

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Board Meeting

Wednesday, 30th May 2018 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: 23rd May 2018

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, 30th May 2018 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 14th February 2018 **(pages 1 - 10)**
4. Matters arising.
5. To receive and confirm the Committee Minutes of the following meetings:-
 - (a) Executive Committee on 5th March 2018 **(pages 11 & 12)**
 - (b) Southern Works Committee on 7th March 2018 **(pages 13 - 26)**
 - (c) Structures Committee on 21st March 2018 **(pages 27 - 41)**
 - (i) To adopt the Structures Policy **(pages 42 - 45)**
 - (d) Northern Works Committee on 11th April 2018 **(pages 46 - 60)**
 - (e) Audit & Risk Committee on 25th April 2018 **(pages 61 - 83)**

To adopt the following:

 - (i) Risk Management Strategy Policy **(pages 84 - 106)**
 - (ii) Financial Regulations Policy **(pages 107 - 111)**
 - (iii) Procurement Policy **(pages 112 - 115)**
 - (iv) H&S Policy for Display Screen Equipment **(page 116)**
 - (v) Lone Worker Policy **(pages 117 & 118)**
 - (vi) Data Protection Policy **(pages 119 - 128)**
 - (f) Executive Committee on 9th May 2018 **(pages 129 - 145)**

To approve the following:

 - (i) Period 12 Management Accounts **(pages 146 - 150)**
 - (ii) Internal Auditors Report 2017/18 **(pages 151 - 162)**
 - (iii) Bourne Fen Farm Trust Fund **(page 163)**
6. To review and approve the Policy Statement on Water Level and Flood Risk Management **(pages 164 - 172)**.
7. To review and approve the Annual Governance Statement **(pages 173 - 178)**.
8. To approve the Unaudited Financial Statements for the year ending 31st March 2018 **(under separate cover)**.
9. To approve and authorise the Chairman to sign the Annual Return for the year ending 31st March 2018.
10. To review the Risk Register **(page 179)**.
11. To receive reports on the following:-
 - (a) Monthly Accounts - February 2018 to April 2018 **(pages 180 - 190)**.
 - (b) Schedule of Consents Issued - February 2018 to April 2018 **(pages 191 - 195)**.
 - (c) Rainfall **(pages 196 & 197)**.
12. 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
14th February 2018 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 M Cooper
* Mr R Leggott	* Cllr C Rylott
Mr P Robinson	Cllr B Russell
* Mr M Rollinson	* Cllr P Skinner
* Mr N J Scott	Cllr Mrs S Waring
* Mr J R Wray	

* Member Present

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

1218 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Mr P Robinson, Cllr B Russell and Cllr Mrs S Waring.

The Chairman announced the sad news that Cllr R Clark passed away, he had served on the Board from 2013, the Chairman added details of the funeral arrangements and stated that he would be attending on behalf of the Black Sluice IDB. A minute silence was observed.

1219 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest.

1220 MINUTES OF LAST BOARD MEETING - Agenda Item 3

The Minutes of the last meeting of the Board held on the 29th November 2017, copies of which had been circulated, were considered. It was AGREED that they should be signed as a true record.

1221 MATTERS ARISING - Agenda Item 4

(a) Asset Transfer Financial Projections - Minute 1199

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.

(b) ADA Model of the Land Drainage Byelaws - Minute 1201

The Finance Manager stated that the byelaws were reviewed at the last Board meeting and delegation of authority was given to the Executive Committee to sign the appropriate version which was signed, they have not been sent to Defra. He stated he has raised the Boards proposals; they have taken on one which is "as a result of development" - the restriction which had been introduced into byelaw 3, this is currently with Defra lawyers discussing how that can be changed. The Finance Manager reminded Members that it was not there in the first place and could not see why there is an issue. He explained that in addition to this the Bedford Group of IDBs have requested an addition which the Finance Manager displayed on the screen which allowed for them to enforce the byelaws on the sustainable urban drainage systems and obviously from this Boards point of view as we move forward with the WRE South Links Water Partnership this may come in useful for this Board. This is the second amendment they are proposing to the model IDB byelaws. The third one is in relation to amended Environment Habitat Regulations all the environmental legislation has been placed into one Act in 2017 so they want to get the wording on this is correct.

The Finance Manager explained that some IDBs have submitted byelaws already and the Minister is going to use their powers to amend them before they are finally approved. The Finance Manager added that the point Mr R Leggett raised at the previous Board meeting regarding the clarification on "who's judgement it was" Defra have decided not to put this in, but it has been raised and if it does get questioned it will be subject to a legal challenge. Mr R Leggett responded this is rather disappointing, as the Chief Executive stated last time it could lead to future challenges, if ADA have been told that it is decided then we will have to go along with it. The Chairman clarified that it is more Defra than ADA driving this.

Byelaw Amendment:

"2. (c) for the purposes of these Byelaws, references to a watercourse are to be construed as including:

a drainage system as defined by the Flood and Water Management Act 2010;

a large raised reservoir as defined by the Reservoirs Act 1975; and

a body of water as defined by the Water Environment (Water Framework Directive) (England and Wales) Regulations 2017"

The Finance Manager asked if Members were agreed to remove the "as a result of development" and the other two amendments the byelaws can then be moved on this basis and the Chairman can sign them. All AGREED.

(c) Drainage Rate Account 30-2445-9 Gosberton Clough - Minute 1202(a)

The Finance Manager stated that this property whereby a write off of £589.72 the liability of the drainage rate passes to the owner of the land because the owner repossessed the property from the occupier – he was invoiced £586.48 on 15th November 2017 which has not been paid yet, and we are following the Boards normal recovery procedures.

(d) Period 07 Management Accounts - Minute 1202(e)

The Finance Manager stated regarding drainage rates we have taken seven cases to court, all but one of them has been settled now either directly or by bailiffs – the one outstanding is for £34.02 and we believe this person is incarcerated.

(e) South Forty Foot Scheme - Minute 1202(f)

The Finance Manager stated this will be covered in more detail later in the agenda, the orders have been promised to finish off the South Forty Foot Scheme for this financial year by the year end.

1222 MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 5

The Chairman presented the unconfirmed minutes of the meeting held on the 13th December 2017, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) Inspection Tour Netherlands - Minute 1211

The Chief Executive explained briefly information regarding the Inspection Tour to the Netherlands, he presented slides on the screens. If anybody is interested in attending let an Officer know within a week of today with £100 deposit. He outlined the route by coach over the four day tour on screen.

The Chairman outlined to Members, the funding for this tour which will be a third paid for by the Member and two thirds by the Board of which a third will be out of the Chairman's fund for those who actually put into the Chairman's Fund – those who do not put into the Chairman's Fund will have two thirds of the cost to pay themselves. He hoped this seems fair, as some Members do not pay into the Chairman's Fund.

The Chief Executive stated that once we have details of Members attending we will book the KLM flights whilst contacting Members for passport information. The Chief Executive asked if there were any further questions, Mr Barker asked about the arrangement for transport to the Airport, he responded that Members found their own way to the airport or coordinate with other Members for a lift.

The Chairman added that if we don't get the numbers within the Board we will ask the Associate Members from the Works Committees if anyone is interested.

(b) Rationalising the Main River Network Project - Minute 1211(b)

The Finance Manager stated that the news item which was placed on the Boards website has been viewed by 186 people and 122 of them have come through Facebook and Twitter, this is something worth carrying on with. The Chairman referred Members to this minute that the Board has pulled out of two of the watercourses transfers because the Boards machinery could not access upstream due to an area of wooded trees and shrubs.

The Chief Executive stated that the Public Consultation closed on the 12th February 2018.

The Chairman added that he had attended the ADA Board meeting. The EA Members were bothered about the low amount of responses to the Public Consultation. The EA mentioned that more of the public had attended the drop in sessions in the Autumn. The Chairman mentioned that other IDBs had dropped out of transfers from the EA because they were "just not up to scratch" which is disappointing. Sir James Bevan (EA) has always stated that nothing would be transferred that was not up to scratch and put into full working order this has been recorded so it is the case of the top showing a lot of will but there does not seem to be any will at the lower levels or money to follow through.

Mr N Scott asked the Chairman if he had seen Abigail's (EA) email feedback response? Mr Will Howe, Fork Farm, Ewerby catchment and himself had walked along the watercourse and their thoughts and pictures were sent in an email to the EA they responded: "we will give it up anyway its not important". Mr Scott reiterated the point being that someone high in the EA is saying that they will not hand it over unless it's in a good state.

The Chairman responded that this has not filtered down within the EA. Mr N Scott added that it is in a shabby state and it could use some maintenance before the Black Sluice IDB take it on otherwise the Black Sluice will have to do it. The Chairman concluded that this is the reason we have walked away from two of the watercourse transfers.

(c) 2017/18 Budget & 10 Year Projections - Interest - Minute 1212(b)

Mr V Barker asked about the interest on the deposits, he understands the problems elsewhere, should it be left in low interest or invest in a better return. The problem is that we are governed by what we can invest in and investment into other things would mean that the Board in its entirety would have to be responsible. He feels it needs further thought and discussion.

The Finance Manager responded that he has found Aldermore Bank plc they are offering 1.5% for a year's investment if we put £300,000 that would be £3,500 return they are FSE authorised, they are on the FTSE 250 and based in Peterborough. The Chairman asked Members, are they comfortable in putting £300,000 in Aldermore Bank. Mr Fowler believes that you should not put any more than the £85,000 covered – the Finance Manager responded that it's not covered that is only personal investment. Mr Fowler then said then no. Mr N Scott suggested what is their SMP rating they could be AA+.

The Chairman asked if the Finance Manager could find out some more information, Mr Scott suggested finding out their financial security, their SMP rating by Moodys and if it is the same as Barclays then there is no difference in the risk. Mr Scott believes that none of us are financial experts that can assess the risks of Aldermore v Barclays say you have to look at Moodys SMP bank credit rating and draw a line at AA+ or AAA+ or matching one of the big names.

The Chairman concluded that he will ask the Finance Manager to do this and nothing will be done without further consultation.

(d) 2017/18 Budget & 10 Year Projections - Minute 1212(p)

Mr V Barker referred to the replacement of vehicles and asked if consideration had been given to replacing Boards vehicles with hybrid vehicles so that we are up and running with modern technology and know-how – we have several vehicles amongst the fleet. The Chairman responded that the vehicles the Board are looking at, hybrids have not come into this area and are still very expensive. Mr Barker added that there is a £4,500 subsidy on them, he believes the Board should give consideration for one of the fleet of vehicles.

The Chairman responded that we will look at it, but he believes that the hybrids come into the bracket for 4 wheel drive. The Chief Executive concluded that we will look into it. The Finance Manager added that they have gone on trial in London in transit electric style vans.

1223 TO RECEIVE 2018/19 BUDGET & 10 YEAR ESTIMATES - Agenda Item 5

The Finance Manager stated these reports were presented to the Executive Committee on the 13th December 2017. He has the following updates:

(a) Interest

Interest has been previously covered.

(b) Pumping Station Maintenance

The Finance Manager stated this year we will have an impact, he has just received a £27,000 refund from British Gas for the electricity contracts which ended May 2017. The position now is the bills have been finalised and the Board has fully moved to Woldmarsh using Npower.

(c) Admin Salaries

The public sector pay cap and pay award for 2018/19. The Finance Manager believes that the public sector pay cap has now been lifted. Therefore the calculation is based on the 90% average increase in annual earnings, as published in the Sunday Times on the last Sunday in January, which was at 2.2% therefore 90% of this is 1.98% therefore the pay award will be 1.98%.

(d) Election

Following the Ministers direction the Board is not going to advertise in local newspapers unless any Members feel otherwise inclined. It will be put on the Boards website and a link to Facebook and twitter. A note on the notice board in the front office and also a notice in the Drainage Rate Brochure for the election due on the 29th October 2018.

The Finance Manager concluded that detailed reports are attached on pages 32 – 37 that were put to the Executive Committee with the new objectives detailed we are looking at a balance at the 10 year point of £646,076 which will be 25.22% of expenditure going into the 11th year with a balanced budget.

The Chairman asked for any questions.

Mr V Barker asked regarding expenditure in year 2024/25 reference the replacements of pumps at Gosberton Pumping Station, it will be very interesting to understand that a lot of the pump houses these days, in his opinion, the pumps do not pump anything near what or as much now as they used to in the 1960/70s. If Gosberton's all three pumps to be replaced, to keep all three pumps is it necessary. The Chairman clarified its "refurbish". The Operations Manager responded that during that period we look to take out, not all at the same time but, one at a time to inspect it, refurbish it and put it back and then take out another so at any one time we will still have two pumps available. This is an ongoing maintenance programme for all pumping stations. Mr Barker added that these are not generating the number of hours they used to.

The Chief Executive clarified that Mr Barker is saying that we should be assessing the hours of the pumps in relationship to a pumping station with three pumps for the future for there to only need two. Mr Barker agreed there are things like degraded wiring, he understands that those things need replacing but when you look at brass bushes aren't wearing out and go straight ahead he questions if this is the right way forward knowing the hours the pumps are doing. The Chief Executive added that the business is like insurance, we hope never to have to use but if we do have to press the button we want everything to work and this is the process of refurbishment and continuous maintenance, so if we need to press the button it is going to work.

Mr Rollinson added that it is ok to say that we are not pumping as much as we used to but who can foresee the future, we could be pumping more, he would be very against down sizing pumping stations.

The Chief Executive concluded stating the Drainage Rate Brochure, which is enclosed with the drainage rates in April each year we are in the process of completing this over the next few weeks if any Board members have anything of relevance to include in that brochure or reintroduce or remind or whatever format please contact the Officers.

1224 TO RECEIVE 2017/18 BUDGET AND TEN YEAR ESTIMATES (Third Draft) - Agenda Item 6

The Finance Manager stated this is a spreadsheet we started last year, because of the timings of doing the budgets. He explained that the revaluations and move to special levies are done as at the 31st December 2017 but we have the budget setting meeting earlier in December. The only figures which have changed in this third draft is the rates

and levies figures – at the ten year period the Board is better off and 32% this will leave us with more manoeuvre room when it comes to doing next year's budget for the long term future of the Board.

1225 TO RECEIVE INTERNAL AUDITORS AUDIT PLANNING MEMORANDUM AND AUDIT PROGRAMME 2017/18 - Agenda Item 7

The Chairman stated that the Internal Auditors have visited the office and they have given a "Substantial Assurance" which has been regained. He congratulated the Finance Manager and the team on getting us the substantial assurance.

1226 TO RECEIVE PERIOD 9 MANAGEMENT ACCOUNTS AND QUARTER 3 FORECAST- Agenda Item 8

The Finance Manager introduced the period 9 management accounts on pages 42 – 47 which have been covered in detail at the Joint Works Committee and then again at the Board meeting there has not been a lot of movement. He highlighted a couple of items

- Drainage rates – we have collected 99.94% of the drainage rates this year
- Rechargeable Income – compared to last year it is £565,000 up with a profit estimate of c£32,000 as we are at the end of period 9
- SFFD – before the end of the year we are expecting c£200,000 which will give another c£10,000 therefore a £42,000 profit
- Pumping Station Maintenance - £27,000 refund from British Gas

The Finance Manager referred Members to page 43, which is the South Forty Foot Scheme Summary – there has not been any movement on this however there is the confirmation now that the order and payment will be forthcoming before the end of the financial year. Which will leave us with £71,000 in hand.

The Chief Executive added that he has received an email from A Clack (EA) stating he has submitted a breakdown of additional costs for the works for this past year, and wrote "this will now allow me to progress toward and allow you to receive payment by the financial year end – allowing for normal procurement system the payment should be with you by the 22nd February 2018". The Chief Executive clarified that this is for an outstanding order for £55,280 and the additional costs of £143,640 which is the corrected amount of £198,920 + vat.

1227 TO CONFIRM ARRANGEMENTS AND PROPOSED DATES FOR ELECTION OF THE NEW BOARD - Agenda Item 9

The Chairman stated that the Finance Manager is the Returning Officer and asked if Members had any questions.

The Chairman clarified that after the elections, there will not be, officially, a Chairman for a month after the elections until the Board meeting on the 28th November 2018.

The Board RESOLVED that the Election Timetable be accepted.

1228 TO REVIEW THE RISK REGISTER - Agenda Item 10

The Chairman presented the risk register on page 49. The Finance Manager stated that this will be reviewed at the Audit & Risk meeting on the 25th April 2018, and he expects that a couple of the risk scores will be reduced.

The Board RESOLVED that the Risk Register be accepted.

1229 TO RECEIVE A REPORT ON RATING - Agenda Item 11

The Finance Manager presented the revaluation report on page 50, stating that this has been a substantial revaluation which was conducted by Mr R Hurst from Fisher German on behalf of the Board. If the recommendation is confirmed then a determination notice will be sent to the occupier. The occupier has the right to appeal within 28 days and then the new rate will apply from the 1st April 2018, which is about c£2,600 increase in their drainage rate.

The Board RESOLVED to agree to the above revaluation.

Cllr Austin asked a question on drainage rates when there is a large development which would mean a big change in drainage rates what is the time, when does it change from agricultural rates to the new rates for development. The Finance Manager responded – when it ceases to be agricultural land and the valuation office put it on their list so it then is subject to residential / commercial rates. If they are paying residential council tax or commercial business rates then it stops being agricultural, there has been instances in the past where ie packing sheds could fall in either category it's down to the valuation office to determine if it's on their list, if it's not then it's on the Boards.

The Finance Manager clarified that regarding the Q1 Development, which is going to be a substantial difference to Boston Borough Council, he has met with the Officers at the Council and it has been agreed that we will move them over as they start to be occupied and start receiving council tax. If we put the whole site into the special levy this year the Borough will receive no money at all to be able to pay the Boroughs contribution. We are working very closely with the Borough Council Officer's so that when it does move over in future years we will move over the land because it is a large difference.

Cllr Brotherton asked does the developer pay a drainage rate then in the interim, the Finance Manager responded – yes as they will be classed as the occupier of the land, so whilst it's not on the list for residential or commercial they will continue paying a drainage rate to the Board.

1230 REPORTS - Agenda Item 12

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

The Board RESOLVED that the Board's monthly accounts, which included November 2017 and January 2018, copies of which had been circulated, were noted.

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

The Chairman presented the Schedule of Consents.

(i) Culvert Consent Application at Six House Bank, West Pinchbeck - BSIDB Dovehirm Drain 22/2

The Chief Executive presented on screen a culvert application and pointed out the existing 320 metre of pipe. This applicant would like to extend the 600mm pipe northwards by 18 metres, because there is already 320 metres of pipe on that drain the Chief Executive sees no issue. All maintenance is carried out on the west side – field side.

The Chief Executive asked if there were any objections to extending the 320 metre length of existing piped watercourse by a further 18 metres northwards.

Mr Leggett asked the Operations Manager if this would cause any future problems that we don't have at the moment. The Operations Manager responded no.

The Board RESOLVED that the Culvert Consent be granted.

(ii) Application to Relax the 9 metre Byelaw Six House Bank, West Pinchbeck - Dovehirm Drain 22/2

The Chief Executive stated that as the Board has consented to the above culvert the applicant is now requesting for a relaxation of the 9 metre byelaw to move the proposed building to within 4 metres of the outside the lateral edge of the pipe in order that they can fit a proposed garage into the building plot. He then presented a map outlining this on the screen. He recommended this application be consented.

Cllr Austin asked if there were any precedent issues, the Chief Executive responded no, the precedent has already been set that there are buildings along this bank which are nearer to the pipe.

The Chief Executive stated that the land to the west of these buildings belongs to Lincolnshire County Council, this land was discussed at a Southern Inspection tour pre 2011 because the Board were looking into purchasing the total length of this field to put an open cut diversion in the same way it has been carried out in Dovehirm but Lincolnshire County Council wanted a large sum of money to purchase the land therefore the scheme did not go ahead.

The Board RESOLVED that the application to relax the 9 metre byelaw be granted.

(c) Rainfall - Agenda Item 12(c)

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

The Board RESOLVED that these reports be noted.

1231 TO AUTHORISE THE CHAIRMAN AND FINANCE MANAGER TO SEAL THE RATE FOR 2018/19 - Agenda Item 13

It was RESOLVED that the Chairman and Finance Manager be authorised to seal the Drainage Rate and Special Levies for the year 2018/19 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/> £1,053,208.60

(b) Special Levies

Borough of Boston	£784,760.51
South Holland District Council	£126,089.96
North Kesteven District Council	£68,105.02
South Kesteven District Council	£58,113.22
	<hr/> £1,037,068.71

1232 ANY OTHER BUSINESS - Agenda Item 14

(a) Extra Ordinary Executive Committee Meeting

The Chief Executive informed the Executive Committee Members that an extra ordinary Executive Committee meeting will be held on the 5th March 2018 at 1:30pm and agenda papers will be sent out seven days in advance.

There being no further business the meeting closed at 3:15pm.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
5th March 2018 at 1:30pm

Members

Chairman - * Mr K C Casswell

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

* Member Present

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

1233 APOLOGIES FOR ABSENCE

There were no apologies.

1234 DECLARATION OF INTEREST

There were no declarations of interest.

The Chief Executive stated that he has invited the Operations Manager to attend the meeting today due to the topic on the agenda.

1235 MINUTES OF THE LAST MEETING

Minutes of the last meeting held on 13th December 2017, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1236 MATTERS ARISING

(a) Report on the RFCC meeting on 15th November 2017 - Minute 1213

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.

1237 TO DISCUSS THE BLACK SLUICE PUMPING STATION (BOSTON) TRANSFER - Agenda Item 6

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.

1238 TO CONSIDER BSIDB APPROACH TO THE EA MEETING ON THE 9TH MARCH 2018 REGARDING THE BLACK SLUICE (BOSTON) PUMPING STATION - Agenda Item 7

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.

1239 ANY OTHER BUSINESS - Agenda Item 8

(a) Inspection Tour Netherlands

The Chief Executive informed Members that he has 13 Members confirmed including the Officers for the tour. Royal Smals have helped with negotiations for three banding price ranges, one for 13 people, one for 15 people or for 18 people and between 13 – 18 it is c100 euro's total cost difference. He asked how important is it for the Board to find other guests, we originally told them 18 so they went to the hotels and obtained costs for 18, they will hold the rooms for up to 6 weeks before we go. We would still need to get the additional people on a flight, but there is another flight later on that day and we will be in and around Schiphol so they can join us later in the day.

The Chairman asked if there was anybody that might be useful to invite, the only thought he had was ADA have employed a new person, Ryan Dixon as Publication & Communications Officer. The Chief Executive stated he would speak with Innes Thompson with a view to inviting Ryan.

There being no further business the meeting closed 15:23pm.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the
Southern Works Committee

held at the offices of the Board
7th March 2018 at 4pm

Members

Chairman - * Mr M Rollinson

Mr W Ash	* Mr J F Atkinson
* Mr V A Barker	* Mr K C Casswell
* Mr J Casswell	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 C Richards (Pump Engineer)
Mr P Holmes (Chairman Northern Works Committee)
Mr J Fowler (Chairman Structures Committee)

Additional attendees:

Mr C Richardson Guest

1240 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies were received from Mr W Ash, Mr C Dring, Mr J Wray, Mr R Dorrington, Mr M Richardson and Mr M Mowbray.

The Chairman welcomed Mr C Richardson as a Guest at the meeting and was looking forward to hearing his views.

1241 DECLARATIONS OF INTEREST - Agenda Item 2

(a) Drain 27/1 Hacconby

A declaration of interest was received from Mr J Atkinson with regard to Minute 1244(k).

1242 MINUTES OF LAST MEETING - Agenda Item 3

The Minutes of the last meeting of the Joint Works Committee's held on 8th November 2017, copies of which had been circulated were considered and it was agreed the Minutes should be jointly signed as a true record.

1243 MATTERS ARISING - Agenda Item 4

(a) External Studies, Strategies & Agreement - Minute 1191

Mr V Barker asked if the Chief Executive could update the Committee, the Chief Executive responded, in reference to the Black Sluice (Boston) Pumping Station (BSPS), there have been meetings with our local EA representatives and with the Regional Flood and Coast, the latest one was January 2018 and the next one will be in April 2018. The negotiations for the business case from the Boards' point of view with regard to the application for funding to put two new electric engines into the pumping station with the viability then of reducing the annual maintenance costs whereby we can receive that pumping station as an asset transfer to the point that on the 9th March 2018, at which attending will be Matt Warman MP, Chairman of RFCC Committee, the Regional Director EA, Chairman South Forty Foot Steering Group who is also Chairman of ADA, two Executive Board Members and three Officers of the BSIDB. We have representation from the Finance Department and Councillors from Boston Borough Council, Lincolnshire County Council these are quite high level attendees where the Chairman of the Board is making the introduction. The point of action from the Boards' point of view is that the time has come after years of negotiation and catchment surveys/studies; the decision has to be made. Does the BSPS move forward in the way that BSIDB are preparing for? As the most relevant and appropriate risk management authority to accept the responsibility and future control of the pumping station, or if the finance is not there the EA are to decommission the pumping station.

Mr Barker thanked the Chief Executive for the update, he believes that monies should be found from somewhere because of the water we have coming into the system we should have something fit for purpose. The Chairman responded that even ratepayers would struggle to raise the money required but our Council partners would not be able to raise the amount of money required for us to take the pumping station on without a serious injection of cash and it would be folly to try and force that route. Mr Barker added that ratepayers are paying for the land to be drained, and should they say that if you are not draining the land in an emergency?

Mr Rollinson concluded that the Board will have a lot better idea after the meeting on Friday. We will inform all members of the Board after that meeting.

1244 TO RECEIVE THE INSPECTION WORKS BROCHURE - Agenda Item 5

The Operations Manager presented on the screen and referred Members to their tour brochures:

(a) GIA Works Drain 2/11 - Malting Lane, Donington

The Operations Manager referred Members to page 4 of the brochure showing as a point of interest. He stated that funding has been achieved for £60,000 towards putting some new pipeline in the central sections. He explained that as it progresses to its outfall the pipeline changes from a 300mm diameter to 600mm diameter, he continued we have completed various parts of this pipeline on various schemes towards changing this over the last 25 years so this is the next step in completing the next stage of improvements to that pipeline.

(b) Donington Mallard Hurn Pumping Station – Proposed New Roof

The Operations Manager referred Members to page 5, stating as a point of interest that there is an allocation for a new pumping station roof at Mallard Hurn within the budget for 2018/19.

He added that in regard to progression of the potential desilting works along the South Forty Foot Drain (SFFD) there is a meeting being held with the EA on the 8th March 2018 which we hope will progress towards a purchase order. The intention being that in October 2018 BSIDB will be progressing phase 1 up to the A52 and then looking to progress the following year into phase 2 as detailed within the brochure. He explained there are certain scenarios that may make that difficult for the Board moving forward, including Triton Knoll, Viking Link and also the high pressure gas main that travels through that site. Initial engagement with some landowners for future lagoon sites has taken place.

(c) Environment Agency Bank Armouring Works at Swaton Eau

The Operations Manager stated whilst on the Inspection tour we visited the EA site armouring works at the Swaton Eau. At the identified low spots, following a catchment survey, the EA are reinforcing the bank to the existing levels.

Mr Rollinson made reference to the fact that this has no bearing on Swaton flooding.

Mr P Holmes asked if we need to look at our Emergency pumping procedures? i.e. not turn off the BSIDB pumps and let it flood as designed.

The Chief Executive stated that Mr S Hooley, the EA Project Manager, has responded to his questions regarding increased flood risk and the revaluation of land.

The email response;

“there is no land at any increased of risk of flooding as a result of the armouring works – flood risk will reduce at this location as the banks are less likely to breach. The banks have had the top soil striped from the crest to the toe including partially into the field before a geotextile has been added along this section of bank. The top soil will then be replaced and grass seeded with crest level post the works will be maintained at its current level this protection will ensure in a flood event if the ground is eroded it will be limited by the geotextile which will reduce the risk of a breach”

The Chief Executive stated he would respond to this email and argue the fact that there is no increase in the flood risk – this point is clearly identified as a flood storage area. He wants the EA to recognise this and try to give him some idea of what size is it one field or is it going to A52 or spread towards Swaton not saying threaten Swaton but we need to know the answer to these questions.

Mr Barker added that the threat is a pipe or culvert under the A52 into Horbling Fen and historically Horbling Fen has always had problems with flooding and that would be where the threat is. The Chief Executive responded he is aware of the pipe but if the Swaton Eau is in full flow because the SFFD is full that pipe is only going to be running one way, south to north under the A52, and there is no water going to run back. Mr Barker added that this is the pipe your thinking that takes water from Rookfield, he’s thinking there will be another drainage pipe to take the land drain water from the area we are in across to the Horbling Pump.

Mr James Casswell interjected stating that he rents land on both sides of these works, it is Crown land – it was previously rented by Peter Harborow. He mentioned that water has come over once or twice into the small slight field nearest to the A52. Mr Casswell did not get a huge amount of information prior to the works starting. The EA had been talking to the Crown Estates who did not tell the tenant, it was not mentioned that it might be a flood storage area. It was told to him that they are just levelling that bank to equal it up and strengthening it a little bit. He struggled to see the point of these works if they are making that as a run off flood area. The Chairman added the cost of these works (£300,000) and that we were amazed this was the lowest point of the SFFD catchment. The Operations Manager asked Mr J Casswell if that bank is considerably lower than the other side because visually it does not look it. Mr J Casswell responded he was not aware it was so if it has been, again, I assume they have measured it but no visually I have not seen it however Mr P Harborow did say it had only ever come over that side near the A52 but there is not much in it.

(d) Drain 36/2 – Bank Slip at Swaton Beck

The Operations Manager asked the Committee for a decision upon the site visit at Swaton Beck and the problems we have with bank movements and slippages on that section.

The Operations Manager outlined three potential options on page 9 of the brochure stating we have an £8,000 budget towards this scheme. If we were to go in and spend that budget that would be to leave the existing revetment in place, reduce the bank profile, this means to lay the bank back to a flatter profile to try and take some of the weight out of the bank and assist in stabilising the bank movement and that would be basically a man and a machine to do this work - as stated in option 1.

Option 1

To completely leave the existing pitched stone revetment in place, reduce the bank profile, reinstate the land drains and the outfalls and make sure everything is working as it should.

Option 2

To do a similar thing as option one and leave the existing revetment in place but dig into the bank and remove the soil, create a shelf and put another revetment layer in that bank to assist in stabilising that movement and then still lay the bank back to a flatter profile.

Option 3

Offer the allocated scheme budget of £8,000 (2017/18) as a minimum towards a partnership funding with the EA incorporating a stabilisation channel into the programme for the Natural Flood Management project. Assistance with Board's resource, plant and labour, could also be offered towards delivering further elements of the scheme.

He referred to the email from K Samms detailed in the brochure the email stated:

"Currently we would like to start works next winter, but this is optimistic. We anticipate a phased approach to delivery to fit in the farming calendars and as and when we can get farmers on board with the project. We should have a much better idea of timescales once we have undertaken some targeted farmer engagement. We are aiming to have all features installed by 2020."

The Operations Manager stated that he agrees it is optimistic to have anything in place by 2020 but because we have not done anything so far on what Mr C Richardson may or may not say he does not think it is still moving so there is potential to do nothing.

The Chief Executive added a fourth scenario along the lines of the theory that the land drains could have parted. Therefore, the water running from the field to the land drain is not running into the drain it is running down saturated in this sand/silt gravel layer hence causing the heave or the shift. Most probably within the original budget allocation labour and plant and materials with regards to connecting pipe with the landowner on site (Mr C Richardson) going to identify by rodding or finding the location of the break if we cannot rod up then measure and find the pipe and dig a cross trench and reconnect those land drains to hopefully to take that water into the drain hence stopping the possibility of movement. If we don't do this work, we will never know if it is the fix.

Mr Holmes believed this would be a better budgetary spend rather than anything to try curing the cause of the problem rather than the systems of the problem.

The Chairman asked if Mr C Richardson would like to add anything. Mr Richardson responded that some of the land drains have disappeared because I know what was there before and they are not there now, the ones which are there now he has tried to rod them but you go in 6, 8, 10 foot and you cannot go any further. He believes that most of them have parted with the slip so yes this would be his favourite option. With regards to profiling, in respect of the bank concerned the profile was lessened the last time we did something and this has not done anything. He still thinks that changing it to a shallow angle still leaves that weight on top of the sand and therefore there is still the potential of slips, so unless you can stop that bottom from slipping there is no point in changing the profile.

The Chairman asked have you had a drainage quote for land drains and connect them all up, Mr Richardson responded no. The Chairman concluded he was wondering if we were better off to get a drainage professional in, make a contribution towards that and then come up with a deal with Mr Richardson, he responded that the Crown has had a lot of drainage work done in the past year and have paid for all this work - they have sort of a deal with a contractor, what they would say for that, they have paid for drainage work at Swaton in the last 6 months.

The Chairman concluded that the best course would be to not do anything to the revetment works at the moment and then get the Operations Manager, the landowner (Mr Richardson) and possibly the Crown Estates to negotiate. Mr Richardson stated that he does not have a water logging problem, the problem is possibly the water is going into that sub soil land and causing the slip so the only problem its causing is really the slippage. The bank is reasonably stable now due to the vegetation has re-established and seems to be holding it and moving anything may take it back to stage one, the only danger he could see would be there is a bit of a hollow so any machines that were going along there will reduce stability. He does flail it and keep it mown on the bank but it is not bad enough for that but a larger plant vehicle the biggest danger could be for the Boards equipment. The Chairman clarified that any works is to cure the stability of the bank not to assist landowners land drainage.

The Chairman asked the Members if this should be investigated further – ALL AGREED.

(e) Billingham and Gosberton Pumping Station – Break Ins

The Operations Manager reported to the Committee the problems we have had with break-ins - we have had one at Billingham and another at Gosberton. At Gosberton there was the theft of the Royal Smals trailer.

The Operations Manager would like the Committees viewpoint on the potential for increased security at some of the pumping station sites. This would be to install CCTV cameras for surveillance not only from a security point of view but also for a fault diagnosis of the weed screen cleaning equipment (where installed) and for the water level management on site.

The Operations Manager asked the Members should the Officers pursue the potential for installing CCTV at one of the pumping stations? Currently a budget cost which shows £2,200 has been received. This is a quote from only one contractor. If the Committee thinks it's worthwhile in pursuing then we will obtain other quotes.

Mr C Wray believes that figure sounds about right between £2,000 - £3,000 but questioned the annual cost on top of that figure for up keep and service. The Pump Engineer responded that this figure would be difficult to say as it is would be done in house. Mr Wray reiterated that servicing would be done in house – the Pump Engineer confirmed yes. Mr Wray then asked what would be the financial gain to the Board annually to that end saving man hours running about. The Operations Manager stated the full details of how this would be financially beneficial with the man hours saved would need to be ascertained against the onsite benefits, although we have not costed these benefits. He gave the example of the telemetry. Sometimes there is an anomaly and are not quite sure what, if any, callout is required. Generally, what it comes down to is understanding if it requires one of the pump engineers to attend site or one of the workforce. So the added benefit from this system, we can see what's going on remotely and can make that judgement call so much easier.

The Chairman clarified that there is no money budgeted in this financial year but there is spare cash in the pumping station maintenance account.

Mr J Casswell asked have you had many other break-ins - is this the end of a long history of it or is it a one off? The Operations Manager responded not particularly at pumping stations we obviously over the years, replaced glass with steel doors and windows due to vandalism which is people taking pot shots to break the glass but security wise we don't think we have had too much problem. He believes the main driver behind installation of the CCTV system is the added benefit we would get from the remote viewing of our equipment.

Mr J Casswell asked from a crime point of view if you put them on those three then if anyone wants to break in they will go to other ones anyway it nearly comes down cost effective for you for operational reasons.

The Chairman pointed out that the pumping stations problems are the windows which have been damaged in the past. Mr C Wray added that looking forward to the future you will have cameras on all of them looking ideally to have so that you can see your network and everything you are responsible for from the Office within five minutes of an issue in an ideal world.

The Operations Manager added that it is right to say that other IDBs are already doing this and like he said from a remoteness point of view there is a benefit to be able to view what's on site, he asked if Members want the Officers to pursue some options going forward. The Chairman added that there is some funding available in the pumping station maintenance budget at the yearend - see what is left and come up with a plan and prioritise. The Chief Executive stated that it is the deterrent, he strongly recommends that in several years' time every pumping station will be covered by CCTV – so let's get started and continue if there is some spare funding available then let's get started. The Finance Manager interjected with a sum of £23,619 remaining in the pumping station maintenance budget.

The Chairman felt that it should be prioritised and certainly have a rolling plan with a couple each year.

The Chief Executive asked for confirmation that this is approved to go ahead with that expenditure for those CCTV cameras and to what level of expenditure for funding this year. The Chairman clarified that clearly there is funding to do the two now and have a rolling programme going forward. ALL AGREED.

The Pump Engineer concluded that from the telemetry side of it a lot of the equipment in the pumping stations is very old whereas the Billingborough and Gosberton pumping stations have got fairly new outstations so they could go into another pumping station where you are not going to put a camera and bring them up to date, moving things around you are going to get the two benefits.

(f) South Forty Foot Drain Desilting Works Phase 1

The Operations Manager stated as a point of interest on site at Billingborough that BSIDB have completed phase 1 of the South Forty Foot desilting works also subject to Crown approval for lagoon number three which is on the set aside field adjacent to the pumping station.

(g) Sempringham Pumping Station - Proposed New Roof

The Operations Manager stated as a point of interest also for the Committees views we have a budget of £10,000 in 2019/20 for a new roof at Sempringham pumping station. Currently we are in the process of a business case approval for a potential scheme for a refurbishment at this pumping station predominately for a new weed screen cleaner. There is the potential to look at the site in total and the fabric of the building so it may be that within that budget we can accommodate a new roof as well. So if we can, once that business case is approved - hopefully in this year, we may reallocate this funding towards one of the other pumping stations. He asked if this could be approved by the Committee.

The Chairman enquired when you say a new weed screen cleaner you mean an initial one - there is not one there at the moment, the Operations Manager responded no at Sempringham we will be putting in an automatic weed screen cleaner. The Finance Manager interjected that this is not for approval this is for recommendation to the Board. The Chairman then asked the Members if they recommended this to the Board, ALL AGREED.

(h) EA Main River De-Maining - Cliff Beck

The Operations Manager stated as a point of interest that whilst drafting the route for the tour the Chairman asked if would we be going near the Cliff Beck, there are some detailed photographs of the Cliff Beck - one of the EA main rivers originally proposed for de-maining. The reasons why the BSIDB are not taking this one on are shown in the pictures on page 15 of the brochure, he hopes this goes some way to showing the large amount of bushing works that are stopping the Boards machines gaining access to that main section in the middle which is circa 650 metres and as it says the EA have no funding for bushing works therefore we are not going to be taking this on within this tranche. The Chairman concluded that at the Board meeting it was agreed that should funds become available in the future if they de-bush it we may look at it again but certainly we could not take it on in that state.

(i) Drain 36/3 - Screddington North Beck

The Operations Manager stated this was viewed on the tour to look at the condition of the banks and the channel. Some works have been done to put some revetments in place around the northern side from Mareham Lane and the southern side from the roadway on the west end of the drain. He asked for the opinion of the Committee around what we do going forward? There is a central section that there are several slips and some of those slips are quite considerable and some are quite a lot smaller but he has identified a budget. Including the £10,000 that we currently have in this years budget there is an additional, he believes, £30,000 worth of work if we were to go and look at repairing some of those major slips before they get any worse.

The Operations Manager stated there were varying opinions regarding a way forward. He thinks from what we saw that where the drain changes direction they were the main slips so in one or two places we think it could be associated with land drains again. He asked for guidance from the Committee for a decision on the way forward on what we do and what budget we can apportion towards it we have not got anything in a budget at the moment over and above £10,000 we have in the budget this year.

The Chairman repeated what Mr N Morris said on the tour that piling it there and, not saying we go for wholesale piling project, but do a bit of experimentation there. The Operations Manager agreed, to identify an area and try this methodology. If this method works it could be continued to resolve the problem areas.

Mr K Casswell interjected, and if it works you will do bits and pieces as required rather than go wholesale in there trying to do too much to it. The Operations Manager responded that you will then have a per metre cost and once we have this cost we can look see how far the budget would go.

