

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Board Meeting

Wednesday, 14th June 2017 at 2pm

Station Road, Swineshead, Lincolnshire PE20 3PW



Black Sluice Internal Drainage Board

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Our Ref: IW/DPW/B10_1

Your Ref:

Date: 7th June 2017

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, 14th June 2017 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 8th February 2016 **(pages 1 - 25)**.
4. Matters arising.
5. To receive and confirm the Committee Minutes of the following meetings:-
 - (a) Northern Works Committee on 1st March 2017 **(pages 26 - 35)**
 - (b) Southern Works Committee on 22nd March 2017 **(pages 36 - 47)**
 - (c) Audit & Risk Committee on 26th April 2017 **(pages 48 - 62)**
To approve the following:
 - (i) Anti-Bribery Policy **(page 63)**
 - (ii) Electronic Information & Communications Systems Policy **(pages 64 - 70)**
 - (iii) Members Code of Conduct Policy **(pages 71 - 78)**
 - (iv) Risk Management Strategy **(pages 79 - 103)**
 - (v) Delegation of Authority Policy **(pages 104 - 107)**
 - (vi) Whistleblowing Policy **(pages 108 - 113)**
 - (vii) Rechargeable Commercial Works **(page 114)**
 - (viii) Rechargeable Public Sector Cooperation Agreement **(page 115)**
 - (d) Environment Committee on 10th May 2017 **(pages 116 - 127)**
 - (i) To approve the Environment Committee Terms of Reference **(page 128)**
 - (e) Executive Committee on 24th May 2017 **(pages 129 - 135)**
To approve the following:
 - (i) Period 12 Management Accounts **(pages 136 - 138)**
 - (ii) Internal Auditors Report 2016/17 (including copy of HM Treasury letter dated 2nd June 2017) **(pages 139 - 148)**
 - (iii) Bourne Fen Farm Trust Fund **(pages 149 & 150)**
6. To review and approve the Annual Governance Statement **(Verbal report)**.
7. To approve the Unaudited Financial Statements for the year ending 31st March 2017 **(under separate cover)**
8. To approve and authorise the Chairman to sign the Annual Return for the year ending 31st March 2017 **(pages 151 - 156)**
9. To review the Risk Register **(page 157)**
10. To receive reports on the following:-
 - (a) Monthly Accounts - February 2017 to May 2017 **(pages 158-173)**
 - (b) Schedule of Consents Issued - February 2017 to May 2017 **(pages 174-177)**
 - (c) Rainfall **(pages 178-179)**.
11. 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
8th February 2017 at 2pm

Members

Chairman - * Mr K C Casswell

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

* Member Present

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

The Chairman opened the meeting welcoming Cllr M Cooper who joins the Board as a representative from the Boston Borough Council replacing Cllr N Welton. He informed the Board that Cllr Cooper also serves on the Boards at Witham 4th IDB and Welland & Deeping IDB.

1072 APOLOGIES FOR ABSENCE - Agenda Item 1

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

1073 DECLARATIONS OF INTEREST - Agenda Item 2

(a) South Forty Foot Drain

A declaration of interest was received from Mr V Barker with regard to Minute 1083(g).

1074 MINUTES OF LAST BOARD MEETING - Agenda Item 3

The Minutes of the last meeting of the Board held on the 2nd November 2016, copies of which had been circulated, were considered. It was agreed that they should be signed as a true record.

1075 MATTERS ARISING - Agenda Item 4

(a) ADA Pay & Conditions Committee - Minute 1031(d)

The Finance Manager stated that the newly formed ADA Pay & Conditions Committee had their first meeting on the 17th January 2017.

The Chairman informed Members that the Finance Manager has taken the role of Secretary on this Committee and the Committee Chairman has yet to be decided.

(b) Drainage Rate Account 2781 - Minute 1033(a)

The Finance Manager stated that payment has been received from Bernard Matthews (new company) and no correspondence has been forthcoming from the old Bernard Matthews.

(c) Insurance Cover for Board Members - Minute 1036

The Finance Manager informed the Board that Allianz Insurance have increased the age limit for the personal accident insurance to 85 years old and there will be no additional premiums.

(d) Towergate Insurance Report - Minute 1040

The Finance Manager reported that the cyber security is the only element that has not been dealt with which will be put together in one report that will be presented to the Audit & Risk and Executive Committee later in the year.

(e) Minutes of the Joint Works Committees - Minute 1046

The Chairman announced that Cllr M Brookes and Mr R Leggott have a report to present to the Board regarding a problem with drain maintenance on a section of drain at Butterfly Farm, Amber Hill.

Cllr M Brookes stated that during the Northern Works Inspection last year Members were taken along Clay Dyke bank to view the route where the Board anticipated there might be problems gaining access to maintain the bank because the residents were claiming 10 years ago the Board did not exercise the right of access. This resident has a butterfly nature reserve, which the Board's machines would be going through. At the Northern Works Committee meeting a decision was made that the Board would exercise the right to go through when the cyclical maintenance work came around and needed to be done, this is now due to happen in the next couple of weeks. The Board has served notice on the Butterfly Farm to inform them drain maintenance will be taking place. Having received that notice the Butterfly Farm have written to the Board objecting. They also contacted Cllr M Brookes as a Borough Councillor, they were not aware that he also served on the Board. Cllr Brookes informed them that he is a Member of the Black Sluice IDB Board representing the Boston Borough Council. He also confirmed that the Board had visited on site last year and the decision was made to carry on with drain maintenance through their Butterfly Farm.

The Chief Executive was having difficulties telling the Butterfly Farm owners that he was only carrying out the wishes of the Board. Cllr Brookes spoke with the Chairman and the Chief Executive and it was agreed that it would probably be a good idea if Cllr Brookes with another Member of the Board visit the Butterfly Farm on site, Mr R Leggott who lives near and knows the owners, therefore both went to visit on site and discuss with the owners. The Butterfly Farm site has a high profile in the community they have a website (www.homeforbutterflies.com) which eludes to the different varieties of butterflies, with the acre plot split up into sections and the different aspects of a butterfly life cycle with different patches supporting different types of butterflies. They also have links with Lincolnshire Wildlife Trust who support them.

Cllr Brookes explained that the section of drain that is due to be maintained using tracked machinery has trees planted which support the butterfly during its life cycle and also they have planted a meadow area with different varieties of plants which supports particular species of butterfly. They offered to give the Board a presentation on their work, perhaps this could be for an Environmental meeting.

Cllr Brookes stated after speaking to the Chairman whereby he had made a suggestion that at the onsite meeting with the owners they would be willing to make a contribution toward the Boards extra costs to go around this section of drain. The extra cost for the maintenance work by going around this section has been calculated at £600, there would also be a requirement to erect a couple of gates which would cost £400. Cllr Brookes had presented this to the owners and they were prepared to pay £300 towards the additional costs for the Boards machinery to go around. The owners pointed out that the butterfly species are listed in the Boards Biodiversity Action Plan and this site could be linked into the Boards BAP.

Cllr Brookes made the Members aware that the Boards machinery is currently at Clay Dyke with maintenance works planned within the next two weeks therefore a decision needs to be made today if the Board wishes to exercise the right to access or not. He then asked if Mr Leggott wished to add anything further.

Mr R Leggott added some background, he had the impression that they were going to fight very hard in spite of the fact he had reminded them of being in a drainage board area and their legal solicitor should have pointed this out to them, which they did not deny. Mr Leggott believed this is an amicable way out, and he would back what Cllr Brookes said but it does set a precedent which could be used in the future; not the amount rather the question.

Mr Holmes thanked both Cllr Brookes and Mr Leggott for their report and asked to clarify the payments and the costs to the Board from annual costs and ongoing costs. The Chief Executive responded that £1,000 cost is the desilting works we are about to carry out which is 1 in 10 year. The summer cutting works can be dramatically reduced by undertaking these works off the roadside using temporary traffic lights or off the roadside management whereby LCC would require more of a temporary/permanent traffic management system with the machine sat on the bank desilting.

The Chief Executive stated that the Operations Manager and he had already met with the owners of the property on site just prior to Cllr Brookes and Mr Leggott attending site. The Officers had gone with a firm approach because of the direction that the Board had given, to serve notice to enter their land within the Land Drainage Act. The Officers had already decided to dam down that section to cause less damage and put a dumper in the bottom of the drain to excavate silt into it which then would be driven out to tip, spread and level on agricultural land. As a compromise, the Officers had offered to not place the silt on the owners or the adjacent horse paddock field but clearly, their concern was a large machine coming through this particular butterfly garden.

The Chief Executive responded to Mr Holmes question; £1,000 is associated with this element of work over the next couple of weeks. He added that it is 10 years ago the current Board and Chief Executive went through this scenario and decided not to go on that route, since then the trees have grown and bushes/hedges have been planted etc if we are going to follow that route we need to access through the adjoining field so there are two new gates required so this is a one off fee within that £1,000 of £400. Cllr Brookes stated that the previous Chief Executive had visited on site and the Board did not exercise the access right 10 years ago. Cllr Brookes stated that the owners said the Board did not come through 10 years ago and they had not received any communication since then and therefore they thought they could carry on developing and they have been working on the site over 20 years.

Mr Leggott added that nothing had actually changed and the fact 10 years ago it was still a drainage board area and subject to byelaws which had not changed they should have been well aware of this – he believed they could not say they weren't aware of it. Cllr Brookes said the owners accept that the Board has the right of access and in an emergency, they would have to come through ie if the bankside collapsed, the Board would require access to repair. Cllr Brookes believes if the Board does decide to circumvent this section, we need to make it quite clear that in an emergency situation the Board would access the drain.

The Chief Executive added that at some point in the future the Board will have to work off that bank to possibly attend slips although if the agreement is not to go through this time then the wording in the letter should state the Board has exercised the right and that there is no prejudice for the future.

Mr Rollinson asked if the other £300 could be taken from the Environmental budget. Cllr Brookes stated that it could come out of this budget and the Chairman clarified if it was a proposal. Mr Rollinson added that he was concerned that the Board were setting a precedent in this situation, if they are prepared to pay a sum as long as we make it plain we are not prejudicing any future access.

Cllr Brookes asked if the Environmental Committee could look or the Board would link it into the Boards Biodiversity Action Plan because if anyone sites this as a precedent moving forward if it is in the BAP there is quite clear reasons for the Board having made an exception.

The Chief Executive stated that this is the same scenario that the Board had with the Bombus Ruderatus bee at Gosberton Risegate which was a site incorporated into the Boards BAP and this would be a similar scenario.

Mr Leggott reiterated that this is not a precedent for varying our byelaws; this is a precedent for getting some payment.

Cllr Russell wanted to state that the agro and bad publicity, which could be associated with this, he believed this is a very reasonable way out and would support this suggestion.

Mr Atkinson asked could we ask for an annual payment, as he was not happy with giving in to them and creating a precedent. The Chairman responded that in this case it should be dealt with as a one off.

Mr R Leggott added that it might be difficult to ask for annual payments, as the Board could not know who the owner might be in the future.

Cllr Skinner asked if the planting infringe within 4 metres or was it further. Cllr Brookes responded they have an acre site and planting is within the 9 metres.

Mr Ash asked if it could be worded as rather than a one off payment as "a payment of £300" so that leaves it open for a payment in the future.

Mr Scott expressed that they had developed the site within these 10 years he believed the Board should make it clear and the owners sign to agree that they understand the byelaws and that they won't further develop the site so we don't end up with mature trees and bushes. He has observed a couple of budlier bushes close to the bank which the owners could shift back which would not be too much of an issue. Mr R Leggott added that there are trees on site that 10 years ago you could have pulled out but now they would need to be felled. Mr Scott concluded that perhaps the trees should be removed, as that will impede us for an emergency in the future. Mr R Leggott added that there is also an electricity pole on site as well.

The Chairman asked if members were happy for the Chief Executive to send a letter and reiterate the access may be required in an emergency and exercise the right to access the 9 metres. The Chief Executive clarified that it will be for future essential maintenance. The Finance Manager stated the wording would say "to go through this time for a payment of £300" that means that next year we will have to gain access. Members AGREED.

(f) Dates of Meeting for 2017 - Minute 1053

The Chief Executive stated that the meeting schedule for the Culverts & Bridges Committee on the 5th April 2017, this Committee now called the Structures Committee, have held an extraordinary meeting in time to get the Structures Replacement Policy in the agenda papers for the Board meeting today. It was suggested to call a meeting for the 31st May 2017, both the Finance Manager and the Chief Executive have concerns about this date which would be too soon before the next Board meeting in order for agenda papers to be completed.

Therefore, he will consult with the Structures Committee Chairman and discuss dates following the Board meeting today.

(g) Glyphosate Chemical Withdrawal - Minute 1054(a)

Mr N Scott asked if the Board could write to Matt Warman MP to explain the reasons why the Board would like to keep glyphosate as a chemical for use. As landowners/farmers, we have been asked to contact our local MP to explain their position on glyphosate why they would like to keep it. Mr Scott felt a letter from the Board would be approaching the subject from a different direction and IDB perspective would help. The Chairman thanked him and agreed.

(h) Gosberton Parish Council - Minute 1054(b)

The Chief Executive presented a slide of photographs showing the Board exercising their rights within the Land Drainage Act, to remove three vehicles parked on land alongside a drain. The third party recovered one vehicle from the compound for £275 and the Chief Executive believes the other two vehicles are still there. The Chief Executive directed the question to Mr Barker if any vehicles had returned; Mr Barker responded the car was back in the afternoon and he had informed the Operations Supervisor but it was gone again by nightfall and he had not seen it back. The Chief Executive stated that he has informed the offender the vehicles will be continually removed if they are left there continuously as an obstruction. The Officers are hoping that this is the end to this problem.

The Chief Executive concluded that the cost to the Board was zero, as the recovery centre charge the owner and if the other vehicles are not claimed then the compound will recover the costs by selling those vehicles for costs incurred.

1076 MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 5

The Executive Committee Chairman presented the unconfirmed minutes of the meeting held on the 14th December 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

1077 MATTERS ARISING

(a) Works Committee Membership - Minute 1057(a)

Mr M Rollinson reported that he and Mr Holmes met to discuss the makeup of the Works Committees. He stated that it was decided, in order to keep it vibrant with people who are interested in drainage, that one member of the Southern Works Committee – Mr P Harborow who has not attended many meetings be replaced with Chris Wray, who is Chairman of the NFU Holland Branch and an additional member Chris Dring onto the Southern Works Committee.

Mr Holmes reported that he had contacted and asked all his co-opted members if they would like to remain in the Northern Works Committee one Member did mention that if they had anyone in mind, that was younger, then he would be quite happy to step down.

Mr Rollinson concluded that they did discuss one or two people who have expressed interest in being co-opted and becoming Members of the Board in the future and so decided to invite them as guests for the inspection tours in March 2017.

The Chairman asked members if they would ratify Mr C Wray and Mr C Dring to be co-opted onto the Southern Works Committee – all AGREED.

(b) Review of Purchases, Upgrades & Contract Renewals - Minute 1057(c)(i)

The Finance Manager reported that the telephone system has been installed and appears to be working well and the entrance signs have been erected.

The Chairman reported that ADA have asked to have a sign erected on the other end of the building saying that it is Black Sluice IDB to help find and view from the A17 the quote for this is £820. The Chief Executive clarified that it will be a similar sign to the one on the front of the building not like the signs at the entrance to the road. Mr Holmes asked that perhaps a certain amount of de bushing would want doing on the side of the A17 for anyone to see it. Members AGREED to the sign being constructed.

(c) Period 8 Management Accounts - Minute 1058

The Finance Manager reported that Mr Rollinson had mentioned a company called Stark who completed meter readings which could be sent to the office. The Finance Manager researched this, Stark is a very similar company to the one we have Green Energy whereby they check the bills and check they are correct although we are having a torrid time with British Gas. The Finance Manager has not progressed this any further as it will be reviewed in May 2017 as the energy supplier contract is up for renewal at which time the Finance Manager will approach Woldmarsh to see what other services are out there which might serve us better than British Gas. He concluded that the news from the brokers on 6th February 2017 was that British Gas are the most competitive in the market at the moment.

(d) 2017/18 Budget and Ten Year Projections - Minute 1059(d)

The Finance Manager reported on the "Rental Income" he has made contact with the relevant company regarding the EE mast and the Board has received an additional rental income of £3,467. Going forward the contract will be at the new rate. In relation to the electricity supply the company have agreed to install a meter and the Board will charge them for actual electricity used when they upgrade to a 4G mast.

(e) Drain Maintenance - Minute 1057(k)

Mr Barker asked about seasonal workers, sometime skilled operators are needed for the Boards machines and wondered if you could get workers from abroad who would come to us for 3 /4 months in a year.

The Chief Executive responded no; he understands where he is coming from but would they want to take our workers back with them. If you felt it was something worth investigating, then we can do. Mr Barker responded that he would leave it with the Executive.

(f) EA Precept - Minute 1059(m)

The Finance Manager explained that the Environment Agency Precept was agreed at the RFCC January 2017 meeting with no increase and it will remain at £276,552.

(g) Administration & Establishment - Minute 1059(n)

The Finance Manager reported that Welland & Deepings IDB have five Union members on their workforce, which is important, as Welland & Deeping IDB have withdrawn from the ADA Pay & Conditions Committee and the pay negotiations. If Welland & Deepings IDB workforce were to have problems involving the Unions, then this could cause some problems for the other Lincolnshire IDBs that are left when negotiating with the Unions from that point of view other members in other IDBs in the County could be called upon to act in industrial action on their behalf.

(h) DEFRA/EA Frontrunner Project – South Forty Foot Catchment - Minute 1061(g)

Mr Barker asked regarding transfer of the Tongue End pumping station on the Bourne Eau; the Chief Executive responded that this pumping station is now part of the negotiations to include this in the asset transfer. He added that as part of the transfer we want to include the Bourne Eau up to and including the pumping station because we feel this is very important in our catchment defences. The EA are reviewing this transfer request, this was one of the pumping stations our previous Chief Executive had discussed with the EA, as the EA at that time wanted to transfer it, subsequently they felt the finance was unavailable.

Mr Barker asked clarifying the Bourne Eau itself with all peat settlements banks; the Chief Executive responded that if we are going to be negotiating to transfer the Bourne Eau pumping station he felt certain and we have encouraged this to increase maintenance and development of the Bourne Eau in its entirety. Mr Barker asked both sides; the Chief Executive responded yes both sides only because we have approached Welland & Deeping IDB and they are not a board that want to develop asset transfer with the EA and the EA would not transfer one bank to us and the other to another IDB. It is something we want to develop to include in the asset transfer.

Mr Barker asked what finances would come to the Board to benefit for the extra; the Chief Executive responded that he has no indication yet of figures or agreement.

(i) Whistleblower Incidents - Minute 1062

Mr Barker wanted to explain more about the whistle blower incidents than were minuted stating that the situation was very concerning. Mr Barker stated that he was approached out of hours by members of the workforce about things which were happening at the Board and there were several items that they were very

concerned about. Mr Barker asked these individuals if they knew about the Boards Whistle blower policy; - they said they knew nothing about this policy. Mr Barker agreed to meet them and went through some of the things and showed them the policy, having discussed several things more than is minuted in the Executive Minutes. Mr Barker wanted to apologise to the board, but he felt he needed to ring Mr D Gowing. He felt that it was the only thing he could do as the Board was implicated as well as the Chief Executive therefore he could only contact Mr Gowing.

He subsequently met these individuals plus some other employees to discuss several items that have not been gone through in the minutes. Mr Barker stated that these employees had a lot of concern for working for the Board. They used to say they were proud to work for the Board and it was a job for life. Mr Barker stated that Mr Gowing came back with his report and told him what he had done and his responses are within the minutes. Mr Barker then received another telephone call from these individuals to say that one of the employees was leaving.

The Chairman then asked Mr Barker if he was happy that the Officers remained to hear what he wanted to say – Mr Barker responded; yes.

Mr Barker said that the Chief Executive might say that it was for “x reason”, and Mr Barker might say it was for “y reason” and it could be for another “z reason”. Mr Barker would like to think that he is proud to be a Member of the Black Sluice Board and would also like to think that the workforce is proud to work for the Board. Mr Barker stated there has obviously been a problem with training and experience that the two are different, putting a workman on a digger who had been on a roding gang even if the workman has a driving car licence does not actually give him the experience of driving along drain banks. When we are putting workmen on machines that are c£200k we are passing a lot of responsibility to them and we need be not just trained but adequately experienced and proud to do their job.

Mr Barker stated that the Board has had an accident recently and whatever the reasons for that accident does not matter but there is going to be some affect to the Boards insurance and requirement that all our training is correct. Mr Barker stated that he has seen two operators working and I could not fault any one of these who have the experience but it is the emergency thing which tests you on the day and the person that has had the experience over a certain number of years along drain banks has got more experience and I think we need to look as a board and the Executive Committee on how we are employing and training this workforce. Mr Barker said it was saddening to think that there are employees that are not happy working for the Board and I cannot say more than that and leave it with the Chairman.

The Chairman explained that there is a scenario that however much training you give people the only way they can get the experience is to drive the machines.

Mr Barker stated that if you recruit people that have been working alongside drains on other implements that helps with the experience and we do have one such employee.

The Chief Executive responded he could only say a few things about these incidents which he has explained to Mr Barker in confidence before the meeting, until an investigation has been carried out. All the workmen were invited into the office on Monday, 6th February 2017 and introduced them to the recently commenced SFFD desilting works and how as employers we will be managing this, the Chief Executive took the opportunity to individually and independently ask questions along the exact lines that Mr Barker has introduced, which is coincidental although arguably non coincidental, the reasons he did it were for the same reasons Mr Barker is questioning it.

All questions asked were factual answers, there were no misgivings or rumour mill they were yes or no answers and if it was a negative answer it was then "why" or "how". The Chief Executive has spoken with the Chairman in regard to what his plans are going to develop further along the lines he wants to take it; all he can say is that he will instil the confidence of unskilled and untrained operatives as part of a revised training plan and part of this will be to build the low morale of the one or two individuals who have low moral because it is only one or two.

Mr Barker stated that it is more than two;

The Chief Executive stated that the person who was asking the question exercised no peer pressure and I expected a true and honest answer some of them did surprise and shock me so clearly we have to work on that and also in defence we have one or two bad apples in our barrel and he is determined to take things further with them.

Mr Barker stated that they phoned him again saying that one workman was leaving and they were dissatisfied and I said that I could not do anything more and advised them to contact the Union representative or the District Union Secretary as there were things which needed addressing. Mr Barker pointed out to these individuals that he could not do anything more as they seemed to want to use him as a liaison person because they felt they could not talk to the Officers of the Board.

The Chairman believed that it might have been better if Mr Barker had contacted him or a member of the Executive rather than Mr Gowing. Mr Barker apologised but as you saw that the Chief Executive and Board were involved and the policy refers to contact being made with Mr Gowing, he concluded that these individuals had not seen the Whistle Blower policy, they did not know where it was.

The Chief Executive responded that all Board policies are readily available and then explained the situation regarding the individual who has handed his notice in. The Chief Executive stated that he leaves next week, he is an experienced driver and he is leaving because he has been offered £15 an hour plus a company vehicle, when the Officers put it to him, arguably that is £4.50 more than he is paid today and asked him what about the pension enhancements, sick pay and holiday pay he receives and all the added attractions for working for the Board and this experienced individual said he had not looked that far ahead. The Chief Executive concluded that they are purely looking at their net pay packet at the end of the week and the opportunity of getting more money in his pocket than he does working for this Board.

Mr Barker stated they said to me “their take home pay was less than it used to be”. Mr Barker asked them “are they doing less overtime, they said not”, Mr Barker explained to these individuals there has been a change in the Governments pension policy which is taking more out of their wages – he explained to them that he is not an accountant and could not explain pensions further they needed to see the Finance Manager.

The Chief Executive stated the construction industry is on the upturn and increased wages are being offered, and it would not surprise him if more leave. The workforce Union representative have sat with the IDBs and have agreed a 1% pay rise therefore they know what the rate of pay is going to be and unless this Board comes out of the ADA Pay and Conditions Committee this will not change.

The Chairman clarified that there is a government freeze on the pay.

Mr Barker asked what other sweeteners are there available?

Mr Rollinson stated that he just googled it and the Whistle blower policy is on the Black Sluice website.

The Chairman concluded that after discussion the Executive Committee decided that in some situations rather than involving Mr Gowing it might be better to contact a member of the Executive Committee probably not the Chairman of the Board but perhaps Cllr Brookes could be the first point of call.

Cllr Brookes then stated that to be fair Mr Barker did contact him when he was contacted the third time and he then spoke to the Chief Executive and the Chairman. He reported that all the concerns either have or are being dealt with as there is a limit as to how far we can go because if the concerns are over pay then we cannot pay anymore therefore we have to emphasis the benefits of the working for the Board. The Chairman and Chief Executive may be correct that we have one or two agitators who are stirring things up and not helping.

The Chief Executive concluded that on a later agenda item we might be able to offer a bit of a sweetener regarding net pay this forthcoming year and future years.

(j) 2017/18 Budget - Agenda Item 5(a)

The Chairman presented the 2017/18 budget, which were presented to the Executive Committee on the 14th December 2016 starting on page 33.

Mr R Leggott commented that the size of the font was very small and asked if it could be larger.

(k) Plant Replacement Budget - Agenda Item 5(a)(vii)

The Chief Executive presented on page 45 the Energreen No 1 replacement, the £53,000 relates to the 35% buy back clause, which was negotiated when we first purchased this machine from Energreen UK Ltd in 2011. He then read from an email stating he had dealt directly with Energreen Italy because the UK based franchise no longer trades, Spearhead became the British supplier of the

Energreen machines. Energreen Italy initially stated that they intend to uphold the 35% buy back clause, the Board has received three offers for the Energreen machine - first one for £28,000, second one for £39,000 and the third offer received yesterday for £45,459 if we sell it purely as a simple sale. Spearhead Machinery Ltd are prepared to offer an additional £8,022.31 which brings it back to the 35% buy back clause if we go ahead and purchase a new machine. Fortunately, these figures fall within the budgeted figures so it is really introducing this letter that Spearhead/Energreen are standing buy the original 35% buy back clause, which the Officers are pleased about after an interesting few months of negotiation.

Mr Leggott asked does this mean the price we are looking at for the new Energreen is £197,000 the Chief Executive responded no £204,000.

1078 MINUTES OF THE CULVERTS & BRIDGES COMMITTEE MEETING - Agenda Item 6

The Culverts & Bridges Committee Chairman presented the unconfirmed minutes of the meeting held on the 18th January 2017, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

1079 MATTERS ARISING

(a) Structures Replacement Policy – Agenda Item 6(a)

The Chairman of the Board asked the Board to ratify the new Structures Replacement Policy. The Chief Executive stated that it was agreed within these minutes that if the Board proposed to move this policy it will be sent out to ratepayers with their drainage rate letter asking for any comments or feedback. Hence, the earlier decision to delay the next meeting for the Structures Committee in order for feedback to be received and a report to be introduced to the Committee. The Chief Executive reiterated that all Board policies are moving documents as such and acknowledged what an excellent job this Committee had done in reviewing this policy. Proposed by Mr Fowler, seconded by Mr V Barker and all AGREED.

(b) Structures Committee Terms of Reference - Minute 1068

The Chairman of the Board asked Mr J Fowler (Chairman of Structures Committee) regarding the question of an additional member to join this Committee.

Mr Fowler stated that there is a vacancy on the Committee and would welcome any Board Member who may be interested in putting themselves forward by contacting him or the Chief Executive, he concluded that if there is not a volunteer we will look further at the Works Committees to co-opted members to make up the membership of the Structures Committee.

1080 2017/18 FINAL BUDGET WITH 10 YEAR ESTIMATES (AMENDED PENNY RATE) - Agenda Item 7

The Finance Manager stated the second draft of the 2017/18 Budget was presented to the Executive Committee on the 14th December 2016 the reason for that was the timing of the meeting as per the Land Drainage Act 1991 the value for the rate and special

levies is to be determined as at the 31st December of the preceding year. The calculation of the values and penny rate was not done until after the budget was put to the Executive Committee and when it was produced it resulted in an additional annual income for drainage rates and special levies of £21,100 therefore instead of re-dong the budget those figures have been included in the income figures as the final 2017/18 budget and 10 year estimates. Over a 10 year period £21k becomes £210,000 which has an impact on the percentage of reserves held compared to expenditure at year 10 which is currently showing as 29.47%, of that £19,000 represents special levies and development, £2,500 increase in agricultural land and buildings - as a note to that agricultural drainage rate income is at 50.93% where special Levey income is 49.07% this being almost a fifty/fifty split.

The Chairman concluded that the expenditure reserve is a little higher than we would like it to be or aim in the past but if we happen to get a wet period this could change quite rapidly, £50,000/£60,000 could disappear to electricity pumping. He then asked if Members of the Board are happy with this budget, we hope to hold the penny rate for 2 years.

1081 PERIOD 9 MANAGEMENT ACCOUNTS - Agenda Item 8

The Finance Manager stated that on the year to date budget for rating and levies there is a spurious figure, which states £2,067,958 which should read £2,053,347. The period 10 accounts have now been completed but these were not ready in time to go out with the agenda papers. Income is at £1,000 adverse which is a good result when we think that £8,500 of rates have been written off. Expenditure is £22,000 favourable which leads to the Board overall £21,000 favourable at the end of January 2017.

The Finance Manager stated that on page 64 is the balance sheet, and he wanted to draw the attention of Members to the co-op community account which is a savings account with £300,000 placed in it at an interest rate of 1.125%, the Cooperative Bank have written to the Board stating that when this matures they will not be extending the offer.

1082 TO REVIEW THE RISK REGISTER - Agenda Item 9

The Chairman presented the risk register on page 65, highlighting three items in red. He stated that ref 1.6 and 8.5 might be reduced to "3" once the insurance is finalised. The Finance Manager added that the Audit & Risk Committee will be reviewing item 1.5 and 1.6 at their meeting in April 2017.

1083 TO RECEIVE A VERBAL UPDATE ON RATIONALISING THE MAIN RIVER NETWORK - Agenda Item 10

The Chief Executive presented this agenda item. He started by stating that Members may have picked up information from the minutes reviewed in the agenda papers where this Board is regarding the ongoing new terminology the main river network. The Chief Executive believes that verbal reports are more beneficial, that the information which can sometimes be received the day before the meeting because things are changing on a daily basis. He stated that if Members have any questions or need more details, to take back to the relevant Councils or ward members or individual practices, please let the Chief Executive know.

He added that the Board is regularly featured in the ADA Gazette, and if you do not receive this please let the Officers know and they will organise a copy delivered.

(a) EA Asset Transfer

The Chief Executive presented a slide regarding the position currently regarding asset transfer. He presented an email from Gemma Ward (EA Frontrunner Project Advisor) dated 30th January 2017 – this email came about because at the previous meeting in November 2016 there was a clear indication that Ms Ward would come back with figures. We are now into February 2017 and he has not seen these figures and he has challenged the EA and the only indication is in the email Ms Ward said;

"I am able to share with you the front runner project as it transfer costs calculations which is as following the costs of decommissioning, plus three years annual maintenance minus any associated benefits ie land value"

The DEFRA guidelines regarding the monies transferred to this Board if we agree to take on the ownership and running of the Black Sluice (Boston) Pumping Station. He has no idea what this equates to in values, we were lead to believe it costs c£300,000 a year to maintain the Boston pumping station, and he cannot believe the land will attract any value because of the pumping station that is on it so initially we were talking about £900,000 plus a decommissioning value – the Chief Executive stated that he does not know what they mean by a decommissioning value. The first time this was mentioned was the EA "walk away do nothing to the pumping station" ie moth balling of the Boston pumping station which would cost over £1 million. The Chief Executive stated that until he has figures he could not quote figures because it would have to be brought to the Executive Committee and the full Board.

