were progressing as expected and should be within budgets at year end. There is an additional claim to be submitted to the Environment Agency for the Wyberton catchment improvement scheme resulting from the Tidal Surge breach in December 2013.
- Pumping Station Maintenance is within budgets helped substantially by the savings in the insurance premium as included at agenda item 7.
- Drain Maintenance is showing very favourable as a substantial amount of Grant work was completed at the beginning of the year whilst we also had two members of staff off work on long term sick. It is expected this will be rectified following the cutting season now we are back to almost full strength staff wise.
- Administration and Establishment is over spent compared to budget due to the £23,500 additional business rates that have had to be paid to Boston Borough Council this year and a timing issue with equipment purchases.
- Overall the Boards position is favourable compared to budget due to the Rechargeable profit included.

- The Finance Manager drew particular attention to the amount of funds currently held in the Natwest Reserve Account at £1,270,944 and the higher than expected general reserves contributed to at greater than expected levels from the 2014/15 accounts.

The Committee reviewed the second quarter forecast and noted that the Rechargeable profit and additional Business Rates charges were the two items impacting on the expected outcome at year end resulting in a £44,636 surplus.

833 TO CONSIDER THE FIRST DRAFT OF THE 10 YEAR ESTIMATES - Agenda Item 5

The Chairman noted that the forecast figures discussed at Agenda Item 4 had been used to produce the first draft of the ten year estimates.

The Committee noted that the levels of reserves were substantially higher than they would have liked but acknowledged that this was primarily due to the excess surplus in the previous year due to the additional works required following the tidal surge funded by the Environment Agency.

The Finance Manager explained that at this stage the figures included were using the increases in the penny rate agreed when the current year's rate was sealed with an inflationary increase of 2%. This draft is produced to give the Committee an overview to issue guidance to the Board's Officers as to how they want to develop the next year's budget.

The budget will be developed over the coming months with a more detailed proposal presented at the next meeting of the committee.

834 TO CONSIDER THE 8 YEAR PLANT ESTIMATES - Agenda Item 6

The Chief Executive presented the eight year plant account estimates and for 2016/17 was proposing the purchase of a 3rd Twiga/Energreen machine to replace the John Deere. With a commitment from the Environment Agency that they will continue to contract to us the current maintenance on main rivers for next year, and a favourable indication for future years, it is felt that this would be a sustainable purchase. The number of machines could then be reviewed when the first Energreen was due for replacement in 4 years time.

The amount generated for the current year and the next two have been increased from £120,000 to £145,000 to account for this increase which reflects where the plant account is currently compared to last year with an additional 10 hours overtime being completed by the workmen each week.

Mr Leggott asked if we were happy with the reliability of the current Energreen/Twiga machines and the Chief Executive explained that there is currently an issue with the bracket of the new Twiga that holds the arm when it travels down the road cracking but this is a known issue and is being repaired under warranty.

834 Cont.....

The Chief Executive further informed the Committee that it is intended to replace the JCB 220 like for like next year and the Committee noted that this appeared to be good value compared to the other machines. It was explained that this is due to no modifications being required to this machine as the smaller excavators have telescopic arms fitted to make them suitable for cutting works.

835 TO CONSIDER THE BOARD'S INSURANCE ARRANGEMENTS - Agenda Item 7

The Finance Manager explained to the Committee that details of the Board's insurance had been emailed to the Committee whilst negotiations were taking place and the change of supplier to Towergate Insurance Brokers was approved by email. The Audit and Risk Committee had also discussed the proposal as negotiations were taking place as a restricted agenda item.

Details of the negotiated premium was presented in the agenda papers and the Finance Manager explained that as the motor policy proposal was late being received due to the change of broker he had taken the decision to continue with fully comprehensive cover hours before the renewal was due. The other option was to insure as a motor policy third party and then insure the plant, machinery and vehicles on a separate Contractors Plant Insurance. The savings would have been substantial in the region of £2,500 but it did not sit comfortably and considering the additional hassle of making two claims for any incident, and the additional excesses for windscreens it seemed better to stay on a fully comprehensive basis. This could be reviewed for the 30th September 2016 renewal.

The Chief Executive informed the Committee that we were currently using a Structural Engineer to review the structures of the Pumping Stations for possible future replacement requirements in mind.

836 TO CONSIDER UPDATE ON EA BLACK SLUICE CATCHMENT PUBLIC CONSULTATION - Agenda Item 8

The Chief Executive informed the Committee on the progress of the Black Sluice Catchment Consultation and that the Environment Agency are still receiving responses even though the consultation is closed.

The Chief Executive has had the privilege of reviewing the responses and they are generally all supportive of the Board's preferred options for the Black Sluice Pumping Station, Lower and Upper catchments.

The Chief Executive, Operations Manager and Vice-Chairman hosted a meeting last week with representatives from the Environment Agency and Lincolnshire County Council to discuss how we would progress in the Black Sluice Catchment in the future. From the meeting there was a belief from the Environment Agency and Lincolnshire County Council that there are funding opportunities that could be explored from an agricultural point of view and both parties offered to assist the Board in applying for this funding.

On a more disappointing note was that only £30 million to £35 million worth of benefits were currently available in the Black Sluice Lower Catchment for the next fifty years.

Deborah Campbell of the Environment Agency and the Chief Executive have been tasked with producing a positive statement to be presented at the December LCC Scrutiny Committee meeting and the RFCC meeting next week that both the Chief Executive and Finance Manager will be attending.

It is a possibility, and portrayed to the people present at the meeting as the Board's preferred option, that under the Public Sector Cooperation Agreement that the Board continue to maintain the entire Main River system in the Black Sluice Catchment and the EA are also considering if this could include the Black Sluice Pumping Station transferring their Pumping Station Engineer over to the Board.

The Chairman feels that we are in a good positive position now compared to the initial position that the Environment Agency were just going to walk away from the Black Sluice Pumping Station.

The Chief Executive informed the Committee that funds have now been secured to commence the full survey of the South Forty Foot Drain.

837 REVIEW OF SALARIES - Agenda Item 9

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 2 of the Public Bodies (Admission to Meetings) Act 1960.

838 ANY OTHER BUSINESS - Agenda Item 10

(a) Lincolnshire Resilience Forum Information Sharing Agreement

The Finance Manager informed the Committee of a document received from the Lincolnshire Resilience forum that was to formalise the current data sharing agreements. This was for emergency and emergency planning purposes and would be signed on behalf of Lincolnshire Drainage Boards by the Chairman and Secretary of the Lincolnshire ADA Branch.

(b) Swineshead Development

The Chief Executive gave a brief overview of a planning application that was being progressed on land adjacent to the Boards Offices and Depot.

(c) Solar Panels

The Finance Manager informed the Committee that he had been investigating the possibility of installing solar panels on our pumping stations as directed at the last Board meeting.

In addition to the three suggested stations he has also looked into all the three pump pumping stations, except Ewerby as it is smaller, and four of the larger 2 pump stations. Based on initial ambitious indications, assuming 3 pump stations could take a 10kw system and 2 pump stations a 4kw system an initial capital outlay of £124,000 would be required with an estimated return period of 8.2 years to complete all twelve sites. Over the 20 year period that the FIT payments would be made, this would equate to an estimated 13.75% annual return rate. Compared to the current rate of 1.25% we are recovering on our £300,000 investment with Monmouthshire Building Society this is clearly going to produce substantially more income for the Board over the long term.

The Committee felt that this was a positive proposal and instructed the Finance Manager to finalise the proposals to present to the Board on 4th November for approval as the installations would have to be complete and registered by 31st December 2015 when the FIT rate substantially reduces and would make the installation unviable.

(d) ADA National Subscriptions

The Chief Executive informed the Committee that it is the intention of National ADA to increase subscriptions by 5% next year. The Committee felt that the subscriptions paid to ADA are good value for money and beneficial to the board.

(e) Personnel Matters

The Chief Executive informed the Committee that we have recently taken on four new employees in the workforce and they were all performing well with three of them on flail mowers.

There being no further business the meeting closed at 12:45pm

Black Sluice Internal Drainage Board

Project Summary

2015/16

Period 06 - September 2015

	2015/16 Current Period	2015/16 Actual YTD	2015/16 Budget	Actual / Budget Variance	2015/16 Forecast	Actual / Forecast Variance	2014/15 Actual YTD	2014/15 Variance
Rates & Levies	41,860	1,502,585	1,459,138	43,447	1,518,518	(15,933)	1,484,539	18,046
Interest & Grants	623	20,281	2,502	17,779	19,743	538	5,082	15,199
Other Income	1,633	18,979	15,746	3,233	16,906	2,073	213,573	(194,593)
Rechargeable Profit	4,758	43,282	0	43,282	0	43,282	11,307	31,976
Total Income	48,874	1,585,128	1,477,386	107,742	1,555,167	29,961	1,714,500	(129,372)
Schemes	(67,388)	105,956	95,000	(10,956)	35,720	(70,236)	80,979	(24,977)
Pumping Station Schemes	8,393	24,749	36,000	11,251	43,065	18,316	56,880	32,131
Pumping Station Maintenance	14,305	90,360	149,783	16,352	136,966	3,535	99,745	2,738
Electricity	7,325	43,071	-	-	-	-	36,425	6,952
Drain Maintenance	97,994	278,724	315,603	36,879	272,592	(6,132)	323,484	44,760
Environmental Schemes	4	3,431	19,080	15,649	14,376	10,945	7,800	4,369
Administration & Establishment	34,598	244,974	217,650	(27,324)	241,521	(3,453)	260,280	15,306
EA Precept	0	138,276	138,276	0	138,276	0	138,276	0
Total Expenditure	95,231	929,540	971,392	41,852	882,516	(47,024)	1,003,868	81,280
Surplus / (Deficit)	(46,357)	655,588	505,994	149,594	672,651	(17,063)	710,632	(55,044)
Movement on reserves								
Development Reserve	0	0	0	0	0	0	0	0
Plant Reserve	(26,938)	(89,682)	(52,329)	37,353	(52,329)	37,353	(54,465)	35,217
Wages oncost Reserve	(17,542)	18,433	0	(18,433)	0	(18,433)	(3,640)	(22,073)
Surplus / (Deficit)	(1,877)	726,836	558,323	130,675	724,980	(35,982)	768,736	(68,188)

Black Sluice Internal Drainage Board

Income & Expenditure Summary

2015/16

Period 06 - September 2015

	2015/16	2014/15	Variance
Drainage Rates	1,008,465	998,800	9,666
Special Levies	494,120	485,740	8,380
Recoverable	99,792	41,560	58,231
Misc Income	40,175	219,177	(179,001)
	1,642,553	1,745,277	(102,724)
Employment Costs	471,955	448,138	(23,817)
Property	102,802	81,923	(20,879)
General Expenses	100,370	77,044	(23,327)
Materials / Stock	51,649	29,582	(22,067)
Motor & Plant	72,752	132,705	59,953
Miscellaneous	520,213	192,060	(328,153)
Recharges	(610,050)	(187,710)	422,340
Plant	206,025	202,798	(3,227)
Total Expenditure	915,716	976,540	60,824
Net Surplus / (Deficit)	726,836	768,737	(41,900)

