

# **BLACK SLUICE**

## **INTERNAL DRAINAGE BOARD**



## **Board Meeting**

**Tuesday, 13<sup>th</sup> June 2023 at 2:00pm**

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



# Black Sluice Internal Drainage Board

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Our Ref: IW/DPW/B10\_1

Your Ref:

Date: 6<sup>th</sup> June 2023

## **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, 13<sup>th</sup> June 2023 at 2pm** at which your attendance is requested.

**Board Member Induction Training will commence at 11:00am** (all Board Members welcome).

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

The Board are conscious of reducing the amount of printing where possible, therefore some items on the agenda will only be found on the Board's website at the following link:  
<https://www.blacksluiceidb.gov.uk/resources/document-library/meetings/>

For those that were Board Members between April 2022 and April 2023 - 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 14<sup>th</sup> February 2023 **(pages 1 - 13)**
5. Matters arising.
6. To receive and confirm the Committee Minutes and Matters Arising of the following meetings:-

- (a) Environment Committee on 7<sup>th</sup> March 2023 **(pages 14 - 24)**

To adopt the following:

- (i) Environment Committee Terms of Reference **(pages 25 & 26)**
- (ii) Policy No. 11: Biodiversity Action Plan **(website)**

- (b) Structures Committee on 21<sup>st</sup> March 2023 **(pages 27 - 37)**

To adopt the following:

- (i) Structures Committee Terms of Reference **(page 38)**
- (ii) Policy No. 09: Structures Replacement Policy **(pages 39 - 42)**

- (c) Northern Works Committee on 13<sup>th</sup> April 2023 **(pages 43 - 54)**

- (d) Audit & Risk Committee on 25<sup>th</sup> April 2023 **(pages 55 - 68)**

Matters arising:

- (i) To review quotations for various insurance policies **(page 69)**

To adopt the following:

- (ii) Policy Statement Water Level & Flood Risk Management (Policy A) **(pages 70 - 77)**
- (iii) Policy No. 01: Risk Management Strategy **(pages 78 - 99)**
- (iv) Policy No. 03: Financial Regulations **(pages 100 - 104)**
- (v) Policy No. 04: Procurement **(pages 105 - 113)**
- (vi) Policy No. 23: H&S Policy for Display Screen Equipment **(pages 114 - 124)**
- (vii) Policy No. 25: Lone Worker **(pages 125 & 126)**
- (viii) Policy No. 32: Data Protection **(pages 127 - 135)**
- (ix) Policy No. 49: Health & Wellbeing **(pages 136 - 139)**
- (x) Policy No. 50: Sickness absence management **(pages 140 - 149)**

To approve the following:

- (xi) Internal Auditors Report 2022/23 **(pages 150 - 159)**
- (xii) Audit Programme 2023/24 **(pages 160 - 162)**

- (e) Executive Committee on 23<sup>rd</sup> May 2023 **(pages 163 - 170)**

To approve the following:

- (i) Period 12 Management Accounts (amended) **(pages 171 - 178)**
- (ii) 10 Year Schemes Budget **(page 179)**
- (iii) 10 Year Plant Replacement Budget **(page 180)**

- (iv) 10 Year Estimates to reflect Scheme updates & 2022/23 year end position  
**(page 181)**

To review the following:

- (v) **Confidential** - Future arrangements of the Board **(pages 182 - 212)**

7. To approve the Draft Unaudited Financial Statements for the year ending 31<sup>st</sup> March 2023  
**(under separate cover)**
8. To review and approve the Annual Governance Statement **(page 216)**
9. To approve and authorise the Chairperson to sign the Annual Return for the year ending 31<sup>st</sup> March 2023 **(pages 213 - 218)**
10. To receive the minutes of the ADA Joint Lincolnshire Branch and Nene Branch meeting held on 23<sup>rd</sup> February 2023 **(pages 219 - 223)**
11. To receive an update on Local Government Funding Support **(pages 224 & 225)**
12. To review the annual value of rating account 30-3030-5 **(pages 226 - 229)**
13. To review the Risk Register **(page 230)**
14. To receive reports on the following:
  - (a) Monthly Accounts: February 2023 - May 2023 **(pages 231 - 244)**
  - (b) Monthly Accounts (Woldmarsh): January 2023 - April 2023 **(pages 245 - 248)**
  - (c) Schedule of Consents Issued: February 2023 - May 2023 **(pages 249 - 252)**
  - (d) Rainfall **(pages 253 & 254)**
15. Any other business.

# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **MINUTES**

of the proceedings of a Meeting of the Board

held at the Offices of the Board on  
14<sup>th</sup> February 2023 at 2:00pm

### **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 M Brookes	Cllr M Cooper
Mr J Fowler	* Cllr M Head
* Mr P Holmes	Mr M Leggott
* Cllr F Pickett	Cllr P Skinner
Cllr R Reid	* Mr P Robinson
Mr M Rollinson	* Mr R Needham
* Cllr S Walsh	* Mr C Wray

\* Member Present

In attendance: Mr D Withnall (Finance Manager)  
Mr P Nicholson (Operations Manager)

#### 2086 Recording the Meeting - Agenda Item 1

Board Members were informed that the meeting would be recorded.

#### 2087 Apologies for Absence - Agenda Item 2

Apologies were received from Cllr R Reid, Mr W Ash, Mr M Leggott, Cllr P Skinner, Cllr M Cooper, Mr M Rollinson, Mr J Fowler and Mr I Warsap.

#### 2088 Declarations of Interest - Agenda Item 3

Mr V Barker declared an interest in relation to Minute 2065(a) of the minutes of the Board held on 22<sup>nd</sup> November 2022 – Drainage and maintenance issues, land south of the Riseagate Eau, Gosberton Fen, discussed at Minute 2090(d) during this meeting.

#### 2089 Minutes of the last Board Meeting - Agenda Item 4

The Minutes of the last meeting of the Board held on the 22<sup>nd</sup> November 2022, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

(a) Operation Flyswat - Minute 2057(b)

The Finance Manager explained that the Operations Manager has been in contact with the Operations Flyswat team, showing some photos on screen of examples of fly tipping that the flyswat team are refusing to collect because it is in a "drain". However, a lot of these instances are not actual drains, with no water and could easily be collected by the flyswat team equipment.

The Finance Manager was of the opinion that if there is no positive arrangement that can be concluded to work for all parties, then the Board should give notice on the 1<sup>st</sup> March to come out of the flyswat agreement as of 1<sup>st</sup> April.

It was noted that the flyswat team will come and collect it once it is on the drain brink.

Mr V Barker questioned if the flyswat team used to involve prisoners from North Sea Camp, but no longer does? Suggesting that perhaps the MP should be contacted to make him aware that the prisoners could be of help/sentences of community service could be given to help.

The Operations Manager noted that the potential risk of leaving the flyswat partnership is the increased cost to the Board, which needs to be considered. It being noted that there are various local authorities that contribute to the flyswat team (South Holland District Council, Boston Borough Council, East Lindsey District Council, local IDBs) but it is Boston Borough Council that lead it and employ the team.

Cllr P Bedford suggested that the Board contact Deborah Evans with the Board's concerns.

Cllr M Head noted that there is a county wide set up for this, led by Alisha Kirkham at South Kesteven District Council, and that forensic detection should be being carried out on the fly tipping for prosecution.

Mr P Holmes noted that when the Board first joined the partnership, that cost to the Board not being in the partnership was double and so noted his concern about leaving the partnership.

(b) 2022/23 Budget and Ten-Year Estimates (Electricity prices) – Minute 2058(d)(i)

Mr J Atkinson questioned if the Board only use Woldmarsh, or whether any other quotes are sought for the electricity? Mr J Atkinson believed it may be beneficial to get a quote from an individual company. The Finance Manager explained that Woldmarsh are used as broker, they get various quotes on the Board's behalf and that the Board moved to Woldmarsh as competitive prices couldn't be sought on an individual basis, noting that the Board made a considerable saving in the year the Board moved to them. The Finance Manager concluded that he could look into it if the Board wanted, but didn't believe that the prices would be favourable.

(c) Transformer at Gosberton Pumping Station - Minute 2063

The Operations Manager explained that the business case is currently in the process of being approved and it is expected that it will be with the funding being released retrospectively. The transformer has been ordered, with a lead time of 3 months, and is due to be installed the last week of April over a period of three days. Mr V Barker noted that he hopes the forecast is observed for that week and tractors are on standby if required.

(d) Drainage and maintenance issues – land south of the Risegate Eau, Gosberton Fen - Minute 2065(a)

The Operations Manager noted that he has discussed with Mr V Barker and is of the opinion that the work completed has achieved what was wanted and that it will be tested when it rains, Mr V Barker agreed.

Mr V Barker added about some wooden shuttering in the drain, by the two cottages opposite the school, noting that there is garden there with grass lawn, which if the Board could come to an agreement with the owner for access by machine, it may simplify the cutting.

(e) Chief Executive Officer Succession Planning - Minute 2065(b)

The Chairperson noted that succession planning is still ongoing, with employee's roles and responsibilities being reviewed, and that the Operations Manager is currently shortlisting applicants for the GIS Technical Engineer vacancy.

2091 To receive the minutes of the Executive Committee - Agenda Item 6

The Chairperson presented the Minutes of the Executive Committee meeting held on the 13<sup>th</sup> December 2023, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

Matters Arising:

(a) Plant - Mitsubishi L200 Trucks Replacement - Minute 2071(e)

The Board were informed that the four new Toyota trucks on order are still expected for delivery in May 2023.

2092 To receive the minutes of the Executive Committee - Agenda Item 7

Mr P Holmes presented the unconfirmed Minutes of the Executive Committee meeting held on the 17<sup>th</sup> January 2023, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

Matters Arising:

(a) 10 Year Plant Replacement Budget - New JCB 140X - Minute 2071(a)

It was noted that the new JCB 140X has been received and the old JCB 130 has been privately sold for £22,103.75.

(b) Pay Award 2023/24 - Minute 2071(k)

The Finance Manager reminded the committee of the revised employer offer presented to the Union (the first offer was rejected), as below:

*Using The Office for National Statistics Earning 01 Average Weekly Earnings – Total Pay, Great Britain (Seasonally Adjusted)*

*Provisional July Figure, published in September, for the public sector, 12-month average (August of the previous year to July of the current year) of the Single Month Changes (KAC8), % change year on year (2.1%)*

*In addition, for 2023/24 an un-consolidated payment of £1,800 will be paid in addition to the salary in two equal payments of £900 in April 2023 and September 2023.*

Following a meeting of three Union representatives, they took the decision not to put the revised offer, above, to ballot and were still looking for a better offer. The employers therefore requested that the Union present a counter-proposal. This has only recently been received and is as follows; 5.5% consolidated increase and a £1,000 one-off unconsolidated additional payment. The Finance Manager explained that this counterproposal is actually a worse deal for the lowest five scale points compared to the employers offer.

The Chairperson also noted his concern that South Holland IDB have now broken away from the joint negotiations and agreed on their own pay award, noting his concern for the future and strength of the joint ADA Pay and Conditions. It was noted that South Holland IDB are giving a 7% consolidated increase, with no additional payments.

Cllr T Ashton questioned the line of negotiation? The Finance Manager explained that the first offer (2.1% + £1500 unconsolidated) was taken to ballot and rejected. It being noted that only 10 of the Board's employees are Union members and so all employees were notified of the new offer (2.1% + £1800 unconsolidated). The Finance Manager noted that he has also done some engagement with the Board's employees, and he believed that they saw it as a good offer.

The Chairperson noted that the 2.1% has been offered in order to stay with a formula and have something to work to. The Finance Manager noted that the index was released this morning and the provisional figures for November were 4.2%, it being expected the formula index will be considerably higher next year and therefore increase the consolidated element. It was confirmed that, following the initial Pay & Conditions meeting, the Union wanted to stay using the formula.

It was noted that there is another meeting of the employers prior to the ADA Lincs Branch meeting on 23<sup>rd</sup> February.

Mr P Holmes questioned if the Finance Manager hadn't been involved in the setup of the Pay and Conditions Committee, would the Board have split away from it?



The Finance Manager responded that they wouldn't until now, noting that if the Board moved away from the Pay and Conditions Committee, he would suggest that the negotiation would be with the Board's employees rather than the Union.

(c) South Lincs Reservoir - Minute 2082(f)

Mr V Barker questioned if there would be any further discussion about the reservoir at this meeting, suggesting that it would be beneficial to discuss the proposals within the Board's catchment.

It was noted the reservoir is still at concept stage, with the Operations Manager further noting that the Board has suggested a potential transfer route.

The Chairperson noted that a meeting can be arranged, or update given at the Works Inspection, for further discussion around the reservoir.

(d) 2023/24 Budget and Ten-Year Estimates - Minute 2084

The Finance Manager highlighted to the Board that the Executive Committee took the prudent decision that a large rate increase is necessary (27.96%) for April 2023 because of the increase in electricity costs.

It was noted that all four councils within the Board's catchment were written to inform them of the proposed increase, but there has been no direct response from the correspondence.

Composition of the Board

The Finance Manager further noted that a review of the composition of the Board is required this year, it being recommended from the Executive Committee for Boston Borough Council to have nine appointed members, South Kesteven District Council have one appointed member, North Kesteven District Council have one appointed member and South Holland District Council have one appointed member. The only change to the current Board composition is an additional two Boston Borough Council members. Proposed by Mr P Holmes, all AGREED.

Cllr T Ashton noted that he is pleased that, even with the challenges of large increases, the relationship between the councils and IDB are still strong and will be happy to justify the increases the Board see necessary as a Councillor.

Electricity

The Finance Manager gave an update on the electricity prices and situation.

Firstly, referring to the Energy Bills Discount Scheme (EBDS), noting that from October 2022 – March 2023 it was a maximum of 21.1p per KWh and from April 2023 to March 2024, with the new scheme, will increase to 30.2p per KWh. Further noting that Woldmarsh are anticipating prices to decrease but not to what they were.

The Finance Manager next displayed on screen a pumping trace from Wyberton Marsh Pumping Station over the period of one week, further showing calculations highlighting that if the daytime pumping had been done during the night, this would have made a saving of £389.48, equating to £10,126.48 over 26 weeks. The Finance Manager therefore next explained that the team have looked at running the pumps as little as required during the day, allowing the levels to rise, and then pumping back down during the night. The most extreme case of difference in price during the day and night is Cooks Lock Pumping Station, it being £1.22/kWh during the day and 21p/kWh during the night, this being £32.93 to pump for one hour, with one pump, during the day and £5.72 to pump for one hour, with one pump, during the night.

The Chairperson felt it was important to show that the Board are taking a proactive approach to finding ways to reduce the electricity costs where possible, considering the big rate increase.

The Operations Manager noted that there will still be a requirement for some daytime pumping, where it is not achievable to pump down at night.

The Finance Manager referred to South Kyme Pumping Station where the Officers have been testing new levels. Feedback was received and so these levels have been adjusted.

Cllr T Ashton questioned why there is such a difference in the rates between pumping stations? The Finance Manager noted that he has spoken with Woldmarsh, and they have suggested that it is due to the supply and demand of the area at that time.

The Chairperson emphasised that even with these approaches, a rainfall event of that of 2019 would use all the Board's reserves. The Finance Manager explained that, based on the average over the last 6 years, the cost of an average usage year would be £775,000 and the cost of a wet year (consumption the same as that used in the 2019 event) would be £1,500,000.

Mr V Barker noted the option of using a tractor to run the pumps, questioning what the cost of that would be in comparison to electricity? The Chairperson felt this was only for emergencies, noting that a person would have to be with the tractor and therefore need paying, and it would also be difficult logistically to keep them fuelled up.

#### Administration and Establishment

*Board's Bungalow* – The Finance Manager showed the proposed new kitchen on screen, for which a budget of £6,000 has been allowed.

#### Development Reserve

The Finance Manager noted that the team are looking at options to utilise this money and will update at the Works Committee.

### Wages On-Cost Reserve

The Finance Manager noted that, until recently, the Board were fully staffed, but noted that a member of the workforce handed in his notice with immediate effect this week due to unforeseen circumstances. There are also plans for further training in health and safety, leadership, and team skills.

### Aim for the General Reserve

The Finance suggested the following (will also be amended in the Financial Regulations):

- Maintain - Maintain the General Reserve at between three and twelve months of net revenue expenditure. (As per JPAG Practitioners Guide)
- Aim - Aim to be able to fund a minimum of two consecutive "Wet" years of Electricity from the General Reserve.
- Budget - With the General Reserve at the target level aim for a balanced budget.

All AGREED.

### Internal Audit 2022/23

The Chairperson noted that the Internal Auditor has awarded Substantial Assurance again, congratulating the team on such an achievement. Mr V Barker, and all members of the Board, thanked the Finance Manager and team for this achievement.

### Interest Rates

The Finance Manager informed the Board that on the NatWest 35-day notice account the interest rate is 1.11%. The reserve account (working money used day to day) is getting 0.8%. The Monmouthshire account is at 1.4%.

#### (a) 2023/24 Budget & Ten Year Estimates Report

This report was included for information as it was presented to the Executive Committee on 17<sup>th</sup> January 2023.

##### (i) Budget with 10 Year Estimates

This report was included for information as it was presented to the Executive Committee on 17<sup>th</sup> January 2023.

##### (ii) 2023/24 Summary Budget by Month

This report was included for information as it was presented to the Executive Committee on 17<sup>th</sup> January 2023.

##### (iii) 2023/24 Detailed Budget by Month

This report was included for information as it was presented to the Executive Committee on 17<sup>th</sup> January 2023.

##### (iv) 10 Year Capital Schemes

This report was included for information as it was presented to the Executive Committee on 17<sup>th</sup> January 2023.

Mr V Barker noted that £5,000 has been allowed for culvert replacements each year, questioning if that is sufficient? The Finance Manager explained that that budget is for contributions the Board would make to culverts that are not the responsibility of the Board. The Operations Manager adding that they struggle to spend it.

(v) 2023/24 Wages On-cost Reserve Budget

This report was included for information as it was presented to the Executive Committee on 17<sup>th</sup> January 2023.

(vi) 10 Year Plant Replacement Budget

This report was included for information as it was presented to the Executive Committee on 17<sup>th</sup> January 2023.

(vii) 2022/23 Cumulative Solar Panel Report

This report was included for information as it was presented to the Executive Committee on 17<sup>th</sup> January 2023.

2093 Final Budget with 10 Year Estimates (Amended Penny Rate) - Agenda Item 8

The Finance Manager informed the committee that there is no change from the figures presented to the Executive Committee because all the site visits of developments and required amendments from agricultural to special levy were completed early.

All AGREED the rate increase of 27.96% for April 2023/24.

2094 Quarter 3 Forecast & Period 10 Management Accounts - Agenda Item 9

The Finance Manager noted the following points from the Quarter 3 forecast (as at end of Dec 2022, looking forward to where is expected to be at 31 March 2023):

Income

- Increased interest rates resulting in £9,586 more income than included in budget.

Expenditure

- Board funded schemes overall are expected to come in around budget.
- Grant funded schemes- £225,000 deferred into the next financial year when the grant will be claimed.
- Estimated the Pumping Station Maintenance will be £76,076 overspent.

The Finance Manager noted the following points from the Period 10 Management Accounts:

Income

- Brewin Dolphin Income is £783 greater than Q3 Forecast.
- Interest is £458 greater than Q3 Forecast.
- £16,800 unexpected income for consents relating to the Strategic Pipeline Alliance.
- Rechargeable income £12,665 greater than Q3 Forecast.
- Solar panel income is £316 greater than Q3 Forecast.
- Overall income is £31,686 greater than Q3 Forecast.

### Expenditure

- Pumping Station expenditure is £22,640 greater than the Q3 Forecast.
- Drain maintenance is £41,957 underspent compared to budget, but this is expected to be spent before the financial year end.

Cllr M Head referred to the environmental schemes, questioning whether the Board would be interested in working collaboratively with district and parish councils? The Finance Manager wasn't sure what environmental work could be done collaboratively. The Operations Manager added that it is about whether there is any commonality in works and how it would work for all parties, noting that the Board don't own a lot of land and so are restricted in what can be achieved. The Environment Committee Chairperson noted that potentially the surveys and consultancy work could be completed collaboratively. Cllr M Head noted that he will talk with the relevant people, and they will get in contact with the Operations Manager.

### Balance Sheet

The Finance Manager brought the below outstanding debtors to the attention of the Board:

- |                          |            |                                |
|--------------------------|------------|--------------------------------|
| • Balfour Beatty         | £ 4,250    | 14/12/2021                     |
| • RTW Group Ltd          | £23,240.08 | 25/07/2022                     |
| • Seagate Homes (UK) Ltd | £17,861.68 | 22/09/2022 (has now been paid) |

The RTW Group Ltd is for a housing development that has not been started yet, and so the Finance Manager is not too concerned about that.

The Balfour Beatty relates to consents for Viking Link and have been chased numerous times. Balfour Beatty agreed by email that they would pay, before the invoice was sent. The Finance Manager suggested that he writes to them to inform them that the Board intends to proceed with recovery proceedings and if that isn't successful, consider small claims court.

Mr R Needham noted that it may be beneficial to contact Dalcour Maclaren, who are the agents for National Grid. Mr C Wray added that it may be beneficial to contact National Grid.

### 2095 To consider a report on the possible replacement options for the Twiga SPV2 - Agenda Item 10

The Operations Manager referred to his report outlining options for the replacement of the 2015 Twiga SPV2 machine, due for replacement in the next financial year.

The Operations Manager reminded the committee that the Board purchased their first Twiga machine in 2011 and now operate three Twiga machines, with the amount of flail mowing having increased over the year (predominately Environment Agency (EA) contract work). The Operations Manager added that he does not see the EA work decreasing, noting that it has increased year on year.

The Operations Manager continued by explaining to the Board that a number of different problems with all of the Twiga machines have been encountered over the twelve years of operating them.

The current three machines are all of different specification, the Operations Manager noting not only the cost to repair the machine, but the cost to the Board when the machine is unable to work, referring to December 2021 when one of the Twiga machines was unable to operate for 6 months.

The Operations Manager also reminded the Board that the cutting season has been shortened because of environmental reasons and so the Board need a reliable and productive machine to complete the works in the time period.

#### JCB Hydradig

The Operations Manager noted that the Southern Works Committee were able to see a demonstration of Welland and Deepings IDB's JCB Hydradig last year.

The Operations Manager expressed his concern for the suitability of this machine, noting that, fundamentally, it is a digger that a flail can be put on. The Operations Manager continued that the Board already has excavators that flails can be put on, but they are not flailing machines.

The Operations Manager acknowledged the lower price of the JCB Hydradig (estimated £185,000), but emphasised that he didn't believe the specification is suitable for the quantity of flailing required of it.

#### Hooby MH115

The Operations Manager next referred to the Hooby machine, which the Operations Manager believes has the closest specification to the Twiga.

The Operations Manager explained that the bottom half of the machine, below the cab, is all JCB. Hooby have an agreement, whereby they buy JCB machines and modify them into the Hooby.

There are currently over 30 of these machines operating in Holland, but none in the UK. The Operations Manager explained that the company fabricate their own arm and all the electrics and the hydraulics are their own.

The Operations Manager added that he feels this machine is an equal replacement for the Twiga and will do as good a job, with more benefits. Further highlighting its versatility, it being a lighter machine and it's stability (in order to be able to complete EA works it has to pass a stability test).

#### Prices and Availability

Currently, a trade in valuation of £60,000 has been offered for the Twiga.

The prices of the potential replacement machines were noted, as below:

Hooby MH115	£288,295
Alpha 97XT	£285,684
JCB Hydradig	£185,000 (estimate)

The lead times of the potential replacement machine were noted, as below:

Hooby MH115	Built to order, would be April 2024 before received.
Twiga	Currently have a demonstration machine available.
JCB Hydradig	5 – 6 months.

Mr P Holmes questioned if there is a blind spot when operating the Hooby, reversing from left to right? The Operations Manager responded, no, it will flail going forwards. It was also confirmed that a front linkage can be put on it for a front flail. Mr P Holmes noted that, having spoken to operators of Welland and Deepings IDB's JCB Hydradig, they are experiencing some operational problems with it, adding that he believed the Board should order the Hooby machine.

Cllr M Head questioned about the UK Warranty? The Operations Manager responded that they have contacted Watling JCB, who have expressed that they are happy to deal with the JCB part of the machine (including two-year warranty) and couldn't see a reason why they couldn't also take on the maintenance of rest of the machine also. The Operations Manager noted that the Hooby has a sister machine in Wales, which has been operating there for five years, and the team in Holland have never had to go out to it.

Cllr M Head next questioned if the exchange rate is fixed at the time of order? The Operations Manager responded that yes, he would expect so.

Cllr T Ashton felt that the purchase of a Hooby would be a brilliant move for the Board, further noting the relatively little price difference between a Hooby and new Twiga. Cllr T Ashton also suggested that there may also be some discount for being the first machine in the country.

Mr C Wray noted that, from his understanding, the JCB Hydradig is not fit for purpose. Further questioning if the Mecalac machine had been considered? The Operations Manager responded that it is too much like the Hydradig.

Mr V Barker questioned the tyre configuration? The Operations Manager noted that the Board would specify the same configuration as the Twigas. Mr V Barker suggested that if the Hooby had the ability to tow, it would improve the efficiency of operations, by reducing time that machines are waiting to be moved by the Unimog. The Operations Manager noted that there is quite an extensive list of options that can be added to the Hooby specification, noting that if the Board wanted it to have towing capacity it would be an additional £16,000. The Operations Manager noted that it is whether it is cost efficient to have this added.

Cllr T Ashton noted that if the Operations Manager believed it would be used then he would support this addition.

Proposed by Cllr T Ashton, seconded by Mr V Barker, all AGREED to purchase the Hooby MH115 machine, with delegated discretion to the Board's Officers regarding required extras such as towing capacity.

(i) New JCB 140X

Photos of the new JCB 140X were displayed on screen.

(ii) Aebi Machine for Sale

The Operations Manager explained that the Board currently operate a 66 plate registered Aebi machine, purchased in 2017, which is not due for replacement until 2028/29.

However, the Operations Manager continued that an Aebi machine has become available; an order was placed with the manufacturer, but the original customer now doesn't want it.

The machine has done two hours work and should be priced at £95,000 but has been offered to the Board for £70,000. There are some subtle differences between this new machine and the Board's current machine, but they are basically the same. It would cost the Board £50,000 to change. It is not currently budgeted for but is affordable.

The Chairperson felt it is a deal that the Board should take.

The Operations Manager confirmed that the machine is used for the health and safety cuts for the Environment Agency works.

The Finance Manager added that there is a £25,000 saving on the recommended retail price.

Cllr T Ashton noted that to replace it in 2028/29 would cost considerably more.

All AGREED to purchase the Aebi, at a change cost of £50,000.

2096 Review the Risk Register - Agenda Item 11

It was noted that the only Risk score of 6 relates to the risk of insufficient finance to carry out works.

The Board RESOLVED that the Risk Register be accepted.

2097 Reports on the following: - Agenda Item 10

(a) Monthly Accounts (November 2022 - January 2023)

The Board's monthly accounts, inclusive of November 2022 - January 2023, were circulated. The Board RESOLVED that this report be noted.

(b) Monthly Accounts: Woldmarsh (October 2022 - December 2022)

The Board's monthly Woldmarsh invoices, inclusive of October 2022 - December 2022, were circulated. The Board RESOLVED that this report be noted.

(c) Schedule of Consents (November 2022 – January 2023)

The Chief Executive presented the Schedule of Consents, consisting of November 2022 - January 2023, copies of which had been circulated. The Board RESOLVED that this report be noted.

(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.



2098 Receive the ADA Lincs Branch Minutes - Agenda Item 13

It was noted that there was no attendance from the Environment Agency at this meeting. It was also added that the reference to Ian Warsap on page 91 is incorrect and should be Jane Froggatt.

The Board RESOLVED that the draft Minutes from the Joint ADA Lincs / Welland and Nene Branch Meeting held on 20<sup>th</sup> October 2022 be received.

2099 Authorise the Sealing of the Rate for 2023/24 - Agenda Item 14

It was RESOLVED that the Chairperson and Finance Manager be authorised to seal the Drainage Rate and Special Levies for the year 2023/24 as follows:

(a) Drainage Rates

	<u>Rate in the £</u>	<u>Estimated Amount of Drainage Rates Payable</u>
<b>Sub-District No 1</b> – 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 <sup>st</sup> April 1974.	<b>8.765p</b>	
<b>Sub-District No 2</b> – Being the remainder of the Internal Drainage District.	<b>17.53p</b>	
		<b>£1,458,980.18</b>

(b) Special Levies

Boston Borough Council	£ 1,139,128.16
South Holland District Council	£ 213,985.74
North Kesteven District Council	£ 97,415.80
South Kesteven District Council	£ 80,851.16
	<b>£ 1,531,380.86</b>

There being no additional business the meeting closed at 16:05.

# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **MINUTES**

of the proceedings of a meeting of the Environment Committee

held at the offices of the Board on  
7<sup>th</sup> March 2023 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)  
Mr D Withnall (Finance Manager)

#### 2100 Recording the meeting - Agenda Item 1

Board Members were informed that the meeting would be recorded.

#### 2101 Apologies for absence - Agenda Item 2

Apologies were received from Mr R Needham and Mr M Rollinson.

The Chairperson welcomed and introduced Tammy Smalley (guest from Lincolnshire Wildlife Trust).

#### 2102 Declarations of interest - Agenda Item 3

There were no declarations of interest.

#### 2103 To review the Environment Committee Terms of Reference - Agenda Item 4

The Committee RESOLVED to recommend that the Environment Committee Terms of Reference be approved at the next Board meeting.

#### 2104 Minutes of the last meeting - Agenda Item 5

The Minutes of the last meeting of the Environment Committee held on the 1<sup>st</sup> March 2022, copies of which had been circulated, were considered. It was AGREED that they should be signed as a true record.

2105 Matters arising - Agenda Item 6

There were no matters arising.

2106 To review the Biodiversity Action Plan (Policy No. 11) - Agenda Item 7

The Chairperson introduced the Biodiversity Action Plan, noting that it is a dynamic document and there are no proposed changes.

The Chief Executive added that this isn't just a document produced because the Board are obliged to do so, it includes aims and objectives that the Board strive to achieve.

Mr R Welberry referenced Mackay's Pit, Swineshead, and whether the Board would be willing to help a community pond as part of the Biodiversity Action Plan, noting the costs associated with the algae (£780), currently paid by the Parish Council. The Chairperson responded that the Board contributed when it was dredged out a few years ago and also installed fishing platforms for a reasonable price. Mr R Welberry acknowledged this. Both the Chairperson and Chief Executive added that there has got to be a balance, and where would the line be drawn if the Board started to help such community assets.

Mr R Welberry further noted another potential project in Swineshead (Sand Holes, Coles Lane), noting that they would like to keep more water in it during the summer for environmental purposes. There is a drain that runs along the rear of the site, with Mr R Welberry wondering whether it would be possible to sluice it in dry times in order to hold more water there, so that it floods back in, rather than drain away. The Operations Manager suggested that perhaps the committee may consider that the Board's contribution could be to provide advice.

The Chairperson referred back to the Biodiversity Action Plan, noting that there has been an increase in the number of members of public quoting and referring to the plan when contacting the Board. There are a lot more people that are aware of their surroundings.

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

2107 To receive a report on environmental work completed in 2022/23 and recommendations for proposed works for 2023/24 - Agenda Item 8

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

**Completed Works 2022/23**

**Owl Boxes**

There have been three new boxes erected at Dunsby, Haconby and Damford. It was noted that Jackdaws were present in thirteen (60%) of the twenty-two boxes checked in 2022, questioning if Ms T Smalley was aware of any ways to reduce this?

Mr R Welberry noted that they are not a protected species and could therefore be shot under a gun licence.

It was also confirmed that a barn owl wouldn't 'see off' a Jackdaw, with the Chairperson adding that he has known of an instance where a Jackdaw built a nest on top of a sitting Barn Owl that consequently died.

Ms T Smalley wondered whether there is anything connected to the entrance that may help but will ask the question.

Mr V Barker added he wondered whether it could be connected to how the bird enters the box, i.e., Barn Owls from underneath and Jackdaws straight in.

The Chief Executive noted the boxes are purchased from the Wildlife Conservation Partnership and so it would be assumed they would know what is best for the Barn Owls.

Mr V Barker added that he has seen an increase in the number of Barn Owls in his area.

#### Early Flailing Works

This early flailing work continues along with the early health and safety bank cuts on the main river highland carriers for the Environment Agency through the Public Sector Co-operation Agreement (PSCA).

#### Control of Mink

The Board has caught fifteen Mink in the four traps set, with a big population on the North Forty Foot Drain between Boston and Langrick Road. Five of the Mink have gone for DNA testing; however, no DNA results are back yet. Although it has been identified that there were two adult males, one adult female and two juvenile females. It is believed that there is a high population of mink in the Board's catchment, with specific hotspots. Also noting the high population of water vole at risk.

It was confirmed that the Board currently operates four of the Remoti traps, there being no limit to the number of traps that can be used with the app. There is also two years free monitoring with the Remoti. Officers at the Greater Lincolnshire Nature Partnership (GLNP) monitor all of the IDBs traps and put together a map of the concentrations of mink.

It was noted that Tony Martin (Waterlife Recovery East Project) has four hundred traps. Ms T Smalley added that there are now areas where they have no mink, therefore indicating the success of the project. Ms T Smalley further added that the first trial of this within Lincolnshire was conducted on the Becks that flow off the Wolds through the coastal grazing marshes, which was funded by Viking Link as part of their planning condition as part of water vole mitigation. This is coming up to the end of three years of trapping and a report is currently being written up, which Ms T Smalley will share. This trial has suggested that wherever there are large scale planning developments, where water vole mitigation is required, mink control should be included in this planning condition, alongside ensuring that the water vole habitat is provided. Ms T Smalley further added that funding has been achieved from Keadby 3 Power Station (North Lincolnshire) from the developers as part of the planning conditions.

It was further confirmed that in the areas where the mink has been eradicated, an increase in the water vole population has been seen.

Mr R Welberry noted that in order to be successful, the other IDBs also need to have mink traps. It was confirmed that the neighbouring IDBs are all trapping and catching mink also. The Works Manager also added that there is a live report of all the mink caught on the Waterlife Recovery East Project website.

The Works Manager also added that the Board require help from landowners and public to identify where they are, from sightings or roadkill. The Board are looking to develop a system on the Board's website whereby the public can report mink sightings.

Tony Martin (Waterlife Recovery East Project) has recommended that eight traps would be sufficient for the Board.

#### Environmental Surveys of Larger Hedge Rows in our Bushing Programme

The Board have appointed a new ecology consultant, Archer Ecology Ltd, as Inspired Ecology Ltd has ceased trading. Archer Ecology is an ex-employee of Inspired Ecology.

#### Big Boston Clean Up

The 2022 clean up was cancelled due to Covid and there has been no correspondence about a 2023 clean up yet.

Cllr P Skinner noted that he will find out, noting that it would be a shame for it not to go ahead, but that it is election year and so it may not.

#### Operation Fly Swat

The Works Manager noted that he has been trying to arrange a meeting with the head of this operation, noting that usually by now the Board are aware of their financial contribution for the following year, but have not been notified of it this year.

Cllr P Skinner noted that the Council finances have only just gone through, adding that it has been tough this year, noting that they are still waiting for some form of help from the Secretary of State regarding drainage rates, reminding the committee the Council are capped at a 3% increase and 52% of what is retained by the council is the drainage rate. Cllr P Skinner noted that if the Works Manager sends him an email, he will chase the matter up.

The Works Manager added that there have been some issues with Fly Swat, in that some of the collections in smaller "drains" aren't being collected by the Fly Swat team, there being some confusion over the shared responsibility of the Board and the Fly Swat Team.

Cllr P Skinner noted that there ought to be a meeting to discuss this, again, noting that he can chase this up.

The Chairperson noted that the council have always collected any fly tipping encountered on his farm promptly.

Mr V Barker questioned if the Operation Fly Swat covers just the Black Sluice area? It was confirmed that it is just Boston Borough Council area.

The Works Manager noted that there are particular locations where it frequently occurs. Cllr P Skinner also noted that there is a team of enforcement officers that have cameras and can be deployed.

### Invasive Species

*Wild Yellow Flowering Brassica Rapa* – continuous flailing trials over a three-year period have been completed, the trials indicating that May is the optimal time for cutting the yellow flower prior to seeding, however, the Board can only complete this flailing where finances allow.

The Chairperson thanked Mr J Atkinson for his diligence and input on this matter. Also, encouraging landowners to do their own flailing if they so wished.

Mr P Robinson noted that it has been successful on the North Forty Foot Drain and that the grass is now established.

### Bat Boxes and Surveys

There are no signs of occupancy in any of the Board's bat boxes. The Chief Executive noted the disappointment that there is no occupancy. The Chairperson noted that bats are not easily accepting of them, it could take 3-4 years for them to use them, if ever. It was noted that there are bats present, they just aren't using the boxes.

### Environmental Schemes

*Eel Passability at the Boards 'Category A' Pumping Stations* - The Board has eleven pumping stations categorised as this. The Board currently receives Eel Exemption Notices, which have been extended until November 2024. The Chief Executive also noted the large sums of money required to implement Eel passage mitigation at these pumping stations; ranging from £300,000 (Donington Wykes Pumping Station) to £3.4million (Black Hole Drove Pumping Station).

Mr K Casswell noted that he doesn't understand why they don't disregard the regulations until funding is made available to complete the works.

The Chairperson added that, with appropriate conditions, an eel will travel across land anyway.

### Grass Snake Nesting Sites

The nesting / hibernation sites have been redressed, there is a healthy population at Black Hole.

### Wildflower Meadow

The Wildflower Meadow at Cooks Lock Pumping Station is being maintained, it being noted that there are a few bald areas and so more seed may be required. Ms T Smalley noted that she could arrange a Land Advisor to offer some advice on this. The Works Manager and Chief Executive thought this would be beneficial.

### Badger Setts

The Board continue to follow Natural England guidelines when working adjacent to Badger setts.

### Pollution

If there are pollution incidents, the Board contacts the Environment Agency (EA) and assist them if required, seeking to recover any costs.

Ms T Smalley questioned how many incidents there are a year? The Works Manager responded that there have been two reported to the EA this year, with the Chief Executive adding that there is no trend year on year.

Ms T Smalley added that if that incident results in a fine for the polluter, the Lincolnshire Wildlife Trust and other charitable environmental bodies are approached to accept the fine with a plan of works relevant to the area to deliver environmental improvement.

### Greater Lincolnshire Nature Partnership

The Board continues with its Service Level Agreement with the GLNP, this includes the Lincolnshire Environment Records Centre data, which holds over 15 million sightings.

Horbling Fen SSSI; Water Level Management Plan with Natural England The Chief Executive explained that he realised it had been quite a while since the plan had been reviewed and so it was reviewed in 2022 and submitted to Natural England for approval. Natural England have not yet approved it, but have asked if they can provide any financial assistance for a new weir or for any new structures at Horbling. The Chief Executive has responded with new pumps etc. and is awaiting a response back.

### South Lincs Pollinator Project

The Board has two pollinator sites – Kirton Marsh and Gosberton Rise Gate. Ms T Smalley added that the lady who was leading this retired and her successor is now in post. There are now two Land Manager Advisors at the Lincolnshire Wildlife Trust who will cover this project.

The Works Manager noted that this advice would be helpful, adding that he has been in contact with Boston Seeds also.

### Artificial House Martin Nests

The House Martin has been identified as an endangered species, with them not being able to build their nests on new buildings. The Board have therefore erected five artificial nests at Helpringham Pumping Station and five at Quadring Pumping Station. It was noted that they have only just been erected and so haven't been used yet.

Ms T Smalley noted that with Swift boxes, using a 'caller' is helpful, it is a device that mimics the sound of the bird, to encourage the bird to use the nest, it thinking there are already others around.

### The Wash and North Norfolk Marine Partnership

The Operations Manager attends these meetings, contributing as and when required.

### The Environmental Good Governance Guide for Internal Drainage Boards

These guides were circulated at the last Board meeting, copies of which are available. The Chief Executive added that it is an interesting document.

## **Proposed works 2023/2024**

### **Water Vole Surveys**

As previously mentioned, the Board used a new ecology consultant last year, Archer Ecology, an example of work produced by them is included within the agenda (Water Vole Surveys), this report cost £6,000 and the Board's Officer's don't feel it is good value for money. The Board's Officer's feel that the level of information within this report could be produced in house by the Board's own employees and so are going to look at completing such work inhouse going forward. The Operations Manager added that such surveys and reports used to be completed by the hand roding gang. Budget £2,000.

### **Winter Bushing and Cleansing**

The Board has a separate bushing budget, outside of the Environment Budget, fish relocation whilst cleansing is budgeted at £2,500.

### **Owl Boxes**

The repair and replacement of three existing owl boxes during 2023/24 is budgeted at £2,000.

### **Recording by Machine Drivers**

Tom-Tom repairs and updates are budgeted at £1,500.

### **High Profile Watercourse Banks**

Environmental flailing is budgeted at £4,000.

### **Water Levels**

The Chief Executive noted that the Board has implemented a new pumping regime (only pumping whilst cheaper night rates are in operation and lifting the start and cut off levels), with a view to reduce pumping costs, increase aquatic diversity and assist with soil moisture in the catchment. This was implemented in January and is still in place now, because of the lack of rainfall, noting that, officially, the area is still in a drought.

Mr V Barker felt that this new pumping regime has been a success. Mr V Barker added that we are approaching the time of year when the Environment Agency (EA) raise the levels in the South Forty Foot Drain which will affect the Board's pumping regime. It was noted that it is lifted because of the EA's navigation obligation and for aquatic biodiversity.

The Chairperson noted the Board's rainfall record and that there is only one month in the last twelve months where the rainfall has been significantly more than the average.

Ms T Smalley referred to Ken Hill Estates, Snettisham, Norfolk, noting that, as of January 2023, they had recorded no rain on their farm since April 2022.

The Works Manager added that there have been a number of reports of 'pollution' recently, when actually it is just stagnant water that has been sat in drains. Mr V Barker questioned if it is connected to septic tanks and foul water? It was noted that it could be.



Invasive Non-Native Species (INNS)

The purchase of additional Remoti mink traps is budgeted at £2,000.

Operation Flyswat Partner

As previously noted, a meeting needs to be held to establish the responsibilities of each partner. The contribution is estimated at £3,600.

Grass Snake Nesting Sites

Redressing of the Grass Snake nesting sites are budgeted at £250.

