

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Executive Committee Meeting

Wednesday, 23rd September 2020 at 2pm

Station Road, Swineshead, Lincolnshire PE20 3PW



Black Sluice Internal Drainage Board

Station Road
Swineshead
Boston
Lincolnshire
PE20 3PW

01205 821440

www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

Our Ref: IW/DPW/B10_1

Your Ref:

Date: 16th September 2020

To the Chairman and Members of the Executive Committee

Notice is hereby given that a Meeting of the Executive Committee will be held on Wednesday, 23rd September 2020 at 2pm at the offices of the Board at which your attendance is requested.

The offices of the Board are COVID-19 Secure and the meeting will be held in the Boardroom adhering to COVID-19 Compliance procedures (please see enclosed procedure document).

Should you wish to attend remotely rather than attending the offices, 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, please inform Jessica Baxter before the end of the working day Monday 21st September 2020.

Chief Executive

AGENDA

1. Apologies for absence.
2. Declarations of interest.
3. To receive and, if correct, sign the Minutes of the Executive Meeting held on 10th June 2020 (**pages 1 - 10**)
4. **CONFIDENTIAL** - To receive and, if correct, sign the Confidential Minutes of the Executive Meeting held on the 10th June 2020 (**pages 11 - 15**)
5. Matters Arising.
6. To consider Period 05 Management Accounts (**pages 16 - 22**)
7. Direction on 2020/21 Budgets and Ten-Year Estimates (**page 23 - 25**)
 - (a) Review of 2020/21 Capital Schemes Budgets (**verbal**)
 - (b) 2021/22 Plant Budget (**page 26**)
 - (c) **CONFIDENTIAL** - Salary Reviews (**pages 27 - 29**)
8. To review the Policy on Land Drains discharging into Board Maintained Watercourses (Policy No. 28) (**page 30**)
9. To retrospectively review the Business Continuity Plan – COVID-19 (Policy No. 47) (**pages 31 - 42**)
10. **CONFIDENTIAL** – RSPB Frampton Marsh Reserves, request for drainage rate review (**pages 43 & 44**)
11. To review the arrangements for future meetings (**page 45**)
12. To review the draft timetable for 2021 meetings (**page 46**)
13. To receive the External Auditors Opinion for 2019/20 (**not yet received**)
14. Any Other Business.

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 J Fowler

* Mr M Rollinson

* Mr M Brookes

* Mr P Holmes

* 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;

- £86,781 repairing large slips
- £49,176 Graft Drain Scheme
- £12,812 Ewerby Pumping Station repairs
- £30,979 Dyke Fen Pumping Station repairs
- £75,089 Emergency working
- Total overspend on Schemes of £187,308
- £270,387 additionally spend on electricity; 227% increase compared to last year
- £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 Gypsy 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 - 23 SEPTEMBER 2020

AGENDA ITEM 06

PERIOD 05 MANAGEMENT ACCOUNTS

Income

- Drainage Rate collections have dropped back slightly this month but are on a par with last year and the forecast.
 - 91.16% collected
- Brewin Dolphin Income is slightly down but offset by bank interest.
 - This will not continue as the Bank interest rate is now 0.01%
- Recoverable Income is still £41k less than budget and £20k less than last year due to the later start on the EA PSCA works
- Solar income is down slightly but most of this can be attributed to an inverter not operational at the depot during lockdown, it has now been replaced under warranty.
- Discounting Grant income Income is £50k down but should all recover as they are timing issues.

Expenditure

- Schemes
 - First impressions would suggest schemes are underspent by £290k but this is just due to them being rescheduled as previously reported.
 - Currently a £32k overspend
 - £22,607 Emergency large slip repairs
 - £9,395 General Culvert replacements
 - £500.53 has been charged to Pinchbeck PS 1096 (very old code pre 2011) 2 x TC Harrison invoices? We will check them and get them moved, Probably 9096?
- PS Maintenance is £5,275 underspent but £14,797 will be charged there for Pump Engineers recharge balance £9,522 overspent
- Drain Maintenance is £96,853 overspent overall
 - Summer Cutting £27,967
 - Desilting £68,171
 - Bushing £114
 - Jetting £600 (£35,550 unspent for jetting in schemes 1228)
- The Depot and in turn Admin and Establishment is £10k overspent.
 - £5,627 Replacement Roller Door
 - Comparison to last year (which budget was based on) included in table below.

	2020/21	2019/20
2001 Repairs	-127.5	
2002 Rates	10499.75	10331.47
2003 Electricity	1669.13	1929.71
2004 Gas	286.21	135.74
2005 Water	333.49	551.9
2006 Security	6390.66	674.74
2007 Waste Disp	1078.6	376.72
2009 Grounds Mtc	-74.59	-73.97
3009 Prot Clothing	80	
3012 Small Tools	14.95	
5004 Plant Parts	114.35	
5005 Plant Oils & Lubricants	3.36	255
6001 Contractors		236
7001 Labour	4386.36	1880.26
7060 Workshop	342.25	74
7070 Pump Eng		51
Plant	1842.4	871.9
Total Depot	26839.42	17294.47

- EA Precept – May payment still not made.

