

# **BLACK SLUICE**

## **INTERNAL DRAINAGE BOARD**



## **Audit & Risk Committee Meeting**

**Tuesday 12<sup>th</sup> October 2021 at 2pm**

**Station Road, Swineshead, Lincolnshire PE20 3PW**



# Black Sluice Internal Drainage Board

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Swineshead  
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Our Ref: IW/DPW/B10\_1

Your Ref:

Date: 5<sup>th</sup> October 2021

## **To the Chairman and Members of the Audit & Risk Committee**

Notice is hereby given that a Meeting of the Audit & Risk Committee will be held at the Offices of the Board on Tuesday, 12<sup>th</sup> October 2021 at 2pm at which your attendance is requested.

Chief Executive

## AGENDA

1. Recording the meeting.
2. Apologies for absence.
3. Declarations of interest.
4. To receive and, if correct, sign the Minutes of the Audit & Risk Committee Meeting held on the 10<sup>th</sup> May 2021 **(pages 1 - 8)**
5. **CONFIDENTIAL** - To receive and, if correct, sign the Confidential Minutes of the Audit & Risk Committee Meeting held on the 10<sup>th</sup> May 2021 **(pages 9 - 11)**
6. Matters arising.
7. To receive the Annual Return including External Auditors Opinion for 2020/21 **(pages 12 - 17)**
8. To review the following:
  - (a) Annual Accounts (format) **(pages 18 - 31)**
  - (b) Policy (B): Land Drainage Byelaws (New Model IDB Land Drainage Byelaws published by Defra) **(pages 32 - 41)**
  - (c) Policy No. 04: Procurement **(pages 42 - 45)**
  - (d) Policy No. 8: Relaxation of Board Byelaw No. 10 (The 9 Metre Byelaw) **(pages 46 - 51)**
  - (e) Policy No. 13: Emergency Response Plan **(under separate cover)**
9. To receive the Catalogue of Board Policies with recommended approval dates **(page 52)**
10. To review the Risk Register **(page 53)**
11. To receive a report on Insurance arrangements **(page 54)**
12. Any Other Business.

# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **MINUTES**

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

held remotely on  
10<sup>th</sup> May 2021 at 10am

### **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 D Withnall (Acting Chief Executive)  
Mr C Harris (Internal Auditor)

The Acting Chief Executive explained that there were temporary amendments made to the Standing Orders last year to allow remote meetings to take place due to COVID-19, which had an expiry of 7<sup>th</sup> May 2021. There has now been a permanent replacement paragraph added, as displayed on screen, to allow for remote meetings to continue, which will be presented at the next meeting of the Board for approval, but are required to be presented at the beginning of any meeting prior to that due to the temporary version having expired. All APPROVED.

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

#### 1769 RECORDING THE MEETING - Agenda Item 1

Members were informed that the meeting would be recorded.

#### 1770 APOLOGIES FOR ABSENCE - Agenda Item 2

There were no apologies for absence.

#### 1771 DECLARATIONS OF INTEREST - Agenda Item 3

No declarations of interest were received.

#### 1772 MINUTES OF THE LAST MEETING - Agenda Item 4

Minutes of the last meeting held on 14<sup>th</sup> October 2020, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1773 MATTERS ARISING - Agenda Item 5

(a) POLICY No. 01: RISK MANAGEMENT STRATEGY – Minute 1658(a)

Mr V Barker questioned if there was anything further to report in relation to the qualification used by the EA for operating vehicles on bank tops.

The Acting Chief Executive confirmed that three members of the workforce undertook some training, it is being assessed whether it would be of benefit for the remaining members of the workforce to attend. It being further confirmed that there is no formal qualification, it is an internal course used by the EA.

(b) POLICY No. 13: EMERGENCY RESPONSE PLAN – Minute 1658(c)

Mr W Ash referred to the Green Recovery Project Fund bid at Bourne North Fen, noting that he has been informed by the landowner that this is no longer going ahead.

The Acting Chief Executive confirmed that the bid was unsuccessful, however, Anglian Water and Lincolnshire Wildlife Trust are keen to look at other funding streams available, it being seen as an environmental offset against some of the SLWP work that will be carried out.

(c) POLICY No. 46: CROP LOSS COMPENSATION – Minute 1662

It was confirmed that the additional paragraph was added and then approved by the Board.

1774 PRESENTATION FROM THE INTERNAL AUDITOR - Agenda Item 6

(a) INTERNAL AUDIT REPORT 2020/21

Mr C Harris, the Internal Auditor, presented the Internal Audit Report 2020/21, noting that there is a new form of reporting.

The Internal Auditor highlighted the Executive Summary to the committee, showing that there are no recommendations or issues arising from the audit, this not being entirely surprising after the number of years the Board has worked with the Internal Auditor to get to this achievement. The Internal Auditor explained he is pleased to inform the committee that the Board has achieved Substantial Assurance.

The Internal Auditor next drew the committee's attention to the 'Findings' section of the report; highlighting the positive findings documented in the report relating to Health & Safety, the up to date website and the financial systems in place. The Internal Auditor also highlighted the finding related to the current circumstance of the Chief Executive Officer and the potential impact this could have on governance and the control framework.

The Chairman thanked the Acting Chief Executive and team for their achievement of Substantial Assurance. Also thanking the Internal Auditor for working with the Board to aid this achievement.

The Internal Auditor further thanked the Acting Chief Executive for supporting a virtual audit, as a result of COVID-19 restrictions.

**(b) AUDIT PROGRAMME 2021/22**

The Internal Auditor presented the Audit Programme 2021/22, noting that the core audit programme doesn't change greatly, further noting that it is not known yet whether it will be a physical or remote audit depending on the COVID-19 restrictions of the time.

The Internal Auditor noted that he has previously carried out extra work in relation to a particular topic, e.g., Health & Safety and Assets, adding that he has not yet decided on any areas to review in greater detail.

The Internal Auditor added that he is happy to take any suggestions from the committee, at any time, for review. It will not increase the fee of the audit, which has been reduced this year.

**1775 TO REVIEW THE FOLLOWING BOARD'S POLICIES - Agenda Item 7**

The Acting Chief Executive explained that these are policies that have been identified for review and any changes have been made in red, points to note highlighted in yellow and any additional notes made in green.

**(a) POLICY No. 01: RISK MANAGEMENT STRATEGY**

The Acting Chief Executive presented the Risk Management Strategy, explaining that the policy is split into three parts; the strategy, policy and analysis. There are no proposed changes to the strategy or policy sections and the analysis is reviewed annually, with proposed changes as below.

**1.1(a) Coastal flooding from failure of overtopping of defences**

The Acting Chief Executive referenced the future work of lobbying of government representatives, explaining that this is ongoing, with contact having been made with Matt Warman MP and John Hayes MP over the last 12 months. There are also plans to hold a meeting with the leader of SKDC and the area MP to promote what IDBs are about and the importance of their work.

**1.1(b) Fluvial flooding from failure or overtopping of defences**

The Acting Chief Executive referred to the future work of waiting for the EA Management Plan for the operation of the Sluice and Nav Lock at Black Sluice Pumping Station (Boston) to be published.

The Acting Chief Executive explained that they have been informed that there is guidance that EA employees use in relation to operation of the Black Sluice Pumping Station (Boston), however this has still not been shared with the Board, it therefore being proposed not to change the risk because the EA guidance is still outstanding.

The Chairman expressed his concern about the length of time it is taking for the EA to produce / share this documentation.

The Acting Chief Executive noted that the Board Chairman and Chief Executive have held a meeting with Norman Robinson of the EA, with most of the actions arising from this meeting completed.

Another meeting was due to be held with Norman Robinson, but unfortunately, he has been transferred to another area on an EA investigation, it is hoped he will return in the near future, and the meeting can then be rescheduled.

Cllr R Austin also noted his concern about the lack of clear documented guidance, further noting his concern that the Nav Lock doors don't appear to open as wide as they could.

The Acting Chief Executive confirmed that during the rainfall event earlier in the year, there were some temporary stops in place to prevent the doors opening too wide and damaging themselves. There has since been a counterweight system put in place which should allow them to open wider without causing any damage.

The Chairman questioned what else can be done to get the documentation from the EA?

The Acting Chief Executive responded that the next steps would be to go national. The Acting Chief Executive noted that Norman Robinson wasn't aware the Board were awaiting the guide until it was raised by the Board Chairman and Chief Executive, feeling it would be beneficial to give him the opportunity to respond, once he returns to his work in this area.

The Chairman felt that Norman Robinson (EA) should be given a timeline to respond, suggesting that the Board meeting on the 30 June 2021 would give him seven weeks.

Mr R Leggott suggested that it be brought to the attention of the local MP now; noting that it is about keeping constituents safe.

Cllr R Austin suggested that a letter be written to Norman Robinson (EA) outlining to him that if he doesn't respond within the given timeline, until the Board meeting on 30 June 2021, then the Board will take it to a national level and to the local MPs.

Mr V Barker agreed with Mr R Leggott that the local MPs should be involved now, as it has already been outstanding for two years.

Mr W Ash highlighted the importance of working with the EA and giving Norman Robinson (EA) a chance to respond before involving the MPs. He therefore agreed with Cllr R Austin's approach of writing a letter of intent to Norman Robinson (EA). If they don't respond in the timeline given, then it can be taken further.

Cllr S Walsh agreed that a letter of intent should be sent to Norman Robinson (EA) before taking further action and involving the local MPs.

Mr N Scott also agreed that a letter of intent should be sent to Norman Robinson (EA) before taking further action. He also suggested that a phone call be made to Norman Robinson (EA) to inform him of the letter he will receive.

All AGREED that a letter of intent be written to Norman Robinson (EA) outlining to him that if he doesn't respond within the given timeline, until the Board meeting on 30 June 2021, then the Board will take the matter to a national level and to the local MPs.

### 1.1(d) Flooding from Sewers or riparian watercourses

The Acting Chief Executive highlighted that the Internal Auditor has suggested that it could be 'high impact'.

The Acting Chief Executive referenced the definition of 'high impact', included within the agenda, the main part of it being the major financial loss (over £100,000), major service disruption (+5 days) and adverse publicity in national press. Further explaining to the committee that the risk would not be to the Board and the cost would not be associated to the Board.

Mr V Barker noted that he wasn't sure if the following relates to this risk or risk 1.4 (Risk of Board Watercourses being unable to convey water). He continued by referring to an incident at Horbling, just before Christmas 2020, where it flooded due to the Board's workforce lowering the flood bank.

The Acting Chief Executive responded that the operations team have reviewed this situation and the levels, attended site at the time, and there was no water on the land.

Mr V Barker disagreed, contesting that flooding occurred.

The Acting Chief Executive noted that there were no signs of flooding, but even if it did, there was no damage, financial loss or disruption to service. The Acting Chief Executive added that he believed it is one of the areas taken on from the EA, now making it a Board Maintained watercourse, hence why the bank profile was changed.

The Chairman asked that this incident at Horbling be sorted outside of the meeting, referring back to the Internal Auditor's suggestion of this risk being 'high impact'.

Cllr S Walsh believed that the Internal Auditor has raised it for a reason.

The Internal Auditor noted that he raised it as many organisations, across various sectors, can lose sight of the potential consequences of something occurring, also noting that he is not an expert in drainage and so he brought it to attention for reflection and discussion by the committee.

Mr N Scott noted that the catchwater drain at Ewerby on his farm, flooded seven times over winter, with the impact to them in regard to damage, financial etc, being low. Mr N Scott noted that there may be a scenario where the impact could be high, but that the majority of the time, he doesn't think the impact would be high.

All AGREED that the potential impact in relation to Risk 1.1(d) stay as 'medium'.

### 1.8 Risk of Loss of Senior Staff

The Acting Chief Executive highlighted that the Internal Auditor has suggested that the likeliness could be higher, in light of the current situation regarding the Chief Executive Officer.

The Acting Chief Executive confirmed that by increasing the likeliness to 'high' will give an overall risk level of 6, meaning it will be highlighted in red as something that will be considered at every meeting.



The Internal Auditor added that the Risk Register should be dynamic and change with the situation.

ALL AGREED that the potential likelihood of risk in relation to Risk 1.8 should be increased to 'high'.

### 5.3 Risk of Fraud by Senior Officers

The Acting Chief Executive highlighted that the Internal Auditor has suggested that the impact could be 'high'.

The Acting Chief Executive noted that with the control measures in place, collusion would be required for this to occur.

The Internal Auditor acknowledged the Acting Chief Executives point, but that the control measures in place keep the likelihood of it occurring as 'low', but if it did occur, then the impact could still be 'high'.

Mr W Ash felt that the impact of the risk should be increased to 'medium'.

Mr R Leggott further added that the impact of the risk should be increased to 'medium'.

The Acting Chief Executive confirmed the definition of 'medium' impact.

Cllr S Walsh also highlighted that the risk or reputational damage need to be considered, agreeing that the potential impact needs to be increased.

All AGREED that the potential impact of risk in relation to Risk 5.3 be increased to 'medium'.

The Internal Auditor noted he supports this decision, it being brought to attention for the committee to reflect on and discuss.

### 8.2 Risk of Telephone Communications

The Acting Chief Executive noted that previously there was only 4G assurance on one broadband line, whereas this is now in place on both broadband lines, giving extra resilience.

### 8.3 Risk of Loss of Internet Connections

The Acting Chief Executive noted that previously there was only 4G assurance on one broadband line, whereas this is now in place on both broadband lines, giving extra resilience.

### 8.5 Risk of Breach in Cyber Security

The Acting Chief Executive noted that the introduction of the Electronic Information and Communication Systems Policy has been referenced in this for completeness.

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

**(b) POLICY No. 03: FINANCIAL REGULATIONS**

The Acting Chief Executive presented the Financial Regulations, explaining that the policy has been updated in line with new regulations and for clarity and detail on current procedures.

