

BLACK SLUICE INTERNAL DRAINAGE BOARD

I M Warsap
Chief Executive

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Our Ref: IMW/DPW/B10

Your Ref:

Date: 8th June 2016

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, 15th June 2016 at 2pm at which your attendance is requested.

A buffet lunch will be available from one hour prior to the Board meeting to encourage and facilitate Members, Staff and Officers discussion.



Chief Executive

AGENDA

1. Apologies for absence.
2. To receive any Declarations of Interest.
3. To receive and if correct sign the Minutes of the Meeting of the Board held on 12th February 2015 (**pages 1 - 10**).
4. Matters arising.
5. To receive and confirm the Committee Minutes of the following meetings:-
 - (a) Southern Works Committee on 2nd March 2016 (**pages 11 - 18**).
 - (b) Northern Works Committee on 16th March 2016 (**pages 19 - 24**).
 - (c) Bridges & Culverts Committee on 6th April 2016 (**pages 25 - 32**).
 - (d) Audit & Risk Committee on 27th April 2016 (**pages 33 - 39**).
To approve the following:
 - (i) Audit & Risk Committee Terms of Reference (**pages 40 & 41**).
 - (ii) Risk Management Strategy (**page 42 - 64**).
 - (iii) Financial Regulations (**page 65 - 69**).
 - (iii) Procurement Policy (**page 70 - 73**).
 - (iv) Publication Scheme Policy (**page 74 - 77**).
 - (v) Data Protection Policy (**pages 78 & 79**).
 - (e) Environment Committee on 4th May 2016 (**pages 80 - 91**).
 - (f) Executive Committee on 17th May 2016 (**pages 92 - 98**).
To approve the following:
 - (i) Period 12 Management Accounts (**pages 99 - 101**).
 - (ii) Internal Auditors Report 2015/16 (**pages 102 - 107**).
 - (iii) Bourne Fen Farm Trust Fund (**pages 108 & 109**).
 - (iv) Wyberton Charities compensation claim (**pages 110 - 112**).
 - (v) Nine day fortnight (**pages 113 - 116**).
6. To approve the Annual Governance Statement following a presentation explaining the assertions included in Section 1 of the new Governance & Accountability for Smaller Authorities in England - Practitioners Guide (**pages 117 - 125**).
7. To approve the Unaudited Financial Statements for the year ending 31st March 2015 (under separate cover).
8. To approve and authorise the Chairman to sign the Annual Return for the year ending 31st March 2015 (**pages 126 - 131**).
9. To review the Risk Register (**page 132**).
10. To receive an update on the Boston Barrier (**page 133 - 136**).
11. To receive Minutes of a meeting of the Lincolnshire Branch of ADA on the 18th February 2016 (**pages 137 - 140**).
12. To receive reports on the following:-
 - (a) Monthly Accounts - February 2016 to May 2016 (**pages 141 - 157**).
 - (b) Schedule of Consents Issued - February 2016 to May 2016 (**pages 158 - 160**).
 - (c) Rainfall (**pages 161 & 162**).
13. Any other business.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the Board

held at the Offices of the Board on
12th February 2016 at 2pm

Members

Chairman - * Mr K C Casswell

* Mr W Ash
* Mr J Atkinson
* Mr V A Barker
* Mr J Fowler
* Mr P Holmes
* Mr R Leggott
* Mr P Robinson
* Mr M Rollinson
* Mr N J Scott
* Mr J R Wray

* Cllr R Austin
* Cllr P Bedford
* Cllr C Brotherton
* Cllr M Brookes
Cllr R Clark
* Cllr Mrs J Harrison
* Cllr C Rylott
* Cllr B Russell
Cllr P Skinner
Cllr N Welton

* Member Present

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

888 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Cllr R Clark. Cllr P Skinner and Cllr N Welton were non attendees at the meeting.

889 DECLARATIONS OF INTEREST - Agenda Item 2

(a) Byelaw Application Bottom Farm, Dowsby Fen

A declaration of interest was received from Mr V A Barker with regard to Minute no 898(b).

(b) Report on Rating - Agenda Item 8

A declaration of interest was received from Mr W Ash with regard to Minute no 897.

The Finance Manager stated that a number of members declaration of interest forms have not been received and requested that these be completed and returned.

890 MINUTES OF LAST BOARD MEETING - Agenda Item 3

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

Minute No 843 - Northern Works Committee

Cllr Mrs Julie Harrison should read "Cllr Mrs Julia Harrison".

891 MATTERS ARISING - Agenda Item 4

The Chairman on behalf of the Board thanked Mr R Leggott and Mr J R Wray for their work as Chairmen's of the Northern Works and Environment Committees respectively.

(a) Appointments on Committees - Minute No 844

The Chief Executive stated that the Chairmen of the Northern and Southern Works Committees would prefer a longer period of time to review the current and new members in order to ascertain suitability for the appointment of Vice Chairmen. It was agreed to extend the period for 12 months.

The Chief Executive stated that the works inspections will be a full day event and reminded members to wear suitable outdoor clothing and footwear.

(b) Operation of the Environment Agency Black Sluice Pumps - Minute No 848(a)

The Chief Executive reported that two employees have been identified plus one relief to be trained in the workings of the Environment Agency's Black Sluice Pumping Station. It was also felt beneficial for Sean Marshall (Operations Supervisor) and Kevin Methley (Assistant Pump Engineer) to also receive training.

(c) Daffodil Crop - Minute No 857(a)

The Operations Manager asked for advice on the best time to investigate the claim for damage to a daffodil crop. Mr V Barker, responded that harvesting is around June/July. Mr J Fowler added that within the next two weeks when they flower will be a good time to investigate and take photographs.

(d) Unimog - Minute No 859(d)(i)

The Finance Manager reported that the Unimog engine had been estimated to cost c£20,000, this has now been replaced at a cost of £16,600. Mercedes have paid £3,118 towards the cost as a gesture of goodwill.

(e) Twiga - Minute No 859(d)(ii)

The Operations Manager reported that he had contacted the manufacturer when he ordered the new bracket for the Twiga arm. The warranty on the bracket is the same date as the original purchase of the Twiga.

The Operations Manager explained that when the Twiga is in transit on the road movements put a strain on the bracket holding the arm which attaches to the machine and the manufacturers are not sure how to stop the bolt from shearing.

Mr P Holmes asked if the machine was travelling too fast, could tyre pressures be reduced to eliminate the arm movement? Mr V Barker added that a detachable wheel could be added whilst travelling on roads.

The Operations Manager responded that once the Twiga is out of its warranty we can then investigate options, the Witham 4th has had similar experiences. Mr R Leggott suggested that we liaise with Witham 4th to see what can be designed. This was agreed.

(f) Solar Panels - Minute No 860

The Finance Manager reported that all solar panels have been installed albeit one which was installed this year after a sloping roof had been fitted, this amendment was agreed by the Executive Committee on 27th January 2016.

Mr V Barker asked if any panels were fitted facing north, the Finance Manager responded that all panels are facing as near south as possible.

(g) Wind Power - Minute No 860

The Chief Executive reported that ACE had conducted a detailed investigation into a wind pump similar to one currently being used in the Norfolk Broads.

Using the example of Dunsby pumping station: -

Wind pump - using 4m head lift, working on 12 mph wind (an average) the wind pump would deliver just over 1m³/min (1000l/min or 16.6 l/s) which equals 1,440,000 litres/day.

Wind pump quotation cost is £75,600 with £52,000 being civil works, there is a possibility that some of these civil works could be carried out by the Board which may reduce the initial outlay.

Dunsby electric pumps - on an average day pump capacity is 652 l/s, operating on average 1 hour per day this would equal 2,347,200 litres/hour.

891 (g) Cont.....

The cost of running the electric pumps at Dunsby is approximately £6.46 per hour plus maintenance and telemetry.

Conclusion - the wind pump would have to pump 24 hours per day to lift the same amount of water the electric pumps lift in 1 hour. It would take 52 years to recoup the initial cost of the wind pump. It would not be suitable for flood water management in an emergency event.

The general consensus was to continue using the electric pumps.

(h) Dates of Meetings - Minute No 866

The Finance Manager stated that the meeting date for the Audit & Risk Committee meeting has changed to 27th April 2016.

(i) RWE Triton Knoll Project - Minute No 867(a)

The Chief Executive reported that RWE Triton Koll are withdrawing from an agreement to reimburse all reasonable costs. As previous stated David Altaras (Barrister) has been appointed and the three IDBs have drafted a letter outlining that the costs in officer time, one legal team between the IDBs and the fees applied for are reasonable.

Mr M Rollinson stated that Viking Link are proposing a different pipe line coming in from Skegness. At a public meeting they offered £2,000 for surveys and £2,000 for legal fees for each claimant.

(j) Walnut House, Threekingham - Minute No 867(b)(ii)

The Chief Executive stated that he had responded to the applicant with the decision of the Board and the applicant has challenged this result. Having spoken with Stuart Hemmings, further details which date back to 1995 have been found, therefore the Chief Executive will review and report to the Board.

892 MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 5

The Executive Committee Chairman presented the unconfirmed minutes of the meeting held on the 15th December 2015, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

893 MATTERS ARISING

(a) Period 8 Management Accounts - Minute No 871

The Finance Manager reported that pumping station maintenance includes estimates for the electricity costs due to problems switching supplier to British Gas in April/May 2015.

893 (a) Cont.....

Energy Management Services are pursuing a complaint on behalf of the Board which will include all administration costs incurred.

(b) 2016/17 Budget - Minute No 872

Mr V Barker asked if notification had been forwarded to South Holland District Council regarding the increase in the penny rate. The Finance Manager responded that all Councils in the Boards catchment will be notified when the Board seals the rate.

894 MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 6

The Executive Committee Chairman presented the unconfirmed minutes of the meeting held on the 27th January 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

895 MATTERS ARISING

(a) Period 9 Management Accounts and Forecast - Minute No 879

The Finance Manager stated that the application for an investment account with the Co-operative Bank has been completed and submitted.

(b) 2016/17 Budget and Ten Year Estimates

The Finance Manager stated that the 2016/17 budget and ten year estimates were presented to the Executive Committee on the 27th January 2016.

- (i) Capital Schemes - in the agenda papers page 33, the total for the Donington Wykes pumping station pumps should read £40,000 with the final total being £459,000.
- (ii) Clay Dyke Cleansing - the Operations Manager stated that these works will be reviewed on the inspection tour of the Northern Works Committee on the 16th March 2016.
- (iii) General Culvert Replacement – total amount is £28,500.
- (iv) Drain Maintenance - Mr V Barker asked if the Board carried out any pest control, the Operations Manager responded that due to the qualifications and regulations surrounding pest control generally it is referred to the EA environmental health team.
- (v) Admin Salaries - the Finance Manager reiterated that Lincolnshire ADA Pay and Advisory Committee has not yet confirmed the 2015/16 pay award. The Union have rejected the pay award insisting the 1% restriction does not apply to Internal Drainage Boards.

895 (b) Cont.....

(vi) Administration – Mr V Barker referred to the expenditure on royal mail collection costs. The Finance Manager responded that the royal mail had changed their collection times to once a day (at 9:15am). After consultation the Boards insurers quoted a recent prosecution of a worker depositing work post without business insurance. Only officers with essential user and business insurance can take the post and organising availability on a regular basis negated the cost of a collection service which equates to £15 per week.

(c) Consider the Proposals for the Plant Account 2016/17

The Chief Executive stated that the Executive Committee had agreed to recommend the Plant & Replacement Fund Account for 2016/17. If the budget is agreed the plant will be disposed of as both machines are currently not being used and are parked up in the depot. Following the engine in the Unimog being replaced this machine will not now need to be reviewed until 2017/18.

Balance brought forward @ 1st April 2016	£117,524
<u>Proposed Purchases</u>	
Twiga SPV2	£185,630
Hitachi ZX 210LC-5B	£141,250
Weed cutting basket	£6,000
	<hr/>
	(£332,880)
<u>Proposed disposal of Plant</u>	
John Deere with cavalier	£16,000
JCB 220LR	£25,000
	<hr/>
	£41,000
Estimated generated income	£148,000
Estimated balance carried forward @ 31 st March 2017	<hr/>
	(£26,356)

The Board RESOLVED that the recommendation for the Plant Account 2016/17 be accepted.

(d) Consider the Development Consent Fee Account

The Finance Manager stated that potential schemes will be considered if identified and sent for review by the Executive Committee.

895 Cont.....

(e) Consider estimates for Bourne Fen Farm Account

The Finance Manager stated the Executive Committee in their capacity as Trustees of this account reviewed and resolved that the rate alleviation for 2016/17 should be the same at 2015/16 which is 2.4p in the £.

896 TO REVIEW THE RISK REGISTER - Agenda Item 7

The Finance Manager presented the Risk Register. He highlighted the problems experienced by Lincolnshire County Council following a cyber-attack recently which took them a week to restore their data. He confirmed that cyber training has been disseminated to all staff. Currently the Boards IT service provider HBP are removing the main server, emails to be stored on Microsoft cloud. The new server has a 128 bit encryption, all data will be secured.

The Board RESOLVED that the Risk Register be accepted.

897 TO RECEIVE A REPORT ON RATING - Agenda Item No 8

Mr W Ash declared an interest in this agenda item.

The Finance Manager recommended the following revaluations be accepted by the Board for rating with effect from 1st April 2016:

Reference Number	Description	Existing Valuation	Proposed Valuation
30-2029-5 Dyke, Bourne & Morton	Agricultural Land & Buildings	£53,744	£55,394
30-3387-9 Silvertoft Lane Frampton	Poultry Unit	£410	£27,215

The Board RESOLVED to accept the revaluations and Determination Notices should be sent to the occupiers giving details of the proposed changes in valuation and the appeals procedure. The new rate will be with effect from 1st April 2016.

898 REPORTS - Agenda Item 9

(a) Monthly Accounts - Agenda Item 9(a)

The Board RESOLVED that the Board's monthly accounts which included October 2015 to January 2016, copies of which had been circulated, were noted.

Mr V Barker enquired about the payment to the Environment Agency, the Finance Manager stated that it is the second instalment of the precept payment.

898 Cont.....

(b) Schedule of Consents - Agenda Item 9(b)

The Board RESOLVED that the schedule of consents for byelaw relaxations, culvert consents, development contributions, tile drainage consents and extended area consents issued from November 2015 to January 2016, copies of which had been circulated, were noted.

(c) Rainfall - Agenda Item 9(c)

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

The Board RESOLVED that these reports be noted.

899 TO CONSIDER THE BLACK SLUICE CATCHMENT STEERING GROUP - AREAS FOR DEVELOPMENT - Agenda Item 10

The Chief Executive stated that the Environment Agency have issued a report on the Consultation Response Document, copies are available if any members wishes to take one.

The Environment Agency have stated in this public document and identified the following:-

“historically the EA have had a maintenance programme, but we are now aware some programmed work has not been carried out. We are planning to catch up with this work”.

“work is underway to assess the condition of the channel and embankments to inform both future EA maintenance work and enforcement of riparian or tenant responsibilities.

“the modelling undertaken to look at the effectiveness of the Black Sluice Pumping Station assumed that the South Forty Foot Drain was in an optimum condition in terms of its maintenance. Which we know is not the case today.”

The Operations Manager will investigate the feasibility of driving along some lengths of the South Forty Foot Drain to review its condition on the forthcoming Southern Works inspection.

The Chief Executive stated that he has received an offer from Mr G Atkinson, Dunsby regarding retention facilities in the upper catchment area of Aslackby. He will investigate and survey the options.

It would be beneficial to integrate with the rate payers perhaps arranging meetings to talk about drainage rate increase, tax relief availability and talk about water retention reservoirs and climate change.

The Chief Executive stated that the 1991 Land Drainage Act states that maintained watercourse should offer drainage benefit to more than one ratepayer. The current lengths of drains maintained which only offer benefit to one ratepayer is over 75 km. We should identify all the different lengths in order to understand which should or should not be maintained.

Outlined in the agenda papers is the setting up of the Black Sluice Catchment Steering Group which has a number of areas for development.

Boston Barrier

The Chief Executive referred to the Boston Barrier technical questions which were put to the Environment Agency during a visit to the Boston Barrier Hub in November 2015. A response has been received today if members would like a copy sending to them please leave their details.

The Chief Executive reiterated that the barrier is being built as a tidal surge barrier with FDGiA ring fenced for this. A lock gate offers no tidal surge protection and therefore will not be constructed using FDGiA.

Mr V Barker stated that within this document it states that water can be retained within the Black Sluice IDB drainage system but this is not the intended use for the ditches to hold water and he has concerns that the water should be taken away and that no common thought or report should include these dykes as a storage water facility.

Mr V Barker also added that the existing two sluices have an overall width of 100m, this is reduced to 25m within the tidal barrier. Invariably some tides do not completely go out and half the volume will be left in the basin. If on an incoming tide on the sea-ward side of the grand sluice, the depth of the gates are narrowed, then the tide does not go out and the ability to let it go is reduced. Some tides do not go out for over a 24 hour period. In a fluvial event a high tide and neap tide it will not give the basin the chance to empty.

900 TO AUTHORISE THE CHAIRMAN AND FINANCE MANAGER TO SEAL THE RATE FOR 2016/17 - Agenda Item 11

It was RESOLVED that the Chairman and Finance Manager be authorised to seal the Drainage Rate and Special Levies for the year 2016/17 as follows:

(a) Drainage Rates

	<u>Estimated Amount Drainage Rates Payable</u>
Sub-District No 1 being so much of the said Internal Drainage District as: Comprises the area of the Borough of Boston as constituted and in existence immediately before 1 st April 1974	6.30p
Sub-District No 2 - Being the remainder of the Internal Drainage District	12.60p
	<hr/> £1,054,293.03

(b) Special Levies

Borough of Boston	£754,590.56
South Holland District Council	£125,930.07
North Kesteven District Council	£60,514.40
South Kesteven District Council	£58,018.34
	<hr/> £999,053.37

901 ANY OTHER BUSINESS - Agenda Item 12

(a) Emergency Flood Plan

The Chief Executive stated that the emergency flood plan is in the process of being updated.

There being no further business the meeting closed at 15:40pm.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the
Southern Works Committee

held at the offices of the Board
2nd March 2016 at 4pm

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 J R Wray	

(* Member Present)

In attendance at the meeting:

Mr I M Warsap (Chief Executive)
Mr P Nicholson (Operations Manager)
Mr D Withnall (Finance Manager)
Mr C Richards (Pump Engineer)
Mr P Holmes (Chairman Southern Works Committee)
Cllr P Bedford (Board Member)
Cllr M Brookes (Board Member)
Mr J Fowler (Board Member)
Mr R Caudwell (Guest - Chairman Black Sluice Catchment Steering Group)
Mr G Payne (Guest)
Mr Nick Morris (Guest – Welland & Deepings IDB)

Additional attendees on Inspection:

Mr C Dring (Guest)
Mr G Corner (NFU Guest – lunch only)

902 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies were received from Mr P S Harborow, Cllr R Clark, Cllr B Russell, Mr A Mair and Mr M Richardson.

903 DECLARATIONS OF INTEREST

(a) ELS Buffers

A declaration of interest was received from Mr P Holmes with regard to Minute no 905(a).

903 Cont.....

(b) Dowsby Lode Raised Bank Issue

A declaration of interest was received from Mr J Atkinson with regard to Minute no 906(f).

904 MINUTES OF LAST MEETING - Agenda Item 2

The Minutes of the last Meeting regarding the Southern Works Committee at the Joint Works Committee held on 7th October 2015 copies of which had been circulated were considered and it was agreed the Minutes should be jointly signed as a true record.

905 MATTERS ARISING - Agenda Item 3

(a) Damage Compensation - Daffodil Crop Minute No 820(y)(ii)

Mr V Barker stated that he and the Operations Manager had visited the field and there is evidence of daffodil damage and they plan to revisit in two weeks' time to assess further.

(b) ELS Buffers - Minute No 820(y)(iii)

The Chief Executive reported that the Boards critical watercourses have been identified and 100 landowners were contacted in November 2015 to obtain their views regarding the proposed scheme for the Board to lease grass margins alongside these watercourses.

48% of landowners responded in varying levels with relevant views, concerns and issues. The Chief Executive stated that he had sent out a letter on 21st December 2015 thanking landowners for their responses and that the Board will not be progressing with the grass strips option due to amongst other issues the RPA permanent pasture ruling.

The Chief Executive also explained the Entry Level Stewardship scheme rules clearly state;

“that land that is already subject to another scheme or obligation that is incompatible with the scheme must be excluded (5.4.2) and the landowner must make sure that there are no other duties or obligations on the landowner or the land that would conflict with their ELS agreement (5.4.3)”.

The Chairman asked Nick Morris who stated that they had conducted a similar proposal at Welland & Deeping IDB. Nick stated that maintenance of the watercourses are carried out for the benefit of the landowners and they do not issue crop loss payments.

905 (b) Cont.....

The Operations Manager stated that it will be conveyed to the workforce at the pre-cutting brief regarding alternative crops where land may look like set aside. The drivers will be instructed to contact their supervisors before assessing any uncertain crops.

(c) Boston Barrier - Minute No 823(b)

Mr V Barker declared that he was against the Boston Barrier as it is proposed to be planned. He added that storing water in the South Forty Foot drain plus the narrowing of the Haven encourages water to remain rather than it being pumped out, if adverse conditions say in a 1 in 10 or 1 in 100 year event occur we do not know what might happen.

The Chairman asked if Mr R Caudwell would like to respond. Mr R Caudwell stated that clearly following the 2013 floods something needs to be done to elevate the risk to the town of Boston in terms of the Borough being the highest flood risk in the Country. The barrier was accepted as a way forward to elevate the flood risk from tidal waters and Mr Barker's concerns may be the design rather than the barrier itself.

Mr V Barker answered that he is not against the barrier but the width of the opening which is not appropriate to evacuate the volume of water which will need to exit through it from the basin.

The Chief Executive added that modelling provided by Mott MacDonald have proven that the quantities of water combined with the barrier opening will expend the volume of water. He stated that to a certain degree he agrees that the addition of a lock gate alongside would benefit but FDGiA funding is only available for the construction of a tidal surge protection barrier.

906 TO RECEIVE THE INSPECTION WORKS BROCHURE - Agenda Item 5

The Operations Manager presented his Inspection of Works:

(a) Watercourse Adoption rear Cowley Road, Donington

The Operations Manager stated as outlined in the tour brochure, Donington is a large village, with a number of ongoing and future proposals for development. The number of surface water discharges into Drain 2/25 are likely to increase, and it would therefore be in the Board's interest to take the open and piped private watercourse into its control to ensure that the watercourse is maintained in a satisfactory condition to allow the continuation of flows.

There are some issues with this proposal, a section is old riparian which is maintained by the owner and is in a fairly good condition, and also the existing 300 metres of pipeline which outfalls under the railway line.

906 (a) Cont.....

This piped section will require cctv investigation to ascertain its condition. Mr P Holmes suggested that could consideration be given to reverting it to an open drain. The members agreed that the scheme should be developed and investigated.

(b) Drain 2/11, Malting Lane, Donington

The Operations Manager stated that a detailed map in the tour brochure, which outlines four piped sections which are due to be replaced. Three of these sections run under road crossing, we are awaiting response from the Environment Agency regarding an application for Grant in Aid.

(c) Donington Wykes Pumping Station

The Operations Manager stated that Grant in Aid funding is in place for replacement of the existing submersible pumps at this pumping station. The Operations Manager presented a slide photograph which detailed two runs of piling on the approach to the pumping station which has started to fail due to rot. A budget review will need to be carried out to look into these additional works.

(d) Horbling Pumping Station

The Operations Manager stated that as reviewed on the tour, £11k is allocated in the 2017/18 budget for a new roof at Horbling pumping station.

The Pump Engineer requested that approval be given that the budget funds allocated be for a new roof at any pumping station as Quadring pumping station is leaking. All AGREED.

(e) Slips in Drain 31/3 - North Drove, Quadring Fen

The Operations Manager stated that this issue has been brought to the attention of Lincolnshire County Council Highways. LCC Highways stated that they have no funding available to assist in partnership works but they have no issue with the Board reducing the width of the verge to complete improvement and revetment works.

(f) Dowsby Lode Raised Bank Issue

The Operations Manager referred to the visit on the tour regarding the issue of overtopping on the southern side of the bank at Dowsby Lode.

The Chief Executive stated that from the view point on the trailer you could see the narrowing of the drain which is restricting flows.

906 (f) Cont.....

It is proposed to survey the full length and then design a scheme to include the stabilising of the bank to support the revetment works resulting in full flows towards Dowsby Lode pumping station.

Mr V Barker added that the works should be viewed in two stages, first stage up to the brick folly from the pumping station. The second until you get to the wider section of the drain, the section through Burtts land.

Mr J Atkinson declared an interest.

(g) New Dyke Improvements

The Operations Manager referred to the tour which viewed the improvement works carried out on drain 28/11. Due to a burst Anglian Water pipe in August 2015 the bank had suffered from slippage, this coincided with drain and desilting works due to be carried out. These works are due to be completed and there is just the large section of slipped bank to repair.

(h) Leaveslake Drain Improvements

The Operations Manager referred to a slide which showed a CCTV picture of the LCC culvert under Leaves Lake Drove and the condition of the pipe. He highlighted on the tour the proposed works to divert flows which involves blocking off the LCC culvert under Leaves Lake Drove, replacing the field access culvert across drain 28/2 and a section of new pipe. Mr J Atkinson asked if the pipe has the capacity for the increased flows. The Operations Manager responded yes, coming along the east section there is a chamber at the junction of drain 22/2 and drain 28/2 with a deep invert, currently the existing pipeline is at a higher invert level downstream, than those of the existing, the proposal is to decrease this invert level/lift the pipe in order to flow towards the South Forty Foot Drain.

(i) Proposed Realignment Drain 22/2 & Removal of Culvert 1973 (FX1282)

This culvert has been inspected by LCC Highways, the recommendation is Option 3:

“Demolish and replace with 3m or 3.2m diameter multi plate corrugated steel pipe (based on next arches up/down stream), based on leaving the abutments in situ and placing in between (would need to check available cover to pipe but could get round shallow cover with mesh reinforced concrete backfill).

6m running width plus say 2m each end slashed ends/revetment estimated costs £62k”

906 (i) Cont.....

The Chief Executive stated this is for information, it will be referred to the Bridges & Culvert Committee.

(j) Proposed Culvert leading to Black Hole Drove

The Operations Manager outlined a request from LCC Highways regarding proposals for the culvert leading into Black Hole Drove.

The recommendation for the Board is to relocate the culvert west and realign the watercourse. Further discussion and consultation with LCC Highways was agreed.

(k) Scheme 2086 - Graft Drain Improvements

The Operations Manager highlighted the realignment works completed on a section of the Graft Drain. He reported that seven culverts will be removed which may increase to eleven once confirmation has been received from relevant land owners.

Mr V Barker asked if restrictions have been put in place to stop irrigation from this drain until the banks have stabilised. Mr P Holmes congratulated the workmanship on this drain by the 360 operatives, all agreed.

South Forty Foot Drain inspection.

The Chairman commented how useful it has been to go along the South Forty Foot drain bank top. The Chief Executive stated that has offered a valuable insight into the low bank spots and the poor maintenance which will need to be carried out, hopefully before the Board become involved with future maintenance.

The Chief Executive stated that Mr R Caudwell is at this meeting as the Chairman of the Black Sluice Catchment Steering Group which is made up of representatives from LCC, BBC, EA, GLLEP and ourselves. So far we have had the first meeting and a number of action points are due to be reported back at the next meeting on 14th April 2016.

The Chief Executive stated that the Environment Agency have issued a "Consultation Response Document", copies are available if any members wished to take one, this focuses on questions from members of the public who live and work in the catchment. The responses from the Environment Agency stated that they are planning to catch up on the maintenance works and identify the low spots along the South Forty Foot Drain.

906 (k) Cont.....

He added that opportunities for Government funding appear limited and HMRC notes on corporate tax relief towards flood management will be displayed on the Boards website. Any growth within the catchment will attract grants and other European funding. There will be investigations into extending the Boards area into the upper catchment and there will be reviews on any tax relief benefits of water retention reservoirs.

He stated that the Operations Manager has been tasked to identify how many km's of watercourse currently maintained by the Board which benefits only one landowner.

Mr R Caudwell added that he wanted to clarify to all the Members that this group will be looking into the catchment as a whole, whilst addressing issues regarding highland water carrier's contribution. It is a partnership and some things are not going to be easy, all avenues of funding will be identified.

Mr R Caudwell also wanted to say how grateful we should be to the local staff at the Black Sluice pumping station which have kept the machinery going since the tidal surge in 2013 which has meant that it is now feasible to repair these pumps.

(l) Swaton Bank Stability 2017/18 Scheme

The Operations Manager presented slides showing slips at Spanby Beck after cleansing and revetment improvement works.

(m) Scredington North Beck Improvements 2017/18 Scheme

The Operations Manager presented slides showing slippages which have occurred since the improvement works on the bank which were envisaged to help the problems within the channel. Mr G Payne was asked his view, he responded that there have been further slips since the photographs were taken. It was agreed that the Operations Manager would contact Mr Payne for a site visit.

(n) Gosberton Pumping Station Weed Screen Cleaner 2017/18 Scheme

The Operations Manager presented slides showing the planned refurbishment of the weed screen cleaner at Gosberton Pumping Station.

(o) Culvert Surveys

The Operations Manager stated that due to staffing issues and long term sick the culvert inspections have not been progressed. These are being planned to be carried out.

907 REPORT ON RAINFALL - Agenda Item 5

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

908 ANY OTHER BUSINESS - Agenda Item 6

(a) South Forty Foot Drain

Mr V Barker had made a note of at least four badger sets within the bank on the South Forty Foot Drain which should be reported to the Environment Agency.

He also stated that weed and bushing works will need to be carried out along the South Forty Foot Drain.

(b) Donington Pumping Station

Mr V Barker asked if the drain end requires sealing at Donington & Surfleet pumping station.

(c) Gosberton & Dowsby Pumping Station

Mr V Barker stated that the solar panels at Gosberton pumping station are north facing, and on Dowsby pumping station the panels are East West.

(d) Walnut House, Threkingham

The Chief Executive outlined a byelaw application which had been presented to the Board and agreed on the 4th November 2015.

“The Board RESOLVED to agree a condition be placed on the property that should the existing pipeline require replacement any time in the future then a new open watercourse would be cut through the field north west of the site. The property owner would be responsible for the full costs associated with the drain realigning and land loss. Should the Board carry out future routine pipe replacement works these works and costs would be covered by the Board”.