Balance Sheet

- Plant Account £77k positive to last year with no increase in recharge rates
 - £40k more generated
 - £37k less expenditure
- £11k queries on EA PSCA rechargeable works to be caught up with in P6
- £20k of other rechargeable invoices to be raised in P6
- Wages Oncost Account still positive @ £7,067, 260% seems to be maintaining the reserve
- Invoices for B&M and Baars Transport still outstanding as per last month.
 - Baars Transport is however an error on their part as they paid in Euros rather than £ sterling
- Brewin Dolphin investment value continues to improve slowly
 - Estimated income has drop slightly again but not unexpected. £14,314pa
3.03% Yield

Summary

- Income ok
- Expenditure
 - Concerns on overspend on Drain Maintenance
 - Schemes budget needs to be considered (Can they be completed this year? And how do we pay for emergency works?)
- Overall need to consider how to cover £148k overspends (Q2 Forecast after next months accounts but could have added considerably more overspend if not addressed before then)

Black Sluice Internal Drainage Board

Project Summary

2020/21

Period 05 - August 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	18,542	49,178	(30,636)	1,513,967	1,534,241	(20,274)	1,508,802	5,165	1,497,597	16,370
Interest & Grants	1,152	982	170	124,169	7,119	117,050	148,824	(24,655)	21,174	102,996
Development Fund	0	0	0	15,773	0	15,773	0	15,773	0	15,773
Other Income	12,371	950	11,421	22,411	9,516	12,895	11,390	11,021	9,952	12,459
Rechargeable Income	53,196	20,060	33,136	141,295	182,830	(41,535)	160,940	(19,645)	160,408	(19,113)
Solar Panel Income	1,869	2,329	(460)	10,963	11,632	(669)	11,821	(858)	10,854	109
Total Income	87,131	73,499	13,632	1,828,579	1,745,338	83,241	1,841,777	(13,199)	1,699,985	128,594
Schemes	510	15,000	14,490	62,450	336,000	273,550	82,918	20,468	149,590	87,140
Pumping Station Schemes	16,866	0	(16,866)	18,023	35,000	16,977	18,513	490	91	(17,932)
Pumping Station Maintenance	24,662	28,601	(2,231)	99,462	145,695	5,275	139,146	(1,274)	102,931	29,353
Electricity	6,170			40,958					66,842	0
Drain Maintenance	105,269	97,173	(8,096)	332,826	235,973	(96,853)	292,611	(40,215)	266,351	(66,474)
Environmental Schemes	206	75	(131)	4,616	3,284	(1,332)	6,123	1,507	3,546	(1,069)
Administration & Establishment	59,776	40,176	(19,600)	236,309	226,442	(9,867)	227,334	(8,975)	225,561	(10,748)
EA Precept	0	0	0	0	138,276	138,276	0	0	138,276	138,276
Rechargeable Expenditure	51,132	18,236	(16,172)	121,769	166,209	44,440	146,309	24,540	158,197	132,920
Solar Panel Expenses	0	0	0	2,077	0	(2,077)	2,073	(4)	2,288	211
Total Expenditure	264,592	199,261	(48,607)	918,488	1,286,879	368,391	915,027	(3,461)	1,113,673	291,676
Surplus / (Deficit)	(177,461)	(125,762)	(51,698)	910,091	458,459	451,632	926,750	(16,659)	586,312	323,779
Movement on reserves										
Plant Reserve	(54,306)	0	54,306	(165,978)	0	165,978	(165,978)	0	(88,836)	77,143
Pump Engineer Oncost	(869)	0	869	14,797	0	(14,797)	11,699	(3,098)	(1,538)	(16,335)
Wages oncost Reserve	(9,663)	0	9,663	(33,968)	0	33,968	(33,968)	0	(30,630)	3,338
Grants Manager	0	0	0	0	0	0	0	0	12,456	12,456
Surplus / (Deficit)	(112,622)	(125,762)	(116,537)	1,095,240	458,459	266,482	1,114,997	(13,562)	694,861	247,178

**Black Sluice Internal Drainage Board
Drainage Rates & Special Levies
2020/21**

Period 05 - August 2020

Drainage Rates & Special Levies Due

Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,073,939.99	
Land/Property - Value Decreased	(5,266.86)	
Land/Property - Value Increased	2,362.82	
New Assessment	1,299.16	
Write Offs & Irrecoverables	(21.30)	
Adjustments required for Special Levy		
Summons Collection Costs		

Balance	<u>1,072,313.81</u>	49.99%
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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	
	<u>1,072,911.41</u>	50.01%

Total Due	<u>2,145,225.22</u>	100.00%
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Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	149.37	
Payments Posted	977,362.79	
Returned Amount		91.16%
Paid Refund		
Bourne North Fen Trust Contribution		
Special Levies Received	536,454.86	50.00%
Total Received	<u>1,513,967.02</u>	

Drainage Rates & Special Levies Debtors

Special Levy Outstanding	536,454.86	50.00%
Drainage Rates Outstanding	94,801.65	8.84%
	<u>631,256.51</u>	
	<u>2,145,223.53</u>	

Black Sluice Internal Drainage Board
Income & Expenditure Summary
2020/21
Period 05 - August 2020

