

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Board Meeting

Tuesday, 14th June 2022 at 2:00pm

Station Road, Swineshead, Boston, PE20 3PW



Black Sluice Internal Drainage Board

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Our Ref: IW/DPW/B10_1

Your Ref:

Date: 7th June 2022

To the Chairperson and Members of the Board

Notice is hereby given that a Meeting of the Board will be held at the offices of the Board on Tuesday, 14th June 2022 at 2pm at which your attendance is requested.

There will be an induction for the newer members of the Board, commencing at 11:30am. All members of the Board are invited to attend this, if they wish, as a refresher. If you could please contact the office to let us know if you intend to attend this session.

A buffet lunch will be available from 1pm, for all members of the Board, to encourage and facilitate Members, Staff and Officers discussion.

Please also find enclosed your Mileage Claim Form. It would be appreciated if you could please complete and return at the meeting.

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 Meeting of the Board held on 8th February 2022 **(pages 1 - 9)**
5. Matters arising.
6. To receive and confirm the Committee Minutes and Matters Arising of the following meetings:-
 - (a) Environment Committee on 1st March 2022 **(pages 10 - 19)**

To adopt the following:

 - (i) Policy No. 11: Biodiversity Action Plan **(under separate cover)**
 - (b) Structures Committee on 22nd March 2022 **(pages 20 - 30)**

To adopt the following:

 - (i) Structures Committee Terms of Reference **(page 31)**
 - (ii) Policy No. 09: Structures Replacement Policy **(pages 32 - 35)**
 - (c) Audit & Risk Committee on 12th April 2022 **(pages 36 - 47)**

To adopt the following:

 - (i) Audit & Risk Committee Terms of Reference **(pages 48 & 49)**
 - (ii) Policy No. 01: Risk Management Strategy **(pages 50 - 71)**
 - (iii) Policy No. 03: Financial Regulations **(pages 72 - 76)**
 - (iv) Policy No. 10: Delegation of Authority **(pages 77 - 80)**
 - (v) Policy No. 13: Emergency Response Plan - Documentation provided by the Environment Agency outlining the operation of the Black Sluice Complex (for inclusion within the Plan) **(pages 81 - 85)**
 - (vi) Policy No. 17: Members Code of Conduct **(pages 86 - 93)**
 - (vii) Policy No. 18: Whistle Blowing Confidential Reporting Code **(pages 94 - 99)**
 - (viii) Policy No. 19: Anti Bribery **(page 100)**
 - (ix) Policy No. 43: Electronic Information and Communication Systems **(pages 101 - 107)**

To approve the following:

 - (x) Internal Auditors Report 2021/22 **(pages 108 - 117)**
 - (xi) Audit Programme 2022/23 **(pages 118 - 120)**
 - (d) Executive Committee on 17th May 2022 **(pages 121 - 134)**

To approve the following:

 - (i) Period 12 Management Accounts **(pages 135 - 142)**
 - (ii) 10 Year Schemes Budget (Amended) **(page 143)**
 - (iii) 10 Year Plant Replacement Budget **(page 144)**
 - (iv) 10 Year Estimates to reflect Scheme updates and 2021/22 year end position **(page 145)**

7. To approve the Draft Unaudited Financial Statements for the year ending 31st March 2022 **(under separate cover)**
8. To review and approve the Annual Governance Statement **(page 149)**
9. To approve and authorise the Chairperson to sign the Annual Return for the year ending 31st March 2022 **(pages 146 - 151)**
10. To receive a report on Drainage Rates **(page 152)**
11. To receive the minutes of the ADA Joint Lincolnshire Branch and Nene Branch meeting held on
 - (a) 2nd December 2021 **(pages 153 - 162)**
 - (b) 23rd February 2022 **(pages 163 - 166)**
12. To review the Risk Register **(page 167)**
13. To receive reports on the following:
 - (a) Monthly Accounts: February 2022 to May 2022 **(pages 168 - 180)**
 - (b) Monthly Accounts: Woldmarsh **(pages 181 - 183)**
 - (c) Schedule of Consents Issued: February 2022 to May 2022 **(pages 184 - 192)**
 - (d) Rainfall **(pages 193 & 194)**
14. Any other business.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the Board

held remotely on
8th February 2022 at 2pm

Members

Chairperson - * Mr K C Casswell

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

* Member Present

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

Officers of the Board, the Chairperson, Mr J Fowler and Cllr P Bedford were in attendance at the offices of the Board, whilst all other Board Members attended virtually.

1918 Recording the Meeting - Agenda Item 1

Board Members were informed that the meeting would be recorded.

1919 Apologies for Absence - Agenda Item 2

Apologies were received from Mr M Rollinson and Mr P Robinson.

1920 Declarations of Interest - Agenda Item 3

There were no declarations of interest received.

1921 Minutes of the last Board Meeting - Agenda Item 4

The Minutes of the last meeting of the Board held on the 23rd November 2021, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Minute 1891 - Spelling mistake of 'Operation' in title

1922 Matters Arising - Agenda Item 5

(a) The Black Sluice Outfall and Lock Operational Overview and Black Sluice Operational Contingency Plan (OCP) from the Environment Agency (EA) - Minute 1891

The Operations Manager explained that he has been chasing the Environment Agency (EA) for a response and was hoping to have a draft copy of the documentation (Black Sluice Outfall and Lock Operational Overview and Black Sluice Operational Contingency Plan) to include within the Board agenda. However, a response was only received the day before the meeting, as follows:

From: Abigail Jackson (Asset Management Engagement Advisor Effectiveness Initiative Lead at the Environment Agency)

'Whilst the current procedures for operating the lock and sluice in an incident are suitable for a FIDO/FODO use, we do recognise that this is not the best format for sharing with the IDB – for example, triggers levels are on SWANTEL which is the EA Lincolnshire telemetry system. As such, the proposal is to provide a bespoke document on operational summary, similar in format to the IDBs current Emergency Response document (Paul, if you have a word template for this please do send it through to me).

As summarised in the Q&A briefing provided in November, this will detail the considerations for when and how to operate both structures, but the caveat will continue to be that procedures are dependent on the specific event. We can set out the key principles for 'how, why and when' which guide the Duty Officer(s) in their decision-making at the time, and as already noted in the Operational Contingency Plan (with the Catchment Engineer for comment). This will address the bullet points noted below in one document.

In terms of timescale, the aim is to have this with the IDB by March, but given this is a very busy time for FCRM staff (being the end of the financial year for projects) the Boards continued patience and flexibility is appreciated. Please be assured the procedures are there, albeit in a different format.'

The Chief Executive noted that the next Audit & Risk Committee meeting is being held on 12th April and so therefore the documentation should have been received in time to present it to the committee.

Mr M Brookes, Audit & Risk Chairperson, agreed it would be a good idea to include this matter on the Audit & Risk agenda.

Cllr P Skinner also noted that it could be raised with the Flood and Water Partnership.

(b) Breach of Board Consent - Coles Lane, Swineshead - Minute 1897(a)(i)

Cllr M Head questioned if this had been resolved?

The Chief Executive responded that the solicitors are dealing with it currently and confirmed that the occupiers will be paying the costs involved.

(c) Dates of meetings for the calendar year 2022

The Chief Executive noted that the next meeting is of the Environment Committee being held on 1st March 2021. He welcomed opinions on whether this meeting should be held remotely or in person.

Mr P Holmes, Chairperson of the Environment Committee, responded that he would feel comfortable to attend the meeting in person and would recommend to the Environment Committee that it is a face-to-face meeting.

Mr R Needham and Mr W Ash, members of the Environment Committee, both echoed that they would prefer the meeting to be held face-to-face at the offices of the Board.

1923 To receive the minutes of the Executive Committee - Agenda Item 6

The Chairperson presented the unconfirmed Minutes of the Executive Committee meeting held on the 18th January 2022, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

Matters Arising:

(i) Future use of the Black Sluice Pumping Station (Boston) - Minute 1915

Cllr R Austin explained that they are currently trying to get movement on it, the Environment Agency (EA) are currently finding it difficult to find the money to decommission it.

The Chairperson noted that Cllr R Austin had questioned whether the Board would be willing to contribute, of which the Executive Committee were of the opinion they would be willing to make a small contribution if the Board were to have a stand. Cllr R Austin noted that they have moved away from that proposition.

(ii) Byelaws - Minute 1917(a)

The Finance Manager noted that the byelaws have been acknowledged as received by Defra.

(a) 2022/23 Budget & Ten Year Estimates Report

This report was included for information as it was presented to the Executive Committee on 18th January 2022.

Mr V Barker referenced the highland water carriers that the Board are now managing, noting his assumption that the Board are not receiving any income for them, questioning if the proposed percentage increase is enough with this in mind?

The Operations Manager noted that there is no income for their maintenance, but an initial asset payment was received upon taking them on, which is still currently being used for their maintenance.

Mr V Barker expressed his concern for having more drains to maintain, therefore more expense and receiving no more income for them.

The Chairperson noted that it was a risk, but that it could be mitigated, if necessary, by passing responsibility for some of the smaller watercourses back to farmers.

(i) Budget with 10 Year Estimates

This report was included for information as it was presented to the Executive Committee on 18th January 2022.

(ii) 2022/23 Summary Budget by Month

This report was included for information as it was presented to the Executive Committee on 18th January 2022.

(iii) 2022/23 Detailed Budget by Month

This report was included for information as it was presented to the Executive Committee on 18th January 2022.

(iv) 10 Year Capital Schemes

This report was included for information as it was presented to the Executive Committee on 18th January 2022.

(v) 2022/23 Wages On-cost Reserve Budget

This report was included for information as it was presented to the Executive Committee on 18th January 2022.

(vi) 10 Year Plant Replacement Budget

This report was included for information as it was presented to the Executive Committee on 18th January 2022.

(vii) 2021/22 Cumulative Solar Panel Report

This report was included for information as it was presented to the Executive Committee on 18th January 2022.

(b) Guidance from ADA regarding Red Diesel

Mr P Holmes noted that he had spoken with a member of South Holland IDB who had heard that a lot of IDBs are not going to continue using red diesel because of the associated 'risk'. Mr P Holmes noted the need for solidarity in continuing to use red diesel, following the guidance from ADA, adding that if some IDBs are using white diesel only, then it may be questioned why all IDBs can't do so.

The Chairperson responded that at the ADA meeting, held this morning, it was reiterated that IDBs should react to the guidance that has been given. The Chairperson further noted the agricultural area of the Board being 93.08% and added that Robert Caudwell, ADA Chairman, outlined that there will be agricultural water running through the remaining 6.92%.

Therefore, the Chairperson noted that he was happy to continue with the original stance, to continue using red diesel on the grounds of agriculture, outlined in the ADA guidance. The Chairperson also added that they are possibly going to employ a QC to clarify the position, if it is not clarified in the coming few months.

Cllr M Cooper noted that at the Board meeting of the Welland & Deepings IDB a few weeks ago, the plan was to stop using red diesel and move completely over to white diesel from 1st April 2022, for both plant and pumps, the reasoning being that they were told as a mainly urban IDB, that they would have to use white diesel. This is resulting in an increase of 8 - 8.5%.

The Finance Manager responded that, although he doesn't have detailed knowledge of the Welland & Deepings IDB catchment, he believed that there would be a higher proportion of agricultural land than urban. Further emphasising that it should be based on land area and not in monetary terms.

The Chairperson added that he felt, with the guidance from ADA, that there is no need to go to white diesel and would be irresponsible to do so, when it would require such an increase in the rate.

Cllr M Head agreed with the Chairperson, noting that the guidance has been written in typical 'government language' which could be open ended, but that he is of the view that IDB's work is agricultural and so sees no problem in using red diesel. Also adding that he feels all IDBs should be taking this stance and that, perhaps, some are a little too frightened.

The Chairperson added that if farmers were maintaining the watercourses, it would be done using agricultural vehicles using red diesel.

Mr C Wray noted the concern raised by all sectors affected by the new fuel regulations, expressing his support to continue using red diesel, being of the opinion that the Board would be able to legally argue their interpretation of the guidance.

All AGREED to support the decision to continue using red diesel, in line with the guidance from ADA and the Board being 93.08% agricultural land.

1924 Final Budget with 10 Year Estimates (Amended Penny Rate) - Agenda Item 7

The Finance Manager explained that the Executive Committee were of the opinion that, as a result of the fuel duty (£35,000) being able to be removed from the Board's expenses, the increase in rates should therefore also be adjusted accordingly.

The Finance Manager noted that he has also completed site inspections (for as at 31 December 2021), for any developments that can be moved from agricultural rates to the council's Special Levies. 117.93 acres have been identified to be transferred to Special Levies, the biggest proportion of this being the Viking Link convertor station (86 acres, increasing the Special Levy income by £24,225).

Once the transferable to Special Levies sites had been taken into account, this meant that the penny rate could be further reduced, with a proposed increase of 4.18% for April 2022/23 and then taken 0.5% off the following two years increase.

This increase and budget meets the Board's objectives;

- Maintain the general reserve above 20% of expenditure
- Increase the general reserve to 30% over the ten year period, to allow for uninsured pumping station risks
- Achieve a balanced budget by the end of the ten year period

The Chairperson thanked the Finance Manager for all his work on the budget.

All AGREED the rate increase of 4.18% for April 2022/23.

1925 Period 09 Management Accounts & Quarter 3 Forecast - Agenda Item 8

The Finance Manager noted the following points from the Period 09 and 10 management accounts, that were produced at the end of last week:

- Pumping Station Maintenance expenditure - £47,000 overspend at period 09, compared to a reduced £28,000 overspend at period 10. One of the big influences on this being that year-to-date the electricity bill is currently at around £90,000, whereas at this time last year the electricity bill was £196,000.
- Drain Maintenance - £60,000 underspent at period 10. £40,000 is attributed to the summer cutting that finished early. The desilting that was delayed starting has brought it back to just over £1,000 within budget and has had the desired impact. The remaining £20,000 will be reallocated for bushing and jetting in periods 11 and 12.
- Balance sheet – the outstanding payments for the Bakkavor Foods discharge and Chestnut Homes development fee have now been paid.

The Finance Manager noted the following points from the Quarter 3 forecast:

- Income – 5 studies additional grant income, Sempringham Pumping Station and North Forty Foot Drain have works that are running into the next financial year, the Finance Manager will adjust the Schemes budget, once he is aware how much of that grant money is left, to ensure that accounts aren't distorted (can only show grant income in the year it is received and the related expenditure in year spent).
- It is estimated that £17,000 less will be taken from the reserve compared to what was estimated in version 1 of the budget.

1926 Review the Risk Register - Agenda Item 9

It was noted that following a response from the Environment Agency regarding the Black Sluice Outfall and Lock Operational Overview and Black Sluice Operational Contingency Plan (OCP), Risk 1.1(b) will, hopefully, be able to change.

The Board RESOLVED that the Risk Register be accepted.

1927 Reports on the following: - Agenda Item 10

(a) Monthly Accounts (November 2021 - December 2021)

The Board's monthly accounts, inclusive of November 2021 – December 2021, were circulated. The Board RESOLVED that this report be noted.

(b) Monthly Accounts (November 2021 - December 2021)

The Board's monthly Woldmarsh invoices, inclusive of November 2021 – December 2021, were circulated. The Board RESOLVED that this report be noted.

(c) Schedule of Consents (November 2021 – January 2022)

The Chief Executive presented the Schedule of Consents, consisting of November 2021 - January 2022, copies of which had been circulated. The Board RESOLVED that this report be noted.

Mr V Barker referred to consent 2022-B01 regarding the planting of a hedge and trees within 9 metres of a BSIDB watercourse, being of the opinion that the applicant should also be informed that they must maintain the tress and hedges within the area, foreseeing difficulty getting machinery past for maintenance.

The Operations Manager confirmed that it is a condition as part of the approval of the application with planting hedges and trees, that they are told to maintain within the approved area. Also adding that in this specific case, there is already restricted access and so this section of watercourse is always maintained from the opposite side anyway.

(d) Rainfall

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

1928 Receive the ADA Lincs Branch Minutes - Agenda Item 11

The Board RESOLVED that the draft Minutes be received.

1929 Authorise the Sealing of the Rate for 2022/23 - Agenda Item 12

It was RESOLVED that the Chairperson and Finance Manager be authorised to seal the Drainage Rate and Special Levies for the year 2022/23 as follows:

(a) DRAINAGE RATES

	<u>Rate in the £</u>	<u>Estimated Amount of Drainage Rates Payable</u>
Sub-District No 1 – Being so much of the said Internal Drainage District as comprises the area of the Borough of Boston as constituted and in existence immediately before 1 st April 1974.	6.86p	

Sub-District No 2 – Being the remainder of the Internal Drainage District.	13.71p	
		£1,139,520.36

(b) SPECIAL LEVIES

Boston Borough Council	£ 885,734.14
South Holland District Council	£ 166,133.38
North Kesteven District Council	£ 75,250.35
South Kesteven District Council	£ 63,232.70
	£1,190,350.57

1930 Any Other Business - Agenda Item 13

(a) Rates Brochure April 2022

The Chief Executive explained to the committee that the brochure to be circulated with the drainage rate demands sent out in April 2022 is currently being designed, inviting input from Board members on topics they feel should be included.

(b) Emergency Response Plan

Mr R Needham noted that at the previous Board meeting held in November 2021, there was a list within the Emergency Plan of Board Members and farmers who can be contacted to hire tractors, noting his concern that tractors are evolving, with different PTO splines, shaft sizes etc., feeling that it may be advisable for somebody to review this list with the farmers if it was made years ago. Mr P Holmes agreed.

It was noted that the list of farmers cannot be included within public papers due to confidentiality, which is why there was no information in that list in the November 2021 Board agenda. It was also noted that there is an accompanying list within the Emergency Plan that details what PTO splines etc. are required at each of the pumps.

(c) South Lincs Water Partnership (SLWP) and South Lincs Reservoir (SLR)

The Chief Executive noted that the Chairperson of Water Resources East (WRE) has left, for a role at Anglian Water. He was also the Chairperson of the SLWP and the partnership now believe an independent Chairperson is required.

With regard to the SLR, the process of fine screening the potential reservoir locations is ongoing but is still classed as confidential information at this time.

Mr V Barker noted the proposed intention to deepen and widen the South Forty Foot Drain (SFFD) and the amount of soil that will have to be removed. The Chief Executive gave an indication of the soil quantities being calculated, the area required for a 50 million cubic metre reservoir covers a 5km² area and the excavation would be 17 metres below existing ground level, with the material needed for the embankments of the reservoir.

(d) Monmouthshire Building Society

The Finance Manager noted that Monmouthshire Building Society have requested that the mandate be updated, as part of their regular process.

The Finance Manager noted that it is two signatures and can only come back into Board accounts, questioning if the Board are happy for himself (noting the current restricted duties of the Chief Executive) and the Chairperson to be the signatories? All AGREED.

There being no additional business the meeting closed at 14:58.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Environment Committee

held at the office of the Board on
1st March 2022 at 2pm

Members

Chairperson - * Mr P Holmes

Mr W Ash	* Mr J Atkinson
* Mr V Barker	* Mr K C Casswell
Mr M Rollinson	Mr P Robinson
* Mr R Welberry	* Mr R Needham
* Cllr P Skinner	

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr P Nicholson (Operations Manager)
Ms T Smalley (Lincolnshire Wildlife Trust)
Mr S Harrison (Works Manager)

1931 Recording the meeting - Agenda Item 1

Board Members were informed that the meeting would be recorded.

1932 Apologies for absence - Agenda Item 2

Apologies were received from Mr W Ash, Mr M Rollinson and Mr P Robinson.

The Chairperson welcomed and introduced Tammy Smalley (guest from Lincolnshire Wildlife Trust), Mr R Needham and Cllr P Skinner (new Environment Committee members).

1933 Declarations of interest - Agenda Item 3

There were no declarations of interest.

1934 Minutes of the last meeting - Agenda Item 4

The Minutes of the last meeting of the Environment Committee held on the 3rd March 2021, copies of which had been circulated, were considered. It was AGREED that they should be signed as a true record.

1935 Matters arising - Agenda Item 5

There were no matters arising.

1936 To review the Biodiversity Action Plan (Policy No. 11) - Agenda Item 6

The Chairperson presented the Biodiversity Action Plan, noting that it is a fluid document.

The Chief Executive highlighted that it had just been noted that figures relating to the Board's district (4.1, page 9 in the action plan) are now incorrect due to the recent extension of the Board's extended area. Therefore, these changes will be made.

The Chief Executive also highlighted the documents fluidity, encouraging members to ask any questions regarding it and provide feedback at any time.

The Committee RESOLVED to recommend that the Biodiversity Action Plan (Policy No. 11) be approved at the next Board meeting.

1937 To receive a report on environmental work completed in 2021/22 and recommendations for proposed works for 2022/23 - Agenda Item 7

The Operations Manager presented this agenda item, highlighting particular points as follows.

Completed Works 2021/22

Owl Boxes

Photos were displayed on screen; it being noted that the squirrel in the barn owl box has been bred in the box.

Mr R Welberry noted the cost of the owl boxes (£245) and that the owner of the pet shop opposite the offices of the Board has expressed that he thinks he would be able to make them cheaper.

RSPB Water Abstraction for Frampton Marsh

The Chief Executive noted that the RSPB Frampton Marsh have noted that the pump used to abstract water from the Wyberton Marsh Drain for water level management at the Frampton Marsh Nature Reserve is failing, they may discuss with the EA about a larger capacity.

Mr K Casswell questioned if water is pumped out of the counter drain for Willow Tree Farm or if it just done through gravity? Ms T Smalley responded that she didn't think it was pumped but will find out and confirm.

Operation Fly Swat

Photos were displayed on screen of some of the cases of fly tipping in 2021. The contribution of £3,454.78 was noted as invaluable for the service provided, it being further added that most of what they collect is collected without requiring assistance from the Board.

Invasive Species

The Operations Manager noted that the Board's plant vehicles are equipped with Tom Toms, which facilitates easy reporting of invasive species, reported to the Lincolnshire Environmental Records annually.

Yellow Flower – The Operations Manager reminded the committee of the 3-year trial around the control of yellow flower growing on watercourse banks. Comparative 'before' and 'after' photos were displayed on screen, however, the Operations Manager noted that the photos are not representative of the results due to the time of year taken. He highlighted that the controls trialled have shown a reduction in the growth of yellow flower, and presented the following estimated costs to complete this trial work as part of the Board's maintenance:

Estimated machine cost to the Board to complete 3 x cuts **c£750,000**

Not included:

- *estimated cost of ground nesting bird surveys c£100,000 x 3 = **c£300,000***
- *estimated cost of compensation c£100,000 x 3 = **c£300,000***
(50% of 800km @0.25p/m)

The Operations Manager added that, in some cases, prevention is more cost effective than cure, however, if the growth of yellow flower was to cause a bank slip, for instance, it would cost considerably less to repair the bank slip than it would to control its growth in the first instance.

Mr R Welberry questioned the main cause of concern of yellow flower? It was confirmed that some landowners are concerned about the cross contamination of the yellow flower with crops of oil seed rape.

Mr V Barker noted that a chemical spray would be the most viable option, questioning if there are any chemicals that would kill the yellow flower that is able to be sprayed next to a watercourse?

The Chairperson responded that this has been investigated and there is no chemical (ground mounted or water mounted) available. The Chairperson further expressed his opinion that the trial has proven that it can be controlled, however, if a farmer is concerned about cross contamination with a crop, then it should be the responsibility of the farmer to control the growth of the yellow flower, it being unfeasible for the IDB to control it.

Mr J Atkinson questioned how the costs had been established? Noting that the Board already own the machines and employ the operatives. The Operations Manager acknowledged this but added that the machines do not have a cost when stood in the shed i.e., fuel, mileage. The drivers are paid anyway, but if they are doing work to control the yellow flower it takes them away from the current maintenance workload that needs doing. It would still be an additional cost outside of the budget.

Mr J Atkinson further suggested sowing grass after cut in the second year, as the grass would become more dominant and therefore prevent the growth of the yellow flower, further adding that birds won't nest in yellow flower.

The Chairperson noted how many years this topic has appeared on the agenda, and that it needs concluding, adding that the Board have trialled to see if it is controllable but that it is just too expensive for the Board to do and so should be up to the farmer.

Mr J Atkinson agreed, adding that it would be beneficial to notify some of the farmers who have an issue with yellow flower.

The Chairperson questioned if the Board has any authority to enforce the maintenance of riparian drains? It was confirmed that the Board can only enforce when there is an obstruction to the conveyance of water.

Mr R Welberry questioned that there is no chemical available? It was confirmed there is no chemical and that also there is no machine available to apply the chemical.

Mr R Needham questioned if the arisings deposited on the drain side effect the growth of yellow flower? Mr J Atkinson noted that he felt it made it worse. The Chief Executive noted that he has never seen any yellow flower grow through the water and that when the excavators lift the arisings from the drain, they shouldn't be pulling it up through the yellow flower and so should be bringing any yellow flower seed in it.

Mr J Atkinson referred back to his suggestion of spreading grass seed. The Chairperson noted that there is still a cost associated with that. It was suggested that a trial be carried out with the grass seed.

Mr K Casswell suggested it would be beneficial to show the famers what it would cost the Board to control the yellow flower so that they understand how unviable it is.

The Chief Executive also added that other Lincolnshire IDBs are encountering the same problem with yellow flower and also can't find a feasible way to control it.

Bat Boxes

Photos were displayed on screen, there being no confirmed sightings of occupancy to date.

Badger Setts

Photos were displayed on screen. The Operations Manager explained to the committee that the operations workforce all hold a CL27 Licence that allows for the interference with badgers for the purpose of IDB work. The Operations Manager also noted the potential dangers badger setts can cause to machinery. The Board have a mapping layer to keep a record of all the known badger setts in the catchment.

Mr J Atkinson noted that Dunsby Fen Road is giving way because of a badger sett in the drain bank, questioning who's responsibility this is? It was confirmed that it is the responsibility of the County Council Highways, it being suggested to upload photos to 'Fix my street'.

Pollution

Photos were displayed on screen, showing incidents of pollution in watercourses. It was further noted that Environment Agency (EA) follow up incidents and find the source of pollution, adding that it is also not within the Board's remit to tackle the offender, which is also a role of the EA.

Proposed works 2022/2023

Water Vole Surveys

A map showing the proposed water vole location surveys was presented on screen. It being noted that the purpose of the surveys is to locate and identify if the Board's works are going to disturb them.

Winter Bushing and Cleansing

Photos were displayed on screen, with the Operations Manager noting that the works on the North Forty Foot Drain (NFFD) are now nearing completion.

The Chairperson referenced the photographs, questioning if the slipway had to be made for the machine to enter the water? It was noted that the slipway was already there, installed in 1996. It was noted that the dredger did bring some stone out from it, the lagoon has been checked over for stone, and will be checked again when spread.

Mr V Barker referred to a previous complaint from one of the adjacent residents about the maintenance of the bushes / vegetation, noting this work should have satisfied them, but it will be their responsibility to keep it maintained.

It was noted that there is drone footage of 'before' and 'after' the NFFD works, should anybody be interested.

Owl Boxes

The Operations Manager confirmed that the proposed budget of £2,000 for the owl boxes for 2022/23 is for the repair and replacement of three existing boxes and to clean out the existing nesting boxes.

Recording by Machine Drivers

The Operations Manager noted that the nine machines are fitted with Tom-Tom units to enable recordings of environmental sightings. The proposed budget of £1,500 is for repairs and updates to this system.

High Profile Watercourse Banks

A map identifying the high profile watercourses was displayed on screen. These watercourses are deemed as important enough to require enhanced maintenance.

Invasive Non-Native Species (INNS)

Attention was drawn to mink; it being noted that other IDBs are actively trapping mink and it is something the Board should also be doing.

The Works Manager explained that the Board has now got involved with the Waterlife Recovery East Project, alongside other IDBs, to help address the issue with mink. South Holland IDB have reported the capture of 90 mink to date this year.

The Works Manager continued that four mink rafts have been constructed, in addition to 2 remote control traps. These send a radio signal when triggered to the phone app, alerting that it has been triggered, so that somebody is able to go and check the trap. The non-remote-controlled traps must be checked every day, compared to the remote units only having to be checked once a month. The remote units are £95 per unit, inclusive of two years monitoring.

The first trap will be put near Frampton Marsh Nature Reserve this week and will be disguised using reeds.

Ms T Smalley noted that they have been trialling the remote mink traps for over a year, a project funded by Viking Link and run by Lincs Pest. A gentleman named Tony Martin was also noted, who is collecting the carcasses of the mink, to take DNA samples from, as it is believed there are only a few families of mink all related.

The proposed budget of £1,700 is for the remote units and to build the rafts. The committee felt the remote units were invaluable for saving time having to check the rafts every day.

Mr R Needham questioned if there would be an opportunity for others to join this? The Works Manager confirmed that others could join, as many volunteers as possible being encouraged, and it could all be linked up to the same system. Mr R Needham felt there would be a good uptake from landowners and farmers. It was suggested it be included in the rating brochure.

Pollinator Project

Organised by the Lincolnshire Wildlife Trust, the Board have identified two sites, one at Gosberton Risegate and the other at Kirton Marsh pump drain to introduce pollinator species. Photos of the proposed sites were displayed on screen.

The Works Manager noted that the project is still in early stages, adding that the five plugs that have been taken have grown well.

Environment Budget 2022/23

The committee AGREED the budget as below:

<i>Water Vole Surveys</i>	<i>£1,750.00</i>
<i>Winter Bushing & Cleansing</i>	<i>£2,000.00</i>
<i>Barn Owl Box Replacements</i>	<i>£2,000.00</i>
<i>Tom Tom Repairs/Updates</i>	<i>£1,500.00</i>
<i>High Profile Watercourse Banks</i>	<i>£3,500.00</i>
<i>Mink Control</i>	<i>£1,700.00</i>
<i>Operation Fly swat partner</i>	<i>£3,454.78</i>
<i>Big Boston Clean Up</i>	<i>£2,750.00</i>
<i>Grass Snake Sites</i>	<i>£250.00</i>
<i>Wild Meadow Maintenance</i>	<i>£250.00</i>
<i>Pollinator Project</i>	<i>£250.00</i>
<i>WNNMP</i>	<i>£398.00</i>
<i>GLNP</i>	<i>£265.23</i>
<i>Total</i>	<i>£20,068.01</i>

1938 To receive a report on Barn Owl Nesting Boxes for 2021 - Agenda Item 8

The Chairperson presented the Barn Owl report for 2021, further noting that he has recently spoken to Alan Ball who has advised that 2022 is looking ~~for~~ positive for Barn Owls so far.

1939 To receive a report on the 2021 butterfly records from Windmill Lodge Butterfly Conservation and Wildlife area, Amber Hill - Agenda Item 9

The Chairperson presented the 2022 butterfly records from Windmill Lodge Butterfly conservation and wildlife area at Amber Hill, the committee noting how commendable the achievements of this area are.

The Chairperson added that another butterfly conservation and wildlife area has been established at Kirton Marsh.

1940 To receive a report on the Limits of Acceptable Change Study around the Wash and North Norfolk coast - Agenda Item 10

The Chairperson presented this report, there being no further comments or questions.

1941 To receive a report from Tammy Smalley on Lincolnshire Wildlife Trust (LWT) and Greater Lincolnshire Nature Partnership (GLNP) updates - Agenda Item 11

Ms T Smalley gave an update on the Greater Lincolnshire Nature Partnership (GLNP) and Lincolnshire Wildlife Trust (LWT) as follows.

The work of the GLNP is determined by the partners. Having secured a significant increase in funding, Natural England (NE) are undertaking a large scale recruitment process, meaning that the Board will have a named catchment advisor at NE. In addition, they are also starting to update all of their national habitat inventories, starting with ancient woodland, to which they have given the GLNP a budget to undertake the ancient woodland inventory within Greater Lincolnshire. The other element is the remote water vole project.

Due to circumstances, the LWT are recruiting for 9 roles, currently in the process of appointing for these roles. One of the grants achieved is the Biffa award, along with additional funding from Anglian Water, which has enabled the purchase of Bourne North Fen, which is now completed. A paper has previously been submitted to the Board regarding supporting with the engineering work that will take place on site next calendar year. A specification will be developed, liaising with the Board, over the next calendar year. It will not be a nature reserve in its purest sense, it will be about the eco system services the site can produce, in order to try and help people understand the value that nature can deliver.

Ms T Smalley next referred to the ELMs trial, one of which is in South Lincolnshire, which has particularly involved the Board's catchment. The South Lincolnshire trial is coming to an end, a natural capital assessment at landscape scale has been undertaken and are currently looking into private investment and buying credits in eco system services which could be stacked against agri-environment.

Ms T Smalley next referred to the Natural Environment Investment Readiness Fund (NERF), of which the full £100,000 grant was achieved to undertake the green investment in Greater Lincolnshire project. There is a conference being held on the 16th March 2022 at Woodhall Spa which would be of interest to both the Board and private landowners, looking at biodiversity net gain and what landowners could potentially offer for people such as building developers who will likely not be able to meet all of the biodiversity net gains on site. A register is therefore to be composed to compile a list of those landowners who could potentially deliver.

Mr V Barker left the meeting.

Mr R Needham questioned how the two elements i.e., the person / company needing to provide the biodiversity net gain and the landowner who could deliver it? Ms T Smalley noted that there is a suite of guidance and a standardised way of ecologically assessing land (UK HABS assessment), therefore the landowner will know what credits they have to sell. The developer will have to have the same assessment, mitigate, and compensate for any biodiversity lost and deliver 10% above.

Discussion next turned to offsetting carbon footprints, with Ms T Smalley recommending AHDB as a tool to calculate a farm's carbon footprint.

The Chief Executive noted that ADA National have identified the Board as 'carbon leading experts' in the IDB industry because of our solar panels and electric pumps because of this the Board has been sent a trial carbon emissions spreadsheet that was completed and submitted yesterday, which in turn will go out to the other IDBs.

Ms T Smalley next gave an update on Willow Tree Fen, noting that the middle track has been taken out and are currently in discussions with the county council about the access road. Further noting, that the cranes are back.

Ms T Smalley next referred to the Nature for Climate Peatland Discovery Grant of £800,000 to assess the state of peat across Lincolnshire, Cambridgeshire, Norfolk and Suffolk. Work will be starting imminently to look at the potential around how to restore peatlands – they are far more effective at capturing carbon than woodlands.

Ms T Smalley noted that she is the appointed Marks and Spencer's biodiversity advisor and so can offer farm assessment advice.

Ms T Smalley next referred to seed planting and plant propagation with the University of Lincoln. Ms T Smalley referred to plant plugs, noting that they have local provenance plants and so could potentially help supply.

The Chairperson thanked Ms T Smalley for the update.

1942 To receive the minutes from the ADA Lincolnshire Branch Environment Committee: - Agenda Item 12

The Chairperson presented the minutes from the ADA Lincolnshire Branch Environment Committee Meeting held on 16th December 2020 and 16th December 2021.

1943 The Wash and North Norfolk Marine Partnership Project Update - Agenda Item 13

The Chairperson presented update on the Wash and North Norfolk Marine Partnership Project, there being no further comments or questions.

1944 Any other business - Agenda Item 14

(a) Resident's concern for loss of habitat - Holland Road Farm, Threekingham

The Operations Manager noted that the site was identified for desilting and bank works, with the correct notification given. There were well established bushes and small trees along the bank, for approximately 300 metres, which were removed. A local resident raised concern with the Board about these works, in respect of the possible disturbance of a badger sett after desilting, reprofiling and works to remove self-set trees and bushes on watercourse 36-1 south of Holland Road Farm between Threekingham and Swaton.

Following discussion with the lady who had raised the complaint and email correspondence, the Operations Manager, Works Manager and Works Supervisor visited site, on Monday 7th February, and met with, her partner and the gamekeeper and discussed the works (NB: unplanned meeting).

There was discussion about the Natural Flood Management (NFM) scheme that the Board are delivering on behalf of the Environment Agency, and the NFM schemes currently being developed in the Upper Catchment, which then led on to the possibility of mitigation for this site as a way of replacing the loss of habitat, the question being raised if a hedge be planted along the top of the bank?

The reason for the removal of the vegetation on the banks and the Board's access for maintenance wherever possible to both sides for biodiversity was explained to the concerned resident. It also being explained that no mitigation is completed by the Board for these types of works. Ms T Smalley (Lincolnshire Wildlife Trust) also provided a response to the resident to support the works of the Board and echo why the work is necessary.

The Operations Manager added that he has spoken with the landowner, and he does not agree with any proposals to provide any mitigation on any Crown Estate (CE) land he currently tenants.

Mr R Welberry questioned how the bushes / trees became that established in the first instance?

The Operations Manager noted that previously, the 'easiest' route was taken with the Board's machinery, however, following the adoption of the alternate bank cutting programme, this is no longer the case, hence it now being removed.

The Chairperson believed the Board had operated within the appropriate guidelines to carry out the work and didn't believe it necessary to plant a new hedge etc. Also noting not to set a precedence.

The Chief Executive referred back to the resident's concern regarding the badger sett, noting that it is believed the badgers are still there, as new diggings have been sighted. A camera has been set up opposite the set to capture sightings of the badgers.

The Environment committee were happy that work was carried out as it should be and that no mitigation, such as hedge planting, is necessary.

(b) Use of bio-hydraulic oil in Board's plant

The Operations Manager referred to the Board's 3 flail mowers – Twiga's. These machines currently run on bio-hydraulic oil, which is environmentally friendly. This oil is not changed, it lasts the machine its lifetime.

The Operations Manager noted that problems have been experienced with these machines, in particular, the 17 plate machine, which is currently at Irelands Farm Machinery (IFM), with a fault where it slows down when travelling down the road for no apparent reason. IFM cannot diagnose the cause of this fault. However, it has been suggested that it may be a result of the bio-hydraulic oil, breaking down and effectively 'clogging' the system. It therefore being suggested by IFM to try the mineral oil (£450 per barrel changed every 1,000 hours).

The Operations Manager therefore noted the potential need to try the mineral oil, but the disadvantage of it not being environmentally friendly. However, he did note that, arguably, if the mineral oil works, it may prevent repairs and parts being required, therefore hopefully reducing the cost and environmental impact of those repairs and parts.

Cllr P Skinner noted that there can sometimes be a growth in bio-oil.

Members of the committee felt that the bio-oil was going against the principles of oil by not changing it.

The Operations Manager noted that Witham Oil are due to collect a bio-oil sample tomorrow to analyse.

There being no further business the meeting closed at 16:20.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Structures Committee

held at the offices of the Board on
22nd March 2022 at 2pm

Members

Chairperson - * Mr J G Fowler

* Mr W Ash	* Mr V A Barker
* Mr P Holmes (virtual)	* Cllr M Cooper
* Mr P Robinson	* Cllr P Skinner
* Mr C Wray	

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr P Nicholson (Operations Manager)
Mr M Gildersleeves (Assistant Director – Planning & Strategic Infrastructure for Boston Borough Council, East Lindsey District Council and South Holland District Council)

1945 Recording the Meeting - Agenda Item 1

Members were informed that the meeting would be recorded.

1946 Welcome guests and receive apologies for absence - Agenda Item 2

There were no apologies received.

Invited guest, Mr M Gildersleeves, was welcomed, in addition to Mr C Wray in attendance at his first Structures Committee meeting.

1947 Declarations of Interest - Agenda Item 3

Declarations of interest were received from Mr V Barker in relation to Minute 1954 – to discuss the cost and viability of additional access culverts for the Board's machinery.

1948 Minutes of the last Structures Committee Meeting - Agenda Item 4

Minutes of the last meeting held on the 24th March 2022, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Minute 1759(d) – paragraph 15 – spelling error 'Mr V Barker felt that two seasons is very *admiral...*' should be '*admirable*'

1949 Matters Arising - Agenda Item 5

(a) Small Drove – No. 718 – FX1760 – Minute 1759(c)(vii)

Mr V Barker requested an update on this culvert.

The Operations Manager reminded the committee that this culvert is under a highway and therefore the responsibility of Lincolnshire County Council (LCC). LCC have completed a temporary repair and will replace it when they have the budget to do so.

(b) Quadring Fen – No. 50 FX1761 – Minute 1759(c)(viii)

Mr V Barker requested an update on this culvert.

The Operations Manager reminded the committee that this culvert is under a highway and therefore the responsibility of Lincolnshire County Council (LCC). LCC have completed a temporary repair and will replace it when they have the budget to do so.

The Chief Executive felt it may be worthwhile contacting the LCC to remind them of these culverts.

1950 Byelaw Infringements and how can we engage more with our local planning officers - Agenda Item 6

The Chief Executive introduced this item, highlighting the high amount of land that has been transferred from agricultural to special levy this year (118 acres) and therefore the increased amount of land being developed (although a large proportion of the 118 acres is the Bicker Electricity Sub-Station Complex).

The Chief Executive next referred to the Board's 9 metre byelaw policy, which protects a strip adjacent to the watercourse, for the Board's continuous maintenance of the watercourse. However, there are becoming an increasing number of issues whereby building developers are not complying with the 9 metre byelaw. Internal constant discussion takes place about how the Board can 'convince' the planning applicant of the need for the 9 metre byelaw for future maintenance or improvement works. The Chief Executive gave the example of the use of heavy excavators tracking on surfaces that are not designed for it, e.g., block paving, and causing damage. Further using the scenario of when the watercourse is desilted and the spoil is left on the top of the bank, it is not only unpleasant for the residents, but if there is nowhere to spread it as it usually would be in the field, it will just keep building up over time.

It was explained that the Board's Planning and Byelaw Officer, Operations Manager and Mr M Gildersleeves have met prior to this meeting to have initial discussions around this.

Mr M Gildersleeves introduced himself and his role, giving a brief background to the planning regulations, explaining as follows.

Certain works fall within permitted development rights, in which case the individual does not require planning permission to complete the works, for example, building a conservatory (which could be within the 9 metre byelaw distance) could fall under this and therefore there is nothing the planning authority can do about this. In terms of planning applications, they are assessed against the local plan which has a number of policies within it, and it is weighed up whether or not the application is in line with the plan. The key driver of the current plan is around growth, delivery of houses and jobs.

Mr M Gildersleeves continued that the key obstacle with this problem is that the planning authority can only operate within the legislation available to them and that, from government direction, they are guided to let the other statutory bodies deal with their own legislation. Continuing, Mr M Gildersleeves noted that he can completely see the need for the work of the IDB and the benefits and need to maintain the strip, however, the developer would want to make efficient use of that land, adding that they must already meet particular requirements including car parking, gardens, affordable housing, education etc. and that it could be about making a trade off and using that 9 metre byelaw strip for multiple purposes e.g.

Mr M Gildersleeves further explained to the committee that if the authority doesn't get enough houses built per annum on a consistent basis, they would be put in 'special measures' which would then undermine their ability to make planning decisions.

However, Mr M Gildersleeves highlighted the emphasis on partnerships and trying to find a way forward, noting the planning authority has good policies regarding design and so can refuse applications that are not acceptable in design terms. Further referring to the national design guide, regarding using the same piece of land for multiple purposes, i.e. biodiversity, surface water, open space etc.

Mr M Gildersleeves next referred to some of the initial ideas discussed between himself, the Operations Manager and Planning and Byelaw Officer:

- Starting the conversation with local developers in the form of workshop that looks to identify what would work from all sides of the development – the argument being that whilst the important work of the IDB is recognised is it right and proper to leave a 9 metre strip when houses are in demand, and it could be used for other purposes?
- Planning and drainage meetings – East Lindsey currently hold the meetings to look at applications at an early stage. Can look to spread it across to Boston if it would be of interest.
- Potential to look at some standardised wording to attach to the permission.
- Commuted sum to offset long term costs, however, this is not something that could be facilitated through planning.

The Chief Executive thanked Mr M Gildersleeves for the information given, responding as follows:

- Planning and drainage meetings – unfortunately the meetings covering Boston and Spalding have never really had much uptake.
- Multi-agency meetings – used to invited to, but unfortunately stopped being invited to attend due to speaking up.

- Commuted sum – a commuted sum has almost reached agreement with Longhurst Housing Association for one of their developments

The Chief Executive further referenced the scenario of a conservatory being constructed, noting that although it is out of the control of the planning authority to give permission, is it not regulated by Building Regulations / Development Control?

Mr M Gildersleeves responded that with development management, the planning authority have very little control, adding that some works can take place without regulations, with just a notice being served. Mr M Gildersleeves suggested that it may be beneficial to see if the communication process could be enhanced between our organisations to be able to flag any potential issues to the IDB, noting that Boston Borough Council are behind in terms of facilitating sharing data.

Mr M Gildersleeves further noted that there may be a role for this within the wider planning officer group to come to some form of shared ambition and best practice approach.

The Chief Executive added that the Board's officers are currently looking at a planning application for a development that has an undeveloped strip of land running through the middle of it, which is for the overhead high voltage cables, it being his ambition that the same principle would apply for the IDB's 9 metre byelaw. Mr M Gildersleeves noted that this is something that has to be done under the National Grid requirements and can see why the IDB would aim for something similar.

Mr W Ash believed the process was being made more confusing than what was necessary. He felt that it could be kept simple, and it be made clear that the 9 metre strip is a necessity. The developer would then be able to bid to purchase the land knowing that he would not be able to develop on that strip of land. Mr W Ash raised his concern for the future and the risk of flooding if maintenance can't be carried out. Further adding, that more land could be identified for development to counteract for the 9 metre byelaw strips.

Mr M Gildersleeves acknowledged Mr W Ash, but highlighted the knock on impact of leaving 9 metres on each required development, how much that would add up to and the effect of trying to find further land for development on factors such as biodiversity, landscape etc.

Mr W Ash argued that it is just a small proportion of the development area and that there isn't a watercourse around every development, reiterating that there will be a time when there is flooding, and it will not be accessible for the machinery to help.

Mr M Gildersleeves responded by suggesting that machinery has developed so much already and so it is possible that it wouldn't require a large machine to carry out maintenance in the future. Also adding that it is not an efficient use of land and that if more land is then required, it then takes more land from agriculture. Mr M Gildersleeves confirmed that the planning authority does not have the power to enforce it, they can only encourage.

The Operations Manager highlighted that once the site has been developed, that is what the Board are left with for access, and it is often the case that the Board are left to pick up the pieces afterwards. The Board want to be recognised and involved in the early stages of proposed land development. Realistically, 9 metres is not that much room in relation to the size of machinery and depositing of spoil. The Board accept that they won't be able to stop these developments but would like to see them built in a way that the Board can still do their job, which ideally is an unrestricted 9m access. Ultimately, if not unrestricted access, it is going to cost the Board more to do their job. The Chief Executive added that all UK IDBs have a standard of 9 metres, but it could be reduced in different cases.

Mr M Gildersleeves acknowledged this, noting that the development needs to be designed in a way to allow this access and so it is about educating on the requirements needed so that it can be designed accordingly.

Cllr P Skinner noted that there is a handbook containing guidance on SUDs which most developers use and abide by, suggesting that a similar handbook for this byelaw matter may be useful.

Mr P Holmes supported the view of Mr W Ash and was disappointed in the lack of support received from the planning authority. He noted that agricultural land and building land have similar value, and farmers are happy to give up some of their land for the IDB to do their work in order to 'keep our feet dry', being of the opinion that IDBs should be a first port of call, instead of finding out retrospectively.

Mr M Gildersleeves acknowledged Mr P Holmes opinion, but outlined that the planning authority can not enforce it because it is dealt with through separate legislation. Mr M Gildersleeves also noted that if it was a 'blanket no' to using the 9 metre byelaw for building on all developments, then the building targets wouldn't be met and would therefore undermine the planning authority's ability to make the decision in the first place. It is going to have to be through partnership and making developers aware through the early stages.

The Chairperson referred to it as being a matter of educating about the necessity of long term resilience critical to prevent flooding, noting that he is not sure the developers understand that or want to hear it.

Mr M Gildersleeves noted that it is regular developers in the area, referring to the potential of a handbook and being able to distribute it to them.

Mr W Ash re-enforced that the 9 metre byelaw should not be negotiable as it is vital to keep houses and land dry.

Mr C Wray questioned, once built, the powers of the byelaw and if the Board would be liable for any damage caused?

The Chief Executive responded that these are discussions being had now. In theory, in some cases, it could be maintained from the roadside, however, there are additional costs involved in that, such as traffic management. The liability is addressed through a commuted sum upfront payment from the housing association.

Mr C Wray suggested taking a charge on the land, as it could potentially devalue the houses and therefore would be an incentive not to do it.

Mr M Gildersleeves highlighted that from a developer point of view, they will argue that the Board will receive long term maintenance funding through the special levy payment paid by the council.

The Chairperson added that he felt that the information flow between the planning authority and IDB needs to be refined. Giving the example of a case, where he noticed two trees that had been planted in the middle of the 9 metre byelaw strip, and only knew about them because he had driven past and seen.

Mr M Gildersleeves acknowledged that he can pick up the communication element. However, did argue what would be wrong with planting trees in the access strips and that planning is not required for planting a tree, outlining that he doesn't want to set unreasonable expectations.

The Chief Executive noted that it would be good to agree to be involved in the early development with the planning authority and developer.

Mr V Barker questioned who would be responsible for damage after the 25 year commuted sum? Mr M Gildersleeves thought it might be the responsibility of the IDB, but that the commuted sum should ease these issues.

The Operations Manager referred to another development, Broadgate Homes, where it will have a more of a sever impact because of the size of the watercourse and where the silt arisings from the watercourse will be spread, as they will just keep building up overtime.

Mr M Gildersleeves also referred to the local plan which outlines where the future planning is going to be. He also noted that when the plan is reviewed, it would be a good time for the IDB to get involved and try and build in their requirements to the plan. Mr M Gildersleeves also referred to the concept of developing a comprehensive guidebook.

The Chief Executive suggested that they will arrange a meeting to take this further.

The committee thanked Mr M Gildersleeves for his attendance and discussion. Mr M Gildersleeves left the meeting.

1951 Review of the Structures Committee Terms of Reference - Agenda Item 7

The Chairperson presented the Terms of Reference.

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

1952 Review of the Structures Replacement Policy - Agenda Item 8

The Chairperson presented the Structures Replacement Policy.

Cllr M Cooper noted the set fee of £250 + VAT for inspections during the construction phase (paragraph 6.8), questioning whether this needs increasing due to rising costs of everything else? All AGREED to increase by £50 to £300 + VAT.

All AGREED that the Structures Replacement policy (No. 9) be RECOMMENDED to the Board for approval with the above amendment of increasing the fee for inspections to £300.

1953 Receive the Structures Report 2022 - Agenda Item 9

The Operations Manager presented the Structures Report 2022, with accompanying photographs displayed on screen.

(i) Structures Replacement / Contribution Programme 2022/23

All AGREED the Structures Replacement Programme 2022/23 as below:

No. 635	Swineshead	15m x 0.6m	Armco	£1k max contribution
No. 1795	Kirton	12m x 0.6m	Armco	£1k max contribution
No. 2880	Kirton	9m x 0.6m	BAT	Potential to give this up
No 1469	Bicker Fen	18m x 1200mm	Armco	£1k max contribution
No 2757	Holland Fen	12m x 600mm	Armco	£1k max contribution

(a) Boston West – No 2757 – FX1764 – 12m x 600mm Armco (Field entrance, close to road)

The Operations Manager noted that he has been out to site, and it is still in a similar state of disrepair. If it worsens and blocks the conveyance of the watercourse, the Board will remove it.