Wildflower Meadow

The maintenance of the wildflower meadow at Cooks Lock Pumping Station is budgeted at £600.

Pollinator Project

The development of the Board's pollinator project site is budgeted at £750.

The Wash and North Norfolk Marine Partnership

There is a £400 contribution for the Wash and North Norfolk Marine Partnership.

Greater Lincolnshire Nature Partnership

There is a £300 contribution for the Greater Lincolnshire Nature Partnership.

Environment Budget 2023/24

The committee AGREED the budget as below:

Water Vole Surveys	£2,000.00
Winter Bushing & Cleansing	£2,500.00
Barn Owl Box Replacements	£2,000.00
Tom Tom Repairs/Updates	£1,500.00
High Profile Watercourse Banks	£4,000.00
Mink Control	£2,000.00
Operation Fly swat partner	£3,600.00
Grass Snake Sites	£250.00
Wild Meadow Maintenance	£600.00
Pollinator Project	£750.00
WNNMP	£400.00
GLNP	£300.00

**Total** **£19,900.00**  
(2023/24 Environmental Budget being £21,000)

2108 To receive a report on Barn Owl Nesting Boxes for 2022 - Agenda Item 9

The Chairperson presented the Barn Owl report for 2022, noting that Alan Ball (Wildlife Conservation Partnership) was not able to complete as much checking in 2022 as previous years due to not being able to for a few months.

It was noted that succession planning for this role is not required yet and that this service is provided through the Wildlife Conservation Partnership.

2109 To receive a report on the 2022 butterfly records from Windmill Lodge Butterfly Conservation and Wildlife area, Amber Hill - Agenda Item 10

The Chairperson presented the 2022 butterfly records from Windmill Lodge Butterfly conservation and wildlife area at Amber Hill.

The Chief Executive noted that Phil and Ros Bowler would welcome any comments or questions through this committee.

2110 To receive a report from Tammy Smalley (Head of Conservation at Lincolnshire Wildlife Trust (LWT)) - Agenda Item 11

Ms T Smalley gave the following update.

Natural England Catchment Sensitive Farming Advisor

Colette Tate is in the post above, Ms T Smalley noted she will share contact details.

Greater Lincolnshire Nature Partnership

The Lincolnshire Wildlife Trust continues to host the GLNP on behalf of all partners. The GLNP are in the process of being appointed by Lincolnshire County Council as the lead for communication on the Greater Lincolnshire Local Nature Recovery Strategy. Defra has awarded Lincolnshire County Council as the responsible body for the whole of Greater Lincolnshire and the Council are going to contract the GLNP to do all of the engagement and mapping work for it. Guidance is being awaited from Defra, originally anticipated in April 2023, but is going to be delayed.

Green Investment in Greater Lincolnshire

This is the Natural Environment Readiness Fund that was overseen and delivered by the Environment Agency. From November 2023, developers will have to deliver biodiversity net gain and so will be looking for biodiversity credits. Lincolnshire Wildlife Trust have been working on setting up a Greater Lincolnshire process for the market of sellers (landowners) who could sell their biodiversity, water nutrient credits or carbon credits to a buyer. 150-200 landowners have engaged and will be contacted next week about submitting an expression of interest to go on a registry to start developing what credits they could sell.

The Chief Executive questioned what is the minimum area of land needed to provide a credit to sell? Ms T Smalley responded that there is no minimum. The Chief Executive continued that the Board own 34 pumping stations, sat on c0.25 acres each, some banks and a couple of fields rented out, questioning if it is worth the Board looking into this? Ms T Smalley felt it is worth looking in to, adding that the market will not be based on whether you are a big landowner or a little landowner. It is not a case of selling specific credits to a specific development.

The Chairperson questioned if the marketplace had dictated the price yet? Ms T Smalley noted that the marketplace will dictate the price, however it is not up and running yet. Further adding as an example, carbon credits under the Woodland Carbon Code are selling for £30 per carbon credit. The Chairperson felt that the associated administration costs and involvement would outweigh anything gained. Ms T Smalley noted that the administration would be with the facilitator.

Ms T Smalley gave some further pricing examples:

- *Biodiversity net gain credits* (a normal hectare of land could produce around four biodiversity net gain credits). The higher / rarer the habitat delivered, the more the seller will be paid. In relation to average habitats (e.g., flower rich meadow), at present, the market is at between £20,000 per unit (lowest), £45,000 (average), up to £95,000 in London (highest). A biodiversity unit is a mathematical equation that can be calculated using the biodiversity metric, qualified ecologists must undertake the surveys and it will be monitored over 30 years.
- *Nutrient neutrality* – Currently Lincolnshire doesn't have nutrient neutrality requirements. In the areas where it is enforced, if you want to build a house, you must offset the nutrients being created by the development. It is estimated that each house will cost £3,000 - £5,000 for the credits. Real example - 1 hectare wetland project could mitigate between 100 – 300 houses.

The Chief Executive questioned if things such as bat boxes, owl boxes etc. could be sold as credits? Ms T Smalley noted that it will only attract philanthropy, it is habitat being sought.

Mr K Casswell noted that from a farmers perspective, if he had an acre of woodland set 20 years ago, would that be viable? Ms T Smalley confirmed that the carbon credits would be able to be sold. The market is currently at around £30 per carbon credit and typically a lowland woodland generates 300-350 carbon units per hectare.

Ms T Smalley referred to the Orsted Offshore Windfarm (global developer) who want to be net positive as a business across their whole remit. They asked 25 people to bid to be their biodiversity enhancement project. Lincolnshire Wildlife Trust and the Yorkshire Wildlife Trust secured this. For the first five year pilot phase, £3 million has been secured to complete restoration pilot work on the River Humber. If this is successful, more funding will become available.

The Chief Executive suggested that the Board compiles a schedule of what the Board owns and believes to be environmental benefits for Ms T Smalley to review. Ms T Smalley confirmed that this is the expression of interest, which she will be circulating with all of the IDBs. This can then also be shared with Board members and put on the Board's website. Once an expression of interest is submitted, the Lincolnshire Wildlife Trust team will assess whether they think any have any potential for delivering credits and if they do, and the landowner wishes to continue, they will then look to develop a more detailed plan around what could be delivered.

Ms T Smalley also noted that government guidance was released last week around what can be stacked and bundled. Carbon credits can not be stacked with anything, but you could get woodland creation money to create the woodland and then go on to sell the carbon credits created from that. Biodiversity net gain, water and some forms of agri-environment can be stacked and bundled.

The Chairperson referred to the Board's pit at Bourne North Fen, questioning if there would be any management rules that the Board would have to follow if its credits were sold? Ms T Smalley noted that Bourne North Fen is going to be Lincolnshire Wildlife Trust's exemplar site for selling ecosystem services.

Further noting that when selling credits, you will be signing up for at least 30 years and it has to be managed to deliver those outcomes. It will be monitored, and enforcement taken if the agreement is blatantly breached.

#### Peat Assessment

The Lincolnshire Wildlife Trust have been assessing the condition of peat in Lincolnshire and there are options around peatland restoration and peatland code payments. This cannot be stacked against anything else.

Mr K Casswell noted that he believed Defra were going to provide £3million funding for peat surveys and that ADA may manage some of that. Ms T Smalley noted that they are already providing this funding and that Fens East have secured almost £900,000 and have been doing the condition assessment of peat across Lincolnshire, Norfolk, Suffolk and Cambridgeshire peats. The same is also being done in the Humber Head Levels, with Yorkshire Wildlife Trust and Nottingham Wildlife Trust, £500,000 was secured. Any sites that meet the criteria for peat restoration will submit an application during June and July.

#### National Seedbank Network

Local provenance native wildflower seed will be available for some schemes such as natural flood management. There is a plant propagation site on the coast planned and discussions are happening regarding another large-scale plant propagation site in Lincolnshire.

#### Wash Barrage

The Lincolnshire Wildlife Trust are against the development of a Wash Barrage due to technical and nature conservation reasons.

#### Grants

The Chief Executive noted the number of grants secured. Ms T Smalley noted that in 2021, she applied for 12/13 grants and achieved all of them.

Mr V Barker noted the value of Ms T Smalley's update. The Chairperson thanked Ms T Smalley for her time.

#### 2111 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 6<sup>th</sup> October 2022.

#### 2112 Any other business - Agenda Item 13

##### (a) Bird Flu (Avian Influenza)

The Works Manager noted that the Board has reported five dead swans to Defra under the Avian Influenza guidelines and another sick swan has been noted on the Old Hammond Beck. It was confirmed that nothing is received back to let the Board know if the birds had got Avian Influenza.

There being no further business the meeting closed at 15:41.

## BLACK SLUICE INTERNAL DRAINAGE BOARD

### ENVIRONMENT COMMITTEE - 07 MARCH 2023

#### AGENDA ITEM 06(a)(i)

#### TERMS OF REFERENCE: ENVIRONMENT COMMITTEE

##### 1. GENERAL

The Committee shall have TEN members who will be appointed by the Board, five members from each of the Works Committee.

The Membership shall include:

- Chairperson of the Board
- Vice Chairperson of the Board

The Committee Chairperson shall be appointed by the Committee at the triennial general meeting being the first 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 five members.

No one other than the Committee members, members of the public and Board Officers shall be entitled to attend Committee Meetings, but any other persons may attend meetings as a guest if invited by the Committee.

##### 3. POWERS OF THE COMMITTEE

The Committee has the authority to utilise a budgetary amount as agreed by the Board at the beginning of each financial year on Environmental Projects and Works.

##### 4. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee shall be:

1. To monitor the Board's performance in relation to the Lincolnshire Biodiversity Action Plan and Government's Environmental Targets.
2. To promote best practice through employee training and awareness.
3. To inform the public of the Board's commitment to Environmental issues.
4. To promote initiatives, within watercourses maintained by the Board under statutory powers, that result in a meaningful environmental gain.

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:**  
**APPROVED BY THE BOARD:**



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) 2021, 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

Chairperson of the Board

13<sup>th</sup> June 2023

.....  
Paul Holmes

Environment Committee Chairperson

13<sup>th</sup> June 2023

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](mailto:mailbox@blacksluiceidb.gov.uk)

Further information is available on the Board's website: [www.blacksluiceidb.gov.uk](http://www.blacksluiceidb.gov.uk)



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## 2. Introduction

### 2.1 What is Biodiversity and why is it important?

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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

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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) 2021, 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) 2021
- 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**

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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) 2021 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**

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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**

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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**

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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

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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

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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

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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 2021.

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

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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**

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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**

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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**

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There are no National Parks or Areas of Outstanding Natural Beauty (AONB) within the Board's catchment area.

### **4.6 Sites and Monuments**

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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**

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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
Tytton Lane West Pits, East	Local Wildlife Site	Pit, Dense scrub
Tytton 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

<b>Chinese Mitten Crab</b>	<b>Not yet identified within the catchment, be watchful</b>			
<b>Killer Shrimp</b>	<b>Not yet identified within the catchment, be watchful</b>			
<b>Signal Crayfish</b>	<b>Not yet identified within the catchment, be watchful</b>			

## 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

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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

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#### 5.2.1 Hedgerows

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##### 5.2.1.1 National and Local Targets

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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

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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)

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### 5.3.2.1 National and Local Targets

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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

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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;

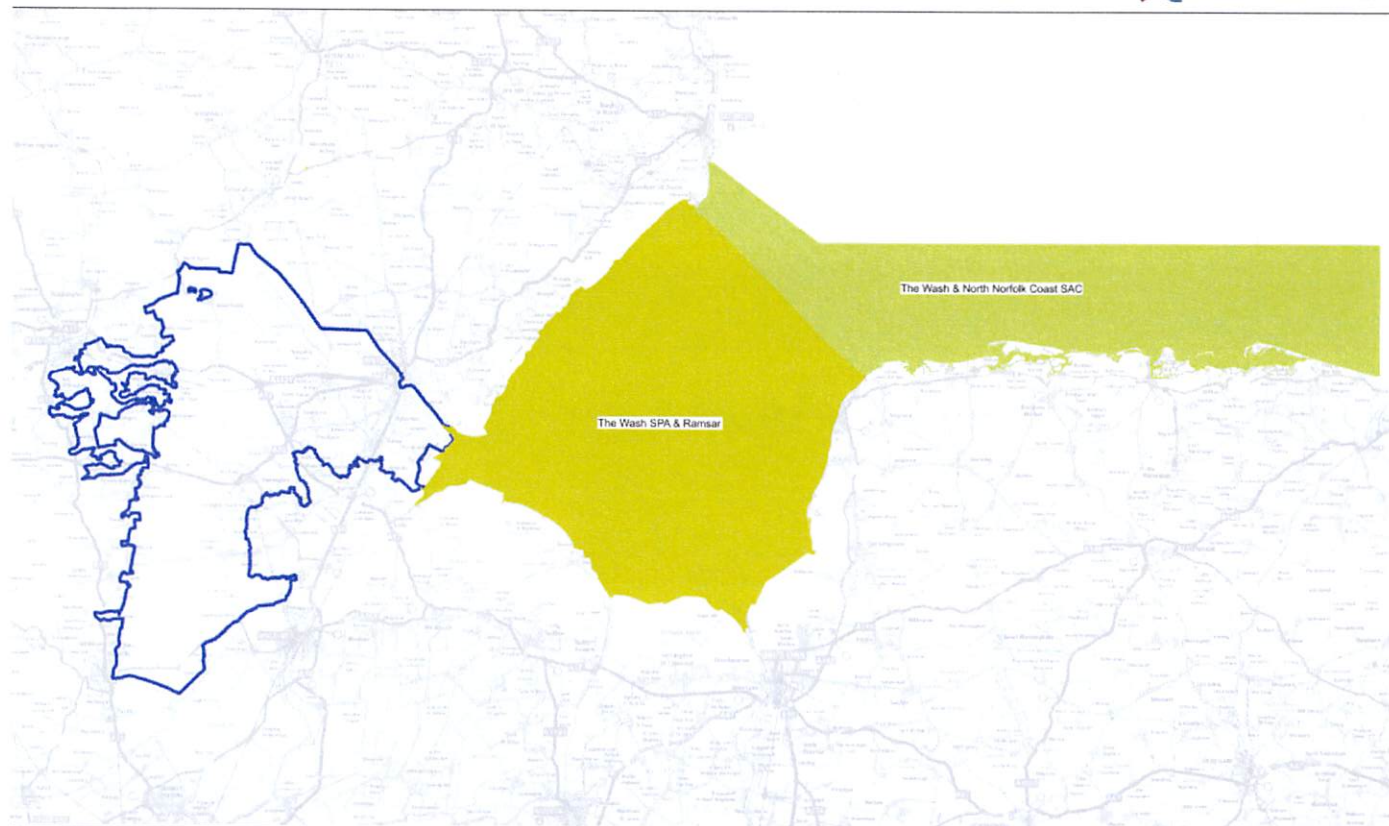
- Provided to conservation partners to assist with further local biodiversity conservation planning;
- Provided to local authorities in order to contribute towards their legislative biodiversity reporting requirements including the NERC 2006 Act, Habitats Directive, Environment Bill and the Local Nature Recovery Strategies;
- The Local Biological Records Centre.

## 10 Appendices

### 10.1 Appendix 1 – Internationally Designated Conservation Sites

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Internationally Designated Nature Conservation Sites

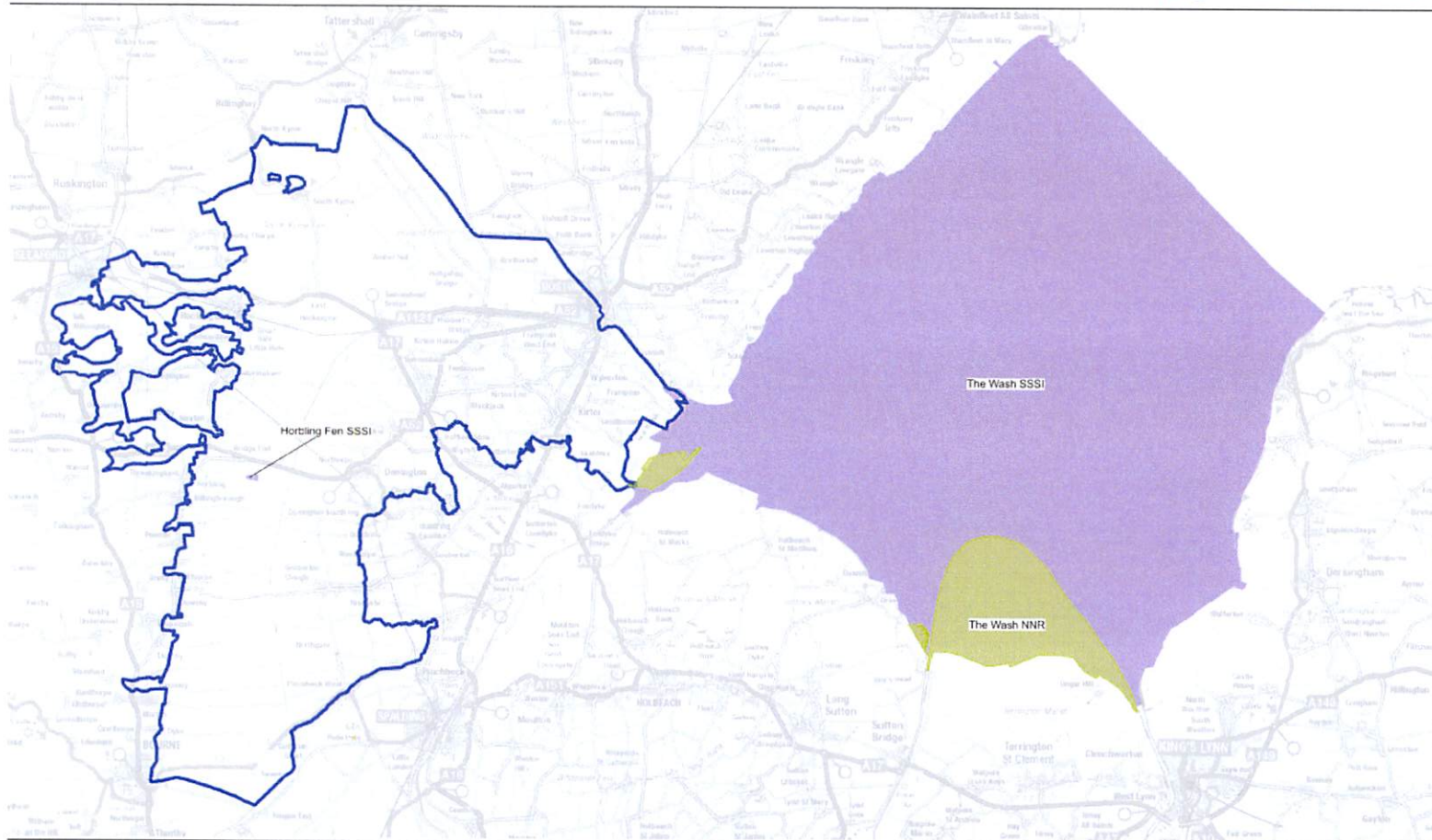


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## 10.2 Appendix 2 – National Sites

National Sites



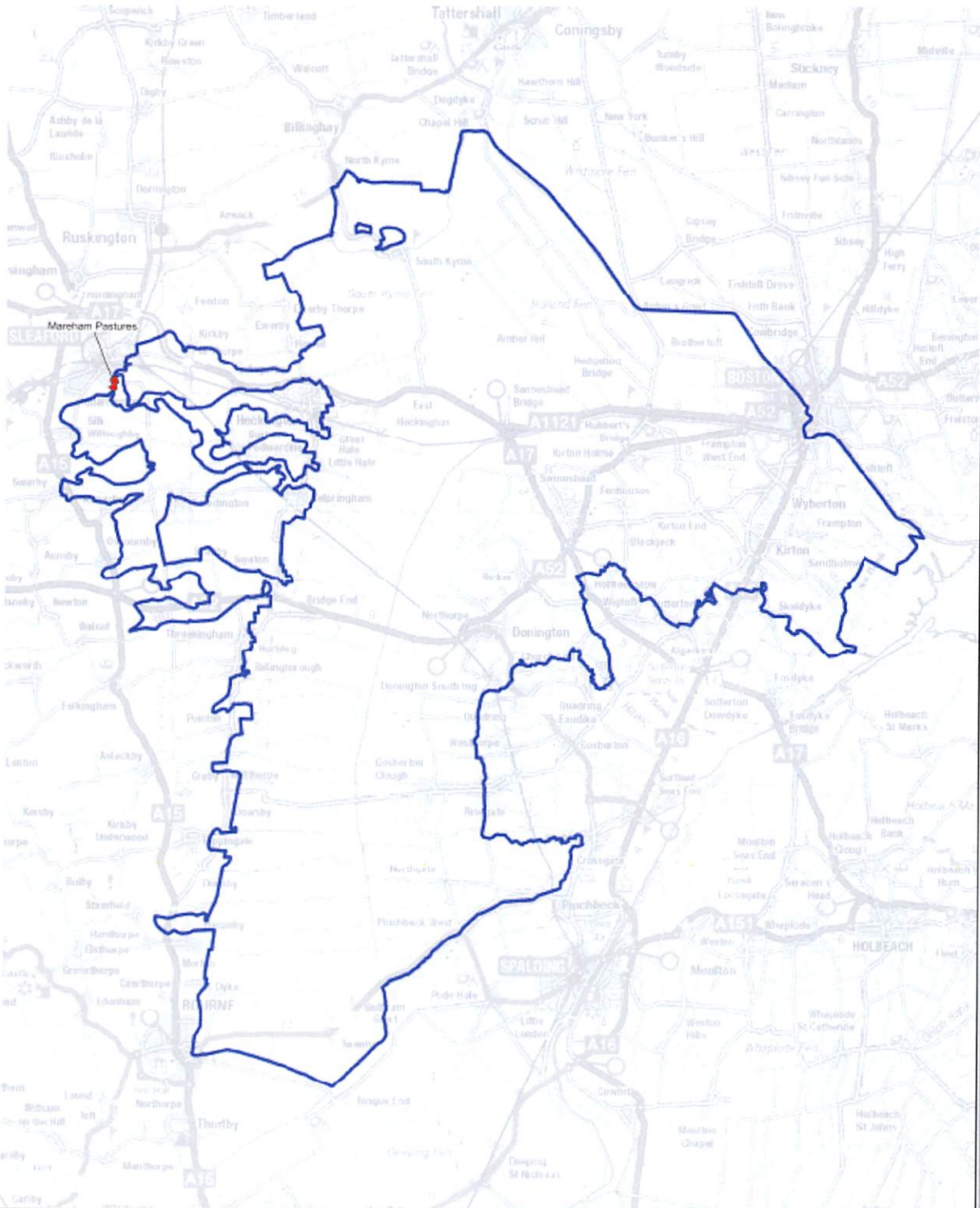
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## 10.1 Appendix 3 – Local Nature Reserves

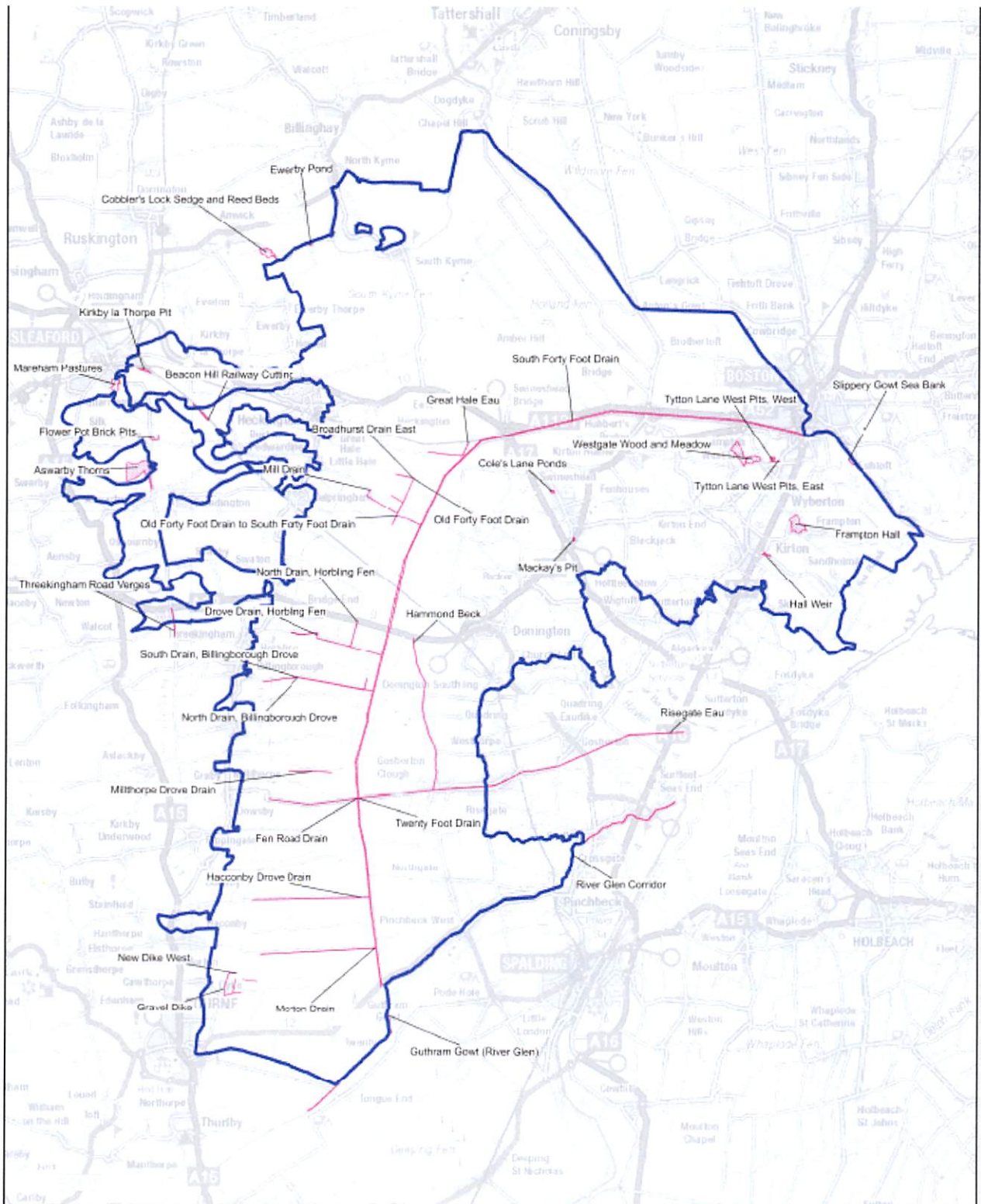
### Local Nature Reserves



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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**

## **MINUTES**

of the proceedings of a meeting of the Structures Committee

held at the offices of the Board on  
21<sup>st</sup> March 2023 at 2pm

### **Members**

Chairperson - \* Mr J G Fowler

* Mr W Ash	* Mr V A Barker
* Mr P Holmes	* 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 D Withnall (Finance Manager)  
Mr S Harrison (Works Manager)

#### 2113 Recording the Meeting - Agenda Item 1

Members were informed that the meeting would be recorded.

#### 2114 Apologies for absence - Agenda Item 2

There were no apologies received.

#### 2115 Declarations of Interest - Agenda Item 3

There were no declarations of interest received.

#### 2116 Review the Structures Committee Terms of Reference - Agenda Item 4

The Chairperson presented the Structures Committee Terms of Reference.

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

#### 2117 Minutes of the last Structures Committee Meeting - Agenda Item 5

Minutes of the last meeting held on the 22<sup>nd</sup> March 2022, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

2118 Matters Arising - Agenda Item 6

(a) Small Drove – No. 718 – FX1760 – Minute 1949(a)

The Operations Manager noted that there is no update on this culvert as such, the Board continue to monitor and Lincolnshire County Council are aware that the Board will remove any blockage caused from the failure of their culvert. Lincolnshire County Council's current Structural Engineer, Richard Waters, is due to retire and Ian Booth is the newly appointed person for that role.

(b) Quadrang Fen – No. 50 – FX1761 – Minute 1949(b)

The Operations Manager noted that there is no update on this culvert as such, the Board continue to monitor and Lincolnshire County Council are aware that the Board will remove any blockage caused from the failure of their culvert.

Mr V Barker noted that there is some work to be done on Quadrang High Fen Road and he suggested it would be efficient to tie in that work with Lincolnshire County Council's work on the culvert.

(c) Byelaw Infringements and how can we engage more with our local planning officers – Minute 1950

Mr P Robinson noted that he felt Mr M Gildersleeves (Assistant Director – Planning & Strategic Infrastructure for Boston Borough Council, East Lindsey District Council and South Holland District Council), who attended the previous Structures Committee meeting, was not particularly helpful or cooperative.

The Chief Executive reminded the committee that he wrote to all the district and borough planning departments within the Board's catchment, with a map to highlight all the IDB maintained watercourses in their catchment and request their views on the proposal the Board is contemplating of taking an approach that allows nothing to be consented within a 9 metre easement strip.

The Chief Executive continued that they have tried to arrange a meeting with representatives from each of the planning departments, but have been unsuccessful. North Kesteven District Council have said that they can't send an Officer to attend (Cllr M Head will attend), South Kesteven District Council have also said that they can't send an Officer to attend (Cllr R Reid will attend), Mr M Gildersleeves of Boston Borough Council can attend and a response is yet to be confirmed from South Holland District Council. The Chief Executive noted that they are going to produce a 'Best Practice' guide to be discussed and reviewed at this meeting. The guide will be centred around the Board's policy no. 8, Relaxation of Board's Byelaw No. 10 (the 9 metre byelaw).

Mr W Ash questioned what is hoped to be agreed? Noting that he thought the Board should take the stance of no development within 9 metres and no negotiating that.

The Chief Executive responded that the concern from the Board's Planning and Byelaw Officer is that the Board's enforcement of the 9-metre byelaw under the Land Drainage Act isn't getting through to the planning departments or building control. The Chief Executive noted that the approach of no development within the 9 metres will be the starting point, with different negotiations around the degree of relaxation for each application.

Mr W Ash felt that varying responses for each application meant that nobody would know where they stand, noting that if one person is allowed to develop within the 9 metre byelaw access, they will all want to.

The Chief Executive noted that if the Board wish to take an approach of no development within any 9 metre byelaw areas with no negotiation or relaxation at all, then the Board do have the power to do so, but it won't be well received by planning departments.

Cllr M Cooper mentioned permitted development, for which planning permission is not required, it only gets submitted to building control, it also being noted that there are private companies that offer building regulation approval and so doesn't even necessarily come through the council at all. It being further added that you can currently extend up to 6 metres single storey under permitted development, however, the government are looking to increase this dimension and make it two storey.

Cllr P Skinner noted that Cllr Robert Reid is currently chair of the Flood and Water Committee which helped produced a piece of work on SuDs guidance, suggesting that if something similar was done for the 9 metre byelaw, through ADA, it would perhaps have more force and weight behind it.

The Chief Executive referred to the letters sent to the councils following the Board meeting and noted the following that was within the response of Boston Borough Council, *'I would urge your members to think again on this proposal and retain the current mechanism. If you are experiencing management issues because of breaches other cures need to be identified. Again, because of the lack of evaluation, evidence and consideration of the implications, it is impossible for us to comment accurately. We would however be happy to continue to engage and work with you on ways which may find a more appropriate balance between all of the factors relevant to this matter.'*

Mr P Holmes noted a previous response from developers that they need to be able to fit as many houses on the land in order to justify the expenditure of the plot, adding that if they know they can't build on that 9 metre byelaw then the marketplace will dictate they will pay less for the land. Mr P Holmes also felt that the guidelines the council must meet regarding the number of houses being built is also not a responsibility of the Board and should therefore not be relevant to the 9 metre byelaw.

Mr V Barker questioned whether other IDB's have the same 9 metre byelaw? The Chief Executive responded that previously, each IDB throughout the country had differing byelaw distances, ranging from 6 metres to 21 metres.

This has previously caused some issues and so ADA provided guidance of 9 metres. Mr W Ash felt that the planning departments need making aware that the 9 metre byelaw is nationally advised by ADA.

Mr P Holmes noted his concern for the future operations of the Board if there are more and more inaccessible places for the Board's machinery.

The Chairperson felt that the default position of the byelaw is that there is no development within that 9 metres.

Mr W Ash also felt that any main watercourses need identifying and there to be no relaxation adjacent to these watercourses. The Chief Executive noted that this is the case for the Board's high priority watercourses.

The Operations Manager noted that IDB's need national recognition like other utilities such as electricity and gas companies.

Mr P Holmes also noted his nervousness around having block paving and driveways within the 9 metre byelaw area, acknowledging commuted sums, but adding that these commuted sums have a definitive timeline.

Mr V Barker suggested that the developer could use the 9 metre byelaw as part of their environmental contribution. Mr P Holmes noted that it isn't that straight forward because of the Board's access for maintenance.

The Chief Executive also referred to desilting and that the Board leave the deposits on the bank top, which could therefore be very close to houses. Therefore, some developers provide the Board with a commuted sum for the removal of that silt.

Mr W Ash felt that the new occupiers of the houses should be aware of this. The Chief Executive noted that it is not mentioned in a house survey if it is adjacent to a Board maintained watercourse.

#### 2119 Review of the Structures Replacement Policy - Agenda Item 7

The Chairperson presented the Structures Replacement Policy.

The Operations Manager noted that there is a lot less 'push back' and fewer questions with this policy as it provides a more clarified approach.

All AGREED that the Structures Replacement policy (No. 9) be RECOMMENDED to the Board for approval.

#### 2120 Receive the Structures Report 2023 - Agenda Item 8

The Operations Manager presented the Structures Report 2023, with accompanying photographs displayed on screen.

##### (i) Structures Replacement / Contribution Programme 2023/24

The Operations Manager reminded the committee that the landowner does not receive the Board's contribution until the culvert has been replaced.

All AGREED the Structures Replacement Programme 2023/24 as below:

No. 635	Swineshead	15m x 600mm	Armco	£1k max contribution
No. 1795	Kirton	12m x 600mm	Armco	£1k max contribution
No. 2989	South Kyme	18m x 1200mm	Armco	£1k max contribution
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)

Photographs were displayed on screen.

The landowner doesn't want to replace the culvert because of the cost, however, the tenant needs it. The Board have highlighted the condition of it and that it could fail imminently and therefore will monitor it, in light of collapse and obstructing the conveyance of water.

The Operations Manager highlighted some bank repair work completed by the Board adjacent to the culvert which was carried out following the bank collapsing after desilting works. It was whilst carrying out this work that the Board noticed the poor condition of the culvert.

The Operations Manager confirmed that there is another access that the Board can use to gain access for maintenance of the drain from both sides.

Mr V Barker referred to the photograph on the bottom right of the screen, showing the bank repair works using stone. He noted that this reminds him of some similar work carried out by the Board at Dowsby Lode, which, at the time of the work being completed, Mr V Barker thought had been carried out to a very high standard. However, not long after, the bank slipped in. Mr V Barker therefore suggested that perhaps something needs driving further into the ground to stop it slipping.

The Operations Manager noted that using stone does work in the right application, adding that this work has been successful and has not slipped back in.

(b) Bicker Fen – No 1469 – FX1769 – 18M X 1200MM Armco (Farm track field entrance)

Photographs were displayed on screen.

The section that failed has been removed, the landowner is aware of the condition of the culvert, but has chosen not to do anything with it yet.

The Chief Executive questioned if it is the defiance of landowners that is the reason they are choosing not to replace their culverts?

The Operations Manager noted that he explains to the landowners that the Board do use it and therefore offer a contribution to its replacement, but it is a convenience, and the Board could still carry out their job without it.

The Board will monitor this culvert and will remove any failure of the culvert that prevents conveyance of water.

Mr V Barker noted the believes concrete pipes last longer than Armco.

The Operations Manager noted that it is up to the landowner what materials they use and how they replace it, as long as it meets the criteria the Board are happy with.

(c) South Kyme Fen – No 2989 – FX1888 – 18m x 1200mm Armco (Field Entrance)

The Board was notified by the landowner about this culvert starting to collapse because there was a hole in the top of the bank. It was blocking the watercourse and so the Board removed it to allow conveyance.

An estimate for the replacement of this culvert was provided by the Board, accepted and has now been replaced due to the landowner needing it to be able to harvest the crop, the Board will ask the landowner to invoice the Board for its contribution to the repair.

(ii) Culvert Surveys Reports

The Operations Manager noted that at the last meeting of the Structures Committee, he reported that there were around 950 culverts left to survey.

The Operations Manager continued that last year the Board surveyed around 320 culverts which should have left around 630 to survey. However, it has become apparent that some of the data had not been processed and recorded and so the Board are in a stronger position than originally thought. There are actually only around 40-50 culverts left to survey. However, the Operations Manager noted that this data still needs to be confirmed.

The Operations Manager presented two maps on screen, the first outlining the culverts that the Board are responsible for (the culverts that the Board would pay the full amount for if they required replacing), the second outlining those in poor and very poor condition. However, noting that just because they are in poor condition doesn't mean that they are going to fail imminently.

The Operations Manager continued by reminding the committee of the Board's aim to have all culverts inspected, with the Operations Manager of the opinion that those culverts that the Board are responsible for and would pay for in full, should be priority for inspection going forward, followed by those culverts that the Board would contribute to.



The remainder of the culverts will be categorised in a RAG system and the landowner notified of the condition of their culvert/s.

The Operations Manager questioned whether the Board should continue to use those culverts that the Board would not contribute to their replacement?

The Chief Executive also questioned whether the Board should continue surveying those culverts that the Board has no association with? Or, whether the Board should take a more reactive approach and only become involved to remove any failed culvert preventing the conveyance of water.

The Chairperson felt that the importance of the culvert to the watercourse should be a contributing factor to this, suggesting that this element could be categorised in a RAG system also.

Mr V Barker noted his concern for a neighbour of his, noting that there was originally a ten-foot drain which had a culvert across for access, it being the only way of entrance. However, in the early 1960's it was widened to become a main drain to the Gosberton pump by the Board. Mr V Barker felt that the landowner should not be responsible for the cost of replacing such a culvert, if it were to fail, due to the Board widening the drain and installing the larger culvert, when the landowner could have carried out their work adequately with the smaller culvert across the smaller drain. The Operations Manager highlighted section four of the Structures Replacement Policy, as follows; *'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.'*

The Operations Manager continued that from the Board's point of view, the priority culverts should be those that the Board has responsibility for and should be surveyed periodically, followed by those culverts that the Board would contribute towards, it is a question of whether the remainder of culverts are continued to be surveyed by the Board going forward? The Operations Manager gave his opinion that if the Board doesn't have an association with it then it shouldn't be the Board's responsibility to assess the condition of it, and if any failed and became an obstruction in the watercourse, the Board would then go and remove it.

Mr P Holmes felt that it has been proven over the last few years how difficult and time consuming it is to survey all the culverts and therefore felt that the surveying should be prioritised as the Operations Manager suggested above.

Cllr M Cooper added that even if the Board continued to survey those culverts that the Board has no association with and inform the landowner of its condition, that landowner may not even do anything about the culvert anyway. All the Board will do is remove it if it blocked a watercourse. Cllr M Cooper therefore agreed with the Operations Manager and Mr P Holmes and couldn't see the point in continuing to survey those the Board has no association with.

The Operations Manager next showed the committee, on screen, the information that is within the Board's database about each culvert.

Mr V Barker suggested that those culverts that have failed or are on the brink of failure should be easily identifiable, by an asterisk perhaps. The Operations Manager noted that this information is straight from the database, the Board can create a spreadsheet using this information which can then be colour coded etc.

The Operations Manager added that he is highly confident that the remaining culvert surveys will be completed in 2023/24.

(iii) Culverts reported in a poor condition

(a) Quadring Fen – No 3353 – FX1889 – 15m x 600mm Armco (Field Entrance)

The Operations Manager noted that this culvert has failed, and the Board have been to site and removed it from the watercourse.

The Works Manager has spoken with the landowner regarding the cost of repair.

(b) Bicker Fen – No 1090 – FX1885 – 12m x 600mm Armco (Farm track field access)

The Board has provided a quotation for the replacement of this culvert to the landowner but have had no response.

(iv) Information on investigations at Ewerby, South Kyme and Damford Pumping Station

This matter is covered within the below discussion.

(v) Trinity College Pumping Station water seepage from Long Skerth

(i) Stantec Technical Note Trinity College Pumping Station

The Operations Manager noted that he included the whole technical note from Stantec to show the committee what the Board receive back for the cost of the work.

The Operations Manager referred to page 27 of the agenda, referring to the proposal as follows; *'...the most appropriate form of remediation for the wingwalls would be to replace them with new walls. The most efficient method for this is likely to be to use interlocking sheet piles capped with a concrete wall.'*

The Operations Manager noted that he has had conversations with the Environment Agency (EA) about them funding this work, however, it is not high on their priority list as it is not currently causing them a problem.

The Operations Manager further expressed his concern that if the EA take a 'fix when fail' attitude in this case then if the banks failed around the pumping station the pumping station would be sitting on an island and unable to perform its job.

The Operations Manager further explained that all four of the pumping stations (Ewerby, South Kyme, Damford and Trinity College) are within the area of the EA's current Lower Witham Scheme. The new lead for this scheme is Louise Smith, who is the same person who works with the Board on FCERM applications. She has now been made aware of the situation with these pumping stations and is going to review the information. The Operations Manager adding that hopefully the Board is on the right path to getting where we want to be.

The Operations Manager reminded the committee that Stantec quoted another £50,000 to provide the specifications.

Mr J Fowler noted the EA's current attitude towards it is a 'watching brief'. The Operations Manager added that it hasn't supported the case because it has been so dry, as this problem only occurs during high water levels.

Mr P Holmes questioned if it only occurs in really extreme high-water levels? The Operations Manager responded that Damford Pumping Station has always had a problem with seepage, which is now known is through the bank. Further adding that the EA have carried out improvement works on the banks of the Kyme Eau but didn't complete the section adjacent to the pumping station. The Operations Manager noted that the EA have already provided funding towards the initial investigation inspections at these pumping stations and so, in that respect, have already acknowledged responsibility.

The Chief Executive added that in times of high-water levels, the Board's workforce would observe, noting his concern that something serious will happen at some point.

Cllr M Cooper added that it is only going to get worse.

Cllr P Skinner noted sections of bank failing in previous events at Wainfleet and on the Witham, adding that high water level events are becoming more frequent with the effects of climate change.

It was noted that, at least, one of these pumping stations could potentially become redundant with the possible development of the open water transfer to the Lincolnshire Reservoir. The Operations Manager noted that he would like to think there isn't any hesitancy to complete this work because of this as the reservoir won't be operational for c15 years.