The Chief Executive has further investigated and ascertained communication with the previous owner dating back to 1994 when the watercourse was piped and back filled with full knowledge from the Board. In light of this the above condition would be removed.

(e) Environment Committee

The Chairman asked if any member of the Southern Works Committee would be interested in becoming a member of the Environment Committee. Mr W Ash volunteered and all AGREED.

There being no further business the meeting closed at 17:30pm.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the
Northern Works Committee

held at the Offices of the Board on the
16th March 2016 at 4:30pm

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 J Rylott
* Mr N Scott	Cllr P Skinner
* Mr R Welberry	Cllr N Welton

(* Member Present)

In attendance: Mr I M Warsap (Chief Executive)
Mr D Withnall (Finance Manager)
Mr M Rollinson (Chairman Southern Works Committee)

Additional attendees on Inspection:

Mr M Needham (Guest)
Mr J Rodgers (Environment Agency – Black Sluice Pumping Station)
Mr T Dean (Guest)
Mr R Emerson (Guest)
Mr P Brookes (Lincolnshire County Council)

The Chairman thanked the Officers of the Board for a well conducted Inspection tour.

909 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence at the meeting were received from Cllr P Bedford, Cllr M Brookes, Cllr Mrs J Harrison, Cllr J Rylott, Cllr P Skinner and Cllr N Welton. All had attended the Inspection tour.

910 DECLARATIONS OF INTEREST

There were no declarations of interest.

911 MINUTES OF LAST MEETING - Agenda Item 2

The Minutes of the last Meeting regarding the Northern Works Committee at the Joint Works Committee held on 7th October 2015 copies of which had been circulated were considered and it was agreed the Minutes should be jointly signed as a true record.

912 MATTERS ARISING - Agenda Item 3

(a) ELS Buffers - Minute No 820(y)(iii)

The Chief Executive reported that the Boards critical watercourses have been identified and 100 landowners were contacted in November 2015 to obtain their views regarding the proposed scheme for the Board to lease grass margins alongside these watercourses.

A total of 48% of landowners responded in varying levels with relevant reviews, concerns and issues. The Chief Executive stated that he had sent out a letter on 21st December 2015 thanking landowners for their responses and that the Board will not be progressing with the grass strips option due to amongst other issues the RPA permanent pasture ruling.

(b) Great Hale Pump Drain - Minute No 820(dd)

The Operations Manager stated that a slip had occurred since the completed revetment works, he has attended on site and the machines are scheduled to return to repair the bank by pulling the toe boards back into line - estimated cost is c£2,000.

(c) Black Sluice Catchment Steering Group - Minute No 823(c)

The Chief Executive stated that it was unfortunate that the Chief Executive of ADA was unable to attend the Inspection today. He stated that Mr Innes Thompson would like to attend a future meeting of the newly formed Black Sluice Catchment Steering Group. The main purpose of this group is to prepare plans over the next 2 years as to how the Board can secure the income to maintain the current EA main river assets. At the same time analyse our own management systems and resources in order to confirm we are capable of completing these maintenance works and asset management of the current EA main rivers and the Black Sluice pumping station.

The Black Sluice Catchment Steering Group which is chaired by Mr Robert Caudwell and made up of representatives from LCC, BBC, EA, GLLEP plus ourselves. So far we have had the first meeting and a number of action points are due to be reported back at the next meeting on 14th April 2016.

The Chief Executive commented how useful it has been to go along the South Forty Foot drain on the tour today which highlighted the low bank locations and gave an insight into the maintenance works required to bring the South Forty Foot drain back into a condition it was originally designed to. The Chief Executive will be reporting back to the EA regarding the condition of some of the banks, low level spots, badgers sets and rabbit holes photographed. Members raised concerns that if high water levels were held up in the South Forty Foot Drain (i.e. no pumps running at Black Sluice Pumping Station) then the current banks would have an increased threat of being breached due to their current condition.

The Chief Executive added that last week during the heavy rainfall, many of the Boards Pumping Station pumps were pumping into the South Forty Foot drain. The Environment Agency Black Sluice pumping station ran both their pumps for three consecutive days pumping water into the Haven.

913 TO RECEIVE INSPECTION WORKS BROCHURE - Agenda Item 4

The Operations Manager presented the Inspection of Works:

(a) Abbey Road, Swineshead - Riparian Drainage Issue

An issue regarding the ownership and maintenance of a riparian watercourse between two new developments and an adjacent landowner has been ongoing with the Board acting as a mediator. The landowner has also raised the issue of the maintenance of the remaining watercourse between his land, Cragg Close, and the new developments.

It appears that the original developer has not fulfilled the requirements in their own maintenance statement. In addition, the new developer is currently constructing an extended development and, despite advice given by the Board, has also failed to adequately maintain their section of the watercourse. The Landowner has a consented overflow plan to pipe into the 4/37 drain, but has not progressed to installation without the developers financial assistance.

The Chief Executive stated that in this instance we are in process of contacting all relevant parties regarding this issue, reminding those parties involved of their riparian ownership and maintenance responsibilities. This will be extended to include all riparian landowners within the Boards area.

The wider issue was discussed regarding agreements for future maintenance of riparian drains. It was suggested that it should be issued as a contravention of their planning permission by the local authority.

Mr Leggott stated that Lincolnshire County Council as the Lead Flood Authority should direct the local planning committees to safeguard flooding by adding covenants to propose conditions during planning consent regarding maintenance, drains, dykes and culverts accessing and vacating surface water.

The Committee discussed whether the Board should take over this drain. The Operations Manager stated that there is no access to maintain this drain from Cragg Close therefore it will have to be hand roding which would incur additional cost. They agreed that relevant parties be contacted regarding their maintenance responsibilities and any enforcement action consequences should the Board be required to cleanse this drain.

(b) Proposed Bushing Works – Coupledyke Lane, Kirton

The Operations Manager presented a photograph of trees at the corner of Coupledyke Lane, Kirton on the 7/2 Drain. These trees are obstructing access for the machinery to maintain this watercourse. The Committee AGREED that these trees should be removed.

(c) Access Issue Drain 7/8 – Proposed development land off Horseshoe Lane, Kirton

The Operations Manager outlined the history of this development proposal in the Inspection booklet. The Committee agreed that Officers should have further discussions with the developer to gain the necessary access required.

(d) Proposed large scale bushing works – London Road, Kirton

The Operations Manager presented photographic slides detailing drain 5/17 aside of London Road, Boston which requires large scale bushing works for machinery access. This section did not have any water in it during the heavy rainfall on the 9th March 2016. The Committee agreed for the Officers to investigate the option of giving up this watercourse.

(e) Proposed large scale bushing works – Town Drain, Frampton

The Operations Manager presented a map detailing proposed bushing works and poor culvert which is unsuitable for vehicles. To enable the machinery to gain access on the east side a number of trees need to be removed. The Committee agreed that the trees be removed.

(f) Q1 Development Update - Realignment of Wyberton Towns Drain and Access

The Operations Manager presented a map showing proposed works on the Wyberton Towns drain. In conjunction with these works, it was proposed that a bypass pipe be installed parallel to the existing layby pipe to compensate for the loss of storage for a proposed culvert extension north of the Q1 A16 roundabout. Funding to be obtained from the Development Account.

(g) High Water levels – land off Boardsides, Boston 9/10 March 2016

The Operations Manager presented photographic slides which showed the high water levels on the Boardsides on the 9th & 10th March 2016.

(h) Claydike Bank – Cleansing Works & Access Issues

The Operations Manager presented a map showing the details of this access issue which was viewed on the inspection tour. The issue of access to the Claydike bank drain for maintenance has been a long ongoing process of negotiation.

Regarding the low overhead wire, Weston Power will relocate the pole but the landowner did not want to site it within their boundary. Could the pole be realigned within the 9m access route. The Committee agreed for the Officers to progress this further by meeting with the occupants.

(i) Heckington Cemetery – Drainage issues & possible drain re-adoption

The Operations Manager reported that Heckington Cemetery had requested assistance due to flooding, although this is not within the Boards area. The cemetery is historically low level and have tried to alleviate the problem by installing an outlet pipe into a riparian watercourse. The Committee agreed for the Officers to approach the riparian owners and the Parish Council for bushing works to be completed at their expense to ascertain if flow could be increased.

There was also noted a pollution issue which will be relayed to the Environment Agency for their action.

(j) Damford Grounds Pumping Station

The Operations Manager offered this slide for information regarding the resilience works which includes raising of the panel and pumps at the Damford pumping station. Currently Grant in Aid bid for funding has been progressed.

(k) Bushing works - Hammond Beck, Bicker Gauntlet

The Operations Manager presented a slide which showed a long line of planted trees alongside the Hammond beck, Bicker Gauntlet. The machinery cannot maintain along that side of the drain and ideally it would be beneficial to operate from both sides. The Committee recommended that the Officers approach Mr R Firth.

(l) Bushing works - School Lane & Morley Lane, Bicker

The presented photographs of the bushing works being carried out at School and Morley Lane, Bicker.

(m) Culvert Surveys

The Operations Manager stated that due to staffing issues and long term sick the culvert inspections have not been progressed. These are being planned to be carried out.

Consenting and Byelaw Issues

(n) Marston Public House

The consent has been signed for the above new development with an agreed development fee of £21,200.

913 (n) Cont.....

Cllr R Austin reported that the developers have decided to name the new public house "The Chain Bridge".

914 REPORT ON RAINFALL - Agenda Item 5

The rainfall figures at Swineshead were presented, copies of which had been circulated.

915 ANY OTHER BUSINESS - Agenda Item 6

(a) Pumping Station Roadways

The Operations Manager presented photographic slides showing the access roadways to some of the Boards pumping stations, some with deep pot holes, Dunsby roadway has a raised middle section which is unsuitable for cars.

The Members agreed for landowners to be contacted with the offer of assistance using Boards machinery.

There being no other business the meeting closed at 6:20pm.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Culverts & Bridges Committee

held at the offices of the Board on
6th April 2016 at 2pm

Members

Chairman - * Mr J G Fowler

* Mr W Ash	* Mr V A Barker
* Mr P Holmes	* Mr R Leggott
* Mr P Robinson	* Cllr P Skinner

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr P Nicholson (Operations Manager)
Mr J Mitchell (Technical Engineer)

916 APOLOGIES FOR ABSENCE - Agenda Item 1

There were no apologies.

917 DECLARATIONS OF INTEREST - Agenda Item 2

(a) Culvert 2931 - Gosberton High Fen

A declaration of interest was received from Mr V A Barker with regard to Minute no 923.

(b) Culvert 3098 - Spalding Road, Bourne North Fen

A declaration of interest was received from Mr W Ash with regard to Minute no 923.

918 MINUTES OF THE CULVERTS & BRIDGES COMMITTEE MEETING - Agenda Item 3

Minutes of the last meeting held on the 29th April 2015, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

919 MATTERS ARISING - Agenda Item 4

(a) Brick Arch Bridges on Hammond Beck and Risegate Eau constructed in the 19th Century - Minute No 737(a)

The Operations Manager stated that he had spoken with the relevant landowners who have no problem with these brick arches being removed.

919 (a) Cont.....

Therefore they are scheduled for removal and the bricks taken to Gosberton for redistribution.

(b) Review the IDB Land Drainage Act Enforcement & Consent Concordat - Minute No 737(b)

The Chief Executive stated that he had previously outlined the role of Mark Welsh who has been involved in preparing this concordat. The document has references to bridges and other structures, copies are available if any member requires one.

The Chief Executive stated that the Board has taken a soft approach to landowner's maintenance of riparian watercourses, dykes and drains by trying to negotiate rather than it becoming an enforcement issue. With the possible extension of the Boards area into the upper catchment this concordat should be used in conjunction with the legal backing of Lincolnshire County Council.

A recent example; a landowner's poor maintenance of a riparian watercourses in Dunsby which is placing a village at risk of possible flooding. The concordat states once a "nuisance" has been identified within or outside the catchment then if the landowner does not carry out suitable works then the Board can attend to the "nuisance" and recover costs from the landowner.

The Committee AGREED that the IDB Land Drainage Act Enforcement & Consent Concordat be used in partnership with Lincolnshire County Council.

(c) Culvert Inspection Records - Minute No 739(a)

Mr R Leggott questioned the FDGiA funding for the Graft drain culvert replacement works. The Operations Manager responded that it had taken three years to obtain approval for these culvert replacements. It may be difficult to obtain future funding for culvert replacement as the Environment Agency have recently taken on their own consultants to review FDGiA applications.

920 REVIEW OF CULVERT AND BRIDGE REPLACEMENT POLICY - Agenda Item 5

(a) The Committee discussed the policy and the following amendments were made:

1. PURPOSE

Second paragraph: add "bridges or"

"In the first instance, if a culvert has deteriorated to such an extent that it is holding up the flow of water, then the **bridge or** culvert shall be removed by the Board.

5. DELEGATED POWERS

The wording within this paragraph does not tie in with the Terms of Reference for this Committee which will be discussed in Agenda Item 6.

The Chief Executive was requested to draft an appropriate paragraph which will be sent by email to the Committee for review.

6.1 CLEAR SPAN BRIDGES CARRYING HIGHWAYS

The Committee asked if Lincolnshire County Council were to replace/construct a structure should liaison with the IDB be in place to monitor materials, size etc. Mr J Mitchell responded that LCC would be required to complete an application for byelaw consent.

6.6 GUIDELINES

Lines regarding items (b) and (d):

The Members discussed the wording “proven need” who gives the need, who approves the need. What justification and who has to prove it be accepted by the Board, will it be in the consent.

The Committee agreed that the Chief Executive should review wording and email to the Members a draft.

921 REVIEW OF DRAFT: CULVERT & BRIDGES TERMS OF REFERENCE - Agenda Item 6

The Chief Executive outlined these draft terms of reference which once reviewed by the Committee will be approved by the Board.

The Committee reviewed the first title section and recommended the following amendments:

1. GENERAL

First paragraph – remove “SEVEN” and replace with “**EIGHT**”

- “The Committee shall have **EIGHT** members

Remove and delete the second paragraph completely.

The final paragraph should remain the same.

2. MEETINGS OF THE COMMITTEE

Within the first paragraph, removed “three” and replace with “**four**”
Therefore it should read: - “and a quorum shall be **four** members.”

3. POWERS OF THE COMMITTEE

Regarding the delegated powers of this Committee the Members queried section 6.10 in the Culvert & Bridges Replacement Policy which states that if a landowner should be unhappy regarding a particular culvert designation, then it be referred to the Culvert & Bridges Committee for "final determination". Is this a delegation of power?

The Chief Executive has been requested to review the wording within section 5 of the Culvert & Bridges Replacement Policy which will impact on the wording within section 3 of these Terms of Reference.

Upon which if the wording is agreed by the Committee then section 6.10 should then be reviewed to be in line with both.

4. RESPONSIBILITIES OF THE COMMITTEE

The first sentence, remove "be" and replace with "include:"
Therefore it should read: - "The responsibilities of the Committee shall include:"

922 TO REVIEW A PRESENTATION OF THE CULVERT INSPECTION PROCESS - Agenda Item 7

The Operations Manager presented a slide detailing a spreadsheet with the culvert inspection details for 2012-2014. He explained that 2015 culvert inspections had not taken place due to staffing issues and that this has now been rectified. From this month these inspections will resume and it is planned that there will be one inspection day per month. In theory each day should see 15 to 20 culverts inspected within the eleven catchments detailed on the spreadsheet, there are a further number of catchments within the Boards area.

The Committee asked how many in total within the Boards catchment. Mr J Mitchell responded that there are estimated c2,500 culverts spanning Boards watercourses/drains which does not include privately owned ones which could take the total to 4,000.

Mr V Barker requested that a map per area would be of benefit. Mr J Mitchell explained that the Board uses a GIS mapping system which has overlays which can be designated for specific item ie culverts which can then be placed over a catchment area.

The Chief Executive will clarify the licencing arrangements, and ascertain if the software can be disseminated to Board members with different overlays as specified ie culverts, bridges etc.

Culvert Works 2015-16

The Operations Manager presented slides detailing both Southern and Northern area culvert works completed in 2015-16.

Culvert Replacement 2016-17

The Operations Manager presented the spreadsheet below detailing the proposed culvert works for 2016-17.

Culvert No	Catchment	Drain No	Dimensions	Estimated Cost	Contribution
755	South Kyme	14/9	12m x 0.9m	£7,000	£3,500
3190	South Kyme	14/2	12m x 1.2m	£9,000	
2000	Trinity College	15/1	12m x 0.9m	£7,000	£3,500
2005	Trinity College	15/5	Remove	£2,000	
1253	Horbling	18/1	40m x 0.6m	£8,000	£3,500
1302	Dowsby Fen	21/2	25m x 1.2m	Remove Armco pipe section £2,000	
1303	Dowsby Fen	21/2	12m x 1.2m	£9,000	£3,500
2072	Dowsby Fen	21/9	12m x 0.6m	£5,000	
1283	Dowsby Fen	21/11	12m x 0.6m	£5,000	£3,500
1959	Gosberton	22/10	15m x 1.2m	£10,000	£3,500
2503	Morton, Bourne & Leaves Lake	28/14	12m x 1.2m	£9,000	
2428	Scredington	36/5	12m x 0.9m	£7,000	

The Operations Manager stated that the contributions identified have not been agreed with any of the relevant landowners.

Culvert No 2503: Dyke Drove, Dyke Fen - Morton Bourne & Leaveslake Catchment

The Operations Manager highlighted culvert 2503 at Dyke Drove, Dyke Fen presenting a photographic slide. The landowner enquired about replacement of this bridge with a culvert and had a pipe which he has been informed is too small in diameter. The slide shows damage to the bridge of which no responsibility can be proven but it is unsafe. As it is used by the Board as a crossing point, it will be replaced by the Board.

Mr V Barker highlighted to the Members that the bed bottom has been removed which has exposed the foundations of the bridge.

The Committee AGREED to recommend that this bridge be replaced with a piped culvert.

923 TO REVIEW A PRESENTATION OF THE BRIDGE REPLACEMENT PROCESS - Agenda Item 8

The Operations Manager reported that following the last meeting Officers have identified approximately 160 bridges (excluding concrete box culverts and most brick arches) over Boards watercourses.

- 25 – road/rail assumed to be LCC/Network Rail responsibility

- 58 – footbridges assumed to be LCC/landowner responsibility
- 32 – noted as private responsibility in BSIDB database (would require further research to confirm)
- 45 - unknown/unclear responsibility

The Operations Manager stated that quotations to conduct bridge surveys were received and Lincolnshire County Council were given the job of initially surveying six bridges of varying types at a cost of £300 per inspection. The Operations Manager presented slides with the detailed results of these inspection forms using a key code system: severity between 1 – 5 and extent A – E ie extensive failed bridge receiving “5E”.

The Committee then viewed a number of photographs of various angles on each of the following;

LCC Report 24/11/2015 Culvert 1710 Bleak House Farm, Wyberton Marsh
LCC Report 24/11/2015 Culvert 1551 Great Hale Drove, Great Hale Fen
LCC Report 24/11/2015 Culvert 1975 South of A17, near Kirkby-la-Thorpe
LCC Report 19/11/2015 Culvert 2931 Gosberton High Fen
LCC Report 19/11/2015 Culvert 1313 Long Drove, Rippingale Fen
LCC Report 19/11/2015 Culvert 3098 Spalding Road, Bourne North Fen

Mr V Barker asked if there was any weight guidance on culverts and bridges. The Chief Executive responded that there is no guidance on existing, any culverts (only) replaced, and the pipe supplier will issue weight restriction guidance subject to cover level and depth. Mr V Barker added that maximum weight limit should be calculated and displayed.

Mr P Holmes stated ownership of these bridges and responsibility is unclear, if the bridge collapses. The Chief Executive responded that if a bridge collapses and is holding back water then the BSIDB will remove it. The Board uses bridges and culverts for accessing and maintaining watercourses but ownership is difficult to identify.

Mr R Leggott stated should the rationalisation of the use once identified, how many times it is used and whether access can be identified using one crossing rather than a number on the same drain.

Mr V Barker added bearing in mind that every bridge is individual could options include replacing with a culvert with an average cost of £10,000, using varying sizes in the pipes would be more cost effective.

The Chief Executive stated that previously a leaflet has been sent out to rate payers giving information about Culverts & Bridges and byelaws. This could be an avenue but would need to include landowners which would require updating information on land ownership.

Mr P Holmes said that every bridge is individual and any fixed policy will be difficult to put together, landowners through consultation could clarify their belief of ownership as a starting point bearing in mind the Boards usage.

923 Cont.....

The Committee felt that the most cost effective way to progress was to seek legal advice to understand who the owners of these structures are.

924 TO REVIEW A PRESENTATION OF THE SIDE DYKE CULVERT PROCESS
- Agenda Item 9

The Operations Manager presented a slide showing examples of side dyke culverts, which sometimes have to be placed alongside riparian owned dykes where maintenance access is required from alternate sides of the drain bank. This can mean that landowners have a potential security access issue onto their land, in some cases wooden gates, padlocked chains between posts have been used to alleviate issues surrounding security.

The Chief Executive stated that a policy could be implemented to make the landowner more aware of the process involved in side dyke culverts.

Mr P Holmes stated that out of all the incidences involving a side dyke culvert most are on land owned by the same landowner. If they are between two different landowners, which makes up less than 10%, it is difficult to create a policy for a small amount of occasions. Encourage a more open discussion between the Board and each respective landowner and if a barrier is offered it be at the landowners cost.

A policy can be implemented via notification through perhaps cleansing notices that the Board is considering the option of installing a piped side dyke, whilst explaining this will benefit the landowner in giving additional drainage of their land. If they have a requirement to impose any restrictive access at their own cost but the BSIDB will still require a right of passage.

Determine the cost benefits involved and these works will be carried out by the Board. The Operations Manager stated that a BSIDB padlock can be provided.

925 TO REVIEW HOW AWARE DEVELOPERS, FARMERS AND THE PUBLIC
ARE REGARDING BOARD BYELAW CONSENTING - Agenda Item 10

The Chief Executive stated that at the Board meeting on the 17th June 2015 it was recommended that this Committee review a question "how aware developers, farmers and the public are regarding the Boards byelaws".

The Committee looked at the process especially access for maintenance purposes with the emphasis that both sides of the drain should be accessible.

The Culvert & Bridges leaflet could be updated enhancing byelaws relevant points.

The leaflet should be sent out to landowners, sometimes this information is not collated within the Boards rating database. Riparian ownership should be highlighted with the responsibilities of drain maintenance and outcome regarding blockages and cleansing.

925 Cont.....

The Chief Executive will email to the members headings for the leaflet and request comments.

926 ANY OTHER BUSINESS - Agenda Item 11

(a) Britt Broadbent Pension Scheme

The Chief Executive presented a letter received from Pygott & Crone which has raised questions regarding two culverts and a bridge which span over a maintained watercourse.

The Operations Manager presented a slide detailing on the map culvert 3130, culvert 1959 and a bridged culvert 2931 which is used by the Board to access Surfleet drain.

The Operations Manager stated he has spoken with Mr Hammond and identified a culvert replacement on 1959 with an offer of contribution from the Board. As culvert 3130 is not used by the Board the preferred option is a piped outfall into the Mill drain. Bridge 2931 needs replacing whereby a culvert could be constructed with a specified diameter pipe.

The Committee agreed that the works should be priced and contribution by the Board recommended.

The Operations Manager then asked if the option was available to sub contract these works. The Committee agreed if the project be controlled and overseen.

Mr V Barker stated that consideration be given to the depth of the bridge as it may be required to be deeper in the future as nothing has been done to this drain.

(b) Graft Drain

Mr V Barker and Mr J Fowler have visited this drain recently and would like to report that the contractor has left a lot of spoil and hard core in the drain from the bridge along the channel which may need to be hand cleared. The bank sides have been over engineered downstream with water standing above the boards and the scouring has left holes in the bank.

The Chief Executive responded that they have spoken with the contractor and agreed that some additional work is required. The Operations Manager will review the CCTV survey results upon receipt.

There being no further business the meeting closed at 4:50pm.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

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

held at the offices of the Board on
27th April 2016 at 2.00pm

Members

Chairman - * Cllr M Brookes

Mr W Ash	* Mr V A Barker
Cllr R Austin	* Mr R Leggott
* Cllr B Russell	* Mr N J Scott

* Member Present

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

The Chairman welcomed Mr D Gowing and Mr N J Scott.

927 APOLOGIES FOR ABSENCE

Apologies were received from Mr W Ash. Cllr R Austin did not attend.

928 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

Minutes of the last meeting held on the 22nd September 2015 were considered. It was agreed that the Chairman could sign them as a true record, subject to the following amendments;

Minute No 815 - Risk Register Review 8.5 Risk of Cyber Attack

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	MEDIUM	4	Continue above activities

929 MATTERS ARISING

(a) Risk Management Strategy - Minute No 804(a)

It was highlighted that they were currently sending four men, one day per month to Black Sluice pumping station until the Environment Agency were happy that they could buddy up with the EA operatives. A Member asked whether these operatives were going on a prescribed day. If available they were going to be invited to the next event and they would then send as many of the four men to the pumping station as possible. The 50% cost share offer had been taken up.

(b) Near Miss Reporting Policy - Minute 804(b)

The Near Miss Reporting Policy had gone to the Board.

(c) Employees' Code of Conduct - Minute No 809

The Employees' Code of Conduct had been approved by the Board.

(d) Fraud and Corruption Policy - Minute No 810

The Fraud and Corruption policy had been approved by the Board.

(e) Members Code of Conduct Policy - Minute No 811

Members' Code of Conduct policy had gone through as recommended. The Whistleblowing policy and Officers' Car Loan policy had been approved by the Board. The 9 metre Bye-law Publication Scheme and the Data Protection scheme were moved to today's meeting.

(f) Risk Register Level - Minute No 815

Paragraph 4 stated: 'Agree to recommend to the Board reducing the risk level from 6 to 4.' The Finance Manager pointed out that the table was not a reflection of this and so that recommendation did not go to the Board. It should be amended so that the potential impact of risk was noted as 'medium', a risk level of 4.

930 TO RECEIVE THE INTERNAL AUDIT REPORT - Agenda Item 4

(a) Additional Committee Consultation with Internal Auditor, requested by Internal Auditor

The audit report was presented. The Internal Auditor emphasised that the controls and working papers were as expected and he had signed off the annual return. This had been discussed and they had come up with recommendations. The Chief Executive stated the Board's Chairman had received the contact details of the Independent Reviewer and was going to propose contacting them in November.

It was expressed that in 2013's restructure they had lost a senior member of staff and an engineer and they had only taken on an apprentice so far. There was budget to take on an administrative assistant and the restructure had saved money.

The Chief Executive and Finance Manager left the meeting and Members discussed matters in private.

The Chairman conveyed that in the future when reviewing senior management salaries was agreed to recommend to the Executive and the Board that an independent person would sit on the Executive Committee to consider everything, and they would request a benchmarking report from Mr D Gowing comparing salaries of similar positions and responsibilities in comparable organisations.

The Chief Executive and Finance Manager re-entered the meeting.

931 TO REVIEW THE DRAFT AUDIT & RISK COMMITTEE TERMS OF REFERENCE - Agenda Item 5

The original terms of reference had been written for five Members, which had since been increased. There were two elected Members from Northern Works, Mr R Leggott and Mr N J Scott; two elected Members from the Southern Works, Mr V A Barker and Mr W Ash; two appointed Members, Cllr M Brookes and Cllr B Russell; and an additional Member, Cllr R Austin.

It was AGREED to review the financial reports and management accounts. The Internal Auditor should attend and that the Committee should discuss the remit without management present. This was recommended to the Board.

932 TO REVIEW THE RISK MANAGEMENT STRATEGY - Agenda Item 6(a)

There were changes regarding the definition of risk as defined by the Audit Commission.

The Finance Manager stated that there should be documentation of health and safety training provided and they also need to examine what risk training is provided to Board Members.

The Chairman noted that there were no procedures to demonstrate that they had had any risk training. One Member stated he had not been told anything relating to risk training.

Cllr B Russell stated Board Members attended inspections, so there should be formal introductions regarding safety requirements. He clarified he was referencing reputational risk.

It was suggested that new Board Members be spoken to. A Member added that the induction training could be added as risk training. The Committee discussed whether they should add a section into reports that went to the Board to summarise the perceived risk. It was considered whether to do it in the same format as the Risk Management Strategy. It was concluded there should be a short paragraph or table identifying the risk and that financial and environmental risks overlapped.

A paragraph on page 22 had been highlighted as potentially out of date. Something could be included relating to the potential transfer of the Environment Agency's assets. The Chairman and others agreed that that sounded like good advice. It was agreed to raise it at the Board.

On page 27, 1.6, it was questioned whether the likelihood should be higher than 'low'. The Finance Manager suggested 'medium'. Another Member agreed. It was asked how often damage would be caused. It was highlighted that they could cause damage to water mains and phone lines etc. It was agreed to raise the risk to medium.

On page 28 it was questioned whether a formal appraisal system was beneficial. A Member stated appraisals should be informal and daily. The Committee agreed on an annual appraisal without a rigid format.

In relation to 3.2 on page 29, a Member mentioned not all farmers had resources; it was the landowners. However, people had agreed to provide resources as per the emergency plan, which was frequently updated.

On page 31, 5.1, a note was added that risk was managed by limiting the amount of petty cash to £500.

On page 34, 8.3, it was highlighted that with EE they had a mobile broadband dongle as a backup for broadband and external meetings.

On page 35, point 8.5, the impact should read 'medium' as agreed in September. They had retired their old main server and moved to a virtual server. Back-ups were digitally encrypted when taken off-site. It was agreed risk should not be reduced.

On page 35, point 8.6, The Finance Manager stated that he had moved the unified threat management installed from 'further work' into 'how it is managed'. IT consultants had given a clean bill of health.

On page 35, point 8.7, The Finance Manager stated the red text should read 'UTM' not 'UPS.'

On page 35, point 8.8, The Finance Manager stated that back-up tapes were now encrypted to reduce risk of loss.

Mr R Leggott queried whether the risk level of 8.5 was too high. Mr N J Scott stated that it was concerning. It was emphasised that things should be kept as up to date as possible to reduce risk.

The amendments agreed would be sent out prior to the Board meeting.

933 TO REVIEW FINANCIAL REGULATIONS - Agenda Item 6(b)

The Finance Manager stated that the amendment at 5.2 adding the words, 'In person' was because they had bought a chip and pin machine. It cost 20p extra per transaction and people could pay using their card in reception.