The Chairman stated that it appeared today that we are very good at maintaining fen drains or lowland drains and we still have a lot to learn about the highland carriers and with the de-maining going on from the EA it looks like we will be taking more and more of these on in the future a little bit of investment on how to deal with them in the future.

The Chief Executive stated that the proposal mentioned circular driven vibrated double row posts and some stone revetment in isolated lengths is certainly worth investigating I do believe having first-hand experience looking at the north bank it just seems to be an odd colouration association with broken land drainage pipes being through our own fault or not has a slight bulging of the banks so if we are onsite we certainly want to be identifying and putting small headwalls in making sure those pipes are running. It's this low cost maintenance there could be a finger pointed at ourselves we should be tidying those up as we go along.

Mr C Wray added that it might be worth trying some vibrations piling because once you have the gear it's cheap to lay piles down a length and at least if you know costs going forward it does give you the experience and knowledge to know whether it will work or what will work. The Operations Manager responded that we have used timber piles before and it is a method we used the only difference we only used the timber piles then we covered them soil we did not cover them with stone so that would be the difference in methodology that Mr Morris was talking about but yes I think it's worth more than an experiment if we define a small area and see if it works and we know we can roll that out – the Chairman expressed like a case study.

The Chief Executive stated I think we need the conviction to do the work on the understanding that there is a finger of accusation of guilt of failure if it does not work, because if we don't try it we are never going to know we have all the equipment on site, we have a modern hydraulic vibrating pile head so lets go and try it.

Mr C Wray concluded it has worked in the past at Swaton until it was fetched out and it has helped improve something similar – The Chairman asked could this be done within the existing budget of £10,000, the Operations Manager responded yes we could identify a trial area.

The Chairman concluded we will have a case study within the existing budget, ALL AGREED.

(j) Dyke Fen Pump Station – Proposed New Control Panels

The Operations Manager outlined the budget in 2019/20 for the new control panels at Dyke Fen pumping station allocated at £35,000 which I think will be fairly tight if not potentially unachievable we will need to

review this going forward. The Pump Engineer explained he has had the experience of putting in the new control panels at South Kyme. The Pump Engineer stated that this is now going to be nearer £40,000 as there is a lot of kit and there is more kit at Dyke Fen than there is at South Kyme as well the starters are bigger and it is going to need more control. This is upgrading what is already there and it's the Boards oldest panel.

Mr Holmes asked how old would this be, the Pump Engineer responded 1980, the Chief Executive added all we can do is obtain the quotations for what year the proposal is to put in the budget and seek approval. The Pump Engineer explained that most of these prices are done within a 10-year programme and it rolls on every year those prices have not necessarily moved with the price rises.

The Chairman asked what did South Kyme's control panel cost, the Pump Engineer responded the panel was £32,669 but because they had given me a verbal quote at £32,000 when they actually looked at it, it was going to cost him more because he had given me that quote he kept to it so I don't think going forward there will be much change out of £35,000. The Chairman stated it seemed a lot of money but when you put it over 30 + years it's not.

(k) Drain 27/1, Culvert 604 – Hacconby Fen

Mr J Atkinson declared an interest for this agenda item.

The Operations Manager stated we visited Hacconby Fen today and looked at culvert no 604, a circa 1850s brick arch culvert which is now in a state of disrepair. This culvert has been referred as an agenda item to the Structures Committee meeting on the 21st March 2018. There is an issue around ownership of the structure, obviously depending on ownership will depend on what the Board does going forward and to what condition the existing structure remains or is replaced. Overall replacement costs could be £18,000 to £20,000 there was an opinion that it may be historical damage over 10 years ago and generally there is only two lorries a year go over it that have any weight on them.

Mr C Wray, stated that until you understand who is libel and responsible for it this is what it hinges on.

The Chairman asked if we are going to have legal opinion on this before the Structure Committee meeting, the Chief Executive responded we have asked the question and we hopefully will have this.

The Chairman made a point to note that although the Board does use it we don't need to use it we also store equipment in the yard. Obviously going forward the major benefit would be to the developer of the property so should we make a contribution in the future we certainly want to get rid of the ongoing responsibility. Mr K Casswell added that in his opinion the developer is creating the pressure.

Mr J Fowler asked if we could see any deeds or sale details of those properties that may or may not mention access and obligations of that crossing. The Finance Manager responded we will be able to request them from Land Registry; these properties have already been sold so they must be on the Land Registry it will have rights of way.

(l) Drain 23/1 Dowsby Drain - Proposed Works

The Chairman stated that before we went onto the Dowsby Lode Mr Barker had made reference to the issue of ash saplings in the bank. Mr Barker stated that bushing only one side he believes that if there is gain in the Summer by machines going faster on the other side some of that ought to be passed back to work in the slack period to put the matter right. The Operations Manager asked about the arising's on the verge, Mr Barker responded that the arising circa 45 years ago when I first went down the fen and when they have been there a bit. The GPO put their telephone wires underground, when somebody went to move that soil they were actually catching the GPO telephone wires because they were in the arisings they were not as deep as they should have been or could have been. Mr Barker continued if you try to take the top off to make it right for mowing you have to be wary of GPO wires but there are still the ash saplings and soon to be ash trees when they become trees they will become harder work to maintain. The Chairman believes that it is the responsibility of the Country Council, the Finance Manager added that Highways will not do it either they have the right to put them in if you want to do anything different for the Boards purposes then it would be our liability. The Chairman added that there are alternatives, either flailing the far bank, the Operations Manager responded yes.

The Operations Manager stated that in the 2019/20 budget there is a £50,000 continuation for the Dowsby Lode scheme works. He pointed out on the map in the brochure works commenced from the pumping station and 800m upstream having been completed. There is a glacial melt seam where there is a change in the soil structure, following the bank improvements there was some slippage. This has since been repaired. A survey has been completed on the Dowsby Lode, but a more detailed survey is now needed to identify what works are required. A couple of years ago we visited the site on the tractor and trailer and we discussed the reasons behind the raised bank on the northern side of this drain and why it's there. Originally this was a highland carrier drain with gravity outfall into the forty foot. For some reason the southern side was levelled out but the northern side was not and once a more detailed survey of land levels etc. is completed it may be that the northern side is a lower land level and that's why the raised bank is still in place. Some of the options proposed include removing the raised bank. Mr Barker stated that the lowest level, to his knowledge, on that drain is about where it says Dowsby drain on the map in the brochure.

Option 1

2.7km drain works to design (bed width, depth and profile), to include slip repairs and incorporate any lateral connections/land drain outfalls, utility

crossings, water control features. South side only. Estimate c£25,000-30,000

Option 2

5.4km drain works to design (bed width, depth and profile), to include slip repairs and incorporate any lateral connections/land drain outfalls, utility crossings, water control features. North and South side, to include improvements (profile and top running width) to raised northern bank sections, to enable future access to maintain from both sides. Estimate c£50,000

Option 3

5.4km drain works to design (bed width, depth and profile), to include slip repairs and incorporate any lateral connections/land drain outfalls, utility crossings, water control features. North and south side to include levelling of the raised northern bank sections, to enable future access to maintain from both sides. Estimate c£50,000

The Operations Manager stated if we only continue those works from the south side Option 1 I believe would cost circa £25,000 to £30,000 if we were to complete the scheme on both sides of the drain to keep the raised bank on the northern side or to remove the raised bank on the northern side the value of Options 2 and 3 are the same. Obviously following the survey when we have more detail from that survey this will give us a better idea of our options going forward. Unfortunately, we don't have the detailed survey yet but once we have these options may become more apparent.

The Chairman asked the reason for removing the raised bank. Mr Atkinson responded we have not been there that long if you work from the northern side need the south be touched at all the north is not in bad condition, the Operations Manager responded as far as he is aware the south side profile is where the issues are, the northern bank has got lots of badger setts obviously pre works engagements will be required with environmental surveys before topographical engineering surveys can be completed. However, going forward the idea is that we can maintain this drain from both sides. Currently it is predominately maintained from the south side. Going back 15/20 years it used to be maintained from the north side on the raised bank. The north bank is now in a poor condition and would require reprofiling and crest widening to work from safely with Board's plant.

Mr Atkinson asked could it be a slopping bank as opposed to a raised bank, the Operations Manager responded yes potentially if there is no engineering benefit for it to be at a raised profile then the ideal would be that the bank is removed. To establish first is why the bank is there and if it can be removed.

The Chairman concluded that once we have the survey then we can move forward with a decision.

Mr Barker referred to the map in the brochure stating west where you have the red line there is a pinch spot in the drain, the drain you can see its wider that is sort of holding the water back so there is something in there and you need to get rid of that pinch spot. The Operations Manager responded this is what the detail of the survey will bring out and that's what our intention is, it's to have a detailed survey from which a decision on the design and profile can be established and therefore which banks we are going to work on.

The Chief Executive asked about the materials on the north side - are they course materials or as raised out of improvement to the Dowsby Lode, Mr Barker responded that it is soil pre the Dowsby Lode pump going in because it was a highland carrier. The Chief Executive asked if a raised bank from the south side had been removed at some point then? Mr Barker responded yes he thought so.

The Operations Manager stated he will have the detailed survey completed which will provide the data which is needed to make a decision.

1245 REPORT ON RAINFALL - Agenda Item 6

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

Mr Barker stated that at the Board meeting he had said he would find out about the situation in 1958 as to why we had the two extra pumps fitted to the Black Sluice (Boston) Pumping Station. He stated that there was 3 inches of rain in June followed by 4 inches in the first few days of July, just these storms happen and this is why we need those pumps. The Finance Manager presented a slide detailing the rainfall from 1944 in decades based on a 25-year average.

Mr K Casswell commented that not all the events have been in really wet years, it's when you get 3 to 4 inches of rain in a storm that creates the flooding because the water cannot go anywhere - everything fills up. The Pump Engineer agreed that it fills up the Forty Foot quite quickly from the highland carriers.

The Operations Manager referred Members to the front cover of the brochure which shows a photo of Black Hole gravity outfall taken in November 2017. It shows it actually gravitating – he cannot remember the last time it actually gravitated, this is following the desilting works completed in the South Forty Foot.

The Chief Executive reported that the East Midlands Long Boat Association have walked the banks to Black Hole Drove. By the 30th March 2018 the EA are going to lift the water level to the summer water levels.

There is an application for twenty long boats to come down the South Forty Foot navigation lock at Black Sluice to come down to Black Hole Drove.

There being no further business the meeting closed at 17:06.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Structures Committee

held at the offices of the Board on
21st March 2018 at 2pm

Members

Chairman - * Mr J G Fowler

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

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr P Nicholson (Operations Manager)
Mr P Green (Works & Engineering Manager)

1246 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Mr W Ash.

The Chairman welcomed Paul Green (Works & Engineering Manager) to his first Committee meeting.

1247 DECLARATIONS OF INTEREST - Agenda Item 2

(a) Culvert 2931 - Minute 1070

A declaration of interest was received from Mr V Barker with regard to Minute 1251.

1248 MINUTES OF THE STRUCTURES (NEE CULVERTS & BRIDGES) COMMITTEE MEETING - Agenda Item 3

Minutes of the last meeting held on the 18th January 2017, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

1249 MATTERS ARISING - Agenda Item 4

(a) Anglian Water Pipe - Minute 1066(b)

Mr R Leggott asked if the Anglian Water pipe issue has been resolved, Mr Barker added that the drain has been done out and both pipes are still there. The Operations Manager responded yes the one referred to is adjacent to Gosberton Road and he believes that the culvert was put in by Anglian Water to carry those main across the drain and there are two individual crossing points within the same drain the responsibility belongs to Anglian Water.

He further added that it is a length that the Board is considering 'giving up' it is currently Board maintained. Mr Leggott asked if it deteriorates then the Board may need to remove it, the Operations Manager agreed yes if it deteriorates we would look to remove it and recover the Boards costs.

Mr Barker believes the culvert could not be removed as it is supporting the Anglian Water pipe, the pipe is inlayed into the soil. The Operations Manager responded yes we may need to investigate more and if the culvert is causing a blockage while it is still a Board maintained drain then the way forward is to address that blockage, Mr Barker stated that the blockage, has been cleared from the culvert.

The Chief Executive asked if this pipe was one of the large diameter pipes that we often come across and unfortunately have hit one of the air valves before, these pipes are in a couple of places across the South Forty Foot Drain. Mr Barker responded no this is one of the smaller pipes, the original one went into a plastic pipe supplied from an Italian supplier in 1976 which has fractured in many places Anglian Water replaced it with another pipe running parallel to it.

(b) Review of Structures Committee Membership - Minute 1068

The Chief Executive reported that he had contacted three different Board Members with the suggestion to fill a vacancy on this Committee. All three were initially very interested but when he explained some of the areas this Committee get involved with, all three unfortunately declined.

The Chief Executive has spoken with the Chairman and the suggestion is to go back to the Nominations Committee who will sit at the end of this year which is an election year in order to look at the continuation and see if this Committee can co-opt a Works Member.

The Chairman asked if this Committee could co-opt a Works Committee Member – the Chief Executive responded if this Committee is happy to co-opt from the Works Committee then we can bring Works Members onto the Committee, Members generally agreed yes. Mr Holmes reminded the Committee we have a Works Member on the Environment Committee.

1250 REVIEW OF THE STRUCTURES REPLACEMENT POLICY - Agenda Item 5

The Chairman presented agenda item 5, which is a review of the Structures Replacement Policy, stating this was fairly well reworked at the previous meeting. The Chief Executive stated this is an annual meeting so clearly it is right and proper we present to the Committee annually for review. He stated the Officers have not seen anything that requires immediate attention he asked Members if they had any suggestions. The Chairman added the policy was adapted last time to pre-empt any situation which might arise and we have not had any situations arising which have not been covered. The Chief Executive reported that this Committee agreed to give notification to all drainage ratepayers that the Board had amended the Structures Policy and a copy of the policy was included - we did not have a single response, we can only assume that it was accepted.

Mr Leggett asked if a copy had been sent to Lincolnshire County Council, the Chief Executive responded he did not know, if they are a drainage ratepayer they most certainly would have had a copy. Mr Leggett referred to section 6 in the Policy "structures carrying Highways maintained by LCC". The Chairman added Highways and footpaths, the Chief Executive responded that this will be picked up as an action point from the minutes this will be sent out to Highways or any other organisation which is listed within this document. The Chairman believes this is a very good point, a copy to the Highways Department particularly that they can refer onwards. Mr Robinson asked if Boston Borough Council are a ratepayer perhaps they should have a copy also.

Mr Barker asked how much is the contribution made by the Board. The Chairman responded that there is a formula depending on the usage by the Board over that culvert or bridge. The Chief Executive referred Members to section 6.6 (b) – the end result is if the landowner/ tenant cannot agree with the benefit contribution calculation it comes back to this Committee to be agreed in line with 6.6(b)(iii). Mr Barker asked does the size of it come into it, the Operations Manager responded that if it has a value to the Board then that value is quantified by the distance we have to travel to use it if it's not there - if we had to travel to the next crossing point that's where the value to the Board comes over the 20 year life of the structure. Mr Barker thought it was relevant to the size of the culvert, so size is out – ok.

The Chairman then went through the document page by page, and asked if any Members had any amendments. The Chairman then noted in the minutes that we have reviewed the Structures Policy and recommend to the Board for approval.

The Chief Executive stated that a revision date be placed on the policy.

1251 REVIEW OF ACCESS BY THIRD PARTIES USING PUMPING STATIONS AS CROSSING POINTS - Agenda Item 6

The Chief Executive outlined that this agenda item has come about following a review as agreed in minute 1070.

The Chief Executive stated that a review will be carried out on all structures predominately pumping stations structures with regards to third parties crossing them for numerous reasons and at numerous pumping stations. He stated he has only listed a few of the pumping stations where we are clearly aware of them being used as crossing points, for vehicles, livestock, pedestrians. He stated he has spoken to our Solicitor who has proposed some points for consideration – items 1 to 4 on page 14 which can be discussed in more detail but quite simply each agreement will be bespoke with each person who's using the crossing points.

The Chief Executive presented some photographs on screen at Ewerby pumping station whereby livestock are driven over the suction bay. He described a scenario whereby a workman at night slips on a cow pat, cuts his head on a railing and falls into the water – who's responsibility is it, where's the liability? Therefore, the agreements will cover liability and responsibility.

The suction bays were not constructed to carry weights of this kind ie tractor/trailer therefore adequate insurance cover for structural repair would also be required. He explained that each pumping station is bespoke, moving forward we would post a notice on each side of the crossing point to inform said third parties that we are proposing to close this crossing point off and invite them to correspond with us to arrange a meeting to discuss further. The discussions will go along a line of common sense - I would like to make sure you are adequately insured for injury, adequately insured for structural damage and within that process there will be an agreement with you with regards to percentage covering costs to erect said gates and locks and in exchange for that agreement and financial settlement a chain and a lock will be put round both sides and you will have your own padlock so you can cross it in line with the agreement – we will leave this to solicitors.

The Chief Executive then presented on screen Black Hole Drove it can only be used as a pedestrian crossing point, but it's quite a remote crossing point and he believes there are quite a few people who use it ie fisherman, dog walkers. He explained that he has spoken to a legal brief to find out if the Board can be challenged with regard to what we are wanting to do, - the Solicitors have come back and said “no you cannot be challenged”.

The Chief Executive then presented Swineshead pumping station photographs showing replacement railing which have just been completed. He would argue, although he has not pursued this, they have been pushed over by continual cattle movements whilst livestock have been grazing the EA banks. If this is the case in the next few years the railings may get pushed over again by cattle using those banks. The tenant on that EA bank is probably going to want to continue to use the access for the cattle so that agreement will be ok if kept clean but if and when we find damage to hand rails we will replace it and charge the tenant for it.

Mr Robinson asked if there could be an issue if they “have been doing it for a number of years”, the Chief Executive responded that yes this was his concern but apparently, there is not, again we await legal opinion.

Mr Barker asked in his own case the Dowsby Lode he has a letter with permission to put a bridge across for the said grazing he has never done it but do these people have a letter of agreement to have a bridge across. The Chief Executive responded we are hoping to glean this from them once they see this notice and show us the agreement and then we can discuss and agree a way forward.

The Chief Executive referred Members to the screen displaying Great Hale pumping station showing recent tyre tracks. He stated to the north of the pumping station there is a network rail line, there are new owners of the large area of land on the north side and also a smaller field which is on the south side of the Great Eau pump drain. The new owners are crossing Great Hale suction bay with a 8/10 ton tractor and at harvest with a 10 ton trailer full of 15/20 tons of grain these suction bays were not designed to take these weights. He posed the question would these people using that as a crossing point with heavy agricultural equipment be adequately insured, and the day that collapses are they adequately insured?

Mr Holmes and Mr Barker both said no it will be too late, that is a tenanted farm and the tenant who may have done the damage may not be the tenant necessarily in situ when it collapses.

Mr Barker added when it collapses with a tractor and trailer dragged into the drain and there is a serious accident at that point it is too late we need to have weight limits put up and to be observed and the owners and occupiers of the land on both sides to have recorded letter sent to them accordingly. It's our own insurance.

Mr Robinson expressed it could be a sprayer or anything else which falls into the drain which could mean a pollution issue as well. The Chief Executive responded that the preferred line and approach is that we have a Structural Engineer calculate a weight limit for any crossing points that we know are being used by vehicles. A weight limit sign is placed either side of the pumping station and an agreement is made that nothing travels over that structure above that weight limit, Mr Barker added it should be put in a letter to the occupiers/ tenant on both sides.

The Works & Engineering Manager stated we have carried out a duty of care by putting the signage up that is the maximum and that is on site.

Mr Holmes believes it should be a zero tolerance approach to the whole thing, they are Board structures and they were not designed for traffic and certainly not designed for heavy traffic. He added that the liability of anything going wrong, if it collapsed and for someone to slip into the drain and the structural damage to the actual crossing it might also be damaging the building he felt we ought to gate and lock them and that's it.

Mr Holmes then concluded that perhaps put a 2 or 3 month warning sign stating this is private property and the Board will be locking it and this is due notice that we are going to do it, so they can make other alternative provisions. The Chief Executive clarified that this is a closure notice as such in all instances.

Mr Holmes remarked that Black Hole Drove its pedestrian access we should probably put a sign saying its pedestrian ie at your own risk. Mr Barker added Black Hole Drove is already gated and locked on the eastern end. The Chief Executive added that other pedestrians do still go over the gate. Mr Barker thought it might need a different type of gate.

The Chairman remarked that each pumping station is an individual case there maybe some history that needs investigating on each individual case some of these crossings look like they have been put in for the benefit of landowners on both sides as much as for the structure of the pumping station. Cllr Skinner there will be an established right of way if it is being used over a certain period of time.

Mr Leggott acknowledged and agreed with the issue of public notices on site but felt the weight limit should be zero obviously carry on with the structural surveys which will give the Board expertise from a third party on why they intend to close access.

The Chief Executive explained the purpose of bringing this to the Committee today was to get a general opinion that everybody is ok this is not going to be fixed over night it will take some months to develop but there is not any general objections to moving forward with legal assistance to promote the best way we can go forward with regard to restricting access particularly vehicle access across the outfall or suction bays at pumping stations.

Mr Robinson asked why was the access at Great Hale pumping station so much wider than the crossing at Swineshead or Black Hole Drove, could there be a reason why they are different in widths. The Operations Manager responded that in this particular case the Board use this for access because BSIDB need to get across to the back of the station where the dump area is to clear it. Mr Robinson clarified that you will put a weight limit on getting across then BSIDB will send a big digger across. The Operations Manager responded that we need to be assured from our own point of view that it's safe to cross. Paul Green clarified if it is a private issue you can have a managed way of getting across under strength structure, you can manage your way across there because it's your own site if it is public accessing the route then you have a public weight limit to protect the public because you cannot manage what they are taking across.

Mr Leggott added I think our insurers might be very interested in that.

The Chairman stated that he believes it divides into parts one being damage partly by vehicles or damage to the structure it also divides into the liability the Black Sluice for personal damage in terms of personal accident. The insurers and solicitors consulted to see how waterproof/watertight any signage negating our liability would be on these structures whether you can opt out of liability for personal accidents particularly. The Chief Executive stated we will continue to develop this process in all probability we will put it into a policy and if that policy goes to the Board prior to the next sitting of this Committee it is going to take some time.

Mr Robinson asked are we going to do a structural check of these pumping stations or are you going to put notices up when do you propose to do this. The Chief Executive we know what we want to do its understanding the legal responsibility and running order so we will seek advice again on that and we will follow that advice because we will be challenged.

Cllr Skinner stated that unfortunately we have identified that a problem and recorded it under the 1999 Management Health & Safety Act we have now made ourselves duty bound to actually deal with that quite quickly. The Works & Engineering Manager stated that it is an instant response, Cllr Skinner agreed yes.

Mr Leggott believes the instant response is the surveys for a start.

Cllr Skinner stated if you have identified anything and there is potential risk there you have to stop it. The Works & Engineering Manager stated closure until the surveys says we can take this type of traffic over there. Cllr Skinner agreed yes this is in essence where you are.

The Chief Executive asked is it the direction of this Committee that we close immediately all suction bays or outfall bays we identified are being used by vehicle traffic.

Cllr Skinner responded I don't think you have a choice until you can open legitimately following a full structural survey. The Works & Engineering Manager added that perhaps an example of a consequence – if on one of the large pumping station it could be during an event you have a vehicle going across there and it collapses and puts that pumping station out of action for a very long time and then you have the insurance of the flooding fields and properties due to that pumping station being out of action so it can get big very quickly.

Cllr Skinner added that it also makes it awkward for the Board as well be careful it's quite a double edge sword we have identified it now.

Mr Holmes asked how many of them would it seriously impact the operations team if they were shut and we were adhering to our own closure ie with access to weed dump with a tractor and cart. The Operations Manager responded at Great Hale pumping station if we were doing a managed crossing, we would just cross with the teleporter. Mr Holmes asked would that not be above the weight limit then? The Operations Manager responded that's unknown that's the question it's not going to be a 20 ton vehicle it's a 5 ton vehicle, and it's also a managed crossing.

The Chairman asked do regular non Board users also classify as a regulated crossing if they have permission to use, have the key to the gate and a letter saying they are allowed to cross does this classify as a regulated crossing therefore not necessarily governed by the Board weight limit.

The Chief Executive responded regarding Ewerby that the EA tenant is transporting livestock and taking them over the suction bay side I would think if he had not got that means of crossing it's pretty difficult – it's a very remote area he obviously tenants either bank. Mr Holmes reinforced that is not the Boards problem. Mr Robinson added that if you have a Health & Safety issue it's an issue whatever way you look at it. The Operations Manager concluded that if you cannot manage the risk you have to remove the risk this is the stance the EA have taken they have quantified all their crossing points as zero capacity. Mr Holmes suggested that the president has already been set maybe this could be used.

Mr Leggott commented liability for damage most farmers have a public liability and they might have to up it a bit if they told the insurance agent what is to be included but it is possible to deal with this for owner occupiers if they have to take up the responsibility of damage to any of these properties. Mr Holmes queried if it could be proven their liability if it was them that caused the collapse. Mr Robinson also queried if it's damage was now or was it damage in the past that has now compounded. The Works & Engineering Manager concluded it is the responsibility of the Board to make it clear these structures are either fit for purpose for a certain level of vehicles or not. He explained that if there is an issue, it is a Board structure and the Board has not told people whether it has the strength to take vehicles and he doubt that an Engineer would be able to say any of those concrete slabs could take any more than 7.5 ton capacity they would want intrusive testing to see what they are actually made of in the first place.

The Chief Executive clarified that at this moment in time we have identified certainly three pumping stations that either the outfall or the suction bay are being used by vehicle traffic by third parties because we have identified that risk and the uncertainty of weights and we will go and temporarily or permanently close those crossing points, leave notification on site how we are best contacted by the people who have previously used those and continue to investigate the correct legal process to follow reference vehicle, pedestrian and livestock crossing with a view to managing those crossing to eliminate Health & Safety issues and future structural damage.

Mr Robinson asked are you then proposing to just turn up and put a barrier across or are you contacting interested parties before hand as a courtesy.

The Chief Executive stated, subject to approval of this Committee, his proposal will be to immediately close them leaving notice of how we can be contacted by the third parties who are using them so if required and be involved with a controlled crossing ie what we are prepared to let cross in the time being while we follow the legal weight issue, each one is bespoke and unique.

Cllr Skinner indicated that the EA have obviously done this, have we got the history on what grounds they have done this to use as a precedent – the Operations Manager responded our recent involvement in the work we carry out for them that's highlighted the fact all of their crossing points are zero rated.

Mr Holmes asked as these surveys could cost £200 / £250 each does it need Board approval or can this Committee approve these surveys. The Chief Executive responded probably not, therefore let the Officers get some quotations from Structural Engineers. The Works & Engineering Manager concluded that the Structural Engineers may need to break into the structure to see what condition the steel is in in order to assess it.

Mr Leggott suggested just out of politeness, he believed the Board should notify the tenant in question what is happening – Members agreed. The Chief Executive responded that he totally agree, he will ask the Assistant Pump Engineer during his travels to make any visual inspections, to quantify which pumping stations are being used as crossing points and by what and try to identify the people involved. The Officers don't always know the tenants details therefore the purpose of a notice to contact the Board will be useful.

Mr Leggott asked, regarding funding is there budgetary funding available or can the Executive Committee sanction spending, the Chief Executive responded he will investigate and go direct to the Executive Committee.

1252 TO APPROVE THE PROPOSED STRUCTURES REPLACEMENT PROGRAMME - Agenda Item 7

The Operations Manager stated at the last Board meeting it was proposed we would reevaluate how we spend our budgets going forward we have decided we would take the current budget for culvert replacements in the current year 2017/18 into next year hence why we are showing both replacements spreadsheets.

Table 1: Proposed Culvert Replacements 2017/18

	Culvert Number	Location	Size		Cost Estimate
1	1253	Horbling Fen	40m x 0.6m	C	£8,000
2	1283	Aslackby Fen	12m x 0.6m	C	£5,000
3	755	South Kyme	12m x 0.9m	C	£7,000
4	1959	Gosberton	15m x 1.2m	C	£10,000
5	1795	Kirton/Frampton	12m x 0.6m	C	£1,500
6	2928	Kirton/Frampton	12m x 0.6m	C	£1,500
7	2880	Kirton/Frampton	4m x c1.2m	C	£2,000
8	2296	Kirton/Frampton	12m x 0.6m	C	£1,500
9	2878	Kirton/Frampton	11m x 0.6m	C	£1,500
10	2882	Kirton/Frampton	8m x 0.6m	C	£1,500
11	3817	Kirton/Frampton	18m x 0.6m	C	£2,000

The Operations Manager reported that for last years proposed replacements there are some long sections that will need further investigation. Culvert 1253 is a long section of pipe with both ends in poor condition and obviously it is difficult to assess the condition of it in its entirety without a camera survey. Upon completion the condition of the culvert can be assessed. He stated the “C” relates to the contribution required for each of those structures. The Operations Manager explained there is still an element of work in progress around what has been identified for potential replacement in 2017/18 due to the changes in the policy and where the responsibility regarding ownership still remains the same, the value around budgets etc changes because of the change in policy. Discussion with the landowners will be required to progress any potential replacement on 2017/18 structures and going into 2018/19 as well. If these structures are still required as crossing points then discussion on the specification costs for replacement would be required if the Board is the chosen path to replacement.

Mr Leggott asked does the cost estimate include the contribution is it net of the contribution in relation to the values. The Operations Manager responded yes the larger of the values because table 1 culverts No 1 – 4 values there cost to replace and that is the total cost to the responsible party and I believe the responsible party in No 1 – 4 cases are the landowner and going forward the smaller contributions are where these are value to the Board that’s generic value to the Board over its life.

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

Table 2: Proposed Culvert Replacements 2018/19

	Culvert Number	Location	Size		Cost Estimate	
1	1684	Donington Northing	12m x 1.5m		£16,000	Full Contribution
2	1253	Horbling Fen	40m x 0.6m	C	£8,000	
3	1283	Aslackby Fen	12m x 0.6m	C	£5,000	
4	755	South Kyme	12m x 0.9m	C	£7,000	
5	1959	Gosberton	15m x 1.2m		£14,000	Full Contribution
6	604	Hacconby Fen	12m x 1.5m		£18,200	Full Contribution

Mr Barker asked regarding table 1 regarding culvert no 1959 at Gosberton for £10,000 and table 2 which for the same culvert no 1959 is £14,000. The Operations Manager responded because the original costing was from a few years before which is on table 1 after then reviewing the cost to replace, with material, labour and plant costs having gone up leading to a revision of the cost.

Culvert Surveys Carried Out 2010 - 2014

The Operations Manager presented a slide on screen detailing the culvert surveys carried out, this table has been presented at previous meetings because arguably we have not carried out any inspections since last year. He stated half of the ask is still to be completed this will be managed going forward obviously now there is more strength in the operations team. He has had discussions with the Works & Engineering Manager on how this can best be achieved going forward.

The Works & Engineering Manager stated we have 1300 culvert surveys still to inspect and the objective is to get them all inspected within the next 3 years therefore circa 450 per year. The proposal will be two gangs the lead Member in each gang will receive some training on how to inspect the structures so we can get consistency of the inspections. Over the next 3 years, we will carry on doing 450 per year and that will complete the full inspection list of the 2,500 structures and then we can review from what we have within that 2,500 to look at the condition, rating and how many we have in poor condition. Culverts deteriorate over time, so they are only as good as the day you inspect them and if its taking us 5/6 years to inspect the whole stock it's not a snap shot of them in the amount of time. The proposal is to maybe give a different priority to different structures depending on the consequence of the lowest structures and the quality/condition of those structures at that time so some may get inspected every 5 years some may need only inspecting 12 to 15 years – depending on whether they have just been replaced they should be standing there for 10 -15 years without a major incident.

Cllr Skinner reiterated this is part of the inspection regime is to identify what the next period of inspection should be, the Works & Engineering Manager responded that until we have got across all the structures we cannot carry out that review – the Operations Manager added that a management plan can only be developed upon completion of all inspections. The Operations Manager stated arguably what has been completed in previous years has only been built around the surveys currently completed. Some culverts being identified which are in very poor condition and these have been replaced within the terms of the old policy. So obviously now there is a different policy a different remit so that changes things to some degree. We still need to get a grasp on what we have got out there and what condition they are in.

Cllr Skinner asked do we know the age of all of them. The Operations Manager responded we have got fairly indicative information on the database and obviously this Committee was built around the fact that the culverts we now have in poor condition are the steel Armco ones and yes we have concentrated on those areas. The majority of the culverts in South Kyme catchment were steel Armco which is one of the first areas inspected. Nine out of ten culverts were replaced because of the condition.

Therefore replacement only as required. Obviously the whole catchment survey needs completing to determine a prioritised management plan.

The Chairman asked if there was a grading for the high consequence culverts or the inspection on just geographical areas rather than targeted culverts that you need to go and inspect ahead of yourself because they are high consequence culverts. The Operations Manager responded that we have tried to look at it methodically hence why that's what remaining which not saying that the Southern part of the area is any more or less consequential but it just seems there is quite a large amount in the southern area that are still to be inspected, but saying that there are less culverts in that area and the Board maintained drainage system is in the region of 60/40 split towards the North and the South.

Mr Barker queried the further inspections required is that you have identified something which is corroding and you think it needs inspecting, the Operations Manager responded generally it is that the water level is too high on the day of inspection therefore a thorough inspection has not been completed.

The Chief Executive added that if we pumped down we could invoke more damage to drainage system. As is there is a little bit of water pressure holding them together.

The Operations Manager stated previously inspections have been completed a day at a time using 3/4 teams. More focus on bulking that into a few more days/weeks inspections especially where reduction of water levels within the drain is required to complete all the culvert inspections remaining.

Culvert Survey Inspection Form

The Operations Manager presented on the screen, as a point of interest, a copy of the Culvert Survey Inspection Form. He stated this is the form that is completed, this is the information required based on the type, the size and material of the culvert, the condition type of upstream and down stream headwalls and any other points of relevance whilst completing the survey. The Operations Manager explained from the completed inspections it is to get value from what the teams are going out to do – there would be no point in sending teams out and not getting value back it is explained in the training given that every box in relation to the culvert and the site in general is important information. If there is something in the comments box around siltation in the drain or something like that that is obviously beneficial for future works other than the condition of the culverts this is what is sought from these inspections.

Mr Barker clarified with noting condition on pipes, no way of saying if badgers are in pipes the Operations Manager responded its getting the value from those inspections whilst onsite its picking up everything onsite. We also mention this for the workforce on machines, to feedback and report back.

The Chief Executive clarified that these proposed culvert replacements are all within the designated Board budgets.

The Operations Manager responded those high values where we have full contribution he has been in contact with all those landowners and some were in an agreement to replacement and some are still in abeyance. The others are within our budgets around replacement.

Proposed 2018/19 Schedule of Culvert Inspections

The Operations Manager presented slides showing maps of c25 and c27 culverts scheduled for inspection in the Heckington Fen area. Mr Holmes asked when you look at field access, when you send the teams out to inspect culverts do they look at everyone with the same thoughts whether the Board uses it for access to maintain drains or not. The Operations Manager responded yes for the purpose to be achieved, to get them all initially inspected, the teams go out with the same remit whether it is believed to be a Board maintained responsibility or not. It can then be identified if there is a future value to the Board whether its field access that is of use to the Board an offer of contribution would be made. The Chief Executive added that not every case is clearly visible at the time when we are there inspecting that culvert or bridge is being used by all or nobody. The Operations Manager concluded that there has to be a practicality around how we carry out the maintenance arguably if there is a drain with 10 culverts on it we might use all of them at some point, but can complete maintenance objectives with potentially only one. There is a practicality of any offer of a contribution made by the Board to continue the current accessibility to Board maintained drains, by reducing the future responsibility and cost to the Board responsible for going forward there is a difference.

1253 ANY OTHER BUSINESS - Agenda Item 8

(a) Drain 27/1 Culvert 604 - Hacconby Fen

The Operations Manager presented a slide showing the above culvert which crosses the Hacconby Fen pump drain that is falling into disrepair, it is still the original structure which dates back to c1850. He reported that he believes heavy vehicle use over the years, whether that be agricultural or commercial heavy articulated lorries, has promoted the condition certainly of the headwall and the structure as a whole. The Operations Manager stated he visually inspected it, the actual brick arch integrity appears to be in a fair to good condition but does not mean its fit for purpose for what it currently or has previously been used for. Having spoken with the landowner in August 2017 the question came back to me from the landowner "what are you going to do with your culvert". The landowner believes the Board have full responsibility for the culvert both parties agreed to provide or not proof of ownership. A letter has been drafted asking for proof of ownership that it is which would be in their deeds, stating that it is BSIDB responsibility. The Chief Executive has requested legal opinion and an investigation into previous minutes, which is where the minutes from the Board which were taken to the Board meeting 14th February 2018 stated a responsibility to the Board. The Operations Manager stated that going forward we are looking not to set a precedence around what we decide to do with this culvert, he believes that it is not fit for purpose it needs replacement to continue its use.

The Chief Executive added we have looked onto Land Registry and it shows the property (culvert) belongs to the property owner. We have sort legal advice, and a letter is going in the post today, along the lines of;

"thank you very much, we understand the complaint, we have checked the Land Registry and here's the registries number, it has identified as your culvert, please provide us with paperwork to say any different"

"There is a small strip between the road and the culvert that looks like its Highways, otherwise the red line around their property specifically includes that culvert."

Mr Barker stated that the culverts either side had been replaced by the Board at the time of improving the drain. It would appear that the owner occupiers may have had some liaison over this culvert at the time otherwise the Board surely would have gone all the way through replacing them if this is the case. The Chief Executive responded that we have gone through the minutes and cannot find anything referring to this section of drain, we will continue to look because that will help our case.

Mr Robinson asked does this culvert only service one landowner? The Operations Manager responded that there are multiple interested parties currently within the existing barn there are a couple of barns but one is being developed at the moment as a residential property. Mr Robinson asked if this culvert was the sole access to the property, the Operations Manager responded yes and is still being used for agricultural purposes as well which he is led to believe is only agricultural and not commercial now.

Mr Holmes added there is no storage on the site, therefore no artic lorries using it. Mr Barker reported the section there is a fertilizer lorry going there occasionally. The Operations Manager outlined what was discussed at the Board meeting 14th February 2018, what the Boards responsibility for from the original date of the structure is as a crossing point what could the Board have responsibility for, is it to support the weight of a horse and cart or is it for commercial access?

The Chief Executive continued following that we have identified in the Land Registry title deeds for that property this structure is identified inside those that is why we have gone back to them with the above letter, if this is not the case please show us in writing what agreements have been made with this Board that it's our responsibility.

Mr Leggott pointed out that to get Land Registry there must have been something positive in some way to actually get its either a sale or a transfer or an application. Mr Holmes added if it is proven and they take responsibility for it and we have no responsibility for it at all is going to impact greatly on our operations of the area I know you store machinery in the yard for security reasons we may need to be prepared that if they take ownership of the culvert that they may not allow Boards machinery to use it.

The Operations Manager responded Boards machinery which was parked in the yard was a convenience at the moment if there is a future convenience then there will be an offer of a contribution but if not then Board's plant will find somewhere else to cross and park up.

Mr Leggott concluded I think our Officers are right to establish that it is their property now we can talk about conveniences and contributions later.

(b) Drain 22/10 Culvert No 1959 Gosberton High Fen

The Operations Manager presented a photographic slide on screen stating that unbeknown to us this culvert has been removed, these photos were taken last week. He stated that the Works and Engineering Manager spoke to the tenant on 16 March 2018 they started the works began before Christmas and the contractor has not been back since, other than to pull a bit of slippage out and the fact is we still have water held back. The Works & Engineering Manager has reminded the tenant he needed to go back in and open the conveyance of water. There will also be a letter to remind them of the Boards policy to carry out any works on any drains and to catch up with this paperwork. The tenant will need to get the contractor back to clear the watercourse and make sure that it stays clear as a matter of course otherwise the Board will go and charge to clear it.

The Chief Executive added some background, we visited site, this is under a farm track verges both side and on one side the culvert had collapsed on the top and was holding up water over time this has been cleared and washed through and discussions have continued about replacement, it is a well established and used farm access track by the owners and numerous tenants over the years. However the concern is they have not dug out the most northerly head wall so there is a backup of water. We have received contact from the owner upstream asking why is the water table being held up so our scenario is unconsented works why/ what the problem there is a process to follow and specification to adhere to if you are carrying out those works under our supervision inspection and guidance.