(i) Gearbox Failure at Sluice Gate, Black Sluice (Boston) Pumping Station

He presented a slide email received 25th January 2017 from Kevin Abbott Technical Engineer, EA Lincoln; he called the Pump Engineer to say that the gearbox on the automatic sluice gate at the Black Sluice (Boston) Pumping Station has failed. He said;

"It would take about 2 weeks to repair or replace in the mean time they will be managing the SFFD water levels using the navigation lock which has to be done manually which will only be operated during the day light hours ie only on one low tide per day. So the water level will probably get a bit higher than normal"

The Chief Executive pointed out that this is the exact scenario that if the pumps were not there and the sluice fails, which the EA have stated "can never happen". The Chief Executive read out his response email;

"Hello Kevin thanks for your email giving us a heads up regarding the Black Sluice (Boston) Pumping Station sluice gate failure we have indeed been recording high water levels along the SFFD which you have obviously stopped the gravitation availability from our

catchments. Can you let me know how we are going to go about recovering the additional costs expenditure we are incurring due to the failure ie electricity costs associated with additional pumping could this be completed through our Public Sector Cooperation Agreement. I would be grateful if you could reply before the Wednesday, 8th February 2017."

Following a further 2/3 emails chasing a response the Chief Executive sent a final reminder on 7th February and added that;

"I am also picking up rumours relating to relocation of sluice gate control at Black Sluice (Boston) Pumping Station can you elaborate or dismiss them".

The Chief Executive presented a slide showing a graph detailing telemetry of four readings; the red reading is the outfall bay at Black Hole Drove, the yellow reading is the Dowsby Fen Pumping Station in the SFFD, the green reading is Quadring Pumping Station and the blue is Chain Bridge Pumping Station. He pointed out the position on the graph when the sluice gate failed, stating it shows that it failed to open this indicates an average line on the low tides which is the average height recognising/recording prior to the failure, following the failure the water only being released once a day during daylight time, it has lifted by 300mm. Chain Bridge Pumping Station is not able to gravitate and is having to pump today as we speak we are using additional electricity through no fault of our own having to pump water out of our catchment into the SFFD. The high peaks on the red line is a sudden influx of water into the SFFD when we are pumping.

The Chief Executive stated that the EA are aware that we have this information and they have also come back to us asking do we want to share this information with them in the future because they want to share their information with us or when we take control of the SFFD do we also want their telemetry – the answer from our Pumping Station Engineer was No.

The email reply from Adrian Clack (EA Assist Performance Local Delivery Lead)

"In the gravity sluice at the Black Sluice (Boston) Pumping Station is awaiting a replacement gear box which is programmed for completion by the end of next week (the Chief Executive clarified that this will be the third week from failure) operationally we are using navigation lock discharge facility this is being used for our normal winter levels in the SFFD we will operate out of daylight hours as weather conditions dictate. Telemetry indicates that late last night we did react to an increased level and we operated in advance of the forecast rain and our duty team have been instructed to run at the levels below the agreed -1.0 as required so it can pull the levels down at Dowsby from our telemetry levels have been managed within the normal tolerance we will see on the SFFD although elevated due to weather conditions we have hit no operational thresholds the target winter retention levels we operate in the SFFD is -0.3 at Dowsby, -0.6 Black Sluice basin

however we are under no legal obligation to maintain this for upstream gravity discharge this is for winter operation in readiness for any increase need for response due to expected weather conditions during the winter period from a flood risk perspective. We obviously appreciated the impact this is having on your own ability to discharge into the SFFD by gravity and I will be working hard to maintain the level. Conditions we have been dealing over the past week has shown increased levels but this is within the range we would normally expect to manage in the winter period hope this helps clarify where we are and I will keep you informed on the repair programme for the sluice gate.

The Chief Executive then received a further email;

“I am the sluice gate replacement gearbox is due to be fitted next week so returning the gate into operation by the end of next week with regards to the rumour one of the many options being looked at with future plans of the pumping station and instructions we are looking at feasibility of how we would control at an alternative location if we had to this is purely for information only however I can totally reassure you that there are no plans to do this until we have agreed the future plans around the pumping station with yourselves hope this clarifies the position please keep in touch”.

The Chief Executive concluded that yes the EA appreciate the levels have increased and they tend to forget we have this level of information to hand and can prove they have increased but it can be very difficult because of fluvial flows. They are also saying that they are under no legal obligation to allow us gravity discharge during the winter months and they are also saying rest assured they are not moving the control mechanism for the gravity gate into the newly constructed small building built when the navigation channel was reconstructed the rumour was that we heard that the gravity control was being moved into that building for our main discharge sluice. He stated that this is our most important partner and there is still an element on both sides of mistrust but the main purpose of this rumour, when the Chief Executive next meets with the EA to assert the importance of those pumps although there are still only two of them working, and he pointed out to Members that as you are aware that there are three others which have not worked since the December 2013 tidal surge. The Chief Executive expressed that the EA will not switch the pumps on even when there is an opportunity to run these pumps and test them perhaps one discharge in the daylight hours and another discharge in the dark hours they can pre-programmed them but they are not prepared to do so. There is going to be interesting negotiations as all these items become part of the catchment negotiation package.

The Chairman asked what would have happened if we would have had 2 or 3 inches of rain in this situation in 24 hours – The Chief Executive responded that he genuinely hopes the answer to that question is that they would have switched the pumps on.

The Chairman further questioned would they have had to man the lock 24 hours; the Chief Executive added that we now have four workmen going in to be trained to be buddied up with the men at the EA operating the pumping stations they are beginning to pick up experience in that building. The simple answer to the Chairman's questions is we do not know what they would do in such a circumstance.

Mr Barker asked do we mean switching the two pumps which we know work; the Chief Executive responded the two that we know work yes.

Mr Holmes asked do you know why they have not turned them on or are they trying to prove that they do not need them.

The Chairman responded that the EA have always affirmed that the sluice could never break down.

Mr Leggott reiterated that the benefits of owning all the parts of this jigsaw are quite great especially for the drainage board he believed it could be down to budgets as to whether they can turn the pumps on as they are trying to save money.

Mr Leggott then asked we've heard some of an indication of the figures regarding a transfer; has the Board done its own figures as he does not believe it comes to £1.9million there was a lot more value than that; the Chief Executive responded that yes we have done our own figures the EA have been given our figures he has regularly complained that as yet no formal response has been received and he will be referring to this in agenda item (j) these figures were requested on behalf of the South Forty Foot Steering Group as well as all figures for all assets in the catchment for maintenance operations for the next 20 years the Officers have put together quite a detailed spreadsheet amounting to £30 million to put the assets back into the condition they should be in order to transfer.

The EA have called a meeting for the Steering Group for the 2nd March 2017 and the Chief Executive is hoping as they have called the meeting that we are going to get something solid from the EA at that meeting.

(b) EA De-Maining

The Chief Executive presented a letter sent to Dr Therese Coffey MP Under-secretary of State DEFRA from Henry Cator Chairman of ADA.

The Chief Executive stated that he has separated each item but these are part of the "jigsaw" and introducing to the Boards de-maining he then presented a map showing lengths of proposed main river that the EA are proposing to de-main, decommission, walk away from, offered to alternative risk management organisations which arguably is only ourselves. The Chief Executive stated that if the Board choose not to take them on and maintain them as our own they will be then pass into riparian ownership. The Officers have taken the decision to take on ownership of these and it is one of the reasons that we are reintroducing it at the up and coming Works Committee Inspection meetings, there are several

lower consequence watercourses which the Board maintain which the Board are looking to “de-watercourse” and offer back to riparian ownership, which the landowners questioned are happy to do so, lengths equate that to watercourses are entire lengths or part lengths.

The Chief Executive presented a map showing within these negotiations with the EA the Board are looking for as much money that comes with the Black Sluice (Boston) pumping station as an asset transfer at the same time the EA are going to try to get this Board or other risk management authorities to take off their hands at no cost as many minor rivers, this is all part of the negotiation process.

Mr Leggott stated that those sections of watercourses have changed hands and finished off in the Black Sluice’s could they attract any income; the Chief Executive responded no they are all low consequence watercourses and don’t attract any income at this moment in time. There may be one or two we are maintaining and find allocated monies for and the EA pay us to maintain.

(c) Boundary Extension

The Chief Executive presented the WFD (Water Framework Directive) who have looked at the whole of Lincolnshire and they have actually produced and sent through to the partnership approach a catchment management to front our area, which is Area 29. He stated that clearly there is some negotiation to be done or agreement to be done to move forward with regards to exact boundaries I believe we will finish off more in line with the boundaries we currently have in our own systems rather than the shaded area on the map.

The Chief Executive stated that he had received an email from DEFRA, regrading IDB Boundary Extensions dated August 2016. In preparation for this meeting, he investigated all the different avenues, then on the 10th January 2017 another email was received;

“DEFRA have become aware of further complications with extending IDB boundaries and therefore national are looking to re issue a revised IDB boundary extension note once it has been agreed by DEFRA. This should provide us and you with a clear note of what can be done in practice. They advise us to take a cautious approach and that the previous note I sent you cannot be relied upon. Will send the new note when I receive it”
– Gemma Ward EA

The Chief Executive stated the Officers are looking at how to increase our income to maintain these additional assets of riverbank as well as the pumping stations – one of the ways is to extend our boundaries and increase our catchment by approximately 40%. The Board recover c£1 million from agricultural ratepayers, the argument about increase/decrease; he believes it will certainly attract an increase in rate so the boundary extension is an important part of the financial scenario moving forward.

Mr Rollinson asked can you expect the upper catchments to pay the same rate; the Chief Executive responded that will be for this Board to decide, he stated that whilst at the public consultations talking to two land owners one was a current

rate payer and one was not a rate payer in the upper catchment within the extended catchment they were arguing, the lower catchment said “you need to pay more than me as its your water which causes the problems” the upper catchment said “I don’t need to pay more than you I need to pay less than you because we have not got any rivers which need maintaining” there is always going to be a fine balance. The Chief Executive concluded that this Board would direct and or dictate that rate and value on those upper catchments

(d) Precept Reduction

The Chief Executive presented a slide detailing the two equal instalments paid totalling £276,552 as a precept payment to the EA every year. He explained there is half an argument that money that the EA receive is then paid back in PSCA work, which the Board undertakes. The Chief Executive expects in the negotiations to dramatically reduce that figure because we are carrying out the maintenance ourselves on our own assets contractually through them or because the assets have been transferred. Within the precept, there is also circa 7km of main frontline North Sea defence still maintained by the EA and there will always be an element of involvement of other maintenance work probably on structures or on the South Forty Foot. The Chief Executive has given the EA a realistic indication that he expects to see a £200,000 reduction in the precept figure.

(e) Public Sector Co-Operation Agreement (PSCA)

The Chief Executive stated that the EA have dramatically reduced their own maintenance regime not specially due to finance but their own in house maintenance capabilities, for the last 2/3 years the Board has been cutting and flailing or just flailing top of the banks on some of their main rivers. Virtually all these works are on raised bank rivers which is something the Board are not used to and this is the work that the EA are indicating that they want the Board to undertake this year. This is three times more work than we have carried out for the EA historically. The Boards summer maintenance programme covers 500 miles and to fit both the EA and the Boards maintenance into the same programme the Board will need additional resource of machinery, labour or another view could be to dramatically increase overtime of our current workforce.

The Operations Manager presented a slide and stated that going back to the first large amount of work we carried out for the EA in 2015, cutting a total length of 95 km with some drains outside of the Boards district and some drains that were cut twice on the EAs’ request. Last year this work was reduced to cutting 59 km hence there was quite a large reduction in what we needed to do for the EA.

The Operations Manager outlined the requirement to complete a health and safety bank cut up which should start in March because these banks should be cut every month and then this allows the machines a clear view of where they are working. He reported that last year the EA were late with work orders and the Board were only able to carry out one of these health and safety cuts which meant that the grass was above the bonnet of the machines which slowed the process down. The value of all the work completed for the EA last year was £52,000.

The Operations Manager estimates the contracted work to be carried out for this year and ongoing years is in excess of £150,000 but this is only based on the total amount of flail mowing required and total amount of weed control by excavators required.

PSCA Work 2016

- **H&S Flailing – 58.0km (x1 visit)**
- **Flailing – 78.0km (x1 visit)**
- **Weed Cutting – 58.5km (x1 visit)**

Proposed PSCA Work 2017

- **H&S Flailing – 404.0km (x3-4 visits)**
- **Flailing – 252.5km (x1-3 visits)**
- **Weed Cutting – 97.0km (x1-2 visits)**

Within those additional costs, it does not take into account movement of machinery, flagging if there is a requirement, any other requirement ie hand labour and any other access issues. The Operations Manager reported that last year unfortunately due to the problems with the Boards machinery, we were not able to deliver the work in the time scale the EA required and we were still working on some of their systems well into November 2016. He pointed out that any additional works during the cutting season does not affect the Boards own maintenance work and that any additional works can be delivered within a programme and timescale agreed with the EA.

The Chief Executive explained the Board has no financial risk with regard to these contracts the PSCA is a day works contract. The EA have to place a figure on an order then the Operations Manager evaluates the work and sends the EA a quotation. Once an order is received, the Officers place a special costing code to each run and within the Boards management accounts are self-contained calculations of all associated costs with that work. There is a 5% administrative charge so we always recover our total costs.

The Chief Executive stated the reason this has been brought to the Board today is we do not have all the accurate figures and total resources required. He proposes that the Board give delegated powers to the Executive Committee once full details with regards to any future plant purchases from the reserves/plant account plus additional fulltime or seasonal labour employment. The Chief Executive explained that the Twigia machines which are not designed to carry out top bank cutting and the Officers would prefer to use these machines working on drain bank sides where their 9 metre arm is required. Therefore, they are looking to purchase a AEBI Mower which is parked outside for Members to view.

The Chairman asked Members if they agree with the proposal to delegate this to the Executive Committee. Mr Leggott proposed, seconded by Mr Ash and all AGREED.

(f) Partnership Approach to Catchment Management (PACM)

The Chief Executive presented 'the partnership approach' with guidelines to enhance negotiations from the EA. This approach is hoping to attract other focus based enhanced contributors to previous unfunded projects.

(g) South Forty Foot Drain (SFFD) bushing and de-silting works

Mr Barker declared an interest regarding South Forty Foot Drain.

The Chief Executive stated that this is a large maintenance project which includes bushing, de-cotting and de-silting works which is over a £1 million budget over the 11km between Black Hole Drove PS and the A52 Donington High Bridge. The Chief Executive presented some photographic slides, the biggest problem is due to the lack of maintenance and the high volume of nutrients, which come off the farmland into the SFFD there is a huge amount of cott weed and root growth in the margins. Although the silt cutter will cut through algae those that are familiar with cott will know that once you start pulling it in the lengths and volumes we envisage it never stops and it will block up these 8" or 10" cutting machines so the requirement on us is to remove the cott and root margin growth prior to the de-silting machine arriving onsite.

He presented some before and after photographs of the bushing works.

Cllr Austin asked would there be any environmental issues following the removal of the bushes; the Chief Executive responded we were expecting some but Natural England have stated this would not have been the natural circumstance of a wetland fen habitat. That said the EA have recognised the fact many bushes have been removed and are looking for offers of additional planting areas as mitigation areas.

The Chief Executive stated that work has commenced at the Black Hole Drove end and presented a photo showing the works. We will be looking at every gravity channel and every pumping station for enhancements. The Chief Executive has negotiated a contract and an understanding that the silt cutting/pumping machine is arriving in April 2017 if we can get legal agreements in place regarding the lagoon locations.

The locations we are hoping to secure for the lagoons are alongside of the SFFD and close to a pumped watercourse where the clean water will go straight back into the SFFD. There will be three 10 acres' lagoons leaving them in-situ for up to 5 years, we believe that in all probability the lagoons will be worked back into the landscape in the third year, the de-silting work we did in Swineshead in September 2016 there is a plan in the next few months to work that silt back in so it is just a few months. We will be having an open day particularly for the Board Members, two of the sites are on Crown land. The contractor is Royal Smals and this is the first time they have been to the UK to use this type of machine on an inland waterway and are keen to fly the flag for future work, the EA clearly want to encourage it and the landowners will be proud to stand there and say it's on their land so there will be at least two open events planned.

The Chief Executive stated that Royal Smals have left some brochures if any Members would like to take one.

The Chairman concluded that he hoped all Members found this interesting because it is very important and using machinery (Royal Smals) that has not been used for this type of work before here in the UK.

(h) Slowing the Flow (Swaton Catchment)

The Chief Executive stated that the EA are heading up this work and the BSIDB have offered a contribution. Mr Barker asked if this went as far as the railway line; the Chief Executive responded that it is the entire catchment. There will be various meetings, with public involvement to best involve how slowing the flow works, does it mean planting additional woods, clearing out decoy ponds, does it mean v-boards in drains everything is going to come into the equation. Mr Barker asked if the Swaton Flood Warden is associated with this; the Chief Executive responded that he would most definitely be involved with this.

(i) Black Sluice Catchment Water Resource East Project (WRE)

The Chief Executive presented the web page (www.waterresourceeast.co.uk) associated with WRE, the Anglian Water fronted WRE on its web page are the photographs from the first public meeting held at Springfields where a number of us were guest speakers. There are more details within the Executive minutes, the Chief Executive is involved with the Technical Steering Group and has now been requested to represent BSIDB and other IDBs on the Delivery Group.

He explained that It will encourage water retention for irrigation, water retention for environmental futures, water retention for navigation, water source for use in East Anglia because Ofwat have stated that "in 20 years' time the towns and villages of the southern side of East Anglia will be on stand pipes if it cannot get additional water there" and this is the best chain effect of transferring water from the River Trent.

If you have any question and want to know more, please contact the Chief Executive.

(j) Black Sluice Catchment Steering Group

The Chief Executive stated that this is one of the most important groups set up involving the consultations within our catchment. The last meeting was held in June 2016 it stalled because the EA did not attend; therefore, until the EA became involved again there seemed no point in having a further meeting.

The Chairman added that since then the EA have now called a meeting for first week in March 2017 and he is hoping that progress can be made.

The Chief Executive pointed out that the current Chairman of the WRE project is our current ADA Chairman – Henry Cator. The current Chairman of Black Sluice Catchment Steering Group is current Vice Chairman of ADA soon to become in November 2017, Chairman – Robert Caudwell who lives in the Witham 4th district,

we have a local close relationship with the two chairmen of the most important groups/projects which is really encouraging.

The Chairman believes personally that if something has not happened by November 2017 on asset transfer to the BSIDB it might not happen, as Robert Caudwell would like to announce something like this at the ADA AGM in November.

(k) Boston Tidal Surge Barrier

The Chief Executive stated that an inspector of the public enquiry has been appointed, Mr Mike Robbins, and the enquiry will start on 19th April 2017 and it will be held at the Boston Barrier Hub over ten days, programmed for each section this week there is a dedicated website created <http://boston-barrier.persona-pi.com/>.

Cllr Russell made a point that a lot of items have been covered in this agenda item and asked would any part of this be placed on the Boards website; the Chief Executive responded that if Cllr Russell or any Member of the Board would like this PowerPoint presentation we can send and there will be information uploaded to the Boards website.

The Chairman concluded that some of these items will be covered again at the Works Committee Inspections taking place in March 2017.

Mr Holmes asked Members for a vote of confidence for the Chief Executive who has lead this new initiative to convince the EA to go in this direction.

1084 REPORTS - Agenda Item 11

(a) Monthly Accounts - Agenda Item 11(a)

The Board RESOLVED that the Board's monthly accounts, which included October 2016 to January 2017, copies of which had been circulated, were noted.

Mr Barker asked as members of Woldmarsh many of these items as you do not know what they are should we have an idea of what we are paying for under Woldmarsh; the Finance Manager responded that this would be extremely difficult to split out any further, but if the Board wanted, it can be done for Woldmarsh. The Finance Manager stated that he would not want to set up different Woldmarsh accounts when they are all paid the same way. The Woldmarsh account can provide a breakdown into fuel; tyres and we are looking to include the electricity contract in the future but as it stands now it is generally, the fuel and tyres are the majority of the costs.

(b) Schedule of Consents - Agenda Item 11(b)

The Board RESOLVED that the schedule of consents for Byelaw Relaxations, Culvert Consents, Development Contributions, Land Drainage Consents and Extended Area Consents issued November 2016 to January 2017, copies of which had been circulated, were noted.

(c) Rainfall - Agenda Item 11(c)

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

1085 TO AUTHORISE THE CHAIRMAN AND FINANCE MANAGER TO SEAL THE RATE FOR 2017/18 - 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 2017/18 as follows:

(a) Drainage Rates

	<u>Estimated Amount</u> <u>Drainage Rates</u> <u>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/> £1,054,549.19

(b) Special Levies

Borough of Boston	£773,179.60
South Holland District Council	£126,086.96
North Kesteven District Council	£60,514.40
South Kesteven District Council	£58,113.22
	<hr/> £1,017,897.17

1086 ANY OTHER BUSINESS - Agenda Item 13

(a) Consent 2016-B14 Byelaw Issue

The Chief Executive stated that there is an issue with a byelaw which was agreed by the Board in June 2016 to consent a 6 metre easement strip with associated forecourts built inside of that but with the construction of the buildings beyond the 9 metre easement. He stated unbeknown to the Board and before it went to the planning office, the planning officers have come back with a re-application for consent for approval on the plans detail in the slide presented.

The planning officer has asked for the combined dwellings to be no closer than 7.3 metres from the top of the bank when before they were 9 metres. Now the access and turning forecourts, which had expressed concern that damage could be caused by the Board's large machinery, are now outside of the 6 metre top of brink.

The Chief Executive explained that it is more beneficial to the Board even though the building is coming closer to the bank now for manoeuvring vehicles. He presented this to the Board to approve and asked if Members have any questions.

Mr Leggott asked when we give these easements do we insist on an indemnity clause if they move it nearer then they cannot claim any damage? The Chief Executive responded that if they move it any nearer it would not be consented.

The Chairman suggested that the houses could be moved down slightly to come within the Boards byelaws; the Chief Executive responded that we could suggest but there is no guarantee they will listen to the suggestion.

Cllr Russell proposed that do this as a first option and then give the Chief Executive the authority to consent. All AGREED.

There being no further business the meeting closed at 16:30pm.

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
1st March 2017 at 15:55pm

Members

Chairman - * Mr P Holmes

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

(* Member Present)

In attendance: Mr I M Warsap (Chief Executive)
Mr D Withnall (Finance Manager)
Mr P Nicholson (Operations Manager)
Mr C Richards (Pump Engineer)
Mr K C Casswell (Chairman of the Board)
Mr M Rollinson (Chairman Southern Works Committee)

Additional attendees on Inspection: Mr G Hutson (Guest)
Mr M Mountain (Guest)
Mr O Nicoll (HBP Systems)

The Chairman welcome Mr D Casswell and Cllr R Austin to the meeting who unfortunately were unable to attend the tour. The Chairman also thanked the Operations Manager for organising the Inspection.

1087 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Cllr C Brotherton, Cllr Mrs J Harrison and Cllr P Skinner.

1088 DECLARATIONS OF INTEREST

(a) Drain 8/3 Ewerby Catchwater

A declaration of interest was received from Mr N Scott with regard to Minute 1091(e).

(b) Drain 14/2 South Kyme Old Pump

A declaration of interest was received from Mr D Casswell with regard to Minute 1091(g).

1089 MINUTES OF LAST MEETING - Agenda Item 2

The Minutes of the Joint Works Committee regarding the Northern Works Committee which was held on 12th October 2016 copies of which had been circulated were considered and it was agreed the Minutes should be jointly signed as a true record.

1090 MATTERS ARISING - Agenda Item 3

(a) 2016/17 Defra/EA Funded Grant in Aid Schemes - Minute 1022

The Operations Manager explained for Members information, all of the schemes from (a) through to (g) on pages 3 & 4, with the exception of the following have not received funding from the EA. The North Forty Drain and Langrick Road are now a combined scheme, Sempringham Fen & Damford Ground Pumping Stations, along with Helpringham Fen weedscreen cleaner were all part of a packaged scheme put together for the EA Consultants to progress and ultimately there has been no progress. The EA Consultants have delivered an outline business case and some of the consultants costs are more than the value of the schemes.

The Operations Manager confirmed that funding has been received for the Kirton Meeres Drain 7/11 Scheme to reline the pipeline and this work will be progressing in the next financial year.

(b) Watercourses to Abandon or Commence Future Board Maintenance - Minute 1025

The Operations Manager explained that a desktop exercise has been completed to indicate potential sections of watercourses which either serves only one landowner or where it is not in the interest of the Board to carry on maintaining including end runs and short lengths.

Mr Rollinson explained at the Joint Works Committee meeting it was discussed and felt the first approach could be the "easy wins".

The Chairman suggested that the watercourse sections/runs could be looked at on a "traffic light" basis ie

RED – would not be progressed any further
AMBER – potential for further investigation
GREEN – first ones to be progressed

The Operations Manager asked Members to discuss the sections/runs identified regarding their viability to be "given up" to riparian ownership. He explained that once Members have discussed this at the meeting today then Officers can gather more information on each of these particular sites and get some directive resolution around a way forward for the Officers to then progress to the next level.

Mr K Casswell pointed out that once you consult with the landowners you will find out the historical reason why they have been taken over in the first instance. Many of the questions we cannot answer will be answered whether it's from field amalgamations or whatever why they have been taken over in the first place.

The Chief Executive stated the Officers are trying to formulate but each one is bespoke, if the Board uses the traffic light scenario simplistically three green lights;

- GREEN light - if the Officers believe said drain should be "given up"
- GREEN light - that the landowner says yes "I would like it handed back as a riparian drain"
- GREEN light - there is no objection from the Works Committee and thence the Board

The Chief Executive asked Members for direction on what condition should said drain be "given up" in and what delegated powers to the Officers or Operations Manager - will he have to agree with said landowner onsite. He invited opinions on "How do we pass it back" - is it just a summer cut, is it assessed for de-silting, bushing what element of money/budget.

The Chairman enquired if in that situation we could say if the Officers give it a GREEN light and Works Committee Members and therefore the Board give it a GREEN light then we approach the landowner that it is to be handed back to said landowner. If there is any doubt ie there is an AMBER light on any then we don't progress any further.

The Chief Executive acknowledged if that is the case and delegated to the Officers and the Operations Manager and the Officers have reported to the Works Committee and in turn reported to the Board that we believe this stretch is to be "given up" what powers should Members agree with the Operations Manager on how it is handled and what condition it should be handed over. He then asked the Committee what if the landowner wants it desilting and cleansing.

Mr Rollinson clarified that if the Board is handing it back, then it should be done in A1 condition.

The Chief Executive asked are the Members agreeing for this to be left to the Operations Manager? If he then has a problem with said landowner it can then be brought back to the relevant Works Committee. Members AGREED.

Mr Rollinson added that it should be handed back in a condition we would be prepared to adopt it in.

The Finance Manager interjected to say that budgets have been set and agreed until March 2018 so if there is over and above scheduled works we will have to find the funding for it otherwise it will have to be included in other years' budgets.

The Chairman responded that this does not have to be done, if we highlight a drain is to be handed back it does not necessarily have to be handed back in this financial year it is something to be phased in the future.

The Chief Executive stated that the majority of the watercourses the Board maintain are in a fair to good condition. He believed it is unlikely there is going to be a lot of expenditure involved because the condition it is in after a summer cut, which is within normal duties, is suitable to hand over.

Mr Leggott asked whoever it is who negotiates with these ratepayers' /landowners and they could ask for different things to be done before they are willing to take riparian ownership of them; where do we stand do we have a set formula. The Chairman responded if it is part of the normal cutting maintenance programme on that drain and if it was desilted two years ago it cannot be desilted again. If it was desilted 15 years ago then the landowner may have the right to say could it be de-silted before its handed back.

Mr Leggott asked does the Operations Manager have delegated powers to move in that direction as saying ok we accept this needs a bit more than dyke (a) or (b) there will be different agreement for taking it back. The Chairman responded that there can be no one set formula for agreement. Adding that if the Operations Manager comes up against a problem, then he will have to report it back to the relevant Works Committee. Mr Leggott concluded there are different scenarios of transfers back as long as they can be accommodated within our budgets then he would be willing to recommend.

The Operations Manager replied by saying that if he visits site and throughout the conversation he cannot agree the terms that are offered then he will have to bring it back to the Works Committee.

The Chief Executive stated that this Committee would permit within those terms of agreement that if it is the de-silting and bushing issues, arguably that is the only issue that there could be, that we implement this drain within the next three years within our normal desilting programme and then once it had been desilted to hand it back to riparian ownership.

The Chairman stated that as a Committee we can give the Operations Manager the powers to use his own discretion on each individual drain with those guidelines.

The Operations Manager suggested that the decision can be agreed in year, if it is within budget likewise if outside the budget it would have to be agreed and that may be one or two years in the future.

The Chairman explained that when this was proposed there were no fixed timescales and being realistic it was always going to be a ten-year programme because there will be a first stage of green lights and then we will address the amber lights and so on.

The Chairman asked Members for any local knowledge of any other dykes that might be in the same situation this can be passed to the Chief Executive.

The Operations Manager presented the Inspection of Works:

(a) Drain 10/4 Labour In Vain Drain, East Heckington

The Operations Manager stated that during the tour today, he was looking for directive from this Committee regarding the identified drains/dykes and which of these specific sites warrant further investigation for the Board to, in the future, not continue to maintain and relinquish responsibility to the landowner.

The Operations Manager added from an overview of the whole catchment the Officers have identified 75km therefore these presented today are only a small percentage of what has been identified.

The Operations Manager started on page 5 and asked Members for their directive on Drain 10/4 Labour In Vain Drain towards East Heckington. Members agreed GREEN.

(b) Drain 10/15 Northland Dike

The Operations Manager asked Members their directive on Drain 10/15 Northland Dike. Members agreed GREEN.

(c) Drain 10/17 & 10/10 Old Forty Foot, near Willow Farm

Mr R Needham commented on Drain 10/17 Old Forty Foot towards Willow Farm. He was concerned about the fact that there is about 90 acres of land which is drained through Drain 10/17 and if that was to be "given up" then there would be an issue regarding the neighbours cleansing that drain.

The Chairman clarified that this would be a RED.

Mr Needham then commented on Drain 10/10 Old Forty Foot and talking to Mr M Mountain during the tour that is actually quite a deep drain and Mr Mountain made the point and he believes it is a valid point, that in the future he has not got the machinery to actually clean that drain.

The Chief Executive extended on the conversation with Mr M Mountain stating that Mr Mountain had invited suitable contractors to look at the drain and they did not have large enough equipment either so that would be a concern if it was given up and there is a significant relevance about that watercourse because of its profile size.

Mr Needham asked could it be considered that from a cutting point of view it is maintained by the landowner with a view in 5 or 10 years' time then if the bottom needed doing out the Board carried out the works giving the Board an indirect cost saving.

The Chief Executive felt that this watercourse should be left for a future discussion in 2/3 years' time. Members agreed an AMBER.

(d) Drain 8/8 Manor Farm

The Operations Manager asked Members for their directive on Drain 8/8 branch north towards Manor Farm approximately 805m. A question was raised about ownership of the footbridge, the Operations Manager responded the Board don't have and would not use a footbridge. The Chief Executive clarified that it is unconsented and if it were to cause a problem it would be removed. Members agreed GREEN.

(e) Drain 8/3 Ewerby Catchwater Drain

Mr N Scott declared an interest.

The Operations Manager asked Members for their directive on Drain 8/3 Ewerby Catchwater drain approximately 391m. Members agreed GREEN.