In relation to page 41, point 9.6, The Finance Manager confirmed that both he and The Chief Executive could authorise up to £10,000 worth of payments. The Finance Manager proposed that his and the Chief Executive's limits on their credit cards should be increased to £5,000 each with the Operations Manager's remaining £2,500.

Mr D Gowing stated that point 10.1 should be reviewed. It was proposed to change this to 'Undertaken in accordance with the Governance and Accountability for Smaller Authorities in England.' It was AGREED that this would be recommended to the Board.

934 TO REVIEW PROCUREMENT POLICY - Agenda Item 6(c)

Regarding paragraph 2, it was added that the Assistant Pump Engineer would be allowed to have an order book as he was at the same level as the Operations Supervisor.

On page 45 there was the addition of a full title rather than it saying 'Operations Manager or Supervisor.' This had been clarified.

In relation to paragraph 6 on page 46, a request had come from the operational side. As they had started to order pipes and other items the previous process had proved inadequate as order analysis was not happening until the end of the month. The new procedure confirmed the prices agreed and provided analysis to go into the accounts correctly.

A Member brought up the issue of delayed invoices relating to Woldmarsh. Despite this, on the whole dealing with Woldmarsh has been going well.

The Committee was 'happy' to recommend the amended Procurement policy to the Board.

935 TO REVIEW THE 9 METRE BYE-LAW - Agenda Item 6(d)

The Chairman stated that the 9 metre bye-law had been changed. There was supplementary information provided in relation to this

There were standard recommendations for relaxing bye-law 10 and quite a lot more detail on this than initially sent out.

One thought was to have a common policy between all of the Lincolnshire IDBs.

The Chairman suggested allowing sufficient time to review the new supplementary information. The Chief Executive agreed.

The Chief Executive explained that the documentation had not changed dramatically, but it was now a more common-sense approach. It could be unfair to go through this new information if people had not read it. They could perform under the existing policy until the next meeting.

Mr V A Barker asked about point 6.2 being crossed out. It was confirmed that it had been moved.

The 9 metre bye law policy will be brought to the next meeting in September.

936 TO REVIEW THE PUBLICATION SCHEME - Agenda Item 6(e)

The Committee agreed there was no need for amendments and recommended this policy to the Board.

937 TO REVIEW THE DATA PROTECTION POLICY - Agenda Item 6(f)

The Finance Manager stated that this was the same as the data protection regulations and that he did not see any need for any changes.

The Chairman asked if everyone was happy that this remained the same. Everyone agreed to recommend this policy to the Board.

938 TO REVIEW THE BOARD'S MANAGEMENT ACCOUNTS - Agenda Item 7

The Finance Manager stated they had agreed to alternate this item annually. Each month the Executive Committee was provided pages 59 to 61 as a summary of the accounts. He felt nothing needed to be changed.

Mr V A Barker asked about page 64 and whether they were still employing outside labour at £10,000. The Finance Manager explained that this was a recharge account.

939 TO DISCUSS THE PRACTITIONERS GUIDE - GOVERNANCE & ACCOUNTABILITY FOR SMALLER AUTHORITIES - Agenda Item 8

The Finance Manager explained that this document replaced the ADA Practitioners Guide for Internal Drainage Boards on 1st April 2016. They had taken the option to adopt a year early. There was also a change in procedure as they had to approve the annual governance statement which was in their accounts and on the annual return before they could proceed to consider the accounts.

The Finance Manager stated that it is important to go through the different assertions. For assertion 1, they had put in place arrangements for effective financial management and preparation for accounting statements.

For assertion 2 they were maintaining an adequate system of internal control including measures to prevent and detect fraud and corruption and review its effectiveness. This was a safe and efficient arrangement to safeguard public money and to ensure they complied with employment and tax law

For assertion 3 they had taken all reasonable steps to assure that there were no matters of actual or potential non-compliance with laws or regulations that could have a significant financial effect on the ability of the smaller authorities to conduct business. This related to regulations and proper practices and actions during the year as an Authority must ensure that they did not authorise any action that exceeds its powers or contravened any laws or regulations.

For assertion 4, they provided proper opportunity during the year for exercise of electors' rights in accordance with the requirements of the accounts and audit regulations. There was an amended notice about this, and it was published on Board's website. The external auditors' review was part of the annual return.

For assertion 5, they carried out an assessment of the risks facing the smaller authority and took appropriate steps to manage this.

For assertion 6, throughout the year they maintained an adequate and effective system of internal audit of the account records and control systems.

For assertion 7, they had taken appropriate action on all matters raised on the reports from the internal and external audit.

For assertion 8, they had considered whether any litigation liabilities, commitments, events or transactions occurring either during or after year-end had a financial impact on the smaller authority and had included them in the accounting statements where appropriate.

The Finance Manager asked whether it needed to go to the Board or if their assurance would go to the Board. The Chairman stated that the Board should have a copy of section 1 and the presentation.

940 TO RECEIVE THE RISK REGISTER - Agenda Item 9

The Finance Manager stated that the risk register needed slight amendments and 8.5 needed to become risk level 4. As per their other discussions, 1.6 needed to be increased to level 4. The Committee confirmed it was 'happy' with that.

941 TO REVIEW THE BOARD'S CATALOGUE OF POLICIES - Agenda Item 10

Regarding number 8, the 9 metre bye-law, they were going to move to September. The Chief Executive stated that the other two were in accompanying documents. All of these would be pushed back to September. They had looked at whether those due in September 2018 should be moved forward to September 2016.

The Finance Manager stated that the other policies to be considered were the control of ragwort, tile drains discharging into Boards watercourses, control of rabbits, rats and other rodents and gifts & hospitality. It was agreed to move these all forward to September 2016.

942 ANY OTHER BUSINESS

The Chairman stated that he did not always like having any other business on the agenda. Decisions should not be made based on AOB. The Committee agreed that this part of the meeting should be controlled. The Committee agreed to raise this with the full Board.

The meeting ended at 3:50 pm.

BLACK SLUICE INTERNAL DRAINAGE BOARD

AUDIT & RISK COMMITTEE – TERMS OF REFERENCE

1. GENERAL

The Black Sluice IDB shall have an Audit & Risk Committee.

The Committee shall have seven members who will be appointed by the Board.

The Membership shall include:

- Two elected member from Northern Works Committee.
- Two elected member from Southern Works Committee.
- Two appointed Members
- One additional Member.

The Chairman shall be appointed by the Board at the annual meeting.

2. MEETINGS OF THE COMMITTEE

The Committee shall meet at least once each year and a quorum shall be three members. No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons shall attend meetings if invited by the Committee.

The external auditors may request a meeting if they consider that one is necessary.

3. POWERS OF THE COMMITTEE

The Committee is authorised:

- To investigate any activity within its responsibilities;
- To seek any information that it requires from any Officer or employee of the Board and all employees are directed to cooperate with any request made by the Committee;
- To obtain outside legal or independent professional advice, and secure the attendance of outsiders with relevant experience and expertise if it consider this necessary.

4. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee shall be:

Financial Reporting

- (a) To review, and challenge where necessary, the actions and judgements of Officers in relation to the Boards financial statements and related formal statements.
- (b) To review a financial report as part of the agenda for one meeting and then the management accounts for the second meeting
- (c) To consider other relevant topics, as proposed by the Board.

Internal Control and Risk Management

- (d) To review the arrangements for the Boards employees to raise concerns, in confidence, about possible wrong doings in financial reporting or other matters;
- (e) To keep under review the effectiveness of the Board's internal controls and risk management systems;
- (f) To review and approve the statements to be included in the Annual Report concerning internal controls and risk management.

Internal Audit

- (g) To review Internal audit programme of works and ensure effective liaison with external auditors.
- (h) The Internal Auditor attends one meeting annually that the Committee discuss their remit without the management present.

External Audit

- (i) To oversee the relationship with the external auditors;
- (j) To review the findings of the audit including the management letter and managements response to the auditors findings and recommendations.

Reporting

Minutes of meetings of the Committee shall be presented to the next meeting of the Board.

The Committee shall review its terms of reference **at least every 5 years** and its own effectiveness and recommend any necessary changes to the Board.

Black Sluice Internal Drainage Board

Risk Management Strategy

Risk Management Policy

Risk Analysis

Updated	27 th April 2016
Board Approved	15 th June 2016
Due for Review	

Contents

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

Appendices

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

Risk Management Strategy

1. Purpose, Aims and Objectives

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

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

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

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

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

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

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

2. Accountabilities, Roles and Reporting Lines

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

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

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

2.3 Strategic risk is best managed by the Board.

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

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

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

3. Skills and Expertise

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

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

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

4. Embedding Risk Management

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

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

5. Risks and the Decision Making Process

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

6. Supporting Innovation and Improvement

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

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

RISK ASSESSMENT MATRIX

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

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

IMPACT

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

LIKELIHOOD

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

7. Risk Control

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

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

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

8. Supporting Innovation and Improvement

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

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

RISK MANAGEMENT STRATEGY STATEMENT

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

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

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

The Boards Risk Management objectives are to:

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

These objectives will be achieved by:

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

The benefits of Risk Management include:

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

RISK MANAGEMENT POLICY DOCUMENT

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

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

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

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

Should the paragraph below be replaced with a paragraph relating to the potential transfer of EA Assets?

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

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

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

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

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

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

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

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

Flooding could occur in the following ways:

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

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

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

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

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

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

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

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

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

(c) Flooding from Sewers or riparian watercourses

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

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

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

1.2 Risk of Loss of Electrical Supply

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

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

How risk is managed: Dual drive gearboxes installed at pumping stations to enable pumps to be operated by a tractor
Large pumping stations have generator connections but the Board would have to hire in generators which may be in short supply
UPS system fitted to telemetry computer and Mains server

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

1.3 Risk of Pumps failing to operate

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

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

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

1.4 Risk of Watercourses being unable to convey water

- Consequence: High water levels and possible flooding
Extra expenditure on drain maintenance
- How risk is managed: Asset conditions are shown on a database
All watercourses are cleared of weed growth once each year
All watercourses are desilted on a regular basis
Board regularly check and clear out culverts
- Further work: Continue to review asset conditions in asset database

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

1.5 Risk of Operating machinery to maintain watercourses

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

- Risk: Hitting overhead electrical services
Hitting underground electrical services
Machines falling into watercourse
Parts of machine hitting people or other vehicles
- Consequence: Damage to Third parties
Damage to vehicles
Injury to staff
- How risk is managed: Machinery is regularly serviced
Machinery is checked twice each year by a qualified engineer
Health and Safety Policy, reported annually to the Board
Health and Safety Consultant employed
All drivers are suitably trained
All drivers are provided with the required safety equipment
All machinery is insured by the Board

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

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

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

Consequence: Loss of income
Extra work for staff

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

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	MEDIUM	4	Continue above activities

1.7 Risk of Loss of Senior Staff

Consequence: Inability to operate efficiently

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

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

1.8 Insufficient Finance to Carry Out Works

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

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

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

1.9 Reduction in Staff Performance

Consequence: Reduced standards of maintenance

How risk is managed: Appraisal system
Management systems

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

1.10 Insufficient Staff Resources

Consequence: Reduced standards of maintenance
Reduced value for money

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

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

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

2.1 Risk of Prosecution for not Adhering to Environmental Legislation

The Board have responsibilities to promote nature conservation and the environment

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

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

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

2.2 Non Delivery of Objectives

Consequence: Biodiversity Action Plan not complied with

How risk is managed: Projects included in capital plan

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

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

3.1 Emergency Plan Inadequate or not up to date

Consequence: Difficulties in emergency situation

How risk is managed: Regular review of plan

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

3.2 Insufficient Resources

Consequence: Inability to provide adequate response

How risk is managed: Shared resources with neighbouring Boards
Use local farmer/landowner resources
Review sources available

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

3.3 Risk of Critical Incident Loss of Office

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

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

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
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HIGH	LOW	3	Continue above activities
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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, monitor legislation 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
A maximum of £500 petty cash is held

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

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

Consequence: Loss of income

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

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

5.3 Risk of Fraud by Senior Officers

Consequence: Loss of money

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

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

5.4 Risk of Inadequacy of Internal Checks

Consequence: Risk of incorrect payments being made

How risk is managed: All items resulting in payments being made by the Board are checked before being processed

All Payments made through the Board's Bank Accounts are authorised by two authorised signatories as per the Financial Regulations

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

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

6.1 Risks to Board Members

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

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

Consequence: Liability of Board Members

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

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

6.2 Risk of not complying with all Employment Regulations and Laws

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

Consequence: Claims against the Board

How risk is managed: Insurance
Advice from consultants and solicitors and the industry
Finance Manager has regular training in employment law

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

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

7.1 Risk of Collecting insufficient Income to Fund Expenditure

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

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

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

7.2 IDB abolished or taken over

Consequence: Loss of direction from local members

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

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

8. INFORMATION TECHNOLOGY & COMMUNICATIONS

8.1 Risk of Loss of Telemetry

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

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

Further Work: Continue to maintain trained staff to monitor telemetry

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
4 Digital & 3 Analog lines on site
UPS (Battery Backup) on Communications Cabinet

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

8.3 Risk of Loss of Internet Connections

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

How risk is managed: Two Fibre Broadband internet lines into office
Mobile Wifi Broadband

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

8.4 Risk of Network Failure

Consequence: All computers and information inaccessible

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

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

8.5 Risk of Cyber Attack

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

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	MEDIUM	4	Continue above activities

8.6 Risk of Network Security Breach

Consequence:	Unauthorised access to the Network and information stored on the network
How risk is managed:	Unified Threat Management installed and subscription maintained Review of Network Security by IT consultants carried out

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

8.7 Risk of Virus being introduced to Network

Consequence:	Malicious damage to hardware and information by various types of virus
How risk is managed:	Sophos Antivirus installed on all servers and desktop computers and managed centrally Hard Firewall installed to prevent unauthorised person introducing virus Emails filtered off site by Message Defence and by UTM to reduce likelihood of malicious attachments

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

8.8 Risk of Loss of Accounting Records

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

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

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

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

8.9 Risk of Loss of Rating Records

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

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

How risk is managed: Records backed up each day
 Insurance for loss of business
 Volume Shadow software copies back up every six hours
 Computer systems are regularly reviewed by trained staff and by external IT consultants
Encrypted 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 03

FINANCIAL REGULATIONS POLICY

Review Dates:

Original Issue	16 th January 2013
Reviewed	27 th April 2016
Board Approved	15 th June 2016

1.0 Introduction

- 1.1 The Accounts and Audit Regulations 2011 and the financial provisions of the Land Drainage Act 1991, place a responsibility on Drainage Boards to ensure that the financial management of Boards is adequate and effective.
- 1.2 Financial Regulations set out the framework of the rules for the proper financial administration of the Board and the responsibility of those charged with carrying out duties with financial implications.

2.0 Responsibility for Financial Control

- 2.1 The Finance Manager shall be responsible to the Board for overall financial control of the Board's financial affairs and the continuous provision of financial management information.
- 2.2 The Finance Manager shall be responsible for maintaining the integrity of the accounting, financial administration and financial control systems of the Board.

3.0 Annual Estimates and Budgets

- 3.1 The Chief Executive and the Finance Manager shall, each financial year, prepare estimates of income and expenditure for the ensuing financial year. Such estimates will be presented to the Executive Committee in January to allow recommendations to be put to the Board before 15th February on the level of the penny rate and council special levies.
- 3.2 The Chief Executive and the Finance Manager shall also each year produce a ten year projection to estimate levels of balances, so that the penny rate can be set at appropriate levels.
- 3.3 The Board meeting in February will set and seal the Rate for the ensuing financial year.

3.4 The Board shall be kept informed by the Finance Manager of the overall financial position of the Boards finances through monthly management accounts, quarterly forecasts and other reports as necessary.

4.0 Payments of Accounts / Orders

4.1 All requests for goods and services shall be issued on official order forms authorised as set down in the procurement policy.

4.2 All invoices, claims and accounts shall be authorised by the Finance Manager before payment ensuring that the payment is legal and within the power of the drainage board.

4.3 Payments will be made twice each month processed by the second and last Friday in each period.

4.4 The Finance Manager shall prepare a monthly schedule of payments that have been made.

4.5 All Schedules of payments are to be reported to the next available Board meeting.

5.0 Income

5.1 Procedures for the collection of all income due to the Board shall be under the control of the Finance Manager.

5.2 Payment received on behalf of the Board by cheque will be paid into the Board's bank account on a regular basis and at least within a week. Payments received in cash may be transferred to the petty cash float if required otherwise paid into the Board's bank account without delay. Payments may also be taken by debit or credit card, in person, by phone or on the Board's website or paid directly into the Board's bank account by the Debtor.

5.3 All payments received by which ever method shall be recorded in the collection and deposit book.

5.4 The Finance Manager shall have responsibility to ensure that all monies received are correctly recorded in the Board's accounting records and the correct amount of VAT is added to income accounts where applicable.

5.5 The Finance Manager shall keep the Board regularly informed on the level of drainage rates collected.

- 5.6 An official receipt showing date of receipt, amount received, type of remittance and reason for payment will be issued for all cash payments and for cheque payments on request.
- 5.7 Keys to the safe and cash boxes shall only be available to designated officers. Any lost keys must be immediately reported to the Chief Executive and Finance Manager.

6.0 Insurance

- 6.1 The Finance Manager, in consultation with responsible Officers initiates all appropriate insurance cover and negotiates all claims in consultation with relevant Officers.
- 6.2 All Policies and covers are to be reviewed on an annual basis.
- 6.3 The Finance Manager shall inform the Insurer in a manner and at intervals requested by the Insurer, of all asset changes and cover required.
- 6.4 Officers shall promptly notify the Finance Manager of any loss, liability or damage or any event likely to lead to a claim on any Board policy.

7.0 Stock and Assets

- 7.1 The Finance Manager shall receive a weekly stock list from the Operations Manager detailing issues, receipts and balances of stock items.
- 7.2 The Finance Manager will arrange a physical stock take at least twice a year with one coinciding with the financial year end on the 31st March.
- 7.3 The Operations Manager shall ensure proper and safe custody of all stock.
- 7.4 The Finance Manager shall keep an asset register. This shall record all assets above £5,000 in value. The Finance Manager will carry out at least an annual physical check of assets.

8.0 Payment to Employees

- 8.1 The Finance Manager shall keep a record of all employees to show details of the appointment, grade and payments in respect of each employee of the Board.
- 8.2 The Finance Manager shall be responsible for the payment of all, salaries, wages and other emoluments to all employees.

- 8.3 The Finance Manager shall be responsible for keeping and maintaining all records for the proper administration of PAYE, NI and Superannuation.
- 8.4 All authorised officers shall notify the Chief Executive and Finance Manager immediately of all matters affecting payments including resignations, suspensions, absences from duty and changes in remuneration.

9.0 Treasury Management / Banking Arrangements

- 9.1 The Finance Manager shall include in the monthly management accounts details on all investments which will be distributed to the Executive Committee.
- 9.2 The Board has a limit of funds that may be deposited, in a fixed term investment, with any institution which is £300,000.
- 9.3 The Board only places deposits with financial institutions which are regulated by the Financial Conduct Authority.
- 9.4 Bank transactions and instructions must be authorised by two approved officers.
- 9.5 In relation to 9.4 above, the approved officers are: Chief Executive, Finance Manager, Finance Supervisor and Operations Manager.
- 9.6 The Chief Executive and Finance Manager may hold a Business Chargecard, with a monthly limit of £5,000 for payment of expenses and Internet orders. **The Operations Manager may hold a business Chargecard, with a monthly limit of £2,500.** Statements are to be certified by the Finance Manager every month. Chief Executive to certify the Finance Manager's statement.
- 9.7 Small payments may be made by Petty cash under the control of the Finance Supervisor. All petty cash claims are to be recorded on a voucher supported by a receipt and authorised by the Finance Manager or Chief Executive. The maximum amount of petty cash that may be held is £500. The Finance Manager is to certify the analysis every month.
- 9.8 Bank accounts must be in the name of Black Sluice IDB.

10.0 Audit and Accounts

- 10.1 The Finance Manager shall arrange for an internal audit of the accounting, financial management and other operations of the Board.

This will be undertaken by a suitably qualified and experienced internal auditor and be undertaken in accordance with the Governance & Accountability for Smaller Authorities in England code of audit practice.

- 10.2 The internal auditor shall produce an annual report to the Executive Committee and the Audit & Risk Committee.
- 10.3 Any qualified or adverse Internal or External audit reports or opinions will be reported to the next available Board meeting.
- 10.4 The Annual Financial Statements shall be approved by the Board before the 30th June each year.

11.0 Irregularities / Fraud

- 11.1 In any case where irregularity is suspected in connection with financial or accounting transactions, it shall be the duty of the Finance Manager to inform the Chief Executive, Chairman of the Board, and the Board's Auditor without delay.

Black Sluice Internal Drainage Board

Policy No: 4 Procurement Policy

Review Dates:

Reviewed	27 th April 2016
Board Approved	15 th June 2016
Due for Review	

1. INTRODUCTION

The Board approve an annual budget in February for all expenditure by the Board. Items of expenditure are discussed and approved by the Executive Committee, the Works Committees and the Board.

There has been a culture of the Board approving major items of expenditure which brings with it value for money.

2. THE PROCUREMENT PROCESS

Whatever the cost of an item or service that the Board purchases the following process is followed through to payment of that item:-

- 1 A Board order form must always be completed for any purchase made by the Board, except for purchases made using the internet or for items purchased by the Woldmarsh Group.
- 2 The following people are authorised to be issued with order books:
 - a. Chief Executive
 - b. Finance Manager
 - c. Operations Manager
 - d. Pump Engineer
 - e. Assistant Pump Engineer
 - f. Finance Supervisor
 - g. Operations Supervisor
 - h. Fitter/Pump Engineers Assistant
 - i. Unimog Driver
- 3 The order form should be filled out at the time of order and signed by the person who is organising the order and countersigned as required.
- 4 The management team is the Chief Executive, Finance Manager and Operations Manager.
- 5 The order is given to the supplier with, where possible, the agreed price of the item or service.

- 6 The green copy of the order form is given to the Finance Assistant. If additional quotations for the goods have been obtained then these should be noted on this copy.
- 7 When a delivery note is obtained this should be given to the Finance Assistant.
- 8 When the Finance Assistant receives an invoice for the goods they are to attach the order and the delivery note to this.
- 9 The invoice is approved by the Finance Manager before payment is made.
- 10 A report is made to every Board Meeting of the invoices paid by the Board.

3. BASIS OF PROCUREMENT POLICY

The policy sets out guidelines for procurement for four bands of expenditure:-

- Greater than £10,000
- Between £2,000 and £10,000
- Between £500 and £2,000
- Below £500

The Policy for Delegation of Authority gives the following authorities:

- 1 Executive Committee to approve any item of expenditure up to a value of £25,000.
- 2 The Chief Executive or Finance Manager to approve expenditure up to a value of £10,000 which is included in annual estimates and regular budgeted expenditure (eg electricity) in excess of £10,000.

4. PROCUREMENT POLICY

(a) Items with a value greater than £10,000

These items will typically be:

- Large items of plant
- Machinery and electrical equipment for pumping stations
- Substantial repair contracts
- Large contracts
- Insurance policies
- Large amounts of pipes, steel piles and other materials for stock

These items will be included in the annual budgeted expenditure and through this method the expenditure will be approved by the Board. In most cases three quotations will be obtained or the proposed purchase will be approved by the Board.

In the case of specialised equipment or in an emergency where it is not possible to obtain alternative quotations the Chairman or the Vice Chairman of the Board shall authorise the purchase.

(b) Items between £2,000 and £10,000

These items will typically be:

- Items of new plant
- Large repairs to plant
- Repairs to equipment at pumping stations
- Purchase of pipes, steel sheet piles and other construction equipment for stock.
- Items of office equipment
- Consultancy services
- Contracts for maintenance works
- Monthly payments to electricity companies.

Quotations will be obtained for items of new plant, office equipment, consultancy services and contracts for maintenance works. These will be approved by the Executive Committee before procurement, unless these have been approved within the annual budgets when the Finance Manager or Chief Executive will approve the expenditure.

Repairs of plant and pumping station equipment need to be progressed without delay and will normally be carried out by contractors or suppliers who regularly carry out work for the Board. The Finance Manager or Chief Executive shall approve this expenditure and this will be reported to the Executive Committee as part of the monthly Accounts Analysis sent to members by Email.

Regular purchases of equipment and materials for stock will be approved by the Finance Manager or Chief Executive. The Operations Manager or Operations Supervisor will where possible obtain three quotations and the best value will be chosen.

Some monthly utility payments, particularly electricity bills, will be included in this category. These payments will be approved by the Finance Manager and Chief Executive. Best value for money is achieved by using a broker to negotiate annual, 2 year or 3 year contracts with the electricity supply companies.

(c) Items between £500 and £2,000

These items will typically be:

- Purchase of small items of plant
- Hire of plant and machinery
- Repairs to plant and machinery
- Purchase of spare parts for machinery
- Material for construction materials.
- Computers and office equipment

The Finance Supervisor, Operations Supervisor, Fitter/Pump Engineers Assistant and Unimog Driver shall, where possible obtain three quotations

and obtain the authorisation from a member of the management team before signing an order for this level of procurement.

The Pump Engineer shall after obtaining three quotations, where possible, have the authorisation to sign an order for this level of procurement when associated with pumping station equipment.

(d) Items below £500

These items or services are typically spare parts for machinery, office materials and other similar goods.

If possible, value for money will be achieved by obtaining at least one other quotation or by comparing the price with previous purchases of similar goods or services. It is accepted that small incidental purchases will be purchased from the most appropriate local supplier and this is to be noted on the carbon copies of the order.

5. ITEMS PURCHASED BY CREDIT CARD

Credit cards have been issued to the Chief Executive, Finance Manager and Operations Manager for use in purchasing goods and services for the Board. These items will be authorised by the management team and no one officer should authorise their own expenditure.

These purchases will be subject to the same guidelines as normal purchases.

6. ITEMS PURCHASED BY WOLDMARSH GROUP

The Board has become a member of the Woldmarsh Buying Group which works on behalf of its members to procure goods and services at preferential prices.

If goods or services are required a member of the Management Team will contact Woldmarsh who will procure the items on behalf of the Board. **An official Board order form will be completed as above to include the agreed prices and the analysis for the accounts.**

As soon as Woldmarsh have completed an order to the suppliers a confirmation of the order is sent to the Operations Manager, **Finance Manager and Chief Executive Officer for review and oversight.**

Woldmarsh submit an invoice for payment once per month for all of the goods and services purchased for the Board.

7. SUMMARY

The above policy is not exhaustive and is written as a guide to the appropriate level of authorisation for the level of procurement required.

Members of staff should always liaise with members of the management team to ensure that procurement of materials and services give satisfactory value for money.

Staff should look for every opportunity to make bulk purchases with other authorities to achieve additional value for money.

Black Sluice Internal Drainage Board

Policy No: 31

Publication Scheme

Review Dates:

Original Issue	16 th January 2013
Board Approved	15 th June 2016
Review	Audit & Risk Committee 27 th April 2016

INTRODUCTION

What is and why does, the Black Sluice IDB use a Publication Scheme?

The Freedom of Information Act 2000 (“the Act”) gives a general right of access to recorded information held by public authorities and sets out exemptions from that right and places a number of obligations on public authorities. The Black Sluice Internal Drainage Board is deemed to be a non-departmental public body for the purposes of the Act. Further information about the Act can be obtained from The **Information Commissioner** (<http://www.ico.gov.uk>)

The Board is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for the information. The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.

What information is routinely available?

The IDB information is grouped into seven classes.

- 1. Who we are and what we do**
Organisational information, structures, locations and contacts.
- 2. What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, procurement, contracts and audited accounts.
- 3. What our priorities are and how we are doing**
Strategies and plans, value for money indicators, audits, inspections and reviews.
- 4. How we make decisions**
Decision making processes and records of decisions.
- 5. Our policies and procedures**
Current written protocols, policies and procedures for delivering our services and responsibilities.
- 6. List and registers**
All statutory and non-statutory registers.

7. **The services we offer**

Information about the services we currently provide including leaflets, guidance and newsletters produced.

How to access the information?

The information contained in each class may be accessed through a variety of means and in a number of formats where available. All information is available for inspection on request and by prior appointment, where appropriate copies can be made available. A charge may be applied to the information supplied; each case is considered individually. Information will be provided within 28 days, if the request is reasonable.

1. **On the Black Sluice IDB web-site**

Some information will be available on the web-site. This information is non-chargeable.

2. **By e-mail**

E-mail mailbox@blacksluiceidb.gov.uk with 'Freedom of Information Request' in the subject line.

3. **By post** To obtain paper copies of the information please contact:

Mr I Warsap,
Chief Executive
Black Sluice IDB
Station Road
Swineshead
Boston
Lincs
PE20 3PW

Tel: (01205) 821440 Fax: (01205) 820671 <http://www.blacksluiceidb.gov.uk>.

Please note that where hard copies of information will normally be supplied upon request, multiple copies cannot normally be provided.

4. **In person**

Please contact the office to arrange an appointment.

Charges and Exempt Information

Charges may be imposed for the provision of some of the information within this publication scheme. Where a class contains information which may levy a charge this is made clear with a £ symbol shown below. In adopting this scheme there has been an effort to be as open as possible but there are instances where, for legitimate reasons, certain information is not available. Where this is the case the reasons behind the decision to exclude certain information is clearly stated. Justification for excluding information is made in consideration of the general exemptions contained in the Act, the Environmental Information Regulations, the Data Protection Act or where it may be of a confidential or commercially sensitive nature.

All copyright is reserved by the Board.