(b) Bicker Fen – No 1469 – FX21769 – 18M X 1200MM Armco (Farm track field entrance)

The Operations Manager noted that it was the extension of the existing culvert that has failed, which is now causing the headwalls of the existing culvert to start failing. The extension was placed by the Board for access with machinery.

Mr V Barker highlighted the importance of having enough cover over the top of the pipe – the larger the pipe the more cover required, questioning if there is enough cover going on the top?

The Operations Manager responded that the Board only provide specification for the invert levels of the pipe and for the fill material around the pipe, but other than that, it is the landowners discretion to what materials and quantity they wish, the Board only specify to 'suitably fill'.

The Operations Manager noted that these culverts were put in in the 1960's and specifications and size/weight of machinery have changed a lot since then.

Mr P Robinson added that it is in the landowner's own interest to do it properly.

The Chief Executive added that the Board won't offer a specification for it as it would then mean the Board were working under terms not covered by their professional indemnity.

(ii) Culvert Surveys Reports

The Operations Manager informed the committee of the new app that the Board's GIS & Environmental Technician has developed, which means all culvert surveys can be carried out using this GIS based app as opposed to pen and paper surveys.

The Operations Manager further explained that, despite best intentions, they have only managed to survey 53 culverts this year, noting that the results of the surveys are included on pages 20 and 21 of the agenda, as requested at a previous meeting. The Operations Manager referred to those classed as 'poor condition' noting that if they are landowner responsibility, they will inform the landowner, if it is blocking the watercourse then the Board will remove it.

Mr P H Holmes questioned whether it would be beneficial to add another column about the Board's use of the culvert and potential contribution? The Operations Manager noted that this can be added.

Mr J Fowler questioned if most of the surveys are carried out at this time of year before weed growth becomes and issue?

The Operations Manager responded that it is difficult to establish an optimal time of year to survey the culverts. This time of year, there is little growth, which is beneficial, however, water levels are higher. Later in the year, water levels are reduced but there is more growth. It also being noted that some culverts are within a water level that will never reduce enough to complete a survey so the water levels will need reducing in those areas in order to complete the surveys.

The Chairperson questioned whether focus should be given to those that are critical as opposed to area based? The Operations Manager responded that the outstanding 950 culverts do need to be surveyed soon, as it will then be a case to decide the remit time for repeating surveying. The Operations Manager noted that they are done in catchment areas currently so that when water levels are reduced all in that area can be completed.

Mr V Barker referenced the culvert survey maps included within the agenda, particularly noting the two culverts showing on the Dowsby Lode drain, thinking this is incorrect. The Operations Manager noted that the maps show all structures, not just culverts, but will investigate it.

(iii) Culverts reported in a poor condition

(a) Morton Fen – No 16 – FX1772 30m x 900mm Armco

The Operations Manager explained to the committee that this culvert has collapsed, which forms the driveway to a property. The Operations Manager met on site with the landowner in December 2021 to discuss a way forward, an estimate of £30,000+ was provided to replace the existing 30 m x 900 mm culvert. The landowner has since asked if the Board would consider rerouting the drain around the properties (shown by a red line on Fig. 1 on page 25 of the agenda). The landowner was advised that they would require an application, which has not yet been received.

Mr W Ash noted that he believes the landowner is looking to sell the properties.

The Chairperson also referenced the suggestion from the landowner for a 6 metre grass strip, noting the 9 metre byelaw previously discussed.

(iv) Information on investigations at Ewerby, South Kyme and Damford Pumping Stations & Trinity College Pumping Station water seepage from Long Skerth

The Operations Manager noted the technical information from Stantec included within the report, acknowledging that it is a lot of information, but felt that it was worthy of inclusion.

The Operations Manager explained that the investigation works have now been completed, and a technical note from Stantec provided for each site which outlines a recommendation about how to cure the problem.

The Operations Manager explained that funding of £50,000 from the Environment Agency (EA) was secured. £14,250 has now been allocated for Stantec to carry out investigation works at Trinity College Pumping station, which will mean that almost all the £50,000 has been spent.

Stantec have noted that the next stage would be for them to provide a design proposal for each of the sites, which would cost c£50,000. The Operations Manager has discussed with the Chief Executive and Grant in Aid Manager and can't see what further information is required, and that if that amount of money was spent, it would mean that £100,000 had been spent without starting any of the works. The Operations Manager therefore suggested that there is enough information in the technical reports from Stantec to provide to a third party for a design, which either the Board could implement ourselves if possible or take it forward to tender. At this point, the funding would need to be considered, whether it be out of the Board's budget or trying to gain external funding, the Operations Manager being of the opinion that they would go through the Grant in Aid process to try and gain funding.

Mr V Barker referenced that they are all built on peat, sand and gravel and that the gravel causing the issue, therefore noting that any construction work needs to be below the gravel.

The Chief Executive further noted that the recommended works within the Stantec reports are works within the banks, which are owned by the EA and therefore believed the Board has the right to ask for further funding, adding that by providing funding for the investigation works, they have already admitted responsibility.

The Operations Manager also noted that there is a possibility that in the future, these sites may not be required, as a result of the South Lincs Reservoir (SLR) project, which may make it more difficult to achieve funding. The Chief Executive added that the preferred location for the SLR will be released towards the end of April. Dependant on the location, it could involve the reconfiguration of the catchment and pumping stations.

Mr C Wray questioned how long it would be before the reservoir and changes are made? The Chief Executive responded that the aim is to be transferring water from the reservoir in mid-2030's. Mr C Wray noted that the pumping stations still needs to be operating for another 5 -6 years at least.

Mr C Wray further noted the reference to using a bentonite slurry within Stantec's solution, noting that it could still wash out. Brief discussion took place around sheet piling and construction methods.

The committee were of the opinion for the Board to source the design from another company, cost the work up by the Board and externally if required, whilst trying to achieve funding from the EA for it.

The Chief Executive noted, as a further matter of interest, that a number of the Board's sub-catchments are currently being surveyed, in order to look at a 'bigger picture' and the possible future amalgamation of pumping stations.

The Chief Executive further referred to the Lower Witham Catchment Strategy, currently being undertaken on behalf of the Environment Agency (EA), in addition to the survey data being undertaken, the Board has requested that various ordinance data levels are taken at seven of the Board's pumping stations, which will be able to be compared to the construction levels on the original drawings to see if they have settled.

1954 To discuss the cost and viability of additional access culverts for the Board's machinery – Agenda Item 10

The Operations Manager introduced this item, explaining that the current route of the excavators has been reviewed and it has been identified that the addition of four new culverts, presented within the agenda, would enable the Board to complete their work more efficiently as it would provide a crossing point to allow access to both sides of the watercourse. There is currently no budget allocated for this, if approved, the Board would look to develop a budget over the coming years.

Cllr P Skinner noted that presumably there will be savings by constructing the culverts.

Mr V Barker noted that he has seen, on numerous occasions, the amount of time that the excavator spends time waiting for the Unimog or the Unimog is waiting for the excavator. However, he noted another alternative and the possibility of a purchasing a different machine that is more transportable.

Mr P Holmes suggested asking whether the landowner would use it and asking for a contribution.

The Operations Manager noted that a 2022/23 budget of £20,000 has been identified for alternative access works, this is also used to do additional bushing works required for access.

Mr W Ash noted that the Board needs to keep improving the system and that it would be a big benefit to be able to access and maintain from both sides. Mr W Ash left the meeting.

Cllr M Cooper echoed how much time it would save.

1955 Any Other Business - Agenda Item 11

(a) Possible syphon at Dunsby Fen Pumping Station

Mr V Barker referenced the concept of pump amalgamation noted at a previous meeting and his initial concern about the concept, but having looked into it further, can now see the potential for it.

Mr V Barker next referred to Pinchbeck Pumping Station, visited at the last Southern Works Inspection, where Mr J Atkinson noted he had a problem with getting his water away, it being identified that the Dunsby Fen pump is one metre lower than Pinchbeck, with consideration being given to syphon. Mr V Barker felt it important this be documented on a plan to indicate the plan to put a syphon there because of the potential proposed deepening and widening of the South Forty Foot Drain (SFFD) plans.

The Operations Manager noted that the whole catchment survey is intended to commence in April, with a report of findings completed in November, aiding the Board to be as well informed as possible when discussions and decisions start taking place about these proposals.

There being no further business the meeting closed at 16:34.

BLACK SLUICE INTERNAL DRAINAGE BOARD

STRUCTURES COMMITTEE – 22nd MARCH 2022

AGENDA ITEM 06(b)(i)

TERMS OF REFERENCE: STRUCTURES COMMITTEE

1. **GENERAL**

The Committee shall have EIGHT members who will be appointed by the Board.

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

2. **MEETINGS OF THE COMMITTEE**

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

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

3. **POWERS OF THE COMMITTEE**

If a Board replacement structure benefit contribution cannot be agreed between the Officers and an Owner/Occupier the Committee will have final determination as highlighted in section 6.6b(i) & 6.9 of The Structures Replacement Policy.

Delegated powers are given to the Chief Executive and the relevant Structures or Works Committee Chairpersons to reconstruct structures as long as the budgets are not exceeded and the Owner/Occupier pays a contribution towards the cost in line with the guidelines in the Structures Replacement Policy. In all other cases, the power to determine applications is delegated to the Structures Committee, the appropriate Works Committee or the Executive Committee, unless a Board meeting is more timely.

4. **RESPONSIBILITIES OF THE COMMITTEE**

The responsibilities of the Committee shall include:

- a) To operate within the guidelines of the Structures Replacement Policy.
- b) To determine all other relevant decisions relating to structures and report these to the Board.

5. **REPORTING**

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

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

REVIEWED BY THE COMMITTEE: 22 MARCH 2022

APPROVED BY THE BOARD:

Black Sluice Internal Drainage Board

Policy No: 9

Structures Replacement Policy

Review Dates:

Board Approved	
Reviewed by the Structures Committee	22 nd March 2022

1. PURPOSE

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

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

2. INTRODUCTION

The structures that will be included in this policy include:

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

3. BLACK SLUICE POLICY

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

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

4. REASONS FOR THE POLICY

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

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

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

5. DELEGATED POWERS

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

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

6. GUIDELINES

Guidelines are given below on the following types of structures:

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

6.1 Structures Carrying Highways

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

6.2 Clear Span Foot Bridges

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

6.3 Clear Span Access Bridges

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

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

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

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

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

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

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

6.5 Structure Used by all Parties

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

6.6 Culverts Used for Free Drainage

Examples of these lengths of culverts are:-

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

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

6.7 Redundant Structures

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

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

6.8 Further Guidance

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

Contractors may be appointed by the Owner/Occupier to complete the works, the Board will set an invert level on site, offer specification suggestions and inspect the works during the construction phase, a set fee of £300 + VAT will be offset against any contribution made by the Board.

Inspection's frequencies to be completed by the Board, adequate notification time to be received from the contractor:

- when excavation to invert level and bases for headwalls is complete.
- when the pipe is laid prior to being backfilled, invert level checked and verified.
- when the headwalls are being constructed.

The next stage of construction should not go ahead until the previous stage has been inspected / approved by the Board.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

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

held at the offices of the Board on
12th April 2022 at 2pm

Members

Chairperson - * Mr M Brookes

* Mr W Ash	* Mr V Barker
* Mr M Leggott	* Mr J Fowler
Cllr R Austin	* Cllr S Walsh

* Member Present

In attendance: Mr D Withnall (Finance Manager)
Mr C Harris (Internal Auditor)

The Chairperson welcomed the Internal Auditor, Mr C Harris, to the meeting. The Chairperson also welcomed two new committee members, Mr M Leggott, and Mr J Fowler.

1957 Recording the Meeting - Agenda Item 1

Members were informed that the meeting would be recorded.

1958 Apologies for absence - Agenda Item 2

Apologies for absence were received from the Chief Executive, Mr I Warsap.

1959 Declarations of Interest - Agenda Item 3

No declarations of interest were received.

1960 Minutes of the last meeting - Agenda Item 4

Minutes of the last meeting held on 12th October 2021, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Minute 1869(c) – Spelling error of 'Manager' in the first sentence.

1961 Matters arising - Agenda Item 5

(a) Policy (B) – Land Drainage Byelaws – Minute 1869(b)

The Finance Manager informed the committee that the byelaws have now been signed by the Minister and adopted by the Board.

(b) CONFIDENTIAL - Update on the Chief Executive – Risk Register – Minute 1871

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.

(c) Insurance arrangements - Minute 1872

The Finance Manager reported to the committee that he met with two representatives from the NFU Spalding Branch yesterday, with a view to working with them over the summer, as new business.

The Finance Manager also referred to 'The Risk Factor', a company used by the Witham & Humber Boards, with whom they have a group agreement, which has been set up so that the Board could be a part of this agreement.

The Finance Manager explained his intention to get quotes from Towergate (existing), NFU and The Risk Factor both including and excluding pumping stations, for the renewal on 30 September.

The Finance Manager raised that the next Audit & Risk committee meeting isn't until 25th October, which will be too late for the insurance renewal, and the Executive Committee meeting is currently due to be held on 13th September, which could be too early to review the insurance renewal.

The Chairperson suggested that the Executive Committee meeting be pushed back a week, and the Audit & Risk Committee meet on the morning of the same day so that their input can be relayed to the Executive Committee for their review of the insurance arrangements. The committee felt this was a logical idea.

Mr W Ash joined the meeting, apologising for being late.

All AGREED to consult with the Chairperson of the Board, to amend the meeting date of the Executive Committee in September to Tuesday 20th September (afternoon meeting), with lunch provided, and have an additional meeting of the Audit & Risk Committee on the morning (11am) of the 20th September (to review insurance arrangements only).

Mr J Fowler noted the importance of relaying to the insurance companies the definitive date the quotes will be required for. The Finance Manager agreed and confirmed they will all be clearly made aware of when the quotes need to be provided by.

1962 Review of the Terms of Reference – Agenda Item 6

It was highlighted that the only changes are to the term of 'Chairman' to 'Chairperson' and to the frequency of the review of the format of the financial report and management accounts, as agreed previously by the committee, to be reviewed every three years as opposed to annually.

It was felt that clarification was needed within the Terms of Reference, to clarify that it is only the format of the financial report and management accounts that are reviewed by the committee, as opposed to the data.

All AGREED that 4(b) should be 'To *review the format of the financial reports and management accounts, every three years*'.

The Committee RESOLVED to recommend that the Audit & Risk Committee Terms of Reference be approved at the next Board meeting, with the proposed amendment as shown above.

1963 Presentation from the Internal Auditor - Agenda Item 7

(a) Internal Audit Report 2021/22

The Chairman welcomed the Internal Auditor to report to the committee.

The Internal Auditor informed the committee that he has undertaken the internal audit for 2021/22 and expressed his thanks to the Finance Manager, Finance Supervisor and anybody else involved in arrangements for the audit, noting that it was a virtual audit again this year.

The Internal Auditor was pleased to inform the committee that the Board has achieved 'substantial assurance' again this year, with no recommendations, giving credit to the Finance Manager and team.

The Internal Auditor turned the committee's attention to the 'Operational Effectiveness Matter (OEM) Action Plan' on page 16 of the agenda, noting that he has raised an observation across all IDB's this year around reserves and the potential to increase them, in light of rising costs as a result of climate change and increases in insurance, fuel, salary etc. meaning overall expenditure will rise, also noting the importance that this is reflected in the rate increase, adding that a small increase now could save a much larger increase in the future. The Internal Auditor thought it prudent that the Board have already considered and agreed to increase the reserve. A mistake was noted in the Internal Auditor's report in the OEM Action Plan, within the management plan, the Board meeting date referred to should be 2021, as opposed to 2022.

Mr M Leggott questioned what the average level of reserves across the IDBs are? The Internal Auditor responded that most follow the ADA benchmark and are at 20% of expenditure.

The Finance Manager added that the ADA Practitioners Guide advises between 3 and 12 months of annual expenditure. The Finance Manager further noted that this Board look at other forms of income, as opposed to cutting expenditure. Just taking into consideration the rates and special levy income, would be about £2 million, however, with the extra income streams through public sector cooperation agreement work and grant work, it is expected to report between £3.1 - £3.2 million this year and so the Board look to keep generating additional income.

Conversation turned to the move towards electric vehicles and consideration around charging points, Mr V Barker of the opinion that multiple points should be put in when they are.

The Internal Auditor noted that the report will be sent to the external auditor and so the report is completed to ensure they can see that everything under the Annual Governance and Accountability Return (AGAR) has been covered.

The committee expressed their thanks and congratulations to the Finance Manager and whole team for the successful outcome of the audit.

(b) Audit Programme 2022/23

The Internal Auditor explained that the organisation has invested heavily in IT and homeworking facilities for the continuation of virtual audits going forward, which will reduce travelling and associated emissions. However, the Internal Auditor noted that he will continue to attend meetings in-person.

The Internal Auditor continued that the audit programme doesn't change year on year, it is based on the Annual Governance and Accountability Return (AGAR). The Internal Auditor noted that if anybody on the Board wants anything specific looking at then this can be completed.

The Officers of the Board left the meeting in order for the committee to speak with the Internal Auditor alone, after which, the Officers returned.

The Chairperson noted that conversation digressed to the potential of having electronic agendas, as opposed to physical paper. It was noted that this has been considered before, and that some members of the Board do have electronic agendas only. It being noted that the financial cost to produce the agenda is negligible, it is more about the environmental cost. Further discussion was held around technology and software that allows the individual to write notes on the electronic copy. The Finance Manager further noting that the Board has recently invested in a book scanner that produces scans that are OCR readable, which will be used to scan in all the minute books so that searches can be done online for specific topics. Mr J Fowler noted that he prefers a paper copy, as did some other members of the committee. It was concluded that it perhaps should be members choice but will be brought to the attention of the Board as matters arising through these minutes.

Thanks were expressed to the Internal Auditor for his help to the Board and for his attendance today.

1964 To review the following Board's policies - Agenda Item 8

The Finance Manager explained that these are polices 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.1: Risk Management Strategy

Risk Assessment Matrix

The Finance Manager noted that the risk assessment matrix was written in 2010 and so suggested the committee review it. The committee considered the financial classification of each impact.

At first, the committee felt that figures should be increased, considering inflation, with high impact increasing from over £100,000 to over £250,000 (based on being approximately 50% of the reserves), medium impact increasing from over £25,000 to over £50,000 and low impact being up to £50,000 (based on being the amount the Executive Committee can authorise). The committee were of the opinion that it should be monetary figures as opposed to stating a percentage of the reserves.

The Internal Auditor noted that with the current matrix, there is a 'gap' which would result in some figures not fitting into any category as low impact is currently 'up to £10,000' and medium impact 'over £25,000', meaning that between £10,001 and £24,999 doesn't fit in any specific category. Also adding that other IDBs have a 4x4 or 5x5 matrix opposed to the 3x3 the Board has but is not saying the Board need to change the matrix.

Mr W Ash raised concern about the initial proposed increases to the figures, of the opinion that £50,000 would be more than a low impact. The Chairperson understood and acknowledged this concern.

The Finance Manager noted that he can look at developing a larger matrix if that is what the committee wanted?

Mr J Fowler felt consideration needed to be given as to whether it would be worthwhile, noting that the matrix is a guide, suggesting that he believes the 3x3 matrix is sufficient. Cllr S Walsh added that the 3x3 matrix will help drive conversations around the risks and potentially prompt a more thorough review of the risks than what a larger matrix might.

Further discussion took place, with Mr V Barker noting that the Executive Committee will already be addressing and looking at detail at anything with large sums of money.

The committee started to see the impacts as 'bands' and all AGREED on the following:

- Low impact: up to £20,000
- Medium impact: between £20,000 and £100,000
- High impact: over £100,000

The Finance Manager reminded the committee that anything with a risk score of 9 is terminated and anything with a risk score between 6 – 8 is insured or the risk reviewed with a view to mitigating the risk.

Risk Management Policy Document - Appendix B

The Finance Manager drew the committee's attention to the paragraph highlighted as proposed to be removed, this was included prior to public sector cooperation agreement works and so the Finance Manager believed it wasn't a perceived risk anymore and therefore didn't believe it was required.

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

The Chairperson proposed that agenda item 8(i) also be addressed at this point as it ties in with risk 1.1(b).

The Finance Manager reminded the committee that the Board has been waiting for the documentation from the Environment Agency (EA) for the operation of the Black Sluice Complex in emergency situations for years. The Finance Manager guided the committee to the documentation received last week, included at item 08(i) of the agenda.

The Chairperson believed that it covered what was required to be included in the Board's Emergency Response Plan (ERP), which would enable the committee to reduce the risk score.

The Finance Manager added that it is a summary of the EA'S operations manual, which is very extensive. The Board only require the procedure for how the EA will operate to keep the water level down, which the Finance Manager believed the document achieves.

Mr V Barker referred to abstraction licences being taken at Black Sluice, of the opinion that it is very difficult to read the board there, suggesting that abstraction licences be taken where the board can be more easily read.

The Chairperson noted that he is conscious how long it has taken to receive this document and didn't want to end up in a situation of 'ping pong' backwards and forwards for minor amendments, of the opinion that the document either needs to be accepted or rejected, noting that if there are minor things to be tweaked then there can be open dialogue about that between the Board and the EA.

Mr V Barker noted that he will take up his matter with them himself when they come to do his abstraction.

Mr M Leggott felt that document should be accepted as it is, questioning the extent of the telemetry on the South Forty Foot Drain (SFFD)? The Finance Manager explained that the EA have three levels on the SFFD at Swaton, Donington Bridge and Dowsby Fen. The Board have around 25 different levels and so have a lot more data than the EA, enabling more precise monitoring. Mr M Leggott questioned if we share this data with the EA and, if not, if we should be doing? The Finance Manager noted that the EA would not want to receive the data, as they work in such a way that they wait until the level at Donington Bridge hits a certain point to trigger the action.

Mr V Barker noted that if water is ever taken from the Witham into the Board's system, then the Board should have the last say. The Chairman felt this was outside of this document.

All AGREED to accept the document from the EA, to be included as an appendix to the Emergency Response Plan.

Mr M Leggott felt the Board's thanks should be expressed to Abigail Jackson at the EA for producing the documentation.

The Chairperson now turned to the committee's attention to the current risk score of 1.1(b), now that the document has been received and accepted.

The Chairperson suggested that the potential likelihood of risk could be reduced to low, which would therefore give a risk score of 3. All AGREED.

The Finance Manager added that the note in 'future work' will now be moved into the section about how the risk is managed, with a note that the document is an appendix in the Emergency Response Plan.

Mr M Leggott made further reference to the condition of the banks of the Witham, the EA are currently conducting a survey of the state of those banks, noting that if there were to be a breach it would have a catastrophic impact on the Board's system. The Finance Manager suggested it be noted within the future work, to engage with the Lower Witham Flood Resilience Project.

1.1(c) – Flooding from failure of IDB pumping stations or excess rainfall

The Finance Manager noted the added paragraph which highlights the Board's comprehensive programme of maintenance works to pumping stations.

1.1(d) – Flooding from sewers or riparian watercourses

The Finance Manager noted the added paragraph which highlights the Board's responsibility for the overall drainage and flood risk within the Board's area, even from riparian watercourses, and within the Board's extended catchment.

1.3 – Risk of pumps failing to operate

The Finance Manager noted the added paragraph which highlights the Board's decision not to insure the pumping station buildings or plant, but that it will be reviewed this year.

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

Mr M Leggott noted that Witham 4th IDB carry out all their risk assessments electronically and are instantly reported back to the office. Mr M Leggott noted that this could help this Board tighten up risk assessment practice and encouraged the Board to engage with Witham 4th about this system, noting that they also got funding towards it.

The Finance Manager noted that he feels health and safety procedures need looking in more detail at, of the opinion that it could be done better. The Board do have consultants, but the Finance Manager being of the opinion that responsibility should be taken more in-house.

The Chairperson suggested that this is something the Internal Auditor could look at in the next audit? The Internal Auditor noted he will include it in his programme for all the IDBs.

1.8 - Loss of senior staff

The Finance Manager suggested that the potential likelihood will need to stay as 'high' until the circumstances surrounding the Chief Executive are concluded. The Finance Manager highlighted the additional paragraph outlining additional contingency work.

1.9 – Insufficient finance to carry out works

The Finance Manager noted the added paragraph which highlights the ongoing liaison with the precept paying councils, noting how beneficial it has been, especially this year in their activeness in lobbying central government regarding red diesel.

The Chairperson noted that it is good practice and that the open dialogue works both ways and helps the council plan.

It was noted that it should really be split out and separately identified, instead of within council tax, as it would make IDBs accountable and those councils without an IDB are at an advantage as they don't have the burden of paying the precept.

Mr J Fowler questioned if there is any preparation work that can be done to access the Bellwin scheme? The Finance Manager responded that the IDBs don't have access to Bellwin funds, the council of the relevant area claims all the funds and then the IDB passes on their cost to the council.

2.1 – Risk of prosecution for not adhering to environmental legislation

The Finance Manager explained that, for the purposes of the natural flood management Environment Agency (EA) scheme, environmental impairment liability insurance has been taken out at the request and instruction of the EA, who are also paying for it. The Finance Manager noted that he has included some additional information about the insurance, which will be taken out of the strategy. The insurance is for £1million cover with £10,000 excess costing a premium of £7,704.

The Finance Manager noted that he and the Chairperson have reviewed what the policy covers and feel that the majority of it is covered within other policies the Board already hold (Environmental clean-up liability insurance or the public liability insurance).

The Chairperson echoed this, adding that the only reason the Board has the policy is because the EA insisted on it for the natural flood management works. At the point of renewal in November, it is thought that the EA will pay for the policy for another year because the works will still be ongoing, but following that, questioning whether the Board should continue paying for this insurance when the majority is already covered by other policies?

The Finance Manager noted that it was the view of the Chief Executive to ask the committee whether it would be best practice to continue with the policy? The Finance Manager questioned if it provides any extra protection for the money.

Mr M Leggott felt to allow the EA to continue paying for it as they require it, but not to continue with the Board funding it once it is no longer required by or funded by the EA. He suggested having a document prepared ready to show third parties that these aspects are already covered through the Board's other policies.

The Chairperson questioned whether it would be worthwhile to ask the insurance companies when renewing in September how much it would be? The Finance Manager noted that he can include it as an annex to the insurance report in September.

Mr W Ash noted that if the EA are paying for that insurance, can the Board remove the elements from its policies that will be covered within the EA's policy? The Finance Manager didn't think there would be much to gain doing that.

All AGREED to continue with the Environmental Impairment Liability Insurance whilst the EA are covering the cost of it and enquiries be made about the cost of the policy to be included within the review of the insurance arrangements in September.

3.2 Insufficient Resources (Staff and Equipment)

The Finance Manager noted the suggestion of the addition of not being able to recruit sufficient workforce, adding that there are currently three vacancies, one of which has been advertised extensively for a few months. The further suggestion for how this risk is managed being to review remuneration considering local circumstances. Mr W Ash noted that if the salary is increased to attract new applicants, then the same has to be done for current employees.

Mr M Leggott questioned if there is a remuneration / staff committee? The Finance Manager responded that the Executive Committee review on an individual employee basis and the ADA Lincolnshire Pay & Conditions Committee determines the annual pay award. Mr M Leggott highlighted the high inflation rates and the importance of not lagging behind.

All AGREED to include the suggested addition about the risk of being unable to recruit sufficient workforce and managing this through remuneration reviews.

3.3 Risk of Critical Incident Loss of Office

The Finance Manager noted that, as a result of COVID-19, the team have had extensive practice at working from home procedures and are now well equipped for that.

Mr W Ash questioned whether any employees have continued to work from home or do a mixture? The Finance Manager noted that employees are encouraged not to work from home, being of the opinion that so much more can be achieved when working together in the office, but the option of working from home is there if necessary.

6.2 Risk of not complying with all employment regulations and laws

The Finance Manager reminded the committee that the HR Administrator is undertaking her CIPD Level 5 in People Management currently, emphasising the additional resource within the Board that will be able to advise.

Mr V Barker noted that the workforce has been working in drains nearby and asked them why they were not wearing a life jacket and it was dismissed, questioning what the policy is for working near deep water? Mr V Barker also referenced that he saw an incident whereby one of the members of the workforce fell full length very close to the weedscreen. The Chairperson responded that a near miss report should have been completed for that. The Finance Manager noted that he will address this.

7.1 Risk of collecting insufficient income to fund expenditure

The Finance Manager noted that it was suggested at the last meeting to include the increase in the general reserves target from 20% to 30% as a point of how the risk is managed.

8.5 Risk of breach in cyber security

The Finance Manager noted the threat from Russia on networks, adding that they are not even looking for money, they are simply encrypting and deleting data.

The Finance Manager continued that HBP found a system called 'Duo' where multi-factor authentication would be required to access the network. The Finance Manager was waiting for the 1st April to place the order for this system (£364 per annum), and it is no longer available. An alternative system has been sourced; however, it is nearly £1,000 per annum. The Finance Manager noted that it is about considering whether that £1,000 is worth spending to protect the Board's network. It will also, in the long term, help with the updating of computers and when the server is due to updated it will mean the option of a virtual server using the cloud will be viable as opposed to a physical server.

The Internal Auditor added that he knows of many organisations that have been hacked and the cost and disruption of it is catastrophic, therefore suggesting that this system sounds like a prudent action.

The Finance Manager noted that during lockdown the Board moved from physical tape backups to cloud backups, however, as precaution, taking physical tape backups has been resumed, on a monthly basis, in addition to the cloud backups.

All AGREED to recommend that this system be purchased and implemented.

The Finance Manager added that the replacement network switches that were quoted to cost £8,000, are now only going to cost £3,000 as a suitable alternative has been found.

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

(b) Policy No. 3: Financial Regulations

The Finance Manager noted that this was reviewed and approved by the Board only last November, but as per the Internal Auditor's recommendation, it is suggested that the increase in general reserves to 30% is reflected within this policy.

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

(c) Policy No. 10: Delegation of Authority

The Finance Manager informed the committee that it was approved by the Board on 8th February for the expenditure allowance of the Executive Committee to be increased to £50,000 and so this has been reflected within this policy.

Within the delegation of authority for the Chairperson of the Board, reflects the addition of the approval of discretionary payments to employees over the overtime limit, a duty approved by the Board on 23 November 2021.

The Finance Manager also noted the additional duties of the Finance Manager, reminding the committee that he became the Board's Data Protection Officer in 2018 when GDPR was introduced.

The Committee RESOLVED to recommend that the Delegation of Authority (No. 10) be approved at the next Board meeting.

(d) Policy No. 17: Members Code of Conduct

The Finance Manager noted his proposed amendment to include all of the nine protected characteristics in paragraph 7 of the 'Key Principles of Public Life'.

The Finance Manager next referred to the two paragraphs highlighted in yellow, around procedures when a member has an interest in a matter, noting that the two paragraphs give conflicting instructions; they are to achieve the same thing, but different instructions.

Cllr S Walsh noted that South Holland District Council use the second of the two paragraphs, in which the Chairperson can decide the member's participation in discussion and votes, which allows for comment before exclusion.

The Finance Manager added that, from his point of view, it doesn't matter which of the paragraphs is used, as long as it is only one.

The Chairperson felt it a personal responsibility to declare an interest, questioning if the Chairperson should be able to override this and allow the individual to discuss and vote.

Cllr S Walsh noted that he has experienced where a Chairperson has allowed an individual with an interest to stay for discussion it is for their expertise and knowledge.

The Finance Manager added that if it is a financial interest there should be no interaction or voting and if it is a non-financial interest, does the committee want to consider there will be no participation in discussion or determination unless invited to by the Chairperson?

It was suggested that the first of the two paragraphs (Part 2 – paragraph 3 of Personal Interests) be amended to the following:

'You must remove yourself from the discussion or determination of matters in which you have a financial interest. In matters in which you have a non-financial interest, it shall be treated as set out in the Board's Standing Orders, Order of Debate: Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote.' All AGREED.

It was suggested that the second of the two paragraphs (Part 2 – Effect of prejudicial interests on participation of debate) remain as it is. All AGREED.

The Committee RESOLVED to recommend that the Members Code of Conduct (No. 17) be approved at the next Board meeting.

Mr M Leggott noted that he joined the Board in November, and this is the first time he has seen the Members Code of Conduct, suggesting that this should have been given to him and perhaps an induction.

The Finance Manager noted that there would usually be an induction for new members following the election but didn't this time because of COVID-19 practices. The Finance Manager noted that an induction will be scheduled, perhaps for the end of May / beginning of June, once the councils have re-appointed their members.

(e) Policy No. 18: Whistle Blowing Confidential Reporting Code

The Finance Manager noted that the only proposed changes are from 'Chairman' to 'Chairperson' and updating contact details.

The Committee RESOLVED to recommend that the Whistle Blowing Confidential Reporting Code (No. 18) be approved at the next Board meeting.

(f) Policy No. 19: Anti Bribery

The Finance Manager noted the only proposed change to terminology from 'company' to 'Board'.

The Committee RESOLVED to recommend that the anti-bribery policy (No. 18) be approved at the next Board meeting.

(g) Policy No. 43: Electronic Information and Communication Systems

The Finance Manager noted the addition of the dual authentication system, removal of any references to fax machines and the removal of reference to the Board's standardised disclaimer, it not being used within the Board. The section about monitoring of the policy is also proposed to be removed as it is within the header of the policy and the catalogue of Board's policies.

The Committee RESOLVED to recommend that the electronic information and communications systems (No. 43) be approved at the next Board meeting.

(h) Policy No. 47: COVID-19 Business Continuity Plan

The Finance Manager explained to the committee that it is proposed to withdraw the policy, which can be reinstated by the Chief Executive in any form as required.

The Committee RESOLVED to recommend that the COVID-19 Business Continuity Plan (No. 47) be withdrawn.

(i) Documentation provided by the Environment Agency outlining the operation of the Black Sluice Complex (for inclusion within the Emergency Response Plan)

This matter was covered within agenda item 08(a) – minute 1963(a). It being agreed to accept the document from the EA, to be included as an appendix to the Emergency Response Plan.

1965 To review the Risk Register - Agenda Item 9

It was noted that the Risk Register has been reviewed through the Risk Management Strategy and will be amended according to the changes made today.

The committee AGREED that the Risk Register be accepted.

1966 To receive the catalogue of Board Policies with recommended approval dates - Agenda Item 10

The Finance Manager noted the only change to this is a reduction in the frequency of review of policy no. 30, pensions discretion. The Local Government Pension Scheme want the pension discretion policy to reviewed more frequently than every 5 years, with them suggesting annually. The Finance Manager noted that he believes this is too frequent and so has proposed a review every 3 years. All AGREED.

It was noted that the review dates for this policy are incorrect within the catalogue, which will be amended.

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

1967 Any other business - Agenda Item 11

There being no additional business, the Chairperson thanked the Internal Auditor and Committee Members for their input and attendance.

There being no further business the meeting closed at 16:07.

BLACK SLUICE INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE: AUDIT & RISK COMMITTEE

APPROVED BY THE BOARD:

1. GENERAL

The Black Sluice IDB shall have an Audit & Risk Committee.

The Committee shall have seven members who will be appointed by the Board.

The Membership shall include:

- Two elected members from Northern Works Committee.
- Two elected members from Southern Works Committee.
- Two appointed Members
- One additional Member

The Chairperson shall be appointed by the Committee at the triennial general meeting.

2. MEETINGS OF THE COMMITTEE

The Committee shall meet at least once each year and a quorum shall be three members. No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons shall attend meetings if invited by the Committee.

The external auditors may request a meeting if they consider that one is necessary.

3. POWERS OF THE COMMITTEE

The Committee is authorised:

- To investigate any activity within its responsibilities;
- To seek any information that it requires from any Officer or employee of the Board and all employees are directed to cooperate with any request made by the Committee;
- To obtain outside legal or independent professional advice, and secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

4. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee shall be:

Financial Reporting

- (a) To review, and challenge where necessary, the actions and judgements of Officers in relation to the Boards financial statements and related formal statements.
- (b) **To review the format of the financial report and management accounts, every three years.**
- (c) To consider other relevant topics, as proposed by the Board.

Internal Control and Risk Management

- (d) To review the arrangements for the Boards employees to raise concerns, in confidence, about possible wrong doings in financial reporting or other matters;
- (e) To keep under review, the effectiveness of the Board's internal controls and risk management systems;
- (f) To review and approve the statements to be included in the Annual Report concerning internal controls and risk management.

Internal Audit

- (g) To review Internal audit programme of works and ensure effective liaison with external auditors.
- (h) The Internal Auditor attends one meeting annually that the Committee discuss their remit without the management present.

External Audit

- (i) To oversee the relationship with the external auditors;
- (j) To review the findings of the audit including the management letter and managements response to the auditor's findings and recommendations.

Reporting

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

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

Black Sluice Internal Drainage Board

Risk Management Strategy

Risk Management Policy

Risk Analysis

Updated	12 th April 2022
Board Approved	
Due for Review	Annually

Contents

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

Appendices

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

Risk Management Strategy

1. Purpose, Aims and Objectives

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

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

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

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

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

1.4 The Black Sluice Internal Drainage Board has adopted the following definition of Risk:

'Risk is the threat that an event or action will adversely affect the organisation's ability to achieve its objectives and to successfully execute its strategies'.

2. Accountabilities, Roles and Reporting Lines

2.1 A framework has been implemented that has addressed the following issues:

- The different types of risk – Strategic and Operational
- Where it should be managed
- Roles and accountabilities for all staff.
- The need to drive the policy throughout the Board
- Prompt reporting of accidents, losses, changes etc.

2.2 In many cases, risk management follows existing service management arrangements.

2.3 Strategic risk is best managed by the Board.

2.4 The Board's Chief Executive will be responsible for the Boards overall risk management strategy, and will report directly to the Board.

2.5 The Board's Chief Executive will be responsible for the Boards overall Health and Safety policy and will report to the Board.

2.6 It is envisaged that the development of a risk management strategy will encourage ownership of risk and will allow for easier monitoring and reporting on remedial actions / controls.

3. Skills and Expertise

3.1 Having established roles and responsibilities for risk management, the Board must ensure that it has the skills and expertise necessary. It will achieve this by providing Risk Management Training for Employees and Board Members, where appropriate providing awareness courses that address the individual needs of both the manual workforce and office staff.

3.2 Training will focus on best practice in risk management, and awareness will also focus on specific risks in areas such as the following:

- Partnership working
- Project management
- Operation of Board vehicles and equipment
- Manual labour tasks e.g. Health and Safety issues

4. Embedding Risk Management

Risk management is an important part of the service planning process. This will enable both strategic and operational risk, as well as the accumulation of risks from a number of areas to be properly considered. Over time the Board aims to be able to demonstrate that there is a fully embedded process.

This strategy and the information contained within the appendices provides a framework to be used by all levels of staff and Members in the implementation of risk management as an integral part of good management.

5. Risks and the Decision Making Process

- 5.1 Risk needs to be addressed at the point at which decisions are being taken. Where Members and Officers are asked to make decisions they should be advised of the risks associated with recommendations being made. The training described in the preceding section will enable this to happen.
- 5.2 The Board will need to demonstrate that it took reasonable steps to consider the risks involved in a decision.
- 5.3 There needs to be a balance struck between efficiency of the decision making process and the need to address risk. Risk assessment is seen to be particularly valuable in options appraisal. All significant decision reports to the Board (including new and amended policies and strategies) should include an assessment of risk to demonstrate that risks (both threats and opportunities) have been addressed.
- 5.4 This process does not guarantee that decisions will always be right but it will demonstrate that the risks have been considered and the evidence will support this.

6. Supporting Innovation and Improvement

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

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

RISK ASSESSMENT MATRIX

Likelihood of occurrence ↑ HIGH MEDIUM LOW ↓	HIGH	Low Impact High Likelihood 3	Medium Impact High Likelihood 6	High Impact High Likelihood 9
	MEDIUM	Low Impact Medium Likelihood 2	Medium Impact Medium Likelihood 4	High Impact Medium Likelihood 6
	LOW	Low Impact Low Likelihood 1	Medium Impact Low Likelihood 2	High Impact Low Likelihood 3
		LOW	MEDIUM	HIGH
		← Impact on the Business →		

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

IMPACT

- *High* – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000). Major service disruption (+ 5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- *Medium* – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (between £20,000 and £100,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- *Low* – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £20,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

LIKELIHOOD

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

7. Risk Control

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

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

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

8. Supporting Innovation and Improvement

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

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

RISK MANAGEMENT STRATEGY STATEMENT

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

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

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

The Boards Risk Management objectives are to:

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

These objectives will be achieved by:

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

The benefits of Risk Management include:

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

RISK MANAGEMENT POLICY DOCUMENT

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

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

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

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

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

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

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, the members should, at least once each year:

- a) take steps to identify and update key risks facing the Board;
- b) evaluate the potential consequences to the Board if an event identified as a risk takes place; and
- c) decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

This Risk Management Policy document is designed to be a living document which will be continually updated when new risks are identified or when existing risks change.

The assessment of potential impact will be classified as high, medium or low. At the same time it will assess how likely a risk is to occur and this will enable the Board to decide which risks it should pay most attention to when considering what measures to take to manage the risks.

After identifying and evaluating risks the responsible officer will need to decide upon appropriate measures to take in order to avoid, reduce or control the risks or their consequence.

RISK ANALYSIS

1. TO PROVIDE AND MAINTAIN STANDARDS OF NEEDS BASED SUSTAINABLE FLOOD PROTECTION

1.1 Risk of Being Unable to Prevent Flooding to Property or Land

The Board's main objective is to provide satisfactory water level management within the Board's area.

Flooding could occur in the following ways:

- From failure of coastal defences which are maintained by EA
- From EA Watercourses
- From IDB watercourses
- From riparian watercourses
- From sewers maintained by other authorities
- From surface water

(a) Coastal flooding from failure or overtopping of defences

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

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

Future Work: Lobbying of government representative

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

(b) Fluvial flooding from failure or overtopping of defences

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

How risk is managed: Board works with lead local flood authority Pumping Stations Additional Resilience Partnership working with EA including PSCA Agreement with EA to switch off selected pumps if levels reach 2.7m ODN at Black Hole Drove PS.
EA Management Plan on the operation of the sluice and nav lock at Black Sluice Pumping Station included as an appendix to the Emergency Response Plan.

Future Work: To engage with the Lower Witham Flood Resilience Project.

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

(c) Flooding from failure of IDB pumping stations or excess rainfall

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

How risk is managed: Board works with lead local flood authority
Comprehensive programme of maintenance works
PTO gear boxes and generator connections.

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

(d) Flooding from Sewers or riparian watercourses

Consequence: Small areas of land and maybe some properties could be subjected to flooding

How risk is managed: Board works with lead local flood authority
The Board has permissive powers for the supervision of drainage in the Board's catchment and in the extended catchment on behalf of Lincolnshire County Council under PSCA.

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

1.2 Risk of Loss of Electrical Supply

The Board relies on electrical power for all pumping stations. Loss of supply could be encountered for a number of reasons in the future.

Consequence: Pumping stations would fail to operate
Office and Depot would be unable to function
Telemetry system fails to operate

How risk is managed: Dual drive gearboxes installed at pumping stations to enable pumps to be operated by a tractor
Large pumping stations have generator connections but the Board would have to hire in generators which may be in short supply
UPS system fitted to telemetry computer, Main server and Phone System

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

1.3 Risk of Pumps Failing to Operate

Consequence: High water levels and possible flooding
Extra expenditure on pumping station maintenance

How risk is managed: Pumping Engineer checks at regular intervals
Refurbishment of plant is continuously programmed
Continued investment planned for pumping stations

Further Work: In 2021 it was decided not to insure Pumping Stations Buildings or Plant as the cost was prohibitive and not considered value for money. This will be reviewed during 2022.

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

1.4 Risk of Board Watercourses being Unable to Convey Water

Consequence: High water levels and possible flooding from over topping
Extra expenditure on drain maintenance

How risk is managed: Asset conditions are shown on a database
All watercourses are cleared of weed growth once each year
All watercourses are desilted on a regular basis
Board regularly check and clear out culverts

Further work: Continue to review asset conditions in asset database

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

1.5 Risk of Operating Machinery to Maintain Watercourses

The Board operates excavators and tractor mounted machines to remove weed growth and silt from watercourses. There are risks in operating this machinery.

Risk: Hitting overhead electrical services
Hitting underground electrical services
Machines falling into watercourse
Parts of machine hitting people or other vehicles

Consequence: Damage to Third parties
Damage to plant & vehicles
Injury to staff

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

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

1.6 Risk of Claims from Third Parties for damage to property or injury

Risk: The Board could cause damage to property or injury due to their actions
 Hitting overhead/underground electrical services
 Machines falling into watercourses
 Damage to Third parties
 Damage to plant & vehicles

Consequence: Injury to staff
 Loss of income
 Extra work for staff

How risk is managed: The Board has adequate insurance
 The Board train staff to undertake works safely
 Risk assessments are carried out

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

1.7 Risk of Third Parties damage to Board maintained assets

Risk: Damage to Board Maintained Assets
 Damage to Board Owned Assets

Consequence: Assets not performing as they are designed to.

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

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

1.8 Risk of Loss of Senior Staff

Consequence: Inability to operate efficiently

How risk is managed: Should staff from the Emergency response Team not be available during a prolonged event cover should be implemented as per the emergency response plan
 Hire in temporary staff from Agencies or other local Drainage Boards
 Formalised arrangements to share staff from other drainage boards

Further Work: Contingencies for Senior roles to be considered further.

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

1.9 Insufficient Finance to Carry Out Works

Consequence: Watercourses not maintained in satisfactory condition
Pumping Stations more at risk of failure
Increased risk of poor drainage and flooding
Significant unexpected costs to respond to incidents or extended periods of wet weather.

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

Ongoing continuous liaison with Precept paying Councils

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

1.10 Reduction in Staff Performance

Consequence: Reduced standards of maintenance

How risk is managed: Ongoing continuous supervision, advice, training, line management motivation and appraisal.
Management systems

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

1.11 Insufficient Staff Resources

Consequence: Reduced standards of maintenance
Reduced value for money

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

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

2. TO CONSERVE AND ENHANCE THE ENVIRONMENT WHEREVER PRACTICAL AND POSSIBLE TO ENSURE THERE IS NO NET LOSS OF BIODIVERSITY

2.1 Risk of Prosecution for not Adhering to Environmental Legislation

The Board have responsibilities to promote nature conservation and the environment

Consequence: Prosecution for damage to habitat
Injury or death of fish, birds or mammals

How risk is managed: Board employs an environmental consultant for reports and advice
Workforce are trained in environmental matters
Working within the restraints of the Board's Biodiversity Action Plan
Environmental clean-up liability Insurance (£1m)
Environmental Impairment Liability Insurance

What is this type of insurance?

The Chubb Ignite Environmental Protect Policy protects a broad range of environmental arising out of the Insured's entire business operations, whether those operations are undertaken on their own premises or at third party locations.

The key policy covers include:

- Sudden & accidental and gradual Pollution Conditions
- Remediation Costs imposed by Regulators, including clean-up of the Insured's property or other land, water or restoration of biodiversity
- Third-Party Legal Liability for Bodily Injury, Property Damage and Trespass, Nuisance & Obstruction
- Liability arising under the EU Environmental Liability Directive and any associated EU member state law
- Loss mitigation costs, including emergency expenses incurred in responding to incident
- Losses arising from transportation of products or waste
- First-party business interruption
- Legal defence costs

This policy is a commercial insurance contract. Except as otherwise provided, it is a claim made policy meaning those sections of the policy cover claims first made during the policy period.

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

2.2 Non Delivery of Objectives

Consequence: Biodiversity Action Plan not complied with

How risk is managed: Projects included in capital plan

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

3. **TO PROVIDE A 24 HOUR/365 DAY EMERGENCY RESPONSE FOR THE COMMUNITY**

3.1 **Emergency Plan Inadequate or Not up to Date**

Consequence: Difficulties in emergency situation

How risk is managed: Regular review of plan

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

3.2 **Insufficient Resources (Staff and Equipment)**

Consequence: Inability to provide adequate response

Unable to recruit sufficient workforce

How risk is managed: Shared resources with neighbouring Boards

Use local farmer/landowner resources

Review resources available

Review remuneration considering local circumstances

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

3.3 **Risk of Critical Incident Loss of Office**

Consequence: Risk of an incident preventing the use of anything at the offices

How risk is managed: Insurance for additional cost of working/business interruption (£100k over a 12 Months period)
Remote Backups to HBP servers kept for 365 days
Well-practiced procedures for working from home by all office based staff if required. Invested in technology to enable.

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

4. **TO PROVIDE A SAFE AND FULFILLING WORKING ENVIRONMENT FOR STAFF**

4.1 **Risk of Injury to Staff and Subsequent Claims and Losses**

Consequence: Injury to staff
Claims for losses
Senior staff liable under Corporate Manslaughter Legislation

How risk is managed: Health and Safety Policy, reported annually to the Board
Health and Safety Consultant employed
Staff are trained for the duties that they are required to perform
Risk assessments are carried out for all activities
Employers Liability Insurance (£15m)
Personal Accident Insurance (£60k & £100pw)

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

4.2 Risk of not complying with Health & Safety Legislation

If Health & Safety legislation is not complied with there is a risk of work being stopped and officers being prosecuted.

Consequence: Fines and serious delays in work programme

How risk is managed: A health and safety consultant is employed to advise on policy, monitor legislation and to check Health & Safety risk assessments

Board Health & Safety policy is developed under their guidance

Regular training of all staff

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

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

5. TO MAINTAIN FINANCIAL RECORDS THAT ARE CORRECT AND COMPLY WITH ALL RECOMMENDED ACCOUNTING PRACTICE

5.1 Risk of Loss of Cash

Very little cash collected at office

Consequence: Loss of income

How risk is managed: Money placed in safe and banked as soon as possible
Insurance (£500 out of safe overnight to £5,000 during business hours)
A maximum of £500 petty cash is held

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

5.2 Risk of Loss of Money invested in Building Societies & Banks & Managed Funds

Consequence: Loss of income

How risk is managed: Money is placed with known Building Societies and banks on the FCA Register

A maximum of £300,000 is invested in an individual organisation as per the Investment Policy

Maximum of £500,000 invested in a managed fund.

