

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Board Meeting

Tuesday, 30th June 2020 at 2:00pm

Virtual Meeting



Black Sluice Internal Drainage Board

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Our Ref: IW/DPW/B10_1

Your Ref:

Date: 23rd June 2020

To the Chairman and Members of the Board

Notice is hereby given that a Meeting of the Board will be held remotely on **Tuesday, 30th June 2020 at 2pm** at which your attendance is requested.

Due to COVID-19, this meeting will be held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Chief Executive

AGENDA

1. Apologies for absence.
2. Declarations of interest.
3. To adopt the amended Standing Orders (Policy No. 12) (**pages 1 - 8**)
4. To receive and, if correct, sign the Minutes of the Meeting of the Board held on 7th February 2020 (**pages 9 - 19**)
5. **CONFIDENTIAL** - To receive and, if correct, sign the Confidential Minutes of the Meeting of the Board held on 7th February 2020 (**page 20**)
6. Matters arising.
7. To receive and confirm the Committee Minutes and Matters Arising of the following meetings:-
 - (a) Southern Works Committee on 4th March 2020 (**pages 21 - 31**)
 - (i) To adopt the Southern Works Committee Terms of Reference (**pages 32 & 33**)
 - (b) Audit & Risk Committee on 13th May 2020 (**pages 34 - 47**)

To adopt the following:

 - (i) Policy No. 01: Risk Management Strategy (**pages 48 - 69**)
 - (ii) Policy No. 05: Investment Strategy (**pages 70 - 73**)
 - (iii) Policy No. 13: Emergency Response Plan (Confidential information removed) (**pages 74 - 106**)
 - (iv) Policy No. 21: H&S Control & Management of Asbestos (**page 107**)
 - (v) Policy No. 22: H&S Control of Noise at Work (**page 108**)
 - (vi) Policy No. 24: H&S First Aid & Accident Reporting (**page 109**)
 - (vii) Policy No. 30: Local Government Pension Scheme Discretions Statement (**pages 110 - 114**)
 - (viii) Policy No. 35: Fire Management Plan (**pages 115 - 127**)

To approve the following:

 - (ix) Internal Auditors Report 2019/20 (**pages 128 - 138**)
 - (x) Audit Programme 2020/21 (**pages 139 & 140**)
 - (c) Executive Committee on 10th June 2020 (**pages 141 - 150**)

To approve the following:

 - (i) Period 12 Management Accounts (**pages 151 - 159**)
 - (ii) Bourne Fen Farm Accounts (**pages 160 & 161**)
 - (iii) Outstanding matters from cancelled committee meetings (**pages 162 & 163**)

To adopt the following:

 - (iv) The Business Continuity Plan – COVID-19 (**pages 164 - 174**)

To consider the following:

 - (v) ADA proposed revisions to the model IDB Land Drainage Byelaws (**pages 175 - 177**)
8. To consider Period 02 Management Accounts (**pages 178 - 183**)
9. To receive the amended ten-year replacement budget (**page 184**)
10. To approve the Draft Unaudited Financial Statements for the year ending 31st March 2020 (**under separate cover**)
11. To review and approve the Annual Governance Statement (**page 188**)

12. To approve and authorise the Chairman to sign the Annual Return for the year ending 31st March 2020 (**pages 185 - 190**)
13. To receive the minutes of the ADA Joint Lincolnshire Branch and Welland and Nene Branch Meeting on the 17th October 2019 (**pages 191 - 196**) and 19th February 2020 (**pages 197 - 201**)
14. To review the Risk Register (**page 202**)
15. To receive reports on the following:
 - (a) Monthly Accounts: February 2020 to May 2020 (**pages 203 - 215**)
 - (b) Schedule of Consents Issued: February 2020 to May 2020 (**pages 216 - 219**)
 - (c) Rainfall (**pages 220 & 221**)
16. Any other business.

BLACK SLUICE INTERNAL DRAINAGE BOARD

STANDING ORDERS

The Secretary of State for Environment, Food and Rural Affairs, by virtue of the power contained in paragraph 3 of Schedule 2 to the Land Drainage Act 1991, HEREBY APPROVES these standing orders.

C. A. Tidmarsh

C A Tidmarsh
for and on behalf of the
Secretary of State
Date: 17 April 2020

Rules made by the Black Sluice Internal Drainage Board with the approval of the Secretary of State under paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991. The relevant statutory provisions governing the proceedings of an Internal Drainage Board are set out in the Annex to these Rules for reference purposes

Regulations as to Proceedings

1. Meetings of the Board, for which 14 days notice will be given, will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can name a resolution to exclude the public and/or press from a meeting or part thereof:-
 - a) The Board will hold a Triennial General Meeting at which the election of Chairman and Vice Chairman will be made.
 - b) The Board will hold a meeting at which the drainage rate and special levies will be set to enable the latter to be served on the special levy council by no later than the 15th February in respect to the following financial year.
 - c) In the event of the need for an emergency meeting the notice will be waived.
2. For each meeting, other than for one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post or other means despatched at least seven days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed.
4.
 - a) A formal meeting of the Board cannot be conducted unless at least on third of the members are present at the start of and during the meeting. If departures reduce the number below this then the Chairman will terminate the meeting at that point.
 - b) All resolutions and proposals will be decided by a majority of votes of the members present.
 - c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
5. The Board shall meet at a venue to be determined from time to time with such venue being confirmed in the Agenda.
6. The Board shall, as soon as they conveniently can, appoint a Chairman and Vice-Chairman. The term of office of such Chairman and Vice-

Chairman shall continue until the first meeting of the Board after the next election following their appointment.

7. If any vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose some one of their number to fill such vacancy.
8.
 - a) At any meeting of the Board the Chairman, if present, shall preside.
 - b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.
 - c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose some one of their number to be Chairman of such meeting.
9. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:-
 - a) of all appointments of Officers made by the Board
 - b) of the names of the members present at each meeting of the Board and Committees or Sub-Committees of the Board
 - c) of all orders made by the Board and Committees or Sub-Committees of the Board, and
 - d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub-Committees of the Board.

The Board will approve, with or without amendment, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at that meeting.

10. All proceedings, resolutions and reports of every Committee or Sub-Committee intended to be laid before the Board shall be circulated among the members of the Board at least seven days before the meeting of the Board at which the same are to be submitted.

Committees or Sub-Committees

11. The Board may appoint such Committees or Sub-Committees as they think fit but all acts of any Committee or Sub-Committee shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub-Committee to deal with a specific issue.

12. A Committee or Sub-Committee may elect a Chairman of their meetings. If no such Chairman is elected, or if he is not present, the members present shall choose some one of their number to be Chairman of such meeting.
13. A Committee or Sub-Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present, and shall be decided by a show of hands. In case of any equal division of votes the Chairman shall have a second or casting vote.
14. Regulations 9 and 10 shall apply to minutes of Committees and Sub-Committees.

Standing Orders Order of Debate

15. Every proposal or amendment, other than a proposal for the approval of a Committee or Sub-Committee, shall be proposed and seconded and shall, if required, be written out and handed to the Chairman who shall read it out before it is further discussed or put to the meeting.
16. The Chairman will invite members to speak on the subject under discussion.
17. Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote.
18. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
19. Every amendment shall be relevant to the proposal to which it is applied.
20. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with, but notice of any number of amendments may be given.
21. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.
22. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
23. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any

proposal which has been negated within the preceding six months shall be in order unless: (a) notice thereof has been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.

24. Order 23 shall not apply to proposals which are moved by the Chairman or other members of the Committee or Sub-Committee in pursuance of the report of the Committee.

Common Seal

25. The Common Seal of the Board shall be kept in some safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board, and in the presence of both the Chairman and the Chief Executive.
26. Copies of all sealed documents must be retained.

Suspension of Standing Orders


27. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the members of the Board present and voting are in agreement.

Special Circumstances - Coronavirus

28. In relation to any meeting held before 7th May 2021, "presence" at a meeting includes physical attendance and being present through remote attendance. "Remote attendance" means attending or participating in a meeting by electronic means, including by one or more of the following:
 - i) telephone conference,
 - ii) video conference,
 - iii) live webcast,
 - iv) live interactive streaming.
29. In relation to any meeting held before 7th May 2021, regulation 5 is suspended, and the Board shall instead provide members with relevant details to enable members to attend and participate in meetings, including remotely. The board shall provide confirmation of these

details in the agenda. For these purposes, “details” includes one or more of the following:

- i) the venue,
- ii) the availability of a telephone conference facility and the manner of accessing such facility,
- iii) the availability of a video conference facility and the manner of accessing such facility,
- iv) the availability of a live webcast facility and the manner of accessing such facility,
- v) the availability of a live interactive streaming facility and the manner of accessing such facility.



Keith Casswell
Chairman
08 April 2020



Ian Warsap
Chief Executive
08 April 2020

Ratified at a full meeting of the Black Sluice Internal Drainage Board on Tuesday 30 June 2020.

Keith Casswell
Chairman
30 June 2020

Ian Warsap
Chief Executive
30 June 2020

STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN INTERNAL DRAINAGE BOARD SET OUT IN PARAGRAPH 3 OF SCHEDULE 2 TO THE LAND DRAINAGE ACT, 1991.

Proceedings of internal drainage board

3.-(1) An internal drainage board may, with the approval of the relevant Minister, make rules—

- (a) for regulating the proceedings of the board, including quorum, place of meetings and notices to be given of meetings;**
- (b) with respect to the appointment of a chairman and a vice-chairman;**
- (c) for enabling the board to constitute committees; and**
- (d) for authorising the delegation to committees of any of the powers of the board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.**

(2) The first meeting of an internal drainage board shall be held on such day and at such time and place as may be fixed by the relevant Minister; and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the board not less than fourteen days before the appointed day.

(3) Any member of an internal drainage board who is interested in any company with which the board has, or proposes to make, any contract shall—

- (a) disclose to the board the fact and nature of their interest; and**
- (b) take no part in any deliberation or decision of the board relating to such contract;**

and such disclosure shall be forthwith recorded in the minutes of the board.

(4) A minute of the proceedings of a meeting of an internal drainage board, or of a committee of such a board, purporting to be signed at that or the next ensuing meeting by a person describing himself as, or appearing to be, the chairman of the meeting to the proceedings of which the minute relates—

- (a) shall be evidence of the proceedings; and**
- (b) shall be received in evidence without further proof.**

(5) Until the contrary is proved—

- (a) every meeting in respect of the proceedings of which a minute has been so signed shall be deemed to have been duly convened and**

held;

(b) all the proceedings had at any such meeting shall be deemed to have been duly had; and

(c) where the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.

(6) The proceedings of an internal drainage board shall not be invalidated by any vacancy in the membership of the board or by any defect in the appointment or qualification of any member of the board.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the Board

held at the Offices of the Board on
7th February 2020 at 10am

Members

Chairman - * Mr K C Casswell

Mr W Ash	* Cllr T Ashton
* Mr J Atkinson	* Cllr R Austin
* Mr V Barker	* Cllr P Bedford
* Mr J Fowler	Cllr M Cooper
* Mr P Holmes	* Cllr F Pickett
* Mr R Leggott	* Cllr P Skinner
* Mr P Robinson	Cllr M Head
Mr M Rollinson	* Cllr C Benn
* Mr N J Scott	* Cllr S Walsh
* Mr J R Wray	* Mr M Brookes

* Member Present

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

1570 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Mr M Rollinson, Cllr M Head and Cllr M Cooper.

Mr P Holmes expressed his apologies for the confusion around the calendar appointment for the meeting and it being mistakenly deleted.

(a) IMPORTANCE OF AGRICULTURAL ASSETS

Although unable to attend the meeting, Cllr M Head had sent a message prior that he wished to be presented at the meeting. The email sent was circulated amongst Board Members, Cllr M Head's point being about his appal at the lack of understanding around the importance of agricultural assets in relation to flood prevention.

The Chief Executive added that he recently met with the Environment Agency's Lincolnshire Flood & Coast Manager who has been shown this message from Cllr M Head. Following this meeting and the approval of Cllr M Head, this will be sent to the Lincolnshire Flood & Coast Manager. However, the Chief Executive also noted that this is being addressed by the RFCC and their revenue stream for protecting agricultural land and the Board's work in obtaining grants and funding for various schemes to protect the agricultural land. The Chairman added that he feels that Black Sluice IDB is very proactive in trying to gain funding.

Cllr T Ashton joined the meeting, apologising for his lateness. He added that in this county particularly, all of the risk management authorities are very good at communicating with each other, which builds a good relationship and leaves the county in a positive position.

1571 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest received.

1572 TO RECEIVE A PRESENTATION ON THE 2019 QUARTER FOUR RAINFALL EVENTS

The Chief Executive introduced the quarter four rainfall event by displaying a telemetry trace of the South Forty Foot Drain (SFFD) levels from October - December 2018. An additional telemetry trace was shown on screen, for comparative purposes, of the SFFD levels from October - December 2019. It highlighted that the lowest point it reached during 2019, was the highest level it rose to in 2018.

The Chief Executive further noted that although the SFFD level exceeded the level of 2.3 metres five times during quarter four of 2019 (2.3 metres = the level at which the emergency plan is enacted), the emergency plan was only actually implemented twice because the officers, with their experience and reviewing predicted weather forecasts, could identify that the SFFD levels were on a downward trend and so enacting the emergency plan wasn't necessary. Mr P Holmes commended the officers for not implementing the emergency plan, when not actually necessary, consequently saving the Board the cost that would have been associated with enacting the plan i.e. workforce callouts. He also noted that the newly formed WhatsApp group worked well and enabled an objective view to be taken.

The Environment Agency (EA) have also now been opening the navigation doors as an additional fluvial emergency gravity channel at Boston. The Chief Executive felt that these events have shown that the catchment is more resilient than what was previously believed. A Met Office map showing resilience from flooding was displayed, with the Black Sluice IDB catchment area being a lighter colour - meaning that it is currently more resilient to rainfall.

Mr R Leggott questioned the possibility of another gravity outlet at Boston? The Chief Executive responded that he feels it will always be on the agenda of the EA until it is either approved or declined.

Mr V Barker raised his concern that the gravity sluice doors at Boston are not adjusted to a winter level, adding that it is not at a level where gravitation is achieved at Black Hole Drove. The Chief Executive noted that he will mention it to the EA, but at this very moment in time the water is gravitating. The Finance Manager further added that Cooks Lock is currently at -0.50 ODN, which is winter level.

The Finance Manager presented a graph showing the pump hours of all of the pumping stations apart from six, which don't have monitors that measure electric current. The graph showed the hours pumped during 2018 and the hours pumped during 2019. During 2019, 94 billion litres of water were pumped by the pumps of Black Sluice IDB, with 80% of that being pumped during the final quarter of the year.

The Operations Manager added that, from an operational point of view, the workforce were very busy, covering 24 hours of the day. One of the significant consequences of these events is the number of slips that have occurred as a result. There are slips in various areas of the catchment including Great Hale, Boston West, the North Forty Foot Drain (NFFD), Dowsby Lode and so on. The Operations Manager made further reference to Dowsby Lode noting that the operations team will be attending site in the following week, with the opinion that if any more soil was to be removed then there would be a slip to repair. The repairs required as a result of the rainfall events will be completed on a priority basis.

The Chief Executive added that the EA are starting to commence silt level surveys, in preparation for desilting works, at Boston in the SFFD. These surveys have found that there are huge balls of weed at the Boston end of the SFFD that have been ripped off from all the additional flow during the rainfall events. This therefore means that it has been self-cleansing on gravity flows that have been introduced because of the navigation and gravity lock. The EA will now be faced with the task of moving this weed.

Mr V Barker wondered whether it would be possible to monitor, whether it be physically or visually, the silt levels as he has noticed that there are visible silt deposits in the bank at Dowsby. The Operations Manager responded that this information has already been requested; to know what the profile looked like on completion of the de-silting and what it looks like now.

1573 MINUTES OF THE LAST BOARD MEETING - Agenda Item 3

The Minutes of the last meeting of the Board held on the 30th October 2019, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1574 CONFIDENTIAL MINUTES OF THE LAST BOARD MEETING - Agenda Item 4

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

1575 MATTERS ARISING - Agenda Item 5

(a) DYKE FEN PUMPING STATION - Minute 1527

It was noted that at the previous meeting of the Board approval was given for the expenditure of £11,524 to repair the pump at Dyke Fen. Following the removal of the pump, it has been found that it is in worse condition than initially thought and so with the additional time and more extensive repairs required the estimated cost is now C£25,000+. Mr R Leggott questioned whether it would be cheaper to simply buy a new pump? The Operations Manager did not believe so, but will investigate.

(b) ADA MODEL OF LAND DRAINAGE BYELAWS - Minute 1532(a)

The Finance Manager noted that a query has been raised by Defra regarding Byelaw 2 in relation to whom the byelaws apply to. No further updates have been received since.

(c) DAMAGE TO CONCRETE FARM YARD AT CLAYDYKE, HOLLAND FEN - Minute 1532(b)

Mr R Leggott questioned if the agreement has been signed? It was confirmed that it has been signed by the landowner.

1576 TO RECEIVE THE UNCONFIRMED MINUTES OF THE JOINT WORKS COMMITTEE MEETING - Agenda Item 6

The Chairman of the Northern Works Committee presented the unconfirmed Minutes of the Joint Works Committee meeting held on the 21st November 2019, copies of which had been circulated. The Board RESOLVED that the Minutes should be received.

(a) MATTERS ARISING

(a)(i) WASTE ISSUE – ALBAN RETAIL PARK - Minute 1544(b)

The Chief Executive noted that the offender has been informed that the Boards team will be removing the rubbish from the site and that they will invoiced for this work until more trash fencing has been erected on the sites from which rubbish is coming from.

Mr M Brookes questioned whether it was the Board's team he had seen there cleaning up last week? The Operations Manager noted that the team has been once, but that it wouldn't have been them most recently, so perhaps it was the offenders trying to clear it up.

1577 TO RECEIVE THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 7

The Chairman of the Executive Committee presented the Minutes of the Executive Committee Meeting held on the 4th December 2019, copies of which had been circulated. The Board RESOLVED that the Minutes should be received.

(a) REPORT ON FINANCE & BUDGETS

This report was included for information as it was presented to the Executive Committee on 4th December 2019, which has since been updated, as included in the following minute; 1578(a).

(b) QUARTER 2 FORECAST - SUMMARY

This report was included for information as it was presented to the Executive Committee on 4th December 2019, which has since been updated, as included in the minute 1580.

(c) QUARTER 2 FORECAST - DETAILED

This report was included for information as it was presented to the Executive Committee on 4th December 2019, which has since been updated, as included in the minute 1580.

MATTERS ARISING:

(d) NAVIGATION LOCK USED AS AN EMERGENCY FLUVIAL CHANNEL - Minute 1556

Mr P Robinson questioned the notion that the Chief Executive believed if the Black Sluice Pumping Station (Boston) was still functioning during the recent rainfall events, that nobody would have thought to open the navigation lock as an emergency fluvial channel.

The Chief Executive acknowledged that he is still of the opinion that nobody in the South Forty Foot Steering Group would have thought to use the navigation lock as an additional fluvial channel if the pumping station had still been in use.

Mr V Barker made reference to the sea facing doors at the Grand Sluice, noting that he was under the impression that the guillotine had been kept up on one of the pairs of doors so that there wasn't as much water coming out of the Witham. It was confirmed that there was no 'hidden agenda' to prove that the rain could be coped with without the Black Sluice Pumping Station (Boston).

1578 TO RECEIVE THE UNCONFIRMED MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 8

The Chairman of the Executive Committee presented the unconfirmed Minutes of the Executive Committee Meeting held on the 23rd January 2020, copies of which had been circulated. The Board RESOLVED that the Minutes should be received.

(a) 2020/21 BUDGET & TEN YEAR ESTIMATES REPORT

This report was included for information as it was presented to the Executive Committee on 23rd January 2020; there were no questions or comments from Board members.

(i) BUDGET WITH 10 YEAR ESTIMATES

This report was included for information as it was presented to the Executive Committee on 23rd January 2020; there were no questions or comments from Board members.

(ii) 2020/21 SUMMARY BUDGET BY MONTH

This report was included for information as it was presented to the Executive Committee on 23rd January 2020; there were no questions or comments from Board members.

(iii) 2020/21 DETAILED BUDGET BY MONTH

This report was included for information as it was presented to the Executive Committee on 23rd January 2020; there were no questions or comments from Board members.

(iv) 10 YEAR CAPITAL SCHEMES

This report was included for information as it was presented to the Executive Committee on 23rd January 2020; there were no questions or comments from Board members.

(v) 2020/21 WAGES ON-COST RESERVE BUDGET

This report was included for information as it was presented to the Executive Committee on 23rd January 2020; there were no questions or comments from Board members.

(vi) 10 YEAR PLANT REPLACEMENT BUDGET

This report was included for information as it was presented to the Executive Committee on 23rd January 2020. The Finance Manager highlighted to the Board that, as per the Period 10 Management Accounts, we are £20,000 ahead of where we last year on the plant reserve, resulting in, at the end of the financial year 2020/21 a positive balance carried forward of C£17,000 if it is maintained.

Cllr T Ashton questioned how many miles / hours the Unimog has done? The Chief Executive noted that an additional column on the plant replacement budget had been added showing the hours / miles of each machine, however, unfortunately, at the last few meetings the older format of spreadsheet has been used which doesn't include this column; it will be reintroduced at future meetings. It was noted that the Unimog has done 267,034km (165,927 miles).

The Chief Executive also confirmed with the Board members that a new Unimog has been purchased, to be licensed in March 2020. It was also requested at the last meeting of the Executive committee for the £18,000 included in the financial year 2020/21 for a new low loader to be brought forward to the current financial year if the appropriate low loader was located.

(vii) SOLAR PANEL CUMULATIVE REPORT

This report was included for information as it was presented to the Executive Committee on 23rd January 2020; it being highlighted that the Swineshead Pumping Station solar installation has now paid for itself.

Mr V Barker noted that it would be useful to have the kilowatts included in the table.

MATTERS ARISING:

(a) 10 YEAR PLANT REPLACEMENT BUDGET - Minute 1567(f)

Mr V Barker made reference to the Unimog and his concern that the Board is tied into a specific system too much with the Unimog, therefore resulting in the Unimog having a very high workload, subsequently meaning that machines may not be able to be moved when required.

The Operations Manager responded that in regard to moving the plant, the only predominant restriction is the weight constraint applicable. To carry the additional weight then an articulated HGV lorry would be required. The Operations Manager also made reference to the fact that the Board are commercially licenced and obtaining this type of licence can be difficult with other possible alternative vehicles such as tractors.

The original idea of looking into a Fastrac rather than a Unimog was the cost difference, however, having looked into it there is not a big difference in price. There is also difficulty with requiring a class one licence with particular types of vehicles.

Mr V Barker concluded that he just felt that the Unimog is worked too hard with too much reliability on the one machine. The Operations Manager responded that he will consider alternative ways in which material can be moved from site.

1579 FINAL BUDGET WITH 10 YEAR ESTIMATES (AMENDED PENNY RATE) - Agenda Item 9

The Finance Manager presented the final budget which includes the final penny rate calculations as at 31st December 2019.

The Finance Manager pointed out the highlighted yellow expenditure figure in 2020/21 noting that it is below the target figure of 20% due to receiving a number of grants in this financial year, but not being completed until the following financial year. The long term showing that at the 10 year mark, the reserve will be at 26.02% of expenditure and a balanced budget with reserves of £787,516.

The Finance Manager also explained to the members of the Board about the penny rate calculations, which drives the agricultural rates and special levies paid by the councils. The breakdown of the product of one penny rate was displayed on screen, with the split between special levy (49.98%) and agricultural rate (50.02%) being highlighted. The Finance Manager noted that April 2020 is the year for the makeup of the Board to be reviewed (every three years from 1993) and so, unless there are any major changes between now and then, it is expected that the agricultural income will exceed the special levy income and so the makeup of the Board will be able to stay as it currently is for another three years.

The Chairman made reference to other Boards who have decided to increase their rate by a significant amount, noting that, he feels, because the Board has this long term budget, it can be seen that the increase can come over a number of years, giving those with large amounts to pay an advance idea of what is to come, rather than hit them with a big increase next year.

The Finance Manager also drew the Board Members attention to the amount of development that has occurred within the catchment; with 40 acres of land having been developed in the borough of Boston, which has therefore been transferred from agricultural rate to special levy. This information will also be included within the letter sent to the councils detailing their special levy, as whilst the Board is increasing the rate by 1.9%, their payment will actually increase by more than 1.9% due to the increased amount of land being developed. It was also noted that this includes the substation development at Bicker, which the Boston Borough Council have been notified about. Cllr P Bedford noted that it has been previously proposed that all national infrastructure, such as the development at Bicker, will no longer have to pay rates, however, it has not materialised as of yet.

(a) REVISED 10 YEAR CAPITAL SCHEMES

The Finance Manager informed the members of the Board that the Capital Schemes Budget has been updated and therefore included. He highlighted the Sempringham Fen Pumping Station refurbishment scheme and Dowsby Lode Improvements scheme in 2020/21 as the grant was received for these schemes this financial year but the works will be completed in the following financial year.

1580 PERIOD 09 MANAGEMENT ACCOUNTS & QUARTER 3 FORECAST - Agenda Item 10

The Finance Manager focused on the Quarter 3 Forecast, noting that the officers have tried to identify where savings can be made. The Finance Manager drew particular attention to Pumping Station Maintenance, with it being £228,590 over budget. The Chairman noted that this expenditure has been covered without using any invested money so far.

1581 REVIEW THE RISK REGISTER - Agenda Item 11

The Finance Manager made reference to risk 1.1 with a risk score of 6, noting that the Audit & Risk Committee have put forward a plan to split the risk into coastal and fluvial flooding based on the authority that is responsible for each type of flooding, which will be looked into at the next Audit & Risk Committee meeting in May 2020.

The Chairman also noted that the Audit & Risk Committee will be looking into Health & Safety requirements at their next meeting, following a big 'push' from ADA around this topic, and so more training for Board Members may be required.

Mr V Barker made reference to risk 1.8, loss of senior staff, raising his concern about the high work load of some of the senior staff members recently due to the rainfall events and vacancy of the Works & Engineering Manager. The Chairman felt that the risk level was correct with the given situation. All Board Members showed their thanks for the work and effort put in by the senior members of staff recently.

The Operations Manager added that the Works & Engineering Manager job has been offered to somebody, who has accepted, and will start subject to his notice period, which is believed to be a start date of w/c 16th March 2020. The Chairman added that the Board has been without anybody in this role for twelve months and so thanked the Operations Manager, Operations Supervisor and Pump Engineer for the extra workload taken on to cover the vacancy. Mr P Holmes added that the newly formed WhatsApp group was a big help in keeping everybody informed during the recent rainfall events.

The Board RESOLVED the Risk Register be accepted.

1582 REPORTS ON THE FOLLOWING: - Agenda Item 12

(a) MONTHLY ACCOUNTS (OCTOBER 2019 - DECEMBER 2019)

The Board's monthly accounts, inclusive of October 2019 - December 2019, were circulated. The Board RESOLVED that this report be noted.

It was noted that the monthly accounts presented at the last meeting of the Board, inclusive of June 2019 - September 2019, have now been signed by the Chief Executive.

(b) SCHEDULE OF CONSENTS (OCTOBER 2019 - JANUARY 2020)

The Chief Executive presented the Schedule of Consents, consisting of October 2019 - January 2020, copies of which had been circulated. The Board RESOLVED that this report be noted.

Mr V Barker questioned if consent is required for outfalls into private drains and why? The Chief Executive responded that consent is required, even for private drains within the catchment, in order for the Board to build up knowledge of the details of the catchment where water is running into riparian drains and then into board maintained watercourses. The Board have a responsibility of general drainage in the entire catchment area, not just the board maintained watercourses. It was also confirmed that consent is required for the replacement of drains.

Mr R Leggott questioned if the fee of £50 per consent was being left as it is? The Finance Manager confirmed that there is no choice in how much is charged for consent, it is written within the Land Drainage Act. It was noted that it would be ADA that would have to look into to it to get it changed.

(c) RAINFALL

The rainfall figures at Swineshead and Black Hole Drove were presented, copies of which had been circulated. The Board RESOLVED that this report be noted.

Mr P Holmes questioned whether the accuracy of the Black Hole Drove rainfall gauge has been checked, given the consistently lower values than Swineshead that had been noted at the previous meeting.

The Chief Executive responded that the rainfall gauge has been cleaned and maintained and will now be monitored. However, he also noted that, as part of the South Lincs Water Partnership (SLWP), a bid has been put forward for C£900,000 to commence works in June 2020 in relation to capturing data within the catchment including factors such as gravity flow, rainfall, fresh water feeds, gauge boards, telemetry updates and so on, which will include the replacement of the three rainfall gauges at Black Hole, Swineshead and Cooks Lock. It was also noted that if nothing else goes forward following this, then the equipment will be passed over to the Board.

Mr V Barker noted that he has got rainfall figures from a farmer at Stainfield which suggests that whilst there may be a 40:60 split in the highland water and fen water in terms of catchment water, the actual volume of water during a storm may be nearer a 50:50 split. He also noted that a farmer at Walcott has an official rainfall station, which would cover the catchment running out to Billingborough.

1583 AUTHORISE THE SEALING OF THE RATE FOR 2019/20 - Agenda Item 13

The Finance Manager noted that the rate shown in the agenda has 2019 on the date, and so this has been corrected to 2020 for signing.

It was RESOLVED that the Chairman and Finance Manager be authorised to seal the Drainage Rate and Special Levies for the year 2020/21 as follows:

(a) DRAINAGE RATES

	<u>Rate in the £</u>	<u>Estimated Amount of Drainage Rates Payable</u>
Sub-District No 1 – Being so much of the said Internal Drainage District as comprises the area of the Borough of Boston as constituted and in existence immediately before 1 st April 1974.	6.42p	
Sub-District No 2 – Being the remainder of the Internal Drainage District.	12.84p	
		£1,073,912.82

(b) SPECIAL LEVIES

Boston Borough Council	£ 813,156.42
South Holland District Council	£ 131,037.08
North Kesteven District Council	£ 69,496.10
South Kesteven District Council	£ 59,220.12
	£1,072,909.72

1584 ANY OTHER BUSINESS - Agenda Item 14

(a) CFE PICK N MIX EVENT - 4 MARCH 2020

The Chief Executive informed the Board members of the CFE Pick 'n Mix event taking place on Wednesday 4th March 2020 at St Mary's Church Hall, Pinchbeck, which unfortunately clashes with the Southern Works Inspection Tour and meeting. This will cover topics inclusive of soil carbon, carbon accounting, water quality, benchmarking, managing our water resources and funding. It was also noted that the funding aspect of the meeting will be lead by Lesley Sharpe, who is about to be employed by the Board through RFCC funding, to investigate the upper catchments in relation to natural flood management (low cost water retention). She will do this with a Farm Engagement Advisor and write up business cases for each catchment assessed.

(b) NFU MEETING - 11 FEBRUARY 2020

The Chief Executive reminded the members of the upcoming Black Sluice IDB / NFU Members South Forty-Foot Catchment Update Meeting on Tuesday 11th February 2020 at 10:00am. A show of hands was given to indicate who would be attending, five members showed interest.

(c) RIPARIAN DRAINS NEXT TO HOUSING ESTATES

Cllr R Austin referred to riparian drains next to housing estates, noting a particular riparian drain next to a housing estate, where the property owners are not concerned at all with maintaining the dyke. Cllr R Austin added that there is another case he has spotted which is covered in Japanese Knotweed.

He questioned whether an arrangement was put in place when consent is given for the housing development about the upkeep of the riparian dykes? The Operations Manager confirmed that the Board would be within their rights to clear such a drain and charge the appropriate property owner for the work. It was also explained that as part of the application for the development, there has to be a management plan for the water leaving the site in place. If it was found that this was not being carried out then the Board would carry out enforcement procedures.

Mr R Leggott questioned whether mechanical access is always available on housing development estates? It was noted that byelaws don't apply to riparian drains.

The Finance Manager also noted to Cllr R Austin that the drain he referenced previously covered in Japanese Knotweed needs reporting to the Environment Agency (EA) or Boston Borough Council (BBC) as it is an invasive species, who can then ensure something is done about it with the responsible owner.

(d) **BLACK SLUICE PUMPING STATION (BOSTON)**

Mr P Robinson explained that he had been asked to introduce the topic of concern around the closure of the Black Sluice Pumping Station (Boston) given the recent rainfall events experienced, noting that it is felt that riparian and board maintained water courses have been used more to hold the water due to being unable to pump it away, therefore leaving the land more saturated than it would have been should the pumps have been functioning.

The Chairman responded that he felt it wouldn't have made any difference if the Black Sluice Pumping Station (Boston) was operational, with the Board's pumps only having had to be turned off once during the quarter 4 rainfall events. It was also noted that it has previously breached when the pumps were functioning and hasn't breached in the recent rainfall events. The Chairman added that the navigation lock has 1.5 times the capacity that the pumps had.

The Chief Executive added that there was no way of keeping the water level any lower, even if the pumps had of been functioning. The Chief Executive also added that when the pumps were functioning, following a typical rainfall event, it would take the South Forty Foot Drain (SFFD) three weeks to recover to the level it was before it started raining, however, it now takes only one week when the navigation lock is incorporated with the gravity channel. He further made reference to land with water still stood on it, arguing that, in his opinion, that may not solely be the result of the recent rainfall events but may also be as a result of other factors such as soil structure, maintenance, the amount of rainfall received in June 2019 etc.

Mr P Robinson accepted that, yes, all of these factors would make for a complex scenario, but also noted that the free flow only works when the tide is out. The Chief Executive added that the pumps would only have been used as the last method and would only have been able to pump against the tide.

The Chief Executive also added that one of the purposes of the NFU meeting being held on Tuesday 11th February, is to address those who want the Black Sluice Pumping Station (Boston) reinstating by demonstrating the capability of the new system.

Mr V Barker made reference to reports by F H Toms (1936 & 1938), noting that he was always aiming to get the water out by gravity where possible.

Cllr P Skinner additionally drew attention to the importance of desilting and the proper maintenance of channels, noting that the importance of this needs to be reinforced to the EA.

Cllr T Ashton raised the concept of the Black Sluice Pumping Station (Boston) being used as heritage tourist attraction. The Chief Executive added that Lincolnshire Heritage have produced various plans and ideas for the Black Sluice Pumping Station (Boston), with a favoured possible plan of it being a Fen Land Drainage Heritage Centre.

There being no further business the meeting closed at 11:41.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the
Southern Works Committee

held at the offices of the Board on the
4th March 2020 at 15:50pm

Members

Chairman - * Mr M Rollinson

* Mr W Ash	* Mr J F Atkinson
* Mr V A Barker	Cllr C Benn
* Mr K C Casswell	Mr J Caswell
* Mr R Dorrington	Mr C Dring
Mr A Mair	Mr M Mowbray
* Cllr S Walsh	* Mr C Wray
* Mr J R Wray	

(* Member Present)

In attendance:

Mr I Warsap	(Chief Executive)
Mr D Withnall	(Finance Manager)
Mr P Nicholson	(Operations Manager)
Mr K Methley	(Pump Engineer)
Mr P Holmes	(Vice-chair & Chairman Northern Works Committee)
Cllr P Bedford	(Executive Committee Member)
Mr J Fowler	(Executive Committee Member)
Mr A Branton	(Guest)
Mr B Atkinson	(Guest)
Mr N Scantlebury	(Guest)
Mr M Taylor	(Guest)

The Chairman welcomed the guests to the meeting.

1585 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies of absence were received from Cllr C Benn, Mr M Brookes, Mr M Mowbray, Mr A Mair, Mr J Rollinson, Mr G Atkinson and Mr N Morris, Mr C Dring and Mr J Caswell.

1586 DECLARATIONS OF INTEREST - Agenda Item 2

Declarations of interest were received from:

(a) MR V BARKER - DRAINAGE & MAINTENANCE ISSUES – LAND SOUTH OF THE RISEGATE EAU, GOSBERTON FEN

Mr V Barker declared an interest in minute 1591(a) – drainage and maintenance issues at land south of the Risegate Eau, Gosberton Fen.

(b) MR J ATKINSON - POTENTIAL HANDOVER OF DRAIN 26/2 TO LANDOWNER - PINCHBECK NORTH FEN

Mr J Atkinson declared an interest in 1591(c) – potential handover of drain 26/2 to landowner – Pinchbeck North Fen.

(c) MR J ATKINSON - GENERAL DRAINAGE ISSUES – PINCHBECK NORTH FEN SUB CATCHMENT

Mr J Atkinson declared an interest in 1591(d) – general drainage issues at Pinchbeck North Fen Sub Catchment.

(d) MR J ATKINSON - CULVERT WORKS – LEAVESLAKE DROVE

Mr J Atkinson declared an interest in 1591(g) – culvert works at Leaveslake Drive.

1587 MINUTES OF LAST MEETING - Agenda Item 3

The Minutes of the Joint Works Committee, regarding the Southern Works Committee, which was held on 21st November 2019, copies of which had been circulated, were considered. It was AGREED that the Minutes should be jointly signed as a true record.

1588 MATTERS ARISING - Agenda Item 4

There were no matters arising.

1589 TERMS OF REFERENCE - Agenda Item 5

The Chief Executive explained that the only change / addition to the Terms of Reference is the addition of the 'Reporting' section and 'Reviewed & Approved by' section, shown in red in the agenda item. These sections will be added to every committee's terms of reference in order to standardise them all.

All AGREED that the Southern Works Committee Terms of Reference be RECOMMENDED to the Board for approval.

1590 TO RECEIVE A REPORT ON THE SOUTH FORTY-FOOT UPPER CATCHMENT NATURAL FLOOD MANAGEMENT (NFM) STUDIES - Agenda Item 6

The Chief Executive introduced this agenda item, firstly by pointing out that the priority order that the catchments will be completed is the order shown in the white box on the map included in the agenda. These don't correlate with the numbers shown on the map and so the Chief Executive added that the catchment numbers are as follows; catchment 1 should be 6, catchment 2 should be 5, catchment 3 should be 4, catchment 4 should be 1, catchment 5 should be 3 and catchment 6 should be 2.

The Chief Executive asked that if anybody owns / farms land within these catchments, or knows anybody that does, that has an interest in Natural Flood Management (NFM) to get in contact with Lesley Sharpe, who will be conducting the work, alongside a Farm Engagement Advisor. The contact details for Lesley Sharpe are included in the agenda item.

It was also noted that Lesley Sharpe is an expert in countryside stewardship mid-tier 2020 and is currently at an event promoting 'Championing the farm environment'.

1591 DISCUSS THE OPERATIONS TOUR & INSPECTION - Agenda Item 7

The Operations Manager presented the agenda item as follows;

(a) DRAINAGE & MAINTENANCE ISSUES – LAND SOUTH OF THE RISEGATE EAU, GOSBERTON FEN

There are four options to be considered for the improvement of conveyance of water along this watercourse as follows;

- enhanced maintenance to three times a year
- lift by pumping in the current direction of flow
- lift by pumping by reversing the direction of flow and outfall into the Hammond Beck
- lift by pumping via a possible shortened route to Drain 22/28 to south.

Following conversation with one of the landowners, Mr V Barker, an initial way forward could be to increase the maintenance along the watercourse i.e. improve weed control through the summer months, meaning that the watercourse will have the banks flailed and mechanically roded twice to three times per year dependent upon the growing season. Following a survey, it may also show that the conveyance could be improved by widening or desilting, which can be considered following the survey. Other options were felt to be less cost beneficial.

Mr V Barker confirmed he was content with this plan, noting that he would like to be involved once the report has been completed.

(b) BSIDB SCHEME WORKS – GRAFT DRAIN, NORTHGATE, WEST PINCHBECK – SCHEME 2086, DRAIN 22/31

This improvement work includes the removal and / or replacement of culverts along the watercourse. The proposal for next year is to continue the work to eventually have completed the whole watercourse.

The proposed budget for next year is £60,000. This phase of work consists of ten existing culverts, of which removal or repositioning, whereby two existing culverts could be replaced by one, will be looked into following negotiations with landowners. Therefore, there will be a reduction in the number of culverts.

Proposed by Mr K Casswell, all AGREED that the £60,000 2020/21 budget for the continuation of improvement works along the Graft Drain (22/31), Scheme 2086, be RECOMMENDED to the Board for approval.

(c) POTENTIAL HANDOVER OF DRAIN 26/2 TO LANDOWNER – PINCHBECK NORTH FEN

Mr J Atkinson noted that he would like the handover of drain 26/2 delayed until a satisfactory solution is made concerning the general drainage issues in the Pinchbeck North Fen Sub Catchment, as explored below in minute 1591(d).

(d) GENERAL DRAINAGE ISSUES – PINCHBECK NORTH FEN SUB CATCHMENT

Options to be considered to improve conveyance along drain 26/2 are as follows;

- lower the pump drain level
- check the condition of the outfall pipe from the watercourse that runs adjacent to the South Forty Foot Drain (SFFD) to ensure it is fit for purpose
- installation of a non-return flap valve on the end of the outfall pipe so the level in that watercourse can be maintained
- the installation of a siphon under the SFFD to take the existing flows into the Dunsby catchment.

The BSIDB operations team will discuss with the landowner to decide upon the most appropriate way forward.

Mr V Barker noted than another option, also relevant to Twenty, may be the use of a small pump.

Mr J Atkinson noted that he wonders if the very small section between the pump and the first bridge could be deepened and a small weir made so that the roadside drain maintains the same depth in addition to the pump pumping to a lower level. Mr J Atkinson noted he is happy for the officers to explore the various options.

(e) REPLACEMENT OF CONTROL PANELS AT DUNSBY FEN PUMPING STATION

The current control panel at Dunsby Pumping Station is at the end of its life, it is 26 years old, some of the parts that may fail no longer have replacement parts available because of its age. It is therefore more cost effective to replace these panels before they begin to fail. The proposed budget for replacement is £30,000.

Mr P Holmes questioned which parts are actually not replaceable, feeling that it is possibly a bit extreme to spend £30,000 on a new control panel that hasn't actually failed yet.

The Operations Manager responded that it is easier and cheaper to replace the whole control panel rather than modify / update the existing one.

The Chief Executive acknowledged Mr P Holmes point, but noted the Environment Agency's (EA) outlook of 'fix following failure'. The Chief Executive added that he doesn't want this Board to have the same outlook, which is why the ten-year plan is in place, of which this is part of. He added that the Board is seen as proactive and how long do you leave the existing control panel before it starts failing?

It was noted that the only value the existing control panel will have is for scrap metal. The Finance Manager also added the risk of it failing during an emergency event. The Pump Engineer also confirmed that the supplier of the control panel provides the best financial option.

Mr V Barker questioned whether the new control panel will have the correct controls to be able to be controlled from the office rather than having to physically attend site? The Chief Executive noted that it is not the control panels that determine this, but the control software system, which is currently being reviewed and upgraded. The Pump Engineer confirmed that the new control panel will have the relevant connections within it for this, where as the older control panels will have to be adapted.

The Chairman felt it is a worthwhile investment.

Proposed by Mr V Barker, all AGREED that the £30,000 2021/22 budget for the replacement of the control panel at Dunsby Fen Pumping Station be RECOMMENDED to the Board for approval.