Mr V Barker referenced page 37 of the Stantec report and that the pumping station was built on tidal flat deposits. He noted his concern for other pumping stations including Frampton and Kirton Marsh which would most definitely be built on tidal deposits and suggested that these should be under observation during high water level events.

2121 Any Other Business - Agenda Item 9

(a) Machine movement along South Forty Foot Drain banks

Mr V Barker noted that he has observed machines not being able to travel fluently along the South Forty Foot bank. Therefore suggesting that, in light of the development of the Lincolnshire Reservoir, the Chief Executive should put forward to the Environment Agency (EA) that where there are some of the highland drains, they put pipes in the bottom (not of large diameter) so that the water can travel through these pipes at low levels and if there is a high level, the water would go over the top of the structures. Further taking off the shoulder of the end of the banks so that machinery can get from one bank to the next, particularly referring to between Aslackby and Pointon and Rippingale and Dunsby (west side of bank).

The Operations Manager noted that it can prove difficult to get funding from the EA for maintenance, let alone anything over and above that. The Operations Manager further added that he quoted 11-12 machine moves to get along that bank, so you don't need to have done that many times before the money would have been gained to carryout the work to provide those access points.

The Chief Executive added that it is a valid point and will be introduced to the EA.

(b) Supporting a Ratepayer with a claim against Network Rail

The Chief Executive referred to an email received from a solicitor on behalf of a ratepayer, who are *'preparing to bring a claim against Network Rail relating to flooding into various fields between 2013 and 2019 causing loss of crops. Network Rail have asked for evidence from an expert to prove that the flooding was caused by defects to the flaps on the culverts. The solicitors understand that the Board were involved at the time of the flooding and inspected the flaps on the culverts and so would be most grateful if the Board are able to provide a report to include:*

- *Qualifications / experience from the person producing the report*
- *Summary of the Board's inspections of the culverts and flaps*
- *Confirmation of the Board's opinion as to the cause of the flooding, specifically whether this was caused by defect to the culvert or flaps to the culvert, which, is understood have now been fixed.*

*Please let us know if you are able to assist and confirm fees for such a report, so that we can then seek approval from our client to proceed.'*

The Chief Executive therefore questioned whether the committee are happy for the Board to produce this report and, if so, what fee should be charged? The Chief Executive noted that himself and the Operations Manager are familiar with this scenario and have photographs etc.

Mr C Wray questioned how many hours work it would be for the Board's Officer's? The Chief Executive confirmed it would be a couple of hours work.

Mr J Fowler questioned if the Board have a recharge rate for if they were doing work for the EA? It was confirmed that the Board has an internal rate but not external for officer's.

The Finance Manager noted that the Board's Professional Indemnity insurance needs to be checked to ensure the Board are covered to produce such a report.

Mr P Holmes suggested £500.

The Chief Executive concluded to check the Professional Indemnity insurance and, if covered, a fee of £500. All AGREED.

Mr C Wray added that there are ways it can be written if not covered by the insurance. The Finance Manager added that the Board can answer the questions without it being a legal professional opinion, adding that the Board did make representations for the ratepayer at the time of the flooding.

There being no further business the meeting closed at 15:28.

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**STRUCTURES COMMITTEE - 21 MARCH 2023**

**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, **members of the public and Board Officers** shall be entitled to attend Committee Meetings, but any other persons may attend meetings **as a guest** 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 **6.5(iii)** 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: 21 MARCH 2023**

**APPROVED BY THE BOARD:**

# Black Sluice Internal Drainage Board

## Policy No: 9

### Structures Replacement Policy

Review Dates:

Board Approved	
Reviewed by the Structures Committee	21 <sup>st</sup> March 2023

#### 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  
Northern Works Committee

held at the Offices of the Board on the  
13<sup>th</sup> April 2023 at 15:30

### **Members**

Chairperson - \* Mr P Holmes

Cllr T Ashton	Cllr R Austin
* Cllr P Bedford	* Mr M Brookes
* Mr D Casswell	* Cllr M Cooper
* Mr J Fowler	Cllr M Head
* Mr M Leggott	* Mr R Needham
* Cllr F Pickett	* Mr J E Pocklington
* Mr P Robinson	* Cllr P Skinner
* Mr R Welberry	

(\* Member Present)

In attendance: Mr I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)  
Mr P Nicholson (Operations Manager)  
Mr S Harrison (Works Manager)  
Mr K Methley (Pump Engineer)  
Mr M Rollinson (Southern Works Chairperson)  
Mr J Emerson (Guest)

### **2122 Recording the Meeting – Agenda Item 1**

Members were informed that the meeting would be recorded.

The Chairperson welcomed Mr J Emerson (guest) and thanked the Officer's for organising an interesting and informative inspection.

### **2123 Apologies for absence - Agenda Item 2**

Apologies for absence were received from Cllr R Austin, Cllr M Head and Cllr T Ashton. Cllr T Ashton attended the inspection tour.

### **2124 Declarations of Interest - Agenda Item 3**

#### **(a) North Forty Foot Bank - Land post-lagoon & possible bushing works**

Mr J Pocklington declared an interest in 2129(d) regarding land post-lagoon and possible bushing and desilting works.

**(b) Open Channel Transfer of raw water to the Lincolnshire Reservoir**

Mr D Casswell declared an interest in 2131 regarding the open channel transfer of raw water to the Lincolnshire Reservoir.

**2125 Confirmation of Co-opted Members (co-option and removal) - Agenda Item 4**

The Chief Executive explained that this item is for the purpose of the co-option of new members and the removal of any existing co-opted members.

The Chairperson invited Mr J Emerson to become a co-opted member, who accepted.

The Chairperson noted that the concept of the co-opted members is about succession planning, with the idea that co-opted members are willing for election onto the Board should the circumstances arise.

**2126 Minutes of the last meeting - Agenda Item 5**

The Minutes of the Joint Works Committee, which was held on 4<sup>th</sup> October 2022, copies of which had been circulated, were considered. It was AGREED that the Minutes should be signed as a true record.

**2127 Confidential Minutes of the last meeting - Agenda Item 6**

The Confidential Minutes of the Joint Works Committee, which was held on 4<sup>th</sup> October 2022, copies of which had been circulated, were considered. It was AGREED that the Minutes should be signed as a true record.

The Chairperson thanked the Chief Executive for his work and involvement regarding the Lincolnshire Reservoir.

**2128 Matters Arising - Agenda Item 7**

There were no matters arising.

**2129 Discuss the Operations Report and Inspection - Agenda Item 8**

The Operations Manager led discussions about the inspection, as follows.

**(a) Ewerby Fen Pumping Station - Replacement control panel**

The control panel at this station is proposed for replacement, estimated at £60,000.

**(b) Replacement of Fenmore Farm access culvert**

Following the failure of this culvert, the Board provided an estimate for replacement of it, the Board has now completed the replacement.

**(c) Great Hale Pumping Station Weedscreen Refurbishment**

This scheme is to replace the moving parts to include the trolley and control cabling, estimated at £75,000.

(d) North Forty Foot Bank - Land post-lagoon & possible bushing works

The Operations Manager reminded the committee that the landowner has requested that a section of the riparian watercourse adjacent to the lagoon is cleaned out. This was not agreed within the terms of the lagoon. Mr J Pocklington left the meeting whilst this was discussed.

Mr M Leggott felt that the landowner is asking too much, it not being ascertained whether the watercourse has received a lot of silt as a result of the discharge of the water. With regard to the removal of the bushes and hedges, Mr M Leggott also felt this was not down to the Board and expressed concern that if the Board completed it in this circumstance, it would be expected by others elsewhere. Mr M Leggott acknowledged that the landowner has been helpful to the Board with the lagoon, questioning if the Board could meet him 'halfway' and for him to prune the bushes back and for the Board to clean the watercourse out.

Cllr M Cooper noted that it is clear from how established the bushes and trees are that there has been no work done to them for a number of years and so felt it was too much for the landowner to expect it all to be completed by the Board, agreeing with Mr M Leggott's suggestion to go 'halfway'.

Mr J Fowler noted that the Board have saved money by using a smaller area for the lagoon, therefore meaning the landowner has taken on more risk with more silt depth and so the Board potentially owe him the courtesy of clearing the watercourse.

Mr M Rollinson questioned the cost involved with the work the landowner has requested be completed? The Operations Manager noted that they would use the flail on the excavator to flail back the bushes and then use the same machine to complete the cleaning out of the watercourse, it equating to around two days work.

Mr D Casswell added that if the Board has saved c£7,000 due to having a smaller lagoon area he felt the Board should complete this work.

The Chairperson gave his opinion, noting the saving the Board has made by using a smaller site, suggesting that it might have been that there has been more silt in suspension because it was a smaller site and therefore hasn't had a chance to settle down, therefore meaning that more silt may have come out and deposited in the watercourse. The Chairperson continued that his suggestion would be to propose to the landowner that the cost of the flailing is split equally between the Board and himself and the Board fund the desilting of the watercourse entirely.

Mr K Casswell noted that the hedge hasn't become that established in a short period of time.

The Chairperson added that the landowner also lost a year of cropping because he had planned for the whole site to be used as the lagoon, which was then reduced.

The Finance Manager informed the committee that this is a grant funded scheme and so is not a cost to the Board, further noting that there are sufficient remaining funds within the scheme to complete this work.

Cllr P Bedford questioned if the permission of the owner (bungalow next door) of the hedge has been sought?

The Chief Executive noted that it would be a condition that the landowner obtains permission from the hedge owner (owner of the bungalow).

It was further confirmed that the spoil will be left on the landowner's land for his disposal.

Mr M Leggott questioned whether this site would be used again in the future? The Chairperson responded that it won't be used again for many years.

The Operations Manager continued that it would be prudent to write this into any future site contracts which use existing watercourses; to agree it is in an agreed condition before and in the same agreed condition afterwards.

The Finance Manager added that if the Board were desilting any other watercourse, it would be de-bushed as part of that process anyway.

The Chairperson added that it perhaps should have been debushed and desilted before the lagoon work started, due to it being the outfall.

The Operations Manager explained that the water that is put into the lagoon is held in the lagoon until the silt falls out of the water (this can be as little as 24 hours). Therefore, the water within the lagoon is only in there as long as it needs to be, the Operations Manager therefore challenged the stance of the landowner that the process has caused a build up of silt in the outfall drain, as it is water and not silt.

The Chairperson acknowledged this but felt it would be goodwill to complete the works as suggested in this instance.

The Chief Executive concluded that, subject to the landowner gaining permission from the hedge / bush's owner (property owner), the Board will complete the flailing works at 50% cost to the Board and 50% paid by the landowner, and the Board will complete the desilting of the watercourse at no cost to the landowner. The landowner will be responsible for spreading the arisings on his land. All AGREED.

Mr J Pocklington was invited back to the meeting. The Chairperson informed him of the proposal, as above, to which he was satisfied and happy to accept. The Operations Manager noted he will liaise with Mr J Pocklington to progress this.

(e) Residential development works – Heron Park, Wyberton

The Operations Manager referred to the footpath viewed on the inspection tour within the Heron Park, Wyberton development that is falling into the drain.

The Operations Manager continued that they have had no further correspondence from the developer since the last meeting and so are of the understanding that it will be removed due to it not being fit for purpose and Lincolnshire County Council refusing to adopt it because of this.

The Chairperson noted his concern that if it is not removed, and just left, it will fall into the drain which the Board will then need to remove.

Mr K Casswell noted that they (developer) will have to remove it because if somebody fell off the footpath, they would be liable. The Chief Executive added that their positioning of the security fence suggests that they know this.

The Operations Manager next referred to the wooden fences on the opposite side of the watercourse to the footpath, noting that it is in the way of access for the Board's machinery. It has not been consented and so the Board can remove it due to it being an obstruction. The Chairperson noted that there needs to be dialogue with the developer before the Board need to gain entry and simply remove them. The Chief Executive confirmed that the Board will write to the developers about the unconsented fencing and gates and will ask for it to be removed immediately.

Mr K Casswell suggested that Boston Borough Council planning department should also be involved to show the consequences of their planning permissions. Cllr P Skinner noted his support to the Board and will bring it to the attention of the planning department.

Mr M Leggott referred to the byelaws, questioning whether block paving is specifically listed? Suggesting it perhaps should be. The Chairperson felt it was covered under 'permanent structure'.

The Operations Manager noted that there have been instances where the site is half developed and the byelaw distance is still being discussed.

Cllr P Skinner noted that he will contact the Chair of Flood and Water Management Scrutiny Committee because they did a substantial piece of work on SuDS and felt that the 9-metre byelaw should be incorporated within that document.

Mr M Rollinson noted that a big part of the problem is that the developer can walk away, and the new property owners have no idea that the Board are going to gain access with heavy machinery.

The Chief Executive noted that this was also discussed at the Structures Committee meeting and an action arose from that to contact Lincs ADA, adding that it needs getting to high level planners and needs to have the same respect and discipline that other utilities such as a gas pipe / electric cable would.

The Chairperson noted that if the Board took a 'zero tolerance' approach the developers would soon get the understanding and would also be able to bid to purchase the building land in accordance with how many houses can be fit on the land taking into consideration the 9-metre byelaw.

Mr M Leggott noted that he was horrified to see what had been done by the developers at this site and expressed his concern for future maintenance, expressing again that he feels every possible obstruction i.e., block paving etc. should be listed in the byelaws to make it exceptionally clear. The Chief Executive noted that they will review it.

Mr R Needham felt that the planning department should not be giving planning permission unless the 9-metre byelaw is adhered to.

Cllr P Bedford noted that the planning department does ask for comment from the Board on every planning application received and so the Board needs to ensure that the comments back are of a stronger nature.

The Operations Manager added that the Board do respond to the planning applications, but that the Board's 9 metre byelaw is still not recognised in the way that other utilities are. The Board requires unrestricted access to be able to maintain the watercourse.

The Chairperson questioned if it requires explaining in the byelaws why it is so important to have the 9-metre unrestricted access.

The Finance Manager explained that the byelaws are sealed and approved by the Defra Minister and so can't simply just be changed by the Board. The Finance Manager continued that Board's Policy No. 9, Relaxation of Board's Byelaw No 10 (the 9-metre byelaw), could be withdrawn if the Board chose to.

Mr M Leggott felt it was perhaps an issue to be looked at by ADA and the only thing within the 9-metre byelaw should be grass.

Mr J Fowler suggested that the Board should be investigating, through legal means, how it can be included in the property deeds so that new property owners are aware.

(f) Proposed piping of Drain 6/29 – Greencore, Marsh Lane

The Operations Manager reflected on a conversation on site during the inspection tour and that the committee see the proposal to pipe the dyke as acceptable, subject to the correct number of chambers and all the lateral connections being identified and fitted into the new system.

The Operations Manager continued that the Board has been asked to provide a tender price for the works. If the Board is not successful, then the work will still be carried out to Board specification. The Chairperson suggested that if the Board are not the successful tender, that one of the operations team carries out inspections whilst the work is being completed and not wait until it has been completed.

Mr D Casswell questioned if the size of the pipe will have capacity for increased water flow following more development etc.? The Operations Manager confirmed this will be considered.

Mr M Leggott echoed the Chairperson's suggestion of doing regular inspections whilst the work is undertaken.



(g) Q1 Development - Wyberton Towns Drain

The Operations Manager noted that it was expected that the realignment of the Wyberton Towns Drain would take place this year.

The developer is in receipt of an estimate from the Board to complete both the bushing work and to realign the c100m of drain over to the new proposed position.

In addition to this work, it is also proposed that the Board would complete the realignment of c70m of drain downstream (Board funded through the Development Reserve). Unfortunately, the developer has not been in contact to progress this further yet. With regard to the bushing work, this now would not be able to be completed until around October, unless the developer proposed an environmental and nesting bird survey for works to be completed before this.

(h) Kirton Marsh Pumping Station - Electrical supply change

This was discussed at Minute 2130 1(d)(ii).

(i) Outer Dowsing Wind Farm Project

The Operations Manager noted that this doesn't affect the Board too greatly, but are involved, alongside other IDBs, around an agreement as to how they will pass Board maintained watercourses. The preferred option is underneath the bed which they are currently moving forward with.

2130 Receive the Engineer's Report - Agenda Item 9

1. Capital Asset improvements

(a) 2022/23 Defra/EA Funded Flood and Coastal Erosion Risk Management (FCERM) Grant in Aid (GiA) Schemes

(i) Remote monitoring, telemetry H&S scheme

This scheme is now completed, all pumping stations now have remote telemetry control, enabling the change to water levels remotely, and CCTV, enabling the identification of problems without having to physically send a person.

(ii) North Forty Foot Cleansing / Revetment

This scheme is in its final stages, the remaining element being the installation of a liner in the pipe that goes from the North Forty Foot, under the road and through the garden of the property adjacent to Langrick Road. The Works Manager confirmed that he is just waiting for confirmation of a delivery date for the pipe liner, as it is imported from Germany.

Lincolnshire County Council are responsible for the 25 metre section of pipeline underneath the highway and will be made aware of the contribution required (£22,000).

**(iii) Black Sluice Catchment Strategy**

The consultants are on programme, with the next update meeting scheduled for this month.

There are also representatives of the Environment Agency (EA) and Anglian Water (Mott McDonald) that have been involved in this because of the potential impact of other schemes such as the Lincolnshire Reservoir and Lower Witham Strategy. It was noted that if the Board tried to secure funding from the Lower Witham Strategy, it would mean the Board competing against the EA for the same pot of funding and therefore wouldn't be a win/win situation. There is £110 million of funding allocated for all the Lower Witham projects. The Lower Witham Strategy has split the geographical area into compartments and within the compartments that cover the Board's catchment, there are six pumping stations that have the opportunity to gain from the strategy. Mr K Casswell added that the EA has shared that the banks are not in good condition.

**(b) Information on site inspection at Trinity College, Damford, Ewerby & South Kyme**

The Operations Manager explained that he has now taken it to other Officers within the Environment Agency (EA) to hopefully progress it, further explaining that the Partnership and Strategic Overview Officer at the EA (person who assess the Board's bids for funding) is also now the lead on the Lower Witham Strategy, who wasn't aware of the situation with these pumping stations until now. The four pumping stations are some of the six pumping stations within the relevant geographical compartment of the Lower Witham Strategy. The Operations Manager added that he is hopeful that it will now be moved forward, following previous difficulties around it not being a priority because it has been a dry time and therefore not caused any problems.

**(c) 2022/23 Board funded capital schemes**

**(i) Major Slip repairs**

Eight of the major slips have now been repaired on a priority basis, however, there have been some more slips since those last reported, which will continue to be repaired based on priority. The methodology used to repair the slip varies dependant on various factors such as the size of watercourse, soil type and historic knowledge known of the area. However, sometimes the banks will still slip over the revetment, in which case alternatives are considered, such as laying the bank back flatter which reduces the pressure.

It was also noted that the Board have recently obtained some free soil from a development site in Holbeach which is being used for slip repairs.

(ii) Jetting to Major Pipelines – Estimate £20,000

This is an ongoing process, with outstanding jetting to complete in Donington and Kirton. The remaining areas are proving inaccessible for the jetting machine, but the landowners and residents have been made aware and are willing to work with the Board to gain access.

(iii) Alternative Access Programme - Estimate £20,000

The Alternative Access Programme for summer maintenance works is still being developed, there are some areas where removal of established bushes is required or the installation of access culverts into side entry drains.

**(d) 2023/24 Board funded capital schemes**

(i) Great Hale Fen Pumping Station Pump Refurbishment - £75,000 (estimate)

The scheme involves the replacement of the trolley and control section.

It was confirmed that all the trolleys are now the same make (Bosker) and that the only spare parts around are for the old trolley.

(ii) Kirton Marsh Electricity Supply Change - £10,000

The incoming supply is currently located below the floor level of the pumping station and is due to be relocated, just waiting for National Grid to provide a date to complete this work.

(iii) Trinity College Pumping Station under pump inspections – Estimate £5,000

The Operations Manager noted that it is good practice to get under the pumping stations to complete visual inspections. Whilst conducting these inspections, the siltation within the channel is removed.

For some of the pumping stations, there are no records of when the pumps were last inspected underneath, which has resulted in some of the parts rusting away and so it is an important procedure to complete as soon as possible.

Mr R Needham questioned if there is going to be a programme to complete these inspections every so many years? The Operations Manager confirmed that, going forward, there are two/three pumping stations scheduled each year. Further noting that it is trying to be programmed to coincide with damming off the drain for desilting with the underneath inspections.

## **2. Proposed Works 2024/25**

### **(a) 2023/24 Defra/EA Funded Flood and Coastal Erosion Risk Management (FCERM) Grant in Aid (GiA) Schemes**

#### **(i) Bicker Fen & Ewerby Fen Catchment Works Study - £20,000 Estimate**

As these schemes develop, there may be some change to how the money is drawn down and used.

#### **(ii) Wyberton Marsh Pumping Station New Transformer - Estimate £50,000**

A site meeting is scheduled for a couple of weeks' time. A business case will be prepared to apply for FCERM GiA funding for this work.

Mr M Rollinson referred to the 9 of the transformers that have been identified as end of life, questioning which is scheduled next for replacement? It was confirmed that eight of the nine pumping stations are programmed for replacement over the next three to four years. Black Hole Drove has already been done as it was struck by lightning and so was replaced through the insurance in 2010.

Mr K Casswell questioned if it is 100% grant funded or if the Board will need to make a contribution? The Operations Manager confirmed it will be fully funded by grant. It being further confirmed that the estimate is for the cost of the transformer and not for any of the civils work.

The Chairperson noted previous discussion about placing them outside in case of explosion? The Pump Engineer noted that Wyberton is going to be placed outside.

### **(b) 2024/25 Board funded capital schemes**

#### **(i) Jetting to Major Pipelines – Estimate £75,000**

The Officer's are in the process of putting together the tender for jetting works as per the map displayed on screen, predominately in the Kirton area.

### **(c) Pumping Station Schemes**

#### **(i) Kirton Marsh Pumping Station under pump inspections - £11,000 Estimate**

As discussed at item 1(d)(iii), Kirton Marsh is proposed for under pump inspection next year.

The Chairperson referred to the photo displayed on screen of the last time the silt was removed under the pump in 1997, questioning if it is expected to have that amount of silt built up again?

The Operations Manager expected similar amounts of around three feet.

The Chairperson noted that it must make the pumps more efficient.

(ii) Kirton Marsh refurbishment 1 pump and 1 motor - Estimate £30,000

Whilst the under pump inspection is taking place, it is proposed that the pump and motor are refurbished.

(iii) Ewerby Fen Pumping Station replace control panel – Estimate £60,000

The control panel is due for replacement, it not being cost effective to refurbish.

### **3. Emergency Response Plan**

The Operations Manager noted that this hasn't changed, reminding the committee that it is classified as an emergency when the level in the South Forty Foot Drain (SFFD) reaches 2.30m ODN, the Board's Officer's will begin to turn off pumps at 2.70m ODN.

Mr K Casswell added that this is a voluntary procedure to reduce the risk of the SFFD banks breaching, which the Environment Agency (EA) welcome.

### **4. Crop Loss**

The Operations Manager noted that he has included the Crop Loss Compensation policy to remind the committee what the Board will pay for various crops and how to claim.

2131 To receive an update on the Open Channel Transfer of raw water to the Lincolnshire Reservoir - Agenda Item 10

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.

Mr R Welberry left the meeting during this item.

2132 Report on Rainfall - Agenda Item 11

The rainfall figures at Swineshead were circulated. The Committee RESOLVED that this report be noted.

2133 Any Other Business - Agenda Item 12

(a) Cattle at Swineshead Pumping Station

Following the visit today, the Chairperson requested that the operations team produce a solution to prevent the cattle going across it, noting that it needs the support of the Board. The Pump Engineer noted that there are gates already there, it is just a case of making the decision to lock them.

(b) Landowner notification of entry to fields

Mr M Leggott noted that in November 2022, the Board completed flailing along the banks of the North Forty Foot Drain. Nobody contacted Mr M Leggott and the machinery went through his fields around his farmyard, leaving deep ruts. If somebody had simply telephoned, he would have opened the gates and given access through the yard. Mr M Leggott suggested it would be beneficial for the machine operatives to have a list of landowner contact numbers to be able to ring. The Chairperson noted that he has experienced the same problem and agreed with the suggestion.

The Operations Manager felt that the onus shouldn't be on the machine operator to do that. Mr M Leggott suggested it be the job a foreman to ring ahead. The Chairperson clarified that they are not blaming anybody specifically, but that somebody should be contacting the landowner in advance to see if there is an alternative route. The Finance Manager noted that the Board previously used a text message system and will review to get a new system in place.

(c) Cleansing arisings

Mr R Needham noted that the Board have been cleansing at Great Hale and Little Hale Fen, noting that some of the waste has been banded and some not, questioning if there is a policy around that? The Works Manager noted it was around the sheer amount being taken out, noting that one of the band's was dug slightly deeper than it should have been which is why it looks like it is not to full capacity.

(d) North Forty Foot Drain Desilting

Mr M Leggott referred to the desilting of the North Forty Foot Drain (NFFD) and where there were houses obstructing, the spoil was brought away to a cradge, questioning if the Board have been granted a licence to be able to continue moving waste in the future? The Operations Manager confirmed that if the Board remove silt from the drain, it can be moved one move with the machine. If it is then put on a trailer and transported from one field to another, it is classed as waste transfer and would require testing. Further noting that the earliest they will be back completing work on the NFFD will be towards the end of this year. Mr M Leggott questioned the delay? The Operations Manager noted it is just around timescales and other projects. Mr M Leggott felt he could have been asked and would have agreed to have the spoil tested to enable movement. The Operations Manager noted that he is conscious that he doesn't want soil movement to be done 'under the radar', the Board can't be questionable around their work.

There being no further business the meeting closed at 17:44.

# **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  
25<sup>th</sup> April 2023 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 I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)  
Mr C Harris (Internal Auditor)  
Mr J Burton (NFU Representative)  
Mr P Ingleby (NFU Representative)

The Chairperson welcomed Mr C Harris (Internal Auditor), Mr J Burton and Mr P Ingleby (NFU Representatives) to the meeting.

#### 2134 Recording the Meeting - Agenda Item 1

Members were informed that the meeting would be recorded.

#### 2135 Apologies for absence - Agenda Item 2

Apologies for absence were received from Mr W Ash.

#### 2136 Declarations of Interest - Agenda Item 3

No declarations of interest were received.

#### 2137 Minutes of the last meeting - Agenda Item 4

Minutes of the last meeting held on 25<sup>th</sup> October 2022, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

#### 2138 Matters arising - Agenda Item 5

There were no matters arising.

2139 Review the current insurance arrangements with representatives from the NFU - Agenda Item 6

Mr J Burton thanked the committee for inviting them, proposing to go through each element of the insurance outlined within the document, giving the committee an opportunity to ask any questions and discuss throughout. It was also noted that the correct version of the NFU document was circulated separately to the agenda, copies of which were available for the meeting.

Business Description

Mr J Burton referred to the Board's business description and that it should include everything the Board undertakes. Further noting that there is a slight difference in the description for those policies that aren't underwritten by the NFU. The Finance Manager referred to the 'Lessors of Land for Mobile Phone Mast' within the description, questioning whether the bungalow the Board owns and rents out should be listed? Mr J Burton confirmed that this would be covered within 'property owners'.

Motor Fleet and Commercial Vehicles

Mr J Burton referred to what is covered within this and the excesses applicable, as set out in the NFU document within the agenda.

Mr J Burton next referred to elements that are not currently insured, as below. Mr P Ingleby noted that it is a case of highlighting 'gaps' within the insurance policies to ensure that the committee and Board are aware of those and to discuss whether they need looking in to, as opposed to being a recommendation for them.

- *Loss of use* - the Board could pay a premium which would provide a contribution towards the cost of hiring a replacement vehicle if a Board vehicle was damaged and could not be used. The Finance Manager noted that this has been looked into previously, but the premium required was too much to make it worth doing. Mr P Ingleby noted that it may not be worth it for standard vehicles such as trucks but may be worth considering for specialist plant such as the excavators and Twigas. The Finance Manager noted that he was under the impression that it didn't cover specialist plant and that if one of the Twiga's or excavators was not useable in peak season, this could become costly for the Board. Mr J Burton noted that he will look into what the premium would be and discuss with the Finance Manager further.
- *Loss of hiring charges* - if hired equipment was damaged and could not be used, but the Board were still obliged to pay for the full hire period. The Board are currently insured for up to £15,000 on an aggregate basis (maximum of £15,000 in total for the whole period of insurance). Mr J Burton questioned whether the Board feel this is adequate? The Chief Executive noted that the Board hire very little, and what they do, is relatively low cost.
- *Road Rescue* - Covered for private cars under the fleet insurance, which provides an hour's roadside repair and recovery to a location within 20 miles. This could be enhanced to a full recovery service and to include light goods vehicles. It was felt this was not necessary.
- *Protected No Claims Discount* - The Finance Manager noted that the Board's claims history suggests that this extra premium would not be beneficial.

Cllr S Walsh referred to the Motor Fleet Policy for light goods vehicles, Unimog, pickup trucks and trailers cover being for any driver over the age of 25, questioning if there are any restrictions based on the number of points on someone's licence?



Mr P Ingleby noted that they would need to be made aware of any driving licence points and that usually it would alter after six points or for different types of offence. The Finance Manager added that every driver completes a declaration annually.

### Business Property

Cover is on a Commercial All Risks basis, including Subsidence apart from on the Pumping Stations where no subsidence cover is present.

Total declared value for all buildings including pumping stations: £60,947,707

Total contents including general contents, machinery, solar panels, plant, computers, tools: £772,715

Total stock and goods held in trust: £35,000

*Additional cost of working and loss of income* - covers additional cost of working if impacted by an insured event up to 12 months for a sum of up to £500,000. Also covers loss of rental income from the Board's bungalow up to £7,366. The Finance Manager noted that he believes the sum of £7,366 includes the income from the mast.

*Money & Malicious Attack* - Money is protected against loss of theft at the Board's premises and whilst taken to the bank.

Mr J Burton next referred to elements that are not currently insured, as below.

- *Machinery and/or Computer Breakdown & Resultant Business Interruption* – includes sudden and unforeseen breakdown as well as any subsequent business interruption. The Finance Manager noted that the Board has had this additional cover in the past, but never used it even when required, noting that the Board's network can be restored within 24 hours and can be ran remotely if required.
- *Terrorism* – this would cover property and business losses arising from an act of terrorism. Mr V Barker questioned if there is a difference between terrorism and vandalism? Mr J Burton confirmed that there is a difference between terrorism and vandalism; terrorism being about trying to overthrow the government. They are clearly defined, with definitions read to the committee. Mr V Barker noted that he doesn't believe terrorism is a concern for the Board, but vandalism would be. The Chief Executive felt that the risk of terrorism in the Board's geographical location is low. Mr M Leggott noted the Board's actions of starting to put metal doors instead of glass doors to the pumping stations etc. to make entry less easy and so by trying to prevent entry and vandalism it also helps to prevent terrorism.
- *Business Interruption Terminal Ends* – provides for loss of income arising from damage to the land-based premises of the utility provider, therefore the main risk for the Board would probably be loss of electricity. The Finance Manager referred to the pumping stations and that some can be run by PTO with a tractor and others by generators. The Finance Manager added that this could be a real-life situation; a flood could quite possibly take the electricity supply out, questioning if the hire of tractors and generators to run the pumps would be covered under this insurance? Mr P Ingleby responded that he would have to look into it and find out, adding that he will look back at the transformer claim from 2010. The Finance Manager noted that the transformer was the Board's and so may be a different case. Mr P Ingleby and Mr J Burton noted that they will look into this further and communicate with the Finance Manager about it. Reference was made to electricity cables and poles, with Mr P Ingleby noting that there is a problem within the area of struggling to get equipment underneath.

The Chief Executive responded that there are a number of poles that, just by being there, cause hinderance and additional cost e.g. along the South Forty Foot Drain.

### Goods in Transit

This covers the loss or damage to own goods while in transit in your vehicle or trailer up to value of £5,000. There are six vehicles covered – four trucks, unimog and tipper.

The Finance Manager questioned if there is an extension for the workforce's tools? Mr J Burton confirmed the following cover; employee's tools, portable power equipment - £2,500 per employee, £75,000 UK wide.

Mr V Barker referred to the value of £5,000, questioning whether this is enough? The Finance Manager responded that he can't think of anything that would be over that value in those vehicles specified, noting that the fuel tank on the unimog is covered separately. Mr J Burton clarified that the £5,000 covered of own goods whilst in transit refers to dead stock items and materials, rather than tools, as they are covered separately, as above.

Cllr R Austin questioned whether laptops are covered? Mr J Burton confirmed that laptops are covered on a UK wide basis. The Finance Manager noted that the Board also have a couple of low value tablets; Mr J Burton suggested that he will amend the wording to 'portable devices' to ensure it is all covered. Reference was made to Board mobile phones, noting that with the terminology 'portable devices', as long as the declared value within the policy is sufficient to incorporate laptops and all portable devices including tablets and mobile phones, the value is £11,615. The Finance Manager noted that he doesn't believe that value includes mobile phone and so will complete an exercise at the next renewal to include the phones.

Mr M Leggott noted that the Board need to be mindful of the weight limit of a vehicle with the additional weight of tools. The Finance Manager noted that the Fitter's van has been taken to a public weighbridge to confirm it is under the weight limit with all the tools. A stock take of all the tools within the van has also been carried out.

### Liability

*Employers Liability* – Covered for a total of £15m (£10m provided by NFU Mutual and the further £5 million provided by Great Lake Insurance).

*Public and Products Liability* – Covered for a total of £10m (£5m provided by NFU Mutual and the further £5 million provided by Great Lakes Insurance).

The Finance Manager noted that these levels of cover were increased previously based on some PSCA work for the Environment Agency, suggesting that the committee consider whether this level (£15m employers' liability and £10m public and products liability) is still adequate?

Cllr S Walsh noted that from previous experience, these are the levels that were required to run an NHS contract.

Mr J Burton noted that he is seeing more and more at higher levels, noting that the Board could potentially be exposed to higher levels than this, noting that the additional cost for perhaps another £5m or £10m would not be vast and so is worth considering.

Cllr R Austin questioned whether this risk is assessed, further noting that if the Board could be exposed to £10m it is a significant risk to the Board. The Finance Manager questioned what the likely pay-out would be for a child who sustained life changing injuries at one of the pumping stations or depot, for example?

Mr P Ingleby responded that for a young person in a motor claim that is quadriplegic, they are often seeing £6-£7m per person. Mr P Ingleby continued that from an employer's liability perspective, it could be an explosion or serious fire where people couldn't get out of the building. Therefore, it is about the concentration of people in the office, continuing that he doesn't believe the Board require anymore for employers' liability. Mr P Ingleby next referred to public liability and that consideration needs to be given to the effect the Board could have on any other infrastructure the Board could come into contact with, particularly in a flooding incident. The Chief Executive noted that he sees the biggest risk as juveniles playing at pumping stations. Mr J Fowler asked for an estimate of what the premium would be to increase the public liability by £5m? Mr P Ingleby noted that it is not something known, he would have to look into it. All AGREED for the NFU representatives to find out the premium for £15m and £20m to be presented to the Board for consideration.

Mr V Barker noted his concern for the Board's liability for flooding (from the sea) at the new Bicker Power Station which has been built in a low area of the catchment. The Chief Executive noted that the sea defence is controlled by the Environment Agency, likewise, is the South Forty Foot Drain and therefore the liability would not lie with the Board.

*Restrictions in cover for both Employers Liability and Public and Products Liability -* Mr J Burton referred to the restrictions listed within the NFU document circulated and included within the agenda, it being noted that, working with the Finance Manager, they have been tweaked slightly and should now be reflective of the Board's work.

*Environmental Liability -* £1m indemnity limit, provided by AIG, with an excess of £10,000. Mr J Burton explained that he has tried to include the details of the main insured elements within the NFU document.

Cllr S Walsh questioned if it is industry standard? The NFU representatives responded that it is a little low, noting that the farming policies are £2m. The Finance Manager noted any instance with the Board would be isolated to around a pumping station or depot or machine, rather than the whole length of a field in a farmer's case.

Mr J Fowler referred to the recent EA prosecution of a farmer in Shropshire that has generated costs above £1m.

Mr P Ingleby gave the example of runoff from a fire, that pollutant (water) would be your responsibility to third party land and your own and can then enforce you to carryout improvement works. If it can't be improved, then you would have to look at create biodiversity as recompense. All AGREED for the NFU representatives to find out the premium for £2m cover to be presented to the Board for consideration.

*Drones -* Mr P Ingleby noted that drones are not currently covered, questioning if the Board operates any drones? The Chief Executive explained that the Board uses one small drone (falls within the category that doesn't need a licence). It is used for the Board's own purposes, visual inspection of pumping stations, watercourses, assets etc., and the information is only used internally. Mr P Ingleby confirmed that liability associated with the drone will be excluded because it is an ariel device.

It is a specialist policy, that the NFU don't write. The Chief Executive questioned what the risk is? Mr P Ingleby noted that it is the risk of bringing something down. The Chief Executive noted that the risk is low, it is operated by an employee who does have an operator licence due to having his own larger drones at home. Further adding that it is used in remote areas and not over highways or rail lines etc. The committee felt it did not require insuring.

Cllr S Walsh questioned whether the Board should have a policy on the use of drones? To include prohibiting flying over highways, railway lines etc. The Chief Executive noted that the Board's Officer's will produce a policy.

### Legal Expenses

Legal Expenses insurance provides cover for legal costs up to a maximum of £250,000 in pursuing or defending incidents arising from:

- Employment disputes and compensation awards
- Legal Defence
- Contract disputes over £250
- Property Protection and bodily injury
- Tax Protection

### Engineering Inspection

This provides an inspection service of plant as required to comply with statutory requirements. This cover is currently provided by Vulcan. The Finance Manager noted the issues experienced with Vulcan so far, i.e. arriving for inspections which have not been planned. Mr J Burton noted that he will set up a meeting with the Board and Vulcan to discuss a way forward. The Finance Manager noted that he corrected the list with the Vulcan Engineer and believes that all the six-monthly inspections should now be completed.

### Management Liability

Directors and Officers - £3 million indemnity limit, which also includes the entity of Black Sluice IDB. Mr J Burton questioned whether £3m was quantified by anything and that they can look into higher cover if required. The Finance Manager believed that they were previously quoted between £1m and £5m and £3m was selected.

It was confirmed that this covers fraud and dishonesty by employees, but does not include crime by third parties e.g. somebody posing as the Chief Executive for instance. This cover can be added if required. The Finance Manager felt that the Board have measures in place to prevent this but can only do what they can foresee. Further to this, there is another additional element that would cover cybercrime. The Finance Manager noted that the cybercrime policy has previously been considered, but it was felt that with all the restrictions in place, they wouldn't actually be able to gain access to commit the cybercrime in the first instance. Mr P Ingleby added that the elements to consider with cybercrime include a data breach, the impact on the workings of the Board etc. The Finance Manager added that the Board pay an IT company to keep a virtual server at a different location which would enable the continuation of working by logging on to that. Also adding that the Board have invested in hard and soft firewalls, decryption software and a dual authority access process. Mr P Ingleby suggested that it may be beneficial, in the absence of insurance, to have a penetration test by an outside company to see if they can gain any access.

Mr V Barker noted that he believed it had previously been mentioned that there are over 100,000 potential attacks a week? The Finance Manager confirmed this, and that the decryption software monitors the system and will stop and reverse it if it sees any of the files being changed. It also being noted that 90% of all attacks are employee error.

#### Miscellaneous

*Personal Accident & Illness* – Where there is negligent injury to anyone deemed as an employee (this includes Board Members), the employer's liability will cover that injury (any age). Mr P Ingleby referred to Minute 2047 of the previous Audit & Risk Committee meeting and clarified that because the Board is an NFU Member they are eligible for 'Union advantage' which gives accidental death cover to any employee of £10,000, however, the employee must be under the age of 75. All AGREED to amend Minute 2047 as follows, 'It was noted that NFU would pay £10,000 accidental death payment to employees under the age of 75.'

The NFU next referred to personal accident, with the Finance Manager confirming that the Board pay six months full pay and six months half pay. The personal accident policy would reimburse the Board for the money it pays through the current sick pay policy; the limit could be set by the Board e.g. a percent of salary.

The Finance Manager confirmed that the reason for having it previously with NFU and Townergate is because the Board didn't realise that Board Members were classified and covered as employees.

#### Professional Indemnity

This relates to breaches of professional duty; this policy has a £2m limit on an aggregate basis. The Finance Manager noted that this was increased from £1m to £2m because the Environment Agency increased their limit in the Public Sector Cooperation Agreement. The Finance Manager also noted a recent case where the Board were asked to provide professional advice for a court case, and it has been confirmed that the Board are not insured as expert witnesses to be able to give that legal advice. The Board has therefore provided the information, but not as a legal opinion.

#### (a) To consider the provision of using tractors to run pumping stations in the event of an emergency and how this is insured

The Chief Executive referred to if tractors were required to run the pumping stations and that some would charge for this use, but others wouldn't and therefore questioned where this would stand in terms of being insured? It was confirmed that some farmers would operate their own tractors whilst others would leave it for the Board to operate. It was confirmed that the tractor would be static and therefore wouldn't need adding to the motor policy. It was suggested that this could be reacted to at the time, the Board would inform the NFU of the number of tractors being hired which would be added. It may even be that the tractor is covered with the NFU by the tractor owner anyway and may not be necessary to do anything further. It was confirmed that the Board will contact the NFU in that scenario.

There being no further questions, the NFU representatives thanked the committee for inviting them to attend. The Chairperson thanked them for their attendance, the representatives then left the meeting.

## 2140 Presentation from the Internal Auditor - Agenda Item 7

### (a) Internal Audit Report 2022/23

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

The Internal Auditor presented the Internal Audit Report 2022/23 and noted what a good job the Finance Manager does of managing the affairs of the IDB, with the outcome being 'substantial assurance'. Further noting that there is only one action point and no recommendations. The action point related to the reserves and to ensure that the exact wording within the Financial Regulations and Board meeting minutes align, it being noted that this is being dealt with later in this meeting.

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

### (b) Audit Programme 2023/24

The Internal Auditor explained that the audit follows a standard approach every year but that he does vary the work carried out each year, noting that the audits are completed remotely.

The Internal Auditor noted that he is happy to take direction from the committee, if there is a specific area they would like him to look into. Noting that this committee previously asked for pensions to be included, which now forms part of the audit.