Mr V Barker referred to point 8.5 regarding variations to the salary of the Chief Executive and Finance Manager being authorised by the Chairman of the Board, explaining that he feels it should be authorised by more than just the Chairman.

Cllr S Walsh agreed, feeling that it should be wider and therefore more transparent, therefore avoiding any situation of potential collusion or pressure put on the Chairman to agree.

Mr W Ash agreed, noting it will protect the Chairman.

The Acting Chief Executive noted that the Executive Committee have delegated authority to set and negotiate officer's salary and so therefore suggested it be approved by the Executive Committee also.

All AGREED that the Executive Committee be added as authorisation, in addition to the Chairman of the Board, in relation to variations of the salary of the Chief Executive and Finance Manager (8.5).

The Committee RESOLVED to recommend that the Financial Regulations (No. 03) be approved at the next Board meeting.

**1776 REVIEW THE BOARD'S MANAGEMENT ACCOUNTS - Agenda Item 8**

The Acting Chief Executive explained that the Management Accounts are not included for the figures but are instead included for the format and information they provide. The only major change being that the investment summary is now included.

Mr N Scott referred to the investment summary, noting that it isn't doing particularly well, also highlighting he felt it would be beneficial for more information about it to be included. The Acting Chief Executive noted that this won't have done so well because of the risk level profile (risk level 3). Mr N Scott and the Acting Chief Executive to have further discussion following the meeting about possible information to include from Brewin Dolphin regarding the investment.

The Committee RESOLVED to recommend that the format of the Board's Management Accounts be approved at the next Board meeting.

**1777 TO REVIEW THE RISK REGISTER - Agenda Item 9**

The Acting Chief Executive confirmed that the required changes will be made, following the review of the Risk Management Strategy at this meeting.

The committee AGREED that the Risk Register be accepted.

1778 RECEIVE THE CATALOGUE OF BOARD POLICIES WITH RECOMMENDED APPROVAL DATES - Agenda Item 10

The Acting Chief Executive explained that the catalogue of Board's policies allows the committee to keep a track of when each policy was last reviewed and when each policy is next due for review.

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

1779 ANY OTHER BUSINESS - Agenda Item 11

(a) CONFIDENTIAL - CHIEF EXECUTIVE OFFICER

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 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

The Chairman thanked the Internal Auditor and Committee Members for their input and attendance.

There being no further business the meeting closed at 11:37.

# Annual Governance and Accountability Return 2020/21 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 2020/21

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 must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** 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 on the authority website/webpage **before 1 July 2021**.
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 2021**. 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 2021
  - 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 2020/21

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 the authority website/webpage:

Before 1 July 2021 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 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 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 (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. 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 before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- 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 authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2021**.

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 <b>the dates set for the period for the exercise of public rights</b> , 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 <b>31 March 2021</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2020/21

Black Sluice Internal Drainage Board

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During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	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 bank account reconciliations were properly carried out during the year.	✓		
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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

27/01/2021 28/01/2021 20/05/2021

Name of person who carried out the internal audit

CHRISTOPHER R. HARRIS INTERNAL AUDITOR

Signature of person who carried out the internal audit



REQUIRED

Date

21/05/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2020/21

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 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*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:

30/06/2021

and recorded as minute reference:

MIN 1826 REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

KCC SIGNATURE REQUIRED

Clerk

D.L. Thomas SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2020/21 for

### Black Sluice Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	897,175	860,154	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2,094,287	2,143,773	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	982,421	781,920	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,118,152	1,130,416	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,995,577	1,552,975	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	860,154	1,102,456	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	869,382	1,980,409	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	6,061,652	6,374,824	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE OF RESPONSIBLE FINANCIAL OFFICER  
D. Withmatt

Date

21/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

30/06/2021

as recorded in minute reference:

MINUTE REFERENCE  
1827

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE OF CHAIRMAN  
ICC



### Section 3 – External Auditor Report and Certificate 2020/21

In respect of **BLACK SLUICE INTERNAL DRAINAGE BOARD – DB0010**

#### 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 2021; 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 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

#### 3 External auditor certificate 2020/21

We 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 2021.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

28/09/2021

\* 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](http://www.nao.org.uk))

# **Black Sluice Internal Drainage Board**

**Unaudited Financial Statements**  
For The Year Ended 31st March 2021



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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 P Moseley	

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 2021, 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 2021, 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.	Yes	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 2021.

Signed on behalf of Black Sluice Internal Drainage Board.

.....  
Mr Keith Casswell  
Chairman  
30 June 2021

.....  
Mr Daniel Withnall  
Finance Manager  
30 June 2021

# 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 2021.

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 2021 and its income and expenditure for the year then ended.

.....  
Mr Daniel Withnall  
30 June 2021

## 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 2021.

.....  
Mr Keith Casswell  
30 June 2021



# 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 2021 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 2021 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 £212,504 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 2021

	Note	2020/21	2019/20 Restated
<b>Income</b>		£	£
Drainage Rates		1,070,863	1,054,695
Special Levies on Councils	1	1,072,910	1,039,592
Income from Rechargeable Works		368,040	507,653
Grant Income (Including Local Levy)	2	316,986	405,864
Sundry Income	3	68,281	33,546
Rental Income		7,366	7,366
Investment Income		15,509	19,766
Development Reserve Contribution		5,000	5,000
Interest		738	3,226
		<b>2,925,693</b>	<b>3,076,708</b>
<b>Expenditure</b>			
Drain Maintenance		823,466	683,540
Cost of Rechargeable Works		315,597	440,875
Administration Costs		430,471	416,193
Pumping Stations		574,502	676,429
Asset Refurbishments	4	444,148	460,524
Environment Agency Precept		276,552	276,552
Establishment Charges		68,747	64,059
Miscellaneous Charges		16,457	22,934
Depot Costs		46,188	51,401
Environmental Schemes		15,873	5,283
		<b>3,012,001</b>	<b>3,097,790</b>
<b>Surplus / (Deficit)</b>		<b>(86,308)</b>	<b>(21,082)</b>

# Black Sluice Internal Drainage Board

## Balance Sheet as at 31st March 2021

	Note	2020/21	2019/20
<b>Fixed Assets</b>			
Pumping Stations		3,861,354	3,861,354
Land & Buildings		1,009,350	739,350
Vehicles, Plant & Equipment		839,120	830,948
Non Operational Assets		165,000	130,000
	8	5,874,824	5,561,652
<b>Current Assets</b>			
Stock		33,807	30,399
Debtors & Prepayments	9	168,864	190,820
Investment Valuation		487,758	442,850
Cash at bank & in hand	10	1,980,409	869,382
		2,670,838	1,533,451
<b>Current Liabilities</b>			
Creditors	11	(1,080,624)	(230,447)
<b>Net Current Assets</b>		1,590,214	1,303,004
<b>Liability related to defined pension scheme</b>		(3,476,000)	(2,744,000)
<b>Total Assets less Liabilities</b>		<b>3,989,038</b>	<b>4,120,656</b>
Capital Reserve		5,874,826	5,561,654
Pension Reserve		(3,476,000)	(2,744,000)
Investment Revaluation Reserve		(12,242)	(57,150)
		2,386,584	2,760,504
Revenue Reserve		1,234,636	1,220,943
Development Reserve		275,903	182,703
Plant Reserve		64,105	(16,592)
Wages Oncost Reserve		27,810	(26,902)
		1,602,454	1,360,152
	12	<b>3,989,038</b>	<b>4,120,656</b>

Mr K Casswell  
Chairman  
30 June 2021

Mr DJ Withnall  
Finance Manager  
30 June 2021

# Black Sluice Internal Drainage Board

## Notes to the Accounts

	2020/21	2019/20
<b>1 Special Levies</b>	£	£
Boston Borough Council	813,157	787,059
South Holland District Council	131,037	126,223
North Kesteven District Council	69,496	68,197
South Kesteven District Council	59,220	58,113
	<b>1,072,910</b>	<b>1,039,592</b>

	2020/21	2019/20 Restated
<b>2 Government Grants received from Defra</b>	£	£
NFF Revetment Works	83,830	277,170
Sempringham PS Weedscreen Cleaner	58,156	92,344
SFF Upper Catchment NFM and Control Analysis	75,000	25,000
Kirton Meeres Long Culvert		11,350
Leaves Lake Drove, Under capacity South Forty Foot Outfall	20,000	
Dunsby Fen Catchment Works	20,000	
Flood Alleviation Scheme Horbling Town Beck	20,000	
Bicker Fen Catchment Works	20,000	
Ewerby Fen Catchment Works	20,000	
	<b>316,986</b>	<b>405,864</b>

	2020/21	2019/20
<b>3 Sundry Income</b>	£	£
Sundry Income	51,160	16,941
Solar Income	17,121	16,605
	<b>68,281</b>	<b>33,546</b>

	2020/21	2019/20
<b>4 Asset Refurbishments</b>	£	£
Drain Asset Improvements	237,094	365,339
Pumping Station Refurbishments	207,054	95,185
	<b>444,148</b>	<b>460,524</b>

### 5 Remuneration

The table below shows the number of employees whose remuneration was greater than £50,000:

Band £	2020/21	2019/20
50,000 to 59,999		1
60,000 to 69,999	1	1
70,000 to 79,999	1	
80,000 to 89,999		1
90,000 to 99,999	1	
	<b>3</b>	<b>3</b>

### 6 Audit Fees

	2020/21	2019/20
	£	£
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 £
<b>Cost</b>					
Opening Balance	739,350	3,861,354	130,000	1,645,594	6,376,298
Additions	0	0	0	180,700	180,700
Disposals	0	0	0	(97,498)	(97,498)
Revaluation	270,000	0	35,000	0	305,000
<b>As at 31st March 2021</b>	<b>1,009,350</b>	<b>3,861,354</b>	<b>165,000</b>	<b>1,728,796</b>	<b>6,764,500</b>
<b>Depreciation</b>					
Opening Balance	0	0	0	(814,643)	(814,643)
Disposals	0	0	0	97,495	97,495
Charge for year	0	0	0	(172,528)	(172,528)
<b>As at 31st March 2021</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(889,676)</b>	<b>(889,676)</b>
<b>Net Book Value</b>					
<b>As at 31st March 2020</b>	<b>739,350</b>	<b>3,861,354</b>	<b>130,000</b>	<b>830,951</b>	<b>5,561,655</b>
<b>As at 31st March 2021</b>	<b>1,009,350</b>	<b>3,861,354</b>	<b>165,000</b>	<b>839,120</b>	<b>5,874,824</b>

### 9 Debtors & Payment in Advance

	2020/21 £	2019/20 £
Trade Debtors	176,240	111,903
Prepayments	81,236	47,037
Officers Car Loans	10,631	16,838
Rechargeable Work in Progress	3,210	0
HM Revenue & Customs (VAT)	(103,320)	15,191
Drainage Rate Debtors	867	(149)
	<b>168,864</b>	<b>190,820</b>

### 10 Cash at Bank & in hand

	2020/21 £	2019/20 £
Bank Deposits	1,980,167	869,104
Petty Cash	242	278
	<b>1,980,409</b>	<b>869,382</b>

### 11 Creditors

	2020/21 £	2019/20 £
Trade Creditors	172,159	113,343
Accruals	908,465	117,104
	<b>1,080,624</b>	<b>230,447</b>

## 12 Reserves

	Balance 31/03/2020	Additions in Year	Withdrawals in year	Balance 31/03/2021
Capital Reserve	5,561,654	485,697	(172,525)	5,874,826
Pension Reserve	(2,744,000)		(732,000)	(3,476,000)
Investment Revaluation Reserve	(57,150)	44,908		(12,242)
Revenue Reserve	1,220,943	100,000	(86,307)	1,234,636
Development Reserve	182,703	98,200	(5,000)	275,903
Plant Reserve	(16,593)	367,449	(286,751)	64,105
Wages Oncost Reserve	(26,901)	271,898	(217,187)	27,810
	4,120,656	1,368,152	(1,499,770)	3,989,038

**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.

# Black Sluice Internal Drainage Board

## Policy No: B

### Byelaws

Review Dates:

Original Issue	
Board Approved	

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Common Seal

Penalty Note

Amended May 2021



## **BLACK SLUICE INTERNAL DRAINAGE BOARD BYELAWS**

The Black Sluice Internal Drainage Board ("the Board") under and by virtue of the powers and authority vested in them by section 66 of the Land Drainage Act 1991, do hereby make the following Byelaws which are considered necessary for [one or more of] the following purposes:-

- a) securing the efficient working of the drainage system in their District,
- b) regulating the effects on the environment in the Board's district of a drainage system, or
- c) securing the effectiveness of flood risk management work within the meaning of section 14A of the Act,

together, "the Purposes";-

### **1. Commencement of Byelaws**

These Byelaws shall come into operation at the expiration of one month beginning with the day on which they are confirmed by the Secretary of State.

### **2. Application of Byelaws**

- (a) These Byelaws shall have effect within the District;
- (b) the watercourses referred to in these Byelaws are watercourses and drainage works which are for the time being vested in or under the control of the Board.

### **3. Control of Introduction of Water and Increase in Flow or Volume of Water**

No person shall for any purpose, **including as a result of development (within the meaning of section 55 of the Town and Country Planning Act 1990 as amended ("the 1990 Act")) (whether or not such development is authorised by the 1990 Act or any regulation or order whatsoever or none of them)** by means of any channel, siphon, pipeline or sluice or by any other means whatsoever introduce any water into any watercourse in the District so as to directly or indirectly increase the flow or volume of water in any watercourse in the District (without the previous consent of the Board).

### **4. Control of Sluices etc.**

Any person having control of any sluice, water control structure or appliance for introducing water into any watercourse in the District or for controlling or regulating or affecting the flow of water in, into or out of any watercourse shall use and maintain such sluice, water control structure or appliance in accordance with such reasonable directions as may from time to time be given by the Board with a view to securing or furthering one or more of the Purposes.

### **5. Fishing Nets and Angling**

No person shall angle or set any nets or engines for the catching or keeping of fish in any watercourse in such a manner as to cause damage to or endanger the stability of the bank of the watercourse or to affect or impede the flow of water.