(f) CULVERT WORKS – LANE DIKE, MORTON FEN

The Board would like to replace this culvert through Grant in Aid as it has been identified that during high water flows, the outfall isn't big enough to allow for the flows through the watercourse and so will be replaced with a larger diameter. It will cost £102,000 to replace the culvert.

There is the potential to put the new culvert in at a lower level, which will be investigated before completion.

Mr J Atkinson referred to the map within the agenda, questioning whether it is possible to shorten the route and have more open watercourse rather than tunnel?

Mr V Barker added that, he felt, what Mr J Atkinson was saying is that if the new culvert is located slightly north of the existing culvert it would be much shorter and therefore cheaper.

The Operations Manager acknowledged that the possibility of this can be looked into, however, it can't come too much straighter as it would interfere with the substructure of the station.

(g) CULVERT WORKS – LEAVESLAKE DROVE

The potential for Grant in Aid funding is currently being investigated for the replacement of the Leaveslake Drove outfall culvert. Attention was drawn to the proposed size of the new culvert, 36m x 1500mm diameter, placing it at a lower level will also be investigated.

Mr V Barker questioned that unless the South Forty Foot Drain (SFFD) was pumping at a lower level there won't be a great amount of improvement?

The Operations Manager noted how very saturated and wet the land is in that particular area and so whilst replacing the culvert consideration needs to be given to increasing the conveyance of the water. The installation of a non-return valve will also be considered so that the level within the watercourse can be controlled.

Mr V Barker raised his point again, suggesting that for increased conveyance the level of the SFFD may also need to be lowered.

Mr J Atkinson noted that there is more land under water in this area than elsewhere due to the drain at the roadside not being deep enough.

The Operations Manager noted that improvement works were carried out, however, the restriction is always the outfall. If it was to be dug any deeper then it will only act as a reservoir, so it can't be made any deeper if the capacity is not available.

The Operations Manager concluded that the officers will explore further to see if there is further improvement that can be made, this potentially being the replacement of the outfall culvert and considering what lower level can be achieved.

(h) SMART WATER MONITORING – BSIDB DISTRICT & UPPER CATCHMENT

A large-scale map of the map included within the agenda was provided for members and guests to look at should they wish to.

Landowners within the upper catchment areas will be contacted regarding the installation of gauging sites on their land.

(i) WEEDSCREEN CLEANER – SEMPRINGHAM FEN PUMPING STATION

Grant in Aid funding has been achieved for the weedscreen cleaner at Sempringham Pumping Station.

The weedscreen cleaner will be similar to the one at Horbling Fen Pumping Station and will also require a dump area. This is expected to be completed within the next financial year.

Cllr P Bedford left the meeting.

(j) LEAKAGE INTO DRAIN 20/5 – FROM EA BILLINGBOROUGH LODGE, NESLAM FEN

There is an existing pipe under the road into the Billingborough Lode and when the Billingborough Lode is at high levels, it has now started to push water under the road and into the BSIDB watercourse, therefore filling up the BSIDB system every time water levels are high.

The Operations Manager has been in contact with the Environment Agency (EA) about this and they are aware of it. We are currently waiting for them to decide upon the next course of action. Although it is effecting the BSIDB system, the water is coming from the EA and so ultimately it is their problem. The simplest option may be to cap it off with concrete.

Mr V Barker felt that rather than coming under the pipe, he felt it is coming through the pipe to a point in the bank and it is now coming through the rusted pipe. He felt using cement to block it would be the best option.

(k) NEW ROOF – HORBLING PUMPING STATION

As part of the programme to replace all pumping station roofs, it is proposed to complete the new roof at Horbling Pumping Station in 2021/22 at an estimated cost of £9,000. For reference, the roof will be the same type fitted to Donington Mallard Hurn in 2018.

Proposed by Mr W Ash, all AGREED that the installation of a new roof at Horbling Pumping Station in 2021/22 at an estimated cost of £9,000 be RECOMMENDED to the Board for approval.

(l) NATURAL FLOOD MANAGEMENT (NFM) SCHEME – SWATON SUB-CATCHMENT

The Environment Agency (EA) have asked the IDB to promote their pilot project of natural flood management.

The EA are looking to introduce swales to capture the water and stop it entering watercourses so quickly, to capture over land flow water, to enable the watercourse to be better managed and a reduction in flows.

The Chief Executive added that the swales are not connected to the watercourse and through evaporation and natural seepage the water will dissipate.

The EA have created three options of swale plans, which were displayed on screen. The Operations Manager added that the Board's machinery will still require access and so a minimum of six metres is required, which the EA are aware of, the plan shows 5 metres.

The EA's ideal is that whatever they create is within the existing margins as you can apply for derogation on the existing licence to change what the licence includes – this will work for riparian watercourses but not board maintained, the EA will have to either consider paying a short term crop loss compensation or increase the margin that encompasses the swale.

The scheme is still in its early stages, with the aim being to have completed the majority of the scheme by 2021. This work will be offered to the IDB through the Public Sector Cooperation Agreement (PSCA).

The majority of the relevant land is owned by the Crown, whom the Farm Engagement Officer will have / will be negotiating with. Mr V Barker noted the length of time taken to negotiate with the Crown Estate regarding the IDB lagoons.

Mr K Casswell raised his concern about the swales and that once full they will surely overflow? It may work in a flash amount of rain, but will it work with prolonged amounts of rain? The Operations Manager agreed that it is not as far reaching as was expected.

Mr V Barker questioned the cubic capacity of the swales in comparison to the drain running along side it; he felt it would be minimal.

(m) REPLACEMENT OF CULVERT 2422 – DRAIN 36/3, NORTH BECK, ASWARBY

Culvert 2422 has partially collapsed which, alongside high water flows, has caused a slippage on the bank. The site is being monitored.

Some of the Board's officers have spoken with the landowner regarding the replacement of the culvert, with an estimated cost for replacement being C£15,000.

The Chief Executive noted that he is under the impression that the landowner is pursuing an insurance claim. It was noted that they are still using the culvert to get to and from the house and farm. The Chairman felt the landowner will ask the Board to replace it.

(n) WEEDSCREEN CLEANER – HELPRINGHAM FEN PUMPING STATION

Once the pumps start running they naturally start to drag the weed that is in the system, this can create a problem, which has been especially so this year at Helpringham.

The weed stops at the weedscreen and prevents the water getting to the pump and therefore the pump stops running. The pump will only come back on once the water level builds up again. The stopping and starting of pumps like this is not good for the motor within the pump and so should be avoided as much as possible.

The existing dump area was built a number of years ago with the hope of being able to attract funding for an automated weedscreen cleaner. Unfortunately, gaining funding has been unsuccessful and following the problems encountered, it is felt it needs replacing.

Another problem faced is that the electrical contractors have stated that the pumps are not designed to run for prolonged periods of time, however, this is what we need them to be able to do in order to manage water levels. Therefore, this is going to be brought in as a possible grant in aid scheme or capital scheme for the future to install an automated weedscreen cleaner and improvements to the station. This has an estimated cost of £120,000 to include extension works to the dump area and the new weedscreen cleaner. The Chief Executive also made reference to the possibility of extending with a box unit which will be explored further by the officers.

(o) SOUTH FORTY-FOOT DRAIN BUSHING WORKS

Bushing has almost been completed for the 3km stretch from the A52 to almost Bicker Fen.

The aim is to get a 3km section desilted this year, another 3km desilted the following year and the same again the year after. However, there are some restrictions around when the works can actually take place, for example, the bushing can only take place out of bird nesting season. This will all be determined by funding from the Environment Agency (EA), which is currently not available. However, there is a high level of confidence that the funding will become available.

(p) FLOODING – EA HELPRINGHAM EAU – RED BRIDGE, HELPRINGHAM

There have been high water levels in the Helpringham Eau, videos displaying this were shown on screen.

This watercourse is maintained by the Board on behalf of the Environment Agency (EA), however, this year the Board were stopped by the EA from traveling along the banks of the drain to maintain it due to how saturated the banks were as a health and safety risk. Therefore, the watercourse was not able to be cut prior to these high levels and flooding, however, the Operations Manager felt it would not have made much difference based on the amount of water received.

(q) TWENTY PUMPING STATION & DRAINAGE ISSUES

An additional slide was presented on screen, not included within the agenda inspection booklet.

There are currently issues with standing water on land and water above land draining outfalls in both Board-maintained and riparian watercourses. The relevant Farm Manager, Mr M Taylor, has conversed on several occasions about this with the Operations team and the short-term fix currently used is to run the pumps at Twenty to try and lower the levels. This is only a short-term solution and so other options need to be considered as follows; to collate all existing survey information and decide whether a new survey needs to be conducted, a walk over survey has been completed last week with no obvious problems observed such as blockages, siltation, etc. Mr M Taylor also added that he also has not identified any blockages etc.

Mr M Taylor questioned whether the problem with Dyke Fen Pumping Station could be having an effect? The Pump Engineer responded that this wouldn't have an impact as it is pumping at its usual level. It was added that Dyke Fen level is a metre lower than Twenty.

The Operations Manager added that it is a question of even if the water could get off the land and into the watercourse, is that the problem? Alternatively, is the problem that the water is not getting away and why not?

Mr M Taylor added that north of Twenty pump, where it flows through the farm, the levels have been considerably higher therefore meaning there seems to be no natural drainage off that land. Mr W Ash added that rather than going down BSIDB drains, it is going down the landowners drains through the farm, the water is taking the easiest course. Mr W Ash felt the water level being pumped to is too high. He further suggested a sluice to allow the water to travel straight through, that way, the water could also be held back during the summer for irrigation purposes.

The Chief Executive responded that there is a gravity flow pipe through Twenty Pumping Station but it sounds like it is too high a gravity flow pipe. Therefore, the officers will investigate what a new 'bypass channel' should be at in relation to the existing.

The Operations Manager noted that the ideal situation is to be able to achieve the same results from pumping at Twenty as through gravitation.

The Chairman questioned whether valves could be placed on the drains to stop it backing up? It was confirmed this isn't possible.

The Operations Manager concluded that the existing survey data will be analysed, possibly another survey completed and look at possible options.

Mr M Taylor noted his appreciation for the effort in trying to resolve the issue.

1592 REPORT ON RAINFALL - Agenda Item 7

The rainfall figures at Black Hole Drove were circulated. The committee RESOLVED that this report be noted.

Mr P Holmes questioned whether the Black Hole Drove rain gauge has been checked as it was showing consistently lower results than Swineshead?

The Pump Engineer responded that he has been and tested it and it all seemed to be working correctly.

The three rainfall gauges at Black Hole Drove, Cooks Lock and Swineshead will all be being replaced through another scheme.

Mr V Barker added that Welland & Deepings IDB have a gauge close by which could be used to compare to.

The Chief Executive noted as a point of interest that recently over the same period of time, the Black Sluice IDB catchment had recorded 32mm of rain where as Welland & Deepings had only recorded 3mm.

The Chief Executive made reference to the Rainfall Actual Value Maps within the agenda and displayed the February 2020 map on screen, highlighting that the scaling has had to be changed due to the highest ever recorded levels of rainfall.

The Operations Manager noted that a few years ago an app was discussed and shared regarding weather stations and recording rainfall, questioning if anybody knows the name of this app as it has been lost in the system? It was established that it was called Weather link.

1593 ANY OTHER BUSINESS - Agenda Item 8

(a) LEVEL OF STAFFING

Mr V Barker questioned whether, due to the recent prolonged rainfall events, management are happy with the level of machinery and workforce? He noted the length of time it will take to complete the extra work created as consequences of the rainfall events i.e. bank slips etc. He acknowledged the financial impact of taking on more members for the workforce but felt that if there are jobs that need doing then they need to be done.

The Chief Executive questioned whether Mr V Barker was unsatisfied with the Board's operations? Mr V Barker confirmed he was not dissatisfied but has observed the increasing work load within the catchment. Mr P Nicholson added that if there any areas that the members are aware of that require the attention of the workforce then please inform the officers as they are not always aware.

The Chairman added that he felt the Board are very lucky for the incredible job and work the workforce have put in.

The Chief Executive acknowledged that there is an increased amount of work, i.e. bank slips. However, they are being monitored and prioritised. If the officers feel that work is not getting done and are falling behind then consideration will be given to employ additional workforce and hire in additional equipment. However, the Chief Executive believed the operations team are currently on top of the workload.

Mr P Holmes also noted that, as landowners, it has to be realised that the Board will have priorities within the catchment and so the work will get done but maybe not immediately.

Mr K Casswell referred to the financial implication of more staff and how typically the Board would usually have concern about the council paying the special levy, but actually it may be agricultural ratepayers that struggle to pay after the wet year encountered.

(b) THANK-YOU

Mr A Branton, of Welland and Deepings IDB, expressed his thanks for the invitation to attend the inspection tour and meeting, noting he found it very interesting. He added there are some striking similarities, but also differences due to the different catchment areas covered.

Mr A Branton voiced his one suggestion of using a drone to fly along drains, as it is very time saving and not particularly expensive. The Chairman noted that this technique has been used by the Board before.

There being no further business the meeting closed at 17:09.

BLACK SLUICE INTERNAL DRAINAGE BOARD
SOUTHERN WORKS COMMITTEE - 04 MARCH 2020

AGENDA ITEM No 07(a)(i)

TERMS OF REFERENCE: SOUTHERN WORKS COMMITTEE

1. **GENERAL**

The Committee shall have EIGHT members who will be appointed by the Board. A maximum of EIGHT Co-opted Members may also be appointed by the Committee.

The Membership shall include: The ONE South Holland Board member and the ONE South Kesteven District Council Board member.

The Chairman shall be elected by the committee at the triennial general meeting of the Board, being the first board meeting following an election.

2. **MEETINGS OF THE COMMITTEE**

The Committee shall meet at least once in every 12-month period and a quorum shall be six members.

There should be at least one inspection of each Works district each year to which all members of the Board should be invited.

No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons may attend meetings if invited by the Committee.

3. **POWERS OF THE COMMITTEE**

(a) Any formal consent which requires determination before the next Board Meeting which officers cannot approve.

(b) Approve any individual works or scheme up to a value of £25,000.

4. **RESPONSIBILITIES OF THE COMMITTEE**

The responsibilities of the Committee shall be:

1. To monitor the Board's performance in relation to effective and efficient work solutions.
2. To monitor the Board's performance in relation to good Health & Safety practices throughout daily operations.
3. To promote best practice through employee training and awareness.
4. To promote and maintain value for money for all resources.

5. REPORTING

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

The Committee shall review its terms of reference after every triennial general meeting and its own effectiveness and recommend any necessary changes to the Board.

REVIEWED BY THE COMMITTEE: 04 March 2020

APPROVED BY THE BOARD:

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

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

held remotely on
13th May 2020 at 2pm

Members

Chairman - * Mr M Brookes

* Mr W Ash	* Mr V Barker
* Mr R Leggott	* Mr N Scott
* Cllr R Austin	* Cllr S Walsh

* Member Present

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

Due to COVID-19, this meeting was held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The Chairman welcomed Mr C Harris, the Internal Auditor, to the meeting.

1594 APOLOGIES FOR ABSENCE - Agenda Item 1

There were no apologies for absence.

1595 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest.

1596 MINUTES OF THE LAST MEETING - Agenda Item 3

Minutes of the last meeting held on 9th October 2019, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Minute 1523(d), paragraph 6, 'The Finance Manager felt that *is* the individual...' should be 'The Finance Manager felt that *if* the individual...'.

1597 CONFIDENTIAL MINUTES OF THE LAST MEETING - Agenda Item 4

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

1598 MATTERS ARISING - Agenda Item 5

(a) DATA TAGGING - Minute 1521

The Finance Manager informed the committee that all the excavators, Twiga's, telehandler and the Aebi are now data tagged. The new Unimog received in the last few weeks has also been booked in.

1599 RECEIVE A PRESENTATION FROM THE INTERNAL AUDITOR - Agenda Item 6

Mr C Harris, the Internal Auditor, presented this item.

(a) INTERNAL AUDIT REPORT 2019/20

The Internal Auditor informed the committee that, following the audit, Black Sluice IDB have achieved 'substantial assurance', the highest level that can be awarded, adding that he can confirm and ratify that the accounts, governance, risk and control are working very well.

One area that was picked up as a routine recommendation was the area of Health and Safety. The Internal Auditor noted that he is pleased to say that the Chief Executive, Finance Manager and Operations team have reacted positively to this recommendation, which will be followed up in the 2020/21 audit, adding that it will help in providing solid assurance that Health and Safety matters are being managed appropriately.

The Internal Auditor highlighted point 11.28 and 11.29 of the report, pensions, which was previously highlighted by Mr V Barker at a past Audit & Risk Committee meeting, noting that everything was as it should be and works well.

The Internal Auditor invited any questions.

The committee expressed their thanks to the Chief Executive, Finance Manager and team for the hard work put in to enable the achievement of substantial assurance.

The Chairman also noted back to the recommendation around Health and Safety and highlighted that it is included on today's agenda.

Mr V Barker thanked the Internal Auditor for reviewing the pensions as requested.

(b) AUDIT PROGRAMME 2020/21

The Internal Auditor explained that this doesn't change significantly as the work within it has to satisfy the Annual Governance and Accountability Return document, covering all aspects of governance, risk and control and financial systems.

The Internal Auditor noted, however, that due to gaining substantial assurance, the audit programme has been reduced slightly to reduce the cost by one day; a 20% reduction on the fee.

The Internal Auditor invited views and any other elements the committee felt should be included.

The committee expressed that they were satisfied with the audit programme for 2020/21.

The Chairman thanked the Internal Auditor for attending the meeting and invited him to stay for the remainder of the meeting should he wish to, the Internal Auditor accepted and remained present throughout the whole meeting.

1600 TO REVIEW THE FOLLOWING BOARD'S POLICIES - Agenda Item 7

The Finance Manager explained that these are policies that have been identified for review and any changes have been made in red and any additional notes made in green.

(a) POLICY No. 01: RISK MANAGEMENT STRATEGY

3. Skills and Expertise

Mr V Barker referred to the Risk Management Strategy, Skills and Expertise, point 3.2. He further focused on the operation of Board vehicles and equipment, explaining that the Environment Agency (EA) employees are not allowed to travel in any vehicle along riverbanks until they have gained a specific qualification, questioning whether this is the same with the IDB workforce?

The Chief Executive responded that he was not aware of the qualification the EA use, this is not currently applied to the workforce, the only qualification required for the workforce to operate the vehicle on a bank top is the adequate road licence for that particular vehicle. The Chief Executive questioned the extent the committee want to go to in regard to qualification recognition, is it not adequate for the operator to operate the vehicle on a bank top having passed the qualification to operate it on a public highway?

The Chairman suggested that enquiries be made with the EA to find out exactly what the qualification is and entails. Once this is known, the committee will be in a better position to make a judgement about whether it should be applicable to the workforce.

All AGREED that the officers will contact the EA to find out more details about the qualification used by themselves for operating vehicles on bank tops, which can then be reported back to the committee to decide whether it should be employed by the IDB.

Risk Analysis Appendix C

The Finance Manager noted that there are no proposed changes until this appendix.

1.1 Risk of being unable to prevent flooding to property or land

The Finance Manager explained that, following previous committee discussions, what used to be (a) Coastal and fluvial flooding, has been separated as follows;

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

This relates to the previous concern over the implications of the Black Sluice Pumping Station (Boston) site. The higher risk is now associated with the fluvial flooding due to still not having received the operations manual from the EA.

Following discussion with the Chairman prior to the meeting, it is additionally proposed to add the following to 1.1(b):

'Future Work: Waiting on the EA Management Plan to be published on the operation of the sluice and navigation lock at Black Sluice Pumping Station.'

Mr V Barker suggested another addition, 'Fluvial flooding from failure to control rodents in the EA or Board's banks'.

The Finance Manager felt that rodents in EA banks would be out of the Board's control and therefore wouldn't be our risk.

The Chief Executive acknowledged Mr V Barker's suggestion but felt that 1.1(b) is already all inclusive of any possibility of failure or overtopping and if rodents are listed, there would be argument for multiple other factors, such as breaching for example, to be listed. He felt the list could become very long if every possible eventuality was listed.

Mr V Barker acknowledged that he was satisfied to leave it as originally proposed.

The Chairman felt that the main concern regarding this is the failure of the EA to produce the operations documentation, noting that ways of increasing pressure to encourage them to produce the document needs considering.

The Chief Executive confirmed that he will be back in touch with the EA and re-emphasis that there has been a considerable waiting time for the operational manual and that it is causing delays in the finalisation of the Emergency Plan, as it needs to be included as an appendix.

1.2 Risk of Loss of Electrical Supply

This change is to clarify that the phone system is also supported by the uninterrupted power system.

Cllr S Walsh questioned the timescale for the UPS to remain in force? The Finance Manager responded that the phone system and network are all on the same UPS, which have enough or brief interruption. The UPS on the telemetry should give approximately 1.5 days.

1.4 Risk of Board Watercourses being unable to convey water

Mr V Barker made reference to the asset database, questioning if it is available to be viewed by Board Members or the public?

The Finance Manager explained that the database is included within the mapping system, which is not accessible to anybody outside of the office. It could be requested to be viewed, there is nothing confidential within it.

1.5 Risk of operating machinery to maintain watercourses

This change is to clarify that plant such as the excavators, Twiga's etc. are included in this.

1.6 Risk of claims from third parties for damage to property or injury

This change is to clarify that plant such as the excavators, Twiga's etc. are included in this.

1.8 Risk of loss of senior staff

The Finance Manager explained that the added change is a result of the situation experienced during the exceptional rainfall events during October 2019, there were two senior staff members unavailable due to illness and holiday, therefore becoming short staffed with no formal plan in place for this situation. This has therefore been formalised both within this risk and the Emergency Response Plan.

1.9 Insufficient finance to carry out works

The Finance Manager reminded the committee of the exceptional circumstances of the final quarter of 2019, due to the amount of rainfall received, with the excessive repair bills and electricity costs, it was felt it was important to emphasise and so has led to the proposed additions, highlighted in red in the agenda.

3.3 Risk of critical incident loss of office

Due to the COVID-19 situation and having to work from home, the Board has been forced to upgrade the backup system so that the tapes do not need changing every day. Previously, as well as having the daily tapes on a two-week rotation, there were also monthly tapes on an annual rotation. This new system is a cloud backup system, which wasn't deemed value for money to implement whilst staff were in the office anyway to change the tapes, however, now, due to the circumstances, having the new cloud system prevents somebody from having to attend the office every day to change the tape. The backup on the HBP servers is daily, kept for 365 days.

Mr V Barker questioned if 365 days was long enough, perhaps two years instead?

The Finance Manager responded that the previous back up was 365 days, the justification for this time period being that if the system did encounter a cryptolocker type virus then it was felt one year was more than sufficient. It is on HBP servers off site, so providing that nothing happens to the actual building, the back ups will be both on site at Black Sluice offices and also on the HBP servers.

Mr R Leggott questioned how much the new cloud back up system costed and whether any of it can be claimed back from the government?

The Finance Manager noted that the system cost £670.00 with an additional ongoing cost but didn't think it would be likely to get anything back from the government.

5.2 Risk of loss of money invested in building societies and banks and managed Funds

This addition highlights the inclusion of the £500,000 invested in a managed fund.

Mr V Barker questioned whether money could be withdrawn during the wet period if required and questioned the current rate?

The Finance Manager explained that it did drop considerably around the end of March 2020 but has recovered to an extent. None of the £500,000 invested with Brewin Dolphin has been withdrawn or any of the £300,000 in the building society as it wasn't required. If required, the building society funds would have been used first.

8.1 Risk of loss of telemetry

This has been changed to include the ongoing work on the telemetry systems, which was discussed and approved at the Board meeting, to upgrade the telemetry and the automation of the pumping stations.

8.2 Risk of loss of telephone communication

The number of VOIP phones and analog lines has been updated accordingly, with the addition of six power supplies, which are currently all being used at employees homes to allow them to use their phones at home.

8.5 Risk of breach in cyber security

This is the same change as seen in 3.3, in relation to the new cloud back up system.

8.8 Risk of loss of accounting records

The Finance Manager noted that the first point of the 'How risk is managed section', as follows, 'Records backed up each day on a 2 week rotation and monthly on an annual rotation' needs removing, as it is now the new cloud system, which has also been added, as shown in red in the agenda.

8.9 Risk of loss of rating records

The Finance Manager noted that the first point of the 'How risk is managed section', as follows, 'Records backed up each day on a 2 week rotation and monthly on an annual rotation' needs removing, as it is now the new cloud system, which has also been added, as shown in red in the agenda.

Cllr R Austin raised a point that he felt was possibly too minor to be included within the Risk Management Strategy, but thought it needed to be noted and kept an eye on. He referred to the issue of invasive species, in particular the Giant Hogweed and Japanese Knotweed. Cllr R Austin emphasised the importance of the workforce being aware of the invasive species, as they can have serious implications such as medical issues, noting that they need monitoring and controlling.

The Chairman noted that this is covered within the Biodiversity Action Plan, section 6.2.11 (Non-Native Invasive Species) which was displayed on screen.

The Chief Executive further added that Invasive Species are also included within the annual pre-cutting brief in July, attended by all relevant employees. They are also provided with a brochure of invasive species and is immediately reported to the EA and Greater Lincolnshire Nature Partnership (GLNP).

Cllr R Austin noted that the Giant Hogweed is on the Boardside, close to the Great Fen Road junction, for a few years.

The Committee RESOLVED to recommend that the Risk Management Strategy (No. 01) be approved at the next Board meeting with the above amendments.

(i) ASSETS LIST

The Finance Manager explained that the whole asset register has been included as at the year end. The element that was highlighted most in the previous meeting by Mr V Barker was the various pieces of land registered in the Board's name.

The Finance Manager displayed on screen the map of the catchment, explaining that he can focus in on any particular piece of land that the committee members want to.

Mr V Barker acknowledged this but noted that he has spoken to the chair of the Structures committee as he feels it is more relevant to that committee, referring to electricity poles etc. on land.

Mr V Barker also noted the value for the forklift within the Plant & Vehicles asset register, however, the Finance Manager clarified that the values on the assets register are for accounting purpose only, whereas the values given to the insurance are the cost of replacement.

(b) POLICY No. 05: INVESTMENT STRATEGY

The Finance Manager explained that this was reviewed by the Chairman prior to the meeting, who was not satisfied with paragraph 2.5. Following more research, it is not unlawful, but frowned upon. Therefore, the suggestion was made to change paragraph 2.5 shown in the agenda to the following;

'The Board recognises borrowing monies to purely invest, or to lend and make a return, from the PWLB or another lender, would not be appropriate and the Board will not engage in such activity.'

All AGREED that paragraph 2.5 be changed to the above.

Cllr S Walsh made reference to paragraph 1.1, questioning whether COVID-19 should be added as well as the credit crunch of 2008-09?

All AGREED the addition of a reference to COVID-19 be made.

The Finance Manager highlighted the only other proposed change, the addition of paragraph 4.2.1. Noting that paragraph 4.2 explains that non specified investments shall not be made without a resolution stating otherwise, therefore, paragraph 4.2.1 acknowledges the resolution that was made by the Board to allow the Brewin Dolphin investment.

The Committee RESOLVED to recommend that the Investment Strategy (No. 05) be approved at the next Board meeting with the above amendments.

(c) POLICY No. 12: STANDING ORDERS

The standing orders have been processed to allow for meetings to happen virtually, they have been approved by the Chairman, Chief Executive and DEFRA Minister, to then be retrospectively approved at the Board meeting.

The Finance Manager highlighted the changes as follows;

Regulations to Proceedings

Paragraph 1(a) is completely new.

Cllr S Walsh made reference to paragraphs 7 and 8(c), questioning the phrase correctness of 'choose some one of their number'. It was clarified that it is correctly written and understood by the committee.

Standing Orders Order of Debate

Paragraph 15, '...shall be proposed and seconded and shall, *if required*, be written out...' used to state '...shall be proposed and seconded and shall, *if absolutely necessary*, be written out...'.

Paragraph 17 used to state that any member declaring an interest would have to leave the meeting for that item, whereas this new version, gives the Chairman the authority to decide whether they can take part in the discussion and whether they can vote. The Chairman felt the change was sensible as the member with the interest is often able to provide useful information. Mr R Leggott agreed with the Chairman's view.

Special Circumstances

The addition of paragraphs 28 and 29 allows for the facility of holding remote meetings.

The Committee RESOLVED to recommend that the Standing Orders (No. 12) be approved at the next Board meeting.

(d) POLICY No. 13: EMERGENCY RESPONSE PLAN

The Chief Executive presented this plan, reminding the committee that all confidential information has been removed.

The Chief Executive further reminded the committee that this document used to be the 'Emergency Flood Response Plan', however, it was realised that there may be an emergency that doesn't involve water, such as the current COVID-19 circumstances being faced.

The Chief Executive noted two changes on the first title page, firstly, the removal of 'seventh' to simply read 'Revision date' and secondly, the version number requires changing to 1.6.

The Chief Executive highlighted all of the proposed changes in red throughout the plan, drawing particular attention to the following;

Emergency Response Section - Summary

Mr V Barker made reference to the possible failure of the EA pump at the end of the Bourne Eau, expressing his concern that is it right on the edge of our catchment and that the EA may not wish to operate it, which would then impact on the IDB's catchment. The Chief Executive noted that it sits on the boundary between Black Sluice IDB and Welland & Deepings IDB and it is currently being considered to transfer it to one of the IDBs to operate.

A Fluvial Emergency

The formalisation of a staffing rota for continuous monitoring of the telemetry has been introduced.

The Chairman noted that this is where the EA navigation lock operational manual information will be introduced.

Operation of Pumping Stations

There has been quite a substantial change to the table, especially the column that states, 'To be switched off in emergency'. Previously, this column had every pumping station to be switched off, the Chief Executive has now removed some at his discretion, following discussion with the Pump Engineer and Operations Team.

The Chief Executive questioned, with the agricultural members particularly, if they agreed with the choice of pumping stations to not be switched off in an emergency, as per the table?

Mr V Barker made reference to the Dowsby Lode drain, stating he would like the levels of the banks and land to be looked at in relation to the pump, to see if the figures in the table are still relevant. The Chief Executive acknowledged this would be looked into.

Mr R Leggott and Mr W Ash questioned what criteria the Chief Executive used to come to the decision about which pumping stations to turn off in an emergency?

The Chief Executive responded that in regard to criteria for not turning off in an emergency there are three of them that are major pumping stations, or they are catchments that can be doubled up, or they are pumps that don't pump into the South Forty Foot Drain (SFFD).

Mr R Leggott expressed that he could see the Chief Executive's reasoning but questioned if there were any figures to support it?

The Chief Executive clarified that this is the indication to the EA, it is not to say that they defiantly won't be switched off. Further noting the resilience seen of the SFFD in the recent emergency event, and that not as many pumps are required to be switched off as used to be.

Mr R Leggott noted a recent conversation he had held with Matt Warman and that he suggested to Mr Warman that if he saw anything about opening another gravity flow at the Black Sluice Pumping Station (Boston), he hoped he would support. The Chief Executive agreed.

Mr W Ash questioned why this list of pumps needs to be included, when in an event anyway, the officers would make judgement about which areas are most likely to flood?

The Chief Executive responded that, yes, the different catchments are monitored, but it is a general partnering approach to the EA that the IDB will take the strain off the SFFD banks by holding the water.

Mr W Ash questioned why it needs to be in writing in this document, feeling it was too specific about some areas, couldn't the EA just be informed of the exact locations that are going to be switched off at the time?

The Chief Executive stated that it needs to be documented, like the EA's operation manual for the Black Sluice Pumping Station (Boston). The Finance Manager also noted that if the Chief Executive and Operations Manager were unavailable during an event, like previously, the Finance Manager would use this table as guidance in their absence.

Operational Procedures

The Chief Executive noted that the recent prolonged emergency event highlighted that some officers maybe unavailable, due to sickness for instance, or for example, cannot work the whole period due to the longevity of it and so the additions of formal cover for staff have been added to the plan, especially in regard of the expertise of the Pump Engineer. The Pump Engineer has therefore created the three charts showing the process to take in relation to electrical faults, pump faults and weed screen cleaner fault.

Mr V Barker confirmed that the previous Pump Engineer, Colin Richards, was still happy to be called upon if required? It was confirmed that he is more than happy that he is included in the plan.

Extended Area Map

Mr V Barker noted that there is an area west of Bourne that he is unsure whether should be highlighted as part of the Board's extended area. The Chief Executive noted that he believed it is Welland and Deepings IDB catchment, but will have a look on a more detailed map and confirm.

The Committee RESOLVED to recommend that the Emergency Response Plan (No. 13) be approved at the next Board meeting with the above amendments.

(e) POLICY No. 21: H&S CONTROL & MANAGEMENT OF ASBESTOS

The Finance Manager explained that this policy was previously in the format of a Copes Health and Safety policy, so this has been changed to standardise it into the form of the Board policies, with no suggested changes to this policy.

The Committee RESOLVED to recommend that the Health & Safety Policy for the Control and Management of Asbestos (No. 21) be approved at the next Board meeting.

(f) POLICY No. 22: H&S CONTROL OF NOISE AT WORK

The Finance Manager explained that this policy was previously in the format of a Copes Health and Safety policy, so this has been changed to standardise it into the form of the Board policies, with no suggested changes.

The Committee RESOLVED to recommend that the Health & Safety Policy for the Control of Noise at Work (No. 22) be approved at the next Board meeting.

(g) POLICY No. 24: H&S FIRST AID & ACCIDENT REPORTING

The Finance Manager explained that this policy was previously in the format of a Copes Health and Safety policy, so this has been changed to standardise it into the form of the Board policies.

The Finance Manager felt it was important to acknowledge the reporting of near misses within this policy even though there is a separate near miss policy, which has been added in red, as shown in the agenda.

The Finance Manager also noted the change in Note(1) which directs to the relevant document.

The Committee RESOLVED to recommend that the Health & Safety Policy for First Aid & Accident Reporting (No. 24) be approved at the next Board meeting.

(h) POLICY No. 30: LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS STATEMENT

The Finance Manager noted that this was reviewed last year. Since then, there has been an addition, shown in red, to Section 3 - Flexible Retirement. However, the last sentence in red 'Your flexible retirement policy should set out your position on this matter' needs removing, as this was a guidance note that shouldn't have been included.

The Committee RESOLVED to recommend that the Local Government Pension Scheme Discretions Statement (No. 30) be approved at the next Board meeting with the above amendment.

(i) POLICY No. 35: FIRE MANAGEMENT PLAN

The Finance Manager noted that the Fire Management Plan only has a few proposed changes; due to the office building work there are some changes to the escape routes at 3.2 and there are completely new office drawings showing the escape routes and fire extinguishers.

Cllr S Walsh made reference to section 2.3, Fire Precautions, noting that he felt the only required bit of the second paragraph was 'Corridors, stairways, landings and escape routes must be kept clear at all times'. He felt the rest of that sentence was irrelevant as there should be nothing blocking these routes at all.

All AGREED to remove the remainder of the second paragraph of section 2.2.

It was clarified that all employee policies are placed on the notice board in the office kitchen and workforce canteen.

The Committee RESOLVED to recommend that the Fire Management Plan (No. 30) be approved at the next Board meeting with the above amendment.

(j) POLICY No. 47: COVID-19 BUSINESS CONTINUITY PLAN

The Finance Manager explained that this document was produced at an early stage of the COVID-19 pandemic, which needs to be a document that can be reviewed and changed frequently by the officers rather than requiring the approval of a committee and Board.

As a result of this requirement to continually change the policy, is it proposed to include the following;

'Due to the requirement of this policy to be adaptable according to the situation, responsibility to review the policy will be delegated to the CEO with the Executive Committee and Board reviewing retrospectively.'

The Chairman felt this was a sensible addition as the guidance around COVID-19 is changing rapidly.

All AGREED to add the above paragraph to enable the policy to be changed as required by the circumstances, without approval from committees.

The Finance Manager added that the following are precautions that are being put in place for returning to work at the office when it is safe to do so:

- Purchase of 10 screens for around desks in shared offices
- Screens for reception to barrier between employees and general public
- Daily temperature monitoring for all employees in the office / depot and regularly for workforce

Mr N Scott shared an idea that he has used within his business that he thought could be of benefit to use within the IDB. He further explained that a matrix can be used for employees, made up of the following information; employee age, pre-existing conditions (using the NHS risk categories), living with key workers and whether the employee thinks they may have had the virus. This can then be colour coded red, amber, green and an employee of green status, least at risk, should be tasked with more high risk jobs initially rather than somebody at high risk, with red status.

The Finance Manager noted that this has been partially done informally, but felt it was a good idea to do this formally in a written document. All AGREED.

The Committee RESOLVED to recommend that the COVID-19 Business Continuity Plan (No. 47) be approved at the next Board meeting with the above amendment.

1601 IDENTIFY GOVERNANCE TRAINING REQUIREMENTS FOR BOARD MEMBERS
- Agenda Item 8

The Finance Manager presented this item, reminding the committee what is already in place in terms of training as follows; firstly, there were a number of members that attended the Joint Lincolnshire IDB training day at the end of last year, there is a formal introduction for all new members with refresher training every three years following the election, council members also receive additional training through their council and lastly, each member should have a copy of the 'Good Governance' booklet.

Cllr S Walsh, as one of the newest members to join the Board, noted that he did not recall receiving the Good Governance booklet. It was noted that the administration team will look into ensuring that all new members who joined the Board in May 2019 have got the booklet.

The Chairman felt that the Board was adequately covered with the measures already in place. The Internal Auditor agreed, also noting how well the meeting had been chaired.

All AGREED that the Board are adequately covered in relation to training for Board members.

1602 IDENTIFY HEALTH & SAFETY TRAINING REQUIREMENTS - Agenda Item 9

The Chief Executive presented this item, making reference to the ADA Health, Safety & Welfare Survey that took place in 2018 as included in the agenda, noting that there was only a 75% response rate.

The Chief Executive further referred to the top three recommendations, governance and leadership, ensuring competence and recording accidents and near misses, which the Chief Executive stated are all already in practice.

The Chief Executive secondly referred to the additional recommendations for IDBs to consider, noting how they are applied at Black Sluice IDB;

- Quality of advice
Cope safety, an approved health, safety and welfare consultant are employed.
- Welfare facilities
The welfare facilities within the catchment at the pumping stations are used. For larger construction sites, facilities are hired in.
- Routine training
Health and Safety training is shown in the annual report to the Board, which is detailed and extensive.
- Health surveillance
Reference was made to the earlier update regarding temperature checks for all staff during the COVID-19 pandemic, with eye tests also provided for office employees. The Chief Executive felt this may be a point that more could be done, and so can be reviewed and considered.

- Capacity
The Chief Executive felt that the IDB works closely with other IDBs and Risk Management Authorities.
- Risk assessment
All risks are clearly identified and a method for reducing that risk written, both on site and in the office.
- Toolbox talks & training
Toolbox talks are employed, in addition to other training such as the pre-cutting brief.
- Machinery inspection
All machinery is inspected on a daily basis when used, which is documented.

The Chairman raised the point of health surveillance, questioning what the Chief Executive may introduce? The Chief Executive responded referring to Weil's Disease, noting that previously each member of the operations team was tested for this, unsure why this was ceased, this will be looked into again.

Mr V Barker made reference to the welfare facilities at Gosberton Pumping Station, noting that when the employees use it they climb over the fence rather than open the gates. Mr V Barker suggested a pedestrian gate could be beneficial. The Chief Executive acknowledged that he will speak to the workforce about this and look into pedestrian access.

Mr C Harris added that it all looks positive and felt it was a beneficial exercise for ADA to carry out.

1603 RECEIVE THE RISK REGISTER - Agenda Item 10

The Finance Manager noted that this reflects the Risk Management Strategy, reviewed previously in the meeting.

The committee AGREED that the Risk Register be accepted.

1604 RECEIVE THE CATALOGUE OF BOARD POLICIES WITH RECOMMENDED APPROVAL DATES - Agenda Item 11

The Chairman noted that this programme is kept up to date, and if it is felt it is required, policies are brought forward to be reviewed before their review date.

The committee AGREED that the Catalogue of Board Policies be adopted.

1605 ANY OTHER BUSINESS - Agenda Item 12

There was no additional business.

There being no further business the meeting closed at 15.55.

Black Sluice Internal Drainage Board

Risk Management Strategy

Risk Management Policy

Risk Analysis

Updated	13 May 2020
Board Approved	
Due for Review	

Contents

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

Appendices

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

Risk Management Strategy

1. Purpose, Aims and Objectives

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

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

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

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

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

1.4 The Black Sluice Internal Drainage Board has adopted the 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 MEDIUM LOW ↓	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 flooding from failure or overtopping of defences

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

How risk is managed: Board works with lead local flood authority, Environment Agency and the Wash Frontage Group.

Future Work: Lobbying of government representative

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

(b) Fluvial flooding from failure or overtopping of defences

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

How risk is managed: Board works with lead local flood authority Pumping Stations Additional Resilience Partnership working with EA including PSCA Agreement with EA to switch off selected pumps if levels reach 2.7m ODN at Black Hole Drove PS

Future Work: Waiting for the EA Management Plan to be published on the operation of the sluice and nav lock at Black Sluice Pumping Station.

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

(c) 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

(d) 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, Main server
and Phone System

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 plant & vehicles
Injury to staff

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

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	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 **plant & 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
 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: Damage to Board Maintained Assets
 Damage to Board Owned Assets

Consequence: Assets not performing as they are designed to.

How risk is managed: Managed Assets – Board Byelaws
 Owned Assets - Insurance

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

1.8 Risk of Loss of Senior Staff

Consequence: Inability to operate efficiently

How risk is managed: **Should staff from the Emergency response Team not be available during a prolonged event cover should be implemented as per the emergency response plan**
 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
Significant unexpected costs to respond to incidents or extended periods of wet weather.

How risk is managed: Ten year budget to ensure adequate funding
The Board maintains reserves at a level sufficient to respond to incidents and extended periods of wet weather.

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: Ongoing continuous supervision, advice, training, line management motivation and appraisal.
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)
Remote Backups to HBP servers kept for 365 days

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 & Managed Funds

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 an individual organisation as per the Investment Policy
Maximum of £500,000 invested in a managed fund.
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
Work ongoing to upgrade the Telemetry Systems including the ability for remote operation.

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
 14 VOIP phones (6 with power supplies to be able to be used anywhere with an internet connection)
 2 Analog lines on site
 UPS (Battery Backup) on Communications Cabinet
 4G Assure on one of the Broadband lines if landlines fail

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
 4G Assure on one of the Broadband lines if landlines fail
 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 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 Remote Backups to HBP servers kept for 365 days
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: 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
Remote Backups to HBP servers kept for 365 days

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: 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
Remote Backups to HBP servers kept for 365 days

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

Black Sluice Internal Drainage Board

Policy No: 05

Investment Strategy Policy

Review Dates:

Board Approved	17 th June 2015
Due for Review	

1. Introduction

- 1.1 Black Sluice Internal Drainage Board (the Board) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the local ratepayers. This has acquired even greater importance in the light of the credit crunch during 2008-09 and the COVID-19 pandemic and consideration of the risk involved is a major element to be considered.
- 1.2 This strategy complies with the arrangements set out in the Department of Communities and Local Government (formerly Office of the Deputy Prime Minister) Guidance on Local Government Investments 2004 and the Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of Section 15 (1)(a) of the Local Government Act 2003.