The Chairperson noted that it was mentioned last year about looking at the Board's health and safety systems and it was decided to defer that as the Finance Manager was due to be undertaking some training. The Finance Manager has just completed the full NEBOSH General Certificate, further noting that the Operations Manager, Works Supervisor and Ganger are going to complete the IOSH Managing Safely qualification. Upon the retirement of the Chief Executive, the health and safety policy and practices will be reviewed, with a division of responsibilities within that. The Finance Manager therefore suggested that a detailed review of the health and safety is deferred until all this is in place and operational. The Internal Auditor accepted this, noting that he does a review of the health and safety every year anyway, but that he can then look into it in more detail (2024/25).

Mr J Fowler questioned whether remote auditing produces a higher workload for the Board's Officer's in comparison to a face-to-face audit? The Finance Manager responded that it may seem like it does, due to having to collate all the documents into a one drive ready for the Internal Auditor to access in advance, but, in fact, if the Internal Auditor was present in the office it would be drip fed over a number of days which then influences all of those days, instead of the half a day it takes to prepare everything for remote access. The Internal Auditor noted the importance of GDPR and confidential data whilst conducting the audit remotely.

The Chairperson questioned if any committee members or the Internal Auditor would like to have discussion with the Board's Officer's not present. It was felt that this wasn't necessary.

The Internal Auditor noted the retirement of the Chief Executive which will inevitably cause a higher risk at some point. The Internal Auditor will therefore look into how the Financial Regulations are modified for this transition. The Chief Executive and Finance Manager explained that they have produced a report to be presented to the Executive Committee next month, which details the amendments to policies and procedures that need to be made in order for the Board to continue its operations on the retirement of the Chief Executive. The Finance Manager suggested that the report be sent to the Internal Auditor for his opinion, who was happy to do this.

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

2141 To review the following Board’s policies - Agenda Item 8

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

(a) Policy Statement Water Level & Flood Risk Management (Policy A)

The Finance Manager explained that most of the changes proposed within this policy are changes to terminology.

The changes within the figures of paragraph 4.3 refer to the updated figures of agricultural and non-agricultural land within the Board’s District. Mr V Barker noted that he didn’t understand the figures presented within 4.3. It was suggested that the table be laid out as below, to make the figures clearer to understand, all AGREED:

<i>Total area of the Black Sluice IDB Drainage District</i>	<i>47,220 ha</i>
<i>Catchment area draining to the district from Highland Carriers</i>	<i>20,073 ha</i>
<i>Total area draining to and including the District</i>	<i>67,293 ha</i>
<i>Area of Agricultural Land</i>	<i>43,886 ha</i>
<i>Area of other (non-agricultural) land</i>	<i>3,334 ha</i>
<i>Total area of the District</i>	<i>47,220 ha</i>

The sentence within paragraph 6.4 proposed to be removed refers to the fact that the Board are mindful of national policy but that the policy won’t be updated every time the national policy changes.

The Committee RESOLVED to recommend that the Policy Statement Water Level & Flood Risk Management (Policy A) be approved at the next Board meeting.

(b) Policy No.1: Risk Management Strategy

The Finance Manager highlighted the proposed changes as below:

Appendix A – Risk Management Strategy Statement

Proposed to remove the reference to the insurer’s recognising the Board as being a ‘low risk’ because the current insurers haven’t specifically stated this.

## Appendix B – Risk Management Policy Document

Proposed to remove the reference to Policy No. 41 (Public Sector Co-operation Agreement) as it is now established and doesn't require a specific reference to it.

## Appendix C - Risk Analysis

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

Proposed addition to highlight that the pumps are now remotely controlled.

### 1.3 Risk of Pumps Failing to Operate

Proposed to remove the item about self-insuring pumping stations as the Board now insure them.

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

Proposed to replace 'Loss of income' with 'Uninsured costs'.

### 1.8 Risk of unplanned loss of senior staff

Proposed to include a reference to the ongoing work to develop a more resilient structure to coincide with the retirement of the Chief Executive.

### 1.9 Insufficient Finance to carry out works

Proposed to include a reference to the excessive electricity costs.

It was noted that the committee previously agreed to increase the potential impact of risk to 'high', resulting in a risk level of 6. Hopefully this time next year the electricity prices will have stabilised, and this will be able to be reviewed.

### 1.11 Insufficient Staff Resource

Proposed to include a reference to the retirement of the Chief Executive.

## 5.2 Risk of loss of money invested in Building Societies & Banks & Managed Funds

Mr J Fowler felt that, in light of having £300,000 invested in one place and a further £500,000 invested in another place, the risk should be greater than medium.

The Finance Manager noted that the definition of a 'high' risk is a financial loss over £100,000.

All AGREED the potential impact of 'medium' be increased to 'high', which would therefore result in a higher risk level of 3.

The Finance Manager next brought to the attention of the committee whether it should be a maximum of £200,000 in investments as opposed to £300,000. This matter has been brought to the attention of the Executive Committee by email.

The Chairperson questioned whether it would affect the returns? The Finance Manager didn't feel it would.

The Internal Auditor felt it would be more prudent to spread the money over a wider base.

The Committee RESOLVED to recommend decreasing the maximum investment amount to £200,000.



### 7.1 Risk of collecting insufficient income to fund expenditure

Proposed to include a reference to the increase in reserves due to the excessive electricity costs.

### 8.1 Risk of loss of telemetry

Proposed to include a reference to the ability of remote operation of the pumping stations.

Mr V Barker added that as discussed at a previous meeting, the cost of electricity relates to the cost of starting the pump and suggested that the current levels and pumping regime can be improved on by pumping some drains down further at night. Further adding that it reflects on tide times as to whether the drains will gravitate during the day, and if they are not going to, he suggested that the pumping levels are lowered at night so that the pump doesn't have to start.

The Finance Manager noted that it can't be set up based on the tide, it is a set day level and set night level for winter and summer. The suggestions were noted and will be reviewed as to whether anything further can be done.

### 8.2 Risk of loss of telephone communications

Proposed to remove the reference to 4G Assure in Broadband lines as this is no longer in place.

Proposed addition of reference to the mobile broadband router and test to see whether it will support phone calls.

Mr J Fowler noted that himself and some neighbours have recently gone onto Starlink satellite broadband which is proving very effective as an alternative to 4G.

The Board's Officers noted that this has been discussed and that the Board Vice-Chairperson is going to report on it to the Board's Officers.

### 8.3 Risk of loss of internet connections

Proposed to remove the reference to 4G Assure in Broadband lines as this is no longer in place.

### 8.5 Risk of breach in cyber security

Proposed to add a reference to the Board's dual authentication system.

### 8.6 Risk of network security breach

Proposed to add a reference to the Board's dual authentication system.

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

## **(c) Policy No. 3: Financial Regulations**

4.2 - Proposed addition of the Chief Executive to be able to authorise invoices, claims and accounts as well as the Finance Manager. The Chief Executive already has this authority, it is a matter of ensuring this policy is reflective of that.

10.1 - Proposed changes to the long-term aim of the Board's reserves to reflect that agreed by the Board on 14<sup>th</sup> February 2023.

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

(d) Policy No. 04: Procurement

The Finance Manager referred to a recent situation where the piles couldn't be purchased for Sempringham weed dump area as the quote was over £10,000. Therefore, the Operations team requested that the number of piles be reduced to bring the price under £10,000. It worked out favourably for the Board as the quote was reduced but the number of piles remained the same. However, this has highlighted that, with inflation, £10,000 doesn't go very far, therefore suggesting that the upper limit is increased to £20,000. All AGREED. It was noted that this change will need to be reflected in paragraph 3.2(b) and the delegation of authority.

Mr V Barker highlighted that this perhaps shows the quotes being sought aren't as good as they could be. The Finance Manager acknowledged this, whilst also noting these specific piles are only available from one supplier.

The Committee RESOLVED to recommend that the Procurement Policy (No. 04) be approved at the next Board meeting.

(e) Policy No. 23: H&S Policy for Display Screen Equipment

The Finance Manager noted that the only proposed amendment to this policy is the addition of the Display Screen Equipment Workstation Checklist.

The Chairperson suggested that between 2.2 and 2.3 there should be reference to completing an additional DSE workstation checklist if working from home is required. All AGREED.

Cllr S Walsh noted that a risk assessment should be carried out for somebody working from home anyway and that workstation assessment should be carried out as part of this.

The Committee RESOLVED to recommend that the H&S Policy for Display Screen Equipment (No. 23) be approved at the next Board meeting with the above added amendment.

(f) Policy No. 25: Lone Worker

The Finance Manager explained that there are no amendments to the policy as such, the only proposed changes relate to how the updated Peoplesafe Lone Worker App now functions.

Mr V Barker questioned if the phones are always within areas with signals? The Finance Manager noted that the phones are with EE as it gives the best coverage in the Board's area and the GPS element of the lone worker app will give the last known location of that person. The Finance Manager wasn't sure what else could be done other than having dual sim and having two mobile phone services per person, which would be an extra financial cost.

The Committee RESOLVED to recommend that the Lone Worker Policy (No. 25) be approved at the next Board meeting.

(g) Policy No. 32: Data Protection

The Finance Manager explained that on the 31<sup>st</sup> December 2023, all the European legislation that is currently relevant ceases to be (General Data Protection Regulations (GDPR) is part of this legislation). The Data Protection Act (DPA) will take over as the data protection regulations on 31<sup>st</sup> December 2023. Therefore, all the references to GDPR have been amended to DPA to reflect this.

The Committee RESOLVED to recommend that the Data Protection policy (No. 32) be approved at the next Board meeting.

2142 To review the following proposed new policies: - Agenda Item 9

The Finance Manager presented the following new policies, noting that they are based on the current operations of the Board:

(a) Health & Wellbeing

The Finance Manager highlighted that three employees (two in office, one workforce) are going to complete mental health first aid training next month.

The Committee RESOLVED to recommend that the Health and Wellbeing policy be approved at the next Board meeting.

(b) Sickness absence management

The Finance Manager noted that this policy outlines what is already implemented, noting that the seven-day self-declarations had slipped a little, but is required for the statutory sick pay element.

Cllr S Walsh noted that, in his opinion, the Board's sick pay is generous, noting the danger of it becoming abused. It was noted that employee sickness levels are monitored.

Mr M Leggott questioned if there is a requirement for the employee to physically see a Doctor, as opposed to an over the phone consultation. Cllr S Walsh noted that telephone appointments are standard practice as it increases capacity and reduces cost for the practice. Mr M Leggott referred to a personal situation whereby an employee continuously gained a Fit for Work Note through telephone consultations only.

The Finance Manager noted that employees can self-certify for seven days, anything over seven days requires a Fit for Work Note (which could be given over a telephone consultation). The Board could also send the employee for a medical (forms part of the employee contract). The Finance Manager noted that the Board has previously used the occupational health service successfully.

The Committee RESOLVED to recommend that the Sickness absence management policy be approved at the next Board meeting.

2143 To review the Risk Register - Agenda Item 10

It was noted that this has been reviewed as part of the review of the Risk Management Strategy.

The committee AGREED that the Risk Register be accepted.

2144 To receive the catalogue of Board Policies with recommended approval dates - Agenda Item 10

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

2145 Any other business - Agenda Item 11

(a) Pollution of Watercourses

Cllr R Austin noted that there is currently quite a lot of public discussion about pollution in watercourses, questioning if this affects the Board?

The Chief Executive noted that pollution is dealt with by the Environment Agency, who may ask for the Board's involvement (costs are recovered).

Mr J Fowler left the meeting.

(b) Tiaa Contract (Internal Auditing)

The Finance Manager informed the committee that the Tiaa contract (internal auditing) has concluded. There is an option to extend the contract for a further two years. The Smaller Authorities Audit Appointments have suggested the Board extend the contract. All AGREED to extend the Tiaa contract for a further two years.

The Internal Auditor thanked the Board for being his first IDB to audit.

There being no further business the meeting closed at 16:23.

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**BOARD MEETING - 13 JUNE 2023**

**AGENDA ITEM 06(d)(i)**

**MATTER ARISING FROM MINUTE 2139 OF THE AUDIT & RISK COMMITTEE MEETING**

**QUOTATIONS FOR VARIOUS INSURANCE POLICIES**

**Environmental Liability:** Quote for £2million Indemnity limit from renewal

As renewal of the policy is not until the 30<sup>th</sup> September, Insurers have advised that rates are not yet available, however Underwriters have provided an indication of the additional premium required till renewal of £539 plus IPT = £603.68. (Additional premium until renewal).

**Excess Layer:** - Quote for £10million and £15million in excess of the primary £5million layer supplied by NFUM.

Again, as renewal is not until the end of September renewal rates are not available. However, Underwriters have provided an indication of £1,350 plus IPT = £1,512 of £10m over £5m, and £2,100 plus IPT = £2,352 £15m over £5m. (Approximate annual premium).

**Motor Fleet 003X8317472** - Quote to include loss of use under the policy at daily Limit of £150.

Underwriters have advised that cover is restricted to £30per day up to 30 days which would generate an additional premium of £416.32 up until renewal. (Additional premium until renewal.)

**Commercial Vehicle 003X8349028** - Quote to include loss of use on the 4 Excavators at a daily Limit of £150.

Cover is restricted under the policy to a daily Limit of £100 per day for periods up to 30, 45 and 90 days. Additional Premiums per vehicle are as follows including Insurance Premium Tax.

30 days	£52.07
45 days	£65.09
90 days	£104.14

Additional premium until renewal.

If you are interested in the cover and require a daily limit of £150 then we will have to approach Underwriters to enquire whether cover would be available.

**Commercial Select 080X8317468** - Underwriters to consider adding terminal ends cover under the Additional Cost of Working Section at a limit of £250,000.

Underwriters have advised that they are unable to apply this extension under the Section as due to this type of cover being typically taken out when the majority of the income is derived away from the premises then an extension of this type would be difficult to access.

# Black Sluice Internal Drainage Board

## Policy No: A

### Policy Statement on Water Level and Flood Risk Management

Review Dates:

Original Issue	30 <sup>th</sup> May 2018
Board Approved	

#### 1 INTRODUCTION

##### **Purpose**

- 1.1 This policy statement has been prepared by Black Sluice Internal Drainage Board (the Board) to provide a public statement of the Board's approach to its management of flood risk and water levels within the Black Sluice Internal Drainage District (the District). The Board is constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a flood risk and coastal erosion 'Risk Management Authority' (RMA) under the Flood & Water Management Act 2010.
- 1.2 The Board serves the local community by managing water levels in ordinary watercourses and other water infrastructure within the District to mitigate against the risks from flooding and drought. In delivering its functions the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment. The Board recognises its responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body the Board is committed to the pursuit of economy, efficiency and effectiveness.

##### **Background**

- 1.3 The Department for Environment Food and Rural Affairs (Defra) has policy responsibility for flood and coastal erosion risk management in England. The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. Lead Local Flood Authorities (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas. Delivery is the responsibility of a number of flood risk and coastal erosion 'Risk Management Authorities' (RMA), which includes the Black Sluice IDB.
- 1.4 This Policy Statement sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the National flood and coastal erosion risk management strategy for England 2020 (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summarises what plans the Board has in place to manage water levels and reduce flood risk, whilst protecting and enhancing the environment, and ensuring good governance and local accountability. Copies of this Policy Statement are available from the Board's office at: Station Road, Swineshead, Boston, Lincolnshire PE20 3PW. Digital copies can be downloaded from the Board's website ([www.blacksluiceidb.gov.uk](http://www.blacksluiceidb.gov.uk)).

## **2 GOVERNANCE AND LOCAL ACCOUNTABILITY**

- 2.1 The Board will ensure that its policies and procedures enable effective representation of and accountability to drainage ratepayers and the occupiers of non-agricultural land within the District, including triennial elections in line with the requirements of the Land Drainage Act 1991, and timely engagement with charging authorities to fill vacancies in seats allocated to appointed members.
- 2.2 Board members must take decisions objectively in the best interests of the Board and uphold the ethical standards expected of public officeholders. Board members must adhere to the Board's Members Code of Conduct, including the seven principles of public life (Nolan Principles). The Board will make sure that there is suitable training in place for board members and staff, including on financial and environmental matters as appropriate.
- 2.3 Board members must declare financial and other interests relevant to their function with the Board. Board members will recuse themselves as appropriate where conflicts of interest may occur in relation to procurement, contract management and decision making.

## **3 DELIVERING THE NATIONAL STRATEGY'S POLICY AIM AND OBJECTIVES**

### **Aim**

- 3.1 The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public sector organisations will work together to manage the risk to people and their property; facilitate decision-making and action at the appropriate level; and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

### **Objectives**

- 3.2 The Strategy sets out five objectives in pursuance of the overall aim as follows:
- (a) understand the risks of flooding and coastal erosion, working together to put in place long-term sustainable plans to manage these risks and making sure that other plans take account of them;
  - (b) to avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
  - (c) build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;

- (d) increase public awareness of the risk that remains and engaging with people at risk to encourage them to take action to manage the risks that they face and to make their property more resilient; and
- (e) improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.

3.3 The Board supports the national aim and objectives for the management of flood risk and water levels and the Board’s policy and approach will be consistent with them.

#### 4 FLOOD RISK AND WATER LEVEL MANAGEMENT IN THE BOARD’S DISTRICT

4.1 The District has been determined to derive benefit, or avoid danger, as a result of drainage operations. As such the whole of the District is at some risk from flooding, but that risk is managed wherever it is practically, environmentally and financially viable<sup>1</sup>.

4.2 The Board makes decisions regarding flood risk within the District taking into account the following:

- (a) assets in place considering design standard and life;
- (b) Environment Agency and Lead Local Flood Authority flood risk strategies, plans and maps; and
- (c) other information such as the history of flooding and land use impacts.

4.3 The following outlines the key details of the District:

Total area of the Black Sluice IDB Drainage District	47,220 ha
Catchment area draining to the district from Highland Carriers	20,073 ha
Catchment area draining to and including the District	67,293 ha
Area of Agricultural Land	43,886 ha
Area of other (non-agricultural) land	3,334 ha
Total area of the District	47,220 ha

Site of Designated Environmental Interest:

Horbling SSSI	15 ha
The Wash SSSI & Ramsar	42 ha

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<sup>1</sup> It should be noted that the Land Drainage Act 1991 provides the Board with statutory powers to carry out works of maintenance and improvement for land drainage and flood defence purposes, rather than imposing a duty on the Board to carry out such works.



4.4 Assets for which the Board has operational responsibility:

Watercourses (maintained)	755 km
Raised Embankments	4 km
Pumping Stations	34 (63 pumps)

4.5 Assets within or adjacent to the District that are maintained by the Environment Agency:

Main Rivers	169.5 km
Raised embankments / flood walls	7.9 km (Sea Defences) 172.2 km (River Flood Defences)
Pumping Stations	2

**5 BUILDING, MAINTAINING AND IMPROVING FLOOD AND COSTAL EROSION RISK MANAGEMENT SYSTEMS**

- 5.1 Through the operation, maintenance and improvement of watercourses and other water control assets within the District, the Board seeks to achieve a general standard of water level management that enables the drainage and irrigation of agricultural land, reduces flood risk to developed areas, and sustains environmental features throughout the District.
- 5.2 The Board monitors and reviews the condition of its watercourses and other assets, particularly those designated as critical, over-spilling from which could affect people and property. Consistent with the resultant needs established, a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards required. The programme is reviewed periodically by the Board to ensure it is delivering the appropriate condition.
- 5.3 Where standards are not at the desired level, improvement works will be sought where they are considered to be practical and financially viable by the Board. Where improvement works meet the criteria set by Defra, financial support will be sought from the **National Flood and Coastal Erosion Risk Management (FCERM) Strategy for England**. Where appropriate works will be undertaken in partnership with other Risk Management Authorities and take opportunities to work with natural processes.
- 5.4 Work for and by the Board will be carried out in accordance with best practice and to deliver best value for money taking due regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency and other organisations.

- 5.5 The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board is not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate what the Board considers to be the most important watercourses in the District as "District Drains" and prioritise their resources to the appropriate maintenance and, where necessary, improvement of such channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.
- 5.6 Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.
- 5.7 The Board has a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in their District and will, under this duty where appropriate advise others regarding the undertaking of works when it is not appropriate for the Board to exercise its own powers.
- 5.8 The Board will also seek to ensure, where possible, that assets managed by other Risk Management Authorities, which also reduce flood risk to the District, are maintained at a satisfactory standard and may enter into a Public Sector Co-operation Agreement with another Risk Management Authority to achieve better value for money when carrying out work to reduce flood risk.

## **6 REGULATION OF ACTIVITIES – AVOIDING INAPPROPRIATE DEVELOPMENT AND LAND MANAGEMENT**

- 6.1 The Board will take appropriate steps to help riparian owners understand their responsibilities for maintenance, byelaw compliance and environmental regulations.
- 6.2 The Board will regulate as necessary, using available legislative powers and byelaws, the activity of others to ensure their actions within, alongside, and otherwise impacting its drainage system do not increase flood risk, prevent the efficient working of drainage systems, or adversely impact the environment.
- 6.3 The potential impact on flood risk from future development, both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development and, individual (planning) applications, to prevent inappropriate development and land use to ensure that flood risk is not increased. This will include, where appropriate, providing pre-application advice and checking of flood risk assessments.

- 6.4 Where appropriate the Board will seek contributions from developers to cover the cost of both immediate and longer term works necessary to mitigate against any resultant increase in flood risk. ~~Such contributions will be recorded in accordance with the National Planning Policy Framework and associated technical guidance.~~
- 6.5 The Board will where appropriate designate structures or features affecting flood risk using section 30 of the Flood and Water Management Act 2010.

## 7 COMMUNICATION AND TRANSPARENCY

- 7.1 The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and flood risk as well as the steps the local community and land managers can take to assist in its management.
- 7.2 The Board will be open and transparent in its actions and decisions. The Board will comply with the requirements set out in the relevant Local Government transparency code.
- 7.3 The Board will provide an overview of the objectives and costs of its water level management operations by publishing on its website:
- (a) A record of the watercourses it periodically maintains;
  - (b) A statement of the types of general maintenance activities it routinely undertakes and why;
  - (c) Its Annual Report to Defra (IDB1 Form); and
  - (d) Approved Board minutes and papers.
- 7.4 The Board will seek views and respond to enquiries from the local general public in this regard and work with local partners to build a culture within which watercourses are seen as vital to managing flood risk, and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.
- 7.5 The Board invites any comments regarding the condition of its system, which could assist with the management of water levels.

## 8 WORKING TOGETHER

- 8.1 The Board will co-operate and share information with other relevant authorities in the exercise of their flood and coastal erosion risk management functions. The Board will contribute to strategies, plans and consultations relevant to its catchment and functions.

- 8.2 The Board will assist the Environment Agency wherever possible in its provision of adequate and cost effective flood warning systems, and assist Risk Management Authorities where necessary during flood emergencies. The Board will participate as necessary in exercises to develop and test emergency response procedures.
- 8.3 The Board has provided the Environment Agency and other local Risk Management Authorities with information on the major flood defence assets for which the Board is responsible.
- 8.4 The Board will seek to work with all relevant local organisations, in carrying out its flood and coastal erosion risk management functions and environmental obligations.

## **9 ENVIRONMENTAL MEASURES**

- 9.1 The Board has nature conservation duties under the Land Drainage Act 1991, the Wildlife and Countryside Act 1981, the Protection of Badgers Act 1992, the Countryside and Rights of Way Act 2000, the Water Environment (Water Framework Directive) (England and Wales) Regulations 2003, the Eels (England and Wales) Regulations 2009, the Flood and Water Management Act 2010, the Natural Environment and Rural Communities Act 2006, Salmon and Freshwater Fisheries Act 1975, and as a competent authority under the Conservation of Habitats and Species Regulations 2017. The Board will fulfil these in a positive way.
- 9.2 Much of the Board's watercourse maintenance work constitutes vegetation control and de-silting and is often a vital and routine requirement. Whilst inevitably some short or long term impacts may arise, this management is often essential to maintain the distinct assemblage of aquatic habitat and species present in the district. Such work will be carried out in a way that manages the potential risks to the environment. The Board has access to environmental expertise from their Conservation Consultant, and have a Biodiversity Action Plan, developed according to ADA and Natural England guidelines, which indicates the way in which their functions can be carried out in a way appropriate to the environment and how the environment can be enhanced. The Board maintain only a small proportion of the total watercourse length in the District, the significant majority being the responsibility of the adjoining land owners or of other bodies.
- 9.3 When carrying out work, be it maintenance or improvement, and consistent with the need to maintain satisfactory flood protection standards, we will aim to:
- (a) Avoid any unnecessary or long term damage to agricultural interests and to natural habitats and species;
  - (b) Carry out the monitoring of any gains and losses of biodiversity and report annually to the Environment Agency; and

(c) Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.

9.4 The District is situated within numerous sites of national biological or geological interest including:

9.5 Horbling SSSI, The Wash SSSI and The Wash Ramsar.

9.6 The Board has one Water Level Management Plan.

9.7 The Board will play its full role in sustaining the Water Level Management Plans prepared for SSSIs to maintain, or bring sites into, favourable condition, in conjunction with Natural England and other interested parties and review the plans in accordance with guidance.

## **10 APPROVAL AND REVIEW OF THIS POLICY STATEMENT**

10.1 This **policy statement** was adopted by the Board on **13 June 2023**.

10.2 Black Sluice IDB will review and update this Policy Statement as and when changes to policies are made and notwithstanding within a period not extending beyond five years.

# **Black Sluice Internal Drainage Board**

## **Risk Management Strategy**

## **Risk Management Policy**

## **Risk Analysis**

Updated	25 April 2023
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**

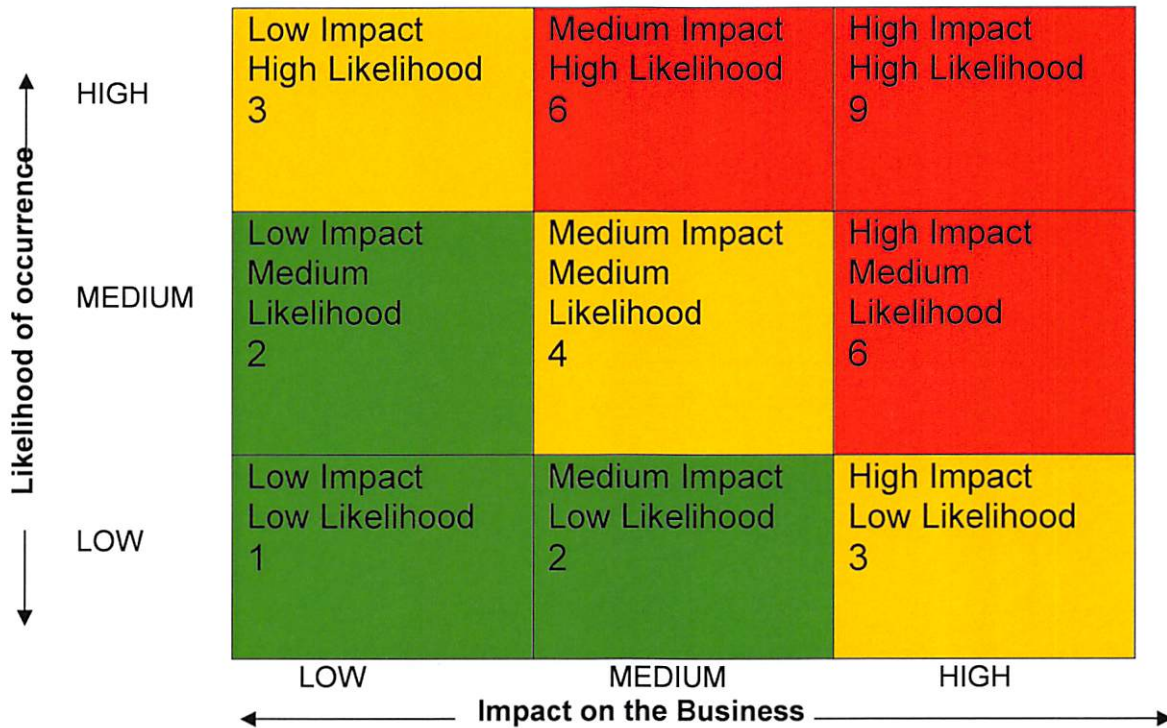
- 5.1 Risk needs to be addressed at the point at which decisions are being taken. Where Members and Officers are asked to make decisions they should be advised of the risks associated with recommendations being made. The training described in the preceding section will enable this to happen.
- 5.2 The 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**



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**

<b>High</b>	Very likely to happen	Matrix score 3
<b>Medium</b>	Likely to happen infrequently and difficult to predict	Matrix score 2
<b>Low</b>	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”

<b>Tolerate</b>	Score <= 2	Accept the risk
<b>Treat</b>	Score 3 to 5	If possible take cost effective in-house actions to reduce the risk.
<b>Transfer</b>	Score 6 to 8	Let someone else take the risk (eg by Insurance or passing responsibility for the risk to a contractor).
<b>Terminate</b>	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 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
<b>HIGH</b>	<b>Low</b>	<b>3</b>

**(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 **remotely implement emergency profile levels as per the emergency plan, 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
<b>HIGH</b>	<b>LOW</b>	<b>3</b>

(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
<b>HIGH</b>	<b>LOW</b>	<b>3</b>

### 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
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>

### 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
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>

### 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  
 Uninsured costs  
 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 Unplanned 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.  
 Work ongoing to develop a more resilient structure to coincide with the retirement of the current CEO.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	MEDIUM	4

## 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.  
**Excessive Electricity Costs**

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.~~  
Reserves to be increased to a level that would allow electricity bills to be paid if wet conditions experienced for two consecutive years. Financial Regulations updated.  
Ongoing continuous liaison with Precept paying Councils

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
<b>HIGH</b>	<b>MEDIUM</b>	<b>6</b>

## 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
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>

## 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

Further Work: **Work ongoing to develop a more resilient structure to coincide with the retirement of the current CEO.**

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>

**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

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
HIGH	LOW	3

### 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  
The Board employs a Qualified HR Adviser

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  
**Reserves to be increased to a level that would allow electricity bills to be paid if wet conditions experienced for two consecutive years. Financial Regulations updated.**

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  
**Upgraded the Telemetry Systems including the ability for remote operation.**

Further Work: Continue to maintain trained staff to monitor telemetry  
Work ongoing to

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~~

Further Work: ~~Mobile Broadband contract maintained with WiFi router.~~  
 To be tested as whether it will support Phone calls.

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 Broadband contract maintained with WiFi router.

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)  
 Dual Authentication system for any access to the Board's Network or Microsoft Cloud systems

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>

### 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  
 Dual Authentication system for any access to the Board's Network or Microsoft Cloud systems

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>

### 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
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>

## 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
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>

## 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
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>

# Black Sluice Internal Drainage Board

## Policy No: 3

### Financial Regulations Policy

Review Dates:

Original Issue	16 <sup>th</sup> 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 or Chief Executive 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 31<sup>st</sup> 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 Chairperson of the Board.
- 8.6 Any discretionary payments to employee's over the Overtime limit will be authorised by the Chairperson 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.~~
- Maintain - Maintain the General Reserve at between three and twelve months of net revenue expenditure. (As per JPAG Practitioners Guide)
  - Aim - Aim to be able to fund a minimum of two consecutive "Wet" years of Electricity from the General Reserve.
  - Budget - With the General Reserve at the target level aim for a balanced budget.

## **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 30<sup>th</sup> 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, Chairperson of the Board, and the Board's Auditor without delay.



# Black Sluice Internal Drainage Board

## Policy No: 4

### Procurement Policy

Review Dates:

A&R Reviewed	25 April 2023
Board Approved	

## 1 INTRODUCTION

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

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

## 2 THE PROCUREMENT PROCESS

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

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

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

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

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

- Greater than **£20,000**
- Between £2,000 and **£20,000**
- Between £500 and £2,000
- Below £500

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

- (a) Executive Committee to approve any item of expenditure up to a value of £40,000.
- (b) The Chief Executive or Finance Manager to approve expenditure up to a value of **£20,000** which is included in annual estimates and regular budgeted expenditure (e.g. electricity) in excess of £10,000.

### **4 PROCUREMENT POLICY**

4.1 **Items with a value greater than £20,000**

These items will typically be:

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

## 4.2 Items between £2,000 and £20,000

These items will typically be:

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

## 4.3 Items between £500 and £2,000

These items will typically be:

- Purchase of small items of plant
  - Hire of plant and machinery
  - Repairs to plant and machinery
  - Purchase of spare parts for machinery
  - Material for construction materials.
  - Computers and office equipment
- (a) Where possible three quotations are to be obtained and authorisation to issue the order is to be sought from a member of the management team before signing an order for this level of procurement within the constraints of the budgets set and agreed by the Board/Executive Committee.

- (b) The Pump Engineer shall after obtaining three quotations, where possible, have the authorisation to sign an order for this level of procurement when associated with pumping station equipment within the constraints of the budgets set and agreed by the Board/Executive Committee.

#### **4.4 Items below £500**

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

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

### **5 ITEMS PURCHASED BY CREDIT CARD**

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

### **6 ITEMS PURCHASED BY WOLDMARSH GROUP**

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

### **7 SCAPE ACCESS AGREEMENT FOR THE PUBLIC SECTOR**

- 7.1 The Board has signed up to a Scape Access Agreement. The Agreement sets out the rules which govern how the authority may use the framework and details the responsibilities undertaken by Scape and the authority. Full details of an Access Agreement can be found at Appendix 1 (Scape Access Agreement for the Public Sector Compliance and Guidance Note).

## **8 SUMMARY**

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



# ACCESS AGREEMENT

FOR THE PUBLIC SECTOR

COMPLIANCE AND GUIDANCE NOTE



## INTRODUCTION

**Public sector bodies (such as local authorities, central government departments, NHS trusts, schools and other educational establishments which are majority public funded) must comply with public procurement rules when they enter into contracts for supplies, works or services. The overall rules post Brexit for England, Wales and Northern Ireland are currently set out in the Public Contracts Regulations 2015; in Scotland, the Public Contracts (Scotland) Regulations 2015.**

The rules mean that to discharge their transparency obligations, public sector bodies (contracting authorities) must advertise on the UK Government's "Find a Tender Service" (FTS) when they want to contract with a provider for works, goods or services and the value of that contract is above a specified value. There are strict procedures with which contracting authorities must comply when choosing a provider.

However, the rules do allow for a contracting authority to go through a procurement process to choose one or more providers to provide supplies, works or services on a framework. In other words, the procurement process is not to choose a provider for a specific project: It is to choose providers with the required levels of experience, quality and financial standards and who provide the best value (in terms of how they meet the specifications that will be required for projects under the framework and price).

When the contracting authority needs a provider for a specific project of a type covered by the framework, it can choose a provider on that framework for the project without having to carry out a full procurement process. It can call off the works/services required under the Framework Agreement.

The rules also provide that a contracting authority can act as a central purchasing body by entering into Framework Agreements which can be used by other contracting authorities.

Scape has procured and entered into a number of Framework Agreements. Contracting authorities are able, in principle, to use Scape's Framework Agreements to call off works/services from the framework providers.

Each Framework Agreement (which is entered into by Scape and the framework provider) sets out the rules for operating the relevant framework, as between Scape and the framework provider.

The framework provider enters into an individual project agreement with each contracting authority which wants to engage that provider to carry out works/services on a specific project. There is a "model" format of the delivery agreement set out in each Framework Agreement.

## WHAT IS AN ACCESS AGREEMENT?

An Access Agreement is entered into by Scape and each contracting authority wanting to use a Scape framework. The Agreement sets out the rules which govern how the authority may use the framework and details the responsibilities undertaken by Scape and the authority.

## WHAT DOES THE ACCESS AGREEMENT INVOLVE?

In summary, the Access Agreement sets out:

- The procedure the client must use if it wants to call off services under a Framework Agreement;
- What information Scape will provide to the client;
- The reporting information the client must provide to Scape if it calls off services under a Framework Agreement;
- How the Scape fee charged to the framework provider works;
- Warranties from each party;
- Limits on each party's liability;
- Confidentiality obligations;
- The term of the Access Agreement and how it can be terminated by either party;

Various standard provisions (e.g. the governing law of the agreement, the way in which the parties communicate with each other).



## WHY DO YOU NEED TO SIGN AN ACCESS AGREEMENT?

Once signed, the Access Agreement enables access to any of Scape's frameworks and you will receive detailed information about the frameworks and how to use them. The Access Agreement only needs to be signed once on behalf of an organisation and it carries no cost.

There is no commitment or obligation to use Scape's Frameworks once an Access Agreement has been signed. Signing an Access Agreement does not prohibit you from procuring a contract through any other route.

## WHAT HAPPENS NEXT?

A representative from Scape, or the delivery partner (framework provider) you have selected, will contact you to discuss your requirements. They will provide you with information regarding the framework and processes, Project Request Form, Project Order Form and Delivery Agreement, together with supporting information about the NEC contracts, which are incorporated into Delivery Agreements.



## FREQUENTLY ASKED QUESTIONS

### WHO DELIVERS SCAPE FRAMEWORKS?

Frameworks are available in all areas of England, Scotland, Wales and Northern Ireland. They are all delivered by our delivery partner(s) who are experts in their field and have been awarded their Framework Agreement following a competitive tender. Our delivery partner(s) form strong regional teams to focus on local delivery from within the community.

Learn more about our frameworks: [www.scape.co.uk/for-the-public-sector](http://www.scape.co.uk/for-the-public-sector) **WHO**

### DO WE WORK FOR?

Frameworks are available to every kind of public body. If you are a local authority, school, academy, college, university, blue light service, NHS organisation, armed force or substantially funded by the public purse, you can benefit with Scape.

### WHY USE SCAPE?

For over a decade, we have developed and managed highly successful frameworks. By bringing together the strongest delivery teams, Scape achieves measurable time, cost, quality and community benefits on every project. We have shaped an environment of collaboration and innovation, directly supporting our clients' need to achieve the highest possible standards.

A handwritten signature in black ink, appearing to read "Mark Robinson".

**Mark Robinson**  
**Chief executive**

Scape and Scape Scotland

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**Vat Registration No.** 877 9484 43

# Black Sluice Internal Drainage Board

## Policy No: 23

### Display Screen Equipment Policy

Review Dates:

Original Issue	9 <sup>th</sup> April 2014
Board Approved	

#### 1 INTRODUCTION

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

#### 2 MANAGER RESPONSIBILITIES

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

#### 3 DSE USER RESPONSIBILITIES

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

Appendix A – DSE Assessment

# Display screen equipment (DSE) workstation checklist



This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

**Workstation location and number (if applicable):** .....

**User:** .....

**Checklist completed by:** .....

**Assessment checked by:** .....

**Any further action needed:** Yes/No

**Follow-up action completed on:** .....


The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

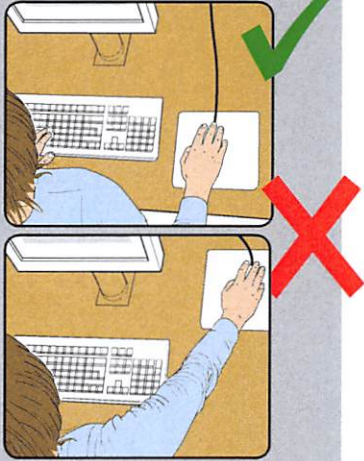
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

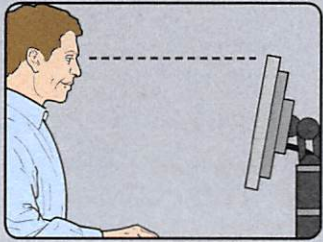
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

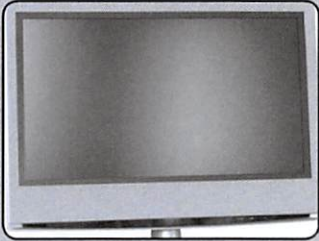
- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.


Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>1 Keyboards</b>				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in	
<p>Is it possible to find a comfortable keying position?</p> 			<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	
Does the user have good keyboard technique?			<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> <li>■ hands bent up at the wrist;</li> <li>■ hitting the keys too hard;</li> <li>■ overstretching the fingers.</li> </ul>	
Are the characters clear and readable?			<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	


Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>2 Mouse, trackball etc</b>				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, eg right beside the keyboard.  Training may be needed to: <ul style="list-style-type: none"> <li>■ prevent arm overreaching;</li> <li>■ encourage users not to leave their hand on the device when it is not being used;</li> <li>■ encourage a relaxed arm and straight wrist.</li> </ul>	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.  The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers).  Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>3 Display screens</b>				
<p>Are the characters clear and readable?</p> <div style="border: 1px solid blue; border-radius: 10px; padding: 5px; width: fit-content; margin: 5px 0;">Health and safety</div> <div style="border: 1px solid red; border-radius: 10px; padding: 5px; width: fit-content; margin: 5px 0;">Health and safety</div>			<p>Make sure the screen is clean and cleaning materials are available.</p> <p>Check that the text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			<p>Try using different screen colours to reduce flicker, eg darker background and lighter text.</p> <p>If there are still problems, get the set-up checked, eg by the equipment supplier.</p>	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
<p>Does the screen swivel and tilt?</p> 			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> <li>■ swivel/tilt is absent or unsatisfactory;</li> <li>■ work is intensive; and/or</li> <li>■ the user has problems getting the screen to a comfortable position.</li> </ul>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
<h4>4 Software</h4>				
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>5 Furniture</b>				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> 			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> <li>■ seat back height and tilt adjustment?</li> <li>■ seat height adjustment?</li> <li>■ castors or glides?</li> </ul>			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	



Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the DSE?</p>			<p>Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a footrest may be needed.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<b>6 Environment</b>				
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			<p>Users should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.</p>	

## 7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

**Write down the details of any problems here:**

## Further information

*Working with display screen equipment (DSE): A brief guide* Leaflet INDG36(rev4)  
HSE books 2013 [www.hse.gov.uk/pubns/indg36.htm](http://www.hse.gov.uk/pubns/indg36.htm)

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# Black Sluice Internal Drainage Board

## Policy No: 25

### Lone Worker Policy

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Board Approved	

## 1 INTRODUCTION

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

## 2 REGULATIONS

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

### 3 BOARD PROVIDED WORKER DEVICES

- 3.1 Any employee lone working will be issued with a mobile telephone that has the Peoplesafe Lone Worker Application (App) installed.
- 3.2 On commencement of work for the day the telephone is to be switched on, GPS location set to on ~~with GPS Trail~~ and the Man Down Function turned on in the Peoplesafe App, ~~the Peoplesafe App will automatically begin to log locations.~~
- 3.3 On commencement of lone working, ~~the user is to log an activity Amber Alert is to be turned on~~ in the Peoplesafe App and a time the lone working is expected to be completed logged with the monitoring station.
- 3.4 On completion of lone working the ~~previously logged activity Amber Alert~~ is to be completed. ~~A warning that the timed session is about to end will be received, from there it can be cancelled, or the session extended.~~
- 3.5 ~~If the time on the logged activity runs out, with no further action as outlined in 3.4, an alarm will automatically be triggered.~~

~~If an Amber Alert is not completed the monitoring station will escalate as follows;~~

- ~~a) Try to contact the employee to check on their welfare~~
- ~~b) If unable to contact escalate the Amber alert to a Red Alert~~

- 3.6 The monitoring station will try to contact the employee to establish their welfare. If this should be unsuccessful they may activate the phones microphone to try and establish the situation to take appropriate further actions. In all cases the monitoring station will escalate to the Board's Officers in the following order;
  - a) Works Supervisor
  - b) Works & Engineering Manager
  - c) Operations Manager
  - d) Chief Executive
  - e) Finance Manager

~~If a Red Alert~~ The above course of action is activated by:

- a) "Man Down" situation activated by the phones sensors and not cancelled
- b) A panic alarm activated by pressing the power button ~~a number of times 5 times (the number of times required to raise an alarm is at the discretion of the user and can be from four to ten times).~~
- c) An escalation ~~Amber alert~~ as per Para 3.5
- d) ~~Clicking the SOS Alarm on the app (requires 3 second press and hold)~~

# Black Sluice Internal Drainage Board

## Policy No: 32

### Data Protection Policy

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Board Approved	

## 1 INTRODUCTION

- 1.1 The **European** General Data Protection Regulations (GDPR) **came** into effect on 25<sup>th</sup> May 2018 **and is replicated in the Data Protection Act 2018 (DPA)**.
- 1.2 The **DPA** applies to controllers and processors and applies to personal data, meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier, and sensitive personal data.
- 1.3 Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. The only category that applies to Black Sluice IDB is in relation to the collection of Trade Union subscriptions and data relating to health from sick notes and occupational health.