	This Year	Last Year	Variance
Drainage Rates	977,512	977,300	212
Special Levies	536,455	520,296	16,159
Recoverable	141,295	160,408	(19,113)
Misc Income	162,783	31,929	130,854
Solar Panel Income	10,963	10,854	109
	1,829,008	1,700,788	128,220
Employment Costs	463,080	458,637	(4,443)
Property	70,505	85,816	15,311
General Expenses	86,762	86,326	(436)
Materials / Stock	18,847	12,580	(6,267)
Motor & Plant	95,117	101,117	6,000
Miscellaneous	34,304	261,452	227,149
Recharges	(285,624)	(252,661)	32,964
Plant	285,624	252,661	(32,964)
Total Expenditure	768,613	1,005,928	237,314
Net Surplus / (Deficit)	1,060,395	694,860	365,534

Black Sluice Internal Drainage Board

Balance Sheet at Period End

2020/21

Period 05 - August 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	1,011,648		994,807	
Fixed Assets		<u>5,742,352</u>		<u>5,725,511</u>
Stock	25,893		32,075	
Debtors Control	64,085		78,381	
VAT	(43,959)		5,435	
Car Loans	12,746		18,431	
Prepayments	31,274		29,057	
Drawings Bank Account	(37,415)		(2,835)	
Call Bank Account	310,000		310,000	
Petty Cash	403		321	
Highland Water	0		2,059	
Work in Progress	(420,976)		(207,074)	
Nat West Government Procurement C	0		0	
Brewin Dolphin Investment	471,824		502,092	
Natwest Reserve Account	1,919,199		1,306,672	
Total Current Assets		<u>2,333,073</u>		<u>2,074,614</u>
Trade Creditors	(15,181)		(14,628)	
PAYE & NI Control Account	(22,850)		(21,318)	
Superannuation Contrl Account	(16,434)		(14,410)	
Accruals	(30,935)		(36,692)	
Total Liabilities		<u>(85,401)</u>		<u>(87,048)</u>
Pension Liability		(2,744,000)		(3,655,000)
		<u>5,246,025</u>		<u>4,058,077</u>
Capital Reserve	5,561,654		5,454,315	
Pension Reserve	(2,744,000)		(3,655,000)	
Brewin Dolphin Revaluation	(28,176)		2,092	
Total Capital		<u>2,789,477</u>		<u>1,801,406</u>
Revenue Reserve	1,220,944		1,242,026	
Development Reserve	182,703		200,907	
Plant Reserve	19,408		148,755	
Wages Oncost Reserve	(26,902)		(29,878)	
General Resere	1,060,395		694,860	
Total Reserves		<u>2,456,547</u>		<u>2,256,671</u>
		<u>5,246,025</u> 0		<u>4,058,077</u>
<u>Cash & Bank Balances</u>				
Drawings Account		(37,415)		
Call Account		8,485	310,000	
Natwest Reserve Account @ 0.01%		1,919,199		
Petty Cash		403		
Chargecard		0		
Monmouthshire BS @ 0.40%		301,515	30 Day Notice	
		<u>2,192,186</u>		

Black Sluice Internal Drainage Board Investment Summary 2020/21 Period 05 - August 2020

OWNER NAME: Black Sluice Internal Drainage Board - New Account PORTFOLIO: P1684056 VALUATION DATE: 03 Sep 2020 30/08/2019 - 30/08/2020