In this Byelaw "nets" includes -

- (a) a stake net, bag net or keep net;
- (b) any net secured by anchors and any net, or other implement for taking fish, fixed to the soil or made stationary in any other way;
- (c) any net placed or suspended in any inland or tidal waters unattended by the owner or a person duly authorised by the owner to use it for fish, and any engine, device, machine or contrivance, whether floating or otherwise, for placing or suspending such a net or maintaining it in working order or making it stationary.

#### **6. Diversion or Stopping up of Watercourses**

No person shall, without the previous consent of the Board, take any action, or knowingly permit or aid or abet any person to take any action to stop up any watercourse or divert or impede or alter the level of or direction of the flow of water in, into or out of any watercourse.

#### **7. Detrimental Substances not to be Put into Watercourses**

No person shall, so as directly or indirectly to obstruct, impede or interfere with the flow of water in, into or out of any watercourse or so as to damage the bank -

- (a) discharge or put or cause or permit to be discharged or put or negligently or wilfully cause or permit to fall into any watercourse any object or matter of any kind whatsoever whether solid or liquid;
- (b) allow any such object or matter as is referred to in sub-paragraph (a) of this Byelaw to remain in proximity to any watercourse in such manner as to render the same liable to drift or fall or be carried into any watercourse.

Provided that nothing in this Byelaw shall be deemed to render unlawful the growing or harvesting of crops in accordance with normal agricultural practice.

#### **8. Lighting of Fires**

No person shall light or cause or permit to be lighted or commit any action liable to cause to be lighted any fire on any land adjoining the watercourse where such action is liable to set on fire the peat land forming the banks of the watercourse or any vegetation including trees, growing on land forming the banks of the watercourse.

#### **9. Notice to Cut Vegetation**

Any person having control of any watercourse shall, upon the receipt of a notice served on him by the Board requiring him so to do, cut down and keep cut down all vegetation, including trees, growing in or on the bank of a watercourse, within such reasonable time as may be specified in the notice, and shall remove such vegetation including trees, from the watercourse immediately after the cutting thereof.

Provided that, where a hedge is growing on the bank of a watercourse, nothing in this Byelaw shall require more than the pruning of the hedge so as to prevent it from growing over or into the watercourse, and the removal of the resultant cuttings.

#### **10. No Obstructions within 9Metres of the Edge of the Watercourse**

No person without the previous consent of the Board shall erect any building or structure (including a fence), whether temporary or permanent, or plant any tree, shrub, willow or other similar growth within 9 metres of the landward toe of the bank where there is an embankment or wall or within 9 metres of the top of the batter where there is no embankment or wall, or where the watercourse is enclosed within 9 metres of the enclosing structure.

## **11. Repairs to Buildings**

The owner of any building or structure in or over a watercourse or on the banks thereof shall, upon receipt of a notice from the Board that because of its state of disrepair -

- (a) the building or structure is causing or is in imminent danger of causing an obstruction to the flow of the watercourse, or
- (b) the building or structure is causing or is in imminent danger of causing damage to the bank of the watercourse,

carry out such reasonable and practicable works as are specified in the notice for the purpose of remedying or preventing the obstruction or damage as the case may be within such reasonable time as is specified in the notice.

## **12. Control of Vermin**

The occupier of any bank of a watercourse or any part thereof shall, upon being required by the Board by notice, within such reasonable time as may therein be specified, take such steps as are specified in the notice, being such steps as the Board consider necessary and practicable for preventing the bank from becoming infested by rabbits, rats, coypu, foxes and moles or any other wild mammal not being an animal listed in Schedule 5 or Schedule 6 to the Wildlife and Countryside Act 1981, but excluding the water vole from such control.

## **13. Damage by Animals to Banks**

All persons using or causing or permitting to be used any bank of any watercourse for the purpose of grazing or keeping any animal thereon shall take such steps including fencing as are necessary and reasonably practicable and shall comply with such reasonable directions as may from time to time be given by the Board to prevent the bank or the channel of the watercourse from being damaged by such use.

Provided that nothing in this Byelaw shall be deemed to affect or prevent the use of, for the purpose of enabling animals to drink at it, any place made or to be made or constructed as approved by the Board.

## **14. Vehicles not to be Driven on Banks**

No person shall use or drive or permit or cause to be used or driven any cart, vehicle or implement of any kind whatsoever on, over or along any bank of a watercourse in such manner as to cause damage to such bank.

## **15. Banks not to be Used for Storage**

No person shall use or cause or permit to be used any bank of any watercourse for the purpose of depositing or stacking or storing or keeping any rubbish or goods or any material or things thereon in such a manner as by reason of the weight, volume or nature of such rubbish, goods, material or things causes or is likely to cause damage to or endanger the stability of the bank or channel of the watercourse or interfere with the operations or access of the Board or the right of the Board to deposit spoil on the bank of the watercourse.

## **16. Not to Dredge or Raise Gravel, Sand etc.**

No person shall without the previous consent of the Board dredge or raise or take or cause or permit to be dredged or raised or taken any gravel, sand, ballast, clay or other material from the bed or bank of any watercourse.

## **17. Fences, Excavations, Pipes etc.**

No person shall without the previous consent of the Board -

- (a) place or affix or cause or permit to be placed or affixed any gas or water main or any pipe or appliance whatsoever or any electrical main or cable or wire in, under or over any watercourse or in, over or through any bank of any watercourse;
- (b) cut, pare, damage or remove or cause or permit to be cut, pared, damaged or removed any turf forming part of any bank of any watercourse, or dig for or remove or cause or permit to be dug for or removed any stone, gravel, clay, earth, timber or other material whatsoever forming part of any bank of any watercourse or do or cause or permit to be done anything in, to or upon such bank or any land adjoining such bank of such a nature as to cause damage to or endanger the stability of the bank;
- (c) make or cut or cause or permit to be made or cut any excavation or any tunnel or any drain, culvert or other passage for water in, into or out of any watercourse or in or through any bank of any watercourse;
- (d) erect or construct or cause or permit to be erected or constructed any fence, post, pylon, wall, wharf, jetty, pier, quay, bridge, loading stage, piling, groyne, revetment or any other building or structure whatsoever in, over or across any watercourse or in or on any bank thereof;
- (e) place or fix or cause or permit to be placed or fixed any engine or mechanical contrivance whatsoever in, under or over any watercourse or in, over or on any bank of any watercourse in such a manner or for such length of time as to cause damage to the watercourse or banks thereof or obstruct the flow of water in, into or out of such watercourse.

Provided that this Byelaw shall not apply to any temporary work executed in an emergency but a person executing any work so excepted shall, as soon as practicable, inform the Board in writing of the execution and of the circumstances in which it was executed and comply with any reasonable directions the Board may give with regard thereto.

## **18. Tidal Outfalls**

No person shall place or cause to be placed or abandon or cause to be abandoned upon the foreshore any trees, roots of trees, branches, timber, tins, bottles, boxes, tyres, bricks, stones, soil, wire, rubbish or other object or matter whatsoever which (whether immediately or as a result of subsequent tidal action) may impede or be likely to impede the flow of water through the sluices or outfall pipes through the tidal banks or through the watercourses on such foreshore or impede or be likely to impede the operation of such sluices or outfall pipes or may cause or be likely to cause damage thereto.

## **19. Interference with Sluices**

No person shall without lawful authority interfere with any sluice, or other water control structure or appliance for controlling or regulating the flow of water in, into or out of a watercourse.

## **20. Mooring of Vessels**

No person shall moor or place any vessel in any watercourse or to or upon the bank of any watercourse in such manner or by such method as to cause or be likely to cause injury to such bank or in such manner as materially to obstruct or impede the free flow of water in, into or out of any watercourse.

## **21. Unattended Vessels**

No person shall leave any vessel unattended without taking due care to prevent such vessel from materially obstructing or impeding the free flow of water in, into or out of any watercourse or any sluice in any bank.

## **22. Removal of Sunken Vessels**

No person who is the owner of a vessel sunk, stranded, damaged or adrift in a watercourse or, in the case of a sunken vessel which is abandoned, who was the owner immediately before the abandonment shall, after ten days from the day on which the Board serves on him notice in writing that the vessel is causing obstruction, permit the vessel to remain in the watercourse in such a manner as to impede or harmfully divert the flow of water in, into or out of the watercourse.

## **23. Navigation of Vessels**

No person shall navigate any vessels in such a manner or at such a speed as to injure the bank of any watercourse and where the Board have by notice erected at any place limited the speed of vessels passing such place no person shall navigate a vessel at a speed over the bed of the watercourse greater than the speed so limited.

Provided that the Board shall not exercise their powers under this Byelaw so as to limit the speed of -

- (a) vessels in any tidal waters except after consultation with the Department for Transport, or
- (b) vessels navigating waterways of the Canal and River Trust for which speed limits are prescribed by the Byelaws of such Trust.

## **24. Damage to Property of the Board**

No person shall interfere with or damage any bank, bridge, building, structure, appliance or other property of or under the control of the Board.

## **25. Defacement of Notice Boards**

No person shall deface or remove any notice board, notice or placard put up by the Board.

## **26. Obstruction of the Board and Officers**

No person shall obstruct or interfere with any member, officer, agent or servant of the Board exercising any of his functions under the Act or these Byelaws.

## **27. Savings for Other Bodies**

Nothing in these Byelaws shall -

- (a) conflict with or interfere with the operation of any Byelaw made by the Environment Agency or of any navigation, harbour, conservancy or local authority but no person shall be liable to more than one penalty or in the case of a continuing offence more than one daily penalty in respect of the same offence;
- (b) restrict, prevent, interfere with or prejudice the exercise of any statutory rights or powers which are now or hereafter may be vested in or exercised by -
  - (i) any public utility undertaking carried on by a local authority under any Act or under any Order having the force of an Act;
  - (ii) the undertakings of the Environment Agency and of any water undertaker or sewerage undertaker;

- (iii) any public gas transporter within the meaning of part I of the Gas Act 1986;
  - (iv) any navigation, harbour or conservancy authority;
  - (v) any person who acts as the operator of a relevant railway asset, with respect to the construction, use or maintenance and repair of any such asset, or the free, uninterrupted and safe use of any such asset and the traffic (including passengers) thereof;
  - (vi) any local authority;
  - (vii) any highway authority for the purposes of the Highways Act 1980 (as amended by any subsequent enactment) in relation to any highway whether or not maintainable at public expense;
  - (viii) any undertaking engaged in the operation of a telecommunications system;
  - (ix) a relevant airport operator within the meaning of Part V of the Airports Act 1986;
  - (x) the Civil Aviation Authority and any subsidiary thereof;
  - (xi) the Canal and River Trust;
  - (xii) the Coal Authority;
- (c) restrict, prevent, interfere with or prejudice any right of a highway authority to introduce into any watercourse surface water from a highway, for which it is the highway authority;
- (d) restrict, prevent, interfere with or prejudice any right of a licence holder within the meaning of Part I of the Electricity Act 1989 to do anything authorised by that licence or anything reasonably necessary for that purpose;
- (e) affect any liability arising otherwise than under or by reason of these Byelaws.

**28. Saving for Crown Lands**

- (a) Nothing in these Byelaws shall operate to prevent the removal of any substance on, in or under (or the erection of any structure, building or machinery or any cable, wire or pipe on, over or under) lands belonging to Her Majesty in right of the Crown by any person thereunto authorised by the Crown Estate Commissioners.
- (b) Nothing contained in any of the foregoing byelaws should be deemed to be or shall operate as a grant by or on behalf of the Crown as owner of the foreshore below high water mark of any estate or interest in or right over such foreshore, or any part thereof, nor shall anything contained in or done under any of the provisions of the foregoing byelaws in any respect prejudice or injuriously affect the rights and interests of the Crown in such foreshore, or prevent the exercise thereon of any public rights or prejudice or injuriously affect any right, power or privilege legally exercisable by any person in over and in respect of the seashore.

## **29. Arbitration**

- (a) Where by or under any of these Byelaws any person is required by a notice in writing given by the Board to do any work to the satisfaction of the Board or to comply with any directions of the Board, he may within 21 days after the service of such notice on him give to the Board a counter-notice in writing objecting to either the reasonableness of or the necessity for such requirement or directions, and in default of agreement between such person and the Board the dispute shall, when the person upon whom such notice was served is a drainage or local authority be referred to the Secretary of State whose decision shall be final, and in any other case shall be referred to the arbitration of a single arbitrator to be appointed in default of agreement by the President of the Institution of Civil Engineers on the application of either party. Where such a counternotice has been given to the Board the operation of the notice shall be suspended until either agreement has been reached or the dispute has been determined by arbitration in accordance with the provisions of this Byelaw;
- (b) where by or under these Byelaws any person is required by a notice in writing given by the Board to do any work to the satisfaction of the Board or to comply with any directions of the Board and any dispute subsequently arises as to whether such work has been executed or such directions have been complied with, such dispute if it arises between a drainage authority or local authority and the Board shall be referred to the Secretary of State whose decision shall be final, and in any other case shall be referred to the arbitration of a single arbitrator to be appointed in default of agreement by the President of the Institution of Civil Engineers on the application of either party;
- (c) where by or under Byelaws 3, 6, 10, 16 or 17 any person is required to refrain from doing any act without the consent of the Board such consent shall not be unreasonably withheld and may be either unconditional or subject to such reasonable conditions as the Board may consider appropriate and where any dispute arises as to whether in such a case the consent of the Board is being unreasonably withheld, or as to whether any conditions subject to which consent is granted are unreasonable, such dispute shall if it arises between a drainage authority or local authority and the Board be referred to the Secretary of State whose decision shall be final, and in any other case such dispute shall be referred to the arbitration of a single arbitrator to be appointed in default of agreement by the President of the Institution of Civil Engineers on the application of either party.