Mr K Casswell concluded that Mr N Scott made a point on the tour about another dyke in that vicinity where water does not get away from and which was given up quite a few years ago. He further explained that the neighbours have a riparian duty.

The Chairman clarified that within the Land Drainage Act the IDBs have powers to approach landowners who don't maintained riparian drains if it is causing a nuisance. The Chief Executive added that if there is a specific nuisance, landowners can approach the Board and the Board can enforce said landowner to carry out his riparian duties.

(f) Drain 8/10 Branch North to South Kyme

The Operations Manager stated this is for information for this Committee around future jetting and camera survey works there were points of interest on the tour. The Board have a budget set aside for 2018/19 when some of these will be included on a programme for the Northern Works area.

(g) Drain 14/2 South Kyme Old Pump Drain

Mr D Casswell declared an interest.

The Operations Manager asked Members for their directive on Drain 8/8 branch north towards Manor Farm approximately 400m.

Mr D Casswell pointed out that he has similar issues regarding the depth of this drain for maintaining which would cause problems for agricultural machinery.

Mr Rollinson added that when viewed on the tour this section looked like it required de-silting.

The Chairman acknowledged that we will come up against this more and more that the landowner although willing do not have the machinery to maintain these types of dykes. The Finance Manager pointed out that this could be why the Board took them over in the first place.

Mr Fowler believed this could have been taken on due to the site of the Old South Kyme pump. The Operations Manager then added that with the reconfiguration of the flow it remains as it was until discussed in detail today.

Members agreed AMBER.

(h) Drain 9/7 Sidebar Lane Drain

The Operations Manager stated this outlines future works around CCTV.

(i) Drain 10/9 Branch North to A17 and Garwick

The Chief Executive stated during the tour he saw some alarming views of what was thought to be a maintained watercourse on the opposite side of the road and it was not.

The Operations Manager reiterated that this branch North to A17 and Garwick will be programmed for CCTV works in the future.

(j) Pipelines around Bicker

The Operations Manager stated on page 23, this is for Members information, future programmed works for CCTV and camera investigations.

The Chairman believes that Fen Dyke Lane was proposed to be given up but he thinks it supports three landowners and LCC Highways would have an involvement in the roadside drain along Fen Dyke Lane. Members felt RED.

The Operations Manager explained that future programmed pipe surveying works were discussed at the last Board meeting and the Members were asked for a way forward. He stated that the cost of the CCTV works is around £1,500 to £1,700 per day there are approximately 90km of pipe to be surveyed therefore he proposes to look at a programme of either 10 or 5 yearly depending on how much can be completed over that period.

(k) Clay Dike Cleansing & Holland Fen Pumping Station

The Operations Manager stated that during the tour we looked at the desilting works currently being undertaken which is a project to desilt the Clay Dike from Holland Fen Pumping Station back up to the Gill Syke approximately 5km this is programmed every 9/10 years, the last time the Clay Dike was desilted was 2008. He confirmed that so far between 400/600mm of silt has been removed which is a worthwhile process.

(l) Drain 5/46 East branch along South side of Beck Bank

The Operations Manager asked Members for their directive on three sections of drain, which are very close together off Frampton Bank.

The Chairman asked how would it affect the Board to give up roadside drains, does the Board have an obligation to offer conveyance to LCC Highways water;

The Chief Executive responded that the Officers would contact Lincolnshire County Council Highways and go through a process, yet to be defined, and the Officers would certainly inform them.

Members agreed GREEN for the Central Section on Drain 5/46.

Mr Rollinson asked could this create problems for the Board if the landowner could argue it is not his water and there are two interested parties involved ie Highways. Mr Welberry informed Members that there is no water coming from the road into those dykes. The Operations Manager stated that if the other interest party was LCC Highways then they will be informed.

Cllr Brookes stated LCC Highways have the right to connect into any roadside watercourse whoever owns it.

(m) Drain 5/45 East connecting drain from Old Hammond Beck to Kirton Drain

The Operations Manager asked Members for their directive on Drain 5/45 East connecting drain from Old Hammond Beck to Kirton Drain approximately 1,055m. Members agreed GREEN.

(n) Drain 5/43 Branch South from Old Hammond Beck along Holmes Lane

The Operations Manager asked Members for their directive on Drain 5/43 South from Old Hammond Beck along Homes Lane approximately 440m. Members agreed GREEN.

(o) Pipelines around Swineshead

The Operations Manager stated that pages 30 & 31 are for Members information as points of interest on the tour today. Some of the piped watercourse sections which the Board maintain and are responsible for, this shows the data the Board holds on each of these particular sections. These will be on a priority based programme for future inspections.

(p) Mackey's Pit, Swineshead – Cleansing Works

The Operations Manager showed Members some public relation work completed on Mackey's Pit, Swineshead. The Board assisted on the cleansing works and he showed a number of photographs.

Cllr Brookes added that there are some additional works required ie the rock armour and fishing platforms.

(q) Proposed diversion of Drain 7/8

The Operations Manager stated this proposed development on pages 34 & 35 had been viewed during a previous Inspection tour. Both the Chairman and the Operations Manager had met with the previous developers to discuss the Boards requirement to gain access to maintain the drain along the Southern edge of this site.

Boston Borough Council as part of the planning application will not allow access for machinery from Horseshoe Lane therefore there is a proposal that the Board could possibly create a new piped section as detailed on the map. An estimated cost will be in excess of c£15,000 as part of any agreement the Board would like a contribution towards the cost of diverting this existing watercourse from the developer.

The Operations Manager added that the existing pipeline which goes under the road is not in great condition and where it outfalls into the open drain from the piped section it is visibly in poor condition and is deteriorating quite badly. He explained that this could be the condition of the entire piped section which would mean either lining it, if it is suitable to be lined or replaced. If this were to be investigated for the possibility of redirecting this watercourse it would take away a future problem.

Mr K Casswell asked if the existing pipeline was up to taking the quantity of water from this site. The Operations Manager responded this is a very low lying wetland and it is continually wet and this pipeline is 2/3rds full for the majority of its life so we know there is going to be a cost to the Board but this will potentially be a solution to take away a problem and redirect the flows.

The Finance Manager asked if the site had SUDS, or was there additional water to come off the site. The Chief Executive did not believe there would be additional water.

Mr Welberry asked how many houses were planned on this site; the Chairman responded they started with eight and now he thought more, this site has been up for a proposal on more than one occasion and always seems to have fallen by the wayside as it is very low lying land.

The Chief Executive proposed the Officers develop the red & purple dotted line as a scheme (map on page 34) and check the levels, develop the costings with a view to putting this in a scheme budget for 2018/19. He added the Operations Manager should approach the developer for said contribution at the same time informing landowners the Board will be giving up the culvert between Lowlands and Kelsey and the stretch of watercourse which is hand roded inside this property boundary.

The Chairman believed that the Board could not give up the culvert between Lowlands and Kelsey; the Chief Executive stated the water will be taken from the south side of Skeldyke Road therefore not going through Kelsey.

Mr Rollinson asked what contribution would this scheme be looking for, the Chief Executive responded that he had initially asked for £10,000 which stopped the previous developer from moving forward, now there is another developer taken over the site and they are not aware yet of this contribution.

Members AGREED.

(r) Ewerby Pumping Station access road plus other roadways accessing Pumping Stations

The Chairman stated that one of the proposals was to meet with the landowner to offer a load of crushed limestone or whatever he would want to top the road and spread at will. At Ewerby Pumping Station we are dealing with a single landowner but other Pumping Station roadways are used by more than one landowner. The Officers are seeking guidance and direction regarding other roadways accessing Board Pumping Stations, as every road is different and looked upon on its own merit.

The Chief Executive acknowledged that it could be a simplistic approach to offer the landowner an amount of stone ie 50mm down, or whatever material, as a contribution by the Board to maintain these access roadways in a shared maintenance approach. He explained that all of these access roadways are bespoke and everyone is used by different equipment at different frequencies.

Mr J Pocklington believes that any landowner would want to help the Board as you are taking the water away and if you cannot get to the pumping station then it's going to affect them.

Cllr M Cooper queried what would be an acceptable standard for the road which is a starting point, then work from there; The Chairman responded he accepts what Cllr Cooper is saying but what is acceptable standard for a farmer that is taking a tractor up and down it is completely different from one of the pump operatives who is taking his car in the dark and probably on a winters night, that is the standard which is required.

The Chief Executive stated we looked at general pumping station maintenance budgets ie 20 ton of aggregate at approximately £25 per ton is £500 and take a load and explain to said landowner that the Board would expect to get 12 months use out of it and report back on how it is working and at what cost.

Mr Leggott agreed that this is an excellent idea with one problem we don't know what the landowner wants on that roadway, the Chairman responded we can negotiate with the landowner to have aggregate in whatever form ie crushed limestone, 50mm down or hardcore.

Members AGREED.

1092 REPORT ON RAINFALL - Agenda Item 5

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

There being no other business the meeting closed at 16:55pm.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the
Southern Works Committee

held at the offices of the Board
22nd March 2017 at 15:30

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 C Dring
Mr A Mair	* Mr M Mowbray
* Mr M E Richardson	Cllr B Russell
* Mr C Wray	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 P Holmes (Chairman Northern Works Committee)
Cllr P Bedford (Board Member)
Cllr M Brookes (Board Member)

Additional attendees on Inspection:

Mr P Craven (Guest)
Mr N Morris (Guest - Welland & Deepings IDB)

1093 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies were received from Cllr R Clark, Mr C Dring, Mr J Fowler, Mr A Mair, Cllr B Russell and Mr J R Wray.

1094 DECLARATIONS OF INTEREST - Agenda Item 2

(a) Drain 2/17 Northwest from Eaudike Road to Long Oliver's Road

A declaration of interest was received from Mr J Casswell with regard to Minute 1097(a).

(b) Drain 2/4 Southside of North Ing Drove

A declaration of interest was received from Mr C Wray with regard to Minute 1097(c).

(c) Drain 2/22 Southeast from Wykes Drain to Washdike Farm

A declaration of interest was received from Mr J Casswell with regard to Minute 1097(p).

1095 MINUTES OF LAST MEETING - Agenda Item 3

The Minutes of the last meeting regarding the Southern Works Committee at the Joint Works Committee held on 12th October 2016 copies of which had been circulated were considered and it was agreed the Minutes should be jointly signed as a true record.

1096 MATTERS ARISING - Agenda Item 4

(a) Apologies for Absence - Minute 1018

Mr J Atkinson remarked on the attendance which could be due to the timing on a very busy farming calendar and guessing that other Members probably have the same problem, he asked would it be advisable to move the meeting date.

The Chief Executive responded that Mr Atkinson is referring to the Joint Works Committee October meeting; it was also discussed about the timing of today's meeting and obviously the Northern Works. He asked when is a good time and obviously now is the time to discuss this – Mr Atkinson suggested a late February meeting and pushing the joint meeting in to November. The Chief Executive presented on the screens the programme for 2018 stating that the meeting is programmed for the 28th February and Joint Works on the 3rd October 2018.

The Finance Manager reminded Members that last year it was agreed that they would have Northern Works then Southern Works one year and then swap them around the following year.

Members agreed to leave the Southern Works on the 28th February 2018 and the Northern Works to swap with the Structures Committee on the 11th April 2018. The Joint Works meeting to be on the 8th November 2017 and move the Board meeting to 29th November 2017.

(b) Drain Maintenance Alternate Banks - Minute 1022(r)

Mr Barker asked was there a programme for alternate banks cuts, some of these drain bank sides could be done now before these bushes get bigger. He believes that not enough of the alternate banks works are being done.

The Chief Executive responded that he understands what Mr Barker is saying and added that the Officers have increased works over the last two years with regard to alternate bank works which have been identified. He explained that it is often easier for the Operators to cut off one bank, the Officers have challenged them and it can happen using machinery with extension arms which can reach and cut the other side of the bank.

The Chief Executive then clarified that Mr Barker is clearly suggesting for further debate that the Operations Manager actively pursue alternate bank cuts as much as we can for reasons stated. Mr Barker – yes.

Mr Barker then added it would be beneficial for the alternate bank to be done one in four years especially whilst the machines are not busy before nesting.

Mr C Wray added he would agree with Mr Barker that the trees are growing in some of the banks which could easily be accessed on the other side just as feasibly the hedges.

The Chief Executive reminded Members from the Boards account management process the Officers review the remaining budget expenditure at this time of year. It is feasible if not cutting that some of these alternate banks could be done but currently within the works programme other works are being carried out. The Officers, in the future, are looking at completing some culverting works in the Summer which have historically been done at this time of the year because of land access and dryer drains, all these options can be explored by the Operations Manager for future programme works.

The Chairman added that ratepayers are concerned about the growth of hedges which has been pointed out to the Officers.

Mr Barker stated bushing should be kept under control on the opposite bank out of season.

Mr Ash suggested that the workmen drivers report lots of things and this could be another item by informing Officers of overgrowth on the opposite banks.

Mr C Wray stated some trees are getting to the size of a wrist and they were not there 6 years ago which will ultimately cost to remove; the Chief Executive asked at some point in the past that bank has been flailed. Mr C Wray responded that historically at some point that bank would have been flailed but now it is over grown and concluded that it can be easily accessed.

The Chief Executive stated that we have 1,000 miles of banks and there are still some banks the machines cannot access because of open drains with no culvert access crossing routes. Some drains the Board physically cannot gain entry or there is an obstruction ie there are woods which the Board own at Bourne that block passage to maintain watercourses. He concluded that these comments will be taken on board and the Officers will review.

Mr Barker pointed out that over many years there were hand gangs who worked both sides of the bank. When the Board moved on but too quickly, and left these alternate banks behind and this is what we need to review.

The Operations Manager stated that there needs to be an acceptance from the Members of what's been done in the past and now. There are designated routes to cut trees and where we have a route that is not the easiest ie we need to go on the other side it is because it is generally cropped at that time of year; yes we could change our programmes and look to go at a different time of year. Obviously the ideal time of year is when we need to be everywhere. It is about looking at the biggest problem areas first and trying to tick these off and then develop and look at future budgets. Ultimately, it is going to cost more money to do that.

Mr Barker responded there has been a savings in the budget whilst not using gangs in the past and these savings should be put towards doing some of the banks where there are bushes.

The Finance Manager pointed out that those savings are not realised savings, had the Board been putting up the drainage rate at the rate of inflation then we may have had surplus cash but the Board have not. The Board has quite a balanced budget, and there may be a surplus this year but there is no extra cash in the budget to be able to do these works, it would have to be at the compromise of something else.

(c) Dowsby Lode - Minute 1022

Mr Barker asked about the maintenance works at Dowsby Lode as nothing seems to have happened, when was work due to be done. The Operations Manager responded it is still on the list for future works, the query is how to progress on the survey results.

Mr J Atkinson asked if it had been decided which bank to work from. The Operations Manager responded that following the discussions with Mr Atkinson, Officers have looked onsite regarding the query of what is the bank there for and what purpose does it serve. Mr Atkinson concluded that the bank is in a very bad condition in places.

1097 TO RECEIVE THE INSPECTION WORKS BROCHURE - Agenda Item 5

The Operations Manager presented his Inspection of Works:

(a) Drain 2/17 branch Northwest from Eaudike Road to Long Oliver's Road

Mr J Casswell declared an interest in this item.

The Chairman explained that a desktop exercise has been completed to indicate potential sections of watercourses which either serves only one landowner or where it is not in the interest of the Board to carry on maintaining including end runs and short lengths. This was discussed at the Northern works meeting, it was suggested that if there were 'easy wins' and it is viable for the landowner to maintain it and the landowner has no objection the Board would like to give it up.

The Finance Manager placed on the screen the draft minutes from the Northern Works Committee.

The Operations Manager outlined we have highlighted along all of the catchments some of the drains that the Officers believe no longer require Board maintenance. Going forward we have found at the Northern Works Committee meeting some found to be potentially given up but for various reasons did not get a green light.

RED – would not be progressed any further
AMBER – potential for further investigation
GREEN – first ones to be progressed

The Chairman informed Members that if we all agree that the reasons given, then the Operations Manager will arrange further discussions with the landowners to hand them over.

The Chairman added that the Board spends £700,000 on maintaining 755 km of watercourses.

The Operations Manager stated that the Board is potentially taking on 18 km of mainriver that the EA are looking to de-main, this is not an exercise we are looking to do specifically for this reason but something we are doing all the time. The Officers are looking at sections the Board does not need to maintain in the future but obviously this has focused this exercise more in order to recover some of the spend that the Board will require to maintain these de-mained EA mainriver approximately 18 km.

Mr J Casswell asked if a field is sold and then comes back to two ratepayers where there was only one previously what is the situation with that.

The Chief Executive responded the one landowner or serving one landowner is from the 1991 Drainage Act and really don't want to get hung up about that we can have some drains serving one landowner that are vitally important to the catchment but it's a terminology we want to put to one side. We are looking for three green lights;

GREEN light - if the Officers believe that there is no real merit to this drainage board to maintain this watercourse

GREEN light - for the Operations Manager to approach that landowner or landowners to say "there is no real merit what is your thoughts in being given up in decent condition handed back to you and if the landowner / landowners are in agreement

GREEN light - there is no objection from the Works Committee and thence the Board

The Chief Executive added that once we commence this it will be a roll on programme year on year and initially approach the 'easy wins'.

In some cases, the Officers have been approached by landowners asking the Board to stop maintaining drains for various reasons so that's the reverse scenario. It was highlighted at the Northern Works Committee meeting there may be some explanation as to why this drain should not be given up and it is given an AMBER which is to further investigate and put back a couple of years.

The Chief Executive clarified that there is no quick fix. These various drains are top ends, small drains, insignificant drains, drains that arguably should never have been maintained or adopted by the drainage board for numerous reasons because of the low priority but what we have realised is every single one is different and we cannot have a simplistic approach to them. He pointed out that some of these drains are deep and large and the landowners or contractors contacted did not have equipment large enough to maintain them therefore at the Northern Works Committee meeting were given a RED and we will continue to maintain them because the Board has the specialist machinery.

He outlined the discussion at the Northern Works meeting of how best do Officers move forward and they agreed this was the best way using the traffic light system, it does not move forward until it receives three green lights once again the Officers, the landowner and the Committees, any form of AMBER or RED it is immediately put back for a year or two or not progressed at all.

The Chief Executive stated that the Officers are trying to recover or within our own budgets as much expenditure as possible on drains we do not want to be maintaining because we are going to be handed the drains de-manded from the EA. The EA class these drains as low consequence watercourses but to the Board they are quite important so the Officers are having to find our lowest consequence watercourses to give those up.

The Chief Executive concluded by saying that if there were unlimited funds the Officers would not have to review this but we are not in that position. He also mentioned that he had been asked "if handing back a length of watercourse would this mean a reduction in their drainage rates", unfortunately it does not work like that.

The Chairman asked Members if they have any comments about these drains as we progress through the brochure please raise any points to consider.

The Operations Manager asked Members for their directive on Drain 2/17 branch northwest from Eaudike Road to Long Oliver's Road approximately 377m.

Mr Rollinson responded by confirming that it is a neighbour's drain and falls into the category that he does not have the equipment to be able to maintain this drain as it is a big drain.

The Members agreed AMBER for review in a few years' time.

Mr Ash asked about the Armco pipe in this drain and if you were to give it up would you repair it before and would there be an agreement in place.

Mr Holmes responded we would not repair in normal everyday usage anyway if we were not using it why would we repair it. Mr Ash concluded that yes the usage point.

The Chief Executive pointed out that the ownership of drains is often the difficulty and if it is used as an access to gain entry to land we would not be looking to renew it ourselves unless it was within our Structures Replacement policy.

(b) Drain 16/2 branch to North from Engine Drove

The Chairman asked Members for their directive on Drain 16/2 branch to the north from Engine Drove approximately 423m.

Mr D Casswell asked when the board is giving up does that mean the maintenance of the culvert particularly one under a highway.

The Chief Executive responded that any culverts under highways are under the responsibility of Lincolnshire Highways. If there is a culvert on the stretch of drain being given up then it does mean that the culvert will be given up also.

The Chairman felt that without any pictures or inspecting these drains outlined in the brochure nothing further could be done.

The Chief Executive acknowledged that in future photographs could be taken to present to the relevant Committee.

(c) Drain 2/4 Southside of North Ing Drove

Mr C Wray declared an interest in this item.

The Chairman asked Members for their directive on Drain 2/4 Southside of North Ing Drove approximately 325m.

Mr C Wray stated that he could not see any way this would be beneficial for him to take back this drain, he does not have a flail and therefore cannot maintain it.

The Chairman asked does other landowners drain into that dyke; Mr Wray responded that the Board would have better ideas regarding flows, but the dyke on the top 3/14 is a main drain which runs back to the forty foot, the bottom one drain 2/3 runs into the forty foot as well, the middle drain 2/4 not sure which way the flows go, it can depend on the levels.

Mr K C Casswell suggested that the Operations Manager visit site and identify where the water does flow from and to.

Mr Wray stated that other interested parties would include National Grid who are building a substation near to this drain.

Members agreed AMBER for this drain.

Mr Holmes explained that when this was discussed at the Northern Works meeting that a green light from the landowner was the last green light so really do we need to look at these now or do we want to be bringing them to Works Committees having had the Operations team gone out to the landowners and if we get an AMBER or RED we don't need to bring it to the Works Committees.

The Chairman confirmed these should be put to the landowners before the Works Committees.

The Chief Executive confirmed this document is a green light from the Officers, the Operations Manager now needs to talk to the landowners and only come back to the relevant Committee if we have two green lights.

(d) Drain 1/5 main outfall drain

The Chairman asked Members for their directive on Drain 1/5 main outfall drain approximately 145m. There was no comment so it was left for further investigation.

(e) Drain 1/7 Mallard Drove South

The Chairman asked Members for their directive on Drain 1/7 Mallard Drove South approximately 81m. There was no comment so it was left for further investigation.

(f) Donington North Ings Pumping Station

The Chairman then presented the weed screen cleaner at Donington North Ings Pumping Station.

The Operation Manager reported that the weed screen cleaner is at the end of its life and needs replacing. There is a budget in 2018/19 for £90,000 with an estimated replacement cost of £85,000. He requested agreement from this Committee that they proceed with this.

It was proposed by Mr J Atkinson and seconded by Mr V Barker and all AGREED.

(g) Drain 19/4 branch to North from Billingborough Pump Drain

The Chairman asked Members for their directive on Drain 19/4 branch to North from Billingborough Pump Drain approximately 628m. There was no comment so it was left for further investigation.

(h) Drain 31/4 Old Ouse Mere Lode – East from Hammond Beck

The Chairman asked Members for their directive on Drain 31/4 Old Ouse Mere Lode East from Hammond Beck approximately 529m. There was no comment so it was left for further investigation.

(i) Drain 31/5 North branch South from Old Ouse Mere Lode

The Chairman asked Members for their directive on Drain 31/5 North branch South from Old Ouse Mere Lode approximately 479m.

Mr K C Casswell stated he is unsure of the flows and direction of the flow and stated there is a tunnel under the road. The Operations Manager does not believe there is a connection under the road and hence why there seems to be two sections of drain.

Mr Casswell confirmed it belongs to two landowners and the dyke is very small. The Members agreed AMBER.

(j) Drain 31/5 South branch North from Ten Foot Drain

The Chairman asked Members for their directive on Drain 31/5 branch North from Ten Foot Drain approximately 474m. There was no comment so it was left for further investigation.

(k) Drain 31/1 Ten Foot Drain - Quadring Pump Drain

The Chairman stated that this was viewed on the tour and it can be maintained due to its small size.

Mr Barker pointed out that this dyke goes into a tunnel and suggested there should be a weed screen in front to protect the culvert drain as it does not want to get blocked in front of the properties which would cause additional works.

The Chairman asked does the Board usually put a weed screen up, does that not increase the risk of it daming up. Should the landowner keep the pipe end clear to drain his water.

Members agreed GREEN.

(l) Billingborough Pumping Station

The Operations Manager stated we had a budget outlined for a replacement roof for Mallard Hurn Pumping Station, Billingborough has become more of a priority to be replaced. He requested an agreement from this Committee that £10,000 be put towards Billingborough roof replacement in 2018/19 budget. The Chief Executive asked if the budget was correctly stated, was it 2017/18.

Proposed by Mr Ash and seconded Mr P Holmes all AGREED.

(m) South Forty Foot Drain De-silting Scheme

The Operations Manager presented a map and location sites for the proposed lagoon sites and explained to Members that the Officers were required to find 30 acres of lagoon sites equally placed in three sites to use for the silt deposits.

(n) Drain 22/9 Ten Foot Drain West from fifth connecting drain to Fifth Drove

The Chairman asked Members for their directive on Drain 22/9 entire length west from fifth connecting drain to Fifth Drove approximately 222m.

Mr Barker stated that the discharge flow is from the west side of the road from the property into the drain beside the property, many years ago all the drains along that side belonged to Black Sluice and all were given up except that one on the request of a landowner. Two of those piped culverts carry Anglian Water pipes.

The Operations Manager responded that they were only aware of one pipe. He clarified that it is a difficult section to maintain and the Officers believe it is a GREEN light. The Chief Executive concluded it be taken back to the landowners for discussion.

(o) Slip in Drain 28/6 Twenty Pumping Station

The Operations Manager showed pictures of the large slip caused by an Anglian Water burst main.

The Operations Manager stated the burst was on the opposite side of the road and the force of water coming across the road found a weak point in the bank and caused a slip we have been to repair and recover the cost from Anglian Water.

Mr M Richardson confirmed the burst was in the road, the road is higher than the field of which 2 acres were flooded.

(p) Drain 2/22 branch Southeast from Wykes Drain to Washdike Farm

The Chairman asked Members for their directive on Drain 2/22 upstream end of branch Southeast from Wykes Drain to Washdike Farm approximately 554m.

Mr J Casswell declared an interest.

Mr J Casswell reiterated that he could not see a benefit on taking back this drain. Members AGREED AMBER.

1098 REPORT ON RAINFALL - Agenda Item 6

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

1099 ANY OTHER BUSINESS - Agenda Item 7

(a) ADA Floodex

The Chief Executive reported to Members that he had attended the first ADA Floodex last year which was a very successful two day event. This year Floodex 2017 will be held on the 17th & 18th May 2017 at Peterborough showground.

The Chief Executive stated he found the company Royal Smals at last year's event and Mud Pump Dredging the company that offered to de-silt Mackeys Pit, Swineshead free of charge on behalf of Swineshead Parish Council. It was a very successful event and the IDBs were very well represented.

He recommended attendance by members would be very beneficial, it is free to park and enter and Members can complete an online pre application.

The Operations Manager added that the large walking digger machine being used in the South Forty Foot drain was also found by a contact made at last years Floodex it is a worthwhile event.

Mr Barker asked if the visit to view the Royal Smals pumping could coincide with the Board meeting. The Chief Executive responded it would be too much to complete in one day.

Mr Barker suggested full utilisation of the publicity, maybe Look North. The Chief Executive responded the events will probably be in May and July. The Officers will invite press and advertise to encourage attendance plus anybody else that is interested in the industry. It will be promoted as much as we can from the Boards point of view, the vision the Board has and the success because of the dramatically reduced costs to what it would have cost we know it is going to be successful.

He stated that this will be the first time Royal Smals machine has open cut silt in British waters so Royal Smals are extremely enthusiastic to promote this for their company. A month ago there were 22 of their machines frozen in water in Germany. It is the way silt removal on the continent is done not many dragline hydraulic digging operations anymore this is the way they go forward. On "you tube" under Royal Smals there are some very interesting videos for all to view.

The Chief Executive stated that Royal Smals want to keep this machine in the UK, they have been visiting Scotland to try and negotiate a contract to keep the machine in the UK. The Board is paying £45,000 mobilisation charge to bring the kit from Holland to here and this will benefit the next contractor who uses it as the mobilisation fee will be between £5,000 to £10,000.

There being no further business the meeting closed at 16:25.

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
26th April 2017 at 2pm

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)

1100 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Mr R Leggott. Cllr R Austin and Mr N Scott were non attendees.

1101 DECLARATION OF INTEREST - Agenda Item 2

There were no declarations of interest.

1102 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING - Agenda Item 3

Minutes of the last meeting held on the 28th September 2016, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

(a) Cyber Training – Minute 1017(a)

Mr V Barker asked if the Cyber Training has been arranged for Board Members. The Finance Manager responded that a report is in the agenda for this committee meeting.

There were no matters arising.

1103 TO RECEIVE THE ANNUAL INTERNAL AUDIT REPORT - Agenda Item 5

The Chairman introduced Mr D Gowing and asked him to present his Internal Audit Report.

Mr Gowing stated that this will be his last audit report for the Board and unfortunately, in his opinion, this year it is "adequate insurance" but he would expect next year it will go back to "substantial assurance".

There are two specific problems which are being dealt with and next year the government issues will have gone away and it will be back to substantial again.

He stated that overall, the pure financial systems are really good. There is nothing wrong with them; it is just a couple of governance issues, which place the audit on the cusp between adequate and substantial. The main findings, basically, were very good financial records and transactions which are very easy to go through and all of the year end working papers, everything is there and all balances fine.

Mr Gowing stated he had also checked the Bourne Fen Trust Account, which works well.

He explained that the two minor problems are that there is no Anti Bribery Policy. It was thought to be covered by other policies but it's not. There is an ADA model policy for anti bribery and it has been introduced in today's agenda.

Mr Gowings' other concern is over the one off 0.4% pay award last year which was recommended through the ADA Pay & Conditions Committee and most IDBs prepared a report because it is an additional discretionary payment to report to the Board for approval – Mr Gowing stated he could not find this happening at Black Sluice whereas all the other IDBs that paid the discretionary payment, of which there were four. The remaining IDBs said no as it broke the government pay cap, they were not going to pay it.

The IDBs who paid last year, the majority of them are now saying they will not be paying it this year because it was a one off last year and again it breaks the government pay cap. He accepted that the Treasury has said in their letter that they do not control salaries which is true because the salaries are determined by local government pay bodies but they all have to pay in regard to the pay cap. Mr Gowing agrees that it is the Black Sluice Boards decision. If IDBs believe that salaries are underpaid or need to be increased, then there is a mechanism of job evaluation and he believes this has been recommended by the ADA Pay & Conditions Committee report therefore this would be a way to address it.

Mr Gowing believes that regarding the whistleblowing incident this went further than it should have done. There was information discussed at Executive and Board meetings that should not have been discussed as everything has to be kept confidential, which is the purpose of whistleblowing. He had written to the whistleblowers with the outcomes and there were a number of recommendations made which are being implemented ie the new phones.

Mr Gowing then summarised the management action plan;

- a new anti-bribery policy
- the Board will be looking at the 0.4% Discretionary Payment
- an updated Whistle Blowing policy

Mr Gowing added that other IDBs produce a report to the Executive and Board without recommendations and it will be up to the Board what they want to do, this is the way around any potential conflict of interest because of course the person who writes the report it may be affected by it.

The Chairman stated there was no officer recommendation to pay the 0.4% last year it was done on the recommendation of the Chairman of the Board.

The Finance Manager stated that the recommendation comes from Lincolnshire ADA Pay & Conditions Committee it does not come internally within the Board and the Board members discuss it on the Lincolnshire ADA Pay & Conditions Minutes. The Finance Manager stated he is the secretary on this Committee, he has written the report, which has gone to Lincolnshire ADA and Lincolnshire ADA action any recommendations.

The Chairman added that the Board Chairman is on also on this Committee.

The Finance Manager added that the Chairman of the Board has the delegation of authority to set salary rates.

Mr Gowing then suggested that maybe a governance awareness training session for members and staff. It is not essential but it might be a good idea to go into actual governance, what it is actually about and why one or two of these things happen and ways to improve it in the future.