Black Sluice Internal Drainage Board

Balance Sheet at Period End

2015/16

Period 06 - September 2015

	<u>2015/16</u>		<u>2014/15</u>	
	£	£	£	£
Operational Land & Buildings Cost	737,739		937,739	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	90,000		90,000	
Vehicles, Plant & Machinery Cost	600,990		496,675	
Fixed Assets		<u>5,290,083</u>		<u>5,385,768</u>
Stock	32,357		19,480	
Debtors Cont	15,722		14,821	
VAT	13,170		77,916	
Grants Debtor	(27,740)		(14,297)	
Car Loans	6,940		0	
Prepayments	18,182		41,890	
Draw Acc	(33,591)		9,925	
Call Acc	310,000		315,004	
Petty Cash	445		430	
Rechargeable Work in Progress	38,698		(20,859)	
Natwest Government Procurement C	(833)		(481)	
Reserve Account	1,270,944		975,971	
Total Current Assets		<u>1,644,294</u>		<u>1,419,799</u>
Trade Creditors	(11,781)		(14,297)	
PAYE & NI Control Account	(15,150)		(15,745)	
Superannuation Contrl Account	(14,987)		6,412	
Union Subs Control Account	(135)		(121)	
AVC Control Account	(50)		(50)	
Accruals	(43,173)		(10,000)	
Attachment Orders Control Account	0		0	
Suspense	0		0	
Total Liabilities		<u>(85,277)</u>		<u>(33,800)</u>
Pension Liability		(3,264,000)		(2,919,000)
		<u><u>3,585,100</u></u>		<u><u>3,852,768</u></u>
Capital Outlay	5,080,536		5,291,278	
Pension Reserve	(3,264,000)		(2,919,000)	
Total Capital		<u>1,816,536</u>		<u>2,372,278</u>
General Reserve	669,501		344,335	
Development Reserve	142,316		146,100	
Plant Reserve	181,585		119,275	
Wage On-Cost Reserve	48,327		102,043	
Surplus/Deficit in Period	726,836		768,737	
Total Reserves		<u>1,768,564</u>		<u>1,480,490</u>
		<u><u>3,585,100</u></u>	0	<u><u>3,852,768</u></u>
<u>Cash & Bank Balances</u>				
Drawings Account		(33,591)		
Call Account		10,000	310,000	
Natwest Reserve Account @ 0.15%		1,270,944		
Petty Cash		445		
Chargecard		(833)		
Monmouthshire BS @ 1.25%		300,000	30 Day Notice	
		<u><u>1,546,965</u></u>		

Black Sluice Internal Drainage Board 2015/16 Forecast

Description	2015/16 Budget	2015/16 Forecast	Difference	Q1 Actual	Q2 Actual	Q3 Forecast	Q4 Forecast
Rates & Levies	2,031,497	2,029,121	(2,376)	1,216,246	286,339	526,536	0
Interest & Grants	5,004	5,733	729	18,493	1,788	23,251	(37,799)
Development Fund	5,000	5,000	0	0	0	0	5,000
Other Income	24,846	28,079	3,233	10,554	8,425	6,630	2,470
Rechargeable Profit	0	43,282	43,282	34,880	8,402	0	0
Total Income	2,066,347	2,111,216	44,869	1,280,173	304,955	556,417	(30,329)
Schemes	115,000	115,721	(721)	65,120	40,836	(70,940)	80,705
Pumping Station Schemes	100,000	98,628	1,372	16,355	8,393	9,879	64,000
Pumping Station Maintenance	369,995	369,677	318	66,600	62,533	86,404	154,140
Drain Maintenance	687,998	688,119	(121)	49,406	229,318	236,587	172,808
Environmental Schemes	30,006	29,357	649	2,482	949	12,156	13,770
Administration & Establishment	465,203	488,527	(23,324)	130,737	114,237	109,299	134,254
EA Precept	276,552	276,552	0	138,276	0	138,276	0
Total Expenditure	2,044,754	2,066,579	(21,825)	468,977	456,265	521,661	619,677
Surplus / Deficit	21,593	44,636	23,043	811,196	(151,310)	34,756	(650,006)
Revenue Reserve b/f	313,581	313,581					
Revenue Reserve c/f	335,174	358,217					
% of Expenditure	16.39%	17.33%					
Hand Roding	25,000	0	25,000	0	0	0	0
Excavator	230,000	389,396	(159,396)	10,519	222,775	156,090	12
Grenadier	19,500	0	19,500	0	0	0	0
Flail Mowing	102,500	0	102,500	0	0	0	0
RHM	25,000	0	25,000	0	0	0	0
RMM	200,000	248,987	(48,987)	37,852	6,084	76,300	128,750
Chemical	2,000	122	1,878	0	122	0	0
Bushing	48,000	48,114	(114)	1,035	336	4,197	42,546
Pest Cont	2,000	0	2,000	0	0	0	0
Jetting	6,000	1,500	4,500	0	0	0	1,500
Surplus / Deficit	660,000	688,119	(28,119)	49,406	229,318	236,587	172,808

BLACK SLUICE INTERNAL DRAINAGE BOARD

2016/17 Budget and 10 Year Estimates

1st Draft

Income	Actual	Budget	Forecast @	Budget / Estimates									
	2014/15	2015/16	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Total Income from Rates and Levies	1,994,799	2,026,625	2,029,121	2,062,350	2,098,076	2,135,426	2,172,775	2,211,749	2,250,722	2,289,696	2,330,293	2,370,891	2,413,112
Interest	4,525	5,000	5,733	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975	6,095
Flood Defence Grant in Aid	574,000												
Contribution Development Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Income	237,414	22,645	28,079	23,098	23,560	24,031	24,512	25,002	25,502	26,012	26,532	27,063	27,604
Rechargeable Profit	22,187		43,282										
TOTAL INCOME	2,837,925	2,059,270	2,111,216	2,095,548	2,131,838	2,169,763	2,207,699	2,247,271	2,286,855	2,326,451	2,367,684	2,408,929	2,451,811

Expenditure	Actual	Budget	Forecast @	Budget / Estimates									
	2014/15	2015/16	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Drain Schemes	566,319	115,000	115,721	115,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000	135,000
Pumping Station Schemes	188,046	100,000	98,628	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Pumping Station Maintenance	206,142	370,000	369,677	377,070	384,612	392,304	400,150	408,153	416,316	424,642	433,135	441,798	450,634
Electricity	117,547												
Drain Maintenance	623,522	688,000	688,119	701,881	715,919	730,237	744,842	759,739	774,934	790,432	806,241	822,366	838,813
Environmental Works	15,797	30,000	29,357	29,944	30,543	31,153	31,777	32,412	33,060	33,722	34,396	35,084	35,786
Administration & Establishment	518,835	465,200	488,527	477,897	487,455	497,204	507,148	517,291	527,637	538,190	548,954	559,933	571,131
EA Precept	276,552	276,552	276,552	282,083	287,725	293,479	299,349	305,336	311,442	317,671	324,025	330,505	337,115
TOTAL EXPENDITURE	2,512,760	2,044,752	2,066,579	2,083,875	2,141,253	2,179,378	2,218,266	2,257,931	2,298,390	2,339,657	2,381,750	2,424,685	2,468,479

SURPLUS / (DEFICIT) IN YEAR	325,165	14,518	44,636	11,672	(9,415)	(9,615)	(10,567)	(10,660)	(11,535)	(13,206)	(14,067)	(15,756)	(16,668)
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OPENING BALANCE	344,335	669,500	669,500	714,136	725,809	716,394	706,779	696,212	685,552	674,018	660,812	646,745	630,989
CLOSING BALANCE	669,500	684,018	714,136	725,809	716,394	706,779	696,212	685,552	674,018	660,812	646,745	630,989	614,321
Reserve % of Expenditure	26.64%	33.45%	34.56%	34.83%	33.46%	32.43%	31.39%	30.36%	29.33%	28.24%	27.15%	26.02%	24.89%

RATE	12.30	12.48	12.48	12.70	12.92	13.15	13.38	13.62	13.86	14.10	14.35	14.60	14.86
Increase in Rates		1.46%	1.46%	1.76%	1.73%	1.78%	1.75%	1.79%	1.76%	1.73%	1.77%	1.74%	1.78%

**BLACK SLUICE INTERNAL DRAINAGE BOARD
EXECUTIVE MEETING - 21st OCTOBER 2015
AGENDA ITEM 6
EIGHT YEAR PLANT ESTIMATES**

	Year Purchased	Age	Replace Year	Cost	Trade in	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2022/23
Brought Forward						£154,085	£108,358	£2,858	£16,858	£40,858	£9,858	£18,858	£63,858	£62,858
Twiga SPV2 (No.3)	2006	9 years	2016/17	£185,000	£18,000		£167,000							
Twiga SPV2 (No.2)	2006	9 years	2015/16	£174,800	£26,500	£148,300								
Energreen (No. 1)	2011	8 years	2019/20	£175,000	£50,000					£125,000				
JCB 220	2007	9 years	2016/17	£110,000	£28,000		£82,000							
Unimog	2009	8 years	2017/18	£150,000	£40,000			£110,000						
JCB 130	2009	9 years	2020/21	£93,000	£18,000						£75,000			
JCB 160	2010	8 years	2018/19	£110,000	£20,000				£90,000					
JCB 145	2013	8 years	2021/22	£98,000	£19,000							£79,000		
JCB 130	2014	8 years	2022/23	£102,000	£17,000								£85,000	
JCB 531 Tele-handler	2012	10 years	2022/23	£55,000	£15,000								£40,000	
Nissan Navarra (Ops Manager)	2011/12	4 years	2015/16	£23,000	£10,000	£12,067								
Nissan Navarra (Ops Supervisor)	2011/12	4 years	2015/16	£21,000	£10,000	£8,680								
Nissan Navarra (Assit Pump Eng)	2011/12	4 years	2015/16	£21,000	£10,000	£8,680								
Vauxhall (Fitter)	2012/13	6 years	2018/19	£27,000	£9,000				£18,000					
Nissan (Ops Manager)	2015/16	4 years	2019/20	£24,000	£11,000					£13,000				
Nissan (Ops Supervisor)	2015/16	4 years	2019/20	£21,000	£10,000					£11,000				
Nissan (Pump Eng)	2015/16	4 years	2019/20	£21,000	£10,000					£11,000				
Vauxhall Tipper	2012/13	8 years	2020/21	£25,000	£8,000						£17,000			
Dump Trailer 1	2006	10 years	2023/24	£20,000										
Dump Trailor 2	2007	10 years	2015/16	-£5,000			-£4,500							
Jetter	2008	10 years	2015/16	-£8,000		-£6,500								
Low Loader Trailer	2004	16 years	2020/21	£27,000	£4,000						£23,000			
100mm Self priming Pump			2015/16	£15,000				£15,000						
Vibrating piling hammer			2017/18	£15,000		£15,000								
150mm Portable Pump	2006													
Compressor	2008	15 years	2023/24	£6,000										
Weedbaskets						£5,500	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	
Fuel Tanks						-£1,000								
Net Spend from Plant Reserve						£190,727	£250,500	£131,000	£114,000	£166,000	£121,000	£85,000	£131,000	
Generated						£145,000	£145,000	£145,000	£138,000	£135,000	£130,000	£130,000	£130,000	£130,000
Balance C/F						£108,358	£2,858	£16,858	£40,858	£9,858	£18,858	£63,858	£62,858	£192,858

**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

Last amended A&R 22 September 2015

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING – 18th NOVEMBER 2014

AGENDA ITEM No 8

REPORT ON FINANCE, ADMINISTRATION AND RATING

1. **Rating Write Offs**

a) **Drainage Rate Account 3593 – Gosberton Clough**

Tenant of the property absconded approximately Christmas 2014, keys handed back to agent. No forwarding address is available to pursue recovery. Accountant for the company has stated there are no assets held by the company. Companies House is showing company as “Active proposal to strike off”.

Write off Drainage Rates to January 2015

2014/15 £693.39

Total £693.39

b) **Drainage Rate Account 2445 – Gosberton Clough**

Property referred to above has been vacant since January 2015 and therefore the assessment has defaulted back to the owner as the occupier of the land. The property has been offered for sale / let with vacant possession. The owner claims that as a tenancy is in place the tenant is responsible for payment of drainage rates.

It is the Officer’s belief that the owner of the property is liable for the Drainage Rates from the time the property became vacant based on Section 49 of the Land Drainage Act 1991.

49 Assessment for rating.

(1) This section shall have effect with respect to the assessment of persons to a drainage rate in respect of any hereditament (“the relevant hereditament”) and the liability of the occupier of that hereditament in respect of the rate.

(2) Every rate shall be assessed on the person who at the date of the making of the rate is the occupier of the relevant hereditament.