2. Investment Objectives

- 2.1 In accordance with Section 15 (1)(a) of the Local Government Act 2003, the Board will have regard (a) to such guidance as Government Ministers may issue from time to time and (b) to such other guidance as Government Ministers may by regulations specify.
- 2.2 The Board's investment priorities are the security of reserves and liquidity of its investments.
- 2.3 The Board will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity and be consistent with avoiding any major risks.
- 2.4 All investments will be made in sterling.
- 2.5 The Board recognises borrowing monies to purely invest, or to lend and make a return, from the PWLB or another lender, would not be appropriate and the Board will not engage in such activity.

- 2.6 Where external investment managers are used, they will be required to comply with this strategy and will have to be authorised and regulated by the Financial Conduct Authority. Where the Board uses Brokers to carry out the transactions on their behalf, they cannot and do not offer investment advice but simply act as an intermediary.

3. Specified Investments

- 3.1 Specified investments are those offering high security and high liquidity, made in sterling and which must mature within one year. The Board only places deposits with financial institutions which are on the Financial Conduct Authority's approved list of financial institutions. These investments can be used with minimal procedural formalities as currently used by the Board.
- 3.2 For the prudent management of its surplus balances, maintaining sufficient levels of security and liquidity, the Board will use:
- Deposits with banks, building societies, local authorities or other public authorities
 - Deposits in securities which are guaranteed by the Government.
- 3.3 The limit of any such investment will be restricted to £300,000 with any one particular institution or group, or such other sum as the Board specify from time to time. It should be noted that the Government guarantee of £50,000 which applies to private investors does not apply to bodies such as the Board.

4. Non Specified Investments

- 4.1 These investments have greater potential risk and mature after any period longer than 365 days – examples include investment in the money market, stocks and shares or with bodies which do not have a high credit rating.
- 4.2 Given the unpredictability and uncertainties surrounding such investments, the Board will not use this type of investment without a resolution stating otherwise.
- 4.2.1 The Board resolved to invest £500,000 with Brewin Dolphin, an investment broker, at their risk level of "3" at the meeting of the Board on 30 May 2018.

5. Liquidity of Investments

- 5.1 The Chief Executive and the Finance Manager will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 5.2 Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the relevant body.

6. Long Term Investments

- 6.1 Long term investments are defined in the Guidance as greater than 36 months.
- 6.2 The Board does not currently hold any long term investments; neither will it make any such investments.

7. Internal Controls

- 7.1 The Finance Manager will report on all investments held on a monthly basis as part of the Management Accounts and sent by E-Mail to all members of the Executive Committee. As existing investments mature, the Finance Manager will prepare a current cash flow projection indicating any future suggested investments. This projection will be authorised by both the Finance Manager and the Chief Executive. The current satisfactory practice is for a maturity profile investment projection to be prepared which provides the Board with the option to pull back or invest further according to the cash flow requirements.
- 7.2 The Finance Manager will then act on this authorisation and proceed with any further investments as agreed. A copy of the confirmation of the investment from the financial institution will be initialled by the Chief Executive.

8. End of Year Investment Report

- 8.1 The Annual Strategy for the coming financial year will be prepared by the Finance Manager and presented to the Executive Committee meeting in January each year for approval.
- 8.2 At the end of the financial year, the Finance Manager (as S151 of the Local Government Act 1972 officer) will report on the investment activity to the Board.

9. Review and Amendment of this Strategy

9.1 This Strategy will be reviewed within five years.

9.2 The Board reserves the right to make variations to the Strategy at any time.

9.3 This strategy has been reviewed and agreed with the Board's Internal Auditor.

BLACK SLUICE INTERNAL DRAINAGE BOARD



‘Emergency Response Plan’

Control Copy Number	1 of 8
Original issued no	1
Original Issue for use only by	ER Team
Initial Issue date	3 rd March 2011
Revision date	May 2020
Prepared by	Ian Warsap

Version 1.6

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Read Me First Section

- Introduction
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- A Fluvial Emergency
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- Action Task Lists

Appendices

- One – Contacts List
- Two – Emergency Operation of Dual Drive Gearboxes at Pumping Stations
- Three – Emergency Plan Team Roles
- Four – District Maps
- Five – Flood and Weather warnings

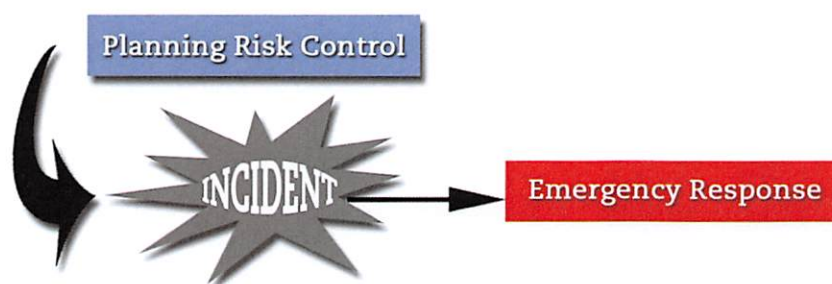
Introduction

The Emergency Response Plan (ERP)

This ERP provides overall guidance to the Board's Officers when responding to any significant incident. It works at the **worst case** level.

The main aim of the plan is to ensure that there are adequate systems in place to enable the Board to respond to an emergency situation and to support other agencies and emergency services where appropriate.

The plan also focuses on how officers should handle the issues that will arise after an incident has occurred. This is illustrated as follows:



To some extent the risk planning process also addresses the adequacy of current risk controls and may have identified improvements. Such improvements, if implemented, will form an integral part of this document. The central feature of the plan is covering the entire response from the initial emergency through to the resumption of normal or near normal operations.

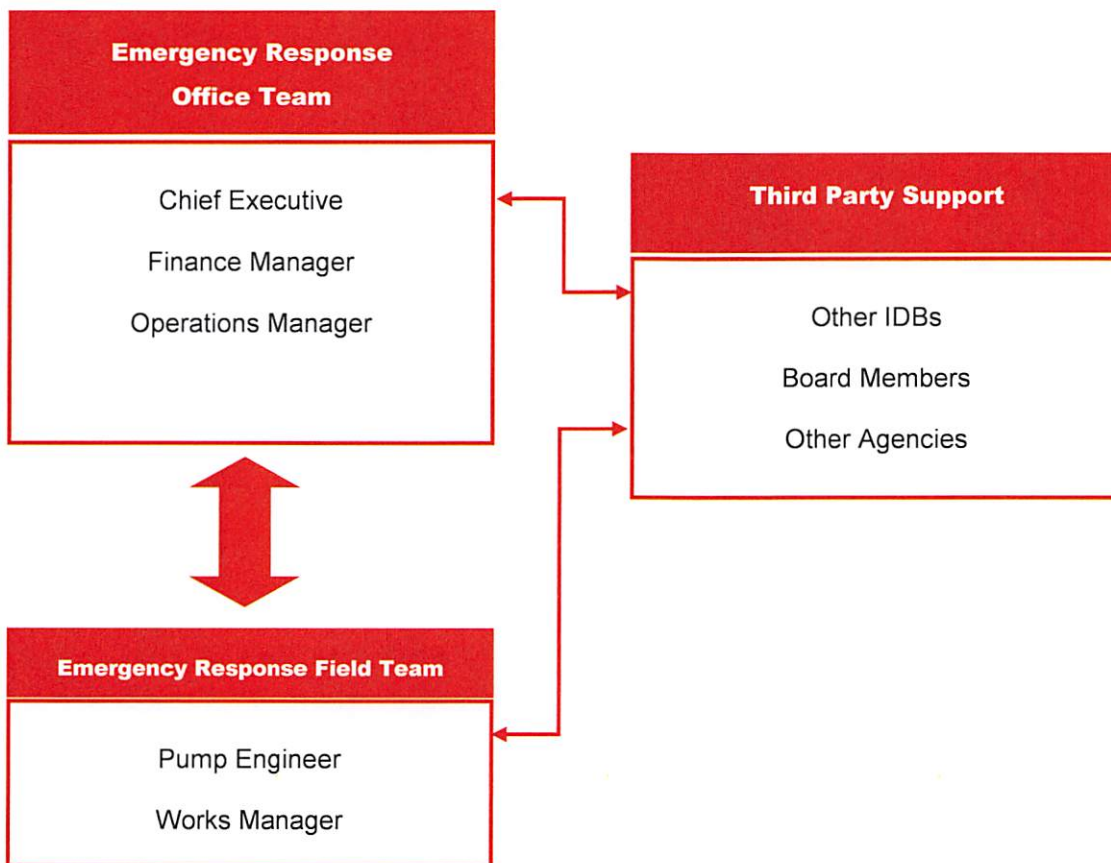
The key actions that may need to be performed and the key issues that are likely to arise are summarised. The pages are designed for use very much like checklists, helping to ensure that no major actions or issues are neglected.

A variety of procedures, guidelines and contacts, in support of these checklists, are included in the plan.

Command and Control

Incident Command and Control Arrangements

The Command and Control arrangements in managing a Major Incident are set out as follows:-



Emergency Response Plan Objective

The objective of the ERP is to ensure that the Board can provide and co-ordinate adequate resources to respond to a major event and to ensure that those resources have the experience and ability to handle such an event.

Key Principals Statement

The key principals to our response should be:

- (1) To ensure that the health, safety and well-being of employees engaged in any emergency response is protected.
- (2) To ensure the safety and continued use of the Board's pumping stations, assets, plant and equipment.
- (3) To ensure the functionality of the Board's operations are protected.

In fulfilling these principals the Board will be better able to carry out its primary function of land drainage and flood defence and in so doing, provide other Risk Management Authorities with the best opportunity to carry out their respective functions.

Plan Assumptions

In developing the plan, a number of assumptions have been made as detailed below

Assumption	
1.	There is a major flood event (one threatening death, injury or damage to property, or the environment, or disruption to the community)
2.	The Board are either dealing with the incident or are assisting another agency e.g. assisting the EA with an incident under their control
3.	The severity of the event will disrupt normal Board operations
4.	At least 75% of normal staff will be available to deal with the incident
5.	Staff will be expected to make themselves available to be utilised in any capacity that is required.

Plan Distribution List

Name	Title	Printed copy With Flashdrive	Electronic copy	Controlled Copy No
Ian Warsap	Chief Executive	Full Plan	-	2
Kevin Methley	Pump Engineer	Full Plan	-	3
Simon Harrison	Works Manager	Full Plan	-	4
Paul Nicholson	Operations Manager	Full Plan	-	5
Daniel Withnall	Finance Manager	-	Issued	6
K C Casswell	Chairman	Full Plan	-	7
P Holmes	Vice Chairman	Full Plan	-	8

Access to Plans

ERP Team members should keep copies of their plans readily available at all times. It is suggested that they consider one or more of the following options:

- In the office
- In the car
- In a briefcase
- At home (by the telephone)
- Electronic storage (on a flash drive)

Chief Executive:



Date:

May 2020

Invocation Procedure

Emergency Response Team

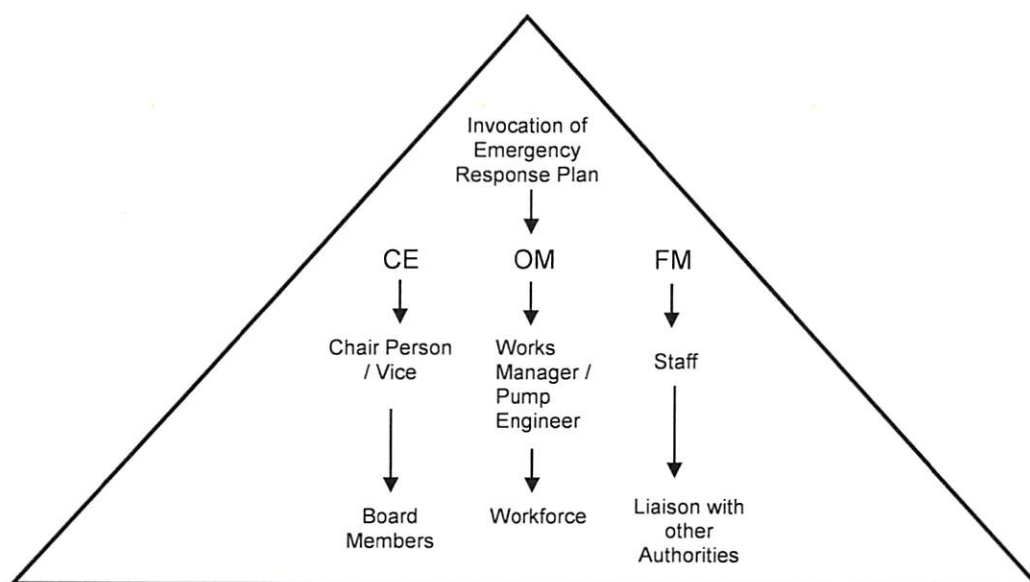
Name	Contact
Chief Executive #	See appendix one
Operations Manager #	See appendix one
Finance Manager #	See appendix one
Pump Engineer	See appendix one
Works Manager	See appendix one

Only the above members marked # can invoke the Plan.

In doing so, the ER Team will decide whether to authorise the invocation of the Plan in part or in full.

Issues to consider:

A	Has the Board received a flood or weather warning?	The ER Plan will be invoked in accordance with the considerations set out in APPENDIX THREE
B	Is the incident a major flooding incident in the Board's District?	The ER Plan will be invoked immediately
C	Has the Board been contacted by another agency to offer support for an incident as set out in the above assumptions?	The ER Plan will be invoked immediately which may include Appendix Five – Silver Control Support
D	Is the incident neither A, B nor C?	Further information is likely to be sought before a decision is made.



Recovery Strategy

In the event of a flood incident, the strategy for managing the crisis and recovering the situation is based upon the key objectives detailed below:

THE CRISIS	Objective	Strategy
1.	To ensure that the Board can provide and co-ordinate adequate resources to respond to a major event and to ensure that those resources have the experience and ability to handle such an event in order to:	To test this plan alongside other stakeholders to ensure that it is fit for purpose and that the information contained in the plan is both relevant and accurate. Training will be provided to key members of the ER Team to ensure they are capable of performing their role.
2.	Protect People from the risk of injury or death.	As above
3.	Protect domestic and commercial Property from flooding	As above
4.	Maintain Food Security by protecting agricultural land from flooding .	As above
THE RECOVERY	Objective	Strategy
5.	Flood Defence is maintained and does not suffer significant deterioration.	We are able to deliver services again quickly and any additional costs of operating will be recorded.
6.	Operations are not adversely affected, thus maintaining the quality of management and the ability to meet statutory requirements.	As above
7.	Members expectations and quality of service continue to be met, or managed, in such a way that ratepayers continue to get good service from the Board.	As above
8.	Reputation and image to stakeholders and the public are not negatively affected.	Proactive PR and management of the impact of the emergency event.

Testing and Maintenance

This plan must work. It is therefore essential that the plan be reviewed every 6 months. Where this review reveals the need for any updating of the plan, maintenance must be carried out and this plan re-issued to those on the Distribution List within 4 weeks of the review. If the 6 monthly review reveals no change is required, those on the Distribution List should be notified to keep this plan fresh in their minds.

In addition to the 6 monthly reviews should the organisation undergo any major change, plans should be adjusted to reflect and address the changes.

Version	Date Tested/ Amended	Sections Tested/ Amended	Tested/ Amended By
1.1	January 2013	Whole plan	EFR Team
1.2	December 2013	Whole plan	EFR Team
1.3	April 2016	Whole plan	EFR Team
1.4	October 2018	Whole Plan	ER Team
1.5	January 2019	Invocation of Emergency Plan	Chief Executive
1.6	May 2020	Whole Plan	ER Team

Emergency Response Section

The object of the Emergency Response Plan (ERP) is to provide **and** co-ordinate resources to respond to a major event, which can be defined as:

- (1) A tidal event that overtops and/or breaches the defences.
- (2) A fluvial event where the level of the South Forty Foot Drain at Black Hole Drove exceeds 2.70m (19ft).
- (3) Failure of an IDB asset, which causes water to flood onto land adjacent to a watercourse.
- (4) **A national/regional state of emergency that has effects on the operations of the Board**

Summary

- (1) **A Tidal Emergency**
 - Warnings would be received from **the** EA. (see table below)
 - Wyberton Marsh PS and Kirton Marsh PS would be at risk of flooding.
 - Will we need to make a decision whether we have to switch down the pumping station (s) and/ or remove the motors?
- (2) **A Fluvial Emergency**
 - Flooding from any embanked watercourse (EA Main River) in the South Forty Foot Catchment.
- (3) **An Emergency caused by an IDB or Riparian Asset Failure**
 - Flooding caused by the failure of any of the Board's assets (i.e. pumping station, watercourse, culvert, siphon etc) and/or the failure of any Riparian asset resulting in emergency flooding.
- (4) **A National/Regional state of emergency**
 - **A state of emergency that affects for example; the Board's operations, staffing levels, the office opening, loss of equipment etc.**

A Tidal Emergency It is anticipated that an event will unfold as follows:

3-4 days prior	Warnings received from EA
1 day prior	Likelihood of severe flooding predicted by EA Undertake work to mitigate damage at pumping station.
During the Event	Monitor & react to the situation safely
1 day after the Event	Check the areas around the pumping stations flooded. Make plans to operate pumps with emergency generators, if the pumps are none operational.
As soon as possible	Operate pumps to evacuate water.

<p>A Fluvial Emergency 1 day prior</p>	<p>Warnings received from EA Operate IDB pumping stations to lower water levels. Liaise with EA Operations Team</p>
<p>During the Event</p>	<p>The levels of the South Forty Foot Drain will be monitored by the Board's telemetry. In the event of a complete failure of the telemetry, workmen will be stationed at Black Hole Drove (BHD), Gosberton and Donington North Ing Pumping Stations.</p> <p>The South Forty Foot Banks are seen to be at risk of breaching if water levels are allowed to rise above 2.70 metres O.D.N. (19ft on old gauge boards). Therefore the Board has agreed the following course of action if these high water levels occur:</p> <p>(1) When the level of the South Forty Foot Drain reaches 19ft on the gauge board (2.70 metres O.D.N.) whilst the pumps are running.</p> <p>NB: Due to the historical equations, 10ft on the gauge board equates to 0.00m O.D.N.</p> <p>In the discharge bay of Black Hole Drove Pumping Station, then the pumps at the pumping stations shall start to be switched off as agreed by the ER Team.</p> <p>A staffing rota will be agreed to continuously monitor the telemetry until the end of the event.</p> <p>(2) The pumps shall remain switched off until the level of the water in the South Forty Foot Drain at BHD has dropped to: 17.5ft on the gauge board (2.30 metres O.D.N) with the pumps switched off.</p> <p>Or until the upstream/suction water level has risen to the maximum level shown in column five in the table on page 14 (Pumping Station/Catchment Information) when that pumping station can be restarted noting 3 below.</p> <p>(3) If the situation continues the Board's Pumping Stations shall only pump sufficient water to hold water levels at the maximum design water levels shown in column five on page 14, until water levels begin to fall at Black Hole Drove PS in the South Forty Foot Drain.</p> <p>If the event becomes more extreme then a decision will need to be made by the ER Team in conjunction with the Chairman of the Board on whether water levels in the Fens should be allowed to rise higher than the figures shown in the table on page 14.</p>

	<p>There is always the possibility of a breach occurring in the banks of the South Forty Foot Drain or the highland carriers. The first indication of this will be:</p> <p style="padding-left: 40px;">Either: Monitored levels on South Forty Foot Drain suddenly drop.</p> <p style="padding-left: 40px;">Or: A report from a landowner or a member of the Board's staff.</p> <p>The EA should be informed of the situation.</p> <p>An assessment of how the breach can be repaired should be carried out as soon as it is safe to undertake this, a drone survey being the preferred option.</p>
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Summary

Emergency Response Phase

This phase covers the first minutes and hours following notification of a flood incident and the immediate actions that are likely to be required:

The phase covers:

- ER Team assembly
- District Overview
- Allocation of team roles
- HR resource assessment
- Liaison with other authorities
- Communication control
- Pumping operations
- IT assessment
- Admin support provision

Emergency Response Team Assembly

Look at **Appendix Two** to ensure that there is allocated responsibility for the primary tasks shown, using secondary roles where necessary. Use **ACTION TASK LISTS** below to ensure that all tasks are understood and actioned

Emergency Flood Response Team	Contact
Chief Executive	See appendix one
Operations Manager	See appendix one
Pump Engineer	See appendix one
Works Manager	See appendix one
Finance Manager	See appendix one

Other Plans

Note: Depending on the type of incident it may be appropriate to refer to other plans and procedures developed for specific situations. Such as:

Incident	Plans/ Procedures	Location

Operation of Pumping Stations

All pumping stations are set up to operate automatically.

The water levels and operation will initially be monitored by the **Pump Engineer**.

If the water level at Black Hole Drove PS reaches 2.30m (17.5ft on the gauge board) then an emergency situation is declared and the ER Team will take over the monitoring of the telemetry.

The instructions on "A Fluvial Emergency" should then be followed.

Catchment/Pumping Station	To be switched off in Emergency	1 Area Hec	2 P Station Capacity litre/sec	3 Maximum Design W.Level	4 Highest known W.Level	5 Highest W.Level telemet98	6 Lowest Land Level	7 Lowest Property Level
DONINGTON MAL. H.	√	365	566	Zero	0.83	0.80	1.50	2.00
DONINGTON N. INGS	√	2,262	3058	Zero	0.90	0.35	1.70	
BICKER FEN	√	848	1416	-0.30	0.65	0.53	1.40	
SWINESHEAD	√	4,824	6795	-0.15	0.90	0.33	1.35	
CHAINBRIDGE		2,509	3695	-0.30	0.65	0.31	1.10	
WYBERTON MARSH		1,982	2803	Zero	0.90	0.55	2.10	
KIRTON MARSH		774	934	+0.60	1.25	0.80	1.50	
EWERBY	√	1,141	2237	-0.30	-0.08	-0.08	0.75	
HECKINGTON		1,577	2661	-0.60	-0.13	-0.13	0.85	1.71
GREAT HALE	√	2,363	3482	-0.30	0.90	0.68	1.70	
HOLLAND FEN	√	3,505	4841	-0.60	0.63	-0.08	1.00	
COOKS LOCK		2,902	3907	-0.30	0.80	-0.01	1.30	
DAMFORD		893	1189	Zero	0.01	-0.50	0.40	
SOUTH KYME	√	1,101	1302	-0.60	-0.22	-0.36	0.30	
TRINITY COLLEGE		609	1133	-0.60	-0.24	0.35	0.85	
HELPRINGHAM	√	814	1331	Zero	1.10	0.91	1.50	2.00
SWATON	√	851	1133	0.15	1.35	0.90	1.75	2.30
HORBLING	√	886	1331	Zero	0.90	0.60	1.60	
BILLINGBOROUGH	√	775	934	Zero	1.20	0.68	1.40	2.00
SEMPRINGHAM	√	824	1189	Zero	1.00	0.71	1.40	2.00
DOWSBY FEN	√	1,003	1699	Zero	0.45	0.15	1.30	
GOSBERTON	√	2,885	3992	Zero	0.90	0.50	1.50	
DOWSBY LODGE	√	355	1019	0.60	1.80	1.20	2.10	
RIPPINGALE	√	496	1019	Zero	1.10	0.65	1.60	
DUNSBY	√	568	651	-0.60	0.80	0.35	1.25	2.00
PINCHBECK	√	655	906	0.60	0.90	0.60	1.90	2.70
HACCONBY	√	503	850	-1.00	1.00	0.70	1.50	
BLACK HOLE DROVE	√	4,150	5776	-0.60	0.01	0.01	0.30	
DYKE FEN		1,862	2660	-1.20	-0.01	-0.90	Zero	
TWENTY		607	849	-1.20	-0.60	-0.60	Zero	
QUADRING	√	400	566	Zero	1.00	0.60	1.40	2.00
BICKER EAU		365	450	1.40	1.70	1.70	2.80	
DONINGTON WYKES			421	1.20	1.50	1.22	2.20	
ALLAN HOUSE			180	1.20	1.40	1.20	2.10	
KIRKBY LA THORPE		1,339	GRAVITY					
SCREDINGTON		2,691	GRAVITY					
WESTERN VILLAGES		373	GRAVITY					
TOTALS		47,223	66975					

Notes:

1. "shading" indicates a sub-catchment to a larger catchment and not included in the total.
2. A blank space indicates no value at present.
3. All levels are metres Ordnance Datum Newlyn (mODN).
4. The Board's drainage system is designed to provide approximately 1.00m freeboard to lowest land in 1:10 year flows.

Operation of Installing Allan House Pumping Station Flood Resilience Doors.

The pumping station is located in the Asda Car Park, off Lister Way, Boston. PE21 8EQ

Installation of flood door and cable entry cover

In the event of possible flooding around Allan House pumping station the flood door and cable entry cover will need to be manually installed to prevent water ingress into the station and control panel.

This procedure can be completed by 1 person and should take around 10 minutes.
All relevant doors/covers and fastenings are stored inside of the station.

- 1 x box of fastenings and allen key
- 1 x cable entry cover
- 1 x door flood barrier

Installation procedure

- 1) Take small stainless steel cable entry cover and place over the cable entry hole on the outside of the building lining up the 4 fastening holes in the plate and wall. In the box of fastenings there are 4 bolts that are to be inserted into the cover plate and are to be tightened evenly into the wall until hand tight and a good seal is achieved.
- 2) Take the main flood door, the rest of the fixings and the allen key from the box and place them outside of the station. Directly in front of the main door there is a channel along the floor, this has a blanking plate inside the channel that will need to be removed and left inside the station before closing and locking the main door. Insert the flood door with the 2 handles on top and the rubber seal facing the wall into the channel around the doorway. Push firmly down while inserting 4 allen screws into the 4 lower holes on either side of the channel and tighten until a good seal is achieved. Lastly take the 2 L brackets and insert them into the slots on the top of the channel either side of the door. Insert the remaining allen keys into the L brackets and tighten sufficiently so the door will not lift.

Once the threat has passed all items should be removed in reverse order of the procedure set out above and all items are to be stored back inside the pumping station.

Operational Headquarters

The Offices and Depot are located at Swineshead:

Station Road
Swineshead
Boston
PE20 3PW

Tel: 01205 821440
duty.officer@blacksluiceidb.gov.uk

Out of office hours the telephone will automatically transfer to the mobile telephone held by the Duty Officer.

If in the unlikely event that Swineshead Offices and Depot cannot operate then arrangements will need to be made to operate from one of the following:

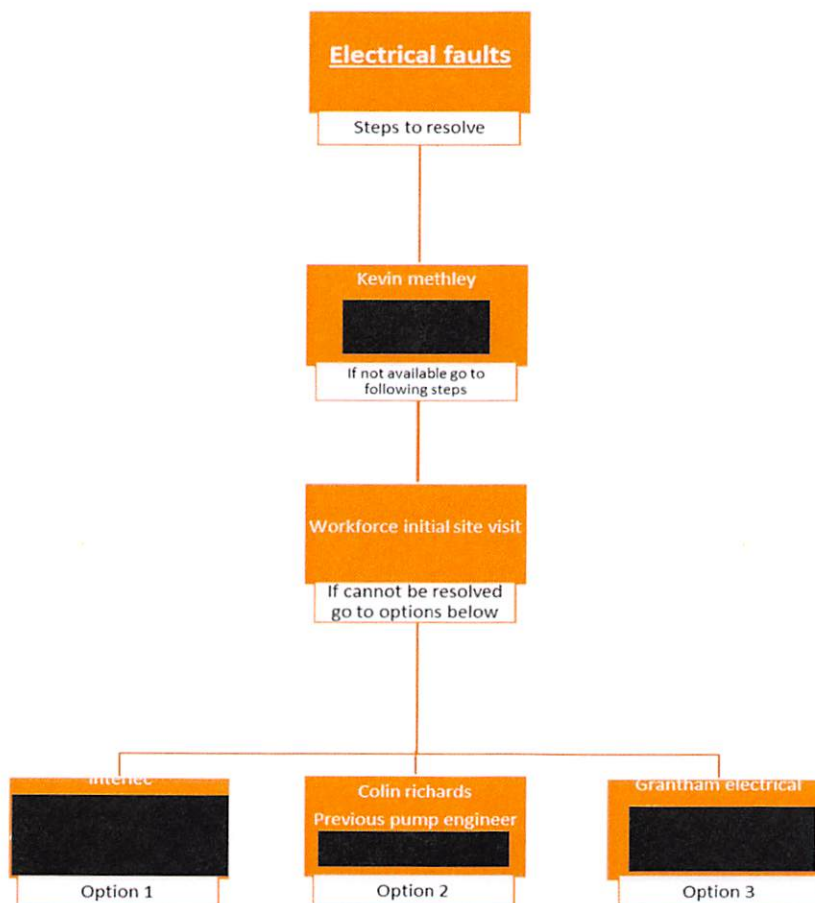
- Relocate to a neighbouring IDB's office/depot (Witham 4th IDB, Boston have offered their office in such an emergency)
- The Chief Executive, Finance Manager & Operations Manager would work from home whilst the recovery took place. Our Administration, Finance and GIS would relocate to Witham 4th IDB **offices or work from home**, the Works Manager and Pump Engineer would be mobile until a time we locate temporary office space.
- We would negotiate and relocate our depot based equipment to a local unaffected farm yard.
- We would use an unaffected pumping station(s) as a secondary depot/base.

Operational procedures

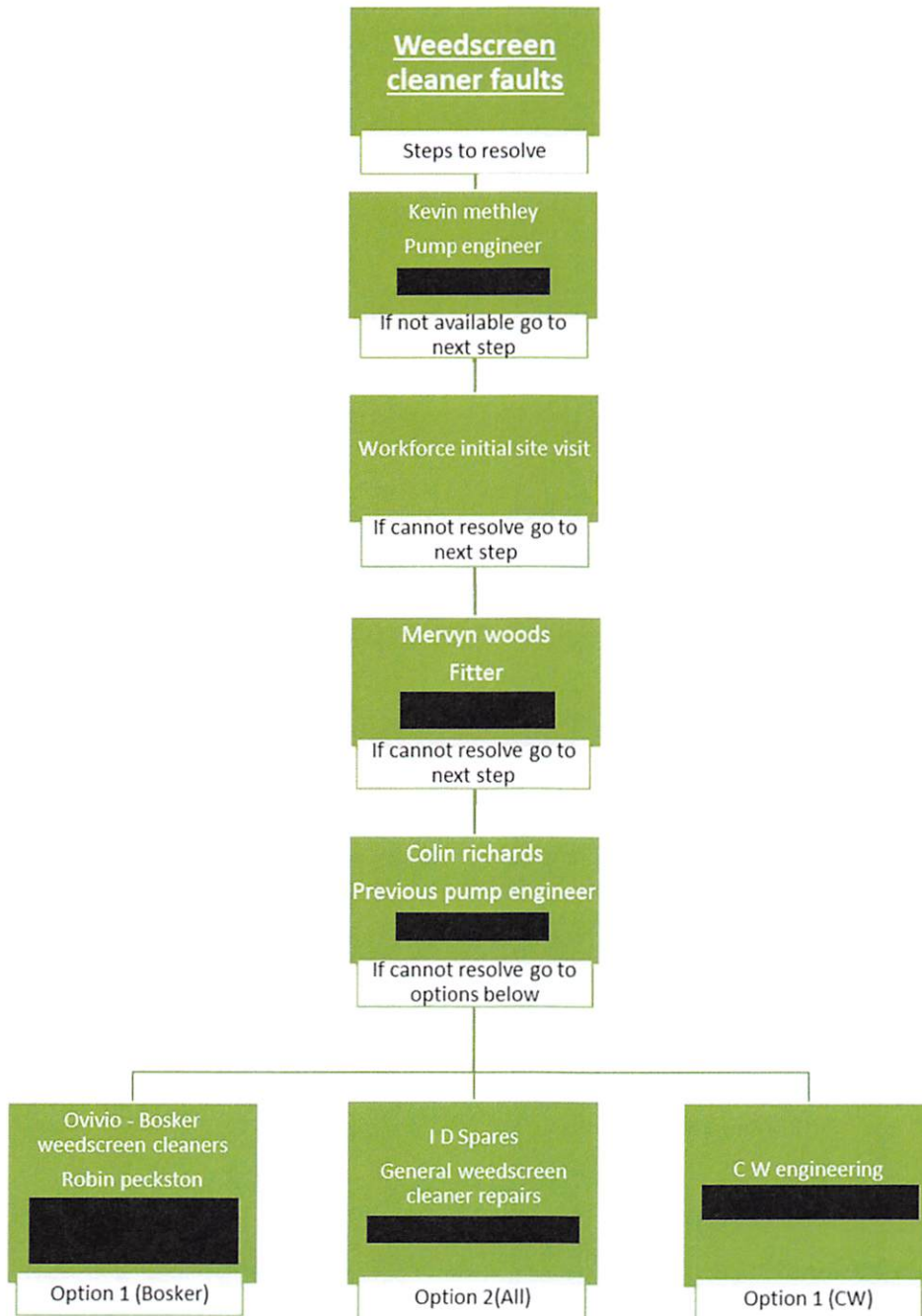
The following Operational Procedures will be adhered to at all times:-

- The workforce will operate in teams of two (minimum).
- Telemetry logging information will be passed over from the Finance Manager to all ER Team members.
- In the event of Silver Control being opened an assessment of how the event is affecting our catchment will be made by the ER Team prior to agreeing attendance.
- An Event/Communication Log (attached) will be kept by each member of the ER Team. This information will be placed on a live windows 'Event Data Log' as soon as possible throughout the event. An 'Event Data Log' shortcut will be available on all users computer desktop.
- Following an initial review by the ER Team an early decision will be made regarding the offer of assistance to other authorities within or outside of the Board's catchments.
- All workforce inspections (sea defences, river banks, pumping stations etc) will have a mandatory 20 minutes reporting in procedure to the Event Loggist.
- **Should staff from the Emergency response Team be on sick leave for example during a prolonged event, the following cover should be implemented:-**

Chief Executive – covered by Finance Manager
Finance Manager – covered by Finance Assistant
Operations Manager – covered by Works Manager
Works Manager – covered by Operations Manager/Supervisor
Pump Engineer – as set out below: -







Use CW engineering for Dunsby weed screen cleaner and Ovivo for all others as 1st option

Action Task Lists – To be used where an event in the district has occurred using the invocation procedure classification C or D, as A or B events will be managed by others.

First Action: Ring your spouse/partner and tell them you are going to be late

Overall Event Control

<input type="checkbox"/>	Obtain your event/communications log sheets
<input type="checkbox"/>	Receive advice of situation/ information
<input type="checkbox"/>	Ensure Emergency Services have been contacted as appropriate
<input type="checkbox"/>	Call out appropriate members of the ERT and meet at an agreed point
<input type="checkbox"/>	Determine if evacuation is required
<input type="checkbox"/>	Liaise with the Emergency Services, Facilities Management and Security
<input type="checkbox"/>	Establish control of the incident
<input type="checkbox"/>	Call out rest of ER Team and brief members
<input type="checkbox"/>	Refer any media enquiries to another member of the Team
<input type="checkbox"/>	Initiate instructions to all Management and staff using the call out/cascade arrangements
<input type="checkbox"/>	Act as main point of contact at the incident site for the ER Team

Liaison with other Agencies

<input type="checkbox"/>	Obtain your event/communications log sheets
<input type="checkbox"/>	Meet up with ER Team Leader at an agreed point – establish common understanding
<input type="checkbox"/>	Inform relevant RMAs of the event
<input type="checkbox"/>	Manage requests for assistance to other RMAs
<input type="checkbox"/>	Ensure regular updates are given to them
<input type="checkbox"/>	Obtain visitors and contractors logs

Pumping operations

<input type="checkbox"/>	Obtain your event/communications log sheets
<input type="checkbox"/>	Meet up with ER Team Leader at an agreed point – establish common understanding
<input type="checkbox"/>	Contact all pumping stations to establish resource requirements
<input type="checkbox"/>	Contact attendants, assistants or reserves as necessary to arrange cover
<input type="checkbox"/>	Contact suppliers for fuel or other needs as necessary
<input type="checkbox"/>	Ensure regular updates are received from pumping stations and log these (where manned)
<input type="checkbox"/>	Obtain visitors and contractors logs

District overview

<input type="checkbox"/>	Obtain your event/communications log sheets
<input type="checkbox"/>	Meet up with ER Team Leader at an agreed point – establish common understanding
<input type="checkbox"/>	Record flood incidents across the district
<input type="checkbox"/>	Record these on a map if possible to aid our response
<input type="checkbox"/>	Liaise with works supervisor and agree response priorities
<input type="checkbox"/>	Regularly update the Team Leader on response priorities

Communication control

<input type="checkbox"/>	Obtain your event/communications log sheets
<input type="checkbox"/>	Meet up with ER Team Leader at an agreed point – establish common understanding
<input type="checkbox"/>	Prepare briefing notes to go to media and regularly update them
<input type="checkbox"/>	Respond to media enquiries
<input type="checkbox"/>	Respond to calls from the public

Controlling Human Resources

<input type="checkbox"/>	Obtain your event/communications log sheets
<input type="checkbox"/>	Meet up with ER Team Leader at an agreed point – establish common understanding
<input type="checkbox"/>	Contact all staff and update them on the situation
<input type="checkbox"/>	Contact Board members and others who are able to offer support
<input type="checkbox"/>	Agree cover for the ER team if the event will last over 24 hours
<input type="checkbox"/>	Log the hours worked by all those involved in the event
<input type="checkbox"/>	Agree emergency payments if required

Maintenance of IT network

<input type="checkbox"/>	Inform IT support team of the event to ensure there is no down time
<input type="checkbox"/>	Manage the network to avoid disruptive events e.g. back up routines etc

Admin Support

<input type="checkbox"/>	Ensure that there is support in the office for the ER Team 24/7
<input type="checkbox"/>	Ensure that there is ample supply of drinks and food for the Team and those working in the district unable to leave their position
<input type="checkbox"/>	Ensure there is enough Petty Cash to deal with emergency purchases

Utilities

Supplier	Office	Emergency No.

Neighbouring IDBs

IDB	Office	Emergency No.

Local Authorities Contact List

Authority	Office	Emergency Tel.

Other Risk Management Authorities Contact Details

Authority	Office/Contact	Tel

Pumping Station Contact Details

Pumping Station	Address	Tel/Fax

Pump suppliers Contact List

Company	Location	Tel

Telecommunications – Contractors Contact List

Supplier	Company	Name	Work	Mobile

APPENDIX TWO

Emergency Operation of Dual Drive Gearboxes at Pumping Stations

If electricity is lost to pumping stations then the first action that can be taken is to operate one pump at the station concerned with a tractor driving the dual drive gearbox. Details of the stations with gearboxes, and the type of PTO required, are shown below:

If generators are available the power requirement and collection type are shown below.