The Chairman clarified, what Mr Gowing stated, that the 0.4% one off payment we need a report to the Board going forward saying if we are going to make that award this year. Mr Gowing responded just to cover yourselves that is what other IDBs are actually doing.

The Chief Executive asked if it was suggested in the minutes that ADA branch meeting; Mr Gowing responded to cover yourselves properly I would actually say in a report.

The Finance Manager added all it would say is Lincolnshire ADA branch has recommended that and copy and paste from the minutes.

The Chairman stated the recommendation needs to come through as a report with no recommendation on it.

The Finance Manager stated we will do a report to the Executive Committee who have delegated authority.

The Chairman stated regarding the whistleblowing he believed everything was done with the best of intentions and it was about transparency because we were getting feedback that they had not seen any report or anything in any of the Board Minutes that anything had been done about the issues that had been raised.

Mr Gowing stated that is probably where it went wrong, they should not have said anything really because he had written to them detailing the recommendations and what was going to happen and that should have been the end of it, this was sufficient, because it is kept privately between the whistleblowing and the person investigating.

Cllr Russell asked Mr Gowing if he would inform the Board; Mr Gowing responded that if there was something that the Board had to be made to be aware of then yes the person investigating would do that, the investigating person would inform the Board.

Mr Barker believed the issue surrounding the mobile phones on how they were being used which the management executive need to know of the problem.

He added that after the last Board meeting he went downstairs to look at the message board in the workshop as he was given to understand that the whistleblowing policy should have been there and he had checked the white book and it was not there either. The fact that some of our employees do choose to go on the internet and look at what we are saying is good but it cannot be good enough for not having the policies there for them to read. He was disappointed.

The Chairman asked will it be in the future; the Finance Manager responded that no – no one has instructed us to do that he believes all the policies are very public and very available. The workmen are briefed on the policies at their biannual briefings.

Mr Ash asked if they were all on the website; the Finance Manager responded yes except the emergency plan, which is confidential, and the Boards insurance arrangements.

Cllr Russell stated that he has known situations in the past of a bullying/sexual harassment. A decision on that matter was resolved but the investigator did not know that this had happened previously because it had been investigated by a different person. Therefore, if we do not give some detail report to the management how do we insure continuity, how do we make sure the investigator assessing the problem has all the available facts?

Mr Gowing responded normally, it is the same investigator dealing with each case if it is a whistleblowing the outcomes are reported to either the Chief Executive or Chairman of the Board; Cllr Russell responded but this is not necessarily going to be the case.

Mr Gowing stated he has a file on this whistleblowing case; the Chairman asked Mr Gowing as this is his last meeting what happens to those files; Mr Gowing responded he assumes the new internal auditor will contact him; The Chairman agreed that this should happen.

The Chief Executive believed the controlling factor is the whistleblowing investigating officers and in the revised policy at a later agenda item we have introduced a third individual it is now the Chief Executive, Internal Auditor and the Chairman

Cllr Russell stated that his concern is that there should be continuing passage of knowledge.

Mr Barker stated he is not happy with the answer I have been given on the availability of the whistleblowing policy for the employees if it's not on the message board if it's not in the white book and if they don't go on the internet how are they are going to know about it.

The Chairman asked could we put a list of the policies on the notice board and then if they want the detail of that policy it can be found on the website or ask for a copy and then you would be getting the latest version of the policy.

The Finance Manager stated there is a ring binder with all the latest policies in but he is unaware of where it is situated. The Chief Executive added that a list of policies can be placed on the notice board with the proviso that they can contact line managers should they want further details.

The Chief Executive responded to Mr Barker's question that the Finance Manager took Mr Barker down to the workshop and he genuinely believed that the policies were there, but perhaps they are in one of the files in the Operations Managers office.

The Chairman thanked Mr Gowing for his Internal Audit Report and his dealings with the Board over the years. With particular thanks from this Committee.

Mr Gowing concluded that this Board has a very good set up and very good committees which works really well it's a shame that some of the other IDBs don't have it.

1104 TO RECEIVE A REPORT ON ADA POLICIES IN COMPARISON TO THE BOARDS
- Agenda Item 6

The Finance Manager presented the report on ADA policies, he stated following Mr Gowing identifying the anti bribery and whistleblowing policy were not in line with the ADA policies, the officers undertook to compare all of the Boards policies word by word, to the ADA ones and this report covers those that the officers felt needed immediate attention which have been brought to this meeting hence why there is a few more to review.

(a) New Anti-Bribery Policy

The Finance Manager presented the first new policy anti bribery, which is a carbon copy of the ADA policy and he believes there is no reason to amend it.

The Chairman asked Members if they were happy to recommend adoption of this policy to the board all AGREED.

The Committee RESOLVED to recommend that the Anti Bribery Policy should be approved at the next Board meeting.

(b) New Electronic Information and Communication Systems Policy

The Finance Manager stated that this new policy is because the white book has been reviewed legally and all the electronic stuff has been taken out of the white book because it was not relating to terms and conditions of employment law and therefore it should be a policy. He presented this as a new policy, which has been written for this purpose.

The Committee RESOLVED to recommend that the Electronic Information and Communication Systems Policy should be approved at the next Board meeting.

1105 TO REVIEW THE FOLLOWING BOARD POLICIES - Agenda Item 7

(a) Members Code of Conduct

The Finance Manager stated he had compared the Board to the ADA template and there were some quite considerable differences, items at no 3 were present at the annex which has now been moved into the document, the red section on page 36, has been added.

After reading through this, we actually do this but it is not written down and a lot of it is common sense down on paper therefore in section 5 and 6 it was a case of adding the bits that were missing and he believed there were no reasons not to include it – he presented this to the Committee for review and it will go to the Board meeting in June.

There are some slight amendments to the form that is signed by the members. It asks for you to declare that you have read the members code of conduct policy, the Finance Manager suggested that with the next members election due in November 2018 he did not think Members should be required to renew their forms until then, if the Committee agree. Members AGREED.

Mr Gowing stated that another IDB's external auditor was very interested in this form which did not have this declaration on which nearly lead to their audit being qualified, they had to reduce them.

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

(b) Risk Management Strategy

The Finance Manager presented an updated policy highlighting using the colour terminology, if the Committee do not like it it can be removed. The idea was the red/amber/green analysis by giving it a colour band it gives it more meaning, it is customary to consider any risk with a score of 4 or above. He presented the following reports:

(i) Risk Analysis 1.5 & 1.6 Operating Boards Machinery

This report relates to the operating of Boards machinery, maintaining watercourses and the risk. The Chief Executive stated the main outcome which partly came out of the whistleblowing was adequate training or certification for the workmen using the new Twiga machines. The Board has currently three which are going to be continued to be run. The Board has instigated, with the suppliers of said machinery for the whole of the UK, the Llantra accreditation training being implemented next week for four employees. It is not national recognised or a national certificate but it's a certificate of competence and the Officers are very interested to talk to the workmen once they have received this on how it increases their level of competence. Clearly increased competence comes by experience and you can only get experience by operating the machinery.

The Chief Executive stated that the training for the four selected operatives is a full day and it is not just about which button do you press, it is about appreciation of your surroundings and how close you can or cannot operate next to an open watercourse. It is a learning day and is as much about the environment as it is about the machine.

Mr Barker raised concern over the operators operating the Twiga machines. Operators should have agricultural experience used to going around fields and are well qualified perhaps have a HGV. It should not be operated by someone just because they have a car licence as this does not necessary mean that they will be experienced enough to be working alongside drain sides.

Mr Barker clarified it is all about the experience and the Board might have to pay them more but you should employ a workforce to do that job who are experienced.

The Chief Executive stated that part of the course is appreciating the danger they are surrounded by whilst working drain side. It is not just how to operate the Twiga it is the appreciation of the risk. The Officers have spoken to Irelands Spearhead and if they don't believe that an operative is suitable the officers will discuss further training with that operative in order to manage that risk. The Chief Executive believes the Board has set the way for every Twiga driver in the Country for which there are approximately 30 and he is sure that in a couple of years all operatives will have this certification.

The Chairman wanted to clarify by asking is it a degree of assessment of the operative, and what type of assessment.

The Chief Executive responded that there is no test as such but there is an assessment of the operative and his capabilities with regard to the operation in a safe manner of that machine.

Cllr Russell asked if it was a written assessment; the Chief Executive responded yes it is a qualified assessment by the qualified instructor.

The Chief Executive added that unfortunately we couldn't pay our operatives anymore. The ADA Pay and Conditions Committee are reviewing the pay structure and there may be some light at the end of the tunnel but today we cannot pay additional sums.

The Chairman asked Members if they had any further comments and stated that the Committee had reviewed the risk score of 4 and outlined what is to be done to mitigate that as much as possible.

Mr Gowing added it overcomes and implements one of the recommendations.

(ii) Risk analysis 8.5 Cyber Security Report

The Finance Manager stated this item score has been a 4 since 2015, he presented a very detailed report. He reminded the Committee of the network problem in March 2015.

Cyber Security Risks

The four main types of risk:

- Data breach
- Viruses
- Hacking
- Employee error

These are all system related which we have to protect the server with the most up to date systems. The employee error is the most likely way that the server will have some type of network breach.

The Finance Manager believes as a Board, compared to other IDBs, and as an organisation, compared to other organisations, commercially or otherwise the Board do a great deal more than most to protect the Boards systems and ratepayer's information by doing everything that is listed in the report. The future options have three main strands. The first one being, which has been offered to us by HBP systems our IT consultants, a new system called Intercept X which instead of looking for known viruses on a big list it looks at how these systems are acting and behaviours rather than searching a long list of some kind of virus or trojan horse. It also has the functionality if it does identify that files are being encrypted it will sort the problem out and stop it from happening any further but also it will roll back to where the point started to make all the system good again.

Whereas before we pulled all the plugs, shut down the system and waited for HBP to arrive the next day and put it right, this will do that in the space of half an hour. This is the idea of it and you do not lose any work. By doing it the old way you have to go back to the last back up tape so by doing this you do not lose any work.

It came out, as we were looking at this in the autumn last year the future preventions this would be another layer of our security. It does not replace anything we have already got, it would go on the Sophos system the Board already have. We would have to change our antivirus from a local system to a cloud base system, our cloud base system has the disadvantage of slowing the system down very slightly but you also have the most up to date definitions whether working in the office or dialling in.

Mr V Barker asked was it correct that the server was being hacked over a 100 times a day; the Finance Manager confirmed yes, a bot is a computer trying to get a port into the system, once in it will do the damage or alert somebody that they have gained access.

4.1 Intercept X, Sandstorm & advance anti virus

The last section is a sandstorm system which is an advanced persistent threat and zero day malware defence solution. This recognises applications and programmes that come into the system disguised as a zip file, pdf, PowerPoint which unravels itself and becomes an encryption programme with encryption key. These programmes are not illegal and our back up system will have an encryption programme just like this but if you do not know the password, you cannot do anything with it so it encrypts all the data and you need the password, so the way they get the password is by asking for a ransom. The sandstorm system identifies these and sends them to a sandbox, which is a base where the bomb is placed, and then if there is something in there you do want, and you know where it is from, then you can then go and grab it back out.

If it is not, it will stay in there and will be dealt with and destroyed and never get onto the server. It happens in the cloud rather than on the server. The unfortunate thing about it is that the whole thing, for 3 years, is £7,074. It will replace the current Sophos antivirus so they will give a credit for the Sophos antivirus. Broken down to years it is £2,358 per year, we will get back the £590 per year from the current antivirus which equates to a cost of £1,770.

4.2 Insurance

One thing we have looked at with the NFU Insurance was the cybercrime insurance policy to insure against this risk. Obviously we reported from the last meeting and that is all come about and this; the two options being the cyber policy of £1,830 with the additional crime policy for £1,512. The understanding is that the Board has to do everything it can to make sure that everything is protected. The Finance Manager stated it is a lot of money. The Officers are looking at options to protect the Board in the first place, if the Board insures and the insurance company say we did not do that when you could have done then the insurance is not worth anything.

The Chairman clarified you might as well do it and save yourself the insurance premium.

Cllr Russell stated this is an ever moving feet. His concern is that the fact of these systems seems fantastic at the moment and in 6 months' time doing the best we can with the current data.

Cllr Russell then asked do you get one or the other, the Finance Manager clarified that you get all three cloud based antivirus, the intercept x and the sandstorm which goes with our current UTM, unified threat management system. This is three different levels of protection. Cllr Russell stated he would rather go with the protection even though it costs more.

The Finance Manager stated there is the option of doing it and insuring as well for the future risks, the Finance Manager is working on the presumption that the Committee has rejected it in the past and the Board is doing absolutely everything to protect the server and we have proven that actually with even what we have now we could be back up and running and only lose half a day's work.

Cllr Russell stated that although it would be inconvenient it would not cause lasting damage.

Cllr Russell asked is our off site storage up to date? The Finance Manager responded it is a tape which he takes off site these are two weekly back up. Cllr Russell asked if this is enough; the Finance Manager responded that it has been suggested that we have a monthly back up as well so at the end of each month we do a backup and keep it in a fire safe somewhere just in case a virus hides and is working for a full two week period.

The Chairman asked how long does it take to do the monthly back up; the Finance Manager responded its takes minutes, he then asked would it need to be twelve months, six months?

Mr V Barker suggested perhaps yearly because of the Boards accounts.

The Finance Manager stated that the tapes are perhaps around £40/£50 therefore for a years' worth of 12 tapes it would be £500/£600. It is a lot of assurance for £600.

The Chief Executive asked the implementation of these future options if we purchased and implanted it do they offer any benefit to any of our other insurance covers ie reduction of risk; the Finance Manager responded no nothing, it is just the Board doing its due diligence.

4.3 Staff Training

The Finance Manager then concluded with item 4.3 the staff training which had been previously discussed. The Lincolnshire Chamber of Commerce are not allowed to operate with local authorities, the Finance Manager will look further at other colleges or HBP. HBP because of who they are specialising in IT, at £1,300 per day which seems a lot but if they are going to come here with their expertise and with a structured training programme they are probably the best people if they can get it to our level.

Cllr Russell asked how many could they train on one day, they could do two half day sessions and cover everyone.

The Finance Manager concluded that the item 4.1 would cover the first three risks, the data breach, viruses and hacking and then the training would cover the employee risk. Even though as much as we offer training even the most savvy computer user is always going to be at risk.

Cllr Russell proposed that the Committee agree to the upgrade in the systems – go with the recommendations 4.1, 4.3 and implement monthly backups on a twelve monthly cycle. The Committee AGREED.

The Finance Manager clarified that this can be implemented from this Committee, and reported to the Board as part of the risk register from a delegation of authority point of view to get it done sooner rather than later.

(c) Delegation of Authority

The Finance Manager stated that some alterations have come from the ADA template documents. The split of duties between the Chairman and the Chief Executive, with the Board having full Delegation of Authority which includes all the Committees and the Officers. There is a lot of detail and common sense which was within that document which was not included, and because this Board runs as it does with the duties of the Chief Executive effectively split with the Finance Manager he has tried to pick out which comes under each person. The Chairman's responsibilities were based on what was mainly there to start with.

The Finance Manager asked if this Committee are happy to proceed.

The Committee RESOLVED to recommend that the Delegation of Authority Policy should be approved at the next Board meeting.

(d) Whistleblowing Confidential Reporting Code Policy

The Finance Manager presented the changes in paragraph two adding "Board Members" – explaining if a Board Member makes a decision or takes an action that they do not want to raise with anyone within the Board they need to go to the Chief Executive, internal Auditor or the Board Chairman. That is where it covers this and they were not covered by the Whistleblower policy, plus how to raise a concern "the Board Chairman" has been added in line with the ADA Policies and the Board Chairman is happy to proceed with this amendment.

Under Section 11 "the Responsible Officer"

Mr Gowing then made reference to the discussion at the Board meeting that it is not necessary to discuss stating under section 6 it states confidentiality and about the person investigating reporting in section 10 to the Board. Mr Gowing added that a report should be - this is what happened, these were the outcomes.

The Finance Manager asked if you do not discuss how do you draw on the lessons learnt?

Mr Gowing responded he would have reported there were 3 issues investigated and stated 1 was no problem, 2nd and 3rd one was due to phones and the other due to safety and use of machines and these were the recommendations made which have been implemented.

The Finance Manager stated that the Executive Committee instructed the Chief Executive to find training to alleviate one of the concerns and instructed the Finance Manager to look at the lone worker policy and how we were going to take that forward. The new phones have an android app on a smart phone, which is available to view in the Finance Managers office.

The Finance Manager explained that without the Executive instructing us to do those things, how do we get those learning points out. How does the Executive know what the problems are to be able to instruct the Officers – Mr Gowing responded because the Executive were briefed on the issues and recommendations.

The Finance Manager asked to clarify what Mr Gowing was saying that we should not discuss it at Committee meeting, are we supposed to discuss it behind closed doors; Mr Gowing responded you don't discuss the detail and who said what.

The Finance Manager stated he does not have authority to carry out on his own back and neither does the Chief Executive the phones could be a £22,000 contract. It has to be driven by the Executive Committee.

Mr Gowing stated his recommendation was to review it.

The Finance Manager added that we have to discuss what has been reviewed and what we need to do to put it right.

The Chief Executive asked was that recommendation passed to the Chairman of the Executive Committee; Mr Gowing responded yes and to the Chief Executive.

Mr Gowing stated you do not need the detail behind the matter, what was found and the recommendations are needed.

The Finance Manager asked where is this paragraph – he has not had this paragraph he has had a verbal report from Mr Gowing and a verbal report from the Chairman – he has not had a paragraph saying this is the recommendations.

The Chairman then asked presumably the Chairman of the Executive Committee did; Mr Gowing responded no he did it verbally.

The Finance Manager queried without discussing it how do we get to the point where we know what needs to be done; Mr Gowing responded the information was not put down in writing it was done verbally, perhaps it should have been in writing.

The Finance Manager stated the mistake we then made verbally taking it to the Executive we have gone more than Mr Gowing wanted.

The Chairman added that the danger is to pass on verbally then when it transferred onto someone else verbally, it can get changed so we probably need to have it in writing from the investigator.

Mr Gowing stated in the policy it says maintain a record of the concerns raised and the outcomes but in a form that is not affecting someone's confidentiality.

Mr Gowing admitted he had done this verbally and for an improvement that should have been done in writing.

Cllr Russell agreed that in section 11 the words "in writing" after report should be added. All AGREED.

The Finance Manager stated that we should inform ADA that the template needs to be changed. The Chairman concluded that there is a danger in interpretation in passing the message when it is passed verbally so he felt that to overcome this problem would be a report in writing.

The Committee RESOLVED to recommend that the Whistleblowing Confidential Reporting Code Policy should be approved at the next Board meeting.

(e) Commercial Works Policy

The Chief Executive presented this policy on page 88, which has been reviewed with no changes.

The Committee RESOLVED to recommend that the Commercial Works Policy should be approved at the next Board meeting.

(f) Rechargeable Public Sector Cooperation Agreement Policy

The Chief Executive presented this policy on page 89, which has been reviewed with no changes.

The Committee RESOLVED to recommend that the Rechargeable Public Sector Cooperation Agreement Policy should be approved at the next Board meeting.

1106 TO REVIEW THE PERIOD 11 BOARDS MANAGEMENT ACCOUNTS - Agenda Item 8

The Finance Manager pointed out that these management accounts are not in the agenda for the actual figures these are in here to show the Committee what is and can be produced. The Board review the management accounts three times a year and each period/monthly set is sent to the Executive Committee. He stated that this is an opportunity for this Committee to review the format and ask Members if anything needs to be looked at in more detail or anything which is not covered. He invited questions.

Mr Barker pointed out that there are exceptional expenses on SFFD maintenance and asked whether this should be a separate item?

The Finance Manager suggested perhaps a breakdown of budget v actuals on a monthly basis.

The Chief Executive responded that this information is there but obviously on a substantial contract over a particular value that can be included. He asked if the Committee wanted to determine a figure, a contract value, whereby figures can be presented, can we leave that decision to the Finance Manager as to what's exceptional.

The Finance Manager stated that the public sector cooperation agreement run at about £90,000 but they are due to increase this year for the Environment Agency. They are broken down into individual jobs over 50 sites. If we have some level of value on schemes whereby they would be broken down reports, he presented a slide showing a spreadsheet for schemes report for management use. The information is there and this could be something, which could be adapted into more detail

The Chief Executive stated that this is one site, which is £1.5 million. In the commercial works policy, we have put a figure of "anything over £40,000" would be referred to the Committee and then the Board which would be a single scheme.

Cllr Russell reminded Members that it is a highly visible site and it can distort the figures.

The Chairman asked Members at what point should a scheme be reported in this format.

Mr Ash suggested a figure of £100,000.

The Finance Manager stated he could break down the SFFD Scheme and put the detail and the cost / budget and difference. He could do a separate report, which will be quite detailed and probably broken down into bushing, cutting pumping etc

The Chairman asked members if they agree with a figure of £40,000 and this can be reviewed if it is not enough or too high. All AGREED.

The Chief Executive suggested as an idea, for example, a regular contract, hand roding for the District Council is £33,000 per year, the Calders & Grandidge contract was £89,000. If the value is set at c£40,000 it would bring up the one off schemes, if the Committee still have questions on contracts which are below the c£40,000 value it can be reviewed down.

The Finance Manager suggested to the Chairman that perhaps the Internal Auditor would want to look at the SFFD Scheme as it is over 50% of the Boards annual income. Due to the SFFD scheme scale it would be something for the Internal Auditor to have a special look at. The scheme is undertaken under the Public Sector Cooperation Agreement. There is no requirement for the Board to engage an external auditor to look at it but the Finance Manager believes anything over £1 million, ie if it was a Grant in Aid funded project it would have to be externally audited but because we are performing this scheme as a contractor there is no requirement. Therefore, if the Internal Auditor reviewed it, it would be a good idea

The Chief Executive reminded the Committee the Environment Agency can request all our financial expenditure details to be reviewed.

Mr Gowing added that the EA used to have a large internal audit section that looked at schemes.

1107 TO REVIEW THE RISK REGISTER - Agenda Item 9

The Finance Manager stated that the colour coded matches in with the policy and the register had had additional columns for potential risk and likelihood, he believes it helped highlighted the items with high risk with low likelihood and just gave the spreadsheet more meaning.

The Chief Executive made reference to the item 1.5 with the Llantra training, could this be reviewed and offer a reducing in the score.

1108 TO REVIEW THE BOARD'S CATALOGUE OF POLICIES - Agenda Item 10

The Chairman introduced the next item. This Committee has maintained and reviewed all policies as the Committee has got on top of these policies by spreading them out. The Finance Manager stated that the Lone Worker will move to the September 2017 meeting, the annual accounts will be presented also, he will review what is on the long term review list and see what can be brought forward. He then asked if any of the Members wanted a particular policy for review. This Committee can then look at what can be brought forward.

Mr Barker explained that he had attended a few of the Boston Barrier public enquiry meetings and he was rather dismayed that in a severe event extra tide locking at grand sluice would also affect us at Black Sluice if we had tide locking and did not have the ability to discharge by gravity which is our principle discharge it is going to affect our flood risk and he doesn't know the way forward.

The Finance Manager asked what policy this should go under, and suggested it should be a risk and be added to the risk management strategy policy and risk register.

The Chief Executive clarified that occurrence is tide locked and if we had a fluvial event how do we discharge today? Mr Barker responded pumps and gravity. The Chief Executive responded not gravity when tide locked. Mr Barker replied we only have two pumps, the Chief Executive responded we would have to request the EA turn on the pumps which would be the only relief method. It would depend on what type of fluvial event it is. We have a scenario there are only two pumps, we would like more but we hope two pumps would be running.

The Finance Manager directed the Members to page 52 – item 1.1 regarding the coastal or fluvial flooding – potential would be high, Mr Barker added that from his observations at these meetings there is an increased risk likelihood because of the inability to discharge water from Grand Sluice which would then affect the inability to discharge water by gravity, the Toms Report which refers to the ability to discharge water.

The Chief Executive wanted to clarify that Mr Barker is discussing the river Witham and Grand Sluice not the SFFD. Mr Barker was unable to get to this meeting.

The Finance Manager directed members to the matrix on page 48, the potential impact is high and it reaches all that criteria and he believed is most unlikely to happen. Cllr Russell agreed that he would not want that to move from low to medium.

The Chief Executive added that he agreed with Mr Barker's statement that it is ever increasing but it will be a long time before it gets from low to medium.

The Chairman asked members if they were happy with the risk score for Item 1.1 and agreed no further action at this point of time.

There being no further business the meeting ended at 15:46.

Black Sluice Internal Drainage Board

Policy No: 19

Policy: Anti-Bribery

Review	Audit & Risk Committee on 26 th April 2017
Board Approved	14 th June 2017
Reviewed	Within 5 years

INTRODUCTION

The Bribery Act 2010 came into force on 1st July 2011 and is intended to modernise the law on bribery. Bribery can be defined as giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

This Policy is intended to supplement the Group's Fraud and Corruption Policy.

POLICY

The Board:

- Take a zero tolerance approach to bribery. **Offering or accepting a bribe is not acceptable in any circumstances.**
- Are committed to acting professionally, fairly, ethically and with integrity in all business dealings and relationships.
- Are committed to implementing and enforcing effective systems to counter bribery.

The Board Prohibit: **The offering, giving or acceptance of any bribe, whether cash or other inducement, to any person or company by any individual employee, agent or other person or body acting on the Boards' behalf in order to gain any commercial, contractual or regulatory advantage in a way that is unethical or in order to gain any personal advantage, for the individual or anyone connected with the individual.**

Black Sluice Internal Drainage Board

Policy No: 43

Policy: Electronic Information and Communication Systems

Review	Audit & Risk Committee on 26 th April 2017
Board Approved	14 th June 2017
Reviewed	Within 5 years

INTRODUCTION

The Board's electronic communications systems and equipment are intended to promote effective communication and working practices within the Board, and are critical to the success of our business. This policy outlines the standards which the Board requires users of these systems to observe, the circumstances in which the Board will monitor use of these systems and the action we will take in respect of breaches of these standards. The sections below deal mainly with the use (and misuse) of computer equipment, e-mail, internet connection, telephones, and voicemail, but this policy applies equally to use of fax machines, copiers, scanners, CCTV, and electronic key fobs and cards. Workers are expected to have regard to this policy at all times to protect its electronic communications systems from unauthorised access and harm.

Breach of this policy may be dealt with under the disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

POLICY

1. LEGISLATIVE FRAMEWORK

The use by workers and monitoring by us of our electronic communications systems is likely to involve the processing of personal data and is therefore regulated by the Data Protection Act 1998 together with the Employment Practices Data Protection Code, issued by the Information Commissioner. We are also required to comply with the Regulation of Investigatory Powers Act 2016, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 and the principles of the European Convention on Human Rights incorporated into United Kingdom law by the Human Rights Act 1998.

2. PERSONNEL RESPONSIBLE FOR IMPLEMENTATION OF POLICY

- 2.1 The Board has overall responsibility for this policy. Responsibility for monitoring and reviewing the operation of the policy and any recommendations for change to minimise risks to our operations also lies with the Finance Manager. The Finance Manager will deal with requests for permission or assistance under any provisions of this policy, subject to their primary and priority tasks of maintaining our core systems, and may specify certain standards of equipment or procedures to ensure security and compatibility.

- 2.2 Managers have a specific responsibility to operate within the boundaries of this policy, to facilitate its operation by ensuring that workers understand the standards of behaviour expected of them and to identify and act upon behaviour falling below these standards.
- 2.3 All workers are responsible for the success of this policy and should ensure that they take the time to read and understand it, and to disclose any misuse of the Board's electronic communications systems of which they become aware to the Chief Executive. Questions regarding the content or application of this policy should also be directed to the Finance Manager.

3. WHO IS COVERED BY THE POLICY

This policy covers all individuals at all levels and grades, including senior managers, officers, directors, employees, contractors, trainees, homeworkers, part-time and fixed-term employees, and agency staff (collectively known as workers in this policy), and also third parties who have access to the Board's electronic communication systems.

4. EQUIPMENT SECURITY AND PASSWORDS

- 4.1 Workers are responsible for the security of the equipment allocated to or used by them, and must not allow it to be used by anyone other than in accordance with this policy. If given access to the e-mail system or to the internet, workers are responsible for the security of their terminals and, if leaving a terminal unattended or on leaving the office, should ensure that they lock the computer to prevent unauthorised users accessing the system in their absence. Workers without authorisation should only be allowed to use terminals under supervision. Desktop PCs and cabling for telephones or computer equipment should not be moved or tampered with without first consulting the Finance Manager.
- 4.2 Passwords are unique to each user and must be changed regularly to ensure confidentiality. Passwords must be kept confidential and must not be made available to anyone else unless authorised by the Finance Manager. For the avoidance of doubt, on the termination of employment (for any reason) workers must provide details of their passwords to the Board.
- 4.3 Workers who have been issued with a laptop, tablet or mobile phone must ensure that it is kept secure at all times, especially when travelling. Passwords or biometrics must be used to secure access to data kept on such equipment to ensure that confidential data is protected in the event that the machine is lost or stolen. Workers should also observe basic safety rules when using such equipment, such as not using or displaying it obviously in isolated or dangerous areas. Workers should not use equipment on public transport or in other public areas where documents can be read by third parties.

5. SYSTEMS AND DATA SECURITY

- 5.1 Workers should not delete, destroy or modify existing systems, programs, information or data which could have the effect of harming our business or exposing it to risk.

- 5.2 Workers should not download or install software from external sources without authorisation from the Finance Manager. This includes programs, instant messaging programs, screensavers, photos, video clips and music files. Files and data should always be virus-checked before they are downloaded. If in doubt, workers should seek advice from the Finance Manager.
- 5.3 No device or equipment should be attached to our systems without the prior approval of the Finance Manager. This includes any USB flash drive, MP3 or similar device, PDA or telephone. It also includes use of the USB port, infra-red connection port or any other port.
- 5.4 We monitor all e-mails passing through our system for viruses. Workers should exercise caution when opening e-mails from unknown external sources or where, for any reason, an e-mail appears suspicious (for example, if its name ends in .exe or .zip). The Finance Manager should be informed immediately if a suspected virus is received. We reserve the right to block access to attachments to e-mails for the purpose of effective use of the system and for compliance with this policy. We also reserve the right not to transmit any e-mail message.
- 5.5 Workers should not attempt to gain access to restricted areas of the network, or to any password-protected information, unless specifically authorised.
- 5.6 Workers using laptops or wi-fi enabled equipment must be particularly vigilant about its use outside the office and take any precautions required by the Finance Manager from time to time against importing viruses or compromising the security of the system. The system contains information which is confidential to the Board's business and/or which is subject to data protection legislation. Such information must be treated with extreme care.

6. E-MAIL ETIQUETTE AND CONTENT

- 6.1 E-mail is a vital business tool but an informal means of communication and should be used with great care and discipline. Workers should always consider if e-mail is the appropriate medium for a particular communication. Messages sent on the e-mail system should be written as professionally as a letter. Messages should be concise and directed only to relevant individuals.
- 6.2 Workers should ensure that they access their e-mails at least once every working day, stay in touch by remote access when travelling and use an out of office response when away from the office for more than a day. Workers should not expect colleagues to read or reply to e-mails sent or received out of office working hours.
- 6.3 Workers should not send abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory messages. If such messages are received, they should not be forwarded and should be reported to the Finance Manager. If a recipient asks you to stop sending them personal messages, then always stop immediately. Where appropriate, the sender of the e-mail should be referred to this policy and asked to stop sending such material. If you feel that you have been harassed or bullied, or are offended by material sent to you by a colleague via e-mail, you should inform the Finance Manager who will usually seek to resolve the matter informally.