(3) The full amount of a drainage rate may be recovered by the drainage board in question from any person who is the occupier of the relevant hereditament at any time during the period in respect of which the rate is made; but a person who is in occupation of any hereditament for part only of the period in respect of which a drainage rate is made shall be liable, by virtue of subsection (4) below, to bear a proportionate part only of the rate.

It is recommended that before the Board commences recovery action through the Magistrates Court that a legal opinion be sought.

c) Drainage Rate Account 2808 – Garden Centre, Pinchbeck

The owner has requested a revaluation on the grounds that he pays business rates on the site.

It has been confirmed that business rates have been paid for a number of years including the glasshouses on site.

Our current valuation is for 6.24 Acres of land at a value of £75 per acre £468.00 and £5510 for glasshouses.

It is recommended that the value be reduced to include 3.16 Acres of land only at £75 per acre giving a total valuation of £237 back dated to 1st April 2015.

This would then require a write off of **£716.47** for the current year.

Daniel Withnall
Finance Manager

ASSOCIATION OF DRAINAGE AUTHORITIES

LINCOLNSHIRE BRANCH

Minutes of a Meeting of the Branch held at Bainland Country Park,
Woodhall Spa on Thursday 18th June 2015.

Present:-

R Fletcher	Vice-Chairman & Member – Witham First IDB	
P Bateson	Branch Secretary & Chief Executive, Witham 4th IDB	
P Pridgeon	ADA Board Director – Lindsey Marsh DB	
Black Sluice	K Casswell	Vice Chairman
	M Brookes	Member
	P Bedford	Member (also W4)
	R Wray	Member
	I Warsap	Chief Executive
Lindsey Marsh	J Dodsworth	Member
	G Crust	Member
	A McGill	Chief Executive
	D Sisson	Engineer
North Level	P Sharman	Engineer
North East Lindsey	T Vessey	Chief Executive
Welland & Deeping	Mrs K Daft	Chief Executive
Witham First, Witham Third And Upper Witham	P Hoyes	Chairman (W3)
	F Myers	Chairman (UW)
	R Ballerini	Vice Chairman (UW)
	P Gilbert	Vice Chairman (W1)
	Mrs J Froggatt	Chief Executive
	Ms S Ireland	Environment Officer
Witham Fourth	J Grant	Chairman
	R Leggott	Member (also BS, W&D)
Lincolnshire CC	D Hickman	Partnership Team
	M Welsh	Partnership Team
Environment Agency	J Ray	Flood Risk Manager
RFCC	R Caudwell	Chair Anglian Northern
<i>Guests:</i>		
ADA	I Moodie	Technical Manager

1. CHAIRMAN'S ANNOUNCEMENTS

Norman Osborne

Bob Fletcher agreed to act as Chairman for the meeting and had only one sad announcement to make which he read out to members:

Having known Norman for over 20 years it is with great sadness that I announce the sudden and tragic passing away of our Chairman Norman Osborne on Monday 8th June, from Coronary Thrombosis. Norman and his wife Jenny lived and farmed at Ruskington Fen near Sleaford, he was a good farmer doing all the work himself with a little help at harvest time.

He joined the Witham First Drainage Board in February 1985 representing the Ruskington & Dorrington Fen area; he became Vice Chairman in November 1996 to 2001 when he became Chairman until 2006. He was a very much hands on Chairman with a great deal of enthusiasm and dedication, also doing a great deal to enlarge the owl population in the area. Norman became Chairman on ADA Lincolnshire in April 2009 and he was also Chairman of the Lincolnshire Show Committee from 2010 to 2014, doing a great deal to promote the Drainage Boards and ADA.

He will be sadly missed and our thoughts go to his wife Jenny and son David and his wife Maxine. A thanksgiving service will take place at Ruskington Methodist Church on Monday 22 June at 1.00pm. Members then stood for a moment's silence in respect to Norman and a book of condolence was passed round for members to record their thoughts and comments.

2. APOLOGIES

The Secretary reported apologies for absence from:

Mr H Cator (ADA), Mr M Scott, Mr D Withnall (Black Sluice IDB), Mr J Hargreaves (NE Lindsey), Mr J Hoyles, Mr M Sly, Mr S Morris (North Level), Mr D Worth, Mr S Markillie, Mr P Camamile (South Holland), Mr D Branton, Mr N Morris, (Welland & Deepings), Mr A McGill (Lindsey Marsh), Mr P Richardson, Mr A Carrott (Witham 4th), Mr P Tame (NFU).

3. MINUTES

The Minutes of the Meeting held on 26th February 2015 were confirmed as accurate and signed by the acting Chairman.

4. MATTERS ARISING

None.

5. LINCOLNSHIRE FLOOD RISK and DRAINAGE MANAGEMENT PARTNERSHIP

David Hickman began by paying tribute to Norman and said he had lost a great friend and supporter of The Partnership:

- The Partnership continues to work with GLLEP to promote “water management” and the importance of both supply and quality of water in the county. The key is to establish the importance of water for economic growth
- The former lines of reclamation are again being discussed by the Strategy group but the designation of such assets under the FWM Act will probably be led by the RFCC
- Mark Welsh gave an update on the implications of the SUDS regulations that came in on 6 April 2015 and informed members of his dual role covering both the operational flood risk but also development control.
 - o LCC are ready and are doing the new role with fantastic support from IDBs who have been instrumental in getting the new arrangement to work,
 - o They are expecting 8500 planning applications per year which are all dealt with by email and standing advice is now incorporated into responses,
 - o Regular IDB meetings are taking place to fine tune the process and Guy Hurn from Upper Witham will be the ongoing IDB presence at meetings.

Members then asked questions regarding the risk of failure by management companies resulting in SUDS not being maintained. Ian Moodie said that LCC were at the forefront of tackling the SUDS

impact and ADA would seek to share this best practice. Mark was thanked for his pragmatic approach by Jane Froggatt.

- David then gave feedback from that morning's Partnership Strategy Group meeting including the LRF development of 12 emergency evacuation routes to guide people away from coastal areas during major events. This would include the introduction of emergency signage. Concern was expressed about flip over signage, people's lack of attention to road signage and the abundance of cars with caravans that may compound the problem.

6. REPORT FROM THE ENVIRONMENT AGENCY

John Ray gave a brief overview on developments at the EA.

- Eddie Poll would become the new RFCC chair on 1 July 2015, following Robert Caudwell.
- The RFCC now had two new members, Jonathan Glerum from Anglian Water and Paul Learoyd from Lincolnshire Wildlife Trust.
- The 6 year capital programme is in the process of being refreshed and there is a full programme thanks to significant effort on the part of Lincolnshire RMAs. In future the refresh is designed to be light touch only with new projects being added in year 7, however, there was a need to see efficiency savings in the programme as there was currently less funding available than the programme required.
- De-Maining was raised at the morning's Strategy Group Meeting and Phil Younge had promised to investigate the nature of the request which would place a financial burden on many IDBs.

During questions, Peter Pridgeon asked how the efficiency savings would materialize and was de-maining an example John responded that it would come from many different strands but partnership working would lead to efficiency savings. Concern was aired by many Boards as the cost of de-maining would rest with them and the total sum could run into millions. The Branch Secretary said he was pulling together the total for all IDBs so the magnitude of the problem could be understood and shared.

It was agreed that a 6 year programme for maintenance would be better and Robert Caudwell said he understood this was one of Paul Leinster's biggest regrets as he stands down as EA CEO. However, we need to stay working together to get the best overall result for Lincolnshire.

7. REPORT FROM NATIONAL ADA

Ian Moodie gave his report from the national perspective:

- The technical issues with the PSCA had now been resolved and Boards would need to sign new agreements containing the revised wording,
- DEFRA have a new team with just 3 Ministers, Liz Truss, George Eustace and Rory Stewart who has water and FRM. The new EFRA select committee chair is now Neil Parish, a current ADA Vice President,
- In DEFRA questions this morning, Lincoln MP Karl McCartney had asked a question and Liz Truss had replied:
"Like my hon. Friend, I am a huge fan of internal drainage boards. We have some fantastic drainage boards in Norfolk and I have visited the internal drainage boards in Boston. I want internal drainage boards to work closely with the Environment Agency to continue to protect homes and farmland. I would like this model to be rolled out across the country", which was good to hear.
- The EA and Natural England together with other stakeholders are holding an Eel Screening Liaison Meeting shortly and ADA will be represented.
- The establishment of a Somerset Partnership is also an issue for ADA who submitted a paper to DEFRA on 19 June 2015 encouraging them to consider all of the options including the expansion of IDB districts.
- DEFRA are also dealing with other issues including obtaining Ratings Lists so that IDBs can extend their boundaries; looking at reducing the way that Boards have to advertise elections.
- ADA would like to review and update the model policy documents

Finally Ian reminded members that the ADA conference would be held on 11 November 2015 and ADA's FloodEx Demonstration would be at Peterborough Showground on 8 & 9 March 2016.

Peter Pridgeon updated members in his capacity as an ADA Board member for Lincolnshire:

- Alison Baptiste has joined the Board in place of Pete Fox, from the Environment Agency
- Trevor Purlant is now a Board Member as he has taken over as chair of the Technical & Environmental Committee (T&E)
- At the last meeting the accounts were signed off and the budget was set for the new year
- Innes is looking closely at what Europe is doing regarding Eel Regulation compliance
- Two new members of staff, Sue (admin and accounts) and Heather (Marketing and events)

Bob Ballerini asked if the minutes on the ADA website could be brought up to date which Peter Pridgeon said he would feed back to ADA.

ADA TECHNICAL & ENVIRONMENTAL COMMITTEE:

David Sisson gave a summary of the last meeting of this committee which had discussed:

- Changes to CDM regulations and their impact on Board's Health and Safety management
- Bio diversity targets
- Water vole class licenses
- Paul Burrows (EA) was a new member of the committee

ADA POLICY & FINANCE COMMITTEE:

The Branch Secretary updated Branch members on the last meeting of this committee with assistance from Jane Froggatt who had also attended.

- The Somerset Rivers Authority implications
- The future role of the committee
- New code of practice on powers of entry – Lincoln Boards have set up a working group to explore this

8. REPORTS FROM BRANCH COMMITTEES

i) Pay and Conditions Advisory Committee

Karen Daft, Committee Secretary informed the Branch that for 2015/16, a 1% pay rise had been offered to the Union and they had gone out to ballot. The Committee was waiting until after 8 July (Budget) before meeting again to progress this. The new rules regarding the calculation of holiday pay means that Boards now have to pay an average rate. By way of example, Welland & Deepings use a 52 week average and are paying the additional amount as an annual payment in December each year. The cost to the Board will be £3,900.

James Grant updated the Branch about the Local Government Pension Scheme. He said that there were now 4 fund managers and returns had been poorer than anticipated due to the volatility of investments.

ii) Lincolnshire Show Committee

There was no one it attendance from the committee but members were reminded that the Lincolnshire Show dates were 24-25 June 2015.

iii) Environment Committee

Sam Ireland reported as Environment Secretary on several matters including a non-native species workshop. The committee had met the day before and attendance was low but the next date had been set for 9 September 2015.

Paul Sharman said there was a risk that Boards may lose the ability to use Glyphosate. Ian Moodie said ADA was aware of the risk and will have conversations with the NFU and report back on a plan of action.

9. ANY OTHER BUSINESS

The Chairman thanked Robert Caudwell who was at his last Branch meeting as RFCC Chairman.

Concern was expressed about the EA being unable to perform maintenance work within 2 metres of a bank top. David Sisson said he had attended an EA workshop where this was discussed and this was not the case. He said that EA Operatives had to apply enhanced risk procedures in such circumstances, they are not stopping doing work but do need to manage the increased risk when doing so.

Next meeting:

Branch Meeting on Thurs 15th October 2015 at Bainland Country Park

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 4th NOVEMBER 2015

AGENDA ITEM No 14

ANNUAL REPORT ON HEALTH & SAFETY

The following report outlines to Board Members how Health & Safety is effectively managed by the Board. Listed below are the methods that the Board are implementing and reviewing Health and Safety within the organisation.