The Information Available:

1. **Who we are and what we do**
 - Constitution of the Board, including their structure & membership
 - Staffing Structure
 - Geographical area covered
 - Outline of responsibilities
 - Location of offices and contact details

2. **What we spend and how we spend it (£)**
 - Annual accounts
 - Audit of accounts
 - Revenue and capital spending plans
 - Procurement Regulations
 - Funding; details of drainage rates, special levies, grants and other financial contributions
 - Staff and Board members allowances and expenses
 - Contracts awarded and their value

3. **What our priorities are and how we are doing (£)**
 - Aims, objectives and plans
 - Performance against aims and plans
 - Programme of works

4. **How we make decisions**
 - Board meeting and sub-committee minutes
 - Public consultations
 - Reports of advisory groups
 - Environmental Impact Assessments
 - Assessment of flooding risks
 - Other publicly available reports

5. **Our policies and procedures**
 - Policies and procedures for the conduct of the Boards business
 - Policies and procedures about the provision of services
 - Policies and procedures about employment matters
 - Whistle blowing policy
 - Anti-fraud & corruption policy
 - Data protection policy
 - Freedom of Information Publication Scheme
 - Customer complaints procedure
 - Charging regimes and policies

6. **List and registers (£)**
 - Register of Drainage Infrastructure
 - Nuisance Register
 - Complaints Register
 - Rate Book
 - Electoral Register (for the purposes of an Election of IDB Members)
 - Register of Members' Interests
 - Register of Gifts and Hospitality
 - Members Attendance Register
 - Freedom of Information Act disclosure log

7. The services we offer (£)

Regulatory role

Byelaws

Information for landowners, developments and operations

Notices, leaflets and guidance

Media releases

Details of the services for which the Board is entitled to recover a fee together with those fees

Feedback

Feedback, comments or complaints about this publication scheme should be directed to the Chief Executive or the Chairman of the Board, forwarded to the address stated in section 3 above; How to Access Information - 3. By Post. If you are not satisfied that information is being published in accordance with this scheme you can refer your complaint to the Information Commissioner:

The Case Reception Unit
Customer Services Team
Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.gov.uk/complaints/freedom_of_information.aspx

Approved by the Board on **15th June 2016**

Black Sluice Internal Drainage Board

Policy No: 32

Data Protection Policy

Review Dates:

Original Issue	16 th January 2013
Board Approved	15 th June 2016
Reviewed	Audit & Risk Committee 27 th May 2016

INTRODUCTION

The Data Protection Act 1998 is designed to cover the collecting, storing, processing and distribution of personal data. It gives rights to individuals about whom information is recorded. This applies to all individuals whether they are an employee, member or a member of the public.

Employees and Board Members of Black Sluice Internal Drainage Board have a duty to be aware of the Data Protection Act principles in order to comply with the law on data protection.

Data Protection Principles

To meet the requirements of the Data Protection Act 1998, Black Sluice Internal Drainage Board fully endorses the eight principles contained therein, adhering to them at all times.

These principles are:

- Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any way incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under the Act.

- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

Black Sluice Internal Drainage Board's commitment to the Data Protection Principles

Black Sluice Internal Drainage Board will do the following to comply with the principles:

- Observe fully the conditions regarding the fair collection and use of information.
- Meet its legal obligations to specify the purposes for which information is used.
- Collect and process appropriate information and only to the extent that it is required to fulfil operational needs or to comply with any legal requirements.
- Ensure the quality of information used.
- Ensure that information held is erased at the appropriate time.
- Ensure that the rights of individuals about whom we hold information can be exercised fully under the Act, including:
 - The right to be informed that processing is being undertaken
 - The right of access to their personal information
 - The right to correct, rectify, block or erase information that is regarded as wrong
- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.

Black Sluice Internal Drainage Board adheres to its commitment to Data Protection by:

- Allocation of specific responsibility for data protection to at least one person.
- Ensure that employees handling personal information are supervised appropriately.
- Requests for access to an individual's own personal information are dealt with in a timely and courteous manner.
- Record any incidents of breach in data protection policy and take disciplinary action as appropriate.
- Undertake regular review of management of personal information and update when necessary.

Access to personal information

For information about how to request subject access to personal information please contact: mailbox@blacksluiceidb.gov.uk (Fee applicable)

Approved by the Board on the 15th June 2016

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Environment Committee

held at the offices of the Board on
4th May 2016 at 2.00pm

Members

Chairman - * Mr P Holmes

* Mr R Welberry	* Mr P Robinson
* Mr R Wray	Mr R Leggott
Cllr C Brotherton	* Mr K Casswell
* Mr V Barker	* Mr J Atkinson

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr P Nicholson (Operations Manager)
Mr I Cappitt (Fishing Syndicate)
Mr C Reed (Fishing Syndicate)
Mrs H Scarborough (Scarborough Nixon Associates)

The Chairman welcomed Mrs H Scarborough from Scarborough Nixon Associates, Ian Cappitt and Chris Reed of the Fishing Syndicate.

943 APOLOGIES FOR ABSENCE

Apologies were received from Mr W Ash.

944 TO RECEIVE A PRESENTATION FROM THE FISHING SYNDICATE REGARDING LEASING THE FISHING RIGHTS FOR BORROW PIT 2 AT BOURNE NORTH FEN, TWENTY

Questions & Answer Session

The Chairman invited questions on the presentation. Mrs H Scarborough said that the proposal could be a good opportunity to get some work done at the lake. Mr I Cappitt stated that they might have a boat with reed-cutting facilities. They would work very closely with Mrs H Scarborough.

Mr P Robinson asked why there needed to be fishermen there. Mr I Cappitt responded that the key thing was that there would be a publicity ban on the site. They would select people that they knew on the basis of their ethos and interest in conservation. They would use the membership fees for fishery management and conservation of that site.

Mr I Cappitt said that they were thinking of conserving both lakes. The Chief Executive stated that the Board did not own the smaller lake.

Mr V Baker asked about the weir adding water to the lake. The Chief Executive said that there was an overspill. Mr I Cappitt said that the ditch looked like it was blocked when they had been at the site.

Mr R Welberry enquired about access to the site. Mr I Cappitt replied that vehicles could access the sites. The Chief Executive said that they accessed the site through the permission of land owners. They would probably have recorded original depths, but he had seen an aerial photograph of the freshly dug ponds, which would give them an indication of the original depths. The full presentation would be circulated to the Committee Members for review.

Mr I Cappitt stated that members of the IDB that fished the lake would be incorporated into what they did. The Chief Executive stated that if the lake was being fished they should have an environmental theme for it and control it along those lines.

Mr K Casswell stated that he was concerned about unwanted visitors affecting the conservation of the area. Mr I Cappitt said that he did not think the lake would be known about and if anything the lake would be policed by members. The Chairman added that news would get round in the community. Mr I Cappitt noted that they would have to look at insurance for the site. They could make the lake lower-key if there were concerns about unwanted visitors.

The Chairman enquired as to whether there were any other sites being looked at. Mr I Cappitt responded that there were very few sites in the area. They had been looking at a site with Nick Morris, but this was their preferred option because it had a conservation dimension to it.

Mr P Robinson asked if the members would be local in order to monitor the lake. Mr I Cappitt replied that they would be.

Discussion Session

The Chairman invited opinions on the presentation. Mr R Welberry asked if there was a set rate. The Chairman responded that they would receive £300 a year for the site. If they received nothing from the site they would still benefit from the conservation work. They could still fine-tune the proposal at that stage.

Mr K Casswell asked about the excavation of the pond. The Chairman stated that it would be monitored by Mrs H Scarborough. The pond had clearly been deeper in the past because there had previously been fish.

The Chief Executive said that Mr I Cappitt and Mr C Reed both worked for the Environment Agency (EA) and were not doing it to make money. They would want to put a control mechanism into the lease that there would be an annual meeting.

Mr R Welberry stated that there might be a problem with the access to the site. The Chief Executive said that that would be for Mr I Cappitt and Mr C Reed to resolve.

Mr V Barker added that they must insist that there was an appropriate insurance policy in place.

Mr P Robinson stated that the agreement had to be on an organisation basis rather than personal, in case Mr I Cappitt moved away. The Chairman stated that there would be a 12-month break clause on the agreement.

Mr J Wray enquired whom the lease would be between. The Chairman replied that it would be between Black Sluice and the Fishing Syndicate. The Chief Executive stated that it was coincidental that Mr C Reed and Mr I Cappitt worked for the Environment Agency.

The Committee agreed that they would continue to review the proposal.

945 MINUTES OF THE PREVIOUS ENVIRONMENT COMMITTEE MEETING AND MATTERS ARISING

(a) Tom Tom Data Recording - Minute No 746(b)

The Chief Executive stated that on page 2, item 746(b) Mr Leggett had requested that they introduce the findings from their Tom Toms and other recordings. The Chief Executive presented the results of bats, otters and water voles. He did not think the bat survey recording data had gone back to Lincoln. Mrs H Scarborough said that they had passed the records on to Annette Faulkner, but it took about a year or so to verify the data and pass it to GLNP.

The Chief Executive stated that there had been a substantial increase in water voles. There had been 32 individual otter recordings for the past three years. They did not have any Black Sluice otter sightings. Mrs H Scarborough suggested asking for mink records as well. The Chairman asked how many of the otters might be mink. The Chief Executive replied that very few of those sightings were their own sightings. There had been one or two water vole sightings on their machines but he would be surprised if they recorded any otters on them.

(b) Wildflower Seeding on Risegate Eau Bank - Minute No 746(i)

Mr V Barker asked about item 746(i) on page 3. The Operations Manager stated that he had talked to their contractor and he had said that wildflowers could look like weeds and it was critical to remove the cuttings, which they had done, to stop the soil becoming enriched with nutrients. They had been led to believe from members' comments at the last meeting that potentially the soil was already enriched with nutrients. They would have to discuss the issue of the choice of area going forward.

The Operations Manager said that the contractor had also said that the option going forward was to spray off smaller areas and to try to introduce wildflowers into smaller areas. That was a way forward that was fraught with difficulty in terms of controlling the areas they had sprayed off. Mrs H Scarborough added that there were not any wildflowers that would withstand enriched soil. The Operations Manager said that they believed they had managed it under the guidance given. Mr V Barker stated they had to act soon if they were going to do something. The Chairman said that the site was not suitable.

Mr V Barker added that the mowing there last autumn had been much better because it had removed the nettles, so in the spring they could see the snowdrops and daffodils that grew along there.

(c) High Profile Watercourse Assets – Minute No 747(g)

The Operations Manager said that on item 747(g) page 6 the question had been asked about rapeseed and mustard seed that was growing on Board maintained watercourses. He had taken that question to the Lincolnshire Drainage Board Engineers' Forum and he had been told 'pretty unanimously' that the control should be down to the landowner and the Board were not forced to do anything if it was not a noxious weed. Mr V A Barker stated that the issue was that it was smothering out the natural vegetation underneath. Mr P Robinson added that he had raised the same issue regarding the North Forty Foot Bank.

The Chief Executive said that it was a fantastic idea to cut down the mustard seed but they had 1,000 miles of bank they were responsible for. They could identify high profile banks. They could try to flail the banks without destroying bird nests. Mr J Atkinson said that there was not much nesting in those weeds. Mr Robinson stated that there would be nesting waterfowl in the weeds on the stretch in question. He suggested that it would have to be a chemical control rather than a physical one because they wanted to leave the grasses in place and remove the rapeseed.

The Chairman said that it was a question of timing. They would need to do it in spring when it was coming into flower, but that was a critical time of year when all the birds were nesting. They had to consider what to do and whether it was their responsibility to do it. Mr J Atkinson added that the smaller birds did not nest at all. Mrs H Scarborough stated that all nesting birds were legally protected. If they did not damage the nest they would be legally compliant.

Mr V Barker said that if they sprayed early enough in the season they would not cause a massive amount of damage. It was too late to spray now. The Chairman stated that they did not have any kit to carry that out. Mr K Casswell said that he did not know what chemicals they were cleared to spray. The Chairman stated that if they had agreed it was not their responsibility there was no point discussing it any further.

Mr V Barker said that they had to look at it more seriously where there were silt banks because they were not going to maintain the right kind of vegetation to keep the banks stable. It was in their interest to do it. The Chairman enquired whether it was their responsibility. Mr J Atkinson said that if they were responsible for mowing the banks they were responsible for looking after it.

The Chief Executive said that if maintaining the bank included reducing the heavy growth of vegetation it could be tied in. They controlled 1,000 miles of river bank and they could clearly not deal with all of it. They had two different focus points in terms of one area that was populated and one that was farmland.

The Chairman stated that he did not know if the spray had clearance to be sprayed next to a watercourse. The Chief Executive said that it would introduce another problem that they currently do not have the equipment because they very infrequently sprayed. The Chairman added that he would think if the weeds were flailed on 1st March the weeds would still establish, flower and seed. They would need to be flailing on 1st April to stop the weeds from flowering and seeding.

The Chairman stated that they would have to obtain a machine, access and a chemical to spray. Mr J Atkinson added that if they did not do anything it was going to become worse. The Chief Executive stated that if they were spraying they could only remove the vegetation when it was there and if they were flailing there was not a very big window to flail in. Mr R Wray said that they could identify the sites and then over time they could target them when there was not rapeseed there.

The Committee agreed that it was their responsibility to do something about the mustard seed and rapeseed issue. The Committee agreed that they should focus on the most elevated sites that had been brought to their attention as to mustard seed and rapeseed and identify the most suitable spraying technique to remove that growth.

(d) New Members – Minute No 751(a)

The Chairman stated that on item 751(a) page 10, Mr W Ash had put his name forward to be a member of this Committee. The Chairman proposed that Mr W Ash would join the Environment Committee. Mr J Atkinson seconded the proposal.

The Committee agreed that the minutes were an accurate reflection of the meeting.

946 ENVIRONMENTAL WORK REPORT

Completed Works 2015/16

(a) Owl Boxes

The Chief Executive stated that they had carried out, as requested by the Committee, a cleaning and prepping regime to all their owl boxes attached to pumping stations. They had attended every pumping station except Gosberton as a result of an access issue. They had been pleased by the number of owls in the boxes. They had reported the findings to Alan Ball. The boxes had been cleaned out and bark had been introduced.

(b) Tom Tom Data Recording

The Chief Executive stated that mink control had remained the same. Mr P Robinson asked if they kept records of mink. The Chief Executive said that they just recorded what they had been told. They had recorded half a dozen in the year.

(c) High Profile Watercourse Assets

The Chief Executive stated that high profile watercourses were included every year. The RSPB was still unhappy with their continuous cutting on the Wyberton Marsh drain.

(d) Control of Mink

The mink monitoring remained the same. They recorded when mink had been caught and dispatched, which was around half a dozen a year.

(e) Hedgerow Bushes

The Chief Executive said that they had not been able to complete a significant survey programme but that was proposed in the new works.

They had carried out their normal bushing work but without any burning that year.

(f) RSPB Water Abstraction for Frampton Marsh

The Chief Executive said that there had been a request to draw more water out for Frampton Marsh. They and the EA did not have any problems with the proposal, but they had set a level below which the drawing of water would have to stop.

(g) Kingfisher Nesting Site

The Chief Executive stated that a mute swan had resided at the kingfisher nesting site last year.

(h) Big Boston Clean Up

They had carried out the big Boston clean-up.

(i) Grass Snake Breeding Sites

The Chief Executive stated that Mrs H Scarborough's team had introduced some recommendations to them, which they had followed, as to grass snake breeding sites.

(j) Invasive Species

The Chief Executive said that in terms of invasive species they had recorded Japanese knotweed on several occasions.

The Chief Executive stated that they had awarded Martin Willing £300 towards his travel expenses to carry out Gulf Wedge Clam surveys. He had received an email from Martin Willing saying that he had revisited three sites on the South Forty Foot Drain and three on the tidal Witham. No Gulf Wedge Clams had been found on the tidal Witham, but they had found those clams throughout the South Forty Foot downstream from Swineshead Bridge through to the pumping station.

The Chief Executive noted that the South Forty Foot site was the only known site with the invasive Gulf Wedge Clam in Britain. Mr V Barker stated that he had informed the EA about the issue and they had not been interested.

The Chief Executive said that at the upstream points some of the shells had been recorded as being 60mm in size, which were the largest Gulf Wedge Clams recorded in Europe.

Mr R Welberry asked what was wrong with the Gulf Wedge Clams. The Chief Executive responded that there was a concern from the Board's point of view over the clams entering their discharge pipes and growing while they were not pumping and sealing those pipes up. The Chairman stated that there was also a concern on the impact on native species.

Mr V Barker enquired as to whether they had a responsibility to control the clams. The Chief Executive replied that it would be part of their negotiations regarding the EA being the 'river police'. The EA would have the controlling mechanisms but would probably involve them. He had no idea how the clams would be controlled. The Chief Executive proposed that they would allow Martin Willing to continue conducting the survey with the excess funds.

(k) Bat Boxes and Surveys

The Chief Executive stated that they had installed some bat boxes on pumping stations.

(l) South Forty Foot Drain Otter Holts

The Chief Executive said that they had built an otter holt. They had constructed some pads that would collect evidence of otters. There would be interest from otters because there were otters recorded in that area.

(m) Fish Friendly Flap Valves

The Chief Executive said that the fish friendly flap valves had been installed. The EA had paid for it because it protected properties from flooding. That had also allowed them to meet the requirements of the eel passage through pumping stations.

Proposed Works 2016/17

(a) Water Vole Surveys

The Chief Executive stated that they were seeking to approve the continued employment of Scarborough Nixon Associates for the water vole surveys. They had reviewed them against other providers and Scarborough Nixon represented good value for money and they had a good working relationship with them. They would carry out a post de-silting survey to look for any evidence of disturbance.

(b) Winter Bushing and Cleansing

The Chief Executive said that the winter bushing and cleansing would continue as it normally did.

The Chief Executive stated that where there was sufficient water they would identify fish.

(c) Summer Cutting and Vegetation Clearance

The Chief Executive said that they were proposing to commence summer cutting on 11th July 2016. Mr J Wray asked if they would be flailing the opposite bank where possible. The Chief Executive said that they were trying to focus on alternating banks, but it was not always possible. They would spend more money than normal on installing side entry pipes, removing particularly awkward trees, bushes and fencing and widening bridges.

The Chief Executive said that the workforce would be presented with a summer cutting brief. They had several new employees. If they found nesting birds they would need to leave five metres either side.

The Chief Executive stated that they would monitor increasing levels of rapeseed and mustard seed and decide what they were going to do about it.

(d) Vegetation Spraying

The Chief Executive stated that they would continue to carry out spraying at tunnel ends.

(e) Owl Boxes

The Chief Executive said that they would seek approval to spend a maximum of £1,000 to repair owl boxes.

(f) Recording by Machine Drivers

The Chief Executive stated that they had eight Tom Tom recording devices and all eight are being renewed that year. They would continue with the existing sightings data that they had on those machines. They only had 11 input fields and they would divide them into 50% environmental and 50% water level management.

The Chief Executive asked whether there were any suggestions for specific wildlife to be recorded. Mrs H Scarborough suggested recording mink sightings. The Committee agreed that mink would replace newts in the monitoring.

(g) High Profile Watercourse Assets

The Chief Executive said that they would have the same early season and repeat cutting.

(h) Water Levels

The Chief Executive stated that the water levels were controlled via the pumping stations. The EA mainriver water levels had been lifted by approximately 600mm at Easter and would drop back down in November. They had requests to hold higher water levels for irrigation, which arguably enhanced biodiversity.

(i) Fens for the Future

The Chief Executive said that the Fens for the Future programme went against the ethos of a drainage board, but it was a strong organisation. Black Sluice had a small area at the top of the South Lincolnshire Fens Partnership area.

(j) South Lincolnshire Fens Partnership

The Chief Executive said that the South Lincolnshire Fens Partnership had already developed sites. There was a conflict in terms of the land being high status agricultural land.

The Chief Executive stated that with regards to the partnership and in conjunction with the Environmental Agency there was a botanical map showing the level of species on watercourses. The more significant botanical mapping watercourses were the watercourses that the Board maintained. Annual planned maintenance went hand in hand with environmental enhancement of the fens watercourses, which they did not advertise enough.

The Chief Executive noted that one of the poorer sections had been the lower section of the EA South Forty Foot Drain because it was not maintained, but it had had an increase in status. Some of the watercourses were missing because there had not been the resources to study those.

The Chief Executive stated that they had created a map of all the local wildlife sites in their area. The majority of the sites were in the upper catchment part of their area. There was scope for increase but they had had quite a few wildlife sites without knowing that they had them. The Chairman asked whether they had to do different cutting regimes as a result. Mrs H Scarborough said that those sites were like that because of what Black Sluice had been doing.

(k) Water Framework Directive

The Chief Executive stated that at one point officers from the EA involved with the Water Framework Directive had been extremely anxious to meet them on a regular basis as to enhancing water quality but in the last year it had gone quiet. They were continuing to negotiate and deal with them.

(l) The Wash and North Norfolk Coast European Marine Site

The Chief Executive said that they were involved in the Wash and North Norfolk Coast European Marine Site. They had to record data and feed that back.

(m) BAP Targets and Future Works

The Chief Executive stated that there were outstanding works in their biodiversity action plan. He was looking for suitable sites to create 100 metres of new reed bed. Mr R Welberry enquired whether it was obligatory to create the new reed bed. The Chief Executive replied that it was not obligatory but it was a target they had. Mr R Welberry noted that engineers should know where the river banks needed some reeds.

The Chief Executive stated that it had to be a continuous 100 metres length of reed bed. They could introduce new reeds in the Dovehurn drain. Mr V Barker stated that because the Graft drain had been over engineered there might be some scope to introduce reeds to stabilise the bank.

The Chief Executive said that they would plant and allow the reeds to develop with continued annual maintenance. Mr K Casswell suggested that they left it to Black Sluice's operatives to identify a suitable site. The Chairman added that there would be lots of possible suitable sites.

The Chief Executive stated that they would buy some greater water parsnip plants to introduce. Mrs H Scarborough added that it might be better to wait to plant them until after the cutting regime and possibly at the Tongue End pond.

The Chief Executive stated that they had carried out a farmland bird study in 2010 and he thought it would be good to carry out a study in the same location so they could monitor it against 2010. They could also carry out a southern fen study at the same time. Mr V Barker had given him copies of a bird study that had been carried out on his land. Birds had been seen by experts that they did not normally see. A Bee Eater had been recorded, so that would be a good location to study. Mr V Barker suggested that they donate to the expense of conducting the study.

The Chief Executive stated that their proposed work did not take up their entire environmental budget. The Chief Executive invited members to add any environmental project ideas. The Chairman stated that they had saturated the area with owl boxes. The Chairman asked whether there were any other species they could help. Mrs H Scarborough stated that they had become very concerned that there had been a decline in the autumn surveys in water voles because of more numerous mink, so they could try to discourage mink.

The Chief Executive said that the only proposal he had been given to deter mink was to introduce otters. Mrs H Scarborough stated that otters would take too long to be introduced. The Chief Executive suggested that they could increase the number of traps. Mrs H Scarborough suggested that they could focus on certain areas where they had good water vole populations. She could provide them with particular areas that they could target to protect water voles from mink.

The Chairman asked whether they could employ someone for half a day a week out of the environmental budget to check the traps.

The Chief Executive stated that subject to board approval they could employ someone to do that. It was a seven day a week operation. The Chairman stated that vermin control contractors were expensive, so it would be good if they could find someone in the workforce who was very keen, even if they had to put that individual on a course. The Chief Executive said that he thought that there would be one or two interested for an hour's overtime a day to check the traps.

Mr P Robinson asked about the monitoring of traps. The Chief Executive said that they could offer the traps out to the landowner. The mink were generally caught and the traps were returned. Mr R Welberry stated that the individual setting the traps needed to liaise with Mrs H Scarborough to find out where the best sites were.

Mrs H Scarborough suggested that they could put camera traps out at pumping stations to gather more records of wildlife. They had done it for South Holland and they had quite liked it because they could use the photographs for publicity.

The Committee approved the works for 2016/17. The Chairman said that the works were fluid, so if there was something that arose they could add a piece of work.

Mr V Barker stated that they could move banks back in a couple of locations so there were hollows where they could introduce natural flowering yellow iris. There were some boards holding the water back that were leaking and needed to be replaced. The Chief Executive said that they could develop a suitable scheme along those lines.

The Chief Executive asked whether there was a need for continuous communication. The Chairman stated that it was up to the Committee Member whether they wanted to respond to or read block emails that were sent out to seek approval for works.

Mr R Welberry asked how many kingfisher banks they had. The Chief Executive replied that they had one and they were inexpensive. The Chairman said that kingfishers were very particular about where they would nest. The Chief Executive stated that they could create a brief for installing further kingfisher banks.

947 VERBAL PRESENTATION BY SCARBOROUGH NIXON ASSOCIATES

Mrs H Scarborough stated that they had been conducting water vole monitoring surveys of six sites and they had recorded a decrease in the autumn due to a couple of sites being drier and the increased presence of mink. That was an issue that they needed to look at and it was not due to Black Sluice's management.

Mrs H Scarborough stated that one site, on Bicker Fen, had had no water voles. They had six core areas so that over time they could observe patterns. They would carry on with those six core areas but they might shift into some of the deeper drains on the drier sites because they now had a boat.

Mr R Welberry asked whether brown rats would discourage water voles. Mrs Scarborough responded that she did not think that brown rats discouraged water voles.

Mrs Scarborough stated that they had been conducting bat surveys. They had chosen the Kent bat box design as the uptake on those had been good on other sites. They had installed eight of those on the 20 site. Over 100 bats could sleep in the boxes that they had.

Mrs Scarborough stated that the local bat group had undertaken quite a lot of work on bats on the waterways. The group had been doing a lot of work trying to find where Daubenton's bats were roosting. They were at a stage now where as a volunteer organisation they were as far as they could progress. If they wanted to find out where the bats were roosting and what made a good Daubenton's bat roost, the group would need to have some more detailed study work, which would require professional ecologists.

Mrs Scarborough asked whether it was something that Black Sluice could support. However, the roosting bridges may not necessarily be in Black Sluice's area.

The Chief Executive enquired about the level of contribution required. Mrs Scarborough responded that each radio transmitter costed approximately £200. The Chief Executive asked to be sent the costs.

The Chief Executive stated that the project would have to be associated with their catchment area. Mrs Scarborough said that that could be an issue because they could not predict where the bats would go to roost.

948 MINUTES OF THE ADA LINCOLNSHIRE BRANCH ENVIRONMENT COMMITTEE

There was no comment on the minutes.

949 ANY OTHER BUSINESS

The Chief Executive noted that the photograph at the front of their brochure was of a juvenile common buzzard that had been photographed next to the Board's offices. The local RSPB had come from King's Lynn and had taken the buzzard. The buzzard had unfortunately had to be put down.

The meeting was closed at 16:28.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
17th May 2016 at 2pm

Members

Chairman - * Mr K C Casswell

* Cllr P Bedford	* Cllr M Brookes
* Mr J Fowler	* Mr P Holmes
* Mr M Rollinson	

* Member Present

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

950 Apologies for Absence - Agenda Item 1

There were no apologies.

951 Declarations of interest - Agenda Item 2

There were no Declarations of Interest.

952 Minutes of the last meeting - Agenda Item 3

Minutes of the last meeting held on 27th January 2016, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record with the following amendments;

- a) Minute 884 - An additional 884 Cont.... has been included after the second paragraph which will be removed
- b) Minute 884 - in the 1st Bullet point "Slit" will be changed to "Silt"

953 Matters Arising - Agenda Item 4

a) Period 9 Management Accounts & Forecast - Minute No 879

- i) The Finance Manager reported that £78,774 of Flood Defence Grant in Aid Money was still due from the Environment Agency. The Chief Executive has been relentlessly chasing this money and has been assured that it has been authorised for payment. There has been many broken promises of payment dates. The Committee AGREED that the Environment Agency precept payment of £138,276 should be withheld until this debt was settled.
- ii) The Finance Manager reported that the Co-operative Bank 12 month fixed term investment account has now been opened and the

£300,000 cheque cashed on 20th April 2016. The forms were originally sent on 4th February.

- iii) The Finance Manager was pleased to report that 100% of last year's Drainage rates have now been collected.
- iv) The formal complaint to British Gas has been made by our energy consultants and British Gas has assigned someone to work with them to resolve the problems and get everything transferred over. We have had to send in photographs of three sites to prove the readings and that the meters are installed. The Chairman highlighted that if it had been a wet year requiring a lot of pumping then we would not be as comfortable with the estimates as we are. The Finance Manager reported that he believed the estimates included are generous estimates. Mr Fowler suggested that we should make sure we have a complaint reference number so that the Board is able to claim for the expenses, including the Finance Managers time, when the situation is resolved.

b) 2016/17 Budget - Minute No 880

- i) Cllr Bedford asked if any further correspondence had been received from South Holland District Council as they had indicated that they would not accept any increase in the penny rate. The Finance Manager replied that nothing had been heard from them and he assumed that the payment would be made before the due date next week. The Finance Manager agreed to update the Committee when the payment was received.
- ii) The Finance Manager reported that we still have no pay settlement for 2015/16 and now, as we are in 2016/17, we are two years behind. The Board has paid 1% on account for each year as per government direction on Public Sector Pay. At the Lincolnshire ADA AGM it was agreed that a meeting of all the Board's Chairmen and Chief Executive's would be convened to discuss the current unacceptable situation and agree how to direct the Pay and Conditions Committee.

The Chief Executive reported that the meeting had been arranged for 2nd June 2016 at the Witham Fourth IDB offices and direction from the Committee was required on how we would prefer to proceed.

Cllr Bedford reported that 1% had been agreed between the Local Government Association and the Unions so this should be a good indication on how the Board should proceed.

The Chairman believed that a line should be drawn under the 2015/16 pay settlement at 1% and then negotiation commence on the 2016/17 pay award. The Chairman of the Pay and Conditions Committee believes that the 1% increase is non-negotiable which creates a problem when negotiating with the Union. The Finance Manager reported that the Union had balloted for Industrial Action.

Mr Rollinson stated that we needed to clarify if we were restricted by the 1% public sector pay award. The Finance Manager stated that the Summer Budget 2016 stated at paragraph 2.20 "*The Government*

will fund public sector workforces for a pay award of 1% for 4 years from 2016-17 onwards.” His interpretation of this is that this related to centrally government funded employees, which IDB employee’s are not, but it does give a steer.

The Chief Executive reminded the Committee that we had included for a 2% increase in the 2016/17 budget and therefore if we were going on our own we could pay up to 2%. Cllr Bedford and Cllr Brookes stated that the Board had to stick to 1%.

The Chairman asked how strong the union representation was amongst the Board’s employees and the Finance Manager replied that as membership fees can be paid direct to the Union we do not know unless they declare it.

A member asked if the nine day fortnight could be included in a package deal in negotiations with the employee’s but it was pointed out that the two matters were separate issues and to do anything along that line would require the Board to break away from the Pay and Conditions Committee.

A member asked if we knew what other IDB’s not in the Lincolnshire ADA Pay and Conditions Committee were doing in relation to pay awards such as North Level IDB. The Finance Manager stated that North Level IDB had negotiated a formula linked to the Average Weekly Earnings index many years ago and Lincolnshire ADA had trialled this for a three year period but when this agreement had expired they felt they were restricted to a 1% increase.