## **30. Notices**

Notices and any other documents required or authorised to be served or given under or by virtue of these Byelaws shall be served or given in the manner prescribed by section 71 of the Act.

## **31. Limitation**

- (a) Nothing in these Byelaws shall authorise the Board to require any person to do any act, the doing of which is not necessary for securing or furthering one or more of the Purposes or to refrain from doing any act, the doing of which does not affect the environment or adversely affect either the efficient working of the drainage system of the District or the effectiveness of flood risk management within the District.
- (b) If any conflict arises between these Byelaws and
- (i) sections 61A to E of the Land Drainage Act 1991 (which relates to the Board's duties with respect to the environment), or
  - (ii) the Conservation of Habitats and Species Regulations 2017, as amended<sup>1</sup> the said Act and the said Regulations shall prevail.

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<sup>1</sup> SI 2017/1012

### **32. Revocation**

The Byelaws made by the Board on the 29<sup>th</sup> day of November 2017 are hereby revoked.

### **33. Interpretation**

In these Byelaws, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say:-

"the Act" means the Land Drainage Act 1991;

"Animal" includes any horse, cattle, sheep, deer, goat, swine, goose or poultry;

"Bank" includes any bank, cross bank, wall or embankment adjoining or confining or constructed for the purpose of or in connection with any watercourse and includes all land between the bank and the low water mark or level of the water in the watercourse as the case may be and where there is no such bank, cross bank, wall or embankment includes the top edge of the batter enclosing the watercourse;

"Board" means the Black Sluice Internal Drainage Board;

"Consent of the Board" means the consent of the Board in writing signed by the Clerk for the time being of the Board or other duly authorised officer;

"District" means the area under the jurisdiction of the Board;

"Occupier" means in the case of land not occupied by any tenant or other person the person entitled to the occupation thereof;

"Owner" includes the person defined as such in the Public Health Act 1936;

"Relevant Railway Asset" means

(a) a network, operated by an "approved operator" within the meaning of section 25 of the Planning Act 2008,

(b) a station which is operated in connection with the provision of railway services on such a network,

or

(c) a light maintenance depot

Expressions used in this definition and in the Railways Act 1993 have the same meaning in this definition as they have in that Act, ("railway" not having its wider meaning) and a network such as is described in (a) above shall not cease to be such a network where it is modified by virtue of having any network added to it or removed from it.

"The Secretary of State" means the Secretary of State for Environment, Food and Rural Affairs;

"Vegetation" means trees, willows, shrubs, weeds, grasses, reeds, rushes or other vegetable growths;

"Vessel" includes any ship, hovercraft (as defined by the Hovercraft Act 1968), lighter, keel, barge, tug, launch, houseboat, pleasure or other boat, aircraft, randan, wherry, skiff, dinghy, shallop, punt, yacht, canoe, raft, float of timber or any other craft whatsoever, and howsoever worked, navigated or propelled;

"Water control structures" means a structure or appliance for introducing water into any watercourse and for controlling or regulating or affecting flow, and includes any sluice, slacker, floodgate, lock, weir, pump or pumping machinery; and other expressions shall have the same meanings as in the Act.



THE COMMON SEAL OF THE BLACK SLUICE INTERNAL DRAINAGE BOARD  
WAS HEREUNTO AFFIXED ON THE **TWENTY THIRD DAY OF NOVEMBER, 2021**  
IN THE PRESENCE OF:

Chairman

Clerk

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PENALTY NOTE

By section 66(6) of the Land Drainage Act 1991 every person who acts in contravention of or fails to comply with any of the foregoing Byelaws is liable on summary conviction in respect of each offence to a fine not exceeding the amount prescribed from time to time for level 5 on the standard scale referred to in section 37 of the Criminal Justice Act 1982 and a further fine not exceeding Forty pounds for every day on which the contravention or failure is continued after conviction. By section 66(7) of the Act if any person acts in contravention of or fails to comply with any of these Byelaws the Board may without prejudice to any proceedings under section 66(6) of the Act take such action as may be necessary to remedy the effect of the contravention or failure and may recover the expenses reasonably incurred by it in doing so from the person in default.

# Black Sluice Internal Drainage Board

## Policy No: 4

### Procurement Policy

Review Dates:

A&R Reviewed	12 October 2021
Board Approved	

## 1 INTRODUCTION

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

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

## 2 THE PROCUREMENT PROCESS

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

- 2.1 A Board order form must always be completed for any purchase made by the Board, except for purchases made using the internet or for items purchased by the Woldmarsh Group.
- 2.2 The following people are authorised to be issued with order books:
  - (a) Chief Executive
  - (b) Finance Manager
  - (c) Operations Manager
  - (d) Works & Engineering Manager
  - (e) Pump Engineer
  - (f) Works Supervisor
  - (g) Fitter
  - (h) Unimog Driver
  - (i) Admin Office (under supervision of Finance Supervisor)
- 2.3 The order form should be filled out at the time of order and signed by the person who is organising the order and countersigned as required.
- 2.4 The Management Team is the Chief Executive, Finance Manager, Operations Manager and Works and Engineering Manager.
- 2.5 The order is given to the supplier with, where possible, the agreed price of the item or service.
- 2.6 The green copy of the order form is given to the Finance Assistant. If additional quotations for the goods have been obtained then these should be noted on this copy.
- 2.7 When a delivery note is obtained this should be given to the Finance Assistant.

- 2.8 When the Finance Assistant receives an invoice for the goods they are to attach the order and the delivery note to this.
- 2.9 The invoice is approved by the Finance Manager before payment is made.
- 2.10 A report is made to every Board Meeting of the invoices paid by the Board.

### **3 BASIS OF PROCUREMENT POLICY**

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

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

3.2 The Policy for Delegation of Authority gives the following authorities:

- (a) Executive Committee to approve any item of expenditure up to a value of £40,000.
- (b) The Chief Executive or Finance Manager to approve expenditure up to a value of £10,000 which is included in annual estimates and regular budgeted expenditure (e.g. electricity) in excess of £10,000.

### **4 PROCUREMENT POLICY**

#### **4.1 Items with a value greater than £10,000**

These items will typically be:

- Large items of plant
  - Machinery and electrical equipment for pumping stations
  - Substantial repair contracts
  - Large contracts
  - Insurance policies
  - Large amounts of pipes, steel piles and other materials for stock
- (a) These items will be included in the annual budgeted expenditure and through this method the expenditure will be approved by the Board.
  - (b) Three quotations should be obtained and the lowest bona fide quotation should be accepted, should less than three quotations be obtained or other than the lowest is to be accepted, then the matter should be referred to the Executive Committee, by email in the first instance and later confirmed in a meeting of the committee.
  - (c) In the case of an emergency where it is not possible to obtain alternative quotations the Chairman or the Vice Chairman of the Board shall authorise the purchase.

#### **4.2 Items between £2,000 and £10,000**

These items will typically be:

- Items of new plant
- Large repairs to plant

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

#### 4.3 Items between £500 and £2,000

These items will typically be:

- Purchase of small items of plant
  - Hire of plant and machinery
  - Repairs to plant and machinery
  - Purchase of spare parts for machinery
  - Material for construction materials.
  - Computers and office equipment
- (a) Where possible three quotations are to be obtained and authorisation to issue the order is to be sought from a member of the management team before signing an order for this level of procurement within the constraints of the budgets set and agreed by the Board/Executive Committee.
- (b) The Pump Engineer shall after obtaining three quotations, where possible, have the authorisation to sign an order for this level of procurement when associated with pumping station equipment within the constraints of the budgets set and agreed by the Board/Executive Committee.

#### 4.4 Items below £500

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

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

### 5 ITEMS PURCHASED BY CREDIT CARD

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

### 6 ITEMS PURCHASED BY WOLDMARSH GROUP

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

### 7 SUMMARY

- 7.1 The above policy is not exhaustive and is written as a guide to the appropriate level of authorisation for the level of procurement required.
- 7.2 Members of staff should always liaise with members of the management team to ensure that procurement of materials and services give satisfactory value for money.
- 7.3 Staff should look for every opportunity to make bulk purchases with other authorities to achieve additional value for money.
- 7.4 **Consideration is always to be given in relation to maintaining expenditure within budgets. If budgets have been, or are likely to be, exceeded for a particular scheme or general maintenance then the authorisation of the Chief Executive Officer or the Finance Manager is to be sought before the order is placed.**

# Black Sluice Internal Drainage Board

## Policy No: 8

### Policy on Relaxation of Board Byelaw No.10 (The 9 Metre Byelaw)

Review	Audit & Risk Committee 12 October 2021
Board Approved	

#### 1. PURPOSE

This document sets out the policy of the Black Sluice Internal Drainage Board concerning relaxation of its Byelaw No. 10, which states:

*'No person without the previous consent of the Board shall erect any building or structure, whether temporary or permanent, or plant any tree, shrub, willow or other similar growth within 9 metres of the landward toe of the bank where there is an embankment or wall or within 9 metres of the top of the batter where there is no embankment or wall, or where the watercourse is enclosed, within 9 metres of the enclosing structure.*

This Byelaw only applies to Board-maintained watercourses, both open and piped, and includes all culverts and bridges.

#### 2. BLACK SLUICE IDB POLICY

The Board recognises that land and property owners wish to maximise the enjoyment of their land. However, at the same time the Board needs to retain its ability to maintain its watercourses in an efficient and economic manner. The Board will normally only consider relaxing the Byelaw when the following baseline conditions occur:

- Guaranteed access to carry out maintenance is available from at least one side of the drain. This may be achieved by a written agreement with the landowner concerned, or by the Board lodging a Deed of Indemnity with the Land Registry (a charge will be payable to the Board for these additional works).
- The owner of the opposite bank is not unduly inconvenienced.
- That should improvements or exceptional maintenance be required then, given reasonable notice, the obstruction is removed at the applicant's expense.
- Similar obstructions already exist nearby on the same bank.

### **3. REASONS FOR THE POLICY**

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

- Fairness and uniformity in determining applications
- Applicants can study the guidelines before application
- Powers are delegated, giving a more efficient and timely service
- The Board can maintain accurate information to include consent relaxation location for operational needs

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

### **4. DELEGATED POWERS**

Delegated powers are given to the Chief Executive and the relevant Works Committee Chairmen to determine any Byelaw relaxations that fall within the guidelines given below (except where stated otherwise).

In all other cases, the power to determine applications has been delegated to the Executive Committee or the appropriate Works Committee, unless a Board meeting is imminent.

### **5. GUIDELINES**

Guidelines are given below on the following types of applications:

- 1) Buildings and permanent structures
- 2) Urban or development land
- 3) Fences
- 4) Hedges and Bushes
- 5) Trees
- 6) Electricity poles, lighting columns etc.
- 7) Irrigation and abstraction equipment
- 8) Any other items

#### **5.1 BUILDINGS AND PERMANENT STRUCTURES**

*The power to determine consent under this guideline has only been delegated to the committees.*

**It remains the policy of the Board that no buildings or permanent structures should be permitted within the 9.0 metre byelaw distance on any Board-maintained watercourse.**

However, where an existing adjacent building is located closer than the permitted distance (either by virtue of a previously issued consent, or where the structure historically pre-dates the Board), then consent may be given to allow any new structure or extension to be placed up to a similar distance from the drain as the existing building on that property, provided that the integrity of the watercourse is assured.

## 5.2 URBAN AREAS AND DEVELOPMENT LAND

In urban areas, or where new development is proposed adjacent to a Board-maintained watercourse, the Byelaw may be relaxed from 9.0 to 6.0 metres, upon written application, for fences, hedges, bushes, timber sheds and other temporary structures, provided that the whole of the remaining 6.0 metre width is left for the sole use of the Board for future maintenance of the drain.

All buildings and permanent structures shall still be a minimum of 9.0 metres from the brink of the drain.

## 5.3 FENCES

The Board's Byelaw 17 (d) states:

***No person shall without the previous consent of the Board:***

***erect or construct or cause or permit to be erected or constructed any fence, post, pylon, wall, wharf, jetty, pier, quay, bridge, loading stage, piling, groyne, revetment or any other building or structure whatsoever in, over or across any watercourse or in or on any bank thereof;***

### a) Stock fences up to 1.2m high (post and rail / wire)

Machine drivers can work over and see through these types of fences, and therefore the Byelaw will be relaxed, on application, on condition that they are located a minimum of 1.0 metre from the brink of the watercourse, and access gates (minimum 3.6m or 12ft wide) are provided at each end (where necessary).

### b) Solid fences above 1.4m high and fences in general above 1.2m high

Machine drivers cannot see through or cannot work over such fences, and therefore the Byelaw will **not** be relaxed, except where there is guaranteed suitable and safe access on the opposite bank, and where the opposite bank owner is not unduly inconvenienced.

Any consented fence shall be located a minimum of 1.0 metres from the brink of the drain. Access gates (minimum 3.6m or 12ft wide) and continued access behind the fence may still be required. The applicant will be expected to obtain written consent from the opposite land owner (if different to the applicant).

Where possible, all fences should be fully de-mountable so that should the Board require access to its maintained watercourses, at any time, then the structure can be easily removed.

However, the Board recognises that certain fences are required for the increased security of land or property, and therefore demountable fences will not always be appropriate. In these instances, the Board will place a condition on any consent for these fences to be constructed such that should there be a requirement for these fences to be removed in times of emergency, or if the Board requires access to carry out any major improvement schemes, then the Board shall do so under its powers under the Land Drainage Act 1991.



#### **5.4 HEDGES & BUSHES**

Machines drivers cannot see through, nor work over hedges or bushes, and therefore the Byelaw will **not** be relaxed, except where there is always suitable and safe access for all operations on the opposite bank and where the opposite bank owner is not unduly inconvenienced. The applicant will be expected to obtain written consent from the opposite land owner (if different to the applicant).

Any consented hedges or bushes shall be located with the centre a minimum of 1.0 metre away from the brink of the watercourse, and shall be maintained by the applicant so as not to encroach over the drain. Access gates (minimum 3.6m or 12ft wide) and continued access behind the hedge may still be required.