Mr Robinson asked if they are intending to replace it, the Chief Executive responded he is assuming yes.

Mr Barker felt that if you were doing the work yourself you would have asked the Board to lower the level in the drain to assist works which they have not done.

The Operations Manager explained the process that should have been followed has not been followed it would have been a straight forward application to pipe a riparian or a Board maintained watercourse irrespective of who maintains it that their application needs to be made to this Board, if it is within this district. That process has not been followed for whatever reason so retrospectively the application will need to be completed and the Board need to know what their future plans are. If the future plans are to replace the existing crossing point with a new crossing point then the specification will be provided for them.

The assistance in lowering the water if that is the case, yes we will do the same as if we were the main contractor and we were replacing it, the water levels would need to be managed on site . Advice if they need to dam the flows then they need to continually over pump whilst the works are being completed but until we have the official correspondence back from them I don't know whether they are putting a pipe back in, if they don't want to put a pipe back in then we will have to satisfy ourselves that the banks are going to remain stable and are profiled correctly. Some revetment works may be required and recovery of costs from the tenant if the revetment and re profiling of the drain banks cannot be done satisfactorily by the contractor.

The Chief Executive concluded we are awaiting a consenting application to renew or not.

Mr Barker expressed that the Board has a digger at the dump at Gosberton if you did lower the drain you look at the outfall at that Surfleet drain into the Gosberton drain just to give the best levels back up there that are possible. The Operations Manager stated he has had a similar conversation with the adjacent landowner and he questioned during the recently wet period intermittently with that, he was concerned of high water levels when he rang me the water levels had been reduced and his question was what had we done to change that, and all we had done to change that was that the SFFD level had gone up and the Gosberton pump is pumping rather than gravitating so that is the reason behind it. Mr Barker suggested when the contractor was to work in the drain the outfall of that Surfleet drain into the Gosberton could just be tided up.

There being no further business the meeting closed at 15:42.

Black Sluice Internal Drainage Board

Policy No: 9

Structures Replacement Policy

Review Dates:

Board Approved	30 th May 2018
Reviewed by the Structures Committee	21 st March 2018

1. PURPOSE

This document sets out the policy of the Black Sluice Internal Drainage Board concerning the repair or replacement of structures where the integrity of the structure deteriorates to such an extent that it is unable to convey the necessary flow in the drainage channel, or if it becomes unsafe for either vehicle or pedestrian traffic to cross the watercourse.

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

2. INTRODUCTION

The structures that will be included in this policy include:

- a) Clear span bridges constructed to take all types of vehicles.
- b) Clear span bridges for pedestrian use only.
- c) Culverts constructed to provide access across the watercourse.
- d) Culverts constructed for the purpose of maintaining the flow in watercourses where there is instability to the banks.

3. BLACK SLUICE POLICY

This policy is concerned with the replacement of existing structures only.

The Board has a separate policy which addresses applications to place new structures in/over watercourses.

4. REASONS FOR THE POLICY

The policy formalises the baseline conditions above and gives written guidelines for more specific instances. The benefits of the policy are:

- Fairness and uniformity in the Owner/Occupier contributing to the cost of reconstructing sub-standard structures.
- The provision of clear guidelines to the Owners/Occupier.
- Powers are delegated giving a more efficient and timely service.

However, this policy is not intended to cover every eventuality and the Board (in formal meeting) may waive the policy and make a determination on the basis of reasonable fairness to all parties.

5. DELEGATED POWERS

Delegated powers are given to the Chief Executive and the relevant Structures or Works Committee Chairmen to reconstruct structures as long as the budgets are not exceeded and the Owner/Occupier pays a contribution towards the cost in line with the guidelines in this policy.

In all other cases, the power to determine applications is delegated to the Structures Committee, the appropriate Works Committee or the Executive Committee, unless a Board meeting is more timely.

6. GUIDELINES

Guidelines are given below on the following types of structures:

- a) Structures carrying Highways maintained by LCC.
- b) Structures used by the Owner/Occupier.
- c) Structures used by both the Board and the Owner/Occupier.
- d) Structures constructed by the Board to allow free drainage of the land.

6.1 Structures Carrying Highways

It is generally the case that all clear span bridges and culverts carrying LCC highways are owned and maintained by LCC. If replacement is required because the structure is substandard then LCC will be responsible for the total cost of the reconstruction.

6.2 Clear Span Foot Bridges

It is generally the case that all clear span footbridges which carry footpaths over Board maintained watercourses are owned and maintained by LCC. If replacement is required because the structure is substandard, then LCC will be responsible for the total cost of the reconstruction.

6.3 Clear Span Access Bridges

These in general provide access for farm machinery to fields or to individual properties. They are mostly constructed in large watercourses.

If refurbishment or replacement is required because the structure is substandard, then the Owner/Occupier will be responsible for the total cost of the reconstruction.

These in general will not be used by Board's machinery to gain access to the opposite side of the watercourse.

However, if a substandard structure is infrequently used by the Board, and the Owner/Occupier of the structure proposes to refurbish or reconstruct the bridge, the Board may offer a contribution in line with clause 6.6 (b) towards the cost of this work.

6.4 Structures owned by the Board and Used for Access by the Owner/Occupier

These structures are required by the Board as well as the landowner to gain access for maintenance of watercourses.

The cost of any reconstruction of substandard structures in this category will be paid for by the Board and the structure will remain as a structure to be maintained by the Board.

6.5 Structure Used by all Parties

- a) These structures are required by the Owner/Occupier to gain access to their land and could be used by the Board for their maintenance activities.
- b) If a structure has been inspected and reported as substandard and in need of reconstruction the landowner will be notified in writing.
 - (i) Provided there is an accepted need for a structure at this location, the Owner/Occupier and Operations Manager will meet. A reconstruction quotation will be offered along with a benefit contribution in relation to the Board's use of the structure as a crossing point.
 - (ii) After the structure has been reconstructed, it will be deemed that the landowner will be responsible for its future maintenance.
 - (iii) If a benefit contribution cannot be agreed the Operations Manager will send all the relevant information to the Structures Committee for further review and determination.
- c) Before any consideration is given to the reconstruction of the structure, the Owner/Occupier should be approached to ascertain if there is a future need for the structure. Consideration should be given to removing two or more accesses into a field and the provision of one in the future.
- d) A culvert shall be constructed with a top width of 6.0 metres. If the Owner/Occupier requests a culvert with a wider top width, then they shall pay for the total extra cost of this work.
- e) After the culvert has been replaced, the Owner/Occupier will be responsible for any future maintenance, or reconstruction of the structure.
- f) If a structure has been constructed in a Board maintained watercourse, and there is clear evidence that the Board has written to the Owner/Occupier confirming the future maintenance arrangements, then the Owner/Occupier shall be totally responsible for the reconstruction of the structure.
- g) If a structure is removed by the Board because it is holding up the flow of water, and has not been replaced by a new structure within a period of five years, then the offer of contribution will no longer be applicable and the Owner/Occupier will be required to pay the full cost of the construction of a new structure at this location.
- h) If the Board undertake a watercourse improvement scheme which includes the reconstruction of a structure, the Board will pay the total cost of the reconstruction, but the Owner/Occupier will be required to be responsible for the future maintenance of the structure.

6.6 Culverts Used for Free Drainage

Examples of these lengths of culverts are:-

- Lengths of watercourse culverted instead of undertaking revetment works.
- Lengths of watercourse culverted to allow disposal of excavated soil.

These are the Board's responsibility, and any reconstruction required will be paid for by the Board. Responsibility for the future maintenance of the asset will remain with the Board.

6.7 Redundant Structures

If the Board agrees with the Owner/Occupier that a structure is redundant, the Board will remove the structure and all backfill material and deposit any suitable materials on fields adjacent to the location of the culvert.

If agreed and required, the Board will dispose of the excavated material at an agreed cost with the Owner/Occupier.

6.8 Further Guidance

If the Owner/Occupier is unhappy about the circumstances of a particular structure designation, then this should be referred to the Structures Committee for final determination.

Contractors may be appointed by the Owner/Occupier to complete the works, the Board will set an invert level on site, offer specification suggestions and inspect the works during the construction phase, a set fee of £250.00 + VAT will be offset against any contribution made by the Board.

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
11th April 2018 at 15:40pm

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
* Mr R Leggott	* Mr J E Pocklington
* Mr R Needham	* Mr P Robinson
* Cllr C Rylott	Mr N Scott
* Cllr P Skinner	Cllr Mrs S Waring
Mr R Welberry	

(* Member Present)

In attendance: Mr I M Warsap (Chief Executive)
Mr D Withnall (Finance Manager)
Mr P Nicholson (Operations Manager)
Mr P Green (Works and Engineering Manager)
Mr K Methley (Assistant Pump Engineer)
Mr M Rollinson (Chairman Southern Works Committee)

1254 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Mr N Scott, Mr R Welberry and Cllr C Brotherton. Cllr R Austin and Cllr Mrs S Waring were non attendees.

1255 DECLARATIONS OF INTEREST - Agenda Item 2

(a) Ewerby Fen Catchwater (EA Main River)

A declaration of interest was received from Mr N Scott (via email) with regard to Minute 1257(a).

(b) Drain 5/30 Bank Slippage - Amulree, Kirton Holme

A declaration of interest was received from Cllr C Rylott with regard to Minute 1257(h).

1256 MINUTES OF LAST MEETING - Agenda Item 3

The Minutes of the Joint Works Committee regarding the Northern Works Committee which was held on 8th November 2017 copies of which had been circulated were considered and it was agreed the Minutes should be jointly signed as a true record. There were no matters arising.

The Chairman made reference to the picture on the front of the Inspection Brochure which is Drain 7/7 at Kirton Marsh. He explained that this is a drain that was probably from one end to the other only a couple of hundred yards long but with 18 inches / 2 foot depth of water difference from the outfall to where it comes in, due to the snow compacting and drifted into it, it was holding water up as it had gone to ice, luckily there was a 360 Excavator in the area and it was dug out to enable flow.

The Operations Manager presented the Inspection of Works:

(a) Ewerby Fen Catchwater (EA Main River)

Mr N Scott declared interest (see minute 1255(b)).

The Operations Manager referred Members to page 27 & 28 Ewerby Fen catch water drain which is an Environment Agency (EA) main river. It is one of the seven proposed for de-maining within the first tranche of the low consequence watercourses the EA are de-maining. He stated that along with two EA Officers he walked all seven watercourses in August 2017. He directed Members to the onscreen photographs, following that walk over it was decided that this watercourse was in need of some improvement, some bushes need removing. Some culverts within the length were no value to either the landowner or to the Board so it was decided the Board could remove them. This was taken to the Board and the decision was that this watercourse was in a good enough condition to adopt and take on.

Following that decision the Officers informed the EA that we would adopt this watercourse once the process was followed through. Earlier this year landowners from either side of this watercourse both did an independent walk over. The Operations Manager spoke to one of the landowners following that walkover and he expressed his concerns about what he had seen and what he knew about the characteristics of that watercourse, he explained what had happened during a heavy rainfall event and how quickly water levels increase particularly at the top upstream end where the landowner lives and owns the majority of the land. The Operations Manager said the landowner had asked him if he should report it to the EA and the Operations Manager agreed yes. Following on from that the Operations Manager had another meeting on site with both the landowners and an EA representative and the Officers have decided to review the taking on of this watercourse in its current condition but there is no funding available around any improvements to the watercourse as there isn't with any of the other watercourses in this first tranche.

The Operations Manager stated that unless we can agree to take it on in its present condition then the EA have said that there is no funding to improve its current condition so the options are 'to give it up' and it becomes riparian or the Board takes it on in its present condition. He has not had a response back from the EA on whether the Board will continue to maintain it under the Public Sector Cooperation agreement.

Mr J Fowler asked to clarify that there is no commuted sum that would be due to come with this watercourse.

The Operations Manager responded there is section of raised bank which has an asset value, he believes, along that watercourse – but no.

Mr K Casswell added that we have to assume if there is no money to do anything to it, and we don't take it on they will not give us money to maintain it and it will be just left as is therefore it ultimately ends up unmaintained.

The Chief Executive stated that this is an EA low consequence highland runner main river which is a high consequence watercourse to the Board. If we say no and it reverts to riparian control, the riparian owners may not control it or take any care of future maintenance. This could set a precedence and it could go full circle and come back to this Board to make a decision to adopt it as a Board maintained watercourse and this is what he is conscious about not getting involved with this circle of events. There is no more money coming from the EA there is a commuted sum, collectively circa £60,000 coming with the first de-maining tranche with that money do we focus on enhanced maintenance of these watercourse for 2/3 years to bring them into line – yes/no? Knowing that if we say no they sit as they are for a long time. The Operations Manager stated that once we take over the maintenance it's how we maintain them in the future, do we treat them as Board maintained drains and look at putting them into a Board maintained condition. Obviously this will come at a cost and if we accept that cost over how many years do we look to get them into an acceptable condition.

The Chairman explained that every one of these is in a different situation and you would have different landowners with a completely different view and appetite to whether that watercourse be maintained or not. Clearly in this situation we have two landowners both of them fairly well progressive farmers who are keen to get that watercourse and keep it maintained and the de bushing works done. Can we propose to them they get the bushes sorted out and make it fit for purpose and then we are happy to take it on and maintain it in the future, each watercourse is individual and this would not set a precedence.

The Operations Manager responded and classified the landowners have a potential appetite.

Mr K Casswell believes that in the spirit of the de-maining process the EA should be making funds available to put these watercourses in a form that they can be taken on. The de-maining process is going to come to a halt if the EA are not going to do this. They should find the money to put them in a position of acceptance and this the crux of the problem they are not finding the funding locally.

The Chief Executive reiterated this is a problem, he stated he is on the Technical Working Group for the rest of the main rivers and when the central EA Officers tell us in minuted minutes there is the money available and take them to regional level then they say there is not the money available – the message is not getting through. He concluded we are never going to be offered an EA main river whether it be low consequence, medium or high consequence with pristine banks in order to take over.

The Chairman stated that we need to brush over it to say that is the best case scenario we are never going to get a pristine watercourse we have to make plans that its not going to be handed over to us because if the only other option is to walk away and make it riparian.

Mr K Casswell felt that if we walk away and it becomes riparian and in 5 years' time the watercourse is in an even worse state than now and somebody says its causing a problem can you take it on we may as well bite the bullet now. He believes that the Board should try and keep some pressure on the EA about this problem, and he will put it to the ADA Executive in July 2018. The Chairman agreed the Board should be putting all our energy into getting as much help as we can.

The Chief Executive stated that from an Officer point of view that we progress with the rationalising the main river process proposed on the rivers. We have identified and we have said that they are clearly not good enough because we cannot go down either bank with mechanical means for access. At the same time we are looking at our own maintenance regime in order to reduce some of our low consequence watercourses to only every second year cuts or even third year cuts. In some of the watercourses there is no water so we are looking at cost savings on that side to be able to bring that money onto these higher consequence IDB maintained drains albeit they are low consequence EA rivers. I would like us to continue to progress we will re introduce it with a view to stopping it but I do think if we take a negative attitude towards it all it goes against everything we are trying to do and other IDBs are trying to do with opening the Environment Agency up to releasing some control and placing more power with other risk management authorities.

Mr K Casswell stated his concerns were the same, if we identified in this first tranche that there were going to be five he believes we should try and progress with those five the other two were declined for particularly bad access reasons.

Mr Rollinson acknowledged that this is not Cliff Beck this watercourse is maintainable this is not a big job for us to take this on. When we saw the water travelling down that today, and the water in the Skirth it is important we have control of this watercourse. We should approach the landowners for a one off contribution to de bush the banks because their alternative is riparian ownership where they have to fully maintain it. Going forward if the Board maintains that watercourse then it's going to be maintained at a better level than the EA. We should take on this main river from the EA.

Mr R Needham queried if they are going to benefit from the watercourse actually being done out then I think they should contribute, the Chairman responded that the landowners may want to put their own workforce in there to clear it and do it themselves we have to work with them, an approach to them in the first instance.

The Chief Executive stated that it's not just this main river, it's all landowners associated with any demanding issues within the Rationalising the Main River Network (RMRN) budget. As long as we have a process set right for this one this is what we want to continue. ALL AGREED.

(b) Damage to Concrete Farm Yard - Claydike Farm, Holland Fen

The Operations Manager presented on screen. He outlined the history in 2006 he referred members to page 30 which details previous records. In 2006 the Board had caused damage to the concrete yard area adjacent to Claydike Farm at Holland Fen, but unfortunately he has not been able to find any history before 2006. The Board completed a repair of partial section of the concrete pad before 2006 – but have not established when exactly that was. The Operations Manager stated he met with the landowner in May 2017 when discussing some compensation for crop loss following desilting works the landowner then mentioned the condition of the concrete again.

The Chief Executive met with the landowner on site August 2006 and agreed the Board's machine had caused damage to the concrete area and agreed to monitor the situation, the concrete hard standing remains serviceable for access to Claydike farm at the present time. If the landowner approached the Board now and wished to construct the hard standing in a similar position adjacent to the drain he would now need to apply to the Board for consent to relax the byelaws. It is believed this concrete hard standing was originally put down in the 1970s hence why the byelaw application wouldn't be relevant then. The Operations Manager outlined the following proposals which he would like the Committee to consider;

The area in question is 72m² if a c2m (half of the bay width) section is replaced at 200mm thickness this would require c15m³ RMC - Estimated cost £6,000.

If the whole bay width c4m were to be replaced this would require c30m³ Estimated cost £10,000.

A decision is required from the Committee -

- i) Do nothing and monitor
- ii) The Board replace the c2m x 36m section at an estimated cost of £6,000
- iii) The Board replace the c4m x 36m section at an estimated cost of £10,000
- iv) The Board replace the c2m x 36m section and agree a level of contribution from the landowner, if so what level of contribution?
- v) The Board replace the c4m x 36m section and agree a level of contribution from the landowner, if so what level of contribution?

The Chairman requested to add another scenario basically if its 4m x 36m section is 30 cube of concrete x £100 is £3,000 he suggested that we say to the landowner that we will offer to pay for £3,000 of concrete for him to get the rest of the work done bearing in mind we are bettering what is there already, we accept responsibility that we probably contributed to the damage over the years but also for him to apply for consent to relax the byelaw to put a structure within the permitted distance from a Board maintained drain we will then waive the £50 fee but then also we then relinquish all responsibility and liability on that concrete pad going forward.

The Finance Manager explained the Board has a standard wording which goes on the consent which says “we will not be responsible for any damage caused because we need access to it”, by applying for the consent that standard statement could go on which will cover it off for the 20 years time when it’s been broken again.

Mr Holmes pointed out that rather than giving him a sum of money, we actually paying for the concrete £3,000 towards the job and its up to him when he does the work and what he does with it and how far he goes with it.

Mr Rollinson clarified so we have commuted liability at the same time – yes; I propose we do this.

Mr Leggott, wondered if I would be tempted at that, I might be at £5,000 but not at £3,000 – Mr Rollinson responded he could come back.

Mr Rollinson added that Mr Leggott is quite correct if we put an initial offer to him of £3,000 he come back and says he will do it for £4,000 it would need to come back to the Board.

The Chairman explained that the concrete is more than half of the job of actually concreting, if he was going to replace the whole slab 36m x 4m and we are contributing £3,000 towards it we are contributing over half certainly half of the whole job.

Cllr Skinner asked if we could phrase it differently ie materials only – the Chairman responded no then there would be hard-core as well. Cllr Skinner asked then do we say it’s a one off and none negotiable.

Mr D Casswell agreed that this would be a good offer to go to the landowner this Board goes across there once a year – that amount of damage is not for just once a year traffic from the Boards machine.

Mr J Fowler asked if the Board could commute any liability to the previously laid concrete as well beyond the patch, the Finance Manager responded only what is within the 9 metres – yes.

The Chief Executive clarified a proposal has been received that the offer to the landowner will be £3,000 of concrete, for the Board to purchase the concrete material for the landowner rather than a sum of money exchange hands. All AGREED.

(c) LCC Highways Culvert Collapse - Middle Drove, Boston West

The Operations Manager referred the Committee to photographs on screen showing the collapsed culvert this was brought to the Boards attention on 13 March 2018. The upstream end started to collapse over the end of the culvert, we contacted LCC as the responsible party involved with ownership of that culvert under the road around removal of the blockage and we went to remove the blockage to allow conveyance of the water through the culvert. Unfortunately the culvert was armco pipe which was in a poor condition so we dug about 2 metres of the pipe away and left a shear face (the photos shows where the piles were placed).

Unfortunately following that removal we had quite a considerable amount of rain, the support was undermined the water got around it and the existing pipe slipped down again. The Operations Manager went out to site during the Easter break, on 3rd April 2018, and spoke to LCC Highways. Specifications have been agreed around replacing it.

They are on site as of 9th April 2018 when commencement of removal of the old culvert and replacing with a new one began.

Mr Rollinson asked if the road is still open, the Operations Manager responded no the road is closed, it was closed on 3rd April 2018 as it was immediately dangerous.

(d) Drain 12/2 Proposed UV Lining - Langrick Road, Boston

The Operations Manager updated Members on one scheme, we are looking to secure £81,000 value of Grant in Aid towards a £450,000 total scheme cost. This is built up of potential UV lining some of the existing sections of pipeline across Langrick Road, back into the North Forty Foot Drain, this is a continuation of a section of pipeline replaced previously. The North Forty Foot Drain desilting works are proposed on conclusion of a business case that the EA consultants are working on for us at this moment that will be one scheme that will hopefully start this year and be concluded next year,

Mr Rollinson asked about this UV lining of the pipe have we any indication or figures regarding the longevity or how long the pipe will last having been lined, the Operations Manager responded they quote 50 years – so it is worthwhile and cost beneficial.

(e) Proposed De-silting of the North Forty Foot Drain – Cooks Lock Pumping Station

The Operations Manager updated on this scheme for an indication we have shown on item 5 the desilting operation and proposed silt lagoons sites similar to what we built for the South Forty Foot works. No dialogue or correspondence with any landowners around sites for silt lagoons has been undertaken yet this is only a basic outline of the costs and an idea of a proposal.

Mr K Casswell asked the delay in getting permission to do this does this affect the local levy contribution towards this scheme and roll into the same problem? The Operations Manager responded it does not make it any easier.

Mr J Fowler asked is the desilting by Royal Smals pump does the stoning of the drain in a previous time make any difference to the pump. The Operations Manager responded the only consequence when this was discussed onsite was it will slow the process down a little and they will allow for what they call a little more slippage. They would not cut such a tight profile and will lift the cutter head so that stones are not being struck all the time. It is not a problem and will use a different type of head to what has been used on the South Forty Foot works. Allowance for the rougher material going through the pipes has been included in the estimate, the process is slowed down so more control can be placed in the process.

The Chief Executive explained Royal Smals gave us an indication that the machine used in the South Forty Foot is one of the smallest machines and its specifically more focused on urban works, which is this type of work.

(f) Wyberton Towns Drain - Q1 Development

The Operations Manager stated this is a point of interest as an update to where we are with the potential realignment of the Wyberton Towns Drain adjacent to the Q1 site. We have now agreed the realignment with Chestnut Homes. This was indicated on the screen. Since that confirmation of the new line there has been nothing further to report. It would be my preference that works are completed by the Board in order that control is maintained over the specification around the completed works.

The Chief Executive expressed the Officers are quite happy with this realignment there is not really any alternative because there is a large water main with a 4 metre easement and there are 33 kv overheads which have an easement as well, we are on the boundary of these easements, it offers the best realignment. The curve on the drain takes away the awkwardness of the double bend and it enhances the Wyberton Football Club playing field area so it's a win win for two or three organisations and all the works to be carried out with recovered costs from the developer.

The Chairman explained that further down the Towns Drain, there has been problems with slippages. What future comebacks have we got if it slips? The drain took that course for a reason my fear is and knowing how it is further up – the Chief Executive responded we would write conditions into the agreement with them regarding continuation repair work because of slippage.

(g) Culvert UV Lining Works - Washdike Road, Kirton Meeres

The Operations Manager explained due to the present water levels, the current works have been called off, part of the requirement whilst completing these works is that they are lifting the water and moving it around the site whilst a dam is in place and holding water up. With the increase in water levels currently there have been problems moving water around onsite. When water levels are back to normal works can resume. This is a Grant in Aid scheme to value of £37,500. The cost of the re-lining works £27,500 and then once completed there is headwall work by the Board to protect the end of the pipes as per the specification for new culverts.

(h) Drain 5/30 Bank Slippage - Amulree, Kirton Holme

Cllr C Rylott declared an interest.

The Operations Manager explained that this site was viewed on the Inspection Tour along Kirton Drain as there have been problems historically with bank slippage adjacent to this property called Amulree. In 2004 it was agreed with the present householder that the Board would complete revetment to the slippage of the bank at the back of their property.

Following the investigation over a number of years before 2004, although there was not any significant bank slip identified from the cross sectional surveys which were completed, it was agreed to put some revetment along the length of the property on the Kirton Drain bank. It is now failing, unfortunately due to higher water levels we could not see that today but the photographs on screen shows the revetment with the water level at its normal level and it shows that the wooden revetment is now failing after a 14 year period.

A meeting was held with the property owners in February 2018 to discuss potential options and what they would like to see as their preferred option. I went to meet with them again yesterday to confirm the tour would be visiting tomorrow.

He proposed four options for consideration as follows:

1. Replace existing failing revetment with new timber boards to bank c£3,000.
2. New revetment placed at a higher design level 4m close-piled sheets & re-profile bank, to create a flatter profile and increase the top crest width c£9,000. To take some of that bearing weight off the bank, to provide more stability with a view to curing the problem in its longevity.
3. New culvert past property 30m x 1.2m twin wall plastic, budget estimate c£23,000.
4. Re-align drain c80-100m. Move existing drain over c2m to include revetment to newly created bank profile, budget estimate c£20,000. On site there is a more significant change in direction which equates to around about 80 – 100m where the drain could be moved over which would be another way of curing the potential problem of that bank slip.

The Operations Manager stated he had told the property owners there is not a lot of point in discussing anything further until the Northern Works Committee have met and an option for the Board agreed, then go back to the property owners to discuss terms with them around the Board's option.

He asked the Committee if there were any of the above options for consideration or are there any other options that the Committee would like to consider and what option would we like to go with to take back to the property owner for further discussion.

The Operations Manager stated that after discussion with the owners, their preferred option would be partial revetment, and partial piping.

The caveat in 2004 if the Board were to consider culverting the drain it would be 100% contribution from the owner.

Cllr Cooper commented revetment works did not work last time – the Operations Manager stated it had worked for 14 years. Cllr Cooper expressed that close steel piling would be a better bet if they would go 50% contribution and it would give them confidence in the long time.

Mr Rollinson agreed with what Cllr Cooper is saying but he has extended this property. General consensus by Members was the extension was years ago.

The Chairman asked why can't we contact the owner with the cost of replacing the revetment work will cost £3,000 we are prepared to pay if he would like option 2 if he would like to uplift it then it will cost him £6,000 we are going to pay for £3,000 to do it like for like if he wants a better job.

The Finance Manager asked if the piling and stoning behind, timber piles stone revetment behind it this would give a better option – the Works & Engineering Manager responded you have to start digging out the bank and it would destabilise it.

A Member referred to the steel piling would this cause a health & safety issue because you have it would be circa a metre which is a straight side. The Works & Engineering Manager believes it is 1.2 metre is the level for Health & Safety – you will have a drop off. The Chairman clarified it would only be on one side. The Chief Executive responded if this was the option taken then we would make sure that the occupiers manage that risk.

The Chief Executive explained because of the dwelling and the weight that complex is putting on the bank, not saying that is why it is moving but it must be contributing to it. The modern technique and modern machinery in that these piles are interlocking and floated down they can be bought in various lengths interlocking steel piles to design level along existing line of that revetment timber bank. If the occupiers are prepared to pay for the extra-enhanced works, it is certainly more of a permanent fixture. He added that some enhance flail mowing, some bushes and trees work would be introduced at the same time.

Cllr Brookes expressed his concerns if we proposed it will cost us £3,000 to put it back how it is and we are prepared to uplift if they say they will not pay the extra you just go on and put it back well its going to cost us £3,000 and they are not going to be paying anything you need to be careful how its pitched to them if we just did the revetment work we would still want 50% contribution.

Mr Rollinson reminded Members that they previously paid 50% towards the 2004 works or we only contribute £1500.

The Operations Manager explained the basis of the owner's request was that the concrete around the inspection chamber is cracked. They have re-turfed next to the manhole because of slippage and the path is now at an angle when it was previously straight. There is a lot maybe anecdotal/ arguable evidence. Is that bank profile any worse than anywhere else along that drain, probably not, but that house is built there that's where the problem is.

The Operations Manager stated that the historical survey data was in conclusive at the time and the revetment was completed, therefore in a way we have set a little bit of a precedence for ourselves.

Mr D Casswell asked if the revetment option is done do you use wood again as a material as there is no longer lasting type of material to use. The Operations Manager responded normally we use pressure treated timber with an expectance of 15 to 20 years similarly we have just completed a scheme at Bicker village which lasted 25 years using similar treated wooden boards so yes I understand what you are asking if there was another option ie plastic, I have not looked at a different type of material it may come in at a similar cost or may be a lot more.

Mr Fowler stated that in this case the timber is failing and it does not look like it has stopped the movement of the bank my vote would be piled and the owners asked for a 50% contribution.

Cllr Bedford added that it should be 50% on any option.

Cllr Brookes option 2 and ask for 50% - Members generally agreed yes.

Mr Leggott stated if the owner does not accept option 2 he has to have something which is option 1 as a fall back.

The Finance Manager do we have the fall back or do we wait for it to obstruct the water flow because its not causing a problem for the Board at the moment.

Cllr Brookes the fall back should be option 1 but still pay 50% contribution.

The Chairman proposed option 2 with a 50% contribution from the occupiers and with a fall back of option 1 also with 50% contribution. All AGREED.

(i) Great Hale Pumping Station

The Operations Manager explained within our budgets proposed for next year a refurbishment of the weed screen cleaner at Great Hale pumping station. The basis of the costs is the replacement of the moving parts of the cleaner the cabling etc. Currently we are evaluating between this particular site and also Chain Bridge pumping station weed screen cleaner they are of a similar age but Chain Bridge because of where it is and the characteristics of that catchment the pumps operate more hence the weed screen cleaner works more so purely as a cost benefit exercise it may be that we decide to swap them round and replace Chain Bridge it's a similar cost profile. The other issues at Great Hale we are considering at the moment which is the public access over the concrete deck outfall area and also some of the works we have recently completed to manage the vegetation around the site bushes and trees whereby some have been completely removed and some we have reduced to a more manageable level.

The Operations Manager explained that the access along the side of the pumping station which is currently the only access for the landowner to a circa 10 acre field. It is proposed to investigate firstly the legalities and the Boards responsibilities, the Health & Safety aspect around crossing over those structures, structural integrity we are looking at an initial proposal of stopping the access across all of these accessible points at varying pumping stations around our catchment and asking that any interested parties come back to us and request access across the pumping station.

Mr Rollinson asked if the land is land locked how can they gain entry if they cannot go across the outfall crossing point? The Chief Executive responded there is access through private land, albeit a long way around.

The Chief Executive added we will be following advice from Solicitor we will be erecting public notices in the forthcoming weeks at all pumping stations along the lines of "it is the intention of the BSIDB to stop the use of this pumping station as a crossing point with effect from the 1st October 2018 if you claim a legal right to use this pumping station as a crossing please inform the Board in writing no later than 1st September 2018 claims should be sent to the Operations Manager BSIDB."

He further explained that soon after the 1st September we will be implementing a scheme of locking up the crossing points. We are aware there is probably only six that are used other than pedestrian use so there will be a priority list and arguably Great Hale is number one thankfully Network Rail already have a gate at this pumping station therefore after discussions with them its should be just a formality. As and when the particular people who are using the crossing points for whatever reasons prove to us and our legal team satisfactorily that they have the required insurances and that they are prepared to assist with part payment towards gates and locks etc we will agree to them obtaining access.

The Chief Executive continued to explain the scenario that modern tractors with modern trailers carrying heavy loads travelling across these pumping station outfall/suction bays the vibrations going into these structures you can quite easily envisage damage to some of the high tech mechanisms within the control panel and it could cost the Board a lot to repair. A scenario could be that one night when one of our workforce visits a pumping station, slips on a cow pat and falls into the water, there are various items of risk that we have identified that we want to remove. I'm sure we are going to come up with some challenges of historical use, or right of passage but our legal team are prepared to take those on board and address them on an individual case by case. This is the methodology moving forward this is for information only so that if and when you are challenged by any of the individuals using these crossing points once we erect these notices you have answers for them.

The Operations Manager stated that structural surveys are to be completed at each site to establish an asset condition of those structures. That may come back on ourselves because we need to access Great Hale site to get to the dump area at the very minimum with the teleporter to clear away the weed.

Mr J Pocklington asked do you take any excavators over there or not, the Operations Manager responded we have in the past.

The Chief Executive acknowledged that as part of the structural survey will apply a safe weight limit, it may come back on ourselves, we may have to find an alternative route.

The Chairman referred to the plan on page 40, asking is there any way, is there enough area, for the dump area to be on the other side in order to access it and not need to go over the suction bay.

The Chief Executive responded that through the Officers own implementation of risk and identifying and controlling that risk it is knowing the heaviest vehicle in the future needing to cross over that outfall bay. The teleporter can remove the weed from the weed screen cleaner dump area which is done anyway we have to wait to see what is said by the Structural Engineer.

The Operations Manager stated in order to make this Committee aware as a point of interest within the bounds of the site at Great Hale pumping station we have been approached by an adjacent landowner to lift water from the South Forty Foot and transfer it into Great Hale pump drain to then retransfer it from Great Hale pump drain into the landowners reservoir this is something which is ongoing.

Mr Rollinson reminded Members that when this item came up before we were going to charge the applicant a wayleave – the Chief Executive responded this has come up at other Committees. The Officers are currently at the position where by an abstraction licence is being granted from the EA to abstract from the South Forty Foot drain. It has been agreed with the Boards legal team that a commuted sum from the applicant (which has been paid) to put the underground apparatus at Great Hale pumping station. The Officers have implemented and agreed and will implement cut off levels that are being indicated to the applicant with regard to draw down levels at the same time as water is being pumped out of the South Forty Foot at Great Hale pump drain the pump that is going to lift it further upstream into the reservoir must be running at the same time to balance all instances. The Officers are quite happy we have covered ourselves with regards to controlling the applicant with regards to abstraction and with no additional costs to the Board.

Mr Rollinson asked would it have been easier to come up with a deal for the Board to close the gravity outfall and back the water up in the drain, the Chief Executive responded this pumping station we very rarely pump during the summer months because the existing abstraction system, we do gravitate but there is not a lot of water that passes out of the catchment.

Mr Needham asked he remember going back 15/20 years that they altered the slack door they lowered it for this purpose on that part to allow for the water to free flow back from the South Forty Foot because I presume it would be a winter abstraction to fill the reservoir. The Chief Executive stated the tilting gate can only tilt one way, out of the Boards system. The Operations Manager added that we could control that level by altering the level of the tilting gate we did that quite recently, if we lift that level to appease a landowner downstream end of the system there is a potential detriment to someone upstream so we have to very conscious of those controls.

(j) Potential South Forty Foot Desilting Works

The Operations Manager stated this is for information; the potential continuation of the desilting of the South Forty Foot Drain after recent conversations with Mr A Clack (EA Officer) the Officers are working towards a completion of the SFFD desilting works upto the A52 this year commencing in October 2018. Then the Officers will be looking at continuation from the A52 working towards the A17 in October 2019.

He stated that this is in the early stages of discussions that phase 2 will most likely be phase 2, 3 and 4 because he believes the next phase completed from the A52 downstream will only be 3 km in length of the overall 9 km distance between the A52 and A17. Depending where future lagoon sites can be secured will mean that one lagoon per 3 km section will be required. If the lagoon is not sited directly adjacent to the Forty Foot banks as previously has been done then obviously this reduces the length Royal Smals can pump and the more lagoons they will need. Future works before each phase will be de-vegetation of the banks the previous year to the desilting works being completed. This year the proposal is that a 3 km section from the A52 more or less to the bottom of Bicker Fen will have all the trees and bushes removed this October 2018 in preparation for desilting works in October 2019.

He is now developing a working programme away from the October start date as some pre works need to be in place around de-vegetation of the channel so the de-silting process works and does not get clogged up with weed. There are some other issues around these particular sections on the A52 to A17 these being Triton Knoll, the Viking Link and the High Pressure Mains Gas. The Viking Link corridor has not been narrowed yet we don't definitively know where that working corridor is going to be.

Cllr M Cooper stated he has a map with the link for the Viking Link now which he can share with BSIDB, also the Triton Knoll haul road which comes up from the A17 past Great Hale pumping station and runs tight to the side of the Forty Foot they are looking to start that this Summer because they are looking at a completion date by January 2019.

The Finance Manager asked if this haul road would go all the way to the pumping station, Cllr Cooper responded yes but it's on the wrong side. Mr Rollinson added that it would go to Bicker Fen pumping station. Cllr Brookes regarding sorting out this road to Great Hale pumping station he wondered if there would be any advantage if and when Viking Link put their road down that side if there could be any arrangement we could come to with Viking Link about sorting that road way out because that would benefit them because they will need access down that side and would benefit the Board in the long run so it might be worth having a word and they do have community funds available. He clarified that they have to build a road down there anyway. Cllr Cooper confirmed that both of them have to build a road to get the haulage in. Cllr Brookes suggested there could be some negotiation to get heavy vehicles down there if there was some way there could be some mutual benefit something which would leave the Board with good roads afterwards. The Chief Executive responded that the Officers will take this on board we have our own thoughts clearly Triton Knoll is more advanced than Viking Link we have regular meetings and contractors are already on site across the County.

The Chairman thanked the Operations Manager and the team for the Inspection tour today.

1258 REPORT ON RAINFALL - Agenda Item 6

The Chairman asked for March 2018 rainfall to be added to the report, sheets were distributed at the meeting.

1259 ANY OTHER BUSINESS

(a) Drainage Rate Brochure

The Chief Executive distributed a copy of the drainage rate brochure for information to the Members of the Committee. He highlighted to the Members that this year is an election year and the Returning Officer is already progressing this.

The Finance Manager added that if Members have any feedback on this brochure or any ideas for future years it is something which is produced in house and externally printed, please let the Finance Manager know.

(b) Netherlands Inspection Tour

The Chief Executive explained there have been some questions regarding the Netherlands Inspection tour mainly regarding the mini bus.

He stated everything is in hand and we are very close to finalising the details with regards to the coach from the Office to the airport. A coach has been organised and will collect Members on route to Humberside Airport more information will be given nearer the time, please don't try to organise your own transport or parking at the airport. He explained to the Committee Members asking if there are any Board Members or Works Members that are still interested to go there are places available.

He stated that currently there are thirteen Board & Works Members attending the tour plus one ADA representative the new Press Officer Ryan Dixon who is responsible for the ADA Gazette we have invited him in the same way this Board invited Ian Moodie – Ian has graciously passed this invitation onto Ryan and it has been well received, that this Board is actively looking to get ADA Officers involved.

The Chairman thanked the Chief Executive and team for keeping our feet dry in these trying and testing times with both rainfall and our partners at the EA.

There being no other business the meeting closed at 17:10.

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
25th April 2018 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 C Harris (Internal Auditor)

The Chairman welcomed Mr Chris Harris (Internal Auditor), thanked him for coming and the Members of the Committee introduced themselves.

1260 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Mr W Ash.

1261 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest.

The Chairman stated there was to be an additional item to the agenda - item 5(d). This item will be for some time on their own without the public to discuss any Members matters with the Internal Auditor. He asked Members to agree to this addition to the agenda. All Members AGREED.

1262 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING - Agenda Item 3

The Chairman reminded the Committee that the previous meeting, arranged for 4th October 2017, was cancelled due to not having any business as the Committee were up to date with reviews of policies etc.

Minutes of the last meeting held on the 26th April 2017, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

1263 MATTERS ARISING - Agenda Item 4

(a) Whistleblowing - Minute 1103

The Chairman asked the Internal Auditor if Mr Gowing had transferred the whistleblowing case file? The Internal Auditor confirmed that he met up with Mr Gowing who discussed his knowledge of drainage boards and handed over the Whistleblowing file which is kept under confidential lock and key.