- 6.4 Workers should take care with the content of e-mail messages, as incorrect or improper statements can give rise to personal or Board liability in the same way as the contents of letters or faxes. For example, in connection with claims of discrimination, harassment, defamation, breach of confidentiality or breach of contract. Workers should assume that e-mail messages may be read by others and not include in them anything which would offend or embarrass any reader, or themselves, if it found its way into the public domain. The Board's standard disclaimer should always be used.
- 6.5 E-mail messages may be disclosed in legal proceedings in the same way as paper documents. Deletion from a user's inbox or archives does not mean that an e-mail is obliterated and all e-mail messages should be treated as potentially retrievable, either from the main server or using specialist software.
- 6.6 In general, workers should not:
- (a) send or forward private e-mails at work which they would not want a third party to read;
 - (b) send or forward chain mail, junk mail, cartoons, jokes or gossip either within or outside the Board;
 - (c) contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding e-mails to those who do not have a real need to receive them;
 - (d) sell or advertise using the systems or broadcast messages about lost property, sponsorship or charitable appeals;
 - (e) agree to terms, enter into contractual commitments or make representations by e-mail unless appropriate authority has been obtained. A name typed at the end of an e-mail is a signature in the same way as a name written in ink at the end of a letter;
 - (f) download or e-mail text, music and other content on the internet subject to copyright protection, unless it is clear that the owner of such works allows this;
 - (g) send messages from another worker's computer or under an assumed name unless specifically authorised;
 - (h) send confidential messages via e-mail or the internet, or by other means of external communication which are known not to be secure.
- 6.7 Workers who receive an e-mail which has been wrongly delivered should return it to the sender of the message. If the e-mail contains confidential information or inappropriate material (as described above) it should not be disclosed or used in any way.

7. USE OF THE WEB

- 7.1 When a website is visited, devices such as cookies, tags or web beacons may be employed to enable the site owner to identify and monitor visitors. If the website is of a kind described in paragraph 8.2, such a marker could be a source of embarrassment to the Board, especially if a worker has accessed, downloaded, stored or forwarded inappropriate material from the website. Workers may even be committing a criminal offence if, for example, the material is pornographic in nature (see section on Inappropriate Use of Equipment and Systems at paragraph 10).
- 7.2 Workers should not therefore access from the Board's system any web page or any files (whether documents, images or other) downloaded from the web which, on the widest meaning of those terms, could be regarded as illegal, offensive, in bad taste or immoral. While content may be legal in the UK, it may be in sufficient bad taste to fall within this prohibition. As a general rule, if any person within the Board (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that the Board's software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.
- 7.3 Workers should not under any circumstances use our systems to participate in any internet chat room, post messages on any internet message board or set up or log text or information on a blog, even in their own time.
- 7.4 Remember also that text, music and other content on the internet are copyright works. Workers should not download or e-mail such content to others unless certain that the owner of such works allows this.

8. PERSONAL USE OF SYSTEMS

- 8.1 The Board permits the incidental use of its internet, e-mail and telephone systems to send personal e-mail, browse the web and make personal telephone calls subject to certain conditions set out below. Our policy on personal use is a privilege and not a right. The policy is dependent upon it not being abused or overused and we reserve the right to withdraw our permission or amend the scope of this policy at any time.
- 8.2 The following conditions must be met for personal use to continue:
- (a) use must be minimal and take place substantially out of normal working hours (that is, during a worker's usual lunch hour, before 7 am or after 5:15 pm);
 - (b) use must not interfere with business or office commitments;
 - (c) use must not commit the Board to any marginal costs; and
 - (d) use must comply with the Board's policies and procedures.
- 8.3 Workers should be aware that any personal use of the systems may also be monitored (see paragraph 9) and, where breaches of this policy are found, action may be taken

under the disciplinary procedure (Paragraph 10). The Board reserves the right to restrict or prevent access to certain telephone numbers or internet sites if it considers that personal use is excessive.

9. MONITORING OF USE OF SYSTEMS

- 9.1 The Board's systems provide the capability to monitor telephone, email voicemail, web and other communications traffic. Monitoring will only be carried out to the extent permitted or required by law and as necessary and justifiable for business purposes.
- 9.2 The Board reserves the right to monitor and keep records of use of the Board's IT system and email and internet access for a number of reasons relevant to its business including but not limited to:
- (a) ensuring compliance with this policy;
 - (b) training and monitoring standards of service;
 - (c) ascertaining whether internal or external communications are relevant to the Board's business;
 - (d) preventing, investigating or detecting unauthorised use of the Board's IT system or criminal activities; and
 - (e) maintaining the effective operation of the Board's IT system.
- 9.3 The Board has a legitimate interest in protecting its business reputation and communication systems, limiting its exposure to legal liability and ensuring that workers conduct themselves and perform their work to the level expected of them.

10. INAPPROPRIATE USE OF EQUIPMENT AND SYSTEMS

- 10.1 Access is granted to the web, telephones and to other electronic systems, for legitimate business purposes only. Incidental personal use is permissible provided it is in full compliance with the Board's rules, policies and procedures. See paragraph 8 on Personal Use of Systems.
- 10.2 Misuse or abuse of our telephone or e-mail system or inappropriate use of the internet in breach of this policy will be dealt with in accordance with our disciplinary procedure. Misuse of the internet can, in certain circumstances, constitute a criminal offence. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, accessing, transmitting or downloading any of the following material, or using any of the following facilities, will amount to gross misconduct (this list is not exhaustive):
- (a) pornographic material (that is, writings, pictures, films, video clips of a sexually explicit nature); or
 - (b) offensive, obscene, or criminal material or material which is liable to cause embarrassment to the Board or to its clients; or

- (c) a false and defamatory statement about any person or organisation; or
- (d) material which is discriminatory, offensive, derogatory or may cause embarrassment to others; or
- (e) confidential information about the Board and any of its staff or clients; or
- (f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the Board); or
- (g) material in breach of copyright; or
- (h) online gambling; or
- (i) chain letters.

Any such action will be treated very seriously and is likely to result in summary dismissal. Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our disciplinary procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the disciplinary procedure. If necessary, such information may be handed to the police in connection with a criminal investigation.

11. MONITORING OF POLICY

- 11.1 This policy reflects the law and the Board's practice as at 1st April 2017. The Chief Executive, in conjunction with the Board, shall be responsible for reviewing this policy from a legislative and operational perspective at least 5 yearly.
- 11.2 Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the Chief Executive.

BLACK SLUICE INTERNAL DRAINAGE BOARD

Policy No 17

MEMBERS CODE OF CONDUCT

Review	Audit & Risk Committee on 26 th April 2017
Board Approved	14 th June 2017
Reviewed	Within 5 years

Part 1

General Provisions

1. INTRODUCTION

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

2. Scope

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

3. Key Principles of Public Life

The general principles governing your conduct are set out below:

1. **Selflessness**
Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:
 - reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements of the Internal Drainage Board; or
 - (b) prevent another person from gaining access to information to which that person is entitled by law.
4. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or Internal Drainage Board into disrepute.
 5. You may engage in political activity but should, at all times, remain conscious of your responsibilities as an Internal Drainage Board Member and exercise proper discretion.
 6. You:
 - (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - (b) must, when using or authorising the use by others of the resources of your Internal Drainage Board:
 - (i) act in accordance with your Internal Drainage Board's reasonable requirements; and
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes).

5. Use of Public Funds

1. You have a duty to ensure the safeguarding of public funds and the proper custody of assets which have been publicly funded.
2. You must carry out your fiduciary obligations responsibly – that is, take appropriate measures to ensure that the body uses resources efficiently, economically and effectively, avoiding waste and extravagance.
3. **Allowances**
You must comply with the rules set by the Internal Drainage Board regarding remuneration, allowances and expenses. It is your responsibility to ensure compliance with all relevant HM Revenue and Customs requirements concerning payments, including expenses.
4. **Gifts & Hospitality**
 - (a) You must not accept any gifts or hospitality which might, or might reasonably appear to, compromise your personal judgement or integrity or place you under an improper obligation.
 - (b) You must never canvass or seek gifts or hospitality.
 - (c) You must comply with the rules set by the board on the acceptance of gifts and hospitality. You should inform the Chief Executive of any offer of gifts or hospitality and ensure that, where a gift or hospitality is accepted, this is recorded in the register in line the the rules set by the Board.
 - (d) You are responsible for your decisions on the acceptance of gifts or hospitality and for ensuring that any gifts or hospitality accepted can stand up to public scrutiny and do not bring the public body into disrepute.
5. **Responsibilities**
 - (a) You should play a full and active role in the work of the Internal Drainage Board. You should fulfil your duties and responsibilities responsibly and, at all times, act in good faith and in the best interests of the Board.
 - (b) You should deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability. You must not act in a way that unjustifiably favours or discriminates against particular individuals or interests.
 - (c) You must comply with any statutory or administrative requirements relating to your post.
 - (d) You should respect the principle of collective decision making and corporate responsibility. This means that, once the Board has made a decision, you should support that decision.

- (vii) any contract for goods, services or works made between your Internal Drainage Board and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - (ix) any land in your Internal Drainage Board's area in which you have a beneficial interest;
 - (x) any land where the landlord is your Internal Drainage Board and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
 - (xi) any land in the Internal Drainage Board's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of:
- (i) other council tax payers, ratepayers or inhabitants of the electoral division affected by the decision;

7. In sub-paragraph 6 (6b), a relevant person is

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 6(6a)(i) or (ii) above.

7. Disclosure of personal interests

1. Subject to paragraph (6) Personal Interests above, where you have a personal interest in any business of your Internal Drainage Board and you attend a meeting of your Internal Drainage Board at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
2. Where you have a personal interest in any business of your Internal Drainage Board which relates to or is likely to affect a person described in paragraph 6(6a)(i) or 6(6a)(ii), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
3. Where you have a personal interest in any business of the Internal Drainage Board of the type mentioned in paragraph 6(6a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
4. Sub-paragraph 1 above only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
5. Where you have a personal interest but, by virtue of paragraph 9, sensitive information relating to it is not registered in your Internal Drainage Board's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

8. Prejudicial interest generally

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

Black Sluice Internal Drainage Board

REGISTER OF MEMBERS' INTERESTS

I.....(full name in block capitals)

A member of the Black Sluice Internal Drainage Board, give notice that I have set out below under the appropriate headings my interests which are required to be declared, and I have put "none" where I have no such interests under any heading.

For Insurance purposes it is a requirement to disclose your date of birth: **DOB:**/...../.....

PART ONE – FINANCIAL INTERESTS

1. EMPLOYMENT, BUSINESS TRADE OR PROFESSION

a) Description, job trade or business carried on by me

.....

b) Name of Employer

.....

c) Name of any firm in which I am a partner

.....

d) Name of any company in which I am a remunerated Director

.....

2. SPONSORSHIP

Name of any person or body who has made a payment to me in respect of my election, or any expenses incurred by me in carrying out any duties.

.....

.....

3. INTEREST IN COMPANIES OR SECURITIES

Name of any corporate body with a business or land in the Board's area and in which I have a beneficial interest in a class of securities of that body which exceeds the nominal value of £25,000 or 1/100th of the total issued share capital of that body.

.....

.....

4. CONTRACTS WITH THE BOARD

Description of all contracts for goods or services made with the Board and either myself or an individual or with a company of which I am a director or partner or in which I have an interest as described in 3) above.

.....

.....

Black Sluice Internal Drainage Board

Risk Management Strategy

Risk Management Policy

Risk Analysis

Updated	26 th April 2017
Board Approved	14 th June 2017
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 Board's overall risk management strategy, and will report directly to the Board.

2.5 The Board's Chief Executive will be responsible for the Board's 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.

5. Supporting Innovation and Improvement

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

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

RISK ASSESSMENT MATRIX

Likelihood of occurrence	HIGH	Low Impact High Likelihood 3	Medium Impact High Likelihood 6	High Impact High Likelihood 9
	MEDIUM	Low Impact Medium Likelihood 2	Medium Impact Medium Likelihood 4	High Impact Medium Likelihood 6
	LOW	Low Impact Low Likelihood 1	Medium Impact Low Likelihood 2	High Impact Low Likelihood 3
		LOW	MEDIUM	HIGH

←————— **Impact on the Business** —————→

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

IMPACT

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

LIKELIHOOD

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

7. Risk Control

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

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

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

8. Supporting Innovation and Improvement

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

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

RISK MANAGEMENT STRATEGY STATEMENT

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

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

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

The Boards Risk Management objectives are to:

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

These objectives will be achieved by:

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

The benefits of Risk Management include:

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

RISK MANAGEMENT POLICY DOCUMENT

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

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

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

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

The proposal to carry out future capital and maintenance works on the current Environment Agency pumping stations and main rivers within the catchment will introduce increased risks to the Board.

The Board's existing risk management plans and policies will be applied to the works programmes with a special emphasis on Policy No. 41, Public Sector Co-Operation Agreement Policy "The signed agreement must be returned and orders provided prior to the commencement of any works".

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 Pumping Stations Additional Resilience

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

(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 PTO gear boxes and generator connections.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

(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
MEDIUM	LOW	2

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 Main server

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

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
HIGH	LOW	3

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
MEDIUM	LOW	2

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
MEDIUM	MEDIUM	4

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

Hitting overhead/underground electrical services

Machines falling into watercourses

Consequence: Damage to Third parties

Damage to vehicles

Injury to staff

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
MEDIUM	MEDIUM	4

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
MEDIUM	LOW	2

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
MEDIUM	LOW	2

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
MEDIUM	LOW	2

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
MEDIUM	LOW	2

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
MEDIUM	LOW	2

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
LOW	MEDIUM	2

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
LOW	LOW	1

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 resources available

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

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
HIGH	LOW	3

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
MEDIUM	LOW	2

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
HIGH	LOW	3

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
LOW	LOW	1

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
MEDIUM	LOW	2

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 purchase ledger transactions are reviewed by the Board
The Board has adequate insurance

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

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
MEDIUM	LOW	2

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

5.1 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
LOW	LOW	1

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
MEDIUM	LOW	2

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
LOW	LOW	1

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
LOW	LOW	1

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
MEDIUM	LOW	2

8.2 Risk of Loss of Telephone Communications

Consequence: Inability to communicate decisions

How risk is managed: All staff have mobile telephones
 16 VOIP & 3 Analog lines on site
 UPS (Battery Backup) on Communications Cabinet

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

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
MEDIUM	LOW	2

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
HIGH	LOW	3

8.5 Risk of Breach in Cyber Security

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
 Introduction of Electronic Information and Communication Systems Policy (was part of the 'White Book' previously)

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	MEDIUM	4

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
MEDIUM	LOW	2

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
MEDIUM	LOW	2

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
Encrypted Back up tape is taken off site out of office hours

Further work: Cloud backups being investigated.

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

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

Further work: Cloud backups being investigated.

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

Black Sluice Internal Drainage Board

Policy No: 10

Delegation of Authority Policy

Review Dates:

Reviewed	Audit & Risk Committee 26 th April 2017
Board Approved	14 th June 2017

DELEGATION OF AUTHORITY TO COMMITTEES

Executive Committee

1. Approve salary levels for members of staff.
2. Recruitment of Senior Officers.
3. Set levels of rents for Board's property and land.
4. Approve awards of large contracts following tender or quotation submission.
5. Approve orders for plant expenditure in excess of £10,000 within annual budget estimate.
6. Approve any changes to the investment portfolio of the Bourne Fen Farm Account.
7. Any formal consent which requires determination before the next Board Meeting which officers cannot approve.
8. Approve any item of expenditure up to a value of £25,000.

Minutes of all actions taken by the Executive Committee should be presented to the following meeting of the Board

Works Committees

1. Any formal consent which requires determination before the next Board Meeting which officers cannot approve.
2. Approve any individual works or scheme up to a value of £25,000.

Minutes of all actions taken by the Works Committees should be presented to the following meeting of the Board.

Structures Committee

1. Determine applications for the renewal of Bridges and Culverts and the level of any contribution required from the ratepayer

Minutes of all actions taken by the Bridges & Culverts Committee should be presented to the following meeting of the Board.

Environment Committee

1. Approve expenditure of the Environmental budgets to the level set in the annual budgets.

Minutes of all actions taken by the Environment Committee should be presented to the following meeting of the Board.

Audit & Risk Committee

1. To investigate any activity within its responsibilities
2. 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
3. To obtain outside legal or independent professional advice, and secure the attendance of outsiders with relevant experience and expertise if it consider this necessary

Minutes of all actions taken by the Audit & Risk Committee should be presented to the following meeting of the Board.

Nominations Committee

1. Prepare nominations for approval of the Board in the Board meeting following an election and any vacancies mid-term.

Minutes of all actions taken by the Nominations Committee should be presented to the following meeting of the Board.

DELEGATION OF AUTHORITY TO BOARD MEMBERS AND OFFICERS

Chairman of the Board

1. Sign agreements on behalf of the Board.
2. Negotiate purchases and sales on behalf of the Board.
3. Approve expenditure and arrangements for inspections, meetings, visits and other similar items.
4. Setting the agenda, type and tone of the Board discussions and chairing Board meetings, to promote effective decision making and constructive debate;
5. Providing leadership to the Board;
6. Taking responsibility for the Board's composition and development;
7. Ensuring proper information is made available to the Board;
8. Planning and conducting Board meetings effectively;
9. Getting all Board members involved in the Board's work;
10. Promoting effective relationships and open communication, both inside and outside the Boardroom, between the non-executive Board members and the Executive Committee;
11. Overseeing the induction and development of Board members;
12. Ensuring the Board focuses on its key tasks;
13. Engaging the Board in assessing and improving its performance;
14. Ensuring effective implementation of Board decisions;
15. Establishing a close relationship of trust with the Chief Executive and Finance Manager, providing support and advice, while respecting executive responsibility;
16. Representing the Board and presenting the Board's aims and policies to the outside world;

17. Understanding the views of ratepayers, contributing councils and key stakeholders and ensuring that effective lines of communication exist with the board;
18. Ensuring that the Board engages effectively with the community they represent;
19. Ensuring Board compliance with legislative and Governance requirements;
20. Reviewing value for money and setting benchmark targets.

Chairmen of Works Committees

1. Approve minor works.
2. Approve consents for relaxing Bye-Laws:
 - Relaxation to 4.5 metres from the centre line when a watercourse is piped.
 - Relaxation to 6.0 metres if a clear strip of land is left clear adjacent to the watercourse for the sole use of the Board.
 - Relaxation to allow bushes to be planted 4.5 metres and trees 6.0 metres from the brink of a small or medium sized drain.

Chief Executive

1. Day to day operation of the Board.
2. Recruitment of staff and workforce.
3. Approve expenditure up to a value of £10,000 on maintenance of plant and items which are included in annual estimates and regular budgeted expenditure (e.g. Electricity) in excess of £10,000.
4. Sign Board cheques and instructions to the bank with the Finance Manager, with the Operations Manager and/or the Finance Supervisor substituting if required.
5. Sign agreements and consents on behalf of the Board as set out in the Board's policies.
6. Delivering the operational performance of the IDB, as dictated by the Board's overall strategy;
7. Formulating and successfully implementing Board policy;
8. Developing strategic operating plans that reflect the longer term corporate objectives and priorities established by the Board;
9. Maintaining an ongoing dialogue with the Chairman of the Board;
10. Ensuring that the operating objectives and standards of performance are not only understood but owned by the management and other employees;
11. Providing leadership to the management and employees;
12. Assuming full accountability to the Board for all IDB operations;
13. Building and maintaining an effective executive management;
14. Deriving and delivering improved value for money.
15. Closely monitoring the operating and financial results against plans and budgets;
16. Taking remedial action where necessary and informing the Board of significant changes;
17. Representing the IDB at meetings with major ratepayers contributing councils, professional associations and key stakeholders;
18. Advising the Board on changes in legislation or regulations that affect the operation of the Board;
19. Arranging for the review and audit of the IDB processes and procedures.

Finance Manager

1. Responsible Financial Officer.
2. Approve the write-off of Drainage Rates up to a value of £250.
3. Approve the investment of Board funds in accordance with the Board's Financial Regulations.
4. Approve expenditure up to a value of £10,000 on maintenance of plant and items which are included in annual estimates and regular budgeted expenditure (e.g. Electricity) in excess of £10,000.
5. Sign Board cheques and instructions to the bank with the Chief Executive, with the Operations Manager and/or the Finance Supervisor substituting if required.
6. Ensuring that adequate operational planning and financial control systems are in place;
7. Closely monitoring the operating and financial results against plans and budgets;
8. Taking remedial action where necessary and informing the Board of significant changes;
9. Representing the IDB at meetings with major ratepayers contributing councils, professional associations and key stakeholders;
10. Advising the Board on changes in legislation or regulations that affect the operation of the Board;
11. Arranging for the review and audit of the IDB processes and procedures.

Black Sluice Internal Drainage Board

Policy No 18

Whistleblowing Confidential Reporting Code

Review	Audit & Risk Committee on 26 th April 2017
Board Approved	14 th June 2017
Reviewed	Within 5 years

1. POLICY AIM

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

2. OUR COMMITMENT

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

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

The following are affected by this policy:

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

3. INTRODUCTION

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

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

4. AIM AND SCOPE OF THE POLICY

This policy aims to:

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

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

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

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

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

What is not covered?

This policy cannot be used to deal with serious or sensitive matters that are covered by other procedures.

Such procedures include the following:

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

5. SAFEGUARDS

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

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

6. CONFIDENTIALITY

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

7. ANONYMOUS ALLEGATIONS

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

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

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

8. UNTRUE ALLEGATIONS

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

9. HOW TO RAISE A CONCERN

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

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

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

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

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

- The Chief Executive
- The Internal Auditor

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

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

Telephone Contacts

Chief Executive 01205 821440

Internal Auditor – (to be advised)

10. HOW THE BOARD WILL RESPOND

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

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

In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

The overriding principle which the Board will have in mind is the public interest. Concerns or allegations which fall within the scope of specific procedures (for example fraud or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is carried out.

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

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

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

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

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

11. THE RESPONSIBLE OFFICER

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

12. HOW THE MATTER CAN BE TAKEN FURTHER

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

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

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

- appointed external auditor
- UNISON Whistleblowers hotline **0800 0 857 857**
- the local Citizens Advice Bureau
- relevant professional bodies or regulatory organisations
- a relevant voluntary organisation
- the police
- the independent charity Public Concern at Work. Their lawyers can give free confidential advice at any stage about how to raise a concern about serious malpractice at work. The charity's contact details are:
020 7404 6609
whistle@pcaw.co.uk (enquiries) helpline@pcaw.co.uk (helpline)
Public Concern at Work, CAN Mezzanine, 7-14 Great Dover Street, London SE1 4YR

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

13. WHISTLEBLOWING DO'S AND DON'TS

Do

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

Don't

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

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

Black Sluice Internal Drainage Board

Policy No: 40

Commercial Works Policy

Review Dates:

Original Issue	9 th April 2014
Review	Audit & Risk Committee 26 th April 2017
Board Approved	14 th June 2017

INTRODUCTION

Following a request, the Board will offer quotations to complete relevant works within their normal scope of works on a commercial recharge basis.

Quotations will be offered using the following options:

1. Rechargeable day works
2. Schedule of rates
3. Fixed price/lump sum (all risk)

POLICY

A Commercial quotation will be prepared and presented for acceptance following a review of the current operational works programme. If there is scope for the commercial works to be completed without affecting the programme a quotation may be offered.

A quotation within the options above will be prepared using the current year's job costing rechargeable spreadsheets for labour, plant, stock and other cost items in line with the specific request. The job costing spreadsheet will have an annual review of labour and plant rates by the Finance Manager and a quarterly review of stock rates by the Operations Manager, other cost items will be included at market rates.

Where a fixed price/lump sum is requested the works will be assessed against a programme of events with the relevant resources identified and included, all event risks should be included. A second officer opinion will be sourced and the quotation and programme assessed with any adjustments agreed.

A 5% addition will apply to all quotations to assist in the overhead recovery.

Commercial Works quotations will be forwarded to the clients in letter format for acceptance.

Any works with a value greater than £1,000 must not commence prior to the receipt of a pre-payment or an official order. Any order over £40,000 must be referred to the Board or Committee of the Board before being accepted.

A unique rechargeable cost centre will be raised for each Commercial works.

Works will be invoiced to include for VAT within the month of completion for fixed price/lump sum works or the following month following the full evaluation of allocated costs for day works.

Black Sluice Internal Drainage Board

Policy No: 41

Public Sector Co-Operation Agreement Policy

Review Dates:

Original Issue	9 th April 2014
Board Approved	14 th June 2017
Due for Review	Audit & Risk Committee 26 th April 2017

INTRODUCTION

Following a request the Board will investigate the opportunity of entering into a Public Sector Co-Operation Agreement (PSCA) with other Authorities. To complete relevant works within their normal scope of works on a commercial recharge basis.

PSCA will be agreed using the following options based around the flood risk management functions of the parties made pursuant to section 13 of the Flood and Water Management Act 2010.

1. Rechargeable day works
2. Schedule of rates
3. Fixed price/lump sum (all risk)

POLICY

A PSCA will be prepared and presented for acceptance following a review of the current operational works programme. If there is scope for the PSCA works to be completed without affecting the programme an agreement may be entered into.

Quotations within the options above will be prepared using the current year's job costing rechargeable spreadsheets for labour, plant, stock and other cost items in line with the specific request. The job costing spreadsheet will have an annual review of labour and plant rates by the Finance Manager and a quarterly review of stock rates by the Operations Manager, other cost items will be included at market rates.

Where a fixed price/lump sum is requested the works will be assessed against a programme of events with the relevant resources identified and included, all event risks should be included. A second officer opinion will be sourced and the quotation and programme assessed with any adjustments agreed.

A 5% addition will apply to all quotations to assist in the overhead recover.

PSCA will be forwarded to the clients in letter format for acceptance.

The signed agreement must be returned and orders provided prior to the commencement of any works.

A unique rechargeable cost centre will be raised for each PSCA.

Works will be invoiced to include for VAT at the end of every month following the full evaluation of allocated costs for day works.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Environment Committee

held at the offices of the Board on
10th May 2017 at 2pm

Members

Chairman - * Mr P Holmes

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

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr P Nicholson (Operations Manager)
Mr Ian Nixon (Scarborough Nixon Associates)
Mrs Sarah Baker (GLNP Partnership)

1109 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies were received from Mr R Leggott.

1110 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest.

1111 MINUTES OF THE ENVIRONMENT COMMITTEE MEETING - Agenda Item 3

The Minutes of the last meeting of the Environment Committee held on the 4th May 2016, copies of which had been circulated, were considered. It was agreed that they should be signed as a true record. There were no matters arising.

1112 SYNDICATE PROPOSAL UPDATE - Agenda Item 4

The Chief Executive reported that the Angling Syndicate had presented a proposal in April 2016 which was reviewed at last year's Environment Committee meeting, he wanted to update the Committee on the final proposal on page 13. The Chief Executive would like today to gain approval or non-approval from this Committee regarding the Angling Syndicate proposal. He presented some background information regarding pages 22 to 28. He stated although the syndicate initially put forward an attraction to proceed with the proposals, they did not want to push forward any hasty decisions. They approached the Officers requesting that the Board, as owners, register the pond under the Aquatic Animal Health Regulations 2009.

This would mean that if the syndicate were, in a position, whilst stocking other ponds should have a surplus of fish they could take them to the pond. The Board registered the pond and consequently there was quite a large number, close to a 1,000 carp fry placed in the pond at no charge to the Board. The Chief Executive believes Ian Cappitt and Chris Reeds are sincere and they have the right intentions to safeguard the pond.

The Chief Executive added that within the syndicate management plan in 2020/21 on page 18 under actions – it states from the fishery management plan “over the intervening years will align with the BSIDBs conservation management plan and this will continue to be implemented for the benefit of the lake (fisheries, habitats and wildlife)” – the Chief Executive suggested this Committee could introduce a further sentence “if there were surplus fish these could be removed into other rivers”.

Mr Welberry indicated that they will breed quite quickly, in approximately 4/5 years.

Mr Robinson asked what percent survive? The Chairman responded it is dependent on the environment, Mr Welberry responded it will depend on predators ie herons, otters. If the fry have been put in the pond correctly there is very little mortality.

The Chairman stated having been on a recent Water Resources East tour at Willow Tree Fen in the Welland and Deepings area Nick Morris flagged up that this tick's boxes in their IDBs BAP. If this is done properly in the way the syndicate are proposing to do then, it will be entered into the Boards Biodiversity Action Plan. The Chairman reminded Members on page 13 in note 3 that Helen Scarborough should visit on site and complete a full environmental survey.

The Chairman pointed out the access, the syndicate are restricting it to only three anglers at any one time. The Chief Executive responded that within the updated proposal Ian Cappitt and Chris Reeds have spoken to the locals and have negotiated with them regarding access.

Mr Casswell added that the access is a double edge sword, it helps deter people who should not be there. The Chief Executive suggested that access from the Twenty end through private land would be difficult. The Committee could implement this as a condition that the only access is via Tongue End.

The Chairman believes that as time goes on the locals will warm to it and they will realise that someone is policing it. There won't be just anyone accessing the pond as it will be fished fairly frequently therefore occupancy will be the best form of policing the pond.

The Chief Executive asked for approval from this Committee to move forward with these negotiations or not.

The Chairman proposed that we go ahead with this proposal, Mr Welberry seconded the proposal and all AGREED.

1113 TO REVIEW THE ENVIRONMENT COMMITTEE TERMS OF REFERENCE - Agenda Item 5

The Chief Executive presented the Committees terms of reference on page 29.

The Chairman asked members if they were happy with these, all AGREED.

1114 TO RECEIVE A REPORT ON ENVIRONMENTAL WORK COMPLETED IN 2016/17 AND RECOMMENDATIONS FOR PROPOSED WORKS FOR 2017/18 - Agenda Item 6

The Chief Executive presented the report on Environmental works on pages 30 to 35 and the recommendations for 2017/18. The Chief Executive stated that the key focus of today's meeting are the proposals at the end of this report for this year.

Completed Works 2016/17

(a) Owl Boxes

The Chief Executive introduced the owl boxes which have been cleared, cleaned and suitably re dressed with detailed photographs on pages 39 to 43.

(b) High Profile Watercourse Assets

The proposed watercourses as detailed on page 30.

(c) Water Vole Monitoring Surveys

The Chief Executive suggested the water vole monitoring surveys be reported later in the meeting and asked Ian Nixon to mention these in his report at agenda item 7.

(d) Control of Mink

The Chief Executive explained that the Board has had a down turn in the number of reported mink sightings. Mr Welberry stated that one had been sighted at Swineshead Bridge last October 2016.

The Chief Executive mentioned at the Southern Works inspection at Gosberton Pumping Station one was sighted.

Mrs Baker stated at the Biodiversity Rivers & Wetland Group meeting also attended by Lincolnshire Rivers Trust and the Calk Stream Project the issues surrounding mink were raised. Chris Manning is looking into a coordinated approach to mink trapping in Lincolnshire. There are plans also for a more coordinated approach at County level to see if something will come of it regionally and then possibly national.

(e) Environmental surveys of larger hedge rows in our bushing programme

The Chief Executive presented the surveys of hedgerows and bushing programme, this has been taken on board by Officers.

(f) RSPB Water Abstraction for Frampton Marsh

The Chief Executive receives an annual request to abstract water which has increased this year to 500,000m³ water per annum from Wyberton Marsh pump drain to assist with water management levels in the Frampton Marsh Nature Reserve.

(g) Big Boston Clean Up

The Chief Executive stated 2/3 workmen were involved with the Big Boston Clean Up.

(h) Fly Swat Team

The Chief Executive stated that the fly swat team remain very strong, very dedicated. The fly swat team offer BSIDB and other IDBs value in relation to the contribution made against what the Board used to spend pulling fly tip out of the Boards watercourses.