The Executive Committee of the Board reviews the investments on a regular basis

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

5.3 Risk of Fraud by Senior Officers

Consequence: Loss of money

How risk is managed: Two Officers always have to sign/approve each mandate for a transaction
All purchase ledger transactions are reviewed by the Board
The Board has adequate insurance

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

5.4 Risk of Inadequacy of Internal Checks

Consequence: Risk of incorrect payments being made

How risk is managed: All items resulting in payments being made by the Board are checked before being processed
All Payments made through the Board's Bank Accounts are authorised by two authorised signatories as per the Financial Regulations
Additional independent checks carried out with supplier to avoid "Mandate fraud"

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

5.5 Fraudulent use of Credit Cards

Consequence: Loss of money

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

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

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

6.1 Risks to Board Members

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

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

Consequence: Liability of Board Members

How risk is managed: Insurance (£3m Legal Liability Cover)
Qualified and experienced staff advise the Board

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

6.2 Risk of not complying with all Employment Regulations and Laws

There is a risk that the Board may not comply with all regulations and laws.

Consequence: Claims against the Board

How risk is managed: Insurance (£1m Employment Practices Cover)
Advice from consultants and solicitors and the industry
Finance Manager has regular training in employment law

Further Work: HR Administrator is undertaking additional qualifications to become an HR Advisor.

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

7. A COST EFFICIENT IDB THAT PROVIDES VALUE FOR MONEY SERVICE

7.1 Risk of Collecting insufficient Income to Fund Expenditure

Consequence: Inability to pay staff and creditors
Inability to maintain drains and pumping stations in a satisfactory condition

How risk is managed: Monthly finance reports sent to Members of Executive Committee
Reports to Board Meetings
Cash flow forecasting by Finance Manager
Comprehensive Annual Budgets and ten year estimates produced
Ongoing continuous liaison with Precept paying Councils
General reserves target level increased from 20% to 30% to account for no insurance on pumping stations.

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

7.2 IDB abolished or taken over

Consequence: Loss of direction from local members

How risk is managed: Association of Drainage Authorities lobbies on behalf of IDB's
Regular dialogue with local MP's

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

8. INFORMATION TECHNOLOGY & COMMUNICATIONS

8.1 Risk of Loss of Telemetry

Consequence:	If the telemetry fails then it will be more difficult to manage the pumping stations
How risk is managed:	Continual review of hardware and software Back up computers Workmen already assigned to pumping stations can be sent to check on conditions High Capacity UPS (Battery Backup) in place in case of power cut
Further Work:	Continue to maintain trained staff to monitor telemetry Work ongoing to upgrade the Telemetry Systems including the ability for remote operation.

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

8.2 Risk of Loss of Telephone Communications

Consequence:	Inability to communicate decisions
How risk is managed:	All staff have mobile telephones 14 VOIP phones (All with soft phones on computers and mobiles) 2 Analog lines on site UPS (Battery Backup) on Communications Cabinet 4G Assure on both Broadband lines if landlines fail

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

8.3 Risk of Loss of Internet Connections

Consequence:	Unable to remotely connect to office and Telemetry resulting in Employee having to be on site in an event Unable to make bank payments Unable to access information on internet
How risk is managed:	Two Fibre Broadband internet lines into office 4G Assure on both Broadband lines if landlines fail Mobile Wifi Broadband contract maintained

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

8.4 Risk of Network Failure

Consequence: All computers and information inaccessible

How risk is managed: Proactive IT Maintenance Contract with external consultants including disaster recovery
4 hour response for server or Network failure
Staff with limited training and remote support

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

8.5 Risk of Breach in Cyber Security

Consequence: All computers and information inaccessible
Risk of Data Protection Breach
Security of Information (Keylogger)

How risk is managed: Proactive IT Maintenance Contract with external consultants
4 hour response for server or Network failure
Staff with limited training and remote support
Staff Training (All staff have completed classroom and online training provided by our IT consultants and Sophos as a minimum)
Unified Threat Management system installed and subscription maintained
All information taken off site digitally is encrypted and password protected
Remote Backups to HBP servers kept for 365 days.
Monthly backups taken and removed from site.
Introduction of Electronic Information and Communication Systems Policy (was part of the 'White Book' previously)

Further Work: Given the increased risk recently given the conflict in Eastern Europe the Board will be adopting a Dual Authentication system in 2022/23 for any access to the Board's Network.

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

8.6 Risk of Network Security Breach

Consequence: Unauthorised access to the Network and information stored on the network

How risk is managed: Unified Threat Management installed and subscription maintained

Further Work: Given the increased risk recently given the conflict in Eastern Europe the Board will be adopting a Dual Authentication system in 2022/23 for any access to the Board's Network.

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

8.7 Risk of Virus being introduced to Network

Consequence: Malicious damage to hardware and information by various types of virus

How risk is managed: Sophos Antivirus installed on all servers, desktop computers and laptops and managed centrally
Hard Firewall installed to prevent unauthorised person introducing virus
Emails filtered off site by Message Defence and Office 365 to reduce likelihood of malicious attachments

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

8.8 Risk of Loss of Accounting Records

All of the Board's records are retained on the main server in the communications room

Consequence: Inability to pay staff
Inability to pay creditors
Difficulty in finalising accounts

How risk is managed: Insurance for Business interruption £100k for up to 12 months
Computer systems are regularly reviewed by trained staff and external IT consultants
Volume Shadow software copies back up every six hours
Remote Backups to HBP servers kept for 365 days

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

8.9 Risk of Loss of Rating Records

All of the Board's records are retained on the main server in the communications room

Consequence: Inability to check who has paid rates
Loss of income
Loss of records of occupiers of land

How risk is managed: Insurance for Business interruption £100k for up to 12 months
Volume Shadow software copies back up every six hours
Computer systems are regularly reviewed by trained staff and by external IT consultants
Remote Backups to HBP servers kept for 365 days

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

Black Sluice Internal Drainage Board

Policy No: 3

Financial Regulations Policy

Review Dates:

Original Issue	16 th January 2013
Board Approved	

1. INTRODUCTION

- 1.1 The Accounts and Audit Regulations 2015 and the financial provisions of the Land Drainage Act 1991, place a responsibility on Drainage Boards to ensure that the financial management of Boards is adequate and effective.
- 1.2 Financial Regulations set out the framework of the rules for the proper financial administration of the Board and the responsibility of those charged with carrying out duties with financial implications.

2. RESPONSIBILITY FOR FINANCIAL CONTROL

- 2.1 The Finance Manager is appointed by the Board as the Responsible Financial Officer as required by the Local Government Act 1972, Section 151.
- 2.2 The Finance Manager shall be responsible to the Board for overall financial control of the Board's financial affairs and the continuous provision of financial management information.
- 2.3 The Finance Manager shall be responsible for maintaining the integrity of the accounting, financial administration and financial control systems of the Board.

3. ANNUAL ESTIMATES AND BUDGETS

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

4. PAYMENTS OF ACCOUNTS / ORDERS

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

5. INCOME

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

- 5.7 Keys to the safe and cash boxes shall only be available to designated officers. Any lost keys must be immediately reported to the Chief Executive and Finance Manager.

6. INSURANCE

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

7. STOCK AND ASSETS

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

8. PAYMENT TO EMPLOYEES

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

- 8.5 Variations to the salary of the Chief Executive or Finance Manager shall be authorised by the Executive Committee and Chairman of the Board.
- 8.6 Any discretionary payments to employee's over the Overtime limit will be authorised by the Chairman of the Board.

9. TREASURY MANAGEMENT / BANKING ARRANGEMENTS

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

10. RESERVES

- 10.1 General Reserve - When producing budgets and estimates the long term aim of the Board is;
- a) to **maintain** the Board's general reserves **above** the target of **30%** of annual expenditure **(agreed by the Board on 23 November 2021)**;
 - b) to achieve a balanced budget in the long term reporting period.

11. AUDIT AND ACCOUNTS

- 11.1 The Finance Manager shall arrange for an internal audit of the accounting, financial management and other operations of the Board. This will be undertaken by a suitably qualified and experienced internal auditor and be undertaken in accordance with the Governance & Accountability for Smaller Authorities in England code of audit practice.
- 11.2 The Internal Auditor shall produce an annual report to the Executive Committee and the Audit & Risk Committee that assures them that the Board has a sound system of internal control which;
- 11.2.1 Facilitates the effective exercise of its function and the achievement of its aims and objectives
- 11.2.2 Ensures that the financial and operation management of the authority is effective and
- 11.2.3 Includes effective arrangements for the management of risk.
- 11.3 Any qualified or adverse internal or external audit reports or opinions will be reported to the next available Board meeting.
- 11.4 The Annual Financial Statements shall be approved by the Board before the 30th June each year.

12. IRREGULARITIES / FRAUD

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

13. ADDENDUM

From 12 May 2021, all duties and responsibilities included in this policy of the Chief Executive Officer are delegated to the Operations Manager until further notice.

Black Sluice Internal Drainage Board

Policy No: 10 Delegation of Authority Policy

Review Dates:

Reviewed	Audit & Risk Committee 12 th April 2022
Board Approved	

DELEGATION OF AUTHORITY TO COMMITTEES

Executive Committee

1. Approve salary levels for members of staff.
2. Recruitment of Senior Officers.
3. Set levels of rents for Board's property and land.
4. Approve awards of large contracts following tender or quotation submission.
5. Approve orders for plant expenditure in excess of £10,000 within annual budget estimate.
6. Approve any changes to the investment portfolio of the Bourne Fen Farm Account.
7. Any formal consent which requires determination before the next Board Meeting which officers cannot approve.
8. Approve any item of expenditure up to a value of £50,000.

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

Works Committees

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

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

Structures Committee

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

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

Environment Committee

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

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

Audit & Risk Committee

1. To investigate any activity within its responsibilities
2. To seek any information that it requires from any Officer or employee of the Board and all employees are directed to cooperate with any request made by the Committee
3. To obtain outside legal or independent professional advice, and secure the attendance of outsiders with relevant experience and expertise if it consider this necessary

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

Nominations Committee

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

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

DELEGATION OF AUTHORITY TO BOARD MEMBERS AND OFFICERS

Chairperson of the Board

1. Sign agreements on behalf of the Board.
2. Negotiate purchases and sales on behalf of the Board.
3. Approve expenditure and arrangements for inspections, meetings, visits and other similar items.
4. Setting the agenda, type and tone of the Board discussions and chairing Board meetings, to promote effective decision making and constructive debate;
5. Providing leadership to the Board;
6. Taking responsibility for the Board's composition and development;
7. Ensuring proper information is made available to the Board;
8. Planning and conducting Board meetings effectively;
9. Getting all Board members involved in the Board's work;
10. Promoting effective relationships and open communication, both inside and outside the Boardroom, between the non-executive Board members and the Executive Committee;
11. Overseeing the induction and development of Board members;
12. Ensuring the Board focuses on its key tasks;
13. Engaging the Board in assessing and improving its performance;
14. Ensuring effective implementation of Board decisions;
15. Establishing a close relationship of trust with the Chief Executive and Finance Manager, providing support and advice, while respecting executive responsibility;
16. Representing the Board and presenting the Board's aims and policies to the outside world;
17. Understanding the views of ratepayers, contributing councils and key stakeholders and ensuring that effective lines of communication exist with the board;
18. Ensuring that the Board engages effectively with the community they represent;
19. Ensuring Board compliance with legislative and Governance requirements;
20. Reviewing value for money and setting benchmark targets.
21. **Approve discretionary payments to employees over the overtime limit**

Chairpersons of Works Committees

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

Chief Executive

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

Finance Manager

1. Responsible Financial Officer. **Section 151 of the Local Government Act 1972.**
2. **Board's Data Protection Officer, as per the Data Protection Act 2018.**
3. Approve the write-off of Drainage Rates up to a value of £250.
4. Approve the investment of Board funds in accordance with the Board's Financial Regulations.
5. Approve expenditure up to a value of £10,000 on maintenance of plant and items which are included in annual estimates and regular budgeted expenditure (e.g. Electricity) in excess of £10,000.
6. Sign Board cheques and instructions to the bank with the Chief Executive, with the Operations Manager and/or the Finance Supervisor substituting if required.

7. Ensuring that adequate operational planning and financial control systems are in place;
8. Closely monitoring the operating and financial results against plans and budgets;
9. Taking remedial action where necessary and informing the Board of significant changes;
10. Representing the IDB at meetings with major ratepayers contributing councils, professional associations and key stakeholders;
11. Advising the Board on changes in legislation or regulations that affect the operation of the Board;
12. Arranging for the review and audit of the IDB processes and procedures.
13. Sign agreements on behalf of the Board as set out in the Boards policies.
14. Deputise for the Chief Executive.

ADDENDUM

From 12 May 2021, all duties and responsibilities, relating to finance at points 3,4, and 5, but not consenting and enforcement, of the Chief Executive Officer included in this policy are delegated to the Operations Manager until further notice.

BLACK SLUICE INTERNAL DRAINAGE BOARD

AUDIT & RISK COMMITTEE MEETING

AGENDA ITEM 06(c)(v)

**ENVIRONMENT AGENCY DOCUMENTATION – OPERATION OF THE BLACK SLUICE
COMPLEX**

The following document was received from Abigail Jackson, EA Asset Management Engagement Advisor, on 30th March 2022 which sets out the operation of the Black Sluice sluice and navigation lock during the normal operation, prior to a high rainfall event, during the event and after the event, for their suggested inclusion in the Board's Emergency Response Plan on page 13 of the plan, prior to the Summary.

**Fluvial Event: Environment
Agency Procedures Black
Sluice Complex**

Normal operation

Flood Incident Duty Officer (FIDO) and Flood Warning Duty Officer (FWDO) monitor river levels on a weekly roster (with support from a wider Duty Team). During a high rainfall event, this will move to a 3-shift pattern on a 24-hour roster.

The SFF Drain levels are managed based on several factors:

- Flood risk management (no set levels)
- Navigation (legal duty – length of navigable SFF) minimum 1.2m draught (minimum of 24 hr needed for boat passage)
- Abstraction licences (taken at Black Sluice) 0m to -0.1m
- Environmental considerations (no level set) – note need for fish passage in summer

Retention Level = Summer: 0 mODN, Winter: -0.6 mODN
(at Black Sluice)

Historic Level Oct-19 (mODN): 2.369

Historic Level Jan-13 (mODN): 2.2

Historic Level Apr-98 (mODN): 2.36

Historic Level Feb-77 (mODN): 2.41

Catchment lag: ~40 hours

During normal operation, only the gravity sluice is needed to manage the SFF levels.

In the event of rainfall/raised river levels, the lock can currently be operated in two modes (if required):

1. For small/short events, the lock remains in 'NAVIGATION MODE' and is operated manually to discharge at low tides by the Duty Team.
2. For more extreme/longer events the lock can be put into 'FREE FLOAT MODE' by disconnecting rams from pointing doors, setting sector gates to open and guillotine gate on 'auto'. *Navigation is not possible in this mode. To meet the EA's legal duty for navigable watercourses, this mode can only be used during a prolonged/extreme event in the summer period.*

For both modes, a minimum 50mm difference is required between the fluvial and tidal side before the sluice will begin to discharge (as the tide drops).

For guidance on emergency response to asset failure, see the Operational Contingency Plan for Black Sluice Outfall and Navigation Lock.

<p><i>Prior to a high rainfall event</i></p>	<p><i>The lock will not be operated for every rainfall event.</i></p> <p>The decision on how to operate both the sluice and lock is dependent on the event itself. The Duty Team will make an informed decision on the benefit of reducing levels <u>prior</u> to the event (as well as operation of the lock during an event) based on several factors.</p> <p>This includes:</p> <ul style="list-style-type: none"> • The gravity sluice as an effective way of managing levels: this asset is the primary means to manage levels in the SFF Drain, including lowering levels (if required) ahead of rainfall. For most rainfall events, the lock will not be used ahead of the event as it is not necessary. • The likelihood of the event (including widespread or localised): the risk of reducing the levels and there being no subsequent heavy rain, resulting in low levels affecting abstraction, oxygen levels and wildlife impacts etc. • Aggressive water level management: When the lock and sluice are operated concurrently, the high discharge rate and sudden draw-down can impact the integrity of the banks immediately upstream of Boston. • Summer and winter seasonal risks: for example, the risk of drought and water resource needs • Catchment conditions: For example, if the rain is falling on already saturated ground • Neap tides and head difference • The forecast for prolonged/repeat events: i.e. the risk and likelihood of further rain or prolonged rain before normal retention levels have been reached. <p>Broad scenarios are set out below to direct the decision-making of the Duty team, but these are not hard and fast rules.</p> <p><u>If between 0-30mm rain forecast in 24 hours on dry catchment:</u></p> <ul style="list-style-type: none"> - Levels will not be lowered ahead of event - Lock may be used during the event on NAVIGATION MODE at each low tide (note consideration of neap tides) <p><u>If 30mm+ forecast in 24 hours on dry catchment:</u></p> <ul style="list-style-type: none"> - Duty Team will consider lowering levels by ahead of rain. <i>Consideration must be taken to the risk of low water levels during prolonged dry weather/drought and the confidence of the forecast. See above factors.</i> - Lock may be operated on NAVIGATION MODE at each low tide (note effect of neap tides). - If prolonged/recurrent rainfall events expected Duty Team to consider moving the lock to FREE FLOAT MODE.
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	<p><u>If rain forecast to fall on wet catchment – single or short event:</u> The lock will remain in NAVIGATION MODE and operated at each low tide if required.</p> <p><u>If rain forecast to fall on wet catchment – prolonged/recurrent events (leading to Major Flood Incident):</u> The lock will be put into FLOOD RELIEF MODE ahead of rainfall, ready to be used if needed during the event. <i>Due consideration must be taken for this mode during summer period.</i></p> <p>Levels may be lowered in the SFF Drain by using the lock alongside the sluice if required – see previous factors considered.</p> <p>Lock and sluice will operate concurrently for as long as required. Strong Stream Advice will ensure navigation will not be possible (as the asset is operated by the EA).</p>
<p><i>During the event</i></p>	<p><i>The lock will not be operated for every rainfall event.</i></p> <p>For low rainfall forecast or short events, there may be no benefit in opening the lock due to effects on the head difference between the two sluices, and the effect of neap tides.</p> <p>As with the decision to reducing levels prior to the event, the Duty Team will consider:</p> <ul style="list-style-type: none"> • The gravity sluice as an effective way of managing levels • Aggressive water level management: When the lock and sluice are operated concurrently, the high discharge rate and sudden draw-down can impact the integrity of the banks immediately upstream of Boston. • Summer and winter seasonal risks: for example, the risk of drought and water resource needs after the event. • Catchment conditions: For example, if the rain is falling on already saturated ground. • Neap tides and head difference • The forecast for prolonged/repeat events: i.e. the risk and likelihood of further rain or prolonged rain before normal retention levels have returned. <p>The Duty Team will also consider the following guidance:</p> <ul style="list-style-type: none"> • If Dowsby 0.2m and 30mm+ rain forecast in 24 hrs, wet catchment, - open nav lock • If Dowsby 0.4m and 20mm+ rain forecast in 24 hrs, wet catchment, - open nav lock • If Dowsby 0.6m and 10mm+ forecast on a wet catchment - open nav lock • If Dowsby 0.6m and no rain forecast - don't open nav lock <p>FIDO and Black Sluice IDB Officers to liaise during the event to monitor the situation across the catchment.</p>

	<p>When in NAVIGATION MODE, Duty Officers to continue to open the lock on each low tide. If forecast changes, the Duty Team will consider moving to FLOOD RELIEF MODE.</p> <p>In FLOOD RELIEF MODE, lock discharges automatically with FIDO monitoring telemetry.</p> <p>During recurrent events, the Duty Team will continue to discharge until levels are at or below the normal retention.</p> <p><u>Flood Warning Thresholds:</u></p> <p>When at 2.6mODN at Dowsby:</p> <ul style="list-style-type: none"> • FWDO to consider issuing Flood Warnings for 'Isolated properties and villages in the west of the SFF Drain and its tributaries'. • Patrols begin to monitor flood embankments and assets <p>When at 2.7mODN at Dowsby:</p> <ul style="list-style-type: none"> • FWDO to consider issuing Flood Warnings for 'Isolated properties and villages in the east of the SFF Drain' • IDB stop pumping and begin again at 2.3m – please refer to BS IDB 'Emergency Response Plan' for pumping regime. <p>When at 3mODN + at Dowsby: expect onset of property flooding for isolated properties and villages west of SFF Drain (3.13mODN for east of SFF Drain).</p>
<i>After the event</i>	<p>The lock may continue to be used after a high rainfall event if it is assessed as necessary to maintain flood resilience.</p> <ul style="list-style-type: none"> • If further significant rain is forecast in preceding days, leave in FREE FLOAT MODE • Until levels in the SFF Drain are at or near normal retention level (with no further heavy rain forecast)

BLACK SLUICE INTERNAL DRAINAGE BOARD

Policy No 17

MEMBERS CODE OF CONDUCT

Review	Audit & Risk Committee on 12 th April 2022
Board Approved	
Reviewed	Within 5 years

Part 1

General Provisions

1. INTRODUCTION

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

2. Scope

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

3. Key Principles of Public Life

The general principles governing your conduct are set out below:

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

2. **Honesty and Integrity**
Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
3. **Objectivity**
Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
4. **Accountability**
Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.
5. **Openness**
Members should be as open as possible about their actions and those of their Internal Drainage Board, and should be prepared to give reasons for those actions.
6. **Personal Judgement**
Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.
7. **Respect for Others**
Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race (including colour, nationality, ethnic or national origin), age, sex, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief, sexual orientation or disability. They should respect the impartiality and integrity of the Internal Drainage Board's statutory officers, and its other employees.
8. **Duty to Uphold the Law**
Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.
9. **Stewardship**
Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.
10. **Leadership**
Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

4. General obligations

1. You must treat others with respect.
2. You must not:
 - (a) do anything which may cause your Internal Drainage Board to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006(1));
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be:
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her Internal Drainage Board's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your Internal Drainage Board.
 - (e) Ask or encourage members or employees of your Internal Drainage Board to act in any way which would conflict with their own Code of Conduct.
3. You must not:
 - (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;

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

5. Use of Public Funds

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

- (e) You must not use, or attempt to use, the opportunity of public service to promote your personal interests or those of any connected person, firm, business or other organisation.
- (f) You should act in the interest of the board as a whole and not as a representative or delegate of the body by whom you are appointed. You must not use your position as a Board member except for the benefit of the Board.
- (g) As a Board Member you have duties and responsibilities analogous to those of directors of companies, who owe a fiduciary duty to the company and must exercise independent judgement.
- (h) If a bare majority of the Board, with due cause, consider that you have not acted within this Code of Conduct for Members you should consider resigning as a Member of the Board forthwith.

Part 2

Interests

6. Personal interests

1. You must ensure that no conflict arises, or could reasonably be perceived to arise, between your public duties and your personal interests – financial or otherwise.
2. You must comply with the rules of the Board on handling conflicts of interests set out in paragraphs 10 & 11.
3. You must remove yourself from the discussion or determination of matters in which you have a financial interest. In matters in which you have a non-financial interest, *it shall be treated as set out in the Board's Standing Orders, Order of debate: 'Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote'*
4. When considering what non financial interests should be declared, you should ask yourself whether a member of the public, acting reasonably, would consider that the interest in question might influence your words, actions or decisions.
5. It is your responsibility to ensure that you are familiar with the Boards rules on handling conflicts of interests, that you comply with these rules and that your entry in the Boards register of members interests is accurate and up to date.
6. You have a personal interest in any business of your Internal Drainage Board where either:
 - (a) it relates to or is likely to affect;
 - (i) anybody of which you are a member or in a position of general control or management and to which you are appointed or nominated by your Internal Drainage Board;
 - (ii) anybody:
 - exercising functions of a public nature;
 - directed to charitable purposes; or
 - one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
 of which you are a member or in a position of general control or management;
 - (iii) any employment or business carried on by you;
 - (iv) any person or body who employs or has appointed you;
 - (v) any person or body, other than a relevant Internal Drainage Board, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - (vi) any person or body who has a place of business or land in your Internal Drainage Board's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (vii) any contract for goods, services or works made between your Internal Drainage Board and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

- (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - (ix) any land in your Internal Drainage Board's area in which you have a beneficial interest;
 - (x) any land where the landlord is your Internal Drainage Board and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
 - (xi) any land in the Internal Drainage Board's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of:
- (i) other council tax payers, ratepayers or inhabitants of the electoral division affected by the decision;
7. In sub-paragraph 6 (6b), a relevant person is
- (a) a member of your family or any person with whom you have a close association; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph 6(6a)(i) or (ii) above.

7. Disclosure of personal interests

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

8. Prejudicial interest generally

1. Subject to sub-paragraph 2 below, where you have a personal interest in any business of your Internal Drainage Board you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
2. You do not have a prejudicial interest in any business of the Internal Drainage Board where that business:
 - (a) does not affect your financial position or the financial position of a person or body described in paragraph 4;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 4; or
 - (c) relates to the functions of your Internal Drainage Board in respect of—
 - (i) an allowance, payment or indemnity given to members;
 - (ii) any ceremonial honour given to members; and
 - (iii) setting drainage rates or a special levy under the Land Drainage Act 1991.

9. Effect of prejudicial interests on participation of debate

1. Prejudicial interest shall be treated as set out in the Board's Standing Orders, Order of debate:

'Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote'

Part 3

Registration of Members' Interests

10. Registration of members' interests

1. Subject to paragraph 6, you must, within 28 days of:
 - (a) this Code being adopted by or applied to your Internal Drainage Board; or
 - (b) your election or appointment to office (where that is later),

register in your Internal Drainage Board's register of members' interests details of your personal interests where they fall within a category mentioned in paragraph 6(6)(a), by providing written notification to your Internal Drainage Board's Chief Executive.

2. Subject to paragraph 6, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph 1 above, register details of that new personal interest or change by providing written notification to your Internal Drainage Board's Chief Executive.

11. Sensitive information

1. Where you consider that the information relating to any of your personal interests is sensitive information, and your Internal Drainage Board's Chief Executive agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 6.
2. You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 1 above, is no longer sensitive information, notify your Internal Drainage Board's Chief Executive asking that the information be included in your Internal Drainage Board's register of members' interests.
3. In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Black Sluice Internal Drainage Board

REGISTER OF MEMBERS' INTERESTS

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

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

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

PART ONE – FINANCIAL INTERESTS

1. EMPLOYMENT, BUSINESS TRADE OR PROFESSION

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

.....

b) Name of Employer

.....

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

.....

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

.....

2. SPONSORSHIP

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

.....

.....

3. INTEREST IN COMPANIES OR SECURITIES

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

.....

.....

4. CONTRACTS WITH THE BOARD

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

.....

.....

5 LAND OR BUILDINGS IN THE BOARD'S AREA
Address or other description (sufficient to identify the location) of any property in which I have a beneficial interest as owner, lessee or tenant in the Board's area.

.....
.....

6 CORPORATE TENANCIES
Address or other description (sufficient to identify the location) of any land where the Board is the landlord and the tenant is a firm which I am a partner, remunerated director or which fall within the description of (3) above

.....
.....

7 LICENCES TO OCCUPY LAND OR BUILDINGS
Address or other description (sufficient to identify the location) of any land, buildings or property in which I have a licence (alone or jointly), a beneficial interest as owner, lessee or tenant in the Board's area.

.....
.....

PART TWO – OTHER INTERESTS

List of any membership of or position of general control of management in any:

- i) Body to which I have been appointed or nominated by the Board as its representative:
Name.....
- ii) Public Authority or body exercising functions of a public nature:
Name.....
- iii) Company, industrial and provident society, charity, or body directed to charitable purposes:
Name.....
- iv) Body whose principle purpose include the influence of public opinion or policy:
Name.....
- v) Trade Union or professional association:
Name.....

I hereby declare that the above interests are a true and fair record. I am aware that I must within 28 days of becoming aware of any changes to the interests specified in parts one and two above, provide written notification to the Board of that change. I also declare that as a Member of the Black Sluice Internal Drainage Board, I have read, accept and will abide by the Board's Members Code of Conduct.

Signed

Dated.....

Black Sluice Internal Drainage Board

Policy No 18

Whistleblowing Confidential Reporting Code

Review	Audit & Risk Committee on 12 th April 2022
Board Approved	
Reviewed	Within 5 years

1. POLICY AIM

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

2. OUR COMMITMENT

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

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

The following are affected by this policy:

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

3. INTRODUCTION

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

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

4. AIM AND SCOPE OF THE POLICY

This policy aims to:

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

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

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

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

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

What is not covered?

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

Such procedures include the following:

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

5. SAFEGUARDS

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

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

6. CONFIDENTIALITY

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

7. ANONYMOUS ALLEGATIONS

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

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

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

8. UNTRUE ALLEGATIONS

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

9. HOW TO RAISE A CONCERN

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

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

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

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

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

- The Chief Executive
- The Internal Auditor

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

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

Telephone Contacts

Chief Executive 01205 821440

Internal Auditor – TIAA Ltd. 0845 3003333

10. HOW THE BOARD WILL RESPOND

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

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

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

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

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

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

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

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

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

11. THE RESPONSIBLE OFFICER

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

12. HOW THE MATTER CAN BE TAKEN FURTHER

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

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

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

- appointed external auditor
- UNISON Whistleblowers hotline 0800 0 857 857
- the local Citizens Advice Bureau
- relevant professional bodies or regulatory organisations
- a relevant voluntary organisation
- the police

- the independent charity Public Concern at Work. Their lawyers can give free confidential advice at any stage about how to raise a concern about serious malpractice at work. The charity's contact details are:
020 3117 2520
<https://protect-advice.org.uk/>
Public Concern at Work,
The Green House
244-254 Cambridge Heath Road
London
E2 9DA

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

13. WHISTLEBLOWING DO'S AND DON'TS

Do

- keep calm
- think about the risks and outcomes before you act
- remember you are a witness, not a complainant
phone Public Concern at Work for advice on **020 3117 2520**

Don't

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

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

Black Sluice Internal Drainage Board

Policy No: 19

Policy: Anti-Bribery

Review	Audit & Risk Committee on 12 th April 2022
Board Approved	
Reviewed	Within 5 years

INTRODUCTION

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

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

POLICY

The Board:

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

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

Black Sluice Internal Drainage Board

Policy No: 43

Policy: Electronic Information and Communication Systems

Review	Audit & Risk Committee on 12 th April 2022
Board Approved	
Reviewed	Within 5 years

INTRODUCTION

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

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

POLICY

1. LEGISLATIVE FRAMEWORK

The use by workers and monitoring by us of our electronic communications systems is likely to involve the processing of personal data and is therefore regulated by the Data Protection Act 2018 together with the Employment Practices Data Protection Code, issued by the Information Commissioner. We are also required to comply with the Regulation of Investigatory Powers Act 2016, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 and the principles of the European Convention on Human Rights incorporated into United Kingdom law by the Human Rights Act 1998.

2. PERSONNEL RESPONSIBLE FOR IMPLEMENTATION OF POLICY

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

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

3. WHO IS COVERED BY THE POLICY

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

4. EQUIPMENT SECURITY AND PASSWORDS

- 4.1 Workers are responsible for the security of the equipment allocated to or used by them, and must not allow it to be used by anyone other than in accordance with this policy. If given access to the e-mail system or to the internet, workers are responsible for the security of their terminals and, if leaving a terminal unattended or on leaving the office, should ensure that they lock the computer to prevent unauthorised users accessing the system in their absence. Workers without authorisation should only be allowed to use terminals under supervision. Desktop PCs and cabling for telephones or computer equipment should not be moved or tampered with without first consulting the Finance Manager.
- 4.2 Passwords are unique to each user and must be changed regularly to ensure confidentiality. Passwords must be kept confidential and must not be made available to anyone else unless authorised by the Finance Manager. For the avoidance of doubt, on the termination of employment (for any reason) workers must provide details of their passwords to the Board.
- 4.3 Access to the Board's network is to be by utilising Dual Authentication as soon as it is enabled in April 2022.
- 4.4 Workers who have been issued with a laptop, tablet or mobile phone must ensure that it is kept secure at all times, especially when travelling. Passwords or biometrics must be used to secure access to data kept on such equipment to ensure that confidential data is protected in the event that the machine is lost or stolen. Workers should also observe basic safety rules when using such equipment, such as not using or displaying it obviously in isolated or dangerous areas. Workers should not use equipment on public transport or in other public areas where documents can be read by third parties.

5. SYSTEMS AND DATA SECURITY

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

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

6. E-MAIL ETIQUETTE AND CONTENT

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

discrimination, harassment, defamation, breach of confidentiality or breach of contract. Workers should assume that e-mail messages may be read by others and not include in them anything which would offend or embarrass any reader, or themselves, if it found its way into the public domain. ~~The Board's standard disclaimer should always be used.~~

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

7. USE OF THE WEB

- 7.1 When a website is visited, devices such as cookies, tags or web beacons may be employed to enable the site owner to identify and monitor visitors. If the website is of a kind described in paragraph 8.2, such a marker could be a source of embarrassment to the Board, especially if a worker has accessed, downloaded, stored or forwarded inappropriate material from the website. Workers may even be committing a criminal offence if, for example, the material is pornographic in nature (see section on Inappropriate Use of Equipment and Systems at paragraph 10).

- 7.2 Workers should not therefore access from the Board's system any web page or any files (whether documents, images or other) downloaded from the web which, on the widest meaning of those terms, could be regarded as illegal, offensive, in bad taste or immoral. While content may be legal in the UK, it may be in sufficient bad taste to fall within this prohibition. As a general rule, if any person within the Board (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that the Board's software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.
- 7.3 Workers should not under any circumstances use our systems to participate in any internet chat room, post messages on any internet message board or set up or log text or information on a blog, even in their own time.
- 7.4 Remember also that text, music and other content on the internet are copyright works. Workers should not download or e-mail such content to others unless certain that the owner of such works allows this.

8. PERSONAL USE OF SYSTEMS

- 8.1 The Board permits the incidental use of its internet, e-mail and telephone systems to send personal e-mail, browse the web and make personal telephone calls subject to certain conditions set out below. Our policy on personal use is a privilege and not a right. The policy is dependent upon it not being abused or overused and we reserve the right to withdraw our permission or amend the scope of this policy at any time.
- 8.2 The following conditions must be met for personal use to continue:
- (a) use must be minimal and take place substantially out of normal working hours (that is, during a worker's usual lunch hour, before 7 am or after 5:15 pm);
 - (b) use must not interfere with business or office commitments;
 - (c) use must not commit the Board to any marginal costs; and
 - (d) use must comply with the Board's policies and procedures.
- 8.3 Workers should be aware that any personal use of the systems may also be monitored (see paragraph 9) and, where breaches of this policy are found, action may be taken under the disciplinary procedure (Paragraph 10). The Board reserves the right to restrict or prevent access to certain telephone numbers or internet sites if it considers that personal use is excessive.

9. MONITORING OF USE OF SYSTEMS

- 9.1 The Board's systems provide the capability to monitor telephone, email, voicemail, web and other communications traffic. Monitoring will only be carried out to the extent permitted or required by law and as necessary and justifiable for business purposes.
- 9.2 The Board reserves the right to monitor and keep records of use of the Board's IT system and email and internet access for a number of reasons relevant to its business including but not limited to:
- (a) ensuring compliance with this policy;

- (b) training and monitoring standards of service;
- (c) ascertaining whether internal or external communications are relevant to the Board's business;
- (d) preventing, investigating or detecting unauthorised use of the Board's IT system or criminal activities; and
- (e) maintaining the effective operation of the Board's IT system.

9.3 The Board has a legitimate interest in protecting its business reputation and communication systems, limiting its exposure to legal liability and ensuring that workers conduct themselves and perform their work to the level expected of them.

10. INAPPROPRIATE USE OF EQUIPMENT AND SYSTEMS

10.1 Access is granted to the web, telephones and to other electronic systems, for legitimate business purposes only. Incidental personal use is permissible provided it is in full compliance with the Board's rules, policies and procedures. See paragraph 8 on Personal Use of Systems.

10.2 Misuse or abuse of our telephone or e-mail system or inappropriate use of the internet in breach of this policy will be dealt with in accordance with our disciplinary procedure. Misuse of the internet can, in certain circumstances, constitute a criminal offence. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, accessing, transmitting or downloading any of the following material, or using any of the following facilities, will amount to gross misconduct (this list is not exhaustive):

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

Any such action will be treated very seriously and is likely to result in summary dismissal.

Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our disciplinary procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation

and any witnesses or managers involved in the disciplinary procedure. If necessary, such information may be handed to the police in connection with a criminal investigation.

11. MONITORING OF POLICY

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



Internal Audit

FINAL

Black Sluice Internal Drainage Board

Assurance Review of Annual Governance and Accountability Return

2021/22

March 2022

Executive Summary

OVERALL ASSESSMENT





ASSURANCE OVER KEY STRATEGIC RISK / OBJECTIVE

The audit covers all areas required by the Annual Governance and Accountability Return (AGAR) and includes, where appropriate, the key risks for a drainage board.



SCOPE

The purpose of the review was to undertake sufficient audit work to be able to sign off the Annual Governance and Accountability Return for Internal Audit.

KEY STRATEGIC FINDINGS

-  Black Sluice Internal Drainage Board has good systems in place and the governance, risk and control framework is working well.
-  Black Sluice Internal Drainage Board use the Opera suite of software to manage their accounts which supports accurate accounting and good record keeping.

GOOD PRACTICE IDENTIFIED

-  Governance, Risk and Control are all well managed by the Black Sluice Internal Drainage Board.
-  The Black Sluice Web site is easy to navigate, well populated with useful and key information and kept up to date.

ACTION POINTS

Urgent	Important	Routine	Operational
0	0	0	1

Assurance - Key Findings and Management Action Plan (MAP)

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
No recommendations were raised.							

PRIORITY GRADINGS

1 URGENT Fundamental control issue on which action should be taken immediately.

2 IMPORTANT Control issue on which action should be taken at the earliest opportunity.

3 ROUTINE Control issue on which action should be taken.

Operational - Effectiveness Matter (OEM) Action Plan

Ref	Risk Area	Finding	Suggested Action	Management Comments
1	Delivery	Reserves are regularly reviewed with an aim to maintain them at around 20% of expenditure as per the requirement of Financial Regulations. The Board are considering however, increase the reserve provision to 30% of annual expenditure and should this happen then Financial Regulations will require amending accordingly.	Any change in the level of reserves will require an amendment to reflect that change in the Board's Financial Regulations.	<p><i>The increase in reserves was approved by the Board at their Board meeting on 23 November 2021.</i></p> <p><i>The Financial Regulations Policy will be reviewed and updated to reflect this at the Audit and Risk Committee meeting on 12 April 2022 to be ratified at the Board meeting on 14 June 2022.</i></p>

ADVISORY NOTE

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

Findings





Directed Risk:


Failure to properly direct the service to ensure compliance with the requirements of the organisation.


Ref	Expected Key Risk Mitigation	Effectiveness of arrangements	Cross Reference to MAP	Cross Reference to OEM
GF	Governance Framework There is a documented process instruction which accords with the relevant regulatory guidance, Financial Instructions and Scheme of Delegation.	In place	-	-
RM	Risk Mitigation The documented process aligns with the mitigating arrangements set out in the corporate risk register.	In place	-	-
C	Compliance Compliance with statutory, regulatory and policy requirements is demonstrated, with action taken in cases of identified non-compliance.	In place	-	-


Other Findings


-  All the Boards policies and procedures are on their website. These are all appropriate and adequate for a drainage board. The website itself is easy to navigate. The Board Policy Statement which was approved on 30th May 2018 was reviewed. This Policy is reviewed at least every five years. In addition, Financial Regulations which was approved on 23rd November 2021 was also reviewed and found to be in order.
-  All Board agendas and minutes (none confidential) are on the Boards website. The following were reviewed and found to be comprehensive and informative:
 - 10th February 2021 (all 21 Members were present).
 - 30th June 2021 (20 Members were present) - concern was raised over the increase in expenditure caused by excessive rainfall and the use of reserves.


Other Findings


-  All Committee agendas and minutes (none confidential) are on the Boards website. The following were reviewed and found to be comprehensive and informative. The Executive Committee minutes of the following meetings were reviewed:
 - 7th April 2021(all six members in attendance).
 - 5th May 2021 (all six members in attendance)
 - 12th May 2021 (all six members in attendance)
 - 29th September 2021 (all six members in attendance).


-  The Risk management strategy and policy which was approved on 30th June 2021 and is reviewed annually was reviewed and found to be in order.


-  The risk register and the controls is a comprehensive document that is regularly reviewed by the Audit and Risk Committee.

-  The Board use the ADA key objectives as there overarching objectives that support the operation and direction of the IDB.


-  "Opera" is the main accounting package for the IDB. Opera is part of a suite of software solutions provided by Pegasus a software developer.


-  Management accounts are submitted to every Board meeting to inform Members of the current financial state of the IDB with year to date figures. Drainage Rates and Special Levies are also reported on a regular basis to each Board meeting.

-  The Purchase Order system was reviewed and it was confirmed that where appropriate to use the Purchase Order system, goods received had been confirmed and invoices had been matched back to the purchase order. The approval process was in accordance with Financial Regulations/Procurement policy.










-  The following invoices were selected for a detailed review:
 - Wells Plant Hire - Invoice 3095 for £42,000 paid on the 23rd September 2021.
 - Roythornes LLP - Invoice 190407 for £10,962 paid on the 13th May 2021.

In addition, the Board use Woldmarsh to supply many of their regular items such as fuel and electricity as this company can obtain bulk discount as they act for many clients. Details of the checks and balances in place to verify the accuracy of the Woldmarsh invoices was obtained. All invoices examined along with their supporting data were in order.

-  Rates for 2021/22 were approved at the Board meeting on 10th February 2021 (Sub district No. 1 (6.58p) and Sub-District No. 2 (13.16p)). These sums would provide a rate income estimated to be £1,097,203.81 for the year.

-  At the 28th January 2022 the amount of uncollected rates was £3,644.75. Of this £1,163.18 had been paid and was awaiting posting; £1,413.48 was with the bailiffs for collection; £502.09 had agreements in place to pay; £84.23 was being chased internally; and £481.77 was a bankruptcy case.

Other Findings

-  For general debtors, there were no outstanding debts over three months old. Overall both rates and general debts are promptly paid.
-  A small number of write offs were made during the year. One write off was for £2,340.23 on 15th June 2021 (Ashley King (Developments) Ltd - Rates for Glasshouses that were removed on 23rd April 2021). The Board approved this write off at its meeting on the 23 November 2021.
-  Petty Cash has been used much less due to the pandemic with office staff also working from home. The December 2021 petty cash reconciliation was reviewed and found to be in order and reconciled (£200.09) with a £2 cash shortage variance. Due to the pandemic and home working there is little Petty Cash movement and as such no transactions have been tested this year.
-  The payroll for December 2021 was reviewed and found to be in order. Payroll is a well-controlled and cyclical process only requiring adjustment for new starters or leavers or when a pay increase is required. The system was working well and in order.
-  The whole payroll for December 2021 including expenses was reviewed and found to be in order. In addition, national insurance and income tax deductions had been correctly made and these had been paid over to HMRC.
-  Pension deductions and payment to the Lincolnshire County Council (LCC) pension fund were reviewed for the month of December 2021. These were in order and the sums involved were paid over to LCC.
-  The asset register at the end of March 2021 was reviewed and found to be in order. From previous reviews the register is well maintained.
-  Accounting Statements are undertaken and these reconcile to the cash book.
-  Data feeding into the Accounting Statements was confirmed to be correct.



Delivery Risk:

Failure to deliver the service in an effective manner which meets the requirements of the organisation.

Ref	Expected Key Risk Mitigation	Effectiveness of arrangements	Cross Reference to MAP	Cross Reference to OEM
PM	Performance Monitoring There are agreed KPIs for the process which align with the business plan requirements and are independently monitored, with corrective action taken in a timely manner.	In place	-	1
FC	Financial Constraint The process operates within the agreed financial budget for the year.	In place	-	-
R	Resilience Good practice to respond to business interruption events and to enhance the economic, effective and efficient delivery is adopted.	In place	-	-

Other Findings

- Management accounts, including budget data, are reported regularly to Members and the Board. The Board papers for the year were reviewed and it was confirmed that appropriate financial and budget data was presented to every Board meeting.
- The Board maintain a 10 year forecast which enable future increases in both the penny rate and precept to be calculated and for such bodies as the precepting authorities to be consulted well in advance of any increases being made. The Executive Committee were looking to approve the budget for 2022/23 with a 5.09% rate increase.
- The majority of income is received via a bank transfer. Cash is normally retained and used as petty cash. Cheques are banked at the local Post Office as and when received. There had been little activity regarding cash and cheques due to the pandemic. The recording and banking of income was working well.
- The various (Call account, Drawings account, Reserves account) bank and credit card reconciliations were examined and found to be in order and in balance as at period 9 (December) 2021.
- The Board is operating within its approved budget for the 2021/22 financial year.
- Good practice is adopted by the Board to respond to business interruption events and to enhance the economic, effective and efficient delivery of its services.

EXPLANATORY INFORMATION

Appendix A

Scope and Limitations of the Review

1. The definition of the type of review, the limitations and the responsibilities of management in regard to this review are set out in the Annual Plan. As set out in the Audit Charter, substantive testing is only carried out where this has been agreed with management and unless explicitly shown in the scope no such work has been performed.

Disclaimer

2. The matters raised in this report are only those that came to the attention of the auditor during the course of the review, and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

Effectiveness of arrangements

3. The definitions of the effectiveness of arrangements are set out below. These are based solely upon the audit work performed, assume business as usual, and do not necessarily cover management override or exceptional circumstances.

In place	The control arrangements in place mitigate the risk from arising.
Partially in place	The control arrangements in place only partially mitigate the risk from arising.
Not in place	The control arrangements in place do not effectively mitigate the risk from arising.

Assurance Assessment

4. The definitions of the assurance assessments are:

Substantial Assurance	There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.
Reasonable Assurance	The system of internal controls is generally adequate and operating effectively but some improvements are required to ensure that risks are managed and process objectives achieved.
Limited Assurance	The system of internal controls is generally inadequate or not operating effectively and significant improvements are required to ensure that risks are managed and process objectives achieved.
No Assurance	There is a fundamental breakdown or absence of core internal controls requiring immediate action.

Acknowledgement

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

Release of Report

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

Stage	Issued	Response Received
Audit Planning Memorandum:	17 th December 2021	17 th December 2021
Draft Report:	8 th March 2022	9 th March 2022
Final Report:	10 th March 2022	

AUDIT PLANNING MEMORANDUM

Appendix B

Client:	Black Sluice IDB		
Review:	Annual Governance and Accountability Return 2021/22		
Type of Review:	Assurance	Audit Lead:	Chris Harris
Outline scope (per Annual Plan):	To undertake sufficient audit work to be able to sign off the Annual Governance and Accountability Return for Internal Audit.		
Detailed scope will consider:	<p>Directed</p> <p>Governance Framework: There is a documented process instruction which accords with the relevant regulatory guidance, Financial Instructions and Scheme of Delegation.</p> <p>Risk Mitigation: The documented process aligns with the mitigating arrangements set out in the corporate risk register.</p> <p>Compliance: Compliance with statutory, regulatory and policy requirements is demonstrated, with action taken in cases of identified non-compliance.</p>	<p>Delivery</p> <p>Performance monitoring: There are agreed KPIs for the process which align with the business plan requirements and are independently monitored, with corrective action taken in a timely manner.</p> <p>Financial constraint: The process operates with the agreed financial budget for the year.</p> <p>Resilience: Good practice to respond to business interruption events and to enhance the economic, effective and efficient delivery is adopted.</p>	
Requested additions to scope:	(if required then please provide brief detail)		
Exclusions from scope:			
Planned Start Date:	31/01/2022	Exit Meeting Date:	10/02/2022
		Exit Meeting to be held with:	Daniel Withnall and Ian Warsap

SELF ASSESSMENT RESPONSE

Matters over the previous 12 months relating to activity to be reviewed	Y/N (if Y then please provide brief details separately)
Has there been any reduction in the effectiveness of the internal controls due to staff absences through sickness and/or vacancies etc?	N
Have there been any breakdowns in the internal controls resulting in disciplinary action or similar?	N
Have there been any significant changes to the process?	N
Are there any particular matters/periods of time you would like the review to consider?	N

BLACK SLUICE INTERNAL DRAINAGE BOARD

AUDIT & RISK COMMITTEE MEETING

AGENDA ITEM 06(c)(xi)

INTERNAL DRAINAGE BOARDS – REMOTE AUDITING AUDIT PROGRAMME

2022/23 Internal Audit Arrangements

The pandemic with the many variants that are coming along still creates uncertainty over whether face to face meetings/audits are a safe proposition. Certainly as the audit work is focussed very much in the period January to March the likelihood of the virus spreading is probably increased. The audit programme that I completed for 2021/22 was done remotely and I felt went well, although I appreciate that some aspects of the overall audit such as on site inspections of plant and machinery would be challenging to undertake remotely. That said the main content of the internal audit is to check, examine and review governance, risk, control and the financial systems which can be successfully undertaken remotely. Indeed since March 2020 TIAA have carried out its business of internal audit almost exclusively remotely and adequate auditing has been proven to work successfully.

At this time for the 2022/23 audit I am still anticipating a remote audit so to enable a satisfactory outcome I will require the following data/documents to be emailed to me at the time of the audit. I will keep clients informed as time moves on as to how the audit will be undertaken. For now the list below provides the audit programme of work for 2022/23 as at this time I am not expecting to vary the areas to be covered that are required for me to sign off the AGAR statement for internal audit.

Strategic Risks

Governance

- 1) Review Constitution, Standing Orders, Financial Regulations, Award of Contracts and other procedures (I will obtain this data from your website)
- 2) Review Board agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 3) Review any Committee agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 4) The drainage board has published information on its website to comply with the Transparency Code for smaller authorities (I will obtain this data from your website)
- 5) The drainage board for the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (I will obtain this data from your website, and from sight of your Board minutes approving the dates set)
- 6) The drainage board has complied with the publication requirements as stated by the Accounts and Audit Regulations 2015 (Please provide evidence that these have been complied with)

Risk Management

- 1) Review risk management policy and procedures (These should be on the website, but please provide if not)
- 2) Review risk register (If not on the website please provide)
- 3) Review process and procedures for how risk is managed on a day by day basis (A brief note on this please)

- 4) Review key objectives for the IDB and the risks associated with achieving these objectives (This should flow from the risk register)
- 5) Review the controls in place to mitigate these risks and see how effective they are. (These should be contained within the risk register. I may select a sample for review to confirm working as expected)

Operational Risks

Accounting Records

- 1) Review the accounting records for the IDB
- 2) Are these up to date and in balance (A current trial balance please and a copy of the profit and loss account and balance sheet at the time of the audit)

Expenditure

- 1) Review accounts payable (creditors) (An aged creditors list please)
- 2) Test a sample of payments made to verify they have been correctly paid. Check if possible the receipt of the goods. Check accuracy, procedures (purchase order system) and approval process – was this in accordance with Financial Regulations. (I will select my sample from the expenditure items reported to the Board meetings) (Copies of the supporting documents for the sample selected will be required)
- 3) Check treatment of VAT (included above)

Budget

- 1) Review the budgetary arrangements. (This should be available in the Board papers)
- 2) Review the precept of rates (Please provide the Board agenda and minute approving the penny rate for 20/21 if not already provided above)
- 3) Review how the budget is monitored (These should be included in the Board papers above)
- 4) Review reserves and the policy for these (Please provide latest reserves position and 5/10 year forecast that shows how general reserves are expected year on year in the future)

Income

- 1) Review accounts receivable (debtors) (An aged debtors list please – both general and rates)
- 2) Review debt collection procedures (Please confirm debt collection arrangements and dates)
- 3) Review any write off arrangements (Please provide details of any write offs – approval/procedures)
- 4) Review recording and banking of income (Please confirm banking arrangements particularly cash or cheque)
- 5) Test a sample of payments received to verify they have been correctly dealt with. Check accuracy and procedures – was this in accordance with Financial Regulations. (Please provide a list of debts raised in the year and I will select a sample for a more detailed review)
- 6) Check treatment of VAT (included above)

Petty Cash

- 1) Check the Petty Cash arrangements where held

- 2) Verify Petty cash is in balance, test a sample of transactions for relevance and accuracy and that a valid receipt is present. (Please provide a short note on petty cash and confirm VAT has been correctly treated)
- 3) Check treatment of VAT (included above)

Payroll

- 1) Review the payroll system
- 2) Test a sample of employees for accuracy of pay and treatment of variations including Tax and NI. (Please provide a summary of payments made to staff which includes all deductions both employee and employer)
- 3) Verify PAYE and NI requirements have been met (Please confirm and evidence that PAYE, NI and pension payments have been made to HMIC and LCC)

Asset Register

- 1) Verify the asset register is complete and up to date. (Please provide a copy of the asset register)
- 2) Verify where possible the asset and investment exists (I will not be confirming that any asset exists for this audit!!)