(b) Cyber Security Report - Risk Training - Minute 1105(b)(ii)

Cllr R Austin confirmed that he found the Cyber Security Risk training very interesting and useful.

1264 TO RECEIVE A PRESENTATION FROM THE INTERNAL AUDITOR - Agenda Item 5

The Internal Auditor thanked the IDBs for awarding the contract to Tiaa. He continued by saying it will be a new experience, he has completed a lot of research on the web and this Board is one of a number he has been looking at and completed audit work. He stated that based on what he has seen so far it is a well organised and very well run Board, it will be a good challenge to maintain that going forward because the only way is downwards. The Chairman added or stay there.

He then referred Members to the documents listed below;

(a) Internal Audit Planning Memorandum 2017/18

The Internal Auditor stated that this is formatted as a standard document which are produced for all of Tiaa's clients. It is then up to him to directly fill in the details. He stated that going forward he will include a bit more detail in this document now knowing that it will go to the Audit & Risk Committee. Therefore, it will have a bit more meaning in terms of how we are planning the work.

(b) Audit Programme 2017/18

The Internal Auditor stated that this document is a more detailed planning document, this was an excel spreadsheet process. It aids the Auditor to produce the work that he does and keeps it together in one document for quality review purposes, all the work the Auditor does, again with this Planning Memorandum to produce a bit more detail for the Committee particularly when he goes into specific areas going forward. In doing the Audit this year he focused on governance and risk because this will give an overview of how the Board is working as an organisation. The Internal Auditor added that he also needed to go through the financial statements, looking at the system of operation, which works very well. This will be a requirement carried out every year in order to complete the smaller bodies certificate.

The Internal Auditor stated that he would like to focus on other areas going forward and pick one or two areas out from the financial side and non-financial side. He would like to visit some of the pumping stations and look at the fixed assets there to verify that they do exist. It will give the Auditor a better understanding about how drainage boards operate and he will then be able to look at accounts more meaningfully.

The Internal Auditor stated that he looks at petty cash whilst de-minimis. He continued that elsewhere he has looked and has concerns about the way it works in that the checks and balances are always there. Although it is a small amount, it is put into a person's own hands, the ability may be to misappropriate funds, you should avoid that offering. It does not happen here, there are good checks and balances and petty cash works well.

(c) Internal Audit Report 2017/18

The Internal Auditor stated the main report is the assurance review, governance risk and control arrangements that he has undertaken for the Board. He would like to think the report itself provides the appearance of appreciation of what he has done and what his thoughts and outputs are.

The first page is the summary page with the assurance level, we have four levels, if you dropped into limited assurance then this matter would be brought to the Committee and Board for attention to deal with. He is very pleased to say that after what he has seen, it was with no hesitation to give the Board substantial assurance. He referred to the "overall conclusion" where he summarised with the rationale and scope plus the action points.

The Internal Auditor directed members to the Operational Matters. When work is carried out there are often matters we pick up which are perhaps good practice, value for money items, things which we want to bring to the Boards attention and put in the report, things that won't impact on the recommendation itself. Therefore, he needs overall assurance opinion – these things will go in to this section as good suggestions and recommendations to adopt. The Internal Auditor likes to think that when clients receive them they will take due regard and adopt them.

The Internal Auditor referred to the previous Internal Auditors report. For continuity we look at the outstanding work and recommendations which he has gone through in 10.1.1 and happy that the matters have been dealt with. At 10.1.3 there was a suggestion/recommendation that you should have some governance awareness training. He has kept it in mind, but he is not of a view that training is required at this time.

The Internal Auditor has raised the point of risk management training with the Chief Executive and Finance Manager.

The Internal Auditor referred to 10.3 in Financial Regulations, he felt you either had to amend Financial Regulations or take it out, it was better practice to deal with it. He noticed on the agenda today that that document will be reviewed and this will be a regular report which will be given to the Board an interesting idea of how the rates are coming in which is worthwhile. These matters have been addressed.

Recommendation of best practice included a bit of expansion around collection of income, which has been dealt with in Financial Regulations, a bit more on how the credit cards are being managed, again, this is also in Financial Regulations. The Internal Auditor also felt there should be something on the policy reserves in the Financial Regulations as well. These points were not drastic – the Internal Auditor was working hard to find areas to comment on, it is best practice and these have been developed.

The Internal Auditor did look at all the financial procedures arrangements, he felt all systems are working very well and in order, he was very happy to sign the certificate on that basis.

The Chairman thanked the Internal Auditor and invited questions from the Members. He is extremely pleased with the report and the substantial assurance.

Mr Leggott asked the difference between recommendations and operational affective matters? The Internal Auditor responded that a recommendation is a matter which affects the assurance opinion and is something that has a stronger 'push' to it saying 'you should do this'. Therefore, it is indicating there is a weakness that needs to be dealt with which, potentially, is a control weakness. As a Committee the Officers may decide not to action it but as an Auditor I put it forward and suggest you action it. An operational matter is something which the Internal Auditor doesn't think is fundamental to the insurance opinion, it doesn't undermine the control issues of the organisation but thinks it is good practice. It may be a value for money item and those of the items he suggested kind of help to indicate things around what is the reserves policy, how you manage the credit cards, they are good to have but they were not going to impact my decision on the overall assurance option for the organisation. It is a bit subjective; it is the Internal Auditor's view as the Boards independent Internal Auditor. He can be challenged on this but that is how they have been categorised. With regards to the priority ratings, if he thinks it is quite a serious matter it would be a priority 2, if it's very serious then its priority 1 which would require immediate attention. But the ones he has indicated are priority 3 so they are not going to the heart of the control governance or risk framework of the organisation and can be dealt with in a reasonable way.

(d) Discussion with the Internal Auditor

The Chief Executive and Finance Manager left the meeting for this agenda item.

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.

1265 TO REVIEW THE FOLLOWING BOARD POLICIES - Agenda Item 6

(a) Risk Management Strategy

The Finance Manager presented the Risk Management Strategy, page by page, highlighting any changes.

(i) Risk Management Policy document – Appendix B

The Finance Manager stated that the highlighted areas were elements that were included last year and he believes still apply this year but wanted to highlight them for the Committees consideration. Mr Leggott asked should a changed word from 'will' to 'would' in the first highlighted paragraph.

The Chairman responded he felt they mean the same and did not have any strong views on this but leave it at 'will' – Cllr Russell agreed he would leave it at 'will'.

(ii) Risk analysis 1.1(a) Risk of being unable to prevent flooding to property or land

The Finance Manager proposed whether the likelihood will increase due to the decommissioning of the Black Sluice (Boston) Pumping Station. The Chairman felt that it will increase and Mr Leggott agreed. The Finance Manager gave the definitions; low likelihood is “most unlikely to happen”, or medium likelihood “likely to happen infrequently and difficult to predict” or high likelihood “very likely to happen”.

The Chairman felt there is an increase in the likelihood of risk, the Finance Manager stated that his opinion would be to put it up to 'MEDIUM' which would give a risk score of 6.

The Chief Executive agreed to it being increased with the view point that in 12 months time there will be a new fluvial event management programme following decommissioning. This will include the navigation lock as a relief channel which could then reduce this down again but at this moment in time it needs to be 'MEDIUM'. Mr Barker questioned that he thought the navigation lock was there as a release channel? The Chief Executive responded that it was at this last event that it was the first time it has ever been used since it's been there as a release channel. The Chief Executive clarified that he has never known it to be used as a long term i.e. every tide and over a week to be used as an additional fluvial release channel. The Finance Manager added that it was used when the gravity sluice broke, the Chief Executive confirmed - yes.

The Chief Executive responded to a question from Cllr Austin stating the terminology from the Environment Agency is that they don't trust the navigation lock to be used as a fluvial channel so it has got to be manually operated not operated via telemetry. The Chief Executive stated that if telemetry is put into place then men don't have to be there to operate it, it can be operated from the Lincoln office if they so wish.

The Chairman proposed that the likelihood be increased to 'MEDIUM' and if, through negotiations and discussions with the EA, it is introduced that it is opened and controlled by telemetry and any other mitigation is taken then the likelihood of risk can be reduced at a future date. The Chief Executive added that once this is agreed to be reviewed, adjusted and sanctioned by the Board he will be introducing it to the Environment Agency that because of their decommissioning they are increasing the risk to the IDB and other organisations.

The Chairman stated that the Board risk on how this should be managed. The Finance Manager stated that from a future works point of view, regarding how we are going to get the risk level to reduce, it will involve work with the Environment Agency on their emergency planning procedures. Mr Leggott asked what about the programme about bringing in a programme of use for the future? The Finance Manager responded this would come under the emergency planning – yes.

The Chairman concluded that the likelihood should be increased to 'MEDIUM' giving a risk level of 6 – all AGREED.

(iii) Risk analysis 1.2 – Risk of loss of electrical supply

Mr Barker asked about the large pumping stations - do they have generator connections? He believes they brought a generator to Gosberton Pump and shown how it works and did not work and not sure if it has been retried. The Chief Executive responded we had a power failure at Black Hole Drove a few years ago and through the Boards insurance we hired in a generator, the generator was so big it would only fit on a full size articulated lorry and it ran the pumping station until the electricity board fixed the fault.

(iv) Risk analysis 1.3 – Risk of pumps failing to operate

The Finance Manager stated under “how risk is managed” it used to say “refurbishment of plant is carried out” he has changed this to “refurbishment of plant is continuously programmed”. Mr Leggott asked with regard to the Pump Engineer checks at regular intervals do we test run the pumps? The Chief Executive responded yes.

(v) Risk analysis 1.4 – Risk of watercourses being unable to convey water

Mr Leggott commented that elsewhere where we have high water levels and possible flooding the impact on the risk is 'HIGH' and this 1.4 is 'MEDIUM' although likelihood I would agree that it is 'LOW'. The Finance Manager referred to the risk matrix and quoted impact 'HIGH' “will have a catastrophic effect on the operation/service delivery. May result in major financial loss over £100,000 and major service disruption over 5 days or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay over 2 months and many individual personal details compromised/revealed. Adverse publicity in national press”. Mr Leggott responded he is not suggesting all these things will happen but any flooding has a 'HIGH' potential impact.

Mr Scott explained that 1.3 has a 'HIGH' impact on risk but the consequences are the same, therefore 1.4 is inconsistent. The Finance Manager responded that a pump failure would cause more damage than water not being able to be conveyed. Mr Scott and Mr Leggott concluded that the result will be the same.

The Chief Executive explained the risk of the watercourse being an EA river or one of a Board maintained or even a riparian watercourse. He believed that 1.4 is referring to Board maintained watercourses rather than riparian watercourses. The Chairman suggested adding “Board” in the title. The Chief Executive added that it is not risk of breach; the Finance Manager clarified it's overtopping. Mr Leggott felt they are about the same. The Finance Manager responded that a breach pulls a high volume of water to move quickly and over topping will cause it to seep. The Chairman added that it is the damage - is it going to cause £100,000 worth of damage? He asked Mr Leggott if he was happy to leave it where it is as he believes its ok.

The Finance Manager suggested that the consequence be changed to read “possible flooding from over topping”. Mr Scott added through the differences the risk of pumps not being able to operate means you are in a flood situation and you need to do, where the risk of a watercourse being unable to convey water could be a blockage being in it. The Finance Manager suggested “Board Watercourse” in the title and add “possible flooding from over topping” and leave the impact of risk at ‘MEDIUM’.

The Chairman asked Members and all AGREED.

(vi) Risk analysis 1.5 – Risk of operating machinery to maintain watercourses

The Finance Manager continued this used to be one of the high risk areas that was reviewed at every meeting throughout the year. We have now done all the further work which was required and all the Board operators are Llantra trained. He therefore suggested that the likelihood of risk could be reduced to ‘LOW’.

The Chairman explained the fact that we had not had a proper training schedule and training courses in place - this meant we had the potential likelihood of risk at ‘MEDIUM’ previously. It’s now reasonable, having introduced that training, to bring it back now. Cllr Russell added that we have to acknowledge the training has had impact.

Mr Scott asked regarding the likelihood of risk by reducing it to ‘LOW’ what is the history, one of the machines went into a drain two years ago. The Finance Manager responded that is when it was increased to ‘MEDIUM’. Mr Scott asked regarding the history have we hit overhead/underground electrical wires in ten years? The Finance Manager responded not electric – no, we have hit a water and phone line but not electrical. The Chief Executive added that it is unlikely but it could happen. The Financial Manager stated that the training was put in place to counteract what had happened when the machines went into the drain.

The Chairman suggested that the likelihood of risk be reduced to ‘LOW’ giving a risk level of 2 – all AGREED.

(vii) Risk analysis 1.6 – Risk of claims from third parties for damage to property or injury

Mr Barker stated he didn’t think you had a heading for it, risk of claim from third parties its risk of third parties damaging Board properties. He can recall two ways you can expand on it where someone is taking a culvert out and the work has not been done its damaging Boards banks and another on the road side that has been reported where somebody is extending their house and garden and made the Boards bank very steep, there are bricks and rubble there, he has not heard back if it has been looked at, as a third party damaging Boards policy. The Chairman added that it is another risk it’s a different risk.

The Finance Manager added “third party damage to Board maintained assets”. The Chairman asked if we should be adding this as a risk and giving it a score – Cllr Russell agreed. Mr Leggott asked if it was covered under any insurance type item? The Chairman responded he did not know. The Chief Executive continued undoubtedly there is a risk and if it is not catered for anywhere we need to. The Chairman then discussed what level of risk he suggested ‘MEDIUM’ – Mr Barker added it could be higher, what they do physically by holding back the water it’s definitely ‘MEDIUM’ – the Chairman felt it could be looked at out of the meeting. The Finance Manager suggested we could put something together for the Board meeting so it can be discussed there. The Finance Manager stated Board Machinery and assets of the Board are covered by insurance but if someone was to deliberately block a watercourse or rip out a culvert and not do it properly he did not think we were covered by insurance. Cllr Russell stated he did not think we could insure it, it would be up to the landowner or property owner to insure under third party on their own insurance but its putting the Board in the position for other people to take action of which they may not do. The Finance Manager continued we do not own the asset, whether it’s a culvert or a drain or whatever it is, he did not think there would be any way we could get insurance for it. The Chief Executive added that it could be an unconsented byelaw issue and we would carry out the recovery works the risk to manage that income being used that’s caused it and we do have byelaws in removing, then recovering costs. Cllr Russell stated it may incur legal costs as well – yes. Mr Barker felt we have discussed the culvert and thinking about the house holder who has altered the bank I know the Risegate Eau the Board owns the banks either side this is slightly downstream from the point in question and if the Board own the property there but the householder is altering the shape of the bank it’s not a farmer and the householder would possibly not have insurance for what they are doing. The Chairman felt it should be considered and bring a proposal to the Board. The Finance Manager believes we do manage the risk because we have byelaws and the Land Drainage Act on the Boards side to go in there and give them the notice to do the work and recover costs.

Cllr Austin stated there are a lot of people out there who, for their own reasons, want to modify our assets to some extent or don’t understand that a minor blockage could be a serious matter. He believes it needs consideration.

The Chairman concluded that we recommend the change to “LOW” giving a risk level of 2 on Risk analysis 1.6 and then consider that new risk being introduced at the Board meeting.

(viii) Risk analysis 1.10 – Insufficient staff resources

The Finance Manager stated last year we carried out a job evaluation restructuring exercise within the Board because we were unable to recruit excavator drivers. He believes that process should be recognised, we went through the exercise and were able to recruit suitable qualified staff - this is the reason for the additional managed risk. The Chairman commented that, again, that is a reduction in light of action that the Board has taken.

(ix) Risk analysis 2.1 – Risk of prosecution for not adhering to Environmental Legislation

The Finance Manager stated that he has gone through the Boards Insurance Policies and where he has found something that is a risk being managed within the policies, he has included what insurance covers the risk and what level it is at for more information.

The Finance Manager added this is covered by liability insurance which is at £1 million.

(x) Risk analysis 2.2 – non delivery of objectives

The Finance Manager stated there was an error in the original Risk Strategy it was showing 'LOW MEDIUM = 2' while on the actual register is was 'LOW LOW = 1' so he has corrected this.

(xi) Risk analysis 3.2 – Insufficient Resources

Mr Leggott had noted insufficient resources, he thought of finance and thought then how the risk is managed and shared resources with neighbouring IDBs which would cost us and using local farmer resources will cost us. The Chairman asked if we could qualify the resources, are we referring to financial resources. The Finance Manager responded if an emergency was not declared we would not be able to claim Belwin, therefore it would come from the Boards resources. When our reserves run out, if Belwin has not been enacted there is going to be a shortage of finance - I would suggest maybe it should be listed. Mr Barker raised the point that if it was for the community it might be the Councils dealing with it rather than the Board, the Council would ask the Board to come in. The Finance Manager added that if it was declared an emergency then Lincolnshire County Council would take the lead as the local resilience forum, if the Gold Commander, be it Police or Local Authority, declare it an emergency and it went above the threshold of Belwin anything we expended over and above normal operations we would be able to claim Belwin funding for if that threshold is not reached by whoever the Lead Authority is. Last time it just affected Boston, it was a District Council so it was a low threshold, if it's Lincolnshire County Council, i.e. the whole of Lincolnshire, the threshold is quite high so for example for the snow the threshold in the County was never reached and the Belwin Scheme was never enacted. The Chairman clarified is this only if the County threshold is reached. The Chief Executive commented at the same time this ties in with insufficient resources following the December 2013 tidal surge. We were offered the opportunity to fill some emergency response remedial works on our own systems, we did not have the resources so we hired them in through sub-contractors in the knowledge that we had received the order. We completed £750,000 of work without our own resources because they were carrying out the ongoing maintenance work.

Mr Scott added in the context it is talking about men and machinery for emergency work. The Chairman agreed that is the way he sees it.

Mr Scott suggested "insufficient resources (staff and equipment)" – all AGREED.

(xii) Risk analysis 3.3 – Risk of critical incident loss of office

The Finance Manager added the business interruption and the additional costs for working/business interruption, NFU used to call it additional costs of working, Towergate call it business interruption. He has included both descriptions. This is a matter of £100,000 over a 12 month period and also added the daily and monthly back up tapes off site. It used to be showing as 'HIGH LOW' he proposed lowering it down to 'MEDIUM LOW = 2' because we are well set up now, we could get a set of generic offices and we have disaster recovery with the IT suppliers. The IT suppliers would set up a network and all the computers and the insurance would pay to hire the offices and all the facilities put in place. Cllr Russell asked if we had a 'Hot' start in place? The Finance Manager responded that if it happened we would have to find the offices first. Mr Scott asked is there a Disaster Recovery Plan in place which details a plan for if the office burnt down - what you do the next day. The Finance Manager responded no, from the IT point of view there is a tape which will go into a system they will put it in place for the Board when we tell them where we want it, even if its dropping a couple of porta cabins on what's left. Mr Scott asked do you think we should think about if a flood or fire destroys the offices? The Finance Manager responded a Business Continuity Plan, Mr Scott a Disaster Recovery Plan. Cllr Russell is surprised the insurance have not followed that route through with you and Mr Scott added that the IT is critical because you need the IT. Cllr Russell is a little uneasy about it being dropped to 'MEDIUM' without a 'Hot' start. The Chairman felt it should remain as 'HIGH' and put the work into a Business Continuity or Disaster Recovery Plan and look at producing it. Mr Scott added that he has previously done one and we had a building earmarked, on a first come first served basis so if there was a terrorist attack we phoned up site and got the first 100 desks. It may not be that critical but you may need a few staff i.e. a foreman directing operational machinery and a few staff putting things back together - are there facilities available in the mountains of Lincoln which is away from this site because if it's a flood you want to be somewhere else and if it's a fire you could be next door. Cllr Russell is happier with that. The Finance Manager concluded that it is to be left as 'HIGH' and do the further work on a plan, once this has been completed we can revisit it.

(xiii) Risk analysis 4.1 – Risk of injury to staff and subsequent claims and losses

The Finance Manager stated the he has added the insurances, Mr Leggott asked if they were an adequate amount? The Finance Manager responded that the Employers Liability was £10 million which was increased to £15 million last year for the PSCA works on the South Forty Foot and the Personal Accident Insurance is at £60,000 with £100 per week for total disablement, that is for staff, there is also cover for Board Members but their figures are 50% of those.

The Chairman asked if we have insurances to review in the Autumn meeting? The Finance Manager could invite Mr J Cook to talk to the Committee through the insurances and look at that then and this is something we should visit again. Mr Scott added that if you take advice from your insurance broker who is on a 15% commission and read newspapers which has the odd story that £15 million may be reached and it won't be settled at that. What the actual day to day pay-outs are today, he is not aware of and whether the broker to trust the source as it is a conflict of interest.

The Internal Auditor added that you need something which is reasonable and if it's too high you are paying too much and if it's too low then you could create a risk. As a Committee you are discussing it and debating it so where it sits at the minute at £15 million, cannot be criticised if it goes wrong as you have taken due regard, you have increased it at a level. Mr Scott added you now need to see what the cost is per million pound to determine if it's right or wrong, if the cost is not much that means it's never going to be needed because the insurance is the underwriters who actually know the risk they will have the claims experience.

The Chairman asked the Committee if there were happy to leave it at the £15 million level – general AGREEMENT.

(xiv) Risk analysis 4.2 – Risk of not complying with Health & Safety Legislation

The Finance Manager has added Insurance for Manslaughter costs and safety legislation costs, £1 million each of those. Mr Barker didn't think £1 million is enough, he felt we had somewhere increased to £5 million this should be up at that level. Mr Scott responded these are costs rather than pay out, this would be legal expenses. The Finance Manager responded he believed so yes - it is for defending the Board. The other insurance would cover pay out of the claim under Public Liability but we have £1 million to defend the Board. Mr Barker acknowledged the response.

(xv) Risk analysis 5.1 – Risk of loss of cash

The Finance Manager stated the insurance covers £500 out overnight and it will be insured. The petty cash, which is a maximum of £500, is locked in a tin in the server room.

(xvi) Risk analysis 5.2 – Risk of loss of money invested in Building Societies and Banks

The Finance Manager stated that the Executive Committee is looking into the Building Societies and the FCA register and their ratings.

Mr Barker asked if this should be adjusted before or after the Executive Committee look at it, we have had discussions about other forms of investment. The Finance Manager clarified that the Investment Policy has not changed, therefore the risk has not changed, as it is at the moment we leave it as per the policy. If the policy was to change then the risk could change.

The Board on 14th February 2018 decided they were not going along the route of investments they considered the bank, Aldermore Bank, but asked for the credit rating information - this information will be taken to the Executive Committee on 9th May 2018 and then to the Board on 30th May 2018. Other than to pull the funds out of Monmouthshire, he does not foresee anything changing.

(xvii) Risk analysis 5.5 – Fraudulent use of credit cards

The Finance Manager explained that he has added himself to the fraudulent use of credit cards for this Committees consideration. Both the Finance Manager and Chief Executive have a £5,000 limit on the Boards credit cards and the Operations Manager has £2,500. The Board has insurance up to £1,000 per card. The card expenditure statement is reconciled and this will go into the Financial Regulations. It is not authorised by each other because its impractical to have to ring someone to give you authority to use it, but it is reviewed and reconciled on a monthly basis. He has included this as a risk of £5,000 on each card at risk this is why the impact is 'LOW' as it is fraudulent use of cards by others. The Chairman asked about the level of insurance - we are only partly insured. Mr Scott added the credit card insures you, via a third party fraud that is when the insurance would be used. He suggested 'LOW LOW'.

The Internal Auditor added it can be used and abused and there are ways around it and the likelihood of risk recommended 'MEDIUM'. He sees elsewhere you give the card to other members of staff and you assume they have bought the right thing – this is when the checks and balances come into effect but if you are buying something credible for the organisation you don't often challenge what it is and who's using it which is why he brought in the procedure of disposing of stuff below the £500 level, this is where things could not be working as they should. From an outside perspective he felt leave the risk, even though it is probably good practice, as the card could be used by others.

The Chairman clarified with the Committee, that it is left at 'LOW MEDIUM' and happy with the level of insurance. All AGREED.

(xviii) Risk analysis 6.1 – Risks to Board Members

The Finance Manager highlighted the addition of the £3 million Legal Liability Cover.

(xix) Risk analysis 6.2 – Risk of not complying with all employment Regulations and Laws

The Finance Manager highlighted the addition of the £1 million Employment Practices Cover.

(xx) Risk analysis 7.1 – Risk of collecting insufficient Income to Fund Expenditure

The Finance Manager stated he has added in about our comprehensive annual budgets and ten year estimates which are produced and should be recognised - this is part of managing the risk.

He suggested that the fact we maintain 20% of annual expenditure in the general reserve should be added - which is also to be included in the Financial Regulations.

(xxi) Risk analysis 8.3 – Risk of loss of internet connections

Mr Barker asked about the fibre broadband and internet lines into the office, there could be an instance where a third party cuts the phone line or electric cables off site - it's having alternatives.

The Finance Manager responded that we have a mobile Wi-Fi dongle that 32 devices can connect to.

(xxii) Risk analysis 8.4 – Risk of network failure

The Finance Manager stated the proactive IT maintenance contract with external consultants that also includes disaster recovery has been recognised in this.

(xxiii) Risk analysis 8.5 – Risk of breach in cyber security

The Finance Manager stated this is one we spent a lot of time on last year and a lot of time with staff working on this. Staff training was something for further work last year, we have had staff training on site by HBP and staff completed very comprehensive cyber security training that required 2.5 hours provided by Sophos which included GDPR, malicious emails, hacking etc. From the staff training point of view this has been covered. Regarding the offsite backups, we still have the two-week rotation and we also have a monthly backup as was recommended by this Committee to the Board last year. We just have April / May to go then we will have a full monthly backup for an entire year so he is suggesting all that work having been carried out that the likelihood can now be reduced to 'LOW'. Mr Leggott added after all this training that we would not be putting at 'LOW' if we had some further attempts of cyber. The Chairman added that things move on all the time and as fast as you plug the gaps, someone else finds a way around those defences. The Finance Manager responded that in the last two weeks the Board has had two attempts at the system being breached on five occasions, therefore five attempts on one day and a week later another five attempts and they were all blocked by the unified threat management system, the hard firewall, and then reported that they had been blocked and not let into the system – so from that point of view with the system we have he is happy that the hardware is still currently doing its job. The weakness has always been a member of staff clicking the attachment to an email or picking up a usb drive – this has all been covered by the training.

Mr Scott read out “most unlikely to happen”, the Finance Manager responded most unlikely based on the fact we have done everything we can do to stop it. Mr Scott continued it's the external guys, they are constantly evolving, and they update the production software. The Finance Manager added that the software automatically updates. The Internal Auditor added that the biggest threat is human error which training has been completed.

He added that you need a blame free culture if someone opened the wrong email then close the system down straight away you have the backup, it's about recovery control. I think cyber risk which is the important ones to put in prevention is one thing but you are never going to stop the potential for the risk to occur its about how quickly you can recover and the Finance Manager has looked into all this.

The Chairman asked Members if there are happy to reduce the likelihood to 'LOW'. All AGREED.

(xxiv) Risk analysis 8.7 – Risk of virus being introduced to network

The Finance Manager stated that with our new cloud based anti-virus system all the Boards laptops which are not on the domain now also have the same anti-virus protection which is managed centrally and the emails filtered offsite by message defence, which has always been the case. We have now moved from holding the mail server at the office to it being based on the cloud so instead of the UTM firewall filtering messages Office 365 does this instead. This is just a change in modernising the procedures and reduces the risk of losing everything from our emails.

(xxv) Risk analysis 8.8 – Risk of loss of accounting records & 8.9 Risk of loss of rating records

The Finance Manager stated this is about the two-week daily rotation and the annual monthly rotation and again putting in about the insurance for the business interruption. This is same for the accounting and rating records which this Committee wanted to keep separate.

The Chairman invited the Internal Auditor for his opinion on this policy.

The Internal Auditor stated he thinks what this Committee is doing today is excellent, you have certainly looked at the risks and, as he had mentioned before, he likes to challenge the process. One of the directions we will be looking with other clients is the forward direction of travel - you kind of see where you want to get to and can then put in a timeline as to when it will be achieved to make the Officers commit. You can then see the direction of travel the risk moved and, yes, we have now reduced it down because that has now happened. It enables you to think about the all-risk appetite, probably less so if you work for a Council and the risk appetite has increased enormously with austerity and therefore you have to change your control framework to meet that need and you do need that idea of thinking where are we, what are the controls doing, how effective are they and we are trying to determine the effectiveness of a control you don't want too much control as it is counterproductive but you need to see what that is and see what the cost control is – you can do this with insurance policies because insurance has a cost and you know what it is going to do if there is a situation that arises.

The Internal Auditor continued stating sometimes a control is a bit 'airy-fairy'. If it is pinned down what it actually is, it does help when looking at the cost of it and is it worth having it in the first place or do we do away with it because we can actually tolerate the risk if it happens. Recovery controls can be cheaper because they don't need to use the recovery control if the risk does not happen it is there to avoid.

So you've got to look at one of the preventative or the recovery controls to get the cost of those, look at the timeline going forward and where you want to be in terms of that direction of travel and to make sure you put in place those added controls you have suggested at the right time to change the risk and score that is going forward. He feels comforted, here you are challenging Committee. You have a good set of risks and you don't want to create a bureaucracy, that's not the point, it's about making it work for you as Members and I think it does work to a greater degree here. He is happy to discuss with all of the Board but to just to create a challenge in the risk environment if you are not seeing things which you can comment on then you are not seeing the right things – do we fully understand what is the risk – that is the challenge for most people.

- What is the risk we are trying to manage I always put two parameters on it - if you cannot manage it, is it a risk? Using pandemic flu as an example, it itself is not the risk, the risk is to the people and the services - that is what we are managing. Pandemic flu is a cause therefore you actually then put a control in place to manage that cause and can then see what the cost is i.e. you can inoculate people against flu.
- So if you think through the structure and what you are managing, a risk should have a timeline, at some point in the future the risk will occur. It cannot stay on the register as a red risk year in year out, it does not work, you need to challenge the risk – the risk should have a timeline in terms of when it may occur, if it's not going to occur you are looking for a cause. The risk is about managing your staff, about managing the service you provide and how you deal with that. Referring back to the example, one of the areas which will impact on the pandemic flu will be stopping your staff from working, a contract may be put in place with others if it does happen, then you can call on that contract to come in and provide the service or you might work with other Boards. This challenges your thinking. Going back to the risk – what is this risk we are managing? Can we manage it? Who's managing it and when is that timeline likely to happen?

The Finance Manager asked if there should be timescales on further work, is that what Members are thinking? The Internal Auditor responded he is very happy to come along and do a workshop for all the Board Members. The Finance Manager responded that there is a Board election this year so the November Board will have an induction and asked if it could be included in the schedule? The Internal Auditor responded yes an hour would be sufficient to look at thinking about what it is we are looking at, what we are challenging, do we feel comfortable with what's there. He has seen good challenges from the meeting today.

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 Risk Management Strategy Policy should be approved at the next Board meeting.

(b) Financial Regulations Policy

The Finance Manager stated this policy, on pages 54 – 58, with regards to paragraph 2.1, it was not recorded anywhere other than in Board minutes who the responsible Financial Officer was. He felt it was prudent to add this in section 2.1.

He then continued to section 5.1 – he was asked to produce the procedures for the collection of all income by the Internal Auditor and was unable to do it in written form, he has enhanced section 5.1 to include the procedures for the actual collection.

The Chairman asked does this mean the recommendation is completed? The Internal Auditor responded all the items recommended will be the first point of call when he comes back to the revised audit and he will then look at it in more detail. He added that he has gone through this policy and he is happy to support what is being said here.

The Finance Manager referred to section 5.5 - regarding the level of drainage rates collected, this used to be done by a single figure compared to budget in the management accounts. There is now a new report which has been included in from period 10 which will be at agenda item 7.

The Finance Manager referred to section 7.5 - this is a new paragraph added that, again, was from the recommendation of the Internal Auditor on the disposal of obsolete equipment, he has drafted this paragraph as it is currently done. It is for this Committee to discuss if you think this is appropriate or if any amendments are required. Mr Leggott stated that it seems to fit the bill regarding transparency. The Chairman added it is a sensible way of letting obsolete equipment go and handling it because it's similar to what the local authorities do. Cllr Russell added that it is very staff friendly.

Mr Barker made reference to a previous item, a jetter, which you could not get rid of as it was obsolete and could not obtain the right price for it. The Chairman responded that this is about staff, the order in which we offer things out to the staff first and then at the market rate and then move on down.

The Finance Manager referred to section 9.6, stating that he has added two sentences onto the end of the paragraph. The Chairman asked if we have credit cards that allow contactless transactions, and asked if we could opt out of those type of cards as they are automatically sent out unless you ask otherwise. The Finance Manager responded that if, for example, you went to London and wanted to use the tube the card would be the most useful thing to use as then you don't have to claim it back on your own card. The Chairman asked Members if they were happy for the cards to be contactless? The Finance Manager responded what is the risk? He continued any risk would be covered by the credit card company. The Internal Auditor added that contactless transactions have a £30 limit so its de minimus. The Chief Executive added that the credit cards cannot physically be used for cash withdrawal.

The Finance Manager referred to section 10 it is an additional section regarding the Boards Reserves, which is the general reserve and the aims of the Board, which he has copied straight from the budget set this year, was approved by the Board on the 14th February 2018.

Mr Barker asked if an additional word could be inserted in (a) "with a target of a minimum of 20%". The Chairman responded is it necessary to put in minimum when the target is 20%? Mr Leggott also added that he did not think it was necessary in this instance because we are defining a figure of 20%. The Finance Manager added that we are trying to reduce down to 20%, if it is changed here then we will need to look at it and the Board have already approved in the budget. The Chairman felt this was fine as it is.

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

(c) Procurement Policy

The Finance Manager referred Members to the Procurement Policy on pages 59 – 62, he outlined the amendments;

- Section 2.2 - added Works & Engineering Manager to be authorised to have an order book.
- Section 2.2(h) - changed from the Operational Supervisor to be Works Supervisor.
- Section 5.2 - in the first sentence; "payments made by credit card will be reviewed" it previously stated "these items will be authorised by the management team and no one officer should authorise their own expenditure" so effectively this was saying that you need to ring someone to authorise the payment.
- Section 5.2 - the second sentence; "Receipts for all payments are to be reconciled to the statements and no one officer should review their own expenditure". The Finance Manager explained that it should be reviewed on the reconciliation rather than authorised at the time of purchase.
- Section 5.3 - added to this sentence in accordance with the Procurement Policy "whenever possible". He clearly explained the whole point of the credit cards is that purchases can be made, travel subsistence, Board Members expense can be paid. It is not always possible to ring around and get the 2/3 quotes as required. This is not to say this isn't done, it's just whenever possible we will get the quotes.
- Section 6.2 - currently only the Chief Executive, Finance Manager or Operations Manager can place orders with Woldmarsh. This was because originally we only had bulk fuel from Woldmarsh. Now we get a lot more from Woldmarsh including tyres, building supplies, fencing posts etc. Using their buying power and having discussed it we see no reason why ordering from Woldmarsh could not be subject to the same restrictions as any other purchase, if this Committee is happy with this we are going to open it up to and order through Woldmarsh and speak to them for individual limits for individual employees as per the Procurement Policy.

Mr Leggott asked if we had had a demand for this type of purchase? The Finance Manager responded yes the Pump Engineer had tried to order some fencing and was not on the list to authorise – it was about £1,500 so Woldmarsh refused to order it and waited for the Chief Executive or Finance Manager to authorise it. The Chief Executive added that this morning they have received confirmation of six orders from Woldmarsh varying from aggregates, timbers, rails, posts, various pipe work, diesel fuel.

The process of using Woldmarsh and obtaining three or more quotations, within the guidelines of the Procurement Policy, removes time and effort from the Boards staff. We still periodically check the Woldmarsh prices but it is an unbelievably efficient process which Woldmarsh offer. The Chief Executive does not think he has ever been able to find a price more competitive than Woldmarsh when asked to compare like for like price.

Mr Leggott asked should you try and ring around for alternative quotes? The Finance Manager responded that Woldmarsh are ringing around for us, they go out for the quotes as ref the Boards Policy, so they have the deals with suppliers and because they are buying it for 200 people they are getting much better rates than the Board on its own. Mr Barker added that they get the prices in daily from 7/8 suppliers in different regions as the orders come in they don't need to ring around because they already have the prices in. The Chief Executive agreed it is a good service.

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

(d) Health & Safety Policy for Display Screen Equipment

The Finance Manager presented an updated policy stating he has re-written the introduction because it previously referred to the legislation being introduced in the old policy; therefore, he has updated the instructions on that point of view. All taken from the Health & Safety Executives website the most important aspects for the Board are at 2.4 and 2.5, which directly impact the Board.

- Section 2.4 – used to say that if the user requested an eye test, we would refund them. The Finance Manager has expanded on this in that the Board should be providing eye tests to display screen equipment (DSE) users. Therefore, he has amended it to say “DSE users should have an eye and eyesight test every two years” and the costs will be reimbursed.
- Section 2.5 – used to say “those prescribed normal corrective appliances to undertake DSE work a contribution of £150 will be reimbursed and special corrective appliances only used for DSE will be provided by the Boards appointed optometrist”. He is putting forward the proposal to increase the contribution from £150 to £200 and include a caveat of within a two year period.

The Committee RESOLVED to recommend that the Health & Safety Policy for Display Screen Equipment should be approved at the next Board meeting.

(e) Lone Worker Policy

The Finance Manager stated that this policy's review was delayed last year on the basis that we wanted to get the new lone worker devices in place in order to write about how they work and how we respond to any alerts we get in the system. He stated that the 'Introduction' has been re-written with an overview of the situation and then Section 3 is how the system works, which is on all Employees Board provided phones, and also details how the Board ensures that the lone workers are safeguarded as much as possible.

Mr Barker asked can you qualify is it all Board employees? The Finance Manager responded all employees that lone work. Mr Barker stated he saw a maintenance employee with a strimmer earlier this week standing on a deep slope with a vertical drop beneath him – has he got one of these phones? The Finance Manager responded yes he has. Mr Barker then stated that he did not have an inflatable life jacket - he would not just slip down a bank he was straight over the tunnel that takes the water into the Forty Foot. The Chief Executive responded this is a different issue this is part of his PPE training, he has an inflatable and he should be wearing it – he will pick this up with him and others.

The Chief Executive stated that the devices do work and the workforce clearly are using them as they should do, we do regularly receive alert calls by the Peoplesafe reception centre – this is caused when in ‘amber’ and someone falls, the movement processes the interaction from that call centre.

The Chairman asked if Members were happy with these amendments, all AGREED.

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

(f) Data Protection Policy (New for GDPR)

The Finance Manager informed the Committee that National ADA Policy & Finance are going to do some work on producing a policy and privacy notice for GDPR. He added that before he started to write this policy he called Ian Moodie at ADA and asked how they were getting on, the response was that they have not started and they have a meeting with Defra on 30th April 2018. He then started to write this policy from the ICO Booklets. Some more information from ADA was received on the 17th April 2018:

Email – GDPR comes into force on the 25th May 2018 ADA has been providing reminders and the twelve step guide produced by the Commissioner’s Office in the ADA Gazette, they have the detail from Defra and they confirm the Defra working on guidance and model agreements across the Defra group to be released in the next few weeks the model documents to be enclosed; privacy notice, data protection impact assessments and data sharing agreements. Guidance and model documents will be useful when released by Defra especially the model privacy notice which should provided or linked to whenever taking data about or relating to an individual. Before sharing widely with IDBs we would like to work with a small working group of senior IDBs staff to tailor Defra model privacy notice to the needs of IDBs, please let me know if you or a colleague will be interested in assisting.

Email: from the Finance Manager basically saying it is a bit too late, these have to be approved by the Board and in place by the 25th May 2018 and if it is not in place the information risk the Commissioner’s Office will be issuing fines.

The Finance Manager stated he has written a policy; he is not an expert in Data Protection or the General Data Protection Regulations other than the fact he has gone through all the information the Commissioner’s office guidelines. He directed members to the Policy on pages 66 – 72.