The Chief Executive stated that he was aware of another Lincolnshire Board that has increased all the men’s grade to a craftsmen grade and provided them with Board owned vehicles.

The Committee concluded and AGREED that the Board should remain members of the Lincolnshire ADA Pay and Conditions Committee but present the view that we should stick to the 1% increase in both 2015/16 and 2016/17.

iii) The Finance Manager updated the Committee that the work on the servers has been completed and other than a minor problem with the updates it is all working well.

c) 2016/17 Plant purchase proposals - Minute No 881

The Twiga SPV2 has been delivered, the Hitachi ZX 210LC-5B is due to be delivered next week assuming it passes its PDI on Friday.

The Chief Executive informed the Committee that the first PDI was not successful due to the arm not being able to fold up to fit on the Low Loader with the bucket in place. Hitachi and Kokurec have agreed with us that they will fit a quick hitch and counter weight at their cost so the bucket can be easily removed when being transported.

The John Deere has been part exchanged as part of the Twiga purchase and the JCB 220 was sold at the end of last year.

d) Working Group - Minute No 884

The Chairman invited the Committee Members to be part of a working group looking into proposals for the Board to take on the maintenance of Environment Agency assets in the catchment as part of the Public Sector Cooperation Agreement.

e) Review of 2016 Salaries - Minute No 886

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 1060.

f) Works Inspections - Minute No 887(d)

The Chairman expressed that he thought the Works Committee inspections went really well and there has been lots of personal feedback. The Chairman of the Committees and Officers were thanked for arranging them.

Mr Rollinson raised the point that the Committee membership of the Works Committees needs to be reviewed and it was AGREED that the Chairman of the Works Committees would bring their proposals to the next Executive Committee meeting to be ratified by the Board in November.

954 Period 12 Management Accounts - Agenda Item 5

The Finance Manager stated that the Period 12 management accounts were being presented alongside the financial statements as they provided more detail enabling the Committee to make more informed decisions.

He then went on to highlight the following;

- a) Solar Income has been split out from Other Income as requested by the Board to enable better monitoring of the installations.
- b) The £257,986 overspend on schemes is all funded from Grant income.
- c) PS Schemes - £25,000 was deferred for the replacement of Donington Wykes PS Pumps and the money used to put new roofs on Chain Bridge and Great Hale Pumping Stations so they could have Solar panel installations.
- d) Generous Estimates have been included for Electricity at the Pumping Stations due to the ongoing problems with the change over to British Gas which commenced in April 2015.
- e) Almost £100,000 underspent on Drain Maintenance. All the planned Drain Maintenance works were completed with the Wyberton Catchment works being funded from Flood Defence Grant in Aid.
- f) Environmental slightly overspent due to additional work undertaken at the end of the year.
- g) Admin and Establishment includes £23,098 unbudgeted costs for Business Rates but we are only £7,500 overspent.
- h) £112,638 Solar Expense is investment in the Solar Panel installations

- i) £55,000 profit on rechargeable works including;
 - i) £28,000 all risks contract with Calders and Grandidge for culvert works
 - ii) £11,000 all risks contract with SKDC (Total Contract £32,000, 34.38% profit)
 - iii) £6,000 Environment Agency Contract on the Public Sector Cooperation Agreement (Total £78,000, 7.69% Profit)
- j) Debtors Control Account includes £50,000 owed by the Environment Agency at year end but was paid on 1st April.
- k) Payroll Control accounts are all timing issues
- l) Accruals included in the previous year was the FDGiA money carried over into the new year at last year end.
- m) £291,000 reduction in the Pension liability this year which equates to a 9% reduction. This takes the liability to £6,000 less than the previous tri-annual valuation and therefore it is hoped that employer's superannuation contributions will be able to be held at the current rate if not reduced.

955 2015/16 Unaudited Financial Statements - Agenda Item 6

The Finance Manager explained that the figures in the Unaudited Financial Statements are taken from the Period 12 Management Accounts that were reviewed in the previous Agenda Item.

It was then explained that the Accounts and Audit Regulations Act 2015 came into force, for Internal Drainage Boards, from 1st April 2016 but there was a clause included which allowed it to be adopted a year early. A new Practitioners Guide has been published which includes all "Smaller Authorities" which is the status that a drainage Board below £6.5m turnover is deemed to be. The annual return which has been sent out for completion and will be reviewed at the next Board meeting is in the new format. There are minor changes in the form but the figures are readily available and our accounts are already produced using the policies recommended in the New Practitioners Guide. I have therefore adopted the regulations for 2015/16 Accounts and Annual Return.

The Finance Manager explained that in accordance with the new regulations the Annual Governance Statement has to be reviewed, approved and signed before the accounts within the Annual Return can be approved. A presentation will be given at the Board meeting explaining what the Assertions are and how the Board are complying with them. Cllr Brookes informed the Chairman that the Audit & Risk Committee had already reviewed the presentation.

The Finance Manager explained that the depot and bungalow have been revalued this year, in accordance with the accounting policies, with an increase in value from £90,000 to £130,000 for the bungalow and £737,739 to £739,350 for the depot.

It was noted that the Revenue Reserve was £880,038 when the value included in the 10 year estimates being expected at year end was £602,751 giving additional £278,000 in the reserves. This will be revisited when the budgets are produced for next year.

Dates on pages 13 and 14 will be corrected before being presented to the Board in June 2016.

956 2015/16 Audit Report - Agenda Item 7

The Chairman highlighted that we had maintained the Substantial Assurance level.

The Finance Manager pointed out that the Internal Auditor has changed his schedule this year and in the future this report will be presented to the Audit & Risk Committee before coming to the Executive and Board which seems a much more logical order of events.

957 2015/16 Bourne Fen Farm Accounts - Agenda Item 8

The Finance Manager pointed out that the income and investment value had dropped slightly in the year but this was not seen as an issue.

James Scott of Brewin Dolphin gave a presentation in relation to the Bourne Fen Farm Trust investments and it was concluded that;

- a) The fund should be in the name of The Bourne North Fen Farm Trust and not Black Sluice Internal Drainage Board.
- b) The fund should be managed by Brewin Dolphin on a discretionary basis.
- c) The fund is to be managed on the Brewin Dolphin Risk 5 template until an investment policy can be produced and reviewed at the September Executive Committee meeting.

958 Wyberton United Charities - Agenda Item 9

The report was reviewed and the Executive Committee concluded that the report should be presented to the Board with the recommendation that additional Land Loss payments could not be paid as this would set a precedence and in the future other people selling land would be able to make similar claims.

It was agreed that the report should be sent to Mr Chester representative of Wyberton United Charities for information of what was being presented to the Board.

959 Nine Day Fortnight Proposals - Agenda Item 10

Cllr Brookes asked if a quarter past four finish in the winter could present a problem. The Chief Executive responded that he felt it would be better that the men on machines undertook the maintenance tasks at the end of the day when it was dark and the gang would be travelling back to the depot and packing away.

Cllr Brookes acknowledged that this would also give the Board some flexibility as the Friday's when the men were off could be used as overtime if it was required.

It was confirmed that the modern machines require major servicing undertaken by the dealerships and this could be completed unsupervised on the Friday's that the men were not at work increasing productivity.

Mr Holmes enquired as to whether the workforce have to agree a change on block or is a majority acceptable? The Committee AGREED that a 10:5 split would be acceptable as the workmen would have to take it on as a whole. The admin staff could choose to adopt it or not and this would not cause a problem.

The Committee AGREED to proceed as per the recommendations included in the report.

1. Send this report to all employee's for consultation for four weeks starting 18th May 2016. Request all responses, to be kept confidential, returned by the latest 14th June 2016 indicating whether they are in favour or otherwise with any comments they wish to make.
2. All comments and vote count will be presented to the Board at the meeting on 15th June for a final decision.
3. Assuming a positive decision this will be implemented from the commencement of the cutting season on Monday 18th July allowing a 4 week notice of a change in working hours to be issued to employees.

960 Any Other Business - Agenda Item 11

a) Appointment of Independent Person to review Senior Officer salaries

Cllr Brookes asked if any progress had been made appointing an independent person to review senior officer's salaries. The Chairman responded that he would make contact with the independent person used by Boston Borough Council now that it was a formal recommendation from the Audit & Risk Committee.

There being no further business the meeting closed at 3:51pm.

Black Sluice Internal Drainage Board
Project Summary
2015/16
Period 12 - March 2016

	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	1,257	2,022,498	2,031,497	(8,999)	2,022,727	(229)	1,994,799	27,699
Interest & Grants	288,937	294,608	5,004	289,604	5,948	288,660	578,525	(283,917)
Development Fund	75,941	75,940	5,000	70,940	5,000	70,940	5,000	70,940
Other Income	(13,011)	13,425	24,846	(11,421)	25,768	(12,343)	237,414	(223,989)
Rechargeable Profit	1,342	54,906	0	54,906	0	54,906	22,187	32,718
Solar Panel Income	14,140	15,697	0	15,697	0	15,697	0	15,697
Total Income	368,605	2,477,074	2,066,347	410,727	2,059,443	417,631	2,837,925	(360,851)
Schemes	278,181	372,986	115,000	(257,986)	98,974	(274,012)	566,319	193,333
Pumping Station Schemes	39,214	95,220	100,000	4,780	101,934	6,714	188,046	92,826
Pumping Station Maintenance	31,911	210,464	369,995	58,973	363,273	52,251	206,142	12,667
Electricity	17,509	100,558					117,547	18,636
Drain Maintenance	47,247	588,154	687,998	99,844	677,630	89,476	623,522	35,368
Environmental Schemes	24,500	36,904	30,006	(6,898)	29,921	(6,983)	15,797	(21,106)
Administration & Establishment	49,012	472,769	465,203	(7,566)	484,091	11,322	518,835	46,066
EA Precept	0	276,552	276,552	0	276,552	0	276,552	0
Solar Panel Expenses	9,245	112,930	0	(112,930)	0	(112,930)	0	(112,930)
Total Expenditure	496,819	2,266,537	2,044,754	(221,783)	2,032,375	(234,162)	2,512,760	264,859
Surplus / (Deficit)	(128,214)	210,536.85	21,593	188,944	27,068	183,469	325,165	(114,629)
Movement on reserves								
Development Reserve	(0)	0	0	0	0	0	0	0
Plant Reserve	146,244	0	0	(0)	0	(0)	0	(0)
Wages oncost Reserve	(42,148)	0	0	0	0	0	0	0
Surplus / (Deficit)	(232,309)	210,536	21,593	188,944	27,068	183,469	325,165	(114,628)

Black Sluice Internal Drainage Board
Income & Expenditure Summary
2015/16
Period 12 - March 2016

	2015/16	2014/15	Variance
Drainage Rates	1,034,258	1,023,319	10,939
Special Levies	988,240	971,479	16,760
Recoverable	227,207	186,956	40,251
Misc Income	386,095	821,877	(435,781)
Solar Panel Income	15,697	0	15,697
	2,651,498	3,003,631	(352,134)
Employment Costs	984,498	966,511	(17,987)
Property	222,479	257,480	35,001
General Expenses	204,215	195,945	(8,269)
Materials / Stock	133,514	101,212	(32,302)
Motor & Plant	177,752	204,172	26,420
Miscellaneous	957,991	562,396	(395,595)
Recharges	(652,923)	28,285	681,209
Plant	413,435	362,464	(50,971)
Total Expenditure	2,440,961	2,678,466	237,505
Net Surplus / (Deficit)	210,537	325,165	(114,629)

Black Sluice Internal Drainage Board
Balance Sheet at Period End
2015/16
Period 12 - March 2016

	<u>2015/16</u>		<u>2014/15</u>	
	£	£	£	£
Operational Land & Buildings Cost	739,350		737,739	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	130,000		90,000	
Vehicles, Plant & Machinery Cost	485,326		391,443	
Fixed Assets		5,216,030		5,080,536
Stock	35,899		38,027	
Debtors Cont	56,235		20,323	
VAT	15,214		81,953	
Grants Debtor	78,775		239,085	
Car Loans	21,000		8,000	
Prepayments	38,474		41,515	
Draw Acc	8,512		9,950	
Call Acc	314,219		314,242	
Petty Cash	128		211	
Rechargeable Work in Progress	1,663		17,257	
Natwest Government Procurement C	(307)		(694)	
Reserve Account	800,857		840,724	
Total Current Assets		1,367,988		1,610,642
Trade Creditors	(209,835)		(207,399)	
PAYE & NI Control Account	(14,325)		0	
Superannuation Contrl Account	(14,291)		(0)	
Union Subs Control Account	(124)		0	
AVC Control Account	0		0	
Accruals	0		(389,015)	
Attachment Orders Control Account	0		0	
Suspense	0		0	
Total Liabilities		(238,575)		(596,414)
Pension Liability		(2,973,000)		(3,264,000)
		3,372,443		2,830,764
Capital Outlay	5,216,031		5,080,536	
Pension Reserve	(2,973,000)		(3,264,000)	
Total Capital		2,243,031		1,816,536
General Reserve	669,501		344,335	
Development Reserve	92,405		142,316	
Plant Reserve	148,322		154,085	
Wage On-Cost Reserve	8,647		48,327	
Surplus/Deficit in Period	210,537		325,165	
Total Reserves		1,129,412		1,014,228
		3,372,443	0	2,830,764
<u>Cash & Bank Balances</u>				
Drawings Account		8,512		
Call Account		14,219	314,219	
Natwest Reserve Account @ 0.15%		800,857		
Petty Cash		128		
Chargecard		(307)		
Monmouthshire BS @ 1.10%		300,000	30 Day Notice	
		1,123,410		

GOWING INTERNAL AUDIT SERVICES LTD

ANNUAL INTERNAL AUDIT REPORT

**Black Sluice
Internal Drainage Board
April 2016**

INTERNAL AUDIT REPORT

1 EXECUTIVE SUMMARY

- 1.1 I have completed the 2015/16 internal audit of the Black Sluice Internal Drainage Board in accordance with the Public Sector Internal Audit Standards and with regard to the ADA Practitioners guide.
- 1.2 The statutory basis for internal audit in local authorities in England (which includes Drainage boards) is a specific requirement in the Accounts and Audit regulations which requires that the organisation must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control.
- 1.3 The internal audit service is an assurance function that provides an independent and objective opinion to the organisation on the control environment by evaluating its effectiveness in achieving the organisation's objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper economic, efficient and effective use of resources.
- 1.4 This audit included an implementation review of previous audit recommendations, review of any system changes, sample testing of 2015/16 transactions and provision of best practice advice gained through my audit of other IDBs. An audit of the Bourne Fen Farm Trust Fund has also been completed.
- 1.5 The main findings were:-
- all previously agreed recommendations have been implemented
 - well maintained and accurate records and transactions
 - in accordance with the code of conduct and to demonstrate good governance Board members are required to complete a registry of interests form and these are now fully up-to-date.
 - IT back-up has been reviewed and improved and will be further enhanced during the year
 - the Bourne Fen Farm Trust Fund recorded a surplus of £1,078 for the year ended 31 March 2015 with reserves of £231,029. The entries in the revenue account and balance sheet provided were supported by appropriate evidence.
 - there is a governance concern in respect of reports and if this continues the overall assurance level could reduce. There has been an internal review of staff pay by the Executive in each of the last two years but this is undertaken and reported by the Chief Executive and includes his own position, there is no independent check. For good governance the Chief Executive (and Finance Manager) withdraw from the meeting when this is discussed but there is no record in the Chief Executive's report or on file of his interest. Once discussed the meeting minute only records the decision. In the last two years the decisions have been contrary to the

recommendations but no justification or reasoning for this is recorded which is particularly important when one pay increase is agreed but others are rejected. A similar issue arose when the Chief Executive presented a report to the Executive on notice periods. The report quoted from statements made at the Audit and Risk Committee but these were not fully accurate although the recommendation was rejected

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

- 1.6 Recommendations have been proposed, discussed and agreed with the Chairman, Chief Executive and Finance Manager. A management action plan is in Section 3.
- 1.7 An interim audit will be undertaken to ensure continued implementation of good controls.
- 1.8 It is my opinion that, in respect of the areas covered by this report I am pleased to provide **substantial assurance** on the system of controls.
- 1.9 I would like to place on record my thanks for the co-operation and assistance given by all staff during this audit.

David Gowing
Gowing Internal Audit Services Ltd.
May 2016

EVALUATION CRITERIA

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

2 FINDINGS

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

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

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

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

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

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

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

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

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

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

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

3 MANAGEMENT ACTION PLAN

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

The priority is based on the following:-

Critical

A control failure that is critical to the organisation's aims and objectives. This will require immediate action by management.

High

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

Medium

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

Low

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

Recommendation	Priority	Management Comments	Responsibility for implementation and date
<p>The Audit and Risk Committee to review and recommend to the Executive / Board how reports with quotes from other staff, members or external persons be approved.</p>	H	<p>The Chairman to arrange for the minute to be recorded if the officers have left the meeting. Matters to be discussed with the Chairman prior to the management being involved. Any quoted person should confirm any minute or report that they are quoted in before being published.</p>	Chairman, immediately
<p>The Board to consider an independent senior staff pay review rather than the current system.</p>	H	<p>Consider if we could work in partnership with Boston Borough Council to utilise their independent person paying them expenses to attend an annual Executive meeting.</p>	Chairman, immediately
<p>The reasoning for acceptance or rejection of report recommendations to be included in meeting minutes.</p>	H	<p>To ensure that in conjunction with the independent person the minutes are concise and accurate.</p>	Chairman, immediately

Bourne Fen Farm Trust Fund

Revenue Account for Year Ended 31st March 2016

<i>Income</i>	2016	2015
	£	£
Investment Income	13,543	14,676
 <i>Expenditure</i>		
Contribution to Rates	9,242	9,242
Bank Charges	74	72
Contribution to Administration	4,307	4,284
	13,623	13,598
Surplus	(80)	1,078

Balance Sheet as at 31st March 2016

<i>Capital Assets</i>	<i>Note</i>	2016	2015
Investments	A	312,100	324,373
 <i>Current Assets</i>			
Bank Account		8,899	9,007
Debtors		1,797	1,769
		10,696	10,776
 <i>Current Assets</i>			
Creditors		0	0
Net Current Assets		322,796	335,149
 <i>Fund Balances & Reserves</i>			
Revaluation Reserve		213,037	225,310
Capital Fund		104,120	104,120
Revenue Reserve		5,639	5,719
		322,796	335,149
Reserves		322,796	335,149

The above represents a trust fund which was vested in the Black Sluice IDB to fund rate alleviations to the rate payers in the area of Bourne North Fen.

Bourne Fen Farm Trust Fund

Valuation By Brewin Dolphin Stockbrokers

NOTE A

	2016 % of Value	2016 % of Value	2015 Value £	2015 Value £
Analysis By Sector				
UK Equities	35.02	35.67	109,306	115,700
Overseas Equities	23.74	22.28	74,103	72,258
Qualifying Corporate Bonds	18.98	19.12	59,251	62,019
UK Government Securities	9.16	8.90	28,580	28,877
Fixed Interest	7.78	8.08	24,290	26,213
Private Equity	3.68	3.20	11,491	10,382
Property	1.63	1.64	5,079	5,313
Cash	0.00	1.11	0	3,611
TOTALS	100.00	100.00	312,100	324,373

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE COMMITTEE – 17th May 2016

AGENDA ITEM No 9

Compensation Claim by Wyberton United Charities

Following the construction of the Princess Royal Sports Arena in Wyberton Fen the Board recognised the need to offer improved land drainage to the area. Through 2004 the Board negotiated with Wyberton United Charities regarding maintenance adoption of the watercourse, and from the Board minutes of 7th July 2004 *“the Trust are not in favour of the Board taking over responsibility for this stretch of drain”* The Trust were concerned about the future problems a 9.0 metre Bye-Law could affect future land sales. The Trustees were informed, by letter dated 26th January 2005, that the Board had taken over future maintenance of the watercourse and the powers of The Land Drainage Act 1991 will apply.

The Trustees are now negotiating the sale of the land and have approached the Board referring to a letter dated 5th April 2004 from Stuart Hemmings where amongst other items it states; *“Would it be possible for the Board to buy a 9.0 metre strip from the Trustees to ensure that if the land is developed at any time in the future there is no conflict. The Board would allow your tenant to continue to farm this land along with the rest of the field.”* The Trustees are stating the developers requirement to secure the entire site would mean applying for consent to fence up to the drain top (which the Board would refuse) or to their boundary 9 metres away from the bank top.

A meeting was convened between two of the trustees of the charities and four members of the executive committee and it was agreed to relax the 9 metre byelaw to 6 metres using the powers delegated to the Northern Works Chairman. This was confirmed in writing to Wyberton United Charities including details of the Land Loss payment claimed by the occupier of the land at the time in relation to the widening of the drain and confirming that no agreement could be found in relation to buying the land.

Following receipt of this letter Mr Chester, on behalf of Wyberton United Charities, requested a further meeting with the Board Chairman and vice-chairman, who were unable to attend the first meeting. At this meeting Mr Chester presented a letter from Wyberton United Charities to the Board requesting that we did not pay any compensation to them. A reply referencing this letter, some months later, stated that as per Section 14 Paragraph 5 of the Land Drainage Act 1991;

Where injury is sustained by any person by reason of the exercise by a drainage board or local authority of any of their powers under this section, the board or authority shall be liable to make full compensation to the injured person.

The letter went on to say;

At the present time the Charities have not lost any income as a result of the Board's actions. If the Charities at some time in the future gain permission to develop this area of land then I accept that the Act does not preclude them from making a claim if they consider that the Board's actions have reduced the value of the land.

A Land Loss claim form was sent to the occupier of the land as is standard practice requesting details of the person that owned the land so that a payment could be made for the area lost due to the widening of the drain and this was returned and claimed by the occupier.

Mr Chester, on behalf of the Wyberton United Charities, is requesting that in light of the land loss being paid in March 2008, all be it to the occupier, after the Charities had requested it not to be that the Board re-visit the amount paid in light of the increased value the land is potentially going to be sold at. It is the charities opinion that due to the Board's adoption of this drain there is an increased injury to the charities. £247.07 was paid in March 2008 at a rate of £8,154 per Hectare. Mr Chester believes that the rate should be at £30,000 per Acre and the Board should pay the difference now.

0.749 Acres at £30,000	= £2,247.00
Less amount paid	= £ 247.07
Additional Claim	= £1,999.93

Board Minutes for reference

Northern Works Committee Meeting – 11th March 2004

1104 DRAIN 12/5 BETWEEN FEN ROAD AND THE ENDEAVOUR PARK

The Chief Executive reported that a letter had been sent to Larrington Trailers stating that the Board proposed to take over a length of drain north of their factory site.

Larrington's had stated that they had no objections providing that if in the future they wish to erect further buildings they could place these to the current building line. It was agreed that this was acceptable.

It was RESOLVED to recommend that the Board should take over responsibility for this stretch of the drain.

Board Meeting – 7th July 2004

7 MATTERS ARISING

a) Drain 12/5 between Fen Road and the Endeavour Park – Minute No. 1104

Negotiations had taken place with the Trust that owns Mr Emerson's land alongside this drain, and they were not in favour of the Board taking over responsibility for this stretch of drain at the present time.

Northern Works Committee – 10th March 2005

97 MATTERS ARISING

- d) Drain 12/5 – Endeavour Park, Boardsides – Minute No. 21k

The Chief Executive reported that he had had discussions with the Chairman and Secretary of Wyberton United Charities about the Board taking over future maintenance of the above drain, and the issue of the possible future development alongside the drain.

Northern Works Committee – 9th March 2006

198 MATTERS ARISING

- c) Drain 12/5 – Endeavour Park, Boardsides – Minute No. 97(d)

The Chief Executive informed members that the tenant of the field alongside the length of drain that had been adopted had informed him that the watercourse had been included in his farms ELS scheme. Therefore the Board would be restricted on the timing of the cutting of this section of drain until the ELS scheme was reviewed.

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE COMMITTEE – 17th May 2016

AGENDA ITEM No 10

Nine Day Fortnight Proposals

Introduction

In many industries, a more flexible approach to working hours has been developed, including government and the local authority sector within which the Board lies. Following the recent change from weekly pay to monthly pay for the operational workforce, a request to consider a 9 day fortnight was received. A straw poll verdict amongst the workforce was positive, finding that in principle it was a good idea and any such proposal should be considered by the Board. The proposal being investigated is that the Board should consider adoption of a 9 day working fortnight, having every second Friday, (the 10th day), off.

Present situation

Currently all fulltime employees of the Board work 10 days per fortnight consisting of 5 days working Monday to Friday, with regular working hours during these 10 days. The operational workforce work a 38 hour week, consisting of 76 hours during the current 10 day period as follows;

Current Workforce Hours

	Start	Finish	Lunch	Hours Worked
Mon	07:30	15:45	00:30	07:45
Tue	07:30	15:45	00:30	07:45
Wed	07:30	15:45	00:30	07:45
Thu	07:30	15:45	00:30	07:45
Fri	07:30	15:00	00:30	07:00
Mon	07:30	15:45	00:30	07:45
Tue	07:30	15:45	00:30	07:45
Wed	07:30	15:45	00:30	07:45
Thu	07:30	15:45	00:30	07:45
Fri	07:30	15:00	00:30	07:00
Total			76 hours	

The office staff work a 37 hour week, consisting of 74 hours during the current 10 day period as follows:

Current Office Hours

	Start	Finish	Lunch	Hours Worked
Mon	08:45	17:15	01:00	07:30
Tue	08:45	17:15	01:00	07:30
Wed	08:45	17:15	01:00	07:30
Thu	08:45	17:00	01:00	07:15
Fri	08:45	17:00	01:00	07:15
Mon	08:45	17:15	01:00	07:30
Tue	08:45	17:15	01:00	07:30
Wed	08:45	17:15	01:00	07:30
Thu	08:45	17:00	01:00	07:15
Fri	08:45	17:00	01:00	07:15
total			74 hours	

What the management team want to achieve

To increase the working hours over the 9 day period to account for the hours normally worked on the second Friday (10th day). The operational workforce and office staff have different working hours and therefore there are different proposals to achieve the working hours within the 9 days.

Operational workforce 76 hours/9 days proposal

	Start	Finish	Lunch	Hours Worked
Mon	07:15	16:15	00:30	08:30
Tue	07:15	16:15	00:30	08:30
Wed	07:15	16:15	00:30	08:30
Thu	07:15	16:15	00:30	08:30
Fri	07:15	15:45	00:30	08:00
Mon	07:15	16:15	00:30	08:30
Tue	07:15	16:15	00:30	08:30
Wed	07:15	16:15	00:30	08:30
Thu	07:15	16:15	00:30	08:30
Fri				
Total			76 hours	

Office staff 74 hours/9 days proposal

Flexible working hours agreed and controlled by line manager with 50:50 split on Friday’s off. Should a member of staff decide not to adopt the new working hours then they will remain on their current working hours with a consistent 37 hours per week.

If all the office staff wished to switch to the new working hours then the overall picture could have the following people working on Friday’s each week;

Friday Week 1	Friday Week 2
Workmen (inc. fitter)	Kev (Assistant Pump Engineer)
Sean (Operations Supervisor)	Paul (Operations Manager)
Ian (Chief Executive)	Daniel (Finance Manager)
Sue (Finance Supervisor)	Amy (Finance Assistant)
Joe (Technical Engineer)	Andy (Planning & Enforcement)
Jill (Admin Assistant)	Jill (Admin Assistant)

Colin (Pump Engineer) and Diana (Admin Assistant) do not work Fridays.

Benefits and Detriments to the Board

The 9 day fortnight is a subject which has been discussed, but the merits of which have not been investigated or proposed. A 9 day fortnight would mean a change in the working patterns for staff and workforce of Black Sluice IDB from 10 days to 9 days per fortnight having every other Friday off. The additional hours being spread over the 9 days to accommodate this, therefore being no reduction in hours or working time during the period.

Benefits	Detriments
A fit, motivated and productive workforce who do their jobs well.	Only half the staff in each Friday.
The concept of work life balance is that if people could improve the balance between the demands of their work and the demands of their home life they would be more satisfied at work and therefore be more productive. For example when British Telecom chose to allow their staff to have flexible hours, their productivity increased by 30%.	No workforce in alternate Fridays but opportunities for overtime.
Will facilitate medical appointments being undertaken on the alternate Friday they are off, rather than during what would normally be work time. Less time lost during working hours.	
Helps to reduce stress and anxiety for staff, giving them time to carry out domestic tasks without having to seek permission for leave.	
Makes staff feel valued because it shows that managers are considering their needs.	
Helps promote diversity by taking into account people’s differing lifestyles and commitments	
Saving in travelling to and from site on alternate Fridays.	
Shorter unproductive Friday afternoons will be abolished.	
Machines can be serviced on the Friday’s the workmen are not in increasing productivity.	

The following comments have been received from other people on operating a nine day fortnight;

“I understand that, initially, the workforce was split in 2 to ensure there was always a presence on site, but this proved un-workable as the Supervisor never got the day off so the decision was taken to put everyone on the same work pattern.

It has been in operation a number of years now with no adverse operational affects. During the busy part of the summer works season [July – October] the ‘Friday off’ and Saturday mornings are worked as required and this time is paid as overtime. The effect is ‘cost neutral’ as the basic day is longer [07:00 – 16:00] so less overtime is worked with a 06:00 start and 18:00 cut-off time. The number of basic hours and overtime hours worked, works out the same as a 10 day fortnight; it is just the pattern of these hours that alters. The day off is no different to a Saturday or Sunday and should we need someone in, we ring around those available and call someone in, although thankfully this has been on rare occasions recently; we don’t have anyone on ‘standby’.