1. Cope Safety management have been employed this year on a new five year contract to act as our Health & Safety Advisors.

The cost to the Board is £1,345.20 per annum. Day to day management of Health and Safety is carried out by the Operations Manager with onsite inspections undertaken by the Planning & Enforcement Officer who has a NEBOSH qualification along with the Operations Supervisor who has an IOSH Managing Safety certificate.

2. Cope Safety Management has carried out the following inspections and reviews this year:-

Full Day - 11/06/2015 with a further half day to be arranged; Review of Safe System of Work and Risk Assessments and Method Statements and general review of Policy.

3. The Board has a Health and Safety Policy statement, signed by the Chief Executive and displayed at the Office, this will be reviewed in April 2016.

During the period 25th October 2014 to 24th October 2015 1 near miss report has been recorded.

Date	Report
12/02/15	Concrete rocker pipe fell off forklift tine

4. Two accidents have been recorded in the Accident book during the period 25th October 2014 to 24th October 2015.

Date	Accident	Weighting
17/02/15	Vehicle accident journey to site	3
17/02/15	Vehicle accident journey to site	3

Accident Weighting Factor

- 1 = Low Return to work the same/next day
2 = Medium RIDDOR reportable accident (3 day rule)
3 = High RIDDOR reportable (major injury or condition)

5. The Board are continuing to work with Western Power Distribution and the Health and Safety Executive to ensure that a safe method of working is followed when operating machinery near overhead electrical wires.

All machine operators were reminded of their actions and consequences at the Pre-Cutting Briefing.

6. The following Health & Safety and Plant training courses have taken place during the period:

<u>Name</u>	<u>Date</u>	<u>Type of Course</u>
P.Banham	31/03/2015	360 excavator refresher
P.Bedford	30/03/2015	360 excavator refresher
M.Henton	31/03/2015	360 excavator refresher
M.Lancaster	30/03/2015	360 excavator refresher
K.Methley	31/03/2015	360 excavator refresher
K.Wiseman	30/03/2015	360 excavator refresher
D.Roy	16/03/2015	Tractor & Flailmowing
L.Smith	16/03/2015	Tractor & Flailmowing
S.Smith	16/03/2015	Tractor & Flailmowing
M.Lancaster	16-18/03/2015	Teleporter
P.Reynolds	16-18/03/2015	Teleporter
L.Smith	16-18/03/2015	Teleporter
R.Chipperfield	24/03/2015	Forklift
P.Reynolds	24/03/2015	Forklift
L.Smith	26/03/2015	Forklift
S.Smith	26/03/2015	Forklift
K.Wiseman	26/03/2015	Forklift
M.Wood	24/03/2015	Forklift
R.Chipperfield	23/03/2015	Nifty Lift
K.Methley	27/03/2015	Nifty Lift
S.Smith	23/03/2015	Nifty Lift
K.Wiseman	27/03/2015	Nifty Lift
M.Wood	23/03/2015	Nifty Lift
P.Banham	30/04/2015	Health and Safety Training day
P.Bedford	30/04/2015	Health and Safety Training day
A.Brinkley	30/04/2015	Health and Safety Training day
R.Chipperfield	30/04/2015	Health and Safety Training day
M.Henton	30/04/2015	Health and Safety Training day
M.Lancaster	30/04/2015	Health and Safety Training day
K.Methley	30/04/2015	Health and Safety Training day
P.Reynolds	30/04/2015	Health and Safety Training day
L.Smith	30/04/2015	Health and Safety Training day

S.Smith	30/04/2015	Health and Safety Training day
K.Wiseman	30/04/2015	Health and Safety Training day
P.Banham	17/03/2015	Load/secure & tow trailers
P.Bedford	18/03/2015	Load/secure & tow trailers
A.Brinkley	18/03/2015	Load/secure & tow trailers
R.Chipperfield	18/03/2015	Load/secure & tow trailers
M.Henton	18/03/2015	Load/secure & tow trailers
M.Lancaster	18/03/2015	Load/secure & tow trailers
K.Methley	17/03/2015	Load/secure & tow trailers
P.Reynolds	19/03/2015	Load/secure & tow trailers
D.Roy	19/03/2015	Load/secure & tow trailers
L.Smith	19/03/2015	Load/secure & tow trailers
S.Smith	17/03/2015	Load/secure & tow trailers
K.Wiseman	17/03/2015	Load/secure & tow trailers
M.Wood	17/03/2015	Load/secure & tow trailers
P.Banham	10/03/2015	Fire Safety & Manual Handling
P.Bedford	10/03/2015	Fire Safety & Manual Handling
A.Brinkley	10/03/2015	Fire Safety & Manual Handling
R.Chipperfield	10/03/2015	Fire Safety & Manual Handling
M.Henton	10/03/2015	Fire Safety & Manual Handling
M.Lancaster	10/03/2015	Fire Safety & Manual Handling
K.Methley	10/03/2015	Fire Safety & Manual Handling
P.Reynolds	10/03/2015	Fire Safety & Manual Handling
D.Roy	10/03/2015	Fire Safety & Manual Handling
L.Smith	10/03/2015	Fire Safety & Manual Handling
S.Smith	10/03/2015	Fire Safety & Manual Handling
K.Wiseman	10/03/2015	Fire Safety & Manual Handling
M.Wood	10/03/2015	Fire Safety & Manual Handling
P.Nicholson	Every 3 months	Lincs IDB's Overhead Cable Forum
D.Roy		First Aider at Work
M.Wood		First Aider at Work

7. Risk Assessments for high risk areas of work are prepared by the Operations Supervisor, designed to identify any risk and thereafter reduce the risk of any danger and/or accident by developing a safe method of working via a Method Statement. The Method Statements are introduced to the workforce prior to any works taking place.
8. Health & Safety Booklets have been issued to all employees.
9. Personal Protective Equipment relevant to the Boards operations is issued and kept up to date with all employees.

10. Annual Lifting Operations and Lifting Equipment Regulations (LOLER) testing is carried out on all the Boards lifting equipment (access platform, chains, slings, eye bolts, straps) by/for our insurers, defective items being replaced.
11. A Lone Workers Policy is currently in place and a new automated lone working device using mobile phone technology is now being used by all operatives.

P Nicholson
Operations Manager

Purchase Ledger Payments & Adjustments

Account	Date	Type	Ref 1	Ref 2	Value	Details
ANG002	04/09/2015	Payment	246910	Bacs	-40.46	Anglia Bearing Company
ANG101	04/09/2015	Payment	124541335 (May-Aug)	Bacs	-55.41	Anglian Water (Swineshead HQ)
BLU001	04/09/2015	Payment	17720	Bacs	-114.00	Blue Line Trailers
BOS002	04/09/2015	Payment	24002	Bacs	-459.60	Boston Commercial Cleaners Ltd
BUS002	04/09/2015	Payment	WC031619	Bacs	-53.27	B A Bush & Son Ltd
CAJ001	04/09/2015	Payment	52263	Bacs	-192.60	C & J Supplies
CLA001	04/09/2015	Payment	58220	Bacs	-80.40	Frank Clayton & Son Ltd
CON006	04/09/2015	Payment	81695	Bacs	-336.23	Contego Safety Solutions
COP002	04/09/2015	Payment	INV-36306	Bacs	-134.52	Cope Safety Management Ltd.
COV001	04/09/2015	Payment	9463	Bacs	-253.38	Cover Up
CRA001	04/09/2015	Payment	48367	Bacs	-46.13	Craven & Nicholas
FEN001	04/09/2015	Payment	176372C	Bacs	-135.62	Fenland Fastenings
HAR001	04/09/2015	Payment	23131083	Bacs	-191.80	TC Harrison JCB
HBP001	04/09/2015	Payment	SIN037429	Bacs	-8028.00	HBP Systems Ltd
INL001	04/09/2015	Payment	2015-P05	Bacs	-14095.65	HM Revenue & Customs
IRE001	04/09/2015	Payment	203356	Bacs	-9722.40	Irelands Farm Machinery Ltd
LIN002	04/09/2015	Payment	2015-P05	Bacs	-19039.27	Lincolnshire C C Pension Fund
MAS001	04/09/2015	Payment	SI003131	Bacs	-788.64	Mastenbroek Ltd
NFU001	04/09/2015	Payment	1053450124	Bacs	-13.79	NFU Insurance
PAU001	04/09/2015	Payment	0054	Bacs	-135.00	Paul's Property Services
PER002	04/09/2015	Payment	17661	Bacs	-798.00	Periam & Williamson Ltd
PRU001	04/09/2015	Payment	2015-P05	Bacs	-50.00	Prudential
SWI001	04/09/2015	Payment	BN012727	Bacs	-50.70	Switch Electrical WholesaleLtd
UNI001	04/09/2015	Payment	2015-P05	Bacs	-135.25	Unison
UNI006	04/09/2015	Payment	00070234	Bacs	-1853.82	Unique Employment Services Ltd
WAK001	04/09/2015	Payment	3946	Bacs	-156.00	Wakefield Autos
WIT002	04/09/2015	Payment	I00061089	Bacs	-327.31	Witham Oil & Paint
WOO001	04/09/2015	Payment	963824	Bacs	-120.12	Woodco Business Machines

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	08/09/2015	Payment	P06	Bacs	-1287.86	CROP LOSS
CRO004	08/09/2015	Payment	P06	Bacs	-534.34	CROP LOSS
CRO004	08/09/2015	Payment	P06	Bacs	-260.04	CROP LOSS
CRO004	08/09/2015	Payment	P06	Bacs	-59.21	CROP LOSS
CRO004	08/09/2015	Payment	P06	Bacs	-26.07	CROP LOSS
CRO004	08/09/2015	Payment	P06	Bacs	-37.07	CROP LOSS
CRO004	10/09/2015	Payment	P06	Bacs	-266.52	CROP LOSS
CRO004	10/09/2015	Payment	P06	Bacs	-285.84	CROP LOSS
CRO004	10/09/2015	Payment	P06	Bacs	-445.93	CROP LOSS
CRO004	10/09/2015	Payment	P06	Bacs	-116.33	CROP LOSS
CRO004	10/09/2015	Payment	P06	Bacs	-1272.80	CROP LOSS
CRO004	10/09/2015	Payment	P06	Bacs	-485.18	CROP LOSS
CRO004	10/09/2015	Payment	P06	Bacs	-6.94	CROP LOSS
CRO004	10/09/2015	Payment	P06	Bacs	-228.47	CROP LOSS
CRO004	10/09/2015	Payment	P06	Bacs	-1002.67	CROP LOSS
AJS001	25/09/2015	Payment	111614	Bacs	-2700.00	A J Saul Hire
ANG002	25/09/2015	Payment	247807	Bacs	-42.74	Anglia Bearing Company
ANG103	25/09/2015	Payment	103115564 (Sept 15)	Bacs	-14.57	Anglian Water (Black Hole PS)
BOS004	25/09/2015	Payment	INV120310	Bacs	-50.00	Boston Crop Spayers Ltd
BOS018	25/09/2015	Payment	17688	Bacs	-241.00	Boston HGV Testing Station Ltd
BUS002	25/09/2015	Payment	BO193868	Bacs	-232.34	B A Bush & Son Ltd
CAJ001	25/09/2015	Payment	52434	Bacs	-577.80	C & J Supplies
CLA001	25/09/2015	Payment	58579	Bacs	-443.16	Frank Clayton & Son Ltd
CON006	25/09/2015	Payment	83681	Bacs	-436.34	Contego Safety Solutions
COV001	25/09/2015	Payment	9471	Bacs	-107.82	Cover Up
DOU001	25/09/2015	Payment	406291	Bacs	-80.11	John W Doubleday Limited
DWW	25/09/2015	Payment	3564	Bacs	-915.73	DW Woods Landscaping Ltd
ELL002	25/09/2015	Payment	48505	Bacs	-112.32	Ellgia Ltd
EVE002	25/09/2015	Payment	01206397742	Bacs	-1174.16	Everything Everywhere
EVE003	25/09/2015	Payment	125406087	Bacs	-502.80	Orange Equipment
FEN001	25/09/2015	Payment	176545C	Bacs	-49.69	Fenland Fastenings
FIR001	25/09/2015	Payment	14757	Bacs	-75.02	Malc Firth Landscapes Ltd
GRA004	25/09/2015	Payment	8425837	Bacs	-3360.00	Grant Thornton UK LLP