Cllr Russell stated we are discussing the possibility of liability of the Board as an entirety and Board Members or employees, surely if this Board associated business they would be covered under the Board. The Finance Manager responded that for insurance purposes you are covered but a fine could be to the Board or to an individual. If the individual was following the Boards procedures then the fault would be the Board, if the individual was not following Board procedures then the individual will be liable themselves. Cllr Russell added if they did something with malicious intent basically the Board and any individuals I must introduce this element i.e. on the Council we would be covered by the Council unless we took data back to a private address. The Finance Manager responded if you were to store, process or transfer personal or sensitive personal information then you are into GDPR if you're not then, no. Cllr Russell added that because you don't hold and process personal information, if he did then it would be entirely on request of South Kesteven District Council and he believes he is covered as far as that is concerned, as long as he follows their procedures. The Finance Manager responded the Board does not give Cllr Russell personal information. The Chairman added so if you receive something from one of your constituents with personal information Cllr Russell if someone came to him with a problem to be raised with the Council or the Board then he would pass that onto the Board and immediately delete any reference he had and say respond to the individual and confirm that it has been attended to, therefore he is not holding any data even on something that is coming in or out. The Finance Manager responded that you can process that data under article 6.1(e) which is public task because you are fulfilling the public task but only for the time it is required.

Cllr Austin referred to a recent scenario whereby a round robin email was received which clearly showed everyone's email addresses. Due to the subject of the email he felt he needed to respond and reply to everybody. With the benefit of hindsight, he replied to everyone but was also circulating individual data in the form of email addresses. Is this something we should be careful about in future? The Finance Manager responded that this will come under article 6, and it would depend how you got those email address as to how you could use them. If you have explicit consent to use them as a round robin email then there would be no problem, but where have you got those emails from in order to process them? Cllr Austin responded that they were sent to him by a third party. The Finance Manager responded that you would be breaching article 6.

The Finance Manager stated that this is European legislation, we are given guidance from the ICO who will be responsible for enforcing it going forward from the 25th May 2018. No levels have been set for fines because it is for each individual state to set those levels. The European view of everything, the ICO, are currently sending out guidance on how to interpret the European Law but until we actually get into a situation where they take cases to court and start setting fines we won't know the levels.

The Finance Manager added that under Data Protection 1998 regulations there have been some very hefty fines – there was a case where customer's data had been lost on a usb flash drive and the company was fined £300,000 because of the unencrypted data that was lost.

The Internal Auditor added that there is news coming through that the fines linked to GDPR will be significantly greater than they have been in the past.

The Chief Executive pointed out that the Finance Manager had stated he was not an expert, he agreed that perhaps the Finance Manager is not an expert but having used the ICO guidance and put it into a nine-page policy he has been able to answer those questions with a lot more expertise than himself or anyone else around the table. He felt he has a higher level of expertise and suggested that the Finance Manager be given the role of Data Protection Officer.

The Finance Manager suggested that this GDPR Policy be used as a starting point and then when the ADA model templates are received re-look at it. He suspects, as he has provided this document to ADA, that they are going to look very similar.

The Chairman asked if there was going to be GDPR training to the staff? The Finance Manager responded we shall do more but part of the Sophos training was the GDPR.

The Finance Manager continued the areas and the register which is dependent on, that we hold or process transfer personal data and then the lawful basis for holding it. Everything is covered by what we already have and there is no additional work. Due to the fact we were complying with the Data Protection Act 1998 the extra work is in producing the policy and the privacy notice. Any future projects the Board does we need to do a data impact assessment. We don't do big marketing campaigns like that which is the sort of stuff they are talking about.

The Finance Manager stated that internally within Black Sluice IDB we won't hold any less data, we are just showing the lawful basis as to why we can hold that data. It is to undertake the tasks performed under the Land Drainage Act 1991, therefore it's a public task so we have a legal basis to hold that data. Externally and working with the other Councils the Finance Manager is in the process of putting together a public data sharing agreement with Boston Borough Council which we will suggest sharing with the other three Councils. Therefore, when we are having discussions about who is the owner / occupier of a particular piece of land we can acquire the information. It's not explicitly under the Land Drainage Act, we will have a data sharing agreement between local public authorities that states we can share that information with each other. This is something that the Boards solicitor is working on at the moment, data information being transferred in both directions. We are working on what we do with external public organisations. We have powers under the Land Drainage Act to enquire for information from occupiers and owners of land we are not losing that either, we could use that if necessary.

The Finance Manager stated the formal thing we need to do as a Public Authority is to appoint a Data Protection Officer - page 70 at section 4.5. The Chief Executive has put the Finance Manager forward. The Chairman and the Committee Members recommended that the Finance Manager be given the role of the Data Protection Officer. The Chairman thanked the Finance Manager for his work in putting this policy together.

The Finance Manager proposed that the policy is enacted immediately to be ratified by the Board so that it is in place by the 25th May 2018. All AGREED.

The Committee RESOLVED to recommend that the Data Protection Policy should be compared with the ADA model when it is received and should be ratified at the next Board meeting.

1266 TO REVIEW THE PERIOD 11 BOARDS MANAGEMENT ACCOUNTS - Agenda Item 7

The Finance Manager referred Members to pages 76 – 80 stating this is something we have on an annual basis to review. This is a summary of the management accounts that go to the Executive Committee, the Officers have a much more detailed breakdown of these. There have not been any changes to the spreadsheet detailed on page 76. The Drainage Rate report, on page 77, which was referred to earlier from the Internal Auditors recommendation shows the payments have been posted 99.99%, that is now 100% at the year end and the Board was in credit by 36p. This is the format and asked the Members if they had any additions or amendments.

The Finance Manager referred to page 78 which is the report that this Committee suggested should be included at April 2017 because of the size of the project regarding the South Forty Foot Drain cleansing scheme and it has proven that there is £885,000 invoiced for this job and it was justifiable that we monitor the costs closely and produced this on a monthly basis.

The Finance Manager referred to page 79 & 80 which is a spreadsheet as it was previously, and he cannot think of any more information that the Executive Committee would require.

The Chairman confirmed with Members that they are happy with these presentations.

1267 TO REVIEW THE RISK REGISTER - Agenda Item 8

The Finance Manager stated that the Risk Register will need to be updated with the adjustments discussed earlier in the Risk Strategy Policy.

The Chairman referred to the register to see if there were any scores over four, the Finance Manager added that there is going to be a score of 6 which will have to be detailed to the Board.

1268 TO REVIEW THE BOARD'S CATALOGUE OF POLICIES - Agenda Item 9

The Chairman reviewed the Boards Catalogue of Policies, thinking about what we should be looking at in the September 2018 meeting. The Finance Manager stated we have had from ADA/Defra a new suggested policy statement template. It came after the agenda papers for this meeting were posted out so he has agreed with the Chairman of the Board it will be taken to the Board directly at the end of May 2018 so that it is implemented. The only place that this policy statement is actually published is on the Boards website, we don't have it on this catalogue of policies, it will be added to this spreadsheet.

(a) Development Fees

The Finance Manager stated that currently the Board charges development fees, providing funds for upgrading the Boards systems to cater for their water, at the time or in the future i.e. the Q1 Development.

We have just spent £86,000 upgrading the system so that takes their water away and they have made their contribution to the Board. The Board does not currently have a policy detailing how the Development rates will be set or how and when they will apply other than within the Board's Byelaw guidance documents.

The Finance Manager stated that we are going to develop a Development Fees Policy, South Holland IDB are currently doing this. We do it on a one decimal place on a percentage basis the flow above the green field rate. South Holland IDB are suggesting that they have bands rather than a 100 different rates but that is not going to their Board on 29th May 2018. The Black Sluice IDB Board meeting is on the 30th May 2018, we are going to carry on as we are for now and then we will bring this development fees proposed policy to the Audit & Risk Committee in September 2018. The Chairman added that we are trying to get uniformity across the Boards nationally and locally if it's possible.

(b) Emergency Flood Response Plan

The Chief Executive asked the Committee if he could bring the Emergency Flood Response Plan to the September 2018 meeting for review because of the decommissioning of the Black Sluice (Boston) Pumping Station and the operation of the navigation lock which is the fluvial device.

1269 ANY OTHER BUSINESS - Agenda Item 10

Mr Leggott asked if we still had the residential property belonging to the Board which is rented? The Finance Manager responded yes. He added that were we aware of new regulations which came in April 2018 regarding EPC levels because unless you can get out of 'F' and 'G' and get into 'E' you could have problems letting these properties. There are all sorts of problems which is part of a scheme the government put forward with funding grants, then they cancelled the grants but a lot of the regulations are still are on the books.

There being no further business the meeting ended at 4:22pm.

Black Sluice Internal Drainage Board

Risk Management Strategy

Risk Management Policy

Risk Analysis

Updated	25 th April 2018
Board Approved	30 th May 2018
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.

6. Supporting Innovation and Improvement

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

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

RISK ASSESSMENT MATRIX

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

← Impact on the Business →

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

IMPACT

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

LIKELIHOOD

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

7. Risk Control

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

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

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

8. Supporting Innovation and Improvement

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

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

RISK MANAGEMENT STRATEGY STATEMENT

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

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

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

The Boards Risk Management objectives are to:

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

These objectives will be achieved by:

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

The benefits of Risk Management include:

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

RISK MANAGEMENT POLICY DOCUMENT

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

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

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

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

The 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 (Will the likelihood increase with the decommissioning of BSPS? $3 \times 2 = 6$)

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	MEDIUM	6

- (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 is **continuously programmed**
Continued investment planned for pumping stations

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

1.4 Risk of Board Watercourses being Unable to Convey Water

Consequence: High water levels and possible flooding from over topping
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 (Llantra training adopted, reduced Likelihood? $2 \times 1 = 2$)
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	LOW	2

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
 Damage to Third parties
 Damage to vehicles

Consequence: 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 (Llantra training adopted, reduced Likelihood? 2 x 1 = 2?)
 Risk assessments are carried out

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

1.7 Risk of Third Parties damage to Board maintained assets

Risk:

Consequence:

How risk is managed:

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM		

1.8 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

1.9 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

1.10 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

1.11 Insufficient Staff Resources

Consequence: Reduced standards of maintenance
Reduced value for money

How risk is managed: Review by senior management
Reports to Executive Committee
Terms of Employment regularly reviewed to remain competitive

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
Environmental clean-up liability Insurance (£1m)

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	LOW	1

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 (Staff and Equipment)

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/business interruption (£100k over a 12 Months period)
Daily and Monthly backup tapes off site

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
Employers Liability Insurance (£15m)
Personal Accident Insurance (£60k & £100pw)

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
Insurance for Manslaughter Costs and Safety Legislation costs (£1m each)

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
Insurance (£500 out of safe overnight to £5,000 during business hours)
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

5.5 Fraudulent use of Credit Cards

Consequence: Loss of money

How risk is managed: The Board has insurance up to £1,000 per card (Card limits £5k, £5k & £2,500)
 Card expenditure is reconciled monthly and certified by both CEO & FM

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

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

6.1 Risks to Board Members

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

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

Consequence: Liability of Board Members

How risk is managed: Insurance (£3m Legal Liability Cover)
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 (£1m Employment Practices Cover)
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
Comprehensive Annual Budgets and ten year estimates produced

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
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 contract maintained

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 including disaster recovery
 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
 Staff Training (All staff have now completed classroom and online training provided by our IT consultants and Sophos as a minimum)
 Unified Threat Management system installed and subscription maintained
 All information taken off site digitally is encrypted and password protected
 Offsite backups taken daily on a 2 week rotation and monthly on an annual basis

Further Work: 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	LOW	2

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, desktop computers and laptops and managed centrally
Hard Firewall installed to prevent unauthorised person introducing virus
Emails filtered off site by Message Defence and Office 365 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 on a 2 week rotation and monthly on an annual rotation
Insurance for Business interruption £100k for up to 12 months
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

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 on a 2 week rotation and monthly on an annual rotation
Insurance for Business interruption £100k for up to 12 months
Volume Shadow software copies back up every six hours
Computer systems are regularly reviewed by trained staff and by external IT consultants
Encrypted Back up tape is taken off site out of office hours

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

Black Sluice Internal Drainage Board

Policy No: 3

Financial Regulations Policy

Review Dates:

Original Issue	16 th January 2013
Board Approved	30 th May 2018

1. INTRODUCTION

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

2. RESPONSIBILITY FOR FINANCIAL CONTROL

- 2.1 **The Finance Manager is appointed by the Board as the Responsible Financial Officer.**
- 2.2 The Finance Manager shall be responsible to the Board for overall financial control of the Board's financial affairs and the continuous provision of financial management information.
- 2.3 The Finance Manager shall be responsible for maintaining the integrity of the accounting, financial administration and financial control systems of the Board.

3. ANNUAL ESTIMATES AND BUDGETS

- 3.1 The Chief Executive and the Finance Manager shall, each financial year, prepare estimates of income and expenditure for the ensuing financial year. Such estimates will be presented to the Executive Committee in January to allow recommendations to be put to the Board before 15th February on the level of the penny rate and council special levies.
- 3.2 The Chief Executive and the Finance Manager shall also each year produce a ten year projection to estimate levels of balances, so that the penny rate can be set at appropriate levels.
- 3.3 The Board meeting in February will set and Seal the Rate for the ensuing financial year.
- 3.4 The Board shall be kept informed by the Finance Manager of the overall financial position of the Boards finances through monthly management accounts, quarterly forecasts and other reports as necessary.

4. PAYMENTS OF ACCOUNTS / ORDERS

- 4.1 All requests for goods and services shall be issued on official order forms authorised as set down in the procurement policy.
- 4.2 All invoices, claims and accounts shall be authorised by the Finance Manager before payment ensuring that the payment is legal and within the power of the drainage board.
- 4.3 Payments will be made twice each month processed by the second and last Friday in each period.
- 4.4 The Finance Manager shall prepare a monthly schedule of payments that have been made.
- 4.5 All Schedules of payments are to be reported to the next available Board meeting.

5. INCOME

- 5.1 Procedures for the collection of all income due to the Board shall be under the control of the Finance Manager.
 - a) Invoices are to be raised promptly.
 - b) Statements to be sent on a monthly basis following the month the invoice was sent. (Copy invoices also to be sent if deemed required).
 - c) Any debtors outstanding over three months are to be reported to the Executive Committee.
- 5.2 Payment received on behalf of the Board by cheque will be paid into the Board's bank account on a regular basis and at least within a week. Payments received in cash may be transferred to the petty cash float if required otherwise paid into the Board's bank account without delay. Payments may also be taken by debit or credit card, in person, by phone or on the Board's website or paid directly into the Board's bank account by the Debtor.
- 5.3 All payments received by which ever method shall be recorded in the collection and deposit book.
- 5.4 The Finance Manager shall have responsibility to ensure that all monies received are correctly recorded in the Board's accounting records and the correct amount of VAT is added to income accounts where applicable.
- 5.5 The Finance Manager shall keep the Board regularly informed on the level of drainage rates collected by inclusion of a report in the monthly reports sent to the Executive Committee and at each Board meeting.
- 5.6 An official receipt showing date of receipt, amount received, type of remittance and reason for payment will be issued for all cash payments and for cheque payments on request.
- 5.7 Keys to the safe and cash boxes shall only be available to designated officers. Any lost keys must be immediately reported to the Chief Executive and Finance Manager.

6. INSURANCE

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

7. STOCK AND ASSETS

- 7.1 The Finance Manager shall receive a weekly stock list from the Operations Manager detailing issues, receipts and balances of stock items.
- 7.2 The Finance Manager will arrange a physical stock take at least twice a year with one coinciding with the financial year end on the 31st March.
- 7.3 The Operations Manager shall ensure proper and safe custody of all stock.
- 7.4 The Finance Manager shall keep an asset register. This shall record all assets above £5,000 in value. The Finance Manager will carry out at least an annual physical check of assets.
- 7.5 **Obsolete Equipment will, on the agreement of the Finance Manager and Chief Executive, be offered to the primary user at the best trade in rate achievable plus one pound and then to other staff via sealed bid. If not purchased by staff then, if appropriate and suitable, it can be traded in or sold by any other means for the benefit of the Board.**

8. PAYMENT TO EMPLOYEES

- 8.1 The Finance Manager shall keep a record of all employees to show details of the appointment, grade and payments in respect of each employee of the Board.
- 8.2 The Finance Manager shall be responsible for the payment of all, salaries, wages and other emoluments to all employees.
- 8.3 The Finance Manager shall be responsible for keeping and maintaining all records for the proper administration of PAYE, NI and Superannuation.
- 8.4 All authorised officers shall notify the Chief Executive and Finance Manager immediately of all matters affecting payments including resignations, suspensions, absences from duty and changes in remuneration.

9. TREASURY MANAGEMENT / BANKING ARRANGEMENTS

- 9.1 The Finance Manager shall include in the monthly management accounts details on all investments which will be distributed to the Executive Committee.
- 9.2 The Board has a limit of funds that may be deposited, in a fixed term investment, with any institution which is £300,000.
- 9.3 The Board only places deposits with financial institutions which are regulated by the Financial Conduct Authority.
- 9.4 Bank transactions and instructions must be authorised by two approved officers.
- 9.5 In relation to 9.4 above, the approved officers are: Chief Executive, Finance Manager, Finance Supervisor and Operations Manager.
- 9.6 The Chief Executive and Finance Manager may hold a Business Chargecard, with a monthly limit of £5,000 for payment of expenses and Internet orders. The Operations Manager may hold a business Chargecard, with a monthly limit of £2,500. Statements are to be certified by the Finance Manager every month. Chief Executive to certify the Finance Manager's statement. **It is the bearers responsibility to ensure the cards are kept safe and only used in accordance with the Board's Procurement Policy. Under no circumstances are the cards to be used to withdraw cash.**
- 9.7 Small payments may be made by petty cash under the control of the Finance Supervisor. All petty cash claims are to be recorded on a voucher supported by a receipt and authorised by the Finance Manager or Chief Executive. The maximum amount of petty cash that may be held is £500. The Finance Manager is to certify the analysis every month.
- 9.8 Bank accounts must be in the name of Black Sluice IDB.

10. RESERVES

- 10.1 **General Reserve - When producing budgets and estimates the long term aim of the Board is;**
- a) **to continue to reduce the Board's general reserves, with the target of 20% of annual expenditure;**
 - b) **to achieve a balanced budget in the long term reporting period.**

11. AUDIT AND ACCOUNTS

- 11.1 The Finance Manager shall arrange for an internal audit of the accounting, financial management and other operations of the Board. This will be undertaken by a suitably qualified and experienced internal auditor and be undertaken in accordance with the Governance & Accountability for Smaller Authorities in England code of audit practice.
- 11.2 The Internal Auditor shall produce an annual report to the Executive Committee and the Audit & Risk Committee.

- 11.3 Any qualified or adverse internal or external audit reports or opinions will be reported to the next available Board meeting.
- 11.4 The Annual Financial Statements shall be approved by the Board before the 30th June each year.

12. IRREGULARITIES / FRAUD

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

Black Sluice Internal Drainage Board

Policy No: 4

Procurement Policy

Review Dates:

Original Issue	14 th January 2010
Board Approved	30 th May 2018

1 INTRODUCTION

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

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

2 THE PROCUREMENT PROCESS

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

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

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

3 BASIS OF PROCUREMENT POLICY

- 3.1 The policy sets out guidelines for procurement for four bands of expenditure:-
 - Greater than £10,000
 - Between £2,000 and £10,000
 - Between £500 and £2,000
 - Below £500
- 3.2 The Policy for Delegation of Authority gives the following authorities:
 - (a) Executive Committee to approve any item of expenditure up to a value of £25,000.
 - (b) The Chief Executive or Finance Manager to approve expenditure up to a value of £10,000 which is included in annual estimates and regular budgeted expenditure (eg electricity) in excess of £10,000.

4 PROCUREMENT POLICY

4.1 Items with a value greater than £10,000

These items will typically be:

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

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

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

4.2 Items between £2,000 and £10,000

These items will typically be:

- Items of new plant
 - Large repairs to plant
 - Repairs to equipment at pumping stations
 - Purchase of pipes, steel sheet piles and other construction equipment for stock.
 - Items of office equipment
 - Consultancy services
 - Contracts for maintenance works
 - Monthly payments to electricity companies.
- (a) Quotations will be obtained for items of new plant, office equipment, consultancy services and contracts for maintenance works. These will be approved by the Executive Committee before procurement, unless these have been approved within the annual budgets when the Finance Manager or Chief Executive will approve the expenditure.
- (b) Repairs of plant and pumping station equipment need to be progressed without delay and will normally be carried out by contractors or suppliers who regularly carry out work for the Board. The Finance Manager or Chief Executive shall approve this expenditure and this will be reported to the Executive Committee as part of the monthly Accounts Analysis sent to members by Email.
- (c) Regular purchases of equipment and materials for stock will be approved by the Finance Manager or Chief Executive. The Operations Manager or Operations Supervisor will where possible obtain three quotations and the best value will be chosen.
- (d) Some monthly utility payments, particularly electricity bills, will be included in this category. These payments will be approved by the Finance Manager and Chief Executive. Best value for money is achieved by using a broker to negotiate annual, 2 year or 3 year contracts with the electricity supply companies.

4.3 Items between £500 and £2,000

These items will typically be:

- Purchase of small items of plant
 - Hire of plant and machinery
 - Repairs to plant and machinery
 - Purchase of spare parts for machinery
 - Material for construction materials.
 - Computers and office equipment
- (a) The Finance Supervisor, Operations Supervisor, Fitter/Pump Engineers Assistant and Unimog Driver shall, where possible obtain three quotations and obtain the authorisation from a member of the management team before signing an order for this level of procurement.

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

4.4 Items below £500

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

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

5 ITEMS PURCHASED BY CREDIT CARD

- 5.1 Credit cards have been issued to the Chief Executive, Finance Manager and Operations Manager for use in purchasing goods and services for the Board.
- 5.2 Payments made by credit card will be reviewed by the management team on a receipt of the card statements. Receipts for all payments are to be reconciled to the statements and no one officer should review their own expenditure.
- 5.3 These purchases will be subject to the same guidelines as normal purchases, whenever possible.

6 ITEMS PURCHASED BY WOLDMARSH GROUP

- 6.1 The Board has become a member of the Woldmarsh Buying Group which works on behalf of its members to procure goods and services at preferential prices.
- 6.2 If goods or services are required a member of staff, authorised in para 2.2 above to be issued an order book, will contact Woldmarsh who will procure the items on behalf of the Board within the authorised limits for the individual. An official Board order form will be completed as above to include the agreed prices and the analysis for the accounts.
- 6.3 As soon as Woldmarsh have completed an order to the suppliers a confirmation of the order is sent to the Operations Manager, Finance Manager and Chief Executive Officer for review and oversight.
- 6.4 Woldmarsh submit an invoice for payment once per month for all of the goods and services purchased for the Board.

7 SUMMARY

- 7.1 The above policy is not exhaustive and is written as a guide to the appropriate level of authorisation for the level of procurement required.
- 7.2 Members of staff should always liaise with members of the management team to ensure that procurement of materials and services give satisfactory value for money.
- 7.3 Staff should look for every opportunity to make bulk purchases with other authorities to achieve additional value for money.

Black Sluice Internal Drainage Board

Policy No: 23

Display Screen Equipment Policy

Review Dates:

Original Issue	9 th April 2014
Board Approved	30 th May 2018

1 INTRODUCTION

- 1.1 The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.
- 1.2 Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious.
- 1.3 The purpose of this policy, is to state who is responsible and what they must do in order to minimise any possible health and safety risks to users which are associated with display screen equipment work.

2 MANAGER RESPONSIBILITIES

- 2.1 You must ensure that for all users, for which you have responsibility, a **Health and Safety Executive DSE workstation assessment** is carried out and a record kept in the 'Display Screen Equipment' section of the Health and Safety files. In practice this means that there will be a completed HSE workstation assessment form for **each DSE user**.
- 2.2 DSE Workstation Assessments should be carried out in conjunction with the user so as to provide training.
- 2.3 You must progress reasonable requests from users for any items identified as a result of carrying out the DSE workstation assessment and, which will significantly reduce any ill effects associated with DSE work.
- 2.4 **DSE users should have an eye and eyesight test every two years** and you must arrange for this to be undertaken and the costs of the eye and eyesight test reimbursed.
- 2.5 **The Board will contribute a maximum contribution of £200 in any 2 year period to those prescribed normal corrective appliances to undertake DSE work.**

3 DSE USER RESPONSIBILITIES

- 3.1 You must co-operate with your manager and assist them in carrying out the DSE workstation assessment detailed above.
- 3.2 You must notify your manager if you become aware of any ill effects associated with your DSE work so that the DSE workstation assessment may be reviewed.

Black Sluice Internal Drainage Board

Policy No: 25

Lone Worker Policy

Review Dates:

Original Issue	9 th April 2014
Board Approved	30 th May 2018

1 INTRODUCTION

- 1.1 Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone.
- 1.2 Employers are responsible for the health, safety and welfare at work of all their workers. They also have responsibility for the health and safety of any contractors or self-employed people doing work for them.
- 1.3 These responsibilities cannot be transferred to any other person, including those people who work alone.
- 1.4 Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

2 REGULATIONS

- 2.1 The duties placed on employers and employees by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 are still applicable to lone workers. Employers have a requirement to identify the hazards presented by the work, the risks involved and the introduction of remedial measures to avoid or reduce the risk.
- 2.2 In accordance with the regulations mentioned above, Risk Assessments will be carried out by a competent person to identify the possible hazards before working alone, for example working below overhead cables, working adjacent to water, working with electricity, working in the open. The risk assessment will take into account foreseeable emergencies such as fire, equipment failure, ice, illness and accidents, as well as more job specific factors.
- 2.3 Persons will only be required to work alone if they are considered fit, healthy and competent to deal with the foreseeable risk and the precautions required for the job.
- 2.4 Management will maintain regular communication with the lone worker. In addition, the employee has the responsibility to keep in regular contact with their supervisor and to not take unnecessary risks in order to complete a job alone, this will be detailed within the risk assessment.

3 BOARD PROVIDED WORKER DEVICES

- 3.1 Any employee lone working will be issued with a mobile telephone that has the Peoplesafe Lone Worker Application (App) installed.
- 3.2 On commencement of work for the day the telephone is to be switched on, GPS location set to on with GPS Trail and the Man Down Function turned on in the Peoplesafe App.
- 3.3 On commencement of lone working Amber Alert is to be turned on in the Peoplesafe App and a time the lone working is expected to be completed logged with the monitoring station.
- 3.4 On completion of lone working the Amber Alert is to be completed.
- 3.5 If the Amber Alert is not completed the monitoring station will escalate as follows;
 - a) Try to contact the employee to check on their welfare
 - b) If unable to contact escalate the Amber alert to a Red Alert
- 3.6 If a Red Alert is activated by
 - a) "Man Down" situation activated by the phones sensors and not cancelled
 - b) A panic alarm activated by pressing the power button 5 times
 - c) An escalated Amber alert as per Para 3.5

The monitoring station will try to contact the employee to establish their welfare. If this should be unsuccessful they may activate the phones microphone to try and establish the situation to take appropriate further actions. In all cases the monitoring station will escalate to the Board's Officers in the following order;

- a) Works Supervisor
- b) Works & Engineering Manager
- c) Operations Manager
- d) Chief Executive
- e) Finance Manager

Black Sluice Internal Drainage Board

Policy No: 32

Data Protection Policy

NEW FOR GDPR IN DRAFT

Review Dates:

Original Issue	16 th January 2013
Board Approved	30 th May 2018

1 INTRODUCTION

- 1.1 The General Data Protection Regulation (GDPR) comes into effect on 25th May 2018. Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act (DPA), so as we are complying properly with the current law then most of our approach to compliance will remain valid under the GDPR and can be the starting point to build from. However, there are new elements and significant enhancements, so we will have to do some things for the first time and some things differently.
- 1.2 The GDPR applies to controllers and processors and applies to personal data, meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier, and sensitive personal data.
- 1.3 Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. The only category that applies to Black Sluice IDB is in relation to the collection of Trade Union subscriptions and data relating to health from sick notes and occupational health.

2 LAWFUL BASIS FOR PROCESSING

- 2.1 The requirement to have a lawful basis in order to process personal data is not new. It replaces and mirrors the previous requirement to satisfy one of the 'conditions for processing' under the Data Protection Act 1998. However, the GDPR places more emphasis on being accountable for and transparent about the Board's lawful basis for processing.
- 2.2 The six lawful bases for processing are broadly similar to the old conditions for processing, although there are some differences. The Board now needs to review our existing processing, identify the most appropriate lawful basis, and

check that it applies. In many cases it is likely to be the same as your existing condition for processing.

- 2.3 The biggest change is for public authorities, such as the Board, who now need to consider the new 'public task' basis first for most of their processing, and have more limited scope to rely on consent or legitimate interests.
- 2.4 We can choose a new lawful basis if you find that your old condition for processing is no longer appropriate under the GDPR, or decide that a different basis is more appropriate. Once the GDPR is in effect, it will be much harder to swap between lawful bases if the Board finds that our original basis was invalid. The Board will be in breach of the GDPR if we do not clearly identify the appropriate lawful basis (or bases, if more than one applies) from the start.
- 2.5 The GDPR brings in new accountability and transparency requirements. The Board should therefore make sure it clearly documents the lawful basis so that it can demonstrate its compliance in line with Articles 5(2) and 24.
- 2.6 The Board must now inform people upfront about the lawful basis for processing their personal data. The Board needs therefore, to communicate this information to individuals by 25 May 2018, and ensure that you include it in all future privacy notices.
- 2.7 The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:
 - (a) **Consent:** the individual has given clear consent for the Board to process their personal data for a specific purpose.
 - (b) **Contract:** the processing is necessary for a contract the Board has have with the individual, or because they have asked the Board to take specific steps before entering into a contract.
 - (c) **Legal obligation:** the processing is necessary for the Board to comply with the law (not including contractual obligations).
 - (d) **Vital interests:** the processing is necessary to protect someone's life.
 - (e) **Public task:** the processing is necessary for the Board to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
 - (f) **Legitimate interests:** the processing is necessary for the Boards legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

A register of data types held and the lawful basis to process this data is shown at Appendix 1.

3 INDIVIDUAL RIGHTS

3.1 The GDPR provides the following rights for individuals:

(a) **The right to be informed**

Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR. The board achieves this by publishing the Privacy Notice at appendix 2.

(b) **The right of access**

Individuals have the right to access their personal data and supplementary information. The right of access allows individuals to be aware of and verify the lawfulness of the processing.

(c) **The right to rectification**

The GDPR includes a right for individuals to have inaccurate personal data rectified, or completed if it is incomplete. An individual can make a request for rectification verbally or in writing.

(d) **The right to erasure**

The GDPR introduces a right for individuals to have personal data erased. The right to erasure is also known as 'the right to be forgotten'. Individuals can make a request for erasure verbally or in writing. The right is not absolute and only applies in certain circumstances. For example, it does not apply for the performance of a task carried out in the public interest or in the exercise of official authority.

(e) **The right to restrict processing**

Individuals have the right to request the restriction or suppression of their personal data. This is not an absolute right and only applies in certain circumstances. When processing is restricted, we are permitted to store the personal data, but not use it. An individual can make a request for restriction verbally or in writing.

(f) **The right to data portability**

The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services. It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.

(g) **The right to object**

Individuals have the right to object to processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling) and processing for purposes of scientific/historical research and statistics. Details of how to object are included in our Privacy Notice at appendix 2.

(h) **Rights in relation to automated decision making and profiling.**

The GDPR has provisions on: automated individual decision-making (making a decision solely by automated means without any human involvement); and profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an

automated decision-making process. The GDPR applies to all automated individual decision-making and profiling.

4 ACCOUNTABILITY AND GOVERNANCE

4.1 The GDPR includes provisions that promote accountability and governance. These complement the GDPR's transparency requirements. While the principles of accountability and transparency have previously been implicit requirements of data protection law, the GDPR's emphasis elevates their significance. We are expected to put into place comprehensive but proportionate governance measures. Good practice tools that the ICO has championed for a long time such as privacy impact assessments and privacy by design are now legally required in certain circumstances. Ultimately, these measures should minimise the risk of breaches and uphold the protection of personal data. Practically, this is likely to mean more policies and procedures for organisations, although many organisations will already have good governance measures in place.

4.2 Documentation

The GDPR contains explicit provisions about documenting the Board's processing activities. We must maintain records on several things such as processing purposes, data sharing and retention. A register can be found at appendix 1.

The Board may be required to make the records available to the ICO on request. Records must be kept in writing. Records must be kept up to date and reflect our current processing activities.

4.3 Data protection by design and default

Under the GDPR, the Board has a general obligation to implement technical and organisational measures to show that the Board has considered and integrated data protection into the Board's processing activities. Privacy by design has always been an implicit requirement of data protection that the ICO has consistently championed.

4.4 Data protection impact assessments

A data protection impact assessment (DPIA) is a process to help the Board identify and minimise the data protection risks of a project. The Board must do a DPIA for certain listed types of processing, or any other processing that is likely to result in a high risk to individuals' interests.

It is also good practice to do a DPIA for any other major project which requires the processing of personal data. To assess the level of risk, the Board must consider both the likelihood and the severity of any impact on individuals. High risk could result from either a high probability of some harm, or a lower possibility of serious harm.

This is not likely to apply to the Board but should be borne in mind.

4.5 Data Protection Officer

The GDPR introduces a duty for the Board to appoint a data protection officer (DPO) as we are a public authority. DPOs assist to monitor internal compliance, inform and advise on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority.

The DPO must be independent, an expert in data protection, adequately resourced, and report to the highest management level. A DPO can be an existing employee or externally appointed.

Daniel Withnall MCGI MInstLM FMAAT, Finance Manager and Responsible Financial Officer, is appointed at the Boards Data Protection Officer.

4.6 Security

The GDPR requires personal data to be processed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. It requires that appropriate technical or organisational measures are used.

4.7 Personal data breaches

The GDPR introduces a duty on all organisations to report certain types of personal data breach to the relevant supervisory authority. The Board must do this within 72 hours of becoming aware of the breach, where feasible. If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, the Board must also inform those individuals without undue delay.

The Board should ensure it has robust breach detection, investigation and internal reporting procedures in place. This will facilitate decision-making about whether or not you need to notify the relevant supervisory authority and the affected individuals. The Board must also keep a record of any personal data breaches, regardless of whether you are required to notify.

4.8 Children

It is not envisaged that the personal details of children will be processed and the DPO should be consulted if this becomes a requirement.

5 DATA PROTECTION PRINCIPLES

- 5.1 Black Sluice Internal Drainage Board fully endorses the eight data protection principles, adhering to them at all times.

These principles are:

- (a) Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- (b) Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any way incompatible with that purpose or those purposes.
- (c) Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- (d) Personal data shall be accurate and where necessary, kept up to date.
- (e) Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- (f) Personal data shall be processed in accordance with the rights of data subjects under GDPR.
- (g) Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- (h) Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

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

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

- (a) Observe fully the conditions regarding the fair collection and use of information.
- (b) Meet its legal obligations to specify the purposes for which information is used.
- (c) Collect and process appropriate information and only to the extent that it is required to fulfil operational needs or to comply with any legal requirements.
- (d) Ensure the quality of information used.
- (e) Ensure that information held is erased at the appropriate time.
- (f) Ensure that the rights of individuals about whom we hold information can be exercised fully under GDPR.
- (g) Take appropriate technical and organisational security measures to safeguard personal information.
- (h) Ensure that personal information is not transferred abroad without suitable safeguards.

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

- (a) Allocation of specific responsibility for data protection to at least one person **known as the Data Protection Officer.**
- (b) Ensure that employees handling personal information are supervised appropriately.
- (c) Requests for access to an individual's own personal information are dealt with in a timely and courteous manner.
- (d) Record any incidents of breach in data protection policy **and keep a register.**
- (e) Undertake regular review of management of personal information and update when necessary.

5.4 Access to personal information

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

Name and contact details		Controller	
Name	Black Sluice Internal Drainage Board	Data Protection Officer (if applicable)	
Address	Station Road, Swineshead, Boston, Lincolnshire, PE20 3PW	Name	Daniel Withnall
Email	mailbox@blacksluicedb.gov.uk	Address	Black Sluice IDB, Station Road, Swineshead, Boston, Lincolnshire, PE20 3PW
Telephone	01205 821440	Email	Daniel.Withnall@blacksluicedb.gov.uk
		Telephone	01205 821440

Article 6(1)(a) - Consent	Article 9(2)(a) - Consent
Article 6(1)(b) - Contract	Article 9(2)(b) - employment
Article 6(1)(c) - legal obligation	
Article 6(1)(d) - Vital Interests	
Article 6(1)(e) - Public Task	
Article 6(1)(f) - Legitimate Interests	

Article 30 Record of Processing Activities

Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	General description of technical and organisational security measures (if possible)	Article 6 lawful basis for processing personal data	Article 9 basis for processing special category data
Rating	Rating Records	N/A	Ratepayers	Contact details	Public (Electoral Register)		Article 6(1)(e) - Public Task	
Planning & Consenting	Planning Consultation	Boston Borough Council	Public	Contact Details	District/Borough Council	Encrypted storage and transfer	Article 6(1)(e) - Public Task	
Planning & Consenting	Planning Consultation	South Holland District Council	Public	Contact Details	District/Borough Council	Encrypted storage	Article 6(1)(e) - Public Task	
Planning & Consenting	Planning Consultation	North KeSTEVEN District Council	Public	Contact Details	District/Borough Council	Encrypted storage	Article 6(1)(e) - Public Task	
Planning & Consenting	Planning Consultation	South KeSTEVEN District Council	Public	Contact Details	District/Borough Council	Encrypted storage	Article 6(1)(e) - Public Task	
Planning & Consenting	Planning Consultation	Lincolnshire County Council	Public	Contact Details	County Council	Encrypted storage	Article 6(1)(e) - Public Task	
Planning & Consenting	Consent Application	N/A	Applicant	Contact Details	N/A	Encrypted storage	Article 6(1)(e) - Public Task	
Planning & Consenting	Consent Application in extended Area	Lincolnshire County Council	Applicant	Contact Details	N/A	Encrypted storage	Article 6(1)(e) - Public Task	
Finance	Payroll	N/A	Employees	Contact details	HMRC	Encrypted storage and transfer	Article 6(1)(c) - legal obligation	
Finance	Payroll	N/A	Employees	Bank details	HMRC	Encrypted storage and transfer	Article 6(1)(c) - legal obligation	
Finance	Payroll	N/A	Employees	Pension details	HMRC	Encrypted storage and transfer	Article 6(1)(c) - legal obligation	
Finance	Payroll	N/A	Employees	Tax details	HMRC	Encrypted storage and transfer	Article 6(1)(c) - legal obligation	
Finance	Sales	N/A	Customers	Contact details	N/A	Encrypted storage	Article 6(1)(b) - contract	
Finance	Purchase	N/A	Suppliers	Contact details	N/A	Encrypted storage	Article 6(1)(b) - contract	
Finance	Purchase	N/A	Suppliers	Bank details	N/A	Encrypted storage	Article 6(1)(b) - contract	
Human Resources	Personnel file	N/A	Employees	Contact details	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	
Human Resources	Personnel file	N/A	Employees	Pay details	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	
Human Resources	Personnel file	N/A	Employees	Annual leave details	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	
Human Resources	Personnel file	N/A	Employees	Sick leave details	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	Article 9(2)(b) - employment
Human Resources	Personnel file	N/A	Employees	Performance details	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	
Human Resources	Personnel file	N/A	Employees	Driver Declarations	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	Article 9(2)(b) - employment
Human Resources	Personnel file	N/A	Employees	Occupational Health	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	Article 9(2)(b) - employment
Admin	Board Functions	N/A	Board Members	Contact Details	N/A	Encrypted storage	Article 6(1)(e) - Public Task	
Admin	Board Functions	N/A	Co-Opted Board Members	Contact Details	N/A	Encrypted storage	Article 6(1)(e) - Public Task	

	<h1>Black Sluice Internal Drainage Board</h1>	Station Road Swineshead Boston Lincolnshire PE20 3PW
		01205 821440 www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

PRIVACY NOTICE

At Black Sluice Internal Drainage Board, we're committed to protecting and respecting your privacy.

This Notice explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Notice from time to time so please check occasionally to ensure that you're happy with any changes.

If you have any questions regarding this Notice and our privacy practices you can contact us using the details above.

Who are we?