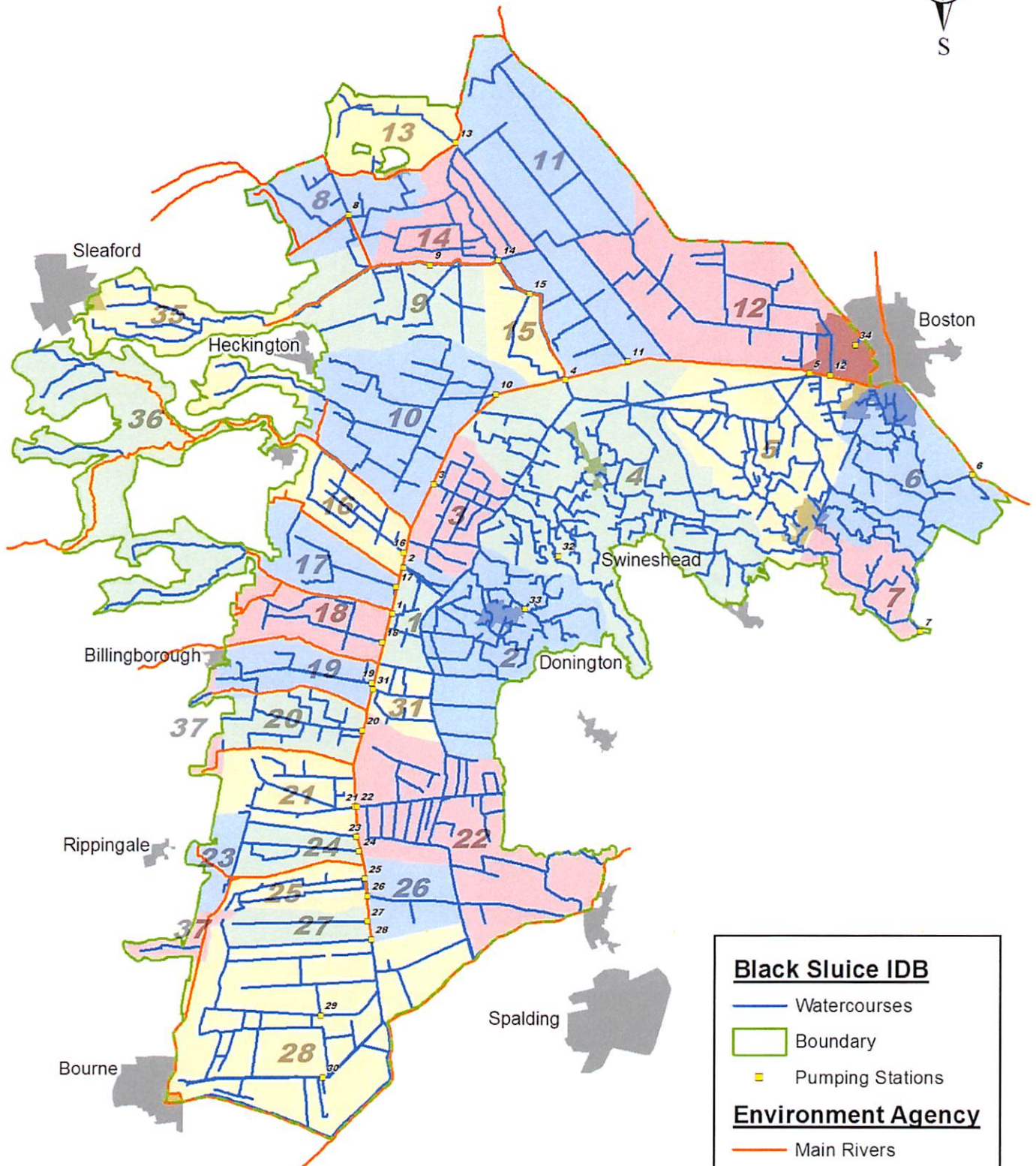
	Pump Speed	Dual drive gearbox speed	Number of splines on PTO	Tractor HP required	Generator size	Connection type
Donington Mallard Hurn	720	540	7	60		
Donington North Ing	570	540	7	120	300kva	Bolt on lugs
Bicker Fen	485	1000	21	160		
Swineshead	420	n/a	n/a	n/a	600kva	Bolt on lugs
Chain Bridge	580	1000	21	140	300kva	Bolt on lugs
Wyberton Marsh	575	1000	21	140	400kva	Bolt on lugs
Kirton Marsh	580	540	21	140	200kva	Bolt on lugs
Ewerby	485	540	7	60		
Heckington	482	1000	21	160		
Great Hale & Little Hale	575	1000	21	140	300kva	Bolt on lugs
Holland Fen	420	n/a	n/a	n/a	500kva	Bolt on lugs
Cooks Lock	480	1000	21	160	400kva	Bolt on lugs
Damford	730	540	7	100		
South Kyme	720	540	7	60		
Trinity College	720	540	7	60		
Helpringham	483	1000	21	160		
Swaton	580	540	7	140		
Horbling	483	1000	21	160		
Billingborough	580	540	7	100		
Sempringham	580	540	7	140		
Dowsby Fen	570	540	7	100		
Gosberton	483	1000	21	160	400 kva	Bolt on lugs
Dowsby Lode	585	540	7	100		
Rippingale	586	540	7	110		
Dunsby	720	540	7	60		
Pinchbeck	580	540	7	100		
Hacconby	740	540	7	140		
Black Hole	420	n/a	n/a	n/a	600kva	Bolt on lugs
Dyke Fen	585	1000	21	160	300kva	Bolt on lugs
Twenty	480	540	7	60		
Quadrang	720	540	7	80		
Bicker Eau	950	n/a	n/a	n/a		
Donington Wykes	965	n/a	n/a	n/a		
Allan House	960	n/a	n/a	n/a		

APPENDIX THREE – ER Team Roles

To be used to record the primary and secondary roles and responsibilities of the Team. It should assist in ensuring that all key areas are covered should a member of the team not be available on the day:

TASKS	Primary tasks	Primary responsibility	Secondary responsibility
Event Control	Overall event control	Operations Manager	Pump Engineer
	Liaison with other agencies	Finance Manager	Chief Executive
	Pumping Operations	Pump Engineer	Works Manager
	District Overview	Finance Manager	Works Manager
Communication Control	Inform the public	Chief Executive	Finance Manager
	Media liaison	Chief Executive	Finance Manager
Controlling all Human Resources	Management of Employees or retired employees	Chief Executive	Finance Manager
Maintenance of IT/telecom systems	To ensure that all internet and telephone communications are maintained	Finance Manager	Secretary
Administration support	To support the above during the Board's Emergency Response	Secretary	Admin Assistant

APPENDIX FOUR – District Maps

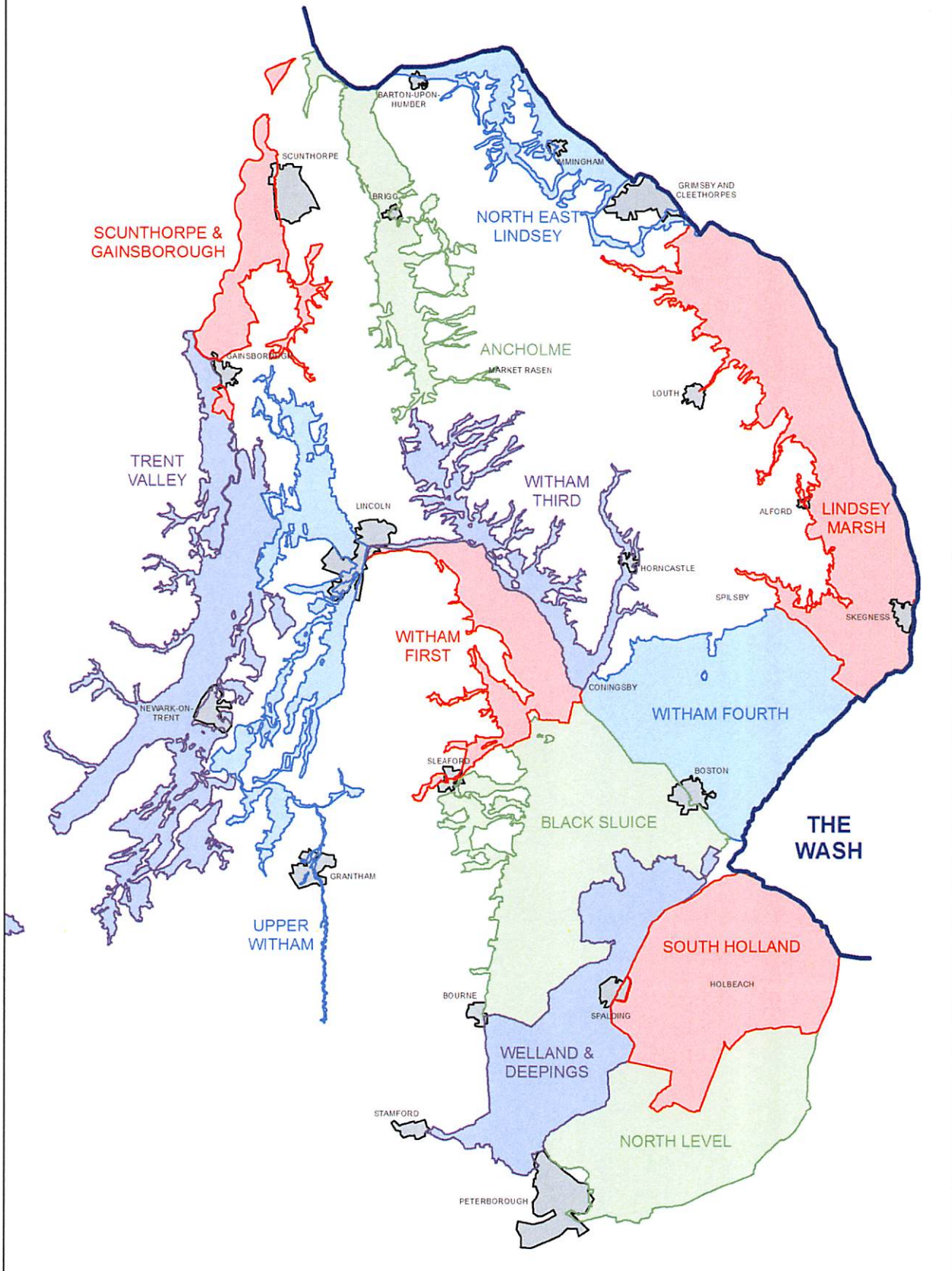


Black Sluice Internal Drainage Board
 Station Road, Swineshead
 Boston, Lincolnshire PE20 3PW
 Tel: 01205 821440
 Email: mailbox@blacksluiceidb.gov.uk

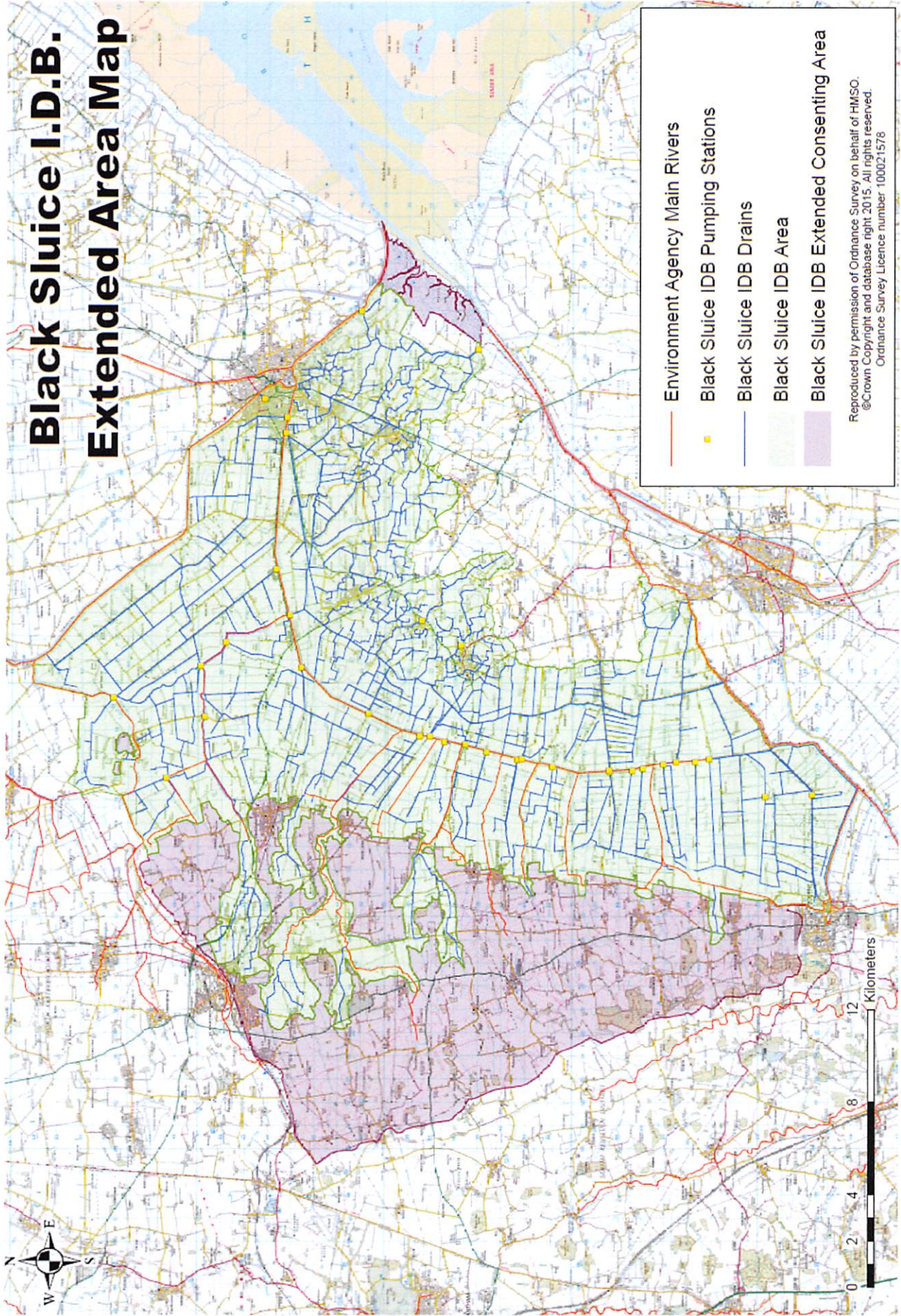
Black Sluice I.D.B. Catchment Map

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Lincolnshire Internal Drainage Boards



Black Sluice I.D.B. Extended Area Map



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APPENDIX FIVE – Warnings

Flood and Weather Warning Response

The Board's response to warnings received from the Environment Agency, Flood Forecast Centre or Met Office should be appropriate to the severity of the warning. See Action Task Lists below for response. The responses listed in the Action Task Lists are compatible with the generic responses for Internal Drainage Boards listed in the Multi Agency Flood Plan.

Specific actions – weather warnings and flood forecasts

10 Day Outlook from Flood Forecasting Centre	no specific action other than monitor situation	<input type="checkbox"/>
5 Day Tidal Outlook from FFC	all staff & operatives made aware & ensure everything in order ready for response if needed	<input type="checkbox"/>
County scale Flood Guidance Statement from FFC issued daily for next 5 days	response as above plus consider lowering water levels in key watercourses	<input type="checkbox"/>
Flash Severe Weather Warning. Issued when the Met Office has 80% or greater confidence that severe weather is expected in the next few hours	response as above	<input type="checkbox"/>
Extreme Rainfall Alert	response as above	<input type="checkbox"/>

Consideration for implementing the plan will be made based on the severity of the warning and prevailing conditions within the Board's District

Specific actions – Environment Agency Warnings

Flood Alert	All staff & operatives made aware & ensure everything in order ready for response if needed	<input type="checkbox"/>
Flooding possible – issued 2 hours to 2 days in advance of flooding	Consider implementing Emergency Plan	<input type="checkbox"/>
Flood Warning	Implement Emergency Plan	<input type="checkbox"/>
Flooding expected, immediate action required – issued half and hour to 1 day in advance of flooding	Inspect specific critical infrastructure sites	<input type="checkbox"/>
Severe Flood Warning	As above plus constant monitoring by duty officer	<input type="checkbox"/>
	Establish central control.	<input type="checkbox"/>
Flooding has occurred and there is a danger to life	Liaise with Silver Control and/or other local responders	<input type="checkbox"/>
	Assist with emergency evacuation and response dependent on resources	<input type="checkbox"/>

Black Sluice Internal Drainage Board

Policy No: 21

Management of Asbestos in Non-domestic Premises

Review	Audit & Risk Committee on 13 th May 2020
Board Approved	
Reviewed	Within 5 years

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

Anyone who disturbs asbestos-containing materials, for example, by working on them or near them, may be at risk of exposure. The Control of Asbestos Regulations 2012 places responsibilities on duty holders to manage asbestos in non-domestic properties.

Duty Holders Responsibilities

1. Must take reasonable steps to find out if there are materials containing asbestos in the premises and, if so, how much, where they are and what condition they are in. This will involve a survey being undertaken by a competent person;
2. The results of the survey should be recorded and the information provided to anyone who may work on, or disturb, the materials, for example, contractors;
3. Must develop a plan to manage materials containing asbestos on the premises. In some cases, asbestos can be safely left in place and a system of inspection introduced. Where asbestos is to be removed, the duty holder must use a contractor who holds a licence to work on asbestos (exemptions apply);
4. Must undertake a suitable assessment of the risk to health of employees, and others, before any work is carried out that may expose persons to asbestos. The risk assessment should be completed by a competent person;
5. The results of a risk assessment should be recorded and the information provided to employees, including the control measures in place to prevent exposure; and
6. Must review the survey and management plan at regular intervals and revise as necessary.

Employee Responsibilities

1. Must co-operate with the arrangements for the management of asbestos in non-domestic premises, for example, ask to see a copy of the asbestos survey and be mindful as to where asbestos is present, such that you are able to recognise defects or shortcomings in arrangements; and
2. Must notify the duty holder if there any defects or shortcoming in their arrangements.

Black Sluice Internal Drainage Board

Policy No: 22

Control of Noise at Work

Review	Audit & Risk Committee on 13 th May 2020
Board Approved	
Reviewed	Within 5 years

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

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

All of the above may result in lower than normal performance in the workplace and so in addition to preventing ill health there are real commercial benefits to be obtained from a noise control programme. The purpose of this policy is to state the responsibilities for noise control at work, such that any ill health risks are eliminated or reduced to as low a level as is reasonably practicable.

Manager Responsibilities

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

Employee Responsibilities

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

Black Sluice Internal Drainage Board

Policy No: 24

First Aid & Accident Reporting

Review	Audit & Risk Committee on 13 th May 2020
Board Approved	
Reviewed	Within 5 years

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

Manager responsibilities

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

Employee Responsibilities

1. You are responsible for advising management of all accidents **and near misses**. When you are injured at work, the law says that you must tell your employer as soon as possible. You do this by ensuring that details of the accident are recorded in the Accident Book. **A near miss is an occurrence that has not resulted in any injury or damage, but easily could have done. This should be reported through the 'Near Miss and Hazard Alert Report Form', which can be found at Policy No. 42; the Near Miss Reporting Policy.**
2. You are reminded of your responsibilities to look after your own safety and the safety of others who may be affected by your acts or omissions, to use work equipment and personal protective equipment correctly, and not to misuse any item of equipment. If an accident does occur report it to your Manager immediately.

Note(1)

Details of First Aid Personnel, First Aid Box(es) and Accident Book(s) are to be found in the **annual Health & Safety Booklet** which should be read in conjunction with this Policy.

Black Sluice Internal Drainage Board

Policy No: 30

Local Government Pension Scheme Discretions Statement Scheme Employers

Review Dates:

Reviewed	Audit & Risk Committee 13 May 2020
Board Approved	26 June 2019

INTRODUCTION

Under *Regulation 60 (statements of policy about exercise of discretionary functions) of the LGPS Regulations 2013 and paragraph 2(2) of Schedule 2 of the LGPS Transitional Regulations 2014*, employers are required to make and publish policy statements on how they will exercise **five specific discretions**.

Following the implementation of the LGPS Amendment Regulations 2018 **two further mandatory discretions** have been introduced under regulations 24(a), 30(a), 30(c), 30(e) and 30(f).

In addition there are **two further discretions** relevant to employers, which relate to members who left before 1 April 2014. These are under *Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008* (in respect of leavers between 1 April 2008 and 31 March 2014) and under *Regulation 106 of the LGPS Regulation 1997* (in respect of leavers between 1 April 1998 and 31 March 2008).

Any policy statements made must not limit, or 'fetter' how an employer uses any of the discretions afforded by the scheme.

The use of any discretion is likely to lead to immediate and potentially continuing increased pension costs for the employer, which could be considerable.

The employer is required to keep its statement under review and make such revisions as are appropriate following a change in its policy. Following any changes in its policy the employer must publish the revised policy and send a copy to the administering authority within one month of the date the policy is revised.

In formulating and revising the policy statements outlined below, the employer must have regard to the extent to which the exercise of its discretionary powers could lead to a serious loss of confidence in the public service.

The discretions listed below are those that require a written policy, however employers have further discretions under the regulations that they may wish to formulate a written policy on.

FURTHER GUIDANCE FROM THE LOCAL GOVERNMENT PENSION SCHEME SECRETARIAT

When formulating any policies Scheme Employers should also take into account information provided by the LGPC Secretariat which can be found [here](#):

SCHEME EMPLOYER DISCRETIONS

Specific discretions under the LGPS Regulations 2013 and the LGPS Transitional Regulations 2013.

Details of the **five discretions** available are as follows:

1. Shared cost Additional Pension Contributions - Regulation 16 (2)(e) and 16 (4)(d)

*Note: these specific provisions of Regulation 16 allow an active member who is paying into the main scheme to enter into an arrangement to pay additional contributions, either by regular contributions (Regulation 16(2)(e)) or by a lump sum payment (Regulation 16(4)(d). This may be funded in whole or in part by **the employer**.*

The employer does not consider contributions towards additional pension contributions to be an essential part of its employment strategy. However, **the employer** will consider applications made under these specific provisions having regard to **the employer's** general policy from time to time, on the employee pay strategy and the particular circumstances surrounding each case.

It is likely that decisions will be made on the merits of each case having particular regard to factors such as:

- **the employer's** ability to meet the cost of granting such a request; and/or
- the member's personal circumstances.

2. Awarding Additional Pension - Regulation 31

*Note: this Regulation 31 allows employers to grant additional pension up to the maximum allowed by the scheme rules provided that the member is active **or** is within 6 months of leaving **for reasons of redundancy or business efficiency or** whose employment was terminated by mutual consent on grounds of business efficiency.*

Employers may wish to use this Regulation as an aid to recruitment, an aid to retention or to compensate or reward an employee who is retiring.

*Employers should also consider provisions of this Regulation, in particular Regulation 31(4), if they decide to exercise their power under **Section 1 (general power of competence) of the Localism Act 2011.***

The employer will consider applications made under this *Regulation* having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to the following:

- the member's personal circumstances;
- the interests of **the employer**;

- the additional contributions due to the Fund by **the employer** in respect of the exercise of this discretion;
- any potential benefits or savings to **the employer** arising from the exercise of this discretion;
- other options that are, from time to time, available under **the employer's** severance arrangements;
- the funding position of **the employer** within the Fund;
- the ability of **the employer** to meet the cost of granting such an award.

3. Flexible Retirement - Regulation 30(6)

Note: this provision in the Regulation allows the employer to consent for a member who has attained the age of 55 to draw all or part of their retirement benefits (both pension and lump sum) whilst continuing in employment and Fund membership provided that:

- *there has been a reduction in hours, or*
- *a reduction in grade.*

Employers can choose to waive any reductions that apply under Regulation 30(8).

The employer will consider applications made under this Regulation having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to:

- the operating requirements of the employing department
- **the employer's** ability to meet the cost of granting such a request
- whether any demonstrable cost saving in excess of potential savings available under any severance arrangements in place for time to time can be made
- the member's personal circumstances.
- **whether to permit the member to choose to draw all, part or none of the pension benefits they have built up after 1 April 2008.**

4. Waiving actuarial reductions - Regulation 30(8)

Note: the employer may waive the actuarial reductions applied to a members benefits, unless 85 year rule protections exist employers can waive:

- *all of the reductions in respect of pre 1 April 2014 benefits but only on compassionate grounds (paragraph 2 of Schedule 2 of the LGPS Transitional Regulations 2014);*
- *all or some of the actuarial reduction in respect of post 1 April 2014 on any grounds.*

Where 85 year rule protections exists and the member has full or tapered protection the employer can waive all of the reductions but only on compassionate grounds for the service up to the date the 85 year rule protection ends (31 March 2016 (full) or 31 March .2020 (tapered)).

The employer, will consider applications made under this Regulation having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to:

- **the employer's** ability to meet the cost of granting such a request
- whether any demonstrable cost saving in excess of potential savings available under any severance arrangements in place from time to time can be made
- the member's personal circumstances

Applications for the payment of unreduced benefits for service before 1 April 2014 on the grounds of compassion will be granted if:

- in **the employer's** sole opinion, the special extenuating circumstances surrounding the application, along with the supporting evidence provided justify approval and
- **the employer** can meet the cost of granting such a request.

5. Switching on the 85 rule – Schedule 2 - 1(1)(c) of the LGPS Transitional Regulations 2014

Note: The employer can decide to “switch on” the 85 year rule to allow members to receive benefits either unreduced or with a smaller reduction to their 85 year rule date. The employer will be responsible for meeting any strain costs relating to benefits being paid before age 60. If the employer does not “switch on” the 85 year rule the member’s benefits will be reduced to age 60 or the date they meet the 85 year rule if later.

The employer, will consider applications made under this Regulation having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to:

- **the employer's** ability to meet the cost of granting such a request;
- whether any demonstrable cost saving in excess of potential savings available under any severance arrangements in place from time to time can be made;
- the member's personal circumstances.

Further discretions under the LGPS Regulations 1997 and the LGPS Benefits Regulations 2007

There are also two other discretions for employers but these relate specifically to members who left before 1 April 2014.

Whilst the LGPS Regulations 2013 repeals the LGPS Regulations 1997 and the LGPS Benefits Regulations 2007 (in so far as they had not already been repealed), Regulation 3(1) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 allows for the LGPS Regulations 1997 and the LGPS Benefits Regulations 2007 to still have effect in so far as they relate to certain member benefits before 1 April 2014. As such, the other discretions still available for certain members only, are as follows:

1. Early Payment of Deferred Pensions for members who left before 1st April 2014 – Regulation 2 of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, Regulation 30(2) and 30(5) of the LGPS Benefits Regulations 2007 & Regulation 31(2) and Regulation 31(5) of the LGPS Regulations 1997

Note: This Regulation allows employers to allow members who left the scheme before 1 April 2014 and who are over the age of 55 to take their benefits early. Under Regulation 30(5) employers can waive any reduction to benefits paid under that Regulation on compassionate grounds. Additionally under Regulation 2 (1(2)) employers may elect to ‘switch on’ the 85 year rule where a member has taken voluntarily early payment of deferred benefits from age 55.

The employer, will consider applications made under this Regulation having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to:

- **the employer's** ability to meet the cost of granting such a request
- the member's personal circumstances

Applications for the payment of unreduced benefits on the grounds of compassion will be granted if:

- in **the employer's** sole opinion, the special extenuating circumstances surrounding the application, along with the supporting evidence provided justify approval and
- **the employer** can meet the cost of granting such a request.

N.B. Deferred members who left the Scheme before 1 April 2008 can still make application for the early payment of their deferred benefits after age 50 under LGPS rules. However, under HMRC rules such payments would be classed as 'un-authorized' and would be subject to a punitive tax charge.

2. Early Payment of Deferred Pensions for members who left before 1st April 2014 and have ceased to be entitled to a tier 3 ill benefit - Regulation 2 of the LGPS (Transition Provisions, Savings and Amendment) Regulations 2014, Regulation 30A(3) and 30A(5) of the LGPS Benefits Regulations 2007.

These regulations allow employers to permit members who have ceased to be entitled to a tier 3 ill health benefit and who are over the age of 55 to take their benefits early. Under sub paragraph 5 of Regulation 30A employers can waive any reduction to benefits paid under that Regulation on compassionate grounds. Alternatively under Regulation 2 (1(2)), employers may elect to 'switch on' the 85 year rule where voluntary early payment of suspended tier 3 ill health pension is taken.

The employer, will consider applications made under this Regulation having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to:

- the employer's ability to meet the cost of granting such a request
- the member's personal circumstances

Applications for the payment of unreduced benefits on the grounds of compassion will be granted if:

- in **the employer's** sole opinion, the special extenuating circumstances surrounding the application, along with the supporting evidence provided justify approval and
- **the employer** can meet the cost of granting such a request.

BLACK SLUICE INTERNAL DRAINAGE BOARD

EMERGENCY FIRE PLAN

FOR PREMISES

AT

STATION ROAD

SWINESHEAD

PE20 3PW

Approved by the Board on 17th June 2015

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- 1 General Policy
- 2 Procedures / Guidance
 - 2.1 General Staff Instruction
 - 2.2 Fire Safety
 - 2.3 Fire Precautions
 - 2.4 Fire Action Procedure
 - 2.5 Evacuation Procedures for Disabled Persons
 - 2.6 Fire safety Co-ordinator
 - 2.7 Trained Personnel
 - 2.8 Evacuation Drills
 - 2.9 Training, Instruction and information
 - 2.10 Building Alterations
 - 2.11 Fire Risk Assessments
 - 2.12 Monitoring and Audit
3. Detail Information
 - 3.1 Fire Extinguisher Locations
 - 3.2 Escape Routes
4. Fire Risks
 - 4.1 Main Risks
5. Risk Analysis
 - 5.1 Office
 - 5.2 Workshop
 - 5.3 General Store

1 GENERAL POLICY

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

The main legislation relevant to this is:

The Regulatory Reform (Fire safety) Order 2005

2. PROCEDURES / GUIDANCE

2.1 General Staff Instruction

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

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

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

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

If you have to evacuate the premises:

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

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

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

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

2.2 Fire safety

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

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

2.3 Fire Precautions

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

Corridors, stairways, landings and escape routes must be kept clear at all times.

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

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

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

2.4 Fire Action Procedure

Any person suspecting or discovering a fire shall:

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

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

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

2.5 Evacuation Procedures for Disabled Persons

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

Wheelchair users and persons with mobility impairment

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

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

Deaf / Hearing impaired Persons

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

Blind / Visually impaired Persons

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

2.6 Fire Safety Co-ordinator

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

The Fire safety Co-ordinator will:

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

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

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

2.7 Trained Personnel

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

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

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

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

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

When the alarm sounds or vocal fire alarm is given

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

2.8 Evacuation Drills

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

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

2.9 Training , Instruction and Information

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

The training must:-

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

Training must include:-

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

2.10 Buildings Alterations

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

2.11 Fire Risk Assessments

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

2.12 Monitoring and Audit

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

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

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

3. DETAILED INFORMATION

3.1 Location of Fire Extinguishers

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

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

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

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

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

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

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

3.2 Escape Routes

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

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

3.3 Assembly Point

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

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

4. Fire Risks

4.1 Main Risks

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

5. RISK ANALYSIS

5.1 Office

5.1.1 Electrical Equipment

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

Consequence: Fire spreading to furniture

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

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

5.1.2 Gas Boiler

Risk: Boiler catching fire.

Consequence: Fire in kitchen.

How risk is managed: Annual servicing of boiler.

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

5.2 Workshop

5.2.1 Welding and Cutting Equipment

Risk: Sparks causing fire.

Consequence: Fire in combustible material.

How risk is managed: Partitions round welding area.

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

5.2.2 Electrical Equipment

Risk: Grinders or other equipment could catch fire.

Consequence: Fire spreading to machinery

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

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

5.3 General Store

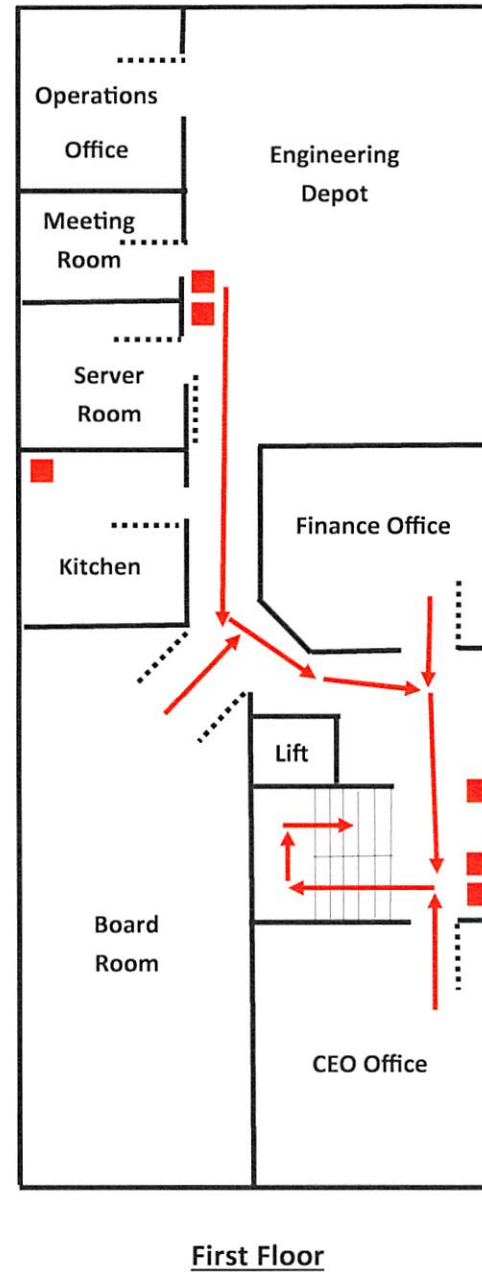
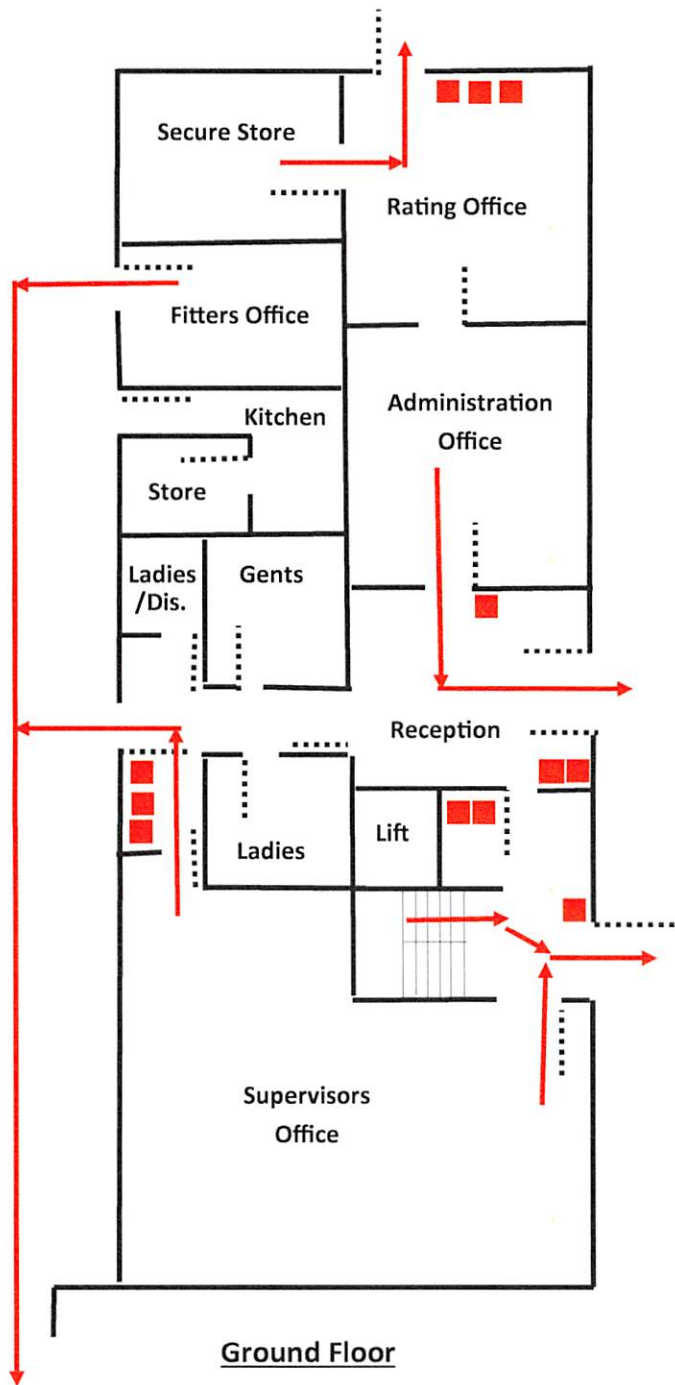
5.3.1 Machinery

Risk: Machinery short circuits causing fire.

Consequence: Fire spreading

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

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



Key

Door opening (dotted line)

Fire Extinguisher ■ (red square)

Black Sluice Internal Drainage Board

Assurance Review of Governance, Risk and Control

2019/20

February 2020

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 framework is working well.

- All matters arising from the previous internal audit report in 2018/19 have been satisfactorily resolved.
- Health and Safety, whilst working well, could be improved by a more structured approach to provide better management and monitoring of H & S matters.

SCOPE

The scope included the following:

- Follow up of recommendations from previous audit work;
- For payroll this year to validate that staff have been appropriately appointed and are on the correct salaries;
- To continue to review risk management to enable Boards to focus on what are truly important risks for them to manage;
- To verify (if time permits) the actual existence of a sample of assets held;
- To examine pension arrangements;
- To undertake sufficient audit work to be able to sign off the Annual Governance and Accountability Return for Internal Audit.

ACTION POINTS

Urgent	Important	Routine	Operational
0	0	1	0

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	<p>There are two risks in the register for Health and Safety and these were reviewed during this audit. Areas where improvement could be made are:</p> <p>1) To keep the website up to date with the annual review and issue of the Board's Health and Safety Booklet.</p> <p>2) To maintain a comprehensive and accessible spreadsheet/log of all operatives' health and safety training, of future training needs, and refresher training which can then form part (an appendix) of the annual report on health and safety to the Board.</p> <p>3) To have accessible a recording platform and to encourage the reporting and logging of "near misses" and these to be included in training exercises.</p>	<p>The management, monitoring and reporting on Health and Safety be reviewed and improved to provide a more robust and resilient process to include: keeping the Health and safety booklet up to date and the latest version on the website; to have a comprehensive single spreadsheet that monitors all operatives' health and safety requirements; to create a near misses log and to encourage operatives to record their near misses; to consider a regular test for all operatives to confirm their health and safety competence.</p>	3	<p><i>Following representation from National ADA the Executive Committee agreed at their meeting on 23 January 2020 that the Audit and Risk Committee would delve deep into the Board's arrangements for Health and Safety and make recommendations to the Board on how this could be improved.</i></p> <p>1) <i>The Website has been updated with the most recent version of the H&S leaflet for employees</i></p> <p>2) <i>The existing spreadsheet which records all the training undertaken will be expanded to show future training requirements.</i></p> <p>3) <i>A spreadsheet will be set up to record all accidents and near misses anonymously.</i></p> <p><i>We will also open dialogue with other Lincolnshire IDB's for the</i></p>	<p>13/05/2020</p> <p>22/01/2020</p> <p>31/03/2020</p> <p>31/03/2020</p> <p>03/03/2020</p>	<p>Chief Executive</p> <p>Operations Manager</p> <p>Operations Manager</p> <p>Operations Manager</p> <p>Chief Executive</p>

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)
		4) To be able to demonstrate that all operatives are fully trained and competent and to consider introducing regular tests to confirm operatives understanding and compliance.			<p><i>sharing of near misses amongst each other for identification of patterns and training.</i></p> <p>4) <i>All operatives have the certificates relating to their training on their personnel files and monitored as per item 2. Briefings and training are provided to the workforce in July and December each year predominantly in relation to H&S. If any patterns in relation to near misses are identified then the risks are identified with Risk Assessments being reviewed and toolbox talks used to disseminate this information.</i></p>		

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
No Operational Effectiveness Matters were identified.			

ADVISORY NOTE

Operational Effectiveness Matters need to be considered as part of management review of procedures.

Detailed Findings

Introduction

1. This review was carried out in January 2020 as part of the planned internal audit work for 2019/20. 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. 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.

Materiality

3. The annual turnover for the Black Sluice Internal Drainage Board is £3.5 million. Black Sluice Internal Drainage Board requires an annual internal audit in accordance with Governance and Accountability for Smaller Authorities in England Practitioners Guide.

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 scope included the following:
 - Follow up of recommendations from previous audit work;
 - For payroll this year to validate that staff have been appropriately appointed and are on the correct salaries;
 - To continue to review risk management to enable Boards to focus on what are truly important risks for them to manage;
 - To verify (if time permits) the actual existence of a sample of assets held;
 - To examine pension arrangements;
 - To undertake sufficient audit work to be able to sign off the Annual Governance and Accountability Return for Internal Audit.
6. The definition of the type of review, the limitations and the responsibilities of management in regard to this review are set out in the Annual Plan.

Disclaimer

7. 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

8. 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

9. We would like to thank staff for their co-operation and assistance during the course of our work.

Release of Report

10. The table below sets out the history of this report.

Date draft report issued:	3 rd February 2020
Date management responses received:	4 th February 2020
Date final report issued:	5 th February 2020

11. The following matters were identified in reviewing the Key Risk Control Objective:

Directed Risk: Failure to direct the process through approved policy & procedures.

Previous Internal audit outcomes 2018/19

- 11.1 One recommendation was made during the 2018/19 internal audit. Recommendation 1 (priority 3) "Section 4.1 of the Procurement Policy be updated to clarify the procedure when either fewer than three quotations are received or other than the lowest quotation is to be accepted." A revised section 4.1 of the Procurement Policy was approved at the Board meeting on the 26 June 2019.

Board and Committees

- 11.2 Agendas and minutes of the two Board meetings (26 June 2019 and the 30 October 2019) that were held during 2019/20 have been reviewed and decisions taken have been acted upon.
- 11.3 Agendas and minutes of the two Audit and Risk Committee meetings (1 May 2019 and the 9 October 2019) that were held during 2019/20 have been reviewed and decisions taken have been acted upon. The auditor was present at the A & R Committee on the 1 May 2019 and was able to view the process and operation of this Committee. The Committee was well attended and appropriate governance was observed throughout the meeting. In addition, the auditor was given free access to the Committee Members as for a period of time all officers from the IDB left the meeting so that a private un-minuted session could be held with the auditor.

Risk Management/Register

- 11.4 The review of risks is a standing item for the Audit and Risk Committee and Members go through each risk in detail and challenge the scoring and relevance of the risk. This has been evidenced by attending the Audit and Risk Committee. In addition, the Board receive a summary spreadsheet of all risks in the register.
- 11.5 There are two risks in the register for Health and Safety and these were reviewed during this audit. Areas where improvement could be made are:
- To keep the website up to date with the annual review and issue of the Board's Health and Safety Booklet.
 - To maintain a comprehensive and accessible spreadsheet/log of all operatives' health and safety training, of future training needs, and refresher training which can then form part (an appendix) of the annual report on health and safety to the Board.
 - To have accessible a recording platform and to encourage the reporting and logging of "near misses" and these to be included in training exercises.
 - To be able to demonstrate that all operatives are fully trained and competent and to consider introducing regular tests to confirm operatives understanding and compliance.

Recommendation: 1**Priority: 3**

The management, monitoring and reporting on Health and Safety be reviewed and improved to provide a more robust and resilient process to include: keeping the Health and Safety booklet up to date and the latest version on the website; to have a comprehensive single spreadsheet that monitors all operatives health and safety requirements; to create a near misses log and to encourage operatives to record their near misses; to consider a regular test for all operatives to confirm their health and safety competence.

11.6 The Health and Safety report is an annual report to the Board. The last report was dated 30 October 2019.

Compliance Risk: Failure to comply with approved policy and procedure leads to potential losses.

Accounting System

- 11.7 "Opera" is the main accounting package for the IDB. Opera is part of a suite of software solutions provided by Pegasus, a software developer.
- 11.8 Management accounts are submitted to every Board meeting to inform Members of the current financial state of the IDB with year to date figures. Drainage Rates and Special Levies are also reported on a regular basis to each Board meeting.
- 11.9 At the time of the audit, 21 January 2020, a trial balance was requested which showed the accounting system to be in balance. The accounting records are in order and up to date.

Accounts Payable/Purchase Order

- 11.10 The Purchase Order system was reviewed and it was confirmed that where appropriate to use the Purchase Order system, goods received had been confirmed and invoices had been matched back to the purchase order. The approval process was in accordance with Financial Regulations/Procurement policy.
- 11.11 A number of creditors were selected for review and the approval process validated. The sample selected were as follows:
- Lincolnshire County Council - Pensions Payment 13 June 2019 - £21,247.93.
 - Wells Plant Hire Payment 13 June 2019 - £37,374.00.
 - Woldmarsh Producers Ltd Payment 20 June 2019 - £15,302.68 and Payment 20 December 2019 - £73,677.85.
 - Mastenbrock Environmental Services Ltd Payment 31 July 2019 - £16,140.00.
 - Unique Employment Services Ltd Payment 31 July 2019 - £2,789.28.
 - Philip G Wright Excavations Ltd Payment 11 July 2019 - £63,528.00.

- 11.12 The above creditor payments were examined in detailed and found to be in order with appropriate documentation obtained/retained and the IDBs Regulations followed regarding purchase. It was noted that the Philip G Wright Excavations invoice for £63,528.00 was work undertaken by the IDB but on the instructions of the Environment Agency.

Budgeting

- 11.13 Budgetary arrangements are well established and are regularly reviewed and reported to Members.

Rating

- 11.14 The rate setting, precepts, special levy and Environment Agency contributions are well established. The drainage rate and levies were reviewed and found to be in order.

Management Accounts, Reserves and Future Forecasting

- 11.15 Management accounts including budget data is reported regularly to Members and the Board.
- 11.16 Reserves are regularly reviewed with an aim to maintain them at around 20% of expenditure. 2019/20 has, however, been a challenging year for drainage boards with unusually inclement weather. This has meant that pumps have been running considerably more than an average year with the consequential additional expenditure on electricity in particular. This will mean an overspend is likely in 2019/20 which will be covered from the reserves.
- 11.17 The Board maintain a 10 year forecast which enable future increases in both the penny rate and precept to be calculated and for such bodies as the precept authorities to be consulted well in advance of any increases being made.

Accounts Receivable

- 11.18 Apart from the rates system and rechargeable accounts, few miscellaneous accounts are raised for debts due. An aged debtors report was examined with eight entries. A satisfactory explanation was given for the aged debts.

Recharges

- 11.19 A detailed review was undertaken of the recharge system. A recharge will occur when the IDB undertake work for a third party such as dredging works for a farmer. The accounting system will hold details of the labour, plant, machinery and materials used against a unique budget code and once the works are complete along with an administration charge the recipient of the works will be recharged. The recharge system was working well.
- 11.20 The majority of recharges relates to internal project work. For instance a machine working on a particular project for the Board will be recharged as an internal transaction to this project. This enables the true cost of projects to be accurately identified.

Income

- 11.21 Miscellaneous accounts are issued as required to identify income due to the IDB. A collection procedure for this income is now identified within Financial Regulations Section 5.
- 11.22 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. Outstanding drainage rates at the time of the audit amounted to £1,443.13 which included £429.56 of credit items.

11.23 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.