Account	Date	Type	Ref 1	Ref 2	Value	Details
HAI001	25/09/2015	Payment	158219-1	Bacs	-91.80	Gary Haines Ltd
HAR001	25/09/2015	Payment	23131720	Bacs	-844.64	TC Harrison JCB
HMS001	25/09/2015	Payment	1,061	Bacs	-56.28	Hydraulic& Mechanical Services
HUT001	25/09/2015	Payment	H 21213	Bacs	-162.00	Hutsons Signs
IRE001	25/09/2015	Payment	203541	Bacs	-7511.30	Irelands Farm Machinery Ltd
JOH001	25/09/2015	Payment	3132637	Bacs	-620.40	Johnston Publishing Ltd
KIO001	25/09/2015	Payment	SIP-1178017	Bacs	-108.17	Kiowa Ltd
LAR001	25/09/2015	Payment	55256	Bacs	-1479.00	Ray Larrington Hydraulics
LIN002	25/09/2015	Payment	10006883	Bacs	-1679.60	Lincolnshire C C Pension Fund
MOT001	25/09/2015	Payment	ZBJV101344	Bacs	-93.60	Motor Parts Direct Limited
NOT001	25/09/2015	Payment	82637/2	Bacs	-93.36	P G & C Nottingham
PET002	25/09/2015	Payment	10079	Bacs	-83.40	Peter Smith Trailer Sales
POP001	25/09/2015	Payment	2152	Bacs	-9876.00	B Pope and Sons Ltd
SHA005	25/09/2015	Payment	1028	Bacs	-70.00	D.Shaw Window Cleaning Service
SWI001	25/09/2015	Payment	BN001009	Bacs	-258.15	Switch Electrical WholesaleLtd
SYS001	25/09/2015	Payment	96513	Bacs	-55.20	Systematic Print Management
TFM001	25/09/2015	Payment	214893	Bacs	-80.97	TFM Supplies
TMC001	25/09/2015	Payment	15435	Bacs	-309.64	TMC Lifting
UNI006	25/09/2015	Payment	00070667	Bacs	-3127.24	Unique Employment Services Ltd
WEL004	25/09/2015	Payment	1826	Bacs	-5496.78	Wells Plant Hire
WIT002	25/09/2015	Payment	I00062594	Bacs	-378.00	Witham Oil & Paint
UKF001	01/09/2015	Payment	P06	Direct Deb	-594.81	UK Fuels Ltd
OPU001	01/09/2015	Payment	P06	Direct Deb	-19.21	Opus Energy Limited
UKF001	07/09/2015	Payment	P06	Direct Deb	-304.50	UK Fuels Ltd
TOM002	10/09/2015	Payment	P06	Direct Deb	-174.24	TomTom
UKF001	14/09/2015	Payment	P06	Direct Deb	-437.02	UK Fuels Ltd
BRI005	18/09/2015	Payment	P06	Direct Deb	-45.89	British Telecom DD
WOL001	21/09/2015	Payment	P06	Direct Deb	-9146.98	Woldmarsh Producers Ltd
UKF001	21/09/2015	Payment	P06	Direct Deb	-566.05	UK Fuels Ltd
BRI005	21/09/2015	Payment	P06	Direct Deb	-67.31	British Telecom DD
BRI005	23/09/2015	Payment	P06	Direct Deb	-58.64	British Telecom DD
ASS001	30/09/2015	Payment	P07	Bacs	-672.00	Assoc. of Drainage Authorities

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-119400.42	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-119400.42	

Payments


Bacs	-107985.77	Cheque		Direct Deb	-11414.65	Chargecard
Bulk Bacs						

Adjustments

Disc		Contra SL				
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Refunds

Refund						
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 Chief Executive



 Finance Manager

Purchase Ledger Payments & Adjustments

Account	Date	Type	Ref 1	Ref 2	Value	Details
ADC001	07/08/2015	Payment	8642	Bacs	-18000.00	ADC (East Anglia) Ltd
ANG002	07/08/2015	Payment	246238	Bacs	-64.38	Anglia Bearing Company
ATK002	07/08/2015	Payment	15017141	Bacs	-660.13	Atkins Ltd
BOS002	07/08/2015	Payment	23934	Bacs	-459.60	Boston Commercial Cleaners Ltd
BOS018	07/08/2015	Payment	16122	Bacs	-114.00	Boston HGV Testing Station Ltd
BUS002	07/08/2015	Payment	WC030936	Bacs	-573.60	B A Bush & Son Ltd
COP002	07/08/2015	Payment	INV-36061	Bacs	-134.52	Cope Safety Management Ltd.
DAL001	07/08/2015	Payment	20730	Bacs	-3336.00	Dale Office Interiors
ELL002	07/08/2015	Payment	46787	Bacs	-155.31	Ellgia Ltd
FEN001	07/08/2015	Payment	175858C	Bacs	-78.47	Fenland Fastenings
FOR002	07/08/2015	Payment	18581	Bacs	-79.32	Paul Ford Plumbing & Heating
HAI001	07/08/2015	Payment	157971-I	Bacs	-71.98	Gary Haines Ltd
HBP001	07/08/2015	Payment	SIN037232	Bacs	-386.40	HBP Systems Ltd
HGV001	07/08/2015	Payment	476063	Bacs	-67.36	HGV Truck Parts
INL001	07/08/2015	Payment	2015-P04	Bacs	-13836.16	HM Revenue & Customs
KEY004	07/08/2015	Payment	2465 AAB645	Bacs	-321.60	Keyline Builders Merchants Ltd
LIN002	07/08/2015	Payment	2015-P04	Bacs	-18884.57	Lincolnshire C C Pension Fund
LIN007	07/08/2015	Payment	2015/16 Branch Subs	Bacs	-900.00	Lincs ADA
MAS002	07/08/2015	Payment	0789	Bacs	-280.63	Pete Maskell
MGF001	07/08/2015	Payment	MID452161	Bacs	-1725.00	MGF (Trench Construction Sys)
NEW003	07/08/2015	Payment	117760	Bacs	-52.80	Newgate (Newark) Ltd
PAU001	07/08/2015	Payment	0047	Bacs	-350.00	Paul's Property Services
PRE005	07/08/2015	Payment	1043	Bacs	-5608.80	Premier Conditioned Air Servic
PRU001	07/08/2015	Payment	2015-P04	Bacs	-50.00	Prudential
SHO	07/08/2015	Payment	38902	Bacs	-29277.60	Shoebridge Engineering
TFM001	07/08/2015	Payment	213587	Bacs	-424.80	TFM Supplies
TJS001	07/08/2015	Payment	2003518	Bacs	-568.28	TJS Hire Co. (Humberside) Ltd
TRA002	07/08/2015	Payment	9146 AEW815	Bacs	-83.15	Travis Perkins Trading Co Ltd.

Account	Date	Type	Ref 1	Ref 2	Value	Details
UNI001	07/08/2015	Payment	2015-P04	Bacs	-149.25	Unison
UNI006	07/08/2015	Payment	00069693	Bacs	-3270.62	Unique Employment Services Ltd
WAK001	07/08/2015	Payment	3406	Bacs	-702.00	Wakefield Autos
WOO001	07/08/2015	Payment	963569	Bacs	-108.68	Woodco Business Machines
CEN002	10/08/2015	Payment	P05	Bacs	-841.61	Centre Tank Services Ltd
AFC	21/08/2015	Payment	1292	Bacs	-1856.40	A & F Consulting Engineers LLP
BOC001	21/08/2015	Payment	3031351677	Bacs	-107.38	BOC
BOS018	21/08/2015	Payment	15784	Bacs	-142.00	Boston HGV Testing Station Ltd
BRI001	21/08/2015	Payment	VP98757170 Q06194	Bacs	-1368.99	British Telecom
BUS002	21/08/2015	Payment	WC031267	Bacs	-102.00	B A Bush & Son Ltd
CEM001	21/08/2015	Payment	3007842953	Bacs	-90.00	Cemex UK Materials Ltd
CHA002	21/08/2015	Payment	Board Members 1415	Bacs	-648.40	Chairmans account
CLA001	21/08/2015	Payment	58104	Bacs	-153.12	Frank Clayton & Son Ltd
CON006	21/08/2015	Payment	80431	Bacs	-1432.17	Contego Safety Solutions
COP002	21/08/2015	Payment	INV-36224	Bacs	-180.00	Cope Safety Management Ltd.
DAL001	21/08/2015	Payment	20807	Bacs	-1060.80	Dale Office Interiors
DON001	21/08/2015	Payment	DIN0005485	Bacs	-10.99	Donington Engineering Supplies
DOU001	21/08/2015	Payment	405759	Bacs	-189.11	John W Doubleday Limited
DWW	21/08/2015	Payment	3516	Bacs	-915.73	DW Woods Landscaping Ltd
EVE002	21/08/2015	Payment	01201690962	Bacs	-1104.74	Everything Everywhere
FIR001	21/08/2015	Payment	14537	Bacs	-112.54	Malc Firth Landscapes Ltd
HAR001	21/08/2015	Payment	24613681	Bacs	-314.27	TC Harrison JCB
IBB001	21/08/2015	Payment	157737	Bacs	-4327.24	Arthur Ibbett Limited
JAC001	21/08/2015	Payment	8/B/00044	Bacs	-29.57	Jackson Building Centres
LAR001	21/08/2015	Payment	55025	Bacs	-224.50	Ray Larrington Hydraulics
LIN002	21/08/2015	Payment	10004918	Bacs	-868.24	Lincolnshire C C Pension Fund
LIN019	21/08/2015	Payment	M15-184	Bacs	-300.00	Lincolnshire Wildlife Trust
PAU001	21/08/2015	Payment	0049	Bacs	-120.00	Paul's Property Services
PEA001	21/08/2015	Payment	64273	Bacs	-210.97	Pearson Hydraulics Ltd
PER002	21/08/2015	Payment	17646	Bacs	-414.00	Periam & Williamson Ltd
PET002	21/08/2015	Payment	9997	Bacs	-351.12	Peter Smith Trailer Sales
ROS001	21/08/2015	Payment	374964	Bacs	-62.00	Rossendales Ltd
SHA005	21/08/2015	Payment	1015	Bacs	-40.00	D.Shaw Window Cleaning Service

Account	Date	Type	Ref 1	Ref 2	Value	Details
SWI001	21/08/2015	Payment	BN012886	Bacs	-372.66	Switch Electrical WholesaleLtd
UNI006	21/08/2015	Payment	00069965	Bacs	-3144.31	Unique Employment Services Ltd
WAT001	21/08/2015	Payment	0000000683	Bacs	-844.64	Water Management Alliance
WES002	21/08/2015	Payment	MI00108419	Bacs	-3300.00	Western Power Distribution
UKF001	03/08/2015	Payment	P05	Direct Deb	-544.04	UK Fuels Ltd
UKF001	10/08/2015	Payment	P05	Direct Deb	-626.19	UK Fuels Ltd
TOM002	11/08/2015	Payment	P05	Direct Deb	-42.53	TomTom
TOM002	11/08/2015	Payment	P05	Direct Deb	-338.88	TomTom
UKF001	17/08/2015	Payment	P05	Direct Deb	-507.63	UK Fuels Ltd
BRI005	18/08/2015	Payment	P05	Direct Deb	-44.93	British Telecom DD
BRI005	19/08/2015	Payment	P05	Direct Deb	-62.79	British Telecom DD
WOL001	20/08/2015	Payment	P05	Direct Deb	-1619.64	Woldmarsh Producers Ltd
UKF001	24/08/2015	Payment	P06	Direct Deb	-424.48	UK Fuels Ltd
BRI005	24/08/2015	Payment	P06	Direct Deb	-57.95	British Telecom DD
OPU001	27/08/2015	Payment	P06	Direct Deb	-307.96	Opus Energy Limited
BOS001	28/08/2015	Payment	P06	Direct Deb	-2696.00	Boston Borough Council (Rates)