To introduce such a working pattern we would discuss any changes with the workforce and propose working hours that met the business needs [that’s a given!] and then promote the benefits of alternative 3 day weekends compared with having to get up earlier, or work a little later, on the other 9 days.” (Martin Shilling Witham 3rd IDB)

Originally the Office staff at Manby started with the 9 day fortnight of which I did not have any involvement in implementing. The way the Direct Labour Operatives, (DLO) work is as follows:

*76 hours are worked over a two week period, of which 8.5 hours are worked each day except the Friday of the 1st week in which 8 hours are worked. The Friday of the second week is deemed as the tenth day in which no one is in work. If the need arose where men were required to work or were on a training course on the tenth day then they would have to take the hours off sometime the following week by mutual agreement. Neither Standby nor Call Out is paid on the 10th day in normal working hours. In weedcutting season the Friday, (Original 10th day), is worked at time and half and the Saturday is not worked. The only difference in working arrangements between the DLO and the office staff at Manby is that the office staff are split into two teams i.e half in work one Friday and the other half in work the following Friday. **(Neville Campling Lindsey Marsh IDB)***

*“The 9 day fortnight reduces the ‘odd days’ off sick, helps to create a better work life balance and also lifts the morale of the workforce.”**(Tony May Cope Health and Safety Consultant)***

Recommendations of the officers

It is the recommendation of the officers that the proposals for the 9 day fortnight be pursued, following the approval of the Executive Committee, with the following actions being undertaken;

1. Send this report to all employee's for consultation for four weeks starting 18th May 2016. Request all responses, to be kept confidential, by the latest 14th June 2016 indicating whether they are in favour or otherwise with any comments they wish to make.
2. All comments and vote count will be presented to the Board at the meeting on 15th June for a final decision.
3. Assuming a positive decision this will be implemented from the commencement of the cutting season on Monday 18th July allowing a 4 week notice of a change in working hours to be issued to employees.

Section 1 - The Annual Governance Statement

Introduction

- 1.1 The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.
- 1.2 This guide represents the proper practices in relation to accounts that smaller authorities need to follow in preparing their annual governance statement.
- 1.3 The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.
- 1.4 Smaller authorities prepare their annual governance statement by completing Section 1 of the annual return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer 'Yes' or 'No'. This guide follows the order of Section 1 of the annual return and sets out the actions that authorities need to have taken either during the financial year or after the financial year-end to answer 'Yes' to each assertion.
- 1.5 The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example a reference in a set of formal minutes.
- 1.6 If an authority is not able to respond 'Yes' to any assertion, it needs to provide an explanation to the external auditor on a separate sheet describing how the authority will address the weaknesses identified.
- 1.7 To assist practitioners, a pro-forma annual return is available alongside this guide.

Annual Governance Statement assertions

Assertion 1: Financial management and preparation of accounting statements

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.8 **Budgeting.** The authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial

year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long term commitments.

- 1.9 **Accounting records and supporting documents.** All authorities, including parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions, and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the annual return need to agree to the underlying records.
- 1.10 **Bank reconciliation.** Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end, and reviewed by members of the authority.
- 1.11 **Investments.** Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements are invested appropriately, in accordance with an approved strategy which needs to have regard to DCLG's statutory Guidance on local government investments. If total investments are to exceed £500,000 at any time during a financial year an authority needs to produce and approve an annual Investment Strategy in accordance with the DCLG guidance.
- 1.12 **Statement of accounts.** The authority needs to ensure that arrangements are in place to enable preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices.
- 1.13 Supporting information on financial management and preparation of accounting statements can be found in Section 5.

Assertion 2: Internal Control

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

In order to warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.14 **Standing Orders and Financial Regulations.** The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the manner in which tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.
- 1.15 **Safe and Efficient Arrangements to Safeguard Public Money.** Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts.
 - 1.15.1 Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that that it falls within the scope of this guidance.
 - 1.15.2 Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs (see paragraph 1.9 above).
 - 1.15.3 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.4 to 1.15.7 of this guide.
 - 1.15.4 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve

any decisions to enter into 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.

- 1.15.5 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account.
 - 1.15.6 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.
 - 1.15.7 Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.
- 1.16 **Employment.** The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.
- 1.17 **VAT.** The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.
- 1.18 **Fixed Assets and Equipment.** The authority's assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.
- 1.19 **Loans and Long Term Liabilities.** Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.
- 1.20 **Review of effectiveness.** Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.
- 1.21 Supporting information on internal control can be found in Section 5.

Assertion 3: Compliance with laws, regulations and proper practices

We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.

In order to warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.22 **Acting within its powers.** All authorities' actions are controlled by statute. Therefore, appropriate decision making processes need to be in place to ensure that all activities undertaken fall within an authority's powers to act. In particular authorities need to have robust procedures in place to prevent any decisions or payments being made that are *ultra vires*, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making.
- 1.23 **General power of competence.** In particular an authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.
- 1.24 **Regulations and proper practices.** Procedures need to be in place to ensure that an authority's compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015.
- 1.25 **Actions during the year.** An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.
- 1.26 Supporting information on compliance with laws, regulations and proper practices can be found in Section 5.

Assertion 4: Exercise of public rights

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

In order to warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year's annual return¹:

- 1.27 **Exercise of public rights.** The authority provided for the exercise of public rights set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published, including on the authority's website or other website:
- Sections 1 and 2 of the annual return;
 - a declaration that the status of the statement of accounts is 'unaudited'; and
 - a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights.
- 1.28 **External Auditor's Review.** A notice of the conclusion of the external auditor's limited assurance review of the annual return, together with relevant accompanying information, was published (including on the authority's website or other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015.
- 1.29 A parish meeting may meet the publication requirements by displaying the information in question in a conspicuous place in the area of the authority for at least 14 days.
- 1.30 Supporting information on the exercise of public rights can be found in Section 5.

¹ If the annual return referred to is that for 2014/15 (in the case of voluntary application of this guide to the annual return for 2015/16), the relevant legislation was the Audit Commission Act 1998 and the Accounts and Audit (England) Regulations 2011.

Assertion 5: Risk Management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

- 1.31 **Identifying and assessing risks.** The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 1.32 **Addressing risks.** Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.
- 1.33 Supporting information on risk management can be found in Section 5.

Assertion 6: Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.34 **Internal audit.** The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes taking into account internal auditing guidance for smaller authorities.
- 1.35 **Provision of information.** The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required.
- 1.36 Non-statutory guidance on internal audit can be found in Section 4.

Assertion 7: Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

1.37. To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.

1.38. Supporting information on reports from auditors can be found in Section 5.

Assertion 8: Significant events

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

1.39. **Significant events.** The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.

1.40. Supporting information on significant events can be found in Section 5.

Assertion 9: Trust Funds (local councils only)

Trust funds (including charitable). In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

1.41. Where a local authority acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit. This is notwithstanding the fact that the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its annual return (see paragraph 2.30 below).

1.42. Supporting information on trust funds can be found in Section 5.

Approval process

- 1.43. The authority needs to approve the annual governance statement by resolution of members of the authority meeting as a whole, in advance of the authority approving the accounting statements in Section 2 of the annual return. The Chair of the meeting and the Clerk need to sign and date the annual governance statement and a minute reference entered.

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

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 highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

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

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority 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 2016.

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' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

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 2016, that:

	Agreed		‘Yes’ means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
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 this smaller authority 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 gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this smaller authority 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 accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
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 this smaller authority 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.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for


Enter name of
smaller authority here:

BLACK SLUICE INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	693,171	1,014,228	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. (+) Precept or Rates and Levies	1,994,798	2,022,498	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,007,895	626,877	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	966,511	984,498	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	1,715,125	1,549,692	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,014,228	1,129,413	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	1,164,433	1,123,410	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 long term investments and assets	5,080,536	5,216,030	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

22/04/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

15/06/2016

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

15/06/2016

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

BLACK SLUICE INTERNAL DRAINAGE BOARD

Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (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).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

BLACK SLUICE INTERNAL DRAINAGE BOARD

This smaller authority'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 2016.

Internal audit has been carried out in accordance with this smaller authority'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 control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates 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 petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's 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 or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

See Annual Internal Audit Report

Name of person who carried out the internal audit DAVID GOWING

Signature of person who carried out the internal audit *D. Gowing* Date 27/04/2016

*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 2015/16 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 work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the 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 tell the external auditor about any change of 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 smaller authority 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 2 on page 3**). 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 3**. 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 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. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist - No answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

**BLACK SLUICE INTERNAL DRAINAGE BOARD
RISK REGISTER**

Objectives	Ref	Risk	Risk Score	Gaps in control	Action Plan
To provide and maintain standards of sound needs based sustainable flood protection.	1.1	Being unable to prevent flooding to property or land	3		
	1.2	Loss of Electricity Supply	3		
	1.3	Pumps failing to operate	3		Maintenance
	1.4	Watercourses being unable to convey water	2		Maintenance
	1.5	In operating machinery to maintain watercourses	2		Training
	1.6	Claims from third parties for damage to property or injury	4		
	1.7	Loss of senior staff	2		
	1.8	Insufficient finance to carry out works	2		
	1.9	Reduction in staff performance	2		
	1.10	Insufficient staff resources	2		Review
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
	2.2	Non delivery of objectives	2		BAP
To provide a 24 hour/365 day emergency response for the community	3.1	Emergency Plan inadequate or not up to date	1		Review
	3.2	Insufficient resources	2		Review
	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
	4.2	Not complying with Health and Safety legislation	3		Consultant
To maintain financial records that are correct and comply with all recommended accounting practice.	5.1	Loss of cash	1	None	
	5.2	Loss of money invested in building societies and banks	2	None	
	5.3	Fraud by senior officers	1	None	
	5.4	Risk of Inadequacy of Internal Checks	2		
To ensure that all actions taken by the Board comply with all current UK and EU legislation	6.1	Board members in making decisions	1		
	6.2	Not complying with all employment regulations and laws	2		
A cost efficient IDB that provides a Value for Money service.	7.1	Not collecting sufficient income to fund expenditure	1		Accounts
	7.2	IDB abolished or taken over	1		
Information Technology and Communications	8.1	Loss of telemetry	2		Maintenance
	8.2	Loss of telephone Communications	1		
	8.3	Loss of Internet Connection	2		
	8.4	Network Failure	3		
	8.5	Cyber Attack	4		
	8.6	Network Security Breach	2		
	8.7	Virus on Network	2		
	8.8	Loss of accounting records	2	None	
	8.9	Loss of rating records	2	None	

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 15th June 2016

AGENDA ITEM No 10

Boston Barrier Update

Listed below are a series of questions where Board members have requested specific answers, Adam Robinson the Boston Barrier Project Manager from the Environment Agency (EA) and the Chief Executive have discussed these and jointly responded with these answers:-

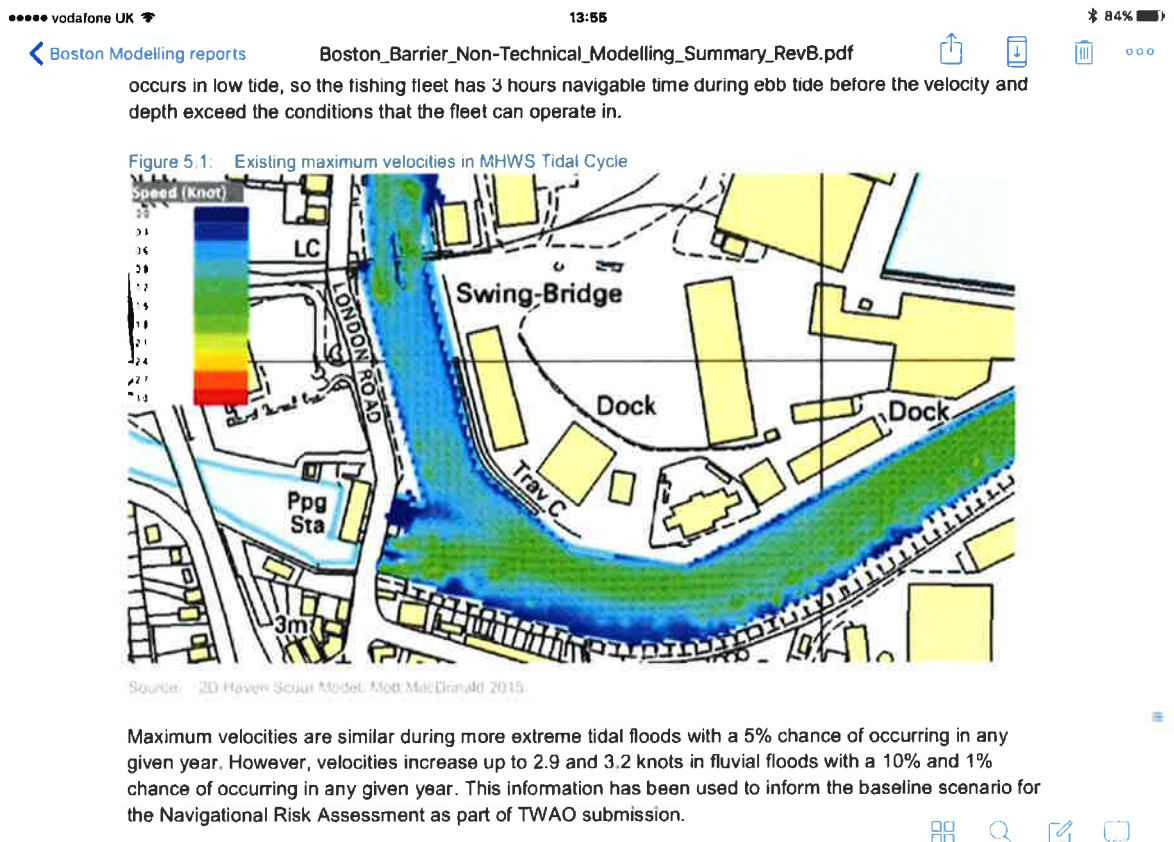
1) **What are the fluvial restrictions during construction?**

The narrowing of The Haven during construction is predicted to cause less than 0.10m increase in the water level upstream of the Barrier during fluvial flood events. Consequently the model predicted no significant change in fluvial flood risk in the Boston area because the water level remains below the banks.

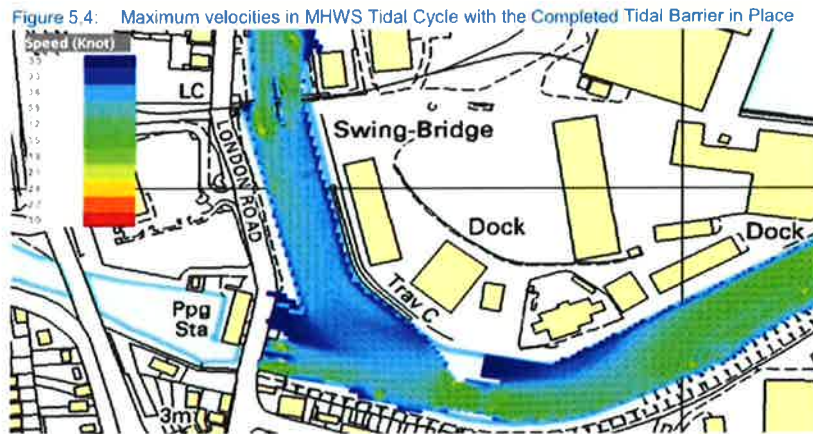
2) **What are the fluvial restrictions following completion?**

The Barrier was found to cause less than 0.10m increase in The Haven water levels upstream of the Barrier, this causes the Black Sluice sluices to remain closed for up to an additional 40 minutes in a 1% AEP event (1 in 100 year event, Annual Exceedance Probability event) with less than 0.04m water level increase in the South Forty Foot Drain (SFFD) levels (0.06m increase in the Lower Witham levels).

Existing fluvial flows:-



Proposed fluvial flows:-



Source: 2D Haven Scour Model, Mott MacDonald 2015.

With the Barrier in place, the main flow path is realigned to the right bank. There is a small eddy zone on the inside left of the proposed barrier during fluvial flood events that occupies approximately 20% of the width of the barrier opening (blue streamlines on north side of Barrier in Figure 5.5). The health and safety hazard associated with these areas if faster flowing and swirling waters are considered in the accompanying Safety Plan for the Barrier.

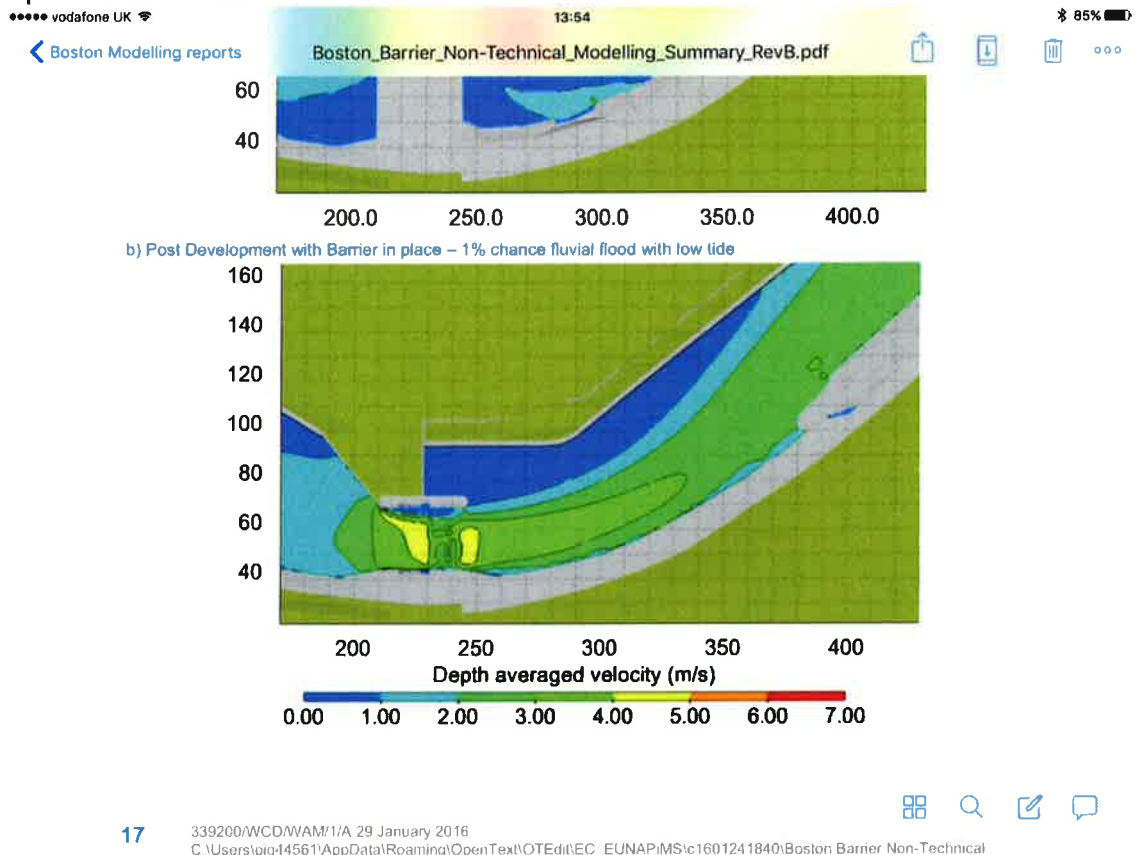
Figure 5.5: Eddy current and flow speeds in knots for the 10% chance fluvial event post development



3) Concerns relating to sediment deposition around the SFFD outfalls (both the pumping and gravity outfalls), between the SFFD outfall and the Barrier and around the Barrier opening area?

The fluvial flow diagram below shows the area around the Barrier during a 1% AEP fluvial flood at low tide. Due to the design techniques and installation of ruffles the bed level flow velocities are increase resulting in reduced sediment deposition.

The areas between the SFFD outfall and the Barrier will be completely desilted as part of the construction works.



4) Confirmation of a desilting regime post barrier construction?

The Port of Boston (PoB) will continue to monitor silt deposits within the Haven and remove where necessary, PoB currently hold a license to remove (if required) up to 60,000 tonnes of silt per annum, PoB generally remove 28,000 tonnes of sediment per year from various locations.

5) BSPS staff involvement with the Barrier control operations?

A 5 year operational and maintenance management contract will initially be agreed with the contractor, therefore there will be some engagement from BSPS staff. This will include a managed handover to the EA to ensure staff are suitably trained in managing and maintaining the Barrier.

6) When will the Barrier be raised?

The Barrier will be raised when a tide/tidal surge of +5.10m Above Ordnance Datum (AOD) is predicted, the Barrier will then be opened again as soon as practical (when the water levels are similar/balanced on both sides of the Barrier). NB; using predicted tide heights the Barrier would not be raised throughout 2016.

7) How far down the Haven do the concrete protection walls go?

The concrete protection walls are being constructed from the Barrier to the Maud Foster (north bank) and Western Power Distribution site (south bank). The walls are being constructed to a height of +7.55m AOD (this is a forecast defence level in 100 years and it is more costs efficient today to construct to this level due to standard steel pile lengths).

NB; the earth banks down towards the mouth of the Haven have been surveyed and any low sections are being raised to +6.35m OAD as part of the Boston Combined Strategy. This work is being planned for construction through 2017/18. Both BSIDB & W4thDB are in negotiations with the EA to complete these works within our Public Sector Co-Operation Agreements (PSCA).

Ian Warsap
Chief Executive

ASSOCIATION OF DRAINAGE AUTHORITIES

LINCOLNSHIRE BRANCH

Minutes of a Meeting of the Branch held at The Inn, Woodhall Spa on Thursday 18th February 2016.

Present:-

R Fletcher P Bateson	Vice-Chairman & Member – Witham First IDB Branch Secretary & Chief Executive, Witham 4th IDB	
Black Sluice	K Casswell I Warsap	Vice Chairman Chief Executive
Lindsey Marsh	A McGill D Sisson	Chief Executive Engineer
North Level	J Hoyles P Sharman	Chairman Chief Executive
North East Lindsey	L Grooby T Vessey	Member Chief Executive
South Holland	D Worth S Markillie	Chairman Vice Chairman
Welland & Deeping	T Purllant Mrs K Daft	Chairman Chief Executive
Witham First, Witham Third And Upper Witham	F Myers P Gilbert Mrs J Froggatt M Shilling Ms S Ireland	Chairman (UW) Member (W1) Chief Executive Operations Manager Environment Officer
Witham Fourth	J Grant R Leggott B Bowles A Carrott M Redding	Chairman Member (also Black Sluice) Member Engineering Manager Environmental Officer
Lincolnshire CC	D Hickman M Harrison	Environment Commissioner Commissioning Officer
Environment Agency	Ms K Samms I Russell	PSO Advisor Partnerships Manager
<i>Guests:</i> ADA	I Thomson	Chief Executive

1. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Duncan Worth, the new Chairman of the Welland & Nene Branch to his first joint Branch meeting, and he also paid tribute to John Hoyles who was stepping down after 3 years in the role. He also welcomed Innes Thomson ADA's Chief Executive to the meeting.

2. APOLOGIES

The Secretary reported apologies for absence from Mr H Cator (ADA) and Mrs D Campbell, B Thornely (EA), and the following branch members:

Lincolnshire Branch	Welland & Nene Branch	
Mr I Benn (Ancholme)	Miss S Ablett,	S Ayers,
Mr P Bedford, Mr D Withnall (Black Sluice IDB)	W Branton,	R Hill,
Mr P Pridgeon, G Crust (Lindsey Marsh)	G Lankfer,	N Morris,
Mr J Hargreaves (NE Lindsey)	E Poll,	P Reilly,
Mr P Camamile, (South Holland)	M Sly,	D Thomas
Mr D Branton, Mr N Morris (Well. & Deepings)	I Smith	K Vines
Mr P Hoyes (Witham Third)		
Mr P Richardson (Witham Fourth)		
Mr P Tame (NFU).		

3. MINUTES

The Minutes of the Meeting held on 18th June 2015 were confirmed as accurate and signed by the acting Chairman.

4. MATTERS ARISING

There were no matters arising that were not already covered by the Agenda.

5. LINCOLNSHIRE FLOOD RISK and DRAINAGE MANAGEMENT PARTNERSHIP

David Hickman gave a brief presentation on Partnership Developments covering 3 areas:

- The local government funding settlement was not as bad as feared but LCC will still have to save £40M over 4 years and this will have an impact on front line services,
- The Greater Lincolnshire Local Enterprise Partnership (GLLEP) has agreed the Water Management Plan for Greater Lincolnshire and there are two bids in for EU funding as a result of this plan, Wrangle Sea Banks and the Haven Works in Boston.
- The Common Works Programme (CWP) had recently been finalised and will be presented to RFCC in April in the hope that 2016/17 will be the first year that the CWP would be able to influence the local choices decision making process.
- Devolution progress had gone very quiet but is now gathering pace. Some deals have been agreed but these lack detail and more work is required. The Lincolnshire devolution paper included the desire for IDBs to extend their areas.

Questions were asked about timescales and the fact that ratings lists are needed for any IDB boundary changes. Matt Harrison then presented on the subject of the CWP and was well received. Jane Froggatt asked that the strategy group be made aware that water companies had indicated that they would sign off suds as the suds adopting body which was a welcome step.

6. REPORT FROM THE ENVIRONMENT AGENCY

In Deborah Campbell's absence, Katherine Samms gave a brief overview of developments at the EA.

- The 6 year capital investment programme was progressing well but there were several IDB projects in the current year where funds had not yet been drawn down. Due to an additional allocation of funding from central government, this means that local levy can be reduced and all schemes with a cost benefit ratio of >1 will be supported.
- The EA Maintenance programme has now been confirmed and it will not reduce in real terms over the next 5 years.
- There will be a meeting of Partners on 29 February to take forward the issue of unfunded watercourses and the results of this will be circulated.
- The Black Sluice catchment works project has a steering group led by Robert Caudwell and discussions are progressing.

There was a plea from John Hoyles that where IDBs are working for the EA, that instructions for work needed to happen much earlier, ideally 2 years in advance to help IDBs plan resources.

The Branch Secretary said that a recent RFCC meeting had highlighted that only around 50% of funding for IDB schemes in the current year programme, had been drawn down. Feedback from IDBs suggested that this may be down to outstanding approval from EA teams or delays in getting cash paid out.

7. REPORT FROM NATIONAL ADA

ADA Chief Executive Innes Thomson began by thanking John Hoyles for his support as an ADA Director and he welcomed Duncan Worth as the new Chairman of the Welland & Nene Branch. He then gave a national update:

- ADA are trying to be consistent with the messages they are giving out to Government and stakeholders and all Clerks/Chief Executives had been copied in,
- ADA's view is that the EA's Capital and Maintenance spend is out of kilter and both need to be long term plans,
- However, there is no new money and both need to come from the same pot. The solution is to look for new sources such as EU funding and extending IDB boundaries,
- Karen Daft is working with Defra on behalf of ADA to look at the issue of ratings,
- ADA are also getting assistance from individuals about water transfer and abstraction licenses,
- A process for succession has been agreed for the new ADA chairman by 2017 and ahead of shortlisting, 6 good applications have been received,
- The Somerset Rivers Authority (SRA) has received £1.7m of funding through a special 1.25% increase in Council Tax across Somerset, in addition to the existing 2% rate cap. This is being referred to as a 'shadow precept' and will appear as a separate line on council tax bills,
- There has been quite a lot of media coverage following a press release covering the ADA report to Oliver Letwin,
- Flood Ex is now set for 18 and 19 May 2016 and entry will be free,
- The ADA Conference is set for 17 November 2016

ADA TECHNICAL & ENVIRONMENTAL COMMITTEE:

David Sisson gave a summary of the last meeting on 12 Jan 2016 which had discussed:

- H&S issues were covered by Ian Benn
- Water voles
- Eels and eel regulations
- Public Sector Co-operation Agreements (Ian Russell presented this)
- Several work streams had been identified by the committee for delivery by its members including:
 - Policy
 - PSCA reviews
 - Water transfer licenses
 - Biodiversity
 - Review of 2015/16 floods

ADA POLICY & FINANCE COMMITTEE:

Jane Froggatt updated Branch members on the last meeting on 12 Jan 2016 which included:

- An update from Defra
- A Review of National flood resilience
- New & expanded IDB areas
- NAO requirements
- New practitioners guide
- The transparency code
- IDB audit regime

- Several work streams had been identified by the committee for delivery by its members including:
 - Business Plan update
 - Review of IDB advertising requirements
 - Ratings / Local Finance
 - PSCA (including De-maining and Asset Transfers)
 - Audit/Governance/Training

8. REPORTS FROM BRANCH COMMITTEES

i) Pay and Conditions Advisory Committee

Karen Daft, Committee Secretary informed the Branch that a second meeting was held with the union and a 1% pay rise had been offered. The union held a second ballot but this was not complete. No progress had therefore been made.

The Branch Secretary urged the committee, through Karen, to resolve the current pay negotiations and to consider the 2016/17 year. Jane Froggatt supported this and felt that all Boards should follow the white book.

ii) Lincolnshire Show Committee

In the absence of Peter Richardson the Committee Chairman, Andy Carrott said the plans for the show were going well. A Vice-Chairman was needed as the Chairman had been unable to attend the last meeting. The Committee is keen to change the layout of the stand to make it more accessible to visitors. The ADA Lincolnshire Branch were also attending a new event at Easter 2016 at the showground aimed at farmers and their families

iii) Environment Committee

Sam Ireland reported as Environment Secretary that the last meeting was fun and included a presentation by the GLNP on nature tourism and Marie Taylor from Hull Institute of Fisheries. Copies of the water vole handbook were also handed out. She also informed members that the next meeting of the committee would be on 16 March 2016 in Horncastle.

Martin Redding then made a short presentation about a 3 year project his Board (W4IDB) is doing with the Hull Institute of Fisheries Management regarding eels. 2 pumping stations have been surveyed and initial results are good showing that nearly all of the eels passing through diesel pumps, do so unscathed.

The Branch Secretary said that recent conversations with the Chemicals Regulation Directorate (CRD) had led to a pathway for Dr Newman to apply to do trials in the UK for Flumioxazin. As this required a cash injection of £3-4K, Boards would now be asked for their pledged £500 contribution towards this application. Those Boards present confirmed that this was acceptable. Ian Warsap noted that when clearing out 23 barn owl boxes in early February that there were 5 nesting birds already sat on eggs.

9. ANY OTHER BUSINESS

Members asked Innes Thomson about the intended name change and whether or not "drainage" would remain part of what ADA do. He confirmed that the ADA logo would remain unchanged but that a slightly longer strap line referring to what ADA does rather than who we are, would be put to the ADA Board in March.