Petty Cash

11.24 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

11.25 Petty cash is only used for purchases such as milk, car parking, petrol, and biscuits. Although the maximum amount of the petty cash float is £500 due to the nature of retaining cash received, the Board were operating at the time of audit with a balance of £407.13. The petty cash for December 2019 was checked and verified to be correct. VAT is accounted for as required.

Payroll

11.26 Payroll is part of the Opera suite of software applications and therefore interfaces with the main Opera accounting system.

11.27 A sample of three employees was checked and it was confirmed that their pay data was in order. Monthly payments are made in accordance with HMRC requirements.

Pensions

11.28 A review was undertaken into the arrangements for pensions - both employee requirements and those of the employer. New employees to the Board are automatically enrolled into the local government pension scheme and their rate of deduction from salary is in accordance with a predetermined percentage as prescribed by the pension board depending upon their annual salary. The employer's contribution is reviewed every three years and the pension body (Lincolnshire County Council) then inform all admitted bodies what the new pension contribution is for the next three years.

11.29 Individual employee's data was examined along with the Board's contribution. A selection of pension sums paid over to Lincolnshire CC were also reviewed. The pension administration, sums collected and sums paid over were all in order.

Asset Register

11.30 The asset register was reviewed. It was noted that this was update annually so did not include the recent plant and machinery purchases made in 2019/20. The register is comprehensive and includes the large items of plant and vehicles as well as depot tools and machinery.

11.31 A large number of the assets recorded in the asset register were actually identified in the depot and therefore their existence was verified.

Bank Reconciliations

11.32 Bank reconciliations have been regularly carried out.

Accounting Statements

11.33 Accounting Statements are undertaken and these reconcile to the cash book.

11.34 Data feeding into the Accounting Statements was confirmed to be correct.

BLACK SLUICE INTERNAL DRAINAGE BOARD

AUDIT & RISK COMMITTEE - 13 MAY 2020

AGENDA ITEM No 07(b)(x)

AUDIT PROGRAMME 2020/21

- 1) Follow up of all and any recommendations from previous audit work.
- 2) A detailed review of each Boards web site to confirm data is up to date and websites are well managed.
- 3) To continue the discussion on risk management to enable Boards to focus on what are truly important risks for them to manage.

As with previous years I will need to undertake sufficient work around governance, risk and controls to enable me to complete the AGAR. My audit for 2020/21 will therefore include sufficient audit testing and review to enable the small authorities return to be completed as detailed below.

Directed Risks

Governance

- 1) Review Constitution, Standing Orders, Financial Regulations, Award of Contracts and other procedures
- 2) Review Board agendas and minutes for the year
- 3) Review any Committee agendas and minutes for the year

Risk Management

- 1) Review risk management policy and procedures
- 2) Review risk register
- 3) Review process and procedures for how risk is managed on a day by day basis
- 4) Review key objectives for the IDB and the risks associated with achieving these objectives
- 5) Review the controls in place to mitigate these risks and see how effective they are

Operational Risks

Accounting Records

- 1) Review the accounting records for the IDB
- 2) Are these up to date and in balance

Expenditure

- 1) Review accounts payable (creditors)
- 2) Test a sample of payments made to verify they have been correctly paid. Check if possible the receipt of the goods. Check accuracy, procedures (purchase order system) and approval process – was this in accordance with Financial Regulations.
- 3) Check treatment of VAT

Budget

- 1) Review the budgetary arrangements
- 2) Review the precept of rates
- 3) Review how the budget is monitored
- 4) Review reserves and the policy for these

Income

- 1) Review accounts receivable (debtors)
- 2) Review debt collection procedures
- 3) Review any write off arrangements
- 4) Review recording and banking of income
- 5) Test a sample of payments received to verify they have been correctly dealt with. Check accuracy and procedures – was this in accordance with Financial Regulations
- 6) Check treatment of VAT

Petty Cash

- 1) Check the Petty Cash arrangements where held
- 2) Verify Petty cash is in balance, test a sample of transactions for relevance and accuracy and that a valid receipt is present.
- 3) Check treatment of VAT

Payroll

- 1) Review the payroll system
- 2) Test a sample of employees for accuracy of pay and **treatment of variations** including Tax and NI
- 3) Verify PAYE and NI requirements have been met

Asset Register

- 1) Verify the asset register is complete and up to date.
- 2) Verify where possible the asset and investment exists

Bank

- 1) Verify and confirm bank reconciliations have been regularly undertaken.
- 2) Confirm end of year bank reconciliation

Accounting Statements

- 1) Verify accounting statements have been undertaken and reconciled to the cash book
- 2) Review and verify the audit trail of sums feeding into the accounting statements

Chris Harris
Audit Director
TIAA Ltd

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held remotely on
10th June 2020 at 3pm

Members

Chairman - * Mr K C Casswell

* Cllr P Bedford	* Mr 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)

Due to COVID-19, this meeting was held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

1606 APOLOGIES FOR ABSENCE - Agenda Item 1

There were no apologies of absence.

1607 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest.

1608 MINUTES OF THE LAST MEETING - Agenda Item 3

Minutes of the last meeting held on 23rd January 2020, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Minute 1564(f) – Mr M Rollinson also attended the staff training day and therefore need adding as follows; ‘The Chairman thanked Mr P Homes and Mr M Rollinson for their attendance.’

1609 CONFIDENTIAL MINUTES OF THE LAST MEETING - Agenda Item 4

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

1610 MATTERS ARISING - Agenda Item 5

There were no matters arising.

(a) PERIOD 12 MANAGEMENT ACCOUNTS

The Finance Manager highlighted a number of overspends including;

- o £86,781 repairing large slips
- o £49,176 Graft Drain Scheme
- o £12,812 Ewerby Pumping Station repairs
- o £30,979 Dyke Fen Pumping Station repairs
- o £75,089 Emergency working
- o Total overspend on Schemes of £187,308
- o £270,387 additionally spend on electricity; 227% increase compared to last year
- o £20,668 labour and £16,527 plant on Pumping Station Maintenance

The Brewin Dolphin investment is currently at £472,876.21, which the Finance Manager noted isn't too bad considering the impacts of the COVID-19 outbreak in March 2020 and how low it dropped as a result of this.

It was reminded that the original investment was £500,000. It peaked in December 2019 at £504,000. Mr P Holmes noted that because the 'low risk' option was taken the impacts of the COVID-19 pandemic have not actually hit the investment that hard.

The Chairman questioned if the income is expected to be affected? The Finance Manager responded that the estimated annual income is approximately £1,000 less at the moment.

The Finance Manager explained that despite all the overspends, only an additional £219,880 will be withdrawn from the General Reserve. This is a better position than what was expected due to the restructuring of expenditure.

Mr J Fowler questioned that, as result of the underspend on Drain Maintenance this year, if there will be a 'catch up' needed this year and so will use up some of last year's underspend? The Finance Manager acknowledged this, adding that because of COVID-19, some of the other works cannot be completed and so Drain Maintenance is currently overspent as a result of this.

The Finance Manager drew the committee's attention to the graph showing the Pumping Station Maintenance Year V's Year, highlighting the vast increase in electricity costs last year.

Mr P Holmes referred to the table showing the breakdown of cost for each pumping station, noting that some had a much higher increase in 2019 than others, questioning if this was just due to location and being under more pressure during the rainfall event? The Finance Manager acknowledged this, noting that the more northern pumps were, indeed, under more pressure.

Mr M Rollinson made reference to the percentage increase at the bottom of the table, questioning why electricity and insurance are together? The Finance Manager noted that in previous years they were two of the biggest costs.

Mr P Holmes added that surely insurance isn't a variable, it doesn't fluctuate with a fluvial event as electricity would? The Finance Manager explained that the whole insurance cost is within Pumping Station General and to change it now would make previous year comparisons invalid.

(b) DRAFT 2019/20 UNAUDITED FINANCIAL STATEMENTS

This is a more recognisable format of accounts for publicising, which are published on the website. It summarises, to a certain extent, the accounts previously presented and discussed.

(c) ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) - YEAR ENDED 31 MARCH 2020

This is an even further summarisation of the Unaudited Financial Statements, which has been signed by the Internal Auditor.

At the meeting of the Board, the Annual Governance Statement will require approval, it being noted that item 4 is indicated as 'no' following instruction from the external auditors last year due to a mistake in the number of working days allowed for the public inspection.

The Finance Manager also noted that his signature should be at the bottom of Section 2, Accounting Statements 2019/20, and is on the original that will be presented for approval at the next Board meeting and then will be reviewed by the External Auditor.

The Finance Manager noted that, usually, a full Board meeting has to be held by the end of June to approve the AGAR and the public inspection has to include the first ten days of July in the time period for public inspection. However, due to COVID-19 there is new legislation and timeframes that states it needs to be available to the public for inspection before the 1st September 2020, therefore allowing extra time to hold a Board meeting up to 30th August, to then publish the AGAR on 31st August for the public before the 1st September.

1612 TO RECEIVE THE 2019/20 INTERNAL AUDIT REPORT - Agenda Item 7

The Finance Manager explained that the Internal Auditor attended the Audit & Risk Committee meeting held on 13th May 2020 to present the report. The Finance Manager informed the committee that the Board has gained 'substantial assurance' again and also referred them to the recommendations regarding health and safety. The Finance Manager explained that this is being reviewed by management and that the Audit & Risk committee also considered the ADA Health and Safety recommendations which were felt to be complied with already. Mr M Brookes, as Chair of the Audit & Risk, confirmed this.

The Chairman added that the 25% that didn't reply to the ADA Health and Safety questionnaire were all part of one consortium.

The Chairman and committee congratulated the achievement of substantial assurance and thanked the officers for their hard work.

1613 TO REVIEW AND APPROVE ACCOUNTS OF BOURNE FEN FARM - Agenda Item 8

The Finance Manager presented this item, highlighting that the fund has generated a surplus of £1,645. The investment showing on the balance sheet within the agenda, £308,640, is now at £336,684.05.

The Finance Manager further noted the reserve of £11,256, noting that it is at a position to draw the contribution rate down at the beginning of the year when the rates are raised and is keen to keep a reserve of that level to offset the contribution.

The Chairman questioned if it had recovered as well as the other Brewin Dolphin investment? The Finance Manager felt that they have recovered equally as well.

1614 TO RECEIVE A REPORT ON FINANCE & RATING - Agenda Item 9

The Finance Manager explained that he has included this report as we have had one ratepayer out of the ordinary that has requested to spread their payments over a period of time due to the COVID-19 restrictions.

The Finance Manager referred to the timetable set out within the agenda, displaying the timeline approved by the Executive Committee in 2012, the actual dates that were achieved last year and the proposed time line for this year in light of the COVID-19 pandemic, feeling that it would be beneficial to extend this timeline and delay court proceedings from October 2020 to January 2021, allowing ratepayers extra time to restructure their finances if required.

The Finance Manager informed the committee that at Period 2, the actual collected so far is £629,000 which is 58% of the rates for the year. The budget was £681,000 so are £52,000 behind the budget and £39,000 behind where we were last year. Some of this will be a result of a delay in banking cheques because of COVID-19.

Mr J Fowler congratulated the officers for getting the demands out at the usual time, especially in comparison to some of the other local IDBs who sent theirs out much later than usual. The Chairman agreed, congratulating the officers also.

1615 TO CONSIDER PERIOD ONE MANAGEMENT ACCOUNTS - Agenda Item 10

The Finance Manager presented the period one accounts, noting his concern with Wages On-cost, as within the first two periods of this financial year the deficit has increased by £10,000. At the end of the last financial year it was at a deficit of £27,000 and now has a deficit of £37,000. Therefore, the Finance Manager suggested increasing the on-cost rate from 240% to 260%, which would then, in turn, increase the cost on all jobs with labour included. The Finance Manager compared it to previous years, outlining that by increasing the percentage, it will increase the budget by about £60,000. The Finance Manager explained that the new Works Manager salary will have impacted on Wages on-cost and suggested it would be beneficial to increase the percentage now and see a gradual gain over the year rather than have a big lump sum at the end of the year.

All AGREED to increase Wages On-cost from 240% to 260%.

1616 TO CONSIDER THE EIGHT-YEAR PLANT REPLACEMENT BUDGET - Agenda Item 11

The Chief Executive presented this item, presenting on screen photographs of the new Unimog, also noting that a purchase of a new low loader trailer is imminent.

The Chief Executive referred to the budget, highlighting to the committee that at the end of financial year 2021/22 there is set to be a carried forward balance of £74,848. The Chief Executive further suggested the addition of a Drott to the Board's plant so that the workforce are able to spread arisings and silt with the Board's own machine, rather than hiring one, as is current practice. The hired in Drott is also too big to move with the Board's Unimog and trailer and so the Chief Executive noted that it would be beneficial to have one at a size that could be transported by the Unimog and could be used whenever the Board required, rather than having to wait for one to be available to hire. The Chief Executive explained that it typically costs approximately £12,000 a year for the hiring of a Drott. The budget being requested for the Drott is C£50,000.

The Chairman questioned if outside work would be considered to offset the cost? The Chief Executive responded that if the Drott was to be hired out, then he would want a Board operative to be operating it which then takes them away from their work for the Board that they would have been doing otherwise.

Cllr P Bedford expressed his support for the purchase of a Drott.

Mr P Holmes questioned whether the neighbouring Board's, Welland & Deepings and Witham 4th, had been contacted regarding this, to inform them that the machine would be available to them. The Chief Executive noted that adjacent Board's will be notified.

Mr P Holmes noted that the criteria for finding the machine should be that it is big enough and powerful enough to do the job, but small enough to transport with the Board's Unimog and low loader.

All AGREED for the Chief Executive to begin to look for the purchase of a Drott with a budget of C£50,000.

Mr M Rollinson referred to the row 'Net spend from Plant Reserve' of the budget, highlighting that it is quite consistent over the next three years and then the values start to fluctuate year on year. Mr M Rollinson questioned whether this could be 'smoothed out', noting he felt it would be beneficial to have a consistent net spend of around £150,000 each year, rather than fluctuate so much year on year. The Chief Executive responded that he will look into amending this.

1617 TO CONSIDER THE ADA PROPOSED REVISIONS TO THE MODEL IDB LAND DRAINAGE BYELAWS - Agenda Item 12

(a) LAND DRAINAGE ACT SECTION 23 CONSENT CHARGES

The Chief Executive referred to the Land Drainage Act Section 23 Consents Charges, explaining that ADA have asked for views about increasing the consent charges, which is currently £50.

ADA have noted a potential increase to £250, which the Chief Executive was concerned about, explaining that he is worried that if the consent fee is increased to £250 applicants will be wary of applying for consent. The Chief Executive noted that if there were particular cases that required more Officer's time and work then they could be notified that it would be an increased charge, but he would be wary to set all consent fees at the increased rate of £250.

The Chairman agreed with the Chief Executive, adding that it would be useful to be able to increase the fee if a particular case took more work.

Mr J Fowler questioned whether there would be a menu of consent charges published on the website showing how much each application would be based on its complexity? The Chief Executive acknowledged, yes.

(b) MODEL IDB LAND DRAINAGE BYELAWS

The Finance Manager gave an update on the model land drainage byelaws, noting that this has been going on for quite some time now and unfortunately is still not resolved, displaying on screen emails between the Finance Manager and Ian Moodie of ADA;

Email to Ian Moodie from the Finance Manager:

'For the purposes of getting the proposed byelaws approved by our Board and this year's IDB 1, do you have any timescale when the amended Model Byelaws will be available please?'

Response from Ian Moodie:

'I'll press Defra for an outline timetable at our meeting with them on Thursday. I'd hope that they could move to advertise this before the summer recess, so that should hopefully get us something available as a model for IDBs to adopt before year end. That will be my ask.'

It is now a matter of waiting for the final sign off so that it can be adopted.

1618 TO REVIEW THE BUSINESS CONTINUITY PLAN – COVID-19 - Agenda Item 13

The Finance Manager noted that this policy was produced at the very early stages of the COVID-19 outbreak and is constantly reviewed and updated.

The Finance Manager reminded the committee that the Risk Assessment appendix was mistakenly not all included in the agenda, and that the full risk assessment was sent out to members prior to the meeting.

Photographs were displayed of the new screens that have been implemented around desks in the office and the new signage outlining how many people can safely be in one room whilst conforming to social distancing. Everything has been done to both the office and workforce to certify as COVID secure. Therefore, the office is ready for staff to return as soon as the Prime Minister announces it is safe to do so.

The Chief Executive thanked the Finance Manager for his involvement with this policy and ensuring the workplace is COVID secure. The Chairman further thanked the Finance Manger for his efforts.

Mr J Fowler referred to the third sentence of the first introductory paragraph, 'This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.' Mr J Fowler noted he wasn't sure if this was correct, the Finance Manger explained that it was based on guidance at the beginning of the outbreak, which is ever changing and so will remove the sentence.

1619 CONFIDENTIAL - WORKFORCE, PAY & CONDITIONS - Agenda Item 14

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.

1620 CONFIDENTIAL - BOARD MEMBERS INVOLVEMENT - Agenda Item 15

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.

1621 TO REVIEW OUTSTANDING MATTERS FROM CANCELLED COMMITTEE MEETINGS DUE TO COVID-19 RESTRICTIONS - Agenda Item 16

The Chairman explained that this item is to cover outstanding matters from committee meetings that have had to be cancelled due to the COVID-19 pandemic restrictions.

(a) STRUCTURES COMMITTEE

At the annual Structures Committee, the Structures Replacement Policy is reviewed, with there being no Structures Committee meeting this year, the Chief Executive proposed that the policy continues (no revision) until the next Structures Committee review in 2021.

The Chairman of the Structures Committee felt there was no further additions or amendments that need making, in his opinion, and so RECOMMENDED that the Structures Replacement Policy be kept as it is until the next review of the Structures Committee in 2021.

(b) ENVIRONMENT COMMITTEE

The Biodiversity Action Plan (BAP) was due for review, but because of the current involvement of the Greater Lincolnshire Nature Partnership (GLNP) reviewing the BAP model, the Chief Executive proposed that the BAP review be postponed again until the GNLN work is published that the Environment Committee can use this in their review.

At the annual Environment Committee meeting the environmental budget is also usually considered and approved. Therefore, the Chief Executive suggested that he can send details of the work proposed for the proposed budget of £20,400 for 2020/21 to the Chairman of the Environment Committee to review.

The Chairman of the Environment Committee felt this was all reasonable and therefore RECOMMENDED that the BAP review be delayed and the proposed environmental works, in line with the budget of £20,400 for 2020/21, go ahead.

(c) NORTHERN WORKS COMMITTEE

The Chief Executive gave updates on 2020/21 works as follows:

(a) WYBERTON MARSH WEEDSCREEN CLEANER

This order has been placed and so will go ahead this year.

(b) NORTH FORTY FOOT REVETMENT

This includes the desilting using the Royal Smals machine, who are travelling to this country despite COVID-19 restrictions due to being a key worker, and are going to meet with the Operations Manager. A silt lagoon location has been agreed adjacent to the North Forty Foot, so this work will likely commence following the bird nesting season at the end of the year.

(c) JETTING TO MAJOR PIPELINES

Jetting will continue, completing sections that didn't get done in 2019/20.

The Chief Executive explained the proposed 2021/22 works:

(d) PROPOSED REFURBISHMENT OF WEEDSCREEN CLEANER - GREAT HALE

Proposed budget of £46,000 to refurbish the weed screen cleaner at Great Hale Pumping Station.

(e) PROPOSED NEW ROOF - KIRTON MARSH

Proposed budget of £10,000 for a new roof at Kirton Marsh Pumping Station.

(f) KIRTON DRAIN – ADJACENT TO BALACLAVA COTTAGE

The occupier has offered to pay £10,000 towards the cost of repairs to the bank with the proposal of completing this works.

The Chairman of the Northern Works Committee RECOMMENDED that the proposed works go ahead, questioning if his approval was sufficient? It was noted that in accordance with the delegation of authority Board approval will be required for some elements so the committee AGREED to recommend the all the works to the Board.

1622 CONFIDENTIAL - EA Precept - Agenda Item 17

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.

1623 ANY OTHER BUSINESS - Agenda Item 18

(a) CONFIDENTIAL - DAMAGE TO WORKSHOP DOOR

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) SLWP AQUATIC SURVEYS

The Chief Executive informed the committee that a letter is being sent to approximately 50 rate payers, selected at random, to notify them of aquatic surveys to take place over the next four years as part of the SLWP's environmental inspections.

(c) WORKFORCE DRIVING ON RIVERBANKS

At the meeting of the Audit & Risk Committee on 13th May 2020, it was brought to attention that the Environment Agency (EA) ensure that any member of staff driving on raised banks are certificated in doing so. Currently, the workforce obtain the required licence for the machine but do not have to complete a qualification for driving on raised banks specifically.

This has been looked into and there is LANTRA qualified land rover course, which it is proposed to send 3 workforce members on at £200 per person and gather feedback from them whether they found it beneficial.

(d) VIKING LINK

Viking Link have been in contact, explaining that they are due to commence work in summer 2020 and will be holding quarterly meetings during the construction phase with different groups based on location, the Board's being the section from Gypsey Bridge to the converter station. Viking Link would like to know of anybody that would be interested in attending these meetings as a representative of Black Sluice IDB, the Chief Executive proposed that the Chairmen of the Northern and Southern Works Committees may attend?

Cllr M Brookes noted that he will be attending as a county council member.

Mr P Holmes, Mr J Fowler and the Chairman all noted that they would be willing to attend.

Mr M Rollinson noted that it may be of interest to Mr R Wray to attend as he has got the connector station on his farm. The Chief Executive will get in contact.

(e) STRUCTURAL SURVEYS

The Chief Executive noted that quotes have been obtained to structurally survey Ewerby, South Kyme and Damford Pumping Stations due to their problems with high water levels. The quote is for £4,800 + VAT for all three pumping stations and the Chief Executive is still seeking financial support from the Environment Agency.

The Chairman felt it was important work that needs doing. All AGREED that the structural surveys at Ewerby, South Kyme and Damford Pumping Station should go ahead at the cost of £4,800 + VAT.

(f) PURCHASE OF DRONE

The Chief Executive explained that the operations team are looking into purchasing a Drone and questioned if anybody had any experience or knowledge of the Mavic Mini DJI Drone, which the Chief Executive is looking to purchase at a cost of £500. This will save time having to physically visit all sites.

Cllr M Brookes noted that Mr C Wray has an interest in Drones and so it may be worth contacting him.

Mr J Fowler added that he has a Mavic drone of a similar size, noting that good weather is required to use it because of its small size. A larger drone would cope with and be more stable in worse weather conditions. Mr P Holmes agreed with Mr J Fowler's point, suggesting that they see how they get on with it as it is a very good starter drone.

(g) CONDUCTING VIRTUAL MEETINGS

Mr P Holmes questioned the best way to conduct these virtual meetings, questioning if headsets would be better to use? The Finance Manager suggested that a lot of phones come with free earphones and so they could be used. Further discussion took place around being on a computer as opposed to an iPad. The Finance Manager and administration team will conduct further research into using Go To Meetings on an iPad.

(h) LETTER TO EMPLOYEES - COVID-19

The Finance Manager referred to an email he sent prior to the meeting regarding whether any members had any suggestions to include in the update letter that will be sent to all employees in relation to COVID-19.

The Chairman noted that a message of thanks should be included for all the employees, thanking them for working well during these uncertain circumstances.

(i) BOARD MEETING DATE

The Committee AGREED that the summer 2020 Board meeting will be held virtually on Tuesday 30th June 2020 at 2pm.

There being no further business the meeting closed at 17:08.

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE COMMITTEE - 10 JUNE 2020

AGENDA ITEM No 07(c)(i)

PERIOD 12 MANAGEMENT ACCOUNTS

Income

- Drainage Rates and Special Levies are pretty much where we expected them to be.
- Although the accounts show a credit there was still £149.37 Drainage Rates outstanding at year end.
- £4,405 additional income was received from investments and interest
- £127,136 less income was received from Grants than expected due to changes in how the NFFD scheme and Sempringham PS are being funded. Contingencies are expected to be paid in 2020/21 for these schemes.
- £700 more was received in Consent applications than budgeted for (Equates to an additional 14 Consent applications but still 20 less than last year)
- The Highland Water Claim from the EA is £8,589 more than the initial budget of £5,500 at £14,089. As discussed I have forecast 50% of this year's PS figures for next year.
- Due to delays progressing on the desilting of the SFFD Recoverable Income is £184,347 less than budget. Despite this £66,778 profit has been generated from recoverable work compared to the £32,952 in the budget.
- The income from the Solar panels were £1,097 down against budget. 6.2%

Expenditure

- The actual expenditure on Schemes have very little resemblance to the original budget due to the adaptations that had to be made due to incidents during the year which have been widely reported on by the Board's Officers.
 - £86,781 has been spent repairing large slips
 - The Graft Drain Scheme was overspent by £49,176
 - Jetting of Major Pipelines was overspent by £5,050
 - No. 3 pump at Ewerby PS had to be repaired out of budget costing £12,812
 - No. 2 pump at Dyke Fen had to be repaired out of budget costing £30,979
 - Emergency working totalled £75,089 which was not included in the budget.
 - Works on Dowsby Lode and Wyberton Towns Drain re-alignment were delayed to realise in year savings of 70,600.
 - £11,730 was spent on the PS automation and guage boards of the £57,000 for next year.
 - An additional £187,308 was spent on 2019/20 compared to budget
- £676,429 was spent against a Pumping Station Maintenance budget of £370,010
 - £389,576 was spent on Electricity compared to £119,189 last year, an increase of £270,387 (227% increase)
 - An additional £20,668 of Labour was expended compared to last year and £16,527 Plant costs. (Analysis for the past 10 years attached)
- Drain Maintenance is overall £116,208 underspent on budget.
 - Summer Cutting works were eventually completed but cost an additional £35,098
 - Desilting was 32% less than budget due to emergency works.
 - Bushing and Jetting works were not completed to realise £72,732 of in year savings.
- Admin and Establishment Costs were as expected except
 - Depot Costs which were £7,968 over spent

Balance Sheet

- Plant reserve has generating £235,649 compared to the original budget of £169,000 later updated to £210,000
- Overall the plant reserve is £16,593 negative which is £40,200 better than expected at year end.
- The Wages Oncost Account concludes the year with a £29,902.83 negative balance which is disappointing after being positive most the year. With the new Works manager in post the recharge rate may need increasing in year.
- The Brewin Dolphin Investment value is recorded at the end of each month and reached a peak of £504,538 on 31 December 2020, On the 31 March towards the beginning of the Coronavirus crash the value of the fund was £442,849 having been as low as £407,640 on 20 March 2020. The value of the fund today is £449,728.

Compared to the original budget set in January/February 2019 the amount to be taken from the General Reserve on the Face off it look like it is £100,000 favourable but due to the new regulations stating Grant related income and Expenditure have to be shown in the year it is received or expended this skews the figures. Grant money has been received for the NFF scheme and Sempringham PS refurbishment with £335,747 yet to be spent.

The overall result is that an additional £219,880 will be withdrawn from the General Reserve in 2019/20 than budget which is a better position than we were expecting to be in although some works have had to be delayed.

D Withnall
Finance Manager

Black Sluice Internal Drainage Board

Project Summary

2019/20

Period 12 - March 2020

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	(138)	125	(263)	2,094,287	2,092,801	1,486	2,094,291	(4)	2,091,886	2,401
Interest & Grants	26,076	535,442	(509,366)	428,856	551,500	(122,644)	564,864	(136,008)	121,810	307,046
Development Fund	5,000	5,000	0	5,000	5,000	0	13,000	(8,000)	5,000	0
Other Income	4,246	6,650	(2,404)	24,308	21,866	2,442	27,706	(3,398)	85,838	(61,530)
Rechargeable Income	105,693	462,834	(357,141)	507,653	692,000	(184,347)	547,133	(39,480)	505,373	2,280
Solar Panel Income	642	1,479	(837)	16,605	17,702	(1,097)	18,068	(1,463)	17,562	(957)
Total Income	141,518	1,011,530	(870,012)	3,076,709	3,380,869	(304,160)	3,265,062	(188,353)	2,827,468	249,241
Schemes	96,669	56,000	(40,669)	365,338	558,373	193,035	367,085	1,747	170,596	(194,742)
Pumping Station Schemes	26,565	0	(26,565)	95,185	267,175	171,990	119,478	24,293	129,746	34,561
Pumping Station Maintenance	26,061	41,980	2,168	286,854	370,010	(306,419)	598,604	(77,825)	229,352	(327,888)
Electricity	13,751			389,576					119,189	0
Drain Maintenance	29,063	94,054	64,991	683,540	799,748	116,208	779,849	96,309	771,101	87,560
Environmental Schemes	81	12,510	12,429	5,283	19,998	14,715	11,724	6,441	17,071	11,787
Administration & Establishment	59,373	52,563	(6,810)	552,154	544,500	(7,654)	538,053	(14,101)	563,069	10,915
EA Precept	0	0	0	276,552	276,552	0	276,552	0	276,552	0
Rechargeable Expenditure	49,849	440,794	(384,950)	440,875	659,048	218,172	517,649	76,774	474,797	36,202
Solar Panel Expenses	(105)	0	105	2,433	2,483	50	2,533	100	780	(1,653)
Total Expenditure	301,307	697,901	(379,301)	3,097,792	3,497,887	400,095	3,211,527	113,735	2,752,253	(343,258)
Surplus / (Deficit)	(159,789)	313,629	(473,418)	(21,083)	(117,018)	95,935	53,535	(74,618)	75,215	(96,298)
Movement on reserves										
Plant Reserve	240,498	274,332	33,834	0	1	1	0	0	0	0
Wages oncost Reserve	27,714	0	(27,714)	0	0	0	0	0	0	0
Grants Manager	(24,812)	0	24,812	0	0	0	0	0	0	0
Surplus / (Deficit)	(403,188)	39,297	(504,350)	(21,083)	(117,019)	95,934	53,535	(74,618)	75,215	(96,298)

Black Sluice Internal Drainage Board Drainage Rates & Special Levies

2019/20

Period 12 - March 2020

Drainage Rates & Special Levies Due

Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,054,355.66	
Land/Property - Value Decreased	(5,600.26)	
Land/Property - Value Increased	3,632.83	
New Assessment	1,910.98	
Write Offs & Irrecoverables	(84.04)	
Adjustments required for Special Levy	4.78	
Summons Collection Costs	475.00	
Balance	1,054,694.95	50.36%

Special Levies

Boston Borough Council	787,059.25	
South Holland District Council	126,222.77	
North Kesteven District Council	68,197.12	
South Kesteven District Council	58,113.22	
	1,039,592.36	49.64%

Total Due	2,094,287.31	100.00%
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Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	(217.91)	
Payments Posted	1,045,997.34	
Returned Amount	(73.33)	100.01%
Paid Refund	(105.97)	
Bourne North Fen Trust Contribution	9,244.19	
Special Levies Received	1,039,592.36	100.00%
Total Received	2,094,436.68	

Drainage Rates & Special Levies Debtors

Special Levy Outstanding	(0.00)	0.00%
Drainage Rates Outstanding	(149.37)	-0.01%
	(149.37)	

2,094,287.31

Black Sluice Internal Drainage Board
Income & Expenditure Summary
2019/20
Period 12 - March 2020

	This Year	Last Year	Variance
Drainage Rates	1,054,695	1,054,817	(122)
Special Levies	1,039,592	1,037,069	2,524
Recoverable	507,653	505,373	2,280
Misc Income	459,850	214,468	245,382
Solar Panel Income	16,605	17,562	(957)
	3,078,395	2,829,288	249,107
Employment Costs	1,199,214	1,109,305	(89,909)
Property	440,566	174,385	(266,181)
General Expenses	192,741	198,082	5,341
Materials / Stock	58,944	15,582	(43,363)
Motor & Plant	323,502	321,866	(1,636)
Miscellaneous	645,666	756,033	110,367
Recharges	(367,673)	(389,807)	(22,134)
Plant	606,518	568,628	(37,890)
Total Expenditure	3,099,478	2,754,073	(345,404)
Net Surplus / (Deficit)	(21,082)	75,215	(96,298)

Black Sluice Internal Drainage Board
Balance Sheet at Period End
2019/20
Period 12 - March 2020

	<u>This Year</u>		<u>Last Year</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	830,948		723,609	
Fixed Assets		<u>5,561,652</u>		<u>5,454,313</u>
Stock	30,399		32,900	
Debtors Control	108,684		131,879	
VAT	15,191		(60,483)	
Drainage Rates Control	(149)		218	
Car Loans	16,838		22,390	
Prepayments	47,037		71,126	
Drawings Bank Account	10,000		10,000	
Call Bank Account	311,200		310,886	
Petty Cash	278		200	
Highland Water	3,220		2,059	
Work in Progress	0		5,730	
Nat West Government Procurement C	(422)		(48)	
Brewin Dolphin Investment	442,850		490,809	
Natwest Reserve Account	548,326		915,626	
Total Current Assets		<u>1,533,451</u>		<u>1,933,293</u>
Trade Creditors	(113,343)		(278,993)	
PAYE & NI Control Account	0		0	
Superannuation Contrl Account	0		0	
Accruals	(117,104)		(266,317)	
Total Liabilities		<u>(230,447)</u>		<u>(545,309)</u>
Pension Liability		(2,744,000)		(3,655,000)
		<u>4,120,656</u>		<u>3,187,297</u>
Capital Reserve	5,561,654		5,454,315	
Pension Reserve	(2,744,000)		(3,655,000)	
Brewin Dolphin Revaluation	(57,150)		(9,191)	
Total Capital		<u>2,760,503</u>		<u>1,790,124</u>
Revenue Reserve	1,242,026		1,166,811	
Development Reserve	182,703		155,103	
Plant Reserve	(16,592)		29,922	
Wag Oncost Reserve	(26,902)		(29,878)	
General Resere	(21,082)		75,215	
Total Reserves		<u>1,360,152</u>		<u>1,397,173</u>
		<u>4,120,656</u> 0		<u>3,187,297</u>
<u>Cash & Bank Balances</u>				
Drawings Account		10,000		
Call Account		11,200	311,200	
Natwest Reserve Account @ 0.01%		548,326		
Petty Cash		278		
Chargecard		(422)		
Monmouthshire BS @ 0.40%		300,000	30 Day Notice	
		<u>869,382</u>		

Black Sluice Internal Drainage Board Investment Summary 2019/20 Period 12 - March 2020

OWNER NAME: Black Sluice Internal Drainage Board - New Account PORTFOLIO: P1684056 VALUATION DATE: 28 Apr 2020 31/03/2019 - 31/03/2020

Portfolio Overview

PERFORMANCE FROM 31/03/2019 - 31/03/2020
-5.04%

TOTAL VALUE
442,849.62 GBP

ESTIMATED ANNUAL INCOME
17,535.00 GBP

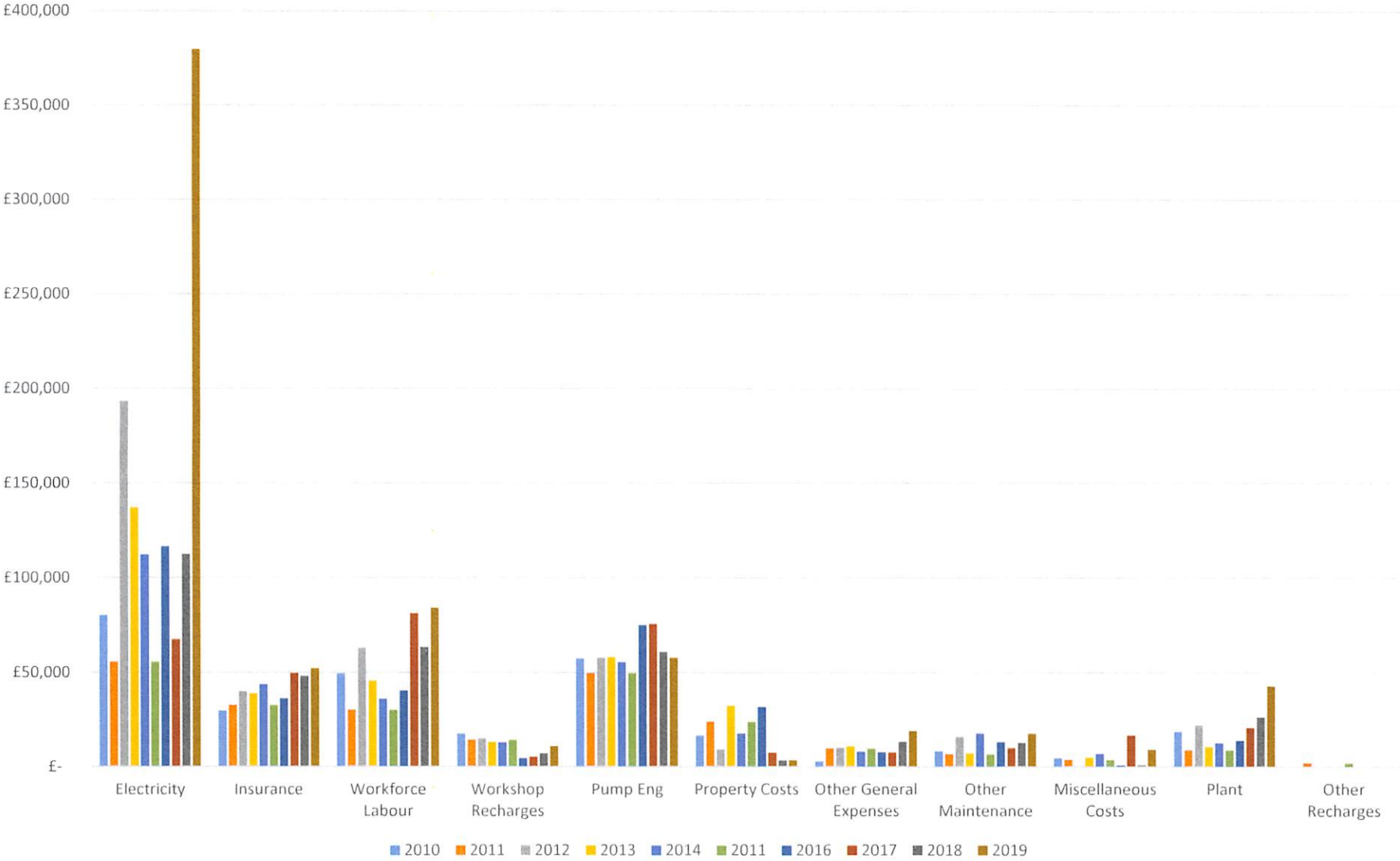
Performance



Portfolio Summary

BOOK COST 490,315.28 GBP	OVERALL GAIN OR LOSS -9.68%	ESTIMATED ANNUAL INCOME 17,535.00 GBP	ESTIMATED YIELD % 3.96%
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Pumping Station Maintenance Year v's Year



Projec	Description	2010	2011	2012	2013	2014	2011	2016	2017	2018	2019	Total
2001	Allen House	£ 1,100	£ 787	£ 694	£ 1,006	£ 1,939	£ 787	£ 1,303	£ 1,623	£ 1,325	£ 1,026	£ 11,590
2002	Bicker Eau	-£ 2,357	£ 2,436	£ 3,855	£ 2,915	£ 3,889	£ 2,436	£ 5,232	£ 612	£ 2,855	£ 7,778	£ 29,650
2003	Bicker Fen	£ 408	£ 1,984	£ 6,169	£ 4,414	£ 3,150	£ 1,984	£ 2,196	£ 14,631	£ 6,317	£ 8,325	£ 49,578
2004	Swineshead	£ 13,902	£ 9,419	£ 18,858	£ 11,454	£ 13,104	£ 9,419	£ 6,731	£ 20,905	£ 13,849	£ 27,701	£ 145,341
2005	Chain Bridge	£ 9,126	£ 7,574	£ 15,994	£ 16,596	£ 8,663	£ 7,574	£ 10,805	£ 8,354	£ 7,674	£ 29,662	£ 122,022
2006	Wyberton Marsh	£ 13,243	£ 11,065	£ 18,183	£ 15,820	£ 12,377	£ 11,065	£ 11,824	£ 11,572	£ 9,048	£ 24,414	£ 138,610
2007	Kirton Marsh	£ 5,547	£ 5,642	£ 13,120	£ 6,228	£ 6,696	£ 5,642	£ 10,664	-£ 3,265	£ 8,582	£ 17,003	£ 75,860
2008	Ewerby	£ 4,173	£ 4,077	£ 9,933	£ 4,492	£ 6,145	£ 4,077	£ 10,260	£ 127	£ 7,747	£ 13,135	£ 64,167
2009	Heckington	£ 4,368	£ 3,694	£ 7,511	£ 6,168	£ 4,552	£ 3,694	£ 3,996	£ 5,914	£ 5,982	£ 17,576	£ 63,455
2010	Great / Little Hale	£ 6,676	£ 6,221	£ 9,784	£ 6,901	£ 5,576	£ 6,221	£ 7,044	£ 5,462	£ 6,528	£ 19,179	£ 79,592
2011	Holland Fen	£ 9,908	£ 8,451	£ 19,290	£ 15,269	£ 11,191	£ 8,451	£ 8,665	£ 11,995	£ 11,488	£ 37,668	£ 142,376
2012	Cooks Lock	£ 5,619	£ 4,620	£ 6,434	£ 13,959	£ 7,723	£ 4,620	£ 31,573	£ 8,981	£ 7,648	£ 21,314	£ 112,491
2013	Damford	£ 10,542	£ 4,053	£ 8,347	£ 5,978	£ 6,774	£ 4,053	£ 2,970	£ 6,165	£ 5,877	£ 13,521	£ 68,278
2014	South Kyme	£ 4,188	£ 2,862	£ 5,677	£ 7,160	£ 4,023	£ 2,862	£ 3,651	£ 6,921	£ 4,112	£ 9,970	£ 51,426
2015	Amber Hill / Trinity College	£ 8,168	£ 3,447	£ 7,356	£ 7,099	£ 5,486	£ 3,447	£ 2,103	£ 8,363	£ 3,210	£ 9,715	£ 58,395
2016	Helpingham	£ 2,222	£ 2,106	£ 4,281	£ 3,287	£ 3,815	£ 2,106	£ 2,257	£ 5,529	£ 3,884	£ 13,779	£ 43,266
2017	Swaton	£ 2,367	£ 2,637	£ 4,107	£ 3,289	£ 3,085	£ 2,637	£ 3,063	£ 5,566	£ 5,063	£ 11,147	£ 42,961
2018	Horbling	£ 4,752	£ 2,145	£ 12,527	£ 8,119	£ 6,939	£ 2,145	£ 6,458	£ 4,258	£ 8,203	£ 21,715	£ 77,261
2019	Billingborough	£ 2,484	£ 2,545	£ 4,344	£ 4,545	£ 2,697	£ 2,545	£ 3,005	£ 5,244	£ 3,274	£ 8,061	£ 38,744
2020	Sempingham	£ 4,075	£ 2,641	£ 5,451	£ 4,761	£ 4,563	£ 2,641	£ 5,100	£ 5,908	£ 5,599	£ 10,970	£ 51,708
2021	Dowsby Fen	£ 4,308	£ 2,969	£ 3,184	£ 2,637	£ 7,977	£ 2,969	£ 2,397	£ 2,505	£ 3,952	£ 15,512	£ 48,408
2022	Gosberton	£ 13,910	£ 8,142	£ 21,367	£ 14,390	£ 13,314	£ 8,142	£ 9,027	£ 10,176	£ 9,639	£ 24,194	£ 132,301
2023	Dowsby Lode	£ 780	£ 1,453	£ 3,674	£ 2,528	£ 2,027	£ 1,453	£ 3,512	£ 2,723	£ 1,519	£ 11,347	£ 31,016
2024	Rippingale	£ 3,958	£ 2,383	£ 6,630	£ 4,367	£ 2,668	£ 2,383	£ 3,153	£ 4,664	£ 3,559	£ 6,704	£ 40,468
2025	Dunsby	£ 8,157	£ 2,467	£ 4,813	£ 4,528	£ 4,960	£ 2,467	£ 1,826	£ 2,878	£ 3,851	£ 6,972	£ 42,918
2026	Pinchbeck	£ 1,390	£ 1,756	£ 2,849	£ 4,455	£ 491	£ 1,756	£ 1,739	£ 4,272	£ 4,831	£ 5,118	£ 28,657
2027	Hacconby	£ 2,457	£ 3,338	£ 4,424	£ 4,095	£ 3,445	£ 3,338	£ 3,142	£ 4,122	£ 5,121	£ 7,405	£ 40,885
2028	Black Hole	£ 20,926	£ 10,170	£ 24,897	£ 23,024	£ 22,176	£ 10,170	£ 9,615	£ 10,586	£ 14,079	£ 36,257	£ 181,899
2029	Twenty	£ 2,387	£ 1,907	£ 3,037	£ 2,294	£ 1,409	£ 1,907	£ 1,782	£ 2,788	£ 2,095	£ 5,100	£ 24,708
2030	Dyke Fen	£ 12,231	£ 10,805	£ 17,776	£ 14,765	£ 14,697	£ 10,805	£ 11,943	£ 10,347	£ 15,745	£ 32,239	£ 151,356
2031	Quadring Low Fen	£ 4,900	£ 2,926	£ 6,346	£ 4,045	£ 2,719	£ 2,926	£ 3,512	£ 4,875	£ 3,237	£ 14,199	£ 49,685
2032	Donington North Ings	£ 13,038	£ 5,731	£ 16,195	£ 14,721	£ 14,118	£ 5,731	£ 6,629	£ 8,678	£ 10,505	£ 24,767	£ 120,112
2033	Donington Mallard Him	£ 1,390	£ 1,490	£ 2,271	£ 3,819	£ 3,407	£ 1,490	£ 8,465	-£ 2,445	£ 7,986	£ 12,402	£ 40,275
2034	Donington Wykes	£ 3,420	£ 2,466	£ 4,581	£ 3,031	£ 3,825	£ 2,466	£ 15,251	£ 2,897	£ 3,325	£ 6,528	£ 47,790
2050	PS General	£ 82,480	£ 90,792	£ 122,762	£ 105,968	£ 104,067	£ 90,792	£ 119,604	£ 137,635	£ 130,833	£ 144,026	£ 1,128,960
Total		£ 286,242	£ 237,198	£ 426,724	£ 358,129	£ 323,689	£ 237,198	£ 340,495	£ 341,563	£ 348,541	£ 676,429	£ 3,576,209