## 2 LAWFUL BASIS FOR PROCESSING

- 2.1 **There is a** requirement to have a lawful basis in order to process personal data, the DPA places emphasis on being accountable for and transparent about the Board's lawful basis for processing.
- 2.2 The Board now needs to **regularly** review our processing, identify the most appropriate lawful basis, and check that it applies.
- 2.3 The Board, **as a public body**, need to consider the new 'public task' basis first for most of their processing, and **has** more limited scope to rely on consent or legitimate interests.
- 2.4 We can choose a new lawful basis if you find that your old condition for processing is no longer appropriate under the **DPA**, or decide that a different basis is more appropriate. The Board will be in breach of the **DPA** if we do not clearly identify the appropriate lawful basis (or bases, if more than one applies) from the start.

- 2.5 The **DPA brought** in new accountability and transparency requirements. The Board should therefore make sure it clearly documents the lawful basis so that it can demonstrate its compliance in line with **the DPA**.
- 2.6 The Board must now inform people upfront about the lawful basis for processing their personal data. **This is achieved by publishing the privacy notice on our website that can be found at appendix 2 to this policy.**
- 2.7 The lawful bases for processing are set out in **the DPA**. At least one of these must apply whenever **the Board** process personal data:
- (a) **Consent:** the individual has given clear consent for the Board to process their personal data for a specific purpose.
  - (b) **Contract:** the processing is necessary for a contract the Board has have with the individual, or because they have asked the Board to take specific steps before entering into a contract.
  - (c) **Legal obligation:** the processing is necessary for the Board to comply with the law (not including contractual obligations).
  - (d) **Vital interests:** the processing is necessary to protect someone's life.
  - (e) **Public task:** the processing is necessary for the Board to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
  - (f) **Legitimate interests:** the processing is necessary for the Boards legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

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

### 3 INDIVIDUAL RIGHTS

3.1 The DPA provides the following rights for individuals:

- (a) **The right to be informed**  
Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the **DPA**. The board achieves this by publishing the Privacy Notice at appendix 2.
- (b) **The right of access**  
Individuals have the right to access their personal data and supplementary information. The right of access allows individuals to be aware of and verify the lawfulness of the processing.



- (c) **The right to rectification**  
The **DPA** includes a right for individuals to have inaccurate personal data rectified, or completed if it is incomplete. An individual can make a request for rectification verbally or in writing.
- (d) **The right to erasure**  
The **DPA** introduces a right for individuals to have personal data erased. The right to erasure is also known as ‘the right to be forgotten’. Individuals can make a request for erasure verbally or in writing. The right is not absolute and only applies in certain circumstances. For example, it does not apply for the performance of a task carried out in the public interest or in the exercise of official authority.
- (e) **The right to restrict processing**  
Individuals have the right to request the restriction or suppression of their personal data. This is not an absolute right and only applies in certain circumstances. When processing is restricted, we are permitted to store the personal data, but not use it. An individual can make a request for restriction verbally or in writing.
- (f) **The right to data portability**  
The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services. It allows them to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.
- (g) **The right to object**  
Individuals have the right to object to processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling) and processing for purposes of scientific/historical research and statistics. Details of how to object are included in our Privacy Notice at appendix 2.
- (h) **Rights in relation to automated decision making and profiling.**  
The **DPA** has provisions on: automated individual decision-making (making a decision solely by automated means without any human involvement); and profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process. The **DPA** applies to all automated individual decision-making and profiling.

## 4 ACCOUNTABILITY AND GOVERNANCE

- 4.1 The **DPA** includes provisions that promote accountability and governance. These complement the **DPA**'s transparency requirements. While the principles of accountability and transparency have previously been implicit requirements of data protection law, the **DPA**'s emphasis elevates their significance. We are expected to put into place comprehensive but proportionate governance measures. Good practice tools that the ICO has championed for a long time such as privacy impact assessments and privacy by design are now legally required in certain circumstances.

Ultimately, these measures should minimise the risk of breaches and uphold the protection of personal data. Practically, this is likely to mean more policies and procedures for organisations, although many organisations will already have good governance measures in place.

#### 4.2 **Documentation**

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

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

#### 4.3 **Data protection by design and default**

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

#### 4.4 **Data protection impact assessments**

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

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

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

#### 4.5 **Data Protection Officer**

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

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

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

#### 4.6 **Security**

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

#### 4.7 **Personal data breaches**

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

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

#### 4.8 **Children**

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

## 5 **DATA PROTECTION PRINCIPLES**

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

These principles are:

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

- (h) Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

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

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

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

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

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

## 5.4 **Access to personal information**

For information about how to request subject access to personal information please contact: [mailbox@blacksluiceidb.gov.uk](mailto:mailbox@blacksluiceidb.gov.uk)

Controller						Article 6(1)(a) - Consent	Article 9(2)(a) - Consent	
Name and contact details		Data Protection Officer (if applicable)				Article 6(1)(b) - Contract	Article 9(2)(b) - employment	
Name	Black Sluice Internal Drainage Board	Name	Daniel Withnall			Article 6(1)(c) - legal obligation		
Address	Station Road, Swineshead, Boston, Lincolnshire. PE20 3PW	Address	Black Sluice IDB, Station Road, Swineshead, Boston, Lincolnshire. PE20 3PW			Article 6(1)(d) - Vital Interests		
Email	<a href="mailto:mailbox@blacksluiceidb.gov.uk">mailbox@blacksluiceidb.gov.uk</a>	Email	<a href="mailto:Daniel.Withnall@Blacksluiceidb.gov.uk">Daniel.Withnall@Blacksluiceidb.gov.uk</a>			Article 6(1)(e) - Public Task		
Telephone	01205 821440	Telephone	01205 821440			Article 6(1)(f) - Legitimate Interests		
Article 30 Record of Processing Activities								
Business function	Purpose of processing	Name and contact details of joint controller (if applicable)	Categories of individuals	Categories of personal data	Categories of recipients	General description of technical and organisational security measures (if possible)	Article 6 lawful basis for processing personal data	Article 9 basis for processing special category data
Rating	Rating Records	N/A	Ratepayers	Contact details	Public (Electoral Register)		Article 6(1)(e) - Public Task	
Planning & Consenting	Planning Consultation	Boston Borough Council	Public	Contact Details	District/Borough Council	Encrypted storage and transfer	Article 6(1)(e) - Public Task	
Planning & Consenting	Planning Consultation	South Holland District Council	Public	Contact Details	District/Borough Council	Encrypted storage	Article 6(1)(e) - Public Task	
Planning & Consenting	Planning Consultation	North Kesteven District Council	Public	Contact Details	District/Borough Council	Encrypted storage	Article 6(1)(e) - Public Task	
Planning & Consenting	Planning Consultation	South Kesteven District Council	Public	Contact Details	District/Borough Council	Encrypted storage	Article 6(1)(e) - Public Task	
Planning & Consenting	Planning Consultation	Lincolnshire County Council	Public	Contact Details	County Council	Encrypted storage	Article 6(1)(e) - Public Task	
Planning & Consenting	Consent Application	N/A	Applicant	Contact Details	N/A	Encrypted storage	Article 6(1)(e) - Public Task	
Planning & Consenting	Consent Application in extended Area	Lincolnshire County Council	Applicant	Contact Details	N/A	Encrypted storage	Article 6(1)(e) - Public Task	
Finance	Payroll	N/A	Employees	Contact details	HMRC	Encrypted storage and transfer	Article 6(1)(c) - legal obligation	
Finance	Payroll	N/A	Employees	Bank details	HMRC	Encrypted storage and transfer	Article 6(1)(c) - legal obligation	
Finance	Payroll	N/A	Employees	Pension details	HMRC	Encrypted storage and transfer	Article 6(1)(c) - legal obligation	
Finance	Payroll	N/A	Employees	Tax details	HMRC	Encrypted storage and transfer	Article 6(1)(c) - legal obligation	
Finance	Sales	N/A	Customers	Contact details	N/A	Encrypted storage	Article 6(1)(b) - contract	
Finance	Purchase	N/A	Suppliers	Contact details	N/A	Encrypted storage	Article 6(1)(b) - contract	
Finance	Purchase	N/A	Suppliers	Bank details	N/A	Encrypted storage	Article 6(1)(b) - contract	
Human Resources	Personel file	N/A	Employees	Contact details	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	
Human Resources	Personel file	N/A	Employees	Pay details	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	
Human Resources	Personel file	N/A	Employees	Annual leave details	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	
Human Resources	Personel file	N/A	Employees	Sick leave details	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	Article 9(2)(b) - employment
Human Resources	Personel file	N/A	Employees	Performance details	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	
Human Resources	Personel file	N/A	Employees	Driver Declarations	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	Article 9(2)(b) - employment
Human Resources	Personel file	N/A	Employees	Occupational Health	N/A	Encrypted storage, access controls	Article 6(1)(b) - contract	Article 9(2)(b) - employment
Admin	Board Functions	N/A	Board Members	Contact Details	N/A	Encrypted storage	Article 6(1)(e) - Public Task	
Admin	Board Functions	N/A	Co-Opted Board Members	Contact Details	N/A	Encrypted storage	Article 6(1)(a) - Consent	

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

[mailbox@blacksluiceidb.gov.uk](mailto:mailbox@blacksluiceidb.gov.uk)

## **PRIVACY NOTICE**

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

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

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

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

### **Who are we?**

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

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

### **How do we collect information from you?**

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

### **What type of information is collected from you?**

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

## How is your information used?

We may use your information to:

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

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

## Who has access to your information?

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

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

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

## How you can access and update your information

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

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

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

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

## Review of this Notice

We keep this Notice under regular review. This Notice was last updated in **April 2023**.

# Black Sluice Internal Drainage Board

## Policy No: 49

### Health and Wellbeing

Review Dates:

Reviewed	
Board Approved	

#### **1. INTRODUCTION**

The Board has a duty of care requirement to look after the health and safety of employees, including their wellbeing. There are many factors that influence the health and wellbeing of staff. Understanding and overcoming these issues can result in a range of benefits for both individuals and the wider Board. This policy sets out the Board's commitment and arrangements for securing the health and wellbeing of staff.

#### **2. POLICY AIMS & OBJECTIVES**

- Provide a working environment that promotes and supports the physical health, mental health, and wellbeing of all employees.
- Raise awareness and provide guidance on issues relating to health and wellbeing.
- Encourage the adoption of a proactive approach to prevent and minimise the risks associated with poor health and wellbeing within the workforce.

#### **3. DEFINITIONS**

*Health*: '...a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity' (World Health Organisation).

*Wellbeing*: '...a state of being with others, where human needs are met, where one can act meaningfully to pursue one's goals, and where one enjoys a satisfactory quality of life' (Economic and Social Research Council).

#### **4. RELEVANT LEGISLATION**

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Equality Act 2010

#### **5. EXPECTATIONS**

- Line managers should be open, welcoming, and friendly. They should invite the employee to regular private meetings and ask them to talk openly about any health problems (physical and mental). The line manager should not make presumptions about how the health problem is impacting on the employee personally and professionally.



- Any support required by the employee is likely to be known by the employee themselves. The Board actively encourages employees to be open and honest about their health and wellbeing and to inform their line manager of any issues at an early opportunity, to allow these to be addressed. There is also an expectation on all the Boards' employees to conduct themselves in a helpful and open-minded manner towards colleagues who are experiencing health problems.

## **6. INDICATORS (MENTAL HEALTH)**

To prevent mental health problems escalating, early intervention is important. In many cases, obvious indicators that an employee is suffering from a mental health problem may not be present.

However, early signs may include:

- behavioural, mood or temperament changes, especially when communicating with others
- decrease in productivity and focus
- inability to make decisions and difficulty in problem solving
- showing signs of tiredness or being withdrawn and unable to take part in hobbies in which they usually participate
- reducing intake of food or increasing intake of alcohol, cigarettes etc.

The Board has invested in the provision of Mental Health First Aid courses, for nominated Mental Health First Aiders, designed to be able to better identify potential mental health problems and direct individuals to support.

## **7. SUPPORT**

### **(a) Mental Health**

Mind (a mental health charity) recommends that, where a mental health issue is identified, they should work alongside the employee to create a personal wellness action plan that provides for proactive management of their mental health. This will support ongoing open communication between line managers and employees and will result in mutually agreed steps being established that can be monitored on an ongoing basis.

A wellness action plan should cover:

- actions and measures that can support the employee's mental health
- symptoms and triggers for poor mental health
- the impact mental health problems have, or could have, on the employee's performances
- any workplace support required from their line manager or colleagues
- any positive actions the employee can take when suffering from poor mental health
- a review process to ensure the workplace support is having the required effect.

To ensure the plan meets the employee's requirements, it should be drafted by the employee themselves, with medical support as necessary, and then set in place with their line manager. Any information in the plan, and the plan itself, should be kept confidential and reviewed on an ongoing basis by both the employee and their line manager.

### **(b) Physical Exercise and Healthy Eating**

The Board encourages employees to undertake regular physical activity:

- It's medically proven that people who do regular physical activity have lower risk of coronary heart disease and stroke, type 2 diabetes, bowel cancer, breast cancer in women, early death, osteoarthritis, hip fracture, falls (among older adults), depression and dementia.
- To stay healthy, the UK Chief Medical Officers' Physical Activity Guidelines, on GOV.UK, state that adults should try to be active every day and aim to do at least 150 minutes of physical activity over a week, through a variety of activities.

The Board encourages employees to eat healthily:

- A well-balanced diet provides all the energy needed to keep active throughout the day.
- It can contribute to mental health, for example, increasing levels of concentration and the ability to cope with everyday stresses.
- The Board's office is equipped with food storage and preparation area for lunchtime meals. There is also easy access to cold water.

### **(c) Workplace Adjustments**

The Board has a duty to make reasonable adjustments where an employee has a disability (Equality Act 2010), as a means of enabling the employee to continue to carry out their role and to support any identified disadvantage being removed.

Whilst adjustments are unique to the individual's situation, some examples include:

- Acquiring or modifying equipment – e.g., adapted keyboards or telephone
- Providing training – to use specialist equipment
- Changing location to a more accessible office
- Altering hours of work i.e., to assist with travelling
- Reduced hours
- Providing reasonable adjustment to role responsibilities
- Reasonable adjustments to premises

The employee will be consulted fully on these. Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect. The duty to make the adjustments is 'reasonable' so if the suggested adjustment is not viable it will not be made.

## 8. SOURCES OF EXTENRAL SUPPORT

- NHS Mental Health Services - <https://www.nhs.uk/nhs-services/mental-health-services/>
- Mind - <https://www.mind.org.uk/information-support/guides-to-support-and-services/seeking-help-for-a-mental-health-problem/where-to-start/>
- Campaign against living miserably (Calm) - <https://www.thecalmzone.net/>
- Samaritans - <https://www.samaritans.org/how-we-can-help/contact-samaritan/>
- NHS Exercise Guidelines - <https://www.nhs.uk/live-well/exercise/exercise-guidelines/>
- NHS Eat Well - <https://www.nhs.uk/live-well/eat-well/>

DRAFT

# Black Sluice Internal Drainage Board

## Policy No: 50

### Sickness Absence Management

Review Dates:

Reviewed	
Board Approved	

#### 1. INTRODUCTION

Employees may need to be absent from work, from time to time, due to sickness. This policy provides guidance for employees and their line managers in handling time off from work where the reason for absence is sickness.

#### 2. POLICY AIMS & OBJECTIVES

- Provide a framework to support employees who are unable to work due to illness and assist them back to work as quickly as possible.
- Reduce the impact on other work colleagues when covering for colleagues who are absent.
- Secure the attendance of employees in order to minimise the cost and effects of sickness absence and to maximise operational efficiency in all areas.

#### 3. EXPECTATIONS

- Line Managers are responsible for implementing this policy to ensure objectives are met.
- Line Managers have a structured framework to assist in managing sickness absence, with the aim of supporting employees back to work. This includes conducting return to work interviews after every period of absence, monitoring employee sickness in accordance with sickness triggers (it is the Board's right to adjust these trigger points annually to reflect sickness absence results) and referring staff to Occupational Health (OH) where appropriate.
- Line Managers will implement reasonable adjustments for employees, where applicable and appropriate, to enable/sustain attendance at work.
- Employees will be treated fairly, consistently, and sensitively during times of sickness and will be encouraged to use support mechanisms available to them.
- Employees understand their responsibilities and follow sickness reporting arrangements.
- The procedure aims to support an employee's return to work. Where employees are absent from work for a considerable amount of time they will be guided and supported whilst they are not at work, with the aim of supporting their return to work. All employees will have awareness that following application of policy and procedure, the outcome may be dismissal where a return to work is not practicable.

- Employees who are either underperforming or are no longer able to carry out the duties of their role due to their medical condition(s) will be managed through the Capability Policy and Procedure.

#### **4. LINE MANAGER RESPONSIBILITIES**

Line managers are responsible for managing absence issues sensitively and compassionately, ensuring they follow the procedure contained in this policy and associated documents; including:

- Ensuring employee sickness absence is notified to the Human Resource / Administration function to ensure information for the employee is accurate.
- Absences for dental / medical appointments / maternity leave or parental leave should not be recorded as sickness absence.
- Recording and monitoring all activities associated with managing the employee's absences. The record will be used by managers to evidence all support and communication, related to the absence, between the employee and themselves in a chronological order.
- Where absence results from a work-related accident or disease, this will be recorded in line with relevant requirements like RIDDOR and other HSE requirements.

#### **5. EMPLOYEE RESPONSIBILITIES**

Employees have a duty under their terms and conditions of employment to adhere to their responsibilities, including:

- Reporting and certification of sickness absence as per the procedure outlined within this policy.
- Employees must ensure medical advice and treatment is received as quickly as possible and are encouraged to follow all recommended medical advice or treatment in order to facilitate a prompt return to work.
- Employees are encouraged to attend any OH appointments, in accordance with their conditions of service. If employees do not attend these appointments or fail to give consent to release any completed OH assessment report, any decisions made regarding their absence from work will be made without the benefit of this information.
- Employees must ensure they are contactable and available to attend absence management meetings and respond in a timely manner to any communications from the Board. This will usually be at the employee's usual place of work, but if a home visit is necessary or more appropriate due to serious ill health or the employee being physically unable to attend work, this can be accommodated.
- Employees must advise their line manager of any changes to contact details occurring during an absence.
- Employees must advise their line manager of any concerns with their job/workplace, which they feel are making them ill or contributing to illness/absence.
- Employees wishing to take time off work who are not sick, must use annual or special leave or other approved leave. All leave of absence must be approved by their line manager. Other types of leave must not be used to avoid sickness absence.

- Employees may request to take accrued annual leave whilst on long term sickness. Employees are not expected to go away on holiday when absent due to sickness unless this is supported by a GP.
- Employees either at work or absent due to sickness should not undertake activities that could hinder or affect recovery. If it is found that employees are undertaking activities that would prevent recovery, this may be managed under the Disciplinary Policy.
- Employees are responsible for managing their sickness and for taking appropriate action, as determined by any health professional, to minimise any reoccurrence of the sickness.

## **6. TRIGGER POINTS**

The Board operates the below trigger points:

- 4 or more episodes of absence in a rolling 12-month period and/or
- Equivalent of 2 working weeks of absence in a rolling 12-month period and/or
- Absences in a short period warranting immediate action, e.g., 3 episodes or 6 working days in 6 months.
- A pattern of absence causing concern, e.g., regular Friday or Monday absences or absences regularly occurring on a day/week, pre or post annual leave, school holidays, public holidays, pay day.

Only one of the triggers needs to be reached for the line manager to be required to review the employee's sickness records.

The line manager should meet informally with the employee to discuss the fact that an absence trigger has been reached and to discuss necessary actions, such as considering a referral to Occupational Health, implementing any possible reasonable adjustments that may be necessary in relation to disability, or any possible formal disciplinary action. The line manager may establish that there is an underlying medical condition, and it may be that HR advice is sought as to the best course of action to take. Disciplinary procedures may not be necessary or appropriate in those circumstances. A summary of the meeting should be kept for the employee's personnel file and a copy given to the employee.

## **7. NOTIFICATION & CERTIFICATION**

As per the Association of Drainage Authorities Lincolnshire Branch, Wages and Salaries and Conditions of Service 'White Book':

*An Employee obliged by illness or accident to be absent from duty must, by their normal start time on the first day of absence, inform the appropriate supervising officer by telephone only, of the nature of the illness or injury, the first day of sickness and the probable duration of the absence. 'Days of absence' are days when the Employee would normally have been at work.*

*If the absence continues beyond three days the Employee must, by no later than the fourth day, telephone the appropriate supervising officer again and confirm the probable duration of the absence.*

*To meet the requirements of the Statutory Sick Pay Regulations where the sickness lasts from four to seven days the Employee will complete and sign a sickness absence form on return to work covering the period from the fourth day of the sickness.*

*(‘Days of sickness’ include normal working days, Saturdays, Sundays, public and extra-statutory holidays, and rest days).*

*Where the sickness continues beyond seven days the Employee will then submit a doctor’s fit note by no later than the eighth calendar day.*

*Subsequent doctor’s fit notes must also be submitted by the Employee, covering the whole period of the sickness. The employer may in a particular case require doctor’s fit notes and sickness absence forms to be submitted at more frequent intervals.*

Employees are expected to keep their line manager regularly updated with their health and expected date of returning to work.

Employees must continue to send in Fit Notes for the duration of the absence and keep line managers advised of their health and progress towards returning to work. When a Fit Note expires, employees not returning to work must ensure a new Fit Note is sent to their line manager immediately.

If the employee is unable to notify their line manager due to their sickness, then the recorded next of kin is permitted to notify the individual’s line manager of the absence. The employee is required to follow up that contact at the earliest opportunity. It is recognised there may be instances where employees or recorded next of kin are unable to contact line managers personally (e.g., admittance to hospital). In these exceptional circumstances the individual who contacts the line manager will leave a contact name and number.

Failure to follow the certification process outlined above may be considered misconduct and may be dealt with under the Board’s disciplinary process. Sick pay paid by the Board may be withheld during this time, Statutory Sick Pay would be paid as required by law on submission of the SC2 self-certification form for the first seven days (including non-working days) and a fit note for any period after 7 days, even if it was submitted late.

## **8. PRIVATE CERTIFICATION**

An employee may be required by the Board, at any time during their employment, to submit to examination by a registered medical practitioner nominated by the Board. A registered medical practitioner or private fit note may be considered necessary by the Board if there is a history of unusual absences or if the line manager believes the employee may benefit from an intervention by a medical practitioner. The cost of obtaining a private fit note will be reimbursed by the Board. A private fit note may be requested by the Board, regardless of the duration of the actual period of sickness absence.

## **9. RETURNING TO WORK**

In all circumstances, a return to work interview will be arranged by the line manager for the employee.

A fit note may make a recommendation for temporary changes to be made to an employee’s working environment or conditions to facilitate a return to work. The Board may require the employee to meet with a medical practitioner, of the Boards’ choosing, to have the fitness to work arrangements of the employee assessed and confirmed.

Where the fit note contains recommendations for changes to be made to working conditions or practices, the Board will consider those recommendations and try as far as possible to accommodate those changes, where permissible in accordance with the needs of the Board.

Where a fit note is marked as “may be fit for work” by the employee’s General Practitioner (GP), the GP usually sets out the possible alterations or amendments that could be made to the employee’s working practices to facilitate their fitness for work. Examples of the options available are:

- phased return to work
- amended duties
- altered hours
- workplace adaptations

A meeting will be arranged for the employee to meet with their line manager to discuss the arrangements recommended in their fit note and how best the Board can facilitate a return to work.

In the event that adjustments and amendments cannot be made, the employee will not be able to return to work and will need to remain on sickness absence. However, where adjustments and amendments can be facilitated, regular reviews will be undertaken with the employee to confirm that the changes made continue to be adequate. The changes should be temporary and should not be considered permanent changes to the terms and conditions of employment.

## **10. RETURN TO WORK INTERVIEWS**

Return to work discussions will be conducted with employees after every episode of sickness absence. The return to work discussion should be recorded on a form (Return to Work Form), which will be maintained on the individual’s personnel record.

The return to work discussion may include:

- Identify any support mechanisms which will prove beneficial following a return to work. Discuss any issues which may be affecting the employee's ability to attend work.
- Monitor absence levels and where an employee absence(s) reaches the identified trigger points, to manage them accordingly.
- Consider reasonable adjustments for employees (where applicable), including discussing with the employee any advice given on a Fit Note. Managers will ensure they investigate any possible reasonable adjustments and undertake a risk assessment.
- Consider a phased return to work (where appropriate), following long term sickness absence.

## **11. EXCLUSION FROM BENEFITS IN SICKNESS NOT ARISING OUT OF EMPLOYMENT**

As per the Association of Drainage Authorities Lincolnshire Branch, Wages and Salaries and Conditions of Service ‘White Book’:



*An Employee suffering from sickness or incapacity due or attributable to:-*

- (a) His own negligence or misconduct,*
- (b) An accident not arising out of nor in the course of their employment with the employer, and sustained in circumstances in which they have exposed themselves to undue risk of injury,*

*shall not be entitled to any sick pay under this Sick Pay Scheme, except at the discretion of the employer.*

## **12. EXCLUSION FROM BENEFIT WHEN OTHERWISE GAINFULLY OCCUPIED**

*As per the Association of Drainage Authorities Lincolnshire Branch, Wages and Salaries and Conditions of Service 'White Book':*

*An Employee who, at any time during any period for which they would otherwise be entitled to a sick pay under paragraph 7 (ADA White Book Section 6), is employed in another gainful occupation other than the occupation to which this Sick Pay Scheme applies, shall not be entitled to payment of sick pay for the period in which they are employed in that other occupation.*

## **13. ACCIDENT - THIRD PARTY CLAIM**

*As per the Association of Drainage Authorities Lincolnshire Branch, Wages and Salaries and Conditions of Service 'White Book':*

*An Employee who is absent as a result of an accident shall not be entitled to any sickness allowance if damages may be receivable from a third party in respect of the accident. In this event the employer may, having regard to the circumstances of the case, advance to the Employee a sum not exceeding the sickness allowance provided under this Scheme, subject to the Employee's undertaking to refund to the employer the total amount of such allowance or the proportion of such allowance equivalent to the amount of the damages received. Where, in the opinion of the employer or Employee, the proportion of the advance required to be refunded is inequitable, the amount to be refunded shall be determined by mutual agreement; failure to reach agreement shall be dealt with under the local grievance or disputes procedure. Any period of absence in a case in which a refund of the monies advanced is made in full shall not be recorded for the purposes of this Scheme. Where, however, the refund is made in part only the employer may, at their discretion, decide to what extent, if any, the period of absence may be so recorded.*

## **14. SICK PAY**

*As per the Association of Drainage Authorities Lincolnshire Branch, Wages and Salaries and Conditions of Service 'White Book':*

*Employees shall be entitled to receive contractual sick pay. Contractual sick pay is inclusive of any SSP that may be due for the same period. Contractual sick pay will be paid for any period of twenty-four consecutive months in accordance with the following scale:*

<b>Period of Continuous Service</b>	<b>Period of sick pay entitlement in Months</b>	
	<b>Full allowance</b>	<b>Half allowance</b>
Less than 4 months	1	0
4 months to 1 year	1	2
=1 to 2 years	2	2
2 to 3 years	3	3
3 to 4 years	4	4
4 years or more	6	6

*For the purpose of calculating the period of sick pay entitlement, a month shall be deemed to be 26 days excluding Sundays.*

*A week's pay for the purposes of calculating contractual sick pay shall include the Employee's basic pay and any compulsory overtime (guaranteed and non-guaranteed overtime) only averaged over a period of the preceding 52 weeks. It shall not include any payments for voluntary overtime, allowances, bonuses or otherwise.*

*Subject to the provisions of paragraph 5 (ADA White Book Section 6) an Employee who for any period is incapable of work due to an industrial accident or disease arising out of and/or in the course of their employment with their employer, and which is not due to their own negligence or misconduct, shall be entitled to payment of sick pay during that period whether or not they have attained the relevant period of Continuous Service (as defined in ADA White Book Section 1). Any sick pay paid to an Employee in this regard shall not be taken into account for the purposes of sub-paragraph (b) of paragraph 7 (ADA White Book Section 6).*

*The employee shall give their employer such information as the employer may reasonably require to enable them to determine the sum to be paid to the employee.*

#### **15. MEDICAL SUSPENSION**

*As per the Association of Drainage Authorities Lincolnshire Branch, Wages and Salaries and Conditions of Service 'White Book':*

*The provisions of this Section shall not have effect in the case of an Employee who is suspended on medical grounds where the terms of Sections 19 to 22 of the Employment Protection (Consolidation) Act 1978 apply.*

*Having regard to Public Health and the nature of the work, the provisions of this Section (ADA White Book Section 6) shall not apply to an Employee who is required by the employer, or on medical advice, to absent themselves from duty following contact with a case of notifiable disease. Such absence shall be regarded as special leave with pay, provided that it shall be inclusive of any Statutory Sick Pay that is payable during such absence.*

## **16. ACCESS TO MEDICAL RECORDS**

The Board may need to request a copy of an employee's medical reports or medical records to assist in the assessment of the employee's medical condition. The employee's consent, in line with requirements under the Access to Medical Reports Act 1988, will be obtained prior to the Board contacting their GP. The employee is entitled to see a copy of the documentation provided. In line with data protection legislation, employees will also be given details on the reason for the examination, what the Board intends to do with the data obtained and the lawful basis for processing the data.

## **17. LONG TERM SICKNESS**

Employees should be aware that the Board is sympathetic towards genuine illnesses and will support employees. However, it is not realistic for the sickness-related absence to continue forever.

The Board will be eager to get the employee back into the workplace as appropriately and effectively as possible, but the employment may need to be reviewed if this cannot be achieved.

There will be full consultation with the employee, together with a medical investigation and consideration of redeployment or alternative employment.

If there is regular or persistent absence due to long term sickness, injuries etc, the situation is unlikely to be able to continue forever. Ultimately, employment may be terminated after full compliance with the Board's termination procedures in these circumstances. See the relevant section in relation to dismissal for more information on this aspect.

The Board will usually require employees who have been absent for one month or more or who are expected to be absent for one month or more, to return some or all of the Board's equipment. This may be requested so that the equipment can be redeployed to other employees.

Should a return to work be possible, the Board may require the employee's current fitness to be determined and confirmed by a medical practitioner, of the Boards' choosing.

## **18. DISABILITY**

The Board has a duty to make reasonable adjustments where an employee has a disability (Equality Act 2010), as a means of enabling the employee to continue to carry out their role and to support any identified disadvantage being removed.

Whilst adjustments are unique to the individual's situation some examples include:

- Acquiring or modifying equipment – e.g. adapted keyboards or telephone
- Providing training – to use specialist equipment
- Changing location to a more accessible office
- Altering hours of work i.e. to assist with travelling
- Reduced hours
- Providing reasonable adjustment to role responsibilities
- Reasonable adjustments to premises

The employee will be consulted fully on these.

The duty to make the adjustments is 'reasonable' so if the suggested adjustment is not viable it will not be made. It may also be the case that no reasonable adjustments are possible to facilitate a return to work. There may be no alternative roles or employment available and if there is no prospect of the employee being able to return to work in the near future, it may be inevitable that a decision to dismiss is the final and only option.

## **19. DISMISSAL**

If long term sickness absence leads to dismissal, the employee will be provided with the reasons for the dismissal in writing. The reasons for dismissal should set out the circumstances that led to the decision to dismiss.

Employees have the right to appeal the decision, to the Chief Executive, setting out the reasons for their appeal as per the Association of Drainage Authorities Lincolnshire Branch, Wages and Salaries and Conditions of Service 'White Book'; *If you wish to appeal you should do so in writing, stating your full grounds of appeal, to the Chief Officer within one week of the date on which you were informed of the decision.*

DRAFT



# Black Sluice Internal Drainage Board

Station Road  
Swineshead  
Boston  
Lincolnshire  
PE20 3PW

01205 821440

www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

## Return to Work

This form must be completed after any period of absence other than holiday.

<b>Name</b>	
<b>Job title</b>	
<b>Date</b>	

<b>First date of absence:</b>		<b>Total days of absence:</b>	
<b>Last date of absence:</b>		<b>Was the correct absence reporting procedure followed?</b>	

**What was the possible cause of your sickness absence and is there any action you have you taken to avoid any future occurrence?**

**How are you now and are you able to carry out normal hours and duties? (E.g., are you on any medication that would make it unsafe to be driving / using machinery?)**

**What support do you need from the Board – are there any reasonable adjustments you would like us to consider?**

Signed (Employer) ..... Date:

Signed (Employee) ..... Date:



Internal Audit

FINAL

## Black Sluice Internal Drainage Board

Assurance Review of Annual Governance and Accountability Return

2022/23

February 2023

## 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

-  The Black Sluice IDB has a very informative website which is easy to navigate, well populated with useful and key information.
-  The Black Sluice IDB has excellent governance, risk, and control procedures in place with appropriate reporting to the Board and Committees.

### 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 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
2	Delivery	<p>Reserves are regularly reviewed, however there is some discrepancy between the Board minutes of the 8<sup>th</sup> February 2022 which states:</p> <ul style="list-style-type: none"> <li>• "Maintain the general reserve above 20% of expenditure, and</li> <li>• Increase the general reserve to 30% over the ten year period, to allow for uninsured pumping station risks.</li> </ul> <p>The new Financial Regulation which states:</p> <ul style="list-style-type: none"> <li>• "to maintain the Board's general reserves above the target of 30% of annual expenditure (agreed by the Board on 23<sup>rd</sup> November 2021).</li> </ul> <p>The Board need to regularise this situation so that the Board approval and Financial Regulations state the same for Reserves.</p>	<p>The Board to agree the wording and approve this for Financial Regulations with regard to the Reserves policy.</p>	<p><i>On 14 February 2023 a full meeting of the Board agreed that the new policy for reserves will be as follows;</i></p> <ul style="list-style-type: none"> <li>• <i>Maintain the General Reserve at between three and twelve months of net revenue expenditure. (as per JPAG Practitioners Guide)</i></li> <li>• <i>Aim to be able to fund a minimum of two consecutive "Wet" years of Electricity from the General Reserve.</i></li> <li>• <i>With the General Reserve at the target level aim for a balanced budget.</i></li> </ul> <p><i>This will be the exact wording included in the minutes and will be included within the Financial Regulations Policy to be reviewed by the Audit and Risk Committee on 25 April 2023.</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	<b>Governance Framework</b> There is a documented process instruction which accords with the relevant regulatory guidance, Financial Instructions and Scheme of Delegation.	In place	-	-
RM	<b>Risk Mitigation</b> The documented process aligns with the mitigating arrangements set out in the corporate risk register.	In place	-	-
C	<b>Compliance</b> Compliance with statutory, regulatory and policy requirements is demonstrated, with action taken in cases of identified non-compliance.	In place	-	-

### Other Findings

- All the Board's policies and procedures are on their website. These are all appropriate and adequate for a drainage board. The website itself is easy to navigate. A number of the Board's policies were reviewed and found to be in order. Risk Management Strategy; Financial Regulations (to note the 30% of expenditure reserves policy); Members Code of Conduct; H&S policies; Gifts and Hospitality; Near Miss Reporting Policy; Substance and Alcohol Misuse Policy. The review periods for each Policy was noted which were all within the agreed term.
- All Board agendas and minutes (none confidential) are on the Boards website. The following were reviewed and found to be comprehensive and informative: The minutes of the following Board meetings: 8<sup>th</sup> February 2022 and 14<sup>th</sup> June 2022 and the unapproved minutes on the 22<sup>nd</sup> November 2022 (awaiting approval at the 14<sup>th</sup> February 2023 meeting).
- A selection of Committee agendas/minutes were reviewed as follows: Audit and Risk Committee (12<sup>th</sup> April 2022) minutes; Executive Committee (17<sup>th</sup> January 2023) agenda (proposed rate increase for 2023/24 of 27.96%). These were all in order.
- The Risk Management Strategy and Policy was approved on 14<sup>th</sup> June 2022 and is reviewed annually.

## Other Findings

- The risk register and the controls are comprehensive documents that are regularly reviewed by the Audit and Risk Committee. The officers and Committee Members are engaged in reviewing the risks/controls in the register and in assessing their importance at each committee meeting.
  
- Near misses reporting is an important part of good risk management. It was noted that five near misses had been reported to the Board at its November 2022 meeting:
 

Date	Description of Near Miss	Reason/Action
15/07/2022	Unimog loose wheel after changing.	Faulty torque wrench/New wrench calibrated periodically.
22/07/2022	Twiga machine slipped towards drain.	Too close to bank top/toolbox talk to all drivers.
23/07/2022	Skirth drain Aebi wheel dropped into hole bank top.	Not visible from cab/walk over survey prior.
16/09/2022	Twiga top half of door glass smashed.	Wind blew door from hand/don't open top half of door from ground in high winds.
25/10/2022	Stone from flail mowing broke parked car windscreen.	Front flap (long grass) on flail raised/ensure all guards are lowered in urban areas.
  
- The Board use the Association of Drainage Authorities (ADA) key objectives as their overarching objectives that support the operation and direction of the Black Sluice 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. Opera is a recognised suite of accounting software widely used by small to medium sized organisations.
  
- 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 to include collection details.
  
- 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.
  
- A sense check was undertaken on all payments made for the months of February 2022 through to and including October 2022. All payments made were appropriate to a drainage board. Many payments are repeated each month to cover regular ongoing commitments. All payments are referred to the Board who are able to query any of those payments. The Finance and Operations Manager sign to confirm that each months payments are in order.
  
- At the Board meeting on 8<sup>th</sup> February 2022 a 4.18% increase in the rate was approved. Rates for 2022/23 would therefore be (Sub district No. 1 (6.86p) and Sub-District No. 2 (13.71p)). These sums would provide a rate income estimated to be £1,139,520.36 for the year.
  
- For the rating system as at 24<sup>th</sup> January 2023, six unpaid accounts had been summonsed for collection. These debts totalled £2,541.84. Five of these debts were with the bailiffs for collection and was being dealt with by the solicitor for the deceased.
  
- Debt collection procedures for rates follow a predetermined timeline which confirms that demands are posted on time and follow up procedures are in place to enable all sums due to be collected or correctly accounted for.

## Other Findings

- Debt collection for general debtors are chased on a regular basis. At the time of the audit (1 February 2023) there were three large debtors that had been outstanding for more than three months:

  - 1) Balfour Beatty - £4,250
  - 2) RTW Group Ltd - £23,240.08
  - 3) Seagate Homes (UK) Ltd - £17,861.68.

Seagrave homes has now been paid. Balfour Beatty is still outstanding and further recover proceedings are likely. RTW Group the work has not yet started so recovery proceedings are on hold.
- A small number of write offs were made During the year. One write off was for £2,519.72 (rates for Glasshouses that were removed). The Board approved this write off at its meeting on 22<sup>nd</sup> November 2022.
- The Board still operate a small petty cash imprest. The latest entries were for December 2022. The petty cash balance stood at £243.96. Although there had been little petty cash movement in year the 2022 transaction receipts and vouchers were reviewed and found to be in order.
- The payroll for December 2022 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 2022 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 2022. These were in order and the sums involved were paid over to LCC.
- The asset register is updated annually at the end of the financial year. The register at the end of March 2022 was reviewed and found to be in order. The register is well maintained.
- As this was a remote audit no assets were verified at this time.
- 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	<b>Performance Monitoring</b> 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
S	<b>Sustainability</b> The impact on the organisation's sustainability agenda has been considered.	In place	-	-
R	<b>Resilience</b> 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 2023/24 with a 27.96% 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. The recording and banking of income was working well.
- The various (Call account, Drawings account, 35 Day account, Reserves account) bank and credit card reconciliations were examined and found to be in order and in balance as at 6<sup>th</sup> January 2023.
- The Board is operating within its approved budget for the 2022/23 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.

<b>In place</b>	The control arrangements in place mitigate the risk from arising.
<b>Partially in place</b>	The control arrangements in place only partially mitigate the risk from arising.
<b>Not in place</b>	The control arrangements in place do not effectively mitigate the risk from arising.