#### **5.5 TREES**

**No trees shall be planted within 9.0 metres of Board-maintained watercourse.**

Any existing trees, regardless of whether planted or self-seeded, are the responsibility of the adjacent landowner, and shall be maintained so as not to cause an obstruction to the Board whilst carrying out its statutory duties under the Land Drainage Act 1991.

Any trees planted outside the 9.0 metre distance from a Board-maintained watercourse shall be maintained by the adjacent landowners such that any lateral growth does not cause an obstruction to the Board whilst carrying out its statutory duties under the Land Drainage Act 1991.

In either of the above cases, the Board reserves the right to carry out maintenance on any trees it deems as an obstruction, and to recover the costs from the relevant landowner. Where it is more cost-effective for trees to be removed in toto, then the Board will seek agreement from the relevant landowner and a proportion of the costs may be recovered.

#### **5.6 ELECTRICITY POLES LIGHTING COLUMNS ETC.**

Poles and columns adjacent to drains are inherently unstable and are not recommended. Wherever possible, an alternative route should be found away from the watercourse. Where a suitable alternative cannot be found, then the Byelaw may be relaxed on condition they are placed no closer than 1.0 metre to the brink of the drain and the minimum clearance between the wires and the surrounding ground level is no less than **10.0** metres (NB: to ensure the correct safe working distance, the minimum clearance distance from ground level may increase depending on the voltage of the wire).

#### **5.7 IRRIGATION & ABSTRACTION EQUIPMENT**

No equipment shall be positioned within 9.0 metres of Board-maintained watercourses.

With the ever increasing requirement for water transfer and irrigation The Board recognises the flexibility required within the Byelaw relaxation process. All related equipment, be it permanent or temporary to be positioned within the 9.0 metres Byelaw zone should be applied for Byelaw relaxation. In every case Byelaw relaxation with conditions may be sought and agreed in the knowledge this information will be stored in order to advise the Board machine operators whilst out in the 'field'.

## **5.8 ANY OTHER ITEMS**

Please contact the Board for further guidance.

## **6. PROCEDURE**

- a) The applicant shall apply in writing to the Board, using the relevant application form, along with a plan or diagram, any relevant details, and the application fee (flat fee of £50).
- b) The Board's officers will consider the effect of the application on its current and future maintenance regimes, any foreseen future works to the watercourse and any environmental benefit.
- c) Most applications will be determined using delegated powers. Any deferred applications, and those falling outside the guidelines, will be determined by the relevant Committee or Board meeting.
- d) The applicant is either notified in writing of a refusal or issued with a consent signed by the Chief Executive.
- e) The Chief Executive will report to the next Board meeting any delegated consents issued.
- f) An approved highly visible marker post to be positioned adjacent to equipment approved to be positioned within the Byelaw zone will apply this may also include vegetation maintenance procedures.
- g) The Board may remove any unconsented obstruction from within the 9.0 metre Byelaw zone and recover associated costs involved with any works.
- h) Any damage caused to the Board's equipment or Board maintained infrastructure following incidents with third party unconsented apparatus/equipment will be recovered at cost from the third party involved.

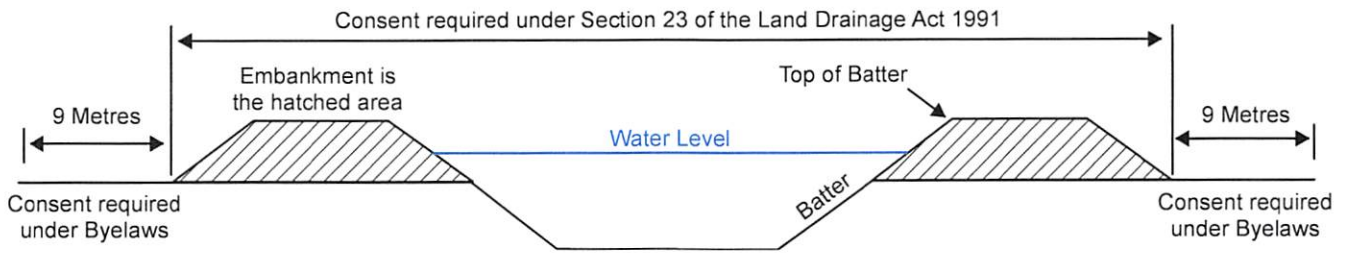
## **7. FURTHER GUIDANCE**

This document should be read in conjunction with the Board's "Standard Conditions for Relaxing the 9 Metre Byelaw", along with the Board's "Policy on Culverting".

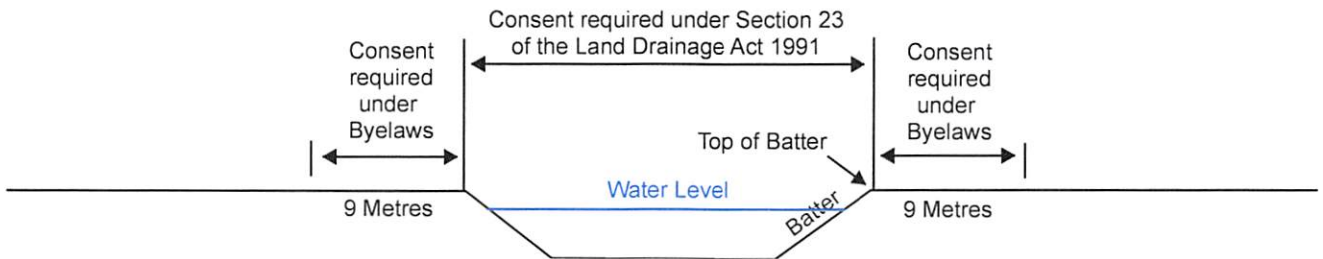
Further information and application forms are available on request from the Board's offices, or can be downloaded from the Board's website at [www.blacksluiceidb.gov.uk](http://www.blacksluiceidb.gov.uk).

# CONSENT WIDTH CRITERIA FOR BOARD-MAINTAINED WATERCOURSES

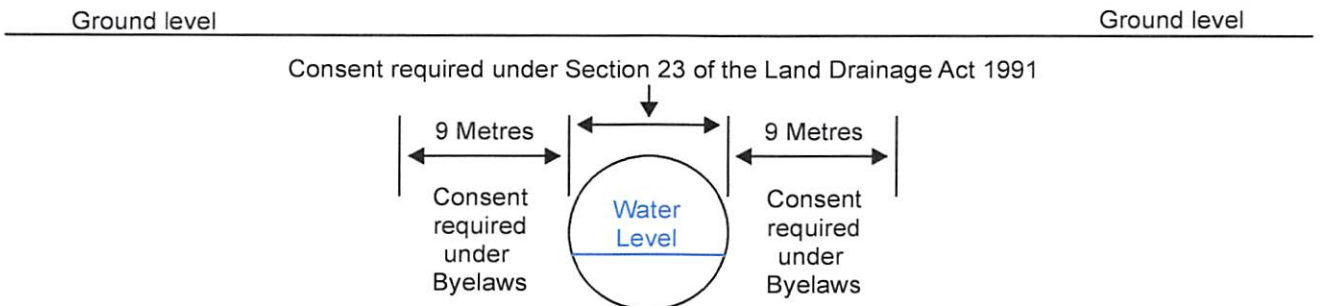
## Open Watercourse with Embankments



## Open Watercourse without Embankments



## Culverted\* Watercourse



\* A culvert may be various forms of enclosed watercourse, but is usually a pipe.

## CATALOGUE OF BOARD POLICIES

		To be reviewed																					
		A&R Committee	Oct 13	Apr 14	Dec 14	Apr 15	Sep 15	Apr 16	Sep 16	Apr 17	Sep 17	Apr 18	Sep 18	Apr 19	Sep 19	Apr 20	Sep 20	Apr 21	Sep 21	Apr 22	Sep 22	Apr 23	Sep 23
	Management Accounts	3 years				✓		✓		✓		✓						✓					
	Annual Accounts	3 years							✓		✓		✓						✓				
A	Policy Statement Water Level & Flood Risk Management	5 years										✓											✓
B	BSIDB Byelaws	5 years										✓							✓				✓
1	Risk Management Strategy	Annual		✓		✓	✓	✓			✓			✓		✓		✓		✓		✓	✓
2	Risk Register	Annual	To be reviewed at every Board and A&R meeting																				
3	Financial Regulations	3 years			✓			✓				✓						✓					
4	Procurement Policy	5 years			✓			✓				✓		✓					✓				✓
5	Investment Strategy	5 years				✓									✓								
6	Insurance Arrangements	3 years	✓						✓				✓		✓					✓			
7	Black Sluice IDB H&S Booklet		Not reviewed by Audit & Risk Committee																				
8	Relaxation of Board Byelaw No 10 (the 9m byelaw)	5 years							✓					✓						✓			
9	Structures Replacement	Annual	To be reviewed annually by Culverts & Bridges Committee																				
10	Delegation of Authority	5 years			✓					✓										✓			
11	Biodiversity Action Plan	Annual	To be reviewed annually by Environment Committee																				
12	Standing Orders		No review required										No review required										
13	Emergency Flood Response Plan	5 years	✓	✓									✓			✓			✓				✓
14	Complaints Procedure	5 years			✓										✓					✓			
15	Employees Code of Conduct	5 years					✓										✓						
16	Fraud and Corruption	5 years					✓										✓						
17	Members Code of Conduct	5 years					✓			✓										✓			
18	Whistle Blowing Confidential Reporting Code	5 years					✓			✓										✓			
19	Anti Bribery	5 years								✓										✓			
20	Officers Car Loan	5 years					✓										✓						
21	H&S Control & Management of Asbestos	5 years				✓									✓								
22	H&S Control of Noise at Work	5 years				✓									✓								
23	H&S Policy for Display Screen Equipment	5 years		✓								✓											✓
24	H&S First Aid and Accident Recording	5 years				✓									✓								
25	Lone Worker	5 years		✓								✓											✓
26	H&S Young Persons Safety at Work policy	5 years												✓									
27	Control of Ragwort	5 years	✓						✓				✓										✓
28	Land Drains discharging into Board Maintained Watercourse	5 years	✓						✓				✓										✓
29	Control of Rabbits, Rats & other Rodents	5 years	✓						✓				✓										✓
30	Pension Discretion LPF 2014	5 years	✓	✓										✓									
31	Publication Scheme	5 years						✓					✓										✓
32	Data Protection	5 years						✓				✓											✓
33	Smoking Policy	5 years			✓										✓								
34	Gift and Hospitality	5 years	✓						✓				✓										✓
35	Fire Management Plan	5 years				✓									✓								
36	H&S Manual Handling Operations	5 years			✓										✓								
37	H&S Managing Stress in the Workplace	5 years			✓										✓								
38	H&S Vibration at Work policy	5 years			✓										✓								
39	H&S Wearing of seat belts in Boards vehicles	5 years			✓										✓								
40	Commercial Works	5 years		✓	✓					✓				✓									
41	Public Sector Co-operation Agreement	5 years		✓						✓				✓									
42	Near Miss Reporting	5 years					✓										✓						
43	Electronic Information and Communication Systems	5 years								✓										✓			
44	Development Control Charges and Fees Policy	5 years											✓	✓									✓
45	Mobile Phones & Devices	5 years												✓									
47	COVID-19 Business Continuity Plan	N/A													✓								

**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		
	1.1	(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	High	Low	3		
	1.9	Insufficient finance to carry out works	Medium	Low	2		
To conserve and enhance the environment wherever practical and possible to ensure there is no net loss of biodiversity.	1.10	Reduction in staff performance	Medium	Low	2		
	1.11	Insufficient staff resources	Medium	Low	2		Review
To provide a 24 hour/365 day emergency response for the community	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 safe and fulfilling working environment for staff.	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 maintain financial records that are correct and comply with all recommended accounting practice.	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
	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	Medium	Low	2	None	
To ensure that all actions taken by the Board comply with all current UK and EU legislation	5.4	Inadequacy of Internal Checks	Medium	Low	2		
	5.5	Fraudulent use of credit cards	Low	Medium	2		
	6.1	Board Members in making decisions	Low	Low	1		
A cost efficient IDB that provides a Value for Money service.	6.2	Not complying with all employment regulations and laws	Medium	Low	2		
	7.1	Collecting insufficient income to fund expenditure	Low	Low	1		Accounts
Information Technology and Communications	7.2	IDB abolished or taken over	Low	Low	1		
	8.1	Loss of telemetry	Medium	Low	2		Maintenance
	8.2	Loss of telephone Communications	Low	Low	1		
	8.3	Loss of Internet Connection	Medium	Low	2		
	8.4	Network Failure	High	Low	3		
	8.5	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		

**BLACK SLUICE INTERNAL DRAINAGE BOARD**  
**AUDIT & RISK COMMITTEE - 12 OCTOBER 2021**

**AGENDA ITEM 11**

**2021/22 INSURANCE ARRANGEMENTS**

Negotiations regarding cover levels and premiums are on-going, a verbal up-date will be presented to the Committee.

For information we have included a last year/this year premiums comparison table.