Projec	Description	2010	2011	2012	2013	2014	2011	2016	2017	2018	2019	Total
2003	Electricity	£ 80,123	£ 55,493	£ 193,360	£ 137,019	£ 112,365	£ 55,493	£ 116,726	£ 67,381	£ 112,643	£ 379,559	£ 1,310,161
3013	Insurance	£ 29,553	£ 32,412	£ 39,790	£ 38,729	£ 43,427	£ 32,412	£ 36,054	£ 49,515	£ 48,046	£ 52,167	£ 402,105
7001	Workforce Labour	£ 49,560	£ 29,923	£ 63,095	£ 45,283	£ 35,877	£ 29,923	£ 40,188	£ 81,079	£ 63,459	£ 84,127	£ 522,513
7060	Workshop Recharges	£ 17,633	£ 14,198	£ 14,835	£ 13,129	£ 12,989	£ 14,198	£ 4,500	£ 5,255	£ 6,981	£ 10,878	£ 114,594
<<100	Pump Eng	£ 57,604	£ 49,735	£ 57,969	£ 58,179	£ 55,521	£ 49,735	£ 75,196	£ 75,687	£ 60,891	£ 57,740	£ 598,257
<<200	Property Costs	£ 16,667	£ 23,846	£ 9,163	£ 32,174	£ 17,644	£ 23,846	£ 31,692	£ 7,541	£ 3,389	£ 3,553	£ 169,515
<<300	Other General Expenses	£ 3,174	£ 9,792	£ 10,152	£ 10,848	£ 8,249	£ 9,792	£ 7,942	£ 7,699	£ 13,271	£ 19,051	£ 99,970
<<400	Other Maintenance	£ 8,465	£ 6,775	£ 15,856	£ 7,135	£ 17,842	£ 6,775	£ 13,234	£ 10,044	£ 12,734	£ 17,491	£ 116,349
<<500	Miscellaneous Costs	£ 4,715	£ 3,801	£ 535	£ 5,040	£ 6,967	£ 3,801	£ 934	£ 16,672	£ 945	£ 9,156	£ 52,566
<<900	Plant	£ 18,748	£ 8,956	£ 21,969	£ 10,593	£ 12,808	£ 8,956	£ 14,029	£ 20,692	£ 26,182	£ 42,709	£ 185,643
<<815	Other Recharges	£ -	£ 2,268	£ -	£ -	£ -	£ 2,268	£ -	£ -	£ -	£ -	£ 4,537
Total		£ 286,242	£ 237,198	£ 426,724	£ 358,129	£ 323,689	£ 237,198	£ 340,495	£ 341,563	£ 348,541	£ 676,429	£ 3,576,209
% Increase	#REF!		-17%	80%	-16%	-10%	-17%	44%	-20%	-3%	109%	
% Increase excluding Electric & Insurance	#REF!		-15%	30%	-6%	-8%	-15%	26%	16%	3%	46%	

£ 266,916
£ 4,121
£ 20,668
£ 3,897
-£ 3,151
£ 164
£ 5,780
£ 4,756
£ 8,211
£ 16,527
£ -

Bourne Fen Farm Trust Fund

Revenue Account for Year Ended 31st March 2020

<i>Income</i>	2020	2019
	£	£
Investment Income	15,709	18,052
 <i>Expenditure</i>		
Contribution to Rates	9,244	9,249
Bank Charges	60	60
Contribution to Administration	4,760	6,797
	14,064	14,117
Surplus	1,645	3,935

Balance Sheet as at 31st March 2020

<i>Capital Assets</i>	<i>Note</i>	2020	2019
Investments	A	308,640	354,311
 <i>Current Assets</i>			
Bank Account		15,325	13,587
Debtors		989	1,081
		16,314	14,668
 <i>Current Assets</i>			
Creditors			
Net Current Assets		324,954	368,979
 <i>Fund Balances & Reserves</i>			
Revaluation Reserve		209,577	255,248
Capital Fund		104,120	104,120
Revenue Reserve		11,256	9,611
		324,954	368,979
Reserves		324,954	368,979

The above represents a trust fund which was vested in the Black Sluice IDB to fund rate alleviations to the rate payers in the area of Bourne North Fen.

Bourne Fen Farm Trust Fund

Valuation By Brewin Dolphin Stockbrokers

NOTE A

	2020	2019	2020	2019
	% of	% of		
Analysis By Sector	Value	Value	Value £	Value £
UK Equities	22.33	31.68	68,913	88,955
Overseas Equities	31.47	25.83	97,115	115,526
Qualifying Corporate Bonds	24.25	25.37	74,847	86,517
Overseas Bonds	4.02	4.57	12,408	15,357
Absolute Return	7.13	4.01	22,013	14,225
Property	4.11	3.95	12,690	13,575
Other Investments	5.24	3.89	16,180	16,500
Cash	1.45	0.70	4,474	3,656
UK Government Securities	0.00	0.00		0
TOTALS	100.00	100.00	308,640	354,311

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE COMMITTEE - 10 JUNE 2020

AGENDA ITEM No 07(c)(iii)

CANCELLED COMMITTEE MEETINGS

1. Structures Committee

The Structure Committee Meeting due to be held on 25th March 2020 was cancelled due to COVID-19 constraints.

Recommend the Executive Committee agreed to continue (no revision) with the current Structure Replacement Policy until the next Structures Committee review in 2021.

2. Environment Committee

The Environment Committee Meeting due to be held on 22nd April 2020 was cancelled due to COVID-19 constraints.

Recommend the Executive Committee agree to continue (no revision) with the current Biodiversity Action Plan until the next Environment Committee review in 2021.

The environmental works and involvement proposals amounts to a budget figure of £20,400 for 2020/21. Recommend to forward this to the Chairman of the Environment Committee for further comment and approval.

3. Northern Works Committee

The Northern Works Inspection and Committee Meeting due to be held on 8th April 2020 was cancelled due to COVID-19 constraints.

The following works descriptions are the major 2020, 2021 & 2022 works proposal updates.

2020/21

(a) Wyberton Marsh p/s Weedscreen cleaner replacement budget of £110,000

Site visits were completed 05.05.2020 with the preferred supplier of this equipment, we have now received quotations and placed orders for these works in line with the budget.

(b) NFF revetment £350,000

Works were started on this scheme February 2020, to include bushing works upstream of Boston Tennis Club, where access with Board's own plant and resource was possible, and able to be completed prior to current working conditions.

Dams were placed and water levels reduced to gain access under the pumping station, to remove silt, and inspect the condition of the intake side of the station including replacement of connecting bolts to the sections of the pump intake shaft and bell housing.

Further bushing works will require completing and removal of all vegetation from the watercourse prior to any desilting works being completed.

It is anticipated that Royal Smals will complete the cutter suction dredging, subject to acceptance of a revised quote which has been delayed due to the Coronavirus pandemic.

Planned works to replace/line the c250m of pipeline which outfalls into the North Forty Foot drain have been postponed until at least October 2020, due to the Coronavirus pandemic.

(c) Jetting to major pipelines £50,000

Continue to complete sections from Kirton/Wyberton and Donington areas, not completed in 2019/20.

2021/22

(d) Proposed refurbish weedscreen cleaner at Great Hale pumping station £46,000

(e) Proposed new roof Kirton Marsh p/s £10,000

(f) Kirton Drain – adjacent to Balaclava Cottage (AOB at Joint Works in November 2019)

The Occupier has offered to pay £10k towards the cost for the repairs to the bank.

Question for consideration is are the Board prepared to make a contribution as per previously upstream of this site adjacent to another residential property, albeit in this case it is believed that the problems with the bank stability have been caused by placement of fence posts on top of the bank and addition of a porch extension

Estimated cost to place interlocking trench sheet piling at a raised level to reduce the gradient for a linear length c16m, estimated £8k.

Black Sluice Internal Drainage Board

Policy No: 47

COVID-19 Business Continuity plan

Review Dates:

Reviewed	10 June 2020 (Exec)
Board Approved	

Introduction

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days.

Stay aware of the latest information on the COVID-19 outbreak, available on the World Health Organisation website and through your national and local public health authority. Many countries around the world have seen cases of COVID-19 and several have seen outbreaks. Authorities in China and some other countries have succeeded in slowing or stopping their outbreaks. However, the situation is unpredictable so check regularly for the latest news.

The latest information on COVID 19 in the UK can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Phases and Actions

- 1. Contain Phase.** Across the whole of the UK, public health agencies and authorities, the NHS, and Health and Social Care NI (HSCNI) have established plans and procedures to detect and isolate the first cases of COVID-19 as they emerge in the UK.
 - Anyone visiting infected areas in the previous 14 days should self-isolate and contact NHS 111 or use the NHS 111 online tool.
 - Anyone that has been in contact with someone with confirmed COVID-19 should self-isolate and contact NHS 111 or use the NHS 111 online tool.
 - Anyone experiencing COVID-19 symptoms (fever, dry cough, tiredness) should stay at home and contact NHS 111 or use the NHS 111 online tool.
 - Make sure the Sickness reporting procedures are followed.
 - Is it necessary to shake hands?
 - If you have any plans to travel abroad please discuss these with your line manager.
- 2. Delay Phase.** The Delay phase buys time for the testing of drugs and initial development of vaccines and/or improved therapies or tests to help reduce the impact of the disease.
 - Continue actions as per Contain Phase
 - People with Flu like symptoms may be asked to self-isolate by the authorities
 - If you have any plans to travel abroad please discuss these with your line manager.
 - Consider postponing or cancelling meetings. Given the age of Board members some will be at greater risk of death if they were to contract COVID-19. Could meetings be held by Webinar if this phase became prolonged?

- **Workforce**
 - Encourage Lone-working – 1 person per machine
 - Don't congregate – e.g scan and send timesheets (install adobe scan on work phones)
- **Office Staff**
 - Clean surfaces regularly, daily as a minimum (Desks, keyboards, phones, light switches, door handles, anything you touch)
 - Can you work from home? Discuss with your line manager
 - Consider Reception and phone answering functions – rota basis from home? (Jill, Alex, Jess)
 - Restrict visitors to the office, can the outcome be achieved with a phone call or remote meeting? (The Board is setting up web/phone conferencing)
 - As at 29 May 2020 the advice is still "Work from home if you can"

3. Research Phase It is possible that an outbreak or pandemic of COVID-19 could occur in multiple waves (it is not known yet if the disease will have a seasonal pattern, like flu) and therefore, depending upon what the emerging evidence starts to tell us, it may be necessary to ensure readiness for a future wave of activity.

The intention is to gather evidence about effective interventions in order to inform decision-making going forward. The UK government will keep emerging research needs under close review and progress research activities set out above.

4. Mitigate Phase As and when the disease moves into different phases, for example if transmission of the virus becomes established in the UK population, the nature and scale of the response will change. The chief focus will be to provide essential services, helping those most at risk to access the right treatment.

General Advice to Prevent the Spread of COVID-19

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel or the provided wipes if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean
- Avoid being face to face with people outside your household

Face Coverings

Advice from the government is "If you can, wear a face covering in enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example, on public transport or in some shops"

Whilst working social distancing should be adhered to at all times, if this is not possible to complete as specific task then you should discuss this with your Line Manager.

COVID Secure

COVID Secure is the terminology used for an employer to demonstrate it has taken all the necessary considerations to allow its employees to work in as safe an environment as possible. To actions taken so far for the workforce and in preparation for the office re-opening include;

1. Purchase of divider screens for shared offices and offices that are or will become thoroughfares.
2. Screens purchased for reception to barrier public from staff. (Public will only be permitted to enter the office in exceptional circumstances.)
3. Contractors will only be permitted on site if necessary and if they can work adhering to Social Distancing guidelines. (2m Apart) All surfaces where they have worked to be cleaned when they have left.
4. Daily temperature monitoring of all employees in the office/depot and regularly for workforce working remotely.
5. Introduced limitations to number of people in each part of the building with signage as follows;
 - a. Reception
 - i. Public side – 1 person
 - ii. Staff Side – 2 people
 - b. Administration Office
 - i. 3 people
 - c. Rear Administration Office (Photocopier) – 2 People
 - d. Strong room – 1 Person
 - e. Toilets – 2 People
 - f. Operations Office – 5 People (3 desks + 2)
 - g. Chief Executive Officer Office – 4 People
 - h. Finance Manager Office – 3 People
 - i. Boardroom – 10 People (we can set out tables and measure later?)
 - j. Kitchen – 1 Person
 - k. Drawing Office – 4 People (2 desks + 2)
 - l. Server room – 1 Person
 - m. Meeting room – 2 People
 - n. Operations Manager – 3 People
 - o. Fitter – 2 People
 - p. Workforce Handwash/Toilet – 2 People
 - q. Canteen – 2 People
 - r. Small Workshop – 2 People
 - s. Pump Store – 1 Person
 - t. General Store – 1 Person
 - u. Workshop – Keep 2m apart
 - v. Store – Keep 2m apart
6. Hand sanitiser stations have been set up at the foot entrance to the Workshop, at the entrance to the canteen, staff entrance to the office and public entrance to the office.
7. Workforce have all been provided hand wipes to clean hands whilst on site without access to hand washing facilities.
8. COVID-19 Risk Assessments have been completed for Office, Construction and Outdoors and Use of Vehicles
9. Regular cleansing of all multiple user hard surfaces (e.g. Light switches, door handles, photocopiers, printers, stair banisters, telephones, Multiple user Machines)

10. Staff to be encouraged to open windows and doors regularly to aid ventilation.
11. Staff to use assigned printers and photocopiers etc.
12. Paper towels to be re-instated in toilets for drying of hands and then opening doors.
13. Non fire doors are to be propped open to avoid having to touch more door handles than necessary.

Appendixes

Please see attached the following documents:

1. Safe System of Work for Protecting the Workforce During COVID-19
2. Risk Assessment Coronavirus – COVID-19

Policy Review

Due to the requirement of this policy to be adaptable according to the situation, responsibility to review the policy will be delegated to the CEO with the Executive Committee and Board reviewing retrospectively.

Safe System of Work for Protecting the Workforce During COVID-19

Precautions to be taken by management include:

- All Managers and Supervisors are empowered to enforce the measures adopted. Managers will ensure employees are fully briefed so that they have a clear understanding of why measures must be adopted, what measures have been adopted and what the consequences are if the measures are not followed;
- Every effort is made to ensure that working from home is the first option, where this is possible;
- Where working from home is not possible, every effort will be made to comply with the social distancing guidelines set out by the Government (see below);
- Vulnerable or extremely vulnerable employees, as well as persons who live with them, will be identified and supported following the recommendations set out by the Government¹;
- **No employees / visitors who are unwell with symptoms of COVID-19 (a high temperature ($\geq 37.8^{\circ}\text{C}$) or a new persistent cough) are permitted to travel to work and / or enter the place of work;**
- Signage will be placed at entrances reminding employees / visitors not to enter the place of work if they have any symptoms;
- Where employees / visitors who are unwell with symptoms do travel to work and / or enter the premises, this will be dealt with and the area cleaned in accordance with the Government advice²;
- Work times / break times will be staggered to reduce the risk of employees meeting at such times;
- The number of washing / toilet facilities will be increased, where possible, and / or limits will be imposed to the numbers of employees using them at any one time (with signage applied to doors), again to reduce the risk of employees meeting. Signage and other resources can be accessed at Public Health England³;
- Access / egress points to the site will be improved, wherever possible, to enable social distancing, e.g. using different doors / one-way systems;
- Entry systems that require skin contact, e.g. fingerprint scanners, will be disabled. Where necessary, an alternative system to record who is on site will be kept for emergency purposes;
- Enough space will be provided between workstations and areas where employees need to wait e.g. changing rooms. This will be achieved using signage and / or floor markings, e.g. spaced at 2 metres;
- Employees will be encouraged to use alternative means of travel to work other than public transport or the sharing of vehicles;
- Where employees do use public transport, they are advised to avoid peak times (05:45 -07:30 and 16:00 – 17:30); and
- Managers are to refer employees to Human Resources for further guidance regarding statutory sick pay, sick notes etc.

Precautions to be taken to mitigate of reduce the risk of transmission between employees when at work include:

- **Travel to Work:**
 - Employees will, wherever possible, travel to work alone using their own transport;
 - If employees need to share transport the following measures need to be complied with:
 - Journeys should be with the same individuals with numbers kept to a minimum, e.g. two;
 - Improve ventilation by opening windows back and front, face away from each or one in the rear and front;
 - Regularly clean vehicles with standard cleaning products. Gloves should be worn when undertaking this task. Particular attention should be paid to door handles and other areas that may have been touched; and

¹ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

² <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

³ <https://coronavirusresources.phe.gov.uk/>

- On arrival all employees must wash their hands with soap and water for 20 seconds.
- **Work Access:**
 - Stop all non-essential visitors, see below with regards to maintenance / visitors;
 - Use access / egress point, if assigned, and stand at least 2 metres apart or follow the floor markings if present; and
 - Wash hands for 20 seconds with soap and water.
- **Toilet/Changing Rooms and Hand Washing Facilities:**
 - Wash hands frequently during the working day;
 - Use the designated facilities for your area if assigned, keep the 2 metre distance if waiting outside or when inside facility, and keep to the numbers allowed;
 - Ensure that there is plenty of soap and paper towels, inform management if supplies are running low;
 - If provided, use a wipe disinfectant cloth to clean any surface that you may have touched; for example, door handles, toilet flush handle and taps etc; and
 - Dispose of all paper towels in bin provided (keep lid open or use the foot operated version) and empty bin if full.
- **Canteen/Rest Areas:**
 - Bring your own food and drinks and **DO NOT** leave site to use local shops or visit food takeaway vans;
 - Abide by the numbers allowed into the facility and if allocated a time of use;
 - Wash hands before entering;
 - Maintain 2 metre distancing - do not remove tape if used to screen off tables / chairs;
 - Area to be kept clean with all rubbish placed in the bins provided;
 - Avoid using drink machines - if used then they should be cleaned regularly, and individuals should wash hands after use;
 - If there is a need for a monetary transaction, then it should be done by means of contactless card if possible;
 - Crockery, including cups should not be used unless they are disposable or cleaned between use;
- **Driving for Work:**
 - If travelling between sites or undertaking deliveries / collections, then where possible this should be undertaken alone;
 - If not possible then the vehicle should be shared by the same person or minimum required to undertake task;
 - Keep windows open and face away from each other or site one to the front, and rear seats, before entering and getting out of vehicle;
 - Wash hands with soap and water or hand sanitiser if not available;
 - Obey client site rules for social distancing etc; and
 - Regularly clean vehicle using gloves and with standard cleaning products, paying attention to door handles and other surfaces that may have been touched during the journey.
- **Cleaning:**
 - Cleaning across the workplace will be enhanced, especially communal areas and at touch points:
 - Taps and washing facilities;
 - Toilet flush and seats;
 - Door handles and push plates;
 - Handrails on staircases and corridors;
 - Lift controls;
 - Machinery and equipment controls;
 - Canteen / welfare areas will be cleaned between breaktimes and shifts, include chairs, vending machines, and any payment devices;
 - Telephone equipment;
 - Keyboards, photocopier, and other office equipment; and
 - Rubbish collection and storage areas will be emptied regularly throughout the day and at the end of each day.

- **Work Planning:**

- Below is an overview of how the risk of transmission will be reduced where work activities must be undertaken. An accompanying checklist will be used to assist with recording.


Eliminate	<ul style="list-style-type: none"> • Workers who are unwell with symptoms of COVID-19 will not travel to work. • Tasks will be rearranged to enable them to be done by either one person, or by maintaining social distancing (2 metres). • Skin to skin and face to face contact will be avoided. • Stairs will be used rather than lifts. • Alternative or additional mechanical aids will be considered to reduce the need for worker interface e.g. two persons lifts. • Site meetings will be avoided or will be conducted by telephone or video conferencing. • Where meetings must take place, only necessary meeting participants should attend, attendees will be kept 2 metres apart from each other, rooms will be well ventilated / windows kept open to all air circulation or held outside.
Reduce	<p>Where the social distancing rules cannot be achieved:</p> <ul style="list-style-type: none"> • The time and frequency employees are within 2 metres of each other will be minimised. • The number of employees involved will be reduced to a minimum. • Employees will work side by side or face away from each other not face to face. • Where lifts must be used, the capacity will be reduced to reduce congestion. • Common touch points, doors, buttons, handles, vehicle cabs, tools, equipment etc., will be regularly cleaned. • The ventilation in enclosed areas will be increased – open doors or windows where possible. • Workers will be reminded to wash their hands regularly during the working day not just on arrival or before break time.
Isolate	<ul style="list-style-type: none"> • Shifts and teams will be kept together. • The sizes of shifts and teams will be kept as small as possible. • Shifts and teams will be kept away from other works where possible.
Control	<p>Where face to face working is ESSENTIAL to undertake a task and social distancing cannot be achieved:</p> <ul style="list-style-type: none"> • The work will be kept to 15 minutes or less. • Authorisation processes, such as a permit to work, will be used. • Additional supervision will be provided to monitor compliance.
Personal Protective Equipment (PPE)	<p>Sites should not need to use Respiratory Protective Equipment (RPE) for COVID-19 where the 2 metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> • Where it is not possible to maintain a 2 metre distance, each activity will be assessed using the hierarchy of controls and any sector-specific guidance. The use of PPE and RPE is a last resort. • Re-usable RPE will be cleaned between use and NOT shared. • Single use PPE / RPE will be disposed of so it cannot be reused. • If works must take place in areas where persons have symptoms, are shielding or have confirmed cases, e.g. healthcare facilities, additional PPE will be required, and information will be sought before attending site.

Safe System of Work Progress and Review Sheet
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Issue:	1	Task:	Safe System of Work for Protecting the Workforce During COVID-19
Company Name:			

Date:	Details of Progress Made:	Initials:

Date:	Details/Reason for Review:	Initials:

Risk Assessment No:		Issue:	1	Task:	Coronavirus – COVID-19		
Company Name:	Black Sluice Internal Drainage Board			Signature & Position:		Operations Manager	Date: 27.04.2020

Probability		Severity		Risk Factor = Probability x Severity Low Risk = 1 to 6 Medium = 7 to 11 High = 12 +	The following guidelines should be applied to risk factors after control measures have been applied: Risk factor after control measures: 1 – 6 OK to proceed Risk factor after control measures: 7 – 11 Further control measures should be applied. Seek further advice if unsure. Risk factor after control measures: 12+ Unacceptable – Do not proceed
5	Very Likely	5	Fatality		
4	Likely	4	Major Injury		
3	Probable	3	Medical Injury		
2	Possible	2	Minor Injury		
1	Very Unlikely	1	No Injury		

Relevant legislation <i>This list is not exhaustive</i>	Health and Safety at Work Etc. Act 1974	Provision and Use of Work Equipment Regulations 1998
	Management of Health and Safety at Work Regulations 1999 (as amended)	Lifting Operations and Lifting Equipment Regulations 1998
	Manual Handling Operations Regulations 1992 (as amended)	Personal Protective Equipment Regulations 1992
	Control of Substances Hazardous to Health Regulations 2002 (as amended)	Workplace (Health, Safety, Welfare) Regulations 1992 (as amended)

Hazard:	Risk:	Risk Factor Before Control:	Control Measure	Risk Factor After Control:																																																																								
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Probability	5	4	3	2	1	0																																																																																																														
	5	4	3	2	1	0																																																																																																														
	4	3	2	1	0																																																																																																															
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	0	1	2	3	4	5																																																																																																														
	Severity																																																																																																																			

			<ul style="list-style-type: none">• Monitor and review.	
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This risk assessment accurately defines the work, identifies Health and Safety risks and the appropriate controls required. This risk assessment will be taken as approved by the Company unless the author is advised to the contrary before work commences and in any event a period not exceeding 7 days from receipt.

This risk assessment must be communicated to all personnel concerned. Signatures confirming receipt and understanding of information are required.



ADA Briefing | 20.05.2020

Revising Model IDB Land Drainage Byelaws

Ian Moodie, Technical Manager, ADA

At the request of ADA's Policy & Finance Committee an ADA working group of IDB officers has been investigating revisions to the existing model set of IDB Land Drainage Byelaws.

A future step will be for the Working Group to investigate, and produce guidance on, the enforcement and prosecution procedures that should be followed in relation to Byelaws and Land Drainage Consents.

In summary the changes being sought by ADA are to:

1. **Offline Assets** | Ensure offline assets and systems within an internal drainage district are covered by the byelaws, (e.g. attenuation and larger scale SuDS features that may be adopted by an IDB as a result of development that are not otherwise classified as an ordinary watercourse or owned by the IDB).
2. **Non-development water discharges** | Remove a restriction in Byelaw 3 that limits its application to water discharges that are the result of development within drainage districts.
3. **Linear features along watercourses and fences** | Consider how alterations along a watercourse embankment are covered by the existing byelaws, including removing a potential conflict between Byelaws 10 and 17 in relation to fences.
4. **Savings for other bodies** | Byelaw 27 lists the savings provisions for certain other bodies and works. ADA was seeking some clarifications around these and their application.

ADA had a number of meetings and conversations with Defra on proposed changes to IDB byelaws throughout 2019. This culminated in an ADA email to Defra with the precise changes being requested and the rationale for change on 1 November 2019.

ADA and Defra had a very busy winter period given the general election and flood events, but we were finally able to convene a conference call between members of the ADA Working Group, and Defra Flood Risk and Legal officers on 23 April 2020. This was a very detailed and productive meeting and ADA is satisfied with the outcome and the next steps to update the model byelaws that have been agreed.

1. **Offline Assets** | ADA had proposed a changes in Byelaw 2 to remove the wording '*vested in and under the control of*' and to add reference to '*flood risk management infrastructure*', a term defined in the Flood & Water Management Act 2020.
In discussion with Defra legal it was accepted that '*vested in and under the control of*' should remain in the byelaws as this terminology derives from the Land Drainage Act 1991 and establishes that the byelaws apply to all watercourses over which IDBs have statutory powers. The ADA Working Group was previously concerned that this terminology may be limited to those ordinary watercourses within a district that an IDB routinely manages and maintains and



Representing Drainage Water Level & Flood Risk Management Authorities

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not the wider network within the drainage district. Given Defra Legal's view on its meaning ADA is satisfied that the wording '*vested in and under the control of*' should remain in Byelaw 2.

Defra proposed alternative wording to '*flood risk management infrastructure*', instead suggesting the term '*drainage system*' as this is a term already used within Section 66 of the Land Drainage Act 1991 that covers IDBs' powers to make byelaws. In ADA's view the consequence of both terminology is the same and by including the term '*drainage system*' within Byelaw 2 would ensure that the IDB byelaws would cover offline assets that may otherwise have been excluded from regulatory control by IDBs' byelaws. Defra stated that they would not define what a '*drainage system*' is, given that it is a term used in legislation and would therefore ultimately be for interpretation by a court of law. That said, it would be reasonable for ADA to propose a working definition for the interpretation of the term by IDBs in the future if the change to the byelaws is agreed.

2. **Non-development water discharges** | ADA had requested an alteration to Byelaw 3 to make it clear that its restriction on changes to water discharges are not limited to those as a result of development (within the meaning of Section 55 of the Town and Country Planning Act 1990 as amended). Defra has supported ADA's request for changes to Byelaw 3 by proposing that a revised Byelaw 3 will start: '*No person shall for any purpose, including as a result of development,...*'. ADA welcomes this proposed change.

However, on a further point raised by ADA about water introduced '*into a district*' from outside, Defra Legal explained that it would be difficult from a legal stand point for IDBs to regulate through their byelaws water entering their district from a development outside of it. ADA acknowledged Defra's position and would not pursue this change at the present time. It is recommended that in relation to development outside of a drainage district that impacts an IDB's system, the IDB should make representations through the planning process.

3. **Linear features along watercourses and fences** | Defra proposed amending Byelaw 10 to read '*No person without the previous consent of the Board shall erect any building, structure (including a fence), whether temporary or permanent...*'. This change was to remove any ambiguity as to whether fences were caught by the restriction on obstructions within X metres (typically 9 metres) of the edge of the watercourse. The proposed change was supported by ADA.

ADA had also asked for consideration of adding the word '*along*' to Byelaw 17, given concerns from an IDB about linear features such as pipework and cables interfering with the edge of a watercourse. Defra Legal were of the opinion that the existing wording '*in, over or through the bank*' would already capture works undertaken along a bank. Further Defra Legal were concerned that by including the term '*along*' might give rise to confusion and misinterpretation by suggesting that the byelaw applies alongside (and beyond) the bank. ADA agreed not to pursue the addition of the word '*along*' to Byelaw 17.



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4. **Savings for other bodies** | Defra Legal highlighted Section 67 and Schedule 6 of the Land Drainage Act 1991 provides further detail regarding protected undertakings. Schedule 6 also explains the appropriate dispute arbitration process, should a conflict arise in relation to protected undertakings. ADA is satisfied that these are suitably clear and reference will be included in future guidance by ADA in relation to byelaws and land drainage consent procedures.

Next Steps

Defra Legal took away an action to explore further using the term '*drainage system*' in the application of the byelaws without defining what drainage system is. The next step will then be for Defra to redraft the existing model Land Drainage Byelaws for IDBs with those agreed modification made. Defra would then need to consult on the revised Byelaws in order to alert everyone to the changes before a final version of the model byelaws is published on gov.uk.

These model byelaws would then be available for individual IDBs to formally adopt via application to Defra. As per Section 66 (5) of the Land Drainage Act 1991, byelaws made by an IDB are not valid until they are confirmed by the relevant Minister, the process would be similar to those for IDB Standing Orders and could be handled in batches by ADA to speed things up.

Land Drainage Act Section 23 Consents Charges

The land drainage consent fee is currently set at £50 in Section 23 of the Land Drainage Act 1991. Defra have been undertaking some work to explore increasing the land drainage consent fee via a Statutory Instrument. The Local Government Association has previously carried out some research on land drainage consents and this provided information on a potential increase to around £250, which ADA in principle supports.

Defra would welcome the views of IDBs on such a change and are looking to set up a working group on the consent charges. This topic will be raised at ADA's next Policy and Finance Committee meeting on 17 June 2020 and an ADA/IDB representative will be sought from the Committee's membership.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 30 JUNE 2020

AGENDA ITEM 08

PERIOD 02 MANAGEMENT ACCOUNTS

Income

- Drainage Rates are slightly down on budget and last year but not surprising given the current situation and delays in cheques being paid into the bank whilst the office is closed.
 - 58.53% of drainage rates for the year have been collected
 - Reminders will be sent out on Monday
 - All Special levies dues by the end of May were paid.
- Investment income is slightly down
- Rechargeable income is about £6k down but this could be due to the delay in getting the EA invoices and starting their work
- Grant income of £58k has been received which is yet to be spent.
- Overall we are £52k down on income if we discount the grants but this should all be recovered later in the year.

Expenditure

- On Schemes the work on Graft Drain and the NFF has been delayed until later in the year to assist with Social Distancing and allow the winter maintenance work to be caught up with.
- Dowsby Lode is work carried over from last year. The total for the works to date is £17,434 the budget was £50,000.
- Pumping Station Maintenance is currently £3k favourable to budget.
- Drain Maintenance is £36k overspent due to delay in completing the winter maintenance work as noted in relation to schemes above.
- Overall Admin and Establishment costs are £1k favourable but we have not started any IT and Office equipment upgrades and renewals yet.
- The £138,276 EA Precept has not been paid as it is currently subject to appeal.
- Overall Expenditure differences all relate to timing and should come right throughout the year.

Balance Sheet

- Plant account is on track as per last year
- Wages Oncost Account is another £10k negative and with the approval of the Exec it will be increased from 240% to 260% from the start of Period 3
- The Investment is recovering relatively quickly with the £500k investment now recovered to £468k from a low of just over £400k as we went into lockdown.

Overall the Board is still in a pretty neutral financial position with some timing challenges in relation to COVID 19 and recovery from Autumn 2019 incidents.

D Withnall
Finance Manager

Black Sluice Internal Drainage Board

Project Summary

2019/20

Period 02 - May 2020

Description	Period Current Year			Year To Date			Last Year	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual YTD	Variance to Current Year
Rates & Levies	796,546	774,250	22,296	1,165,041	1,211,885	(46,844)	1,187,598	(22,557)
Interest & Grants	58,594	861	57,733	60,275	3,003	57,272	15,371	44,905
Development Fund	0	0	0	0	0	0	0	0
Other Income	2,082	1,950	132	7,147	5,965	1,182	5,888	1,259
Rechargeable Income	13,296	15,321	(2,025)	18,794	24,666	(5,872)	21,641	(2,848)
Solar Panel Income	2,574	2,607	(33)	4,875	4,567	308	4,450	425
Total Income	873,091	794,989	78,102	1,256,132	1,250,086	6,046	1,234,948	21,184
Schemes	13,270	119,500	106,230	26,686	173,250	146,564	77,504	50,818
Pumping Station Schemes	0	12,000	12,000	0	24,000	24,000	91	91
Pumping Station Maintenance	17,404	29,297	6,339	39,020	59,242	3,376	41,969	8,992
Electricity	5,554			16,846			22,889	0
Drain Maintenance	30,892	10,622	(20,270)	77,820	41,522	(36,298)	58,125	(19,694)
Environmental Schemes	32	75	43	193	1,571	1,378	1,697	1,504
Administration & Establishment	46,677	43,612	(3,065)	88,490	89,477	987	83,392	(5,098)
EA Precept	0	138,276	138,276	0	138,276	138,276	138,276	138,276
Rechargeable Expenditure	13,296	13,928	(13,928)	18,794	22,424	3,630	21,604	(38)
Solar Panel Expenses	0	0	0	2,077	0	(2,077)	2,288	211
Total Expenditure	127,124	367,310	225,625	269,925	549,762	279,837	447,835	175,062
Surplus / (Deficit)	745,967	427,679	318,288	986,207	700,324	285,883	787,113	199,094
Movement on reserves								
Plant Reserve	(4,198)	0	4,198	(27,090)	0	27,090	(27,944)	(853)
Pump Engineer Oncost	3,975	0	(3,975)	7,621	0	(7,621)	804	(6,817)
Wages oncost Reserve	12,584	0	(12,584)	10,602	0	(10,602)	(621)	(11,223)
Grants Manager	0	0	0	0	0	0	8,579	8,579
Surplus / (Deficit)	733,606	427,679	330,649	995,075	700,324	277,015	806,296	209,409

Black Sluice Internal Drainage Board

Drainage Rates & Special Levies

2019/20

Period 02 - May 2020

Drainage Rates & Special Levies Due

Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,073,939.99	
Land/Property - Value Decreased	(1,568.04)	
Land/Property - Value Increased	1,175.26	
New Assessment	392.78	
Write Offs & Irrecoverables	(1.39)	
Adjustments required for Special Levy		
Summons Collection Costs		

Balance	1,073,938.60	50.02%
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Special Levies

Boston Borough Council	813,156.42	
South Holland District Council	131,037.08	
North Kesteven District Council	69,496.10	
South Kesteven District Council	59,220.12	
	1.69	
	1,072,911.41	49.98%

Total Due	2,146,850.01	100.00%
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Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	149.37	
Payments Posted	628,436.83	
Returned Amount		58.53%
Paid Refund		
Bourne North Fen Trust Contribution		
Special Levies Received	536,454.86	50.00%

Total Received	1,165,041.06	
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Drainage Rates & Special Levies Debtors

Special Levy Outstanding	1,072,911.41	100.00%
Drainage Rates Outstanding	445,352.40	41.47%
	1,518,263.81	

	2,683,304.87	
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Black Sluice Internal Drainage Board
Income & Expenditure Summary
2019/20
Period 02 - May 2020

	This Year	Last Year	Variance
Drainage Rates	628,586	667,302	(38,716)
Special Levies	536,455	520,296	16,159
Recoverable	18,794	21,641	(2,848)
Misc Income	67,559	21,606	45,952
Solar Panel Income	4,875	4,450	425
	1,256,268	1,235,296	20,972
Employment Costs	175,653	165,467	(10,186)
Property	27,054	31,562	4,508
General Expenses	23,194	32,627	9,433
Materials / Stock	3,337	6,665	3,329
Motor & Plant	23,997	24,779	781
Miscellaneous	7,959	167,900	159,941
Recharges	(69,248)	(73,738)	(4,490)
Plant	69,248	73,738	4,490
Total Expenditure	261,194	429,000	167,806
Net Surplus / (Deficit)	995,075	806,296	188,778

Black Sluice Internal Drainage Board
Balance Sheet at Period End
2019/20
Period 02 - May 2020

	<u>This Year</u>		<u>Last Year</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	992,748		982,052	
Fixed Assets		5,723,452		5,712,756
Stock	26,833		30,331	
Debtors Control	41,756		43,146	
VAT	66,522		(22,261)	
Drainage Rates Control	0		0	
Car Loans	15,094		20,807	
Prepayments	59,281		48,729	
Drawings Bank Account	(19,906)		(7,570)	
Call Bank Account	310,000		310,000	
Petty Cash	223		387	
Highland Water	3,220		2,059	
Work in Progress	(69,261)		(218,754)	
Nat West Government Procurement C	0		0	
Brewin Dolphin Investment	467,994		497,311	
Natwest Reserve Account	1,393,136		1,481,113	
Total Current Assets		2,294,892		2,185,298
Trade Creditors	(18,390)		(18,349)	
PAYE & NI Control Account	(18,908)		(17,290)	
Superannuation Contrl Account	(14,181)		(12,211)	
Accruals	(45,989)		(76,275)	
Total Liabilities		(97,469)		(124,126)
Pension Liability		(2,744,000)		(3,655,000)
		5,176,875		4,118,928
Capital Reserve	5,561,654		5,454,315	
Pension Reserve	(2,744,000)		(3,655,000)	
Brewin Dolphin Revaluation	(32,006)		(2,689)	
Total Capital		2,785,648		1,796,625
Revenue Reserve	1,220,944		1,242,026	
Development Reserve	182,703		155,103	
Plant Reserve	19,408		148,755	
Wages Oncost Reserve	(26,902)		(29,878)	
General Resere	995,075		806,296	
Total Reserves		2,391,227		2,322,303
		5,176,875 0		4,118,928
<u>Cash & Bank Balances</u>				
Drawings Account		(19,906)		
Call Account		8,485	310,000	
Natwest Reserve Account @ 0.01%		1,393,136		
Petty Cash		223		
Chargecard		0		
Monmouthshire BS @ 0.40%		301,515	30 Day Notice	
		1,683,453		

Black Sluice Internal Drainage Board Investment Summary 2019/20 Period 02 - May 2020

Portfolio Overview

PERFORMANCE FROM 31/05/2019 - 31/05/2020
-0.82%

TOTAL VALUE
467,994.14 GBP

ESTIMATED ANNUAL INCOME
17,290.54 GBP

Performance

CHART
▼ Portfolio Value

PORTFOLIO VALUE

DATE: 30 Jun 2019 PORTFOLIO VALUE: 501,106.23 GBP PERIODIC PERFORMANCE: 1.64%
CUMULATIVE PERFORMANCE: 1.64%



Portfolio Summary

BOOK COST
489,858.87 GBP

OVERALL GAIN OR LOSS
-4.46%

ESTIMATED ANNUAL INCOME
17,290.54 GBP

ESTIMATED YIELD %
3.69%

PLANT REPLACEMENT BUDGETS 2020/21 - Updated for Board Meeting June 2020

Existing Plant/Equipment	Year Purchased	Hours / Miles	Age	Replace Year	New Plant	Cost	Trade in	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Brought Forward		As at June 2020						-£16,952	£30,048	£22,848	£4,024	£11,654	£12,816	£102,591	£12,816	£102,591	£31,062	£35,066
Twiga SPV2 (2015)	2015/16	4586 hrs	7 years	2022/23	Twiga/Herder?	£200,000	£25,000			£175,000							£175,000	
Twiga SPV2 (2019)	2019/20	863 hrs	7 years	2026/27	Twiga/Herder?	£200,000	£25,000							£175,000				
Twiga SPV2 (2017)	2017/18	2169 hrs	7 years	2024/25	Twiga/Herder?	£205,000	£25,000					£180,000						
Aebi T211	2016/17	2039 hrs	9 years	2028/29	Aebi & Rear Flail	£80,000	£25,000									£55,000		
Hitachi ZX 210LC-5B	2016/17	4294 hrs	7 years	2023/24	20T Excavator	£150,000	£40,000				£110,000							£110,000
Unimog	2009/10	272,397km	8 years	2020/21	New unimog	£148,000	£36,000	£112,000								£125,000		
JCB 130 Telescopic LR	2019/20	1591 hrs	7 years	2026/27	13T Telescopic Exc.	£105,000	£23,500							£81,500				
JCB 145 Telescopic LR	2019/20	611 hrs	7 years	2025/26	13T LR	£138,000	£25,000					£113,000						
JCB 145 Telescopic LR	2013/14	7346 hrs	7 years	2027/28	16T Telescopic Exc	£130,000	£25,000								£105,000			
JCB 130 Telescopic LR	2014/15	7612 hrs	7 years	2021/22	13T Telescopic Exc.	£110,000	£22,000		£88,000							£95,000		
JCB 531 Teleporter	2012/13	2385 hrs																
Vauxhall (Fitter)	2019/20	12,408 miles	7 years	2026/27	Fitters Van	£17,000	£3,000							£16,000				
Mitsubishi(Pump Engineer)	2019/20	17,393 miles	4 years	2023/24	Pick-Up	£24,000	£5,000				£19,000					£21,000		
Mitsubishi(Works Supervisor)	2019/20	27,255 miles	4 years	2023/24	Pick-Up	£24,000	£4,000				£20,000					£21,000		
Mitsubishi(Pump Maintenance)	2019/20	10,601 miles	4 years	2023/24	Pick-Up	£24,000	£5,000				£19,000					£21,000		
Mitsubishi (Works Manager)	2019/20	2,303 miles	4 years	2023/24	Pick-Up	£24,000	£5,000				£19,000					£21,000		
Vauxhall Tipper	2012/13	76,565 miles	8 years	2020/21	Tipper	£25,000	£8,000		£17,000							£19,000		
Dump Trailer 1	2006			2022/23	Dump Trailer	£19,500				£19,500								
Low Loader Trailer	2004		16 years	2020/21	Low Loader	£27,000	£2,000	£25,000										
Tipping Trailer									£5,000									
4m Trailer									£5,000									
100mm Self priming Pump			15 years	2022/23		£22,000				£22,000								
Vibrating piling hammer	2015/16		20 years	2035/36														
150mm Portable Pump	2006		15 years	2021/22		£30,000			£30,000									
Compressor	2008		18 years	2023/24		£6,000								£6,000				
Weedbaskets								£6,000	£6,000		£7,000	£7,000	£7,000	£7,000	£7,000	£7,000	£8,000	
Lawnmower & Trailer etc	2016/17	783 hrs	8 Years	2024/25		£17,000	£2,000					£15,000						
Fuel Tanks												£2,500					£3,000	
Drott				2021/22		£50,000			£50,000									
Net Spend from Plant Reserve								£143,000	£201,000	£216,500	£194,000	£204,500	£120,000	£285,500	£196,000	£301,000	£186,000	£110,000
Generated								£190,000	£193,800	£197,676	£201,630	£205,662	£209,775	£213,971	£218,250	£222,615	£227,068	£231,609
Balance C/F								£30,048	£22,848	£4,024	£11,654	£12,816	£102,591	£31,062	£35,066	£24,206	£72,129	£156,675

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

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 and published **before 1 July 2020**.
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 is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

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 the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- 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 (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR 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 if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial 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 full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved 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 **before 1 July 2020**.