Mr Robinson asked if Members see rubbish in the drains who do they contact? The Chief Executive responded contact the Operations Supervisor.

(i) Invasive Species

The Chief Executive informed Members that towards the end of the meeting he has a presentation regarding an invasive Asian hornet and a reporting "app" you can place on a mobile app.

(j) Bat Boxes and Surveys

The Chief Executive stated that Ian Nixon will have further information regarding the bat surveys in his verbal presentation.

(k) Environmental Scheme – Eel Passability at Boards 'Category A' Pumping Stations

The Chief Executive stated he is not aware of how Brexit will affect any European rulings regarding the eel passes. He believes that DEFRA are trying to bring over all the current rulings into all environmental schemes.

Mr Barker asked could there be a repeal of the badgers? And if there is a willingness through ADA; The Chief Executive responded that this can be passed through to ADA.

The Chief Executive stated that the eel passes are in the gravity channels and the Board has introduced some slow closing, none return valves to help the elver travel through. One of these passages is next to the only underwater camera at Chain Bridge, unfortunately there has been no sightings.

Proposed Works 2017/18

(l) Water Vole Surveys

The Chief Executive presented a proposal to seek approval to continue with the water vole surveys through Scarborough Nixon Associates.

Ian Nixon stated that they have picked six sites where water voles are present and these are monitored. One of the proposals he is recommending is a new way of monitoring, he explained by using tethered polystyrene floats in the channel for water voles to use as latrines this form of identification has been used before. These monitor surveys will be performed in Spring and Autumn which reflects the beginning and end of the breeding season. The latrines are used as a territorial marker so you can work out the number of water voles by the numbers of territories.

The Chief Executive added that this data is now being collated year on year and is core data to refer back to.

The Chief Executive asked the Committee for approval for the continued employment of Scarborough Nixon Associates for vole surveys at an agreed level for mitigating works whilst carrying out the Boards maintenance works.

Members AGREED.

(m) Winter Bushing and Cleansing

The Chief Executive stated that the Officers will be having a meeting to discuss alternate bank cuts along watercourse routes for cleansing works which should elevate some major/minor bushing issues.

(n) Summer Cutting and Vegetation Clearance

The Chief Executive stated the Summer cutting and vegetation clearance revolve around the Boards BAP and environmental policy with regards to mechanical works within watercourses. The Boards Summer cutting programme will commence on or around the 10th July 2017.

Mr Barker confirmed he was pleased to see that the high profile early cutting has been done at the Risegate.

(o) Owl Boxes

The Chief Executive explained he is seeking approval for the repair/replacement of existing owl boxes, he believes if maintenance of the Boards existing boxes is not carried out they would be overrun by other birds.

Mr Nixon added that the jackdaws build nests of sticks and barn owls prefer to crush down pellets to nest on therefore the sticks are a physical barrier for the barn owls. A jackdaw will put sticks in a box until it is full, whether the barn owl is present or on top of chicks or eggs.

The Chairman added that the Boards area is well covered with owl boxes, he believes that these boxes need maintaining and if the budget is higher than c£1,000 then it is a requirement. He asked members for approval.

Mr Barker asked if other boxes from the Environment Agency could be added into the survey results. The Chairman responded they are not actually the Boards concern. The Chief Executive added as well as barn owl boxes attached to pumping stations the Board has other boxes on poles. He has requested this year Alan Ball review all boxes in the Boards area. He was conscious that the erected boxes on poles could potentially be, on health and safety grounds, difficult to access.

The Chief Executive also added that the new Pumping Station Groundsman, once his role has been developed may be able to assist by cleansing out boxes at pumping stations in the winter months. Regarding the timing of maintenance on the owl boxes last year they were accessed on the 14 February 2016 and he believed there were three birds sat on eggs at that time. This year they were accessed in January 2017 and there were no birds which meant this is probably an appropriate time to cleanse the boxes.

The Chairman added that the Environmental Committee budget could contribute a portion towards the Pumping Station Groundsman salary.

Mr Nixon was asked if there is anything which can be done to deter jackdaws, he explained that there has not been anything found yet. He could only make the suggestion of a smaller box on the other side of the pumping station and barn owl would tend to go for the smaller boxes.

Cllr C Brotherton asked if the numbers of barn owls were higher? Mr Nixon responded that numbers tended to fluctuate depending on the availability of food. Lincolnshire is a strong hold for barn owls, in Hertfordshire they only have one pair in the whole county.

Members gave approval and AGREED.

(p) Recording by Machine Drivers

The Chief Executive reported this has continued and the new machines have had toms toms fitted.

(q) High Profile Watercourse Assets

The Chief Executive stated this is as detailed in the report.

(r) Water Levels

The Chief Executive reported water levels are controlled over the whole catchment. The SFFD has two level configurations, winter is generally dictated around the first week in November through to Easter. Due to the ongoing South Forty Foot desilting works this year the Officers have requested the EA maintain the lower winter level until a later date of the 7 May 2017 because there has been no rain. The EA are to hold the water at 500/600mm lower at Black Sluice pumping station. Currently there is a dam at Neslam Bridge where water is being held up stream.

Mr Atkinson mentioned that the water is moving in a different direction towards Black Hole Drove. The Operations Manager responded that possibly it is because the water is being held at a higher level.

Mr Barker clarified that the water has been going over the Neslam sluice fairly consistently from the highland carriers and it depends on what is being pumped into the lagoons and if they are draining the lagoons back in to the SFFD this could push water the opposite way. He made the comment that the SFFD looks great. Mr Casswell also expressed that it looks fantastic.

The Operations Manager clarified the depth of water at Neslam bridge is 2 metres, upstream of the dam where we are holding the water. This information has come from the Captain of the barge.

(s) Fens for the Future

The Chief Executive asked Mrs Baker if the GLNP are involved with Fens for the Future. Mrs Baker responded yes. The Chief Executive explained they are looking for a new representative as Martin Redding has left Witham 4th IDB. He used to represent this Board and other IDBs on this committee, the Secretary (Lincolnshire ADA Environment Committee) are looking for a replacement.

(t) South Lincolnshire Fens Partnership

The Chief Executive explained these are associated with the Fens for the Future and are an important link with the WRE project. The Chief Executive then gave an overview of the WRE project and its plans for the future.

(u) Water Framework Directive

The Chief Executive stated Water Framework Directive is an important continuous approach to water management.

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

The Chief Executive reported that this body is changing their name and this will re-focus what they are trying to do in and around the Wash and North Norfolk coastline.

(w) BAP Targets and Future Works

The Chief Executive stated these targets are within the Boards BAP focusing on environmental work. He explained there is a very good working relationship with Scarborough Nixon Associates and the work they do for the Board is always quoted for. If this Committee required Officers could try and obtain competitive quotes but there is a lot to say about the quality of reports that Scarborough Nixon bring back to the Board. A lot of it is the trust of the working relationship the Officers have built now over a number of years and they are expertise in their fields. The Chief Executive suggested that all the work, that is not carried out in the office, should be carried out by Scarborough Nixon for the Board.

If this Committee recommend that other quotations are sort, the Officers could do this but it would delay things with Scarborough Nixon there is continuity.

Mr Ash asked what sum of monies; the Chief Executive responded that it is a maximum of £5,000/£6,000 contract per year.

The Chief Executive stated the Boards Biodiversity Action Plan was last reviewed in May 2014 and is due to be reviewed in 2019. Any actions that can be undertaken or addressed will then be updated into the Action Plan.

(i) 100 metres of Reed Bed

The Chief Executive pointed out that an area will need to be decided upon in order to plant 100 metres of reed bed, this will be carried out by our workmen. He asked Members to give some thought to a location for this section to be planted.

Mr Barker stated that at Works Committees the Members were presented with drains the Board would like to give up, if any of these drains would be suitable for the 100/200 metres of reed beds planted. The Chief Executive responded yes the Officers could focus on these drains and identify a section before discussing it with the riparian landowner. They would be cut less frequently, from the environmental budget, but using reed planting this would enhance the section. The Chairman concluded that this would probably be the most likely area which could be identified.

The Members approved a section of 100/200 metres of reed beds to be planted, on all probability, on one of the lengths of drain which will be given up. All AGREED.

(ii) Survey and Map

The Chief Executive stated a GIS layer of historically established hedgerows within the Boards catchment, this will be completed within the office using the information from the tom toms. The Chief Executive added that the Officers want to log these for environmental impact assessment, also for Board machine access and place this data on to the mapping system. Members AGREED.

(iii) Establish Greater Water Parsnip

The Chief Executive stated following a visit to Willow Tree Fen, last year one of the wardens mentioned they have been thinking of introducing (with permission) the Great Water Parsnip to Tongue End pond. This could be a way of the Board reducing costs by allowing the wardens to re plant as they have the required licences to pick and replant. The Chief Executive believes he would be able to approach the South Lincolnshire Partnership and look at their wardens to transplant to Tongue End pond. Members AGREED.

(iv) Farmland Bird Survey

The Chief Executive stated that in 2010 a detailed farm land bird survey was carried out at Wyberton Marsh area.

It would be very advantageous to have another survey to summarise that data and compare it, clearly that will be a job for Scarborough Nixon. The Chief Executive requested approval to obtain a quotation to carry out a farmland bird survey in the Wyberton Marsh area. Also Mr Barker has given some detailed information regarding historical bird surveys from 1994 to 2016 obviously you can track peaks and flows for comparison. Mr Robinson also added that the RSPB have completed several bird surveys which has been plotted on the maps. The Chief Executive felt that all this data can be logged using the partnership approach to undertake a full study along the similar lines of the 2010 survey.

The Chairman concluded that the more surveyed information you can obtain is for the better it helps to understand trends and the way forward. Mr Wray stated that Viking Link are performing surveys for invertebrates, nesting birds and the results of these can also be helpful, they can be contacted.

The Chairman asked if a full bird survey could be carried out at Tongue End especially because the Board should have a full survey now before the syndicate take over because if something went in to decline the data can be referred back to in the survey report. The Chief Executive stated he would obtain a quotation and come back to the Chairman.

Members AGREED to the farmland bird survey at Wyberton Marsh.

(v) Invertebrate Survey at Tongue End

The Chief Executive stated discussion had taken place previously about an invertebrate survey at Tongue End pond to be able to state in the Biodiversity Action Plan that these have been reviewed. Members AGREED.

(vi) Incorporate Windmill Lodge – (www.homeforbutterflies.com)

The Chief Executive explained this is the “home for butterflies” at Amber Hill, we recently carried out some desilting work. This will be added to the Biodiversity Action Plan and how the works benefited this site.

(vii) Risegate Bank

The Chief Executive added that Mr Barker has given some information regarding a seed mix for the Risegate bank where the Board has had little success. Specialist seeds has been tried on three different banks and which has had very little success. Mr Barker responded regarding a seeding mixture, wildflower or a pollen & nectar mix which comes from Frontier which will grow on silt land. Mr Barker also has an idea for a pond on the Risegate Eau, a place along a straight drain where a wide cut in to the bank where reeds, some yellow irises, snow drops could be introduced. The Chairman responded that in answer to Mr Barker questions, the wildflowers struggle because the land is too fertile to accept wildflowers. It will need re-establishing again every three years. Mr Barker agreed.

The Chief Executive believed that bulb type planting might be an option ie iris, snow drops along the bottom on the water line. Mr Barker requested if they could meet with Operations Manager and come back with a section position; The Chief Executive responded this can be arranged yes.

The Operations Manager was going to suggest, there is a future scheme to realign the Towns Drain there maybe the potential to look at some environmental enhancement because he is not confident it will stand up on its own, therefore the introduction of reed beds could be a benefit.

The Chief Executive commented that he is always happy to receive new ideas for environmental scenarios and approvals for the planned biodiversity actions.

The Chief Executive asked Mrs S Baker from the GLNP if there was anything she could think of for the Board to contribute towards. Mrs Baker responded she would need to have a chat with the team and come back to the Board.

1115 TO RECEIVE A VERBAL PRESENTATION BY SCARBOROUGH NIXON ASSOCIATES - Agenda Item 7

Mr I Nixon from Scarborough Nixon Associates reported they had carried out the Bat Surveys at the pumping stations and reported some success this time;

Bicker Eau Pumping Station – 1 daubenton
Dowsby Lode Pumping Station – 1 common pipistrelle
Holland Fen Pumping Station – 22 daubentons

The Chief Executive asked where were the daubentons coming from; Mr Nixon responded from the pumping station outlet side opposite side to the weedscreen.

Mr Nixon continued stating the Lincolnshire Bat Group has been doing studies on daubentons, over the last 3/4 years. All this research will be reported back and also sent to the GLNP for their database.

He added that these are a protected species, therefore if the Board were to be carrying out works at the pumping stations then they will require to obtain exact details. Unfortunately, none of the bat boxes erected have been used, but this is not unusual as it often takes 2/3 years for the box to become established.

Mr Nixon stated that they have set cameras to take pictures of otters, but unfortunately they have not found any. Mr Nixon asked if any Members had an idea where they should set up a camera or if any of the workmen drivers have noticed a site. The Chief Executive asked that the Officers disseminate this request to Members and workmen in order that Scarborough Nixon can be made aware of any sightings within the Boards catchment.

The Chief Executive asked if Scarborough Nixon are aware of any local otter locations or are they just passing through the catchment, Mr Nixon responded they concentrated on pumping stations as this is where in the past they have found evidence and it is good protection for the camera. He asked if any Members have sighted otters to let them know in order to set up a camera.

The Chief Executive asked are you aware of any local otter population. Mr Nixon responded we have found otter spraints at various pumping stations and placed a camera near them but unfortunately there has been no photographic evidence.

Mr Nixon added that he believed there were sightings at Great Hale but again we did not find anything. The Chief Executive clarified that if we have any sightings in the Boards area they could be passing through; Mr Nixon stated the Board should have otters they are around, we have worked with South Holland IDB and found them there.

Cllr Brotherton, stated that he has had a sighting reported to him, it may be an idea to look along the North Forty Foot bank; Mr Nixon responded they roam a long way and will make a holt a long way from water there has been a report of them being found 1.5kilm from the water.

The Chairman asked if another otter holt was put up would it make it more friendly. Mr Nixon responded we are aware of otters in the area, it may be worthwhile putting up another otter holt and we could advise where to put it.

The Chief Executive stated we would love to see otters in our catchment, could we offer any kind of security, permanent casing for cameras, could we put cameras in remote locations in a secure case on a post? Mr Nixon responded that they can be identified by the public easier and removed. Perhaps under bridges on private land, the Chief Executive if there were any interested parties on private land who had visual sightings to relay to Scarborough Nixon Associates.

Mr Nixon mentioned the water vole surveys completed, he presented the report and the Chief Executive interjected that if Members required a copy sending please let the Office know. Mr Nixon stated that the survey had been completed on six sites, some of which were different from last year as they were not providing the data required. Mr Nixon presented the results summary table of populations interestingly around Kirton Skeldyke.

The Chairman was confused at the locations of the dyke in question, he concluded he would contact Helen Scarborough regarding the dyke location on the map because it is no longer exists.

Mr Nixon presented an area and regional graph, from the National Water Vole Database and Mapping Project Metadata these views show where the water voles have been recorded.

Mrs Sarah Baker stated the records held by the record centre for Lincolnshire previously detailed South Holland as having no water voles. This was because there were none being recorded therefore by simply providing logging machines to operatives at South Holland IDB data is now being recorded.

1116 TO RECEIVE A REPORT ON ANGLIAN WATER'S POLLUTION WATCH PROMOTION - Agenda Item 8

The Chief Executive presented slides detailing a new project strategy, Anglian Water are trying to move forward regarding pollution watch particularly relating to discharge into watercourses. The simplistic approach is to SPOT IT – REPORT IT – STOP IT there is a new hotline no 03457 145 145. All this information will be placed on the Boards website. Anglian Water are focusing on effluent discharge, which is common on the lower end of the NFFD near the pumping station in particular where there are Anglian Water discharge washout bays where the Board has had problems previously.

(a) Asian Hornet

The Chief Executive stated DEFRA are so concerned about this invasive species that they have introduced an app which you can download to your phone at <https://www.gov.uk/government/news/new-app-to-report-asian-hornet-sightings> .

1117 TO RECEIVE A REPORT ON BARN OWL NESTING BOXES FOR 2016/17 - Agenda Item 9

The Chief Executive stated that he had already discussed this in the minute 1114(o) above.

1118 TO RECEIVE MINUTES OF THE ADA LINCOLNSHIRE BRANCH ENVIRONMENT COMMITTEE - Agenda Item 10

The Chief Executive stated that the ADA Lincolnshire Environmental Committee minutes are for information. He added as Environment Committee Members you are welcome to attend these ADA Lincolnshire Branch Environmental meetings, if any Member would like to attend can you please let the office staff know. The dates are generally three meetings a year. One is in the Boston area, either at BSIDB or Witham 4th office. One in the Manby area either the old EA offices or Lindsey Marsh IDB office and one at Horncastle Banovallum House.

1119 ANY OTHER BUSINESS - Agenda Item 11

(a) Lincolnshire ADA Biodiversity Manual

The Chief Executive informed Members that a copy of this has been handed out for Members to take away and review and Members may find significant scenarios within this document for discussion.

Mrs Baker highlighted that there is a more up to date copy of the ADA biodiversity manual which has some additional sections in it. The Chief Executive responded to Members that this is a first draft.

(b) Water Vole Legislation

Mr Nixon informed the Committee that there is new legislation regarding water voles. As the Board has built up a reputation it would be detrimental to fall short of the rules. This incorporates the methods with which you are carrying out maintenance works, these need to be looked at in more detail just to make sure you are legally compliant this will be looked at quite severally. Mr Nixon has spoken to Chris Manning at Lindsey Marsh IDB and the methods they use could be disseminated to the BSIDB and he would encourage us to contact him. The Chief Executive asked would you need to be involved; Mr Nixon responded yes he would be involved.

There being no further business the meeting ended at 16:23.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING – 14th JUNE 2017

AGENDA ITEM 5(d)(i)

DRAFT - ENVIRONMENT COMMITTEE – TERMS OF REFERENCE

1. GENERAL

The Committee shall have TEN members who will be appointed by the Board, five members from each of the Works Committee.

The Membership shall include:

- Chairman of the Board
- Vice Chairman of the Board

The Committee Chairman shall be appointed by the Board at the tri-annual meeting being the first meeting following an election.

2. MEETINGS OF THE COMMITTEE

The Committee shall meet at least once in every 12 month period and a quorum shall be five members.

No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons may attend meetings if invited by the Committee.

3. POWERS OF THE COMMITTEE

The Committee has the authority to utilise a budgetary amount as agreed by the Board at the beginning of each financial year on Environmental Projects and Works.

4. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee shall be:

1. To monitor the Board's performance in relation to the Lincolnshire Biodiversity Action Plan and Government's Environmental Targets.
2. To promote best practice through employee training and awareness.
3. To inform the public of the Board's commitment to Environmental issues.
4. To promote initiatives, within watercourses maintained by the Board under statutory powers, that result in a meaningful environmental gain.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
24th May 2017 at 2pm

Members

Chairman - * Mr K C Casswell

* Cllr P Bedford
* Mr J Fowler
Mr M Rollinson

* Cllr M Brookes
* Mr P Holmes

* Member Present

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

The Chairman welcomed the Operations Manager to his first meeting with the Executive Committee. The Chief Executive added he has requested the Operations Manager attendance because of the confidential paper later in the meeting in order for Members to be able to ask any questions.

1120 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies were received from Mr M Rollinson.

1121 DECLARATIONS OF INTEREST - Agenda Item 2

There were no Declarations of Interest.

1122 MINUTES OF THE LAST MEETING - Agenda Item 3

Minutes of the last meeting held on 14th December 2016, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

1123 MATTERS ARISING - Agenda Item 4

a) Works Committee Membership - Minute 1057(a)

The Chairman commented on the membership of the Works Committees, which has been reviewed. Mr Barker has asked if there is going to be a Board Inspection. The Chairman believes this has been superseded by the full day style inspection tours for each of the Northern and Southern Works Committees. He is conscious that invitations to these inspection tours should include anyone from the local farming community or ratepayers who have an interest in the Board. Mr Holmes responded that over the years the inspection tours have included rate paying farmers to encourage them not only by showing them how things are done but also by looking to the future with succession to see whether they are interested in joining the Board.

The Chairman added that with the two open days in July at the South Forty Foot silt pumping, which will be open to all Board Members participation, which in his view negates the need for a full Board Inspection.

b) Period 8 Management Accounts – Minute 1058

Mr Fowler asked if anything further had been considered regarding moving banks. The Finance Manager responded he has not progressed this any further. Mr Fowler added regarding the difficulty in paying in cheques. The Finance Manager responded that this has been resolved; we can pay cheques into the Post Office, which they then forward to Natwest.

c) Equipment Sophos Intercept X - Minute 1059(q)

The Finance Manager stated that at the Audit & Risk Committee meeting following the Wanna Crypto virus that affected the NHS, it was agreed that some training will be put in place as well as some testing of this training. The Committee have recommended installation of the more advanced anti-virus and the Sophos Intercept X system and will not be progressing with the insurance cover.

1124 TO CONSIDER PERIOD 12 MANAGEMENT ACCOUNTS - Agenda Item 5

The Finance Manager stated last year by putting the Period 11 management accounts in it allowed a way of comparing actual to budget against forecast for the previous year. This gives us more information rather than just a set of accounts without any comparison. He added that the Executive Members are sent these in this format at the beginning of each month to review.

He then went on to highlight the following;

- a) Surplus of £30,152 the budget surplus was £5,816
- b) On a £2.1 million turnover, he believed coming in at this level is credit to the budget setting process and the way the Boards monitoring works as a whole. Action is taken if required after monitoring of the budgets when things do not come in as they have been planned.
- c) The figures within page 20 feed into the annual accounts and annual return.

The Chairman asked if Members were happy with the management accounts this format is very reassuring, he then thanked the Finance Manager.

1125 TO RECEIVE THE 2016/17 UNAUDITED FINANCIAL STATEMENTS - Agenda Item 6

The Finance Manager stated the figures just reviewed feed into the unaudited financial statements, which will be presented at the next Board meeting. The financial statements will be presented in a strict order. The Finance Manager stated he would go through the annual governance statement to ensure this is completed and signed. The Board will agree the statement of responsibilities before the financial statements – income & expenditure account and balance sheet. He concluded these are the accounts, which will be presented to the Board meeting.

The Chairman clarified the question regarding the Environmental Agency monies for the SFFD scheme works are in rechargeable works. The Finance Manager responded that the monies already paid are in the accounts and anything left over has been transferred into this year, as it is ongoing.

The Chairman asked if there were any questions and asked Members for approval to recommend the unaudited financial statements to the Board. All AGREED.

1126 TO RECEIVE THE ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2017 - Agenda Item 7

The Finance Manager reported these figures are taken from the unaudited financial statements and disseminated into ten sections on page 25. This document is from ISS. It is the same for all public sector councils etc.

1127 TO RECEIVE THE ANNUAL INTERNAL AUDIT REPORT - Agenda Item 8

The Chairman presented the Internal Audit Report on pages 29 to 37. Cllr Brookes added that the Audit & Risk Committee made it clear to Mr Gowing how disappointed they were to receive “adequate assurance” and it was only one item, which had placed the Board in this position. Mr Gowing assured the Committee that it would obtain substantial assurance next year.

Cllr Brookes stated that Mr Gowing also had issue with the discretionary payment. Mr Fowler asked if there was clarification from the HM Treasury the Finance Manager showed the letter received on the screen for Members to review which states they do not set local government pay, the Chief Executive agreed with the Finance Manager they both interpret the view the same.

1128 TO CONSIDER THE BOARDS INVESTMENT STRATEGY - Agenda Item 9

The Chairman explained that reserve funds have previously been invested in savings Banks or Building Societies, which currently are not giving a return on the Boards investments. He invited opinions from Members regarding considering an alternative investment ie Brewin Dolphin.

The Finance Manager stated that the Investment Strategy Policy currently states; “for prudent management of surplus balances, the Board can invest in Banks, Building Societies, local authorities or other public authorities. Deposits in securities, which are guaranteed by the Government”.

The Finance Manager stated if Members considered investment with Brewin Dolphin it would require a change in the policy. The Committee could recommend this but the Finance Manager raised concern that due to the fluctuations in capital whether it would be prudent to do this. He pointed out the balance sheet for the Bourne Fen Farm Trust on page 42 showing balances going from £322,796 to £363,377 in 2017. The Finance Manager then asked what would opinion be if the investment had gone the other way and lost capital. The Investment Strategy Policy as it is written now safeguards the Boards capital and does not currently give a great income on £300,000 but if that cash reserve is required to do balance cash flow, it is available to do so.

Cllr Brookes agreed with the Finance Manager he would not want the Board to be in a position where the cash reserve is needed and the capital had been reduced.

The Chairman asked Members if they wanted to leave the Investment Strategy policy, as is which would mean very little interest on cash reserve would be achievable.

The Chief Executive reminded the Committee that they had taken the decision to take the lower risk approach on that income which is rightly so.

Mr Holmes asked is there any reason not to, split it say lock £200,000 low risk low interest and invest stock market with £100,000.

Mr Fowler stated that good governance says if there is an end use for that cash reserve and a specific date, it should be invested in a low risk where the capital is not depreciated. If the Board were in the fortunate position that they could lock cash reserves for 5/10 years as long as it was definitely not required, then say managed in the same way as the equities are with Brewin Dolphin. He concluded that regarding risking capital, which is required to be used at some future date, relatively short term, Mr Fowler believes the Board should not be high risk at all.

The Finance Manager stated current revenue reserve is £910,000, he is currently using £245,000. He explained that due to the system of approvals which the Environment Agency have to obtain funding in order to pay the Boards invoice this could take two months before the invoice is paid. He believes that in a further two months the sum could have increased to £500,000. Realistically the Board would not have the reserves if the Board were confident that we did not in some cases have to use it. He stated the Board could run at much lower reserves if we were not in the volatile situation where one month of continuous pumping and the electric bill is £80,000.

The Chairman and Members of the Committee agreed to leave the Investment Strategy Policy with no amendments.

1129 TO APPROVE THE ACCOUNTS FOR THE BOURNE FEN FARM - Agenda Item 10

The Finance Manager presented the accounts for the Bourne Fen Farm Trust stating income derived from this has improved from the previous year. He explained this is down to James Scott (Brewin Dolphin) and the work he has done to balance out the portfolio via a managed fund, as this Committee had instructed him to do. Therefore, there has been an increase in charges within this; also, there is an increase in income and a slight surplus, which has been used to alleviate the rates. He concluded that Brewin Dolphin has increased the value of the fund whilst balancing out the investment although there is increase in charges.

1130 TO CONSIDER A CONFIDENTIAL REPORT OF A PROPOSED WORKFORCE PAY RESTRUCTURE - Agenda Item 11

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

1131 TO CONSIDER A CONFIDENTIAL REPORT OF A PROPOSED OPERATIONAL RESTRUCTURE - Agenda Item 12

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

1132 TO CONSIDER A CONFIDENTIAL REPORT ON STAFF SALARY REVIEW - Agenda Item 13

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

1133 Any Other Business - Agenda Item 14

a) Cutter Suction Silt Dredger Open Event 12th & 13th July 2017

The Chief Executive stated that it has been decided to hold the open day events on the 12th and 13th July. A banner has been attached to all emails being sent from the Boards Offices, if any Member would like the banner sending as an attachment please let the Officers know. The banner is on the Boards website, twitter and facebook. An advertisement has been placed in the ADA Gazette due out in two weeks' time. The Chief Executive asked Members for guidance on how far this event should be developed. He stated there is a large grass field near to the site, which can be used for a marquee. Primarily people are going to want to come and view the operations of the machinery and the lagoons. He informed the Committee that Lincs ADA are going to hold their branch meeting in the marquee on this site on the Thursday afternoon. The Chief Executive asked how do you want the Officers to develop the event ie school invitations, other demonstrators?

The Chief Executive asked Members if invites to other farmers and ratepayers who may be interested in getting involved with the works groups and enable them access to talk to Board Members to see what the Board does.

The Chairman responded the core thing is what the Board is doing and for the first time this is happening in a UK inland waterway. It is flying the flag for the Black Sluice. He added that ratepayers should get to know what is going on because the SFFD is big in their lives.

Mr Holmes suggested get a list of all the ratepayers who are adjacent to the SFFD even two fields away and ask those down that corridor from Black Hole Drove to the A17.

The Chairman added it was viewed at Floodex as such a big thing.

Cllr Bedford stated that the NFU spoke about it in their presentation.

Mr Holmes stated Somerset IDB are very interested.

The Chairman clarified that other IDBs will pick it up from the ADA Gazette.

The Chairman also added that the Boston Borough Council members should be contacted.

The Chief Executive clarified yes to contact the Boards key partners with a direct letter, which will go to those landowners within the SFFD corridor as well.

Mr Fowler agreed with the Chairman that it does not want to develop into an ADA demonstration. He believed the core purpose is to see the suction cutter.

The Finance Manager suggested looking at projects rather than machines. Perhaps a WRE representative (Steve Moncaster) and a stand so people could ask questions, Adam Robinson regarding the Boston Barrier, the Chairman thought this was 'good thinking' and people will want to ask questions.

Cllr Bedford remarked that once the nomination for the Secretary of State, there should be an invitation sent.

Mr Holmes queried the logistics of it, are we going to need to review the area we have. He then asked if they would require the trailer; yes the Chief Executive felt it would be beneficial to be able to offer the trailer to ferry people to the site.

The Chief Executive reminded Members that unfortunately we will not know numbers as it is an open event. The Operations Manager added we have to accommodate car and coach parking. The Chairman wondered if Mowbrays yard could be used to park coaches and ferry people in the trailer.

The Chairman believes it will be well attended; the Chief Executive continued by saying these groups should be in the marquee;

- Boston Barrier
- Black Sluice Catchment Steering Group
- Water Resource East
- Partnership Approach to Catchment Management (PACM)
- Environment Agency

Mr Holmes asked if the Chairman was planning to have an Executive meeting before then to discuss all contingencies. The Chairman responded yes. The Chief Executive felt it should be within a week of the event; Members reviewed the calendar and suggested 3rd July 2017.

b) Inspections tour Netherlands

The Chief Executive outlined a scenario he is reviewing, that whilst attending Floodex and speaking with the three Dutch companies Royal Smals, Vanheck and Heuvelman Ibis there could be an interest by the Board for a study tour to the Netherlands in June/July 2018. They most definitely would welcome and organise events, perhaps a visit to the large sand removal reservoir by Royal Smals. Vanheck showing what their 24 inch pumps will do, a visit to the only steam driven pumping station left in Europe. Royal Smals said they would speak to local drainage boards to be involved as well.

He asked if the Executive would like to explore the option and do they want to think about the dates. He suggested that if the Executive agree then it could be put to the Board to see what level of interest there is.

The Chairman responded Royal Smals have a very good working relationship with the Black Sluice. He believes it would be a good visit it may be that we could include a drainage board. He concluded that previously on these tours we have invited someone like Mr Clack (EA) and ADA have been invited in the past as well.

The Chairman wanted to minute that the Environment Agency deserve credit for the SFFD works with the Black Sluice, which they are not getting the recognition for.

The Members discussed the number of days, week commencing 4th June 2018 and discussed flying from Humberside KLM.

c) Executive Committee Meeting

The Chairman asked if the 13th December 2017 meeting could be a morning meeting due to other commitments. Members AGREED 9:30am.

d) Abstraction licence

The Chief Executive stated that as a Board we are not involved in permissions for abstraction licences, it is controlled by the EA. It has come to light that the Board does not have an irrigation consenting policy. The Chief Executive would like to draft a policy because the pump and pipework are generally inside the Boards 9 metre consenting byelaw. He believes it may cause issues but previously Boards machinery has struck equipment and this equipment does obstruct Boards machines. The Chief Executive requested the Committees reaction to a draft irrigation consenting policy, which will be supplied to the EA to issue with their irrigation licenses.