### Assurance Assessment

4. The definitions of the assurance assessments are:

<b>Substantial Assurance</b>	There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.
<b>Reasonable Assurance</b>	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.
<b>Limited Assurance</b>	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.
<b>No Assurance</b>	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
<b>Audit Planning Memorandum:</b>	23 <sup>rd</sup> January 2023	23 <sup>rd</sup> January 2023
<b>Draft Report:</b>	15 <sup>th</sup> February 2023	15 <sup>th</sup> February 2023
<b>Final Report:</b>	17 <sup>th</sup> February 2023	

## AUDIT PLANNING MEMORANDUM

## Appendix B

<b>Client:</b>	Black Sluice IDB		
<b>Review:</b>	Annual Governance and Accountability Return		
<b>Type of Review:</b>	Assurance	<b>Audit Lead:</b>	Chris Harris

<b>Outline scope (per Annual Plan):</b>			
<b>Detailed scope will consider:</b>	<p><b>Directed</b></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><b>Delivery</b></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>Sustainability: The impact on the organisation's sustainability agenda has been considered.</p> <p>Resilience: Good practice to respond to business interruption events and to enhance the economic, effective and efficient delivery is adopted.</p>	
<b>Requested additions to scope:</b>	(if required then please provide brief detail)		
<b>Exclusions from scope:</b>	None		

<b>Planned Start Date:</b>	30/01/2023	<b>Exit Meeting Date:</b>	07/02/2023	<b>Exit Meeting to be held with:</b>	Daniel Withnall
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### 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?	
Have there been any breakdowns in the internal controls resulting in disciplinary action or similar?	
Have there been any significant changes to the process?	
Are there any particular matters/periods of time you would like the review to consider?	

## **BLACK SLUICE INTERNAL DRAINAGE BOARD**

### **AUDIT & RISK COMMITTEE - 25 APRIL 2023**

#### **AGENDA ITEM 06(d)(xii)**

#### **Internal Drainage Boards – Remote auditing audit programme**

##### **2023/24 Internal Audit Arrangements**

The main content of the internal audit is to check, examine and review governance, risk, control and the financial systems which we have found can be successfully undertaken remotely. TIAA along with any of our competitors now carry out its business of internal audit almost exclusively remotely and adequate auditing has been proven to work successfully. This also now fits in with our Environmental policy and for ourselves to become net zero by 2030. One of our main CO2 issues has been the high mileage of our vehicles in getting to client's offices. Remote (home) working has now to a very large degree eliminated this issue. I will, however, still visit clients' offices as required and will for any Board or Committee attend these in person.

As I am requesting a remote audit again for 2023/24, to enable a satisfactory outcome I will require the following data/documents to be emailed to me at the time of the audit. The audit programme of work for 2023/24 will be consistent with previous years to enable me to sign off the AGAR statement for internal audit.

I am, however, always open to requests from either management or Board Members should they be of the opinion that matters relating to audit, but outside of the AGAR requirements, could benefit from an independent review. Within reason these would always be accommodated with the annual fee.

#### **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 23/24 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 (if appropriate)**

- 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  
23<sup>rd</sup> May 2023 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)

#### 2146 Recording the Meeting - Agenda Item 1

Committee members were informed that the meeting would be recorded.

#### 2147 Apologies for absence - Agenda Item 2

There were no apologies for absence.

#### 2148 Declarations of Interest - Agenda Item 3

There were no declarations of interest.

#### 2149 Minutes of the Meeting - Agenda Item 4

Minutes of the meeting held on 17<sup>th</sup> January 2023, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

#### 2150 Matters Arising - Agenda Item 5

##### (a) Pay Award 2023/24 – Minute 2082(b)

The Chairperson noted that a meeting was held with the union recently. It coming to light that the pay award offered by Lindsey Marsh IDB of 5.5% also included a reduction in overtime pay from time and a half to time and a third. It will hopefully be a smoother negotiation process next year.

Mr P Holmes questioned which Board's are now in the ADA Pay and Conditions Committee? It was confirmed that there is Witham and Humber IDB, Witham 4<sup>th</sup> IDB and South Holland IDB, alongside the Board.

## 2151 Report on the 2022/23 Accounts - Agenda Item 6

The Finance Manager noted that the end of year position is more favourable than expected.

### (a) Period 12 Management Accounts

The Finance Manager highlighted key points from the Period 12 Management Accounts, as follows:

#### (i) Electricity (Woldmarsh) & Pumping Regime

The prices seems to have settled at a price slightly above what we had previously, but it is certainly a step in the right direction. The Finance Manager noted that once they are in receipt of confirmed bills, the estimates will be revisited.

Mr P Holmes questioned if the night-only pumping regime is still being operated? The Chief Executive responded, yes, and that they have also been increasing levels throughout the catchment, therefore producing a reduction in pumping anyway, but any pumping that is required, is done between the hours of midnight and 7am. There has only been one occasion where pumping was required during the day.

Mr P Holmes acknowledged this but noted the importance of being especially aware of the weather forecast with levels increased. It was confirmed that the new higher levels are not ridiculously high and is barley noticeable to the public eye. It was also noted that the gravity pumping stations have been able to achieve levels just above the South Forty Foot summer levels and so are gravitating during the day.

Mr M Rollinson acknowledged that Woldmarsh have saved the Board a lot of money over the years, but suggested that if the electricity price dropped to a level the Board are happy at, would it be prudent to sign into a longer-term contract, say 3 years? The Finance Manager noted that Woldmarsh are looking into this. The pumping station prices are currently fixed from April 2023 to the end of September 2023 at the current rates. After that, Woldmarsh are looking at a longer term contract. Mr M Rollinson felt that by being a longer-term contract it would provide more stability and remove the risk of potential volatility. The Finance Manager noted that he will get a quote from another broker for comparison.

#### (ii) Investments

The Finance Manager noted that a meeting was held with Brewin Dolphin last week to discuss the Board's portfolios. Discussion took place around the risk level of investment, with James Scott of Brewin Dolphin suggesting that the level 5 investment had retained its value more than level 3. The Finance Manager displayed on screen comparison graphs of investment performance, outlining the current Board investment at risk level 3 (blue line) in comparison to what the performance would have been at risk level 5 (as per Bourne North Fen). The Finance Manager next showed the same comparative graph, but instead this time based on gross value including income received. The Board's investment is currently at a c£7,000 loss, whereas, if it had been invested at risk level 5, it would currently be c£29,000 up.

The Chief Executive also noted that the Board could have cashed it out when up and re-invested, questioning whether the Board should be reviewing it more frequently? Also noting the unprecedented circumstances in the period of the investment, i.e., pandemic, commencement of war etc.

It was confirmed that the higher risk investments are performing better because they are more in the market and less in bonds.

Mr M Rollinson noted the commission cost associated if the Board decided to increase to risk level 5. Mr M Rollinson also felt that, as a public authority, the investment should stay at risk level 3. The committee didn't feel comfortable in increasing the risk level.

The Finance Manager next explained that they have been looking into setting up with BGC Brokers for investments with building societies, but has not had anything back following submitting the paperwork as of yet. James Scott of Brewin Dolphin has mentioned the Royal Bank of Canada who, through Brewin Dolphin, offer some fixed term deposits. The current minimum deposit is £400,000, but they are expecting this to reduce to £250,000. The rates are 4.2% for 6 months and 4.5% for 12 months. It would be invested with whoever they recommend as a broker.

The Board's current investments with building societies were confirmed as follows:

- NatWest Reserve @1% £1,280,043
- NatWest 35 Day Notice Account @ 1.61% £500,631
- Monmouthshire BS @ 0.65% 35 Day Notice £300,000

The Chairperson suggested moving all of Monmouthshire to Brewin Dolphin (Royal Bank of Canada). The Finance Manager noted that he will approach Brewin Dolphin about the potential £300,000, adding that he would be comfortable to invest £300,000 for 12 months and further £300,000 for six months.

(b) 2022/23 Schemes Report

The Finance Manager explained that grant income has to be shown in the year it is received and grant expenditure has to be shown in the year it is expended, in the accounts, and so this report helps to show where the different schemes are at.

The most notable parts relate to money being brought forward, giving the example of the North Forty Foot Revetments, which has not managed to be completed in the last 3-4 years, there is still some pipe lining to complete. £149,101 brought forward.

The Chairperson raised a point that James Casswell has contacted him regarding his dyke at Holland Road Farm, Spanby and that it has slipped and is compromising some of his pipes. The Chief Executive noted this.

(c) Draft 2022/23 Unaudited Financial Statements

The Finance Manager presented the unaudited financial statements, noting that these are a summarised format of the accounts.

The Finance Manager drew the committee's attention to the figures highlighted in yellow which relate to the pension reserve, the new pension figure was not received in time to produce the accounts, but has now and so will be updated for the Board. As expected from the valuation, the £2,703,000 deficit is now £446,000 surplus. The deficit payment being paid this year is £8,000, rather than the £66,000 being paid towards the deficit last year. This makes no difference to the Board's cash flow. Further noting that the employer's rate has increased from 18.2% to 23.6%.

The Chairperson noted that the accounts are good considering where it was anticipated they would be.

(d) Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2023

The Finance Manager presented the unaudited financial statements, noting that these are a very summarised format of the accounts. The Internal Auditors section has been signed on the AGAR and will be included in the Board agenda.

2152 2022/23 Annual Internal Audit Report - Agenda Item 7

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.

There was only one point raised which referred to the wording of the aim for the reserves within the Financial Regulations Policy and it not being exactly the same in the policy as it was in the minutes. This has now been changed to be exactly the same and is rectified.

Mr P Holmes questioned if the new wording 'aim to be able to fund a minimum of two consecutive 'wet' years of electricity from the General Reserve' is specific enough? It was confirmed that the Internal Auditor is happy with the wording. The committee AGREED that the current policy offered a degree of flexibility to cater for future fluctuations in the cost of electricity and should remain as agreed by the Board.

2153 Report on Finance & Rating - Agenda Item 8

(a) Updated 2023/24 10 Year Schemes Budget

This reflects what is outlined within the schemes report. The items highlighted in red are those that have been brought forward from last year.

BSIDB Natural Flood Management Works & Studies

These are work in progress and currently going really well. The Chief Executive noted that these projects are 'snowballing' as was expected, it just took the first few projects to commence on site. The Chief Executive added that these projects are not major engineering projects like that at Swaton, but are things such as wetland areas, logs across a stream etc.

Mr M Rollinson questioned if the project between Swaton and Spanby is completed? The Chief Executive noted that there has been a bit of snagging, but is, in theory, finished. Mr M Rollinson suggested it may be interesting to visit on the Southern Works Inspection Tour in July.

#### Sempringham Pumping Station Refurbishment

The first of this funding was spent in 2016 and has been going on since. It is now coming towards conclusion. The civils work for the weed dump area has been put in and the order for the weedscreen cleaner is about to be placed. There is £138,980 left, the weedscreen cleaner is only £130,000 but there is also some fencing and other civil works to complete and so this project will go over budget (due to having been going on since 2016 and costs rising). However, the Operations Manager and Grant in Aid Manager are hopeful they will be able to achieve more grant funding.

#### North Forty Foot Revetments

The outstanding work is a pipe to line from the North Forty Foot back to the housing estate. The pipe underneath the road has slightly collapsed, but this is a responsibility of highways, and the Planning & Byelaw Officer is in contact with Lincolnshire County Council regarding additional funding for the pipe to be replaced as opposed to lined.

#### Black Sluice Catchment Studies

The results from the five separate catchment studies have been received, this relates to any that have not been done yet and the overall catchment. It is currently with Stantec who are doing all the consolidations and overall approach.

#### (b) Updated 2023/24 10 Year Plant Replacement Budget

This has been updated to show the actual year end figure brought forward. The items highlighted in yellow have been changed for 'actual' values in this year, noting that the compressor has been taken out (not used enough to warrant changing it). Changing the dump trailer has also been deferred until next year as it has just had work done on its hydraulic rams and so should be fit for purpose for another year. The Hooby is due for delivery at the end of March 2024 / April 2024. The new Toyota trucks delivery has been pushed back to September 2023.

The Chairperson referred to the proposed change of the Hitachi in 2024/25, noting that it is still in good condition. The Chief Executive noted that there has been discussion of deferring it another year.

#### (c) Updated 10-year estimates to reflect Scheme updates and 2022/23 -year end position

Last year's figures have been updated with the actual figures, brought forward the schemes figures and updated through. It being similar to what it was.

The Chairperson questioned if there has been much feedback from agricultural ratepayers regarding the rate increase? The Finance Manager noted that there has been a few but not a great deal and doesn't expect there to be more than usual on the court list.

There has been more analysing their rate demand, especially in relation to special buildings that have a higher rate. There are two cases of a chicken shed and piggery that are being challenged by the respective ratepayer as they are no longer used in that capacity. The Finance Manager has explained that if the specialist equipment is removed, it effectively becomes nothing more than a storage shed and so can be removed from the special buildings. If not, he will attend site to take photographs to present to the Board for a decision.

Mr M Rollinson noted that not many read the Rating Brochure and once it is explained about the electricity prices, most people understand the need for the increase.

**2154 Review and approve Bourne Fen Farm Accounts - Agenda Item 9**

The alleviation has been left at 2.4pence, as it has been for the last 14 years. The income is covering the cost associated with a surplus of £702.

**2155 To consider Period 01 Management Accounts - Agenda Item 10**

Mr M Rollinson questioned how 34% of drainage rates collected in April 2023 compares to that of April 2022? The Finance Manager noted it is very similar to last year.

There were no further questions or observations.

**2156 To review a report on the future arrangements of the Board - Agenda Item 11**

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.

**2157 Any Other Business - Agenda Item 12**

**(a) Consider whether unconfirmed minutes of Board and Committee Meetings should be published on the website**

The Finance Manager informed the committee that this has been brought to attention from a ratepayer asking detailed questions, however, the most recent minutes are not available on the website to direct the public to, until they have been signed off at the next meeting of that committee. In the case of the Environment and Structures Committee, this is a year later. The Finance Manager therefore suggested that draft minutes are published on the website as soon as they are completed following the meeting (aiming for a two-week turnaround), marked as 'draft'. All AGREED.

It was noted that the ratepayer noted above is challenging the Board's electricity prices, as he believes they should be better. Mr J Fowler added that he has been surprised by the Board's prices from Woldmarsh.

**(b) Cyber Security - Penetration Testing**

At the meeting of the Audit & Risk Committee it was suggested by the insurer's that the Board may want to consider some penetration testing of the Board's networks. For an external company to undertake this is a cost of £1,750.



There is also a further option for the Board to follow the Cyber Essentials Standard (government standard that most public bodies are required to meet). This would cost £3,680 for HBP to conduct an audit, put any remedials in place and certify the Board as meeting the standard. Mr J Fowler felt that the Board already operate beyond that standard and felt the penetration testing would be sufficient. All AGREED to go ahead with the penetration testing at a cost of £1,750.

(c) Starlink Internet

Mr J Fowler recommended Starlink and that it would be more reliable and stable than the EE Dongle. However, it was noted that it doesn't load immediately. Mr P Holmes noted that he is in the process of having a new phone system through Starlink and so will be able to advise what it is like once up and running. Mr M Rollinson noted that in an emergency if the power went down the phones would be lost, the Finance Manager noted that if they lost power at Boston the Board's phones would be lost. Mr P Holmes and Mr M Rollinson suggested a back up generator. The Finance Manager noted that he will look into this option.

(d) ADA Flood and Water Networking Dinner

It was noted that current attendance at the ADA Flood and Water Networking Dinner is the Chief Executive, Finance Manager, Operations Manager, Chairman, Mr P Holmes and Mr M Rollinson. Mr M Brookes noted that he can attend. Cllr P Bedford noted that he will find out and let us know whether he can attend.

It was suggested that the Works Manager and Finance Supervisor also be asked due to them taking on more senior roles on the retirement of the Chief Executive.

(e) Board Member Induction

The Chief Executive informed the committee that a Board Member induction session will take place on the morning of the Board Meeting on 13<sup>th</sup> June and will be open to both existing and new Board Members.

(f) Visit from Minister Pow

*Redacted – official-sensitive information.*

(g) Development – The Quadrant

Cllr P Bedford questioned if there is any further progress regarding the straightening of the watercourse at the Quadrant development, noting concerns that have been raised from the football club about them not getting a further pitch.

The Finance Manager noted the discussion has been had this morning and they (developer) wants to get the realignment started as soon as possible so that it is completed out of football season.

It was noted that this is the last Executive Committee that the Chief Executive will attend before his retirement. Thanks were expressed to the Chief Executive for his work and involvement in this committee.

Mr M Brookes noted that he had believed this would be his last meeting, but has now been re-appointed on the Board. The Chairperson noted that the committee are pleased he can continue, especially as Audit & Risk Committee Chairperson, adding that it is important to have an independent Chair of the Audit & Risk Committee. Mr M Rollinson suggested that it may be appropriate to have a co-opted member as the Audit & Risk Committee Chair.

There being no further business the meeting closed at 16:37.

## **BLACK SLUICE INTERNAL DRAINAGE BOARD**

### **EXECUTIVE COMMITTEE - 23 MAY 2023**

#### **AGENDA ITEM 06(e)(i)**

### **PERIOD 12 MANAGEMENT ACCOUNTS**

#### **Income**

- Overall rates and Levies for the year is £10,579 more than we originally included in the budget
  - £1842.22 remains to be collected, most by the bailiff, which is included in these figures.
- The interest and Brewin Dolphin income included in the Year End Accounts is only that attributable to the general reserve.
  - Total Interest received in the year is £11,250 compared to a budget of just £996
  - Total Investment Income from Brewin Dolphin is £16,629 compared to a budget of £14,662
- Only £70,000 Grant has been received in 2022/23 compared to the budget of £520,000
  - £20,000 contingency for Telemetry Software Update/Monitoring & CCTV Scheme
  - £50,000 for Black Sluice Catchment Modelling Study for the elements expected to be completed in 2022/23. This scheme will attract more grant in future years.
- Other Income is £162,861 more than included in the budget
  - Rent was on budget
  - Consents was £16,751 greater than budget including £16,800 invoice to Anglian Water for the consents relating to the Strategic Pipeline Alliance in the extended area.
  - Highland Water is £3,460 more than budget due to the increased Pumping Station Maintenance Costs in the year.
  - Miscellaneous Income includes £140,591 commuted sum from Longhurst for the additional costs associated with the Slippery Gowt Lane development into the future.
- Solar Panel income is £2,831 more than budget with nearly 80% of this attributable to the Office & Depot installation.
- Rechargeable Income is £112,704 more than budget.

#### **Expenditure**

- A detailed Schemes Report will be written and presented to the Executive Committee Meeting in May due to the overall complexity and schemes that will overlap into 2023/24
- Pumping Station Maintenance has ended the year £73,888 overspent
  - Electricity Bills are still slow coming through and despite being promised accurate bills by the middle of this week they have not materialised, so estimates have been used.
  - For the year Electricity is £257,092 compared to £122,810 last year. 109% increase (£126,308)
  - Telemetry Costs have increased £8,702 since last year which includes additional support for the new remote system and hosting of the CCTV systems.
  - Insurance is up £8,811. Fully insured for 6 of the 12 months.
- Drain Maintenance overall is £67,273 underspent
  - £35,930 overspent on Summer Cutting

- £91,370 Underspent on Desilting, there is some to complete in April 2023 that is not included in the budget
- £14,192 underspent on Bushing
- One of the £10,000 in the budget for routine jetting has been spent
- Admin & Establishment Costs are £13,055 overspent in total
  - Admin Salaries has come out £3,898 Underspent.
    - GIS Tech left in December and hasn't been replaced yet
    - Acting up payments would be a slight overspend hidden by the vacancy
  - Office and Admin costs are on budget
  - Depot overspent by £18,159.
    - £1,936 for repair to workshop heater
    - £8,040 for additional concreting
    - £7000 in electricity from December to March which is being investigated.
  - Bungalow is £1,141 overspent mainly due to Electrical inspection and remedial works from that inspection.
- Solar Panel Expenses are £1,672 underspent as the company that we had a maintenance contract with ceased trading.
  - We have maintained the data link subscription but decided to deal with any necessary repairs and replacements as they come up. There haven't been any yet.

### **Balance Sheet**

- The Plant Account has generated £226,223 for the Plant reserve compared to the estimated £205,000.
- Only 4 rechargeable accounts have a balance at year end.
  - SFFD De-Silting Works                      £24,973.24 for remaining costs
  - EA Swaton Roadway                          £21,176.95 Work to be completed in 2023/24
  - Grant Manager Recharges                £18,877.07 Surplus from recharging Grant Manager time to other IDB & BSIDB internally
  - EA PSCA H&S Bank top cuts            £ 2,773.99 Work ongoing at Year end, completed in April 2023
- The Wages Oncost Account is £128,023 Surplus at Year End.
  - We are not going to include the additional £1,800 in the recharge rate for 2023/24  $15 \times £1800 = £27,000$
  - We have some training booked that will also come from this reserve.
- Debtors – The Balfour Beatty Invoice has been paid, but after the year end. The RTW Group Ltd invoice has been credited and re-invoiced as they still haven't started the development.
- Both investments are down in value for the period and the year
  - Board = Down 9.67% for the year
  - BFF = Down 5.54% for the year
- Stock Adjustment required at year end was £1,664.20 charged to the Depot.
- Natwest Interest rates from 14/02/23 are 1.61% on the 35 Notice Account and 1.0% on the Instant Access reserve. I am working on other options through a consultant but the paperwork is more involved than I have had time for.

# Black Sluice Internal Drainage Board

## Project Summary

### 2022/23

Period 12 - March 2023

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	2,000	14	1,986	2,325,594	2,315,015	10,579	2,325,652	(58)	2,204,498	121,095
Interest & Grants	(6,645)	521,671	(528,316)	87,357	535,658	(448,301)	165,585	(78,228)	305,333	(217,976)
Development Fund	5,000	5,000	0	5,000	5,000	0	5,000	0	5,000	0
Other Income	5,902	4,698	1,204	185,928	23,067	162,861	165,779	20,149	37,224	148,704
Rechargeable Income	95,417	101,739	(6,322)	683,313	570,609	112,704	658,565	24,748	822,534	(139,221)
Solar Panel Income	2,904	1,610	1,294	21,411	18,580	2,831	19,663	1,748	16,466	4,945
<b>Total Income</b>	<b>104,579</b>	<b>634,732</b>	<b>(530,153)</b>	<b>3,308,603</b>	<b>3,467,929</b>	<b>(159,326)</b>	<b>3,340,244</b>	<b>(31,641)</b>	<b>3,391,055</b>	<b>(82,452)</b>
Schemes	44,056	612,961	568,905	161,954	638,819	476,865	383,561	221,607	368,954	207,001
Pumping Station Schemes	64,705	244,023	179,318	106,130	271,476	165,346	277,697	171,567	228,367	122,237
Pumping Station Maintenance	19,383	47,818	666	265,777	448,980	(73,888)	525,055	2,187	259,039	(141,019)
Electricity	27,769			257,092					122,810	0
Drain Maintenance	78,796	82,730	3,934	808,894	876,167	67,273	896,873	87,979	763,367	(45,527)
Environmental Schemes	721	6,935	6,214	17,808	20,000	2,192	20,001	2,193	19,578	1,770
Administration & Establishment	56,895	59,578	2,683	621,768	608,713	(13,055)	614,349	(7,419)	578,579	(43,189)
EA Precept	0	0	0	276,552	276,552	0	276,552	0	276,552	0
Rechargeable Expenditure	62,387	94,641	127,671	621,532	530,798	(90,734)	601,938	(19,594)	743,006	(701,060)
Solar Panel Expenses	319	0	(319)	866	2,538	1,672	3,087	2,221	3,414	2,548
<b>Total Expenditure</b>	<b>355,032</b>	<b>1,148,686</b>	<b>889,071</b>	<b>3,138,371</b>	<b>3,674,043</b>	<b>535,672</b>	<b>3,599,113</b>	<b>460,742</b>	<b>3,363,667</b>	<b>(597,239)</b>
<b>Surplus / (Deficit)</b>	<b>(250,453)</b>	<b>(513,954)</b>	<b>263,501</b>	<b>170,232</b>	<b>(206,114)</b>	<b>376,346</b>	<b>(258,869)</b>	<b>429,101</b>	<b>27,388</b>	<b>142,843</b>
<b>Movement on reserves</b>										
Plant Reserve	217,253	0	(217,253)	0	0	0	0	0	0	0
Pump Engineer Oncost	(4,427)	0	4,427	0	0	0	0	0	0	0
Wages oncost Reserve	38,430	0	(38,430)	0	0	0	0	0	0	0
Grants Manager	0	0	0	0	0	0	0	0	0	0
<b>Surplus / (Deficit)</b>	<b>(501,708)</b>	<b>(513,954)</b>	<b>514,756</b>	<b>170,232</b>	<b>(206,114)</b>	<b>376,346</b>	<b>(258,869)</b>	<b>429,101</b>	<b>27,388</b>	<b>142,843</b>

# Black Sluice Internal Drainage Board Drainage Rates & Special Levies

2022/23

Period 12 - March 2023

## Drainage Rates & Special Levies Due

### Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,139,044.90	
Land/Property - Value Decreased	(18,896.43)	
Land/Property - Value Increased	15,714.22	
New Assessment	2,203.28	
Write Offs & Irrecoverables	(3,148.00)	
Adjustments required for Special Levy		
Summons Collection Costs	325.00	

<b>Balance</b>	1,135,242.97	48.82%
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### 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	51.18%
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<b>Total Due</b>	<b>2,325,593.54</b>	<b>100.00%</b>
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## Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	(1,400.14)	
Payments Posted	1,125,556.20	
Returned Amount		99.84%
Paid Refund		
Bourne North Fen Trust Contribution	9,244.69	
Special Levies Received	1,190,350.57	100.00%

<b>Total Received</b>	<b>2,323,751.32</b>	
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## Drainage Rates & Special Levies Debtors

Special Levy Outstanding	0.00	0.00%
Drainage Rates Outstanding	1,842.22	0.16%

	1,842.22	
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	<b>2,325,593.54</b>	
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# Black Sluice Internal Drainage Board

## Income & Expenditure Summary

### 2022/23

Period 12 - March 2023

	This Year	Last Year	Variance
Drainage Rates	1,135,243	1,095,204	40,039
Special Levies	1,190,351	1,109,294	81,056
Recoverable	683,313	822,534	(139,221)
Misc Income	279,856	349,066	(69,210)
Solar Panel Income	21,411	16,466	4,945
	3,310,174	3,392,565	(82,391)
Employment Costs	1,356,753	1,294,871	(61,882)
Property	329,994	265,350	(64,644)
General Expenses	261,602	265,879	4,277
Materials / Stock	35,291	79,921	44,631
Motor & Plant	298,134	284,614	(13,520)
Miscellaneous	578,667	876,812	298,145
Recharges	(375,110)	(324,634)	50,476
Plant	654,612	622,364	(32,249)
<b>Total Expenditure</b>	<b>3,139,942</b>	<b>3,365,176</b>	<b>225,234</b>
<b>Net Surplus / (Deficit)</b>	<b>170,232</b>	<b>27,389</b>	<b>142,843</b>

# Black Sluice Internal Drainage Board

## Balance Sheet at Period End

2022/23

Period 12 - March 2023

	<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	897,697		724,193	
<b>Fixed Assets</b>		<u>5,933,401</u>		<u>5,759,897</u>
Stock	50,167		36,539	
Debtors Control	57,290		106,944	
VAT	17,547		(14,936)	
Car Loans	8,706		15,896	
Prepayments	103,775		81,111	
Drawings Bank Account	10,000		9,850	
Call Bank Account	311,667		311,202	
Petty Cash	259		406	
Highland Water	3,938		1,192	
Work in Progress	0		8,821	
Nat West Government Procurement C	(1,075)		(937)	
Brewin Dolphin Investment	417,960		487,191	
Natwest Reserve Account	953,731		1,516,254	
Natwest 35 Day Notice Account	502,749		0	
<b>Total Current Assets</b>		<u>2,438,557</u>		<u>2,560,932</u>
Trade Creditors	(138,749)		(198,235)	
PAYE & NI Control Account	0		0	
Superannuation Contrl Account	0		0	
Accruals	(140,101)		(370,362)	
<b>Total Liabilities</b>		<u>(278,851)</u>		<u>(568,597)</u>
Pension Liability		446,000		(2,703,000)
		<u>8,539,108</u>		<u>5,049,232</u>
Capital Reserve	5,933,400		5,759,896	
Pension Reserve	446,000		(2,703,000)	
Brewin Dolphin Revaluation	(82,040)		(12,809)	
<b>Total Capital</b>		<u>6,297,360</u>		<u>3,044,087</u>
Revenue Reserve	1,262,024		1,234,635	
Development Reserve	460,414		406,439	
Plant Reserve	221,054		262,206	
Wages Oncost Reserve	128,023		74,476	
General Reserve	170,232		27,389	
<b>Total Reserves</b>		<u>2,241,748</u>		<u>2,005,145</u>
		<u>8,539,108</u> 0		<u>5,049,232</u>
<b><u>Cash &amp; Bank Balances</u></b>				
Drawings Account		10,000		
Call Account		11,667	311,667	
Natwest Reserve Account @ 1.0% wef 14/02/23		953,731		
Natwest 35 Day Notice Account @ 1.61% wef 14/02/23		502,749		
Petty Cash		259		
Chargcard		(1,075)		
Monmouthshire BS @ 0.65%		300,000	30 Day Notice	
		<u>1,777,330</u>		



# Black Sluice Internal Drainage Board

## Investment Summary

### 2022/23

#### Period 12 - March 2023

PORTFOLIO P1684056 VALUATION DATE 03 Apr 2023

31/03/2022 - 31/03/2023

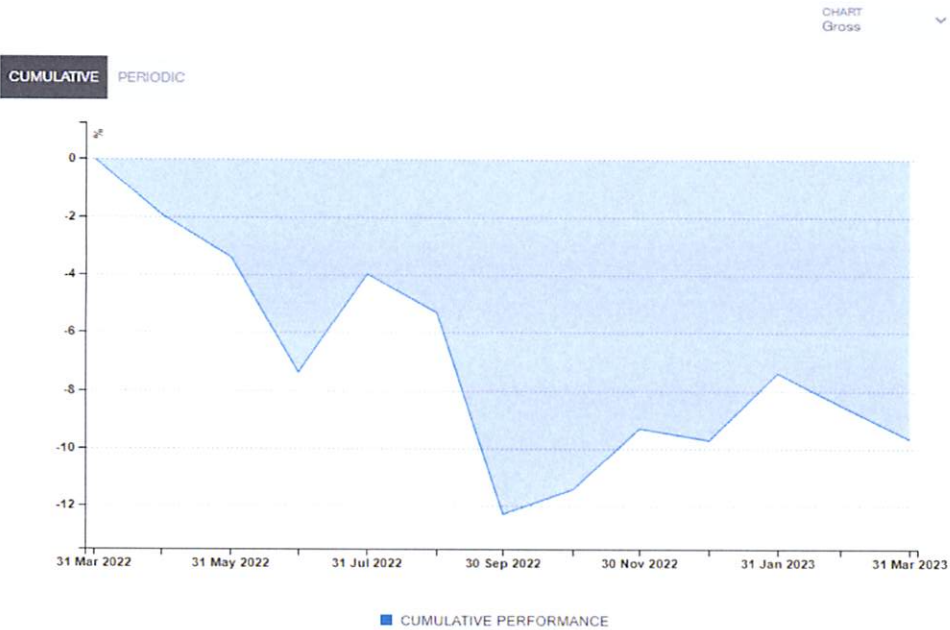
### Portfolio Overview

**LAST 12 MONTHS PERFORMANCE**  
**-9.67%** ↓

**TOTAL VALUE**  
**417,960.44 GBP**

**ESTIMATED ANNUAL INCOME**  
**15,289.81 GBP**

### Performance



### Portfolio Summary

BOOK COST	OVERALL GAIN OR LOSS	ESTIMATED ANNUAL INCOME	ESTIMATED YIELD %
459,662.84 GBP	-9.07% ↓	15,289.81 GBP	3.66% ↑

# Black Sluice Internal Drainage Board

## BFF Investment Summary

### 2022/23

#### Period 12 - March 2023

PORTFOLIO P0000789299 VALUATION DATE 03 Apr 2023

31/03/2022 - 31/03/2023

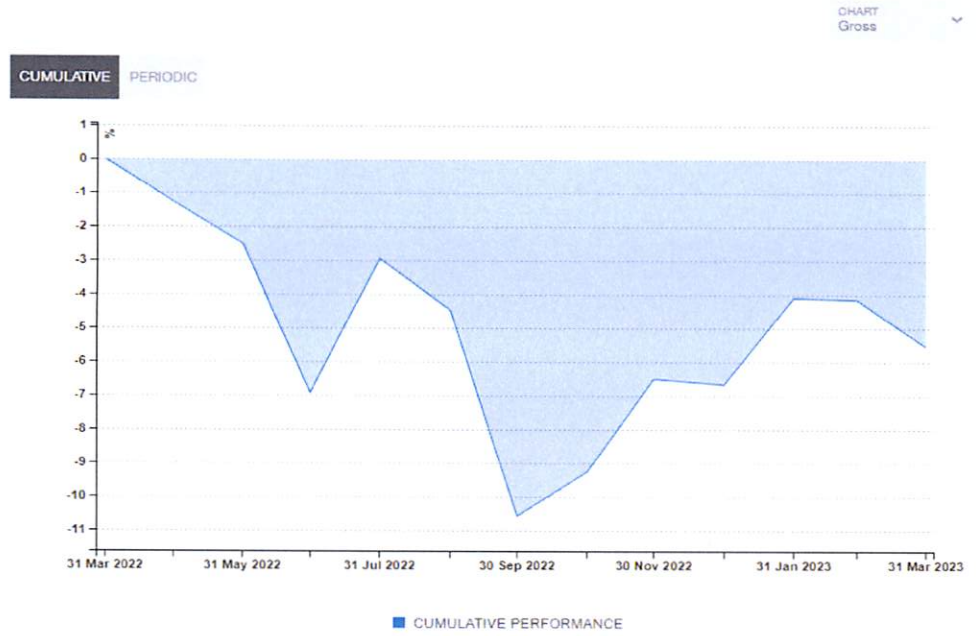
### Portfolio Overview

**LAST 12 MONTHS PERFORMANCE**  
**-5.54%**

**TOTAL VALUE**  
**322,883.98 GBP**

**ESTIMATED ANNUAL INCOME**  
**11,273.49 GBP**

### Performance



### Portfolio Summary

BOOK COST  
**313,758.87 GBP**

OVERALL GAIN OR LOSS  
**2.91%↑**

ESTIMATED ANNUAL INCOME  
**11,273.49 GBP**

ESTIMATED YIELD %  
**3.49%↑**

**Black Sluice Internal Drainage Board  
10 Year Capital Schemes Budget  
2023/24 to 2032/33 (Updated after 2022/23 Yearend)**

Year	Type	Scheme	Total	Grant / Local Levy	Other Contributions	Possible Board Contribution	Drain	PS
2023/24	Drain	BSIDB NFM Works	£368,234	£368,234				
	Drain	BSIDB NFM Studies	£32,689	£32,689				
	Pump	Sempringham PS Refurbishment (B/F)	£138,980	£138,980				
	Drain	North Forty Foot Revetments	£130,901	£130,901				
	Drain	Black Sluice Catchment Studies	£209,162	£209,162				
	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 electrical supply change	£10,000					£10,000
	Pump	Great Hale Fen PS under pump inspections	£10,000					£10,000
	Pump	Trinity College PS under pump inspections	£5,000					£5,000
	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		
			£1,128,966	£879,966			£124,000	£125,000
2024/25	Drain	SFFD Desilting Guthrum to Blackhole Drove PS	£65,000				£65,000	
	Drain	Bicker Fen Catchment works	£10,000	£10,000				
	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
	Pump	Kirton Marsh PS under pump inspections	£11,000					£11,000
	Pump	Wyberton Marsh PS new transformer	£50,000	£50,000				
	Drain	Graft Drain	£25,000				£25,000	
Drain	General culvert replacement contributions	£5,000				£5,000		
			£351,000	£80,000			£170,000	£101,000
2025/26	Drain	SFFD Desilting Guthrum to Blackhole Drove PS	£70,000				£70,000	
	Drain	Bicker Fen Catchment works	£430,000	£113,250	£266,750	£50,000		
	Drain	Dunsby Fen Catchment Works	£414,000	£45,508	£318,492	£50,000		
	Drain	Ewerby Fen Catchment Works	£750,000	£332,410	£367,590	£50,000		
	Drain	Horbling Town Beck Flood Alleviation scheme	£10,000	£10,000				
	Pump	Damford PS replace control panel	£65,000					£65,000
	Drain	Jetting to major pipelines	£40,000				£40,000	
	Drain	Graft Drain	£35,000				£35,000	
	Drain	NFF Desilting	£20,000				£20,000	
	Pump	Great Hale Fen PS new transformer	£55,000	£55,000				
	Pump	Swineshead PS new transformer	£70,000	£70,000				
Pump	Haconby PS refurbish axial flow pump	£25,000					£25,000	
Drain	General culvert replacement contributions	£5,000				£5,000		
			£1,989,000	£626,168	£952,832	£150,000	£170,000	£90,000
2026/27	Drain	Claydyke desilting	£130,000				£130,000	
	Drain	NFF Desilting	£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	Horbling Fen PS new roof	£12,000					£12,000
	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
	Pump	Donington North Ings PS new transformer	£55,000	£55,000				
	Pump	Cooks Lock PS new transformer	£55,000	£55,000				
	Pump	Holland Fen under pump inspections	£10,000					£10,000
Drain	General culvert replacement contributions	£5,000				£5,000		
			£1,255,000	£250,568	£577,432	£50,000	£245,000	£132,000
2027/28	Drain	Graft Drain	£55,000				£55,000	
	Drain	Jetting to major pipelines	£65,000				£65,000	
	Pump	Cooks Lock p/s refurbish weedscreen cleaner	£80,000					£80,000
	Drain	New Hammond Beck Desilting	£50,000				£50,000	
	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
	Pump	Great Hale Fen						
	Pump	Wyberton Chain Bridge PS new transformer	£60,000	£60,000				
	Pump	Holland Fen PS new transformer	£75,000	£75,000				
Drain	General culvert replacement contributions	£5,000				£5,000		
			£798,000	£297,686	£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
	Pump	Wyberton Chain Bridge PS under pump inspection	£12,000					£12,000
	Drain	General culvert replacement contributions	£5,000				£5,000	
				£327,000				£175,000
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	Cooks lock PS pump drain desilting/under 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	Quadring Fen pump drain desilting/pump inspection	£25,000				£25,000	
Drain	General culvert replacement contributions	£5,000				£5,000		
			£314,000				£162,000	£152,000
2030/31	Drain	Damford PS pump drain desilting/under pump inspections	£50,000				£50,000	
	Drain	Jetting to major pipelines	£60,000				£60,000	
	Pump	Horbling p/s control panel	£45,000					£45,000
	Pump	Mallard Hum control panel	£45,000					£45,000
	Pump	Mallard Hum PS under pump inspections	£10,000					£10,000
	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				£182,000	£135,000
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
2032/33	Drain	Jetting to major pipelines	£70,000				£70,000	
	Pump	Swineshead p/s 3 x pump refurb	£90,000					£90,000
	Pump	Swaton p/s refurb pump	£25,000					£25,000
	Pump	Rippingale p/s refurb	£25,000					£25,000
	Drain	Dowsby Fen pump drain desilting/under pump inspections	£45,000				£45,000	
	Drain	Gosberton Fen pump drain desilting/under pump inspections	£45,000				£45,000	
	Drain	Swineshead pump drain desilting under pump inspections	£55,000				£55,000	
Drain	Dunsby Fen pump drain desilting/under pump inspections	£38,000				£38,000		
			£393,000				£253,000	£140,000

## PLANT REPLACEMENT BUDGETS 2023/24

Amended after Year end

Existing Plant/Equipment	Year Purchased	Purchase Price	Hours / Miles		Age to Replace	Replace Year	New Plant	Replace Cost	Est Trade in Target	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
			As at 27/11/22							£221,054	£83,045	£59,101	£68,356	£159,704	£5,934	£116,656	£268,821	£255,261	£128,642
Twiga SPV2 (2015)	2015/16	£174,800	6,423	Hours	8	2023/24	Twiga/Herder?	£288,295	£60,000	£228,295									£337,296
Twiga SPV2 (2019)	2019/20	£197,150	2,835	Hours	8	2027/28	Twiga/Herder?	£291,280	£72,820				£218,460						
Twiga SPV2 (2017)	2017/18	£205,811	4,469	Hours	8	2025/26	Twiga/Herder?	£304,077	£76,019		£228,057								
Aebi T211	2016/17	£55,058	3,496	Hours	13	2029/30	Aebi & Rear Flail	£103,820	£15,972						£87,848				
Hitachi ZX 210LC-5B	2016/17	£133,845	7,082	Hours	8	2024/25	20T Excavator	£197,750	£49,438		£148,313								£219,125
Unimog	2020/21	£148,000	74,503	Km	8	2028/29	New unimog	£218,663	£54,666					£163,998					
JCB 130 Telescopic LR	2019/20	£105,350	4,820	Hours	8	2027/28	13T Excavator	£155,650	£38,912				£116,737						
JCB 145 Standard & LR	2019/20	£129,850	3,872	Hours	7	2026/27	13T Excavator	£182,712	£52,203				£130,509						
JCB 145 Telescopic LR	2022/23	£137,500	0	Hours	8	2030/31	14T Excavator	£203,150	£50,788								£152,363		
JCB 150X Excavator	2022/23	£139,605	664	Hours	8	2030/31	15T Excavator	£206,260	£51,565								£154,695		
JCB 531 Teleporter	2012/13	£43,470	3,580	Hours	12	2024/25		£78,066	£13,011		£65,055								
Vauxhall (Fitter)	2019/20	£16,255	37,616	Miles	7	2026/27	Fitters Van	£22,872	£3,267				£19,605						
Mitsubishi(Pump Engineer)	2019/20	£20,431	50,694	Miles	4	2023/24	Pick-Up	£27,610	£11,500	£16,110				£19,582					£23,802
Mitsubishi(Works Supervisor)	2019/20	£20,431	88,553	Miles	4	2023/24	Pick-Up	£27,793	£9,500	£18,293				£22,235					£27,027
Mitsubishi(Pump Maintenance)	2019/20	£20,431	37,120	Miles	4	2023/24	Pick-Up	£27,793	£12,000	£15,793				£19,196					£23,333
Mitsubishi (Works Manager)	2019/20	£20,000	31,993	Miles	4	2023/24	Pick-Up	£28,768	£11,000	£17,768				£19,196					£23,333
Vauxhall Tipper	2022/23	£30,271	21,843	Miles	7	2029/30	Tipper	£42,594	£6,085						£36,509				
Dump Trailer 1	2006	£13,832			18	2024/25	Dump Trailer	£33,288	£3,699		£29,590								
Low Loader Trailer	2020/21	£27,000			15	2036/37	Low Loader	£56,131	£7,484										
Tipping Trailer	2022/23	£6,895			25	2047/48		£23,349	£1,868										
4m Trailer	2022/23	£4,500			25	2047/48		£15,239	£1,219										
100mm Self priming Pump					16	2023/24		£22,000		£22,000									
Vibrating piling hammer	2015/16				20	2035/36													
150mm Portable Pump	2006	£16,050			16	2023/24		£30,000		£30,000									
Compressor	2008	£4,950																	
Ride on Lawnmower	2016/17				8	2024/25		£17,000	£4,250										
Fuel Tanks										£5,000						£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										£353,259	£249,957	£228,057	£157,831	£415,408	£163,998	£136,291	£316,438	£444,641	£229,467
Generated										£215,250	£226,013	£237,313	£249,179	£261,638	£274,720	£288,456	£302,878	£318,022	£333,923
Balance C/F										£83,045	£59,101	£68,356	£159,704	£5,934	£116,656	£268,821	£255,261	£128,642	£233,098