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 been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
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 published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled 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 as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

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 2020.

The internal audit for 2019/20 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.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

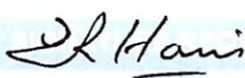
Date(s) internal audit undertaken

21/01/20 22/01/20

Name of person who carried out the internal audit

CHRISTOPHER R. HARRIS

Signature of person who carried out the internal audit



Date

27/05/20

*If the response is 'no' you must include a note to 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 2019/20

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 2020, that:

	Agreed		
	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
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DATE

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.blacksluiceidb.gov.uk

Section 3 – External Auditor Report and Certificate 2019/20

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 2020; 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 2019/20

(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 2019/20

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 2020.

*We do not certify completion because:

External Auditor Name

EXTERNAL NAME OF EXTERNAL AUDITOR

External Auditor Signature

COMPETENCE REQUIRED

Date

QUALIFY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Association of Drainage Authorities

Joint Lincolnshire Branch and Welland and Nene Branch Meeting

Minutes of a Meeting of the above Branches held at The Inn, The Broadway, Woodhall Spa, on Thursday, 17th October 2019, at 2.00 p.m.

In attendance:

Black Sluice IDB	Mr K. Casswell	Chairman
	Mr D. Withnall	Finance Officer
Lindsey Marsh DB	Mr G. Crust	Chairman
	Mr P. Pridgeon	Member
	Mr D.J. Sisson	Strategic Partnership Director
North East Lindsey DB	Mr L. Grooby	Vice-Chairman
North Level IDB	Mr P. Sharman	Chief Executive
	Mr J. Stublely	Operations Engineer
Welland and Deepings IDB	Mrs K. Daft	Chief Executive
Witham and Humber IDBs	Mr B. Fletcher (W1)	Member
	Mr P. Gilbert (W1)	Chairman
	Mrs J. Froggatt	Chief Executive
	Mr M. Shilling	Operations Manager
Witham Fourth IDB	Mr C. Hardy	Member
	Mr P. Richardson	Chairman
	Mr P. Bedford	Member
	Mr P. Bateson	Chief Executive
Association of Drainage Authorities	Mr R. Caudwell	ADA Chairman
Lincolnshire County Council	Miss N. McGarry	Grant Applications Manager
	Mr M. Harrison	Senior Commissioning Officer Flood Risk
Environment Agency	Mr M. Wray	Team Leader - Partnerships and Strategic Overview, (Midlands)

It was agreed that Mr K. Casswell would chair the meeting for the first two agenda items.

1. Apologies

The following apologies for absence were received from Branch Members:

Black Sluice IDB	Mr K. Casswell	Chairman
	Mr I. Warsap	Chief Executive
Lindsey Marsh DB	Mr S.W. Eyre	Vice-Chairman
	Mr R. Needham	Member
Middle Level Commissioners	Mr S. Ablett	
	Mr S. Ayres	Chair, Hundred of Wisbech IDB
	Mr D. Thomas	Chief Executive
	Mr G.W. Lankfer	Chairman, Waldersey IDB
North Level IDB	Mr W. Gee	Vice-Chairman
	Mr M. Sly	Chairman
South Holland IDB	Mr P. Camamile	Chief Executive
Welland and Deepings IDB	Mr D. Branton	Member
	Mr J. Boden	Assistant Engineer
Witham Fourth IDB	Mr C. Crunkhorn	Vice-Chairman
	Mr J. Grant	Member
	Mr I. Thompson	Chief Executive
Association of Drainage Authorities National		
Lincolnshire County Council	Mr D. Hickman	Environment Commissioner
Environment Agency	Mr A. Clack	Revenue Programme Manager
	Mr P. Riley	Operations Manager

2. Election of Lincolnshire Branch Chairman

It was proposed by Mr P. Gilbert, seconded by Mrs K. Daft and agreed unanimously that Mr P. Richardson be elected Chairman of the Lincolnshire Branch.

Mr Richardson took the chair.

3. Chairman's Announcements

None

4. Minutes of the Previous Joint Branch Meeting

The minutes of the Joint Branch meeting held on 21st February 2019 were confirmed as accurate and signed by the Chairman.

5. Matters Arising

None

6. Lincolnshire Flood Risk and Water Management Partnership

Mr M. Harrison reported on the revised Flood Risk and Water Management Strategy which had been circulated prior to the meeting. This updated the 2012 document building on successful delivery of the key objectives taking a wider view, not only covering partners' collaborative strategic and operational approach to flood risk management, but also strategic management of water as a resource to support economic growth and help secure long-term resilience of water supply within a new national framework.

The revised Strategy had gone out for public consultation and IDBs had been actively involved. The document would be considered by the Environment and Economy Committee on 26th November before formal adoption by the Executive Committee in early December. Mr Harrison stated that although this was an LCC document, it was very much a partnership approach and he welcomed comments from members.

It was unanimously agreed to endorse the Joint Lincolnshire Flood Risk and Water Management Strategy 2019-2050.

7. Environment Agency Update

Mr M. Wray introduced himself stating he was currently seconded from EA Midlands Region to support Steeping Catchment Recovery works. He then gave an overview of the four groups set up following the Steeping River Breach last year. These consisted of an overarching Steering Group made up of representatives from the EA, LCC, ELDC, NFU, LMDB and W4IDB, and was chaired by Mr R. Caudwell of ADA. Three workstreams had also been set up; the Resilience Group to look at ways to improve the way flood risk was managed in the catchment; the Funding and Benefits Group to identify funding sources; and the Communications and Engagement Group to ensure that the community was involved and kept informed of progress. Mr Wray reported that the Resilience Group had reviewed the results of the silt survey and was now investigating a long-term sustainable, holistic approach for the catchment, looking at the infrastructure, defences, flow, maintenance operations, water storage and climate change. An outline bid had been submitted to the European Regional Development Fund and it was hoped to have a decision within one month.

Mr M. Wray thanked the IDBs for their assistance both during and after the flooding event. Mr D.J. Sisson reported that the staff at LMDB were very grateful for the support from their neighbouring IDBs during the event.

Mrs J. Froggatt highlighted that other parts of the county had been affected by flooding in June and also more recently when another main river bank had breached for the second time in two weeks, resulting in a significant area of land under water. She stated that there had been a number of breaches in the county, e.g. River Slea - more so than in the last eight years. Mrs Froggatt stated that a tactical plan was required for the whole of Lincolnshire and main river maintenance issues must be addressed.

Mrs K. Daft further reported that the Welland and Deepings area had also been badly affected and also criticised the lack of river maintenance by the EA, stating that the Carr Dyke had overtopped again yesterday. Mrs Daft stated that this appeared to be a reoccurring theme and the ratepayers were getting fed up.

Mr M. Wray agreed to take these concerns back to the EA and feedback through the chair.

Mr L. Grooby and Mr P.W. Pridgeon were both concerned that the EA had been aware that maintenance was required on the Steeping prior to the breach and expressed concern that works planned in 2016 had been cancelled as they did not meet the benefit analysis. Mr Grooby emphasised that the cost of the recovery had been way in excess of the cost of any maintenance. Mr M. Wray reported that only limited funds were available and work had to be prioritised. He confirmed that all options for the Steeping were being considered and included the Lindsey Marsh and Witham Fourth systems.

Mr P.W. Pridgeon stated that the rivers must be maintained to their original design; he was concerned that the EA constantly denied there was a silt problem and suggested a maintenance plan needed to be put in place to get them fully functional, and then investigations could be undertaken to see what could be done to improve the situation for the future. Mr Pridgeon emphasised that a survey was not necessary to see there was a silt problem in the Steeping. Mr L. Grooby stated that a silt survey had been undertaken in 2014. He stated that the National Rivers Authority used to undertake regular annual maintenance but nothing had been done on the Steeping for 25 years; water was cascading over the bank in 2007 on the Steeping Relief Channel.

Mr M. Wray confirmed that the survey had been reviewed and silt levels were being taken into account. He stated that any work needed to be evidenced based to drive forward the future programme of works.

Mr R. Caudwell reported that work done on the Steeping may be used as a basis for other works. The Partnership would be highlighting that the grant allocation needed to be changed as there was very little available for lowland areas making it impossible to do the necessary work. He stated that the cost to the country as well as individuals must be taken into account, e.g. military resources, and we needed to find a way to make the lowland catchments work better with improved resilience to cater for these heavy rainfall events that were becoming more common. Mr Caudwell stated that an innovative approach was required across the whole catchment to ensure any work had a positive effect.

It was noted that the Section 19 report would not be out until January 2020.

Mr M. Shilling queried whether the flooding at Dorrington and Digby Fen would receive similar attention, stating that feelings in these areas were running high. He stated that the water in the Digby Fen system was not going down and was concerned that the sluice was not working at full capacity. Mr M. Wray was not familiar with these incidents but would feed this back to the EA.

8. Reports from ADA National

The following updates were presented:

General Update

- DRAFT Health and Safety report - This was submitted to the ADA Board yesterday, to be launched at conference following some amendments. This would build on the Good Governance Guide with workshops being held for members and officers.
- Finance - A small deficit was expected but ADA was working hard to keep costs to a minimum and income from Floodex should help close the gap. Subscriptions would be increased by 2% next year (2020).
- Governance - There was to be a change in audit procedures which was more in line with what the IDBs already do, this would be discussed at Conference and members were encouraged to attend.
- The Environment Bill – ADA is pushing for the inclusion of new rating procedures in the Bill to facilitate the extension of areas where local support was in favour. Government had agreed to put this change into the next suitable mainstream Bill.
- Flood Ex - An alternative venue to Peterborough was being sought. ADA considered this event important for the industry and was looking at holding a demonstration in two years, possibly working with a partner rather than asking an individual board to fund. Feed-back was welcomed. These events had to be self-funding.
- EUWMA York - ADA taken on presidency for next year. This was a very successful event and ADA was being encouraged to be more proactive. Similar issues were being faced across Europe where areas were reliant on land drainage to protect against inland flooding and they were keen to learn how funding issues were being addressed in the UK.
- Water Resources East - This was being supported by ADA and representatives had attended a Steering Group meeting last week.

In response to Mr D. Withnall, Mr Caudwell confirmed that ADA had sufficient resources to deal with the additional work involved in Flood Ex and WRE and stated that members would not see a drop in the technical work being undertaken.

Technical and Environmental

- Watervole/mink control - A gazette article would be coming out shortly and the seminars and workshops mentioned earlier would cover environmental as well as safety.
- Biodiversity - Guidance would develop towards national key indicators for the industry; although IDBs had a very good record, they needed to be able to demonstrate this. Data and evidence statistics were used to underpin lobbying work and biodiversity would feed into this. A questionnaire would be issued shortly but figures were to be taken from the IDB1 forms.
- PSCA - New agreement produced with more in responsibilities under CDM Regulations. ADA working to resolve these issues with the EA.
- Badgers/Class Licence etc.
- Workstreams for this year and next - Included Waste Regulations (beneficial use of silt), climate change and resilience, and responsibilities of riparian owners.

Policy and Finance

- ADA budget.
- Health safety and welfare survey - 75% return rate on last years questionnaire. Key message included health and safety as a standing agenda item, evidence, reporting of accidents and near misses.
- Educational resources - Work ongoing to raise awareness in schools and increase public awareness.

- Developer contributions - Guidance paper being prepared to give advice to IDBs in seeking contributions from Developers for increased surface water flows and on charging for preapplication advice, adoption of flood risk assets, etc.
- Byelaws and consents - ADA discussing changes to model Byelaws with DEFRA.

It was suggested that sharing accident/near miss reporting across the industry could be beneficial in identifying trends and raising awareness of potential issues.

The new Capital Project Support Manager, Mrs N. McGarry, was introduced. She had been in post since January and felt that the role was working well. Mrs McGarry was currently working on six projects for five IDBs one of which had already been submitted to EA.

9. Reports from Branch Committees

Show Committee

There was no stand at the Lincolnshire Show this year as resources were diverted to deal with the flooding. The Showground had offered a 50% reduction for next year. Following discussion, it was agreed not to invoice boards for 2019.

Pay and Conditions Committee

Mr D. Withnall reported that a meeting had been held in October to negotiate the 2010/21 pay award. The majority of members agreed to offer a 3.7% pay increase for 2020 (100% of the Public Sector average weekly earnings three-month index July, published in September - KAC9 of EARN01, National Statistics Office).

It had further been suggested that the formula be used to determine pay settlements for the next three years, and thereafter continuing unless 12 months' notice was given by either party, subject to no national legislation being introduced. This would make it easier for boards to plan for estimates. There was a general agreement that the previous caps on pay rises had caused IDBs to fall below the construction industry and an acknowledgement that more needed to be done to help with staff recruitment and to encourage new employees/staff retention. It was agreed that the formula be implemented for the next three years.

There was some concern about the interpretation of Section 4, Paragraph 9 of the White Book - day workers on emergency night work. This had been amended to comply with the law and a common-sense approach should be taken when applying the rules.

It was noted that a new Chairman of the Pay and Conditions Committee would be required and boards were asked to put names forward before the next meeting.

Environment Committee

- Pollinators one of the key targets.
- Next meeting to be held in November.

10. Water Resources East (WRE) Update

ADA had been invited by WRE to take a seat on the Board of Directors, representing IDBs in the East of England and had suggested that the Branch would be best suited to filling this role. The cost of a seat on the WRE Board of Directors was £15,000 for the first year with a review after that time. ADA recommended that the Branch should support this for a three-year term and that contributions from members of the branch be based on annual values. Should the Branch agree, ADA would manage calculation of the money and pay this to WRE, meeting any shortfall. Mr D Thomas would be the representative of the five branches and would feedback on what involvement was required.

There was general support from the Black Sluice and Welland and Deepings representatives. Mrs J. Froggatt reported that the Witham and Humber boards had agreed to support this for one year only but stated that they were not comfortable buying a seat on a corporate body.

Mr M. Harrison reported that LCC had agreed to a place on the board because of the potential of what could happen in the country with water transfers. He stated that they would rather be able to monitor and influence any decisions to get the best for Lincolnshire.

Mr D.J. Sisson stated that the Lindsey Marsh board did not think it appropriate to buy a seat on the board. He stated that funds collected were to benefit the Board's area and it was difficult to justify the contribution as this did not in any way benefit the LM drainage district hydrologically. He did however understand that other boards were affected and would need to be fully involved.

Mr L. Grooby queried how the £15,000 had been arrived at and why it was not for the reimbursement of actual expenses. Mr R. Caudwell stated that this was a very small contribution to the costs which are largely paid for by the water champions.

11. Any Other Business

None

12. Date of Next Meeting

The next joint Branch meeting would be held in February 2020 in the south of the area.

CHAIRMAN

Association of Drainage Authorities

Joint Lincolnshire Branch and Welland and Nene Branch Meeting

A joint meeting of the Lincolnshire and Welland and Nene ADA Branches was held at the South Holland IDB office, Marsh Reeves, Foxes Lowe Road, Holbeach Spalding, Lincolnshire, PE12 7PA on Wednesday, 19th February 2020, at 1.30 p.m.

In attendance:

Black Sluice IDB	Mr K Casswell	Chairman
	Mr D Withnall	Finance Officer
King's Lynn IDB	Mr B Long	Chairman
Lindsey Marsh DB	Mrs C Davies	CEOs PA
	Mr N Kemble	Member
North Level District IDB	Mr P Sharman	Chief Executive
	Mr M Sly	Chairman
	Mr J Stubby	Operations Manager
South Holland IDB	Mr P Camamile	Chief Executive
	Mr K Vines	Catchment Engineer
	Mr D Worth	Chairman
Welland and Deepings IDB	Mrs K Daft	Chief Executive
	Mr N Morris	District Engineer
Witham and Humber IDBs	Mr B Fletcher (W1)	Member
	Mr P Gilbert (W1)	Chairman
	Mrs J Froggatt	Chief Executive
Witham Fourth District IDB	Mr C Hardy	Member
	Mr P Richardson	Chairman
	Mr P Bedford	Member
	Mr P Bateson	Chief Executive
Association of Drainage Authorities	Mr R Caudwell	ADA Chairman
Lincolnshire County Council	Mr M Harrison	Senior Commissioning Officer
	Mr D Hickman	Flood Risk
		Environment Commissioner
Environment Agency	Mr G Szomi	Team Leader
	Mr P Riley	Operations Manager

Mr D Worth in the Chair

1. Apologies for absence

Apologies for absence were received from the following representatives:

Black Sluice IDB	Mr I Warsap	Chief Executive
	Mr M Brooks	Member
Lindsey Marsh DB	Mr S W Eyre	Vice-Chairman
	Mr A McGill	Chief Executive
Middle Level Commissioners	Mr S Ablett	Member
	Mr S Ayres	Chair, Hundred of
		Wisbech IDB
	Mr D Thomas	Chief Executive
	Mr G W Lankfer	Chairman, Waldersey
		IDB
North Level District IDB	Mr W Gee	Vice-Chairman
South Holland IDB	Mr S Markillie	Vice-Chairman

Welland and Deepings IDB	Mr D Branton	Vice-Chairman
	Mr T Purlant	Chairman
Upper Witham IDB	Mr F Myers	Chairman
	Mr J Scarborough	Vice-Chairman
Witham Third District IDB	Mr P Hoyes	Chairman
North East Lindsey IDB	Mr L Grooby	Vice-Chairman
Witham First District IDB	Mr D Armstrong	Vice-Chairman
Witham & Humber IDBs	Mr M Shilling	Director of Operations & Engineering
Witham Fourth District IDB	Mr C Crunkhorn	Vice-Chairman
	Mr E Johnson	District Engineer
Association of Drainage Authorities	Mr I Thompson	Chief Executive
	Mr I Moodie	Senior Technical Advisor
Environment Agency	Mr A Clack	Revenue Programme Manager

2. Minutes of the Previous Branch Meeting

The minutes of the last Branch meeting held on 17th October 2019 were confirmed as accurate and signed by the Chairman as a true record, subject to the following amendments:

1). Minute number 7, paragraph 4. It was agreed to strike out the text “, stating that the Carr Dyke had overtopped again yesterday”.

2). Minute number 8, final paragraph. It was agreed to replace the final paragraph of minute number 8 regarding the work of the Grant Applications Manager, Ms N McGarry with the following text:

The new Grant Applications Manager, Ms N McGarry was introduced. She had been in post since January 2019 and felt that the role was working well with positive relationships with IDBs. Ms McGarry was currently working on six projects for five IDBs, one of which had already been submitted to the EA that included 3 x pumping station refurbishments, sluice outer-doors and flap replacements, under capacity culvert replacement, and a UVA lining replacement project. Additionally, Ms McGarry confirmed that she was also overseeing four projects for two IDBs which were consultancy led, however she had now taken the lead on the process. It was confirmed that the total grant-in-aid sought to date since being in post totalled £1.2m, which if approved would result in 147 properties and 5,000 hectares of agricultural land being better protected.

3). Minute number 9, Pay and Conditions Committee. It was agreed to correct the financial year referred to in the first sentence from “2010/21” to “2020/21”.

3. Matters Arising

There were no matters arising from the minutes.

4. Lincolnshire Flood Risk and Water Management Partnership

Mr D Hickman updated members on the investigations being made by the Lead Local Flood Authority (LLFA) into recent flooding events experienced in Lincolnshire. The investigation was being undertaken independently by Norfolk County Council and the Lincs Scrutiny

Committee would be considering their report and recommendations in due course. It was unanimously agreed that an improvement plan was needed for the River Steeping catchment as soon as possible. David also advised that the LLFA was developing a strategy for Gibraltar Point, in consultation with the constituent IDBs and other Risk Management Authorities.

Mr M Harrison advised members that the Joint Lincolnshire Flood Risk and Water Management Strategy for the period 2019-2050 had now been approved by Lincolnshire County Council, as the Lead Local Flood Authority.

5. Environment Agency Update

Mr P Riley advised members that the Environment Agency's (EAs) key focus for the next financial year would be to develop a Recovery Plan, following the recent high rainfall events that had been experienced across the country. Mr Riley thanked Lindsey Marsh Drainage Board for their cooperation and help during and after the event at Wainfleet and advised of a new way of working which they had been compelled to develop during this crises: Lindsey Marsh Drainage Board had agreed not to pump into the River Steeping when it needed to (so as not to exacerbate the flood risk downstream), thereby placing its own district at risk from flooding. A similar arrangement had also been operating in the Black Sluice area. It was agreed that both the EA and ADA should record how many agreements such as this were in place and how often they were being used. The EA and respective IDBs could then review how these agreements were being used and, if appropriate, refine them accordingly.

Mr G Szomi recommended that the EA/IDB liaison meetings which used to take place at least once a year be reinstated. No such meetings had taken place during the last two years. It was agreed that the annual liaison meetings be reinstated, to take place in November/December each year.

Members expressed concern about some of the changes that had been made by the EA to the latest iteration of the Public Sector Cooperation Agreement (PSCA), which placed additional obligations on the Delivery Party (typically the IDB). As a result of this, no IDB in Lincolnshire had renewed its 5-Year PSCA with the EA and the original 5-year agreements had all expired. It was unanimously agreed that the original agreements should be extended temporarily, until ADA and the EA could agree on the changes that should be made to the next 5-year agreement template. This would allow the PSCA work that was already in play to continue.

6. Reports from ADA National

Robert Caudwell gave members the following update:

ADA Executive Board

- There had been a great deal of media interest in ADAs position on the causes of the recent flooding.
- There was a real possibility of fundamental change in how FCERM assets are to be managed, moving forward.
- ADA had requested additional funding to make FCERM assets more resilient (sea banks, estuary walls and pumping stations etc.).
- Defra Minister was shocked to hear that non-hazardous material used for reinstating estuary walls was considered by the EA to be waste. There was a real possibility that the definition of waste could be reclassified.

- ADAs membership was increasing and now included many new Local Authorities.
- ADA was considering reintroducing a demonstration event in future, after Flood Ex.
- ADA was nationally re-enforcing the importance of conveyance within Internal Drainage Districts and the need for a targeted approach to maintenance activities.
- ADA did not support the setting up of Rivers Authorities, in place of extended or newly formed Internal Drainage Districts.

Technical and Environmental Committee

There was nothing to report.

Policy and Finance Committee

Jane Froggatt gave members the following update:

- The Policy & Finance Committee last met on 8 January 2020 and agreed its work streams for 2020.
- Developer contributions – a Guidance paper was being prepared to give advice to IDBs in seeking contributions from Developers for increased surface water flows and on charging for preapplication advice, adoption of flood risk assets, etc.
- Byelaws and consents - ADA were discussing changes to the model Byelaws with Defra.

7. Reports from Branch Committees

Pay and Conditions Committee

Mr D Withnall gave members the following update:

- The offer to increase pay by 3.7% with effect from 1 April 2020 had been unanimously accepted by employees (100% of the Public Sector average weekly earnings three-month index July, published in September - KAC9 of EARN01, National Statistics Office).
- The Pay and Conditions Committee had also agreed that this formula be used to determine pay settlements for the next three years, and thereafter continuing unless 12 months' notice was given by either party, subject to no national legislation being introduced that stated otherwise.
- The Employee Handbook (the 'White Book') would be updated and issued to Member Boards by the end of February 2020.
- The Pay and Conditions Committee would next meet on 7 October 2020.

Events Committee

Robert Caudwell gave members the following update:

- ADA intended to be represented at a number of shows and events this year.

- ADA were actively encouraging members to stage virtual events and meetings where ever possible, as opposed to physical events and meetings, to save time money and reduce their carbon footprint.

Peter Bateson enquired as to whether ADA still needed the contribution of £1,500, which had been earmarked for running events at schools.

Environment Committee

Karen Daft advised members that the Environment Committee would next meet at the end of March 2020.

8. Any other Business

There was no other business to discuss.

9. Date of Next Meeting

The next Branch meeting would be held on 29 April 2020 (time and venue to be confirmed).
The following Branch meeting would be held on 22 October 2020.

CHAIRMAN

**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 (a) Coastal flooding from failure or overtopping of defences	High	Low	3			
		(b) Fluvial flooding from failure or overtopping of defences	High	Medium	6			
	1.1	(c) Flooding from failure of IDB pumping stations or excess rainfall	High	Low	3			
	1.1	(d) Flooding from sewers or riparian watercourses	Medium	Low	2			
	1.2	Loss of Electrical 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	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			
To conserve and enhance the environment wherever practical and possible to ensure there is no net loss of biodiversity.	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	
	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
		3.3	Critical Incident loss of office	High	Low	3	None	
	To provide a safe and fulfilling working environment for staff.	4.1	Injury to staff and subsequent claims and losses	Medium	Low	2		Training
		4.2	Not complying with Health and Safety legislation	High	Low	3		Consultant
	To maintain financial records that are correct and comply with all recommended accounting practice.	5.1	Loss of cash	Low	Low	1	None	
5.2		Loss of money invested in building societies, banks and managed funds	Medium	Low	2	None		
5.3		Fraud by senior officers	Low	Low	1	None		
5.4		Inadequacy of Internal Checks	Medium	Low	2			
5.5		Fraudulent use of credit cards	Low	Medium	2			
To ensure that all actions taken by the Board comply with all current UK and EU legislation	6.1	Board Members in making decisions	Low	Low	1			
	6.2	Not complying with all employment regulations and laws	Medium	Low	2			
A cost efficient IDB that provides a Value for Money service.	7.1	Collecting insufficient income to fund expenditure	Low	Low	1		Accounts	
	7.2	IDB abolished or taken over	Low	Low	1			
Information Technology and Communications	8.1	Loss of telemetry	Medium	Low	2		Maintenance	
	8.2	Loss of telephone Communications	Low	Low	1			
	8.3	Loss of Internet Connection	Medium	Low	2			
	8.4	Network Failure	High	Low	3			
	8.5	Breach in Cyber Security	Medium	Low	2			
	8.6	Network Security Breach	Medium	Low	2			
	8.7	Virus being introduced to Network	Medium	Low	2			
	8.8	Loss of accounting records	Medium	Low	2	None		
	8.9	Loss of rating records	Medium	Low	2	None		

Purchase Ledger Payments & Adjustments

Account	Date	Type	Ref 1	Ref 2	Value	Details
TOW001	02/02/2020	Refund	P10	Refund	995.68	Towergate Insurance
ANG102	13/02/2020	Payment	6283556	Bacs	-10.55	Anglian Water (Holland Fen PS)
ARB001	13/02/2020	Payment	1804	Bacs	-21420.00	Arb-Core Tree Care Ltd
BOS002	13/02/2020	Payment	28297	Bacs	-740.28	Boston Commercial Cleaners Ltd
CLA001	13/02/2020	Payment	74578	Bacs	-374.63	Frank Clayton & Son Ltd
COP002	13/02/2020	Payment	INV-49147	Bacs	-138.55	Cope Safety Management Ltd.
CRA001	13/02/2020	Payment	SI-2522	Bacs	-10.38	Craven & Nicholas Ltd
CRA004	13/02/2020	Payment	12103	Bacs	-4712.38	Craftwork Engineering Ltd
HAL001	13/02/2020	Payment	Paul Nicholson	Bacs	-50.00	David Hallgate Optometrist
HAR001	13/02/2020	Payment	23172704	Bacs	-464.76	TC Harrison JCB
HIL002	13/02/2020	Payment	146466	Bacs	-152.17	Charles H Hill Ltd
INL001	13/02/2020	Payment	2019-P10	Bacs	-23941.00	HM Revenue & Customs
JOE001	13/02/2020	Payment	33906	Bacs	-324.00	Joe Turner (Equipment) Ltd
LIN002	13/02/2020	Payment	2019-P10	Bacs	-23707.79	Lincolnshire C C Pension Fund
MWN001	13/02/2020	Payment	20/2440	Bacs	-3369.60	MW Nice Fencing Ltd
NOT001	13/02/2020	Payment	INV07544	Bacs	-143.06	P G & C Nottingham
ORI001	13/02/2020	Payment	INV-101354	Bacs	-5646.38	Oriel Systems Ltd
PEC001	13/02/2020	Payment	482111	Bacs	-284.16	G & J Peck Ltd
PET003	13/02/2020	Payment	3260	Bacs	-116.40	Peter Smith Commercials Ltd
SYS001	13/02/2020	Payment	137146	Bacs	-129.60	Systematic Print Management
TFM001	13/02/2020	Payment	252172	Bacs	-691.34	TFM Supplies
THO001	13/02/2020	Payment	22716	Bacs	-1200.00	TFM Country Store
TIA001	13/02/2020	Payment	20200206-017	Bacs	-1800.00	TIAA Ltd
TRA002	13/02/2020	Payment	9146AHK428	Bacs	-7.68	Travis Perkins Trading Co Ltd.
TRA006	13/02/2020	Payment	1050139844	Bacs	-126.19	Trade UK
WIT001	13/02/2020	Payment	INV04035	Bacs	-1647.36	Witham Fourth IDB
ASS003	27/02/2020	Payment	297846	Bacs	-165.00	Association of Accounting Tech
BOC001	27/02/2020	Payment	3056757393	Bacs	-121.04	BOC

Account	Date	Type	Ref 1	Ref 2	Value	Details
CAR003	27/02/2020	Payment	153484	Bacs	-55.30	Carrier Rental Systems
CRA001	27/02/2020	Payment	SI-2596	Bacs	-180.44	Craven & Nicholas Ltd
CRO001	27/02/2020	Payment	8204475040	Bacs	-158.41	Crown Decorating Centres
DON001	27/02/2020	Payment	DCI0011027	Bacs	-58.46	Donington Engineering Supplies
GRA002	27/02/2020	Payment	1730	Bacs	-249.69	Grays of Holbeach Ltd
HAR001	27/02/2020	Payment	2318484	Bacs	-203.57	TC Harrison JCB
HGV001	27/02/2020	Payment	VBCV230789	Bacs	-344.05	Alliance Automotive T/A HGV Tr
LIN002	27/02/2020	Payment	10099635	Bacs	-407.19	Lincolnshire C C Pension Fund
MAI002	27/02/2020	Payment	2019 Lagoon	Bacs	-7800.00	H J Mair and Sons
ROS001	27/02/2020	Payment	635848	Bacs	-39.91	Rossendales Ltd
TRA006	27/02/2020	Payment	1051494281	Bacs	-3.34	Trade UK
BAR005	10/02/2020	Payment	P11	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	10/02/2020	Payment	P11	Direct Deb	-12.88	Barclaycard Merchant Services
ASS001	11/02/2020	Payment	P11	Direct Deb	-72.00	Assoc. of Drainage Authorities
TOM002	13/02/2020	Payment	P11	Direct Deb	-193.32	TomTom
PAY001	17/02/2020	Payment	P11	Direct Deb	-13.20	Payzone UK Limited
SWA001	17/02/2020	Payment	P11	Direct Deb	-183.23	Swalec
WOL001	20/02/2020	Payment	P11	Direct Deb	-72627.75	Woldmarsh Producers Ltd
EVE002	20/02/2020	Payment	P11	Direct Deb	-933.86	Everything Everywhere
BRI001	21/02/2020	Payment	P11	Direct Deb	-1521.42	British Telecom
NAT004	28/02/2020	Payment	P11	Direct Deb	-15.40	Natwest
NAT004	28/02/2020	Payment	P11	Direct Deb	-5.00	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-176585.60	
				Total Discounts		
				Total Adjustments		
				Total Refunds	995.68	
				Total	-175589.92	

Payments

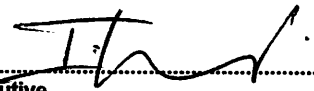
Bacs	-100994.66	Cheque		Direct Deb	-75590.94	Chargecard
Bulk Bacs						


Adjustments

Disc		Contra SL				
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Refunds

Refund	995.68					
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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

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From 01/03/2020 To 31/03/2020

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/03/2020 To 31/03/2020**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	12/03/2020	Payment	522436	Bacs	-285.73	Alarmline Security Ltd
ANG002	12/03/2020	Payment	294464	Bacs	-14.69	Anglia Bearing Company
ASH001	12/03/2020	Payment	19816023	Bacs	-40.80	Ashtead Plant Hire Co Ltd
BOC001	12/03/2020	Payment	3057237794	Bacs	-148.89	BOC
BOS002	12/03/2020	Payment	28367	Bacs	-592.22	Boston Commercial Cleaners Ltd
CAT003	12/03/2020	Payment	5382	Bacs	-1080.00	Cathedral Training Ltd
CLA001	12/03/2020	Payment	74732	Bacs	-156.66	Frank Clayton & Son Ltd
COP002	12/03/2020	Payment	INV-49266	Bacs	-138.55	Cope Safety Management Ltd.
CRA004	12/03/2020	Payment	12361	Bacs	-973.46	Craftwork Engineering Ltd
CRP001	12/03/2020	Payment	CRPS/BSLUICE/14FEB20	Bacs	-80.00	C & R Property Services
DON001	12/03/2020	Payment	DAD0011941	Bacs	-26.47	Donington Engineering Supplies
ELL002	12/03/2020	Payment	P168754	Bacs	-124.67	Ellgia Ltd
ESP001	12/03/2020	Payment	7040	Bacs	-26.07	Espuma Cleaning Solutions
ESR001	12/03/2020	Payment	UK-SIN017631	Bacs	-2865.60	ESRI Ltd
HAR001	12/03/2020	Payment	23173205	Bacs	-517.00	TC Harrison JCB
HBP001	12/03/2020	Payment	SIN051057	Bacs	-2078.95	HBP Systems Ltd
HIL001	12/03/2020	Payment	7631	Bacs	-215.00	Jeff Hill
HUT001	12/03/2020	Payment	H29792	Bacs	-15.00	Hutsons Limited
INL001	12/03/2020	Payment	2019-P11	Bacs	-17829.45	HM Revenue & Customs
IRE001	12/03/2020	Payment	216765	Bacs	-3926.21	Irelands Farm Machinery Ltd
LAR001	12/03/2020	Payment	66767	Bacs	-35.76	Ray Larrington Hydraulics
LIN002	12/03/2020	Payment	2019-P11	Bacs	-20858.55	Lincolnshire C C Pension Fund
NOT001	12/03/2020	Payment	INV08114	Bacs	-66.54	P G & C Nottingham
ONE002	12/03/2020	Payment	04/03/BS	Bacs	-91.00	O'Neils Catering Services
ORI001	12/03/2020	Payment	INV-101364	Bacs	-226.80	Oriel Systems Ltd
PEO001	12/03/2020	Payment	INV68234	Bacs	-264.60	Rocksure Systems T/A Peoplesaf
PER001	12/03/2020	Payment	AL0955	Bacs	-15000.00	Perry's Pumps Ltd
PET003	12/03/2020	Payment	3344	Bacs	-294.00	Peter Smith Commercials Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
ROS001	12/03/2020	Payment	636595	Bacs	-75.45	Rossendales Ltd
RUN001	12/03/2020	Payment	0000043732	Bacs	-222.00	John H Rundle Ltd
SEC002	12/03/2020	Payment	2070	Bacs	-318.00	Security Gates & Doors
SRP001	12/03/2020	Payment	CO133283	Bacs	-105.60	SRP Toilet Hire
TFM001	12/03/2020	Payment	252770	Bacs	-1548.25	TFM Supplies
THO001	12/03/2020	Payment	23247	Bacs	-1200.00	TFM Country Store
TRA002	12/03/2020	Payment	9146 AHM072	Bacs	-7.68	Travis Perkins Trading Co Ltd.
UNI007	12/03/2020	Payment	0000604204	Bacs	-270.00	United Lincolnshire Hospitals
WES002	12/03/2020	Payment	20009263	Bacs	-3750.00	Western Power Distribution
WIT001	12/03/2020	Payment	INV04055	Bacs	-1568.16	Witham Fourth IDB
WIT002	12/03/2020	Payment	I00139674	Bacs	-541.92	Witham Oil & Paint
WIT003	12/03/2020	Payment	0000000589	Bacs	-588.00	Witham Third District IDB
WOO001	12/03/2020	Payment	976785	Bacs	-222.99	WBM Office Solutions Limited
LIN002	19/03/2020	Payment	2019-P12	Bacs	-22460.56	Lincolnshire C C Pension Fund
WIT003	23/03/2020	Refund	PAYMENT RETURNED	Refund	588.00	Witham Third District IDB
ALA001	30/03/2020	Payment	522589	Bacs	-483.90	Alarmline Security Ltd
ANG102	30/03/2020	Payment	6698608	Bacs	-12.07	Anglian Water (Holland Fen PS)
ARB001	30/03/2020	Payment	1824	Bacs	-3600.00	Arb-Core Tree Care Ltd
ASS001	30/03/2020	Payment	2515	Bacs	-1105.80	Assoc. of Drainage Authorities
ASS003	30/03/2020	Payment	20001337	Bacs	-157.00	Association of Accounting Tech
BOS020	30/03/2020	Payment	295 19 20	Bacs	-1365.10	Boston & North Wash Training
BUS002	30/03/2020	Payment	BO206087	Bacs	-114.95	B A Bush & Son Ltd
CLA001	30/03/2020	Payment	74961	Bacs	-747.14	Frank Clayton & Son Ltd
COP002	30/03/2020	Payment	INV-49613	Bacs	-138.55	Cope Safety Management Ltd.
CRP001	30/03/2020	Payment	CRPS/BSLUICE/18MAR20	Bacs	-40.00	C & R Property Services
DIC001	30/03/2020	Payment	INV-5519	Bacs	-340.00	D & J Dickinson
DON001	30/03/2020	Payment	DCI0011127	Bacs	-16.52	Donington Engineering Supplies
DOV001	30/03/2020	Payment	250220	Bacs	-1200.00	Dovecote Farming
ELL002	30/03/2020	Payment	P161256	Bacs	-114.67	Ellgia Ltd
EVA001	30/03/2020	Payment	IDB067	Bacs	-390.00	Noel Evans Window Cleaning
HBP001	30/03/2020	Payment	SIN051505	Bacs	-2952.00	HBP Systems Ltd
IBB001	30/03/2020	Payment	169025	Bacs	-703.20	Arthur Ibbett Limited
INL001	30/03/2020	Payment	2019P12	Bacs	-21004.18	HM Revenue & Customs

Account	Date	Type	Ref 1	Ref 2	Value	Details
INT002	30/03/2020	Payment	5624	Bacs	-20857.20	InterLec
KIO001	30/03/2020	Payment	SIP-1354583	Bacs	-60.00	Kiowa Ltd
LAR001	30/03/2020	Payment	66923	Bacs	-308.15	Ray Larrington Hydraulics
LIN002	30/03/2020	Payment	10101781	Bacs	-407.19	Lincolnshire C C Pension Fund
MAI001	30/03/2020	Payment	6369	Bacs	-1800.00	Mainstream Fisheries Ltd
NOT001	30/03/2020	Payment	INV08436	Bacs	-171.10	P G & C Nottingham
ROS001	30/03/2020	Payment	637974	Bacs	-12.52	Rossendales Ltd
SHO	30/03/2020	Payment	42149	Bacs	-37069.20	Fenflow Ltd
STA004	30/03/2020	Payment	1085173549	Bacs	-386.87	Stannah
TMC001	30/03/2020	Payment	20481	Bacs	-227.18	TMC Lifting
TRA006	30/03/2020	Payment	1062414284	Bacs	-145.54	Trade UK
UNI006	30/03/2020	Payment	00099926	Bacs	-7104.24	Unique Employment Services Ltd
VER001	30/03/2020	Payment	14976 NC	Bacs	-4353.60	Vere Bros (Contractors) Ltd
WIT001	30/03/2020	Payment	INV04061	Bacs	-142.56	Witham Fourth IDB
WIT003	30/03/2020	Payment	PAYMENT RETURNED	Bacs	-588.00	Witham Third District IDB
WOO001	30/03/2020	Payment	977100	Bacs	-259.93	WBM Office Solutions Limited
BAR005	10/03/2020	Payment	P12	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	10/03/2020	Payment	P12	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	12/03/2020	Payment	P12	Direct Deb	-193.32	TomTom
PAY001	18/03/2020	Payment	P12	Direct Deb	-13.20	Payzone UK Limited
WOL001	20/03/2020	Payment	P12	Direct Deb	-53285.09	Woldmarsh Producers Ltd
EVE002	20/03/2020	Payment	P12	Direct Deb	-873.60	Everything Everywhere
NAT004	31/03/2020	Payment	P12	Direct Deb	-5.95	Natwest
NAT004	31/03/2020	Payment	P12	Direct Deb	-5.00	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-263631.56	
				Total Discounts		
				Total Adjustments		
				Total Refunds	588.00	
				Total	-263043.56	