**Black Sluice IDB**  
**Insurance renewal 30th September 2021**

		Towergate 2020/21 (End of year)	Towergate 2021/22	Increase in Premium	Premium Increase %
Motor Fleet	Equity Red Star	£ 18,628.96	£ 18,614.40	-£ 14.56	-0.08%
Motor Legal Expenses	ARAG	£ 197.12	£ 278.30	£ 81.18	41.18%
Commercial Combined	AXA	£ 22,028.94	£ 61,389.10	£ 39,754.21	180.46%
Low Claims Rebate	AXA	-£ 1,100.24	-£ 706.19		
Commercial Legal Expenses	Abbey	£ 244.36	£ 244.36		
Customer Service Charge	Towergate	£ 300.00	£ 7,000.00	£ 6,700.00	2233.33%
Personal Accident	Aviva	£ 268.83	£ 371.41	£ 102.58	38.16%
Engineering Inspection	Allianz	£ 8,345.27	£ 8,864.00	£ 518.73	6.22%
Engineering Insurance	Allianz	£ 2,435.47	£ 5,120.00	£ 2,684.53	110.23%
Professional Indemnity	Dual	£ 1,680.00	£ 2,240.00	£ 560.00	33.33%
Management Liability	Dual	£ 1,488.48	£ 1,940.60	£ 452.12	30.37%
<b>TOTAL PREMIUM</b>		<b>£ 54,517.19</b>	<b>£ 105,355.98</b>	<b>£ 50,838.79</b>	<b>93.25%</b>

# BLACK SLUICE INTERNAL DRAINAGE BOARD



## ‘Emergency Response Plan’

\*Confidential Information has been removed\*

Control Copy Number	1 of 8
Original issued no	1
Original Issue for use only by	ER Team
Initial Issue date	3 <sup>rd</sup> March 2011
Revision date	Oct 2021
Prepared by	Ian Warsap

Version 1.7

# Index

## Read Me First Section

- Introduction
- Command and Control
- Objective and key principals
- Plan assumptions
- Plan Distribution
- Invocation Procedure
- Recovery Strategy
- Testing and Maintenance

## Emergency Response Section

- Summary
- A Tidal Emergency
- A Fluvial Emergency
- Emergency Response Phase
- 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



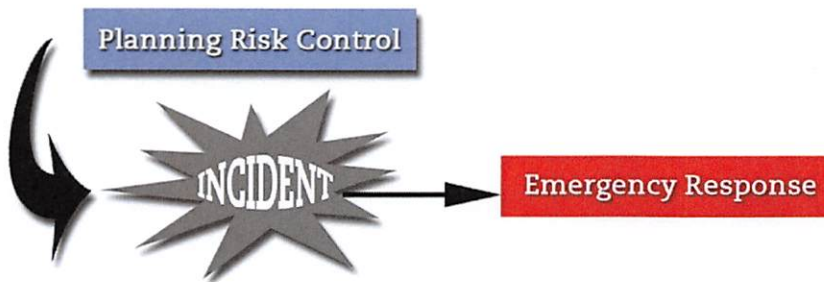
# Introduction

## 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.

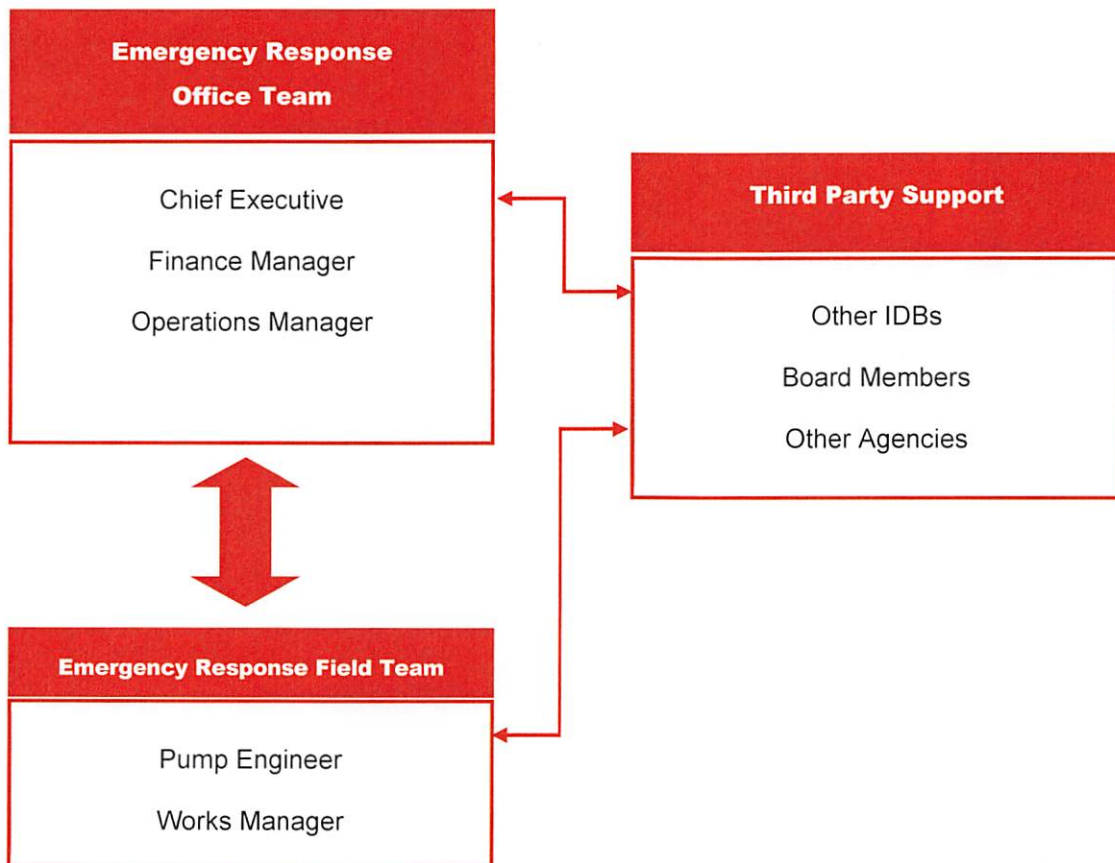
The key actions that may need to be performed and the key issues that are likely to arise are summarised. The pages are designed for use very much like checklists, helping to ensure that no major actions or issues are neglected.

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:

23 November 2021

# Invocation Procedure

## Emergency Response Team

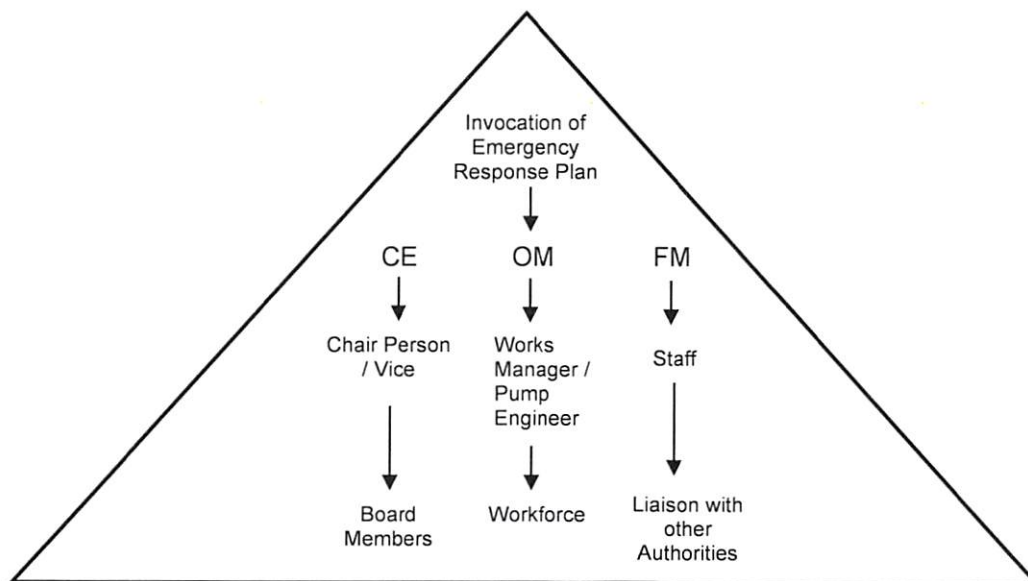
Name	Contact
Chief Executive #	See appendix one
Operations Manager #	See appendix one
Finance Manager #	See appendix one
Pump Engineer	See appendix one
Works Manager	See appendix one

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:

<b>A</b>	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>B</b>	Is the incident a major flooding incident in the Board's District?	The ER Plan will be invoked immediately
<b>C</b>	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
<b>D</b>	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 <b>People</b> from the risk of injury or death.	As above
3.	Protect domestic and commercial <b>Property</b> from flooding	As above
4.	Maintain <b>Food Security</b> by protecting agricultural land from flooding .	As above
THE RECOVERY	Objective	Strategy
5.	<b>Flood Defence</b> 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.	<b>Operations</b> are not adversely affected, thus maintaining the quality of management and the ability to meet statutory requirements.	As above
7.	<b>Members</b> 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.	<b>Reputation</b> 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 by Board Officers and every three years (sooner if required) by the Board. 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
1.7	October 2021	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~~ from 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><b>A Fluvial Emergency</b> 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 <b>2.70 mODN on the gauge board (19ft imperial) whilst the pumps are running.</b></p> <p><b>NB: Due to the historical equations, 10ft on the gauge board equates to 0.00m O.D.N.</b></p> <p>In the discharge bay of Black Hole Drove Pumping Station (<b>South Forty Foot Drain</b>), then the pumps at the pumping stations shall start to be switched off <b>by remote Telemetry Control</b> as agreed by the ER Team <b>at the same time switching all pumps to their Emergency Profile Level as shown in the table on page 14.</b></p> <p><b>A staffing rota will be agreed to continuously monitor the telemetry until the end of the event.</b></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:</p> <p><b>2.30 mODN on the gauge board (17ft and 6 inches imperial) with the pumps switched off.</b></p> <p><del>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.</del></p> <p>(3) If the situation continues the Board's Pumping Stations shall only pump sufficient water to hold water levels at the <b>emergency profile level</b> shown 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="text-align: center;"><b>Either:</b> Monitored levels on South Forty Foot Drain suddenly drop.</p> <p style="text-align: center;"><b>Or:</b> 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
- Allocation of team roles
- Liaison with other authorities
- Pumping operations
- District Overview
- HR resource assessment
- Communication control
- 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	Area /Ha	P Station Capacity litre/sec	Target Winter Levels	Target Summer Levels	Emergency Profile Level
Allan House	No		180	0.90	0.90	0.90
Bicker Eau	No	365	450	1.60	1.80	2.00
Bicker Fen	Yes	848	1,416	0.00	0.10	0.65
Billingborough	Yes	775	934	0.10	0.25	1.20
Black Hole Drove	Yes	4,150	5,776	-0.20	0.00	0.60
Chain Bridge	No	2,509	3,695	-0.20	0.20	0.95
Cooks Lock	No	2,902	3,907	-0.30	0.00	0.80
Damford	No	893	1,189	-0.75	-0.60	0.00
Donington North Ings	Yes	2,262	3,058	-0.25	0.20	0.90
Donington Wykes	No		421	0.90	1.20	1.50
Dowsby Fen	Yes	1,003	1,699	-0.20	0.20	0.45
Dowsby Lode	Yes	355	1,019	0.70	0.70	1.80
Dunsby Fen	Yes	568	651	-0.65	-0.20	0.60
Dyke Fen	No	1,862	2,660	-1.40	-1.00	0.00
Ewerby	Yes	1,141	2,237	-0.60	-0.20	0.45
Gosberton	Yes	2,885	3,992	-0.30	0.30	0.90
Great Hale	Yes	2,363	3,482	-0.20	0.30	0.90
Hacconby	Yes	503	850	-0.35	0.00	1.00
Heckington	No	1,577	2,661	-0.20	0.00	0.05
Helpringham	Yes	814	1,331	0.15	0.50	1.10
Holland Fen	Yes	3,505	4,841	-0.55	-0.20	0.60
Horbling	Yes	886	1,331	-0.05	0.20	0.90
Kirton Marsh	No	774	934	0.35	0.60	1.25
Mallard Hurn	Yes	365	566	0.30	0.45	0.80
Pinchbeck	Yes	655	906	0.50	0.70	1.20
Quadring	Yes	400	566	0.15	0.45	1.00
Rippingale	Yes	496	1,019	0.05	0.40	1.10
Sempringham	Yes	824	1,189	0.05	0.40	1.00
South Kyme	Yes	1,101	1,302	-0.80	-0.50	0.05
Swaton	Yes	851	1,133	0.30	0.50	1.35
Swineshead	Yes	4,824	6,795	-0.30	0.40	1.00
Trinity College	No	609	1,133	-0.80	-0.60	-0.25
Twenty	No	607	849	-0.40	-0.40	-0.40
Wyberton Marsh	No	1,982	2,803	-0.35	0.15	0.90

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.
1. All levels are metres Ordnance Datum Newlyn (mODN).
  2. 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](mailto: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:

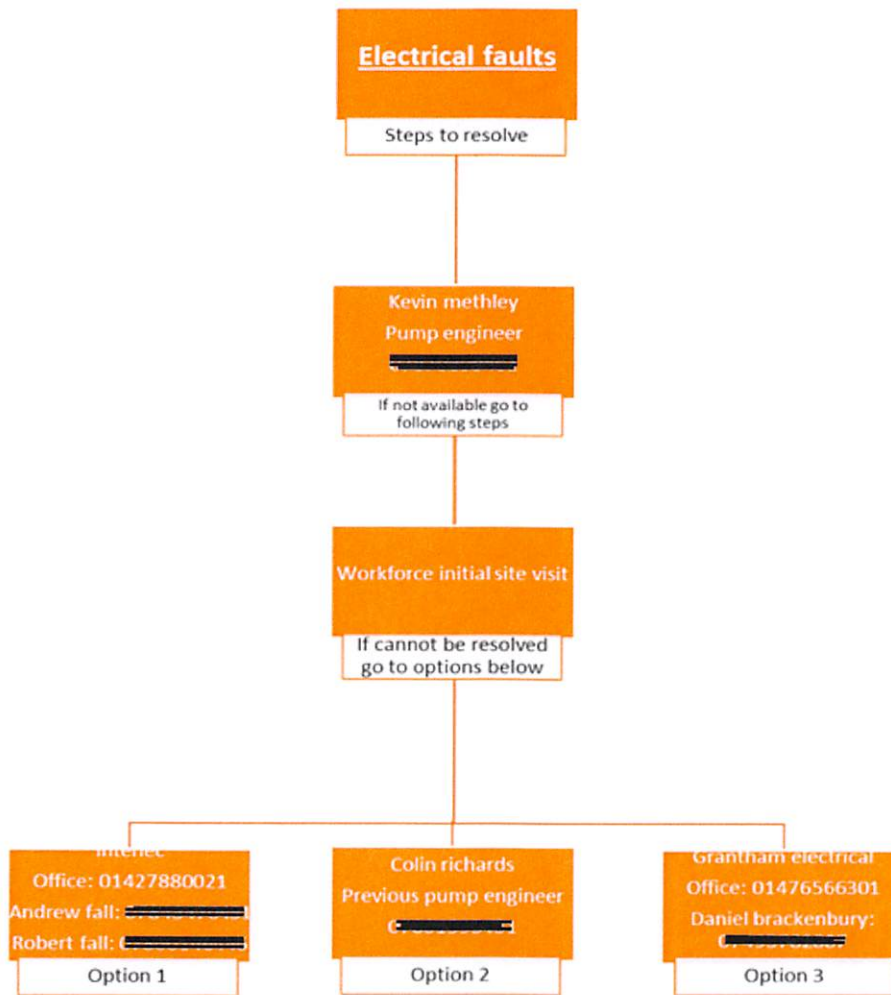
- Relocate to a neighbouring IDB's office/depot (Witham 4<sup>th</sup> IDB, Boston have offered their office in such an emergency)
- The Chief Executive, Finance Manager & Operations Manager would work from home whilst the recovery took place. Our Administration, Finance and GIS would relocate to Witham 4<sup>th</sup> 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.