Bank

- 1) Verify and confirm bank reconciliations have been regularly undertaken. (Please provide a latest bank reconciliation)
- 2) Confirm end of year bank reconciliation (Year end follow up audit)

Accounting Statements

- 1) Verify accounting statements have been undertaken and reconciled to the cash book. (Please confirm and year end follow up audit)
- 2) Review and verify the audit trail of sums feeding into the accounting statements. (Year end follow up audit)

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the offices of the Board on
17th May 2022 at 2pm

Members

Chairperson - * Mr K C Casswell

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

* Member Present

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

1968 Recording the Meeting - Agenda Item 1

Committee members were informed that the meeting would be recorded.

1969 Apologies for absence - Agenda Item 2

There were no apologies for absence. The Chairperson welcomed the Operations Manager, who would not usually attend meetings of the Executive Committee, but was invited on this occasion due to the number of operational items to be discussed.

1970 Declarations of Interest - Agenda Item 3

There were no declarations of interest.

1971 Minutes of the Meeting - Agenda Item 4

Minutes of the meeting held on 18th January 2022, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Minute 1912 – 'Underspend in Pumping Station Maintenance' should be 'Overspend in Pumping Station Maintenance'

1971 Confidential Minutes of the Meeting - Agenda Item 5

Confidential Minutes of the last meeting held on 18th January 2022, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Minute 1917 – spelling error – 'tress' should be 'trees'

1972 Minutes of the Meeting - Agenda Item 6

Minutes of the meeting held on 8th April 2022, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1973 Confidential Minutes of the Meeting - Agenda Item 7

Confidential Minutes of the last meeting held on 8th April 2022, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1974 Matters Arising - Agenda Item 8

(a) Executive Committee Terms of Reference – Minute 1908

The Finance Manager noted that the proposed increase in the Executive Committee's expenditure limit from £40,000 to £50,000 has been presented to the Audit & Risk Committee and approved to recommend to the Board without further comment.

(b) South Lincs Water Partnership - Minute 1911

The Chief Executive informed the committee that the potential sites for the South Lincs Reservoir (SLR) have now been reduced to four sites and the single preferred site is due to be established and announced to the public at the end of next month. It was confirmed that one of the four sites is within the Board's catchment.

(c) Insurance arrangements – Minute 1911(c)

The Finance Manager noted that he has now met with NFU Spalding who are speaking with the underwriters now to start building the picture for the renewal proposal in September. The Finance Manager noted that he is also going to get a quote from 'The Risk Factor', a company used by the Witham & Humber IDBs and will also be in receipt of the Townergate renewal, therefore giving the committee three quotations to review. It was also confirmed that they will be quoting for both with insurance for pumping stations and without. It being further noted that an additional Audit & Risk Committee meeting has been scheduled for the 20th September in order to allow both the Audit & Risk Committee and Executive Committee to review the quotes.

(d) 2022/23 Budget and Ten-Year Estimates - Minute 1913

The Chairperson focused on electricity and his concern around the rising electricity costs, noting that if the Board were to experience another event like has been experienced in the past, it would now cost considerably more and could wipe out a large proportion of the Board's reserves. He further noted that the Board may have to start thinking about serious decisions like how much pumping can be done and how much the Board can wait to be able to gravitate. The Chairperson felt it would be beneficial for the Operations Team to review this and see if there are any sub-catchments that could hold water longer without pumping and where farmers could be approached to see if they would hold water for longer periods.

The Chief Executive added that he feels an open and honest approach towards the ratepayers should be taken and proposed that something is presented to the Northern Works and Southern Works Committee's in July, around criteria of when to reduce pumping in particular catchments.

Mr M Rollinson questioned how much longer the Board is tied into the current rate at Woldmarsh? The Finance Manager confirmed that the renewal is at the end of September 2022, with Woldmarsh's current indication being to expect the rate to double.

Mr P Holmes questioned whether the Board should be considering taking a longer or shorter term contract in September?

The Finance Manager noted that Woldmarsh only offer yearly terms, noting that the Board used to negotiate their own electricity contracts, but believed there wouldn't be anything to gain by reverting back to this.

The Chairperson clarified that he is not suggesting that the Board doesn't pump but is suggesting whether there are opportunities where the Board needn't pump as much to try and make some reduction on the electricity bill. The Finance Manager noted that the new remote system will provide more of an opportunity to be able to perform this.

Mr M Rollinson noted that all ratepayers pay the same rate and so will argue why one catchment's pumping is reduced compared to another.

Mr P Holmes noted the budget and that it takes a while to reach the reserve target of 30% of expenditure. The Finance Manager noted that it was agreed to achieve the 30% over the ten-year period, otherwise, a dramatic increase would be required.

The Chief Executive noted that there is live CCTV installed on the bigger pumping stations suction bays which means that officers can see how low / high the levels are and so therefore how much capacity they have in relation to where pumping is necessary / not necessary.

The Operations Manager noted that there are also other alternatives such as variable speed drives, however it would be an initial capital cost that would need to be reviewed whether it would be worth it for the long-term gain.

The Chief Executive further noted that, irrelevant of the price of electricity, the aim is for the Board to reduce the amount of electricity used, thus reducing costs and carbon.

Mr M Rollinson noted that the Board need to be as efficient as possible, but that also the role of the Board is to 'get rid of the water' and so the rates will have to be raised by an amount that means the Board can do that job.

The Chief Executive referred to the South Lincs Reservoir (SLR) and that depending where it is located, may mean that the current way the Board operates may change.

Mr J Fowler also suggested that it would be prudent to be aware of the differential between the cost of diesel and electric, noting that if diesel becomes cheaper than electric, it may be advantageous to run some of the pumps by generator or tractor.

The Chief Executive noted that he presented at a Keeping the Rivers Flowing Summit meeting last week, at which he was introduced as the 'Chief Executive of Black Sluice IDB, the ambassadors of all drainage boards in the UK'. ADA also stated; Black Sluice IDB continues to be an excellent ambassador for facing up to the current challenges by seeking opportunities to do things differently, more sustainably and therefore more efficiently in the future. ADA will very much continue to support and indeed publicise what the Board are doing.

All AGREED that this matter be presented to the Northern and Southern Works Committees at their meetings in July 2022.

The Finance Manager noted the request for the kilowatt hours of electricity used to be provided, explaining that the finance team are completing this, having gone back to 2016 and will be ready for the electricity contract negotiations.

(e) 2022/23 Budget & Ten-Year Estimates - Administration & Establishment - Minute 1913

The Finance Manager explained to the committee that the multi-factor authentication system due to be installed by HBP, has not been, due to it not protecting the servers. The data held about the ratepayers is on the servers and is the data that needs to be protected, and so it is therefore back with HBP to find an alternative.

The Finance Manager referred to the network switches, noting that there is a new company that has arisen since lockdown, Ubiquiti, which has the same offering as originally approved but for £5,000 less. The Finance Manager has therefore placed the cheaper order and is due to be installed at the beginning of June.

Mr P Holmes also referenced the concreting of extra bays, questioning whether the Board still have a water tank and whether the Board should be harvesting rainwater? The Operations Manager confirmed that the water tank was removed only yesterday, following an inspection from Anglian Water who requested that some works needed doing on it. Therefore, instead of the cost of the works, it has been removed.

(f) 2022/23 Budget & Ten-Year Estimates – Development Reserve – Minute 1913

The Finance Manager noted that it is being suggested that the Board contribution for the North Forty Foot work is taken from the Development Reserve.

(g) Future supply of fuel for Board Vehicles & Plant – Minute 1914

The Finance Manager noted that the extra that was included in the first draft increase in the rate to cover the cost of fuel, that was removed as a result of the fuel rebate clarification, would have helped to cover the increase in fuel cost if it had remained in the increase.

(h) Byelaws - Minute 1917(a)

The Finance Manager confirmed that the Byelaws are now complete and fully enacted.

- (i) Policy 04: Procurement – Single tender action and frameworks
The Finance Manager noted that the overall scheme has been approved for funding for £225,000.
- (j) Felling of trees at Asgarby Estate - Minute 1917(d)
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.
- (k) Review of Senior Management Remuneration - Minute 1956
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.

1975 Report on the 2021/22 Accounts - Agenda Item 9

The Finance Manager noted to the committee that financial year end 2021/22 was a challenge due to all the finance team contracting COVID-19.

(a) Period 12 Management Accounts

The Finance Manager highlighted the key points from the Period 12 Management Accounts, as follows:

Income

- Rechargeable income finished at £227, 233 overbudget
- Overall, the income was £240,662 greater than the original budget

Expenditure

- Pumping Station Maintenance was £10,992 underspent at year end
- Drain maintenance was £129,838 underspent
- Admin salary was £20,194 overspent at year end due to acting up pay, however, there is £5,200 in Miscellaneous Income which has been recharged to Water Resources East (WRE) for the secretarial work the Board and HR Administrator provides for them. Further noting that the order for this work has just been renewed for another 12 months.
- Mr M Rollinson questioned if the decrease in mileage is due to COVID-19? The Finance Manager agreed, noting that many meetings are now virtual as opposed to face to face.
- The Finance Manager noted that schemes are quite complicated and so an extra separate report has been included to explain that.
- Excluding schemes, the expenditure is £126,110 underspent compared to budget.

Balance Sheet

- Plant account has a surplus of £251,645 at Yearend compared to the target of £195,800.
- The Wages Oncost Account has achieved a surplus of £46,666 in the year with the Reserve being £74,476 at yearend, which is far greater than expected. Therefore, may be able to consider reducing recharge rate from 270% back to 260%.
- There is one sales invoice outstanding more than three months (14/12/202, £4,250, Balfour Beatty, National Grid Viking Link Project) who have just got in contact asking what it is for.

(b) 2021/22 Schemes Report

The Finance Manager explained to the committee that because of the grant monies within the schemes budget, it doesn't give a true reflection of the overall surplus and deficit, thus this report has been reported to highlight that. Grant money received, that has not yet been spent, has then been reviewed in the 2022/23 budget.

The Board's Drain Schemes are £37,031 underspent overall, Pumping Station Schemes are overspent by £6,329 and Flood Defence Grant in Aid Schemes does not have any under or overspend due to it being claimed from the Environment Agency (EA). These figures have been carried forward into the budget for 2022/23.

The Operations Manager highlighted schemes to the committee as follows:

Board Drain Schemes

Emergency Large Slip Repairs (Overspent £37,027)

The Operations Manager explained that there used to be an allocated budget for slip repairs but it wasn't being used and so it was felt that the monies were better allocated to other works. However, following two wet winters, more drain banks have slipped, with 45 identified this year, which have started to be compiled into priority order.

The Operations Manager continued that it is proposed to re-prioritise the budget from the Graft Drain and carry the 2021/22 budget into 2022/23 increasing the budget to £90,000 for 2022/23 for the repair of slips. It being noted that this will go some way to completing the repairs but may not cover it all. The Chief Executive noted that it is difficult to determine what materials are needed to repair the slip until investigations and work are started.

Mr M Rollinson questioned if the slips are graded when reported on the TomToms? The Operations Manager responded that there is no idea of priority given from the TomTom reporting, it just indicates the length, and then the Works Supervisor goes out to site to assess.

Mr J Fowler questioned if the slips are where landowners are draining into watercourses? The Operations Manager noted that some of them are and can look to identify if there is any correlation.

Graft Drain Improvements (Underspent by £33,922 C/F to 2022/23)

The intention for the remaining unspent budget was for the scheme to recommence over the year end period utilising the remaining 2021/22 budget of £33,922 and the £60,000 from the 2022/23 budget. This did not happen due to works being completed for the Environment Agency during this period.

Jetting Major Pipelines (Underspent by £54,000)

This unspent budget has been re-allocated to other higher priority schemes in 2021/22. The budget in 2022/23 has been increased with there being some remaining works to complete in the Wyberton and Donington areas where access is difficult.

Board Pumping Station Schemes

Great Hale Pumping Station - Weedscreen Cleaner

The £46,000 budget for this scheme was re-prioritised to the refurbishment of the pumps at Wyberton Marsh Pumping Station and so has been reallocated funding in 2023/24.

Kirton Marsh Pumping Station – New Roof

This scheme has been reviewed to £11,000 and reintroduced into the Capital Scheme budget in 2023/24.

Mr P Holmes noted the 10% increase in allocated budget, questioning if this will be enough? The Operations Manager noted that it is only an estimate.

Horbling Pumping Station – New Roof

This scheme has been reviewed to £12,000 and reintroduced into the Capital Scheme budget in 2025/26.

Wyberton Marsh Pumping Station – Pump Refurbishments

These works are now completed, an additional £4,600 costs were incurred for 2 motor refurbishments. Additional works were also identified requiring an additional 2 sets of bushes at £600 each and 3 x new Siphon valves at £2,850 each.

The Chairperson noted further works being carried out on some of the bolts in the pumps. The Operations Manager confirmed that the team are trying to complete all the under-station inspections quickly and replacing any rusting bolts. The Operations Manager added that this will be carried out periodically, perhaps every 8 - 10 years.

Flood Defence Grant in Aid Schemes

Sempringham Pumping Station Refurbishment

The Operations Manager explained that the Board were anticipating being able to purchase some land for the works, however, the landowner (Crown Estate) is not willing to sell, only lease. A lease agreement is now in the process of being agreed, however, there is some difficulty around the VAT and ensuring that the Board are working within VAT legislation.

The Crown Estate are expecting the Board (Environment Agency monies) to pay the full gross amount, but the Board will not be provided with a VAT invoice and so therefore will be unable to claim the VAT back. It should be the Crown Estate that pay the VAT, with the Board only paying the net amount, as the Crown Estate will be issued with the VAT invoice to be able to reclaim it.

The Finance Manager explained that there are two choices; either the Board (Environment Agencies monies) pay the VAT and the Crown Estate will be able to reclaim it, or the Board pay the net amount and the Crown Estate pay the VAT. However, the Finance Manager noted that he has been in correspondence with the Crown Estate and their solicitors and is not making any progress around them paying the VAT. It was noted that the VAT is £860.

Mr M Rollinson noted that, if not careful, there will be more money spent on legal fees than what the VAT would cost to pay, questioning whether it would be worth paying the VAT to be able to get started with the works?

Mr P Holmes and the Chairperson supported this suggestion.

All AGREED to pay the VAT for the works to be able to be commenced, hopeful that the works are completed this year.

Pumping Station Automation, Gauge Boards and CCTV

All 34 pumping stations now have operational automation. All the CCTV is also installed, investigations are currently being done to try and find a more powerful controller that can handle viewing all 34 sites at once.

Mr P Holmes expressed credit to the Grant in Aid Manager for achieving the funding for this work.

Upper Catchment Natural Flood Management

Lesley Sharpe is currently working on this and has identified lots of sites, unfortunately none have been implemented yet, perhaps due to increasing crop values.

North Forty Foot Revetments / Pipeline

This scheme is now almost complete, all that is outstanding is lining the last section of pipe under the highway. A quotation of £62,000 has been given to do this work and the officers will be approaching Lincolnshire County Council for a contribution to that.

Catchment Studies

The five catchment studies are working almost to programme, with the contractors having an ambitious programme for how quick the data can be produced. The reports were originally anticipated for June but are now due to be received in August.

Black Sluice IDB Natural Flood Management Works

This is a continuation of the good work being completed by Lesley Sharpe, to identify areas, along with landowner agreement towards slowing the flow into main river.

(c) Draft 2021/22 Unaudited Financial Statements

The Finance Manager presented the unaudited financial statements, noting that these are a summarised format of the accounts.

The Chairperson noted the fluctuation in the pension reserve, with the Finance Manager noting that there is no specific reasoning for this. The Finance Manager also noted that from the 1st April 2022, the Board are in a triennial evaluation period.

Mr J Fowler felt that the fluctuation in the pension makes a mockery of the Board's balance sheet, suggesting whether it should be excluded from the balance sheet. The Finance Manager noted that there is no reason it couldn't be taken out, but that it won't actually make any difference, it would just mean that instead of a 5 million balance sheet, it would be a 2.3 million balance sheet. The Chairperson felt it was beneficial to keep it in so that it is visible.

(d) Annual Governance and Accountability Return for the year ended 31st March 2022

The Finance Manager presented the unaudited financial statements, noting that these are a very summarised format of the accounts.

1976 2021/22 Annual Internal Audit Report - Agenda Item 10

The Chairperson noted that substantial assurance has been achieved again, with no recommendations. Congratulations were expressed to the Finance Manager and all the team involved.

1977 Report on Finance & Rating - Agenda Item 11

(a) Updated 2022/23 10 Year Schemes Budget

The Finance Manager presented the 10 Year Schemes Budget within the agenda, noting that the red items are amended and what is proposed to be adopted as the budget. However, this has since been amended, a copy of the revised 10-year schemes budget was circulated, the Finance Manager noting that the items in red and highlighted yellow are amendments to the original amendments. The Finance Manager also noted the further separate document provided showing the 6-year medium term plan for Flood and Coastal Erosion Risk Management Grant in Aid. The Finance Manager noted that the changes result in a net effect of £6,000 more over the six-year period.

The Finance Manager referred to the red figures within 2022/23, apart from the bottom two, are all the brought forward figures discussed within the schemes report. Regarding the Lane Dyke Culvert Replacement, £6,500 has been spent and a claim of £7,000 is going to be made for the time of the Grant in Aid Manager, which is why the figure is showing as £469 in the budget.

With regard to the Black Sluice Catchment Strategy, £225,000 has been approved this year and the remaining of the £247,249 is all the other catchment studies brought forward.

With regard to the Black Sluice Natural Flood Management Works, there is £20,000 carried forward from last year, which has already been received and then there is another £87,000 for the works, which totals the £107,000 to complete the works.

The Operations Manager noted that the reason for the amendments is because there have been changes to the approach to the catchment studies, which are now focusing on five priority catchments, trying to work towards a whole catchment study that will hopefully provide the information required towards building business cases for the development of each catchment and how they could operate in the future.

The Finance Manager referred the committee back to the 6-year Medium Term Plan (MTP) for Grant in Aid, highlighting the total of £1,551,579 of further contribution required over the six-year period. Currently, it is not known where that further contribution will come from.

The Chief Executive added that he believes the Grant in Aid MTP should continue to be developed as far as possible, and if the extra funding can be raised then so be it, but at least the schemes will be ready to action if further funding can be sourced.

Mr P Holmes further added that the location of the South Lincs Reservoir may make this all irrelevant or attract more funding.

It was also noted that none of the Environment Agency (EA) funding (£5.2 billion) allocated for a five-year period has been used yet, and thirteen months of that five-year period has already passed, so it may be that they will look to fund schemes that are fully developed and ready to action.

Mr J Fowler supported that the Grant in Aid MTP/ schemes are continued to be developed, along with the Chairperson.

(b) Updated 2022/23 10 Year Plant Replacement Budget

The Finance Manager noted that they have changed how this budget is put together to try and account for inflationary increases over the 10-year period better than what was accounted for in the previous way. It is based on the trade-in prices and replacement cost, using a 5% compound inflationary increase on the purchase price based on the number of years held. The estimated trade-in values have been based on between 10-15% of residual value.

The balance brought forward for 2022/23 is a lot higher than anticipated, mainly as a result of the JCB 145 (£118,000) being carried forward from 2021/22 to 2022/23 as the machine has not yet been delivered. The costs for the tipping trailer and 4 metre trailer have also been carried forward. Those figures are based on actual costs.

The replacement cost of the JCB 130 has come in at £137,500 which is just below, but the current trade in value being offered is only £22,000. The Operations Manager and Chief Executive have some thoughts around how to get the trade in value increased, but if not a further £11,000 will be required for the replacement.

Mr P Holmes questioned whether provision has been made to purchase a wheeled excavator? It was confirmed that it hasn't.

The Operations Manager referred to the replacement JCB 130, explaining that he has been in contact with three suppliers, but only JCB have been able to provide a quote for the specification required. The Operations Manager noted that the replacement cost of £137,500 will only be honoured for seven days, noting at the end of this calendar year there will be a further 5% increase. If the order is placed now, delivery will be expected in November – December this year. All AGREED to place the order. The Chief Executive added that it is proposed to try and sell the current trade in machine on the Board's website, but with the caveat that the purchaser can't have it until the new replacement machine is delivered. If it doesn't sell, then it will be traded in.

The Operations Manager referred to the teleporter, noting that there was recently a fault with its gearbox, it is currently at T C Harrison's who have quoted £11,058 to repair and a quote for a new gearbox is only £1,600 more. The Operations Manager noted that he has spoken to the Service Manager today who has verbally said he would be able to provide more favourable rates to repair the gearbox and would be able to keep the cost below £10,000, however no written confirmation of this has been received.

The Operations Manager noted that if all the parts for repair aren't available then it could be some time before the teleporter is back, adding that a replacement teleporter is currently being hired. The Operations Manager noted that although it is a more expensive cost, the machine would be returned quicker (8 gear boxes available) and therefore the hired machine not required for as long. T C Harrison have suggested a trade in value of £20,000 once fixed, however, the officer's own research suggests it would be worth more in the region of £30,000+. The committee felt it beneficial to have a new gear box in the teleporter, also acknowledging that it may be able to prolong the trade in of it.

The Operations Manager further informed the committee that the JCB 145 2019/20 purchased machine started having problems with tracking last year and the parts are still being awaited (warranty work). The machine is currently still being used but is not tracking every day, once cutting starts it will be tracking every day.

(c) Updated 10-year estimates to reflect Scheme updates and 2021/22-year end position

The Finance Manager noted that this is reflective of the first amended capital schemes budget.

1978 Consider the request for payment of compensation for grass by a Board Member and Ratepayer - Agenda Item 12

The Chief Executive introduced this matter, explaining that an invoice has been received from a Board Member and rate payer for loss of hay and silage (£120). The Chief Executive proposed that this invoice be paid and that Policy No. 46, Crop Loss Compensation, be reviewed at the Northern and Southern Works Committee meetings to address the matter of grass.

It was confirmed that spoil was deposited on it in this case, and the invoice is to claim for what the ratepayer has had to buy to cover his loss. It was further noted that the rate payer will be asked to complete the crop loss compensation process as opposed to payment of the invoice.

1979 Consider options for future Ill Health Liability Insurance – Agenda Item 13

The Finance Manager noted that the Board took out a policy with Legal and General to cover for ill health and early retirement and have claimed on it once.

Lincolnshire County Council (LCC) are now looking for everybody to have that cover, through self-insuring it. The 1.75% paid to Legal and General currently, would instead be paid into a 'pot' for any employers going forward.

Mr J Fowler raised a question in relation to claims affecting premium rate, however, it was confirmed that the rate is not affected by any claims. It was noted that anybody on the 50:50 pension scheme would still be covered.

All AGREED to move the ill health liability insurance to Lincolnshire County Council.

1980 Review and approve Bourne Fen Farm Accounts – Agenda Item 14

An error in the year dates was noted.

The Finance Manager noted that the rate was alleviated by 2.4p in the £ this year and will be brought to the committee to review next year.

1981 Report on the Lincs Flood Risk and Water Management Partnership Skills Group - Agenda Item 15

The Chief Executive introduced this matter, noting the extra pressure on the operational team because of the additional scheme work and such like. Being a part of this skills group could be an opportunity to identify relevant professionals to add to the team, if the Board could afford to employ them. The Chief Executive added that there may be some reductions in outsourcing costs to be made if an additional professional with the right expertise was found. The Chief Executive finalised that he will find out the cost involved.

1982 Any Other Business - Agenda Item 16

(a) Discuss the concept of a new logo

The Chief Executive noted that the current logo is no longer relevant because the Board has gained the extended area, for which the Board does all consenting works, and so noted that he feels the time is right to change the logo.

The Chairperson added that once the legislation goes through parliament then the Board will be recovering money from its extended area and so to having a new logo already may be beneficial.

The Chief Executive further noted a couple of concepts such as the 'South Forty Foot Catchment Controllers' and 'working for water'.

Mr M Rollinson felt that a new logo is a good idea because unless you know the Board the current logo of the catchment might not actually mean anything to most people.

Mr J Fowler noted that the South Lincs Reservoir may also be influential.

(b) Bourne University of the Third Age (U3A) Group Visit

The Chief Executive noted that the Bourne U3A group, a group of retired professionals in the engineering and science department, are visiting Black Hole Drove Pumping Station on 7th June 2022.

(c) Resident's concern for loss of habitat – Holland Road Farm, Threeringham

The Operations Manager noted that this site was identified for desilting and bank works, with the correct notification given. There were well established bushes and small trees along the bank, for approximately 300 metres, which were removed. A local resident raised concern with the Board about these works, in respect of the possible disturbance of a badger sett after desilting, reprofiling and works to remove self-set trees and bushes on watercourse 36-1 south of Holland Road Farm between Threeringham and Swaton.

Following discussion with the lady who had raised the informal complaint and email correspondence, the Operations Manager, Works Manager and Works Supervisor visited site, on Monday 7th February, and met with, her partner and the gamekeeper and discussed the works (NB: unplanned meeting).

The matter was brought to the attention of the Environment Committee, who were happy that work was carried out as it should be and that no mitigation, such as hedge planting, is necessary.

The lady is still persisting on wanting mitigation for this site as a way of replacing the loss of habitat, wanting the Board to plant a hedge along the top of the bank or create a wetland, also threatening to put it in the press. The Operations Manager told her that the only other thing he can do is present the matter to the Executive Committee and Board.

The Operations Manager shared the points raised by the lady at the last meeting he had with her, as follows:

- *Why are these works necessary?*
- *Why is access required from both sides?*
- *The Board are not following the guidelines set out by ADA, in the Drainage Channel Biodiversity Manual*
- *The Board are not following statements made within its own Biodiversity Action Plan*
- *Why have both banks been worked on?*
- *If this is current Board policy, how can it be changed?*
- *Are the Board willing to consider mitigation where habitat has been destroyed?*

The Operations Manager noted that he answered the operational questions and explained that the only mitigation that could potentially be offered would be within the channel as the Board do not own the land adjacent to watercourses and that any land owned by the Board has already had enhancement to it (planting trees etc.).

The Operations Manager added that he has spoken with the tenant of the land, who is in agreement that the Board do not need to provide any mitigation. However, the lady has spoken with the landowner (Crown Estate) who have said they would be agreeable to any mitigation work.

The committee felt that the questions be answered, but no mitigation provided. Adding that if it is taken to the press, the Board are able to confidently explain their works. The committee also felt that it was not necessary to be presented to the Board, having been presented to the Executive Committee. The Chairperson noted that the Board will be receiving the minutes of this meeting and the Environment Committee anyway and so will be aware of it.

(d) Morton Fen No 16 – FX1772 30m x 900mm Armco

The Operations Manager explained to the committee that this culvert has collapsed, which forms the driveway to a property. The Operations Manager met on site with the landowner in December 2021 to discuss a way forward, an estimate of £30,000+ was provided to replace the existing 30 m x 900 mm culvert. The landowner has since applied to reroute the drain around the properties, as presented on screen.

The Operations Manager has taken levels from the last survey the Board had completed, which shows that from the highest point to the lowest point there is 15cm difference. The landowner has carried out their own survey and are suggesting that the difference in level is nearer 55cm. The Operations Manager noted that it will be increasing what the Board has to maintain, and whether this is something the Board should consider for approval?

Mr J Fowler noted the benefit that the roadside culvert would no longer be relevant.

Mr M Brookes questioned if the Board could request a commuted sum to cover the extra that the Board would maintain.

The Operations Manager noted that he has also informed the landowner that although he can give a price to dig out the new drain, if it collapses due to soil type, the price could dramatically increase.

The Chairperson suggested it needs surveying before being approved, with the committee agreeing that more information is required. The Chief Executive suggested cross sections of profile and ground condition reports need completing, which will be at the cost of the applicant.

(e) Finance Assistant Salary Review

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.

There being no further business the meeting closed at 16:32.

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE COMMITTEE - 17 MAY 2022

AGENDA ITEM 06(d)(i)

PERIOD 12 MANAGEMENT ACCOUNTS

Income

- At Yearend £1,400.14 Drainage Rates were outstanding
 - £1,067.36 is with the Bailiff
 - £328 was on a payment plan but defaulted
 - £481 is expected to require writing off but currently with receivers
 - Various credits for 2022/23 rates paid in advance
- Drainage Rates overall is £5,474 under budget
 - £2,340 being from a Glass House write off presented to the Board Nov 2021
 - Remainder will be developments not included in Special Levy until 2022/23 and small write offs
- Brewin Dolphin Income £4,910 less than budget
- Grants £11,500 greater than budget but not for schemes originally planned (See Schemes Expenditure below)
- Consents £8,049 greater than budget for additional work with Viking Link Consents
- Miscellaneous Income includes an additional £5,200 un-budgeted Income for WRE/SLWP Admin
- Rechargeable Income finished the year at £822,534 which is £227,233 more than budget
- Overall Income is £240,662 greater than the original budget.

Expenditure

- Schemes Actual compared to budget do not resemble each other due to considerable changes in the year
 - A separate report will be put together when Paul returns to work following COVID and an amended 2022/23 budget to allow for Grant monies remaining from Grant Income shown in previous years.
- Pumping Station Maintenance is £10,992 underspent at year end
 - Electricity for the year is £122,810 compared to £247,733 the previous year
- Overall Drain Maintenance has ended up £129,838 underspent due to being able to concentrate efforts on PSCA and FDGiA works
 - £40,077 Summer Cutting, previously reported
 - £64,857 on Drain Maintenance, £25,474 in P12
 - £14,903 on Bushing
 - £10,000 budget for jetting not spent
- Admin Salary ended the year £20,194 overspent.
 - Unbudgeted acting up pay (£4,000 less than Amended Acting Up budget)
 - Additional Admin resource funded through WRE in Miscellaneous Income (£5,200)
 - £1,469 saving on mileage

- **Miscellaneous Costs**
 - £2,943 underspent on inspections/works tours
 - £1,926 underspent on Office Equipment and Building Maintenance
 - £3,182 underspent on Miscellaneous
- **Depot overspent by £5,765**
 - Gas Oil Stock Adjustment £2,407.53
 - Complete Stocktake delayed until end April due to all finance staff being off with Covid at yearend
- **Bungalow overspent by £2,950**
 - New Boiler fitted
- **Solar Expenses overspent by £876**
 - New inverter required for Depot
- **Rechargeable Expenditure generates a 9.67% profit**
- **Excluding Schemes, Expenditure is £126,110 underspent compared to budget**

Balance Sheet

- **Plant account has a surplus of £251,645 at Yearend compared to the target of £195,800**
- **The Wages Oncost Account has achieved a surplus of £46,666 in the year with the Reserve being £74,476 at yearend,**
 - Far greater than expected. May be able to consider reducing recharge rate from 270% back to 260%
- **One Sales invoice outstanding more than three months**
 - 14/12/2021 £4,250 Balfour Beatty National Grid Viking Link Project
- **Both Investment values almost recovered to the same position as previous yearend.**
 - BFF £3,915 less
 - BSIDB £567 less
- **Major differences on the Balance sheet**
 - Accruals £538,104 less (EA PSCA works monies held at previous year end)
 - Pension Liability reduced by £773,000

Black Sluice Internal Drainage Board

Project Summary

2021/22

Period 12 - March 2022

Description	Period Current Year			Year To Date					Last Year	
	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Variance	Actual YTD	Variance to Current Year
Rates & Levies	2,150	(142)	2,292	2,204,498	2,209,972	(5,474)	2,204,234	264	2,143,773	60,726
Interest & Grants	100,926	283,310	(182,384)	305,333	298,501	6,832	182,770	122,563	333,233	(27,900)
Development Fund	(6,218)	5,000	(11,218)	5,000	5,000	0	5,000	0	5,000	0
Other Income	2,965	1,621	1,344	37,224	22,867	14,357	23,596	13,628	58,526	(21,302)
Rechargeable Income	144,852	125,699	19,153	822,534	595,301	227,233	736,774	85,760	368,040	454,494
Solar Panel Income	978	1,625	(647)	16,466	18,752	(2,286)	17,076	(610)	17,121	(655)
Total Income	245,653	417,113	(171,460)	3,391,055	3,150,393	240,662	3,169,450	221,605	2,925,693	465,363
Schemes	150,279	8,000	(142,279)	368,954	421,000	52,046	479,952	110,998	237,093	(131,861)
Pumping Station Schemes	107,830	0	(107,830)	228,367	65,000	(163,367)	451,258	222,891	207,054	(21,313)
Pumping Station Maintenance	33,595	65,889	16,253	259,039	392,841	10,992	440,148	58,299	326,769	192,653
Electricity	16,040			122,810					247,733	0
Drain Maintenance	47,198	82,366	35,168	763,367	893,205	129,838	888,031	124,664	823,466	60,099
Environmental Schemes	6,201	305	(5,896)	19,578	20,000	422	16,249	(3,329)	15,873	(3,705)
Administration & Establishment	45,264	59,840	14,576	578,579	564,313	(14,266)	566,491	(12,088)	559,536	(19,042)
EA Precept	0	0	0	276,552	276,552	0	276,552	0	276,552	0
Rechargeable Expenditure	117,286	114,272	141,838	743,006	541,184	(201,822)	0	(743,006)	315,597	(795,449)
Solar Panel Expenses	0	0	0	3,414	2,538	(876)	3,409	(5)	2,327	(1,087)
Total Expenditure	523,694	330,672	(48,170)	3,363,667	3,176,633	(187,034)	3,122,090	(241,577)	3,012,001	(719,705)
Surplus / (Deficit)	(278,041)	86,441	(364,482)	27,388	(26,240)	53,628	47,360	(19,972)	(86,308)	113,697
Movement on reserves										
Plant Reserve	239,419	114,272	(125,147)	0	(541,184)	(541,184)	0	0	0	0
Pump Engineer Oncost	(4,970)	0	4,970	0	0	0	0	0	0	0
Wages oncost Reserve	37,037	0	(37,037)	0	2,534	2,534	0	0	0	0
Grants Manager	0	0	0	0	0	0	0	0	0	0
Surplus / (Deficit)	(549,527)	(27,831)	(207,267)	27,388	512,410	592,278	47,360	(19,972)	(86,308)	113,697

Black Sluice Internal Drainage Board Drainage Rates & Special Levies

2021/22

Period 12 - March 2022

Drainage Rates & Special Levies Due

Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,097,205.86	
Land/Property - Value Decreased	(10,466.73)	
Land/Property - Value Increased	9,452.95	
New Assessment	1,013.64	
Write Offs & Irrecoverables	(2,351.76)	
Adjustments required for Special Levy		
Summons Collection Costs	350.00	

Balance	1,095,203.96	49.68%
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Special Levies

Boston Borough Council	842,837.86	
South Holland District Council	134,532.30	
North Kesteven District Council	71,228.24	
South Kesteven District Council	60,696.02	
	1,109,294.42	50.32%

Total Due	2,204,498.38	100.00%
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Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	(867.40)	
Payments Posted	1,087,008.07	
Returned Amount	(1,350.08)	99.87%
Paid Refund	(234.00)	
Bourne North Fen Trust Contribution	9,247.25	
Special Levies Received	1,109,294.42	100.00%

Total Received	2,203,098.26	
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Drainage Rates & Special Levies Debtors

Special Levy Outstanding	0.00	0.00%
Drainage Rates Outstanding	1,400.12	0.13%
	1,400.12	

	2,204,498.38	
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Black Sluice Internal Drainage Board

Income & Expenditure Summary

2021/22

Period 12 - March 2022

	This Year	Last Year	Variance
Drainage Rates	1,095,204	1,070,863	24,341
Special Levies	1,109,294	1,072,910	36,385
Recoverable	822,534	368,040	454,494
Misc Income	349,066	397,512	(48,446)
Solar Panel Income	16,466	17,121	(655)
	3,392,565	2,926,446	466,119
Employment Costs	1,294,871	1,207,599	(87,272)
Property	265,350	304,743	39,393
General Expenses	265,879	247,110	(18,769)
Materials / Stock	79,921	69,745	(10,176)
Motor & Plant	284,614	362,743	78,129
Miscellaneous	876,812	441,703	(435,108)
Recharges	(324,634)	(275,413)	49,222
Plant	622,364	654,524	32,160
Total Expenditure	3,365,176	3,012,755	(352,421)
Net Surplus / (Deficit)	27,389	(86,309)	113,697

Black Sluice Internal Drainage Board

Balance Sheet at Period End

2021/22

Period 12 - March 2022

	<u>This Year</u>		<u>Last Year</u>	
	£	£	£	£
Operational Land & Buildings Cost	1,009,350		1,009,350	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	165,000		165,000	
Vehicles, Plant & Machinery Cost	724,193		839,120	
Fixed Assets		<u>5,759,897</u>		<u>5,874,824</u>
Stock	36,539		33,807	
Debtors Control	106,944		169,497	
VAT	(14,936)		(103,320)	
Car Loans	15,896		10,631	
Prepayments	81,111		81,236	
Drawings Bank Account	9,850		9,056	
Call Bank Account	311,202		311,201	
Petty Cash	406		242	
Highland Water	1,192		6,743	
Work in Progress	8,821		3,210	
Nat West Government Procurement ((937)		(255)	
Brewin Dolphin Investment	487,191		487,758	
Natwest Reserve Account	1,516,254		1,660,165	
Total Current Assets		<u>2,560,932</u>		<u>2,670,838</u>
Trade Creditors	(198,235)		(172,159)	
PAYE & NI Control Account	0		0	
Superannuation Contrl Account	0		0	
Accruals	(370,362)		(908,466)	
Total Liabilities		<u>(568,597)</u>		<u>(1,080,625)</u>
Pension Liability		(2,703,000)		(3,476,000)
		<u><u>5,049,232</u></u>		<u><u>3,989,038</u></u>
Capital Reserve	5,759,896		5,874,826	
Pension Reserve	(2,703,000)		(3,476,000)	
Brewin Dolphin Revaluation	(12,809)		(12,242)	
Total Capital		<u>3,044,087</u>		<u>2,386,584</u>
Revenue Reserve	1,234,635		1,320,944	
Development Reserve	406,439		275,903	
Plant Reserve	262,206		64,105	
Wages Oncost Reserve	74,476		27,810	
General Resere	27,389		(86,309)	
Total Reserves		<u>2,005,145</u>		<u>1,602,454</u>
		<u><u>5,049,232</u></u> 0		<u><u>3,989,038</u></u>
<u>Cash & Bank Balances</u>				
Drawings Account		9,850		
Call Account		11,202	311,202	
Natwest Reserve Account @ 0.01%		1,516,254		
Petty Cash		406		
Chargecard		(937)		
Monmouthshire BS @ 0.40%		300,000	30 Day Notice	
		<u><u>1,836,774</u></u>		

Black Sluice Internal Drainage Board Investment Summary 2021/22 Period 12 - March 2022

PORTFOLIO P1684056 VALUATION DATE 07 Apr 2022

31/03/2021 - 31/03/2022

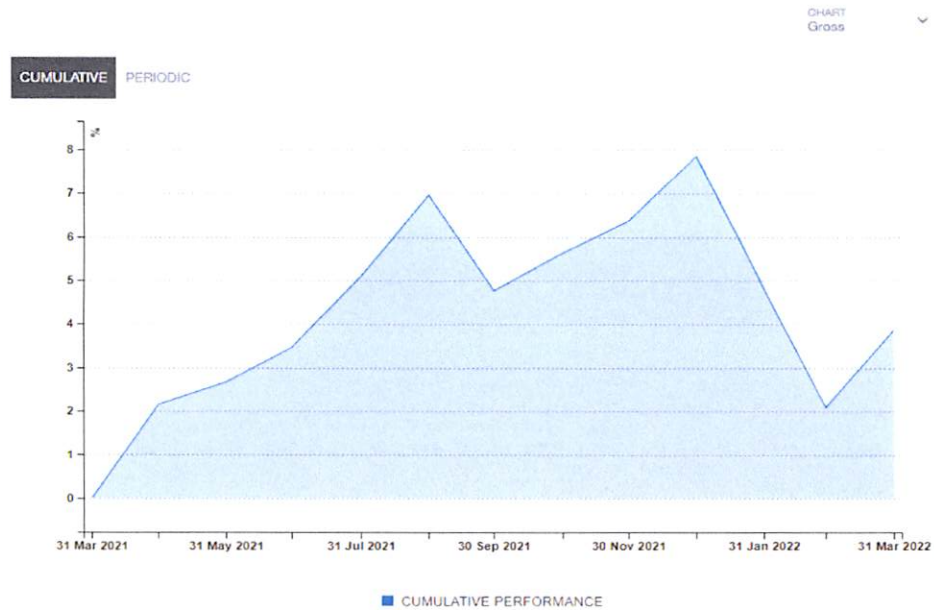
Portfolio Overview

LAST 12 MONTHS PERFORMANCE
3.86% ↑

TOTAL VALUE
487,190.84 GBP

ESTIMATED ANNUAL INCOME
14,280.17 GBP

Performance



Portfolio Summary

BOOK COST
472,404.84 GBP

OVERALL GAIN OR LOSS
3.13%↑

ESTIMATED ANNUAL INCOME
14,280.17 GBP

ESTIMATED YIELD %
2.93%↑

Black Sluice Internal Drainage Board BFF Investment Summary 2021/22 Period 12 - March 2022

PORTFOLIO P0000789299 VALUATION DATE 07 Apr 2022

31/03/2021 - 31/03/2022

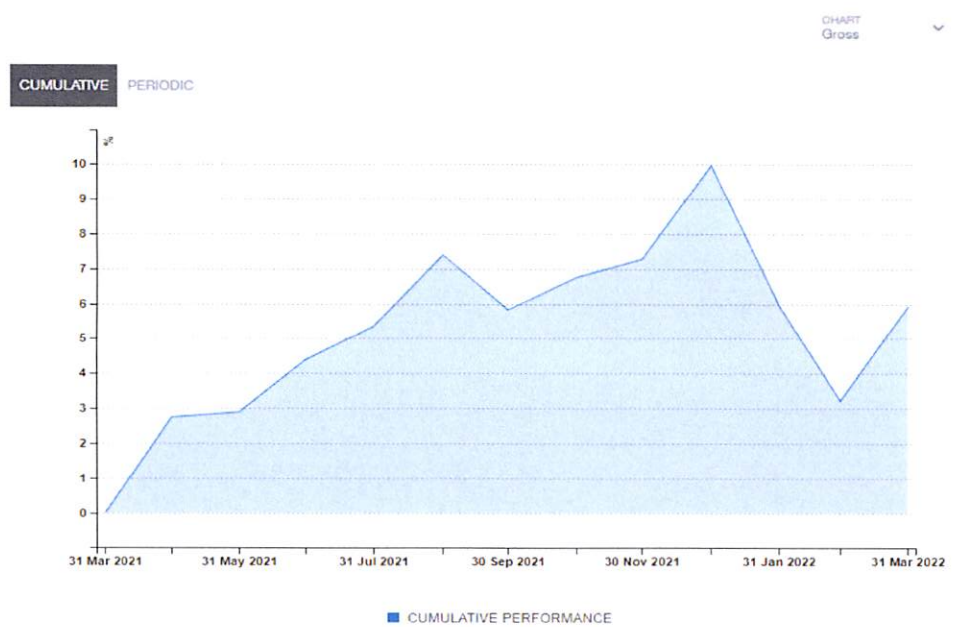
Portfolio Overview

LAST 12 MONTHS PERFORMANCE
5.92% ↑

TOTAL VALUE
357,969.68 GBP

ESTIMATED ANNUAL INCOME
10,709.09 GBP

Performance



Portfolio Summary

BOOK COST
315,408.70 GBP

OVERALL GAIN OR LOSS
13.49% ↑

ESTIMATED ANNUAL INCOME
10,709.09 GBP

ESTIMATED YIELD %
2.99% ↑

**Black Sluice Internal Drainage Board
10 Year Capital Schemes Budget
2022/23 to 2031/32**

Year	Type	Scheme	Total	Grant / Local Lev	Other Contributions	Possible Board Contribution	Drain	PS
2022/23	Drain	Graft Drain improvements	£0				£0	
	Drain	Dowsby Lode Catchment Works						
	Drain	Haconby Fen Catchment Works						
	Pump	Sempringham PS Refurbishment	£200,594	£200,594				
	Pump	PS Automation & Gauge Boards	£20,993	£20,993				
	Drain	BSIDB NFM Studies	£39,889	£39,889				
	Drain	NFF Revetments/Pipeline 18/19	£149,101	£71,101	£8,000	£70,000		
	Drain	Lane Dyke Culvert Replacement	£469	£469				
	Drain	Black Sluice Catchment Strategy	£247,249	£247,249				
	Drain	BSIDB NFM Works	£107,000	£107,000				
	Drain	Alternative Programme access works	£20,000				£20,000	
	Drain	Major Slip Repairs	£90,000				£90,000	
	Drain	Jetting Major Pipelines	£20,000				£20,000	
	Pump	Dyke Fen PS, refurbish 1 pump motor	£3,000					£3,000
	Pump	Dunsby Fen PS, refurbish 1 pump motor	£3,000					£3,000
	Pump	Gosberton Fen PS refurbish 1 pump motor	£4,000					£4,000
	Drain	General culvert replacement contributions	£5,000				£5,000	
			£910,295	£687,295	£8,000	£70,000	£135,000	£10,000
2023/24	Drain	BSIDB NFM Studies	£150,000	£150,000				
	Drain	Central Catchment Amalgamation Study	£100,000	£100,000				
	Drain	North Catchment Amalgamation Study	£100,000	£100,000				
	Drain	Bicker Fen Catchment works	£10,000	£10,000				
	Pump	Great Hale Fen PS refurbish weedscreen cleaner	£75,000					£75,000
	Drain	Jetting to major pipelines	£75,000				£75,000	
	Pump	Dyke Fen PS, refurbish 1 pump and 1 motor	£25,000					£25,000
	Pump	Kirton Marsh PS new roof	£11,000					£11,000
	Drain	Quadring North Fen roadside revetment	£24,000				£24,000	
	Drain	Alternative Programme access works	£20,000				£20,000	
Drain	General culvert replacement contributions	£5,000				£5,000		
			£595,000	£360,000			£124,000	£111,000
2024/25	Drain	NFF Desilting	£65,000				£65,000	
	Drain	Bicker Fen Catchment works	£430,000	£113,249	£266,751	£50,000		
	Drain	BSIDB NFM Studies	£150,000	£150,000				
	Drain	North Catchment Amalgamation Study	£100,000	£100,000				
	Drain	Jetting to major pipelines	£75,000				£75,000	
	Drain	Dunsby Fen Catchment Works	£10,000	£10,000				
	Drain	Ewerby Fen Catchment Works	£10,000	£10,000				
	Pump	Ewerby Fen PS Replace control panel	£60,000					£60,000
	Pump	Kirton Marsh PS refurbish 1 pump and 1 motor	£30,000					£30,000
	Drain	Dyke Fen (New Dyke) revetments	£25,000				£25,000	
Drain	General culvert replacement contributions	£5,000				£5,000		
			£960,000	£383,249	£266,751	£50,000	£170,000	£90,000
2025/26	Drain	Claydyke desilting	£65,000				£65,000	
	Drain	Haconby Fen Catchment Works						
	Drain	Horbling Town Beck Flood Alleviation scheme	£10,000	£10,000				
	Drain	Dunsby Fen Catchment Works	£298,000	£45,508	£202,492	£50,000		
	Drain	Ewerby Fen Catchment Works	£750,000	£332,410	£367,590	£50,000		
	Pump	Damford PS replace control panel	£65,000					£65,000
	Pump	Horbling Fen PS new roof	£12,000					£12,000
	Drain	Jetting to major pipelines	£40,000				£40,000	
	Drain	Spread & Level Lagoon NFF	£10,000				£10,000	
	Drain	Dyke Fen (New Dyke) revetments	£35,000				£35,000	
	Drain	NFF Desilting	£20,000				£20,000	
Pump	Haconby PS refurbish axial flow pump	£25,000					£25,000	
Drain	General culvert replacement contributions	£5,000				£5,000		
			£1,335,000	£387,918	£570,082	£100,000	£175,000	£102,000
2026/27	Drain	Claydyke desilting	£65,000				£65,000	
	Drain	SFFD Desilting Guthrum to Blackhole Drove PS	£60,000				£60,000	
	Drain	Jetting to major pipelines	£50,000				£50,000	
	Drain	Horbling Town Beck Flood Alleviation scheme	£758,000	£130,568	£577,432	£50,000		
	Drain	Dowsby Fen Catchment Works	£10,000	£10,000				
	Pump	Gosberton Fen PS Refurbish 3 x axial flow pumps	£75,000					£75,000
	Pump	Haconby Fen PS Replace control panel	£35,000					£35,000
	Drain	General culvert replacement contributions	£5,000				£5,000	
			£1,058,000	£140,568	£577,432	£50,000	£180,000	£110,000
2027/28	Drain	SFFD Desilting Guthrum to Blackhole Drove PS	£80,000				£80,000	
	Drain	Jetting to major pipelines	£50,000				£50,000	
	Pump	Cooks Lock p/s refurbish weedscreen cleaner	£80,000					£80,000
	Drain	New Hammond Beck Desilting	£40,000				£40,000	
	Drain	Dowsby Fen Catchment Works	£350,000	£162,686	£137,314	£50,000		
	Pump	Bicker Fen replacement control panel	£33,000					£33,000
	Pump	Bicker Fen refurb 1 x axial flow pump	£25,000					£25,000
	Drain	General culvert replacement contributions	£5,000				£5,000	
			£663,000	£162,686	£137,314	£50,000	£175,000	£138,000
2028/29	Drain	Old Hammond Beck Desilting	£80,000				£80,000	
	Drain	Jetting to major pipelines	£60,000				£60,000	
	Pump	Donington NI refurbish 3 x axial flow pumps	£75,000					£75,000
	Pump	Kirton Marsh p/s replace control panel	£35,000					£35,000
	Drain	Bourne Fen 28/10 Revetment	£30,000				£30,000	
	Pump	Great Hale Fen refurb 1 x axial flow pump	£17,000					£17,000
	Pump	Helpringham p/s new roof	£13,000					£13,000
	Drain	General culvert replacement contributions	£5,000				£5,000	
			£315,000				£175,000	£140,000
2029/30	Drain	Jetting to major pipelines	£60,000				£60,000	
	Pump	Chain Bridge p/s refurbish 3 x axial flow pumps	£80,000					£80,000
	Drain	Gosberton pump drain desilting/pump inspection	£36,000				£36,000	
	Drain	Dowsby Fen pump drain desilting/pump inspection	£36,000				£36,000	
	Pump	Quadring Fen p/s replace control panel	£40,000					£40,000
	Pump	Allen House p/s replace control panel	£32,000					£32,000
	Drain	Chain Bridge pump drain desilting/pump inspection	£36,000				£36,000	
	Drain	General culvert replacement contributions	£5,000				£5,000	
			£325,000				£173,000	£152,000
2030/31	Drain	Swineshead pump drain desilting/under pump inspections	£60,000				£60,000	
	Drain	Jetting to major pipelines	£60,000				£60,000	
	Pump	Horbling p/s control panel	£45,000					£45,000
	Pump	Mallard Hurn control panel	£45,000					£45,000
	Drain	Cooks Lock pump drain desilting/under pump inspections	£42,000				£42,000	
	Pump	Trinity College refurb pumps	£35,000					£35,000
	Drain	Black Hole Drove p/s under pump inspections	£25,000				£25,000	
Drain	General culvert replacement contributions	£5,000				£5,000		
			£317,000				£192,000	£125,000
2031/32	Drain	Jetting to major pipelines	£70,000				£70,000	
	Drain	Heckington Fen pump drain desilting under pump inspections	£24,925				£24,925	
	Pump	Billingborough Fen p/s control panel	£50,000					£50,000
	Pump	Dowsby Lode p/s control panel	£50,000					£50,000
	Pump	Pinchbeck Fen p/s control panel	£50,000					£50,000
	Drain	Holland Fen pump drain desilting/under pump inspections	£50,000				£50,000	
Drain	Helpringham pump drain desilting/under pump inspections	£30,000				£30,000		
			£324,925				£174,925	£150,000