The Black Sluice Internal Drainage Board is an authority set up to control water levels and reduce the risk of flooding within the Board's area. It operates 34 pumping stations and maintains 500 miles of watercourses within its area and has a policy of undertaking this work with regard to protecting and enhancing the environmental features in these watercourses.

Public Bodies dealing with drainage matters have a long history which stretches back to 1252, but most IDBs today were established by National Government following the passing of the Land Drainage Act 1930. The activities and responsibilities of the Boards are controlled by this and subsequent Land Drainage Acts, and other subordinate legislation.

How do we collect information from you?

In most cases information will be collected from you directly but the Board may, from time to time, use powers included in law to require information of others. The legal basis for obtaining this information will be assured and we will tell you how we obtained your personal information.

What type of information is collected from you?

The personal information we collect might include your name, contact details and details of any land you either own or occupy. If you make a payment to us using a card your card information is not held by us, it is collected by, or transmitted directly to in case of a phone payment, our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions. Cards details are never recorded or stored by Black Sluice IDB.

How is your information used?

We may use your information to:

- (a) Carry out Drainage Board Functions as per the Land Drainage Act 1991.
- (b) Process applications in relation to the Board's Byelaws.
- (c) Process applications on behalf of Lincolnshire County Council, the lead local flood authority, under Section 23 of the Land Drainage Act 1991.
- (d) Carry out our obligations arising from any contracts entered into by you and us.
- (e) Process a job application.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We will not sell, rent or share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

When you are using our secure online payment pages, your payment is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please contact us using the details above.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information is encrypted and protected.

Non-sensitive details (your email address etc.) transmitted normally over the Internet, can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Review of this Notice

We keep this Notice under regular review. This Notice was last updated in April 2018.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
9th May 2018 at 2pm

Members

Chairman - * Mr K C Casswell

* Cllr P Bedford

Cllr M Brookes

* Mr J Fowler

* Mr P Holmes

* Mr M Rollinson

* Member Present

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

The Chairman welcomed Mr James Scott from Brewin Dolphin.

1270 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies were received from Cllr M Brookes.

1271 DECLARATIONS OF INTEREST - Agenda Item 2

There were no Declarations of Interest.

1272 A PRESENTATION BY JAMES SCOTT, BREWIN DOLPHIN ON BOURNE FEN FARM PORTFOLIO MANAGEMENT OPTIONS - Agenda Item 3

Mr J Scott stated that the market has had an interesting year to date, after a very strong finish to the summer last year we had a very difficult start to this year. Good for the first two/three weeks January 2018 and then inflation figures started coming through in the USA/UK – they were higher than expected. The expectation which came out of that was that interest rates would start rising faster and further than expected. As a consequence the market took a bit of fright at that, they then started to settle down a little bit and then the US President talked about various tariffs on aluminium and steel which upset the market again. January through to March was the worst quarter we have had for the last 5/6 years. The portfolio is up 3.5% in April and then we have had a positive month to date in May 2018, it means the performance of the portfolio prospective over the 12 months has produced a yield of 4.5% which is probably below average – if you look at it from a longer term perspective we would be wanting more like 6% plus. If you look at the portfolio over a 24 month period you would see very strong performance over that 24 month period, its been a bit of feast and famine.

He explained that markets are more volatile than they were, we have had very benign markets for a long period of time, what happened in the first few months of 2018 is not unusual the peek to trough fall in the USA/UK is between 10/12% but it came in hard and fast, over the past 30/40 years the average fall from peek to trough over that 12 month period is 15% so actually what has been experienced

over the first quarter is within the norms of the longer term but we have not had an average fall in the market for the last 6 years so we have had a benign market for 6 years. Last time we saw this was in 2011 when everyone got very concerned over Greece on whether they would fall out of the European Union (EU) and default on their debt.

Going forward he believes there are going to be more volatile markets probably more normal markets and this is really around potentially the start of normalisation around interest rates and the ending of quantitative easing. In the USA there has been a number of interest rises in the last 12 months, all very small and all very incremental and he believes this will carry on for the next 12 months. Potentially three interest rises this year all probably about quarter percent and potentially we start to see interest rate rises in the UK, probably very small and incremental, probably about two in the UK not more than a quarter percent. Brewin Dolphin expect the first interest rate rise to be in May and this was pulled back by the Bank of England Governor, Mark Carney, when the data figures started coming through which is why sterling is weakening again and partly we have seen the UK markets do very well over the last few weeks. In terms of the portfolio set up we chose a medium/low risk mandate when we last spoke therefore the portfolio is in line with that in terms of mass allocation, in terms of fixed income or equity exposure.

The Portfolio is generating in terms of income about just shy of £13,000 per year, 3 points off 6.5% in terms of yield which is respectable in the current environment with base rates still down at 0.5%. The valuation has come back a little bit since the report on the 31st March 2018. The Finance Manager asked about the yield of 4.63% which has come back a lot since the 31st March 2018, and the absolute sum £16,023 income on £345,000. Mr J Scott responded that there have been no changes on the portfolio in that period, its potentially because some dividends are not showing in the prediction of it in the past, having said that the sum looks about correct. He will have to look at this in more detail, the Finance Manager added that this Committee will be looking to see what they are going to do in the future based on £16,000 we could consider an increase in the rate elevation but based on £13,000 income that would be reducing it rather than increasing it. Mr J Scott responded that he will look into it and come back with an answer.

Mr Fowler asked how has it performed against the FTSE 100 Index as a marker on 12 months and 24 months. Mr J Scott responded the portfolio is not necessarily measured purely against FTSE 100 because it will only be a small constituent part.

Mr Rollinson asked that the portfolio is measured against a risk category five, is this an average figure? Mr Scott responded no it is not the figure it is a composite benchmark which takes risk level 5 is going to 'X' amount against fixed income and this is 'Y' and this government debt against corporate debt certain management of high yield then we look at equities and certain amount against UK equities which is the composite part will be FTSE 100 they will use the FTSE your share then worldwide equities (these are fixed) if the portfolio was exactly in line with those benchmarks that is what will be the outcome of the portfolio accumulatively over the last 12 months. Brewin Dolphin take a view in terms of how we structure a portfolio against that and will make judgements from plus and minus potential against benchmarks depending what we view is the economic environment then we make verses stock selections as well which we think is going to be good/poor or indifferent and sometimes we will out perform and sometimes we will under perform. Brewin Dolphin have taken a timeline in the portfolio and we have margin performed that benchmark over the last 12 month period typically over the last 24 months we have out performed that over the medium to longer term.

The Chairman asked what effect do you see Brexit, if the UK walk away, is going to have on this. Mr J Scott responded that he believes there will not be a lot, on the day we could have quite significant moves particularly if something happens ie when we voted to leave the EU in June 2016 they were expecting a tight vote but expecting the outcome to 'stay' but it was the other way around and markets dropped 8% on the day but by close of business they were only down 2/3% then you look at a month after that vote they are then up very strongly because of the fall in sterling against the main currencies. If the outcome is fairly well signposted markets will take it in their stride because they tend to move in advance of the event happening based on what information they glean in the run up to it, if the market gets something unexpected then yes you will see a short term correction in the markets but you will see the biggest correction in sterling and probably a big fall in sterling again. The reality is that if you take the FTSE 100 is 75% of its earnings overseas even the FTSE 250 which is UK centric companies and of these 50% of their earnings are overseas – that is why the UK market did so well after the aftermath in the summer of 2016 because sterling devalued by 15/20% against most major currencies so the earnings of these companies where reporting in the UK in mostly US dollars, Euros, Yen – those earnings are brought back onto the UK and suddenly those earnings may have been the same but suddenly they were a lot higher in sterling so then arguably if you get a hard Brexit and its somewhat unexpected then it would be quite good for investment other than the short term shock. He believes from a longer term perspective its not going to change a huge deal from an investment perspective.

Mr J Scott added that currently there is a pretty weak minority government having to be supported by another party that they could get caught out with the final deal in terms of parliament getting a meaningful vote and then if they do what they then do the reality is if the vote goes against the government he believes it would think that would be the end of the government in reality. He added that the UK market is probably the least loved investment market in the World currently and there is two things which drive it are these - 'Brexit' and 'Corbyn'. Arguably from a market investment 'Corbyn' is perceived to be potentially the bigger risk than Brexit. Within the Bourne Fen Portfolio there is a holding called HICL Infrastructure Fund this is a fund building government project, privately they build schools, hospitals, social housing – basically this is where the government have moved the costs of the government balance sheet, a private company to build all their stuff and then that private company then leases all that stuff back to the government and these type of investments have done very well, because you pretty much know they are underwritten by the government – your income is going to come in at high yield and be inflation linked and they have been very good investments in the last period particularly in a period where you control the income.

Mr Scott then outlined at the Labour Conference 2017, they talked about nationalising all these things its hit other things like SSE they are producing the UK power and National Grid, United Utilities, Seven Trent plus there are private ownerships like Thames Water and all these UK infrastructure elements to the national society. He believes the Labour party would find it ultimately impossible to re nationalise these infrastructure companies, it is grand standing, the cost to the government hundreds of billions to raise the debt who is going to take on that debt and what it would do to the UK national finances and what is the national value of these elements, companies would take the government to court. We live in an independent judiciary in terms of brexit I think you find that labour gets wrapped around and gets caught up in the court he does not believe it is viable they might get something like national rail nationalised by taking back the contracts as they each mature regarding a wholesale re nationalisation is probably impossible. Corbyn ultimately even though he had a very high vote as a percentage has had a

worse outcome than Gordon Brown which is viewed as a disaster whereby Corbyn was viewed as a success. Some of the data for this has since proved that this to a certain degree overstated labour have backtracked on what they would do regarding some of their policies ie student debt, re-nationalisation.

The Finance Manager asked if there was anything Mr Scott wanted to achieve on this portfolio from the Committee, other than to review it. Mr Scott said he would be interested to know or get a sense of any income requirements or capital requirement which may have changed from the past and he should be recognisant of what he is doing for the portfolio. The Chairman responded that we still need that level of income from it to elevate the rate in the Bourne Fen but its performing well for what is required. And if the actual value of it goes up and down, then we will have to ride with that in the way we are doing it.

The Finance Manager proposed a scenario to Mr Scott, if the Board were to have £300,000 that was to be invested separate to the Bourne Fen on a lower risk basis what kind of yield could we expect, and what kind of security to the initial investment. Mr Scott responded that yield and risk are not linked so you can have a high risk investment and still have a high yield, sometimes having high risk does generate a yield to it so if you think about fixed income particularly this is the bond element – this is when we are lending out capital either government or corporate entities, the higher the credit rating of that organisation the lower the interest rate they need to pay back to you, therefore if you are lending money to the UK government or to the USA government the yield you would get on it at the moment will only be about as high as 1 to 2%. If you look at the various fixed income holdings you are getting 4-6% so actually you are taking on the higher risk but getting a better yield as a consequence. If Brewin Dolphin were to take on lower risk in terms of portfolio it tends to mean a fixed element increases within the portfolio and the challenge around fixed income is that we have had very low interest rates for a long time which means the value of the bonds has gone high and means the yields have dropped. If interest rates go up then the value of the bonds will start falling to increase the yield so the capital will not be as preserved as you think it might be we tend to be less volatile as regard the peaks and the troughs in terms of movement will be shallower but in regards to capital preservation or capital growth will not necessarily be better. If you looked at UK equities the direct holdings ie Shell, Vodaphone, SSE these are equities which are producing high income but again typically equity is viewed as high risk than fixed income so risk and yield are not necessary tied to each other.

The Finance Manager asked how does the Board best preserve the £300,000 whilst getting income from it. The Chief Executive clarified that it is risk and guarantee. Mr Fowler added that golden gilts have got to be the best guarantee you are getting most of your capital return. Mr Scott responded they are less volatile so sometimes risk is misunderstood and how risk is managed, if you are looking at a lower risk portfolio it will have a higher fixed income content to it and it would have a less volatile journey but it would have a lower reward outcome from it. You do get rewarded for taking on risk but you will have big draw downs, the next question is what is the investment time – if we are talking 1-5 years you may not be able to afford the big draw down which might happen within 2 years time, if you are investing with importunity then actually does that draw down actually matter, yes it is a painful period that 12/24 month period, but if you are investing for a 100 years then in the grand scheme of things it does not really matter because you know in time it will come back and you will be rewarded for it. Depends, on how long you are going to invest and what sort of journey you feel comfortable with, it is all very well preserving the £300,000 but we all know in 10 years time £300,000 will not buy you what £300,000 buys you today.

So we need to preserve it in its real purchasing power which is over and above inflation in terms of the capital growth.

The Finance Manager proposed a further scenario if there were to be some extreme bad weather and the Board needed the capital back soon as in order to use it in an emergency situation what sort of timescales would we be able to draw it back on. Mr Scott responded that everything in the portfolio has daily liquidity so everything is highly liquid so all the holdings we could sell today or tomorrow and then it is all settled within 2 to 5 days, so realistically from a fully invested portfolio to having cash available in the bank, is a week. Mr Holmes asked would there be penalties – Mr Scott responded no there are costs for buying and selling but there is no actual penalty to it, there is no excess charge for selling at short notice. The challenge would be is this a good point in the market to be selling or is this a bad point in the market to be selling.

Mr Rollinson asked if the Board had a lower risk portfolio, you would have a small percentage of UK equities, Mr Scott responded yes.

The Chairman asked if the Members had any further questions, it is something the Board should look into with the £300,000 especially as we can get it back in a week but we might not get the same amount we put in.

The Finance Manager added that currently the best that can be done on interest is £300,000 on 0.15%, we have tried others but they are not credit rated. He added that in the last ten years, the Board has had at least £300,000 invested at all times.

Mr Scott confirmed that the banks don't want cash, they don't need it and they are losing money on it so they don't see the need to borrow it. This might change in a higher interest environment.

Mr Scott stated that on the £300,000 portfolio scenario, it is not hard to get 3-3.5% in the current environment, the Finance Manager asked if this one could be kept separate to the Bourne Fen – Mr Scott responded yes.

The Chairman confirmed that if the Board would want to put £300,000 investment then it would want to be on its own portfolio. Mr Scott responded yes it would be a separate legal entity.

Mr Rollinson asked are you investing more for Public Bodies with interest rates being so low. Mr Scott responded that he personally has not seen huge change, people have been very resistant, people who have liked cash know that high cash rates have been actually very resistant to doing it and he has seen more potential movement in the last 12 months than he has had in the preceding couple of years it's the higher inflation we have had in the recent period and the inflationary gap between what you are receiving and what it is costing you. The Finance Manager added that 12 months ago we were able to get 0.5% or 0.6% but now we are getting 0.15%.

Mr Scott stated there will always be market risk in the portfolios but all charts demonstrate that over time you will get reward for that risk but you do need that time element because there will be bad periods. There will be another 2008/09 at some point in the not so distant future when the longer it is from the last one the sooner it is to the next one.

Mr Holmes asked where do you see interest rates going, Mr Scott responded he does not see them moving very far or very fast.

We might see some inflation coming back again the pound has come off again in the last month, oil has gone up quite significantly in the last month or two, it has hit 70 dollars a barrel recently so currency and oil are the two biggest impactors on the UK inflationary figures we could see a little spike in the next 2/3 months which might force the Bank of England's hand I think they always air on the under raising rather than over raising because actually what we have been seeking for is inflation because it is the best way of getting rid of debt, we are a highly indebted society and the best way to secure default on your debt is have inflation it makes your debt less valuable so that is what most major Countries have been looking for – they all air on the side of letting inflation run hotter than they perhaps might say they will.

The Finance Manager asked if Brewin Dolphin were to get into trouble and go bust or whatever are these shares in the Boards name or in Brewin Dolphin's. Mr Scott responded that they are held in a nominee company they are held in a separate holding company which is not a trading company and they are held in the Boards name so if Brewin Dolphin would disappear it would not impact on the value of any of the holdings within the portfolio, they do not belong to Brewin Dolphin they belong to the Board and are held in a separate company in the Boards name.

The Chairman asked if Mr Scott and the Finance Manager could have a look at this and come back to the Board with a recommendation. He thanked him for coming to this meeting today, Mr Scott then left the meeting.

The Chief Executive asked regarding withdrawing funds do we really need it in a hurry, for what purpose. The Finance Manager responded if we could not get access to Natwest then that would be a reason, that we have money somewhere else to keep us going whilst Natwest is sorted out. The Chief Executive wanted to clarify that he understands the need for money due to an event, but the men are on monthly salary and all our creditors are on 30 days we could push them to 60 days. Its not like we want the money tomorrow.

The Finance Manager added that currently there is £1.2 million in Natwest and £300,000 with Monmouthshire and £250 in the petty cash. All the Boards monies is within those three pots.

Mr Holmes asked is there any significance in the £300,000 in Monmouthshire where was this set. The Finance Manager responded that the Financial Regulations used to say £0.5 million, in 2008/09 the Executive and Board reduced that to £300,000 because of the financial situation. Mr Holmes further asked would there be any reason if not to put £0.5 million with Brewin Dolphin. The Finance Manager responded that the Executive would have to amend the Financial Regulations whatever, if the Executive were comfortable with that. Mr Holmes further added that if that £0.5 million was to produce the Board 3/3.5% and we can access to it why don't we invest £0.5 million – we may not need to take it all out at any one time.

The Chairman believed we've asked for details on £300,000 but we could put it to the Board we really can afford to put £500,000 in if the Board is comfortable with that.

Mr Rollinson remarked that you could have a reaction from the Councillors asking why is the Board's Capital Reserve which is then not a rainy day fund. The Finance Manager interjected that you will still have access to it. We are maximising the income in order not to put the rate up.

Mr Rollinson then added that if you are saying that you have not touched that £300,000 for 10 years he can see an argument coming against you that your Capital Fund is £300,000 too much. The Chairman stated that this is the Reserve which is stated that the Board will hold a 20% Reserve.

Mr Fowler pointed out that investment risk is being in cash as opposed to you cannot get any better than government gilts/bonds they are as good if not better than cash. There is a slight risk in a small capital loss potentially but they have responsible interest rates that is the lowest risk investment almost as low risk as a cash deposit in a bank. He would presume that Brewin Dolphin would come back with a very heavy gilt portfolio yielding 2.5/3%. Mr Rollinson would be happy with that rather than the Bourne Fen portfolio whereby you have 30% on the UK equity market. The Finance Manager confirmed that is why we would be looking at a lower risk.

The Chairman responded the only reason the Councils would get upset would be if the Board was going to go for a big rate rise there is just a chance that we could be doing 0% again this year. The Finance Manager added that the Reserve Account at the year-end was 57.32% of expenditure. The Chairman added that he sees no reason why there would be a rate rise but we will have a new Board by then.

Cllr Bedford responded that the Councillors argument would be what at the end of the day is going to happen to Black Sluice (Boston) Pumping Station, this would be the crutch of the matter at this moment in time.

Mr Holmes commented that the Councillors would be happy and Board Members and the public would be happy the Board investing £500,000 at 3% than we would at £300,000 at 0.15% and surely there is more chance of the Board holding the rate going forward having invested.

Cllr Bedford asked if you could have an investment manager and invest it yourselves and not pay Brewin Dolphin commission. Mr Fowler added that yes you can register yourself and these are bond funds which you can buy bonds directly from the government as an individual and you can hold government gilts yourself. The Chairman thought that the Finance Manager and himself did not look very comfortable at this, we've used Brewin Dolphin when we have Mr M Scott and he knew a lot about it and was not prepared to take the risk. He believes that we should stay with someone who could do it for us. The Finance Manager added that it does not need to be Brewin Dolphin but he trusts them because we have experience with them.

Mr Holmes asked Cllr Bedford if they had someone on the Council who had some acronym and would they, the Council, allow that person to take on the fund like this on behalf of the Boston Borough Council rather than putting it with an independent. Cllr Bedford responded that it depends on how you could legally do it if the Section 151 Officer who is the responsible person for finance at the end of the day is going to be the person who says yes that's right and yes that's wrong, you have to be happy with the 151 Officer, Finance Officer whoever you want to call them and that person is responsible for looking after your money.

The Chairman responded that we are happy with the Finance Manager looking after our money but I don't think he would be happy to be an investment manager. It is a very specialised market.

1273 MINUTES OF THE LAST MEETING - Agenda Item 4

Minutes of the last meeting held on 5th March 2018, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

1274 CONFIDENTIAL MINUTES OF THE LAST MEETING - Agenda Item 5

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.

1275 MATTERS ARISING - Agenda Item 6

a) The Black Sluice Pumping Station (Boston) - Minute 1237

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.

1276 TO CONSIDER PERIOD 12 MANAGEMENT ACCOUNTS - Agenda Item 7

The Finance Manager referred Members to page 12 detailing the project summary for 2017/18 period 12 management accounts;

a) Period 12 Project Summary

- Rates & Levies – an additional £20,000 which was collected because of the movement in land and penny rate calculation which was done after the budget had been set.
- Interest & Grants - £10,000 worth of grants attributed to the costs of consultants on the EA framework for Flood Defence Grant in Aid work that is going very slowly and also £27,000 Kirton Meeres culvert which monies have fallen into this year.

The Chairman asked will that FDGiA work get done this year, the Chief Executive responded reference the North Forty Foot and Sempringham Fen he did not know.

- Development Fund – spent £83,000 on works in connection with the Q1 development the developer has contributed £93,500. Therefore, there is still £10,500 put into the development reserve.

Mr Rollinson asked why did you only budget £5,000, the Finance Manager responded this is the admin charge that is money back to the Board when we use the fund it goes through income and expenditure it is our way of showing how we spend the money.

Cllr Bedford asked when are you digging the dyke along the new Q1 development, the Chief Executive we have no plan yet to when we will undertake that work, we have agreed the design but there is no agreed start date.

- Rechargeable Profit – there is £854,000 worth of rechargeable work been undertaken in the year, £781,000 worth of that is the EA PSCA and £33,000 from other PSCA. This has certainly made an impact this year.
 - Schemes - £116,000 was spent on Board funded schemes against budget of £210,000 this was all amended at the Joint Works Committee meeting on the 8th November 2017 due to the additional works on the

PSCA works and when different work will be carried out at different periods in the year.

- £52,500 has been reallocated as the Boards contribution to the local levy schemes.
- £26,000 overspend on the Clay Dyke cleansing scheme, this was underspent by £21,000 in the previous financial year because the scheme overlapped the year end and with reallocated the funds from the previous year results in an actual overspend of £5,000.
- Pumping Station Maintenance – the Board is in a better position with regard to the Electric as opposed to last year when it was reported that we were guessing what the electric bills were going to be going back 18 months. We are still work-in-progress we are working with Woldmarsh and Npower trying to get to a position we should be in following the disaster with British Gas. March 2018 was £18,000 he is expecting April 2018 over £30,000 based on the amount of pumping we did. We have purchased the two CCTV systems for the pumping stations agreed earlier in the year.
- Drain Maintenance – we over spent by £40,000 on summer cutting and by £8,000 on bushing but we underspent by £70,000 on the winter drain maintenance and £14,000 on jetting. Overall the underspend was £36,000.
- Admin & Establishment – we were £12,000 underspent on salaries, the majority of this is attributed to the time we did not have a GIS Engineer and the gap from the previous Works Supervisor leaving in May/June and us recruiting the current Works Manager in September.
 - Early last year an additional £9,000 was allocated to Admin and Establishment for the cyber security updates and the new systems including training and the additional back up tapes the Audit & Risk Committee thought were necessary, there is an underspend on computers and office equipment of £3,700.
- Overall – currently we have £245,000 surplus over budget to charge to the General Reserve.

b) Drainage Rates & Special Levies

The Finance Manager referred Members to page 13, he reported that 100% of the drainage rates were collected for the year and at the end of the year, there is a credit balance of £0.38.

c) South Forty Foot Scheme Summary

The Finance Manager referred Members to page 14, he reported because the South Forty Foot scheme went over year end he has completed a summary for the 2017/18. The income was £668,480 so the 5% recovery on that is £33,424 the total profit within 2017/18 equates to £44,604.20.

The Chief Executive stated that the future costs that are identified will now transfer onto the next scheme to restart again. Mr Holmes asked where do you see this being this time next year, the Chief Executive responded that we will have completed works up to the A52. Mr Holmes asked what would the cost be of that do you think? The Chief Executive responded we don't know at the moment we're just putting together those final prices. The Chairman asked would you need to de-bush again, the Chief Executive responded the EA maybe undertaking with boats de-vegetation of the watercourse, we are currently in negotiation with the EA.

more work because the surplus plant in 8 years time is only £29,000 so that is one area we will need to do some work to see how we can get the plant account back on track.

Mr Holmes asked if this was because of the extra work they are wearing out more and creating more maintenance. The Chief Executive replied this is all generated from working hours and if the machines are stood and they are not working we are not recovering on them and we have had problems with the Twigas and wondered if there were any elevated expenditure which goes against the items of plant. When we have investigated these before there are lots of incidentals which collectively become a problem. The good thing is we can tackle the smaller problems one at a time and that is what we will have to assess again. There is no major plant purchases this year other than the fitters van, pump and basket. The Finance Manager reminded that we are supposed to be in profit or in credit surplus by the end of the year.

The Chairman concluded that the Officers will do some more work on the plant account before the next Board meeting.

1278 TO RECEIVE THE ANNUAL RETURN FOR YEAR ENDED 31st MARCH 2018 - Agenda Item 9

The Finance Manager referred Members to the Annual Return, he stated on page 19 the Internal Auditor has completed the internal control objectives stating he has answered 'yes' to all of these statements. He has issued his report which shows the Board with 'substantial assurance'. The internal audit report will be presented to the Board meeting on the 30th May 2018 the Audit & Risk Committee have already reviewed this and met privately with the Internal Auditor.

The Chairman stated I would just like to congratulate the Finance Manager and Chief Executive for getting the Board back to where we belong with the 'substantial assurance' and other things were said in the meeting with the Internal Auditor about the level of this IDB compared with others.

1279 TO RECEIVE THE ANNUAL INTERNAL AUDIT REPORT - Agenda Item 10

The Finance Manager stated that all the recommendations within the internal audit report have been actioned by reviewing the Financial Regulations.

The Internal Auditor has issued the Board with 'substantial assurance'.

1280 TO APPROVE THE ACCOUNTS FOR THE BOURNE FEN FARM - Agenda Item 11

The Finance Manager presented the accounts for the Bourne Fen Farm Trust stating income derived from this has improved by £2,000 from the previous year.

He stated that there has been an increase in charges by £400 because we have to have our own LEI (Legal Entity Identifier) which costs £89 per year plus dealing charges for transactions etc.

Mr Rollinson asked regarding the investment income of £16,023 this is an actual figure, Mr J Scott was saying £12,000 which is the estimated income from which is a big difference. The Finance Manager responded in the previous 12 months we have had £16,023. Mr Fowler added that it depends on the dividend timings and things compared to the year end 12 months.

The Finance Manager added that it is the same 12 month period for comparison. Mr Fowler responded not necessarily, it depends when the dividends come in, if they come in on 1st April or 31st March. The Finance Manager confirmed that he has received this investment income of £16,023. The Chairman added that if the Board was to invest then we want it loaded to income. The Finance Manager responded no, we want it loaded to protection of capital, we want some income but protection of the capital will be a priority over the yield. The Chief Executive added it's the security of being able to draw down in the seven days and it's the task to obtain greater income return than Monmouthshire or Natwest which is minimal they are the two scenarios. Mr Rollinson clarified that with Monmouthshire it is a 30 day notice so with Brewin Dolphin you have more access to your money. The Finance Manager added that he can withdraw from Monmouthshire if he needed to but there will be a penalty.

The Finance Manager also added that there is a £7,000 reduction in the fund value. Mr Rollinson acknowledged but stated that it is also a snap shot in time. The Finance Manager added that compares to the previous 31st March. The Chairman concluded at some time in that 12 month period it would have been higher and possibly lower.

1281 Any Other Business - Agenda Item 12

(a) Ian Russell Environment Agency Partnership Manager – Retiring after 40 years

The Chief Executive stated as a matter of interest Ian Russell (Environment Agency) is retiring after 40 years at the end of this month, he is currently working a three day week, but with holidays and other handover involvements he has actually only got three days at work this month. On the 22nd May he is having a retiring presentation at the Lincoln office and there is an open invitation to anybody who wants to attend. If any Member of this Committee would like to attend then he will forward this email giving details of how to book a place.

He quoted from the email that if there are any good luck messages to be left with them to send them to the required email address, and anyone wishing to contribute to the retirement gift they are also requested for ease to send that contribution to a paypal account. The Chief Executive concluded that he would be attending himself and asked if this Board would be contributing to a retirement gift or not.

The Chairman felt this Board should, this gentleman has done so much to put this Board where it is with the EA in a completely different footing and the way he has put the Public Sector Cooperation Agreements, which is virtually all Ian's work he is the person who pushed it. As a Board we should send an amount to his retirement gift and a letter from the whole Board as such thanking him for what we feel he has done in the name of the EA and IDB cooperation in the years. Its not often you know of someone who makes that amount of difference. He asked if the Chief Executive agreed with this. The Chief Executive responded yes he does the EA have found a suitable replacement for Ian and he has met with him before he is from the Somerset area but he is going to concentrate on the rest of the Country and leave Lincolnshire alone because it is 'fixed' with regards to PSCA because of Ian's doing setting it all up.

Mr Holmes asked at what level contribution, the Chairman responded that is often the difficulty with these things. Cllr Bedford asked is it going into a large pot. The Chief Executive responded that it certainly looks like it is yes and made the suggestion of £50. The Chairman concurred with that – all AGREED. The Chairman concluded that if the Chief Executive drafted a letter he would sign it.

(b) Rationalising Main River Network

The Chief Executive updated Members on the main river network, the Board was asked to confirm if we would comply with an agreement in principle to continue onto the next stage which is the formal notification stage which we have done but we included some caveats in the email to Abi Jackson (EA) these caveats being;

“The EA and BSIDB will collectively carry our further ‘on-site’ due diligence works associated with assets of uncertain ownership in order to identify ownership and therefore remove any form of indemnity required.”

The Chief Executive stated that this was because the EA have stated that there is a large number of unidentified ownership assets and they required the risk management authority taking on those de-maining projects to take out an indemnity against those assets. The Chief Executive has stated we would not.

“Further negotiations should take place relating to assets that are being maintained by the EA but ones that are not owned by the EA in relation to future (3 year) maintenance funding being transferred to the new RMA.”

The Chief Executive stated that the assets they do own part of the calculation was we would receive three years maintenance money, the EA are now saying there are other assets they don't own but they maintain. The Chief Executive is saying we will continue to maintain them but we want the 3 years funding.

“Current PSCA works continue on the de-maining rivers until a time the de-maining is completed.”

“To agree in the event that evidence comes to light in the future that shows that assets or freehold land which have not been transferred does belong to the EA, then consideration will be afforded to how to transfer these on a case by case basis.”

The Chief Executive stated that this is word for word agreement that the EA produced and the response to those four caveats from Abi Jackson (EA) dated 4 May 2018;

“Thank you for providing the AIP below. However, it seems the caveats are much more of an issue than both myself and some of the national team realised (bar point 3 which I am working with Darren and Paul to confirm what can be done). I need to discuss the details of this internally but will be back in touch as soon as possible”.

The Chief Executive concluded that the EA are not liking what the Board is saying he has sent that to ADA Ian Moodie who is fronting the RMRN technical group and copied that to other pilot scheme Chief Execs. He is awaiting a response.

(c) Colin Richards Retiring

The Chief Executive stated that Colin Richards is retiring on the 23rd May 2018, Colin served notice three years ago that he wanted to reduce his hours and retire in May 2018 and he may have some holidays but we have agreed with him on the 23rd May there will be a retirement presentation, we asked him if he had any requests, this is with no detriment of the current Chairman he would like Michael Scott to be there as he was the longest Chairman while Colin was the Pump Engineer. He would like a buffet, the Chief Executive suggested to inform and invite all Board Members I doubt very many will attend but the Vic Barker's of this world will probably enjoy coming and enjoy saying goodbye to Colin. The Chief Executive then asked the Committee would the Board like to contribute to his retirement present. Colin has been with the Board for 40 years at Black Sluice.

The Chief Executive explained that he can organise at the expense of the Board a buffet lunch for however many people will be there on the 23rd May 2018 at 12:30 and invite Michael Scott, he thought about inviting Stuart Hemmings. Mr Holmes and Mr Rollinson immediately agreed. He then asked if he should invite all Board Members and how much would the Board like to contribute to Colin's retirement present. He has indicated he would like some vouchers.

Mr Holmes feels it is only right to invite all Board Members and get an indication of whether they will be attending to know numbers for buffet order.

The Finance Manager asked how much was the contribution for Mick Johnson, the Chief Executive responded not sure, he was similar 50 years service, he believes it could have been £500. Mr Holmes also felt it should be around £500. The Finance Manager stated that it looks like we brought Mr Johnson a gift for £45 on his retirement and the £500 because it coincided with his 50 years service which was in the January and the gift was purchased in March. The Finance Manager added that if Mr Richards meets the 40 years he gets £400, he does not know when his 40 years period is.

Mr Rollinson stated that he would rather give him something with the Black Sluice on it, the Chief Executive responded that is the Members choice if that is what you want it to be something from Black Sluice.

Mr Holmes a glass with outline of the Board catchment on it that we could mount on a plaque, with a brass engraved plate. The Chief Executive clarified is this Committee agreeing to £500. All AGREED.

(d) Fisher German (on behalf of Environment Agency) – Land Sales

The Chief Executive stated reference the email received from Fisher German on behalf of the EA with regards to land sales on the Northlands dyke as part of the de-maining this land has been advertised recently as 'lots' £10,000 per lot back in November 2017 he responded to the EA property team;

"I can confirm that Black Sluice IDB are not interested in pursuing the purchase of the freehold land at Northlands dyke for the appraisal value of £20,000"

The Chief Executive stated he does not know if it is because they have not received any tenders or the tenders they have received at this moment in time are not amounting to their expected value level. There is the best offer to be received no later than 12 noon on the 11th May 2018. The Chief Executive suggested if its not sold its peppercorn rate gifted to the Board. I cannot see we would have any interest in owning any of these raised banks. We have once transferred our byelaw rights to obtain the drains to maintain them but if the Committee feel that land, it amounts to 20 + acres does have value or asset value that this Board may use in the future. Cllr Bedford stated that they have a secured tenancy on it. The Chief Executive responded – yes.

Mr Fowler asked is it normal procedure for them to sell, the Chief Executive responded – no, they have just gone through the same process he was told by Mr D Sissons there is an area of land in the Isle of Ancholme that they wanted £108,000 then after a year and a half of discussion and debate they gifted it to the IDB. Unfortunately they have found out that someone has the fishing rights to the river. The Chief Executive suggested that we are not interested in this land if it wants to be gifted to the Board they would accept it. Mr Holmes asked what is the income from it, the Chief Executive responded that it does not state the amount.

The Chairman asked if the Board was maintaining that for the EA, the Chief Executive responded – yes.

Cllr Bedford stated offer £1 for each lot, Members AGREED.

(e) Oriel Systems Contract

The Chief Executive stated he is expecting this Committee to refer this to the Board meeting on 30th May 2018 but the only problem is that this contract in theory commenced on the 1st April 2018 and because of the Chief Executive involvement with the Assistant Pump Engineer and the Operations Manager asking questions it has not been signed. There are new scenarios to consider, last year we had a contract and we have had every year with Oriel Systems for offering office support and onsite support for all of our telemetry the office support with an extra charge for any other standard daily rates for any days over and above the six days and two days onsite work and the charge for this is £5,460.

The Chief Executive has spoken to the Assistant Pump Engineer, with the Pump Engineer retiring is that enough? Of the six days we were contracted into the Board used 9.2 days and of the 2 days onsite we used 1.1 day the bill was pro-rata and was subsequently been paid. He asked the Assistant Pump Engineer what support would he be happy with, he is happy with the 2 days onsite but he would like the first year to be an unlimited head office support so he and anybody can ring at any time 7 days a week, that cost is £9,750 in comparison to £5,460 that we have paid previously. We feel the Assistant Pump Engineer should be covered for every eventuality, 7 days a week. Whether we say at first we can afford the extra £4,300 but this is the only year we look to reduce it year on year with a view to getting back down to 6 days.

Mr Holmes added that the Pump Engineer comes at a cost last year so we are not paying that this year so there is a saving to put towards the extra support. The Chief Executive clarified Mr Richards has been put on a retainer going forward which is to be reviewed every six months and clearly if we don't use Mr Richards in the first six months will we need to retain him for any longer.

Mr Holmes for peace of mind and the fact that we should offer support to Mr Methley in his new role thinks we should go with the proposal. The Chief Executive asked its whether this Committee feels it should go to the Board or not and agree that the additional support be given.

The Chairman commented that for peace of mind to go with the additional support, but it needs to be worked back down as the Assistant Pump Engineer gets more experience. Mr Fowler asked is the cost huge if you commit to 6 days then over shoot is the cost much greater. The Chief Executive responded that the Finance Manager is not sure that Oriel charges for every hour that they used – its not huge. Mr Fowler carried on stating you would not have the back up if you did not have the 12 months. The Chief Executive responded no.

Mr Holmes stated that if 6 days was £5,500 and 12 months unlimited £9,000 then clearly Oriel does not think unlimited is going to be much more usage.

The Chairman asked if this is within the money this Committee can authorise. The Finance Manager responded expenditure to the value of £25,000 can be authorised by this Committee and as this falls into unbudgeted category that is why the Finance Manager and Chief Executive cannot authorise it.

The Chairman confirmed with Members, and all AGREED to the expenditure to run the Oriel contract for a 12 month period of head office support.

(f) WRE Electronic Copy sent

The Chief Executive stated this is for information, he has sent by email to all Members of this Committee a WRE document which is well worth printing off and reading.

(g) Office Alterations

The Chief Executive stated that with the Pump Engineer retiring there is going to be some reorganisation of staff into new work places. Having spoken with the Operations Manager in all probability we will be moving the Operations Manager into the Rating Office with a new partitioned office and possibly even a joint meeting room for the Operations Manager and others to use. The Assistant Pump Engineer will move into the Operations Manager office with some slight alterations downstairs. He is suggesting £10,000 - £15,000 budget and the proposal is to get three quotes to bring to the Board on 30th May 2018 for approval to go forward. The Finance Manager concluded stating that on the basis the Board has £250,000 surplus from last year.

The Chairman reminded there could be the RFCC post ending up in this office, the Chief Executive responded that as the Finance Manager pointed out there will be a work station.

(h) Tour of the Netherlands

The Chief Executive stated he has an email stating all the people that have been involved who will be speaking to the Boards group. The flights and hotels are booked for 14 people and we are finalising the detail with Beuk Travel on their email;

“can we please be advised reference the lunch on 6th/7th June in case we have to make further arrangements with Beuk Travel, he would like to invite and treat our hosts/guests from Royal Smals, Van Heck and Forester (to include any Dutch Drainage Boards we may be visiting to the final evening dinner at the Van der Valk Hotel were the dinner is commencing at 8pm on Wednesday 6th June could he have names please”.

They have replied with a list of the six people, these persons are from International companies, huge turnover and hugely successful and both companies are sending their Managing Directors, the Director of Dregging and one Technical Director, Charles Moreu, Mr Frits van den Boogaard. The Chariman of the Board who is also the Chief Financial Officer of Royal Smals Mrs Resie Reijnders is attending. The Managing Director of Van Heck Mr Jeroen Van Heck. The Chief Executive felt that for these people it would be a good idea to present them with a gift, and we have looked we were first introduced to the reason the common factor is the South Forty Foot, he presented a photograph framed of the original digging out of the drain. He also showed Members a small tiepin which is Lincolnshire ‘imps’ and we have four of these - one for Van Heck and one for Royal Smals, the Forester gentleman and there is a spare one.

Mr Holmes wondered regarding the framed photo, what about Mr Richards.

Mr Holmes asked would this be a jacket and tie do, the Chief Executive responded yes that last evening meal should be jacket and tie and he will let Members know.

The Chief Executive stated that we have invited the newly appointed employee of ADA head office Ryan Dixon who is also their press officer with the condition of he writes up the report.

The Chief Executive stated that regarding the bus there is everything you can imagine on board, he has suggested we only need, tea/coffee, water, cold drinks, crisps/nuts. The Chairman responded yes fine.

There being no further business the meeting closed at 4:15pm.