Payments

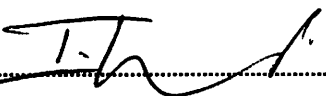
Bacs	-209229.64	Cheque		Direct Deb	-54401.92	Chargecard
Bulk Bacs						

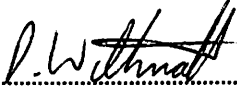
Adjustments

Disc		Contra SL				
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Refunds

Refund	588.00					
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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

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From 01/04/2020 To 30/04/2020

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/04/2020 To 30/04/2020**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	09/04/2020	Payment	522791	Bacs	-806.40	Alarmline Security Ltd
ATK002	09/04/2020	Payment	20014986	Bacs	-44.24	Atkins Ltd
BAN005	09/04/2020	Payment	25	Bacs	-64.00	R Banham
BLA001	09/04/2020	Payment	30-2112-9	Bacs	-218.89	Black Sluice IDB
BOC001	09/04/2020	Payment	3057632256	Bacs	-685.62	BOC
CRA001	09/04/2020	Payment	SI-2866	Bacs	-59.15	Craven & Nicholas Ltd
CRA004	09/04/2020	Payment	12634	Bacs	-16.37	Craftwork Engineering Ltd
EAS004	09/04/2020	Payment	ESF/SAC/20-21/01	Bacs	-306.00	Eastern Inshore Fisheries & Co
ENG001	09/04/2020	Payment	46199	Bacs	-941.40	Engineering & Hire Ltd
EVA001	09/04/2020	Payment	IDB069	Bacs	-385.00	Noel Evans Window Cleaning
HAR001	09/04/2020	Payment	23548175	Bacs	-394.69	TC Harrison JCB
HIT001	09/04/2020	Payment	20405413	Bacs	-11110.09	Hitachi Construction Machinery
INS002	09/04/2020	Payment	INV-12034-N4M3K4	Bacs	-125.00	Institute of Leadership&Mngmnt
LAR001	09/04/2020	Payment	66968	Bacs	-90.48	Ray Larrington Hydraulics
NAV001	09/04/2020	Payment	40013	Bacs	-2367.25	Navitron
THO001	09/04/2020	Payment	23832	Bacs	-420.00	TFM Country Store
WIT002	09/04/2020	Payment	I00141250	Bacs	-1344.00	Witham Oil & Paint
IBB001	30/04/2020	Adjust	CONTRA S/L	Contra SL	-43200.00	Arthur Ibbett Limited
ANG101	30/04/2020	Payment	7033288	Bacs	-68.47	Anglian Water (Swineshead HQ)
ASH001	30/04/2020	Payment	19930625	Bacs	-715.63	Ashtead Plant Hire Co Ltd
BOS002	30/04/2020	Payment	28440	Bacs	-651.44	Boston Commercial Cleaners Ltd
BOS013	30/04/2020	Payment	0285	Bacs	-2022.00	Boston Shotblasting Services
CAR003	30/04/2020	Payment	158818	Bacs	-1425.83	Carrier Rental Systems
COS001	30/04/2020	Payment	33980	Bacs	-246.00	Peter & David Cosby
CRA001	30/04/2020	Payment	SI-2932	Bacs	-6.72	Craven & Nicholas Ltd
CRA004	30/04/2020	Payment	12633	Bacs	-74.27	Craftwork Engineering Ltd
ENG001	30/04/2020	Payment	46198	Bacs	-13091.98	Engineering & Hire Ltd
GUA001	30/04/2020	Payment	8177	Bacs	-160.00	Guardian Press

Account	Date	Type	Ref 1	Ref 2	Value	Details
IBB001	30/04/2020	Payment	CONTRA S/L	Bacs	-134489.62	Arthur Ibbett Limited
LAR001	30/04/2020	Payment	67013	Bacs	-100.88	Ray Larrington Hydraulics
LIN002	30/04/2020	Payment	10103137	Bacs	-412.96	Lincolnshire C C Pension Fund
LIN018	30/04/2020	Payment	00016666	Bacs	-264.00	SDG Access Limited
MOT001	30/04/2020	Payment	BTT163598	Bacs	-144.14	Motor Parts Direct Limited
NOT001	30/04/2020	Payment	INV09135	Bacs	-16.68	P G & C Nottingham
TFM001	30/04/2020	Payment	253425	Bacs	-465.73	TFM Supplies
WAK001	30/04/2020	Payment	17102	Bacs	-840.00	Wakefield Autos
WIT001	30/04/2020	Payment	INV04071	Bacs	-570.24	Witham Fourth IDB
PIT001	15/04/2020	Payment	P01	Direct Deb	-509.60	Pitney Bowes Ltd
WOL001	20/04/2020	Payment	P01	Direct Deb	-88167.27	Woldmarsh Producers Ltd
EVE002	20/04/2020	Payment	P01	Direct Deb	-856.11	Everything Everywhere
BRI005	27/04/2020	Payment	P01	Direct Deb	-265.44	British Telecom DD
BOS001	28/04/2020	Payment	P01	Direct Deb	-2519.50	Boston Borough Council (Rates)
NAT004	30/04/2020	Payment	P01	Direct Deb	-9.45	Natwest
NAT004	30/04/2020	Payment	P01	Direct Deb	-4.20	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-267476.74	
				Total Discounts		
				Total Adjustments	-43200.00	
				Total Refunds		
				Total	-310676.74	

Payments


Bacs	-175145.17	Cheque		Direct Deb	-92331.57	Chargecard
Bulk Bacs						

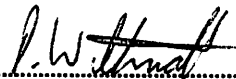
Adjustments

Disc		Contra SL	-43200.00			
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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 15/06/2020 at 10:34 by DW2

From 01/05/2020 To 31/05/2020

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/05/2020 To 31/05/2020**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
PIT001	03/05/2020	Payment	P01	Direct Deb	-510.09	Pitney Bowes Ltd
BAR005	03/05/2020	Payment	P01	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	03/05/2020	Payment	P01	Direct Deb	-12.88	Barclaycard Merchant Services
PAY001	03/05/2020	Payment	P01	Direct Deb	-13.20	Payzone UK Limited
TOM002	03/05/2020	Payment	P01	Direct Deb	-193.32	TomTom
BOS002	14/05/2020	Payment	28514	Bacs	-627.50	Boston Commercial Cleaners Ltd
COP002	14/05/2020	Payment	INV-49821	Bacs	-138.55	Cope Safety Management Ltd.
CRA004	14/05/2020	Payment	12858	Bacs	-244.44	Craftwork Engineering Ltd
ELL002	14/05/2020	Payment	P183346	Bacs	-41.94	Ellgia Ltd
HAR001	14/05/2020	Payment	23548564	Bacs	-1613.06	TC Harrison JCB
HGV001	14/05/2020	Payment	VBCV237844	Bacs	-92.05	Alliance Automotive T/A HGV Tr
INL001	14/05/2020	Payment	2020-P01	Bacs	-19713.32	HM Revenue & Customs
INT002	14/05/2020	Payment	5634	Bacs	-475.20	InterLec
IRE001	14/05/2020	Payment	217187	Bacs	-622.02	Irelands Farm Machinery Ltd
LAR001	14/05/2020	Payment	67109	Bacs	-313.92	Ray Larrington Hydraulics
LIN002	14/05/2020	Payment	2020-P01	Bacs	-19877.08	Lincolnshire C C Pension Fund
ORI001	14/05/2020	Payment	11700	Bacs	-12292.03	Oriel Systems Ltd
RUS002	14/05/2020	Payment	0606	Bacs	-43.06	RUSSFUSS UK
SIL001	14/05/2020	Payment	IN522058	Bacs	-134.88	Silt Side Services Ltd
TOW001	14/05/2020	Payment	44640162	Bacs	-352.88	Towergate Insurance
WOO001	14/05/2020	Payment	977271	Bacs	-48.00	WBM Office Solutions Limited
ZEN001	14/05/2020	Payment	8163771	Bacs	-30.00	ESS Safeforce
ATK001	28/05/2020	Payment	60	Bacs	-4550.00	J E Atkinson & Son
AZT001	28/05/2020	Payment	003885	Bacs	-79.80	Aztec Signs
BEE001	28/05/2020	Payment	009521	Bacs	-77.74	Beesons of Boston Ltd
BOS022	28/05/2020	Payment	W0010528	Bacs	-969.39	Boston Borough Council (Waste)
CHI001	28/05/2020	Payment	41322 (PROFORMA)	Bacs	-8100.00	Chieftain Trailers Ltd
CLA001	28/05/2020	Payment	75105	Bacs	-322.33	Frank Clayton & Son Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
DSE001	28/05/2020	Payment	935	Bacs	-130.20	DS Engineering
GRA002	28/05/2020	Payment	S 2291	Bacs	-244.70	Grays of Holbeach Ltd
HAR001	28/05/2020	Payment	23174364	Bacs	-18.79	TC Harrison JCB
HBP001	28/05/2020	Payment	SCR006598	Bacs	-4289.22	HBP Systems Ltd
IBB001	28/05/2020	Payment	171265	Bacs	-66.48	Arthur Ibbett Limited
JEW001	28/05/2020	Payment	0728/00157144	Bacs	-71.40	Jewson Limited
LIN018	28/05/2020	Payment	00016738	Bacs	-300.00	SDG Access Limited
MAS001	28/05/2020	Payment	ES1001089	Bacs	-8560.56	Mastenbroek Environmental Ltd
NOT001	28/05/2020	Payment	INV09253	Bacs	-71.64	P G & C Nottingham
SKY001	28/05/2020	Payment	SI-18744	Bacs	-823.44	Skyreach Access Solutions Ltd
TFM001	28/05/2020	Payment	254131	Bacs	-1098.58	TFM Supplies
WIT002	28/05/2020	Payment	I00143342	Bacs	-132.00	Witham Oil & Paint
BAR005	12/05/2020	Payment	P02	Direct Deb	-175.13	Barclaycard Merchant Services
BAR005	12/05/2020	Payment	P02	Direct Deb	-69.56	Barclaycard Merchant Services
TOM002	14/05/2020	Payment	P02	Direct Deb	-193.32	TomTom
PAY001	15/05/2020	Payment	P02	Direct Deb	-13.20	Payzone UK Limited
WOL001	20/05/2020	Payment	P02	Direct Deb	-21965.02	Woldmarsh Producers Ltd
EVE002	20/05/2020	Payment	P02	Direct Deb	-854.29	Everything Everywhere
BRI001	21/05/2020	Payment	P02	Direct Deb	-1614.08	British Telecom
BOS001	28/05/2020	Payment	P02	Direct Deb	-2520.00	Boston Borough Council (Rates)
NAT004	29/05/2020	Payment	P02	Direct Deb	-252.25	Natwest
NAT004	29/05/2020	Payment	P02	Direct Deb	-4.55	Natwest
SWA001	29/05/2020	Payment	P02	Direct Deb	-158.51	Swalec

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-115128.48	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-115128.48	

Payments


Bacs	-86566.20	Cheque		Direct Deb	-28562.28	Chargecard
Bulk Bacs						


Adjustments

Disc		Contra SL				
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Refunds

Refund						
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 Chief Executive

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 Finance Manager

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 30 JUNE 2020

AGENDA ITEM No 15(b)

**SCHEDULE OF CONSENTS ISSUED & CONSENT APPLICATIONS /
CONTRAVENTIONS**

1. **List of Consents**

(a) **Byelaw Consents**

The following byelaw consents have been issued by the Board since 7th February 2020:

2020-B01	LCJ Mountain Farms Ltd White House Farm Great Hale Fen Sleaford Lincolnshire NG34 9LT	Laying of an underground irrigation pipe within 9m of a maintained watercourse. Grid Refs: 515196 342290 515235 342267 515745 342174 516347 341719 516163 341760 516524 341668 Great Hale Fen BSIDB W/Cs 10/15 & 10/24
2020-B02	Platform Housing Ltd 1700 Solihull Parkway Birmingham Business Park SOLIHULL B37 7YD	Placing of structures, including planting and fencing, within 9m of a maintained watercourse. Grid Ref: 530040 343078 Swineshead Road, Wyberton Fen BSIDB W/C 5/1
2020-B03	Roger Leighton Homes Ltd Amesbury House 11 Main Street Dorrington LINCOLN LN4 3PX	Placing of structures, including planting and fencing, across & within 9m of a maintained watercourse. Grid Ref: 523308 340589 Off Coles Lane, Swineshead BSIDB W/Cs 4/44 & 4/45
2020-B04	Cadent Gas Ltd Ashbrook Court Prologis Park Central Boulevard COVENTRY CV7 8PE	Laying of an underground gas pipeline across and within 9m of a maintained watercourse. Grid Refs: 531067 340531 530923 340251 London Road, Frampton BSIDB W/Cs 5/14 & 5/17

2020-B05	Geoffrey Haydn Smith 21 Laundon Road Threekingham SLEAFORD Lincolnshire NG34 0AX	Erection of a greenhouse within 9m of a maintained watercourse. Grid Ref: 508940 335944 21 Laundon Road, Threekingham BSIDB W/C 36/1
2020-B06	Anglian Water Services Ltd Enterprise House Witham Park Lincoln LN5 7JE	Rectification works on an existing water main within 9m of a maintained watercourse. Grid Refs: 513749 320710 516730 322062 A151 Spalding Road, Twenty BSIDB W/C 28/6
2020-B07	Anglian Water Services Ltd Enterprise House Waterside South Lincoln LN5 7JE	Laying of a new underground water mains over and within 9m of a maintained watercourse. Grid Refs: 533439 341652 533310 341671 Slippery Gowt Lane, Wyberton BSIDB W/C 6/20

(b) Culvert Consents

The following culvert consents have been issued by the Board since 7th February 2020:

2020-C01	John Christian Gnanakumar 119 London Road BOSTON Lincolnshire PE21 7EZ	Piping of an ordinary watercourse. Grid Ref: 532166 342388 119 London Road, Boston Ordinary (non-Board-maintained)
2020-C02	G W W Playne t/a Aswarby Estate Farms Ltd Aswarby Park Aswarby SLEAFORD Lincolnshire NG34 8SD	Replacement of an existing farm access culvert within a maintained watercourse. (BSIDB Culvert Ref. No. 2422) Grid Ref: 506660 340714 Wood Lane, Aswarby, Sleaford BSIDB W/C 36/3

(c) **Development Agreements**

The following development agreements have been issued by the Board since 7th February 2020:

2020-D01	Platform Housing Ltd 1700 Solihull Parkway Birmingham Business Park SOLIHULL B37 7YD	The discharge of surface water into a maintained watercourse. Grid Ref: 530023 343073 Swineshead Road, Wyberton Fen BSIDB W/C 5/1
2020-D02	Mr A Drakard 3 Crossgate Crescent Pinchbeck SPALDING Lincolnshire PE11 3XL	Discharge of treated effluent into a watercourse adjacent to a maintained watercourse (4 outfalls) Grid Ref: 520927 329753 Land off Clough Road, Gosberton Risegate BSIDB W/C 22/25

(d) **Land Drainage Consents**

The following land drainage consents have been issued by the Board since 7th February 2020:

2020-L02	E & M Bettinson Longhedge Drove Bicker Boston Lincolnshire PE20 3BL	4 Outfalls Grid Ref: 521160 337835 Land south of Ing Drove, Bicker BSIDB Drain 4/75
2020-L03	S Pearson & Son 132a Northorpe Road Donington SPALDING Lincolnshire PE11 4XX	6 Outfalls Grid Refs: 520760 336360 520652 , 336381 West of Northorpe Road, Donington BSIDB W/C 2/9
2020-L04	C Wright Farmers Ltd Church Road Old Leake BOSTON Lincolnshire PE22 9NV	28 Outfalls Grid Ref: 519870 350430 Shepherds Farm, Sutterton Fen BSIDB W/C 11/14

(c) **Development Agreements**

The following development agreements have been issued by the Board since 7th February 2020:

2020-D01	Platform Housing Ltd 1700 Solihull Parkway Birmingham Business Park SOLIHULL B37 7YD	The discharge of surface water into a maintained watercourse. Grid Ref: 530023 343073 Swineshead Road, Wyberton Fen BSIDB W/C 5/1
2020-D02	Mr A Drakard 3 Crossgate Crescent Pinchbeck SPALDING Lincolnshire PE11 3XL	Discharge of treated effluent into a watercourse adjacent to a maintained watercourse (4 outfalls) Grid Ref: 520927 329753 Land off Clough Road, Gosberton Risegate BSIDB W/C 22/25

(d) **Land Drainage Consents**

The following land drainage consents have been issued by the Board since 7th February 2020:

2020-L02	E & M Bettinson Longhedge Drove Bicker Boston Lincolnshire PE20 3BL	4 Outfalls Grid Ref: 521160 337835 Land south of Ing Drove, Bicker BSIDB Drain 4/75
2020-L03	S Pearson & Son 132a Northorpe Road Donington SPALDING Lincolnshire PE11 4XX	6 Outfalls Grid Refs: 520760 336360 520652 , 336381 West of Northorpe Road, Donington BSIDB W/C 2/9
2020-L04	C Wright Farmers Ltd Church Road Old Leake BOSTON Lincolnshire PE22 9NV	28 Outfalls Grid Ref: 519870 350430 Shepherds Farm, Sutterton Fen BSIDB W/C 11/14

2020-L05	M & I Hladun & Son Ltd Four Cross Roads Farm Frampton Fen BOSTON Lincolnshire PE20 1SJ	16 Outfalls Grid Ref: 528965 340597 Land north of Holmes Lane, Kirton End BSIDB W/C 5/29
2020-L06	C Wright Farmers Ltd Church Road Old Leake BOSTON Lincolnshire PE22 9NV	26 Outfalls Grid Ref: 520304 350759 Shepherds Farm, Sutterton Fen BSIDB W/C 11/14

(e) **Extended Area Consents**

The following extended area consents have been issued by the Board since 7th February 2020:

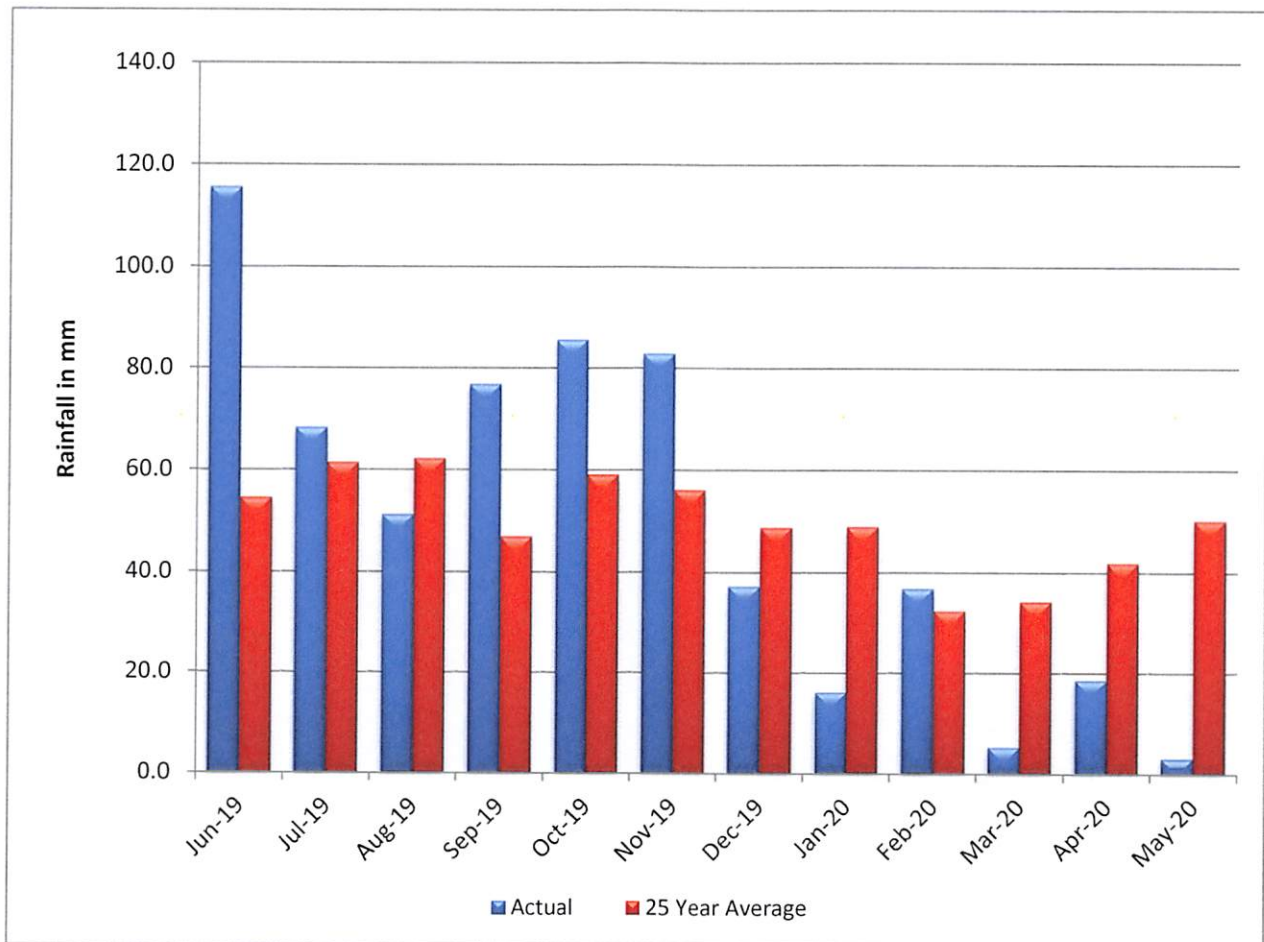
2020-X01	Western Power Distribution Endeavour Park Gilbert Drive Boston Lincolnshire PE21 7TR	Laying of an underground electricity cable under the bed of an ordinary watercourse. Grid Ref: 512970 343555 Mill View Farm, Burton Road, Heckington
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2. **Consent Applications / Contraventions**

There have been no consent applications/contraventions reported to the Board since 7th February 2020.

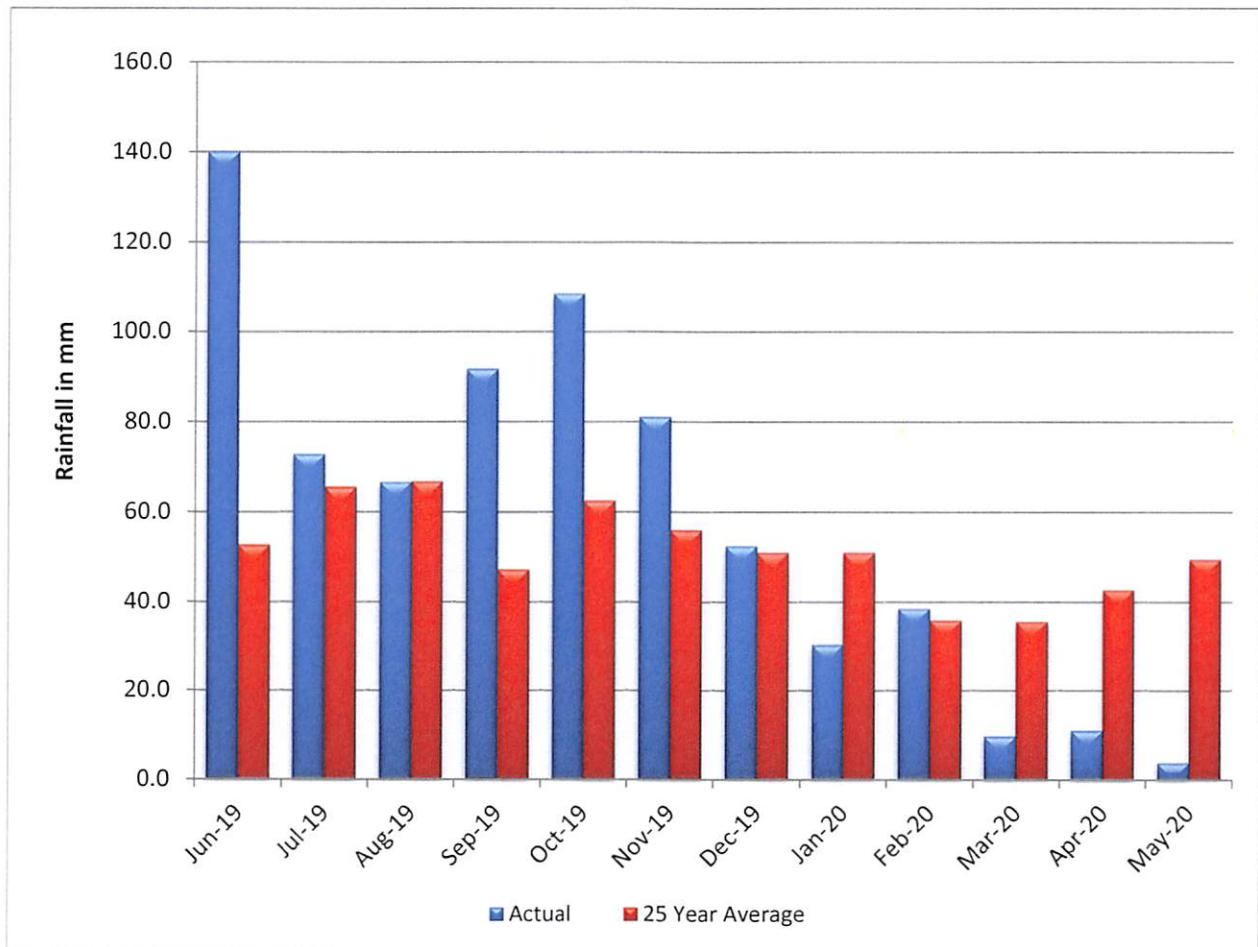
BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	%
	mm	mm	
Jun-19	115.6	54.5	212.11%
Jul-19	68.2	61.4	111.07%
Aug-19	51.2	62.2	82.32%
Sep-19	76.8	46.9	163.75%
Oct-19	85.6	59.1	144.84%
Nov-19	82.8	56.1	147.59%
Dec-19	37.2	48.8	76.23%
Jan-20	16.2	49.0	33.06%
Feb-20	36.8	32.4	113.58%
Mar-20	5.4	34.2	15.79%
Apr-20	18.6	41.9	44.39%
May-20	3.2	50.2	6.37%
Totals	597.6	596.7	100.15%



BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

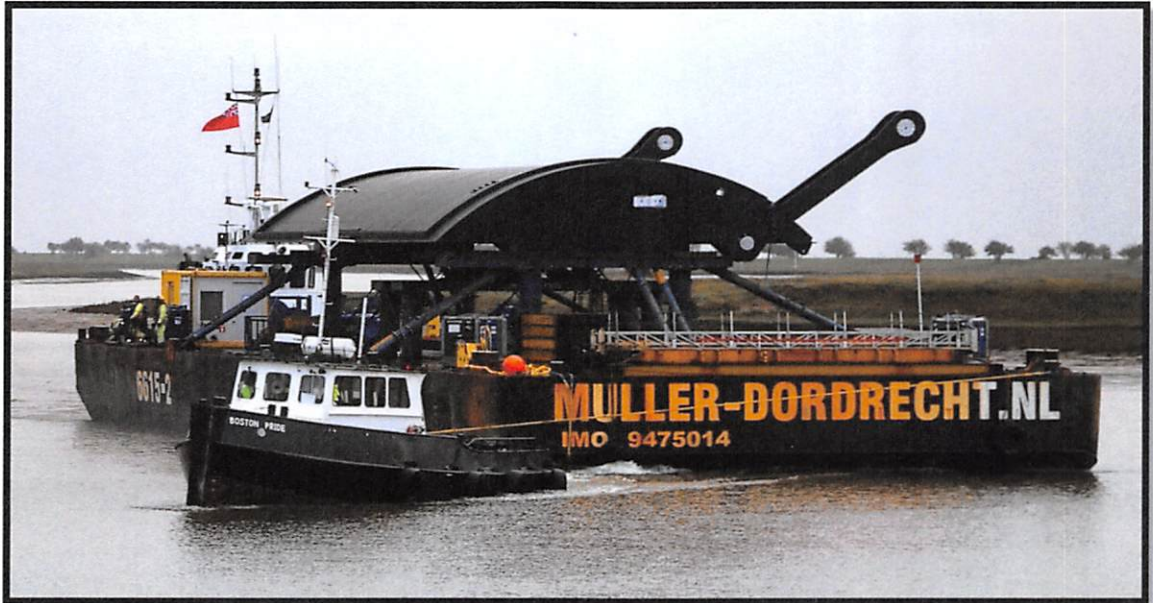
MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Jun-19	140.0	52.7	265.65%
Jul-19	72.7	65.5	110.99%
Aug-19	66.6	66.7	99.85%
Sep-19	91.7	47.2	194.28%
Oct-19	108.5	62.5	173.60%
Nov-19	81.0	56.0	144.64%
Dec-19	52.4	51.0	102.75%
Jan-20	30.2	51.0	59.22%
Feb-20	38.4	35.8	107.26%
Mar-20	9.8	35.5	27.61%
Apr-20	11.1	42.7	26.00%
May-20	3.9	49.5	7.88%
Totals	706.3	616.1	114.64%



Black Sluice Internal Drainage Board

Unaudited Financial Statements
For The Year Ended 31st March 2020

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Balance Sheet	11
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Black Sluice Internal Drainage Board - Members

Elected Members		Electoral District
Mr K C Casswell	Chairman - Board	E
	Chairman - Executive Committee	
Mr P Holmes	Vice Chairman - Board	G
	Chairman - Northern Works	
	Chairman - Environment Committee	
Mr M Rollinson	Chairman - Southern Works	F
Mr J Fowler	Chairman - Structures	G
Mr W Ash		D
Mr J F Atkinson		D
Mr V A Barker		C
Mr R Leggott		A
Mr P Robinson		B
Mr N Scott		B
Mr J R Wray		E

Members Appointed by District Councils

Boston Borough Council	
Mr T Ashton	
Mr R Austin	
Mr P Bedford	
Mr M Brookes	Chairman - Audit & Risk Committee
Mr M Cooper	
Mr F Pickett	
Mr P Skinner	

South Holland District Council
Mr S Walsh

South Kesteven District Council
Mr C Benn

North Kesteven District Council
Mr M Head

Senior Officers	
Mr Ian Warsap Bsc. C Eng	Chief Executive Officer
Mr Daniel Withnall MCGI MInstLM FMAAT	Finance Manager

ANNUAL REPORT

Introduction

The Black Sluice Internal Drainage Board is an independent body created under land drainage statutes responsible for flood risk, land drainage and water level management works, other than on main rivers, in the Black Sluice IDB area. Board Members are either elected by and represent the occupiers of land in the area or are nominated by the District Councils in the Board's area. The Board consists of 11 elected members and 10 nominated members. Further details are on page 3.

The Board secures income mainly from drainage levies on farmers and other occupiers and from special levies on local authorities. The Board also pays levies to the Environment Agency to fund works on main rivers that protect the drainage district.

This document is the statement of accounts of Black Sluice IDB for the financial year ending 31st March 2020, set out on pages 6 to 14. The accounts consist of:

The Annual Governance Statement

The system of internal control is designed to manage the risk to a reasonable level, the IDB's statement details how this is achieved.

The Statement of Responsibilities

This statement identifies the officer who is responsible for the proper administration of the Board's financial affairs.

The Statement of Accounting Policies

This statement details the legislation and source of accounting principles on which the financial statements are prepared.

The Income and Expenditure Account

This statement summarises the resources that have been generated and consumed in providing services and managing the IDB during the last year.

The Balance Sheet

This statement is fundamental to the understanding of the Board's financial position at the year end. It shows the balances and reserves at the Board's disposal and the fixed and net current assets employed in its operation, together with summarised information on the fixed assets held. The statement also includes assets and liabilities of the Board.

Notes to the Accounts

The notes relating to the statements above are detailed after the core statements.

THE ANNUAL GOVERNANCE STATEMENT

We acknowledge as the Members of the 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 31st March 2020, that:

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

This annual governance statement is approved by the body and recorded as minute reference dated 30 June 2020.

Signed on behalf of Black Sluice Internal Drainage Board.

.....
Mr Keith Casswell
Chairman
30 June 2020

.....
Mr Daniel Withnall
Finance Manager
30 June 2020

THE STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Board is required:

- a) to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Board, that officer is the Finance Manager.
- b) to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Finance Manager's Responsibilities

The Finance Manager is responsible for the preparation of the Board's Statement of Accounts which is required to present a true and fair view of the financial position of the Board at the accounting date and its income and expenditure for the year ended 31st March 2020.

In preparing this statement of accounts, the Finance Manager has:-

- a) selected suitable accounting policies and then applied them consistently,
- b) made judgement and estimates that were reasonable and prudent,
- c) compiled the accounts in accordance with UK Generally Accepted Accounting Practices,
- d) applied the accounting concept of a 'going concern' by assuming that the IDB will continue to operate for the foreseeable future.

The Finance Manager has also:-

- a) kept proper accounting records which were up to date;
- b) taken reasonable steps for the prevention and detection of fraud and other irregularities.

Certificate of the Finance Manager

These Financial Statements present a true and fair view of the financial position of the Board at 31st March 2020 and its income and expenditure for the year then ended.

.....
Mr Daniel Withnall
30 June 2020

Certificate of the Chairman of the Board

I confirm that these accounts have been approved by the Black Sluice Internal Drainage Board at a meeting held on the 30 June 2020.

.....
Mr Keith Casswell
30 June 2020

STATEMENT OF ACCOUNTING POLICIES

1. General

These accounts have been prepared in accordance with the following accounting concepts:- Accruals, Relevance, Consistency, Reliability, Comparability, Understandability, Materiality and Going Concern.

2. Fixed Assets

Fixed assets are recognised as expenditure on acquisition, creation or enhancements with a value in excess of £5,000 and a useful life in excess of one year.

Fixed assets are valued on the following basis:-

- a) Land is included at historic cost.
- b) Operational Buildings are included in the balance sheet at valuation. The Offices and Depot were valued on 31st March 2016 by Mr Robert J Hurst FRICS FAAV, Chartered Surveyor, at market value. It is the Boards intention to value Operational Buildings at an open market value every five years and not depreciate in the intervening years.
- c) Pumping Stations were valued on 31st March 2009 by Mr JW Castley FRICS FAAV, Chartered Surveyor, at open market valuation. It is the Boards intention to retain these values in the accounts as a nominal value and not depreciate in the intervening years.
- d) Non - Operational Property is included in the balance sheet at market value. It was valued on 31st March 2016 by Mr Robert J Hurst FRICS FAAV, Chartered Surveyor, at market value. It is the Boards intention to value non-operational property at an open market value every five years and not depreciate in the intervening years.
- e) Vehicles, Plant & Equipment are included at cost less depreciation.

Disposals are written off at cost less depreciation. Any surplus/deficit arising is charged/credited to the appropriate reserve.

Depreciation has been provided on a straight line basis, on motor vehicles and equipment, excavators and plant, computers, office equipment with a purchase cost in excess of £5,000.

Plant & Vehicles	7 Years
Equipment	4 Years

3. Income

Income includes drainage rates on local agricultural land and buildings, special levies on district/borough councils, recharged works, government grants, rental income and interest on investments. Where applicable, this is net of Value Added Tax and is recognised when the Board has a right to receive the income.

4. Expenditure

Expenditure is included on an accruals basis.

5. Stock & Work in Progress

Stocks and work in progress are stated at the lower of cost or net realisable value.

6. Government Grants and Contributions

Government grants and contributions have been credited to the income and expenditure account on an accruals basis. Government grants used for the acquisition of fixed assets have been deducted from the purchase price of the asset.

7. Provisions

The Board sets aside provisions where there is a definite liability, but the amount and timing of settlement is not known. Details are given as notes to the accounting statements.

8. Pensions

The Board paid an employers contribution of £228,816 on employees pensionable pay into the Lincolnshire County Council pension fund

9. Discontinued Operations

The Board had no material operations which it acquired or which were discontinued in the year and therefore no separate disclosure is required in respect of the Income and Expenditure account and balance sheet accounts.

10. Internal Interest

Interest is allocated to the Income and Expenditure Account, Development Fund, Plant Fund and Wages Oncost Fund based on the average level of their balances.

Black Sluice Internal Drainage Board Income and Expenditure Account For Year Ended 31st March 2020

	Note	2019/20	2018/19
Income		£	£
Drainage Rates		1,054,695	1,054,817
Special Levies on Councils	1	1,039,592	1,037,069
Income from Rechargeable Works		507,653	505,373
DEFRA Grants	2	405,864	110,805
Sundry Income	3	33,546	96,033
Rental Income		7,366	7,366
Investment Income		17,456	7,332
Development Reserve Contribution		5,000	5,000
Interest		5,536	3,673
		3,076,708	2,827,468
Expenditure			
Drain Maintenance		683,540	771,101
Cost of Rechargeable Works		440,875	474,797
Administration Costs		416,193	399,422
Pumping Stations		676,429	348,541
Asset Refurbishments	4	460,524	300,342
Environment Agency Precept		276,552	276,552
Establishment Charges		64,059	57,240
Miscellaneous Charges		22,934	53,947
Depot Costs		51,401	53,241
Environmental Schemes		5,283	17,071
		3,097,790	2,752,254
Surplus / (Deficit)		(21,082)	75,214

Black Sluice Internal Drainage Board Balance Sheet as at 31st March 2020

	Note	2019/20	2018/19
Fixed Assets			
Pumping Stations		3,861,354	3,861,354
Land & Buildings		739,350	739,350
Vehicles, Plant & Equipment		830,948	723,609
Non Operational Assets		130,000	130,000
	8	5,561,652	5,454,313
Current Assets			
Stock		30,399	32,900
Debtors & Prepayments	9	190,820	172,921
Investment Valuation		442,850	490,809
Cash at bank & in hand	10	869,382	1,236,663
		1,533,451	1,933,293
Current Liabilities			
Creditors	11	(230,447)	(545,309)
Net Current Assets		1,303,004	1,387,984
Liability related to defined pension scheme		(2,744,000)	(3,655,000)
Total Assets less Liabilities		4,120,656	3,187,297
Capital Reserve		5,561,654	5,454,315
Pension Reserve		(2,744,000)	(3,655,000)
Investment Revaluation Reserve		(57,150)	(9,191)
		2,760,504	1,790,124
Revenue Reserve		1,220,943	1,242,027
Development Reserve		182,703	155,103
Plant Reserve		(16,592)	29,921
Wages Oncost Reserve		(26,902)	(29,878)
		1,360,152	1,397,173
	12	4,120,656	3,187,297

Mr K Casswell
Chairman
30 June 2020

Mr DJ Withnall
Finance Manager
30 June 2020

Black Sluice Internal Drainage Board

Notes to the Accounts

	2019/20	2018/19
1 Special Levies	£	£
Boston Borough Council	787,059	784,761
South Holland District Council	126,223	126,090
North Kesteven District Council	68,197	68,105
South Kesteven District Council	58,113	58,113
	1,039,592	1,037,069

	2019/20	2018/19
2 Government Grants received from Defra	£	£
NFF Revetment Works	277,170	16,889
Sempringham PS Weedscreen Cleaner	117,344	21,223
Kirton Meeres Long Culvert	11,350	12,184
Damford PS Resilience	0	9
Malting Lane Pipework	0	60,500
	405,864	110,805

	2019/20	2018/19
3 Sundry Income	£	£
Sundry Income	16,941	78,472
Solar Income	16,605	17,561
	33,546	96,033

	2019/20	2018/19
4 Asset Refurbishments	£	£
Drain Asset Improvements	365,339	170,596
Pumping Station Refurbishments	95,185	129,746
	460,524	300,342

5 Remuneration

The table below shows the number of employees whose remuneration was greater than £50,000:

Band £	2019/20	2018/19
50,000 to 59,999	1	1
60,000 to 69,999	1	0
80,000 to 89,999	1	1
	3	2

6 Audit Fees

	2019/20	2018/19
	£	£
Fees paid to the Board's External Auditor	2,800	2,800

7 Related Party Transactions

Some members of the Board pay Drainage Rates at the prevailing rate.

Black Sluice Internal Drainage Board

Notes to the Accounts

8 Tangible Fixed Assets

	Land & Operational Buildings £	Pumping Stations £	Non Operational Property £	Vehicles, Plant & Equipment £	Total £
Cost					
Opening Balance	739,350	3,861,354	130,000	1,576,792	6,307,496
Additions	0	0	0	424,548	424,548
Disposals	0	0	0	(355,746)	(355,746)
Revaluation	0	0	0	0	0
As at 31st March 2020	739,350	3,861,354	130,000	1,645,594	6,376,298
Depreciation					
Opening Balance	0	0	0	(853,182)	(853,182)
Disposals	0	0	0	193,972	193,972
Charge for year	0	0	0	(155,436)	(155,436)
As at 31st March 2020	0	0	0	(814,646)	(814,646)
Net Book Value					
As at 31st March 2019	739,350	3,861,354	130,000	723,610	5,454,314
As at 31st March 2020	739,350	3,861,354	130,000	830,948	5,561,652

	2019/20	2018/19
	£	£
9 Debtors & Payment in Advance		
Trade Debtors	111,903	133,939
Prepayments	47,037	71,126
Officers Car Loans	16,838	22,391
Rechargeable Work in Progress	0	5,730
HM Revenue & Customs (VAT)	15,191	(60,483)
Drainage Rate Debtors	(149)	218
	190,820	172,921

	2019/20	2018/19
	£	£
10 Cash at Bank & in hand		
Bank Deposits	869,104	1,236,463
Petty Cash	278	200
	869,382	1,236,663

	2019/20	2018/19
	£	£
11 Creditors		
Trade Creditors	113,343	278,993
Accruals	117,104	266,316
	230,447	545,309

12 Reserves

	Balance 31/03/2019	Additions in Year	Withdrawals in year	Balance 31/03/2020
Capital Reserve	5,454,315	262,774	(155,435)	5,561,654
Pension Reserve	(3,655,000)	911,000		(2,744,000)
Investment Revaluation Reserve	(9,191)		(47,959)	(57,150)
Revenue Reserve	1,242,027		(21,084)	1,220,943
Development Reserve	155,103	32,600	(5,000)	182,703
Plant Reserve	29,921	378,034	(424,548)	(16,593)
Wages Oncost Reserve	(29,877)	166,060	(163,084)	(26,901)
	3,187,298	1,750,468	(817,110)	4,120,656

Development Reserve- The Board makes a one off charge to developers to allow an increase in flow into the Board's drainage system. These charges are kept in the Development Fund and used to fund future improvements to the Board's drainage system to accommodate these additional flows.

Plant Reserve - The Plant Fund generates income internally throughout the year from all works carried out using the Board's plant. Offset against this income are all the expenses related to the plant and the fund is built up to replace the plant items when required. The depreciation is also charged to this account.

Wages Oncost Reserve - The Wages Oncost Fund generates income internally throughout the year from all work using the Board's Labour. Offset against this income are all the expenses related to employing the workforce.