Mr Fowler remarked that there are changes afoot in the abstraction policies and licences from the EA; the Chief Executive stated they are currently being implemented for new applications.

Members felt it would be a good idea and the Chief Executive stated that the policy would be presented to the Structures Committee meeting.

There being no further business the meeting closed at 16:08pm.

Black Sluice Internal Drainage Board

Project Summary

2016/17

Period 12 - March 2017

Description	Period Current Year				Year To Date				Last Year	
	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Variance	Actual YTD	Variance to Current Year
Rates & Levies	8,255	1,049	7,206	2,058,353	2,053,344	5,009	2,051,094	7,259	2,022,498	35,856
Interest & Grants	(108,906)	417	(109,323)	17,735	5,004	12,731	6,110	11,625	294,608	(276,873)
Development Fund	(34,096)	5,000	(39,096)	5,000	5,000	0	5,000	0	75,940	(70,940)
Other Income	6,079	3,918	2,161	23,300	20,848	2,452	16,559	6,741	13,425	9,876
Rechargeable Profit	(56,958)	0	56,958	11,282	0	11,282	0	11,282	54,906	(43,624)
Solar Panel Income	1,449	1,346	103	15,960	15,555	405	18,182	(2,222)	15,697	263
Total Income	(184,177)	11,730	(81,990)	2,131,630	2,099,751	31,879	2,096,945	34,685	2,477,074	(345,444)
Schemes	53,396	20,000	(33,396)	164,541	110,000	(54,541)	137,528	(27,013)	372,986	208,445
Pumping Station Schemes	80,897	0	(80,897)	143,897	125,000	(18,897)	134,800	(9,097)	95,220	(48,677)
Pumping Station Maintenance	42,677	(66,175)	(130,158)	219,582	369,984	29,489	378,191	37,696	210,464	(29,472)
Electricity	21,306	120,913	120,913	120,913					100,558	0
Drain Maintenance	9,244	46,514	37,270	696,522	699,996	3,474	696,298	(224)	588,154	(108,368)
Environmental Schemes	(1,016)	7,506	8,522	11,926	30,009	18,083	25,456	13,530	36,904	24,977
Administration & Establishment	40,040	42,372	2,332	466,904	479,201	12,297	470,964	4,060	472,769	5,865
EA Precept	0	0	0	276,552	276,552	0	276,552	0	276,552	0
Solar Panel Expenses	1,658	0	(1,658)	640	3,193	2,553	1,569	929	112,930	112,290
Total Expenditure	248,202	171,130	(77,072)	2,101,478	2,093,935	(7,543)	2,121,358	19,880	2,266,537	165,059
Surplus / (Deficit)	(432,379)	(159,400)	(272,979)	30,152	5,816	24,336	(24,413)	54,565	210,537	(180,385)

Movement on reserves										
Development Reserve	39,096	0	39,096	0	0	0	0	0	0	0
Plant Reserve	129,707	114,898	(14,809)	2,960	0	(2,960)	0	(2,960)	0	(2,960)
Wages oncost Reserve	6,876	0	(6,876)	0	0	0	0	0	0	0
Surplus / (Deficit)	(608,058)	(274,298)	(290,390)	27,192	5,816	27,297	(24,413)	57,526	210,536	(177,425)

Black Sluice Internal Drainage Board
Income & Expenditure Summary
2016/17
Period 12 - March 2017

	2016/17	2015/16	Variance
Drainage Rates	1,059,300	1,034,258	25,042
Special Levies	999,053	988,240	10,813
Recoverable	362,989	227,207	135,782
Misc Income	48,140	386,095	(337,955)
Solar Panel Income	15,960	15,697	263
	2,485,443	2,651,498	(166,055)
Employment Costs	1,048,536	984,498	(64,037)
Property	195,251	222,479	27,228
General Expenses	271,148	204,215	(66,933)
Materials / Stock	58,976	133,514	74,538
Motor & Plant	163,294	177,752	14,458
Miscellaneous	591,329	957,991	366,662
Recharges	(275,515)	(652,923)	(377,409)
Plant	405,232	413,435	8,203
Total Expenditure	2,458,251	2,440,961	(17,290)
Net Surplus / (Deficit)	27,192	210,537	(183,345)

Black Sluice Internal Drainage Board
Balance Sheet at Period End
2016/17
Period 12 - March 2017

	<u>2016/17</u>		<u>2015/16</u>	
	£	£	£	£
Operational Land & Buildings Cost	739,350		739,350	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	130,000		130,000	
Vehicles, Plant & Machinery Cost	719,338		485,326	
Fixed Assets		5,450,042		5,216,030
Stock	26,217		35,899	
Debtors Cont	23,500		56,235	
VAT	55,164		15,214	
Grants Debtor	20,000		78,775	
Car Loans	13,706		21,000	
Prepayments	65,483		38,474	
Draw Acc	10,000		8,512	
Call Acc	612,441		314,219	
Petty Cash	451		128	
Rechargeable Work in Progress	38,341		1,663	
Natwest Government Procurement C	(1,215)		(307)	
Reserve Account	661,610		800,857	
Total Current Assets		1,525,380		1,367,988
Trade Creditors	(317,232)		(209,835)	
PAYE & NI Control Account	(16,637)		(14,325)	
Superannuation Contrl Account	(14,221)		(14,291)	
Union Subs Control Account	(99)		(124)	
AVC Control Account	0		0	
Accruals	(193,178)		0	
Suspense	0		0	
Total Liabilities		(541,367)		(238,575)
Pension Liability		(3,343,000)		(2,973,000)
		3,091,055		3,372,443
Capital Outlay	5,450,052		5,216,031	
Pension Reserve	(3,343,000)		(2,973,000)	
Total Capital		2,107,052		2,243,031
General Reserve	880,038		669,501	
Development Reserve	126,420		92,405	
Plant Reserve	(84,521)		148,322	
Wage On-Cost Reserve	34,874		8,647	
Surplus/Deficit in Period	27,191.92		210,537	
Total Reserves		984,003		1,129,412
		3,091,055	0	3,372,443
<u>Cash & Bank Balances</u>				
Drawings Account		10,000		
Call Account		12,441	612,441	
Natwest Reserve Account @ 0.01%		661,610		
Petty Cash		451		
Chargecard		(1,215)		
Co-op Community Account 12 Month @ 1.125		300,000		
Monmouthshire BS @ 0.60%		300,000	30 Day Notice	
		1,283,286		

GOWING INTERNAL AUDIT SERVICES LTD

ANNUAL INTERNAL AUDIT REPORT

**Black Sluice
Internal Drainage Board
April 2017**

INTERNAL AUDIT REPORT

1 EXECUTIVE SUMMARY

- 1.1 I have completed the 2016/17 internal audit of the Black Sluice Internal Drainage Board in accordance with Governance and Accountability for Smaller Authorities in England (2016) 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 2016/17 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:-
- well maintained and accurate financial records and transactions
 - there is no anti-bribery policy
 - the Bourne Fen Farm Trust Fund recorded income of £13,543 for the year ended 31 March 2016 which covers the rates payable and administration costs. The entries in the revenue account and balance sheet provided were supported by appropriate evidence.
 - a governance concern was reported in 2015/16 and for this year there are two more concerns:-
 - 1) the 2016/7 pay award proposed by the Lincs ADA Pay and Conditions panel was 1% and an additional discretionary one-off payment of 0.4%. Most IDBs, including this Board, paid the discretionary 0.4% which is above the government public pay sector pay cap, although the Finance Manager believes this does not apply to IDBs and is seeking clarification. Although there was discussion at Executive and Board meetings about the pay award during 2016/7 there was no formal report or approval to pay this. It was also noted in one meeting (minute 982 (c)) that only one Lincolnshire Board rejected the 0.4%. This is incorrect as four of the Boards I audit rejected the 0.4%.

The 2017/8 pay award includes a second “one-off” discretionary 0.4%. Indications are that at least seven out of the twelve Boards I audit will not be paying this as they believe it breaches the Government pay cap and the previous award was a one-off payment; and

2) whistleblowing matters were reported to myself and investigated fully in accordance with the policy. Recommendations were made, agreed with management and reported to the Chairman of the Board and Chairman of the Audit and Risk Committee. It is good to report the recommendations have been implemented. However, the matter was reported verbally to the Executive by the Chairman of the Board and instead of being just for notification a discussion on the issues occurred. Some of the information provided / discussed was inaccurate. There was further discussion at the subsequent Board meeting. This is not in accordance with the whistleblowing policy and could be seen as detracting from the integrity of the policy and could deter future reports. The Board agreed that the policy should be reviewed. The current policy is in line with the ADA Whistleblowing model and all other IDBs and public sector bodies. Any change would be in conflict with this.

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

- 1.6 Recommendations have been proposed, discussed and agreed with the Chief Executive and Finance Manager. A management action plan is in Section 3.
- 1.7 An interim audit should 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 can provide **adequate assurance** on the system of controls. There are no issues with the financial systems and controls but governance is a concern.
- 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.
April 2017

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
Agree and introduce an Anti-bribery policy	M	<p>We believed that this was covered in Policy No.16 Fraud and Corruption Policy.</p> <p><i>Corruption can be defined as – “the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person”.</i></p> <p>And further in No.34 Gifts and Hospitality Policy.</p> <p><i>Employees and members should treat with extreme caution any offer of a gift in excess of £25, favour or hospitality that is made to them personally. The person or organisation making the offer may be doing or seeking to do business with the Board or may be applying to the Board for some decision to be taken in his favour or someone with whom he is connected.</i></p> <p>For the avoidance of doubt a new policy will be presented to the April 2017 Audit and Risk Committee for review with adoption by the Board at the June 2017 meeting. This will be in line with the ADA template policy.</p>	Finance Manager June 2017 Board Meeting

<p>When the 2017/8 pay award is reported to Executive / Board for a decision ensure that the additional 0.4% is recorded as a one-off discretionary payment in addition to the 1% even though it was a one-off for 2016/17. It should also be reported that it breaches the Government public sector pay cap. To ensure there is no conflict of interest there should be no officer recommendation in this report.</p>	<p>H</p>	<p>Confirmation on whether IDB's are constrained by the Public Sector Pay Policy was sought from HM Treasury and in the letter received they stated that;</p> <p><i>The Government does not control pay in local government and devolved administrations.</i></p> <p>Based on this guidance the Board has no reason not to pay to the discretionary 0.4% pay award as recommended by the Lincolnshire Branch of the Association of Drainage Boards.</p>	<p>Finance Manager - June 2017 Board meeting.</p>
		<p>It is being proposed by the Pay and Conditions Committee to undergo a full Job Evaluation exercise at each Board to bring pay levels into line with industry to facilitate recruitment and retention, which is currently of concern to the Board.</p> <p>The Internal Auditor has been provided with a copy of this letter although disputes the interpretation.</p> <p>Further clarification has been sought from HM Treasury.</p>	

		<p>Internal Auditor Comment:</p> <p>Whilst the HM Treasury state they do not control pay the Government clearly set a 1% pay cap to 2017/18 and all public sector bodies including Local Government have kept to this. IDBs are a public sector body and a majority of IDBs I audit have indicated they will not be paying this second "one-off" payment. However, they will be undertaking a job evaluation exercise.</p>	
<p>Consider a governance awareness training session for Members and staff.</p>	<p>M</p>	<p>This will be considered at the Executive Committee meeting</p>	<p>Board Chairman – Exec May 2017</p>
<p>Ensure the integrity of the Whistleblowing policy is maintained</p>	<p>H</p>	<p>This policy is due to be reviewed at the April 2017 Audit & Risk Committee meeting with adoption by the Board at the June 2017 meeting. It has been suggested that is it brought in line with the ADA template policy.</p>	<p>Finance Manager – June 2017 Board meeting.</p>

RECEIVED

05 JUN 2017



HM Treasury

Correspondence & Enquiry Unit
1 Horse Guards Road
London

SW1A 2HQ

Public.enquiries@hmtreasury.gsi.gov.uk

Mr Daniel Withnall
Station Road
Swineshead
Boston
Lincolnshire
PE20 3PW

02 June 2017

Our reference: TO2017/07353

Dear Mr Withnall,

Thank you for your email of 24 March 2017 regarding the public sector pay cap and Internal Drainage Boards (IDBs). I would like to apologise for the delay you have experienced in receiving a response.

The government does not control pay in public corporations or local government. The government has a very limited role in determining detailed local government workforce matters such as the setting of pay and changes to terms and conditions. Such workforce matters are for each council as an individual employer to manage and organise within the resources that they have available.

Yours sincerely,

Matthew Stevenson
HM Treasury | Correspondence Officer

Bourne Fen Farm Trust Fund

Revenue Account for Year Ended 31st March 2017

<i>Income</i>	2017	2016
	£	£
Investment Income	14,026	13,543
 <i>Expenditure</i>		
Contribution to Rates	9,249	9,242
Bank Charges	68	74
Contribution to Administration	4,462	4,307
	13,779	13,623
 Surplus	 247	 (80)

Balance Sheet as at 31st March 2017

<i>Capital Assets</i>	<i>Note</i>	2017	2016
Investments	A	352,434	312,100
 <i>Current Assets</i>			
Bank Account		9,456	8,899
Debtors		1,487	1,797
		10,943	10,696
 <i>Current Assets</i>			
Creditors		0	0
 Net Current Assets		 363,377	 322,796
 <i>Fund Balances & Reserves</i>			
Revaluation Reserve		253,371	213,037
Capital Fund		104,120	104,120
Revenue Reserve		5,886	5,639
		363,377	322,796
 Reserves		 363,377	 322,796

<p>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.</p>

Bourne Fen Farm Trust Fund

Valuation By Brewin Dolphin Stockbrokers

NOTE A

	2017	2016	2017	2016
	% of	% of		
Analysis By Sector	Value	Value	Value £	Value £
UK Equities	32.71	35.02	115,277	109,306
Overseas Equities	28.27	23.74	99,621	74,103
Qualifying Corporate Bonds	22.58	18.98	79,576	59,251
UK Government Securities	7.91	9.16	27,889	28,580
Absolute Return	4.23	9.16	14,912	28,580
Fixed Interest	0.00	7.78	0	24,290
Private Equity	0.00	3.68	0	11,491
Property	3.77	1.63	13,275	5,079
Cash	0.53	0.00	1,884	0
TOTALS	100.00	100.00	352,434	312,100

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

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 Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

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

Complete all 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 2017, 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 and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

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

More guidance on completing this annual return is available in the Practitioners' Guide 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 2016/17

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 2017, 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 on:

14/06/2017

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*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 2016/17 for

Enter name of
smaller authority here:

BLACK SLUICE INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	1,014,228	1,129,413	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	2,022,498	2,058,353	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	626,877	424,984	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	984,498	1,048,536	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	1,549,692	1,580,202	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	1,129,413	984,012	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	1,123,410	1,283,286	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	5,216,030	5,450,042	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
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 2017 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:

D. Withnall

Date

25/04/2017

I confirm that these accounting statements were approved by this smaller authority on:

14/06/2017

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

BLACK SLUICE INTERNAL DRAINAGE BOARD

1. 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 2017; 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.

2. 2016/17 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 other matters have come to our attention giving cause for concern that relevant legislative 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)

3. 2016/17 External auditor certificate

We certify/do not 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 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 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 2017.

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.			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 For detail.

Name of person who carried out the internal audit

DAVID GOWING

Signature of person who carried out the internal audit

D. Gowing

Date

26/04/17

*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 2016/17 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 unexplained or unapproved amendments may be returned and incur additional costs.
- 3. Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. 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.
6. 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*.
7. 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 a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. 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.
- 9. You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. 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 2017 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: The Practitioners' Guide is 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	Potential Impact of Risk	Potential Likelihood of 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	High	Low	3		
	1.2	Loss of Electricity Supply	High	Low	3		
	1.3	Pumps failing to operate	High	Low	3		Maintenance
	1.4	Watercourses being unable to convey water	Medium	Low	2		Maintenance
	1.5	In operating machinery to maintain watercourses	Medium	Medium	4		Training
	1.6	Claims from third parties for damage to property or injury	Medium	Medium	4		
	1.7	Loss of senior staff	Medium	Low	2		
	1.8	Insufficient finance to carry out works	Medium	Low	2		
	1.9	Reduction in staff performance	Medium	Low	2		
	1.10	Insufficient staff resources	Medium	Low	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	Medium	Low	2		BAP
	2.2	Non delivery of objectives	Low	Medium	2		BAP
To provide a 24 hour/365 day emergency response for the community	3.1	Emergency Plan inadequate or not up to date	Low	Low	1		Review
	3.2	Insufficient resources	Medium	Low	2		Review
	3.3	Critical Incident loss of office	High	Low	3	None	
To provide a safe and fulfilling working environment for staff.	4.1	Injury to staff and subsequent claims and losses	Medium	Low	2		Training
	4.2	Not complying with Health and Safety legislation	High	Low	3		Consultant
To maintain financial records that are correct and comply with all recommended accounting practice.	5.1	Loss of cash	Low	Low	1	None	
	5.2	Loss of money invested in building societies and banks	Medium	Low	2	None	
	5.3	Fraud by senior officers	Low	Low	1	None	
	5.4	Risk of Inadequacy of Internal Checks	Medium	Low	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	Low	Low	1		
	6.2	Not complying with all employment regulations and laws	Medium	Low	2		
A cost efficient IDB that provides a Value for Money service.	7.1	Not collecting sufficient income to fund expenditure	Low	Low	1		Accounts
	7.2	IDB abolished or taken over	Low	Low	1		
Information Technology and Communications	8.1	Loss of telemetry	Medium	Low	2		Maintenance
	8.2	Loss of telephone Communications	Low	Low	1		
	8.3	Loss of Internet Connection	Medium	Low	2		
	8.4	Network Failure	High	Low	3		
	8.5	Cyber Attack	Medium	Medium	4		
	8.6	Network Security Breach	Medium	Low	2		
	8.7	Virus on Network	Medium	Low	2		
	8.8	Loss of accounting records	Medium	Low	2	None	
	8.9	Loss of rating records	Medium	Low	2	None	

Black Sluice Internal Drainage Board

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From 01/02/2017 To 28/02/2017

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/02/2017 To 28/02/2017

Account	Date	Type	Ref 1	Ref 2	Value	Details
AFC	10/02/2017	Payment	1424	Bacs	-654.60	A & F Consulting Engineers LLP
ANG102	10/02/2017	Payment	118822782 (Jan 17)	Bacs	-12.23	Anglian Water (Holland Fen PS)
ASH001	10/02/2017	Payment	15275753	Bacs	-74.52	Ashtead Plant Hire Co Ltd
AXI001	10/02/2017	Payment	4318/17	Bacs	-1927.80	Axis Surveys Ltd
AZT001	10/02/2017	Payment	003270	Bacs	-781.68	Aztec Signs
BOC001	10/02/2017	Payment	3039941019	Bacs	-345.04	BOC
BOS002	10/02/2017	Payment	25410	Bacs	-498.29	Boston Commercial Cleaners Ltd
BUS002	10/02/2017	Payment	BO197565	Bacs	-10.80	B A Bush & Son Ltd
CHA002	10/02/2017	Payment	Members Travel 15/16	Bacs	-834.88	Chairmans account
CON006	10/02/2017	Payment	122048	Bacs	-68.12	Contego Safety Solutions
COP002	10/02/2017	Payment	INV-40513	Bacs	-134.52	Cope Safety Management Ltd.
CRP001	10/02/2017	Payment	CRPS/B.SLUICE/1FEB17	Bacs	-40.00	C & R Property Services
CRY001	10/02/2017	Payment	39410036	Bacs	-806.06	Marshall Nissan Boston
DRA004	10/02/2017	Payment	0000114815	Bacs	-75.94	John E Wright & Co. Ltd
ELL002	10/02/2017	Payment	75881	Bacs	-144.60	Ellgia Ltd
HAR001	10/02/2017	Payment	23148426	Bacs	-1308.17	TC Harrison JCB
HBP001	10/02/2017	Payment	SIN041413	Bacs	-1620.00	HBP Systems Ltd
INL001	10/02/2017	Payment	2016-P10	Bacs	-17048.12	HM Revenue & Customs
IRE001	10/02/2017	Payment	206766	Bacs	-146.65	Irelands Farm Machinery Ltd
LAR001	10/02/2017	Payment	58681	Bacs	-294.00	Ray Larrington Hydraulics
LIN002	10/02/2017	Payment	2016-P10	Bacs	-19475.99	Lincolnshire C Pension Fund
LOC002	10/02/2017	Payment	61320821	Bacs	-576.00	Local World Ltd
MAI001	10/02/2017	Payment	5763	Bacs	-600.00	Mainstream Fisheries Ltd
MOT001	10/02/2017	Payment	BTT124385	Bacs	-22.43	Motor Parts Direct Limited
NOT001	10/02/2017	Payment	85835/2	Bacs	-42.06	P G & C Nottingham
SIL001	10/02/2017	Payment	IN450242	Bacs	-120.39	Silt Side Services Ltd
TFM001	10/02/2017	Payment	226632	Bacs	-376.58	TFM Supplies

Account	Date	Type	Ref 1	Ref 2	Value	Details
THO001	10/02/2017	Payment	5456	Bacs	-1200.00	TFM Country Store
THU001	10/02/2017	Payment	20167891	Bacs	-128.40	Thurlby Motors
UNI001	10/02/2017	Payment	2016-P10	Bacs	-98.75	Unison
WIT001	10/02/2017	Payment	INV03244	Bacs	-1346.88	Witham Fourth IDB
WOO001	10/02/2017	Payment	967865	Bacs	-77.12	Woodco Business Machines
ZEN001	10/02/2017	Payment	493250	Bacs	-270.00	Zenith Survey Equipment
CAR003	23/02/2017	Payment	6679	Bacs	-22.08	Carrier Rental Systems
CLA001	23/02/2017	Payment	64252	Bacs	-57.60	Frank Clayton & Son Ltd
CRA001	23/02/2017	Payment	51997	Bacs	-6.72	Craven & Nicholas Ltd
EPT001	23/02/2017	Payment	Beesons Invoice 1878	Bacs	-20.00	Mr F Epton
EVE002	23/02/2017	Payment	01253294878	Bacs	-1120.80	Everything Everywhere
FRJ001	23/02/2017	Payment	139477	Bacs	-5984.40	FR Jones and Son
HAR001	23/02/2017	Payment	23148697	Bacs	-285.95	TC Harrison JCB
HIT001	23/02/2017	Payment	IS2004723	Bacs	-936.00	Hitachi Construction Machinery
JEW001	23/02/2017	Payment	0581/0167810	Bacs	-25.43	Jewson Limited
LIN002	23/02/2017	Payment	10034386	Bacs	-420.11	Lincolnshire C C Pension Fund
MOT001	23/02/2017	Payment	BTT124822	Bacs	-18.73	Motor Parts Direct Limited
PHI001	23/02/2017	Payment	3180	Bacs	-14538.00	Philip G Wright Excavations Ld
THU001	23/02/2017	Payment	20168502	Bacs	-30.19	Thurlby Motors
TOW001	23/02/2017	Payment	142608	Bacs	-182.25	Towergate Insurance
TRA002	23/02/2017	Payment	0458 AHG031	Bacs	-71.96	Travis Perkins Trading Co Ltd.
WAK001	23/02/2017	Payment	6976	Bacs	-234.00	Wakefield Autos
CRO004	23/02/2017	Payment	000232	Cheque	-156.98	CROP LOSS
UKF001	06/02/2017	Payment	P11	Direct Deb	-595.22	UK Fuels Ltd
SWA001	09/02/2017	Payment	P11	Direct Deb	-129.52	Swalec
UKF001	13/02/2017	Payment	P11	Direct Deb	-361.30	UK Fuels Ltd
TOM002	13/02/2017	Payment	P11	Direct Deb	-171.84	TomTom
WOL001	20/02/2017	Payment	P11	Direct Deb	-449.79	Woldmarsh Producers Ltd
UKF001	20/02/2017	Payment	P11	Direct Deb	-411.07	UK Fuels Ltd
BRI005	20/02/2017	Payment	P11	Direct Deb	-106.46	British Telecom DD
BRI001	21/02/2017	Payment	P11	Direct Deb	-6522.67	British Telecom
UKF001	27/02/2017	Payment	P12	Direct Deb	-672.54	UK Fuels Ltd
NAT004	28/02/2017	Payment	P12	Direct Deb	-18.43	Natwest

Black Sluice Internal Drainage Board

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From 01/03/2017 To 31/03/2017

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/03/2017 To 31/03/2017

Account	Date	Type	Ref 1	Ref 2	Value	Details
ANG002	13/03/2017	Payment	262433	Bacs	-35.64	Anglia Bearing Company
ARB001	13/03/2017	Payment	1514	Bacs	-33000.00	Arb-Core Tree Care Ltd
ASH001	13/03/2017	Payment	15394319	Bacs	-7.20	Ashtead Plant Hire Co Ltd
ASS003	13/03/2017	Payment	297846	Bacs	-152.00	Association of Accounting Tech
BLU001	13/03/2017	Payment	20789	Bacs	-136.80	Blue Line Trailers
CAR002	13/03/2017	Payment	41719	Bacs	-325.66	J Carr & Son
CHA001	13/03/2017	Payment	7-013733	Bacs	-16200.00	Chandlers (Farm Equipment) Ltd
COP002	13/03/2017	Payment	INV-40756	Bacs	-134.52	Cope Safety Management Ltd.
CRA001	13/03/2017	Payment	52329	Bacs	-92.64	Craven & Nicholas Ltd
CRP001	13/03/2017	Payment	CRPS/B.SLUICE/2MAR	Bacs	-40.00	C & R Property Services
ELL002	13/03/2017	Payment	77535	Bacs	-116.48	Eligia Ltd
FEN001	13/03/2017	Payment	2994	Bacs	-7.76	Fenland Fastenings
FRJ001	13/03/2017	Payment	140772	Bacs	-5985.60	FR Jones and Son
HAR003	13/03/2017	Payment	114582	Bacs	-193.45	Hargrave Agriculture
HBP001	13/03/2017	Payment	SIN041793	Bacs	-45.00	HBP Systems Ltd
HGV001	13/03/2017	Payment	VBCV128907	Bacs	-127.33	HGV Truck Parts
INL001	13/03/2017	Payment	2016- P11	Bacs	-17168.84	HM Revenue & Customs
LAR001	13/03/2017	Payment	58826	Bacs	-33.56	Ray Larrington Hydraulics
LIN002	13/03/2017	Payment	2016- P11	Bacs	-25548.03	Lincolnshire C C Pension Fund
MOT001	13/03/2017	Payment	BTT125105	Bacs	-27.98	Motor Parts Direct Limited
REA003	13/03/2017	Payment	L 100308	Bacs	-579.42	Ready Rent a Car (Grimsby) Ltd
SIL001	13/03/2017	Payment	IN451996	Bacs	-109.72	Silt Side Services Ltd
STA004	13/03/2017	Payment	P045172590	Bacs	-352.33	Stannah
TFM001	13/03/2017	Payment	227427	Bacs	-608.14	TFM Supplies
THU001	13/03/2017	Payment	20168626	Bacs	-67.62	Thurby Motors
TOW001	13/03/2017	Payment	142874	Bacs	-4319.71	Towergate Insurance
UNI001	13/03/2017	Payment	2016- P11	Bacs	-98.75	Unison

Account	Date	Type	Ref 1	Ref 2	Value	Details
WEL001	13/03/2017	Payment	12434	Bacs	-129.24	Wells Tarpaulins Ltd
WIT002	13/03/2017	Payment	I00087911	Bacs	-190.51	Witham Oil & Paint
WOO001	13/03/2017	Payment	968101	Bacs	-176.05	Woodco Business Machines
ALA001	30/03/2017	Payment	507899	Bacs	-285.73	Alarmline Security Ltd
ASS001	30/03/2017	Payment	BSIDB Floodex 2017	Bacs	-585.00	Assoc. of Drainage Authorities
ATK002	30/03/2017	Payment	16051658	Bacs	-84.67	Atkins Ltd
AXI001	30/03/2017	Payment	4332/17	Bacs	-720.00	Axis Surveys Ltd
BOS002	30/03/2017	Payment	25492	Bacs	-622.86	Boston Commercial Cleaners Ltd
BOS005	30/03/2017	Payment	SI29303	Bacs	-468.00	Boston College
CAJ001	30/03/2017	Payment	56851	Bacs	-236.70	C & J Supplies
CEF001	30/03/2017	Payment	BOS/216185	Bacs	-46.83	CEF (Boston)
CLA001	30/03/2017	Payment	64636	Bacs	-99.15	Frank Clayton & Son Ltd
CON006	30/03/2017	Payment	125400	Bacs	-697.35	Contego Safety Solutions
COU002	30/03/2017	Payment	64524	Bacs	-1560.00	Coulstock & Place Eng Co. Ltd
COV001	30/03/2017	Payment	10200	Bacs	-793.20	Cover Up
CRA001	30/03/2017	Payment	52471	Bacs	-357.83	Craven & Nicholas Ltd
CRA002	30/03/2017	Payment	173634	Bacs	-2081.22	Robert H Crawford & Son
CRA004	30/03/2017	Payment	4225	Bacs	-9.90	Craftwork Engineering Ltd
CRP001	30/03/2017	Payment	CRPS/BSLUICE/29MAR17	Bacs	-40.00	C & R Property Services
DON001	30/03/2017	Payment	DIN0008305	Bacs	-2.36	Donington Engineering Supplies
DRA004	30/03/2017	Payment	0000126257	Bacs	-3954.00	John E Wright & Co. Ltd
EVE002	30/03/2017	Payment	01254939412	Bacs	-1418.60	Everything Everywhere
FRJ001	30/03/2017	Payment	141808	Bacs	-5985.60	FR Jones and Son
IBB001	30/03/2017	Payment	104408	Bacs	-105.96	Arthur Ibbett Limited
IDS001	30/03/2017	Payment	44700	Bacs	-60000.00	iD Specialist Machinery
INT002	30/03/2017	Payment	5101	Bacs	-1968.00	InterLec
JAC001	30/03/2017	Payment	3/B/01236	Bacs	-126.00	Jackson Building Centres
LAR001	30/03/2017	Payment	58979	Bacs	-62.40	Ray Larrington Hydraulics
LIN002	30/03/2017	Payment	10035951	Bacs	-420.11	Lincolnshire C C Pension Fund
MAI001	30/03/2017	Payment	5815	Bacs	-1200.00	Mainstream Fisheries Ltd
MIS001	30/03/2017	Payment	11255961	Bacs	-837.36	Misco
NEN001	30/03/2017	Payment	000075	Bacs	-420.00	Nene Transport (Lincs) Ltd
PET002	30/03/2017	Payment	11323	Bacs	-2998.80	Peter Smith Trailer Sales