PLANT REPLACEMENT BUDGETS 2022/23

Amended Post 2021/22 Year End based on an inflationary increase of 5%

Existing Plant/Equipment	Year Purchased	Purchase Price	Hours / Miles As at 31 March 2022	Age to Replace	Replace Year	New Plant	Replace Cost	Estimated Trade in Target	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
									£262,206	£128,875	£66,119	£66,014	£67,552	£166,618	£2,500	£104,288	£292,515	£272,392
Twiga SPV2 (2015)	2015/16	£174,800	5,667 hrs	8	2023/24	Twiga/Herder?	£258,259	£64,565		£193,694								£286,175
Twiga SPV2 (2019)	2019/20	£197,150	2104 hrs	8	2027/28	Twiga/Herder?	£291,280	£72,820					£218,460					
Twiga SPV2 (2017)	2017/18	£205,811	3421 hrs	8	2025/26	Twiga/Herder?	£304,077	£76,019				£228,057						
Aebi T211	2016/17	£55,058	2905 hrs	13	2029/30	Aebi & Rear Flail	£103,820	£15,972								£87,848		
Hitachi ZX 210LC-5B	2016/17	£133,845	6,382 hrs	8	2024/25	20T Excavator	£197,750	£49,438			£148,313							
Unimog	2020/21	£148,000	55,703 km	8	2028/29	New unimog	£218,663	£54,666							£163,998			
JCB 130 Telescopic LR	2019/20	£105,350	4,068 hrs	8	2027/28	13T Telescopic Exc.	£155,650	£38,912						£116,737				
JCB 145 Standard & LR	2019/20	£129,850	2,961 hrs	7	2026/27	13T LR	£182,712	£52,203				£130,509						
JCB 145 Telescopic LR	2022/23	£143,000		8	2030/31	JS145 Telescopic Exc	£211,276	£52,819	£118,000								£158,457	
JCB 130 Telescopic LR	2014/15	£94,490	9,259 hrs	8	2022/23	13T Telescopic Exc.	£139,605	£34,901	£104,704								£154,695	
JCB 531 Teleporter	2012/13	£43,470	3,489 hrs	12	2024/25		£78,066	£13,011			£65,055							
Vauxhall (Fitter)	2019/20	£16,255	31,681 miles	7	2026/27	Fitters Van	£22,872	£3,267					£19,605					
Mitsubishi(Pump Engineer)	2019/20	£20,431	39,794 miles	4	2023/24	Pick-Up	£24,834	£6,209		£18,626				£22,639				£27,518
Mitsubishi(Works Supervisor)	2019/20	£20,431	71,618 miles	4	2023/24	Pick-Up	£24,834	£6,209		£18,626				£22,639				£27,518
Mitsubishi(Pump Maintenance)	2019/20	£20,431	31,499 miles	4	2023/24	Pick-Up	£24,834	£6,209		£18,626				£22,639				£27,518
Mitsubishi (Works Manager)	2019/20	£20,000	24,771 miles	3	2023/24	Pick-Up	£23,153	£7,718		£15,435				£22,639				£26,208
Vauxhall Tipper	2012/13	£16,165	94,462 miles	10	2022/23	Tipper	£26,331	£2,633	£23,698									
Dump Trailer 1	2006	£13,832		16	2022/23	Dump Trailer	£30,194	£3,774	£26,419									
Low Loader Trailer	2020/21	£27,000		16	2036/37	Low Loader	£58,938	£7,367										
Tipping Trailer	2003/04	£2,680		19	2022/23		£6,772		£6,772									
4m Trailer	1999/00	£1,750		23	2022/23		£4,238		£4,238									
100mm Self priming Pump				15	2022/23		£22,000		£22,000									
Vibrating piling hammer	2015/16			20	2035/36													
150mm Portable Pump	2006	£16,050		15	2022/23		£30,000		£30,000									
Compressor	2008	£4,950		18	2023/24		£6,000			£6,000								
Ride on Lawnmower	2016/17			8	2024/25		£17,000	£4,250			£12,750							
Fuel Tanks									£2,500							£3,000		
8" Mobile Pump	2021/22	£52,566		20	2041/42		£139,473											
Weedbaskets										£7,000		£7,718			£8,934	£9,381	£9,850	£10,342
Net Spend from Plant Reserve									£338,331	£278,006	£226,117	£235,775	£150,113	£425,755	£172,932	£100,228	£323,002	£405,280
Generated									£205,000	£215,250	£226,013	£237,313	£249,179	£261,638	£274,720	£288,456	£302,878	£318,022
Balance C/F									£128,875	£66,119	£66,014	£67,552	£166,618	£2,500	£104,288	£292,515	£272,392	£185,134

BLACK SLUICE INTERNAL DRAINAGE BOARD
2022/23 Budget and 10 Year Estimates
Representative with final 2022/23 figures and amended Schemes

Income	Actual	Budget	Actual @ P12	Budget / Estimates									
	2020/21	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Rates and Levies	2,143,773	2,209,972	2,204,498	2,328,165	2,421,631	2,518,496	2,606,865	2,671,442	2,737,718	2,805,693	2,875,368	2,946,743	3,019,817
Interest & Investment Income	16,247	16,501	11,833	15,662	15,975	16,295	16,621	16,953	17,292	17,638	17,991	18,351	18,718
Grants/Local Levy	316,986	282,000	293,500	772,000	790,000	521,000	530,000						
Contribution Development Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Income	58,526	22,867	37,224	23,066	23,527	23,998	24,478	24,967	25,467	25,976	26,496	27,025	27,566
Rechargeable Income	368,040	595,301	822,534	570,608	276,020	281,541	287,171	292,915	298,773	304,749	310,844	317,060	323,402
Solar Panel Income	17,121	18,752	16,466	18,583	18,955	19,334	19,720	20,115	20,517	20,927	21,346	21,773	22,208
TOTAL INCOME	2,925,693	3,150,393	3,391,055	3,733,084	3,551,108	3,385,663	3,489,855	3,031,392	3,104,767	3,179,983	3,257,044	3,335,952	3,416,711

Expenditure	Actual	Budget	Actual @ P12	Budget / Estimates									
	2020/21	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Board Funded Schemes	302,926	204,000	122,298	290,000	305,000	309,000	327,000	290,000	313,000	315,000	325,000	317,000	324,925
FDGI/Local Levy Funded Schemes	141,222	282,000	475,024	1,128,295	790,000	521,000	530,000						
Pumping Station Maintenance	326,769	392,841	381,849	448,942	457,921	467,079	478,756	490,725	502,993	515,568	528,457	541,669	555,210
Electricity	247,733												
Drain Maintenance	823,466	893,205	763,367	876,167	893,690	911,564	934,353	957,712	981,655	1,006,196	1,031,351	1,057,135	1,083,563
Environmental Works	15,873	20,000	19,578	20,000	20,400	20,808	21,328	21,861	22,408	22,968	23,542	24,131	24,734
Administration & Establishment	559,536	564,314	578,579	608,714	623,932	639,530	655,518	671,906	688,704	705,922	723,570	741,659	760,200
EA Precept	276,552	276,552	276,552	276,552	276,552	276,552	276,552	276,552	283,466	290,552	297,816	305,262	312,893
Rechargeable Expenditure	315,597	541,183	743,006	530,798	256,763	261,898	267,136	272,479	277,929	283,487	289,157	294,940	300,839
Solar Panel Expenditure	2,327	2,538	3,414	2,534	2,585	2,636	2,702	2,770	2,839	2,910	2,983	3,057	3,134
TOTAL EXPENDITURE	3,012,001	3,176,633	3,363,667	4,182,002	3,626,843	3,410,068	3,493,347	2,984,006	3,072,994	3,142,604	3,221,876	3,284,852	3,365,499

OPENING BALANCE	1,220,944	1,234,636	1,234,636	1,262,024	813,106	737,372	712,967	709,475	756,862	788,635	826,015	861,182	912,282
Introduced from Plant Reserve	100,000												
SURPLUS / (DEFICIT) IN YEAR	(86,308)	(26,240)	27,388	(448,918)	(75,734)	(24,405)	(3,491)	47,386	31,774	37,379	35,168	51,100	51,212
CLOSING BALANCE	1,234,636	1,208,396	1,262,024	813,106	737,372	712,967	709,475	756,862	788,635	826,015	861,182	912,282	963,494

Reserve % of Expenditure	40.99%	38.04%	37.52%	19.44%	20.33%	20.91%	20.31%	25.36%	25.66%	26.28%	26.73%	27.77%	28.63%
Reserve % of Expenditure (Excl Grants)	45.81%	41.75%	43.69%	26.63%	25.99%	24.68%	23.94%	25.36%	25.66%	26.28%	26.73%	27.77%	28.63%

RATE	12.84	13.16	13.16	13.70	14.25	14.82	15.34	15.72	16.11	16.51	16.92	17.34	17.77
Increase in Rates		2.49%	2.49%	4.10%	4.01%	4.00%	3.51%	2.48%	2.48%	2.48%	2.48%	2.48%	2.48%

Annual Governance and Accountability Return 2021/22 Form 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 Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 2022**.
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 2022**. 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 2022
 - 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 2021/22

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 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- 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 2022.
- 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

05 MAY 2022

Black Sluice Internal Drainage Board

ENTER PUBLIC WEBSITE ADDRESS www.BlackSluiceIDB.gov.uk PAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) 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 2020/21 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: 01/02/2022, 02/02/2022, 10/02/2022
 Name of person who carried out the internal audit: Christopher R Harris
 Signature of person who carried out the internal audit: *CR Harris*
 Date: 28/04/2022

*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 2021/22

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 2022, that:

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

*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:

14/06/2022

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC www.BlackSluiceIDB.gov.uk IPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

Black Sluice Internal Drainage Board

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	860,154	1,102,456	<i>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.</i>	
2. (+) Precept or Rates and Levies	2,143,773	2,204,498	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	781,920	1,186,557	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	1,130,416	1,220,088	<i>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.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	1,552,975	1,768,279	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	1,102,456	1,505,144	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	1,980,406	1,836,774	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	6,374,824	6,259,897	<i>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.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 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 REQUIRED

Date

25/04/2022

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

Black Sluice Internal Drainage Board

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 14 JUNE 2022

AGENDA ITEM 10

DRAINAGE RATES REPORT

1. Drainage Rate Revaluations

Listed below recommendation for drainage rate revaluations:

Account Ref	Location of Revaluation	Description	Existing Valuation	Proposed Valuation	Write Off
3093	Meeres Lane, Kirton	Glass houses removed	£19,100	£466	£2,519.72

2. Drainage Rate Write Offs

Listed below write off values authorised by the Finance Manager:

Account Ref	Location of Land	Description	Write Off
2349	Heckington Fen	Unable to trace previous owner for last year's rates demand, new owner only due to pay from date purchased (04/02/2022)	£56.26

Association of Drainage Authorities (ADA) Lincolnshire Branch

Minutes of a meeting held on Thursday, 2nd December 2021 at the Petwood Hotel, Woodhall Spa, and online.

In attendance:

Ancholme IDB	Mr C. Benson	Clerk
Black Sluice IDB	Mr K.C. Casswell	Chairman
	Mr I. Warsap	Chief Executive
	Mr D. Withnall	Finance Officer
Lindsey Marsh DB	Mr A. McGill	Chief Executive
	Mr N. Kemble	Engineer
Middle Level Commissioners	Mr D. Thomas	Chief Executive and Engineer
North East Lindsey DB	Mr L. Grooby	Vice-Chairman
North Level DB	Mr P. Sharman	Chief Executive
South Holland	Mr K. Vines	Area Manager
Welland and Deepings IDB	Mr T. Purllant	Chairman
	Mrs K. Daft	Chief Executive
Witham and Humber IDBs	Mrs J. Froggatt	Chief Executive
Witham Fourth DIDB	Mr P. Richardson	Chairman
	Mr C. Crunkhorne	Vice-Chairman
	Mr T. Ashton	Member
	Mr P. Bateson	Chief Executive
	Mr E. Johnson	Chief Engineer
ADA	R. Caudwell	Chairman
	Mr I. Thomson	Chief Executive
Anglian Water	Mr J. Glerum	
	Mr M. Moore	
Environment Agency	Mr M. Wray	Area FCRM Manager
	Ms K. Halka	Ops. Manager (Sth Humber/East Coast)
	Mr H. Hammond	

Guests: Mr A. McLachlan (Yorkshire and Humber Boards), Mr R. Price and Ms M. Barnes (Water Resources East).

1. Chairman's Announcements

The Chairman thanked everyone for attending, stating that it was nice to be able to meet face to face, he reminded those present of the Covid measures in place during the meeting. He welcomed those attending remotely via MS Teams.

2. Apologies

Apologies for absence were received from Mr I. Moodie and Ms S. Lloyd (ADA), Messrs N. Robinson, A. Clack, G. Oakes and L. Edlin (EA), Messrs D. Hickman and M. Harrison (LCC), Messrs G. Crust and T. Aldridge (LMDB), Messrs W. Gee, M. Sly and J. Stublely (NLIDB) Messrs D. Worth and P. Camamile (Welland and Nene Branch), Mr D. Branton (WDIDB) and Mr M. Shilling (W&HIDBs).

3. Minutes

The minutes of the meeting held on 18th February 2021 were confirmed as a correct record, proposed by Mr P. Bateson and seconded by Mr D. Withnall.

The minutes of the A.G.M. on 20th May 2021 were noted - these would be confirmed at next the next AGM.

Minutes of a Meeting of the ADA Trent Branch held on 2nd December 2021

4. Matters Arising

Any matters arising would be covered in agenda items below.

5. Lead Local Flood Authority Update

David Hickman was unable to attend but submitted the following update from Lincolnshire County Council (LCC) which was read out by the Secretary.

- Greater Lincolnshire Groundwater Project Through the partnership, LCC was leading the development of an outline business case as part of the national Flood and Coastal Resilience and Innovation Programme. In brief, they were focusing on groundwater, which proved a significant issue during the 2019 flood season and affected a number of localities across the county. The programme, which included pilot work in development at Scopwick, would explore means of managing groundwater flood risk from the perspective of increasing community resilience. It would especially look at how environmental betterment could be joined up with flood management and would include elements of natural flood management. The project was being developed as a Greater Lincolnshire initiative, and would, therefore, include work with colleagues in North East Lincolnshire, where similar problems with groundwater flooding were experienced in the Grimsby area. LCC expected to submit the Outline Business Case to DEFRA in April next year and the project would run for a six-year period, wholly funded by government to the amount of £7.5m. LCC had strong support from all partners in the development of the project and looked forward to continuing this throughout the delivery of what they believed would be a national exemplar project offering learning to other parts of the UK.
- Riparian Project Through the Lincolnshire partnership, LCC was looking at improving the potential risk from riparian watercourses. Having established a partnership working group, LCC had developed a shortlist of potential options for implementation across Lincolnshire. The established Agreement between LCC and IDBs to manage these responsibilities played an important part in being able to consider this subject in such depth and continued to be an essential aspect of the partnership approach. Members of ADA were aware of the potential within the Environment Act for IDBs to operate in this sphere, and LCC looked forward to developing their engagement with ADA as the ramifications of the Act worked themselves through.
- Coastal Strategy LCC, the EA and the University of Lincoln had signed a Partnership Agreement to develop a comprehensive climate change risk assessment relating to the east coast of Lincolnshire, and were hopeful that East Lindsey District Council would also join the project. This would enable a renewed strategic assessment of the future potential for managing the coast, taking forward partners' aspirations for long-term growth and prosperity in the area while also building in a realistic assessment of the type of coastal management that was necessary to anticipate future sea level rise and other long-term impacts. The focus of this work was to support the long-term resilience of coastal communities and the economy, and to establish the nature and extent of adaptation that may be required to meet future challenges. They anticipated engaging with Lindsey Marsh DB as a key advisor and partner from the start of the project and hoped to meet with Mr A. McGill and colleagues very soon to do just that.

Mr A. McGill had suggested four IDBs that may like to be part of this project. Mr M. Wray reported that the project was just getting underway but emphasised that it was important to get it right from the start.

Minutes of a Meeting of the ADA Trent Branch held on 2nd December 2021

6. ADA National Update

6:1 Executive Board

Mr K. Casswell gave an update, stating that ADA finances were on good form with expenditure less than normal due to a reduction in face-to-face meetings during Covid. The red diesel issue had been discussed and it was noted that a letter had been sent from East Lindsey, South Holland and Boston Borough Councils to the Chancellor expressing their concerns in support of IDBs.

Regarding the red diesel issue, Mr I. Thomson stated that ADA had made strong representation to HM Treasury enlisting the support from DEFRA, requesting them to reconsider their stance. He stated that the devil was in the detail which would come out from the Customs and Excise Note and IDBs were currently in limbo which made budgeting for the coming year challenging. In response to Mr K. Casswell, Mr I. Thomson further reported that ADA estimated it could cost the EA anywhere from £500k to £1m. It was suggested that ADA set up a meeting with representatives from the IDBs to discuss this with DEFRA and the Chairman supported this. Mr I. Thomson confirmed that ADA was trying to set up a meeting with DEFRA to discuss other matters but this was a slow process; he would include red diesel in these discussions. Mr E. Johnson stated that there were some additional areas that needed clarifying such as how stocks could be run down and tanks changed over from red to white diesel (would tanks be inspected and dipped and if traces of red diesel found, would boards be prosecuted?), also road tax, as those vehicles on red diesel were in the agricultural tax band; there would be financial implications for all of this.

Mrs K. Daft agreed, stating that there were several large diesel tanks at Pode Hole. She asked whether they would be able to use the 80k litres of fuel already in stock and stated that there would be traces of red diesel in the tank for some time unless new tanks were installed. She highlighted that the use of the pumps was dependent on the amount rain so it could be some time before existing stocks were used. Mrs J. Froggatt had also highlighted similar issues to ADA.

ADA was asked to consider obtaining Queens Counsel's (QC) opinion to clarify legal applicability and equity on how the removal of red diesel was being applied. Although there was support for the intent around the green agenda, there was concern about the inequity around the derogations given. Mr I. Thomson supported the point of view that IDBs may be able to mount a challenge as a group. He had not yet seen the updated version of HMRC Note 75 but had received a You Gov Update on 29th November which stated that legislation allowed Treasury to disapply the reforms if certain conditions were met. He stated that any residual traces must be from legitimate fuelling before the change in law. Mr Thomson said that, ideally, he did not want to mount a challenge, but agreed that this may be unavoidable if the discussions with DEFRA were unsuccessful.

Mr T. Ashton stated that some of the IDB watercourses were owned by farmers entirely and parts of the IDB network only served agricultural land. He agreed that QC's opinion would be useful. Mr R. Caudwell stated that most of the Lincolnshire IDBs were in largely agricultural areas and if they could demonstrate this, the red diesel exemption may well apply but IDBs also served some urban areas. Mr K. Casswell supported challenging the decision and contributing towards the cost of seeking QC's opinion. Mr P. Bateson suggested that ADA National could support this as cost savings had been made this year, but also supported making a Board contribution. He emphasised that local councils were generally very supportive of the work of IDBs but paid 25% of the special levies in the country and this would have a considerable impact on them. Mr T. Purlant expressed concern that this issue should have been addressed earlier and stated that QC's opinion should be sought as soon as possible, this may help to focus DEFRA too. Mrs K. Daft stated that IDBs had been deemed an agricultural support service somewhere in the past.

Minutes of a Meeting of the ADA Trent Branch held on 2nd December 2021

There was unanimous support to seek QC's opinion on the red diesel exemption and Mr I. Thomson confirmed that ADA would take this forward.

Mr L. Grooby queried whether it be worth a delegation to DEFRA first.

Mr L. Grooby stated that a lot of plant companies were developing hybrid and electric machines and suggested IDBs should consider this for the future. Mr I. Thomson agreed and hoped there would be some of these at the Demo in 2023. Apparently JCB were trialling a hydrogen machine.

The Chairman stated that financial support would be required for QC's opinion and some Branch funds were available. Mr Thomson confirmed that ADA may also be able to contribute and he would seek an estimate of costs, review at ADA Board level and talk to other Branch chairs as this was a National issue that affected all IDBs across the country. The Chairman emphasised that this needed to progress as soon as possible.

6:2 Technical and Environmental Committee

Mr I. Thomson updated as follows:

- Biodiversity Metrics All IDBs asked to complete template by 31st December 2021 as it was important to get as much information as possible.
- Health and Safety Survey The second survey was due to come out in the very near future to assess what progress had been made.
- Environmental Good Governance Guide In the final stages of editing and due to be published early in the new year.
- Climate Change, Adaptation and Managing Channel Sediment Work underway.
- Keeping Our Rivers Flowing Summit Planned for April 2022 in conjunction with the NFU, EA and CLA.
- Eel Research Work continuing.
- PSCA Review being updated.
- Good Governance Guide To be updated next year.
- Beaver Consultation Response issued.
- Consenting Overlapping work on lowland task force.
- Environmental Land Management (ELMS) Very little focus on water and ADA would be speaking to DEFRA about this.

Mr M. Moore reported that he had visited Finchingfield in Essex, an area that suffered from extensive flooding, where Beavers were part of a local natural flood protection scheme being trialled. Mr Thomson stated that ADA was not against Beavers but the challenge was where they caused increased risk of flooding to landowners or communities. He stressed that protocols must be in place to allow proper management of Beavers and compensation should be made available where there had been significant damage, so that IDBs and landowners did not have to bear the cost. Mr M. Moore agreed that there was a need for this and it was good to see what measures were being put in place.

Minutes of a Meeting of the ADA Trent Branch held on 2nd December 2021

6:3 Policy and Finance

Mrs J. Froggatt updated on the workstreams which included developer contribution and education.

The work on the Byelaws had come to fruition and the new byelaws sent out to IDBs. Standardisation of the nine-metre distance with the EA was a positive move. The Climate and Carbon Reduction workstream had been signed off and Environmental Good Governance Guide and biodiversity metrics would be completed after Christmas.

Mr I. Thomson elaborated on the climate adaptation and carbon reduction - one element was the carbon calculator which would be circulated before Christmas, work on the guide to carbon reduction for lowland pumped catchments was being undertaken with the EA and would be produced next year, and adaptation reporting by 2023. Mr K. Casswell reported that concern had been raised at the Executive Board with regard to the aim to be carbon neutral by 2030 and the question had been raised at Conference as to where the money was going to come from for the capital works required to achieve this. Mr Casswell's Board was looking at the potential costs but expecting those to be high.

6:4 Further updates from ADA National

Mr I. Thomson gave the following updates:

- Offices working virtually as normal now, with flexible arrangements for staff allowing them to mix home working with attending the office.
- Work to commence streamlining Branch Constitutions and supporting Branches with their future plans and diversity of membership. Lincolnshire/Welland and Nene a good example to follow.
- Moving forward with plans for live Demo event in July 2023, in partnership with Dyson Farms, near Boston.
- Agreement in principle to extend admin support contract to Association of SuDS Authorities.
- Considerable activity with a number of consultations, notably on water abstraction, beavers, river basin management plans and spending review plans.
- Environment Act now in operation along with the Office for Environmental Protection, with important clauses relating to the possible expansion of IDB activities where there was local consensus. Work being done in the background on the secondary legislation required to set drainage rates where there were none in existence.
- Autumn budget showed a very modest increase to money allocated for river maintenance (£22m) which, when divided between all areas, would not be a significant change. There were concerns that resource pressures may divert revenue spending from delivery of work on the ground and ADA would continue to challenge how any revenue allocations were most efficiently spent.
- Branch members invited to consider opportunities for bringing forward spending plans to strengthen the capital programme, which was currently showing an underspend.

Minutes of a Meeting of the ADA Trent Branch held on 2nd December 2021

7. Governance/Audit Issues

Mr P. Bateson reported that Annual Governance and Accountability Returns (AGAR) had been submitted on time for IDBs in both branches. There were a couple of minor audit qualifications but nothing serious. The body that appointed auditors for IDBs was seeking improvements to the process, including a change from wet signature on the AGAR form, to an electronic version. Some IDBs had volunteered to trial this.

A shortlist for the five-year contract for auditors to take effect from April 2022 was being considered.

8. Report from Committees

The Chairman reported that there had been no Shows in 2021 but it was hoped to attend the Lincolnshire Show in 2022.

Mr D. Withnall confirmed that the Pay and Conditions Committee had met in October and agreed a to recommend a 2.5% pay increase for 2022/23 based on the average weekly earnings. Employers had given notice to reopen the negotiation process to review the formula.

The Environment Committee chaired by Mr P. Skinner was looking for a new Secretary.

9. Update from Water Resources East (WRE)

The Chairman welcomed Mr R. Price and Ms Mhairi Barnes from WRE who gave the attached presentation.

Mr D. Thomas, Chief Executive of the Middle Level Commissioners, was ADA's representative on WRE's Board of Directors and would report back to IDBs in the region through ADA.

Mr Price reported on the overarching regional strategy for Eastern England highlighting that the amount of water being used today would need to double by the 2050s and WRE was working on balancing the needs for the future whilst protecting the environment. Water management needed to be a joint effort and was a strong regional issue. There were currently 180 members including many IDBs - a very diverse group of organisations helping to shape the plan.

WRE was running conference and training sessions for members and local focus catchment workshops were being held to start the conversation at local level and board focus groups to ensure everyone understood the role and importance of the drainage community; IDBs were represented in all groups. The Water Resources Plan for Eastern England would be published in January 2022 <https://wre.org.uk/wp-content/uploads/2022/01/WRE-Emerging-Plan.pdf>

Mr Price referred to the Felixtowe hydro cycle - an exemplar idea to bring additional water for abstraction - led by five local farmers working in partnership with the Environment Agency, the Local Authority and Drainage Board.

Two large WRE reservoir projects were also underway to deliver or enhance irrigation, wetland and habitat, recreation/tourism - this was an exciting opportunity to exploit assets for wider community benefits. Future Fens had been used to showcase what was possible at the Climate Change Conference (COP26). Discussions were underway with DEFRA regarding the Environmental Land Management Scheme (ELMS).

Ms M. Barnes reported on the Water For Tomorrow Project, being led by WRE - a cross-border partnership of five organisations in England and France which would develop and test

Minutes of a Meeting of the ADA Trent Branch held on 2nd December 2021

innovative water management tools and decision-making support systems to enable more responsive short-term management of drought events and better long-term planning, as well as investment in water management at a local scale. This was a EU funded project covering three catchments in England (Broadland Rivers, Cam Ely Ouse and East Suffolk) and two in France. A report was due in June 2023. It would take environmental needs into consideration whilst ensuring there was no adverse impact on the community, would ensure tangible benefits for agriculture-transfers, water sharing and tie into what ELMS could fund. Discussions were ongoing with DEFRA about how this could be taken forward and be tied into the 25-year environmental plan; it would also feature in the WRE regional plan.

There would be a six-week consultation period on the Water Resources Plan from 17th January with the Final Plan due to be published in September 2023.

WRE thanked IDBs for their support and asked for ideas on what they could do to help IDBs meet their environmental objectives.

Mr R. Caudwell reported on a presentation given by Ms J. Beedon to the Peat Taskforce about the work in Norfolk. Mr D. Johns was leading a group to find the methodology into how this would equate to paludiculture and peat restoration. It was thought that in excess of ten megalitres a day could be required from peat. There was potential to use a methodology similar to that for Felixstowe.

Mr L. Grooby highlighted the issue of sea level rise and siltation of outfalls making it more difficult to discharge, therefore the answer could be to increase PS capacity as gravity outfalls would no longer work, or to store it on land. He stated that sea level was rising by 3mm per year causing a considerable issue and there was a need to manage fresh water. The second issue was increased rainfall events across the world and Mr Grooby stated that it was only a matter of time before there was a major event in the UK. He suggested that regulated storage was good and there remained a need to look at additional areas for emergency storage in such an event. Mr R. Price stated that this type of emergency storage was being discussed with Essex council.

Mr I. Thomson enquired how WRE was working with the EA Water Resources teams on abstraction and transfer licencing and addressing the potential collision course between the EA and WRE on this topic. Mr R. Price replied that it was illogical to pay to transfer water between partners, and a potential barrier to WRE and their ability to work with partners should they be charged to transfer water.

10. Presentation Andy Maclachlan

The Chairman introduced Mr A. McLachlan, Chief Executive of the Yorkshire and Humber Boards. Mr McLachlan gave a presentation on the importance of channel conveyance and maintenance which had been prepared based on evidence gathered across the eight IDBs he managed covering an area from Danvm to Pickering. He emphasised that many of the issues faced were the same for IDBs across the country. The presentation can be viewed on <https://youtu.be/T8J3QpbV5z8> or <https://www.ada.org.uk/wp-content/uploads/2021/06/Keeping-our-Rivers-Flowing-Andrew-McLachlan.pdf>

In Summary, Mr A. McLachlan indicated that during the 2019 floods and then again in 2020, the River Aire had overtopped causing a vast amount of flooding with 90 properties under water and businesses adversely affected; there remained a need to change the focus in the approach to water level management and maintenance. In the lowland systems, there was a requirement to move water effectively and improve on past performance. The lowland systems were engineered, man-made and improved over time with raised embankments etc. but in almost all cases had been in effect for hundreds of years. Case studies had been undertaken on the River Went and the River Don and these confirmed that effective channel maintenance could be achieved within existing budgets and would effectively reduce flooding. There was a considerable catching up to do to bring the main rivers back to a

Minutes of a Meeting of the ADA Trent Branch held on 2nd December 2021

serviceable condition and to their design standards, but it was recognised that lowland systems/catchments benefitted the whole of the hydraulic catchment.

Other means could be effective in delaying the peak flows such as Natural Flood Management but issues such as how to maintain these measures in years to come remained.

Mr R. Caudwell emphasised that over the last 50 years large areas had been developed in flood plains without sufficient flood protection. Natural flood management measures would not solve all these problems and the need to maintain the whole system - lower middle and upper - needed to be put across and accepted by the policy makers. The amount spent on recovery was enormous and would continue to increase if no action was taken. Mr A. McLachlan emphasised that for national flood management (NFM) to be effective, work was also required in the rest of catchment and regular management of systems needed funding, it was essential to ensure they were sustainable through appropriate revenue streams.

Mr L. Grooby stated that the three phases were fine but queried what could be done about maintaining the outfalls as there was a considerable issue in North East Lindsey DB with siltation and tide locks. The Board would like to dredge these but a whole array of organisations did not want this work undertaken. Mr A. McLachlan reported that the Yorkshire and Humber Boards maintained 80 pumping stations, a number of which were on the Humber in SSSI and protection areas and a change in legislation to counter all this red tape would be welcomed. Mr Grooby agreed stating that dredging the outfall was not environmentally harmful.

Mr A. McLachlan reported recovery costs to be in the region of £1.5m per incident in his area whereas sensible maintenance would have saved this expenditure.

Mr I. Thomson stated that the Government had to pay attention to data and evidence, so the more information gathered to support this case the better. He stressed the importance of the flood risk and water level management authorities working together to get the message through to central government. Engagement was needed with politicians to get their support and he felt that people were starting to listen.

Mr M. Wray stated that the recent work undertaken on the River Steeping was a good evidenced example of partnership working and what could be achieved.

There was considerable discussion on this topic.

The Chairman thanked Mr McLachlan for attending.

11. Report from Environment Agency

Morgan Wray gave a presentation focussing on strategic work, emphasising that there was a lot of work going on in the Lincolnshire and Welland and Nene areas:

- Humber Strategy (Humber 2100 Plus) Since the 2013 tidal surge, tidal rivers had been included. Various scenarios had been presented to the partnership e.g. on climate change and they had asked for more local detail, such as what would happen on the ground. Further evidence was being gathered.
- Ancholme Middle Catchment Partnership Modelling with IDB.
- Alton Marshes Partnership with North Lincolnshire Council connected with a drive for green tech base on the Humber, free ports and related industries which would tie in too. Working with North East Lindsey DB who would be taking on the pumping station.

Minutes of a Meeting of the ADA Trent Branch held on 2nd December 2021

- Stallingborough £3m investment on the coast.
- South Ferriby Scheme Completed and opened by Mr A. Percy and Mr J. Bevan.
- Barton to New Holland Issue around outfall at Barrow on Haven - potential to renew this but not enough benefits so taking a strategic approach to draw in more benefits and make the case along the whole length. Adaptive approach to be taken e.g. hold the frontage or move back to the railway line and take into account sea level rise for future. Developing engagement strategy and looking to start construction towards the end of this six-year programme.
- Enhancing Lincs Coast Ms D. Campbell leading this beach nourishment scheme.
- Steeping Catchment Action Plan 2020+ Four themes: improving flow through the system, resilient community and infrastructure, strengthening and maintaining defences (52km raised defences on this system), and flood water storage. Evidence based, weed control did have marginal benefits and helped make the case for dredging. Phase 2 was due to start in the new year. It was important that people understood the flood warning system. Just completed a study looking at the potential of natural flood management techniques in the upper catchment of the steeping, liaising with NFU and landowners. A funding bid would be made to the RFCC in the new year. Partnership and evidence had been the key to the success of this scheme.
- Low Witham Flood Resilience Project Winter 2019/20 enabled the EA to bring forward thinking (area between Lincoln and Boston) and update the Strategy that was completed 25 years ago to look at how flood storage and embankments could be improved. River modelling would be undertaken next year and construction was due to commence at the end of this six-year period. Would need to provide evidence and work in partnership.
- Billingham Skirth System Review Working very much in conjunction with the IDB, also National Farmers' Union - partnership important. Similar action plan to Steeping, looking at quick wins as well as longer-term work. Review finished and now moving into delivery phase.
- Upper Witham System Review (between Lincoln and Grantham) Low risk system but A1 and east coast main line running through here so potential impact on critical infrastructure. Working in partnership with IDB.
- Welland and Nene Patch Several initiatives underway Welland and Nene navigation and drainage structures, Tidal Nene Strategy, Lower Welland Strategic Approach, and South Holland Main Drain.
- Using nature to help climate change resilience.
- Fens Measure Actions Measure 1.5.4. EA working with landowners, water companies, IDBs and partners to develop a long-term plan for managing flood risk in the Fens. Working group looking at 'value' of agricultural land, heat mapping and plans for asset failure and recovery - this would all help to influence government policy.

Regarding NFM, Mr D. Withnall stated that Black Sluice IDB viewed this as making room to discharge their water as well as the highland water. Mr M. Wray stated that used together with storage areas this could possibly help with silt reduction too, indeed good quality silt was produced and in some parts of the world was bagged and sold.

Minutes of a Meeting of the ADA Trent Branch held on 2nd December 2021

Mr A. McLachlan reported that there were lots of storage areas in his district but these were not always seen as washlands and there was no formal designation - there was an acceptance that this land would flood occasionally but no formal payment mechanism other than through local agreement. He enquired whether the EA engaged with DEFRA policy makers regarding the ELMS to allow landowners to enter into agreement with the EA to allow land to flood. Mr M. Wray had highlighted this to DEFRA and stated that there were several different types of flood areas - natural, washlands where water was pushed artificially, other areas purchased by EA, and a potential through ELMS. This would be considered when doing the Lower Witham Strategy. It was down to DEFRA to consider what ELMS would cover but this had been highlighted it.

Mr R. Price suggested a real-life case study or pilot under the WRE banner and agreed to discuss this with the EA, and also the Steeping. WRE was keen to promote turning flood risk into a water resource. Mr I. Thomson welcomed WRE picking this up and stated that ADA was pursuing this argument with DEFRA but a pilot scheme would be welcome.

12. Any Other Business

Mr I. Thomson was pleased to see Mr M. Moore and J. Glerum at the meeting as well as the representatives from WRE and Councils, stating that it was a good opportunity for open and frank discussion.

It was noted that ADA planned to split out various events next year with the Conference moving towards a more technically focussed event, still with high profile speakers. The timing of such an event was still to be determined. The AGM would remain as an event in its own right, held on-line roughly around the same time as this year.

Mr I. Thomson reported that an All-Party Parliamentary Group for Sustainable Flood Management (APPG) was being set up with cross-party representation from MPs and Peers to increase contact with politicians. This would be chaired by Mr A. Percy and members were asked to put forward names. The first meeting would be in the new year.

Mr J. Glerum confirmed Anglian Water was keen to collaborate. He reported that there was already a National Flood Forum All Party Parliamentary Group on Flood Presentation and wanted to make sure this was not duplicated. A lot of work had been undertaken with Lord Dannatt in Norfolk and he suggested he may have a to play role in the APPG. Mr Thomson confirmed that there were now APPG Groups for Flood, Water, and Wetlands.

Mr R. Price stated that WRE would also like to be involved and confirmed that there was also a APPG Waterways. Mr Thomson stated that Internal Waterways was taking a keen stance on the River Idle could be another possible part of the brigade that could make appropriate noise at the right time in the right places. WRE confirmed that their voice was growing.

Mr M. Moore reported that AW got a lot of money from OFWAT for partnership schemes where there was mutual benefit and this could be for labour, not just funding. He would like to see more collaboration between the partners. The Department for Education had also put up money where there was a flood risk to schools. He encouraged the Branch to get in touch to discuss any schemes.

13. Future Meeting Dates

It was noted that the next meeting would be held on 23rd February 2022 in the Welland and Nene area.

CHAIRMAN

Association of Drainage Authorities

Joint Lincolnshire Branch and Welland and Nene Branch Meeting

A joint meeting of the Lincolnshire and Welland & Nene ADA Branches was held at South Holland IDB, Holbeach and virtually via Microsoft Teams on Wednesday 23 February 2022, at 1.30 pm.

In attendance:

Ancholme IDB	Craig Benson *v	Clerk
Black Sluice IDB	Keith Casswell *v	Chairman
	Ian Warsap *v	Chief Executive
	David Withnall	Finance Officer
Lindsey Marsh DB	Giles Crust *v	Chairman
	Carol Davies *v	Corporate Services Manager
North Level District IDB	William Gee	Vice Chairman
	Paul Sharman	Chief Executive
	Jon Stubley	Operations Engineer
South Holland IDB	Simon Bartlett	Vice Chairman
	Phil Camamile	Chief Executive
	Karl Vines	Area Manager
Welland and Deepings IDB	Trevor Purlant	Chairman
	Karen Daft	Chief Executive
	Nick Morris	Operations Engineer
Middle Level Commissioners	David Thomas *v	Chief Executive
Witham and Humber Drainage	Jane Froggatt *v	Chief Executive
Boards	Lionel Grooby *v	Vice-Chairman (NELDB)
Witham Fourth District IDB	Peter Richardson	Chairman
	Charles Crunkhorn	Vice Chairman
	Peter Bateson	Chief Executive
	Thomas Ashton *v	Member
ADA	Robert Caudwell	ADA Chairman
Lincolnshire County Council	David Hickman *v	Head of Environment
Environment Agency	Leigh Edlin *v	Environment, Planning & Engagement Manager
	Morgan Wray	Flood & Coastal Risk Manager
	Adrian Clack *v	Revenue Programme Manager
Water Management Alliance	Karen Bingham *v	Business Support Officer
	Sue Cook	PA to the Chief Executive
Port Evo	James Sutcliffe	Guest
Wash Frontage Group	Stafford Proctor *v	Guest
SE Lincs Councils Partnership	Christine Marshall *v	Guest

*v = attended virtually

Peter Richardson in the Chair

1. Chairman's Announcements

Peter Richardson welcomed everyone to the meeting and reported that in the absence of Duncan Worth he had agreed to Chair the meeting.

2. Apologies for absence

Apologies for absence were received from the following representatives:

Black Sluice IDB	Peter Bedford
King's Lynn IDB	Brian Long
Lindsey Marsh IDB	Andrew McGill
	Cllr T Aldridge
North Level IDB	Michael Sly
South Holland IDB	Duncan Worth
Witham First, Third & Upper IDBs	Paul Carrott
Witham Third IDB	Ian Parker
Witham Fourth IDB	Ed Johnson
ADA	Innes Thomson
Environment Agency	Norman Robinson
	Kate Halka
	Peter Reilly
Lincolnshire County Council	Matthew Harrison

3. Minutes of the Previous Branch Meeting

With the two minor amendments below, the minutes of the last Lincolnshire Branch meeting held on 2 December 2021 were confirmed as a true record. It was noted that they would be signed by the Chairman shortly after the meeting.

Paragraph 6:1 (Page 4):

- Mr L Grooby did not suggest a delegation to DEFRA in relation to red diesel, although he felt this might be a good idea.
- Mr L Grooby stated that a lot of plant companies were developing **hydrogen** and electric machines (not hybrid and electric, as recorded in the Minutes).

4. Matters Arising

There were no matters arising.

5. Red Diesel

Robert Caudwell reported that following a meeting the previous day, Rebecca Pow MP and Defra were both very supportive of the IDBs continuing with the use of red diesel beyond 1 April 2022 and would try to get this agreed formally. Currently the draft guidance states that red diesel can only be used if IDB works are 'solely for agricultural benefit', but are hoping that the word 'solely' be removed. However, it should be noted that if this is achieved, it is likely to be time limited.

Phil Camamile felt this would be an excellent result if achieved but pushed for a timely response given there is only one month left until the change is due to take place.

Thomas Ashton queried whether pumping stations would remain exempt from moving to white diesel. Robert Caudwell's understanding was that the move away from red diesel would be for all IDB assets, including static, which would therefore include pumping stations.

Morgan Wray reported that he was discussing novel ways to innovate diesel pump stations with Ian Moodie and would continue those conversations.

6. Reports from ADA National

Robert Caudwell gave members the following update:

- Ian Hodges had replaced Catherine Wright as a Board member. David Jenkins had also left, but Brain Stewart would be joining.
- The Environmental Good Governance Guide was close to being published.
- ADA are now involved in the Advisory Group Schedule 3 (Flood and Water Act).
- ADA are lobbying Defra in relation to the ELMS water management consultation/plans.
- 28 February – All Parliamentary Party Group - online and by invitation only.
- 28 April – River Maintenance Summit, this is in person and run in partnership with the NFU. The Environment Agency asked to be involved in this.
- 28 September – ADA AGM.
- 9 November – ADA Conference, which will not be held in London. This will be more focussed on issues and it is not expected that any major political figures will attend.
- Various consultations regarding river basin management plans, see ADA Gazette articles.

7. Reports from Branch Committees

Executive Board

Nothing to update.

Policy & Finance

The last meeting had received updates around work streams, so nothing to report.

Technical & Environmental

Trevor Purllant reported that the last meeting had been held on 25 January 2022 and that Sofi Lloyd had driven a lot forward in her role as Secretary, such as biodiversity metrics, good governance guide and the carbon calculator. She was pulling together a carbon reduction strategy for lowlands which would be ready by 22 June, and climate change adaptation reporting for IDBs. There are also Pollinator trials taking place. The workstreams are being slimmed down to a smaller number. Historically the group had tried to be too ambitious, but delivery will be more achievable with fewer workstreams.

Show Committee

Peter Richardson said that a meeting was planned to be held fairly soon and confirmed that the Committee would have a stand at the Lincolnshire Show.

Pay & Conditions

David Withnall reported that two Boards had withdrawn from the Committee so now only seven Boards were represented so it needed to be discussed what impact this may have going forward.

Environmental Committee

Nothing to update.

8. Governance/Audit Issues

Peter Bateson reported that all reports had been in on time last year and it should be noted that a special interest report was undertaken in Cambridgeshire due to a late report submission. This is the final year of the five-year contract with PKF auditors. Peter Bateson also reported that there are some funds available in the account, that could be used for the benefit of members and suggested that this could be used to support IDB Officer Governance and audit training to improve work with the AGARs. Phil Camamile suggested that if IDBs are delivering grant aided large projects they could be pushed into the higher full code audit regime, so any support to understand and assist with these requirements may be helpful.

9. Lead Local Flood Authority Update

David Hickman (LCC) provided the following update:

- The County Council Flood Team had been restructured/reconfigured, so he was pleased to officially announce that Matthew Harrison will now lead the team as the new Flood and Water Manager.
- He was currently advertising for a Flood Programme Co-ordinator, with the closing date on 28 February. This is on the ADA website and would deliver key capital programmes. Any interested parties should contact him.
- He was working on a Resilience Programme with Lincolnshire Flood Risk Partnership. The outline business case would be submitted in early April, which hopefully the Executive Committee will approve. If so, he would be looking to appoint a Programme Manager to fill the role up to March 2027.
- Andrew McGill had asked that his thanks be recorded for the support and interest in the Flood Risk Group, looking at developing better partnership and clarity of Riparian responsibilities.
- The Property Level Resilience Scheme aiming to protect up to 35 properties had been launched, but so far had limited take-up, mainly due to reluctance and fears of formally identifying that a property is prone to flooding.

10. Environment Agency Update

Morgan Wray agreed to circulate his presentation with members following the meeting which covered all aspects of his verbal update.

- Lionel Grooby asked what the budget of £5m would cover in the Barrow Haven area. Morgan Wray confirmed that the budget had been allocated but the plan was not yet confirmed until an outline business case had been undertaken and approved.
- Giles Crust requested how much money was spent following the flooding event at Wainfleet and felt that if more regular routine maintenance was undertaken, in particular on the Steeping River, this would alleviate future flooding so would be worth the investment.

11. Update from South and East Lincolnshire Councils Partnership

Christine Marshall, Finance Director, thanked members for allowing her to attend their meeting. She confirmed that a letter of support regarding the IDB position with red diesel had been drafted and stated that the Councils are very supportive of the work of the IDBs.

12. Any Other Business

Morgan Wray highlighted the water companies initiative that Dr Robin Price is involved with, detailed in the presentation that was circulated with the agenda.

13. Date of Next Meeting

The next Lincolnshire Branch meeting/AGM would be held on 21 April 2022.