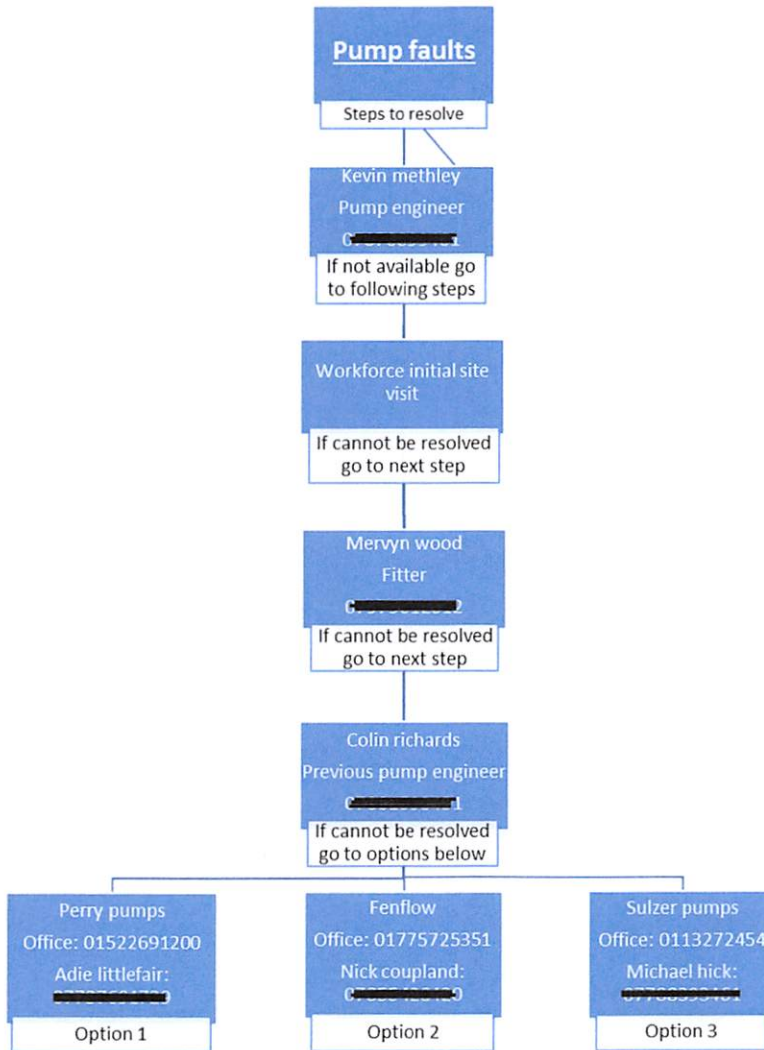
## Operational procedures

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

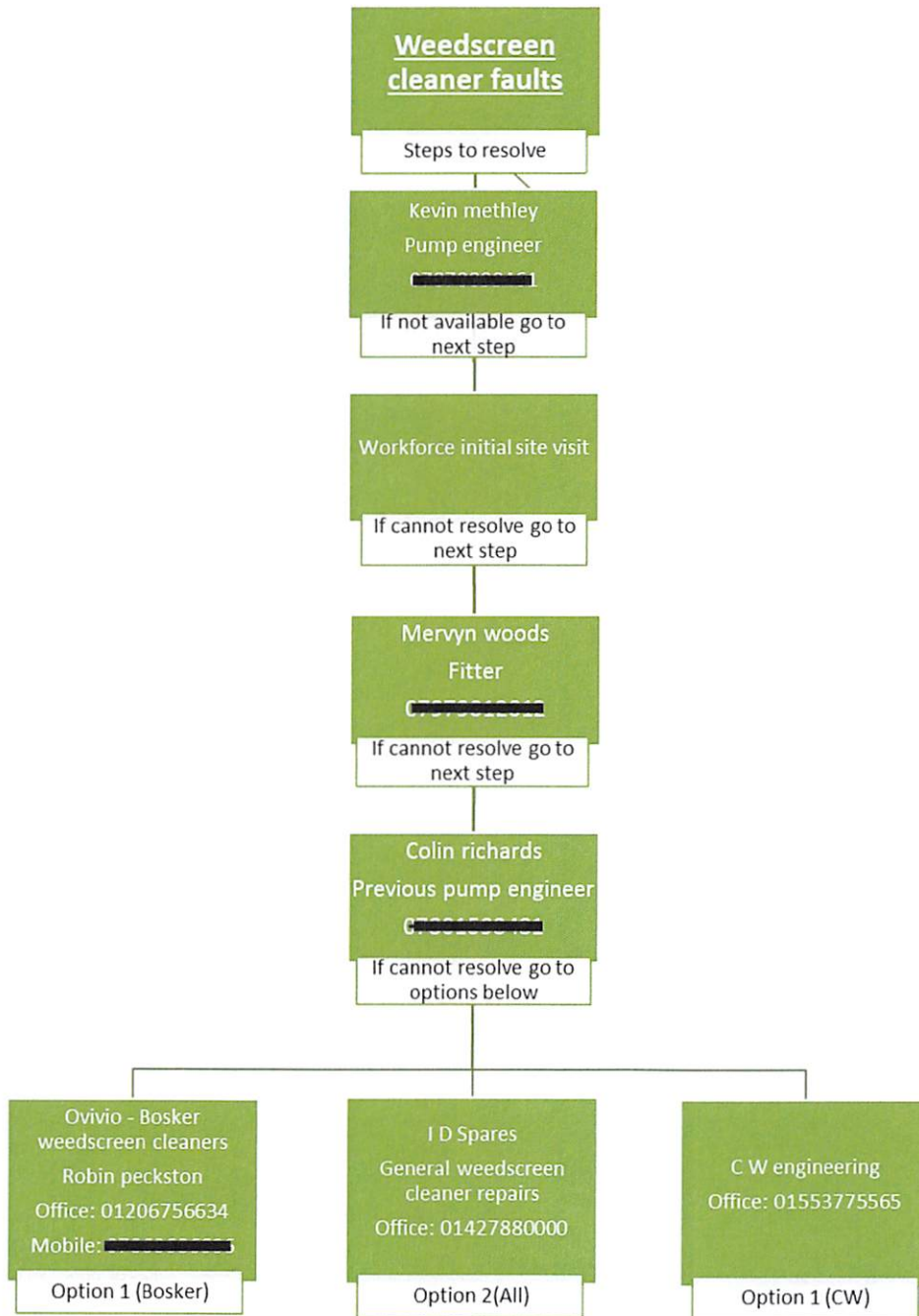
- The workforce will operate in teams of two **during the hours of darkness or the risk involved deems it necessary to double up.**
- Telemetry logging information will be passed over from the Finance Manager to all ER Team members.
- In the event of Silver Control being opened an assessment of how the 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 **unavailable** 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 Contractors of the event to ensure there is no planned 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

# Event/Communications Log

To be used to record events and communications between members of the Emergency Flood Risk Team and others. It should assist in ensuring a consistent message is given concerning the incident and provide a reference throughout the crisis. Each member of the ER Team should keep their own log:

Contact from or to / Event?	Where from?	Time?	Action or Outcome?

## APPENDIX ONE - Contact Lists

Telephone Number of Offices and Depot – 01205 821440

### Emergency Response Team Members

Name	Title	Home Tel	Mobile
Ian Warsap	Chief Executive		
Paul Nicholson	Operations Manager		
Kevin Methley	Pump Engineer		
Simon Harrison	Works Manager		
Daniel Withnall	Finance Manager		
K C Casswell	Chairman		
P Holmes	Vice Chairman		

### Other Office Employees

Name	Title	Home Tel	Mobile
Hayley Wood	Admin Assistant		
Amy Chamberlain	Finance Supervisor		
Andy Scott	Planning & Byelaw Officer		
Christopher Duku	GIS Technician		
Jessica Baxter	Board & HR Administrator		
Alexandra Emms	Finance Assistant		

### Other Employees

Name	Home Tel	Work Mobile	Private Mobile
R Banham			
P Banham			
S Brown			
M L Henton			
D Howlett			
M Lancaster			
S Hanger			
I Rose			
D Roy			
A Scott			
R Smith			
T Wilson			
M J Wood			

## Flood Emergency Contacts List

EA Anglian Region Contacts	Office	Tel
<b>Regional Communication Centre</b> Lincolnshire Emergency Planning Unit (24 hrs)		
<b>Emergency Hotline</b> – ask for Anglian Region		
<b>EA Flood Incident Duty Officer</b>		
<b>Flood Warning Duty Officer (FWDO)</b> covering Lincolnshire and Northamptonshire Area		
<b>Incident Communications Service Sheffield</b> (communications outside of event)		
<b>Area Control Room</b> flood control room during Tidal and River flood risk periods		
<b>Area Dissemination Room</b> Flood warning dissemination Tidal and River flood risk periods		
<b>Catchment Incident Room</b> Operational Response during significant flood risk periods		
<b>District Incident Room</b> Catchment incident room open for tidal and fluvial risk periods in catchment		
<b>EA Area Duty Manager</b>		
<b>EA Incident Room - Lincoln</b>		
<b>EA Emergency Incident</b>		
<b>Floodline</b>		
<b>EA Lincoln Area Office</b>		
<b>Fire &amp; Rescue</b>	Boston	
<b>Police</b>	Boston	
	Lincoln	
	Skegness	
LCC Highways	Out of hours	

## Utilities

Supplier	Office	Emergency No.
National Grid	Gas 24 hrs	
East Midlands	Power failure	
Western Power Distribution		
BT Faults		
Anglian Water		

## Neighbouring IDBs

IDB	Office	Emergency No.
Witham Third	01522 697123	
Witham Fourth	01205 310099	
Welland & Deeping	01775 725861	
Upper Witham	01522 697123	
South Holland	01406 424933	
North Level	01733 270333	
NE Lindsey	01522 697123	
Trent Valley	01636 704371	
Lindsey Marsh	01507 328095	
Lindsey Marsh Depot	01507 451349	

## Local Authorities Contact List

Authority	Office	Emergency Tel.
South Kesteven District Council	01476 406080	
South Holland District Council	01775 761161	
North Kesteven District Council	01529 414155	
Lincolnshire County Council	01522 552222	
Boston Borough Council	01205 314200	

## Other Risk Management Authorities Contact Details

Authority	Office/Contact	Tel
Water Company – Anglian Water		
Environment Agency General Enquires		

## Pumping Station Contact Details

Pumping Station	Address	Tel/Fax
Black Sluice Pumping Station		

## Pump suppliers Contact List

Company	Location	Tel
Perry Pumps		
Metalcraft	Weedscreens	
Ovivo	Weedscreens	

## Telecommunications – Contractors Contact List

Supplier	Company	Name	Work	Mobile
BT Faults				



## General Support Contact List

Supplier	Company	Work Tel	Emergency Tel
Woldmarsh			
<b>Plant Hire</b>			
Engineering & Hire	Flails/buckets		
SLD Pumps			
Pell Plant Hire	Drott		
Dysart Plant Ltd			
Maurice Belton Ltd	Excavators		
Aquatic Control Eng			
A Plant Boston			
Wells Plant Hire	Excavators/Drott		
<b>Electrical</b>			
Interlec			
Oriel Systems	Telemetry		
<b>Generator Hire</b>			
SLD Pumps	Peterborough		
Aggreko	Doncaster		
C&J Supplies	Locks		
SG Baker	Sandbags		
<b>Stone</b>			
Creeton Quarry			
SJR Contractors	Haulage & stone		
Premier Lime & Stone	AS blast large		
Longwood Quarries	Limestone		
Cemex	Sand & gravel		
Breedon	Pitching stone		
Bardon Aggregates	Pitching stone		
<b>Tyres</b>			
BA Bush			