Account	Date	Type	Ref 1	Ref 2	Value	Details
SAM001	30/03/2017	Payment	056381	Bacs	-61.99	SAMS
SWI001	30/03/2017	Payment	BN032176	Bacs	-159.76	Switch Electrical WholesaleLtd
THO001	30/03/2017	Payment	6248	Bacs	-1218.72	TFM Country Store
WIT001	30/03/2017	Payment	INV03287	Bacs	-776.16	Witham Fourth IDB
WIT002	30/03/2017	Payment	I0008957	Bacs	-2730.00	Witham Oil & Paint
WOO001	30/03/2017	Payment	968324	Bacs	-394.35	Woodco Business Machines
SKY002	01/03/2017	Payment	P12	Direct Deb	-35.40	Sky UK Ltd
BUS001	02/03/2017	Payment	P12	Direct Deb	-7855.99	British Gas Business
BUS001	02/03/2017	Payment	P12	Direct Deb	-6065.92	British Gas Business
UKF001	06/03/2017	Payment	P12	Direct Deb	-374.82	UK Fuels Ltd
OPU001	08/03/2017	Refund	P12	Refund	1219.44	Opus Energy Limited
UKF001	13/03/2017	Payment	P12	Direct Deb	-354.46	UK Fuels Ltd
TOM002	14/03/2017	Payment	P12	Direct Deb	-171.84	TomTom
PAY001	17/03/2017	Payment	P12	Direct Deb	-29.32	Payzone UK Limited
WOL001	20/03/2017	Payment	P12	Direct Deb	-9790.98	Woldmarsh Producers Ltd
UKF001	20/03/2017	Payment	P12	Direct Deb	-612.88	UK Fuels Ltd
BR1005	20/03/2017	Payment	P12	Direct Deb	-121.59	British Telecom DD
UKF001	27/03/2017	Payment	P12	Direct Deb	-940.42	UK Fuels Ltd
SKY002	29/03/2017	Payment	P12	Direct Deb	-36.99	Sky UK Ltd
BUS001	30/03/2017	Payment	P12	Direct Deb	-8810.01	British Gas Business
BUS001	30/03/2017	Payment	P12	Direct Deb	-9522.74	British Gas Business
NAT004	31/03/2017	Payment	P12	Direct Deb	-5.00	Natwest
NAT004	31/03/2017	Payment	P12	Direct Deb	-5.95	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
					-244272.90	
				Total Payments		
				Total Discounts		
				Total Adjustments	1219.44	
				Total Refunds		
				Total	-243053.46	

Payments

Bacs -199538.59 Cheque Direct Deb -44734.31 Chargecard

Bulk Bacs

Adjustments

Disc Contra SL

Refunds

Refund 1219.44



.....
Chief Executive



.....
Finance Manager

Black Sluice Internal Drainage Board

Printed on 06/06/2017 at 09:58 by JB
From 01/04/2017 To 30/04/2017

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/04/2017 To 30/04/2017

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	13/04/2017	Payment	508295	Bacs	-23.76	Alarmline Security Ltd
ANG103	13/04/2017	Payment	8042632066	Bacs	-17.59	Anglian Water (Black Hole PS)
ARB001	13/04/2017	Payment	1518	Bacs	-57840.00	Arb-Core Tree Care Ltd
ASH001	13/04/2017	Payment	15519889	Bacs	-438.04	Ashtead Plant Hire Co Ltd
ASS003	13/04/2017	Payment	20001337	Bacs	-147.00	Association of Accounting Tech
BOC001	13/04/2017	Payment	3040885419	Bacs	-510.48	BOC
BOS002	13/04/2017	Payment	25574	Bacs	-498.29	Boston Commercial Cleaners Ltd
BOS014	13/04/2017	Payment	R0006022	Bacs	-2641.60	Boston Borough Council (Other)
CEF001	13/04/2017	Payment	BOS/216283	Bacs	-75.30	CEF (Boston)
CLA001	13/04/2017	Payment	64827	Bacs	-92.85	Frank Clayton & Son Ltd
CON006	13/04/2017	Payment	126789	Bacs	-525.31	Contego Safety Solutions
COP002	13/04/2017	Payment	INV-40968	Bacs	-134.52	Cope Safety Management Ltd.
CRA001	13/04/2017	Payment	52644	Bacs	-69.10	Craven & Nicholas Ltd
CRA004	13/04/2017	Payment	4317	Bacs	-114.60	Craftwork Engineering Ltd
CRO001	13/04/2017	Payment	8200305865	Bacs	-71.68	Crown Decorating Centres
DIC001	13/04/2017	Payment	2831	Bacs	-510.00	D & J Dickinson
DOU001	13/04/2017	Payment	414952	Bacs	-72.12	John W Doubleday Limited
ELL002	13/04/2017	Payment	79226	Bacs	-184.37	Eligia Ltd
EVA001	13/04/2017	Payment	IDB049	Bacs	-770.00	Noel Evans Window Cleaning
EVE002	13/04/2017	Payment	01256529258	Bacs	-1097.17	Everything Everywhere
FAC001	13/04/2017	Payment	008162	Bacs	-3252.00	Factory Plant Projects Ltd
GOW001	13/04/2017	Payment	IDB/0090	Bacs	-1032.50	Gowing Internal Audit Services
HAL001	13/04/2017	Payment	Mr C Richards	Bacs	-240.54	David Hallgate Optometrist
HAR001	13/04/2017	Payment	23538387	Bacs	-472.02	TC Harrison JCB
HAR003	13/04/2017	Payment	115844	Bacs	-252.05	Hargrave Agriculture
HIL002	13/04/2017	Payment	123944	Bacs	-162.98	Charles H Hill Ltd
HUT001	13/04/2017	Payment	H 24242	Bacs	-65.76	Hutsons Signs

Account	Date	Type	Ref 1	Ref 2	Value	Details
IDS001	13/04/2017	Payment	44739	Bacs	-6069.00	iD Specialist Machinery
INL001	13/04/2017	Payment	2016- P12	Bacs	-16637.28	HM Revenue & Customs
INS002	13/04/2017	Payment	INV-05212-Z9G3D8	Bacs	-92.00	Institute of Leadership&Mngmnt
IRE001	13/04/2017	Payment	207271	Bacs	-11821.56	Irelands Farm Machinery Ltd
JAC001	13/04/2017	Payment	3/B/01861	Bacs	-451.54	Jackson Building Centres
JOH001	13/04/2017	Payment	4198249	Bacs	-149.76	Johnston Publishing Ltd
LAR001	13/04/2017	Payment	59129	Bacs	-41.03	Ray Larrington Hydraulics
LIN002	13/04/2017	Payment	2016- P12	Bacs	-19720.54	Lincolnshire C C Pension Fund
LIN007	13/04/2017	Payment	AGM 2017	Bacs	-315.00	Lincs ADA
LOC002	13/04/2017	Payment	61426929	Bacs	-237.60	Local World Ltd
MAI001	13/04/2017	Payment	5853	Bacs	-480.00	Mainstream Fisheries Ltd
MAY001	13/04/2017	Payment	8025315	Bacs	-2245.86	Mabey Hire Services Ltd
MOR005	13/04/2017	Payment	0248/03/17	Bacs	-540.00	Morley Equestrian Centre
MOT001	13/04/2017	Payment	BTT126578	Bacs	-14.48	Motor Parts Direct Limited
REA003	13/04/2017	Payment	L 100491	Bacs	-624.00	Ready Rent a Car (Grimsby) Ltd
SCA001	13/04/2017	Payment	2017-1313	Bacs	-2538.00	Scarborough Nixon Associates
SCO002	13/04/2017	Payment	94366	Bacs	-3354.00	Scott Trailers Ltd
SRP001	13/04/2017	Payment	CO104411	Bacs	-86.40	SRP Toilet Hire
TFM001	13/04/2017	Payment	228231	Bacs	-902.19	TFM Supplies
THO001	13/04/2017	Payment	6565	Bacs	-1150.00	TFM Country Store
TMC001	13/04/2017	Payment	17064	Bacs	-459.03	TMC Lifting
TMS001	13/04/2017	Payment	9515	Bacs	-1845.60	Traffic Management ServicesLtd
TNS001	13/04/2017	Payment	11627	Bacs	-6388.80	T N Sneath & Sons
UNI001	13/04/2017	Payment	2016- P12	Bacs	-98.75	Unison
VIC001	13/04/2017	Payment	47885	Bacs	-264.00	Samual Vickers Ltd
ALA001	27/04/2017	Payment	508294	Bacs	-216.00	Alarmline Security Ltd
ARB001	27/04/2017	Payment	1522	Bacs	-19500.00	Arb-Core Tree Care Ltd
ARC003	27/04/2017	Payment	929859733	Bacs	-381.60	Arco Limited
BLA001	27/04/2017	Payment	30-2112-9	Bacs	-214.29	Black Sluice IDB
BOS014	27/04/2017	Payment	D0001818	Bacs	-8045.50	Boston Borough Council (Other)
BUR002	27/04/2017	Payment	207248	Bacs	-6.48	The Burdens Group Ltd
BUS002	27/04/2017	Payment	BO198154	Bacs	-182.35	B A Bush & Son Ltd
CAJ001	27/04/2017	Payment	57045	Bacs	-100.20	C & J Supplies

Account	Date	Type	Ref 1	Ref 2	Value	Details
CLA001	27/04/2017	Payment	64878	Bacs	-21.00	Frank Clayton & Son Ltd
CRA001	27/04/2017	Payment	52653	Bacs	-10.44	Craven & Nicholas Ltd
CRA002	27/04/2017	Payment	175290	Bacs	-5.11	Robert H Crawford & Son
CRP001	27/04/2017	Payment	CRPS/BSLUICE/26APR17	Bacs	-70.00	C & R Property Services
DON001	27/04/2017	Payment	DIN0008506	Bacs	-32.17	Donington Engineering Supplies
HAR001	27/04/2017	Payment	23150000	Bacs	-702.13	TC Harrison JCB
HUM001	27/04/2017	Payment	8183	Bacs	-3120.00	Humberside Materials Lab Ltd
LIN002	27/04/2017	Payment	10038148	Bacs	-423.03	Lincolnshire C C Pension Fund
NAV001	27/04/2017	Payment	34004	Bacs	-2367.25	Navitron
NOT001	27/04/2017	Payment	86414/2	Bacs	-156.00	P G & C Nottingham
PHI001	27/04/2017	Payment	3250	Bacs	-5094.00	Philip G Wright Excavations Ld
SAM001	27/04/2017	Payment	056628	Bacs	-50.00	SAMS
SCA001	27/04/2017	Payment	2017 - 1322	Bacs	-2738.40	Scarborough Nixon Associates
SYS001	27/04/2017	Payment	111989	Bacs	-60.00	Systematic Print Management
TMS001	27/04/2017	Payment	9357	Bacs	-378.00	Traffic Management ServicesLtd
TRA002	27/04/2017	Payment	9146 AFT532	Bacs	-202.52	Travis Perkins Trading Co Ltd.
WAK001	27/04/2017	Payment	7925	Bacs	-156.00	Wakefield Autos
WMP001	27/04/2017	Payment	2653	Bacs	-77145.60	W M Plant Hire Ltd
UKF001	03/04/2017	Payment	P01	Direct Deb	-750.26	UK Fuels Ltd
PIT001	07/04/2017	Payment	P01	Direct Deb	-507.20	Pitney Bowes Ltd
UKF001	10/04/2017	Payment	P01	Direct Deb	-657.65	UK Fuels Ltd
BAR005	10/04/2017	Payment	P01	Direct Deb	-10.00	Barclaycard Merchant Services
BAR005	10/04/2017	Payment	P01	Direct Deb	-10.00	Barclaycard Merchant Services
TOM002	12/04/2017	Payment	P01	Direct Deb	-171.84	TomTom
BRI005	13/04/2017	Refund	P01	Refund	76.42	British Telecom DD
UKF001	18/04/2017	Payment	P01	Direct Deb	-594.53	UK Fuels Ltd
WOL001	20/04/2017	Payment	P01	Direct Deb	-10955.92	Woldmarsh Producers Ltd
PAY001	21/04/2017	Payment	P01	Direct Deb	-22.80	Payzone UK Limited
UKF001	24/04/2017	Payment	P01	Direct Deb	-560.54	UK Fuels Ltd
BRI005	24/04/2017	Payment	P01	Direct Deb	-134.20	British Telecom DD
PIT001	25/04/2017	Payment	P01	Direct Deb	-507.20	Pitney Bowes Ltd
BRI005	26/04/2017	Payment	P01	Direct Deb	-227.67	British Telecom DD
NAT004	28/04/2017	Payment	P01	Direct Deb	-6.65	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
NAT004	28/04/2017	Payment	P01	Direct Deb	-5.60	Natwest
SKY002	28/04/2017	Payment	P01	Direct Deb	-36.99	Sky UK Ltd
BOS001	28/04/2017	Payment	P01	Direct Deb	-2353.54	Boston Borough Council (Rates)
Total Payments					<u>-286728.71</u>	
Total Discounts						
Total Adjustments					76.42	
Total Refunds					<u>-286652.29</u>	
Total						

Payments

Bacs	-269216.12	Cheque	Direct Deb	-17512.59	Chargecard
Bulk Bacs					

Adjustments

Disc		Contra SL			
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Refunds

Refund	76.42				
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Chief Executive



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Finance Manager

Black Sluice Internal Drainage Board

Printed on 06/06/2017 at 09:59 by JB
 From 01/05/2017 To 31/05/2017

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/05/2017 To 31/05/2017**

Account	Date	Type	Ref 1	Ref 2	Value	Details
FLE001	04/05/2017	Payment	P02	Bacs	-588.00	Fleet Sense Ltd
ASH001	11/05/2017	Payment	15567094	Bacs	-379.72	Ashtead Plant Hire Co Ltd
AZT001	11/05/2017	Payment	003324	Bacs	-1083.60	Aztec Signs
BOC001	11/05/2017	Payment	3041350041	Bacs	-112.60	BOC
CAR002	11/05/2017	Payment	42022	Bacs	-114.56	J Carr & Son
CON006	11/05/2017	Payment	129649	Bacs	-101.99	Contego Safety Solutions
COP002	11/05/2017	Payment	INV-41211	Bacs	-134.52	Cope Safety Management Ltd.
ELL002	11/05/2017	Payment	80916	Bacs	-120.35	Eligia Ltd
ENG001	11/05/2017	Payment	36076	Bacs	-11890.36	Engineering & Hire Ltd
FRJ001	11/05/2017	Payment	143374	Bacs	-5984.40	FR Jones and Son
GUA001	11/05/2017	Payment	9432	Bacs	-470.00	Guardian Press
HAR001	11/05/2017	Payment	23150404	Bacs	-525.10	TC Harrison JCB
HBP001	11/05/2017	Payment	SQU003804	Bacs	-2693.70	HBP Systems Ltd
INL001	11/05/2017	Payment	2017- P01	Bacs	-19273.86	HM Revenue & Customs
INT002	11/05/2017	Payment	5085	Bacs	-54.00	InterLec
IRE001	11/05/2017	Payment	207371	Bacs	-2.23	Irelands Farm Machinery Ltd
LAR001	11/05/2017	Payment	59421	Bacs	-69.60	Ray Larrington Hydraulics
LIN002	11/05/2017	Payment	2017- P01	Bacs	-20416.47	Lincolnshire C Pension Fund
LIN024	11/05/2017	Payment	10038458	Bacs	-759.36	Lincolnshire County Council
LIN026	11/05/2017	Payment	6227	Bacs	-780.00	Lincsafe Health & Safety Ltd
MAI001	11/05/2017	Payment	5871	Bacs	-600.00	Mainstream Fisheries Ltd
MAS001	11/05/2017	Payment	S1006146	Bacs	-4696.26	Mastenbroek Ltd
MOT001	11/05/2017	Payment	72166	Bacs	-95.94	Motor Parts Direct Limited
REA003	11/05/2017	Payment	L 100761	Bacs	-624.00	Ready Rent a Car (Grimsby) Ltd
RIN001	11/05/2017	Payment	24615	Bacs	-180.00	Ringrose Law
SAM001	11/05/2017	Payment	056644	Bacs	-142.95	SAMS
TFM001	11/05/2017	Payment	228846	Bacs	-252.21	TFM Supplies

Account	Date	Type	Ref 1	Ref 2	Value	Details
THU001	11/05/2017	Payment	20170377	Bacs	-308.30	Thurlby Motors
TOW001	11/05/2017	Payment	BLAC17QC01	Bacs	-314.87	Towergate Insurance
UNI001	11/05/2017	Payment	2017- P01	Bacs	-98.75	Unison
WAK001	11/05/2017	Payment	8051	Bacs	-459.00	Wakefield Autos
WIT002	11/05/2017	Payment	I0090322	Bacs	-3009.08	Witham Oil & Paint
WOO001	11/05/2017	Payment	968601	Bacs	-409.93	Woodco Business Machines
CRO004	24/05/2017	Payment	P02	Bacs	-833.03	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-32.75	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-163.23	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-89.74	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-175.41	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-368.90	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-142.27	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-266.59	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-15.98	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-204.10	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-12.97	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-34.32	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-7.86	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-26.33	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-151.70	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-1179.26	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-86.85	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-62.62	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-262.91	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-880.85	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-241.95	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-371.26	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-175.15	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-385.14	CROP LOSS
CRO004	24/05/2017	Payment	P02	Bacs	-180.90	CROP LOSS
CRO004	25/05/2017	Payment	P02	Bacs	-88.43	CROP LOSS
CRO004	25/05/2017	Payment	000233	Cheque	-102.35	CROP LOSS

Account	Date	Type	Ref 1	Ref 2	Value	Details
ANG002	25/05/2017	Payment	264682	Bacs	-23.12	Anglia Bearing Company
ARB001	25/05/2017	Payment	1526	Bacs	-1200.00	Arb-Core Tree Care Ltd
ASH001	25/05/2017	Payment	15571287	Bacs	-52.00	Ashtead Plant Hire Co Ltd
BOS002	25/05/2017	Payment	25665	Bacs	-522.29	Boston Commercial Cleaners Ltd
CAR003	25/05/2017	Payment	9002189	Bacs	-3781.18	Carrier Rental Systems
CLA001	25/05/2017	Payment	65150	Bacs	-139.92	Frank Clayton & Son Ltd
CRA001	25/05/2017	Payment	52854	Bacs	-2.40	Craven & Nicholas Ltd
CRP001	25/05/2017	Payment	CRPS/BSLUICE/23MAY17	Bacs	-40.00	C & R Property Services
DON001	25/05/2017	Payment	DIN0008576	Bacs	-7.45	Donington Engineering Supplies
EVE002	25/05/2017	Payment	01258071464	Bacs	-1467.47	Everything Everywhere
FLE001	25/05/2017	Payment	3888	Bacs	-108.00	Fleet Sense Ltd
HAL001	25/05/2017	Payment	Mr C. Richards	Bacs	-246.50	David Hallgate Optometrist
HAR001	25/05/2017	Payment	23150822	Bacs	-274.95	TC Harrison JCB
IBB001	25/05/2017	Payment	108194	Bacs	-2511.30	Arthur Ibbett Limited
LIN019	25/05/2017	Payment	M17-142	Bacs	-300.00	Lincolnshire Wildlife Trust
MOT001	25/05/2017	Payment	BTT127844	Bacs	-18.48	Motor Parts Direct Limited
PET002	25/05/2017	Payment	11434	Bacs	-68.40	Peter Smith Trailer Sales
SIL001	25/05/2017	Payment	IN456973	Bacs	-122.71	Silt Side Services Ltd
SKY001	25/05/2017	Payment	SI-17956	Bacs	-792.00	Skyreach Access Solutions Ltd
TFM001	25/05/2017	Payment	228352	Bacs	-122.10	TFM Supplies
TOW001	25/05/2017	Payment	144672	Bacs	-448.50	Towergate Insurance
TRA002	25/05/2017	Payment	9146 AFU522	Bacs	-227.48	Travis Perkins Trading Co Ltd.
TUR001	25/05/2017	Payment	7-07297086	Bacs	-12.66	Turnbull & Co Ltd
WEL004	25/05/2017	Payment	2213	Bacs	-5859.00	Wells Plant Hire
WIT001	25/05/2017	Payment	INV03292	Bacs	-728.64	Witham Fourth IDB
WIT002	25/05/2017	Payment	I00092163	Bacs	-45.00	Witham Oil & Paint
WMP001	25/05/2017	Payment	2659	Bacs	-46243.20	W M Plant Hire Ltd
ROY003	31/05/2017	Payment	P03	Bacs	-46920.00	Royal Smals
UKF001	28/05/2017	Payment	P02	Direct Deb	-589.73	UK Fuels Ltd
BUS001	03/05/2017	Payment	P02	Direct Deb	-6554.16	British Gas Business
UKF001	08/05/2017	Payment	P02	Direct Deb	-572.54	UK Fuels Ltd
BAR005	10/05/2017	Payment	P02	Direct Deb	-43.45	Barclaycard Merchant Services
BAR005	10/05/2017	Payment	P02	Direct Deb	-10.00	Barclaycard Merchant Services

Account	Date	Type	Ref 1	Ref 2	Value	Details
TOM002	11/05/2017	Payment	P02	Direct Deb	-171.84	TomTom
UKF001	15/05/2017	Payment	P02	Direct Deb	-134.16	UK Fuels Ltd
PAY001	17/05/2017	Payment	P02	Direct Deb	-13.20	Payzone UK Limited
BR1005	19/05/2017	Payment	P02	Direct Deb	-123.12	British Telecom DD
WOL001	22/05/2017	Payment	P02	Direct Deb	-701.62	Woldmarsh Producers Ltd
UKF001	22/05/2017	Payment	P02	Direct Deb	-673.85	UK Fuels Ltd
BR1001	22/05/2017	Payment	P02	Direct Deb	-1405.20	British Telecom
SWA001	22/05/2017	Payment	P02	Direct Deb	-105.86	Swalec

Account	Date	Type	Ref 1	Ref 2	Value	Details
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Total Payments					-206672.04	
Total Discounts						
Total Adjustments						
Total Refunds						
Total					-206672.04	

Payments

Bacs	-195470.96	Cheque		-102.35	Direct Deb	-11098.73	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

BOARD MEETING – 14th June 2017

AGENDA ITEM No 10(b)

LIST OF CONSENTS

1. BYELAWS

The following byelaw consents have been issued by the Board since 8th February 2017:

2016/B18	Mr & Mrs R Goodson Drifters Cottage East Heckington Boston PE20 3QF	Erection of extension to existing property BSIDB Drain 10/0 Grid Refs: 519078,344375
2017/B01	David Feldmar Drove House Washdike Drove Wigtoft Boston PE20 2QA	Erection of timber fence. BSIDB Drain 4/67 Grid Ref: 524964 335170
2017/B02	County Tyres 16/17 Victoria Road St Phillips Bristol BS2 0UX	Erection of an extension to an existing storage facility BSIDB Drain: 22/20 Grid Ref: 520296 329706
2017/B03	Western Power Distribution Gilbert Drive Endeavour Park Boston PE21 7TW	Realignment of an existing low voltage overhead line including the installation of a new pole BSIDB Drain 11/12 Grid Ref: 523916 349098
2017/B04	Western Power Distribution Gilbert Drive Endeavour Park Boston PE21 7TW	Laying of underground electric cables associated with the new sitting of a new substation BSIDB Drain 6/27 Grid Ref: 533109, 342053
2017/B05	Mrs Lynne Bowler 134 Six House Bank West Pinchbeck Spalding PE11 3QG	Erection of an extension to a property. BSIDB Drain: 22/2 Grid Ref: 519820 325228

2. CULVERTS

The following culvert consents have been issued by the Board since 8th February 2017:

2017/C01	Lincolnshire County Council Technical Services Partnership Crown House Grantham Street Lincoln LN2 1BD	Replacement of existing highway culvert for LCC Grid ref: 532108 339120 Drain: Private
2017/C02	Lincolnshire County Council Technical Services Partnership Crown House Grantham Street Lincoln LN2 1BD	Replacement LCC culvert Private Drain Grid Refs: 532559,335843
2017/C03	Mr Colin Sims Taumberland House Asperton Road Wigtoft Boston PE20 2PS	Filing of an ordinary watercourse. Private Drain Grid Refs: 526122,338635
2017/C04	Mr & I Hladun & Son Ltd Four Crossroads Farm Holmes Road Frampton Fen Boston PE20 1SJ	Removal of existing small diameter pipe & installation of large diameter pipe Private Drain Grid Refs: 527900,342670
2017/C05	Paula Maxwell Fallowfield House Washdyke Lane Kirtton Meeres Boston PE20 1PW	Installation of new field access. Private Drain Grid Refs: 528716,338891
2017/C06	Lincolnshire County Council Crown House Grantham Street Lincoln LN2 1BD	Refurbishment to an existing LCC Highways structure Grid Ref: 530565 343125 Drain: BSIDB Drain 5/2

2017/C07	Alchemy Farms Ltd Willows Holt Willows Lane Sibsey Boston PE22 0TB	Extension of an existing piped watercourse allow the laying of a new connecting highw and the construction of a separate surface water outfall. Private Drain Grid Refs: A -533831 341941 (culvert) B -533903 341994 (headwall)
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3. DEVELOPMENT AGREEMENTS

The following development agreements have been issued by the Board since 8th February 2017:

2017/D01	Chestnut Homes Ltd The Old School Wragby Road Langworthy Lincoln LN3 5JB	Discharge of surface water from Phase 1 of a residential and business development. West of the A16 Highway, Wyberton.
2017/D02	Mr Ewan Watson 72 Starlode Drove West Pinchbeck Spalding PE11 3TD	Discharge of treated effluent into a Board-maintained watercourse BSIDB 26/1 Grid Ref: 519031, 326368
2017/D03	Gatemark Ltd The Manor Baythorpe Swineshead Boston PE20 3EZ	Discharge of treated water effluent in Board maintained watercourse Drain: BSIDB 4/44 Grid Refs: 522975,340895
2017/D04	D Brown (Building Contractors) Ltd Seas End Road Moulton Seas End SPALDING PE12 6LD	Discharge of surface water Land off Whitebridges, Boston BSIDB Watercourse 6/31 Grid Refs: 532500,34
2017/D05	Chestnut Homes Ltd The Old School Wragby Road Langworth LINCOLN LN3 5BJ	Surface water agreement: A16 Wyberton Grid Refs: 532279,341510
2017/D06	Richard Reed (Builders) Ltd 86 Wyberton Low Road Boston PE21 7SA	Discharge of Surface Water from residential development Land off B1397 London Road, Kirton Grid Ref: J30008, 337859

2017/D07	Ashley King (Developments) Ltd Manor Farm Fen Road Holbeach Spalding PE12 8QA	Discharge of surface water from residential development Land off Station Road, Swineshead Grid Ref: 523249, 3408
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4. LAND DRAINAGE APPLICATIONS

The following land drainage agreements have been issued by the Board since 8th February 2017:

2017/L02	Proctor Bros (Gosberton) Ltd Birds Drove Farm Surfleet Spalding Lincs PE11 4BE	8 Outfalls- Drain 22/28 Grid Refs: 524060,327605 20 Outfalls – Drain 22/28 Grid Refs: 523964,327646
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5. EXTENDED AREA CONSENTS

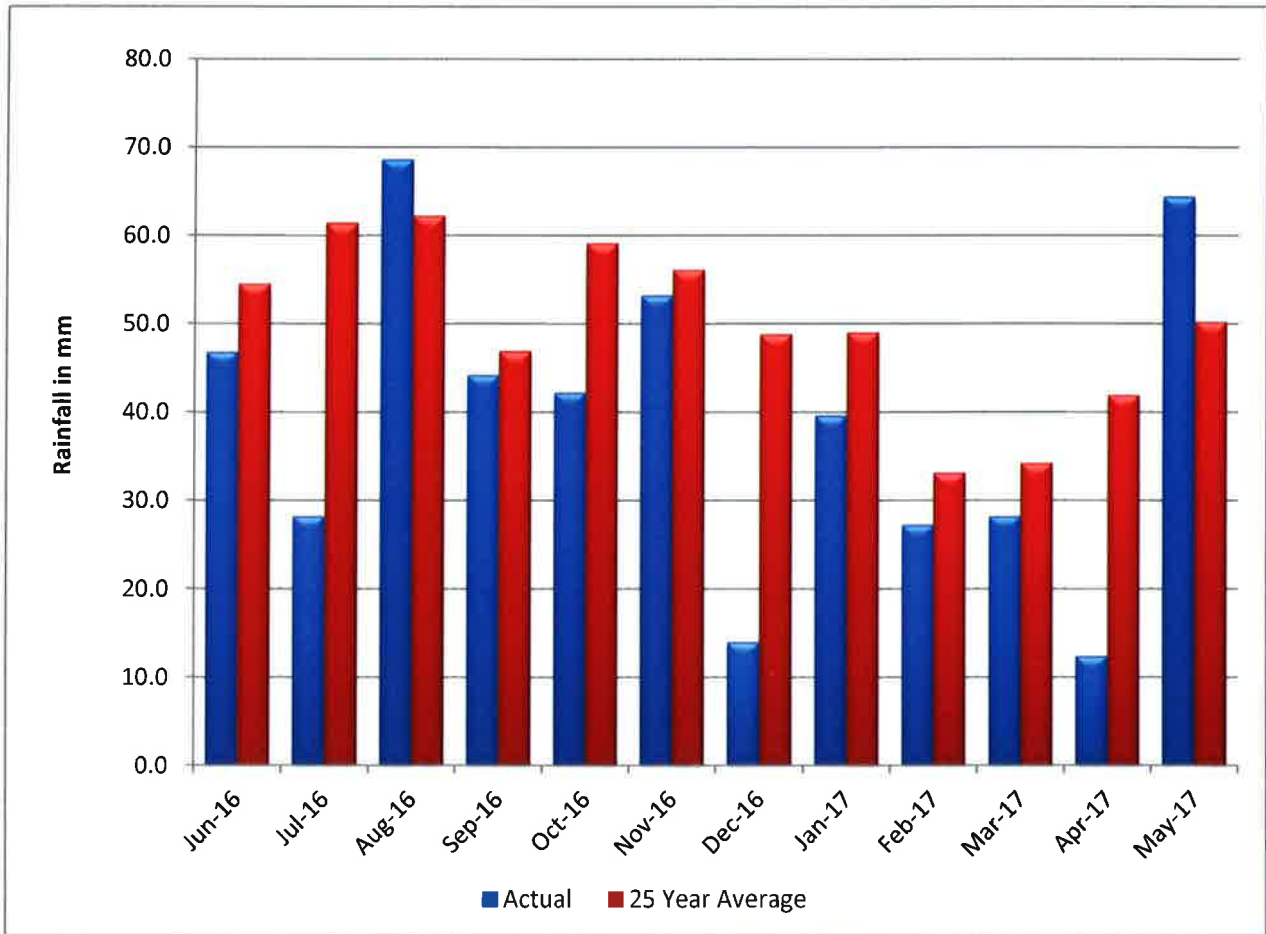
The following extended area consents have been issued by the Board since 8th February 2017:

2017/X01	Mr Philip Chapman H Chapman & Son 4 Folkingham Road Billingborough Sleaford NG34 0NT	Piping of a Water Course. Private W.C Grid Ref: 511408 334
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I M Warsap
Chief Executive

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

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Jun-16	46.8	54.5	85.87%
Jul-16	28.2	61.4	45.93%
Aug-16	68.6	62.2	110.29%
Sep-16	44.2	46.9	94.24%
Oct-16	42.2	59.1	71.40%
Nov-16	53.2	56.1	94.83%
Dec-16	14.0	48.8	28.69%
Jan-17	39.6	49.0	80.82%
Feb-17	27.2	33.1	82.18%
Mar-17	28.2	34.2	82.46%
Apr-17	12.4	41.9	29.59%
May-17	64.4	50.2	128.29%
Totals	469.0	597.4	78.51%



BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Jun-16	80.4	52.7	152.56%
Jul-16	34.2	65.5	52.21%
Aug-16	66.2	66.7	99.25%
Sep-16	44.7	47.2	94.70%
Oct-16	53.2	62.5	85.12%
Nov-16	41.2	56.0	73.57%
Dec-16	17.8	51.0	34.90%
Jan-17	39.6	51.0	77.65%
Feb-17	33.6	34.7	96.83%
Mar-17	31.8	35.5	89.58%
Apr-17	7.8	42.7	18.27%
May-17	94.3	49.5	190.51%
Totals	544.8	615.0	88.59%