Next meeting:

AGM on Thurs 28th April in Boston

----- Chairman ----- Date

Black Sluice Internal Drainage Board

Printed on 02/06/2016 at 10:48 by DW
From 01/02/2016 To 29/02/2016

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/02/2016 To 29/02/2016

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALL002	03/02/2016	Payment	P11	Bacs	-760.00	FF Allsopp & Co. Ltd
DAW001	03/02/2016	Payment	P11	Bacs	-23148.00	Dawson Construction Plant Hire
ANG002	05/02/2016	Payment	251092	Bacs	-57.36	Anglia Bearing Company
BOC001	05/02/2016	Payment	3034197373	Bacs	-85.66	BOC
BUS002	05/02/2016	Payment	BO194911	Bacs	-22.85	B A Bush & Son Ltd
CAJ001	05/02/2016	Payment	53291	Bacs	-201.01	C & J Supplies
CAR002	05/02/2016	Payment	40405	Bacs	-184.19	J Carr & Son
CEM001	05/02/2016	Payment	3008402782	Bacs	-74.40	Cemex UK Materials Ltd
CLA001	05/02/2016	Payment	60199	Bacs	-150.00	Frank Clayton & Son Ltd
COP002	05/02/2016	Payment	INV-37503	Bacs	-134.52	Cope Safety Management Ltd.
DRA005	05/02/2016	Payment	89225	Bacs	-949.51	DBAS Ltd
FIS002	05/02/2016	Payment	2001774	Bacs	-1053.61	Fisher German LLP
HAI001	05/02/2016	Payment	159291-1	Bacs	-57.28	Gary Haines Ltd
HAR001	05/02/2016	Payment	23135740	Bacs	-775.93	TC Harrison JCB
HBP001	05/02/2016	Payment	SIN038524	Bacs	-1620.00	HBP Systems Ltd
HUT001	05/02/2016	Payment	H 21873	Bacs	-6.00	Hutsons Signs
INL001	05/02/2016	Payment	2015-P10	Bacs	-13941.02	HM Revenue & Customs
JAC001	05/02/2016	Payment	1/B/01015	Bacs	-34.08	Jackson Building Centres
KIO001	05/02/2016	Payment	SIP-1191950	Bacs	-41.55	Kiowa Ltd
LIN002	05/02/2016	Payment	10013969	Bacs	-19925.61	Lincolnshire C C Pension Fund
MOT001	05/02/2016	Payment	BTT110809	Bacs	-28.93	Motor Parts Direct Limited
NOT001	05/02/2016	Payment	83648/2	Bacs	-54.00	P G & C Nottingham
POP001	05/02/2016	Payment	2170	Bacs	-15549.60	B Pope and Sons Ltd
PRU001	05/02/2016	Payment	2015-P10	Bacs	-100.00	Prudential
ROS001	05/02/2016	Payment	414212	Bacs	-120.00	Rosendaes Ltd
SCA001	05/02/2016	Payment	2016- 1019	Bacs	-5662.80	Scarborough Nixon Associates
UNI001	05/02/2016	Payment	2015-P10	Bacs	-124.25	Unison
WIT001	05/02/2016	Payment	INV02985	Bacs	-443.52	Witham Fourth IDB

Account	Date	Type	Ref 1	Ref 2	Value	Details
W00001	05/02/2016	Payment	964978	Bacs	-135.80	Woodco Business Machines
AFC	19/02/2016	Payment	1351	Bacs	-3320.40	A & F Consulting Engineers LLP
ASH001	19/02/2016	Payment	13921805	Bacs	-126.00	Asthead Plant Hire Co Ltd
BOS002	19/02/2016	Payment	24382	Bacs	-471.60	Boston Commercial Cleaners Ltd
BOS013	19/02/2016	Payment	0389	Bacs	-330.00	Boston Shotblasting Services
BRI001	19/02/2016	Payment	VP98757170 Q063HD	Bacs	-1501.03	British Telecom
CEF001	19/02/2016	Payment	BOS/194764	Bacs	-90.63	CEF (Boston)
CEM001	19/02/2016	Payment	3008435085	Bacs	-901.87	Cemex UK Materials Ltd
CEN002	19/02/2016	Payment	SQU015533	Bacs	-296.32	Centre Tank Services Ltd
CON006	19/02/2016	Payment	93596	Bacs	-967.01	Contego Safety Solutions
CRP001	19/02/2016	Payment	CRPS/BSLUICE/FEB16	Bacs	-40.00	C & R Property Services
DRA005	19/02/2016	Payment	89330	Bacs	-59.40	DBAS Ltd
ELL002	19/02/2016	Payment	56350	Bacs	-122.26	Ellgia Ltd
EVE002	19/02/2016	Payment	01225757084	Bacs	-1095.20	Everything Everywhere
FEN001	19/02/2016	Payment	179446C	Bacs	-603.97	Fenland Fastenings
HAR001	19/02/2016	Payment	2314710	Bacs	-962.97	TC Harrison JCB
HIL002	19/02/2016	Payment	115175	Bacs	-320.67	Charles H Hill Ltd
INT002	19/02/2016	Payment	4900	Bacs	-447.60	InterLec
LAR001	19/02/2016	Payment	56083	Bacs	-43.02	Ray Larrington Hydraulics
LIN021	19/02/2016	Payment	4193	Bacs	-324.00	Lincolnshire Drainage Co. Ltd
LOC002	19/02/2016	Payment	60705642	Bacs	-567.00	Local World Ltd
PET002	19/02/2016	Payment	10361	Bacs	-84.00	Peter Smith Trailer Sales
ROS001	19/02/2016	Payment	417266	Bacs	-42.00	Rosendales Ltd
SAM001	19/02/2016	Payment	052064	Bacs	-48.00	SAMS
SCA001	19/02/2016	Payment	2016 - 1015	Bacs	-234.36	Scarborough Nixon Associates
SRP001	19/02/2016	Payment	CO90778	Bacs	-696.00	SRP Toilet Hire
SYS001	19/02/2016	Payment	100454	Bacs	-339.60	Systematic Print Management
TFM001	19/02/2016	Payment	218392	Bacs	-581.92	TFM Supplies
TRA002	19/02/2016	Payment	9146 AFD591	Bacs	-218.12	Travis Perkins Trading Co Ltd.
WIL005	19/02/2016	Payment	WCP 1191	Bacs	-1500.00	Wildlife Conservation Partners
LIN025	09/02/2016	Payment	P11	Bacs	-1152.00	Lincs Flood Defence
UKF001	01/02/2016	Payment	P11	Direct Deb	-328.65	UK Fuels Ltd
UKF001	08/02/2016	Payment	P11	Direct Deb	-464.82	UK Fuels Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
EON001	08/02/2016	Payment	P11	Direct Deb	-132.22	EON UK PLC
TOM002	11/02/2016	Payment	P11	Direct Deb	-174.24	TomTom
UKF001	15/02/2016	Payment	P11	Direct Deb	-259.75	UK Fuels Ltd
BRI005	18/02/2016	Payment	P11	Direct Deb	-51.88	British Telecom DD
BRI005	19/02/2016	Payment	P11	Direct Deb	-67.73	British Telecom DD
WOL001	22/02/2016	Payment	P12	Direct Deb	-17634.93	Woldmarsh Producers Ltd
UKF001	22/02/2016	Payment	P12	Direct Deb	-507.65	UK Fuels Ltd
BRI005	23/02/2016	Payment	P12	Direct Deb	-52.64	British Telecom DD
UKF001	29/02/2016	Payment	P12	Direct Deb	-380.87	UK Fuels Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments		
				Total Discounts	-122983.81	
				Total Adjustments		
				Total Refunds		
				Total	-122983.81	

Payments

Bacs	-102928.43	Cheque	Direct Deb	-20055.38	Chargecard
Bulk Bacs					

Adjustments

Disc		Contra SL			
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Refunds

Refund					
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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

Printed on 02/06/2016 at 10:49 by DW

From 01/03/2016 To 31/03/2016

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/03/2016 To 31/03/2016**

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALAA001	11/03/2016	Payment	503608	Bacs	-769.63	Alarmline Security Ltd
ANG101	11/03/2016	Payment	124541335 (Feb 16)	Bacs	-60.86	Anglian Water (Swineshead HQ)
ASH001	11/03/2016	Payment	14043801	Bacs	-691.20	Ashtead Plant Hire Co Ltd
ATK002	11/03/2016	Payment	15048002	Bacs	-84.67	Atkins Ltd
AXI001	11/03/2016	Payment	4188/16	Bacs	-1805.40	Axis Surveys Ltd
BOS002	11/03/2016	Payment	24465	Bacs	-448.02	Boston Commercial Cleaners Ltd
BOS003	11/03/2016	Payment	1949	Bacs	-127.36	Boston Engineering Supplies
BOS020	11/03/2016	Payment	278 15 16	Bacs	-1905.00	Boston & North Wash Training
CEF001	11/03/2016	Payment	BOS/195835	Bacs	-43.86	CEF (Boston)
CEM001	11/03/2016	Payment	3008480184	Bacs	-1538.66	Cemex UK Materials Ltd
CLA001	11/03/2016	Payment	60548	Bacs	-258.48	Frank Clayton & Son Ltd
COP002	11/03/2016	Payment	INV-37763	Bacs	-134.52	Cope Safety Management Ltd.
COU001	11/03/2016	Payment	2250	Bacs	-50.00	Country Gourmet
CRP001	11/03/2016	Payment	CRPS/B.SLUICE/11MAR	Bacs	-40.00	C & R Property Services
DOU001	11/03/2016	Payment	408659	Bacs	-5084.03	John W Doubleday Limited
DRA005	11/03/2016	Payment	89480	Bacs	-715.35	DBAS Ltd
ELL002	11/03/2016	Payment	57891	Bacs	-135.43	Elgia Ltd
EVE002	11/03/2016	Payment	01228862990	Bacs	-1090.45	Everything Everywhere
FEN001	11/03/2016	Payment	61438D	Bacs	-144.09	Fenland Fastenings
FOR002	11/03/2016	Payment	19174	Bacs	-18.79	Paul Ford Plumbing & Heating
GAD001	11/03/2016	Payment	21112176	Bacs	-900.00	GadARCH Design Services Ltd
GOW001	11/03/2016	Payment	IDB/0078	Bacs	-1028.75	Gowing Internal Audit Services
HAI001	11/03/2016	Payment	159579-I	Bacs	-488.89	Gary Haines Ltd
HAR001	11/03/2016	Payment	23136723	Bacs	-66.10	TC Harrison JCB
HBP001	11/03/2016	Payment	SIN038862	Bacs	-2080.80	HBP Systems Ltd
HIL002	11/03/2016	Payment	115581	Bacs	-110.03	Charles H Hill Ltd
INL001	11/03/2016	Payment	2015-P11	Bacs	-13982.53	HM Revenue & Customs
JAC001	11/03/2016	Payment	2/B/00912	Bacs	-44.20	Jackson Building Centres

Account	Date	Type	Ref 1	Ref 2	Value	Details
LAR001	11/03/2016	Payment	56337	Bacs	-52.80	Ray Larrington Hydraulics
LIN002	11/03/2016	Payment	2015-P11	Bacs	-19932.80	Lincolnshire C C Pension Fund
LIN025	11/03/2016	Payment	Asda Car Park PS	Bacs	-768.00	Lincs Flood Defence
MAR007	11/03/2016	Payment	1120	Bacs	-6660.00	Mark Whitehead Tree Services
MAS001	11/03/2016	Payment	SI003991	Bacs	-91.19	Mastenbroek Ltd
MAY001	11/03/2016	Payment	7934150	Bacs	-20329.20	Mabey Hire Services Ltd
NBS001	11/03/2016	Payment	8512	Bacs	-140.00	N B (Seed Processors) Ltd
ONE002	11/03/2016	Payment	02/03/16BLDB/DW	Bacs	-271.25	O'Neils Catering Services
PER002	11/03/2016	Payment	18337	Bacs	-358.73	Periam & Williamson Ltd
PRE001	11/03/2016	Payment	42348	Bacs	-1164.00	Premier Composites Ltd
PRU001	11/03/2016	Payment	2015-P11	Bacs	-50.00	Prudential
SCA001	11/03/2016	Payment	2016 - 1020	Bacs	-317.16	Scarborough Nixon Associates
SRP001	11/03/2016	Payment	CO92200	Bacs	-1128.00	SRP Toilet Hire
STA004	11/03/2016	Payment	P045165293	Bacs	-343.07	Stannah
TFM001	11/03/2016	Payment	219084	Bacs	-650.24	TFM Supplies
TOW001	11/03/2016	Payment	136330	Bacs	-179.25	Towergate Insurance
TRA002	11/03/2016	Payment	0458 AGR023	Bacs	-320.49	Travis Perkins Trading Co Ltd.
UNI001	11/03/2016	Payment	2015-P11	Bacs	-124.25	Unison
WIL006	11/03/2016	Payment	527210	Bacs	-749.76	Wilkin Chapman LLP
WIT001	11/03/2016	Payment	INV02991	Bacs	-312.24	Witham Fourth IDB
WIT002	11/03/2016	Payment	I00068603	Bacs	-1818.00	Witham Oil & Paint
WOO001	11/03/2016	Payment	965221	Bacs	-182.25	Woodco Business Machines
CEN002	11/03/2016	Payment	P12	Bacs	-1003.16	Centre Tank Services Ltd
RTS001	08/03/2016	Payment	P12	Bacs	-35.40	RT Supplies Ltd
ANG103	23/03/2016	Payment	103115564 (Mar 16)	Bacs	-15.85	Anglian Water (Black Hole PS)
ARC003	23/03/2016	Payment	926632025	Bacs	-1181.40	Arco Limited
ASS003	23/03/2016	Payment	20001337	Bacs	-291.00	Association of Accounting Tech
BOS003	23/03/2016	Payment	36518	Bacs	-11.76	Boston Engineering Supplies
BOS013	23/03/2016	Payment	0394	Bacs	-1590.00	Boston Shotblasting Services
CEF001	23/03/2016	Payment	BOS/196914	Bacs	-31.71	CEF (Boston)
CEM001	23/03/2016	Payment	3008537814	Bacs	-925.52	Cemex UK Materials Ltd
CLA001	23/03/2016	Payment	60769	Bacs	-286.30	Frank Clayton & Son Ltd
CRA001	23/03/2016	Payment	49963	Bacs	-24.71	Craven & Nicholas

Account	Date	Type	Ref 1	Ref 2	Value	Details
DON001	23/03/2016	Payment	DIN0006598	Bacs	-20.05	Donington Engineering Supplies
HAR001	23/03/2016	Payment	24621954	Bacs	-1035.48	TC Harrison JCB
JAC001	23/03/2016	Payment	3/B/00397	Bacs	-244.80	Jackson Building Centres
KIO001	23/03/2016	Payment	SIP-1197699	Bacs	-50.04	Kiowa Ltd
RIN001	23/03/2016	Payment	12258	Bacs	-378.00	Ringrose Law
SRP001	23/03/2016	Payment	CO93068	Bacs	-749.15	SRP Toilet Hire
STA004	23/03/2016	Payment	C045063785	Bacs	-197.66	Stannah
SWI001	23/03/2016	Payment	BN020337	Bacs	-36.00	Switch Electrical WholesaleLtd
TMC001	23/03/2016	Payment	15996	Bacs	-237.78	TMC Lifting
TOW001	23/03/2016	Payment	136546	Bacs	-69.75	Towergate Insurance
TRA002	23/03/2016	Payment	0458 AGR224	Bacs	-145.66	Travis Perkins Trading Co Ltd.
TUR001	23/03/2016	Payment	4-04193336	Bacs	-36.84	Turnbull & Co Ltd
WIT002	23/03/2016	Payment	100070115	Bacs	-2146.80	Witham Oil & Paint
CRO004	30/03/2016	Payment	P12	Bacs	-251.52	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-216.41	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-249.56	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-224.48	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-492.30	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-36.54	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-463.99	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-398.64	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-112.00	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-336.54	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-437.28	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-519.30	CROP LOSS
CRO004	30/03/2016	Payment	P12	Bacs	-1285.84	CROP LOSS
CRO004	30/03/2016	Payment	000210	Cheque	-87.11	CROP LOSS
CRO004	30/03/2016	Payment	000211	Cheque	-380.40	CROP LOSS
CRO004	30/03/2016	Payment	000212	Cheque	-20.96	CROP LOSS
CRO004	30/03/2016	Payment	000213	Cheque	-1000.00	CROP LOSS
BUS001	01/03/2016	Payment	P12	Direct Deb	-4996.44	British Gas Business
UKF001	07/03/2016	Payment	P12	Direct Deb	-452.29	UK Fuels Ltd
TOM002	10/03/2016	Payment	P12	Direct Deb	-174.24	TomTom

Account	Date	Type	Ref 1	Ref 2	Value	Details
UKF001	14/03/2016	Payment	P12	Direct Deb	-256.30	UK Fuels Ltd
BRI005	18/03/2016	Payment	P12	Direct Deb	-49.36	British Telecom DD
WOL001	21/03/2016	Payment	P12	Direct Deb	-6985.17	Woldmarsh Producers Ltd
UKF001	21/03/2016	Payment	P12	Direct Deb	-455.33	UK Fuels Ltd
BRI005	21/03/2016	Payment	P12	Direct Deb	-70.39	British Telecom DD
BRI005	23/03/2016	Payment	P12	Direct Deb	-47.84	British Telecom DD
UKF001	29/03/2016	Payment	P12	Direct Deb	-549.12	UK Fuels Ltd
BUS001	31/03/2016	Payment	P12	Direct Deb	-5536.36	British Gas Business
BUS001	31/03/2016	Payment	P12	Direct Deb	-3223.69	British Gas Business

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments		
				Total Discounts	-129844.00	
				Total Adjustments		
				Total Refunds		
				Total	-129844.00	

Payments

Bacs	-105559.00	Cheque	-1488.47	Direct Deb	-22796.53	Chargecard
Bulk Bacs						

Adjustments

Disc		Contra SL				
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Refunds

Refund						
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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

Printed on 02/06/2016 at 10:49 by DW

From 01/04/2016 To 30/04/2016

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/04/2016 To 30/04/2016**

Account	Date	Type	Ref 1	Ref 2	Value	Details
FLE001	04/04/2016	Payment	P01	Bacs	-4713.00	Fleet Sense Ltd
AFC	15/04/2016	Payment	1362	Bacs	-972.00	A & F Consulting Engineers LLP
ALA001	15/04/2016	Payment	503845	Bacs	-92.40	Alarmline Security Ltd
ANG002	15/04/2016	Payment	252838	Bacs	-78.91	Anglia Bearing Company
ASH001	15/04/2016	Payment	14157623	Bacs	-1360.83	Ashtead Plant Hire Co Ltd
ASS001	15/04/2016	Payment	BSIDB Floodex	Bacs	-520.00	Assoc. of Drainage Authorities
BLA001	15/04/2016	Payment	30-2112-9	Bacs	-214.29	Black Sluice IDB
BOC001	15/04/2016	Payment	3035156349	Bacs	-481.32	BOC
BOS002	15/04/2016	Payment	24551	Bacs	-471.60	Boston Commercial Cleaners Ltd
BOS014	15/04/2016	Payment	D0001788	Bacs	-9377.10	Boston Borough Council (Other)
CAR003	15/04/2016	Payment	28111859	Bacs	-882.60	Carrier Rental Systems
CEM001	15/04/2016	Payment	3008547179	Bacs	-150.74	Cemex UK Materials Ltd
CLA001	15/04/2016	Payment	60882	Bacs	-132.12	Frank Clayton & Son Ltd
COO003	15/04/2016	Payment	41871	Bacs	-132.00	Chris Cook Print
COP002	15/04/2016	Payment	INV-38062	Bacs	-134.52	Cope Safety Management Ltd.
CRP001	15/04/2016	Payment	CRPS/BSLUICE/APRIL.16	Bacs	-70.00	C & R Property Services
DOU001	15/04/2016	Payment	409500	Bacs	-102.52	John W Doubleday Limited
DRA005	15/04/2016	Payment	90105	Bacs	-129.71	DBAS Ltd
DSE001	15/04/2016	Payment	360	Bacs	-96.00	DS Engineering
DWW	15/04/2016	Payment	3845	Bacs	-952.40	DW Woods Landscaping Ltd
ELL002	15/04/2016	Payment	59420	Bacs	-112.32	Ellgia Ltd
EVA001	15/04/2016	Payment	IDB044	Bacs	-770.00	Noel Evans Window Cleaning
EVE002	15/04/2016	Payment	01231764372	Bacs	-1090.27	Everything Everywhere
FEN001	15/04/2016	Payment	180724C	Bacs	-81.47	Fenland Fastenings
FIS002	15/04/2016	Payment	2004070	Bacs	-1014.60	Fisher German LLP
HAI001	15/04/2016	Payment	159679-1	Bacs	-476.54	Gary Haines Ltd
HAL001	15/04/2016	Payment	Mr K Methley	Bacs	-202.00	David Hallgate Optometrist
HBP001	15/04/2016	Payment	SIN039191	Bacs	-1560.00	HBP Systems Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
HIL002	15/04/2016	Payment	116274	Bacs	-284.96	Charles H Hill Ltd
INL001	15/04/2016	Payment	2015-P12	Bacs	-14324.94	HM Revenue & Customs
INS002	15/04/2016	Payment	10014356	Bacs	-102.00	Institute of Leadership & Mngmnt
IRE001	15/04/2016	Payment	204642	Bacs	-582.48	Irelands Farm Machinery Ltd
JAC001	15/04/2016	Payment	3/B/01555	Bacs	-326.40	Jackson Building Centres
JWK001	15/04/2016	Payment	1768	Bacs	-336.00	JWK Agricultural Contractors
LAR001	15/04/2016	Payment	56606	Bacs	-176.73	Ray Larrington Hydraulics
LIN002	15/04/2016	Payment	2015-P12	Bacs	-20460.13	Lincolnshire C C Pension Fund
LIN007	15/04/2016	Payment	AGM 2016	Bacs	-440.00	Lincs ADA
MAR007	15/04/2016	Payment	1137	Bacs	-5400.00	Mark Whitehead Tree Services
OFF005	15/04/2016	Payment	SI884534	Bacs	-444.00	Office Furniture Online
ONE002	15/04/2016	Payment	16/03/2016DW/BSDB	Bacs	-97.50	O'Neils Catering Services
OVI001	15/04/2016	Payment	32152	Bacs	-40260.00	Ovivo UK Ltd
PEA001	15/04/2016	Payment	79004	Bacs	-296.38	Pearson Hydraulics Ltd
PET002	15/04/2016	Payment	10504	Bacs	-489.60	Peter Smith Trailer Sales
SWI001	15/04/2016	Payment	BN020847	Bacs	-120.24	Switch Electrical Wholesale Ltd
TFM001	15/04/2016	Payment	219473	Bacs	-229.81	TFM Supplies
THO001	15/04/2016	Payment	358439	Bacs	-1680.00	TFM Country Store
THR001	15/04/2016	Payment	6453	Bacs	-4170.00	Three Shires Ltd
TRA002	15/04/2016	Payment	9146 AFG092	Bacs	-271.01	Travis Perkins Trading Co Ltd.
UNI001	15/04/2016	Payment	2015-P12	Bacs	-124.25	Unison
WAT005	15/04/2016	Payment	5372	Bacs	-7800.00	Water-Lines Solutions
WIL006	15/04/2016	Payment	535698	Bacs	-1000.00	Wilkin Chapman LLP
WIT001	15/04/2016	Payment	INV03020	Bacs	-4200.00	Witham Fourth IDB
WOO001	15/04/2016	Payment	965430	Bacs	-285.39	Woodco Business Machines
ZEN001	15/04/2016	Payment	460084	Bacs	-469.56	Zenith Survey Equipment
HIT001	07/04/2016	Payment	P01	Bacs	-40153.50	Hitachi Construction Machinery
ANG102	29/04/2016	Payment	118822782 (April 16)	Bacs	-13.95	Anglian Water (Holland Fen PS)
ANG104	29/04/2016	Payment	100018276428	Bacs	-209.48	Anglian Water (Trade Effluent)
ASH001	29/04/2016	Payment	14212808	Bacs	-48.00	Ashtead Plant Hire Co Ltd
BOS004	29/04/2016	Payment	INV123261	Bacs	-358.54	Boston Crop Spayers Ltd
BOS018	29/04/2016	Payment	20094	Bacs	-208.00	Boston HGV Testing Station Ltd
CEM001	29/04/2016	Payment	3008620518	Bacs	-1159.04	Cemex UK Materials Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
CON006	29/04/2016	Payment	99334	Bacs	-863.22	Contego Safety Solutions
CRA001	29/04/2016	Payment	50126	Bacs	-14.00	Craven & Nicholas
DRA005	29/04/2016	Payment	91024	Bacs	-1470.91	DBAS Ltd
ENG001	29/04/2016	Payment	32635	Bacs	-13269.87	Engineering & Hire Ltd
GLE001	29/04/2016	Payment	3100	Bacs	-151.20	Glen Farrow Ltd
HBP001	29/04/2016	Payment	SIN039432	Bacs	-60.00	HBP Systems Ltd
HGV001	29/04/2016	Payment	VBCV109773	Bacs	-12.10	HGV Truck Parts
LIN002	29/04/2016	Payment	10018735	Bacs	-420.11	Lincolnshire C C Pension Fund
MAR007	29/04/2016	Payment	1143	Bacs	-6720.00	Mark Whitehead Tree Services
MEL001	29/04/2016	Payment	5316	Bacs	-2023.98	H Mell & Son Services Ltd
ORI001	29/04/2016	Payment	100910	Bacs	-1770.00	Oriel Systems Ltd
PEA001	29/04/2016	Payment	81283	Bacs	-45.60	Pearson Hydraulics Ltd
RUS002	29/04/2016	Payment	0326	Bacs	-36.00	Russfussuk Design
SIL002	29/04/2016	Payment	204496	Bacs	-420.00	Sills & Betteridge Solicitors
SYS001	29/04/2016	Payment	102006	Bacs	-55.20	Systematic Print Management
WOO001	29/04/2016	Payment	965630	Bacs	-115.77	Woodco Business Machines
ZEN001	29/04/2016	Payment	1008438	Bacs	-47.33	Zenith Survey Equipment
UKF001	04/04/2016	Payment	P01	Direct Deb	-527.90	UK Fuels Ltd
PIT001	08/04/2016	Payment	P01	Direct Deb	-507.20	Pitney Bowes Ltd
UKF001	11/04/2016	Payment	P01	Direct Deb	-577.34	UK Fuels Ltd
TOM002	12/04/2016	Payment	P01	Direct Deb	-174.24	TomTom
UKF001	18/04/2016	Payment	P01	Direct Deb	-342.04	UK Fuels Ltd
BRI005	19/04/2016	Payment	P01	Direct Deb	-50.00	British Telecom DD
BRI005	19/04/2016	Payment	P01	Direct Deb	-67.98	British Telecom DD
WOL001	20/04/2016	Payment	P01	Direct Deb	-16602.64	Woldmarsh Producers Ltd
UKF001	25/04/2016	Payment	P01	Direct Deb	-216.03	UK Fuels Ltd
BRI005	25/04/2016	Payment	P01	Direct Deb	-55.58	British Telecom DD
BRI005	25/04/2016	Payment	P01	Direct Deb	-209.85	British Telecom DD
BOS001	28/04/2016	Payment	P01	Direct Deb	-2635.00	Boston Borough Council (Rates)
BUS001	28/04/2016	Payment	P01	Direct Deb	-4689.84	British Gas Business
BUS001	28/04/2016	Payment	P01	Direct Deb	-9916.82	British Gas Business

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments		
				Total Discounts	-236960.90	
				Total Adjustments		
				Total Refunds		
				Total	-236960.90	

Payments

Bacs	-200388.44	Cheque	Direct Deb	-36572.46	Chargecard
Bulk Bacs					

Adjustments

Disc		Contra SL			
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Refunds

Refund					
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 Chief Executive

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 Finance Manager

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/05/2016 To 31/05/2016

Account	Date	Type	Ref 1	Ref 2	Value	Details
AFC	11/05/2016	Payment	1367	Bacs	-1330.80	A & F Consulting Engineers LLP
AGG001	11/05/2016	Payment	23055709	Bacs	-480.00	Aggregate Industries
AJE001	11/05/2016	Payment	33460	Bacs	-18948.00	Ajet Drain Services Ltd
ALA001	11/05/2016	Payment	504039	Bacs	-92.40	Alarmline Security Ltd
ANG002	11/05/2016	Payment	254036	Bacs	-53.37	Anglia Bearing Company
BOC001	11/05/2016	Payment	3035641040	Bacs	-183.36	BOC
BOS002	11/05/2016	Payment	24639	Bacs	-622.86	Boston Commercial Cleaners Ltd
CAR003	11/05/2016	Payment	28111884	Bacs	-608.52	Carrier Rental Systems
CEF001	11/05/2016	Payment	BOS/198442	Bacs	-143.47	CEF (Boston)
CEM001	11/05/2016	Payment	3008655886	Bacs	-1424.57	Cemex UK Materials Ltd
COP002	11/05/2016	Payment	INV-38233	Bacs	-134.52	Cope Safety Management Ltd.
CRP001	11/05/2016	Payment	CRPS/B.SLUICE/MAY16	Bacs	-40.00	C & R Property Services
DIC001	11/05/2016	Payment	2033	Bacs	-460.00	D & J Dickinson
DOU001	11/05/2016	Payment	409967	Bacs	-906.13	John W Doubleday Limited
DWW	11/05/2016	Payment	3881	Bacs	-952.40	DW Woods Landscaping Ltd
ELL002	11/05/2016	Payment	61028	Bacs	-163.82	Ellgia Ltd
FEN001	11/05/2016	Payment	181113C	Bacs	-195.22	Fenland Fastenings
FIR001	11/05/2016	Payment	16233	Bacs	-75.02	Malc Firth Landscapes Ltd
HAI001	11/05/2016	Payment	159835-1	Bacs	-99.12	Gary Haines Ltd
HAR001	11/05/2016	Payment	23138735	Bacs	-100.64	TC Harrison JCB
HGV001	11/05/2016	Payment	VBCV110913	Bacs	-15.56	HGV Truck Parts
INL001	11/05/2016	Payment	2016-P01	Bacs	-20736.66	HM Revenue & Customs
IRE001	11/05/2016	Payment	204924	Bacs	-4464.91	Irelands Farm Machinery Ltd
LAR001	11/05/2016	Payment	56717	Bacs	-56.29	Ray Larrington Hydraulics
LIN002	11/05/2016	Payment	2016-P01	Bacs	-20523.72	Lincolnshire C C Pension Fund
MAR007	11/05/2016	Payment	1149	Bacs	-5520.00	Mark Whitehead Tree Services
NOT001	11/05/2016	Payment	84335/2	Bacs	-96.54	P G & C Nottingham
RIN001	11/05/2016	Payment	13514	Bacs	-781.20	Ringrose Law