CHAIRMAN

**BLACK SLUICE INTERNAL DRAINAGE BOARD
RISK REGISTER**

Objectives	Ref	Risk	Potential Impact of Risk	Potential Likelihood of Risk	Risk Score	Gaps in control	Action Plan
To provide and maintain standards of sound needs based sustainable flood protection.	1.1	Being unable to prevent flooding to property or land (a) Coastal flooding from failure or overtopping of defences	High	Low	3		
	1.1	(b) Fluvial flooding from failure or overtopping of defences	High	Low	3		
	1.1	(c) Flooding from failure of IDB pumping stations or excess rainfall	High	Low	3		
	1.1	(d) Flooding from sewers or riparian watercourses	Medium	Low	2		
	1.2	Loss of Electrical Supply	High	Low	3		
	1.3	Pumps failing to operate	High	Low	3		Maintenance
	1.4	Board Watercourses being unable to convey water	Medium	Low	2		Maintenance
	1.5	Operating machinery to maintain watercourses	Medium	Low	2		Training
	1.6	Claims from third parties for damage to property or injury	Medium	Low	2		
	1.7	Third Parties damage to Board maintained assets	Medium	Low	2		
	1.8	Loss of senior staff	Medium	High	6		
	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
To ensure that all actions taken by the Board comply with all current UK and EU legislation	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	
	5.4	Inadequacy of Internal Checks	Medium	Low	2		
	5.5	Fraudulent use of credit cards	Low	Medium	2		
A cost efficient IDB that provides a Value for Money service.	6.1	Board Members in making decisions	Low	Low	1		
	6.2	Not complying with all employment regulations and laws	Medium	Low	2		
Information Technology and Communications	7.1	Collecting insufficient income to fund expenditure	Low	Low	1		Accounts
	7.2	IDB abolished or taken over	Low	Low	1		
Information Technology and Communications	8.1	Loss of telemetry	Medium	Low	2		Maintenance
	8.2	Loss of telephone Communications	Low	Low	1		
	8.3	Loss of Internet Connection	Medium	Low	2		
	8.4	Network Failure	High	Low	3		
	8.5	Breach in Cyber Security	Medium	Low	2		
	8.6	Network Security Breach	Medium	Low	2		
	8.7	Virus being introduced to Network	Medium	Low	2		
	8.8	Loss of accounting records	Medium	Low	2	None	
	8.9	Loss of rating records	Medium	Low	2	None	

Black Sluice Internal Drainage Board

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From 01/02/2022 To 28/02/2022

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/02/2022 To 28/02/2022**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ASH001	10/02/2022	Payment	22635413	Bacs	-1807.45	Sunbelt Rentals Ltd
ATK002	10/02/2022	Payment	22002998	Bacs	-95.12	Atkins Ltd
AXI001	10/02/2022	Payment	4801/21	Bacs	-17400.00	Axis Surveys Ltd
BOC001	10/02/2022	Payment	3066662276	Bacs	-110.16	BOC
BOS002	10/02/2022	Payment	30133	Bacs	-641.33	Boston Commercial Cleaners Ltd
BRA002	10/02/2022	Payment	152487	Bacs	-420.65	Brauncewell Quarries Ltd
CAL001	10/02/2022	Payment	OP/1138086	Bacs	-862.80	Calders & Grandidge
CEF001	10/02/2022	Payment	BOS/309775	Bacs	-147.12	CEF (Boston)
CLA001	10/02/2022	Payment	79248	Bacs	-243.39	Frank Clayton & Son Ltd
COP002	10/02/2022	Payment	INV-54386	Bacs	-138.55	Cope Safety Management Ltd.
CRA001	10/02/2022	Payment	SI-6404	Bacs	-421.20	Craven & Nicholas Ltd
CRA004	10/02/2022	Payment	19178	Bacs	-11.63	Craftwork Engineering Ltd
CRO001	10/02/2022	Payment	8207440792	Bacs	-80.26	Crown Decorating Centres
HBP001	10/02/2022	Payment	SIN057011	Bacs	-2434.73	HBP Systems Ltd
HGV001	10/02/2022	Payment	VBCV305111	Bacs	-259.15	Alliance Automotive T/A HGV Tr
HIL002	10/02/2022	Payment	160010	Bacs	-1659.17	Charles H Hill Ltd
INL001	10/02/2022	Payment	2022 - P10	Bacs	-26836.14	HM Revenue & Customs
INT002	10/02/2022	Payment	5983	Bacs	-254.40	InterLec
IRE001	10/02/2022	Payment	223765	Bacs	-692.07	Irelands Farm Machinery Ltd
JAC001	10/02/2022	Payment	BTN/339469	Bacs	-64.19	Jackson Buildbase
KWM001	10/02/2022	Payment	12911	Bacs	-85.20	K & W Mechanical Services Ltd
LIN002	10/02/2022	Payment	2022-P10	Bacs	-24037.50	Lincolnshire C C Pension Fund
LON003	10/02/2022	Payment	0020/00012336	Bacs	-341.16	Longwater Construction
MOT001	10/02/2022	Payment	BTT191058	Bacs	-46.37	Motor Parts Direct Limited
NOT001	10/02/2022	Payment	685910	Bacs	-163.68	Hugh Crane(Cleaning Equipment)
ORI001	10/02/2022	Payment	INV-101529	Bacs	-294.00	Oriel Systems Ltd
SHI001	10/02/2022	Payment	IN30239	Bacs	-210.55	Shire Toilet Hire Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
SYS001	10/02/2022	Payment	149039	Bacs	-129.60	Systematic Print Management
TFM001	10/02/2022	Payment	268186	Bacs	-1004.17	TFM Supplies
TRA006	10/02/2022	Payment	1234734060	Bacs	-118.15	Trade UK
WEL004	10/02/2022	Payment	3171	Bacs	-2438.40	Wells Plant Hire
WIT001	10/02/2022	Payment	INV04549	Bacs	-966.24	Witham Fourth IDB
WOO001	10/02/2022	Payment	981919	Bacs	-160.22	WBM Office Solutions Limited
WRE001	10/02/2022	Payment	INV-0159	Bacs	-840.00	Water Resources East Ltd
CAP001	22/02/2022	Payment	000295	Cheque	-150.00	CAPS
ANG102	22/02/2022	Payment	10077218	Bacs	-225.95	Anglian Water (Holland Fen PS)
ASS003	22/02/2022	Payment	297846-2022	Bacs	-179.00	Association of Accounting Tech
AVA001	22/02/2022	Payment	CD-000361389	Bacs	-24.00	Avaya Ring Central UK Ltd
CRA004	22/02/2022	Payment	19292	Bacs	-6642.00	Craftwork Engineering Ltd
CRP001	22/02/2022	Payment	BS/BSIDB/WINDOWS/22	Bacs	-40.00	C & R Property Services
DRA003	22/02/2022	Payment	216568	Bacs	-102.00	Drayton Welding
HAR001	22/02/2022	Payment	2320040	Bacs	-1572.71	TC Harrison JCB
HGV001	22/02/2022	Payment	VBCV318545	Bacs	-230.80	Alliance Automotive T/A HGV Tr
HIL002	22/02/2022	Payment	160244	Bacs	-379.02	Charles H Hill Ltd
IRE001	22/02/2022	Payment	223755	Bacs	-333.60	Irelands Farm Machinery Ltd
JAC001	22/02/2022	Payment	BTN/340394	Bacs	-45.72	Jackson Buildbase
PES002	22/02/2022	Payment	3052	Bacs	-325.00	Pestforce
TRA006	22/02/2022	Payment	1239140428	Bacs	-35.28	Trade UK
WAR003	22/02/2022	Payment	430	Bacs	-252.00	Roger Wardle Consultancy
TOM002	03/02/2022	Refund	P11	Refund	94.80	TomTom
PIT001	07/02/2022	Payment	P11	Direct Deb	-409.60	Pitney Bowes Ltd
BAR005	10/02/2022	Payment	P11	Direct Deb	-28.58	Barclaycard Merchant Services
BAR005	10/02/2022	Payment	P11	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	14/02/2022	Payment	P11	Direct Deb	-193.32	TomTom
PAY001	17/02/2022	Payment	P11	Direct Deb	-13.20	Payzone UK Limited
WOL001	21/02/2022	Payment	P11	Direct Deb	-44886.19	Woldmarsh Producers Ltd
BRI001	21/02/2022	Payment	P11	Direct Deb	-345.24	British Telecom
NAT004	28/02/2022	Payment	P12	Direct Deb	-12.60	Natwest
NAT004	28/02/2022	Payment	P12	Direct Deb	-5.95	Natwest
EVE002	28/02/2022	Payment	P12	Direct Deb	-543.13	Everything Everywhere

Account	Date	Type	Ref 1	Ref 2	Value	Details
CON007	28/02/2022	Payment	P12	Direct Deb	-6.00	Continental Automotive
					<u>-142408.52</u>	
Total Payments						
Total Discounts						
Total Adjustments						
Total Refunds					94.80	
Total					<u>-142313.72</u>	

Payments

Bacs	-95801.83		Cheque	-150.00	Direct Deb	-46456.69	Chargecard
Bulk Bacs							

Adjustments

Disc			Contra SL				
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Refunds

Refund	94.80						
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D. Withmell

Finance Manager

P. Nichol

Operations Manager

Black Sluice Internal Drainage Board

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From 01/03/2022 To 31/03/2022

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/03/2022 To 31/03/2022**

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Account	Date	Type	Ref 1	Ref 2	Value	Details
WAL004	03/03/2022	Payment	P12	Bacs	-7734.00	Jon Walker Timber Products Ltd
ALA001	10/03/2022	Payment	530887	Bacs	-1399.63	Alarmline Security Ltd
ASH001	10/03/2022	Payment	22679305	Bacs	-464.75	Sunbelt Rentals Ltd
AXI001	10/03/2022	Payment	4808/22	Bacs	-9600.00	Axis Surveys Ltd
BUS002	10/03/2022	Payment	BO210771	Bacs	-56.00	B A Bush & Sons Ltd
CAR002	10/03/2022	Payment	48892	Bacs	-15.00	J Carr & Son
CAR003	10/03/2022	Payment	216717	Bacs	-1097.17	Carrier Rental Systems
COP002	10/03/2022	Payment	INV-54592	Bacs	-138.55	Cope Safety Management Ltd.
CRA004	10/03/2022	Payment	19388	Bacs	-33.02	Craftwork Engineering Ltd
CRO001	10/03/2022	Payment	8207579330	Bacs	-34.80	Crown Decorating Centres
HAR001	10/03/2022	Payment	23188299	Bacs	-1607.26	TC Harrison JCB
HBP001	10/03/2022	Payment	SIN057389	Bacs	-690.00	HBP Systems Ltd
HIL002	10/03/2022	Payment	160652	Bacs	-415.53	Charles H Hill Ltd
INL001	10/03/2022	Payment	2022-P11	Bacs	-23601.35	HM Revenue & Customs
KIO001	10/03/2022	Payment	SIP-1416119	Bacs	-108.26	Kiowa Ltd
LAR001	10/03/2022	Payment	72014	Bacs	-133.50	Ray Larrington Hydraulics
LIN002	10/03/2022	Payment	2022-P11	Bacs	-22840.02	Lincolnshire C C Pension Fund
MAY001	10/03/2022	Payment	6671771	Bacs	-6634.50	Mabey Hire Services Ltd
PES002	10/03/2022	Payment	3052	Bacs	-325.00	Pestforce
PET003	10/03/2022	Payment	6338	Bacs	-126.24	Peter Smith Commercials Ltd
SHI001	10/03/2022	Payment	IN30937	Bacs	-1125.84	Shire Toilet Hire Ltd
SIL001	10/03/2022	Payment	IN561616	Bacs	-10.02	Silt Side Services Ltd
STA004	10/03/2022	Payment	1085403637	Bacs	-411.84	Stannah
SWI001	10/03/2022	Payment	BN085248	Bacs	-16.01	Switch Electrical WholesaleLtd
TFM001	10/03/2022	Payment	269029	Bacs	-645.55	TFM Supplies
THO001	10/03/2022	Payment	14595	Bacs	-5136.02	TFM Country Store
TRA006	10/03/2022	Payment	1243163747	Bacs	-51.07	Trade UK

Account	Date	Type	Ref 1	Ref 2	Value	Details
WES002	10/03/2022	Payment	22009461	Bacs	-5783.40	Western Power Distribution
WIT001	10/03/2022	Payment	INV04565	Bacs	-792.00	Witham Fourth IDB
WOO001	10/03/2022	Payment	982110	Bacs	-141.11	WBM Office Solutions Limited
CAP001	22/03/2022	Payment	000296	Cheque	-150.00	CAPS
ALA001	30/03/2022	Payment	530749	Bacs	-40392.00	Alarmline Security Ltd
ANG002	30/03/2022	Payment	315859	Bacs	-174.42	Anglia Bearing Company
AXI001	30/03/2022	Payment	4822/22	Bacs	-11820.00	Axis Surveys Ltd
BOS002	30/03/2022	Payment	30207	Bacs	-641.33	Boston Commercial Cleaners Ltd
BOS020	30/03/2022	Payment	223 21 22	Bacs	-2021.20	Boston & North Wash Training
CAR003	30/03/2022	Payment	217177	Bacs	-187.20	Carrier Rental Systems
CLA001	30/03/2022	Payment	79541	Bacs	-269.55	Frank Clayton & Son Ltd
COP002	30/03/2022	Payment	INV-54827	Bacs	-138.55	Cope Safety Management Ltd.
COU002	30/03/2022	Payment	970015251	Bacs	-5520.00	Coulstock & Place Eng Co. Ltd
CRA004	30/03/2022	Payment	19719	Bacs	-189.31	Craftwork Engineering Ltd
CRP001	30/03/2022	Payment	BSIDBWINDOWS18/03/22	Bacs	-80.00	C & R Property Services
ESS001	30/03/2022	Payment	0808	Bacs	-42.66	Essential Supplies Lincs
HAR001	30/03/2022	Payment	23554189	Bacs	-2419.20	TC Harrison JCB
HIL002	30/03/2022	Payment	160824	Bacs	-203.01	Charles H Hill Ltd
INL001	30/03/2022	Payment	2022-P12	Bacs	-24046.15	HM Revenue & Customs
INS003	30/03/2022	Payment	2021-17193	Bacs	-6512.40	Inspired Ecology Ltd
INT002	30/03/2022	Payment	6003	Bacs	-23762.40	InterLec
JBA001	30/03/2022	Payment	2022/1362	Bacs	-27166.16	JBA Consulting
KIO001	30/03/2022	Payment	SIP-1417439	Bacs	-66.82	Kiowa Ltd
LAR001	30/03/2022	Payment	72168	Bacs	-60.60	Ray Larrington Hydraulics
LIN002	30/03/2022	Payment	2022-P12	Bacs	-23064.21	Lincolnshire C C Pension Fund
PEO001	30/03/2022	Payment	INV78633	Bacs	-264.60	Rocksure Systems T/APeoplesaf
PER001	30/03/2022	Payment	AL1031	Bacs	-29220.00	Perry's Pumps Ltd
PHI003	30/03/2022	Payment	0000153857	Bacs	-7272.00	Phillips Animal Health Ltd
POC003	30/03/2022	Payment	673	Bacs	-4335.00	R Pocklington Ltd
SAM001	30/03/2022	Payment	071466	Bacs	-1139.65	SAMS
SHI001	30/03/2022	Payment	IN31029	Bacs	-984.00	Shire Toilet Hire Ltd
TIA001	30/03/2022	Payment	20220310-008	Bacs	-1440.00	TIAA Ltd
TRA006	30/03/2022	Payment	1247132714	Bacs	-175.49	Trade UK

Account	Date	Type	Ref 1	Ref 2	Value	Details
WEL004	30/03/2022	Payment	3219	Bacs	-1001.52	Wells Plant Hire
WIT001	30/03/2022	Payment	INV04579	Bacs	-1314.72	Witham Fourth IDB
WIT002	30/03/2022	Payment	I00174449	Bacs	-1213.76	Witham Oil & Paint
WMP001	30/03/2022	Payment	5162	Bacs	-17343.00	W M Plant Hire Ltd
WOO001	30/03/2022	Payment	982340	Bacs	-143.98	WBM Office Solutions Limited
ZEN001	30/03/2022	Payment	10780856	Bacs	-90.00	ESS Safeforce
BAR005	10/03/2022	Payment	P12	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	10/03/2022	Payment	P12	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	11/03/2022	Payment	P12	Direct Deb	-193.32	TomTom
PAY001	18/03/2022	Payment	P12	Direct Deb	-13.20	Payzone UK Limited
WOL001	21/03/2022	Payment	P12	Direct Deb	-29808.79	Woldmarsh Producers Ltd
GRA005	25/03/2022	Payment	P12	Direct Deb	-675.00	Mr L Gray
BOC001	25/03/2022	Payment	P12	Direct Deb	-445.16	BOC
EVE002	28/03/2022	Payment	P12	Direct Deb	-768.85	Everything Everywhere
NAT004	31/03/2022	Payment	P12	Direct Deb	-5.95	Natwest
NAT004	31/03/2022	Payment	P12	Direct Deb	-6.30	Natwest
CON007	31/03/2022	Payment	P12	Direct Deb	-6.00	Continental Automotive
HMR001	31/03/2022	Refund	P12	Refund	50699.60	HMRC (DO NOT USE)

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-357980.66	
				Total Discounts		
				Total Adjustments		
				Total Refunds	50699.60	
				Total	-307281.06	

Payments

Bacs	-325882.33		Cheque	-150.00	Direct Deb	-31948.33	Chargecard
Bulk Bacs							

Adjustments

Disc			Contra SL				
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Refunds

Refund	50699.60						
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D. Withmatt

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Finance Manager

P. Nichol

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Operations Manager

Black Sluice Internal Drainage Board

Printed on 19/05/2022 at 16:35 by JB2

From 01/04/2022 To 30/04/2022

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/04/2022 To 30/04/2022**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ANG101	14/04/2022	Payment	10329186	Bacs	-294.76	Anglian Water (Swineshead HQ)
ANG103	14/04/2022	Payment	10335934	Bacs	-20.75	Anglian Water (Black Hole PS)
ASH001	14/04/2022	Payment	22896627	Bacs	-510.38	Sunbelt Rentals Ltd
ASS003	14/04/2022	Payment	20001337-2022	Bacs	-167.00	Association of Accounting Tech
BLA001	14/04/2022	Payment	30-2112-9	Bacs	-235.57	Black Sluice IDB
CAR003	14/04/2022	Payment	219436	Bacs	-191.18	Carrier Rental Systems
CEF001	14/04/2022	Payment	BOS/314436	Bacs	-30.60	CEF (Boston)
COP002	14/04/2022	Payment	INV-54616	Bacs	-510.00	Cope Safety Management Ltd.
DRA004	14/04/2022	Payment	0000323409	Bacs	-103.19	John E Wright & Co. Ltd
GRA002	14/04/2022	Payment	S 6472	Bacs	-625.17	Grays of Holbeach Ltd
HAR001	14/04/2022	Payment	23188895	Bacs	-33.64	TC Harrison JCB
HAW001	14/04/2022	Payment	60883	Bacs	-453.60	Hawker Electronics Limited
HBP001	14/04/2022	Payment	SQU004975	Bacs	-982.54	HBP Systems Ltd
HUT001	14/04/2022	Payment	H33132	Bacs	-37.44	Hutsons Limited
IDS001	14/04/2022	Payment	50164	Bacs	-942.16	iD Specialist Machinery
INS002	14/04/2022	Payment	10014356-2022	Bacs	-140.00	Institute of Leadership&Mngmnt
JOH007	14/04/2022	Payment	R001037	Bacs	-1973.23	Johnston Quarry Group
KWM001	14/04/2022	Payment	13084	Bacs	-495.00	K & W Mechanical Services Ltd
ROS001	14/04/2022	Payment	00031109	Bacs	-30.00	Rossendales Ltd
SHI001	14/04/2022	Payment	IN31748	Bacs	-1071.84	Shire Toilet Hire Ltd
TFM001	14/04/2022	Payment	269853	Bacs	-820.06	TFM Supplies
THO001	14/04/2022	Payment	15090	Bacs	-1440.00	TFM Country Store
WIT001	14/04/2022	Payment	INV04580	Bacs	-1490.69	Witham Fourth IDB
CEF001	28/04/2022	Payment	BOS/315662	Bacs	-113.40	CEF (Boston)
CRA004	28/04/2022	Payment	19812	Bacs	-516.05	Craftwork Engineering Ltd
CRP001	28/04/2022	Payment	BSIDBWINDOWS22/04/22	Bacs	-40.00	C & R Property Services
IDS001	28/04/2022	Payment	50157	Bacs	-221.71	iD Specialist Machinery

Account	Date	Type	Ref 1	Ref 2	Value	Details
INT002	28/04/2022	Payment	6021	Bacs	-144.00	InterLec
JBA001	28/04/2022	Payment	2022/1720	Bacs	-13015.92	JBA Consulting
LIN002	28/04/2022	Payment	10142061	Bacs	-424.79	Lincolnshire C C Pension Fund
PRO004	28/04/2022	Payment	INV121529	Bacs	-5372.34	Progreen Weed Control Solution
ROY001	28/04/2022	Payment	208981	Bacs	-7868.40	Roythornes LLP
TRA006	28/04/2022	Payment	1256523569	Bacs	-117.56	Trade UK
VEG001	28/04/2022	Payment	852521	Bacs	-1718.40	VEGA Controls Ltd
WIT004	28/04/2022	Payment	130137	Bacs	-313.92	Witham Timber
WOO001	28/04/2022	Payment	982547	Bacs	-149.82	WBM Office Solutions Limited
WRE001	28/04/2022	Payment	INV-0225	Bacs	-840.00	Water Resources East Ltd
BAR005	11/04/2022	Payment	P01	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	11/04/2022	Payment	P01	Direct Deb	-12.88	Barclaycard Merchant Services
PIT001	11/04/2022	Payment	P01	Direct Deb	-409.60	Pitney Bowes Ltd
PIT001	12/04/2022	Payment	P01	Direct Deb	-409.60	Pitney Bowes Ltd
TOM002	13/04/2022	Payment	P01	Direct Deb	-193.32	TomTom
WOL001	20/04/2022	Payment	P01	Direct Deb	-32304.49	Woldmarsh Producers Ltd
PAY001	21/04/2022	Payment	P01	Direct Deb	-13.20	Payzone UK Limited
BOC001	25/04/2022	Payment	P01	Direct Deb	-467.76	BOC
BRI005	26/04/2022	Payment	P01	Direct Deb	-416.16	British Telecom DD
EVE002	28/04/2022	Payment	P01	Direct Deb	-770.10	Everything Everywhere
BOS001	28/04/2022	Payment	P01	Direct Deb	-2688.00	Boston Borough Council (Rates)
NAT004	29/04/2022	Payment	P01	Direct Deb	-10.50	Natwest
NAT004	29/04/2022	Payment	P01	Direct Deb	-3.50	Natwest
CON007	29/04/2022	Payment	P01	Direct Deb	-6.00	Continental Automotive

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-81173.10	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-81173.10	

Payments

Bacs	-43455.11	Cheque		Direct Deb	-37717.99	Chargecard
Bulk Bacs						

Adjustments

Disc		Contra SL				
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Refunds

Refund

D. Withmatt

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Finance Manager

P. Nichol

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Operations Manager

Black Sluice Internal Drainage Board

Printed on 06/06/2022 at 09:22 by JB2

From 01/05/2022 To 31/05/2022

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/05/2022 To 31/05/2022**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ANG002	12/05/2022	Payment	317050	Bacs	-34.93	Anglia Bearing Company
BOS002	12/05/2022	Payment	30272	Bacs	-769.60	Boston Commercial Cleaners Ltd
BOS019	12/05/2022	Payment	1029660	Bacs	-160.00	Boston Seeds Ltd
CAM003	12/05/2022	Payment	102	Bacs	-150.00	D Campbell
CEF001	12/05/2022	Payment	BOS/316104	Bacs	-10.26	CEF (Boston)
COP002	12/05/2022	Payment	INV-55032	Bacs	-138.55	Cope Safety Management Ltd.
CRA004	12/05/2022	Payment	19973	Bacs	-129.31	Craftwork Engineering Ltd
EVA001	12/05/2022	Payment	IDB078	Bacs	-745.00	Noel Evans Window Cleaning
GRA002	12/05/2022	Payment	S 6534	Bacs	-664.99	Grays of Holbeach Ltd
HAR001	12/05/2022	Payment	23554417	Bacs	-1352.40	TC Harrison JCB
HIT001	12/05/2022	Payment	20411704	Bacs	-1255.84	Hitachi Construction Machinery
INL001	12/05/2022	Payment	P11D(b)2021/2022	Bacs	-32513.08	HM Revenue & Customs
JAC001	12/05/2022	Payment	BTN/345665	Bacs	-237.59	Jackson Buildbase
LIN002	12/05/2022	Payment	2022-P01	Bacs	-25724.94	Lincolnshire C C Pension Fund
MAI002	12/05/2022	Payment	2022 Lagoon	Bacs	-7800.00	H J Mair and Sons
MAS001	12/05/2022	Payment	ESI002133	Bacs	-120.22	Mastenbroek Environmental Ltd
MOT001	12/05/2022	Payment	ZBJV110172	Bacs	-123.60	Motor Parts Direct Limited
ORI001	12/05/2022	Payment	INV-101492	Bacs	-13551.97	Oriel Systems Ltd
TFM001	12/05/2022	Payment	270463	Bacs	-499.54	TFM Supplies
THO001	12/05/2022	Payment	15362	Bacs	-480.00	TFM Country Store
TRA002	12/05/2022	Payment	9146 AIP809	Bacs	-32.14	Travis Perkins Trading Co Ltd.
TRA006	12/05/2022	Payment	1259135780	Bacs	-49.54	Trade UK
VEG001	12/05/2022	Payment	852945	Bacs	-1729.62	VEGA Controls Ltd
CRO004	18/05/2022	Payment	P02	Bacs	-35.63	CROP LOSS
CRO004	18/05/2022	Payment	P02	Bacs	-279.55	CROP LOSS
CRO004	18/05/2022	Payment	P02	Bacs	-24.76	CROP LOSS
CRO004	18/05/2022	Payment	P02	Bacs	-368.37	CROP LOSS

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	18/05/2022	Payment	P02	Bacs	-261.22	CROP LOSS
CRO004	18/05/2022	Payment	P02	Bacs	-109.25	CROP LOSS
CRO004	18/05/2022	Payment	P02	Bacs	-166.10	CROP LOSS
CRO004	18/05/2022	Payment	P02	Bacs	-523.08	CROP LOSS
ALA001	26/05/2022	Payment	531654	Bacs	-23.26	Alarmline Security Ltd
BOS002	26/05/2022	Payment	30341	Bacs	-717.85	Boston Commercial Cleaners Ltd
BOS013	26/05/2022	Payment	0435	Bacs	-2532.00	Boston Shotblasting Services
CRA004	26/05/2022	Payment	19975	Bacs	-98.14	Craftwork Engineering Ltd
EME002	26/05/2022	Payment	INV-009199	Bacs	-2280.00	EME Power Systems
ENG001	26/05/2022	Payment	54728	Bacs	-17325.98	Engineering & Hire Ltd
ENV001	26/05/2022	Payment	PAL2022-223524	Bacs	-138276.00	Environment Agency
EVA001	26/05/2022	Payment	IDB079	Bacs	-25.00	Noel Evans Window Cleaning
GRA002	26/05/2022	Payment	S6609	Bacs	-637.91	Grays of Holbeach Ltd
HBP001	26/05/2022	Payment	SQU004996	Bacs	-2947.58	HBP Systems Ltd
HGV001	26/05/2022	Payment	VBCV327941	Bacs	-25.88	Alliance Automotive T/A HGV Tr
IDS001	26/05/2022	Payment	50231	Bacs	-1704.60	iD Specialist Machinery
JAC001	26/05/2022	Payment	SLE/388590	Bacs	-619.20	Jackson Buildbase
LAR001	26/05/2022	Payment	72587	Bacs	-45.72	Ray Larrington Hydraulics
MAS001	26/05/2022	Payment	ESI002137	Bacs	-228.00	Mastenbroek Environmental Ltd
NOR005	26/05/2022	Payment	10001384	Bacs	-398.00	Norfolk County Council
ORS001	26/05/2022	Payment	SIN024708	Bacs	-383.04	Orsis (UK) Ltd
RAW001	26/05/2022	Payment	12171	Bacs	-128.76	Geoff Rawlinson
SAM001	26/05/2022	Payment	071955	Bacs	-457.79	SAMS
SHI001	26/05/2022	Payment	IN32362	Bacs	-87.84	Shire Toilet Hire Ltd
SIL001	26/05/2022	Payment	IN566608	Bacs	-64.04	Silt Side Services Ltd
SKY001	26/05/2022	Payment	SI-19177	Bacs	-820.80	Skyreach Access Solutions Ltd
SYS001	26/05/2022	Payment	150574	Bacs	-96.00	Systematic Print Management
TRA006	26/05/2022	Payment	1264139373	Bacs	-62.81	Trade UK
WIL005	26/05/2022	Payment	WCP 1588	Bacs	-882.00	Wildlife Conservation Partners
WIT002	26/05/2022	Payment	I00177368	Bacs	-598.20	Witham Oil & Paint
WIT004	26/05/2022	Payment	131192	Bacs	-486.58	Witham Timber

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-261994.06	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-261994.06	

Payments

Bacs	-261994.06	Cheque		Direct Deb		Chargecard
Bulk Bacs						

Adjustments

Disc		Contra SL				
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Refunds

Refund

D. Withmatt

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Finance Manager

P. Nichol

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Operations Manager

Woldmarsh Invoice February 2022

Supplier	Net	VAT	Gross	Codes	From	To	Actual/ Estimate
B A Bush & Son Ltd	23.40	4.68	28.08	5001 9121			
Longwater Construcion Supplies	1156.00	231.20	1387.20	4001 7648			
Npower Ltd	873.23	174.59	1047.82	2003 2004	01/01/2022	31/01/2022	H/H
Npower Ltd	577.97	115.60	693.57	2003 2013	01/01/2022	31/01/2022	H/H
Npower Ltd	779.59	155.92	935.51	2003 2030	01/01/2022	31/01/2022	H/H
Npower Ltd	543.10	108.62	651.72	2003 2005	01/01/2022	31/01/2022	H/H
Npower Ltd	981.19	196.23	1177.42	2003 2006	01/01/2022	31/01/2022	H/H
Npower Ltd	315.82	16.33	332.15	2003 2009	01/01/2022	31/01/2022	H/H
Npower Ltd	595.65	119.13	714.78	2003 2010	01/01/2022	31/01/2022	H/H
Npower Ltd	716.76	143.35	860.11	2003 2011	01/01/2022	31/01/2022	H/H
Npower Ltd	1144.16	228.83	1372.99	2003 2028	01/01/2022	31/01/2022	H/H
Npower Ltd	815.89	163.18	979.07	2003 2021/2022	01/01/2022	31/01/2022	H/H
Npower Ltd	546.63	109.33	655.96	2003 2032	01/01/2022	31/01/2022	H/H
Npower Ltd	595.08	118.92	714.00	2003 2012	01/01/2022	31/01/2022	H/H
Npower Ltd	283.00	14.48	297.48	2003 2016	01/01/2022	31/01/2022	H/H
Npower Ltd	633.59	126.64	760.23	2003 2018	01/01/2022	31/01/2022	H/H
Npower Ltd	213.48	10.96	224.44	2003 2017	01/01/2022	31/01/2022	H/H
Npower Ltd	366.19	73.21	439.40	2003 2020	01/01/2022	31/01/2022	H/H
Npower Ltd	257.07	13.16	270.23	2003 2003	01/01/2022	31/01/2022	H/H
Npower Ltd	647.51	129.45	776.96	2003 2007	01/01/2022	31/01/2022	H/H
Npower Ltd	74.34	3.72	78.06	2003 2002	01/01/2022	31/01/2022	Actual
Npower Ltd	278.18	55.64	333.82	2003 2008	01/01/2022	31/01/2022	Actual
Npower Ltd	350.71	70.14	420.85	2003 2014	01/01/2022	31/01/2022	Actual
Npower Ltd	76.18	3.81	79.99	2003 2019	01/01/2022	31/01/2022	Actual
Npower Ltd	73.86	3.69	77.55	2003 2023	01/01/2022	31/01/2022	Actual
Npower Ltd	56.08	2.80	58.88	2003 2024	01/01/2022	31/01/2022	Actual
Npower Ltd	154.82	30.96	185.78	2003 2025	01/01/2022	31/01/2022	Actual
Npower Ltd	150.30	30.06	180.36	2003 2026	01/01/2022	31/01/2022	Actual
Npower Ltd	118.20	5.91	124.11	2003 2027	01/01/2022	31/01/2022	Actual
Npower Ltd	36.78	1.84	38.62	2003 2029	01/01/2022	31/01/2022	Actual
Npower Ltd	107.79	5.39	113.18	2003 2031	01/01/2022	31/01/2022	Actual
Npower Ltd	53.40	2.67	56.07	2003 2033	01/01/2022	31/01/2022	Actual
Npower Ltd	67.31	3.37	70.68	2003 2034	01/01/2022	31/01/2022	Actual
Npower Ltd	44.00	2.20	46.20	2003 2001	01/01/2022	31/01/2022	Actual
Npower Ltd	485.61	97.12	582.73	2003 2015	01/01/2022	31/01/2022	Actual
Npower Ltd	594.11	118.82	712.93	2003 5001	01/01/2022	31/01/2022	Estimate
Rix Petroleum Ltd	5077.22	1015.44	6092.66	C001			
Skuma Timba Ltd	2618.00	523.60	3141.60	C001			
UK Fuels Ltd	60.44	12.09	72.53	5006 9114			
UK Fuels Ltd	63.96	12.79	76.75	5006 9115			
UK Fuels Ltd	68.74	13.75	82.49	5006 9115			
UK Fuels Ltd	57.59	11.52	69.11	5006 9113			
UK Fuels Ltd	170.10	34.01	204.11	5006 9120			
UK Fuels Ltd	66.88	13.38	80.26	5006 9118			
UK Fuels Ltd	67.36	13.47	80.83	5006 9117			
UK Fuels Ltd	47.32	9.46	56.78	5006 9114			
UK Fuels Ltd	55.83	11.17	67.00	5006 9113			
UK Fuels Ltd	197.22	39.45	236.67	5006 9120			
UK Fuels Ltd	82.01	16.40	98.41	5006 9095			
UK Fuels Ltd	77.57	15.51	93.08	5006 9117			
UK Fuels Ltd	51.72	10.34	62.06	5006 9114			
UK Fuels Ltd	64.90	12.98	77.88	5006 9115			
UK Fuels Ltd	64.83	12.97	77.80	5006 9113			
UK Fuels Ltd	64.42	12.88	77.30	5006 9113			
UK Fuels Ltd	199.47	39.90	239.37	5006 9120			
UK Fuels Ltd	72.43	14.49	86.92	5006 9118			
UK Fuels Ltd	57.40	11.48	68.88	5006 9114			
UK Fuels Ltd	71.20	14.24	85.44	5006 9115			
UK Fuels Ltd	52.88	10.58	63.46	5006 9113			
UK Fuels Ltd	62.01	12.40	74.41	5006 9113			
UK Fuels Ltd	166.29	33.26	199.55	5006 9120			
UK Fuels Ltd	71.17	14.23	85.40	5006 9118			
Yu Energy	68.28	3.41	71.69	2004 5001	01/01/2022	31/01/2022	
David Musson Fencing Ltd	506.19	101.23	607.42	4001 7645			

£ 25,070.41 £ 4,738.38 £ 29,808.79

Supplier	Net	VAT	Gross
B A Bush & Son Ltd	23.40	4.68	28.08
Longwater Construcion Supplies	1156.00	231.20	1387.20
Npower Ltd	13607.58	2456.07	16063.65
Rix Petroleum Ltd	5077.22	1015.44	6092.66
Skuma Timba Ltd	2618.00	523.60	3141.60
UK Fuels Ltd	2013.74	402.75	2416.49
Yu Energy	68.28	3.41	71.69
David Musson Fencing Ltd	506.19	101.23	607.42

Woldmarsh Invoice March 2022

Supplier	Net	VAT	Gross	Codes	From	To	Actual/ Estimate
B A Bush & Son Ltd	714.00	142.80	856.80	5001 9121			
B A Bush & Son Ltd	31.50	6.30	37.80	5003 9058			
H & L Services Ltd	671.24	134.25	805.49	3008 5001			
Npower Ltd	731.89	146.38	878.27	2003 2013	01/02/2022	28/02/2022	H/H
Npower Ltd	745.68	149.14	894.82	2003 2004	01/02/2022	28/02/2022	H/H
Npower Ltd	705.77	141.15	846.92	2003 2005	01/02/2022	28/02/2022	H/H
Npower Ltd	817.81	163.56	981.37	2003 2030	01/02/2022	28/02/2022	H/H
Npower Ltd	965.74	193.15	1158.89	2003 2006	01/02/2022	28/02/2022	H/H
Npower Ltd	288.70	14.44	303.14	2003 2009	01/02/2022	28/02/2022	H/H
Npower Ltd	488.19	97.64	585.83	2003 2010	01/02/2022	28/02/2022	H/H
Npower Ltd	1209.54	241.91	1451.45	2003 2011	01/02/2022	28/02/2022	H/H
Npower Ltd	1147.28	229.46	1376.74	2003 2028	01/02/2022	28/02/2022	H/H
Npower Ltd	844.02	168.80	1012.82	2003 2021/2022	01/02/2022	28/02/2022	H/H
Npower Ltd	487.24	97.45	584.69	2003 2032	01/02/2022	28/02/2022	H/H
Npower Ltd	1176.71	235.34	1412.05	2003 2012	01/02/2022	28/02/2022	H/H
Npower Ltd	233.21	11.66	244.87	2003 2016	01/02/2022	28/02/2022	H/H
Npower Ltd	784.18	156.84	941.02	2003 2018	01/02/2022	28/02/2022	H/H
Npower Ltd	249.18	12.46	261.64	2003 2017	01/02/2022	28/02/2022	H/H
Npower Ltd	548.82	109.76	658.58	2003 2020	01/02/2022	28/02/2022	H/H
Npower Ltd	307.53	61.51	369.04	2003 2003	01/02/2022	28/02/2022	H/H
Npower Ltd	715.04	143.01	858.05	2003 2007	01/02/2022	28/02/2022	H/H
Npower Ltd	56.91	2.85	59.76	2003 2002	01/02/2022	28/02/2022	Actual
Npower Ltd	31.61	1.58	33.19	2003 2023	01/02/2022	28/02/2022	Estimate
Npower Ltd	64.40	3.22	67.62	2003 2024	01/02/2022	28/02/2022	Actual
Npower Ltd	194.53	38.91	233.44	2003 2008	01/02/2022	28/02/2022	Actual
Npower Ltd	282.16	56.43	338.59	2003 2014	01/02/2022	28/02/2022	Actual
Npower Ltd	69.03	3.45	72.48	2003 2019	01/02/2022	28/02/2022	Estimate
Npower Ltd	132.92	26.58	159.50	2003 2025	01/02/2022	28/02/2022	Actual
Npower Ltd	59.51	2.98	62.49	2003 2026	01/02/2022	28/02/2022	Actual
Npower Ltd	124.92	24.98	149.90	2003 2027	01/02/2022	28/02/2022	Actual
Npower Ltd	132.90	26.58	159.48	2003 2029	01/02/2022	28/02/2022	Actual
Npower Ltd	39.09	1.95	41.04	2003 2031	01/02/2022	28/02/2022	Actual
Npower Ltd	43.97	2.20	46.17	2003 2033	01/02/2022	28/02/2022	Actual
Npower Ltd	38.49	1.92	40.41	2003 2034	01/02/2022	28/02/2022	Actual
Npower Ltd	42.93	2.15	45.08	2003 2001	01/02/2022	28/02/2022	Actual
Npower Ltd	380.26	76.05	456.31	2003 2015	01/02/2022	28/02/2022	Actual
Npower Ltd	537.42	107.48	644.90	2003 5001	01/02/2022	28/02/2022	Estimate
Rix Petroleum Ltd	7070.51	1414.10	8484.61	C001			
UK Fuels Ltd	78.77	15.75	94.52	5006 9117			
UK Fuels Ltd	72.27	14.45	86.72	5006 9115			
UK Fuels Ltd	63.77	12.75	76.52	5006 9113			
UK Fuels Ltd	66.59	13.32	79.91	5006 9113			
UK Fuels Ltd	235.90	47.18	283.08	5006 9120			
UK Fuels Ltd	194.58	38.91	233.49	5006 9120			
UK Fuels Ltd	143.24	28.66	171.90	5006 9120			
UK Fuels Ltd	78.97	15.79	94.76	5006 9117			
UK Fuels Ltd	72.81	14.56	87.37	5006 9114			
UK Fuels Ltd	80.19	16.04	96.23	5006 9115			
UK Fuels Ltd	66.29	13.26	79.55	5006 9113			
UK Fuels Ltd	161.31	32.27	193.58	5006 9120			
UK Fuels Ltd	71.72	14.34	86.06	5006 9118			
UK Fuels Ltd	79.08	15.82	94.90	5006 9115			
UK Fuels Ltd	77.80	15.56	93.36	5006 9113			
UK Fuels Ltd	213.02	42.60	255.62	5006 9120			
UK Fuels Ltd	180.28	36.06	216.34	5006 9120			
UK Fuels Ltd	184.13	36.82	220.95	5006 9120			
UK Fuels Ltd	94.30	18.86	113.16	5006 9095			
UK Fuels Ltd	76.15	15.23	91.38	5006 9118			
UK Fuels Ltd	73.28	14.66	87.94	5006 9114			
UK Fuels Ltd	84.26	16.85	101.11	5006 9115			
UK Fuels Ltd	74.91	14.98	89.89	5006 9113			
UK Fuels Ltd	203.15	40.63	243.78	5006 9120			
UK Fuels Ltd	215.47	43.09	258.56	5006 9120			
Yu Energy	67.27	3.36	70.63	2004 5001	01/02/2022	28/02/2022	
£ 26,174.34		£ 5,042.22	£ 31,216.56				

Supplier	Net	VAT	Gross
B A Bush & Son Ltd	745.50	149.10	894.60
H & L Services Ltd	671.24	134.25	805.49
Npower Ltd	14677.58	2752.97	17430.55
Rix Petroleum Ltd	7070.51	1414.10	8484.61
UK Fuels Ltd	2942.24	588.44	3530.68
Yu Energy	67.27	3.36	70.63

Woldmarsh Invoice April 2022

Supplier	Net	VAT	Gross	Codes	From	To	Actual/ Estimate	
Woldmarsh	597.14	119.43	716.57	C001				
Npower Ltd	-336.22	-67.24	-403.46	2003	2008	01/03/2022	31/03/2022	Actual
Npower Ltd	417.90	83.58	501.48	2003	5001	01/03/2022	31/03/2022	Estimate
Npower Ltd	77.87	3.89	81.76	2003	2031	01/03/2022	31/03/2022	Actual
Npower Ltd	687.79	137.56	825.35	2003	2004	01/03/2022	31/03/2022	H/H
Npower Ltd	814.14	162.83	976.97	2003	2013	01/03/2022	31/03/2022	H/H
Npower Ltd	1075.35	215.07	1290.42	2003	2030	01/03/2022	31/03/2022	H/H
Npower Ltd	367.58	18.38	385.96	2003	2009	01/03/2022	31/03/2022	H/H
Npower Ltd	644.25	128.85	773.10	2003	2010	01/03/2022	31/03/2022	H/H
Npower Ltd	1192.16	238.43	1430.59	2003	2011	01/03/2022	31/03/2022	H/H
Npower Ltd	988.97	197.79	1186.76	2003	2021/2022	01/03/2022	31/03/2022	H/H
Npower Ltd	288.89	14.44	303.33	2003	2016	01/03/2022	31/03/2022	H/H
Npower Ltd	307.47	61.49	368.96	2003	2017	01/03/2022	31/03/2022	H/H
Npower Ltd	387.43	77.49	464.92	2003	2020	01/03/2022	31/03/2022	H/H
Npower Ltd	351.64	70.33	421.97	2003	2003	01/03/2022	31/03/2022	H/H
Npower Ltd	831.38	166.28	997.66	2003	2007	01/03/2022	31/03/2022	H/H
Npower Ltd	551.67	110.33	662.00	2003	2015	01/03/2022	31/03/2022	Actual
Npower Ltd	280.86	14.04	294.90	2003	2017	01/03/2022	31/03/2022	H/H
Npower Ltd	936.93	187.39	1124.32	2003	2018	01/03/2022	31/03/2022	H/H
Npower Ltd	336.22	67.24	403.46	2003	2008	01/03/2022	31/03/2022	Actual
Npower Ltd	84.52	4.23	88.75	2003	2002	01/03/2022	31/03/2022	Actual
Npower Ltd	211.99	42.40	254.39	2003	2025	01/03/2022	31/03/2022	Actual
Npower Ltd	392.05	78.41	470.46	2003	2014	01/03/2022	31/03/2022	Actual
Npower Ltd	77.68	3.88	81.56	2003	2034	01/03/2022	31/03/2022	Actual
Npower Ltd	43.97	2.20	46.17	2003	2001	01/03/2022	31/03/2022	Actual
Npower Ltd	363.63	72.73	436.36	2003	2020	01/03/2022	31/03/2022	H/H
Npower Ltd	610.36	122.07	732.43	2003	2010	01/03/2022	31/03/2022	H/H
Npower Ltd	549.26	109.85	659.11	2003	2032	01/03/2022	31/03/2022	H/H
Npower Ltd	1441.95	288.39	1730.34	2003	2028	01/03/2022	31/03/2022	H/H
Npower Ltd	826.78	165.36	992.14	2003	2012	01/03/2022	31/03/2022	H/H
Npower Ltd	268.74	13.44	282.18	2003	2016	01/03/2022	31/03/2022	H/H
Npower Ltd	1162.58	232.52	1395.10	2003	2006	01/03/2022	31/03/2022	H/H
Npower Ltd	729.22	145.84	875.06	2003	2005	01/03/2022	31/03/2022	H/H
Npower Ltd	1036.71	207.34	1244.05	2003	2030	01/03/2022	31/03/2022	H/H
Npower Ltd	919.08	183.82	1102.90	2003	2021/2022	01/03/2022	31/03/2022	H/H
Npower Ltd	1145.38	229.08	1374.46	2003	2011	01/03/2022	31/03/2022	H/H
Npower Ltd	62.88	3.14	66.02	2003	2026	01/03/2022	31/03/2022	Actual
Npower Ltd	167.36	33.47	200.83	2003	2027	01/03/2022	31/03/2022	Actual
Npower Ltd	103.83	5.19	109.02	2003	2024	01/03/2022	31/03/2022	Actual
Npower Ltd	48.62	2.43	51.05	2003	2023	01/03/2022	31/03/2022	Actual
Npower Ltd	48.34	2.42	50.76	2003	2029	01/03/2022	31/03/2022	Actual
Npower Ltd	101.60	5.08	106.68	2003	2019	01/03/2022	31/03/2022	Actual
Npower Ltd	68.97	3.45	72.42	2003	2033	01/03/2022	31/03/2022	Actual
Npower Ltd	306.49	61.30	367.79	2003	2008	01/03/2022	31/03/2022	Actual
Npower Ltd	-387.43	-77.49	-464.92	2003	2020	01/03/2022	31/03/2022	H/H
Npower Ltd	-644.25	-128.85	-773.10	2003	2010	01/03/2022	31/03/2022	H/H
Npower Ltd	-1192.16	-238.43	-1430.59	2003	2011	01/03/2022	31/03/2022	H/H
Npower Ltd	-1075.35	-215.07	-1290.42	2003	2030	01/03/2022	31/03/2022	H/H
Npower Ltd	-307.47	-61.49	-368.96	2003	2017	01/03/2022	31/03/2022	H/H
Npower Ltd	-288.89	-14.44	-303.33	2003	2016	01/03/2022	31/03/2022	H/H
Npower Ltd	-988.97	-197.79	-1186.76	2003	2021/2022	01/03/2022	31/03/2022	H/H
Rix Petroleum (Spalding) Ltd	5890.30	1178.06	7068.36	C001				
UK Fuels Ltd	86.44	17.29	103.73	5006	9117			
UK Fuels Ltd	94.51	18.90	113.41	5006	9115			
UK Fuels Ltd	73.09	14.62	87.71	5006	9113			
UK Fuels Ltd	206.91	41.38	248.29	5006	9120			
UK Fuels Ltd	65.52	13.11	78.63	5006	9114			
UK Fuels Ltd	16.62	3.32	19.94	5006	9118			
UK Fuels Ltd	77.55	15.51	93.06	5006	9115			
UK Fuels Ltd	234.67	46.93	281.60	5006	9120			
UK Fuels Ltd	195.73	39.15	234.88	5006	9120			
UK Fuels Ltd	186.77	37.35	224.12	5006	9120			
UK Fuels Ltd	74.03	14.81	88.84	5006	9118			
UK Fuels Ltd	74.58	14.92	89.50	5006	9115			
UK Fuels Ltd	70.30	14.06	84.36	5006	9113			
UK Fuels Ltd	190.62	38.12	228.74	5006	9120			
UK Fuels Ltd	79.07	15.81	94.88	5006	9095			
UK Fuels Ltd	4.71	0.94	5.65	5006	9114			
UK Fuels Ltd	79.52	15.90	95.42	5006	9115			
UK Fuels Ltd	73.18	14.64	87.82	5006	9113			
UK Fuels Ltd	172.74	34.55	207.29	5006	9120			
UK Fuels Ltd	83.38	16.68	100.06	5006	9118			
Yu Energy	48.59	2.43	51.02	2004	5001			
	£ 24,765.72	£ 4,700.56	£ 29,466.28					

Supplier	Net	VAT	Gross
Woldmarsh	597.14	119.43	716.57
Npower Ltd	16089.75	2972.65	19062.40
Rix Petroleum (Spalding) Ltd	5890.30	1178.06	7068.36
UK Fuels Ltd	2139.94	427.99	2567.93
Yu Energy	48.59	2.43	51.02

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 14 JUNE 2022

AGENDA ITEM No 13(c)

**SCHEDULE OF CONSENTS ISSUED & CONSENT APPLICATIONS /
CONTRAVENTIONS**

1. **List of Consents**

(a) **Byelaw Consents**

The following byelaw consents have been issued by the Board since 8th February 2022:

2022-B02	Western Power Distribution Isaac Newton Way Alma Park Industrial Estate GRANTHAM Lincs NG31 9RT	Laying of underground cable over a culvert structure Grid Ref: 515235, 320317 BSIDB W.C 28/17
2022-B03	Chestnut Homes Ltd The Old School House Wragby Road Langworth LINCOLN LN3 5BJ	Installation of underground surface water crate storage system Grid Refs: 533377, 341684 BSIDB W.C 6/20
2022-B04	R K Wilson Builders Ltd Sandpit Farm Wisbech Road Long Sutton SPALDING Lincs PE12 9AQ	Laying of a foul sewer within 9m of a Board maintained open & piped watercourse Grid Refs: 523129, 341174 BSIDB W.C 4/44
2022-B05	Western Power Distribution Endeavour Park Gilbert Drive BOSTON Lincs PE21 7TW	Laying of a horizontal directionally drilled underground cable Grid Refs:528709, 342874 BSIDB W.C 5/1
2022-B06	Allison Homes Ltd Larkfleet House Falcon Way Southfields Business Park BOURNE Lincs PE10 0FF	Laying of paved areas & under drained swales Grid Refs: 531000, 339505 530890, 339270 BSIDB W.C 5/19

(b) Culvert Consents

The following culvert consents have been issued by the Board since 8th February 2022:

2022-C01	Western Power Distribution Endeavour Park Gilbert Drive BOSTON Lincs PE21 7TW	Piping of ordinary watercourse Grid Ref: 516005, 345522 Ordinary Watercourse
2022-C02	Western Power Distribution Endeavour Park Gilbert Drive BOSTON Lincs PE21 7TW	Laying of underground cable over a culvert within BSIDB WC Grid Ref: 518328, 346168 BSIDB WC 9/8 (Labour in Vain Drain)
2022-C03	Aaron McLoughlin Cherry Tree Lodge Swineshead Road BOSTON Lincs PE20 1SF	Piping of ordinary watercourse Grid Ref: 529240, 342898 Ordinary Watercourse
2022-C04	Keepmoat Homes Stumpcross Hill SLEAFORD Lincs	Installation of 10no drainage gullies Grid Ref: 505924, 344136 BSIDB WC 36/7
2022-C05	Lincolnshire County Council Technical Services Partnership Crown House Grantham Street LINCOLN LN2 1BD	UV Lining of a culvert within BSIDB WC Grid Ref: 521076, 327657 BSIDB WC 22/28 (Burtey Fen New Drain)
2022-C06	Chestnut Homes Ltd The Old School Wragby Road Langworth LINCOLN LN3 5BJ	Piping of ordinary watercourse Grid Ref: 533433, 341775 Ordinary WC (Not Board-maintained)
2022-C07	Chestnut Homes Ltd The Old School Wragby Road Langworth LINCOLN LN3 5BJ	Piping of ordinary watercourse Grid Ref: 533462, 341829 Ordinary Watercourse
2022-C08	Western Power Distribution Endeavour Park Gilbert Drive BOSTON Lincs PE21 7TW	Extension to an existing culvert to permit laying of underground cable Grid Ref: 529159, 342886 Ordinary Watercourse

(c) **Development Agreements**

The following development agreements have been issued by the Board since 8th February 2022:

2022-D03	S L Developments Nationwide Ltd Lynway Nurseries Main Road Algarkirk BOSTON Lincs, PE20 2BE	Discharge of surface water Grid Ref: 523740, 340000 Ordinary (Non board-maintained)
2022-D04	Chestnut Homes Ltd The Old School Wragby Road Langworth LINCOLN LN3 5BJ	Discharge of surface water from phase 3A of a residential development Grid Refs: 533420, 341820 BSIDB W.C 6/24
2022-D05	Mr D M Woodman 34 Kenleigh Drive BOSTON Lincs PE21 0NG	Discharge of surface water from a single dwelling & garage Grid Refs: 533142, 342151 BSIDB W.C 6/28
2022-D06	R K Wilson Builders Ltd Sandpit Farm Wisbech Road Long Sutton SPALDING Lincs PE12 9AQ	Discharge of surface water from a residential development Grid Refs: 523080, 341155 BSIDB W.C 4/44

(d) **Land Drainage Consents**

The following land drainage consents have been issued by the Board since 8th February 2022:

2022-L01	H J Mair & Sons 2 Grosvenor Road Billingborough SLEAFORD Lincs NG34 0QN	Land Drain Outfalls Grid Ref: 513826, 333802 BSIDB W.C 19/2
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(e) **Extended Area Consents**

The following extended area consents have been issued by the Board since 8th February 2022:

2022-X01	Barratt Homes North Midlands 2 Horizon Place Mellors Way Nottingham Business Park NOTTINGHAM NG8 6PY	Installation of a piped culvert Grid Ref: 508778, 319492 Ordinary W.C
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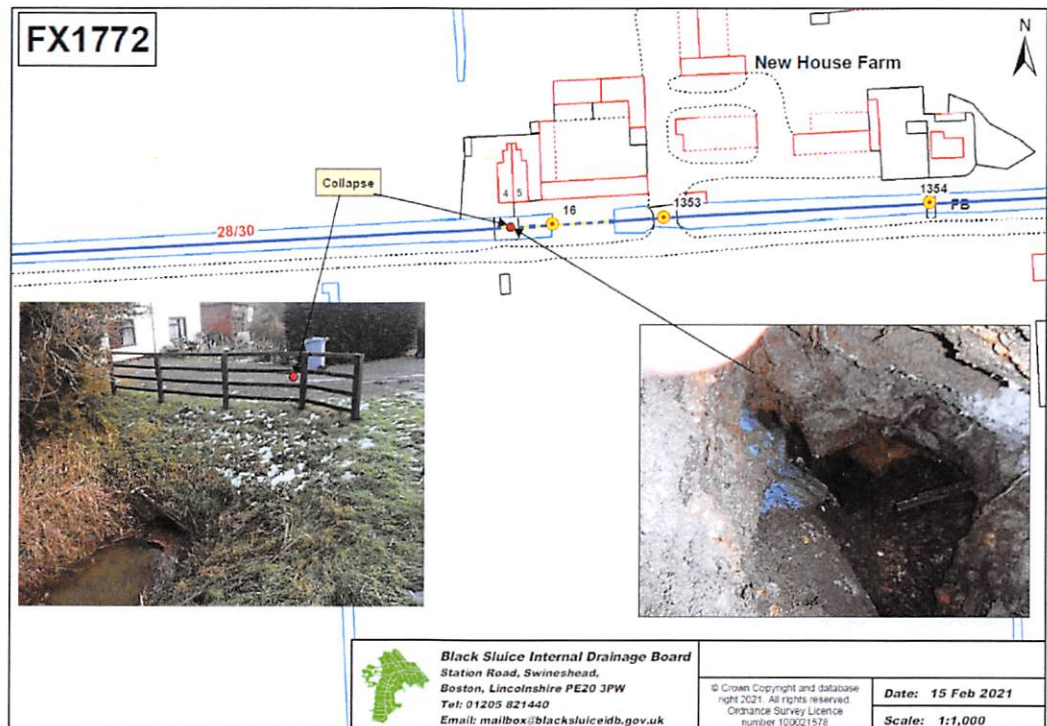
2. **Consent Applications / Contraventions**

i. **Application to reroute Drain 28/30, New House Farm, Morton North Drive, Morton Fen, for F Richardson & Son**

Extract from pages 25-26 of the Structures Report (Agenda Item No. 9, Structures Committee, 22nd March 2022):

(a) **Morton Fen – No 16 – FX1772 30m x 900mm Armco**

Having been notified of this by the landowner regarding a collapsed culvert in a Board maintained watercourse outside No. 4 Morton North Drive, it was investigated by a Board's officer. The culvert lies across the access to the property and extends 187pprox.. 30m east presumed to extend under the front garden of the property – collapsed section under driveway causing blockage. The Operations Manager has discussed this with the landowner, options, specification and estimates for repair or replacement to be provided.