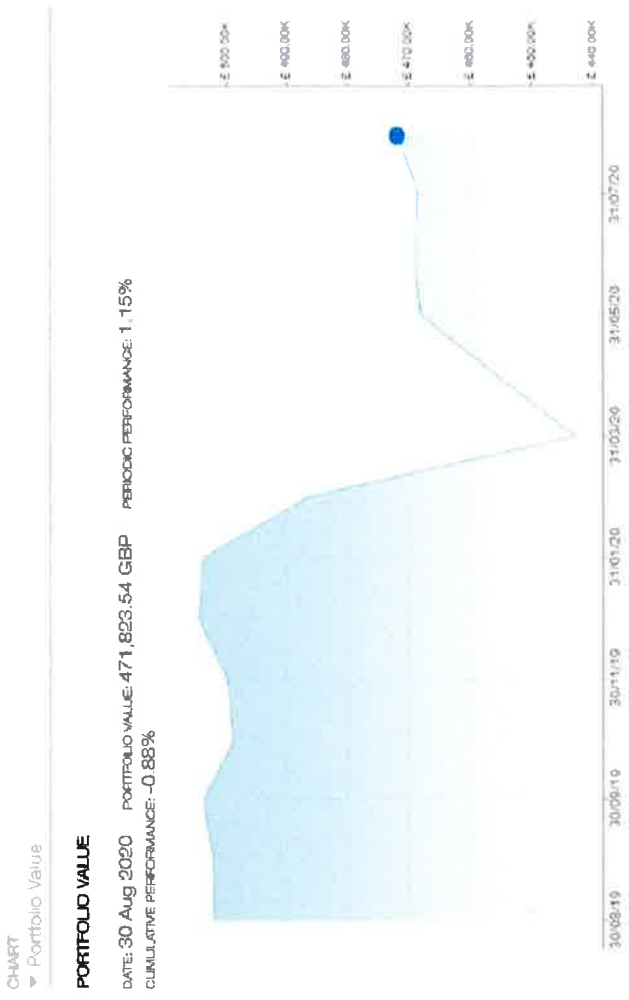
Portfolio Overview

PERFORMANCE FROM 30/08/2019 - 30/08/2020
-0.88% ↓

TOTAL VALUE
471,823.54 GBP

ESTIMATED ANNUAL INCOME
14,314.51 GBP

Performance



Portfolio Summary

BOOK COST **474,596.63 GBP** OVERALL GAIN OR LOSS **-0.58%**

ESTIMATED ANNUAL INCOME **14,314.51 GBP** ESTIMATED YIELD % **3.03%**

BLACK SLUICE INTERNAL DRAINAGE BOARD

2021/22 Budget and 10 Year Estimates

Option 1 - Stick with plan from last year

Income	Actual	Budget	Forecast @ P03	Budget / Estimates									
				2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Rates and Levies	2,094,287	2,146,823	2,145,243	2,200,326	2,255,502	2,312,349	2,370,868	2,429,388	2,489,579	2,551,442	2,614,978	2,680,185	2,747,064
Interest & Investment Income	22,992	18,500	16,480	16,810	17,146	17,489	17,838	18,195	18,559	18,930	19,309	19,695	20,089
Grants/Local Levy	405,864	110,000	251,986	102,000									
Contribution Development Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Income	24,308	22,866	24,740	25,235	25,739	26,254	26,779	27,315	27,861	28,418	28,987	29,567	30,158
Rechargeable Income	507,653	702,100	680,210	595,302	270,608	276,020	281,541	287,171	292,915	298,773	304,749	310,844	317,060
Solar Panel Income	16,605	18,383	18,572	18,943	19,322	19,709	20,103	20,505	20,915	21,333	21,760	22,195	22,639
TOTAL INCOME	3,076,709	3,023,672	3,142,231	2,963,616	2,593,318	2,656,821	2,722,129	2,787,575	2,854,829	2,923,897	2,994,782	3,067,486	3,142,011

Expenditure	Actual	Budget	Forecast @ P03	Budget / Estimates									
				2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Capital Schemes	460,524	935,671	926,933	327,000	230,000	237,000	241,000	254,000	255,000	273,000	281,000	290,000	295,800
Pumping Station Maintenance	676,429	377,400	382,562	390,213	398,018	405,978	414,097	422,379	430,827	439,443	448,232	457,197	466,341
Electricity													
Drain Maintenance	683,540	843,556	828,301	860,427	877,636	895,188	913,092	931,354	949,981	968,981	988,360	1,008,127	1,028,290
Environmental Works	5,283	20,400	19,953	20,352	20,759	21,174	21,598	22,030	22,470	22,920	23,378	23,846	24,323
Administration & Establishment	552,154	532,754	533,139	543,802	554,678	565,771	577,087	588,629	600,401	612,409	624,657	637,150	649,893
EA Precept	276,552	276,552	276,552	282,083	287,725	293,479	299,349	305,336	311,442	317,671	324,025	330,505	337,115
Rechargeable Expenditure	440,875	638,273	623,512	541,184	246,007	250,927	255,946	261,065	266,286	271,612	277,044	282,585	288,237
Solar Panel Expenditure	2,433	2,485	2,318	2,364	2,412	2,460	2,509	2,559	2,610	2,663	2,716	2,770	2,826
TOTAL EXPENDITURE	3,097,790	3,627,091	3,593,270	2,967,425	2,617,234	2,671,978	2,724,678	2,787,351	2,839,018	2,908,699	2,969,413	3,032,181	3,092,825

OPENING BALANCE	1,242,027	1,220,946	1,220,946	769,907	766,098	742,182	727,024	724,476	724,699	740,510	755,709	781,078	816,383
SURPLUS / (DEFICIT) IN YEAR	(21,081)	(603,419)	(451,039)	(3,809)	(23,916)	(15,157)	(2,548)	223	15,811	15,199	25,370	35,305	49,186
CLOSING BALANCE	1,220,946	617,527	769,907	766,098	742,182	727,024	724,476	724,699	740,510	755,709	781,078	816,383	865,569

Reserve % of Expenditure	39.41%	17.03%	21.43%	25.82%	28.36%	27.21%	26.59%	26.00%	26.08%	25.98%	26.30%	26.92%	27.99%
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RATE	12.60	12.84	12.84	13.16	13.49	13.83	14.18	14.53	14.89	15.26	15.64	16.03	16.43
Increase in Rates		1.90%	1.90%	2.49%	2.51%	2.52%	2.53%	2.47%	2.48%	2.48%	2.49%	2.49%	2.50%

BLACK SLUICE INTERNAL DRAINAGE BOARD

2021/22 Budget and 10 Year Estimates

Option 2 - Minimal increase spread over 10 years (maintaining 20% Reserves)