Black Sluice Internal Drainage Board

Project Summary

2017/18

Period 12 - March 2018

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	130	1,284	(1,154)	2,073,657	2,053,347	20,310	2,072,342	1,315	2,058,353	15,304
Interest & Grants	37,758	(1,243)	39,001	38,803	4,999	33,804	710	38,093	17,735	21,068
Development Fund	4,025	5,000	(975)	88,830	5,000	83,830	5,000	83,830	5,000	83,830
Other Income	1,430	4,227	(2,797)	16,888	19,202	(2,314)	18,448	(1,560)	23,300	(6,412)
Rechargeable Profit	28,411	0	(28,411)	58,182	0	58,182	0	58,182	11,282	46,901
Solar Panel Income	1,379	1,346	33	15,996	15,555	441	16,269	(273)	15,960	35
Total Income	73,133	10,614	5,697	2,292,356	2,098,103	194,253	2,112,769	179,587	2,131,630	160,726
Schemes	26,460	0	(26,460)	145,366	127,000	(18,366)	53,048	(92,318)	164,541	19,176
Pumping Station Schemes	7,425	0	(7,425)	91,647	83,000	(8,647)	80,230	(11,417)	143,897	52,250
Pumping Station Maintenance	43,085	48,002	4,822	268,800	370,004	28,441	361,765	20,202	219,582	(1,069)
Electricity	95			72,764					120,913	0
Drain Maintenance	87,716	34,110	(53,606)	673,851	710,001	36,150	708,936	35,085	696,522	22,672
Environmental Schemes	8,030	6,903	(1,127)	16,492	20,001	3,509	18,947	2,455	11,926	(4,566)
Administration & Establishment	48,648	53,769	5,121	487,569	498,520	10,951	498,056	10,487	466,904	(20,664)
EA Precept	0	0	0	276,552	276,552	0	276,552	0	276,552	0
Solar Panel Expenses	1,629	0	(1,629)	2,696	2,268	(428)	2,833	137	640	(2,056)
Total Expenditure	223,088	142,784	(80,304)	2,035,735	2,087,346	51,611	2,000,367	(35,368)	2,101,478	65,743
Surplus / (Deficit)	(149,955)	(132,170)	(17,785)	256,621	10,757	245,864	112,402	144,219	30,152	226,469
Movement on reserves										
Plant Reserve	125,120	146,853	21,733	0	1	1	0	0	0	0
Wages oncost Reserve	(1,813)	0	1,813	0	0	0	0	0	0	0
Surplus / (Deficit)	(273,263)	(279,023)	(41,330)	256,621	10,756	245,863	112,402	144,219	30,152	226,469

Black Sluice Internal Drainage Board

Drainage Rates & Special Levies

2017/18

Period 12 - March 2018

Drainage Rates & Special Levies Due

Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,056,623.10	
Land/Property - Value Decreased	(21,571.31)	
Land/Property - Value Increased	20,547.09	
New Assessment	1,024.22	
Write Offs & Irrecoverables	(1,208.29)	
Summons Collection Costs	325.00	
Credit Due	(1.64)	
Costs Due	25.00	

Balance	1,055,763.17	50.91%
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Special Levies

Boston Borough Council	773,179.60	
South Holland District Council	126,086.96	
North Kesteven District Council	60,514.40	
South Kesteven District Council	58,113.22	
	1,017,894.18	49.09%

Total Due	2,073,657.35	100.00%
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Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	1,578.42	
Payments Posted	1,044,936.49	100.00%
Bourne North Fen Trust Contribution	9,248.64	
Special Levies Received	1,017,894.18	100.00%

Total Received	2,073,657.73	
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Drainage Rates & Special Levies Debtors

Special Levy Outstanding	0.00	0.00%
Drainage Rates Outstanding	(0.38)	0.00%
	(0.38)	

	2,073,657.35	
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**Black Sluice Internal Drainage Board
South Forty Foot Scheme Summary
2017/18
Period 12 - March 2018**

Account	Account Description	2016 11	2016 12	2017 1	2017 2	2017 3	2017 4	2017 5	2017 6	2017 7	2017 8	2017 9	2017 10	2017 11	2017 12	Total To date
1001	Basic Pay				561											561
3008	H&S			318				560								878
3010	Hire Plant		73,441	(3,906)	46,430	810	2,731	9,749				500				129,755
3011	Misc					28	885	(800)								113
3012	Small Tools		13,000	(13,000)	6	150										156
3013	Insurance				449		(39)									409
3015	Hire LL		304	(304)	577			607								1,184
3018	Computer Costs		3,295													3,295
4001	Materials	5,047	9,976	80		14,200	570	273								30,146
4002	Concrete				80	80										160
4004	Timber		330	140	45	934	166									1,615
4101	Pipes				164	232										396
4104	Kidde		273				65									338
4105	Stock		3,047			(1,536)	152								4,239	5,902
5004	Plant Parts		283				86									370
5005	Plant Oils & Lubricants		22	1												24
5006	Plant Fuel	443	6,587	4,129	1,325	385	901				530					14,300
6001	Contractors		79,320	15,650	1,764	142,680	71,416			132,121	10,098				25,935	478,984
6002	Consultants							2,050								2,050
6005	Leg & Prof								5,000					1,000		6,000
7001	Labour	7,804	2,966	47,380	(61,950)	246,111	(86,439)	41,875	(137,121)	(65,629)		(1,860)		127,700	162	120,998
7060	Workshop		915	195	120											1,230
9013	Forklift			54	180	18	36									288
9047	Small Plant	220			901											1,121
9057	Chief TI LL		611	226	187	193	264	99								1,579
9058	Chief TI Dump		24		64	152	396									636
9080	Unimog (AJ58VDN)		4,365	2,910	1,785	1,485	2,415	495								13,965
9082	JCB JS130	150	713	1,755	75	45	60					360				2,848
9088	JCB JS160		383					653								1,035
9093	Vauxhall Vivaro (LN12 YPY)		66	99	19		77									280
9094	JCB Teleporter (YN12 DXD)		925	375	575	125	275									2,275
9095	Vauxhall Movano Tipper (UN12 GUH)	189	145	251	274	179	99									1,136
9096	JCB 145HD		2,610	1,988	2,265	600										7,463
9097	JCB JS-130 (YS14 WBO)					1,770	788									2,558
9100	Nissan Navarra Visa - FX15 TUA						38									38
9101	Nissan Navarra Visa - FX15 TUH		60				1,088									1,148
9102	Nissan Navarra Acenta-FY15 RBU		44													44
9103	Twiga SPV2 (WA15 LFG)	1,125	653	248			1,125									3,150
9104	2016 Twiga		293													293
9105	Hilachi		794	92	104	1,426	1,852									4,267
9106	Vibrating Pile Hammer		480	160		480										1,120
9108	Aebi TT211					455	420									875
9110	Kubota F3090 Ride on Mower						15									15
		14,978	205,942	58,840	(4,006)	411,000	0	55,000	(55,000)				127,700	30,336		844,796
8005	Recoverable	(73,500)	(147,420)	(58,840)	4,000	(411,000)	(55,000)		55,000				(202,640)			(889,400)
																(44,604)

Current Board Exposure -£44,604,20

Outstanding Costs
Royal Smals Demmurgage to End March 2018
5% Recovery £45,365

TOTAL EXPENDITURE EXPECTED £ 864,063

MONIES RECEIVED FROM EA £ 889,400

FURTHER FUNDING REQUIRED FROM EA -£ 25,337

Future Costs
Lagoon 1 Rent 1 Year £6,000
Lagoon 2 Rent 5 Years £21,500
Lagoon 3 Rent 5 Years £22,100
Level Lagoon 2 & 3 £10,000
Spread & Level vegetation £15,000
BSIDB Resources £8,000
Field testing Lagoon 2 & 3 £1,500
Crop losses £500
Land Agent Fees £4,000

Black Sluice Internal Drainage Board
Income & Expenditure Summary
2017/18

Period 12 - March 2018

	2017/18	2016/17	Variance
Drainage Rates	1,055,763	1,059,300	(3,537)
Special Levies	1,017,894	999,053	18,841
Recoverable	853,807	362,989	490,817
Misc Income	146,243	48,140	98,103
Solar Panel Income	15,996	15,960	35
	3,089,703	2,485,443	604,260
Employment Costs	1,100,770	1,048,536	(52,234)
Property	120,550	195,251	74,701
General Expenses	252,686	271,148	18,462
Materials / Stock	33,100	58,976	25,875
Motor & Plant	173,938	163,294	(10,644)
Miscellaneous	981,782	591,329	(390,453)
Recharges	(247,746)	(278,475)	(30,729)
Plant	418,002	405,232	(12,769)
Total Expenditure	2,833,082	2,455,290	(377,791)
Net Surplus / (Deficit)	256,621	30,152	226,469

Black Sluice Internal Drainage Board
Balance Sheet at Period End
2017/18
Period 12 - March 2018

	<u>2017/18</u>		<u>2016/17</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	763,003		719,338	
Fixed Assets		5,493,707		5,450,042
Stock	31,916		26,217	
Debtors Cont	85,763		23,500	
VAT	(15,062)		55,164	
Grants Debtor	0		20,000	
Car Loans	25,672		13,706	
Prepayments	74,636		65,483	
Draw Acc	(70,132)		10,000	
Call Acc	310,450		612,441	
Petty Cash	252		451	
Rechargeable Work in Progress	7,377		38,341	
Natwest Government Procurement C	(885)		(1,215)	
Reserve Account	1,081,991		661,610	
Total Current Assets		1,532,180		1,525,380
Trade Creditors	(162,179)		(317,232)	
PAYE & NI Control Account	0		(16,637)	
Superannuation Contrl Account	0		(14,221)	
Union Subs Control Account	0		(99)	
AVC Control Account	0		0	
Accruals	(154,710)		(193,178)	
Suspense	(0)		0	
Total Liabilities		(316,889)		(541,367)
Pension Liability		(3,353,000)		(3,343,000)
		3,355,998		3,091,055
Capital Outlay	5,493,709		5,450,044	
Pension Reserve	(3,353,000)		(3,343,000)	
Total Capital		2,140,709		2,107,044
General Reserve	910,190		880,038	
Development Reserve	126,773		126,420	
Plant Reserve	(118,398)		(87,474)	
Wage On-Cost Reserve	40,103		34,874	
Surplus/Deficit in Period	256,621		30,152	
Total Reserves		1,215,289		984,011
		3,355,998	0	3,091,055
Cash & Bank Balances				
Drawings Account		(70,132)		
Call Account		10,450	310,450	
Natwest Reserve Account @ 0.01%		1,081,991		
Petty Cash		252		
Chargecard		(885)		
Monmouthshire BS @ 0.15%		300,000	30 Day Notice	
		1,321,676		



Black Sluice Internal Drainage Board

Assurance Review of the Governance, Risk and Control Arrangements

2017/18

Executive Summary

OVERALL ASSURANCE ASSESSMENT



OVERALL CONCLUSION

Overall the Black Sluice Internal Drainage Board has good systems in place and the governance, risk and control arrangements are working well.

- All matters arising from the previous internal audit report in 2017/18 have been satisfactorily resolved.
- Some minor changes to Financial Regulations are recommended to further improve the control framework.

RATIONALE AND SCOPE

The audit review covered the following key areas as described in the Practitioners Guide for Smaller Authorities:

- Governance
- Risk Management
- Accounting Records
- Expenditure
- Budget
- Income
- Petty Cash
- Payroll
- Assets
- Bank
- Accounting Systems

ACTION POINTS



Management Action Plan - Priority 1, 2 and 3 Recommendations

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
1	Directed	It was noted in Financial Regulation 5.5 that the level of drainage rates collected, although shown within the management accounts, may not have identified the actual level collected at the time of the Board meeting. It is therefore suggested that the Ledger Summary of the drainage accounts (with some explanatory narrative) be reported to each Board meeting. This would then identify the total rates due, the sum collected to date, writes offs etc as well as the sum still to be collected. This would then provide the Board with meaningful drainage rate collection data at each of its meetings.	To comply with Financial Regulation 5.5, a report on the level of drainage rates collected be included on the agenda for each Board meeting.	3	The Management Accounts will be amended from the new financial year to show more detail in the collection of drainage rates.	01/04/18	Finance Manager

PRIORITY GRADINGS

1 URGENT Fundamental control issue on which action should be taken immediately.

2 IMPORTANT Control issue on which action should be taken at the earliest opportunity.

3 ROUTINE Control issue on which action should be taken.

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
2	Compliance	The majority of income is the penny rate and the levy on local authorities. A number of transactions, particularly those relating to staff (sale of PC to Chief Executive), were reviewed and found to be in order including the treatment of VAT. As good governance, it would be appropriate to have a procedure for disposing of surplus equipment to staff to avoid any adverse criticism in this regard.	A procedure for disposing of surplus equipment to staff be developed and included within Financial Regulations.	3	The Financial Regulations will be presented to the Audit & Risk Committee on 25/04/18 with this amendment proposed.	25/04/18	Finance Manager

PRIORITY GRADINGS

1	URGENT	Fundamental control issue on which action should be taken immediately.
2	IMPORTANT	Control issue on which action should be taken at the earliest opportunity.
3	ROUTINE	Control issue on which action should be taken.

Operational Effectiveness Matters

Ref	Risk Area	Item	Management Comments
1	Directed	Financial Regulation 5.1 be expanded to include procedures for the collection of income.	<i>The Financial Regulations will be presented to the Audit & Risk Committee on 25/04/18 with this amendment proposed.</i>
2	Compliance	A separate Credit Card policy and procedure be developed and included within Financial Regulations.	<i>The Financial Regulations will be presented to the Audit & Risk Committee on 25/04/18 with this amendment proposed.</i>
3	Compliance	The policy for reserves be included within Financial Regulations.	<i>The Financial Regulations will be presented to the Audit & Risk Committee on 25/04/18 with this amendment proposed.</i>

ADVISORY NOTE

Operational Effectiveness Matters need to be considered as part of management review of procedures, rather than on a one-by-one basis

Detailed Findings

INTRODUCTION

1. This review was carried out in January 2018 as part of the planned internal audit work for 2017/18. Based on the work carried out an overall assessment of the overall adequacy of the arrangements to mitigate the key control risk areas is provided in the Executive Summary.

BACKGROUND

2. Black Sluice Internal Drainage Board requires an annual internal audit in accordance with Governance and Accountability for Smaller Authorities in England Practitioners Guide.

MATERIALITY

3. The annual turnover for the Black Sluice Internal Drainage Board is some £2.4 million.

KEY FINDINGS & ACTION POINTS

4. The key control and operational practice findings that need to be addressed in order to strengthen the control environment are set out in the Management and Operational Effectiveness Action Plans. Recommendations for improvements should be assessed for their full impact before they are implemented.

SCOPE AND LIMITATIONS OF THE REVIEW

5. The audit review covered the following key areas as described in the Practitioners Guide for Smaller Authorities:

- Governance
- Risk Management
- Accounting Records
- Expenditure
- Budget
- Income
- Petty Cash
- Payroll
- Assets
- Bank
- Accounting Systems

DISCLAIMER

6. The matters raised in this report are only those that came to the attention of the auditor during the course of the internal audit review and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

RISK AREA ASSURANCE ASSESSMENTS

7. The definitions of the assurance assessments are:

Substantial Assurance	There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.
Reasonable Assurance	The system of internal controls is generally adequate and operating effectively but some improvements are required to ensure that risks are managed and process objectives achieved.
Limited Assurance	The system of internal controls is generally inadequate or not operating effectively and significant improvements are required to ensure that risks are managed and process objectives achieved.
No Assurance	There is a fundamental breakdown or absence of core internal controls requiring immediate action.

ACKNOWLEDGEMENT

8. We would like to thank staff for their co-operation and assistance during the course of our work.

RELEASE OF REPORT

9. The table below sets out the history of this report.

Date draft report issued:	29 th January 2018
Date management responses received:	12 th February 2018
Date final report issued:	15 th February 2018

10. The following matters were identified in reviewing the Key Risk Control Objective:

Directed Risk: Failure to direct the process through approved policy & procedures.

10.1 From the previous Internal Audit completed in April 2017 four recommendations were made:

Recommendation 1: Agree and Introduce an Anti-Bribery Policy. The Anti-Bribery Policy was introduced and agreed by the Board at its meeting on 14th June 2017.

Recommendation 2: When the 2017/18 pay award is reported to Executive/Board 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 help ensure no conflict of interest criticism can be made there should be no officer recommendation in this report. This matter was resolved at the Board meeting on 14th June 2017.

Recommendation 3: Consider a governance awareness training session for Members and staff. This matter has been referred to the new Internal Auditor to consider. Based on the 2017/18 plan and data reviewed the new Internal Auditor is not of a view that training is required at this time.

Recommendation 4: Ensure the integrity of the Whistleblowing policy is maintained. A Whistleblowing Confidential Reporting Code Policy was adopted by the Board at its meeting on the 14th June 2017. In addition, the Board agreed that the Whistleblowing Policy integrity is being maintained.

10.2 The following Policies and Procedures were reviewed:

- Standing Orders;
- Financial Regulations; and
- Procurement Policy.

10.3 It was noted in Financial Regulations 5.1 that procedures for the collection of all income due were missing. The Finance Manager agreed to insert these into the next revision.

Operational Effectiveness Matter: 1

Financial Regulation 5.1 be expanded to include procedures for the collection of income.

- 10.4 It was noted in Financial Regulation 5.5 that the level of drainage rates collected although shown within the management accounts may not have identified the actual level collected at the time of the Board meeting. It is therefore suggested as an example that the Ledger Summary of the Drainage Accounts (as adapted and with some explanatory narrative) be reported to each Board meeting. This would then identify such matters as the total rates due; the sum collected to date; writes offs; etc as well as the sum still to be collected. This would then provide the Board with meaningful drainage rate collection data at each of its meetings.

Recommendation: 1

Priority: 3

To comply with Financial Regulation 5.5, a report on the level of drainage rates collected be included on the agenda for each Board meeting.

- 10.5 Board agendas and minutes for 2017 were reviewed. These were found to be comprehensive and clear with detailed minutes being taken. They represented a good example of what should be reported to the Board and their content demonstrated that financial procedures were in order and that good governance was apparent.
- 10.6 Committee agendas and minutes for 2017 were reviewed. These were found to be comprehensive and clear with detailed minutes being taken. They represented a good example of what should be reported to a Committee and their content demonstrated that financial procedures were in order and that good governance was apparent.
- 10.7 The Risk Management Policy and Strategy was reviewed. It was noted that this was last approved by the Board on 14th June 2017. The Policy and Strategy is reviewed annually by the Board.
- 10.8 The risk register is comprehensive and covers the main risks associated with a drainage board. The Risk Register is reviewed at every Board meeting.

Compliance Risk: Failure to comply with approved policy and procedure leads to potential losses.

Accounting Records

- 10.9 The Accounting Records for Black Sluice IDB were reviewed and found to be in order.
- Accounts Payable (Creditors)**
- 10.10 A sense check was carried out on all creditor payments from 4th April 2017 to 20th December 2017. All payments looked reasonable and the payments related to the activities of a drainage board. Five creditor payments were selected for a more detailed review. These five creditor payments were in order and had been appropriately authorised.

- 10.11 From the sample of five creditor payments above these had been correctly paid and VAT had been correctly applied. All transactions had been properly approved in accordance with Financial Regulations.
- Purchase Orders**
- 10.12 The Purchase Ordering system was reviewed and it was confirmed that goods received had been confirmed and invoices had been matched back to the purchase order.
- Credit Cards**
- 10.13 Each member of the Management Team (3 people) at Black Sluice IDB hold a company credit card. Each card has an individual credit limit. The credit card statements are reconciled monthly and all transactions are posted to the appropriate accounts. While credit cards are referred to both in the Procurement Policy (Section 5) and in Financial Regulations (Section 9.6) there is no specific policy for the use of credit cards. It would be good practice to have a Credit Card Policy which would give guidance for the use of the cards to avoid any misunderstanding.

Operational Effectiveness Matter: 2

A separate Credit Card policy and procedure be developed and included within Financial Regulations

- 10.14 Credit Card transactions for November 2017 were reviewed. These were found to be in order with the monthly statement reconciled and all transactions posted to their correct accounts. VAT had also been correctly accounted for.
- Budgetary Control**
- 10.15 There is a good system of budgeting in place and for 2018/19 it was noted that the budget was showing a small deficit. The budget was also projecting a working balance of some £1 million after this deficit was taken into account.
- 10.16 Management Accounts are produced every month which show the actual income/spend against the budget and the variance. It also shows the year to date figures.
- Drainage Rates and Levies**
- 10.17 The drainage rate and levies were reviewed and found to be in order. It was noted the low level of drainage rate income that was still outstanding represented just 0.1% of the total income due from drainage rates i.e. some 99.9% of drainage rate income had been collected in 2017/18.
- Reserves**
- 10.18 Estimated reserves for 2018/19 were expected to be circa £1 million, however, the policy is for reserves to be a level around 20% of expenditure. It would be good practice to have within Financial Regulations a policy statement on reserves.

Operational Effectiveness Matter: 3

The policy for reserves be included within Financial Regulations

Future Forecasting

10.19 Future year's forecasting over a ten-year period shows the estimated reserves to be reducing year on year down to around 25% of expenditure by 2027/28. This is acceptable to avoid a potential budget deficit in 10 years' time.

Accounts Receivable (Debtors)

10.20 Miscellaneous accounts are issued as required to identify income due to the IDB. A collection procedure for this income should be stated within Financial Regulations in an expanded Section 5.1. (Operational Effectiveness Matter 1 refers).

10.21 Debt collection procedures for the Drainage Rate is clearly defined and flows from the date the invoices are sent out (usually April) with court action being instigated normally around September each year for non-payment.

10.22 Write offs are presented to the Board and will inevitably be for drainage rates that cannot be collected.

Income

10.23 The majority of income is received via a bank transfer. Cash is normally retained and used as petty cash. Cheques are banked at the local Post Office as and when received. The recording and banking of income was working well.

10.24 The majority of income comes from the penny rate and the levy on local authorities. A number of transactions particularly those relating to staff (sale of PC to Chief Executive) were reviewed and found to be in order including the treatment of VAT. As good governance it would be appropriate to have a procedure for disposing of surplus equipment to staff to avoid any adverse criticism in this regard.

Recommendation: 2

Priority: 3

A procedure for disposing of surplus equipment to staff be developed and included within Financial Regulations.

Petty Cash

10.25 Petty cash is maintained on a rolling basis with cash received added to the petty cash and cash payments made as required. The petty cash is reconciled monthly and signed off by the Finance Manager.

- 10.26 The petty cash was checked and verified to be correct. Receipts are given for cash received and receipts obtained for cash given out. VAT is accounted for as required.
- Payroll**
- 10.27 The payroll system is well established. A review of the December 2017 payroll identified discretionary payments to the management team. These were approved by the Chair of the Board and were in accordance with the "White Book".
- 10.28 A sample of five employees was checked and it was confirmed that their pay data was in order.
- 10.29 Monthly payments in accordance with HMRC requirements are made. Receipts via the HMRC Gateway were confirmed.
- Asset Register:**
- 10.30 The Asset Register is current as at the 31 March 2018. The register is comprehensive and includes all IDB assets e.g. Land, Buildings, Plant, Equipment and Pumping Stations.
- Bank reconciliations**
- 10.31 These have been regularly undertaken. November 2017 bank reconciliations were examined and confirmed to be in order.
- Financial statements**
- 10.32 These are undertaken and these reconcile to the cash book.
- 10.33 Data feeding into the accounting statements was confirmed to be correct.
-

Bourne Fen Farm Trust Fund

Revenue Account for Year Ended 31st March 2018

Income	2018	2017
	£	£
Investment Income	15,896	14,026
 Expenditure		
Contribution to Rates	9,249	9,249
Bank Charges	60	68
Contribution to Administration	4,808	4,462
	14,117	13,779
Surplus	1,779	247

Balance Sheet as at 31st March 2018

Capital Assets	Note	2018	2017
Investments	A	345,446	352,434
 Current Assets			
Bank Account		12,862	9,456
Debtors		1,360	1,487
		14,222	10,943
 Current Liabilities			
Creditors		1,500	0
Net Current Assets		358,168	363,377
 Fund Balances & Reserves			
Revaluation Reserve		246,383	253,371
Capital Fund		104,120	104,120
Revenue Reserve		7,665	5,886
		358,168	363,377
Reserves		358,168	363,377

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.



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To: All IDB Chairs by email to IDB Clerks

Monday 23 April 2018

TO ALL IDB CHAIRS

Dear IDB Chair

Governance & accountability - Updated IDB Policy Statement

Following the publication of the National Audit Office (NAO) report on IDBs in March 2017, ADA has been working hard to provide assistance to IDBs seeking to improve their governance and accountability. I am pleased to be able to write to you to confirm that ADA has now published a new Policy Statement for IDBs (attached) that has been endorsed by Dr Thérèse Coffey MP, Parliamentary Under Secretary of State for the Environment. Supported by Defra, ADA wishes to encourage Boards to adopt the new Policy Statement and make it available via their websites as a public statement of the purpose of IDBs.

The Policy Statement is a key output from the work ADA has been undertaking alongside Defra following the publication of the National Audit Office (NAO) Report on IDBs in March 2017. That work will continue in 2018 and ADA has commissioned the preparation of a Good Governance Guide, sponsored by Defra. It is being designed to be a quick reference guide to provide you with the essential information that you need to know as a Board Member. We are making good progress with the guide and hope to publish it later this summer. We will be making printed copies available to Board Members through a series of five IDB governance workshops that we intend to hold in collaboration with ADA Branches around England later this year and into early 2019.

One governance matter that I know that the Minister continues to take a particularly close interest in is the representation of local authority appointed members onto your Boards. It is important that all Boards pay close attention to both council appointments and election procedures, as well as the attendance at Board meetings. I would encourage you to work closely with your clerk, existing members and their appointing councils where there are concerns to help identify practical solutions. ADA will continue to highlight to appointing bodies that they should appoint persons to IDBs who know the district and/or have relevant knowledge/experience, and that these persons do not necessarily have to be councillors or council staff. Defra has also offered to assist in writing to Local Authorities where necessary and please let me know if you believe that such a letter to any of your representative Local Authorities from the Minister would be helpful.

I am grateful to those Boards that have taken steps, since the publication of the NAO Report, to seek the requisite number of appointed members and/or reconstitute the size of their Board in line with the guidance offered during the Defra Review of IDBs. Those efforts by IDBs have greatly assisted ADA in retaining the confidence and support of the Minister in the effective work of IDBs.

I very much look forward to all IDBs being able to adopt the attached Policy Statement for their activities and the opportunity this presents in demonstrating consistency and commitment to public service of all IDBs, which can only serve to increase IDBs' national profile and reputation.

Yours sincerely

Robert Caudwell
Chairman, ADA

ADA – representing drainage, water level and flood risk management authorities

Member of EUWMA- the European Union of Water Management Associations

ADA is a Company Limited by Guarantee, Registered in England No 8948603

Black Sluice Internal Drainage Board

Policy No: A

Policy Statement on Water Level and Flood Risk Management

Review Dates:

Original Issue	30 th May 2018
Board Approved	30 th May 2018

1 INTRODUCTION

Purpose

- 1.1 This policy statement has been prepared by Black Sluice Internal Drainage Board (the Board) to provide a public statement of the Board's approach to its management of flood risk and water levels within the Black Sluice Internal Drainage District (the District). The Board is constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a flood risk and coastal erosion 'Risk Management Authority' (RMA) under the Flood & Water Management Act 2010.
- 1.2 The Board serves the local community by managing water levels in ordinary watercourses and other water infrastructure within the District to mitigate against the risks from flooding and drought. In delivering its functions the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment. The Board recognises its responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body the Board is committed to the pursuit of economy, efficiency and effectiveness.

Background

- 1.3 The Department for Environment Food and Rural Affairs (Defra) has policy responsibility for flood and coastal erosion risk management in England. The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. Lead Local Flood Authorities (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas. Delivery is the responsibility of a number of flood risk and coastal erosion 'Risk Management Authorities' (RMA), which includes the Black Sluice IDB.
- 1.4 This Policy Statement sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the National flood and coastal erosion risk management strategy for England 2011 (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summarises what plans the Board has in place to manage water levels and reduce flood risk, whilst protecting and enhancing the environment, and ensuring good governance and local accountability. Copies of this Policy Statement are available from the Board's office at: Station Road, Swineshead, Boston, Lincolnshire PE20 3PW. Digital copies can be downloaded from the Board's website (www.blacksluiceidb.gov.uk).

2 GOVERNANCE AND LOCAL ACCOUNTABILITY

- 2.1 The Board will ensure that its policies and procedures enable effective representation of and accountability to drainage ratepayers and the occupiers of non-agricultural land within the District, including triennial elections in line with the requirements of the Land Drainage Act 1991, and timely engagement with charging authorities to fill vacancies in seats allocated to appointed members.
- 2.2 Board members must take decisions objectively in the best interests of the Board and uphold the ethical standards expected of public officeholders. Board members must adhere to the Board's Members Code of Conduct, including the seven principles of public life (Nolan Principles). The Board will make sure that there is suitable training in place for board members and staff, including on financial and environmental matters as appropriate.
- 2.3 Board members must declare financial and other interests relevant to their function with the Board. Board members will recuse themselves as appropriate where conflicts of interest may occur in relation to procurement, contract management and decision making.

3 DELIVERING THE NATIONAL STRATEGY'S POLICY AIM AND OBJECTIVES

Aim

- 3.1 The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public sector organisations will work together to manage the risk to people and their property; facilitate decision-making and action at the appropriate level; and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

Objectives

- 3.2 The Strategy sets out five objectives in pursuance of the overall aim as follows:
 - (a) understand the risks of flooding and coastal erosion, working together to put in place long-term sustainable plans to manage these risks and making sure that other plans take account of them;
 - (b) to avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
 - (c) build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;

- (d) increase public awareness of the risk that remains and engaging with people at risk to encourage them to take action to manage the risks that they face and to make their property more resilient; and
- (e) improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.

3.3 The Board supports the national aim and objectives for the management of flood risk and water levels and the Board's policy and approach will be consistent with them.

4 FLOOD RISK AND WATER LEVEL MANAGEMENT IN THE BOARD'S DISTRICT

4.1 The District has been determined to derive benefit, or avoid danger, as a result of drainage operations. As such the whole of the District is at some risk from flooding, but that risk is managed wherever it is practically, environmentally and financially viable¹.

4.2 The Board makes decisions regarding flood risk within the District taking into account the following:

- (a) assets in place considering design standard and life;
- (b) Environment Agency and Lead Local Flood Authority flood risk strategies, plans and maps; and
- (c) other information such as the history of flooding and land use impacts.

4.3 The following outlines the key details of the District:

Total area of the Black Sluice IDB Drainage District	47,220 ha
Catchment area draining to and including the District	67,293 ha
Total area of the District	47,220 ha
Area of Agricultural Land	43,981 ha
Area of other (non-agricultural) land	3,239 ha
Site of Designated Environmental Interest:	
Horbling SSSI	15 ha
The Wash SSSI & Ramsar	42 ha

¹ It should be noted that the Land Drainage Act 1991 provides the Board with statutory powers to carry out works of maintenance and improvement for land drainage and flood defence purposes, rather than imposing a duty on the Board to carry out such works.

4.4 Assets for which the Board has operational responsibility:

Watercourses (maintained)	755 km
Raised Embankments	4 km
Pumping Stations	34 (63 pumps)

4.5 Assets within or adjacent to the District that are maintained by the Environment Agency:

Main Rivers	169.5 km
Raised embankments / flood walls	7.9 km (Sea Defences) 172.2 km (River Flood Defences)
Pumping Stations	2

5 BUILDING, MAINTAINING AND IMPROVING FLOOD AND COSTAL EROSION RISK MANAGEMENT SYSTEMS

- 5.1 Through the operation, maintenance and improvement of watercourses and other water control assets within the District, the Board seeks to achieve a general standard of water level management that enables the drainage and irrigation of agricultural land, reduces flood risk to developed areas, and sustains environmental features throughout the District.
- 5.2 The Board monitors and reviews the condition of its watercourses and other assets, particularly those designated as critical, over-spilling from which could affect people and property. Consistent with the resultant needs established, a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards required. The programme is reviewed periodically by the Board to ensure it is delivering the appropriate condition.
- 5.3 Where standards are not at the desired level, improvement works will be sought where they are considered to be practical and financially viable by the Board. Where improvement works meet the criteria set by Defra, financial support will be sought from the Government's Flood and Coastal Resilience Partnership Funding. Where appropriate works will be undertaken in partnership with other Risk Management Authorities and take opportunities to work with natural processes.
- 5.4 Work for and by the Board will be carried out in accordance with best practice and to deliver best value for money taking due regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency and other organisations.

- 5.5 The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board is not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate what the Board considers to be the most important watercourses in the District as "District Drains" and prioritise their resources to the appropriate maintenance and, where necessary, improvement of such channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.
- 5.6 Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.
- 5.7 The Board has a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in their District and will, under this duty where appropriate advise others regarding the undertaking of works when it is not appropriate for the Board to exercise its own powers.
- 5.8 The Board will also seek to ensure, where possible, that assets managed by other Risk Management Authorities, which also reduce flood risk to the District, are maintained at a satisfactory standard and may enter into a Public Sector Co-operation Agreement with another Risk Management Authority to achieve better value for money when carrying out work to reduce flood risk.

6 REGULATION OF ACTIVITIES – AVOIDING INAPPROPRIATE DEVELOPMENT AND LAND MANAGEMENT

- 6.1 The Board will take appropriate steps to help riparian owners understand their responsibilities for maintenance, byelaw compliance and environmental regulations.
- 6.2 The Board will regulate as necessary, using available legislative powers and byelaws, the activity of others to ensure their actions within, alongside, and otherwise impacting its drainage system do not increase flood risk, prevent the efficient working of drainage systems, or adversely impact the environment.
- 6.3 The potential impact on flood risk from future development, both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development and, individual (planning) applications, to prevent inappropriate development and land use to ensure that flood risk is not increased. This will include, where appropriate, providing pre-application advice and checking of flood risk assessments.

- 6.4 Where appropriate the Board will seek contributions from developers to cover the cost of both immediate and longer term works necessary to mitigate against any resultant increase in flood risk. Such contributions will be recorded in accordance with the National Planning Policy Framework and associated technical guidance.
- 6.5 The Board will where appropriate designate structures or features affecting flood risk using section 30 of the Flood and Water Management Act 2010.

7 COMMUNICATION AND TRANSPARENCY

- 7.1 The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and flood risk as well as the steps the local community and land managers can take to assist in its management.
- 7.2 The Board will be open and transparent in its actions and decisions. The Board will comply with the requirements set out in the relevant Local Government transparency code.
- 7.3 The Board will provide an overview of the objectives and costs of its water level management operations by publishing on its website:
- (a) A record of the watercourses it periodically maintains;
 - (b) A statement of the types of general maintenance activities it routinely undertakes and why;
 - (c) Its Annual Report to Defra (IDB1 Form); and
 - (d) Approved Board minutes and papers.
- 7.4 The Board will seek views and respond to enquiries from the local general public in this regard and work with local partners to build a culture within which watercourses are seen as vital to managing flood risk, and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.
- 7.5 The Board invites any comments regarding the condition of its system, which could assist with the management of water levels.

8 WORKING TOGETHER

- 8.1 The Board will co-operate and share information with other relevant authorities in the exercise of their flood and coastal erosion risk management functions. The Board will contribute to strategies, plans and consultations relevant to its catchment and functions.

- 8.2 The Board will assist the Environment Agency wherever possible in its provision of adequate and cost effective flood warning systems, and assist Risk Management Authorities where necessary during flood emergencies. The Board will participate as necessary in exercises to develop and test emergency response procedures.
- 8.3 The Board has provided the Environment Agency and other local Risk Management Authorities with information on the major flood defence assets for which the Board is responsible.
- 8.4 The Board will seek to work with all relevant local organisations, in carrying out its flood and coastal erosion risk management functions and environmental obligations.

9 ENVIRONMENTAL MEASURES

- 9.1 The Board has nature conservation duties under the Land Drainage Act 1991, the Wildlife and Countryside Act 1981, the Protection of Badgers Act 1992, the Countryside and Rights of Way Act 2000, the Water Environment (Water Framework Directive) (England and Wales) Regulations 2003, the Eels (England and Wales) Regulations 2009, the Flood and Water Management Act 2010, the Natural Environment and Rural Communities Act 2006, Salmon and Freshwater Fisheries Act 1975, and as a competent authority under the Conservation of Habitats and Species Regulations 2017. The Board will fulfil these in a positive way.
- 9.2 Much of the Board's watercourse maintenance work constitutes vegetation control and de-silting and is often a vital and routine requirement. Whilst inevitably some short or long term impacts may arise, this management is often essential to maintain the distinct assemblage of aquatic habitat and species present in the district. Such work will be carried out in a way that manages the potential risks to the environment. The Board has access to environmental expertise from their Conservation Consultant, and have a Biodiversity Action Plan, developed according to ADA and Natural England guidelines, which indicates the way in which their functions can be carried out in a way appropriate to the environment and how the environment can be enhanced. The Board maintain only a small proportion of the total watercourse length in the District, the significant majority being the responsibility of the adjoining land owners or of other bodies.
- 9.3 When carrying out work, be it maintenance or improvement, and consistent with the need to maintain satisfactory flood protection standards, we will aim to:
- (a) Avoid any unnecessary or long term damage to agricultural interests and to natural habitats and species;
 - (b) Carry out the monitoring of any gains and losses of biodiversity and report annually to the Environment Agency; and

(c) Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.

9.4 The District is situated within numerous sites of national biological or geological interest including:

9.5 Horbling SSSI, The Wash SSSI and The Wash Ramsar.

9.6 The Board has one Water Level Management Plan.

9.7 The Board will play its full role in sustaining the Water Level Management Plans prepared for SSSIs to maintain, or bring sites into, favourable condition, in conjunction with Natural England and other interested parties and review the plans in accordance with guidance.

10 APPROVAL AND REVIEW OF THIS POLICY STATEMENT

10.1 This protocol was adopted by the Board on 30th May 2018.

10.2 Black Sluice IDB will review and update this Policy Statement as and when changes to policies are made and notwithstanding within a period not extending beyond five years.