Following correspondence on this matter with the landowner the Operations Manager had a site meeting in December 2021 to discuss a way forward with the collapsed culvert at this site. An estimate of £30,000+ was provided to replace the existing 30m x 900mm culvert as a visual inspection of the pipe from both ends shows corrosion along the water line. The partial collapse of the culvert is not currently impeding flows. It was at this meeting that the proposed development of the site was discussed, whereby it was stated that the proposal would have to be approved by the Board following an application.

The landowner has since asked if the Board would consider rerouting the drain around the properties along the line shown below, along with an email (included below).



Fig. 1

Dear Paul,

As per our conversation on the 10th of February I am writing to highlight an urgent issue we have with a drain in Morton Fen.

The current drain runs in front of three properties where we currently have tenants. The culvert outside 4&5 North Fen is causing great concern and in my opinion is causing a risk to life due to the high risk of the surrounding area potentially collapsing further.

At the site meeting between yourself and Mark Taylor on the 1st of December 2021 you discussed the option of rerouting the ditch behind the farmyard, site which is approximately 360 metres. Can I please ask you to raise this as an urgent issue with the Board?

It seems that the best solution for both parties here would be to reroute as per the attached drawing. This would be cheaper and quicker than repairing in its current position, as if the culvert was to be dug out and replaced this would mean that the public road would have to be shut for the duration of the works, causing unnecessary inconvenience to road users and ourselves accessing fields. As the proximity of the houses and buildings affected and the public highway are so close to the culvert we fear that repair works may cause structural damage going forward.

The top priority however must be the safety of the public and our current tenants. The current condition of the culvert is causing an increased risk each day. With the weather at this time of year the condition is deteriorating daily, and it is very close to the public highway as you are aware. I have also attached some photographs for you to share with the board. We have looked into covering the area

with metal sheeting to enable the tenant to park his vehicle on the driveway and for access but have been informed that the current structure surrounding the hole is unstable and would not be able to hold this additional weight.

If the Board grant permission for the new ditch a 6 metre grass margin will be installed alongside the ditch to allow access all year round for maintenance. If any work was required in creating the new ditch which could be carried out by ourselves i.e. tree removal or excavator work we would be more than happy to work with the board to do this.

I look forward to hearing back from you very soon.

The existing watercourse is 208m between the 2 red lines shown in Fig 1, and the proposed reroute is c380m. Existing survey data shows there is only 0.12m fall between the existing upstream and downstream section of this watercourse. It has been requested that the landowner completes another survey to provide relevant bed levels from around the site and advised that consideration towards ground conditions/soil type when rerouting should be considered, as there may be issues with stability of the banks.

If the reroute proposal is acceptable, it would then be advised that the existing culvert is suitably filled, suggestion would be foam concrete, but it would also be the responsibility of the applicant to make sure that any existing lateral pipe connections are not blocked, or suitable alternatives provided, which would be located when the survey is completed.

The Board would also require an application for the proposal. At the time of writing this report an application has not been received.

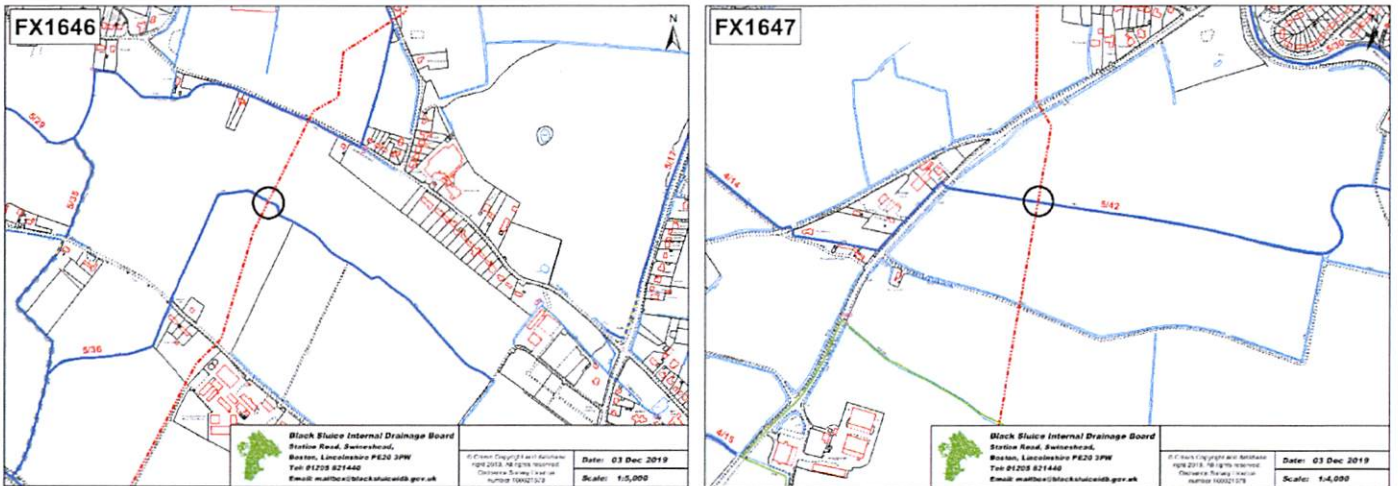
Update:

Since the Structures Committee meeting, the Board has received an application to carry out the works as detailed above, with an updated plan below:



ii. Applications to place protective structures within a watercourse to protect existing HP Gas Mains, land west of Bungley Lane & east of London Road, Kirton for Cadent Gas Ltd

The Board previously issued two consents to Cadent Gas in 2019 regarding protective structures over their HP gas main which runs north to south to the west of Kirton. Cadent Gas' stated the depth of the bed of each watercourse and the underground main had decreased over the last 40-50 years resulting in potential increased risk of damage. Cadent Gas had been directed by the HSE to provide protection, and they proposed concrete matting to be placed along the bank and bed of the Board watercourses.



INSTALLATION GUIDANCE:

GROUND PREPARATION:

Preparation of substrate: CC will conform closely to the underlying surface contours of the ditch profile, therefore any vegetation and sharp or protruding rocks should be removed. The ditch should have a uniform profile for ease of future maintenance. If installing on soft ground, a compacted layer of granular fill can be placed in the invert to create a solid substrate.

Anchor trench: IMPORTANT NOTE: CC requires an anchor trench to prevent undermining from surface water run off and provide a neat edge termination.

INSTALLATION

Unpacking: Remove the packaging and unroll CC into the ditch profile ensuring the fibrous top surface faces upwards, with the PVC membrane in contact with the ground.

Laying: For projects requiring a transverse layup, tuck the leading edge of the CC into the anchor trench before cutting to length.

Cutting: Use a 'snap-off blade' utility knife for cutting CC before it is hydrated or set. Allow 15- 20mm from the cut edge due to potential loss of fill. A powered disc-cutter or angle grinder can be used for repeated cutting.

Positioning and fixing: Ensure there is at least a 100mm overlap between CC layers.

IMPORTANT NOTE: Care should be taken to position the overlap in the direction of water flow (like shingled roof tiles). Peg the CC along the anchor trench, through each overlap joint. Hydrate the material under the overlapped sections of the CC.

Joining: Insert stainless screws at 200mm centres, 30 - 50mm from the edge of the joint. Impermeability of joints can be improved by applying Adhesive Sealant between the layers, prior to screwing.

IMPORTANT NOTE: It is essential that CC layers are in direct contact with each other. To prevent CC layers from separating, joints can be weighed with sandbags during setting or additional screws can be used.

Hydration: Spray the fibre surface with water until it feels wet to touch for several minutes after spraying. CC cannot be over hydrated and an excess of water is always recommended. Minimum ratio of water:CC is 1:2 by weight. Do not jet high pressure water directly onto the surface as this may wash a channel in the material. Once hydrated, the material remains workable for 1 to 2 hours. Do not rely on rainfall to hydrate CC.

Setting: CC hardens to 80% strength in 24 hours and is ready for use.

FOR INSTALLATION SEE:

[CLICK TO SEE DITCH LINING ANIMATION](#)

[CLICK TO SEE BEST PRACTICE INSTALL](#)

[CLICK TO SEE REQUIRED EQUIPMENT LIST](#)

CONCRETE CANVAS DITCH LINING CROSS SECTION

ANCHOR TRENCH - SEE DETAIL

ONE CONTINUOUS CC LAYER

FIBROUS TOP SURFACE (SURFACE TO HYDRATE)

3D FIBRE MATRIX AND DRY CONCRETE MIX

PVC WATERPROOF BACKING LAYER

CONCRETE CANVAS CROSS SECTION

A MINIMUM LAYER OF TYPE 1 STONE TO 500MM SHOULD BE PLACED ON TOP OF THE GAS PIPE WITHOUT CAUSING ANY DAMAGE TO THE PIPE OR THE COATING WHILE MAINTAINING THE DITCH GRADIENT AND WITHOUT CAUSING DAMMING.

DITCH PROFILE TO BE CUT TO DESIGN REQUIREMENTS VEGETATION AND PROTRUSIONS TO BE REMOVED

200mm

SUBSTRATE

CONCRETE CANVAS TRANSVERSE DETAIL

PLASTIC FIXING PIN AT EVERY JOINT

ANCHOR TRENCH - SEE DETAIL

SUBSTRATE

CC LAYER 4

CC LAYER 3

CC LAYER 2

CC LAYER 1

PLASTIC FIXING PIN THROUGH EVERY JOINT

DIRECTION OF WATER FLOW

SCREWED OVERLAP - SEE DETAIL

CONCRETE CANVAS JOINING DETAIL

CONCRETE CANVAS SREWED OVERLAP JOINT

DIRECTION OF WATER FLOW

30-50

30mm STAINLESS STEEL SCREW

MACHINE EDGE

IMPORTANT NOTE: BOTH LAYERS MUST BE IN DIRECT CONTACT WITH EACH OTHER NO GAPS PERMITTED

CLOSED EDGE

MIN 100

MAX 200

CONCRETE CANVAS ANCHOR TRENCH DETAIL

DIRECTION OF WATER FLOW

BACK-FILL OVER CC LAYER AND FIXING PIN

PLASTIC FIXING PIN 250mm x 12mm

SUBSTRATE

CC LAYER

IMPORTANT NOTE: ANCHOR TRENCH IS REQUIRED TO PREVENT UNDERMINING FROM SURFACE WATER AND PROVIDE A NEAT EDGE TERMINATION

(ANCHOR TRENCH DIMENSIONS ARE INDICATIVE AND MAY VARY ACCORDING TO THE GROUND CONDITIONS, FLOW RATES AND PROFILE GEOMETRY.)

300

300

300

300

NOTES:

Ditch liner to be Concrete Canvas Geosynthetic Cementitious Composite Mat (CC)

SPECIFICATION:

CC Type: CC8

Thickness: 8mm

Dry density: 12kg/m²

Compressive strength (ASTM C109 - 02 (initial crack)): 40MPa

Abrasion resistance (DIN 52108): Max 0.1g/cm²

Manning's value (ASTM D8483): n=0.11

Chemical resistance

Acid, Alkaline, Hydrocarbon, Sulphate resistance (BS EN 14414): CC to pass minimum requirements

Age testing - Freeze-Thaw, Soak-Dry, Heat-rap, Water impermeability (BS EN 12467:2004) CC to pass minimum requirements

nationalgrid

TITLE:

CONCRETE CANVAS DITCH LINING FOR NATIONAL GRID

DATE: 18 JUL 2016

REVISION: 0

SCALE: N.T.S.

PRODUCED: VM

CONCRETE CANVAS

CONCRETE CANVAS LTD
UNIT 3, BLOCK A56, SILVERHED
THE FOREST INDUSTRIAL ESTATE
KENTFORD
SUFFOLK
TEL: +44 (0)1463 860 1908
EMAIL: INFO@CONCRETECANVAS.COM

DRAWING NUMBER: UK-CC-GEN-SDL-001 REV 0

The Board's officers reviewed these applications at the time and considered the proposals were unworkable as they would prevent the Board from carrying out any future improvement works. After a meeting with Cadent Gas representatives, consent was issued for the erection of fences and the relevant marker posts along the bank tops on both sides of each watercourse only. This would allow the Board to continue to carry out annual maintenance with machines up to the ends of the fences, with the sections between maintained by hand. The consents were also time-limited for 5 years to allow Cadent Gas to come back with better proposals.



In February 2022, Cadent Gas returned with two further applications to carry out the same concrete matting works. The Board meet with new Cadent Gas representatives, and it was established that they were not aware of the previous correspondence, or the consents issued.

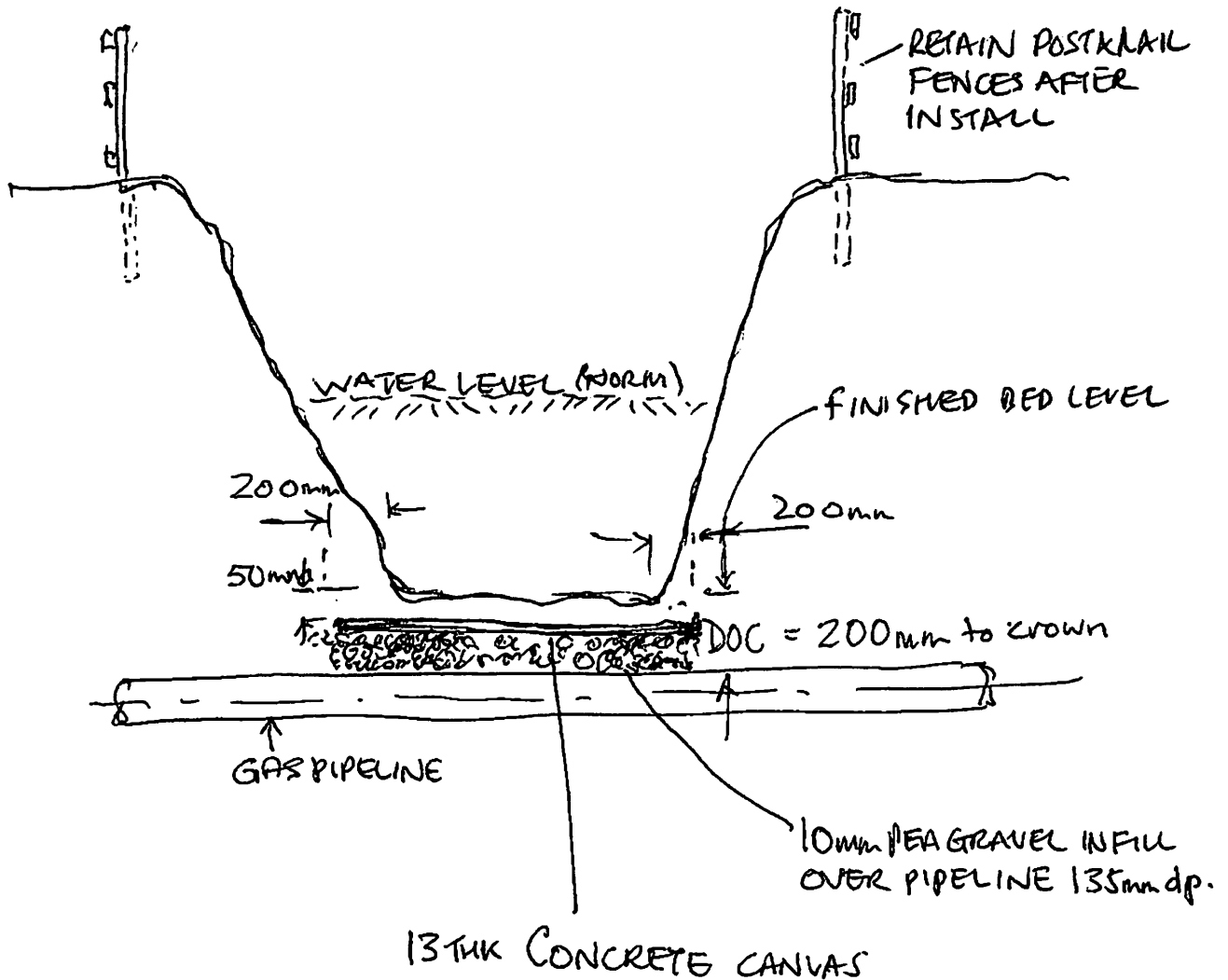
After further discussion, it was suggested by the Board's officers that rather than placing the matting on the banks, which the officers believed served no purpose in protecting the underground pipe, that Cadent Gas lay sections of matting linearly along the bed of each watercourse, as this would at least protect the pipe against damage for the immediate future. This was deemed as acceptable to Cadent Gas.

The Board's officers made the Cadent Gas representatives aware of the upcoming Board meeting at which their applications would be presented. In order to give the Board as much information as possible, updated plans were requested to be drafted and sent to the Board's officers by no later than 7th June 2022. If they were unable to comply, then the existing applications would be presented, and the Board informed of the above discussions.

Update 6th June 2022 – See sketch plan overleaf.

LADENT GAS LTD & BLACKSWICE IDB SITES
EM1072 + EM1073 INSTALLS

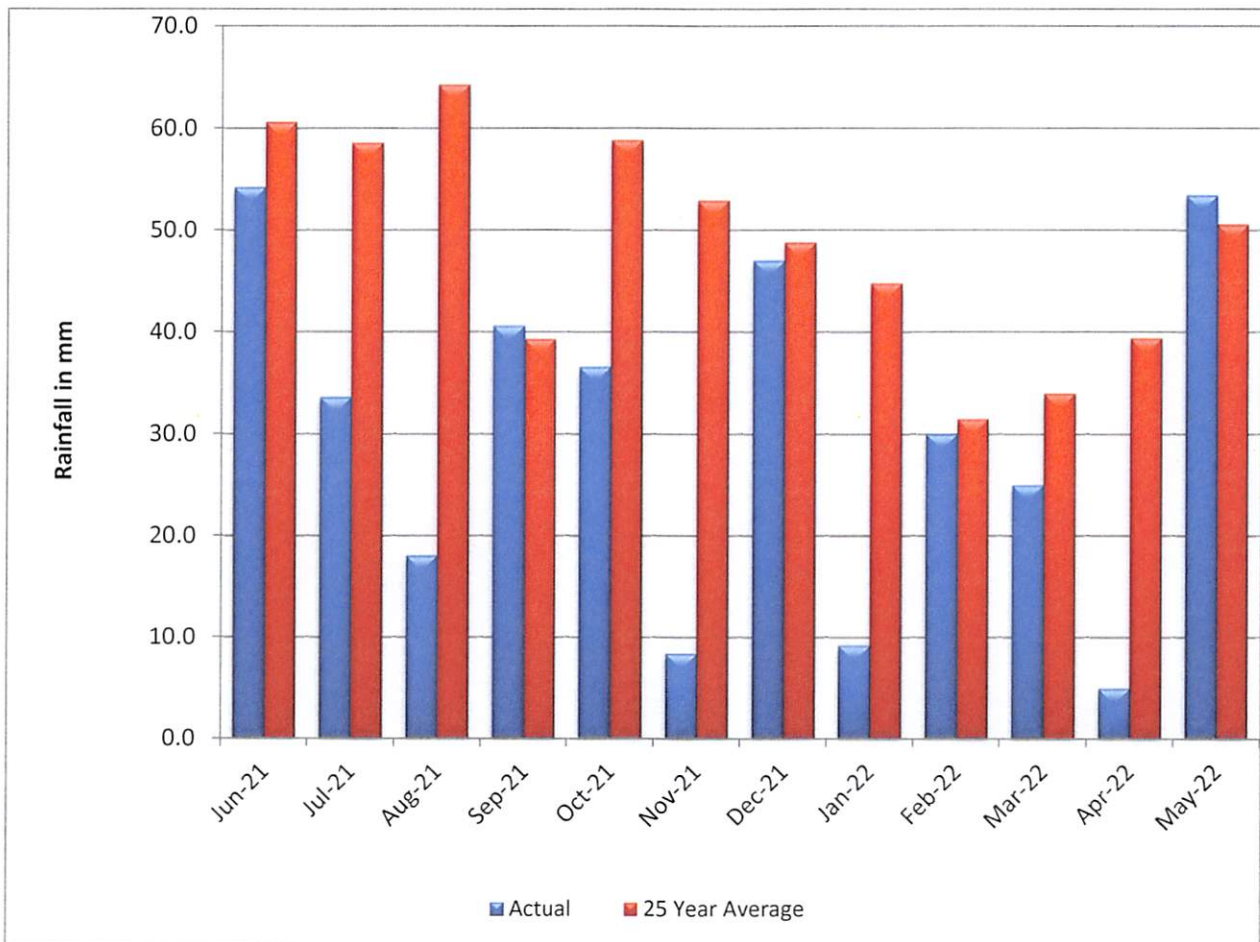
PROPOSED REINFORCEMENT OF BED OF DYKE OVER THE
EXISTING GAS PIPELINE, FULL INSTALL 6m WIDTH.



- ① TEMP DAM/STOP WATER EITHER SIDE OF WORK AREA
- ② MACHINE EXCAVATE & HAND FINISH TO EXPOSE CROWN OF PIPELINE
- ③ VISUAL CHECK OF COATING ON PIPELINE
- ④ BACK FILL WITH 10mm PEA GRAVEL TO APPROX 135mm
- ⑤ INSTALL CONCRETE BLANKET 200mm INTO BOTH BANKS SEE DIA.
- ⑥ BACK FILL USING EXCAVATED MATS TO FORM BANKS & BED
- ⑦ FINISHED DYKE AT SAME DIMENSIONS TO NOW,
- ⑧ RE-ERECT POST & RAIL FENCES

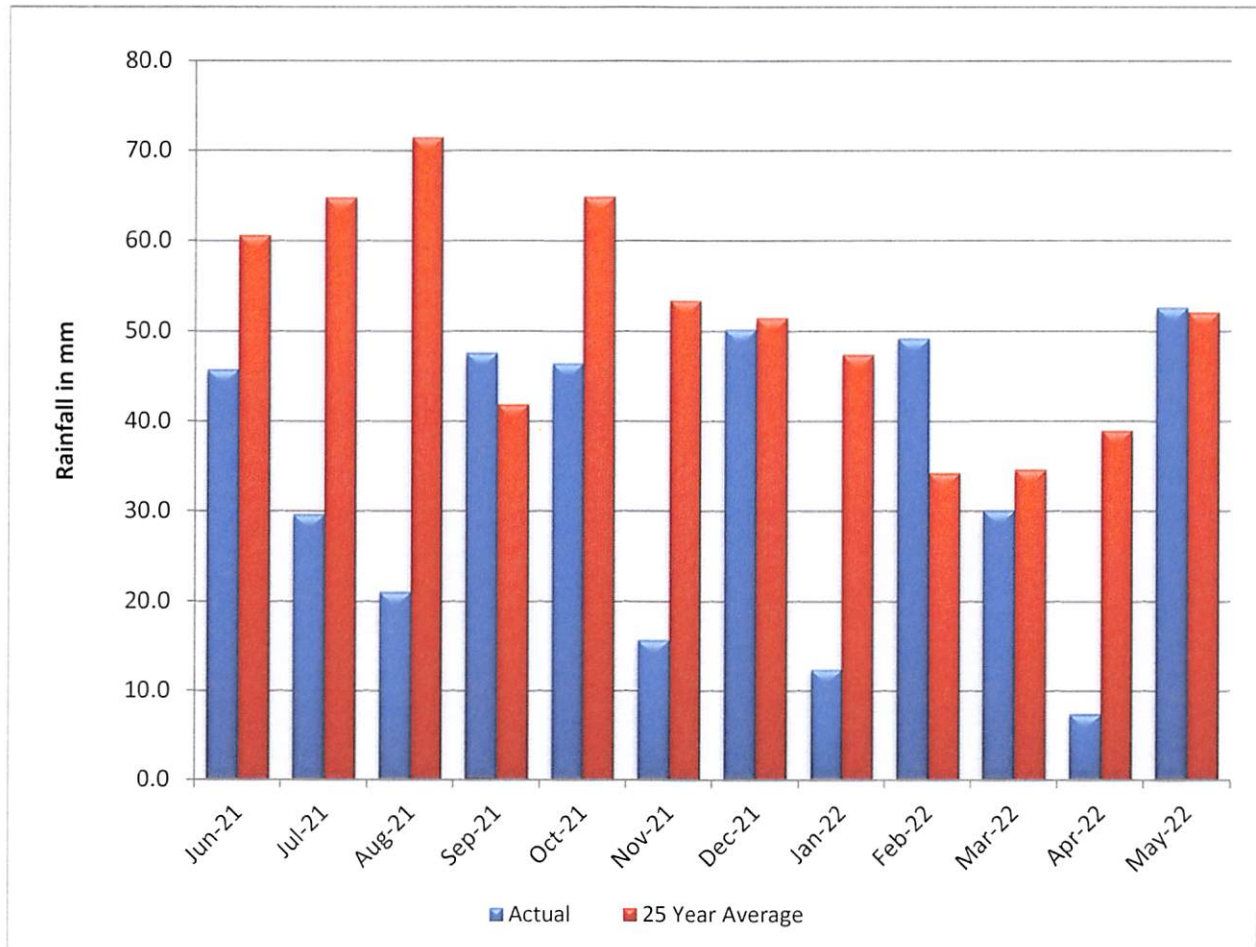
BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Jun-21	54.2	60.6	89.44%
Jul-21	33.6	58.6	57.34%
Aug-21	18.0	64.3	27.99%
Sep-21	40.6	39.3	103.31%
Oct-21	36.6	58.9	62.14%
Nov-21	8.4	52.9	15.88%
Dec-21	47.0	48.8	96.31%
Jan-22	9.2	44.8	20.54%
Feb-22	30.0	31.5	95.24%
Mar-22	25.0	34.0	73.53%
Apr-22	5.0	39.4	12.69%
May-22	53.4	50.6	105.53%
Totals	361.0	583.7	61.85%



BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Jun-21	45.7	60.6	75.41%
Jul-21	29.6	64.8	45.68%
Aug-21	21.0	71.5	29.37%
Sep-21	47.6	41.9	113.60%
Oct-21	46.4	64.9	71.49%
Nov-21	15.6	53.4	29.21%
Dec-21	50.2	51.5	97.48%
Jan-22	12.4	47.4	26.16%
Feb-22	49.2	34.2	143.86%
Mar-22	30.0	34.6	86.71%
Apr-22	7.4	39.0	18.97%
May-22	52.6	52.1	100.96%
Totals	407.7	615.9	66.20%





Black Sluice Internal Drainage Board

Biodiversity Action Plan

2021-2026

1. Statement

This Biodiversity Action Plan (BAP) has been prepared by the Black Sluice Internal Drainage Board in accordance with the commitment in the Implementation Plan of the Defra Internal Drainage Board Review of 2007 for internal drainage boards (IDBs) to produce their own Biodiversity Action Plans. It demonstrates the Board's commitment to fulfilling its duty as a public body to conserve and enhance biodiversity under various legislation and policy including, but not limited to, the Environment Bill (Act) 2020, the Natural Environment and Rural Communities Act 2006, the 25 Year Environment Plan and Water Framework Directive.

Importantly, it reflects the Board's aspiration to maximise the support it provides to biodiversity, particularly priority UK species and habitats, and the wider environment in general through its day-to-day activities, by setting clear objectives, actions and targets.

The Board has adopted this Biodiversity Action Plan as one of its policies and is committed to its implementation. It will review the plan periodically and update it as appropriate.

.....

Keith Casswell

Chairman of the Board

14th June 2022

.....

Paul Holmes

Environment Committee Chairman

14th June 2022

This Biodiversity Action Plan is a public statement by the Board of its biodiversity objectives and the methods by which it intends to achieve them.

We would welcome appropriate involvement in the delivery of the Plan from interested organisations, companies, and individuals.

You can contact us about this Biodiversity Action Plan by writing to the following address:

Black Sluice Internal Drainage Board

Station Road

Swineshead

Boston

Lincolnshire

PE20 3PW

Or via email: mailbox@blacksluiceidb.gov.uk

Further information is available on the Board's website: www.blacksluiceidb.gov.uk

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2. Introduction

2.1 What is Biodiversity and why is it important?

Biodiversity can be defined simply as “the variety of life” and encompasses the whole spectrum of living organisms, including plants, birds, mammals and insects. It includes both common and rare species, as well as the genetic diversity within species. Biodiversity also refers to the habitats and ecosystems that support these species.

Biodiversity is part of our natural capital, a vital resource providing:

- Supply of ecosystem services including water, nutrients, climate change mitigation, flood mitigation, carbon storage and pollination;
- Life resources including food, medicine, energy and raw materials;
- Improved health and well-being;
- Landscape and cultural distinctiveness;
- Direct economic benefits from biodiversity resources and ‘added value’ through local economic activity and tourism;
- Educational, recreational and amenity resources.

This Biodiversity Action Plan is part of a much larger biodiversity framework that encompasses international, national and local levels of legislation and policy and which also include ecosystem services and climate change.

2.2 Legislative Background

When carrying out its functions, an IDB must pay particular regard to the effect on the environment. Some environmental legislation relates specifically to maintaining or restoring the condition of protected sites or protecting certain species, but there are also statutory duties for IDBs to conserve and enhance biodiversity in and alongside the watercourses they manage and the wider landscape.

The Natural Environment and Rural Communities Act 2006 places a duty on IDBs to conserve biodiversity. The Environment Bill (Act) 2020, when enacted, extends this duty on IDBs to also enhance biodiversity and report periodically on its actions. Therefore, as a public authority, every IDB must consider what action it can take, consistently with the proper exercise of its functions, to further the conservation and enhancement of biodiversity in England.

Below is a list of key environmental legislation (by no means an exhaustive list) relevant to the work of IDBs:

- The Environment Bill (Act) 2020
- Conservation of Habitats and Species Regulations 2017
- Eels (England and Wales) Regulations 2009
- Water Environment (Water Framework Directive) (England and Wales) Regulations 2003

- Natural Environment and Rural Communities Act 2006 (Section 40)
- The Environmental Impact Assessment (Land Drainage Improvement Works) (Amendment) Regulations 2017
- Land Drainage Act 1994
- Wildlife and Countryside Act 1981 (as amended)
- The Countryside and Rights of Way Act 2000
- The Protection of Badgers Act 1992
- Flood and Water Management Act 2010
- Salmon and Freshwater Fisheries Act 1975

2.3 Policy & Strategic Background

In 1992 at the United Nations Conference on the Environment and Development, commonly known as the Rio Earth Summit, the UK signed the Convention on Biological Diversity which pledged its commitment to contribute towards halting the worldwide loss of habitats and species and their genetic resources. At the 2010 biodiversity summit in Nagoya, Japan, the UK re-affirmed this commitment and the “Biodiversity 2020” white paper was developed setting out how those commitments would be put into action.

The 2010 report by Sir John Lawton “Making Space for Nature” set out that ecological networks were required in order to halt and reverse the declines seen in many threatened species and habitats. The report succinctly made clear that these ecological networks needed to be bigger, more frequent, better in quality, and more joined up in order to be successful in their ambitions.

The concept of Nature Recovery Networks featured in the Government’s Biodiversity 2020 strategy (2011) and 25 Year Environment Plan (2018). The Environment Bill (Act) 2020 and the development of Local Nature Recovery Strategies (LNRS) expands this concept by also take into account the value of the ecological services provided by non-priority species and habitats such as the carbon sequestration of wetlands, the flood alleviation of tree-planting in the uplands and the wellbeing benefits brought about by green space. As such, this BAP presents the actions planned by the IDB to support both priority and non-priority species.

International reports such as by the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) have found that climate change in particular is considered to be one of the biggest threats to our biodiversity now, and in the future. Supporting the continuity, connectivity and quality of habitat through management, restoration and expansion may help even the less mobile species to adapt more easily to climate change. This BAP presents the actions the IDB can take to support climate resilience for biodiversity.

2.4 Purpose

This BAP has been produced to demonstrate how the IDB fulfils its legal obligations to conserve and enhance biodiversity and sets out targets and actions that contribute to local, national and international strategies and policies.

While the IDB has a statutory duty to have regard for the environment whilst carrying out their functions, for example on or within drainage assets such as watercourses and their banks, the IDB has also to give consideration to how they can contribute to the enhancement of the wider environment.

It is not within the scope of this document to set out the IDBs' objectives and actions in relation to wider environmental topics, such as reducing carbon emissions or reducing waste. However, strategies to address such topics may be mentioned in connection to the enhancement of habitats and species, such as peatland restoration and carbon sequestration.

The opportunity to work together to support and enhance biodiversity in partnership with other organisations is sought wherever possible, as the IDB recognises the additional value working in such ways can bring to the overall objectives.

The intention is that biodiversity is fully integrated into the Board's activities, policies and procedures such as annual maintenance programmes, capital works projects, training and communications.

2.5 Vision

Black Sluice Internal Drainage Board's vision is:

To maintain a catchment where thriving wildlife is an integral part of delivering efficient and effective water-level management.

2.6 Aims

The aims of this BAP are:

- To ensure that opportunities for conservation and enhancement of biodiversity are fully considered throughout the IDB's operations;
- To enable more effective monitoring and reporting of progress and outcomes;
- To ensure that Priority species and habitats receive effective action within defined targets within the drainage district;
- To identify targets and appropriate actions for other habitats and species of local importance within the drainage district. This includes invasive non- native species (INNS);
- To contribute to local environmental partnerships such as the Greater Lincolnshire Nature Partnership (GLNP) to ensure that programmes and priorities for biodiversity conservation are aligned and maintained in the long term;
- To raise awareness within the IDB and locally of the need for biodiversity conservation, and to communicate with the local and wider community what actions the IDB are undertaking to support biodiversity.

3. The IDB BAP Process

3.1 The Biodiversity Audit

The Black Sluice IDB has conducted a biodiversity audit of its drainage district (Figure 1) and identified those habitats and species that would benefit from particular management or actions by the IDB.

This BAP focuses on nationally important priority habitats and species, that is to say those that have been deemed of 'principal importance' in England under the NERC Act 2006. However, those that are not priority species or habitats, but may be locally significant for a variety of reasons have also been considered. Invasive non-native species have also been included.

The information gathered, which is presented in later sections, has been used to develop this IDB's Biodiversity Action Plan.

3.2 Objectives, Targets and Actions

For each relevant habitat and species, conservation objectives have been identified. The action plan then details individual actions required to achieve the objectives, and associated monitoring and reporting of progress and impact.

In order for this BAP to be as effective as possible the targets and actions have been devised to be SMART (Specific, Measurable, Achievable, Relevant and Time-limited).

Procedural targets and actions have also been considered allowing the Board to measure the way in which it considers and incorporates biodiversity across the whole range of its operations. These may involve changes to administrative, management and operating procedures.

3.3 Monitoring and Reporting

Monitoring is the on-going process of regularly collecting and analysing relevant information to make sure the actions within the Plan are positively contributing towards the targets and to capture any additional benefit achieved. The Plan sets out how and when this monitoring will take place for example, to regularly review the progress of actions against the plan at Board meetings throughout the life of the plan.

The frequency and type of information reported is also defined by the Plan and includes the publication of progress reports in the public domain via the IDB's website and in accordance with the duty set out in the Environment (Bill) Act 2020.

The overall plan will be updated at least every 5 years but as this is a dynamic document it may change more frequently. For example, in the light of routine monitoring, changes may be necessary to ensure an objective can be met.

4. The Biodiversity Audit

4.1 The Black Sluice Internal Drainage District Overview

The drainage district covers an area of approximately 61,000 ha and contains 760km of IDB maintained watercourse along with 148 km of main river.

It is located in the Lincolnshire Fens generally south-west of Boston. The Board's area extends from Chapel Hill in the north, to Wilsford in the west, to Bourne then Spalding in the south back to Boston in the east. The Board's boundaries are defined by either main river, Witham and Kyme Eau to the north and Glen and Bourne Eau to the south. High contour line to the western boundary and differing catchments in adjacent Drainage Board areas to the east, the Board has 8km of boundary fronting the River Haven and Wash on the east coast below Boston. The South Forty Foot Drain, a major high consequence watercourse, effectively runs through the centre of the area, south from Guthram Gowt, north and then east into Boston and out into the River Haven and North Sea via the Wash.

The following outlines the key details of the District:

Total area of the Black Sluice IDB Drainage District	47,220 ha
Catchment area draining to and including the District	67,293 ha
Total area of the District	47,220 ha
Area of Agricultural Land	43,896 ha
Area of other (non-agricultural) land	3,324 ha
Site of Designated Environmental Interest:	
Horbling SSSI	15 ha
The Wash SSSI & Ramsar	42 ha

Assets for which the Board has operational responsibility:

Watercourses (maintained)	755 km
Raised Embankments	4 km
Pumping Stations	34 (63 pumps)

Assets within or adjacent to the District that are maintained by the Environment Agency:

Main Rivers	169.5 km
Raised embankments / flood walls	7.9 km (Sea Defences) 172.2 km (River Flood Defences)
Pumping Stations	2

4.2 Map of Audit Area (Drainage District)

The area covered by the drainage district of the IDB is shown below in Figure 1.

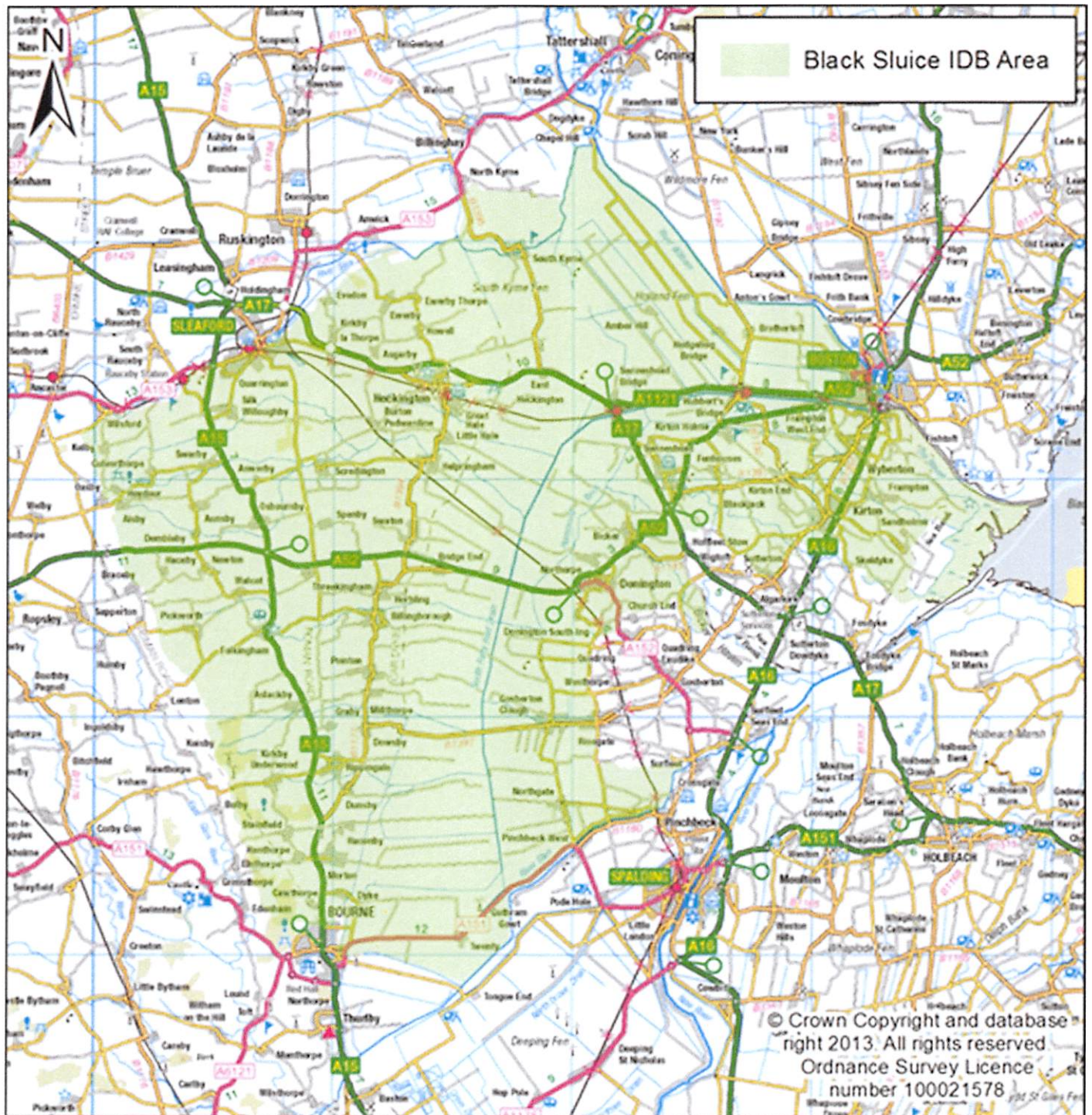


Figure 1. Black Sluice Internal Drainage District.

4.3 Geology

The majority of the Board's area has drift geology of fenland alluvium. In the west there are small areas of fen peat, gravel, clay and limestone.

4.4 Landscape Character

Natural England has divided the whole of England into a number of National Character Areas (NCA) based on characteristic landforms, wildlife and land use. For each NCA, there is a prepared profile that characterises the wildlife and natural features, identifies the influences that act upon those features and sets objectives for nature conservation.

The majority of the Board's area lies within The Fens NCA. The part which lies between Sleaford and Heckington then south to between Swaton and Osbournby lies within the Southern Lincolnshire Edge NCA, and the very small part which lies north of Bourne to roughly the east-west line of the A52 is within the Kesteven Uplands NCA.

4.5 Landscape Designations

There are no National Parks or Areas of Outstanding Natural Beauty (AONB) within the Board's catchment area.

4.6 Sites and Monuments

Scheduled Ancient Monuments (SAMs) are not directly related to Biodiversity matters. Information held by the Board and other sources has not therefore been collated. SAMs are only relevant where they occur adjacent to the Board's watercourses, and they would be referred to on a site by site basis as appropriate.

SAMs are listed by English Heritage, who together with Lincolnshire County Council's Historic Environment Record is consulted during Environmental Impact Assessment for all new schemes.

4.7 Tree Preservation Orders

Tree Preservation Orders (TPOs) are not directly related to Biodiversity matters since they are made on individual trees, groups or woods for landscape and visual amenity reasons. Information held by the Board and other sources has not therefore been collated. TPOs are only relevant where they occur adjacent to the Board's watercourses and they would be referred to on a site by site basis as appropriate.

TPOs are made under the Town and Country Planning Act 1990 and the Town and Country Planning (Trees) Regulations 1999. TPOs are administered by Local Authorities. It is hoped to enter TPOs on the Board's Geographic Information System in the future; liaison on trees potentially protected by TPOs is undertaken during the EIA process.

4.8 Statutory Nature Conservation Sites

4.8.1 Internationally Designated Sites

The following internationally designated conservation sites, relevant to the water level management* and/or maintenance activities of the IDB, are found within or adjacent to the drainage district.

Table 1. Internationally designated sites within or adjacent to the IDB boundary

Site name	Designation	Features Relevant to IDB
The Wash	In two places to the south-east of Kirton and Frampton, the Board's area lies adjacent to The Wash, which is a Special Area of Conservation (SAC), Special Protection area (SPA) and Ramsar site.	The Wash is the largest estuarine system in Britain. It is fed by the rivers Witham, Welland, Nene and Great Ouse. There are extensive saltmarshes, intertidal banks of sand and mud, shallow waters and deep channels. It is the most important staging post and over-wintering site for migrant wildfowl and wading birds in eastern England. It supports a valuable commercial fishery for shellfish and also an important nursery area for flatfish. It holds one of the North Sea's largest breeding populations of common seal <i>Phoca vitulina</i> and some grey seals <i>Halichoerus grypus</i> . The sublittoral area supports a number of different marine communities including colonies of the reef-building polychaete worm <i>Sabellaria spinulosa</i> .

*Further information regarding Water Level Management Plans (WLMPs) are given later in the document.

Sources of information and map can be found in Annex 1.

4.8.2 Nationally Designated Sites

The following nationally-designated conservation sites, relevant to water level management and/or maintenance activities of the IDB, are found within the drainage district. Sources of information and a map can be found in Annex 2.

Table 2. Nationally designated sites within or adjacent to the drainage district

Site name	Designation	Component of an International Site	Associated WLMP?*	Features Relevant to IDB
The Wash TF 550400	SSSI, NNR	Yes	No	The whole area is of exceptional biological interest. The intertidal mudflats and saltmarshes represent one of Britain's most important winter-feeding areas for waders and wildfowl outside of the breeding season. Enormous numbers of migrant birds, of international significance, are dependent on the rich supply of invertebrate food. The saltmarsh and shingle communities are of considerable botanical interest and the mature saltmarsh is a valuable bird breeding zone. In addition, the Wash is also very important as a breeding ground for Common Seals.

Horbling Fen TF 154353	SSSI	No	Yes	This site contains sediments deposited between the end of the last Ice Age and the present day, and provides a record of the inundations of the sea during this period. The site has considerable potential for future research using stratigraphic and micropaleontological studies to assess one of the most recent marine transgressions in the region and to correlate the inferred sea-level changes with numerous local archaeological finds. The Board have a WLMP agreed with Natural England.
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4.8.3 Local Nature Reserves

The following Local Nature Reserves are relevant to the activities of the IDB are found within the drainage district. Sources of information and a map are listed in Annex 3.

Table 3. Local Nature Reserves within the drainage district

Site name	Associated WLMP?*	Features Relevant to IDB
Mareham Pastures	No	On the Boards boundary with no relevance to the Board

4.8.4 Non-statutory Local Wildlife Sites

A number of sites have been identified locally as being important for wildlife. Whilst these designations do not have statutory status, the sites are important for their contribution to biodiversity and planning policy requires that they are given consideration by the LPA in forming any decision. The following relevant Local Wildlife Sites are to be found within or bordering the drainage district. Sources of data can be found in Annex 4.