Income	Actual	Budget	Forecast @ P03	Budget / Estimates												
				2019/20	2020/21	2020/21	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Rates and Levies	2,094,287	2,146,823	2,145,243	2,196,982	2,248,814	2,300,645	2,354,149	2,409,324	2,466,171	2,523,019	2,581,538	2,641,729	2,703,592	2,768,089	2,834,592	2,902,800
Interest & Investment Income	22,992	18,500	16,480	16,810	17,146	17,489	17,838	18,195	18,559	18,930	19,309	19,695	20,089	20,489	20,889	
Grants/Local Levy	405,864	110,000	251,986	102,000												
Contribution Development Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Other Income	24,308	22,866	24,740	25,235	25,739	26,254	26,779	27,315	27,861	28,418	28,987	29,567	30,158	30,759	31,360	
Rechargeable Income	507,653	702,100	680,210	595,302	270,608	276,020	281,541	287,171	292,915	298,773	304,749	310,844	317,060	323,387	329,824	
Solar Panel Income	16,605	18,383	18,572	18,943	19,322	19,709	20,103	20,505	20,915	21,333	21,760	22,195	22,639	23,089	23,544	
TOTAL INCOME	3,076,709	3,023,672	3,142,231	2,960,272	2,586,630	2,645,117	2,705,410	2,767,511	2,831,421	2,895,474	2,961,342	3,029,030	3,098,539	3,169,100	3,240,660	

Expenditure	Actual	Budget	Forecast @ P03	Budget / Estimates											
				2019/20	2020/21	2020/21	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Capital Schemes	460,524	935,671	926,933	327,000	230,000	237,000	241,000	254,000	255,000	273,000	281,000	290,000	295,800	301,600	307,400
Pumping Station Maintenance	676,429	377,400	382,562	390,213	398,018	405,978	414,097	422,379	430,827	439,443	448,232	457,197	466,341	475,485	484,729
Electricity															
Drain Maintenance	683,540	843,556	828,301	860,427	877,636	895,188	913,092	931,354	949,981	968,981	988,360	1,008,127	1,028,290	1,048,853	1,069,816
Environmental Works	5,283	20,400	19,953	20,352	20,759	21,174	21,598	22,030	22,470	22,920	23,378	23,846	24,323	24,809	25,296
Administration & Establishment	552,154	532,754	533,139	543,802	554,678	565,771	577,087	588,629	600,401	612,409	624,657	637,150	649,893	662,886	676,030
EA Precept	276,552	276,552	276,552	282,083	287,725	293,479	299,349	305,336	311,442	317,671	324,025	330,505	337,115	343,854	350,713
Rechargeable Expenditure	440,875	638,273	623,512	541,184	246,007	250,927	255,946	261,065	266,286	271,612	277,044	282,585	288,237	293,999	300,000
Solar Panel Expenditure	2,433	2,485	2,318	2,364	2,412	2,460	2,509	2,559	2,610	2,663	2,716	2,770	2,826	2,883	2,941
TOTAL EXPENDITURE	3,097,790	3,627,091	3,593,270	2,967,425	2,617,234	2,671,978	2,724,678	2,787,351	2,839,018	2,908,699	2,969,413	3,032,181	3,092,825	3,154,589	3,217,400

OPENING BALANCE	1,242,027	1,220,946	1,220,946	769,907	762,754	732,150	705,288	686,021	666,180	658,583	645,359	637,288	634,137	631,086	628,035
SURPLUS / (DEFICIT) IN YEAR	(21,081)	(603,419)	(451,039)	(7,153)	(30,604)	(26,861)	(19,267)	(19,841)	(7,597)	(13,224)	(8,070)	(3,151)	5,714	11,429	17,284
CLOSING BALANCE	1,220,946	617,527	769,907	762,754	732,150	705,288	686,021	666,180	658,583	645,359	637,288	634,137	639,851	645,585	651,319

Reserve % of Expenditure	39.41%	17.03%	21.43%	25.70%	27.97%	26.40%	25.18%	23.90%	23.20%	22.19%	21.46%	20.91%	20.69%	20.47%	20.25%
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RATE	12.60	12.84	12.84	13.14	13.45	13.76	14.08	14.41	14.75	15.09	15.44	15.80	16.17	16.54	16.91
Increase in Rates		1.90%	1.90%	2.34%	2.36%	2.30%	2.33%	2.34%	2.36%	2.31%	2.32%	2.33%	2.34%	2.35%	2.36%

BLACK SLUICE INTERNAL DRAINAGE BOARD

2021/22 Budget and 10 Year Estimates

Option 3 - Maximum 1st year benefit (maintaining 20% Reserves)

Income	Actual	Budget	Forecast @ P03	Budget / Estimates									
	2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Rates and Levies	2,094,287	2,146,823	2,145,243	2,180,263	2,235,438	2,290,613	2,347,461	2,405,980	2,466,171	2,528,035	2,591,570	2,656,777	2,723,656
Interest & Investment Income	22,992	18,500	16,480	16,810	17,146	17,489	17,838	18,195	18,559	18,930	19,309	19,695	20,089
Grants/Local Levy	405,864	110,000	251,986	102,000									
Contribution Development Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Income	24,308	22,866	24,740	25,235	25,739	26,254	26,779	27,315	27,861	28,418	28,987	29,567	30,158
Rechargeable Income	507,653	702,100	680,210	595,302	270,608	276,020	281,541	287,171	292,915	298,773	304,749	310,844	317,060
Solar Panel Income	16,605	18,383	18,572	18,943	19,322	19,709	20,103	20,505	20,915	21,333	21,760	22,195	22,639
TOTAL INCOME	3,076,709	3,023,672	3,142,231	2,943,553	2,573,254	2,635,085	2,698,722	2,764,167	2,831,421	2,900,490	2,971,374	3,044,078	3,118,603