**BLACK SLUICE INTERNAL DRAINAGE BOARD**  
**2023/24 Budget and 10 Year Estimates**  
**Updated after year end for schemes adjustments**

Income	Actual	Budget	Actual @	Budget / Estimates									
	2021/22	2022/23	P12 2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Rates and Levies	2,204,498	2,328,165	2,325,594	2,990,356	3,438,994	3,783,576	3,972,925	4,170,804	4,378,917	4,597,266	4,827,556	5,069,787	5,323,958
Interest & Investment Income	11,833	15,662	17,357	18,225	19,136	20,093	21,098	22,152	23,260	24,423	25,644	26,926	28,273
Grants/Local Levy	293,500	772,000	70,000	265,000	80,000	1,579,000	828,000	435,000					
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	37,224	23,066	185,928	23,066	23,527	23,998	24,478	24,967	25,467	25,976	26,496	27,025	27,566
Rechargeable Income	822,534	570,608	683,313	470,608	276,020	281,541	287,171	292,915	298,773	304,749	310,844	317,060	323,402
Solar Panel Income	16,466	18,583	21,411	21,657	22,090	22,532	22,983	23,442	23,911	24,389	24,877	25,375	25,882
<b>TOTAL INCOME</b>	<b>3,391,055</b>	<b>3,733,084</b>	<b>3,308,603</b>	<b>3,793,912</b>	<b>3,864,768</b>	<b>5,715,739</b>	<b>5,161,654</b>	<b>4,974,281</b>	<b>4,755,328</b>	<b>4,981,803</b>	<b>5,220,416</b>	<b>5,471,174</b>	<b>5,734,081</b>

Expenditure	Actual	Budget	Actual @	Budget / Estimates									
	2021/22	2022/23	P12 2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Board Funded Schemes	122,298	290,000	106,143	249,000	271,000	410,000	427,000	363,000	327,000	314,000	317,000	324,925	393,000
FDGiA/Local Levy Funded Schemes	475,024	1,128,295	161,940	879,966	80,000	1,579,000	828,000	435,000					
Pumping Station Maintenance	259,208	213,818	211,729	214,080	224,784	236,023	247,824	260,216	273,226	286,888	301,232	316,294	332,108
Pumping Station Electricity	122,810	168,200	243,108	763,250	801,413	841,483	883,557	927,735	974,122	1,022,828	1,073,969	1,127,668	1,184,051
Insurance	66,924	66,924	68,031	85,260	89,523	93,999	98,699	103,634	108,816	114,257	119,969	125,968	132,266
Drain Maintenance	763,367	876,167	808,894	944,845	992,087	1,041,692	1,093,776	1,148,465	1,205,888	1,266,183	1,329,492	1,395,966	1,465,765
Environmental Works	19,578	20,000	17,808	21,000	22,050	23,153	24,310	25,526	26,802	28,142	29,549	31,027	32,578
Administration & Establishment	578,579	608,714	621,768	642,308	674,423	708,145	743,552	780,729	819,766	860,754	903,792	948,981	996,431
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	743,006	530,798	621,532	437,775	256,763	261,898	267,136	272,479	277,929	283,487	289,157	294,940	300,839
Solar Panel Expenditure	3,414	2,534	866	3,238	3,400	3,570	3,749	3,936	4,133	4,339	4,556	4,784	5,024
<b>TOTAL EXPENDITURE</b>	<b>3,430,760</b>	<b>4,182,002</b>	<b>3,138,371</b>	<b>4,517,274</b>	<b>3,691,995</b>	<b>5,475,515</b>	<b>4,894,156</b>	<b>4,597,272</b>	<b>4,301,147</b>	<b>4,471,430</b>	<b>4,666,533</b>	<b>4,875,815</b>	<b>5,154,954</b>

OPENING BALANCE	1,234,636	1,194,931	1,194,931	1,365,163	641,801	814,573	1,054,798	1,322,297	1,699,306	2,153,487	2,663,860	3,217,743	3,813,102
Introduced from Plant Reserve													
SURPLUS / (DEFICIT) IN YEAR	(39,705)	(448,918)	170,232	(723,362)	172,773	240,225	267,499	377,009	454,181	510,373	553,883	595,359	579,126
<b>CLOSING BALANCE</b>	<b>1,194,931</b>	<b>746,013</b>	<b>1,365,163</b>	<b>641,801</b>	<b>814,573</b>	<b>1,054,798</b>	<b>1,322,297</b>	<b>1,699,306</b>	<b>2,153,487</b>	<b>2,663,860</b>	<b>3,217,743</b>	<b>3,813,102</b>	<b>4,392,228</b>

Reserve % of Expenditure (Excl Grants)	38.09%	21.88%	45.87%	17.64%	22.55%	27.07%	32.52%	40.83%	50.07%	59.58%	68.95%	78.20%	85.20%
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<b>RATE</b>	<b>13.16</b>	<b>13.70</b>	<b>13.70</b>	<b>17.53</b>	<b>20.16</b>	<b>22.18</b>	<b>23.29</b>	<b>24.45</b>	<b>25.67</b>	<b>26.95</b>	<b>28.30</b>	<b>29.72</b>	<b>31.21</b>
Increase in Rates		4.10%	4.10%	27.96%	15.00%	10.02%	5.00%	4.98%	4.99%	4.99%	5.01%	5.02%	5.01%

# Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
  - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	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 <b>31 March 2023</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

Black Sluice Internal Drainage Board

www.blacksluiceidb.gov.uk

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> 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

Name of person who carried out the internal audit

30/01/2023 01/02/2023 07/02/2023 CHRISTOPHER R. HARRIS

Signature of person who carried out the internal audit



Date 15/05/2023

\*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 2022/23

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 2023, that:

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

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

13/06/2023

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 PUBLICLY [www.blacksluiceidb.gov.uk](http://www.blacksluiceidb.gov.uk) PAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for


### Black Sluice Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,102,456	1,505,144	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2,204,498	2,325,594	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,186,557	983,009	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,220,088	1,285,127	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,768,279	1,786,874	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,505,144	1,741,746	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,836,774	1,777,330	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	6,259,897	6,433,401	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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 

Date 10/05/2023

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

13/06/2023

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 2022/23

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 2023; 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 2022/23

(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 2022/23

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 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



**Lincolnshire**

Honorary Secretary: Andrew McGill  
Wellington House, Manby Park,  
LOUTH, Lincolnshire, LN11 8UU  
Telephone: 01507 328095  
Email: [enquiries@lmdb.co.uk](mailto:enquiries@lmdb.co.uk)

Chairman: Peter Richardson  
Vice-Chairman: Giles Crust



**Welland & Nene**

Honorary Secretary: Karen Daft  
Deeping House, Welland Terrace,  
SPALDING, Lincolnshire, PE11 2TD  
Telephone: 01775 725861  
Email: [info@wellandidb.org.uk](mailto:info@wellandidb.org.uk)

Chairman: Trevor Purlant  
Vice-Chairman: Brian Long

**JOINT LINCOLNSHIRE BRANCH AND WELLAND & NENE BRANCH MEETING**

A joint meeting of the Lincolnshire and Welland & Nene ADA branches was held at South Holland IDB, Marsh Reeves, Foxes Low Road, Holbeach on Thursday, 23<sup>rd</sup> February 2023 at 1:30 p.m.

<u>In attendance:</u>	ADA	Robert Caudwell Ian Moodie
	Black Sluice IDB	Peter Bedford Keith Caswell Daniel Withnall
	Environment Agency	Peter Reilly Amy Shaw Morgan Wray
	King's Lynn IDB	Brian Long
	Lincolnshire County Council	Matthew Harrison
	Lindsey Marsh DB	Tom Ashton Carol Davies David Hickman Andrew McGill
	Middle Level Commissioners	David Thomas
	North Level District IDB	Paul Sharman Michael Sly Jon Stubbley
	South Holland IDB	Simon Bartlett Karl Vines
	Welland & Deepings IDB	Karen Daft Nick Morris Jane Picking
	Witham & Humber DBs	Jane Froggatt
	Witham Fourth District IDB	Peter Bateson Ed Johnson Peter Richardson

1. **Chairman's Announcements**

Chairman, Peter Richardson, welcomed everyone to the meeting

2. **Apologies**

ADA	Innes Thomson
Environment Agency	Kate Halka
Environment Agency	Norman Robinson
Lindsey Marsh DB	Terry Aldridge
North East Lindsey DB	Lionel Grooby
Shire Group IDBs	Craig Benson
South Holland IDB	Duncan Worth
Welland & Deepings IDB	Trevor Purlant
Witham & Humber DBs	Paul Carrott
Witham & Humber DBs	Martin Shilling

3. **Minutes of the Previous Joint Meeting**

The minutes of the last Lincolnshire Branch meeting held on 23<sup>rd</sup> February 2022 were confirmed as a true record.

4. **Matters Arising**

There were no matters arising.

5. **Report from ADA National**

Robert Caudwell and Ian Moodie gave members the following update:

**Key Points**

- An Environment Day for members took place on the 2<sup>nd</sup> February 2023 at Thorney. The event was free to attend and aimed to share knowledge relevant to the management of the lowland water environment, covering topics from eel conservation to carbon accounting, and invasive species to waste management. Numbers were excellent, with over 100 people in attendance.
- Seeking a new director for WRE. WRE are keen to directly address individual Boards.
- Seeking full information from all IDBs on their rate increases and special levy figures so that Defra can break it down by authority.
- Continuing to push for the enacting of secondary legislation for the Environment Act to enable the expansion of internal drainage districts or the creation of new ones. Parliamentary process for this is expected in spring 2023. Consultation by Defra expected soon but subject to a whole range of other pressures on the department.
- Corresponding with DHLUC about cost pressures and have invited Secretary of State Michael Gove and Minister Lee Rowley to visit a pumping station.
- Continuing to be an active member of the advisory group for implementation of Schedule 3 of the FWMA for sustainable drainage.
- Actively encouraging members to engage with the Fens 2100+ project. ADA has ensured that IDBs are involved in the governance process for the project.
- An APPG meeting is likely to be scheduled before the summer parliamentary recess. Except for parliamentarians, attendance is by invitation only.
- ADA is losing touch with IDB Board members, which it is believed is largely driven by GDPR issues. Over the next few months there will be a drive to renew contacts with IDB Chairs and Vice-Chairs in the first instance. Assistance from Clerks and CEOs will be greatly appreciated.

- Charles Mills, a farmer, past Vice-Chair of Ainsty IDB and currently honorary show director for the Great Yorkshire Show, will take over from Trevor Purllant as Chairman of the T & E Committee in May.
- Future changes to committee structures are planned. Merging of P & F and T & E, with the creation of a new (small) Audit & Governance Committee to look at ADA's business.

#### Upcoming events

- Keeping our Rivers Flowing Summit – 29<sup>th</sup> March 2023. Venue: NFU Conference Centre, Stoneleigh, CV8 2TZ. Hosted by ADA, CLA, EA and NFU.
- Flood & Coast Conference & Exhibition 2023 – 6<sup>th</sup>-8<sup>th</sup> June. Venue: Telford International Centre, Telford, TF3 4JH. Hosted by CIWEM. Some free tickets for IDBs available.
- Flood & Water Live – 5<sup>th</sup>-6<sup>th</sup> July. Venue: Dyson Farm, Carrington, PE22 7JD.
- ADA Conference – 8<sup>th</sup> November. Venue: TBC in London.

Ian Moodie updated members with the cost pressures facing ADA: there was a deficit of £44,000 in 2022 and the budget for 2023 plans a deficit of £35,000. ADA's board has committed to a balanced budget for 2024, meaning that a substantial increase in subscriptions will be required. There was also a need for ADA to look at how it was branded in order to appeal to a wider membership base to try and draw in a wider associate membership and advertising base in order to grow. These were elements that would be looked at further within ADA's next business plan.

6. Reports from committees where not covered above:

#### 6.1 Executive Board

Nothing to report.

#### 6.2 Policy & Finance

Last P & F Committee meeting took place on the 3<sup>rd</sup> February. Great deal of discussion about the rates and levies. Conversation around the EA and the Asset Allowance Replacement Allowance grant scheme.

[EA draft summary attached: Appendix 6.2.1]

#### 6.3 Technical & Environment

T & E Committee did not meet in January; the next meeting will take place in May.

#### 6.4 Show Committee

Peter Richardson confirmed that ADA Lincolnshire Branch will be attending Lincolnshire Show this year. However, the Show Committee will not be participating in the Heckington or Spring shows in 2023.

#### 6.5 Pay & Conditions Committee

Daniel Withnall reported that talks had been protracted.

As previously reported:

- P & C's agreed proposal 2.1% consolidated plus £1,500 unconsolidated accepted by the Lincs ADA branch was rejected by the UNISON ballot.

- Employers offered an improved offer of 2.1% plus £1,800 (split April/September). Rejected, without ballot, following a limited meeting of UNISON officers and two/three members.

Update following a meeting held today, 23<sup>rd</sup> February:

- SHIDB appear to have withdrawn from the P & C Committee, having broken away from the recommended pay award negotiations, negotiating their own pay award for 2023/24.
- The remaining Boards (Witham & Humber, Witham Fourth and Black Sluice) wish to remain as representatives of the Committee.
- The Committee rejected the union's proposal of 5.5% consolidated plus £1,000 as it will disadvantage the lower paid compared to the employer's side existing offer.
- The Committee will respond to the union officers reaffirming the offer of 2.1% consolidated plus £1,800 unconsolidated for the one year 2023/24 (split April/September).
- As a minimum, it is intended to continue to track the Average Weekly Earnings Index in 2024/25 which is expected to be higher and will consolidate a greater percentage retrospectively.
- The Committee is concerned that the employee representatives, as officers of the UNISON branch, do not represent a majority of employees.
- Each Board has decided that the offer will therefore be put to all employees for feedback direct, in addition to any UNISON feedback.

#### 7. **Lead Local Flood Authority Update**

Matthew Harrison, LCC Flood & Water Manager, agreed to circulate his presentation with members following the meeting which covered all aspects of his verbal update.

[LCC summary attached: Appendix 7.1]

In addition, Mr Harrison confirmed that the working group of the Common Works Programme would be re-established and that the Floods and Water Team are working closely with colleagues to ensure the effectiveness of the local drainage groups, and particularly that such meetings take place for the Boston and South Holland area.

#### 8. **Report from Environment Agency**

Morgan Wray, EA Area Flood and Coastal Risk Manager, agreed to circulate his presentation with members following the meeting which covered all aspects of his verbal update.

[EA summary attached: Appendix 8.1]

Peter Riley, EA Lincolnshire Operations Manager, presented his key points:

- Currently over a third down on the staff in the asset performance teams; however, recording successfully.
- Repairs and maintenance costs currently £16M per annum.
- Environmental concerns have been raised regarding the bushing programme. Grass cutting has been delayed which means the bushing is later. National advice is to start and finish by the 15<sup>th</sup> February. Looking at a better approach and taking a sensible view.
- Looking at grasses which are used on the banks.

#### 9. **"Fens 2100+" – a presentation from Amy Shaw (EA Flood Risk Manager – Fens)**

Amy Shaw explained to members the aim of Fens 2100+, which is to take a strategic approach to managing flood risk across the Fens and to ensure that the EA "invest in the right thing, in the right place and at the right time".

Ms Shaw's presentation illustrated the ways in how the Fens 2100+ strategy will approach managing flood risk across the Fens.

The full aims are to:

Take an adaptation pathway approach to:

- Deliver a true landscape approach to FCRM asset investment.
- Give clarity to RMAs (EA and IDBs) what FCRM investment is required in the short/medium term.
- Achieve certainty in the future FCRM capital pipeline (strategic case).
- Give the confidence that the EA's FCRM investment will:
  - Deliver long-term climate adaptation.
  - Enable the delivery of a landscape that is desired by those who live and work within it.

The project benefits will be:

- Choices:
  - Improve certainty related to asset management investments in short-term (2033+).
  - Improve clarity of choices and paths for assessment management investments in the medium-term (2050+) and long-term (2100+).
- Investment:
  - Help identify and unlock system-wide and catchment-scale investment synergies/challenges to support collaboration and joint actions, help secure future funding and finance and deliver value for money.
  - Provide a space to raise investment policy challenges across the landscape.
- Impact:
  - Directly drive future operational decisions.
  - Enhance integration and strengthening of flood risk, land drainage and water resource outcomes.

[Presentation attached: Appendix 9.1]

10. **Date of Next Lincolnshire Branch Meeting**

20<sup>th</sup> April 2023 (Lincolnshire Branch AGM).

11. **Proposed Dates for Joint Branch Meetings**

19<sup>th</sup> October 2023 (hosted by Lincolnshire Branch)

22<sup>nd</sup> February 2024 (hosted by Welland & Nene Branch)

12. **Any Other Business**

None.

There being no further business, the meeting closed at 15:36 p.m.

Chairman



**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**BOARD MEETING - 13 JUNE 2023**

**AGEMDA ITEM 11**

**LOCAL GOVERNMENT FUNDING SUPPORT**

Email received from Innes Thomson, ADA Chief Executive, on 18/05/23:

*'Dear all,*

*Hopefully you have heard the good news that DLUHC has decided to provide some financial support to a number of Local Authorities impacted by the increases in special levies this year.*

*If not, the full ministerial statement made yesterday can be read at <https://questions-statements.parliament.uk/written-statements/detail/2023-05-16/hlws761> and contains details of the payments to be made to the various councils who have representation on your Boards.*

*This is a big result for ADA, supported and very much assisted by Local Authority colleagues making representations on the matter and we are delighted that Government has recognised the pressures which came about which were out of your control. Minister Rowley said that "Internal Drainage Boards (IDBs) play a key role in protecting our businesses, homes and agriculture" in a separate letter to an MP colleague which is a real endorsement of positive support for the work of IDBs.*

*Thanks to all of you for providing inputs and support in helping ADA put forward the necessary arguments and information to assist DLUHC in making this sensible decision, which has had Defra's support behind the scenes.*

*If not already done, please do share this good news with your Board members.'*

**Statement as follows:**

*My Honourable friend the Minister for Local Government and Building Safety (Lee Rowley MP) has made the following Written Ministerial Statement:*

*Following the Local Government Finance Settlement statement made on 6 February 2023, I am today announcing a further £3 million in grant funding for 2023/24 to support 15 local authorities severely impacted by the increase in levies from Internal Drainage Boards. This increase is being driven by the unprecedented rise in energy costs that impact particularly energy intensive services including Internal Drainage Boards. As this has been an exceptional year for the rise in energy costs, this will be an exceptional one-off payment to help ease this additional financial burden on councils. The government will not provide additional grant to local authorities for these levies on an ongoing basis. Councils and Internal Drainage Boards should continue to take action to deliver efficient services and good value for money for the public.*

*The 15 local authorities in scope are those whose Internal Drainage Board levies account for over 3% of their average Core Spending Power over 5 years. The allocations listed in the table below are based on 2023/24 Internal Drainage Board levy increases.*

Allocations of £3 million grant funding for increasing Internal Drainage Board levies

<b>Local authority</b>	<b>Allocation (£)</b>
Bassetlaw	£181,977
Boston	£318,890
East Cambridgeshire	£104,160
East Lindsey	£927,373
Fenland	£177,281
Folkestone and Hythe	£32,043
King's Lynn & West Norfolk	£205,451
Lincoln	£141,926
Newark & Sherwood	£239,690
North Kesteven	£143,975
North Norfolk	£35,265
South Holland	£298,739
South Kesteven	£87,761
Swale	£41,388
West Lindsey	£64,082
<b>Total</b>	<b>£3,000,000</b>

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**BOARD MEETING - 13 JUNE 2023**

**AGENDA ITEM 12**

**Determination of Annual Value - PR & MJ Sherwin (30-3030-5)**

Section 43(1) of the Land Drainage Act 1991 states:

*If the drainage board for any internal drainage district are of the opinion that the amount of the annual value of any chargeable property in that district should be increased or reduced, having regard to changes in the relevant circumstances, for the purpose of securing that the burden of the drainage rates payable in respect of all chargeable properties in the district is fairly distributed so far as reasonably practicable among the persons liable to pay those rates, the board may make a determination of annual value under this section.*

Mr Sherwin has made representations to the Boards Officers that he believes he should not be paying additional rates for the Chicken Sheds he owns and occupies as;

- 1) They no longer house Chickens (The last were 2019)
- 2) He does not intend to use them to rear chickens
- 3) His sheds are less technical and Special than other buildings in the area such as grain stores
- 4) A roof is a roof and it shouldn't matter what is underneath the roof.

The Chicken sheds attract a "Special Building" valuation that was applied in the 1988 valuation in accordance with Section 41(2) of the Land Drainage Act 1991, copied below.

*For the purposes of this Chapter the annual value of any chargeable property shall(subject to sections 43 and 44 below) be the amount, determined in accordance with section 42 below, which is equal to the yearly rent, in respect of a holding comprising the chargeable property, at which the holding might reasonably be expected to have been let, by a prudent and willing landlord to a prudent and willing tenant, on a tenancy from year to year commencing on 1st April 1988 and on the relevant terms.*

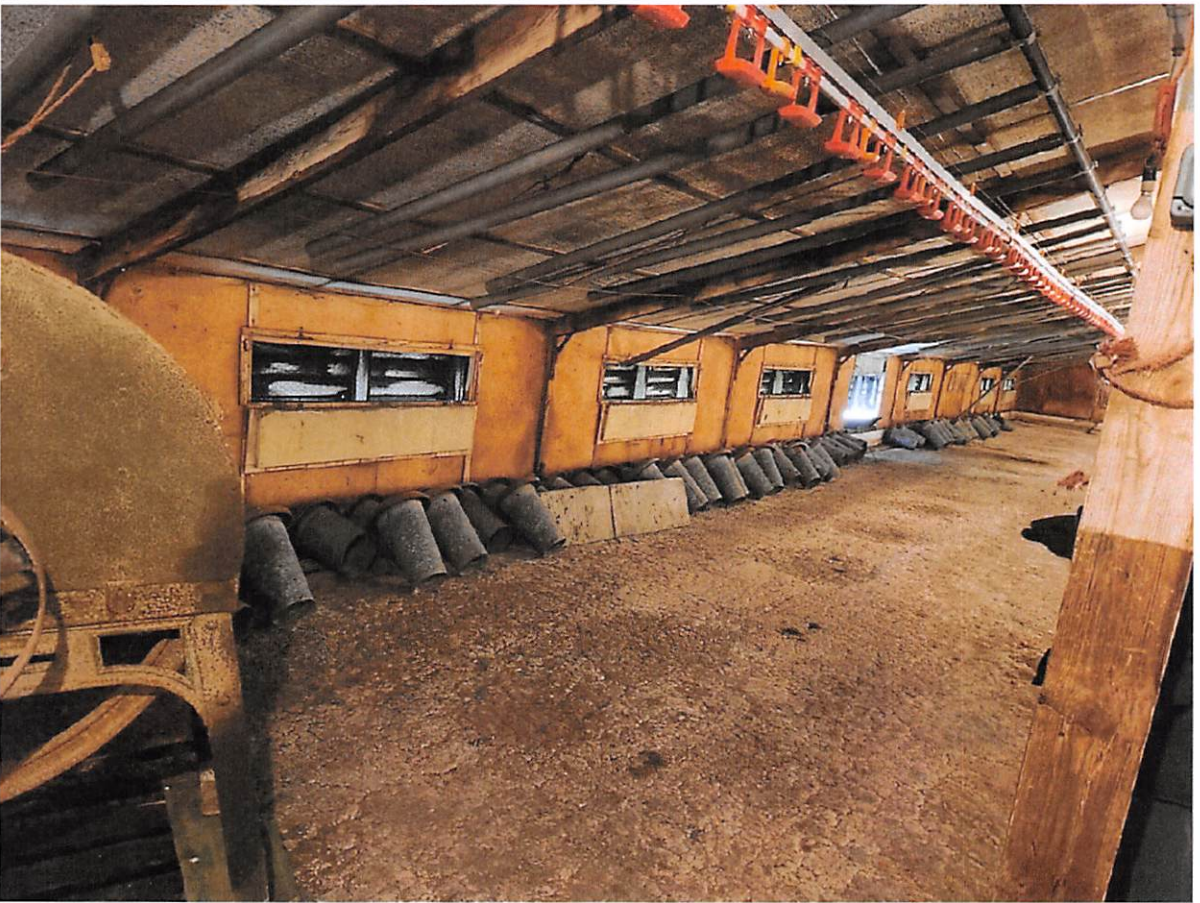
I have been and inspected the sheds and can confirm they are well maintained and well equipped as Chicken sheds with drinking and feeding equipment still in place and capable of being used. I have included a selection of photos over the page.

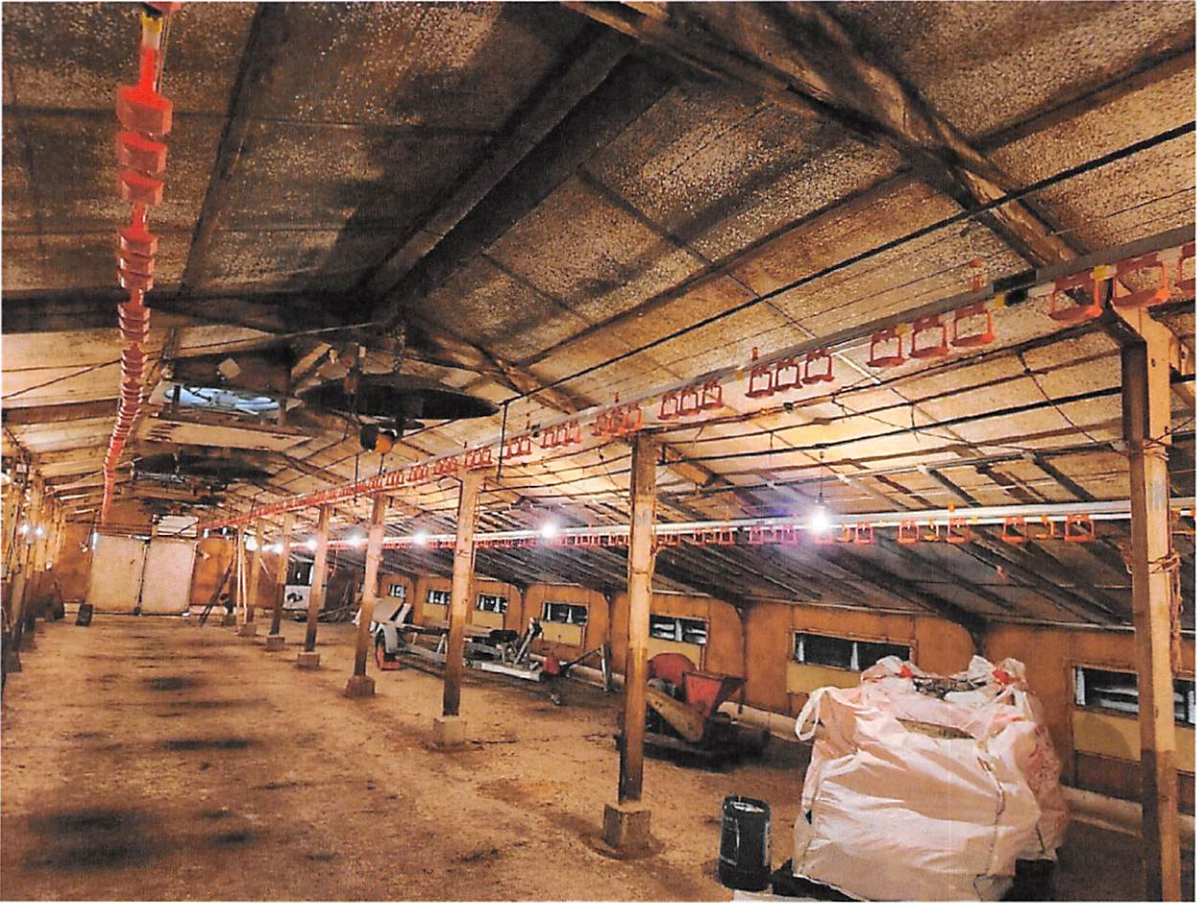
The current Annual Value is £3,912 generating a Drainage Rate in 2023/24 of £685.77. If it is determined to remove the Special Building Valuation this could be applied retrospectively to 01 April 2023 only.

We have had two cases recently where Chicken Sheds have been removed from the valuation. The first I did under delegated authority where all the Chicken related equipment had been removed and it was effectively being used as a storage shed and the other where the sheds were practically derelict, this was presented to the Board and it was agreed to remove the valuation.

In this case I would recommend that these sheds are clearly still chicken sheds and they could be used as chicken sheds almost immediately. Mr Sherwin has confirmed he will market them as fully equipped chicken sheds when he sells them.







**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	Unplanned loss of senior staff	Medium	Medium	4		
	1.9	Insufficient finance to carry out works	High	Medium	6		
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	High	Low	3	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		
	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 01/02/2023 To 28/02/2023

**Purchase Ledger Payments & Adjustments****Black Sluice Internal Drainage Board****Payments & Adjustments From 01/02/2023 To 28/02/2023**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	01/02/2023	Payment	P11	Bacs	-174.01	CROP LOSS
CRO004	01/02/2023	Payment	P11	Bacs	-236.50	CROP LOSS
AQU002	09/02/2023	Payment	11403	Bacs	-840.00	Aquatic Control Engineering Lt
BUS002	09/02/2023	Payment	BO212942	Bacs	-116.95	B A Bush & Sons Ltd
CAR002	09/02/2023	Payment	49780	Bacs	-118.01	J Carr & Son
COP002	09/02/2023	Payment	INV-56709	Bacs	-138.55	Cope Safety Management Ltd.
CRA004	09/02/2023	Payment	22285	Bacs	-36.59	Craftwork Engineering Ltd
CRP001	09/02/2023	Payment	BSIDBWINDOWS31/01/23	Bacs	-40.00	C & R Property Services
DON001	09/02/2023	Payment	DCI0013972	Bacs	-1.44	Donington Engineering Supplies
ESS001	09/02/2023	Payment	2420	Bacs	-85.46	Essential Supplies Lincs
HAR001	09/02/2023	Payment	544357	Bacs	-165000.00	TC Harrison JCB
HBP001	09/02/2023	Payment	SIN060724	Bacs	-2055.07	HBP Systems Ltd
HGV001	09/02/2023	Payment	VBCV362434	Bacs	-12.00	Alliance Automotive T/A CV Com
INL001	09/02/2023	Payment	2023-P10	Bacs	-24006.78	HM Revenue & Customs
INT002	09/02/2023	Payment	6167	Bacs	-122.40	InterLec
IRE001	09/02/2023	Payment	227401	Bacs	-56.41	Irelands Farm Machinery Ltd
KIO001	09/02/2023	Payment	SIP-1440099	Bacs	-3.36	Kiowa Ltd
LIN002	09/02/2023	Payment	2023-P10	Bacs	-23242.25	Lincolnshire C C Pension Fund
LON003	09/02/2023	Payment	0020/00019673	Bacs	-900.48	Longwater Construction
MOT001	09/02/2023	Payment	BTT203811	Bacs	-40.22	Motor Parts Direct Limited
MUN001	09/02/2023	Payment	40	Bacs	-69.75	Munchies 4 You
NFU001	09/02/2023	Payment	1153996847	Bacs	-1713.51	NFU Insurance
PER001	09/02/2023	Payment	AL1066	Bacs	-2520.00	Perry's Pumps Ltd
PER003	09/02/2023	Payment	22290	Bacs	-6175.18	Perfect Circle JV Ltd
PES002	09/02/2023	Payment	3685	Bacs	-325.00	Pestforce
ROY001	09/02/2023	Payment	225915	Bacs	-2413.20	Roythornes LLP
SIL001	09/02/2023	Payment	IN580698	Bacs	-191.23	Silt Side Services Ltd



Account	Date	Type	Ref 1	Ref 2	Value	Details
SMI003	09/02/2023	Payment	1533	Bacs	-54580.80	D. B. & N. J. Smith
TFM001	09/02/2023	Payment	275802	Bacs	-1087.23	TFM Supplies
TRA006	09/02/2023	Payment	1340698048	Bacs	-61.93	Trade UK
TUR001	09/02/2023	Payment	7-07429757	Bacs	-102.96	Turnbull & Co Ltd
WIT001	09/02/2023	Payment	INV04786	Bacs	-693.00	Witham Fourth IDB
WOO001	09/02/2023	Payment	984687	Bacs	-141.32	WBM Office Solutions Limited
ANG102	23/02/2023	Payment	11596645	Bacs	-12.16	Anglian Water (Holland Fen PS)
ASS003	23/02/2023	Payment	297846-2023	Bacs	-188.00	Association of Accounting Tech
BUS002	23/02/2023	Payment	WC098230	Bacs	-369.00	B A Bush & Sons Ltd
CHI002	23/02/2023	Payment	207386	Bacs	-1242.85	Chisleths Ltd
COP002	23/02/2023	Payment	INV-56538	Bacs	-420.00	Cope Safety Management Ltd.
COU003	23/02/2023	Payment	INV-1653	Bacs	-300.00	A Country Kitchen
GUA001	23/02/2023	Payment	10563	Bacs	-396.00	Guardian Press (Boston) Ltd
HAR001	23/02/2023	Payment	23556903	Bacs	-3226.80	TC Harrison JCB
INT002	23/02/2023	Payment	6129	Bacs	-158.06	InterLec
LIN002	23/02/2023	Payment	10159591	Bacs	-245.43	Lincolnshire C C Pension Fund
LOG001	23/02/2023	Payment	016063	Bacs	-427.25	Logical Concrete Ltd
NFU001	23/02/2023	Payment	003X8349028	Bacs	-1351.86	NFU Insurance
ORIO01	23/02/2023	Payment	INV-101566	Bacs	-333.60	Oriel Systems Ltd
PHI003	23/02/2023	Payment	0000167814	Bacs	-285.00	Phillips Animal Health Ltd
SIL001	23/02/2023	Payment	IN582521	Bacs	-81.82	Silt Side Services Ltd
NFU001	24/02/2023	Refund	Correction	Refund	1351.86	NFU Insurance
BAR005	10/02/2023	Payment	P11	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	10/02/2023	Payment	P11	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	14/02/2023	Payment	P11	Direct Deb	-196.56	TomTom
PAY001	15/02/2023	Payment	P11	Direct Deb	-13.20	takepayments Limited
WOL001	20/02/2023	Payment	P11	Direct Deb	-92048.27	Woldmarsh Producers Ltd
BRI001	21/02/2023	Payment	P11	Direct Deb	-568.99	British Telecom
CON007	27/02/2023	Payment	P12	Direct Deb	-6.00	Continental Automotive
NAT004	28/02/2023	Payment	P12	Direct Deb	-12.25	Natwest
NAT004	28/02/2023	Payment	P12	Direct Deb	-4.90	Natwest
EVE002	28/02/2023	Payment	P12	Direct Deb	-1015.98	Everything Everywhere

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-390231.33	
				Total Discounts		
				Total Adjustments		
				Total Refunds	1351.86	
				Total	-388879.47	

**Payments**

Bacs	-296339.42	Cheque		Direct Deb	-93891.91	Chargecard
Bulk Bacs						

**Adjustments**

Disc		Contra SL				
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**Refunds**

Refund	1351.86					
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Chief Executive



Finance Manager

**Black Sluice Internal Drainage Board**

Printed on 18/05/2023 at 10:24 by JB2

From 01/03/2023 To 31/03/2023

**Purchase Ledger Payments & Adjustments****Black Sluice Internal Drainage Board****Payments & Adjustments From 01/03/2023 To 31/03/2023**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	09/03/2023	Payment	535198	Bacs	-985.63	Alarmline Security Ltd
ASH001	09/03/2023	Payment	24162774	Bacs	-60.36	Sunbelt Rentals Ltd
BOS002	09/03/2023	Payment	30938	Bacs	-683.66	Boston Commercial Cleaners Ltd
BOS005	09/03/2023	Payment	SLINV/00001736	Bacs	-1250.00	Boston College
CEF001	09/03/2023	Payment	BOS/337316	Bacs	-157.96	CEF (Boston)
COP002	09/03/2023	Payment	INV-56887	Bacs	-138.55	Cope Safety Management Ltd.
CRA004	09/03/2023	Payment	22540	Bacs	-854.95	Craftwork Engineering Ltd
CRO001	09/03/2023	Payment	8209042150	Bacs	-148.48	Crown Decorating Centres
DRA003	09/03/2023	Payment	228078	Bacs	-347.16	Drayton Welding
ESS001	09/03/2023	Payment	2612	Bacs	-256.01	Essential Supplies Lincs
HAL005	09/03/2023	Payment	45349	Bacs	-14360.52	Hallgate (Lincs) Limited
HAR001	09/03/2023	Payment	23194725	Bacs	-71.08	TC Harrison JCB
HBP001	09/03/2023	Payment	SIN061022	Bacs	-759.00	HBP Systems Ltd
HIL002	09/03/2023	Payment	167736	Bacs	-77.07	Charles H Hill Ltd
INL001	09/03/2023	Payment	2023-P11	Bacs	-24888.63	HM Revenue & Customs
LAN004	09/03/2023	Payment	51237	Bacs	-10236.00	Land & Water Plant Ltd
LAR001	09/03/2023	Payment	74473	Bacs	-211.20	Ray Larrington Hydraulics
LIN002	09/03/2023	Payment	2023-P11	Bacs	-29080.24	Lincolnshire C C Pension Fund
MOT001	09/03/2023	Payment	BTT205179	Bacs	-16.69	Motor Parts Direct Limited
NOT001	09/03/2023	Payment	717241	Bacs	-216.00	Hugh Crane(Cleaning Equipment)
PEO001	09/03/2023	Payment	CI17385	Bacs	-264.60	Rocksure Systems T/APeoplesaf
PER003	09/03/2023	Payment	22291	Bacs	-13677.00	Perfect Circle JV Ltd
TFM001	09/03/2023	Payment	276482	Bacs	-921.85	TFM Supplies
TIA001	09/03/2023	Payment	20230216-032	Bacs	-1632.00	TIAA Ltd
TRA002	09/03/2023	Payment	9146 AJB606	Bacs	-197.78	Travis Perkins Trading Co Ltd.
WIT001	09/03/2023	Payment	INV04811	Bacs	-392.70	Witham Fourth IDB
WOO001	09/03/2023	Payment	984892	Bacs	-244.48	WBM Office Solutions Limited

Account	Date	Type	Ref 1	Ref 2	Value	Details
INL001	23/03/2023	Payment	2023-P12	Bacs	-23413.29	HM Revenue & Customs
LIN002	23/03/2023	Payment	2023-P12	Bacs	-17232.10	Lincolnshire C C Pension Fund
ASH001	29/03/2023	Payment	24233166	Bacs	-131.93	Sunbelt Rentals Ltd
BLU001	29/03/2023	Payment	32511	Bacs	-19.80	Blue Line Trailers
BUS002	29/03/2023	Payment	BO213263	Bacs	-19.94	B A Bush & Sons Ltd
CAR003	29/03/2023	Payment	244513	Bacs	-528.00	Carrier Rental Systems
CEF001	29/03/2023	Payment	BOS/338670	Bacs	-333.46	CEF (Boston)
CHE001	29/03/2023	Payment	55801	Bacs	-2653.20	Chevron Traffic Management Ltd
CHI002	29/03/2023	Payment	208436	Bacs	-1200.00	Chisleths Ltd
CRA004	29/03/2023	Payment	22720	Bacs	-1053.26	Craftwork Engineering Ltd
CRP001	29/03/2023	Payment	BSIDBWINDOWS10/03/23	Bacs	-80.00	C & R Property Services
DON001	29/03/2023	Payment	DCI0014097	Bacs	-7.14	Donington Engineering Supplies
ENG001	29/03/2023	Payment	58718	Bacs	-3600.00	Engineering & Hire Ltd
HAR001	29/03/2023	Payment	23557220	Bacs	-3951.60	TC Harrison JCB
HBP001	29/03/2023	Payment	SIN061350	Bacs	-4092.00	HBP Systems Ltd
INT002	29/03/2023	Payment	6188	Bacs	-5400.00	InterLec
IRE001	29/03/2023	Payment	227759	Bacs	-4960.69	Irelands Farm Machinery Ltd
LIN002	29/03/2023	Payment	10161666	Bacs	-245.43	Lincolnshire C C Pension Fund
LIN018	29/03/2023	Payment	INV-4914	Bacs	-228.00	SDG Access Limited
LOG001	29/03/2023	Payment	016120	Bacs	-427.25	Logical Concrete Ltd
LON003	29/03/2023	Payment	0020/00020612	Bacs	-1565.64	Longwater Construction
MAI001	29/03/2023	Payment	SI-6937	Bacs	-900.00	Mainstream Fisheries Ltd
MAY001	29/03/2023	Payment	8345685	Bacs	-12000.00	Mabey Hire Services Ltd
MOT001	29/03/2023	Payment	BTT205472	Bacs	-216.79	Motor Parts Direct Limited
ORS001	29/03/2023	Payment	SIN025397	Bacs	-383.04	Orsis (UK) Ltd
STA004	29/03/2023	Payment	1085523977	Bacs	-448.91	Stannah
TRA002	29/03/2023	Payment	9146 AJC392	Bacs	-35.72	Travis Perkins Trading Co Ltd.
TRA006	29/03/2023	Payment	1353085856	Bacs	-9.25	Trade UK
WIT001	29/03/2023	Payment	INV04817	Bacs	-1039.50	Witham Fourth IDB
WIT002	29/03/2023	Payment	I00190406	Bacs	-1740.00	Witham Oil & Paint
PIT001	06/03/2023	Payment	P12	Direct Deb	-409.60	Pitney Bowes Ltd
NFU001	07/03/2023	Refund	P12	Refund	1351.86	NFU Insurance
BAR005	10/03/2023	Payment	P12	Direct Deb	-7.52	Barclaycard Merchant Services