Table 4. Non-Statutory sites within the drainage district

Site name	Designation	Features Relevant to IDB
Aswarby Thornes	Local Wildlife Site	Woodland
Beacon Hill Railway Cutting	Local Wildlife Site	Calcareous grassland
Botolphs Park Pond	Local Wildlife Site	Pond, Garden
Broadhurst Drain East	Local Wildlife Site	Coarse or rank grassland, Drain, Neutral grassland - semi-improved
Cobble's Lock Sedge and Reed Beds	Local Wildlife Site	Fen, Wet Woodland, Scrub, Standing Water
Cole's Lane Ponds	Local Wildlife Site	Scrub, Semi-improved neutral grassland, Pond, Marsh/fen, Reedbed
Drove Drain, Horbling Fen	Local Wildlife Site	Coarse or rank grassland, Drain, Neutral grassland - semi-improved
Dyke Fen Drains	Local Wildlife Site	Coarse or rank grassland, Drain
East Drains, Billingborough Fen	Local Wildlife Site	Coarse or rank grassland, Drain
Ewerby Pond	Local Wildlife Site	Pond, Scrub, Marsh, Field margin
Fen Road Drain	Local Wildlife Site	Coarse or rank grassland, Drain, Ruderal
Flower Pot Brick Pits	Local Wildlife Site	Semi-natural woodland, Wet woodland, dense scrub, standing water
Frampton Hall	Local Wildlife Site	Parkland, Semi-natural woodland, Scrub, Semi-

		improved neutral grassland, Semi-improved calcareous grassland, Improved grassland, Coarse or rank grassland, Ditch, Pond
Gravel Dike	Local Wildlife Site	Drain
Great Hale Eau	Local Wildlife Site	Drain
Guthram Gowt (River Glen)	Local Wildlife Site	Neutral grassland (semi-improved), Scrub (scattered and dense), Species-rich hedgerows, Ruderal, Pond, Floodplain
Hacconby Drove Drain	Local Wildlife Site	Coarse or rank grassland, Drain, Linear reedbed
Hall Weir	Local Wildlife Site	Wet woodland, Coarse or rank grassland, Dense scrub, Ditch, Pond, Reedbed
Hammond Beck	Local Wildlife Site	Coarse or rank grassland, Drain, Reedbed / Linear reedbed
Kirkby la Thorpe Pit	Local Wildlife Site	Standing water, Unimproved calcareous grassland, semi-improved neutral grassland, semi-natural & wet woodland, dense scrub, ruderal
Mackay's Pit	Local Wildlife Site	Pond
Mareham Pastures	Local Wildlife Site	Semi-improved neutral grassland, Woodland
Mill Drain	Local Wildlife Site	Coarse or rank grassland, Drain, Neutral grassland - semi-improved
Millthorpe Drove Drain	Local Wildlife Site	Coarse or rank grassland, Drain, Neutral grassland - semi-improved
Morton Drain	Local Wildlife Site	Coarse or rank grassland, Drain, Linear reedbed
New Dike West	Local Wildlife Site	Drain
North Drain, Billingborough Drove	Local Wildlife Site	Coarse or rank grassland, Drain
North Drain, Horbling Fen	Local Wildlife Site	Coarse or rank grassland, Drain
Old Forty Foot Drain	Local Wildlife Site	Coarse or rank grassland, Drain
Old Forty Foot to South Forty Foot Drain	Local Wildlife Site	Coarse or rank grassland, Drain
Risegate Eau	Local Wildlife Site	Coarse or rank grassland, Drain, Linear reedbed, Scrub
River Glen Corridor	Local Wildlife Site	River, Coarse or rank grassland, Semi-improved neutral grassland
Slippery Gowt Sea Bank	Local Wildlife Site	Coarse or rank grassland
South Drain, Billingborough Drove	Local Wildlife Site	Coarse or rank grassland, Drain
South Forty Foot Drain	Local Wildlife Site	Drain, Neutral grassland (semi-improved), Coarse or rank grassland
Threekingham Road Verges	Local Wildlife Site	Calcareous grassland
Twenty Foot Drain	Local Wildlife Site	Coarse or rank grassland, Drain
Tyton Lane West Pits, East	Local Wildlife Site	Pit, Dense scrub
Tyton Lane West Pits, West	Local Wildlife Site	Pit, Dense scrub
Westgate Wood and Meadow	Local Wildlife Site	Native plantation - new, Neutral grassland - semi-improved, Coarse or rank grassland, Ditch, Pond, Scrub - scattered / dense
Willow Farm Drain	Local Wildlife Site	Coarse or rank grassland, Drain

4.9 Habitat Audit Summary

This habitat audit summary lists the UK priority habitats that occur within the drainage district and are identified as likely to be influenced by the Board's activities. Also listed are habitats deemed to be of local importance and/or featured in local nature strategies that occur in the drainage district. Finally, brief notes are included on the potential for the IDB to maintain, restore or expand its important habitats. (A list of relevant Priority habitats can be found at <https://jncc.gov.uk/our-work/uk-bap-priority-habitats/>).

Table 5. Habitat Audit Summary

National Priority Habitat	National Status & Extent	Local Priority Habitat	Local Status and Extent	Habitat of Importance for IDB	Extent, status and Location of Habitat of Importance within drainage district	IDB Potential for Maintaining, Restoring or Expanding Habitat (high/medium/low)
Hedgerows	A hedgerow is defined as any boundary line of trees or shrubs over 20m long and less than 5m wide, and where any gaps between the trees or shrub species are less than 20m wide.	Ancient and/or species-rich hedgerows	70% loss between 1984 and 1990.	Hedgerows	Not known- dominant feature within the drainage district, with many watercourses bounded, at least on one side, by hedge lines. Most of these are species-poor and are either unmanaged or heavily managed.	High – planting and maintenance
Reedbeds	Reedbeds are wetlands dominated by stands of the common reed <i>Phragmites australis</i> , wherein the water table is at or above ground level for most of the year. They tend to incorporate areas of open water and ditches, and small areas of wet grassland and carr woodland may be associated with them.	Fens and wet reedbeds	Stable	Watercourses, ponds and wetlands	Isolated open water bodies with extensive reed margins on some watercourses, ponds and wetland fens.	High - Potential to expand reedbed habitat by extending existing margins along watercourses and Board owned ponds and wetlands

Wet Woodlands	Wet woodland occurs on poorly drained or seasonally wet soils, usually with alder, birch and willows as the predominant tree species, but sometimes including ash, oak, pine and beech on the drier riparian areas. It is found on floodplains, as successional habitat on fens, mires and bogs, along streams and hill-side flushes, and in peaty hollows.	Wet Woodlands	Stable	Wet Woodlands	Marginal to isolated open water bodies and some larger waterlogged areas	Medium – the Board owns three small wet woodland sites. No real potential to expand habitat by extending woodland areas.
Fens and Watercourses	Unknown	Watercourses	Stable	Watercourses	Vast majority of the Boards area is Fenland with Main River, Ordinary Watercourses and Riparian Ditches throughout.	High - Maintain vegetated fringes where risks allow, install vegetated ledges when re-profiling banks.

4.10 Species Audit Summary

This species audit summary will include priority and other species including INNS that occur within the drainage district and are identified as likely to be influenced by the Board's activities. Also listed are species deemed to be of local importance and/or identified by local nature strategies. Finally, brief notes are included on the potential for the IDB to improve the status of the species in the drainage district. (A list of relevant Priority species can be found at <https://jncc.gov.uk/our-work/uk-bap-priority-species/>).

Table 6. Species Audit Summary

Common & scientific name	National Status	Local Status	Location of Species of Importance within drainage district	IDB Potential for Maintaining or Increasing Species Population or Range
Bank and reed nesting birds such as:- Reed Bunting, Sedge Warbler, Reed Warbler, Bearded Tit, Cuckoo	Various protected species with fluctuating status	Fluctuating year on year, dependent on the breeding season	Throughout the remote fenland catchments	Manage banks so as to maintain and extend areas of adjacent rank grassland, alternate bank cuts where possible to leave established reed margins.
Bats	The latest trends indicate that populations of bat species that can be monitored are stable or recovering.	There are suggestions that current legislation and conservation actions to protect and conserve bats are having a positive impact, and it is vitally important that these continue.	Channels, Pumping Station buildings and Pumping Station suction bays	Bat boxes positioned on all Pumping Station buildings.
Water Vole	S41 species, Listed in WCA 1981 Long term decline	Difficult to determine, the view is the local status is stable.	Identified throughout the Board's area with the exception of smaller headwaters	Appropriate management of watercourses & predator control.

Kingfisher	Amber listed species in the 'Birds of Conservation Concern' Schedule 1 WCA 1981 Formerly declining along linear waterways until the mid-1980s, since recovered.	Increasing	Identified throughout the Board's area	Monitor & maintain current nest site and install artificial nest sites at suitable pumping station locations
Barn Owl	A Schedule 1 species, generally declining.	High than average population throughout the Board's area.	Likely to be breeding throughout the Board's area, using habitats not always associated with watercourses. Owl boxes at 30+ locations in the Board's area at present	Annually maintain existing Barn Owl boxes, continuous replacement plan.
Eel	S41 species, difficult to monitor but declining.	Believed to be in every watercourse throughout the catchment.	Probably throughout the Board's area	Maintain gravity flows at Pumping stations, remove all unnecessary obstructions from watercourses. Develop the Boards Eel management plans.
Otter	<u>Priority species</u>	Increasing	Increased sightings throughout the catchment.	Construct an Otter holt and maintain in good order in the hope an Otter marks a territory.
Grass Snake	Protected species	Widespread	Channels and their banks, including drying out weed rakings.	Maintenance of habitat and provision of refugia/egg laying piles/hibernating at suitable pumping station sites

4.11 Invasive Non-native Species Summary

The IDB has identified the following high risk aquatic and riparian invasive non-native species within the drainage district that are identified as likely to be influenced by, or impact upon the Board's activities.

Table 7: High risk aquatic and riparian invasive non-native species summary

Common & scientific name	Location within IDB if known	Year first recorded	Local status / Extent within drainage district	IDB potential for controlling species population or range
Floating Pennywort	Not yet identified within the catchment, be watchful			IDB management plan and control measures, and partnership working
Parrots Feather	Not yet identified within the catchment, be watchful			IDB management plan and control measures, and partnership working.
Water Fern	Widespread in 'bad' years, localised in normal years	2008	North Forty Foot, Claydyke, Hammond Beck	IDB management plan and control measures, and partnership working
Japanese Knotweed	Occasional around built-up areas	2013	Threekingham	IDB management plan and control measures, and partnership working
Giant Hogweed	Occasional	2013 2020	Wyberton South Forty Foot Drain Boston report from EA,	IDB management plan and control measures, and partnership working
Himalayan Balsam	Occasional		No known reports/records	IDB management plan and control measures, and partnership working
American Mink	Thinly but widely spread	2008	Sightings at Swineshead p/s, Frampton Towns Drain, North Forty Foot, Dowsby Fen p/s	Board purchased Mink traps used and monitored following positive sightings

Chinese Mitten Crab	Not yet identified within the catchment, be watchful			
Killer Shrimp	Not yet identified within the catchment, be watchful			
Signal Crayfish	Not yet identified within the catchment, be watchful			

4.12 Water Level Management Plans

Water Level Management Plans (WLMPs) provide a means by which the water level requirements for a range of activities in a particular area, including agriculture, flood defense and conservation, can be balanced and integrated. Guidance for the production of WLMPs by the operating authorities for sites of conservation interest was produced by MAFF/ Defra in 1992, 1999 and 2004. This guidance concentrated on SSSIs, especially those of international importance (SPA or SAC sites).

Where IDBs are the operating authority for sites, they may or may not actively manage the water levels.

The table below provides further details of the Water Level Management Plans for which the IDB has some involvement within their drainage district.

Table 8: Water Level management plans in operation within the drainage district

Site Name & Designation	Reason for WLMP (state main species or habitat)	WLMP lead and other key [partners	Favorable/ unfavorable condition (related to water level management)	Active Management by IDB	WLMP Last Updated
Horbling Fen	This site contains sediments deposited between the end of the last Ice Age and the present day and provides a record of the inundations of the sea during this period. The site has considerable potential for future research using stratigraphic and micropaleontological studies to assess one of the most recent marine transgressions in the region and to correlate the inferred sea-level changes with numerous local archaeological finds. The Board have a WLMP agreed with Natural England.	BSIDB/NE		Ops Lead	

5. Habitat and Species Action Plans

5.1 Introduction

Action plans comprise the objectives, targets and actions that the IDB has identified for each habitat and species to be included within the BAP. The following sections contain action plans for each of the habitats and species that have been prioritised by the IDB.

5.2 Habitat Action Plans

5.2.1 Hedgerows

5.2.1.1 National and Local Targets

Table 9. Hedgerows - National and Local Targets

National Targets	Local Targets
To halt the loss of all hedgerows that are both ancient and species rich and maintain overall numbers of hedgerow trees throughout the country.	To halt the loss of hedgerows & achieve favorable management of all hedgerows & plant new hedgerows, particularly to help landscape connectivity.

5.2.1.2 IDB Objectives

Table 10. Hedgerows – IDB Objectives

IDB Objectives	
1	Ensure no net loss of hedges as a result of IDB activities
2	Increase the extent of hedgerows within IDB

5.2.1.3 IDB Actions

Table 11. Hedgerows – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Ensure that compensation planting takes place if any hedges are removed. To provide enhancement by being a wider species mix.	Length in m of hedges removed and hedges planted	Ongoing	IDB Ops	Landowners
2	Prevent damage to existing hedges (does not preclude management to allow watercourse maintenance, including coppicing).	Intact hedgerow in m this year compared to last	Ongoing	IDB Ops	Landowner
3	Identify location and plant 0.5 km hedgerow over 5 years.	Length of new hedgerow (m) each year	April 2025	Ecologist	Landowner
4	Avoid trimming hedgerows between 1 March and 31 July (the main nesting season for birds)	Annual reports	Ongoing	IDB Ops	Landowner

5.2.2 Reedbeds and Drainage Ditches

5.2.2.1 National and Local Targets

Table 12. Reedbeds and Drainage Ditches – National and Local Targets

National Targets	Local Targets
Reedbed is one of the rarest habitat types in the UK and is highly fragmented. Continuous expansion of existing and creation of new reedbed being the National Target.	Drainage ditches hold an unknown amount of habitat with the importance of the linear reedbed margins and banks often going underestimated. The IDB's maintenance regime should maintain this habitat in good conditions.

5.2.2.2 IDB Objectives

Table 13. Reedbeds and Drainage Ditches – IDB Objectives

IDB Objectives	
1	To enhance and maintain as a minimum the biodiversity already present within ditches
2	To increase the biodiversity within drainage ditches while maintaining drainage standards

5.2.2.3 IDB Actions

Table 14. Reedbeds and Drainage Ditches – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Maintain the existing marginal fringes of vegetation of at least 45 - 60cm wide (approx.)* along at least one side of all drainage ditches where flood risk allows. *Width of vegetation fringe is dependent upon flood risk category and drainage ditch width. Where a wider channel allows a wider fringe then establish, where flood risk prevents, act accordingly. Use drainage channel biodiversity manual as a guide.	Length of marginal fringe extent in m maintained each year where flood risk allows.	Ongoing	Ops Lead	Ecologist
2	Identify ditches suitable to allow a continuous marginal fringe of vegetation at least 45 - 60cm wide (approx.) or more along at least one side of the ditch.* In areas identified, plant with suitable plugs, install coir rolls or allow colonisation naturally.	Establishment/colonisation of new marginal vegetation in m each year	31/12/2025	Ops Lead	Ecologist
3	Identify ditches which are too narrow for a continuous vegetation fringe to be installed, but where occasional patches of vegetation	Length of occasional marginal vegetation patches established in m	31/12/2025	Ops Lead	Ecologist

	fringes can be encouraged. Plant with suitable plugs, install coir rolls or allow colonization naturally.				
4	Install marginal plant ledges during bank re-profiling and plant with sedge plugs or coir rolls	Length in m of plant ledge created each year	Ongoing	Ops Lead	Ecologist
5	Alternate bank side cutting each year where risk allows. Mowing to take place between August and April to avoid bird nesting season. 45 - 60cm or more from toe of bank to be left unmown on ditches where risk and ditch profile allows.	Increased extent of uncut ditch bank	Ongoing	Ops lead	Ecologist
6	Remove bank-side cuttings where possible (with conveyor) to encourage sward diversity. Survey to identify diversity baseline and diversity following cuttings removal.	Survey highlights increased sward diversity after 5 years.	Ongoing	Ops Lead	n/a
7	Establish a pollen-rich sward following bank re-profiling	Floristic species present in bank sward.	Ongoing	Ops Lead	Ecologist

5.2.3 Wet Woodland

5.2.3.1 National and Local Targets

Table 15. Wet Woodland – National and Local Targets

National Targets	Local Targets
A UK BAP Priority Habitat, large areas of wet woodland are especially scarce in Lincolnshire.	Wet woodland within the Board's area typically occur as small stands at sites where there are open water, reedbed and fen habitats. The Board own three small Wet Woodland site in the Borne Fen, our target is to maintain these to preserve the sites.

5.2.3.2 IDB Objectives

Table 16. Wet Woodland – IDB Objectives

IDB Objectives	
1	To improve the management of our wet woodland sites with the Board's area
2	To operate long term management plans to the three sites the Board own.

5.2.3.3 IDB Actions

Table 17. Wet Woodland – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Identify and map the extent and condition of wet woodland within the catchment.	Number of areas and area size. GIS layer	31/12/2025	Ops Lead	Ecologist
2	Ensure the maintenance programmes cause no harm to existing wet woodland.	No net loss	On going	Ops Lead	n/a
3	Monitor wet woodland and manage it effectively to prevent the area drying out.	No net loss	On going	Ops Lead	n/a
4	Consider options to help landowners maintain/restore wet woodland.	Number of areas and area size. GIS layer	On going	Ops Lead	LWT

5.3 Species Action Plans

5.3.1 Bank & Reed nesting Birds

5.3.1.1 National and Local Targets

Table 18. Bank and Reed Nesting Birds – National and Local Targets

National Targets	Local Targets
UK BAP Priority Species	All likely to be breeding throughout the catchment, especially in the remote and heavily reeded fens. Maintenance technique's and programme timing to be taken into consideration.

5.3.1.2 IDB Objectives

Table 19. Bank and Reed Nesting Birds – IDB Objectives

IDB Objectives	
1	Maintenance and improvement of habitat.

5.3.1.3 IDB Actions

Table 20. Bank and Reed Nesting Birds – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Investigate methods for monitoring and recording various species throughout the catchments.	Records, GIS layers	On going	Ops Lead	Ecologist

5.3.2 Bats (All Species)

5.3.2.1 National and Local Targets

Table 21. Bats - National and Local Targets

National	Local
Protected under Schedule 5 of the WCA 1981 there are 16 species of bat known in the UK that are dealt with collectively. Thought to be declining due to loss of feeding habitat, loss of roosting sites, disturbance and fragmentation of habitats.	Bats are using some of the Boards pumping stations and structures as roosting sites and the watercourses as feeding sites.

5.3.2.2 IDB Objectives

Table 22. Bats - IDB Objectives

IDB Objectives	
1	To maintain and improve current habitat
2	Reduce disturbance whilst undertaking Board activities
3	Protect, maintain and enhance the features in our landscape required by Bats

5.3.2.3 IDB Actions

Table 23. Bats – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Investigate methods for monitoring/survey works at select pumping station sites.	Surveys, annual report	On going	Ops Lead	Ecologist
2	Erect roosting boxes on Board buildings.	GIS Layer, annual report	On going	Ops Lead	Ecologists
3	Locate and protect roosts used by bats.	Surveys	On going	Ops Lead	Ecologists
4	Monitor and survey bat species, numbers, and locations.	Surveys	On going	Ops Lead	Ecologists

5.3.3 Water Vole

5.3.3.1 National and Local Targets

Table 24. Water Vole – National and Local Targets

National	Local
The water vole is found throughout the UK but is mainly confined to lowland areas with nearby water, there has been a significant decline in distribution and numbers within the UK.	The Boards area forms a significant local stronghold for water vole.

5.3.3.2 IDB Objectives

Table 25. Water Vole – IDB Objectives

IDB Objectives	
1	Maintain current water vole extent by reducing habitat degradation and loss through good watercourse maintenance techniques

2	Raise awareness of water vole conservation issues with the IDB machine operators
3	Better understand water vole population, movement and extent

5.3.3.3 IDB Actions

Table 26. Water Vole – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Control American mink	Number of mink caught	Annually	Ops Lead	n/a
2	Work with GLNP on mink task group to monitor county water vole and mink populations.	GLNPs annual reports indicating number and results of surveys. Extent of water vole population	Annually	Ops Lead	Ecologist/GLNP
3	Continue yearly recording by operational staff.	Number and location records collected and submitted to local biodiversity records office.	Annually	Ops Lead	n/a

5.3.4 Kingfisher

5.3.4.1 National and Local Targets

Table 27. Kingfisher – National and Local Targets

National	Local
Protected under the WCA 1981, the Kingfisher is widespread throughout the UK, exact numbers are difficult to confirm	Occasionally seen throughout the Boards area along open watercourses and around pumping stations.

5.3.4.2 IDB Objectives

Table 28. Kingfisher – IDB Objectives

IDB Objectives	
1	Maintain potentially suitable kingfisher habitat, particularly breeding habitat

5.3.4.3 IDB Actions

Table 29. Kingfisher – IDB Actions.

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Maintain and avoid disturbance to potential nest sites by retaining earth cliffs and avoiding close working.	Number and extent of earth cliffs in m each year. Work schedules detail exclusion zone around known nest sites in the breeding season.	On going	Ops Lead	n/a
2	During replacement of pumping station create artificial kingfisher hole	New Kingfisher nesting hole to be present, GIS layer	On going	Ops Lead	n/a

5.3.5 Barn Owl

5.3.5.1 National and Local Targets

Table 30. Barn Owl – National and Local Targets

National	Local
Protected under Schedule 1 of the WCA 1981, widely distributed across the UK and very weather dependent on successful breeding seasons. Following a decline in numbers over the past fifty years, numbers may now be increasing.	The Barn Owl is a regular sight in Lincolnshire and widely associated with well-maintained IDB watercourses

5.3.5.2 IDB Objectives

Table 31. Barn Owl – IDB Objectives

IDB Objectives	
1	To maintain and where possible increase the range and population of Barn Owl within the Board's area.

5.3.5.3 IDB Actions

Table 32. Barn Owl – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	To increase nesting opportunities on land managed by the Board.	GIS Layer	Annually	Ops Lead	Hawk & Owl Trust
2	Maintain and renew nesting boxes at Pumping stations and pole sights.	Annual reports	Annually	Ops Lead	Hawk & Owl Trust
3	Monitor the use of the boxes, ring and record fledglings.	Annual reports	Annually	Ops Lead	Hawk & Owl Trust
4	Maintain areas of marginal vegetation around pumping stations and drains	GIS Layer	Annually	Ops Lead	n/a

5.3.6 Eel

5.3.6.1 National and Local Targets

Table 33. Eel – National and Local Targets

National	Local
Critically endangered	There is a legal requirement to position Eel passes at locations where their passage is impeded or likely to be impeded. Eel Regulation compliance for 'Pumping Station Passability' is ongoing in partnership with the EA.

5.3.6.2 IDB Objectives

Table 34. Eel – IDB Objectives

IDB Objectives	
1	To maintain and where possible increase the habitat range and population of Eels within the Board's area.
2	To remove any unnecessary watercourse restriction that could impede eel passage.

5.3.6.3 IDB Actions

Table 35. Eel – IDB Actions.

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Maintain the current range of eels within the Board's area through effective watercourse management.	Annual reports	Annually	Ops Lead	Ecologist
2	Install and maintain suitably approved Eel passes where necessary.	GIS layer	Annually	Ops Lead	Ecologist/EA

5.3.7 Otter

5.3.7.1 National and Local Targets

Table 36. Otter – National and Local Targets

National	Local
Protected under Schedule 5 of the WCA 1981, following a UK decline there now appears to be an increase in numbers and becoming more widespread.	Becoming more increasingly common through sightings within the Board's area.

5.3.7.2 IDB Objectives

Table 37. Otter – IDB Objectives

IDB Objectives	
1	Assist in maintaining sustainable populations by protecting, maintaining and enhancing the features required by this species.

5.3.7.3 IDB Actions

Table 38. Otter – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Maintain habitat suitable for otter within the Board's area	Annual maintenance works	On going	Ops Lead	n/a
2	Record sighting by the Board's workforce	GIS layer	Ongoing	Ops Lead	n/a
3	Construct an Otter holt and maintain	Annual maintenance/inspection	Ongoing	Ops Lead	n/a

5.3.8 Grass Snake

5.3.8.1 National and Local Targets

Table 39. Grass Snake – National and Local Targets

National	Local
UK BAP Priority Species	Suffered from decline in habitat availability due to agricultural intensification but believed to be widespread throughout the remote Fens and increasing in number.

5.3.8.2 IDB Objectives

Table 40. Grass Snake – IDB Objectives

IDB Objectives	
1	To maintain and where possible increase the range and population of Grass Snake within the Board's area

5.3.8.3 IDB Actions

Table 41. Grass Snake – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Create egg laying/hibernation stations throughout the Board's area.	GIS layer, annual maintenance	Ongoing	Ops Lead	n/a

5.3.9 Butterfly and Moth

5.3.9.1 National and Local Targets

Table 42. Butterfly and Moth – National and Local Targets

National	Local
UK BAP Priority Species	Thought to be rapidly declining, future plans should include more surveys, monitoring, research, site management and protection as well as publicity.

5.3.9.2 IDB Objectives

Table 43. Butterfly and Moth – IDB Objectives

IDB Objectives	
1	To undertake any watercourse maintenance adjacent to a Butterfly Garden in respect of conveyance, in an agreed and considerate way.

5.3.9.3 IDB Actions

Table 44. Butterfly and Moth – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Co-ordinate maintenance with Butterfly Garden managers.	Annual reports from Butterfly Gardens.	Ongoing	Ops Lead	Butterfly Garden Managers (e.g., Amber Hill Butterfly Garden)

6 Procedural Action Plan

6.1 Introduction

A number of procedural targets and actions have been established to better integrate biodiversity considerations into IDB practices and procedures.

6.2 Objectives and Targets

Table 42. Procedural Action Plan – Objectives and Targets

IDB Objectives	
1	To improve all IDB employee's knowledge of biodiversity support through training.
2	To improve IDB practitioners knowledgeable about specific local biodiversity through training.
3	To maintain no net loss of open watercourse through consenting.

6.3 IDB Actions

Table 43. Procedural Action Plan – IDB Actions

Target Reference	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Ensure all staff including contractors have received high-level biodiversity training within 6 months from the start date of this Plan, or as part of their induction, and refresher training provided every 3 years.	Numbers of staff trained	Ongoing	Ecologist	
2	Produce a manual of best practice within 12 months from the date of this plan.	Publication of manual on website	June 2022	Ecologist	NE/ WT
3	Develop and deliver 12 habitat and species specific toolbox talks, to be delivered 1 per quarter per year	Delivery of 12 toolbox talks	Ongoing	Ecologist	WT

4	Respond to applications for culverts with alternatives to maintain open watercourses. Approve no new long culvert applications.	Extent of open watercourses maintained.	Ongoing	CEO	LA's
5	Identify areas for limited maintenance	Develop the idea with the works Committees	Ongoing	Ops Team	

7 Implementation

The actions within the BAP will be executed via the following means:

- 1) The actions which can be delivered through adaptations or inclusions to general maintenance programmes will be identified and integrated accordingly / into the IDB's best practice manual. From this, monthly maintenance schedules will be drawn up and completed activities communicated via returned job cards or similar.
- 2) Actions which require independent and additional execution such as bat and bird box erection and surveys or training will be identified, resources planned and engaged and / or planned in to the relevant resources' work schedules.
- 3) Actions which can be executed through capital works programmes will be integrated into the relevant project plans.
- 4) Actions which can be delivered through collaboration with partners will be formally agreed in writing with such partners with responsibilities, timescales and reporting requirements defined.
- 5) Actions which can be delivered through developer or consented works will be identified and integrated into project plans.

8 Monitoring

Appropriate indicators have been set for each of the IDB's biodiversity actions. Indicators have been chosen which provide the IDB with ways of measuring both the current status of biodiversity and also ways of measuring achievements in delivering biodiversity objectives and targets. The individual action plans set out the indicators and measurables which will be used to assess progress and execution against the plan. The IDB will routinely monitor biodiversity actions using the indicators and measurables and will review actions and indicators at least annually.

The overall plan will be updated at least every 5 years but is a dynamic document so may change more frequently for example in the light of monitoring outcomes.

9 Reporting

The Board is responsible for ensuring that progress against the Plans' targets are routinely reported, at least annually, at Board meetings to allow the Board to discuss and review BAP activity and to modify the BAP and actions to meet the objectives where necessary.

Annual summary progress reports will detail which actions have been progressed according to the plan, any new opportunities identified, risks and issues affecting the objectives or actions, and the contribution actions have made towards achieving the objectives. Recommendations will be made in the light of the monitoring outcomes.

Making this information available to a wider audience is important in increasing the understanding of the importance of the Boards' actions regarding biodiversity and inspiring people about biodiversity. As such, the IDB will make the summary reports available externally in the following ways:

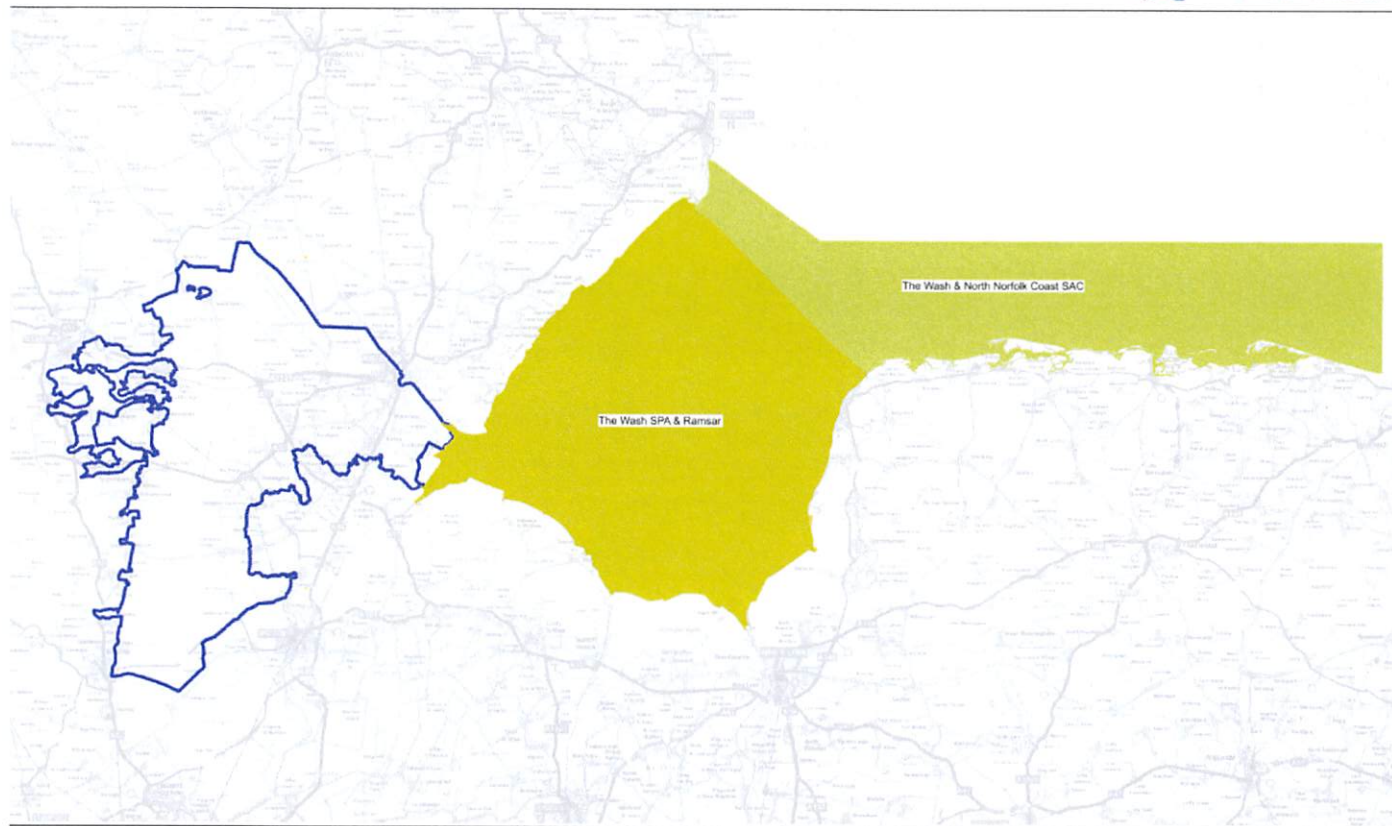
- In the public domain via the IDB's website;

- Provided to conservation partners to assist with further local biodiversity conservation planning;
- Provided to local authorities in order to contribute towards their legislative biodiversity reporting requirements including the NERC 2006 Act, Habitats Directive, Environment Bill and the Local Nature Recovery Strategies;
- The Local Biological Records Centre.

10 Appendices

10.1 Appendix 1 – Internationally Designated Conservation Sites

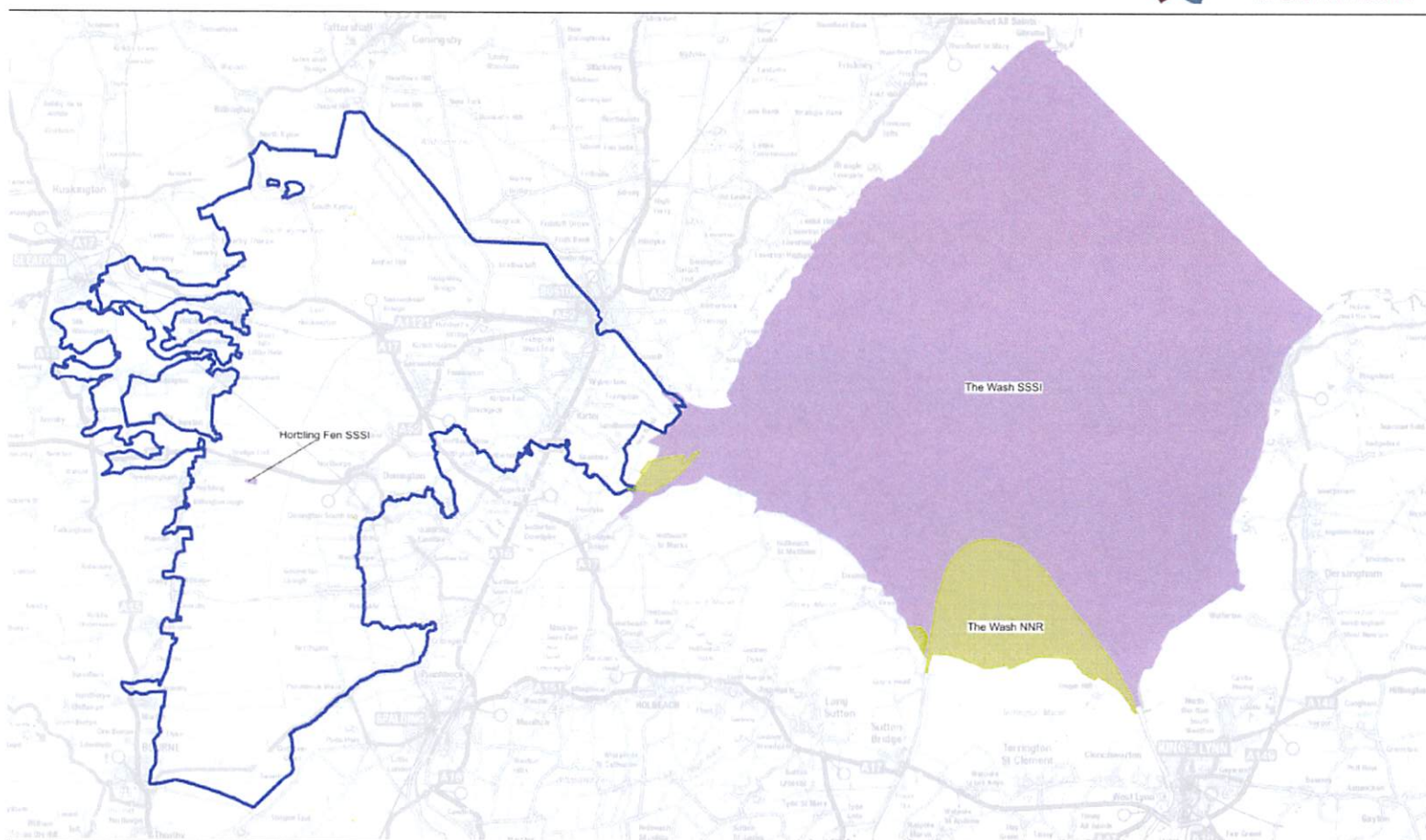
Internationally Designated Nature Conservation Sites



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Map created: 24/02/2021 | Created by: Charlie Barnes

10.2 Appendix 2 – National Sites

National Sites

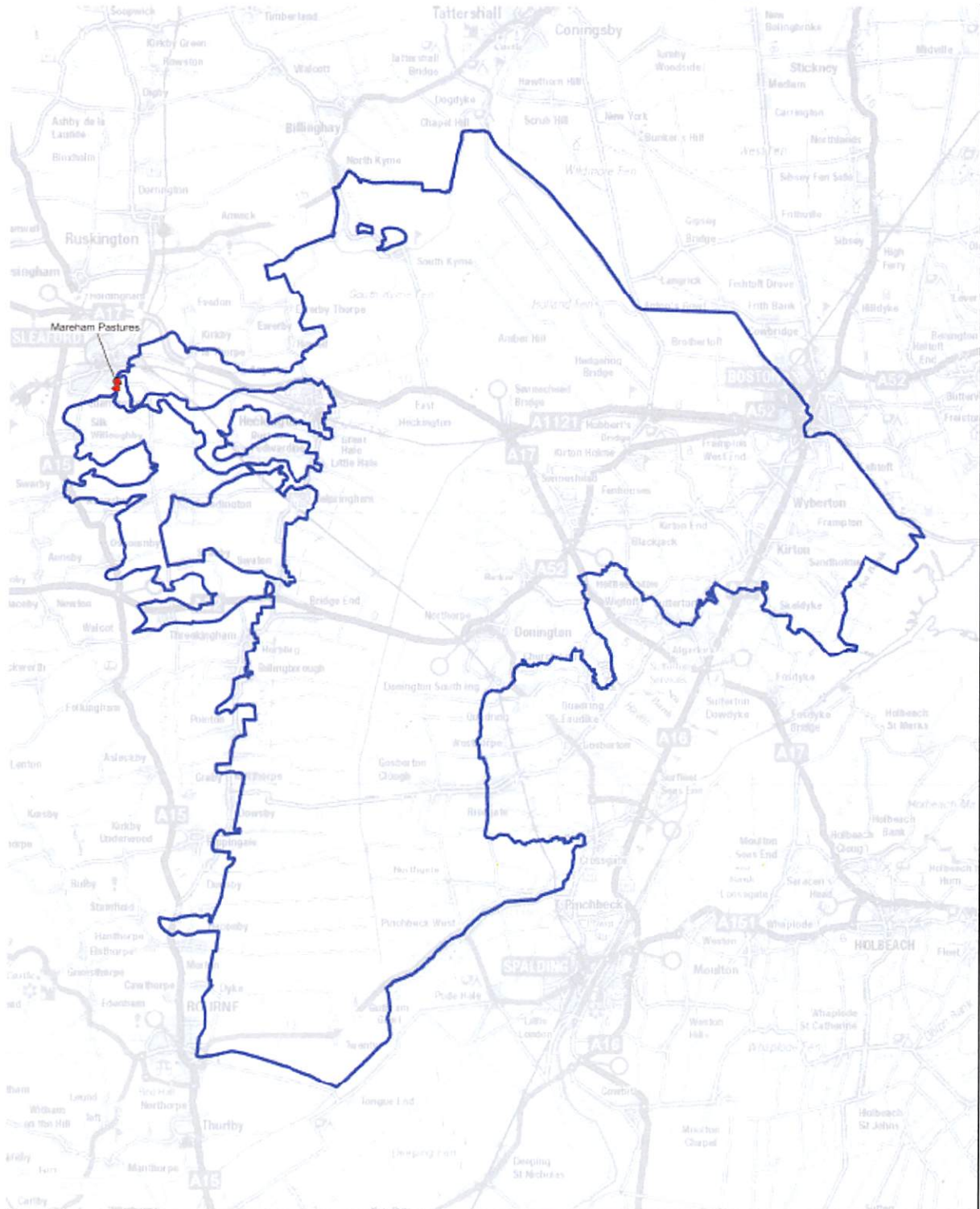


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Map created: 24/02/2021 Created by: Charlie Barnes

10.1 Appendix 3 – Local Nature Reserves

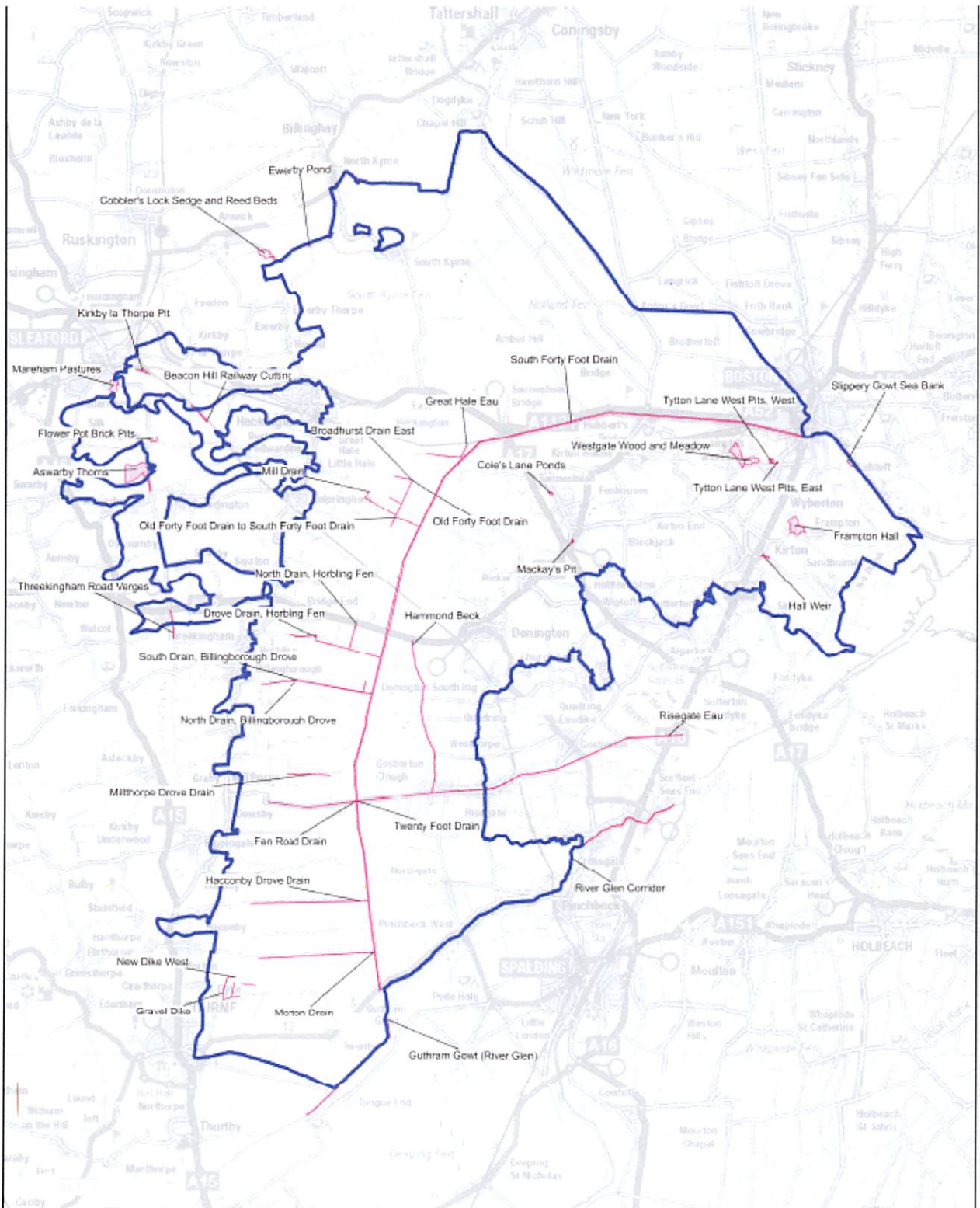
Local Nature Reserves



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10.2 Appendix 4 – Non-Statutory Local Sites

Non Statutory Local Sites



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Black Sluice Internal Drainage Board

Unaudited Financial Statements
For The Year Ended 31st March 2022

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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 M Leggott		A
Mr R Needham		B
Mr P Robinson		B
Mr C 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 4.

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 2022, 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 2022, 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 14 June 2022.

Signed on behalf of Black Sluice Internal Drainage Board.

.....
Mr Keith Casswell
Chairman
14 June 2022

.....
Mr Daniel Withnall
Finance Manager
14 June 2022

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 2022.

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 31 March 2022 and its income and expenditure for the year then ended.

.....
Mr Daniel Withnall
14 June 2022

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 14 June 2022.

.....
Mr Keith Casswell
14 June 2022

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 £225,452 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 2022

	Note	2021/22	2020/21
Income		£	£
Drainage Rates		1,095,204	1,070,863
Special Levies on Councils	1	1,109,294	1,072,910
Income from Rechargeable Works		822,534	368,040
Grant Income (Including Local Levy)	2	293,500	316,986
Sundry Income	3	46,324	68,281
Rental Income		7,366	7,366
Investment Income		10,590	15,509
Development Reserve Contribution		5,000	5,000
Interest		1,243	738
		3,391,055	2,925,693
Expenditure			
Drain Maintenance		763,367	823,466
Cost of Rechargeable Works		743,006	315,597
Administration Costs		445,192	430,471
Pumping Stations		381,849	574,502
Asset Refurbishments	4	597,322	444,148
Environment Agency Precept		276,552	276,552
Establishment Charges		63,440	68,747
Miscellaneous Charges		19,674	16,457
Depot Costs		53,687	46,188
Environmental Schemes		19,578	15,873
		3,363,667	3,012,001
Surplus / (Deficit)		27,388	(86,308)

Black Sluice Internal Drainage Board

Balance Sheet as at 31st March 2022

	Note	2021/22	2020/21
Fixed Assets			
Pumping Stations		3,861,354	3,861,354
Land & Buildings		1,009,350	1,009,350
Vehicles, Plant & Equipment		724,193	839,120
Non Operational Assets		165,000	165,000
	8	5,759,897	5,874,824
Current Assets			
Stock		36,539	33,807
Debtors & Prepayments	9	200,428	168,864
Investment Valuation		487,191	487,758
Cash at bank & in hand	10	1,836,774	1,980,409
		2,560,932	2,670,838
Current Liabilities			
Creditors	11	(568,597)	(1,080,624)
Net Current Assets		1,992,335	1,590,214
Liability related to defined pension scheme		(2,703,000)	(3,476,000)
Total Assets less Liabilities		5,049,232	3,989,038
Capital Reserve		5,759,896	5,874,826
Pension Reserve		(2,703,000)	(3,476,000)
Investment Revaluation Reserve		(12,809)	(12,242)
		3,044,087	2,386,584
Revenue Reserve		1,262,024	1,234,636
Development Reserve		406,439	275,903
Plant Reserve		262,206	64,105
Wages Oncost Reserve		74,476	27,810
		2,005,145	1,602,454
	12	5,049,232	3,989,038

Mr K Casswell
Chairman
14 June 2022

Mr DJ Withnall
Finance Manager
14 June 2022

Black Sluice Internal Drainage Board

Notes to the Accounts

	2021/22	2020/21
1 Special Levies	£	£
Boston Borough Council	842,838	813,157
South Holland District Council	134,532	131,037
North Kesteven District Council	71,228	69,496
South Kesteven District Council	60,696	59,220
	1,109,294	1,072,910

	2021/22	2020/21
2 Government Grants received from Defra	£	£
NFF Revetment Works		83,830
Sempringham PS Weedscreen Cleaner		58,156
SFF Upper Catchment NFM and Control Analysis	20,000	75,000
Leaves Lake Drove, Under capacity South Forty Foot Outfall		20,000
Dunsby Fen Catchment Works	7,000	20,000
Flood Alleviation Scheme Horbling Town Beck	10,000	20,000
Bicker Fen Catchment Works	17,000	20,000
Ewerby Fen Catchment Works	15,000	20,000
Telemetry Software & CCTV	189,500	
Dowsby Fen Catchment Study	35,000	
	293,500	316,986

	2021/22	2020/21
3 Sundry Income	£	£
Sundry Income	29,858	51,160
Solar Income	16,466	17,121
	46,324	68,281

	2021/22	2020/21
4 Asset Refurbishments	£	£
Drain Asset Improvements	368,955	237,094
Pumping Station Refurbishments	228,367	207,054
	597,322	444,148

5 Remuneration

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

Band £	2021/22	2020/21
50,000 to 59,999		
60,000 to 69,999	1	1
70,000 to 79,999	1	1
80,000 to 89,999		
90,000 to 99,999	1	1
	3	3

6 Audit Fees

	2021/22	2020/21
	£	£
Fees paid to the Board's External Auditor	2,800	2,400
	2,800	2,400

7 Related Party Transactions

Some members of the Board pay Drainage Rates at the prevailing rate.

Black Sluice Internal Drainage Board

Notes to the Accounts

8 Tangible Fixed Assets

	Land & Operational Buildings £	Pumping Stations £	Non Operational Property £	Vehicles, Plant & Equipment £	Total £
Cost					
Opening Balance	1,009,350	3,861,354	165,000	1,728,796	6,764,500
Additions	0	0	0	58,246	58,246
Disposals	0	0	0	(24,995)	(24,995)
Revaluation	0	0	0	0	0
As at 31st March 2022	1,009,350	3,861,354	165,000	1,762,047	6,797,751
Depreciation					
Opening Balance	0	0	0	(889,673)	(889,673)
Disposals	0	0	0	20,579	20,579
Charge for year	0	0	0	(168,760)	(168,760)
As at 31st March 2022	0	0	0	(1,037,854)	(1,037,854)
Net Book Value					
As at 31st March 2021	1,009,350	3,861,354	165,000	839,123	5,874,827
As at 31st March 2022	1,009,350	3,861,354	165,000	724,193	5,759,897

	2021/22 £	2020/21 £
9 Debtors & Payment in Advance		
Trade Debtors	108,136	176,240
Prepayments	81,111	81,236
Officers Car Loans	15,896	10,631
Rechargeable Work in Progress	8,821	3,210
HM Revenue & Customs (VAT)	(14,936)	(103,320)
Drainage Rate Debtors	1,400	867
	200,428	168,864

	2021/22 £	2020/21 £
10 Cash at Bank & in hand		
Bank Deposits	1,836,368	1,980,167
Petty Cash	406	242
	1,836,774	1,980,409

	2021/22 £	2020/21 £
11 Creditors		
Trade Creditors	198,236	172,159
Accruals	370,361	908,465
	568,597	1,080,624

12 Reserves

	Balance 31/03/2021	Additions in Year	Withdrawals in year	Balance 31/03/2022
Capital Reserve	5,874,826	53,830	(168,760)	5,759,896
Pension Reserve	(3,476,000)	773,000		(2,703,000)
Investment Revaluation Reserve	(12,242)		(566)	(12,809)
Revenue Reserve	1,234,636	27,388		1,262,024
Development Reserve	275,903	135,536	(5,000)	406,439
Plant Reserve	64,105	257,648	(59,547)	262,206
Wages Oncost Reserve	27,810	258,449	(211,783)	74,476
	3,989,038	1,505,851	(445,656)	5,049,232

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.