Account	Date	Type	Ref 1	Ref 2	Value	Details
SAM001	11/05/2016	Payment	053128	Bacs	-190.28	SAMS
SCA001	11/05/2016	Payment	2016-1071	Bacs	-3866.62	Scarborough Nixon Associates
SHO001	11/05/2016	Payment	SH530	Bacs	-624.00	SHOC Consultancy Ltd
TFM001	11/05/2016	Payment	220596	Bacs	-315.23	TFM Supplies
TOW001	11/05/2016	Payment	137480	Bacs	-42.38	Towergate Insurance
TRA002	11/05/2016	Payment	9146 AFH509	Bacs	-339.84	Travis Perkins Trading Co Ltd.
UNI001	11/05/2016	Payment	2016-P01	Bacs	-124.25	Unison
VIC001	11/05/2016	Payment	47494	Bacs	-18.00	Samual Vickers Ltd
WIT002	11/05/2016	Payment	I00073024	Bacs	-254.02	Witham Oil & Paint
CRO004	18/05/2016	Payment	P02	Bacs	-390.39	CROP LOSS
CRO004	18/05/2016	Payment	P02	Bacs	-1131.46	CROP LOSS
CRO004	18/05/2016	Payment	P02	Bacs	-237.83	CROP LOSS
CRO004	18/05/2016	Payment	P02	Bacs	-1989.57	CROP LOSS
CRO004	18/05/2016	Payment	P02	Bacs	-441.21	CROP LOSS
CRO004	18/05/2016	Payment	P02	Bacs	-67.07	CROP LOSS
CRO004	19/05/2016	Payment	P02	Bacs	-164.80	CROP LOSS
CRO004	19/05/2016	Payment	P02	Bacs	-52.79	CROP LOSS
CRO004	19/05/2016	Payment	P02	Bacs	-57.90	CROP LOSS
NAV001	20/05/2016	Payment	P02	Bacs	-9581.02	Navitron
HIT001	20/05/2016	Payment	P02	Bacs	-120460.50	Hitachi Construction Machinery
ALA001	26/05/2016	Payment	504227	Bacs	-216.00	Alarmline Security Ltd
ASH001	26/05/2016	Payment	14315824	Bacs	-841.22	Ashtead Plant Hire Co Ltd
BEE001	26/05/2016	Payment	12568	Bacs	-184.20	Beesons of Boston Ltd
BLU001	26/05/2016	Payment	19240	Bacs	-12.00	Blue Line Trailers
BOS004	26/05/2016	Payment	INV123597	Bacs	-110.00	Boston Crop Spayers Ltd
BOS020	26/05/2016	Payment	428 15 16	Bacs	-2462.00	Boston & North Wash Training
BR1001	26/05/2016	Payment	VP98757170 Q064L6	Bacs	-1603.38	British Telecom
CEF001	26/05/2016	Payment	BOS/199466	Bacs	-7.43	CEF (Boston)
CEM001	26/05/2016	Payment	3008701600	Bacs	-2092.62	Cemex UK Materials Ltd
CON006	26/05/2016	Payment	101078	Bacs	-369.14	Contego Safety Solutions
DOV001	26/05/2016	Payment	131	Bacs	-378.00	Dovecote Farming
EAS004	26/05/2016	Payment	ESF/SAC/16-17/01	Bacs	-306.00	Eastern Inshore Fisheries & Co
ENG001	26/05/2016	Payment	32868	Bacs	-7764.00	Engineering & Hire Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
EVE002	26/05/2016	Payment	01234491204	Bacs	-1148.25	Everything Everywhere
FLE001	26/05/2016	Payment	QB 2016-2879	Bacs	-4713.00	Fleet Sense Ltd
GUA001	26/05/2016	Payment	9080	Bacs	-470.00	Guardian Press
HGV001	26/05/2016	Payment	VBCV112049	Bacs	-150.07	HGV Truck Parts
INT002	26/05/2016	Payment	4947	Bacs	-2706.00	InterLec
IRE001	26/05/2016	Payment	205002	Bacs	-3489.60	Irelands Farm Machinery Ltd
JAC001	26/05/2016	Payment	5/B/00851	Bacs	-1392.92	Jackson Building Centres
KIO001	26/05/2016	Payment	SIP-1204654	Bacs	-145.63	Kiowa Ltd
MAY001	26/05/2016	Payment	7959082	Bacs	-3600.00	Mabey Hire Services Ltd
MOR003	26/05/2016	Payment	8911	Bacs	-2247.60	K L Morbey Fencing
NOT001	26/05/2016	Payment	84431/2	Bacs	-159.06	P G & C Nottingham
PET002	26/05/2016	Payment	10570	Bacs	-159.60	Peter Smith Trailer Sales
SYS001	26/05/2016	Payment	102727	Bacs	-55.20	Systematic Print Management
TOW001	26/05/2016	Payment	BLAC17VM01	Bacs	-300.31	Towergate Insurance
TUR001	26/05/2016	Payment	4-04195840	Bacs	-22.02	Turnbull & Co Ltd
UBI001	26/05/2016	Payment	587 997	Bacs	-497.33	Ubiquis UK Ltd
WEL005	26/05/2016	Payment	950	Bacs	-252.00	Welland & Deepings IDB
WIT002	26/05/2016	Payment	100073351	Bacs	-244.03	Witham Oil & Paint
ENV001	26/05/2016	Payment	P02	Bacs	-138276.00	Environment Agency
IRE001	11/05/2016	Payment	P02	Bacs	-203352.00	Irelands Farm Machinery Ltd
VOT001	11/05/2016	Payment	P02	Bacs	-9030.00	Votex
UKF001	03/05/2016	Payment	P02	Direct Deb	-369.29	UK Fuels Ltd
UKF001	09/05/2016	Payment	P02	Direct Deb	-484.39	UK Fuels Ltd
SWA001	09/05/2016	Payment	P02	Direct Deb	-103.88	Swalec
TOM002	12/05/2016	Payment	P02	Direct Deb	-174.24	TomTom
UKF001	16/05/2016	Payment	P02	Direct Deb	-691.16	UK Fuels Ltd
BR1005	18/05/2016	Payment	P02	Direct Deb	-50.11	British Telecom DD
BR1005	19/05/2016	Payment	P02	Direct Deb	-68.06	British Telecom DD
WOL001	23/05/2016	Payment	P02	Direct Deb	-11698.97	Woldmarsh Producers Ltd
UKF001	23/05/2016	Payment	P02	Direct Deb	-576.52	UK Fuels Ltd
BR1005	25/05/2016	Payment	P02	Direct Deb	-37.71	British Telecom DD

Black Sluice Internal Drainage Board Payments & Adjustments From 01/05/2016 To 31/05/2016

Account Date Type Ref 1 Ref 2 Value Details

Total Payments					
Total Discounts					<u>-622569.20</u>
Total Adjustments					
Total Refunds					
Total					<u>-622569.20</u>

Payments

Bacs	-608314.87	Cheque	Direct Deb	-14254.33	Chargecard
Bulk Bacs					

Adjustments

Disc		Contra SL			
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Refunds

Refund



Chief Executive



Finance Manager

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 15th June 2016

AGENDA ITEM No 12(b)

LIST OF CONSENTS

1. BYELAWS

The following byelaw consents have been issued by the Board since 12th February 2016:

2016/B07	Mr J W Brookes Sileni Towndam Lane Donington Spalding PE11 4TR	Erection of garden room & fencing BSIDB Drain 2/11 Grid Refs: 520539, 335064
2016/B08	PM & HL Chambers 33 Spalding Road Bourne PE10 0AT	Erection of security fence & hedge. BSIDB Drain 28/25 Grid Refs: 511491, 320836
2016/B09	Mr & Mrs D E Millyard The Cottage Red Lion Street Bicker Boston PE20 3DR	Erection of timber fence & gate BSIDB Drain 4/67 Grid Refs: 522601, 337481
2016/B10	Sarah Clyde 10 Archibald Walk Boston PE21 7TS	Erection of timber post and rail fence BSIDB Drain 11/12 Grid Refs: 5227571, 350817

2. CULVERTS

The following culvert consents have been issued by the Board since 12th February 2016:

2016/C01	Network Rail George Stephenson House Toft Green York North Yorkshire YO1 6JT	Extension to Network Rail culvert BSIDB Drain 2/34 Grid Refs: 519487, 335761
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2016//C02	Mr & Mrs C Genevic 109 London Road Boston PE21 7EZ	Piping & filling of ordinary w.c. Private Drain Grid Refs: 532247, 342435
2016/C03	Chestnut Homes Ltd The Old School Wragby Road Langworth Lincoln LN3 5BJ	Install temporary vehicle access. Private Drain Grid Refs: 532264, 341539
2016/C04	Chestnut Homes Ltd The Old School Wragby Road Langworth Lincoln LN3 5BJ	Install temporary vehicle access. Private Drain Grid Refs: 532367,341625
2016/C05	Lincolnshire County Council Unit 7, Witham Park South Waterside South Lincoln LN5 7JN	Installation of timber footbridge Board Drain 10/15 Grid Refs: 516144, 341759
2016/C06	Mr Lloyd Anderson Holly Cottage Fen Gate Moulton Chapel Spalding PE12 0XR	Piping & filling of ordinary w/c Private Drain Grid Refs: 518194, 328813
2016/C07	Chestnut Homes Ltd The Old School Wragby Road Langworth Lincoln LN3 5BJ	Installation of piped culvert BSIDB Drain: 6/23 Grid Refs: 532327,341600
2016/C08	Chestnut Homes Ltd The Old School Wragby Road Langworth Lincoln LN3 5BJ	Installation of piped culvert Ordinary Watercourse Grid Refs: 532362,341594

3. **DEVELOPMENT AGREEMENTS**

The following development agreements have been issued by the Board since 12th February 2016.

2016/D01	Marstons PLC Marstons House Brewery Lane Wolverhampton WV1 4JT	Discharge of surface water development Swineshead Road Grid Refs: 530470, 343077
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4. **TILE DRAINAGE APPLICATIONS**

The following tile drainage agreements have been issued by the Board since 12th February 2016.

2016/T01	V A Barker & Son Bottom Farm Dowsby Bourne PE10 0TX	3 Outfalls Drain 23/1 Grid Refs: 516145,328455
2016/T02 Amended	V A Barker & Son Bottom Farm Dowsby Bourne PE10 0TX	1 Outfall Drain 22/5 Grid Refs: 517531,329454

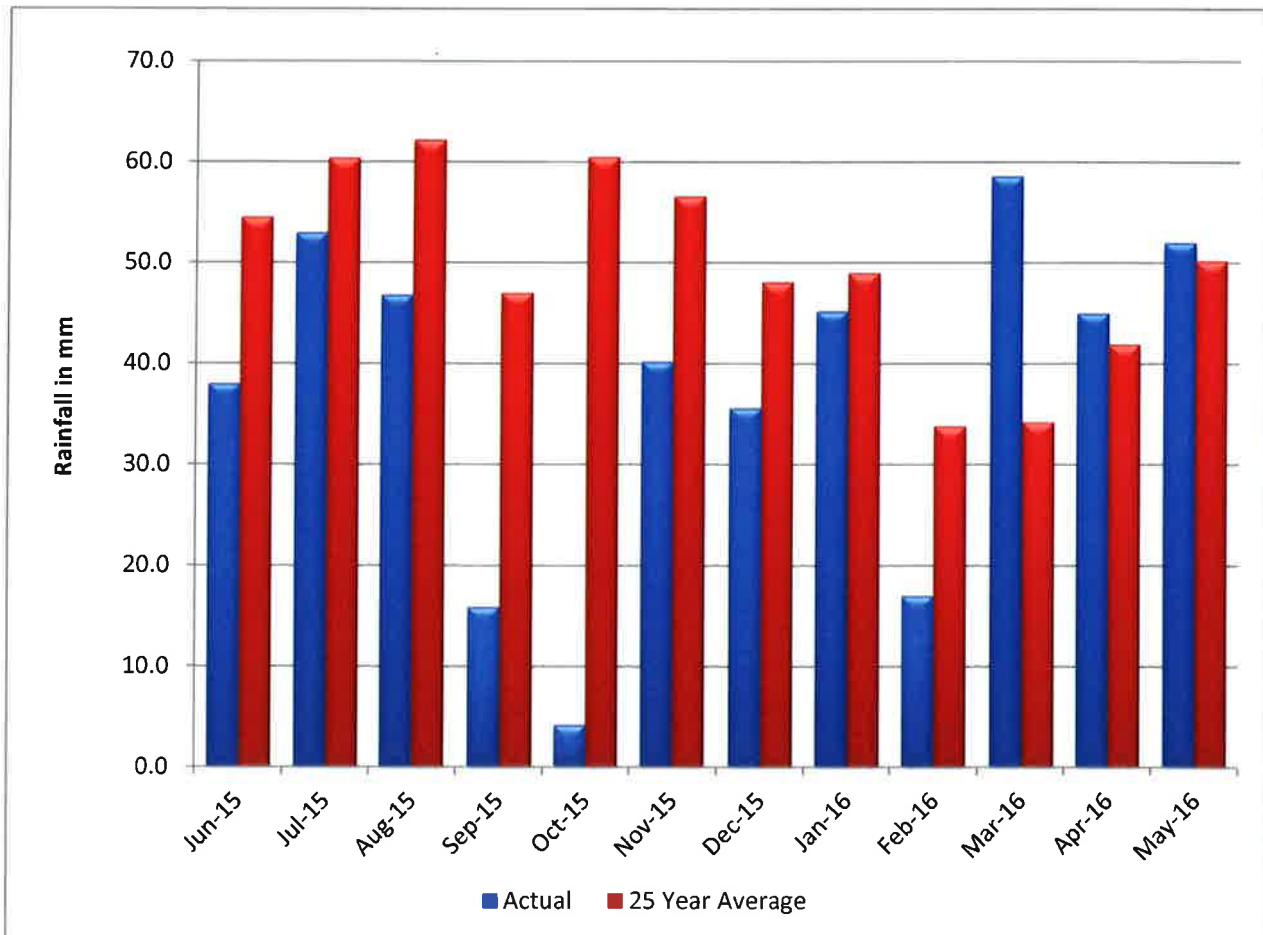
5. **EXTENDED AREA CONSENTS**

There have been no extended area applications issued by the Board since 12th February 2016.

I M Warsap
Chief Executive

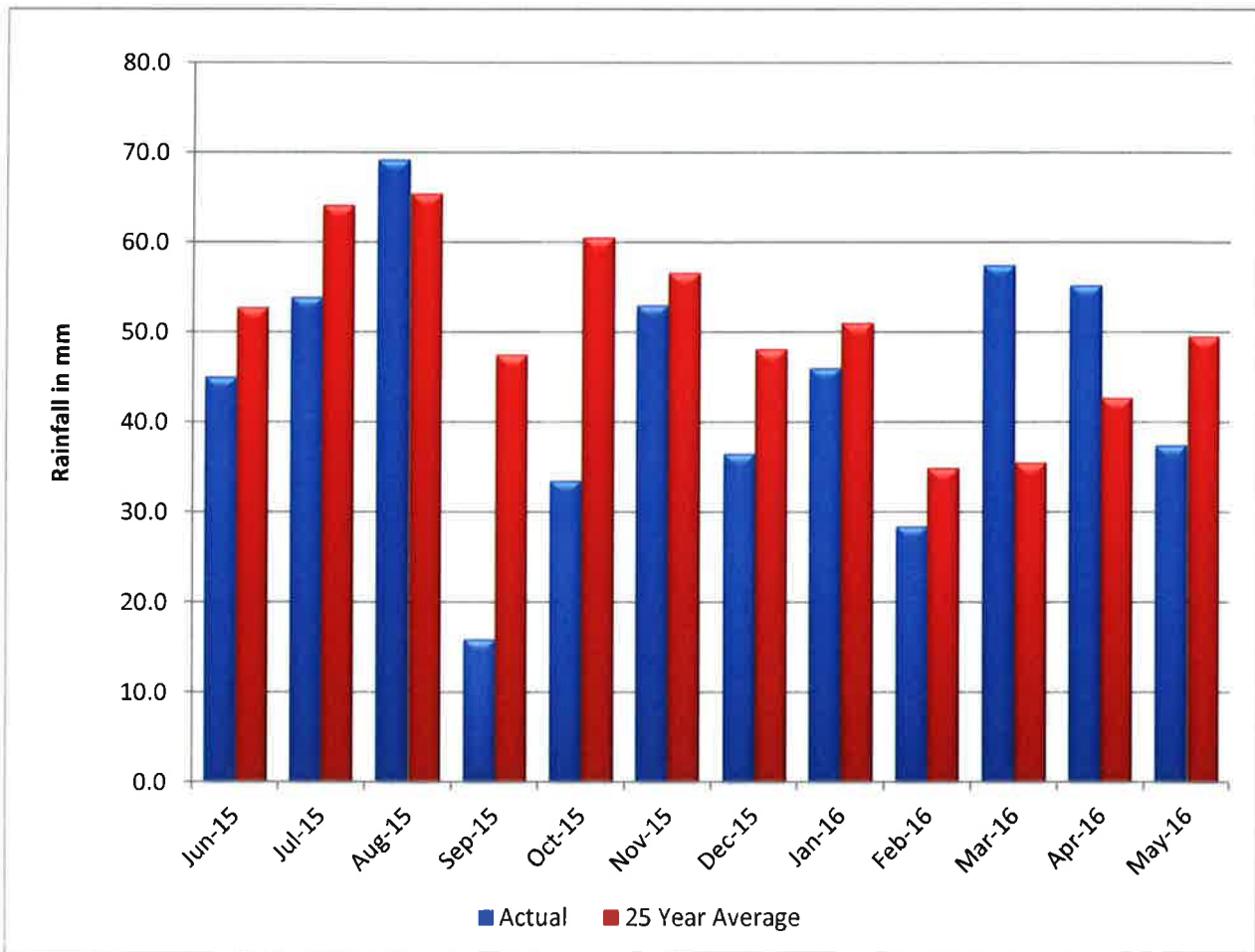
BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
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%
Oct-15	4.2	60.5	6.94%
Nov-15	40.2	56.6	71.02%
Dec-15	35.6	48.1	74.01%
Jan-16	45.2	49.0	92.24%
Feb-16	17.0	33.8	50.30%
Mar-16	58.6	34.2	171.35%
Apr-16	45.0	41.9	107.40%
May-16	52.0	50.2	103.59%
Totals	451.5	598.4	75.45%



BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
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%
Oct-15	33.5	60.5	55.37%
Nov-15	53.0	56.6	93.64%
Dec-15	36.5	48.1	75.88%
Jan-16	46.0	51.0	90.20%
Feb-16	28.4	34.9	81.38%
Mar-16	57.5	35.5	161.97%
Apr-16	55.2	42.7	129.27%
May-16	37.4	49.5	75.56%
Totals	531.5	608.5	87.35%



GOWING INTERNAL AUDIT SERVICES LTD

ANNUAL INTERNAL AUDIT REPORT

**Black Sluice
Internal Drainage Board
April 2016**

recommendations but no justification or reasoning for this is recorded which is particularly important when one pay increase is agreed but others are rejected. A similar issue arose when the Chief Executive presented a report to the Executive on notice periods. The report quoted from statements made at the Audit and Risk Committee but these were not fully accurate although the recommendation was rejected

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

- 1.6 Recommendations have been proposed, discussed and agreed with the Chairman, Chief Executive and Finance Manager. A management action plan is in Section 3.
- 1.7 An interim audit will be undertaken to ensure continued implementation of good controls.
- 1.8 It is my opinion that, in respect of the areas covered by this report I am pleased to provide **substantial assurance** on the system of controls.
- 1.9 I would like to place on record my thanks for the co-operation and assistance given by all staff during this audit.

David Gowing
Gowing Internal Audit Services Ltd.
May 2016

EVALUATION CRITERIA

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

3 MANAGEMENT ACTION PLAN

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

The priority is based on the following;-

Critical

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

This will require immediate action by management.

High

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

Medium

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

Low

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

Bourne Fen Farm Trust Fund

Revenue Account for Year Ended 31st March 2016

Income	2016	2015
	£	£
Investment Income	13,543	14,676
Expenditure		
Contribution to Rates	9,242	9,242
Bank Charges	74	72
Contribution to Administration	4,307	4,284
	13,623	13,598
Surplus	(80)	1,078

Balance Sheet as at 31st March 2016

Capital Assets	Note	2016	2015
Investments	A	312,100	324,373
Current Assets			
Bank Account		8,899	9,007
Debtors		1,797	1,769
		10,696	10,776
Current Assets			
Creditors		0	0
Net Current Assets		322,796	335,149
Fund Balances & Reserves			
Revaluation Reserve		213,037	225,310
Capital Fund		104,120	104,120
Revenue Reserve		5,639	5,719
		322,796	335,149
Reserves		322,796	335,149

The above represents a trust fund which was vested in the Black Sluice IDB to fund rate alleviations to the rate payers in the area of Bourne North Fen.

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE COMMITTEE – 17th May 2016

AGENDA ITEM No 9

Compensation Claim by Wyberton United Charities

Following the construction of the Princess Royal Sports Arena in Wyberton Fen the Board recognised the need to offer improved land drainage to the area. Through 2004 the Board negotiated with Wyberton United Charities regarding maintenance adoption of the watercourse, and from the Board minutes of 7th July 2004 *“the Trust are not in favour of the Board taking over responsibility for this stretch of drain”* The Trust were concerned about the future problems a 9.0 metre Bye-Law could affect future land sales. The Trustees were informed, by letter dated 26th January 2005, that the Board had taken over future maintenance of the watercourse and the powers of The Land Drainage Act 1991 will apply.

The Trustees are now negotiating the sale of the land and have approached the Board referring to a letter dated 5th April 2004 from Stuart Hemmings where amongst other items it states; *“Would it be possible for the Board to buy a 9.0 metre strip from the Trustees to ensure that if the land is developed at any time in the future there is no conflict. The Board would allow your tenant to continue to farm this land along with the rest of the field.”* The Trustees are stating the developers requirement to secure the entire site would mean applying for consent to fence up to the drain top (which the Board would refuse) or to their boundary 9 metres away from the bank top.

A meeting was convened between two of the trustees of the charities and four members of the executive committee and it was agreed to relax the 9 metre byelaw to 6 metres using the powers delegated to the Northern Works Chairman. This was confirmed in writing to Wyberton United Charities including details of the Land Loss payment claimed by the occupier of the land at the time in relation to the widening of the drain and confirming that no agreement could be found in relation to buying the land.

Following receipt of this letter Mr Chester, on behalf of Wyberton United Charities, requested a further meeting with the Board Chairman and vice-chairman, who were unable to attend the first meeting. At this meeting Mr Chester presented a letter from Wyberton United Charities to the Board requesting that we did not pay any compensation to them. A reply referencing this letter, some months later, stated that as per Section 14 Paragraph 5 of the Land Drainage Act 1991;

Where injury is sustained by any person by reason of the exercise by a drainage board or local authority of any of their powers under this section, the board or authority shall be liable to make full compensation to the injured person.

Northern Works Committee – 10th March 2005

97 MATTERS ARISING

d) Drain 12/5 – Endeavour Park, Boardsides – Minute No. 21k

The Chief Executive reported that he had had discussions with the Chairman and Secretary of Wyberton United Charities about the Board taking over future maintenance of the above drain, and the issue of the possible future development alongside the drain.

Northern Works Committee – 9th March 2006

198 MATTERS ARISING

c) Drain 12/5 – Endeavour Park, Boardsides – Minute No. 97(d)

The Chief Executive informed members that the tenant of the field alongside the length of drain that had been adopted had informed him that the watercourse had been included in his farms ELS scheme. Therefore the Board would be restricted on the timing of the cutting of this section of drain until the ELS scheme was reviewed.

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE COMMITTEE – 17th May 2016

AGENDA ITEM No 10

Nine Day Fortnight Proposals

Introduction

In many industries, a more flexible approach to working hours has been developed, including government and the local authority sector within which the Board lies. Following the recent change from weekly pay to monthly pay for the operational workforce, a request to consider a 9 day fortnight was received. A straw poll verdict amongst the workforce was positive, finding that in principle it was a good idea and any such proposal should be considered by the Board. The proposal being investigated is that the Board should consider adoption of a 9 day working fortnight, having every second Friday, (the 10th day), off.

Present situation

Currently all fulltime employees of the Board work 10 days per fortnight consisting of 5 days working Monday to Friday, with regular working hours during these 10 days. The operational workforce work a 38 hour week, consisting of 76 hours during the current 10 day period as follows;

Current Workforce Hours

	Start	Finish	Lunch	Hours Worked
Mon	07:30	15:45	00:30	07:45
Tue	07:30	15:45	00:30	07:45
Wed	07:30	15:45	00:30	07:45
Thu	07:30	15:45	00:30	07:45
Fri	07:30	15:00	00:30	07:00
Mon	07:30	15:45	00:30	07:45
Tue	07:30	15:45	00:30	07:45
Wed	07:30	15:45	00:30	07:45
Thu	07:30	15:45	00:30	07:45
Fri	07:30	15:00	00:30	07:00
Total			76 hours	

The office staff work a 37 hour week, consisting of 74 hours during the current 10 day period as follows:

Current Office Hours

	Start	Finish	Lunch	Hours Worked
Mon	08:45	17:15	01:00	07:30
Tue	08:45	17:15	01:00	07:30
Wed	08:45	17:15	01:00	07:30
Thu	08:45	17:00	01:00	07:15
Fri	08:45	17:00	01:00	07:15
Mon	08:45	17:15	01:00	07:30
Tue	08:45	17:15	01:00	07:30
Wed	08:45	17:15	01:00	07:30
Thu	08:45	17:00	01:00	07:15
Fri	08:45	17:00	01:00	07:15
total			74 hours	

Benefits and Detriments to the Board

The 9 day fortnight is a subject which has been discussed, but the merits of which have not been investigated or proposed. A 9 day fortnight would mean a change in the working patterns for staff and workforce of Black Sluice IDB from 10 days to 9 days per fortnight having every other Friday off. The additional hours being spread over the 9 days to accommodate this, therefore being no reduction in hours or working time during the period.

Benefits	Detriments
A fit, motivated and productive workforce who do their jobs well.	Only half the staff in each Friday.
The concept of work life balance is that if people could improve the balance between the demands of their work and the demands of their home life they would be more satisfied at work and therefore be more productive. For example when British Telecom chose to allow their staff to have flexible hours, their productivity increased by 30%.	No workforce in alternate Fridays but opportunities for overtime.
Will facilitate medical appointments being undertaken on the alternate Friday they are off, rather than during what would normally be work time. Less time lost during working hours.	
Helps to reduce stress and anxiety for staff, giving them time to carry out domestic tasks without having to seek permission for leave.	
Makes staff feel valued because it shows that managers are considering their needs.	
Helps promote diversity by taking into account people's differing lifestyles and commitments	
Saving in travelling to and from site on alternate Fridays.	
Shorter unproductive Friday afternoons will be abolished.	
Machines can be serviced on the Friday's the workmen are not in increasing productivity.	

The following comments have been received from other people on operating a nine day fortnight;

"I understand that, initially, the workforce was split in 2 to ensure there was always a presence on site, but this proved un-workable as the Supervisor never got the day off so the decision was taken to put everyone on the same work pattern.

It has been in operation a number of years now with no adverse operational affects. During the busy part of the summer works season [July – October] the 'Friday off' and Saturday mornings are worked as required and this time is paid as overtime. The effect is 'cost neutral' as the basic day is longer [07:00 – 16:00] so less overtime is worked with a 06:00 start and 18:00 cut-off time. The number of basic hours and overtime hours worked, works out the same as a 10 day fortnight; it is just the pattern of these hours that alters. The day off is no different to a Saturday or Sunday and should we need someone in, we ring around those available and call someone in, although thankfully this has been on rare occasions recently; we don't have anyone on 'standby'.

To introduce such a working pattern we would discuss any changes with the workforce and propose working hours that met the business needs [that's a given!] and then promote the benefits of alternative 3 day weekends compared with having to get up earlier, or work a little later, on the other 9 days." (Martin Shilling Witham 3rd IDB)

Section 1 - The Annual Governance Statement

Introduction

- 1.1 The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.
- 1.2 This guide represents the proper practices in relation to accounts that smaller authorities need to follow in preparing their annual governance statement.
- 1.3 The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.
- 1.4 Smaller authorities prepare their annual governance statement by completing Section 1 of the annual return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer 'Yes' or 'No'. This guide follows the order of Section 1 of the annual return and sets out the actions that authorities need to have taken either during the financial year or after the financial year-end to answer 'Yes' to each assertion.
- 1.5 The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example a reference in a set of formal minutes.
- 1.6 If an authority is not able to respond 'Yes' to any assertion, it needs to provide an explanation to the external auditor on a separate sheet describing how the authority will address the weaknesses identified.
- 1.7 To assist practitioners, a pro-forma annual return is available alongside this guide.

Annual Governance Statement assertions

Assertion 1: Financial management and preparation of accounting statements

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.8 **Budgeting.** The authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial

Assertion 2: Internal Control

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

In order to warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.14 **Standing Orders and Financial Regulations.** The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the manner in which tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.
- 1.15 **Safe and Efficient Arrangements to Safeguard Public Money.** Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts.
 - 1.15.1 Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that that it falls within the scope of this guidance.
 - 1.15.2 Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs (see paragraph 1.9 above).
 - 1.15.3 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.4 to 1.15.7 of this guide.
 - 1.15.4 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve

Assertion 3: Compliance with laws, regulations and proper practices

We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.

In order to warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.22 **Acting within its powers.** All authorities' actions are controlled by statute. Therefore, appropriate decision making processes need to be in place to ensure that all activities undertaken fall within an authority's powers to act. In particular authorities need to have robust procedures in place to prevent any decisions or payments being made that are *ultra vires*, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making.
- 1.23 **General power of competence.** In particular an authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.
- 1.24 **Regulations and proper practices.** Procedures need to be in place to ensure that an authority's compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015.
- 1.25 **Actions during the year.** An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.
- 1.26 Supporting information on compliance with laws, regulations and proper practices can be found in Section 5.

Assertion 5: Risk Management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

- 1.31 **Identifying and assessing risks.** The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 1.32 **Addressing risks.** Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.
- 1.33 Supporting information on risk management can be found in Section 5.

Assertion 6: Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.34 **Internal audit.** The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes taking into account internal auditing guidance for smaller authorities.
- 1.35 **Provision of information.** The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required.
- 1.36 Non-statutory guidance on internal audit can be found in Section 4.

Approval process

- 1.43. The authority needs to approve the annual governance statement by resolution of members of the authority meeting as a whole, in advance of the authority approving the accounting statements in Section 2 of the annual return. The Chair of the meeting and the Clerk need to sign and date the annual governance statement and a minute reference entered.