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-133287.53	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-133287.53	

Payments

Bacs	-126014.51	Cheque		Direct Deb	-7273.02	Chargecard
Bulk Bacs						

Adjustments


Disc		Contra SL				
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Refunds

Refund						
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 Chief Executive



 Finance Manager

Black Sluice Internal Drainage Board

Printed on 23/10/2015 at 12:13 by DANIEL

From 01/07/2015 To 31/07/2015

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/07/2015 To 31/07/2015**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	02/07/2015	Payment	P04	Bacs	-381.48	CROP LOSS
CRO004	02/07/2015	Refund	P04	Refund	83.45	CROP LOSS
CRO004	02/07/2015	Payment	P04	Bacs	-83.45	CROP LOSS
IRE001	03/07/2015	Payment	P04	Bacs	-209760.00	Irelands Farm Machinery Ltd
AFC	10/07/2015	Payment	1282	Bacs	-3617.40	A & F Consulting Engineers LLP
ANG002	10/07/2015	Payment	245116	Bacs	-99.98	Anglia Bearing Company
ASH001	10/07/2015	Payment	13043172	Bacs	-2129.14	Ashtead Plant Hire Co Ltd
AZT001	10/07/2015	Payment	002965	Bacs	-383.76	Aztec Signs
BOC001	10/07/2015	Payment	3030856583	Bacs	-256.39	BOC
BOS002	10/07/2015	Payment	23868	Bacs	-574.50	Boston Commercial Cleaners Ltd
CAR003	10/07/2015	Payment	28111289	Bacs	-4272.10	Carrier Rental Systems
CEM001	10/07/2015	Payment	3007909905	Bacs	-2067.38	Cemex UK Materials Ltd
CLA001	10/07/2015	Payment	57651	Bacs	-20.64	Frank Clayton & Son Ltd
COP002	10/07/2015	Payment	INV-35963	Bacs	-134.52	Cope Safety Management Ltd.
COV001	10/07/2015	Payment	9400	Bacs	-431.28	Cover Up
CRA004	10/07/2015	Payment	2426	Bacs	-156.00	Craftwork Engineering Ltd
DSE001	10/07/2015	Payment	231	Bacs	-63.00	DS Engineering
ELL002	10/07/2015	Payment	45054	Bacs	-132.20	Ellgia Ltd
ENG001	10/07/2015	Payment	29992	Bacs	-6384.00	Engineering & Hire Ltd
FEN001	10/07/2015	Payment	175242C	Bacs	-378.73	Fenland Fastenings
FIR001	10/07/2015	Payment	14326	Bacs	-75.02	Malc Firth Landscapes Ltd
HAI001	10/07/2015	Payment	157563-I	Bacs	-105.51	Gary Haines Ltd
HAL004	10/07/2015	Payment	1365	Bacs	-19476.00	HALL Infrastructure Design Ltd
INL001	10/07/2015	Payment	2015-P03	Bacs	-13514.95	HM Revenue & Customs
IRE001	10/07/2015	Payment	202987	Bacs	-294.00	Irelands Farm Machinery Ltd
JAC001	10/07/2015	Payment	5/B/02051	Bacs	-66.00	Jackson Building Centres
JOH001	10/07/2015	Payment	2964490	Bacs	-169.20	Johnston Publishing Ltd
LAR001	10/07/2015	Payment	54723	Bacs	-11.52	Ray Larrington Hydraulics

Account	Date	Type	Ref 1	Ref 2	Value	Details
LIN002	10/07/2015	Payment	2015-P03	Bacs	-18653.63	Lincolnshire C C Pension Fund
LIN024	10/07/2015	Payment	10003059	Bacs	-870.44	Lincolnshire County Council
MAY001	10/07/2015	Payment	7877828	Bacs	-6295.20	Mabey Hire Services Ltd
NFU001	10/07/2015	Payment	1051231400	Bacs	-221.23	NFU Insurance
PRU001	10/07/2015	Payment	2015-P03	Bacs	-50.00	Prudential
ROS001	10/07/2015	Payment	363823	Bacs	-12.38	Rossendales Ltd
ROY002	10/07/2015	Payment	1801708435	Bacs	-944.40	Royal Mail Group Ltd
RUS001	10/07/2015	Payment	7089	Bacs	-134.02	Roy Rust Refrigeration
SWI001	10/07/2015	Payment	BN011900	Bacs	-16.08	Switch Electrical WholesaleLtd
TFM001	10/07/2015	Payment	213394	Bacs	-227.35	TFM Supplies
TMS001	10/07/2015	Payment	ES 6269	Bacs	-907.20	Traffic Management ServicesLtd
TRA002	10/07/2015	Payment	9146 AEV827	Bacs	-34.68	Travis Perkins Trading Co Ltd.
TUR001	10/07/2015	Payment	7-07249907	Bacs	-252.48	Turnbull & Co Ltd
UNI001	10/07/2015	Payment	2015-P03	Bacs	-149.25	Unison
UNI006	10/07/2015	Payment	00068899	Bacs	-635.00	Unique Employment Services Ltd
VER001	10/07/2015	Payment	13106 NC	Bacs	-3765.00	Vere Bros (Contractors) Ltd
WOO001	10/07/2015	Payment	963360	Bacs	-442.98	Woodco Business Machines
ZEN001	10/07/2015	Payment	431431	Bacs	-180.00	Zenith Survey Equipment
AJE001	24/07/2015	Payment	31267	Bacs	-12408.00	Ajet Drain Services Ltd
ALA001	24/07/2015	Payment	501217	Bacs	-229.15	Alarmline Security Ltd
ANG102	24/07/2015	Payment	118822782-Y-M	Bacs	-13.94	Anglian Water (Holland Fen PS)
AQL001	24/07/2015	Payment	701573	Bacs	-132.00	(aq) Limited
AQU002	24/07/2015	Payment	5883	Bacs	-997.20	Aquatic Control Engineering Lt
ASH001	24/07/2015	Payment	13137242	Bacs	-55.20	Ashtead Plant Hire Co Ltd
AUT001	24/07/2015	Payment	25677979	Bacs	-50.00	Autoglass
CEM001	24/07/2015	Payment	3007920065	Bacs	-2767.99	Cemex UK Materials Ltd
CLA001	24/07/2015	Payment	57806	Bacs	-134.10	Frank Clayton & Son Ltd
CRA001	24/07/2015	Payment	47996	Bacs	-73.98	Craven & Nicholas
DOU001	24/07/2015	Payment	405321	Bacs	-29.16	John W Doubleday Limited
DWW	24/07/2015	Payment	3458	Bacs	-1831.46	DW Woods Landscaping Ltd
ENV003	24/07/2015	Payment	9015	Bacs	-1878.19	Environmental Technologies
EVE002	24/07/2015	Payment	01196659238	Bacs	-1159.32	Everything Everywhere
HUN001	24/07/2015	Payment	11906	Bacs	-350.00	F Hunt (Coach Hire) Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
INT002	24/07/2015	Payment	4802	Bacs	-1081.20	InterLec
JWK001	24/07/2015	Payment	1610	Bacs	-672.00	JWK Agricultural Contractors
LIN024	24/07/2015	Payment	10003055	Bacs	-330.00	Lincolnshire County Council
LIV001	24/07/2015	Payment	16-2-3194	Bacs	-240.00	LIVES Training
LOC002	24/07/2015	Payment	60312761	Bacs	-762.00	Local World Ltd
MAS001	24/07/2015	Payment	SI002837	Bacs	-94.85	Mastenbroek Ltd
SHA005	24/07/2015	Payment	1004	Bacs	-70.00	D.Shaw Window Cleaning Service
SWI001	24/07/2015	Payment	BN012515	Bacs	-7.80	Switch Electrical WholesaleLtd
SYS001	24/07/2015	Payment	94919	Bacs	-55.20	Systematic Print Management
THU001	24/07/2015	Payment	25104875	Bacs	-1161.19	Thurlby Motors
UNI006	24/07/2015	Payment	00069378	Bacs	-2765.34	Unique Employment Services Ltd
WAK001	24/07/2015	Payment	2984	Bacs	-108.00	Wakefield Autos
PIT001	02/07/2015	Payment	P04	Direct Deb	-507.20	Pitney Bowes Ltd
UKF001	06/07/2015	Payment	P04	Direct Deb	-338.68	UK Fuels Ltd
UKF001	13/07/2015	Payment	P04	Direct Deb	-574.52	UK Fuels Ltd
TOM002	13/07/2015	Payment	P04	Direct Deb	-174.24	TomTom
WOL001	20/07/2015	Payment	P04	Direct Deb	-9528.67	Woldmarsh Producers Ltd
UKF001	20/07/2015	Payment	P04	Direct Deb	-420.18	UK Fuels Ltd
BRI005	20/07/2015	Payment	P04	Direct Deb	-46.06	British Telecom DD
BRI005	20/07/2015	Payment	P04	Direct Deb	-57.91	British Telecom DD
BRI005	23/07/2015	Payment	P04	Direct Deb	-49.23	British Telecom DD
WEL004	30/07/2015	Payment	P05	Bacs	-64202.80	Wells Plant Hire
UKF001	27/07/2015	Payment	P05	Direct Deb	-626.47	UK Fuels Ltd
BRI005	27/07/2015	Payment	P05	Direct Deb	-196.56	British Telecom DD
BOS001	28/07/2015	Payment	P05	Direct Deb	-2696.00	Boston Borough Council (Rates)
OPU001	30/07/2015	Payment	P05	Direct Deb	-2131.77	Opus Energy Limited

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-409837.03	
				Total Discounts		
				Total Adjustments		
				Total Refunds	83.45	
				Total	-409753.58	

Payments

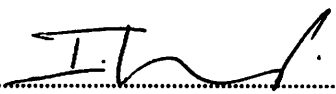
Bacs	-392489.54	Cheque		Direct Deb	-17347.49	Chargecard
Bulk Bacs						

Adjustments

Disc		Contra SL				
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Refunds

Refund	83.45					
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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

Printed on 23/10/2015 at 12:12 by DANIEL

From 01/06/2015 To 30/06/2015

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/06/2015 To 30/06/2015**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
BOS001	05/06/2015	Payment	P03	Bacs	-16369.97	Boston Borough Council (Rates)
AGG001	05/06/2015	Payment	21487921	Bacs	-1945.97	Aggregate Industries
ANG101	05/06/2015	Payment	124541335-Y-M	Bacs	-59.96	Anglian Water (Swineshead HQ)
ASH001	05/06/2015	Payment	12905690	Bacs	-400.98	Ashtead Plant Hire Co Ltd
BOS002	05/06/2015	Payment	23801	Bacs	-459.60	Boston Commercial Cleaners Ltd
BUS002	05/06/2015	Payment	WC029599	Bacs	-63.60	B A Bush & Son Ltd
CRA001	05/06/2015	Payment	47668	Bacs	-4.27	Craven & Nicholas
DOU001	05/06/2015	Payment	404953	Bacs	-206.20	John W Doubleday Limited
DRA003	05/06/2015	Payment	157740	Bacs	-139.80	Drayton Welding
EAS002	05/06/2015	Payment	1159073	Bacs	-55.56	Eastern Harvesters Ltd
ELL002	05/06/2015	Payment	43376	Bacs	-122.26	Ellgia Ltd
FEN001	05/06/2015	Payment	174246C	Bacs	-7.50	Fenland Fastenings
HAI001	05/06/2015	Payment	157455-I	Bacs	-203.37	Gary Haines Ltd
HAL004	05/06/2015	Payment	1361	Bacs	-5400.00	HALL Infrastructure Design Ltd
HAR001	05/06/2015	Payment	24609565	Bacs	-740.16	TC Harrison JCB
HGV001	05/06/2015	Payment	474431	Bacs	-31.13	HGV Truck Parts
HIL002	05/06/2015	Payment	109808	Bacs	-130.40	Charles H Hill Ltd
HOP003	05/06/2015	Payment	4000369558	Bacs	-572.97	Hope Construction MaterialsLtd
INL001	05/06/2015	Payment	2015- P02	Bacs	-14080.64	HM Revenue & Customs
IRE001	05/06/2015	Payment	202790	Bacs	-131.76	Irelands Farm Machinery Ltd
JAC001	05/06/2015	Payment	5/B/01482	Bacs	-8288.76	Jackson Building Centres
JAC002	05/06/2015	Payment	ICI 12308	Bacs	-3266.40	Jackson Civil Engineering
KEY004	05/06/2015	Payment	2464 AAA575	Bacs	-206.21	Keyline Builders Merchants Ltd
LIN002	05/06/2015	Payment	2015-P02	Bacs	-24064.24	Lincolnshire C C Pension Fund
MAI001	05/06/2015	Payment	5413	Bacs	-624.00	Mainstream Fisheries Ltd
MAS002	05/06/2015	Payment	0768	Bacs	-366.00	Pete Maskell
PET002	05/06/2015	Payment	9850	Bacs	-73.20	Peter Smith Trailer Sales
PRU001	05/06/2015	Payment	2015-P02	Bacs	-50.00	Prudential