## 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
Allan House	960	n/a	n/a	n/a		
Bicker Eau	950	n/a	n/a	n/a		
Bicker Fen	485	1000	21	160		
Billingborough	580	540	7	100		
Black Hole	420	n/a	n/a	n/a	600kva	Bolt on lugs
Chain Bridge	580	1000	21	140	300kva	Bolt on lugs
Cooks Lock	480	1000	21	160	400kva	Bolt on lugs
Damford	730	540	7	100		
Donington Wykes	965	n/a	n/a	n/a		
Dowsby Fen	570	540	7	100		
Dowsby Lode	585	540	7	100		
Dunsby	720	540	7	60		
Dyke Fen	585	1000	21	160	300kva	Bolt on lugs
Ewerby	485	540	7	60		
Gosberton	483	1000	21	160	400 kva	Bolt on lugs
Great Hale & Little Hale	575	1000	21	140	300kva	Bolt on lugs
Hacconby	740	540	7	140		
Heckington	482	1000	21	160		
Helpringham	483	1000	21	160		
Holland Fen	420	n/a	n/a	n/a	500kva	Bolt on lugs
Horbling	483	1000	21	160		
Kirton Marsh	580	540	21	140	200kva	Bolt on lugs
Mallard Hurn – Donington	720	540	7	60		
North Ing - Donington	570	540	7	120	300kva	Bolt on lugs
Pinchbeck	580	540	7	100		
Quadring	720	540	7	80		
Rippingale	586	540	7	110		
Sempringham	580	540	7	140		
South Kyme	720	540	7	60		
Swaton	580	540	7	140		
Swineshead	420	n/a	n/a	n/a	600kva	Bolt on lugs
Trinity College	720	540	7	60		
Twenty	480	540	7	60		
Wyberton Marsh	575	1000	21	140	400kva	Bolt on lugs

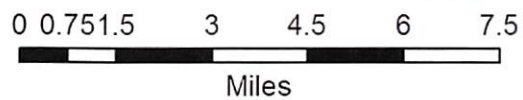
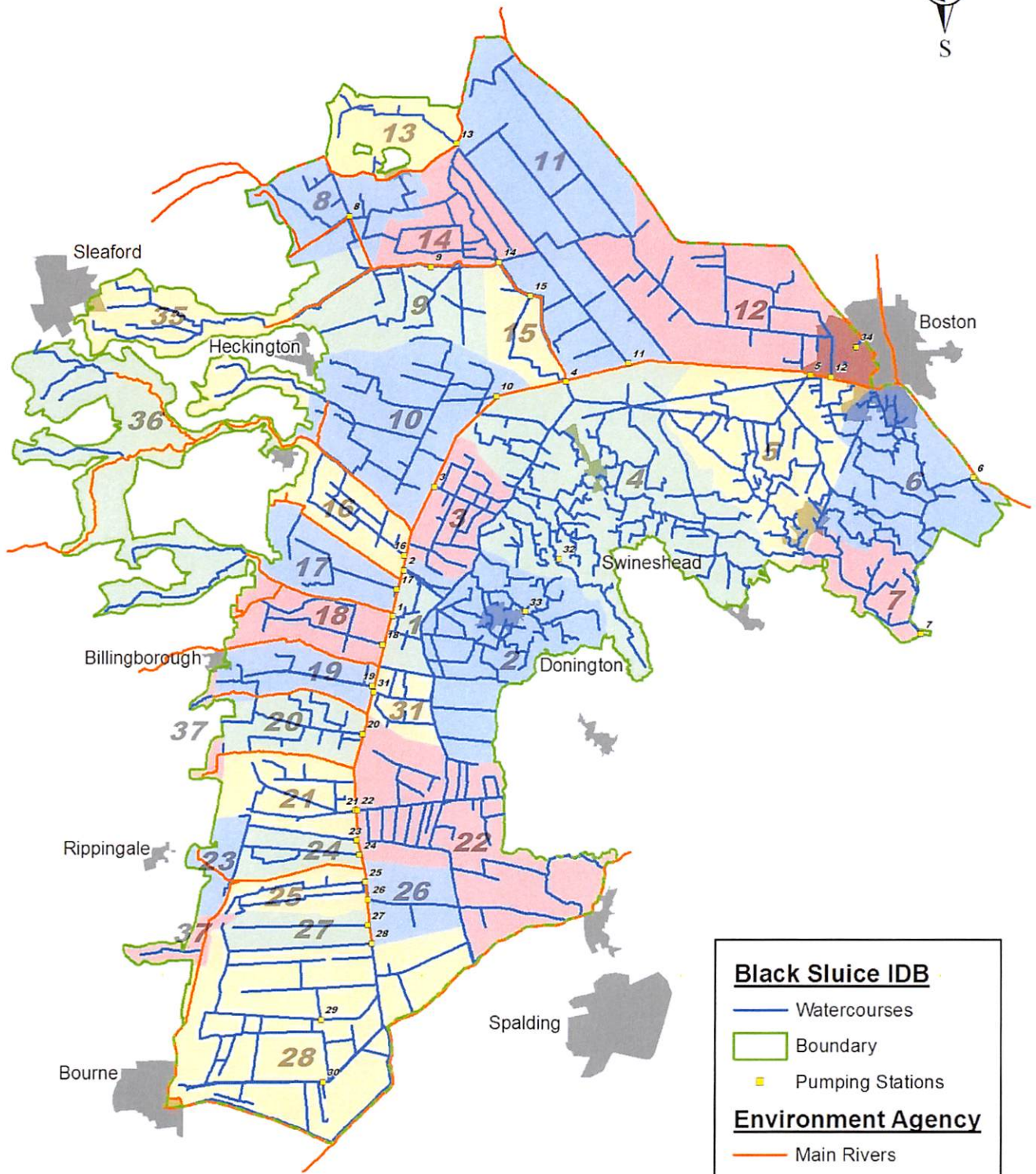



## APPENDIX THREE – ER Team Roles

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:

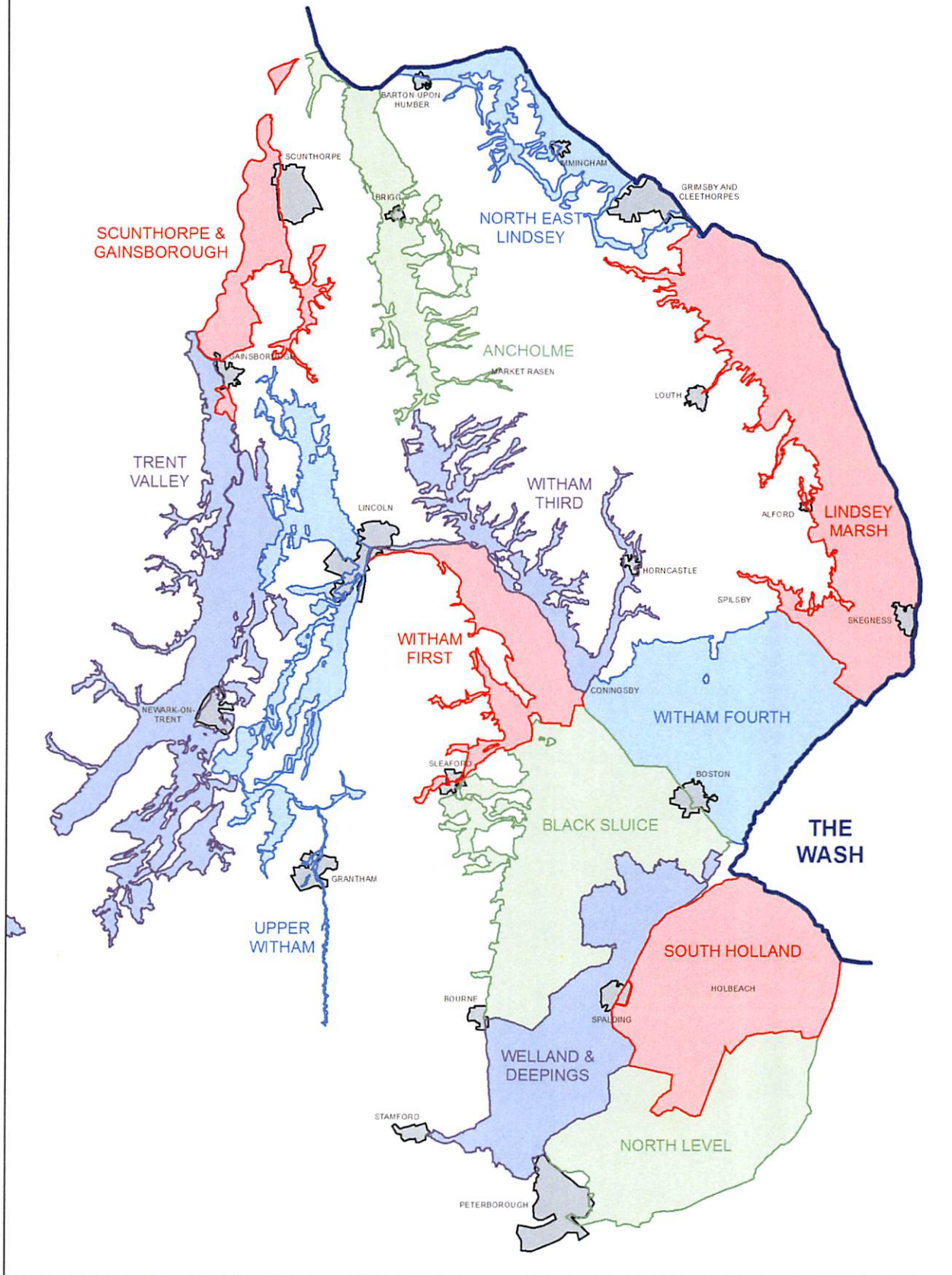
TASKS	Primary tasks	Primary responsibility	Secondary responsibility
Event Control	Overall event control	Operations Manager	Pump Engineer
	Liaison with other agencies	Finance Manager	Chief Executive
	Pumping Operations	Pump Engineer	Works Manager
	District Overview	Finance Manager	Works Manager
Communication 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	Finance Supervisor
Administration support	To support the above during the Board's Emergency Response	Board & HR Administrator	Admin Assistant

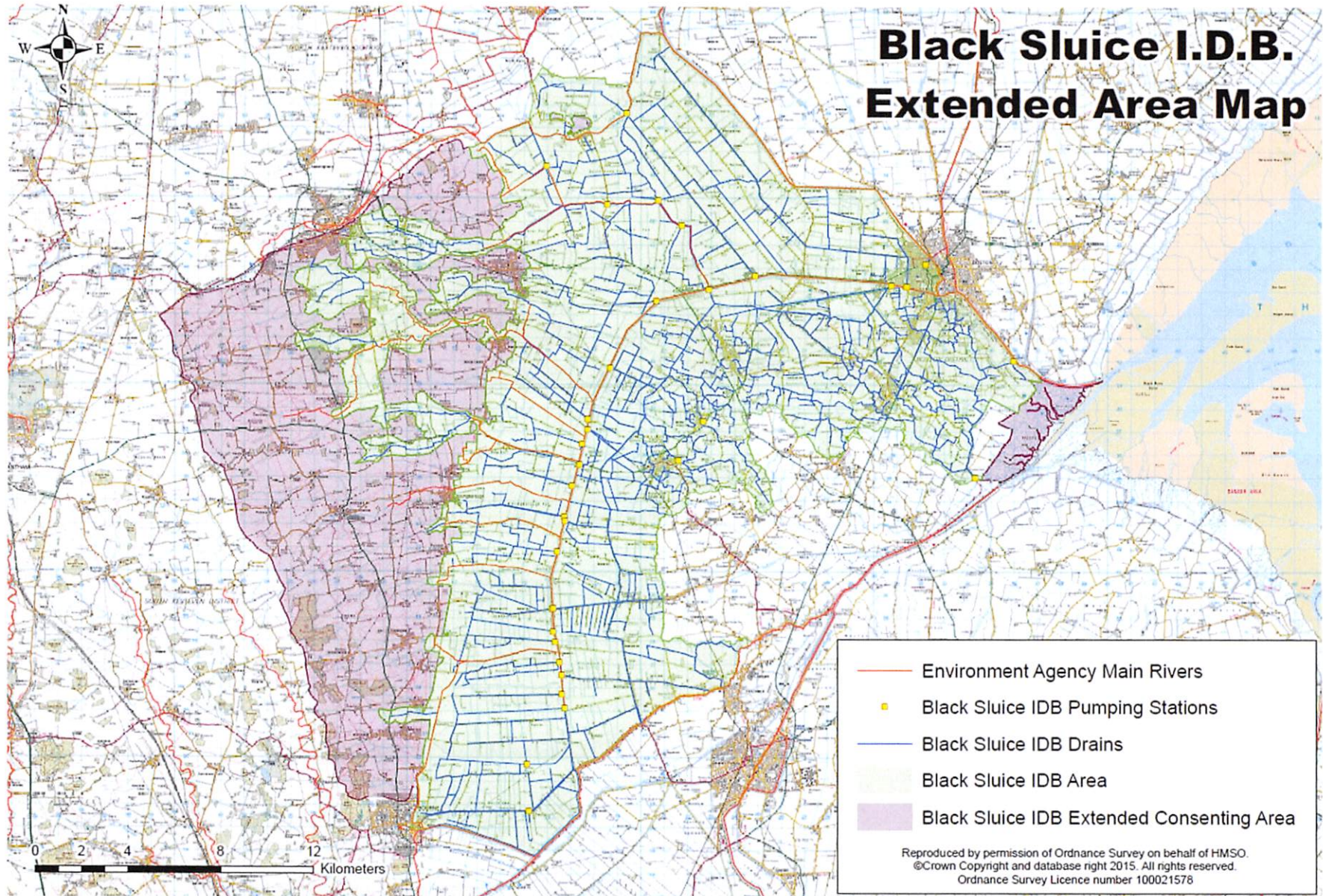
# APPENDIX FOUR – District Maps



 <p><b>Black Sluice Internal Drainage Board</b>          Station Road, Swineshead          Boston, Lincolnshire PE20 3PW          Tel: 01205 821440          Email: <a href="mailto:mailbox@blacksluiceidb.gov.uk">mailbox@blacksluiceidb.gov.uk</a></p>	<p><b>Black Sluice I.D.B. Catchment Map</b></p>
	<p>Reproduced by permission of Ordnance Survey on behalf of HMSO.          © Crown copyright and database right 2012. All rights reserved.          Ordnance Survey Licence number 100021578.</p>

# Lincolnshire Internal Drainage Boards





# 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

<b>Flood Alert</b>	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"/>
<b>Flood Warning</b>	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"/>
<b>Severe Flood Warning</b>	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"/>