Expenditure	Actual	Budget	Forecast @ P03	Budget / Estimates									
	2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Capital Schemes	460,524	935,671	926,933	327,000	230,000	237,000	241,000	254,000	255,000	273,000	281,000	290,000	295,800
Pumping Station Maintenance	676,429	377,400	382,562	390,213	398,018	405,978	414,097	422,379	430,827	439,443	448,232	457,197	466,341
Electricity													
Drain Maintenance	683,540	843,556	828,301	860,427	877,636	895,188	913,092	931,354	949,981	968,981	988,360	1,008,127	1,028,290
Environmental Works	5,283	20,400	19,953	20,352	20,759	21,174	21,598	22,030	22,470	22,920	23,378	23,846	24,323
Administration & Establishment	552,154	532,754	533,139	543,802	554,678	565,771	577,087	588,629	600,401	612,409	624,657	637,150	649,893
EA Precept	276,552	276,552	276,552	282,083	287,725	293,479	299,349	305,336	311,442	317,671	324,025	330,505	337,115
Rechargeable Expenditure	440,875	638,273	623,512	541,184	246,007	250,927	255,946	261,065	266,286	271,612	277,044	282,585	288,237
Solar Panel Expenditure	2,433	2,485	2,318	2,364	2,412	2,460	2,509	2,559	2,610	2,663	2,716	2,770	2,826
TOTAL EXPENDITURE	3,097,790	3,627,091	3,593,270	2,967,425	2,617,234	2,671,978	2,724,678	2,787,351	2,839,018	2,908,699	2,969,413	3,032,181	3,092,825

OPENING BALANCE	1,242,027	1,220,946	1,220,946	769,907	746,035	702,055	665,161	639,206	616,021	608,424	600,216	602,177	614,074
SURPLUS / (DEFICIT) IN YEAR	(21,081)	(603,419)	(451,039)	(23,872)	(43,980)	(36,893)	(25,955)	(23,185)	(7,597)	(8,208)	1,962	11,897	25,778
CLOSING BALANCE	1,220,946	617,527	769,907	746,035	702,055	665,161	639,206	616,021	608,424	600,216	602,177	614,074	639,852

Reserve % of Expenditure	39.41%	17.03%	21.43%	25.14%	26.82%	24.89%	23.46%	22.10%	21.43%	20.64%	20.28%	20.25%	20.69%
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RATE	12.60	12.84	12.84	13.04	13.37	13.70	14.04	14.39	14.75	15.12	15.50	15.89	16.29
Increase in Rates		1.90%	1.90%	1.56%	2.53%	2.47%	2.48%	2.49%	2.50%	2.51%	2.51%	2.52%	2.52%

PLANT REPLACEMENT BUDGETS 2020/21 - Updated for Executive Committee Meeting September 2020

Existing Plant/Equipment	Year Purchased	Hours / Miles As at September 2020	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																			
Twiga SPV2 (2015)	2015/16	4,678 hrs	8 years	2023/24	Twiga/Herder?	£200,000	£25,000	-£16,952	£30,048	£5,848	£74,024	£35,654	£86,816	£109,591	£181,562	£74,763	£85,354	£161,526	
Twiga SPV2 (2019)	2019/20	1,202 hrs	8 years	2027/28	Twiga/Herder?	£200,000	£25,000								£175,000				
Twiga SPV2 (2017)	2017/18	2,602 hrs	8 years	2025/26	Twiga/Herder?	£205,000	£25,000												
Aebi T211	2016/17	2,405 hrs	9 years	2028/29	Aebi & Rear Flail	£80,000	£25,000									£55,000			
Hitachi ZX 210LC-5B	2016/17	4,756 hrs	8 years	2024/25	20T Excavator	£150,000	£40,000												
Unimog	2009/10	10,932 km	8 years	2020/21	New unimog	£148,000	£36,000	£112,000				£110,000							
JCB 130 Telescopic LR	2019/20	1,988 hrs	8 years	2027/28	13T Telescopic Exc.	£105,000	£23,500								£81,500				
JCB 145 Telescopic LR	2019/20	1,101 hrs	8 years	2026/27	13T LR	£138,000	£25,000												
JCB 145 Telescopic LR	2013/14	7,669 hrs	8 years	2021/22	16T Telescopic Exc	£130,000	£25,000												
JCB 130 Telescopic LR	2014/15	7,918 hrs	8 years	2022/23	13T Telescopic Exc.	£110,000	£22,000												
JCB 531 Teleporter	2012/13	3003 hrs																	
Vauxhall (Fitter)	2019/20	15,649 miles	7 years	2026/27	Fitters Van	£17,000	£3,000												
Mitsubishi(Pump Engineer)	2019/20	19,867 miles	4 years	2023/24	Pick-Up	£24,000	£5,000												
Mitsubishi(Works Supervisor)	2019/20	36,354 miles	4 years	2023/24	Pick-Up	£24,000	£4,000												
Mitsubishi(Pump Maintenance)	2019/20	14,000 miles	4 years	2023/24	Pick-Up	£24,000	£5,000												
Mitsubishi (Works Manager)	2019/20	6,144 miles	4 years	2024/25	Pick-Up	£24,000	£5,000												
Vauxhall Tipper	2012/13	79,760 miles	8 years	2020/21	Tipper	£25,000	£8,000												
Dump Trailer 1	2006			2022/23	Dump Trailer	£19,500													
Low Loader Trailer	2004		16 years	2020/21	Low Loader	£27,000	£2,000	£25,000											
Tipper Trailer																			
4m Trailer																			
100mm Self priming Pump			15 years	2022/23															
Vibrating piling hammer	2015/16		20 years	2035/36															
150mm Portable Pump	2006		15 years	2021/22															
Compressor	2008		18 years	2023/24															
Weedbaskets																			
Lawnmower & Trailer etc	2016/17	862 hrs	8 years	2024/25		£17,000	£2,000												
Fuel Tanks																			
Drott				2021/22															
Net Spend from Plant Reserve Generated																			
Balance C/F																			