Account	Date	Type	Ref 1	Ref 2	Value	Details
SIL001	05/06/2015	Payment	IN417299	Bacs	-39.36	Silt Side Services Ltd
TMC001	05/06/2015	Payment	15157	Bacs	-128.98	TMC Lifting
UNI001	05/06/2015	Payment	2015- P02	Bacs	-149.25	Unison
WEL001	05/06/2015	Payment	10618	Bacs	-345.60	Wells Tarpaulins Ltd
WEL004	05/06/2015	Payment	1777	Bacs	-139833.60	Wells Plant Hire
WOO001	05/06/2015	Payment	963122	Bacs	-119.61	Woodco Business Machines
ALP001	09/06/2015	Payment	P03	Bacs	-1051.01	Alpha Rail Ltd
CRO004	09/06/2015	Payment	P03	Bacs	-1886.64	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-183.14	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-820.76	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-1475.33	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-62.36	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-119.47	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-1478.33	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-65.37	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-393.00	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-105.58	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-279.94	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-96.55	CROP LOSS
CRO004	09/06/2015	Payment	P03	Bacs	-27.93	CROP LOSS
FOR001	11/06/2015	Payment	P03	Bacs	-318.00	Forceshift Ltd
CEM001	16/06/2015	Payment	3007846047	Bacs	-4035.53	Cemex UK Materials Ltd
POA001	19/06/2015	Payment	P03	Direct Deb	-1730.90	The Poachers Country Hotel
ALA001	26/06/2015	Payment	500889	Bacs	-105.55	Alarmline Security Ltd
ANG103	26/06/2015	Payment	103115564-Y-M	Bacs	-15.38	Anglian Water (Black Hole PS)
ASH001	26/06/2015	Payment	13007577	Bacs	-3239.90	Ashtead Plant Hire Co Ltd
ATK002	26/06/2015	Payment	15006448	Bacs	-84.67	Atkins Ltd
AZT001	26/06/2015	Payment	002937	Bacs	-108.36	Aztec Signs
BOC001	26/06/2015	Payment	3030370779	Bacs	-633.06	BOC
BUS002	26/06/2015	Payment	WC029745	Bacs	-31.20	B A Bush & Son Ltd
CAR002	26/06/2015	Payment	39789	Bacs	-289.88	J Carr & Son
CAR003	26/06/2015	Payment	28111249	Bacs	-1025.69	Carrier Rental Systems
CEF001	26/06/2015	Payment	BOS/182004	Bacs	-330.22	CEF (Boston)

Account	Date	Type	Ref 1	Ref 2	Value	Details
CEM001	26/06/2015	Payment	3007872581	Bacs	-4629.54	Cemex UK Materials Ltd
CLA001	26/06/2015	Payment	57552	Bacs	-36.00	Frank Clayton & Son Ltd
COP002	26/06/2015	Payment	INV-35616	Bacs	-134.52	Cope Safety Management Ltd.
COU002	26/06/2015	Payment	57479	Bacs	-1560.00	Coulstock & Place Eng Co. Ltd
DWW	26/06/2015	Payment	3407	Bacs	-915.73	DW Woods Landscaping Ltd
EVE002	26/06/2015	Payment	01191312636	Bacs	-1155.75	Everything Everywhere
EVE003	26/06/2015	Payment	124810124	Bacs	-900.00	Orange Equipment
FEN001	26/06/2015	Payment	174196C	Bacs	-15.84	Fenland Fastenings
FIR001	26/06/2015	Payment	14084	Bacs	-75.02	Malc Firth Landscapes Ltd
FOR001	26/06/2015	Payment	8463	Bacs	-318.00	Forceshift Ltd
GBS001	26/06/2015	Payment	1081395	Bacs	-282.60	GBSG Ltd
IRE001	26/06/2015	Payment	116339	Bacs	-567.60	Irelands Farm Machinery Ltd
JAC001	26/06/2015	Payment	6/B/00180	Bacs	-2567.95	Jackson Building Centres
JOH001	26/06/2015	Payment	2893512	Bacs	-273.72	Johnston Publishing Ltd
JWK001	26/06/2015	Payment	1587	Bacs	-1008.00	JWK Agricultural Contractors
KEY004	26/06/2015	Payment	2465 AAA812	Bacs	-10327.89	Keyline Builders Merchants Ltd
LAR001	26/06/2015	Payment	54410	Bacs	-183.22	Ray Larrington Hydraulics
LIN024	26/06/2015	Payment	10001708	Bacs	-870.44	Lincolnshire County Council
LIV001	26/06/2015	Payment	16-1-3159	Bacs	-700.00	LIVES Training
MAI001	26/06/2015	Payment	5418	Bacs	-600.00	Mainstream Fisheries Ltd
MAS001	26/06/2015	Payment	SI002596	Bacs	-303.24	Mastenbroek Ltd
MGF001	26/06/2015	Payment	MID448837	Bacs	-1370.06	MGF (Trench Construction Sys)
PAU001	26/06/2015	Payment	0046	Bacs	-10040.00	Paul's Property Services
PDC001	26/06/2015	Payment	3706	Bacs	-230.70	PDCamplin
PEA001	26/06/2015	Payment	60002	Bacs	-263.64	Pearson Hydraulics Ltd
ROS001	26/06/2015	Payment	360589	Bacs	-62.00	Rossendales Ltd
SAM001	26/06/2015	Payment	S48580	Bacs	-50.00	SAMS
SHA005	26/06/2015	Payment	0984	Bacs	-40.00	D.Shaw Window Cleaning Service
SIL001	26/06/2015	Payment	IN418182	Bacs	-23.40	Silt Side Services Ltd
SKY001	26/06/2015	Payment	17480	Bacs	-780.00	Skyreach
SWI001	26/06/2015	Payment	BN011671	Bacs	-33.08	Switch Electrical WholesaleLtd
TFM001	26/06/2015	Payment	212521	Bacs	-136.72	TFM Supplies
TRA003	26/06/2015	Payment	OP/1133590	Bacs	-260.00	Kier FPS Limited

Account	Date	Type	Ref 1	Ref 2	Value	Details
UNI006	26/06/2015	Payment	00068761	Bacs	-1556.78	Unique Employment Services Ltd
WIT002	26/06/2015	Payment	I00057409	Bacs	-413.59	Witham Oil & Paint
CRO004	29/06/2015	Payment	P04	Bacs	-233.31	CROP LOSS
CRO004	29/06/2015	Payment	P04	Bacs	-1346.82	CROP LOSS
CRO004	29/06/2015	Payment	P04	Bacs	-250.00	CROP LOSS
CRO004	29/06/2015	Payment	000203	Cheque	-540.61	CROP LOSS
CRO004	29/06/2015	Payment	000204	Cheque	-292.13	CROP LOSS
CRO004	29/06/2015	Payment	000205	Cheque	-495.44	CROP LOSS
CRO004	30/06/2015	Payment	P04	Bacs	-83.45	CROP LOSS
UKF001	01/06/2015	Payment	P03	Direct Deb	-283.54	UK Fuels Ltd
OPU001	01/06/2015	Payment	P03	Direct Deb	-2079.81	Opus Energy Limited
UKF001	08/06/2015	Payment	P03	Direct Deb	-330.33	UK Fuels Ltd
TOM002	10/06/2015	Payment	P03	Direct Deb	-174.24	TomTom
UKF001	15/06/2015	Payment	P03	Direct Deb	-378.96	UK Fuels Ltd
BRI005	19/06/2015	Payment	P03	Direct Deb	-48.16	British Telecom DD
WOL001	22/06/2015	Payment	P03	Direct Deb	-1553.04	Woldmarsh Producers Ltd
UKF001	22/06/2015	Payment	P03	Direct Deb	-206.53	UK Fuels Ltd
BRI005	22/06/2015	Payment	P03	Direct Deb	-56.01	British Telecom DD
BRI005	23/06/2015	Payment	P03	Direct Deb	-49.23	British Telecom DD
UKF001	29/06/2015	Payment	P04	Direct Deb	-567.23	UK Fuels Ltd
OPU001	29/06/2015	Payment	P04	Direct Deb	-867.84	Opus Energy Limited
BOS001	29/06/2015	Payment	P04	Direct Deb	-2699.50	Boston Borough Council (Rates)

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-293896.27	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-293896.27	

Payments

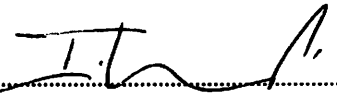
Bacs	-281542.77	Cheque	-1328.18	Direct Deb	-11025.32	Chargecard
Bulk Bacs						

Adjustments


Disc		Contra SL				
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Refunds

Refund						
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 Chief Executive



 Finance Manager

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 4th November 2015

AGENDA ITEM No 15b

LIST OF CONSENTS

1. BYELAWS

The following Byelaw Consents have been issued by the Board since 17th June 2015

2015/B11	Western Power Distribution Gilbert Drive Endeavour Park Boston PE21 7TW	Replacement overhead line BSIDB Drain 12/1 & 12/6 Grid Refs: 529344,344708
2015/B12	Mr John Norman 35 Tytton Lane East Wyberton Boston PE21 7HW	Replace existing fence & posts At 4 Deldale Rd, Wyberton
2015/B13	Mr J Bowens Meads Farm Kirton Drove Brothertoft BOSTON PE20 3SZ	Erection of perimeter fencing & planting within 9 metres of Board drain. Drain 7/8 Grid Refs: 531117,338427
2015/B14	Western Power Distribution Isaac Newton Way Alama Park Industrial Estate GRANTHAM NG31 9RT	Installation of an underground HV cable. BSIDB Drain 4/11 Grid Refs: 528542,338878
2015/B15	Western Power Distribution Isaac Newton Way Alama Park Industrial Estate GRANTHAM NG31 9RT	Replacement & realignment of existing 11KV/a overhead line over Board watercourse. BSIDB Drain: 4/30 Grid Refs: 524332,338311

2. CULVERTS

The following Culvert Consents have been issued by the Board since 17th June 2015:

2015/C09	Lincolnshire County Council Olympic House Doddington Road Lincoln LN6 3SE	Replacement Culvert Land east Myers Farm, Spalding Rd, Bourne Culvert No: 3107
2015/C10	Mr Mark Rollinson JG Litherland (Rhubarb) 9 Bicker Road Donington SPALDING PE11 4XP	Installation of field access in private watercourse Grid Refs: 520933,337449
2015/C11	Boston Woods Trust c/o Mr A B Isaac 66 Spilsby Road Boston PE21 9NS	Installation of two culverts to provide access to car park Private Drain Grid Refs: 531218,345522
2015/C12	Robert Coy & Company Lodge Farm Burton Pedwardine Sleaford NG34 0DF	Installation of field access culvert Board Drain 36/1 Grid Refs: 511947,343546
2015/C13	Mr William Orr Park Farm, Wood Lane South Kyme LINCOLN LN4 4AB	Filling of watercourse to amalgamate fields. Private Drain Grid Refs: 517256,346443
2015/C14	A W Phoenix & Sons Ltd Ivy House Farm Brothertoft Boston PE20 3SH	Filling of watercourse to amalgamate fields. Private Drain Grid Refs: 530907,342872
2015/C15	Lincolnshire Firewood Co The Plantation Rowdyke Road Wyberton Boston PE21 7AQ	Piping & Filling of a riparian watercourse. Private Drain Grid Refs: 533875,340574

3. DEVELOPMENT AGREEMENTS

The following Development Agreements have been issued by the Board since 17th June 2015:

2015/D03	Mr & Mrs Bainbridge 113 Clough Road Gosberton Risegate Spalding PE11 4QD	Discharge of Treated effluent BSIDB Drain 22/19 Grid Refs: 519978,329695
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4. TILE DRAINAGE OUTFALLS

The following Tile Drainage applications have been issued by the Board since 17th June 2015:

2015/T07	Bannister Farms Ltd The Beeches Clatterdyke Road Frampton Boston PE20 1AL	10 Outfalls Drain 7/2 Grid Refs: 532957,338000
2015/T08	E & M Bettinson Longhedge Drove Bicker Boston PE20 3BL	8 Outfalls Drain 4/61 Grid Refs: 522631,338692
2015/T09	E & M Bettinson Longhedge Drove Bicker Boston PE20 3BL	7 Outfalls Field No 269 Grid Refs: 520141,337906
2015/T10	E & M Bettinson Longhedge Drove Bicker Boston PE20 3BL	5 Outfalls Fields 214/218/244 Grid Refs: 520628,338305

5. EXTENDED AREA CONSENTS

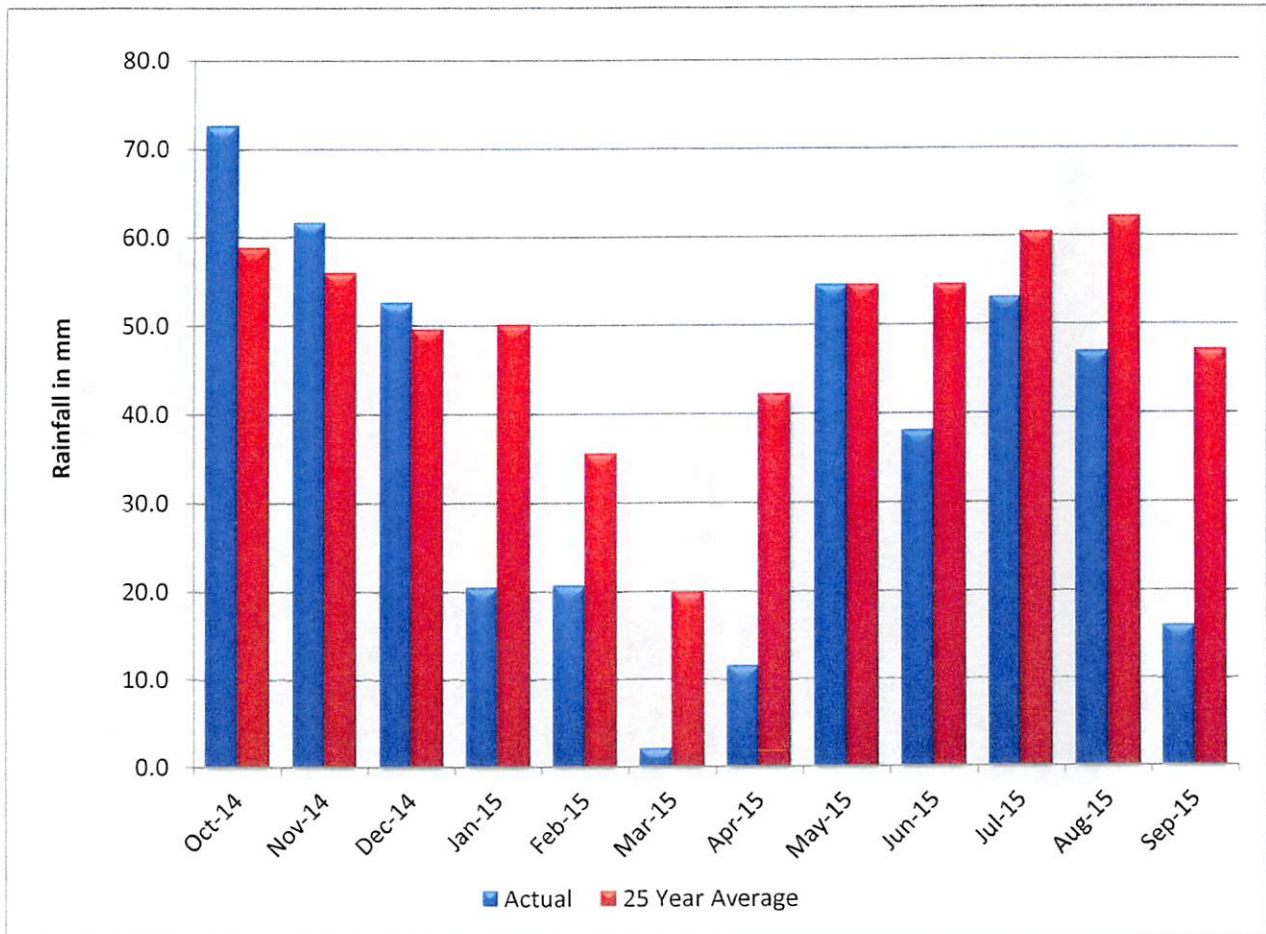
The following Extended Area applications have been issued by the Board since 17th June 2015:

2015/X03	Mr A Grove The Old Bowling Green 6 Main Road Little Hale Sleaford NG34 9BA	Installation of domestic access culvert Grid Refs: 514532,341975
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I M Warsap
Chief Executive

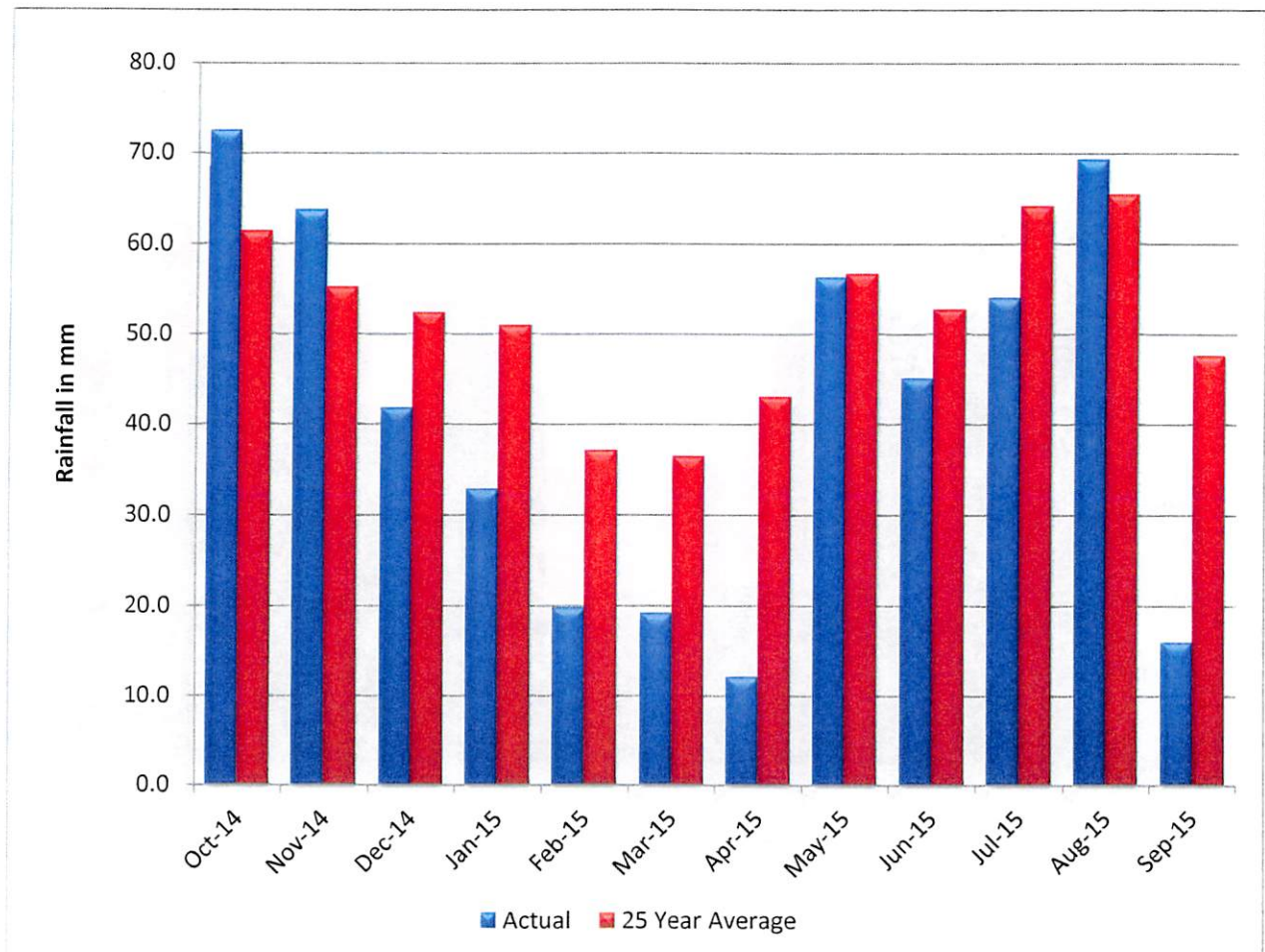
BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Oct-14	72.5	58.8	123.30%
Nov-14	61.7	55.9	110.38%
Dec-14	52.5	49.5	106.06%
Jan-15	20.4	50.0	40.80%
Feb-15	20.6	35.5	58.03%
Mar-15	2.0	19.8	10.10%
Apr-15	11.4	42.2	27.01%
May-15	54.5	54.5	100.00%
Jun-15	38.0	54.5	69.72%
Jul-15	53.0	60.4	87.75%
Aug-15	46.8	62.2	75.24%
Sep-15	15.9	47.0	33.83%
Totals	449.3	590.3	76.11%



BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Oct-14	72.5	61.3	118.27%
Nov-14	63.7	55.1	115.61%
Dec-14	41.7	52.3	79.73%
Jan-15	32.7	50.8	64.37%
Feb-15	19.7	37.1	53.10%
Mar-15	19.1	36.4	52.47%
Apr-15	12.0	43.0	27.91%
May-15	56.2	56.7	99.12%
Jun-15	45.0	52.7	85.39%
Jul-15	53.9	64.1	84.09%
Aug-15	69.2	65.4	105.81%
Sep-15	15.9	47.5	33.47%
Totals	501.6	622.4	80.59%



BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 4th NOVEMBER 2015

AGENDA ITEM No 16

PROPOSED DATES OF MEETINGS FOR 2016

Wednesday	16 th December 2015	Executive Committee
Wednesday	27 January 2016	Executive Committee - to approve budgets
Wednesday	10 February 2016	Board - seal rate before 15 Feb
Wednesday	2 March 2016	Joint Works Inspection
Wednesday	6 April 2016	Bridges & Culverts
Wednesday	27 April 2016	Environment
Wednesday	18 May 2016	Executive - to approve accounts
Wednesday	15 June 2016	Board - approve accounts before 30 Jun
Wednesday	14 September 2016	Executive
Wednesday	28 September 2016	Audit & Risk Committee
Wednesday	12 October 2016	Joint Works Committees
Wednesday	2 November 2016	Board
Wednesday	14 December 2016	Executive