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - 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
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in **Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

Black Sluice Internal Drainage Board

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15/02/18

Name of person who carried out the internal audit

CHRISTOPHER R. HARRIS

Signature of person who carried out the internal audit

CR Harris

Date

25/04/18

***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, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Black Sluice Internal Drainage Board

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed		Yes means that this 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
			✓
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

30/05/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.blacksluiceidb.gov.uk

Section 2 – Accounting Statements 2017/18 for

Black Sluice Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	1,219,413	984,012	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	2,058,353	2,073,657	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	424,984	1,014,324	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	1,048,536	1,100,770	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 authority's borrowings (if any).
6. (-) All other payments	1,580,202	1,755,932	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	984,012	1,755,932	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	1,283,286	1,321,676	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	5,450,042	5,493,707	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

26/05/18

I confirm that these Accounting Statements were approved by this authority on this date:

30/05/18

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Black Sluice Internal Drainage Board

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.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	Board Watercourses being unable to convey water	Medium	Low	2		Maintenance
	1.5	In operating machinery to maintain watercourses	Medium	Low	2		Training
	1.6	Claims from third parties for damage to property or injury	Medium	Low	2		
	1.7	Third Parties damage to Board maintained assets	Medium	Low	2		
	1.8	Loss of senior staff	Medium	Low	2		
	1.9	Insufficient finance to carry out works	Medium	Low	2		
	1.10	Reduction in staff performance	Medium	Low	2		
	1.11	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	Low	1		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 (Staff and Equipment)	Medium	Low	2		Review
To provide a safe and fulfilling working environment for staff.	3.3	Critical Incident loss of office	High	Low	3	None	
	4.1	Injury to staff and subsequent claims and losses	Medium	Low	2		Training
To maintain financial records that are correct and comply with all recommended accounting practice.	4.2	Not complying with Health and Safety legislation	High	Low	3		Consultant
	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		
	5.5	Fraudulent use of credit cards	Low	Medium	2		
	6.1	Board members in making decisions	Low	Low	1		
	6.2	Not complying with all employment regulations and laws	Medium	Low	2		
	7.1	Not collecting sufficient income to fund expenditure	Low	Low	1		Accounts
Information Technology and Communications	7.2	IDB abolished or taken over	Low	Low	1		
	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	Low	2		
	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

Printed on 10/05/2018 at 13:55 by JB
From 01/02/2018 To 28/02/2018

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/02/2018 To 28/02/2018

Account	Date	Type	Ref 1	Ref 2	Value	Details
PAU002	05/02/2018	Payment	P11	Bacs	-204.00	Paul Green Expenses
AJS001	08/02/2018	Payment	112028	Bacs	-3959.99	A J Saul Hire
ANT002	08/02/2018	Payment	1300	Bacs	-431.36	Anthony Elston
ASH001	08/02/2018	Payment	16649953	Bacs	-61.32	Ashtead Plant Hire Co Ltd
BLA001	08/02/2018	Payment	P F Gould Crop Loss	Bacs	-51.29	Black Sluice IDB
BOS013	08/02/2018	Payment	0078	Bacs	-360.00	Boston Shotblasting Services
CAR002	08/02/2018	Payment	43202	Bacs	-136.21	J Carr & Son
CLA001	08/02/2018	Payment	67772	Bacs	-272.80	Frank Clayton & Son Ltd
COP002	08/02/2018	Payment	INV-43331	Bacs	-134.52	Cope Safety Management Ltd.
CRO001	08/02/2018	Payment	8201524859	Bacs	-69.00	Crown Decorating Centres
DON001	08/02/2018	Payment	DIN0009695	Bacs	-50.60	Donington Engineering Supplies
ELL002	08/02/2018	Payment	96603	Bacs	-113.81	Ellgia Ltd
ELS001	08/02/2018	Payment	6151	Bacs	-153.16	Elston Environmental Services
FIS002	08/02/2018	Payment	2030981	Bacs	-597.90	Fisher German LLP
HGV001	08/02/2018	Payment	VBCV149271	Bacs	-95.69	HGV Truck Parts
INL001	08/02/2018	Payment	2017- P10	Bacs	-17491.58	HM Revenue & Customs
INT002	08/02/2018	Payment	5242	Bacs	-90.00	InterLec
IRE001	08/02/2018	Payment	209895	Bacs	-8113.54	Irelands Farm Machinery Ltd
KWM001	08/02/2018	Payment	8935	Bacs	-222.96	K & W Mechanical Services Ltd
LIN002	08/02/2018	Payment	2017- P10	Bacs	-19660.33	Lincolnshire C Pension Fund
MOT001	08/02/2018	Payment	BTT136205	Bacs	-56.59	Motor Parts Direct Limited
SWI001	08/02/2018	Payment	BN042687	Bacs	-126.59	Switch Electrical WholesaleLtd
TFM001	08/02/2018	Payment	235400	Bacs	-502.81	TFM Supplies
TMC001	08/02/2018	Payment	18017	Bacs	-136.80	TMC Lifting
TMS001	08/02/2018	Payment	12634	Bacs	-2304.00	Traffic Management ServicesLtd
UNI001	08/02/2018	Payment	2017- P10	Bacs	-101.25	Unison
WOO001	08/02/2018	Payment	970802	Bacs	-127.07	Woodco Business Machines

Account	Date	Type	Ref 1	Ref 2	Value	Details
ZEN001	08/02/2018	Payment	5422600	Bacs	-96.00	ESS Safeforce
ADC001	22/02/2018	Payment	10386	Bacs	-2400.00	ADC (East Anglia) Ltd
ANG102	22/02/2018	Payment	8062543767	Bacs	-12.79	Anglian Water (Holland Fen PS)
BEE001	22/02/2018	Payment	004081	Bacs	-41.04	Beesons of Boston Ltd
BLU001	22/02/2018	Payment	22856	Bacs	-26.46	Blue Line Trailers
BOS002	22/02/2018	Payment	26424	Bacs	-666.66	Boston Commercial Cleaners Ltd
CAJ001	22/02/2018	Payment	59592	Bacs	-182.28	C & J Supplies
CEF001	22/02/2018	Payment	BOS/232953	Bacs	-118.80	CEF (Boston)
CHA001	22/02/2018	Payment	407708	Bacs	-228.46	Chandlers (Farm Equipment) Ltd
CLA001	22/02/2018	Payment	68050	Bacs	-1070.54	Frank Clayton & Son Ltd
COV001	22/02/2018	Payment	10519	Bacs	-515.82	Cover Up
CRA001	22/02/2018	Payment	54874	Bacs	-61.56	Craven & Nicholas Ltd
CRA004	22/02/2018	Payment	6362	Bacs	-431.43	Craftwork Engineering Ltd
CRP001	22/02/2018	Payment	CRPS/B-SLUICE/FEB18	Bacs	-70.00	C & R Property Services
DON001	22/02/2018	Payment	DIN0009766	Bacs	-149.70	Donington Engineering Supplies
HAR001	22/02/2018	Payment	23157232	Bacs	-994.71	TC Harrison JCB
HGV001	22/02/2018	Payment	VBCV151366	Bacs	-165.03	HGV Truck Parts
HIL002	22/02/2018	Payment	131622	Bacs	-323.35	Charles H Hill Ltd
JAC001	22/02/2018	Payment	BTN/321253	Bacs	-136.80	Jackson Buildbase
LIN001	22/02/2018	Payment	5864	Bacs	-264.00	LWOL Ltd
MAN001	22/02/2018	Payment	31017	Bacs	-48.00	Mandy's Coffee Services
MOT001	22/02/2018	Payment	BTT137596	Bacs	-32.70	Motor Parts Direct Limited
PES002	22/02/2018	Payment	1849	Bacs	-300.00	Pestforce
SIL001	22/02/2018	Payment	IN473720	Bacs	-30.12	Silt Side Services Ltd
THO001	22/02/2018	Payment	11174	Bacs	-1800.00	TFM Country Store
TIA001	22/02/2018	Payment	180203/2	Bacs	-1800.00	TIAA Ltd
TRA002	22/02/2018	Payment	9146 AGF279	Bacs	-111.07	Travis Perkins Trading Co Ltd.
WEL001	22/02/2018	Payment	13531	Bacs	-86.40	Wells Tarpaulins Ltd
WEL005	22/02/2018	Payment	1221	Bacs	-936.00	Welland & Deepings IDB
BUS001	08/02/2018	Refund	P11	Refund	27326.95	British Gas Business
SWA001	08/02/2018	Payment	P11	Direct Deb	-129.58	Swalec
BAR005	12/02/2018	Payment	P11	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	12/02/2018	Payment	P11	Direct Deb	-13.31	Barclaycard Merchant Services

Account	Date	Type	Ref 1	Ref 2	Value	Details
TOM002	14/02/2018	Payment	P11	Direct Deb	-193.32	TomTom
PAY001	19/02/2018	Payment	P11	Direct Deb	-13.20	Payzone UK Limited
BR1005	19/02/2018	Payment	P11	Direct Deb	-129.54	British Telecom DD
WOL001	20/02/2018	Payment	P11	Direct Deb	-58305.63	Woldmarsh Producers Ltd
EVE002	20/02/2018	Payment	P11	Direct Deb	-805.94	Everything Everywhere
BR1001	21/02/2018	Payment	P11	Direct Deb	-1653.42	British Telecom
NAT004	28/02/2018	Payment	P12	Direct Deb	-16.10	Natwest
NAT004	28/02/2018	Payment	P12	Direct Deb	-5.25	Natwest
SKY002	28/02/2018	Payment	P12	Direct Deb	-36.99	Sky UK Ltd

Account	Date	Type	Ref 1	Ref 2	Value Details
					-130040.05
				Total Payments	
				Total Discounts	
				Total Adjustments	27326.95
				Total Refunds	
				Total	-102713.10

Payments

Bacs -68724.89 Cheque Direct Deb -61315.16 Chargecard

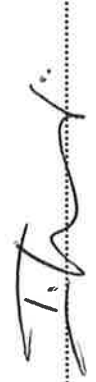
Bulk Bacs

Adjustments

Disc Contra SL

Refunds

Refund 27326.95



Chief Executive



Finance Manager

Black Sluice Internal Drainage Board

Printed on 10/05/2018 at 13:58 by JB
From 01/03/2018 To 31/03/2018

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/03/2018 To 31/03/2018

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	08/03/2018	Payment	513181	Bacs	-769.63	Alarmline Security Ltd
ALL005	08/03/2018	Payment	9819	Bacs	-1068.00	Allenby Training Services Ltd
ANG002	08/03/2018	Payment	273043	Bacs	-22.82	Anglia Bearing Company
ARB001	08/03/2018	Payment	1610	Bacs	-1500.00	Arb-Core Tree Care Ltd
ASS003	08/03/2018	Payment	297846	Bacs	-152.00	Association of Accounting Tech
BLU001	08/03/2018	Payment	22973	Bacs	-250.20	Blue Line Trailers
BOS002	08/03/2018	Payment	26496	Bacs	-522.29	Boston Commercial Cleaners Ltd
BOS013	08/03/2018	Payment	0087	Bacs	-2040.00	Boston Shotblasting Services
BUS002	08/03/2018	Payment	WC051742	Bacs	-434.29	B A Bush & Son Ltd
CAR002	08/03/2018	Payment	43355	Bacs	-34.31	J Carr & Son
CEF001	08/03/2018	Payment	BOS/234015	Bacs	-89.43	CEF (Boston)
CLA001	08/03/2018	Payment	68156	Bacs	-720.75	Frank Clayton & Son Ltd
COP002	08/03/2018	Payment	INV-43580	Bacs	-134.52	Cope Safety Management Ltd.
CRA001	08/03/2018	Payment	54987	Bacs	-14.42	Craven & Nicholas Ltd
CRA004	08/03/2018	Payment	6558	Bacs	-226.20	Craftwork Engineering Ltd
CRP001	08/03/2018	Payment	CRPS/BSLUICE/6MAR18	Bacs	-40.00	C & R Property Services
ELL002	08/03/2018	Payment	98391	Bacs	-96.00	Elgia Ltd
ENG001	08/03/2018	Payment	39193	Bacs	-1248.47	Engineering & Hire Ltd
HBP001	08/03/2018	Payment	SIN044722	Bacs	-6695.40	HBP Systems Ltd
HGV001	08/03/2018	Payment	VBCV152421	Bacs	-162.82	HGV Truck Parts
HIL002	08/03/2018	Payment	131741	Bacs	-80.69	Charles H Hill Ltd
INL001	08/03/2018	Payment	2017- P11	Bacs	-17869.37	HM Revenue & Customs
JAC001	08/03/2018	Payment	BTN/323681	Bacs	-47.88	Jackson Buildbase
LAR001	08/03/2018	Payment	61672	Bacs	-848.79	Ray Larrington Hydraulics
LIN002	08/03/2018	Payment	2017- P11	Bacs	-20334.92	Lincolnshire C C Pension Fund
OFF005	08/03/2018	Payment	SN176665	Bacs	-482.40	Office Furniture Online
ORI001	08/03/2018	Payment	101144	Bacs	-601.20	Oriel Systems Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
SHE002	08/03/2018	Payment	BSIDBINV001	Bacs	-105.00	Sheppard's Delight
STA004	08/03/2018	Payment	P045179342	Bacs	-364.67	Stannah
SWI001	08/03/2018	Payment	BN043573	Bacs	-102.67	Switch Electrical WholesaleLtd
TFM001	08/03/2018	Payment	235969	Bacs	-205.13	TFM Supplies
UNI001	08/03/2018	Payment	2017- P11	Bacs	-101.25	Unison
VEH001	08/03/2018	Payment	200737	Bacs	-42.00	Vehicle Refinishing Specialist
WOO001	08/03/2018	Payment	970994	Bacs	-163.75	Woodco Business Machines
WOO005	08/03/2018	Payment	83058	Bacs	-46.76	Woodco Office Equipment Ltd
MAM001	08/03/2018	Payment	P12	Bacs	-3600.00	Mammoth Recruitment & HR
ANG101	29/03/2018	Payment	8063572474	Bacs	-630.40	Anglian Water (Swineshead HQ)
ANG104	29/03/2018	Payment	8362790785	Bacs	-404.10	Anglian Water (Trade Effluent)
ARB001	29/03/2018	Payment	1619	Bacs	-26400.00	Arb-Core Tree Care Ltd
BUS002	29/03/2018	Payment	BO200355	Bacs	-124.96	B A Bush & Son Ltd
CAR002	29/03/2018	Payment	43380	Bacs	-178.45	J Carr & Son
CEF001	29/03/2018	Payment	BOS/235132	Bacs	-164.63	CEF (Boston)
CEM001	29/03/2018	Payment	3010371128	Bacs	-618.84	Cemex UK Materials Ltd
CLA001	29/03/2018	Payment	68236	Bacs	-432.16	Frank Clayton & Son Ltd
COP002	29/03/2018	Payment	INV-43800	Bacs	-134.52	Cope Safety Management Ltd.
CRA001	29/03/2018	Payment	55047	Bacs	-28.80	Craven & Nicholas Ltd
CRO001	29/03/2018	Payment	8201674461	Bacs	-215.79	Crown Decorating Centres
INL001	29/03/2018	Payment	2017- P12	Bacs	-17722.43	HM Revenue & Customs
IRE001	29/03/2018	Payment	210281	Bacs	-1630.80	Irelands Farm Machinery Ltd
JAC001	29/03/2018	Payment	BTN/326179	Bacs	-105.45	Jackson Buildbase
JBA001	29/03/2018	Payment	2018/0736	Bacs	-193.13	JBA Consulting
KIO001	29/03/2018	Payment	SIP-1274669	Bacs	-28.70	Kiowa Ltd
KWM001	29/03/2018	Payment	9037	Bacs	-163.68	K & W Mechanical Services Ltd
LIN002	29/03/2018	Payment	2017- P12	Bacs	-20322.78	Lincolnshire C C Pension Fund
LIN007	29/03/2018	Payment	2017 Lincs Show	Bacs	-500.00	Lincs ADA
MAS001	29/03/2018	Payment	ESI000025	Bacs	-5859.83	Mastenbroek Environmental Ltd
NOT001	29/03/2018	Payment	88500/2	Bacs	-201.55	P G & C Nottingham
ORI001	29/03/2018	Payment	101146	Bacs	-298.80	Oriel Systems Ltd
PET002	29/03/2018	Payment	12372	Bacs	-167.76	Peter Smith Trailer Sales
SAM001	29/03/2018	Payment	059563	Bacs	-80.00	SAMS

Account	Date	Type	Ref 1	Ref 2	Value	Details
SIL001	29/03/2018	Payment	IN475753	Bacs	-161.27	Silt Side Services Ltd
SYS001	29/03/2018	Payment	120878	Bacs	-84.00	Systematic Print Management
TAY002	29/03/2018	Payment	53000406	Bacs	-102.00	Taylor's of Boston
TRA002	29/03/2018	Payment	0458 AHX042	Bacs	-196.27	Travis Perkins Trading Co Ltd.
UNI001	29/03/2018	Payment	2017- P12	Bacs	-101.25	Unison
WAK001	29/03/2018	Payment	10411	Bacs	-546.00	Wakefield Autos
WIL005	29/03/2018	Payment	WCP 1334	Bacs	-648.00	Wildlife Conservation Partners
WIT001	29/03/2018	Payment	INV03522	Bacs	-1447.92	Witham Fourth IDB
WOO001	29/03/2018	Payment	971232	Bacs	-237.97	Woodco Business Machines
BUS001	01/03/2018	Payment	P12	Direct Deb	-17.45	British Gas Business
BAR005	12/03/2018	Payment	P12	Direct Deb	-5.99	Barclaycard Merchant Services
BAR005	12/03/2018	Payment	P12	Direct Deb	-12.57	Barclaycard Merchant Services
TOM002	13/03/2018	Payment	P12	Direct Deb	-193.32	TomTom
PAY001	19/03/2018	Payment	P12	Direct Deb	-13.20	Payzone UK Limited
WOL001	20/03/2018	Payment	P12	Direct Deb	-259.18	Woldmarsh Producers Ltd
EVE002	20/03/2018	Payment	P12	Direct Deb	-984.65	Everything Everywhere
BRI005	21/03/2018	Payment	P12	Direct Deb	-81.52	British Telecom DD
SKY002	28/03/2018	Payment	P12	Direct Deb	-36.99	Sky UK Ltd
NAT004	29/03/2018	Payment	P12	Direct Deb	-6.30	Natwest
NAT004	29/03/2018	Payment	P12	Direct Deb	-6.30	Natwest

Account	Date	Type	Ref 1	Ref 2	Value Details
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Total Payments					<u>-142967.74</u>
Total Discounts					
Total Adjustments					
Total Refunds					
Total					<u>-142967.74</u>

Payments

Bacs	-141350.27	Cheque	Direct Deb	-1617.47	Chargecard
Bulk Bacs					

Adjustments

Disc		Contra SL			
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Refunds

Refund					
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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

Printed on 10/05/2018 at 14:01 by JB
From 01/04/2018 To 30/04/2018

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/04/2018 To 30/04/2018

Account	Date	Type	Ref 1	Ref 2	Value	Details
ASS003	12/04/2018	Payment	20001337	Bacs	-147.00	Association of Accounting Tech
ATK002	12/04/2018	Payment	18013893	Bacs	-88.49	Atkins Ltd
BLA001	12/04/2018	Payment	30-2112-9	Bacs	-214.29	Black Sluice IDB
BOC001	12/04/2018	Payment	3046523948	Bacs	-426.37	BOC
BOS002	12/04/2018	Payment	26581	Bacs	-692.35	Boston Commercial Cleaners Ltd
CAR002	12/04/2018	Payment	43448	Bacs	-90.00	J Carr & Son
CEM001	12/04/2018	Payment	3010401533	Bacs	-627.48	Cemex UK Materials Ltd
CLA001	12/04/2018	Payment	68390	Bacs	-50.00	Frank Clayton & Son Ltd
CRP001	12/04/2018	Payment	CRPS/B-SLUICE/4APR18	Bacs	-40.00	C & R Property Services
DIC001	12/04/2018	Payment	3586	Bacs	-288.00	D & J Dickinson
DON001	12/04/2018	Payment	DIN0009987	Bacs	-7.88	Donington Engineering Supplies
ELL002	12/04/2018	Payment	100196	Bacs	-120.00	Eligja Ltd
EVA001	12/04/2018	Payment	IDB055	Bacs	-220.00	Noel Evans Window Cleaning
HGV001	12/04/2018	Payment	VBCV154647	Bacs	-151.25	HGV Truck Parts
INS002	12/04/2018	Payment	INV-15950-T2J0Z7	Bacs	-92.00	Institute of Leadership&Mngmnt
LIN007	12/04/2018	Payment	AGM 2018	Bacs	-288.00	Lincs ADA
MOT001	12/04/2018	Payment	BTT139261	Bacs	-24.96	Motor Parts Direct Limited
ORI001	12/04/2018	Payment	101156	Bacs	-26.03	Oriel Systems Ltd
ROY003	12/04/2018	Payment	180003	Bacs	-31122.00	Royal Smals
RUS002	12/04/2018	Payment	0489	Bacs	-36.00	Russfussuk Design
SWI001	12/04/2018	Payment	SP064165	Bacs	-79.80	Switch Electrical WholesaleLtd
TFM001	12/04/2018	Payment	236857	Bacs	-825.53	TFM Supplies
THO001	12/04/2018	Payment	12243	Bacs	-2460.00	TFM Country Store
TRA002	12/04/2018	Payment	9146 AGG763	Bacs	-1.68	Travis Perkins Trading Co Ltd.
TRA006	12/04/2018	Payment	0870459708	Bacs	-199.00	Trade UK
TUR001	12/04/2018	Payment	4-04228985	Bacs	-130.67	Turnbull & Co Ltd
WIT001	12/04/2018	Payment	INV03528	Bacs	-665.28	Witham Fourth IDB

Account	Date	Type	Ref 1	Ref 2	Value	Details
BUS001	12/04/2018	Payment	P01	Bacs	-481.40	British Gas Business
BOS014	26/04/2018	Payment	R0006323	Bacs	-2641.60	Boston Borough Council (Other)
CLA001	26/04/2018	Payment	68544	Bacs	-80.60	Frank Clayton & Son Ltd
CRA001	26/04/2018	Payment	55268	Bacs	-534.78	Craven & Nicholas Ltd
DON001	26/04/2018	Payment	DIN0010015	Bacs	-7.20	Donington Engineering Supplies
ENV001	26/04/2018	Payment	2042470	Bacs	-11487.60	Environment Agency
EVA001	26/04/2018	Payment	IDB057	Bacs	-535.00	Noel Evans Window Cleaning
HBP001	26/04/2018	Payment	SIN045194	Bacs	-1684.80	HBP Systems Ltd
HGV001	26/04/2018	Payment	VBCV156148	Bacs	-76.15	HGV Truck Parts
IDS001	26/04/2018	Payment	45919	Bacs	-380.29	ID Specialist Machinery
INL001	26/04/2018	Payment	475/L507 (P11D(b))	Bacs	-493.49	HM Revenue & Customs
INT002	26/04/2018	Payment	5291	Bacs	-756.00	InterLec
JAC001	26/04/2018	Payment	BTN/325677	Bacs	-317.04	Jackson Buildbase
LIN002	26/04/2018	Payment	10057888	Bacs	-394.55	Lincolnshire C Pension Fund
MAS001	26/04/2018	Payment	ESI000044	Bacs	-49.27	Mastenbroek Environmental Ltd
MOT001	26/04/2018	Payment	BTT139550	Bacs	-182.71	Motor Parts Direct Limited
ONE002	26/04/2018	Payment	14/02JB/BS	Bacs	-319.90	O'Neils Catering Services
PET003	26/04/2018	Payment	1014	Bacs	-374.42	Peter Smith Commercials Ltd
PUL001	26/04/2018	Payment	INV68743	Bacs	-383.52	Pulsar Process Measurement
SAM001	26/04/2018	Payment	059836	Bacs	-135.47	SAMS
TMC001	26/04/2018	Payment	18296	Bacs	-16.32	TMC Lifting
WHE002	26/04/2018	Payment	23948	Bacs	-36.60	Wheelcraft Ltd
ZEN001	26/04/2018	Payment	5649995	Bacs	-180.00	ESS Safeforce
PIT001	06/04/2018	Payment	P01	Direct Deb	-19.74	Pitney Bowes Ltd
BAR005	10/04/2018	Payment	P01	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	10/04/2018	Payment	P01	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	17/04/2018	Payment	P01	Direct Deb	-193.32	TomTom
PAY001	18/04/2018	Payment	P01	Direct Deb	-13.20	Payzone UK Limited
PIT001	18/04/2018	Payment	P01	Direct Deb	-509.60	Pitney Bowes Ltd
WOL001	20/04/2018	Payment	P01	Direct Deb	-22624.74	Woldmarsh Producers Ltd
EVE002	20/04/2018	Payment	P01	Direct Deb	-986.30	Everything Everywhere
BEU001	25/04/2018	Payment	P01	Direct Deb	-9962.03	BEUK Travel
RYA002	26/04/2018	Payment	P01	Bacs	-38.69	Ryan Dixon Expenses

Account	Date	Type	Ref 1	Ref 2	Value	Details
BRI005	26/04/2018	Payment	P01	Direct Deb	-351.02	British Telecom DD
					<u>-95387.17</u>	
						Total Payments
						Total Discounts
						Total Adjustments
						Total Refunds
					<u>-95387.17</u>	Total

Payments


Bacs	-60701.46	Cheque	Direct Deb	-34685.71	Chargecard
Bulk Bacs					

Adjustments

Disc		Contra SL			
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Refunds

Refund					
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Chief Executive



Finance Manager

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING – 30th MAY 2018

AGENDA ITEM No 11(b)

**SCHEDULE OF CONSENTS ISSUED & CONSENT APPLICATIONS /
CONTRAVENTIONS**

1. List of Consents

(a) Byelaw Consents

There have been no byelaw consents issued by the Board since 14th February 2018.

(b) Culvert Consents

The following culvert consents have been issued by the Board since 14th February 2018:

2018/C01	Adrian & Karen Theyer Glenholme Glenside North Pinchbeck Spalding PE11 3SD	Installation of a piped culvert Grid Refs: 519881 324959 Drain: BSIDB Drain 22/2
2018/C02	Lincolnshire County Council Technical Services Partnership Crown House Grantham Street Lincoln LN2 1BD	Emergency replacement of an existing LCC Highways Culvert and re- instatement of adjacent side-dyke pipework. Grid Refs: 529411 345170 Drain: BSIDB Drain 12/6 LCC Highways Ref: 24/95/41B
2018/C03	Mr R D Brown Pear Tree Farm South Drove Helpringham Fen Sleaford NG34 0BD	Replacement of an existing domestic access culvert. Grid Refs: 513977 339534 Drain: Ordinary (non Board- maintained)
2018/C04	Western Power Distribution Endeavour Park Gilbert Drive Boston PE21 7TW	Installation of an underground electric cable under the bed of an ordinary watercourse. Grid Refs: 529769 344109 Drain: Ordinary (non Board- maintained)

(c) Development Agreements

The following development agreements have been issued by the Board since 14th February 2018:

2018/D01	HPC Homes Tilia House 2 Tilia Way Bourne Lincs PE10 0GR	Discharge of surface water from a residential development, land off St Thomas Drive, Boston. Watercourse 6/31 Planning Application BB/15/0196
2018/D02	Mr F Ladha 4 North Drove Twenty Bourne Lincs PE10 0BJ	Discharge of treated effluent into a watercourse. Grid Ref: 515250 321815 BSIDB Drain: 28/15
2018/D03	R M Capps Ltd Steyning House Steyning Lane Swineshead Boston PE20 3HZ	Discharge of treated effluent into a watercourse. Grid Ref: 523075 340062 BSIDB Drain: Ordinary (non Board-maintained)

(d) Land Drainage Agreements

The following land drainage agreement has been issued by the Board since 14th February 2018:

2018/L01	Mr P N Benjamin Gauntlet House Fore Lane Bicker Boston PE20 3AZ	1 Outfall Drain 4/67 Grid Ref: 522031, 338710
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(e) Extended Area Consents

There have been no extended area consents issued since the 14th February 2018.

2. Consent Applications / Contraventions

(a) **Application to relax the 9 metre byelaw (BSIDB Byelaw No.10)**

The Board has received an application from Mr & Mrs N Stockdale, Mayflower Farm, Tydd Road, West Pinchbeck, to relax the 9m byelaw at land adjacent to No.158 Six House Bank, West Pinchbeck, to permit the erection of a new dwelling adjacent to the existing property. The applicant has submitted an application for planning to South Holland District Council (SHDC Ref. No. H14-3632-18).

The applicant is requesting a relaxation of Byelaw No. 10 to allow the proposed dwelling to be located no closer than 6 metres from the brink of the bank of the Board-maintained watercourse (BSIDB Ref. No. 22/2 – Dovehirne Drain) on the western boundary of the site.

The applicant is also requesting that the Board permits the replacement of any existing boundary treatments within the byelaw distance with new fences or planting, on condition that any obstructions will be removed at the applicant's expense should the Board require access the watercourse, and the laying of a new gravel driveway.

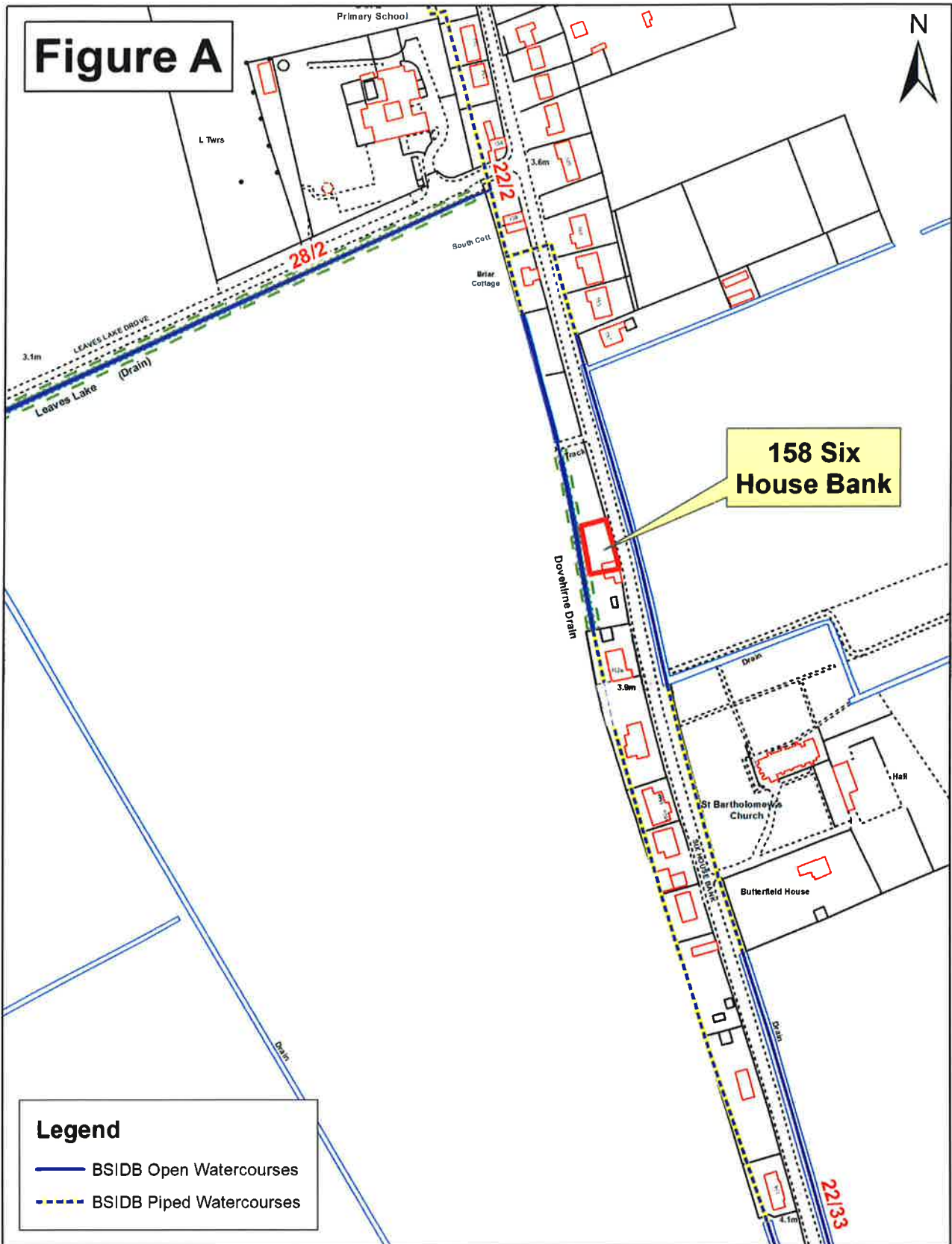
Figure A shows the location of the proposal.

Figure B shows the applicant's proposals in relation to the existing and neighbouring properties.

The applicant has informed the Board that they are not intending to pipe the adjacent Board-maintained watercourse. The applicants' have been advised that should they change their mind, any application to do so would not be considered until the next meeting of the Board in November 2018.

I M Warsap
Chief Executive

Figure A



Legend

- BSIDB Open Watercourses
- - - BSIDB Piped Watercourses



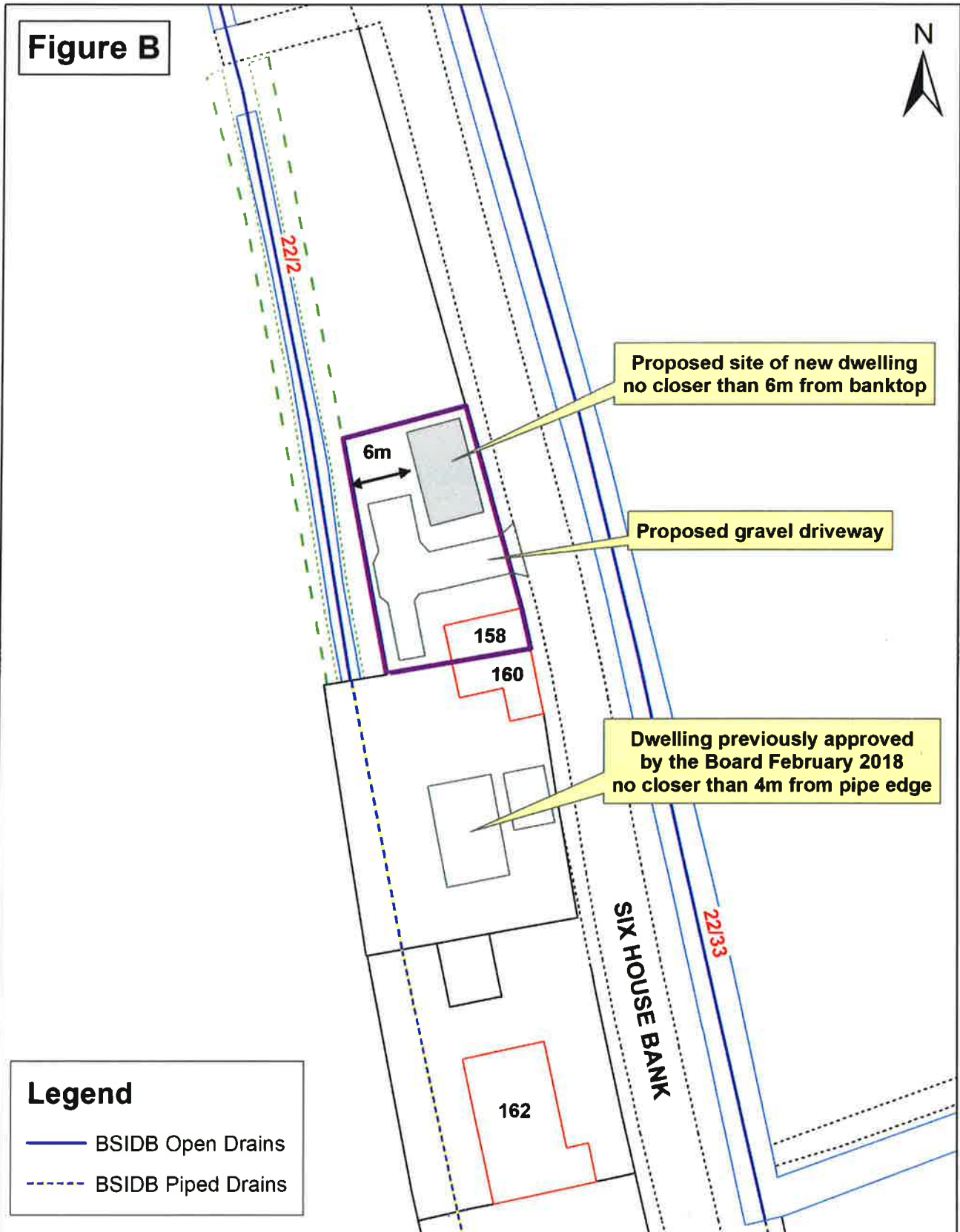
Black Sluice Internal Drainage Board
 Station Road, Swineshead,
 Boston, Lincolnshire PE20 3PW
 Tel: 01205 821440
 Email: mailbox@blacksluiceidb.gov.uk

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Date: May 2018

Scale: 1:2,500

Figure B



Proposed site of new dwelling
no closer than 6m from banktop

Proposed gravel driveway

Dwelling previously approved
by the Board February 2018
no closer than 4m from pipe edge

Legend

- BSIDB Open Drains
- - - BSIDB Piped Drains



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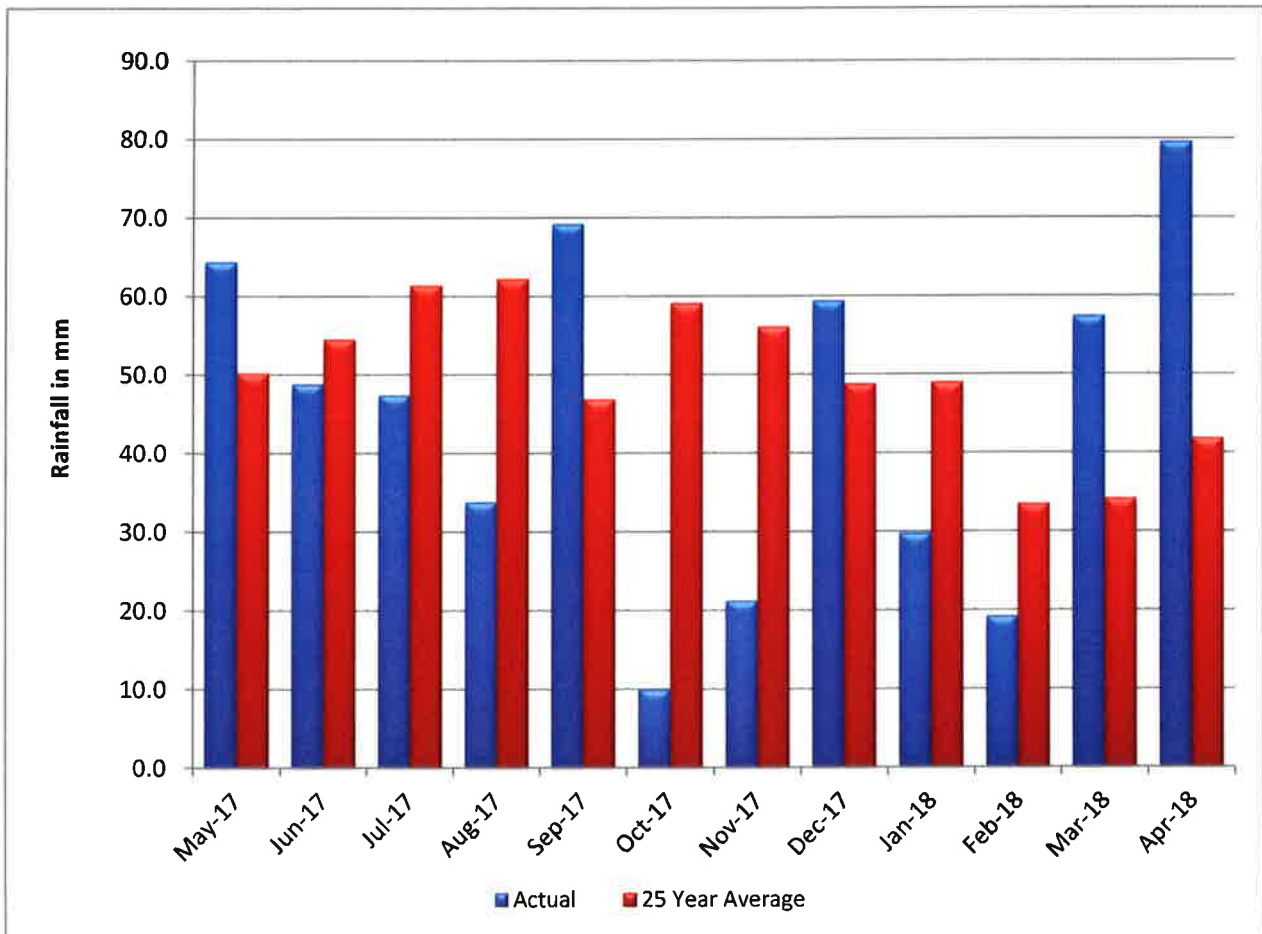
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number 100021578

Date: May 2018

Scale: 1:500

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

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
May-17	64.4	50.2	128.29%
Jun-17	48.8	54.5	89.54%
Jul-17	47.4	61.4	77.20%
Aug-17	33.8	62.2	54.34%
Sep-17	69.2	46.9	147.55%
Oct-17	10.0	59.1	16.92%
Nov-17	21.2	56.1	37.79%
Dec-17	59.4	48.8	121.72%
Jan-18	29.8	49.0	60.82%
Feb-18	19.2	33.5	57.31%
Mar-18	57.4	34.2	167.84%
Apr-18	79.6	41.9	189.98%
Totals	540.2	597.8	90.36%



BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
May-17	94.3	49.5	190.51%
Jun-17	58.7	52.7	111.39%
Jul-17	79.5	65.5	121.37%
Aug-17	46.1	66.7	69.12%
Sep-17	78.6	47.2	166.53%
Oct-17	10.7	62.5	17.12%
Nov-17	29.9	56.0	53.39%
Dec-17	50.3	51.0	98.63%
Jan-18	38.0	51.0	74.51%
Feb-18	18.5	35.2	52.56%
Mar-18	40.2	35.5	113.24%
Apr-18	53.6	42.7	125.53%
Totals	598.4	615.5	97.22%