Black Sluice Internal Drainage Board

Policy No: 28

Policy on Land Drains discharging into Board Maintained Watercourses

Review	Executive Committee 23 September 2020
Board Approved	Board on 7 th November 2018
Due for Review	Within 5 years

INTRODUCTION

All new land drain outfalls **discharging into Board maintained watercourses** should be consented and approved by the Board.

Consent is not required for new land drain outfalls discharging into non-Board maintained watercourses.

The Conditions for land drains, specified on the application form, are as follows:

1. Where a land drain outfall enters a Board maintained watercourse it shall consist of a single three metre length of pitch fibre or rigid plastic pipe; the end of the pipe shall be laid flush with the existing batter with no protrusion, in order to facilitate mechanical flailing or mowing.
2. The land drain outfall should be fitted with a suitably approved Kwik Fit Type GRC outfall tray, manufactured by J.K.H Drainage Units Ltd of Mildenhall, Suffolk or similar approved, in order to protect the watercourse bank against scour or slips.
3. The Board to be absolved from any liability for any interruption to drainage by means of the land drains or any damage resulting there from.
4. The applicant and his successors in title to make good any damage or slips in the Board's maintained banks which may result from the operation or presence of the land drains.
5. The Board to be absolved from any suits, costs or claims arising out of the laying or operation or presence of the land drains into the Board's maintained watercourse.

If the Board carry out improvement works which involve the cutting back of the side of a watercourse which displaces the land drains and/or outfall trays, then the Board will, following the completion of the works, replace the outfall trays/land drains, or if the outfall trays have been damaged during the work, replace these with new outfall trays.

However, if there are no outfall trays fitted to the land drains, the landowner will be required to pay for the cost of the outfall trays that are required to be fitted to the land drains, and the Board will fit these free of charge.

Black Sluice Internal Drainage Board

Policy No: 47

COVID-19 Business Continuity plan

Review Dates:

Reviewed	23 September 2020 (Exec)
Board Approved	30 June 2020

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, **loss of smell or taste**) 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 **COVID-19 symptoms (fever, dry cough, loss of smell or taste)** 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 has set up web conferencing using Go To Meeting and MS Teams)
 - ~~○ As at 29 May 2020 the advice is still "Work from home if you can"~~
 - On 17 July 2020 the Prime Minister announced that from 1 August 2020 the Government's advice for England on going to work changed: 'Instead of government telling people to work from home, we are going to give employers more discretion, and ask them to make decisions about how their staff can work safely. Whatever employers decide, they should consult closely with their employees, and only ask people to return to their place of work if it is safe.'

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

In England, you must wear a face covering in premises providing professional, legal or financial services which includes the Board's Offices. You are expected to wear a face covering before entering any of these settings and must keep it on until you leave unless there is a reasonable excuse for removing it. More detailed advice on the application of these requirements in different settings can be found in the Government's guidance for working safely.

All visitors to the office will be expected to wear a face covering for the entirety of their visit with the exception of pre-planned meetings, where the meeting room will be set up in a COVID Secure way, and then should be worn unless seated in their designated seat.

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. The 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 **as well as hand sanitiser and sanitising wipes being provided at every individual workstation.**
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 have been~~ 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. ~~Fire doors that are used frequently have Fire Compliant holding open devices fitted.~~

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
3. ~~COVID-19 Procedures for Guests attending the Office~~

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;
- Office based staff were permitted to return to their COVID Secure workplace from 03 August but arrangements to work from home will remain in a state of preparedness in case there is a requirement to return to home working
- 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 the Finance Manager 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;

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/>

- 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
 - 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
 - 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;
 - 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.

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

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

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
5	Fatality	Low Risk = 1 to 6
4	Major Injury	Medium = 7 to 11
3	Medical Injury	High = 12 +
2	Minor Injury	
1	No Injury	

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

Relevant legislation <i>This list is not exhaustive</i>	Health and Safety at Work Etc. Act 1974 Management of Health and Safety at Work Regulations 1999 (as amended) Manual Handling Operations Regulations 1992 (as amended) Control of Substances Hazardous to Health Regulations 2002 (as amended)
	Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998 Personal Protective Equipment Regulations 1992 Workplace (Health, Safety, Welfare) Regulations 1992 (as amended)

Hazard:	Risk:	Risk Factor Before Control:	Control Measure	Risk Factor After Control:																																																														
Employees attending work showing symptoms of COVID-19	Infesting people who are in close vicinity. Persons contracting COVID-19	<table border="1" style="width: 100%; text-align: center;"> <tr><td>5</td><td>15</td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> Severity	5	15				4					3					2					1					0	1	2	3	4	5	<ul style="list-style-type: none"> Employees who experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) are advised to stay at home, self-isolate and follow NHS current advice. Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance, including where a person becomes ill at work. All other employees undertaking thorough personal hygiene and cough etiquette. <p>Recommended Control Measures:</p> <ul style="list-style-type: none"> Monitor and review. 	<table border="1" style="width: 100%; text-align: center;"> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> Severity	5					4					3					2					1					0	1	2	3	4	5
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Hazard:	Risk:	Risk Factor Before Control:	Control Measure	Risk Factor After Control:
Employees attending a customers site showing symptoms of COVID-19	Infecting people who are in close vicinity. Persons contracting COVID-19		<p>Current Control Measures:</p> <ul style="list-style-type: none"> Employees experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) are advised to stay at home, self-isolate and follow NHS current advice. Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance. All other employees undertaking thorough personal hygiene and cough etiquette. <p>Recommended Control Measures:</p> <ul style="list-style-type: none"> Monitor and review. 	
Visitors coming to site showing symptoms of COVID-19	Visitors having travelled to areas where infection is likely or having contact with a confirmed case. Persons contracting COVID-19		<p>Current Control Measures:</p> <ul style="list-style-type: none"> Visitors are asked not to attend site if they are showing symptoms of COVID-19. If they have travelled to any affected area or if they have had contact with a confirmed case. Employees or visitors who experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) are advised to stay at home, self-isolate and follow NHS current advice. Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance. All other visitors invited to undertake thorough personal hygiene and cough etiquette. <p>Recommended Control Measures:</p> <ul style="list-style-type: none"> Monitor and review. 	
Employees remaining or returning to work during the COVID-19 pandemic	Persons contracting COVID-19 from persons with symptoms, persons who are asymptomatic		<p>Current Control Measures:</p> <ul style="list-style-type: none"> Employees and visitors are asked not to attend site if they are showing symptoms of COVID-19. If they have travelled to any affected area or if they have had contact with a confirmed case. Employees or visitors who experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) are advised to stay at home, self-isolate and follow NHS current advice. Daily temperature checks to all workforce completed by supervisor Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance All other visitors invited to undertake thorough personal hygiene and cough etiquette. A safe system of work for protective the workforce during COVID-19 is in place. <p>Recommended Control Measures:</p> <ul style="list-style-type: none"> Ensure the safe system of work is communicated to all affected employees and that managers and supervisors are enacted to enforce. 	

- Monitor and review.

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.



Black Sluice Internal Drainage Board

Station Road
Swineshead
Boston
Lincolnshire
PE20 3PW

01205 821440

www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

COVID-19 Office Procedure for attending Guests

Please follow the guidelines below: -

Entering the building

- Please do not attend the offices if you or anybody in your household are displaying any symptoms of COVID-19.
- Please wear a face covering at all times in the building. You may take it off once sat in the meeting room.
- Upon entering the building, please use the hand sanitiser provided.
- The meeting host will take and record your temperature, anybody with a temperature over 37.8°C will be asked to leave the building.
- When taking your temperature, the meeting host will also ask for a contact number for the track and trace system.
- Social distancing must always be adhered to (2 metres).

Preventing cross contamination & maintaining social distance

- All doors will be open, please leave them open.
- There is signage on each room door indicating the maximum number of persons allowed in the room, please respect this.
- Refreshments will be provided but made only by the meeting host.
- Please use the disabled toilet only, to prevent cross contamination between employees and members of the public.
- If attending for a meeting in the Board Room, please fill seats from the furthest away end of the room first and vacate accordingly.

Thank you for your co-operation in helping prevent the spread of COVID-19.

HM Government

CORONAVIRUS
STAY ALERT TO
THE SYMPTOMS

HIGH TEMPERATURE OR
NEW CONTINUOUS COUGH OR
LOSS OF TASTE OR SMELL?

Find out how to get a test, and how long to isolate, at nhs.uk/coronavirus

NHS

STAY ALERT
CONTROL
THE VIRUS
SAVE LIVES

The banner features four icons: a thermometer, a person coughing, a hand with a red 'X' over it, and a nose with a red 'X' over it.

BLACK SLUICE INTERNAL DRAINAGE BOARD
EXECUTIVE COMMITTEE - 23 SEPTEMBER 2020
AGENDA ITEM 11
FUTURE MEETINGS ARRANGEMENTS

Audit & Risk Committee - Wednesday 14th October 2020

- 7 committee members
- 3 staff members
- **Total: 10**

Joint Works Committee - Wednesday 4th November 2020

- 13 committee members (Northern Works)
- 4 co-opted members (Northern Works)
- 8 committee members (Southern Works)
- 6 co-opted members (Southern Works)
- 4 staff members
- **Total: 35**

Board Meeting - Wednesday 25th November 2020

- 21 committee members
- 4 staff members
- **Total: 25**

Executive Committee - Thursday 17th December 2020

- 6 members
- 3 staff members
- **Total: 9**