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Account	Date	Type	Ref 1	Ref 2	Value	Details
BAR005	10/03/2023	Payment	P12	Direct Deb	-3.73	Barclaycard Merchant Services
PAY001	15/03/2023	Payment	P12	Direct Deb	-13.20	takepayments Limited
TOM002	15/03/2023	Payment	P12	Direct Deb	-196.56	TomTom
WOL001	20/03/2023	Payment	P12	Direct Deb	-76801.93	Woldmarsh Producers Ltd
BOC001	24/03/2023	Payment	P12	Direct Deb	-160.56	BOC
EVE002	28/03/2023	Payment	P12	Direct Deb	-1015.82	Everything Everywhere
CON007	30/03/2023	Payment	P12	Direct Deb	-6.00	Continental Automotive
NAT004	31/03/2023	Payment	P12	Direct Deb	-6.65	Natwest
NAT004	31/03/2023	Payment	P12	Direct Deb	-3.85	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-268670.96	
				Total Discounts		
				Total Adjustments		
				Total Refunds	1351.86	
				Total	-267319.10	

**Payments**

Bacs	-190045.54	Cheque		Direct Deb	-78625.42	Chargecard
Bulk Bacs						

**Adjustments**

Disc		Contra SL				
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**Refunds**

Refund	1351.86					
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Chief Executive



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Finance Manager

**Black Sluice Internal Drainage Board**

Printed on 18/05/2023 at 10:25 by JB2

From 01/04/2023 To 30/04/2023

**Purchase Ledger Payments & Adjustments****Black Sluice Internal Drainage Board****Payments & Adjustments From 01/04/2023 To 30/04/2023**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	13/04/2023	Payment	535449	Bacs	-11404.80	Alarmline Security Ltd
ANG101	13/04/2023	Payment	11849783	Bacs	-111.50	Anglian Water (Swineshead HQ)
ANG103	13/04/2023	Payment	11855605	Bacs	-13.70	Anglian Water (Black Hole PS)
ASH001	13/04/2023	Payment	24362298	Bacs	-1118.08	Sunbelt Rentals Ltd
ASS003	13/04/2023	Payment	20001337-2023	Bacs	-175.00	Association of Accounting Tech
BLA001	13/04/2023	Payment	30-2112-9	Bacs	-308.84	Black Sluice IDB
BOS002	13/04/2023	Payment	31019	Bacs	-1538.24	Boston Commercial Cleaners Ltd
BOS018	13/04/2023	Payment	53327	Bacs	-35.00	Boston HGV Testing Station Ltd
BRA002	13/04/2023	Payment	159377	Bacs	-1419.22	Brauncewell Quarries Ltd
CAR003	13/04/2023	Payment	246657	Bacs	-1290.24	Carrier Rental Systems
CEF001	13/04/2023	Payment	BOS/339435	Bacs	-3.80	CEF (Boston)
COP002	13/04/2023	Payment	INV-57068	Bacs	-138.55	Cope Safety Management Ltd.
DRA003	13/04/2023	Payment	229038	Bacs	-3898.44	Drayton Welding
ENG001	13/04/2023	Payment	58801	Bacs	-25177.29	Engineering & Hire Ltd
ESS001	13/04/2023	Payment	2776	Bacs	-111.52	Essential Supplies Lincs
EVA001	13/04/2023	Payment	IDB083	Bacs	-390.00	Noel Evans Window Cleaning
FOV001	13/04/2023	Payment	SINV00062284	Bacs	-50.72	Fovia Office
GUA001	13/04/2023	Payment	10588	Bacs	-195.00	Guardian Press (Boston) Ltd
HAV001	13/04/2023	Payment	506	Bacs	-1200.00	Haverholme Partnership
HIL002	13/04/2023	Payment	168501	Bacs	-782.20	Charles H Hill Ltd
HUW001	13/04/2023	Payment	IE096686	Bacs	-264.24	Huws Gray (Buildbase)
IDS001	13/04/2023	Payment	50994	Bacs	-84000.00	iD Specialist Machinery
INS002	13/04/2023	Payment	10014356-2023	Bacs	-140.00	Institute of Leadership&Mngmnt
LAN004	13/04/2023	Payment	51345	Bacs	-156.00	Land & Water Plant Ltd
LOG001	13/04/2023	Payment	017244	Bacs	-2436.84	Logical Concrete Ltd
MAI002	13/04/2023	Payment	2023 Lagoon	Bacs	-5460.00	H J Mair and Sons
MOT001	13/04/2023	Payment	BTT206036	Bacs	-43.52	Motor Parts Direct Limited

Account	Date	Type	Ref 1	Ref 2	Value	Details
PER003	13/04/2023	Payment	22306	Bacs	-3787.60	Perfect Circle JV Ltd
SHA006	13/04/2023	Payment	1166	Bacs	-4800.00	L A Sharpe Ltd
TFM001	13/04/2023	Payment	277052	Bacs	-1042.62	TFM Supplies
WIT001	13/04/2023	Payment	INV04818	Bacs	-392.70	Witham Fourth IDB
WIT002	13/04/2023	Payment	I00191158	Bacs	-1740.00	Witham Oil & Paint
WMP001	13/04/2023	Payment	5744	Bacs	-18750.00	W M Plant Hire Ltd
WOO001	13/04/2023	Payment	985119	Bacs	-121.57	WBM Office Solutions Limited
ZEN001	13/04/2023	Payment	12299643	Bacs	-534.00	ESS Safeforce
AMA001	27/04/2023	Payment	GB32V5RABEY	Bacs	-55.94	Amazon Business EU
ARC005	27/04/2023	Payment	61490	Bacs	-6128.40	Archer Ecology Ltd
ASH001	27/04/2023	Payment	24362299	Bacs	-568.06	Sunbelt Rentals Ltd
BAR007	27/04/2023	Payment	112271a	Bacs	-2082.03	Simon Barker Services Ltd
BOS022	27/04/2023	Payment	40002087	Bacs	-1194.00	Boston Borough Council (Waste)
CEF001	27/04/2023	Payment	BOS/340395	Bacs	-110.70	CEF (Boston)
CHI002	27/04/2023	Payment	209593	Bacs	-1375.37	Chisleths Ltd
COU003	27/04/2023	Payment	INV-1762	Bacs	-120.00	A Country Kitchen
CRA004	27/04/2023	Payment	22859	Bacs	-331.42	Craftwork Engineering Ltd
CRP001	27/04/2023	Payment	BSIDBWINDOWS21/04/23	Bacs	-40.00	C & R Property Services
ENV001	27/04/2023	Payment	EST000010391A	Bacs	-10.00	Environment Agency
ESS001	27/04/2023	Payment	2844	Bacs	-451.56	Essential Supplies Lincs
GRA002	27/04/2023	Payment	S8234	Bacs	-1216.51	Grays of Holbeach Ltd
HBP001	27/04/2023	Payment	SIN061634	Bacs	-1014.66	HBP Systems Ltd
HGV001	27/04/2023	Payment	VBCV374084	Bacs	-58.99	Alliance Automotive T/A CV Com
LIN002	27/04/2023	Payment	2004360010	Bacs	-262.79	Lincolnshire C C Pension Fund
MAS001	27/04/2023	Payment	ESI002682	Bacs	-86.40	Mastenbroek Environmental Ltd
MOT001	27/04/2023	Payment	BTT206480	Bacs	-248.97	Motor Parts Direct Limited
NFU001	27/04/2023	Payment	1156301609	Bacs	-293.16	NFU Insurance
ORI001	27/04/2023	Payment	INV101540	Bacs	-15661.06	Oriel Systems Ltd
POC003	27/04/2023	Payment	709	Bacs	-4335.00	R Pocklington Ltd
RUS002	27/04/2023	Payment	0770	Bacs	-86.12	RUSSFUSS UK
SHI001	27/04/2023	Payment	IN41785	Bacs	-126.00	Shire Toilet Hire Ltd
TMC001	27/04/2023	Payment	23990	Bacs	-342.00	TMC Lifting
TRA006	27/04/2023	Payment	1368581838	Bacs	-99.83	Trade UK



Account	Date	Type	Ref 1	Ref 2	Value	Details
WRE001	27/04/2023	Payment	INV-0318	Bacs	-840.00	Water Resources East Ltd
BAR005	11/04/2023	Payment	P01	Direct Deb	-18.54	Barclaycard Merchant Services
BAR005	11/04/2023	Payment	P01	Direct Deb	-22.21	Barclaycard Merchant Services
PIT001	12/04/2023	Payment	P01	Direct Deb	-819.20	Pitney Bowes Ltd
TOM002	13/04/2023	Payment	P01	Direct Deb	-196.56	TomTom
PAY001	17/04/2023	Payment	P01	Direct Deb	-13.20	takepayments Limited
WOL001	20/04/2023	Payment	P01	Direct Deb	-17000.31	Woldmarsh Producers Ltd
BRI005	25/04/2023	Payment	P01	Direct Deb	-483.91	British Telecom DD
BOC001	25/04/2023	Payment	P01	Direct Deb	-737.01	BOC
NAT004	28/04/2023	Payment	P01	Direct Deb	-4.90	Natwest
NAT004	28/04/2023	Payment	P01	Direct Deb	-5.25	Natwest
EVE002	28/04/2023	Payment	P01	Direct Deb	-1099.23	Everything Everywhere
BOS001	28/04/2023	Payment	P01	Direct Deb	-2741.00	Boston Borough Council (Rates)

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-233311.52	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-233311.52	

**Payments**

Bacs	-210170.20	Cheque		Direct Deb	-23141.32	Chargecard
Bulk Bacs						

**Adjustments**

Disc		Contra SL				
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**Refunds**

Refund



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Chief Executive



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Finance Manager

**Black Sluice Internal Drainage Board**

Printed on 01/06/2023 at 12:12 by JB2

From 01/05/2023 To 31/05/2023

**Purchase Ledger Payments & Adjustments****Black Sluice Internal Drainage Board****Payments & Adjustments From 01/05/2023 To 31/05/2023**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	11/05/2023	Payment	535913	Bacs	-13.10	Alarmline Security Ltd
AMA001	11/05/2023	Payment	GB3WNXABEC	Bacs	-85.01	Amazon Business EU
ASS001	11/05/2023	Payment	3610	Bacs	-972.00	Assoc. of Drainage Authorities
BRA002	11/05/2023	Payment	159845	Bacs	-340.00	Brauncewell Quarries Ltd
COLA001	11/05/2023	Payment	4926	Bacs	-1800.00	Cola Training Services
COP002	11/05/2023	Payment	INV-57236	Bacs	-138.55	Cope Safety Management Ltd.
DIC001	11/05/2023	Payment	INV-7614	Bacs	-385.00	D & J Dickinson
DSE001	11/05/2023	Payment	DS1050	Bacs	-355.20	DS Engineering
ESS001	11/05/2023	Payment	2962	Bacs	-295.04	Essential Supplies Lincs
EVA001	11/05/2023	Payment	IDB084	Bacs	-355.00	Noel Evans Window Cleaning
FOV001	11/05/2023	Payment	SINV00062861	Bacs	-144.90	Fovia Office
HGV001	11/05/2023	Payment	VBCV374900	Bacs	-29.08	Alliance Automotive T/A CV Com
HUW001	11/05/2023	Payment	IE304017	Bacs	-445.90	Huws Gray (Buildbase)
IDS001	11/05/2023	Payment	51072	Bacs	-11850.26	iD Specialist Machinery
INL001	11/05/2023	Payment	P01	Bacs	-38763.34	HM Revenue & Customs
JEW001	11/05/2023	Payment	0170/00107424	Bacs	-46.98	Jewson Limited
KIO001	11/05/2023	Payment	SIP-1447022	Bacs	-75.86	Kiowa Ltd
LAR001	11/05/2023	Payment	74859	Bacs	-1576.80	Ray Larrington Hydraulics
LIN002	11/05/2023	Payment	P01	Bacs	-40425.47	Lincolnshire C C Pension Fund
LON003	11/05/2023	Payment	0020/00021288	Bacs	-182.34	Longwater Construction
MAS001	11/05/2023	Payment	ESI002719	Bacs	-2828.53	Mastenbroek Environmental Ltd
PER003	11/05/2023	Payment	22307	Bacs	-10062.25	Perfect Circle JV Ltd
ROS001	11/05/2023	Payment	00032685	Bacs	-4.00	Rossendales Ltd
TFM001	11/05/2023	Payment	277641	Bacs	-1271.24	TFM Supplies
TRA006	11/05/2023	Payment	1372000194	Bacs	-157.75	Trade UK
WIT001	11/05/2023	Payment	INV04821	Bacs	-1178.10	Witham Fourth IDB
WOO001	11/05/2023	Payment	985386	Bacs	-258.91	WBM Office Solutions Limited

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	23/05/2023	Payment	P02	Bacs	-423.39	CROP LOSS
CRO004	23/05/2023	Payment	P02	Bacs	-128.12	CROP LOSS
CRO004	23/05/2023	Payment	P02	Bacs	-46.18	CROP LOSS
CRO004	23/05/2023	Payment	P02	Bacs	-218.51	CROP LOSS
CRO004	23/05/2023	Payment	P02	Bacs	-534.83	CROP LOSS
CRO004	23/05/2023	Payment	P02	Bacs	-45.59	CROP LOSS
CRO004	24/05/2023	Payment	P02	Bacs	-78.32	CROP LOSS
AMA001	25/05/2023	Payment	GB-507113495-2023-34	Bacs	-21.89	Amazon Business EU
ANG102	25/05/2023	Payment	11989309	Bacs	-13.80	Anglian Water (Holland Fen PS)
ASH001	25/05/2023	Payment	24515688	Bacs	-1236.05	Sunbelt Rentals Ltd
AZT001	25/05/2023	Payment	004359	Bacs	-114.00	Aztec Signs
BUS002	25/05/2023	Payment	BO213681	Bacs	-69.55	B A Bush & Sons Ltd
CHI002	25/05/2023	Payment	210752	Bacs	-737.57	Chisletts Ltd
CRA004	25/05/2023	Payment	23075	Bacs	-41.73	Craftwork Engineering Ltd
EPT002	25/05/2023	Payment	SI-1640	Bacs	-6975.79	Darren Epton. Joiner & Buildin
ESS001	25/05/2023	Payment	3071	Bacs	-1002.88	Essential Supplies Lincs
HAL005	25/05/2023	Payment	46039	Bacs	-128.28	Hallgate (Lincs) Limited
INL001	25/05/2023	Payment	P11D(b)2022/2023	Bacs	-871.80	HM Revenue & Customs
INT002	25/05/2023	Payment	6215	Bacs	-84.00	InterLec
IRE001	25/05/2023	Payment	228314	Bacs	-3259.67	Irelands Farm Machinery Ltd
LIN002	25/05/2023	Payment	2004361829	Bacs	-270.22	Lincolnshire C C Pension Fund
LOG001	25/05/2023	Payment	017959	Bacs	-427.25	Logical Concrete Ltd
MAS001	25/05/2023	Payment	ESI002734	Bacs	-135.89	Mastenbroek Environmental Ltd
PEO001	25/05/2023	Payment	CI24326	Bacs	-264.60	Rocksure Systems T/APeoplesaf
SHI001	25/05/2023	Payment	IN42605	Bacs	-68.16	Shire Toilet Hire Ltd
SIL001	25/05/2023	Payment	IN587497	Bacs	-11.98	Silt Side Services Ltd
STA005	25/05/2023	Payment	12475	Bacs	-5783.40	Stark Connect Ltd
TRA002	25/05/2023	Payment	0458 AKK837	Bacs	-71.87	Travis Perkins Trading Co Ltd.
TRA006	25/05/2023	Payment	1375825682	Bacs	-83.98	Trade UK
WIT001	25/05/2023	Payment	INV04979	Bacs	-369.60	Witham Fourth IDB
WIT002	25/05/2023	Payment	INV/2023/05/0275	Bacs	-1050.43	Witham Oil & Paint
ENV001	30/05/2023	Payment	PAL2023-223524	Bacs	-138276.00	Environment Agency
RIC001	30/05/2023	Payment	6794	Bacs	-12684.00	CW Richardson & Sons

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-289569.94	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-289569.94	

**Payments**

Bacs	-289569.94	Cheque		Direct Deb		Chargecard
Bulk Bacs						

**Adjustments**

Disc		Contra SL				
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**Refunds**

Refund



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Chief Executive



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Finance Manager

Woldmarsh Invoice Jan 2023

Supplier	Net	VAT	Gross	Codes	From	To	Actual/Estimate	
Npower Ltd	-387.20	-19.36	-406.56	2003	2020	01/11/2022	30/11/2022	H/H
Npower Ltd	184.37	9.22	193.59	2003	2014	01/10/2022	31/10/2022	Actual
Npower Ltd	135.02	6.75	141.77	2003	2023	01/11/2022	25/11/2022	Estimate
Npower Ltd	231.11	11.56	242.67	2003	2019	01/11/2022	25/11/2022	Actual
Npower Ltd	153.88	7.69	161.57	2003	2026	01/11/2022	25/11/2022	Actual
Npower Ltd	105.40	5.27	110.67	2003	2029	01/11/2022	25/11/2022	Actual
Npower Ltd	501.81	25.09	526.90	2003	2002	01/11/2022	25/11/2022	Actual
Npower Ltd	277.40	13.87	291.27	2003	2001	01/11/2022	25/11/2022	Actual
Npower Ltd	143.02	7.15	150.17	2003	2031	01/11/2022	25/11/2022	Actual
Npower Ltd	225.88	11.29	237.17	2003	2024	01/11/2022	25/11/2022	Actual
Npower Ltd	401.85	20.09	421.94	2003	2020	01/11/2022	30/11/2022	H/H
Npower Ltd	225.25	11.26	236.51	2003	2014	01/11/2022	25/11/2022	Actual
Npower Ltd	526.35	26.32	552.67	2003	2025	01/11/2022	25/11/2022	Actual
Npower Ltd	1821.66	364.33	2185.99	2003	5001	01/11/2022	25/11/2022	Estimate
Npower Ltd	335.45	16.77	352.22	2003	2033	01/11/2022	25/11/2022	Actual
Npower Ltd	371.24	18.56	389.80	2003	2027	01/11/2022	25/11/2022	Actual
Npower Ltd	90.70	4.54	95.24	2003	2034	01/11/2022	25/11/2022	Actual
Npower Ltd	269.01	13.45	282.46	2003	2015	01/11/2022	25/11/2022	Actual
Npower Ltd	116.29	5.81	122.10	2003	2008	01/11/2022	25/11/2022	Actual
Npower Ltd	1164.96	57.60	1222.56	2003	2032	01/10/2022	31/10/2022	H/H
Npower Ltd	533.72	26.68	560.40	2003	2009	01/10/2022	31/10/2022	H/H
Npower Ltd	742.79	148.56	891.35	2003	2020	01/12/2022	31/12/2022	H/H
Npower Ltd	2470.82	494.16	2964.98	2003	2028	01/10/2022	31/10/2022	H/H
Npower Ltd	1334.16	266.83	1600.99	2003	2005	26/10/2022	25/11/2022	H/H
Npower Ltd	1555.48	311.10	1866.58	2003	2011	01/11/2022	25/11/2022	H/H
Npower Ltd	861.55	172.31	1033.86	2003	2032	01/11/2022	25/11/2022	H/H
Npower Ltd	1806.47	361.29	2167.76	2003	2030	01/11/2022	25/11/2022	H/H
Npower Ltd	1766.08	353.22	2119.30	2003	2021/2022	01/11/2022	25/11/2022	H/H
Npower Ltd	1222.32	60.22	1282.54	2003	2004	01/10/2022	31/10/2022	H/H
Npower Ltd	515.26	24.87	540.13	2003	2013	01/10/2022	31/10/2022	H/H
Npower Ltd	1290.89	257.99	1548.88	2003	2006	01/10/2022	31/10/2022	H/H
Npower Ltd	1527.79	305.66	1833.45	2003	2011	01/10/2022	31/10/2022	H/H
Npower Ltd	1141.73	56.50	1198.23	2003	2010	01/10/2022	31/10/2022	H/H
Npower Ltd	1198.13	59.17	1257.30	2003	2012	01/10/2022	31/10/2022	H/H
Npower Ltd	316.85	15.84	332.69	2003	2016	01/10/2022	31/10/2022	H/H
Npower Ltd	436.33	20.20	456.53	2003	2018	01/10/2022	25/10/2022	H/H
Npower Ltd	370.00	18.50	388.50	2003	2017	01/10/2022	31/10/2022	H/H
Npower Ltd	378.57	18.64	397.21	2003	2003	01/10/2022	31/10/2022	H/H
Npower Ltd	966.00	193.20	1159.20	2003	2004	01/11/2022	25/11/2022	H/H
Npower Ltd	557.44	27.87	585.31	2003	2013	01/11/2022	25/11/2022	H/H
Npower Ltd	1289.80	257.96	1547.76	2003	2006	01/11/2022	25/11/2022	H/H
Npower Ltd	217.55	10.88	228.43	2003	2016	01/11/2022	25/11/2022	H/H
Npower Ltd	795.01	156.74	951.75	2003	2018	26/10/2022	25/11/2022	H/H
Npower Ltd	1067.91	213.58	1281.49	2003	2012	01/11/2022	25/11/2022	H/H
Npower Ltd	262.12	13.11	275.23	2003	2017	01/11/2022	25/11/2022	H/H
Npower Ltd	1867.50	373.50	2241.00	2003	2006	26/11/2022	25/12/2022	H/H
Npower Ltd	498.18	99.64	597.82	2003	2003	01/11/2022	25/11/2022	H/H
Npower Ltd	1280.12	256.02	1536.14	2003	2018	26/11/2022	25/12/2022	H/H
Npower Ltd	463.55	23.18	486.73	2003	2017	26/11/2022	25/12/2022	H/H
Npower Ltd	2352.78	470.56	2823.34	2003	2012	26/11/2022	25/12/2022	H/H
Npower Ltd	795.45	159.09	954.54	2003	2003	26/11/2022	25/12/2022	H/H
Npower Ltd	623.23	29.70	652.93	2003	2007	01/10/2022	31/10/2022	H/H
Npower Ltd	1106.39	221.28	1327.67	2003	2007	01/11/2022	25/11/2022	H/H
Npower Ltd	1523.79	304.76	1828.55	2003	2007	26/11/2022	25/12/2022	H/H
Npower Ltd	1988.49	399.70	2388.19	2003	2021/2022	01/10/2022	31/10/2022	H/H
Npower Ltd	1613.30	322.52	1935.82	2003	2030	01/10/2022	31/10/2022	H/H
Npower Ltd	1394.07	278.96	1673.03	2003	2005	01/10/2022	25/10/2022	H/H
Npower Ltd	1175.03	235.01	1410.04	2003	2010	01/11/2022	25/11/2022	H/H
Npower Ltd	2153.14	430.63	2583.77	2003	2028	01/11/2022	25/11/2022	H/H
Npower Ltd	488.51	24.43	512.94	2003	2009	01/11/2022	25/11/2022	H/H
Npower Ltd	2842.61	568.52	3411.13	2003	2028	26/11/2022	25/12/2022	H/H
Npower Ltd	2163.30	432.66	2595.96	2003	2010	26/11/2022	25/12/2022	H/H
Npower Ltd	915.28	201.55	1116.83	2003	2009	26/11/2022	25/12/2022	H/H
Npower Ltd	1796.45	359.29	2155.74	2003	2021/2022	26/11/2022	25/12/2022	H/H
Npower Ltd	1550.36	310.07	1860.43	2003	2004	26/11/2022	25/12/2022	H/H
Npower Ltd	1990.65	398.13	2388.78	2003	2030	26/11/2022	25/12/2022	H/H
Npower Ltd	2320.12	464.02	2784.14	2003	2005	26/11/2022	25/12/2022	H/H
Npower Ltd	1459.04	310.31	1769.35	2003	2013	26/11/2022	25/12/2022	H/H
Npower Ltd	2699.66	539.93	3239.59	2003	2011	26/11/2022	25/12/2022	H/H
Npower Ltd	1123.68	224.74	1348.42	2003	2032	26/11/2022	25/12/2022	H/H
Npower Ltd	521.99	26.10	548.09	2003	2016	26/11/2022	25/12/2022	H/H
UK Fuels Ltd	82.69	16.54	99.23	5006	9115			
UK Fuels Ltd	69.69	13.94	83.63	5006	9114			
UK Fuels Ltd	69.67	13.93	83.60	5006	9115			
UK Fuels Ltd	69.77	13.95	83.72	5006	9113			
UK Fuels Ltd	60.02	12.00	72.02	5006	9113			
UK Fuels Ltd	176.93	35.40	212.33	5006	9120			
UK Fuels Ltd	57.57	11.51	69.08	5006	9114			
UK Fuels Ltd	68.70	13.74	82.44	5006	9113			
UK Fuels Ltd	50.50	10.10	60.60	5006	9113			
UK Fuels Ltd	77.20	15.44	92.64	5006	9113			
UK Fuels Ltd	22.20	4.44	26.64	5006	9113			
UK Fuels Ltd	62.33	12.47	74.80	5006	9113			
UK Fuels Ltd	195.53	39.11	234.64	5006	9120			
UK Fuels Ltd	49.78	9.96	59.74	5006	9120			
UK Fuels Ltd	65.63	13.13	78.76	5006	9125			
UK Fuels Ltd	8.50	1.70	10.20	5006	9125			
UK Fuels Ltd	40.61	8.12	48.73	5006	9125			
UK Fuels Ltd	40.47	8.09	48.56	5006	9118			
UK Fuels Ltd	82.32	16.46	98.78	5006	9118			
UK Fuels Ltd	67.70	13.54	81.24	5006	9114			
UK Fuels Ltd	60.12	12.02	72.14	5006	9115			
UK Fuels Ltd	74.16	14.83	88.99	5006	9113			
UK Fuels Ltd	26.04	5.21	31.25	5006	9113			
UK Fuels Ltd	131.32	26.26	157.58	5006	9120			
UK Fuels Ltd	129.15	25.83	154.98	5006	9120			
UK Fuels Ltd	233.14	46.64	279.78	5006	9120			
UK Fuels Ltd	37.87	7.57	45.44	5006	9125			
UK Fuels Ltd	49.76	9.95	59.71	5006	9125			
UK Fuels Ltd	8.50	1.70	10.20	5006	9125			
UK Fuels Ltd	78.12	15.62	93.74	5006	9125			
UK Fuels Ltd	79.19	15.84	95.03	5006	9118			
Compass Energy	5148.00	1029.60	6177.60	C001				
Yu Energy	-204.58	-10.23	-214.81	2004	5001			
Yu Energy	-872.12	-43.61	-915.73	2004	5001			
Yu Energy	1293.88	64.69	1358.57	2004	5001			
Yu Energy	1293.88	64.69	1358.57	2004	5001			
Yu Energy	-1293.88	-64.69	-1358.57	2004	5001			
Woldmarsh	575.71	115.14	690.85	C001				

£ 78,501.00 £ 13,547.27 £ 92,048.27

Supplier	Net	VAT	Gross
Npower Ltd	70234.93	11926.64	82161.57
UK Fuels Ltd	2325.18	465.04	2790.22
Compass Energy	5148.00	1029.60	6177.60
Yu Energy	217.18	10.85	228.03
Woldmarsh	575.71	115.14	690.85

**Woldmarsh Invoice Feb 2023**

Supplier	Net	VAT	Gross	Codes	From	To	Actual/ Estimate	
Agri-Linc Ltd	1705.25	341.05	2046.30	A004				
Keyline Builders Merchants	4883.31	976.67	5859.98	4001	7667			
Noxdown Ltd	157.85	31.57	189.42	C001				
Npower Ltd	5272.89	1054.58	6327.47	2003	2005	26/12/2022	25/01/2023	H/H
Npower Ltd	2581.46	516.29	3097.75	2003	2010	26/12/2022	25/01/2023	H/H
Npower Ltd	1974.14	394.83	2368.97	2003	2012	26/12/2022	25/01/2023	H/H
Npower Ltd	775.58	175.33	950.91	2003	2017	26/12/2022	25/01/2023	H/H
Npower Ltd	754.07	174.42	928.49	2003	2016	26/12/2022	25/01/2023	H/H
Npower Ltd	1355.91	271.18	1627.09	2003	2003	26/12/2022	25/01/2023	H/H
Npower Ltd	3001.57	600.31	3601.88	2003	2007	26/12/2022	25/01/2023	H/H
Npower Ltd	4221.86	844.37	5066.23	2003	2021/2022	26/12/2022	25/01/2023	H/H
Npower Ltd	3989.90	797.98	4787.88	2003	2030	26/12/2022	25/01/2023	H/H
Npower Ltd	4577.15	915.43	5492.58	2003	2028	26/12/2022	25/01/2023	H/H
Npower Ltd	6123.73	1224.75	7348.48	2003	2006	26/12/2022	25/01/2023	H/H
Npower Ltd	7570.63	1514.13	9084.76	2003	2011	26/12/2022	25/01/2023	H/H
Npower Ltd	2227.87	445.57	2673.44	2003	2018	26/12/2022	25/01/2023	H/H
Npower Ltd	2588.95	517.79	3106.74	2003	2013	26/12/2022	25/01/2023	H/H
Npower Ltd	2328.59	465.72	2794.31	2003	2004	26/12/2022	25/01/2023	H/H
Npower Ltd	1864.20	372.84	2237.04	2003	2009	26/12/2022	25/01/2023	H/H
Npower Ltd	2616.20	523.24	3139.44	2003	2032	26/12/2022	25/01/2023	H/H
Total Aggregates Ltd	515.45	103.09	618.54	C001				
UK Fuels Ltd	61.40	12.28	73.68	5006	9117			
UK Fuels Ltd	75.73	15.15	90.88	5006	9114			
UK Fuels Ltd	70.70	14.14	84.84	5006	9115			
UK Fuels Ltd	77.62	15.52	93.14	5006	9113			
UK Fuels Ltd	68.96	13.79	82.75	5006	9113			
UK Fuels Ltd	44.73	8.95	53.68	5006	7669			
UK Fuels Ltd	103.57	20.71	124.28	5006	7669			
UK Fuels Ltd	105.68	21.14	126.81	5006	9120			
UK Fuels Ltd	132.17	26.43	158.60	5006	9120			
UK Fuels Ltd	53.20	10.65	63.86	5006	7669			
UK Fuels Ltd	47.72	9.54	57.26	5006	7669			
UK Fuels Ltd	8.50	1.70	10.20	5006	3008			
UK Fuels Ltd	24.79	4.96	29.75	5006	7669			
UK Fuels Ltd	77.29	15.46	92.75	5006	9113			
UK Fuels Ltd	272.63	54.53	327.16	5006	9120			
UK Fuels Ltd	77.56	15.51	93.07	5006	9125			
UK Fuels Ltd	50.61	10.12	60.73	5006	9125			
UK Fuels Ltd	8.50	1.70	10.20	5006	3008			
UK Fuels Ltd	86.18	17.24	103.42	5006	9118			
UK Fuels Ltd	48.87	9.77	58.64	5006	7669			
UK Fuels Ltd	75.28	15.06	90.34	5006	9113			
UK Fuels Ltd	185.56	37.10	222.66	5006	9120			
UK Fuels Ltd	208.23	41.65	249.88	5006	9120			
UK Fuels Ltd	81.39	16.28	97.67	5006	9125			
UK Fuels Ltd	80.46	16.09	96.55	5006	9115			
UK Fuels Ltd	68.95	13.79	82.74	5006	9113			
UK Fuels Ltd	201.72	40.35	242.07	5006	9120			
UK Fuels Ltd	8.51	1.70	10.21	5006	3008			
UK Fuels Ltd	68.51	13.70	82.21	5006	9118			
Yu Energy	461.14	23.06	484.20	2004	5001			

£ 64,022.72    £ 12,779.21    £ 76,801.93

Supplier	Net	VAT	Gross
Agri-Linc Ltd	1705.25	341.05	2046.30
Keyline Builders Merchants	4883.31	976.67	5859.98
Noxdown Ltd	157.85	31.57	189.42
Npower Ltd	53824.70	10808.76	64633.46
Total Aggregates Ltd	515.45	103.09	618.54
UK Fuels Ltd	2475.02	495.01	2970.03
Yu Energy	461.14	23.06	484.20

**Woldmarsh Invoice March 2023**

Supplier	Net	VAT	Gross	Codes	From	To	Actual/ Estimate
B A Bush & Son Ltd	16.95	3.39	20.34	5001 9116			
H & L Services Ltd	604.26	120.84	725.10	3008 5001			
Npower Ltd	-1118.78	-254.65	-1373.43	2003 2020	01/01/2023	31/01/2023	H/H
Npower Ltd	-176.21	-67.32	-243.53	2003 2004	26/01/2023	25/02/2023	H/H
Npower Ltd	-989.86	-199.82	-1189.68	2003 2010	26/01/2023	25/02/2023	H/H
Npower Ltd	-602.42	-122.56	-724.98	2003 2012	26/01/2023	25/02/2023	H/H
Npower Ltd	249.09	18.71	267.80	2003 2030	26/01/2023	25/02/2023	H/H
Npower Ltd	-491.59	-128.32	-619.91	2003 2021/2022	26/01/2023	25/02/2023	H/H
Npower Ltd	154.60	-0.33	154.27	2003 2018	26/01/2023	25/02/2023	H/H
Npower Ltd	-37.57	-8.32	-45.89	2003 2013	26/01/2023	25/02/2023	H/H
Npower Ltd	-794.18	-161.28	-955.46	2003 2005	26/01/2023	25/02/2023	H/H
Npower Ltd	-179.08	6.20	-172.88	2003 2009	26/01/2023	25/02/2023	H/H
Npower Ltd	214.84	11.36	226.20	2003 2028	26/01/2023	25/02/2023	H/H
Npower Ltd	-437.69	-119.75	-557.44	2003 2032	26/01/2023	25/02/2023	H/H
Npower Ltd	-377.50	-107.95	-485.45	2003 2011	26/01/2023	25/02/2023	H/H
Npower Ltd	200.56	51.02	251.58	2003 2016	26/01/2023	25/02/2023	H/H
Npower Ltd	-87.34	36.40	-50.94	2003 2003	26/01/2023	25/02/2023	H/H
Npower Ltd	82.53	-14.79	67.74	2003 2006	26/01/2023	25/02/2023	H/H
Npower Ltd	-19.48	21.52	2.04	2003 2017	26/01/2023	25/02/2023	H/H
Npower Ltd	228.12	13.68	241.80	2003 2007	26/01/2023	25/02/2023	H/H
Npower Ltd	1118.78	254.65	1373.43	2003 2020	01/01/2023	31/01/2023	H/H
Npower Ltd	176.21	67.32	243.53	2003 2004	26/01/2023	25/02/2023	H/H
Npower Ltd	989.86	199.82	1189.68	2003 2010	26/01/2023	25/02/2023	H/H
Npower Ltd	602.42	122.56	724.98	2003 2012	26/01/2023	25/02/2023	H/H
Npower Ltd	-249.09	-18.71	-267.80	2003 2030	26/01/2023	25/02/2023	H/H
Npower Ltd	491.59	128.32	619.91	2003 2021/2022	26/01/2023	25/02/2023	H/H
Npower Ltd	-154.60	0.33	-154.27	2003 2018	26/01/2023	25/02/2023	H/H
Npower Ltd	37.57	8.32	45.89	2003 2013	26/01/2023	25/02/2023	H/H
Npower Ltd	794.18	161.28	955.46	2003 2005	26/01/2023	25/02/2023	H/H
Npower Ltd	179.08	-6.20	172.88	2003 2009	26/01/2023	25/02/2023	H/H
Npower Ltd	-214.84	-11.36	-226.20	2003 2028	26/01/2023	25/02/2023	H/H
Npower Ltd	437.69	119.75	557.44	2003 2032	26/01/2023	25/02/2023	H/H
Npower Ltd	377.50	107.95	485.45	2003 2011	26/01/2023	25/02/2023	H/H
Npower Ltd	-200.56	-51.02	-251.58	2003 2016	26/01/2023	25/02/2023	H/H
Npower Ltd	87.34	-36.40	50.94	2003 2003	26/01/2023	25/02/2023	H/H
Npower Ltd	-82.53	14.79	-67.74	2003 2006	26/01/2023	25/02/2023	H/H
Npower Ltd	19.48	-21.52	-2.04	2003 2017	26/01/2023	25/02/2023	H/H
Npower Ltd	-228.12	-13.68	-241.80	2003 2007	26/01/2023	25/02/2023	H/H
Npower Ltd	198.69	9.93	208.62	2003 2020	01/02/2023	28/02/2023	H/H
Npower Ltd	1115.32	253.96	1369.28	2003 2020	01/01/2023	31/01/2023	H/H
Npower Ltd	170.35	66.14	236.49	2003 2004	26/01/2023	25/02/2023	H/H
Npower Ltd	986.16	199.08	1185.24	2003 2010	26/01/2023	25/02/2023	H/H
Npower Ltd	598.72	121.82	720.54	2003 2012	26/01/2023	25/02/2023	H/H
Rix Petroleum Ltd	5532.80	1106.56	6639.36	C001			
Total Aggregates	483.40	96.68	580.08	C001			
UK Fuels Ltd	56.66	11.33	67.99	5006 9117			
UK Fuels Ltd	60.11	12.02	72.13	5006 9114			
UK Fuels Ltd	60.55	12.11	72.66	5006 9113			
UK Fuels Ltd	63.97	12.79	76.76	5006 9113			
UK Fuels Ltd	168.92	33.78	202.70	5006 9120			
UK Fuels Ltd	198.35	39.67	238.02	5006 9120			
UK Fuels Ltd	65.11	13.02	78.13	5006 9125			
UK Fuels Ltd	119.91	23.98	143.89	5006 3006			
UK Fuels Ltd	40.31	8.06	48.37	5006 1138			
UK Fuels Ltd	93.12	18.62	111.74	5006 3006			
UK Fuels Ltd	73.59	14.72	88.31	5006 9118			
UK Fuels Ltd	73.54	14.71	88.25	5006 9117			
UK Fuels Ltd	62.18	12.44	74.62	5006 9114			
UK Fuels Ltd	71.32	14.26	85.58	5006 9115			
UK Fuels Ltd	66.51	13.30	79.81	5006 9113			
UK Fuels Ltd	189.87	37.97	227.84	5006 9120			
UK Fuels Ltd	220.13	44.03	264.16	5006 9120			
UK Fuels Ltd	66.45	13.29	79.74	5006 9125			
UK Fuels Ltd	15.66	3.13	18.79	5006 3008			
UK Fuels Ltd	8.50	1.70	10.20	5006 3008			
UK Fuels Ltd	68.70	13.74	82.44	5006 9118			
UK Fuels Ltd	61.03	12.21	73.24	5006 9114			
UK Fuels Ltd	56.27	11.25	67.52	5006 9115			
UK Fuels Ltd	63.49	12.70	76.19	5006 9113			
UK Fuels Ltd	180.81	36.16	216.97	5006 9120			
UK Fuels Ltd	35.56	7.11	42.67	5006 3008			
UK Fuels Ltd	83.46	16.69	100.15	5006 9125			
UK Fuels Ltd	47.70	9.54	57.24	5006 9117			
UK Fuels Ltd	59.16	11.83	70.99	5006 9114			
UK Fuels Ltd	68.99	13.80	82.79	5006 9115			
UK Fuels Ltd	73.99	14.80	88.79	5006 9118			
UK Fuels Ltd	53.66	10.73	64.39	5006 9113			
UK Fuels Ltd	58.87	11.77	70.64	5006 9113			
UK Fuels Ltd	221.34	44.28	265.62	5006 9120			
UK Fuels Ltd	125.48	25.11	150.59	5006 9120			
UK Fuels Ltd	89.01	17.80	106.81	5006 9125			
UK Fuels Ltd	114.84	22.97	137.81	5006 3006			
UK Fuels Ltd	95.91	19.18	115.09	5006 3006			
UK Fuels Ltd	8.51	1.70	10.21	5006 3008			
UK Fuels Ltd	75.96	15.19	91.15	5006 9125			
UK Fuels Ltd	80.83	16.17	97.00	5006 9117			
UK Fuels Ltd	57.78	11.56	69.34	5006 9114			
UK Fuels Ltd	67.03	13.41	80.44	5006 9115			
UK Fuels Ltd	69.22	13.84	83.06	5006 9113			
UK Fuels Ltd	56.05	11.21	67.26	5006 9113			
UK Fuels Ltd	88.30	17.66	105.96	5006 3006			
UK Fuels Ltd	201.22	40.23	241.45	5006 9120			
UK Fuels Ltd	97.06	19.41	116.47	5006 3006			
UK Fuels Ltd	99.53	19.91	119.44	5006 3006			
UK Fuels Ltd	122.81	24.56	147.37	5006 3006			
UK Fuels Ltd	72.07	14.41	86.48	5006 3006			

£ 14,136.05    £ 2,864.26    £ 17,000.31

Supplier	Net	VAT	Gross
B A Bush & Son Ltd	16.95	3.39	20.34
H & L Services Ltd	604.26	120.84	725.10
Npower Ltd	3069.24	650.93	3720.17
Rix Petroleum Ltd	5532.80	1106.56	6639.36
Total Aggregates	483.40	96.68	580.08
UK Fuels Ltd	4429.40	885.86	5315.26



Waldmarsh Invoice April 2023

Supplier	Net	VAT	Gross	Codes	From	To	Actual/ Estimate	
Waldmarsh	1315.32	267.06	1602.38	C001				
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2001			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2003			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2009			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2010			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2015			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2016			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2021			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2023			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2024			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2026			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2027			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2028			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2029			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2030			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2031			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2033			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2034			
The Battery Warehouse Ltd	26.75	5.35	32.10	S104	2037			
Braunton Quarries Ltd	586.80	117.36	704.16	A001	1138			
Certain Energy UK Ltd	3779.70	755.94	4535.64	C001				
Noxdown Limited	218.30	51.66	309.96	C001				
Npower Ltd	101.14	20.23	121.37	2003	26/02/2023	25/03/2023	Actual	
Npower Ltd	78.62	3.93	82.55	2003	2026	01/11/2022	25/11/2022	Actual
Npower Ltd	187.23	8.36	175.59	2003	2027	01/11/2022	25/11/2022	Actual
Npower Ltd	456.27	26.74	483.01	2003	2020	01/03/2021	31/03/2021	Actual
Npower Ltd	148.64	12.43	261.07	2003	2001	01/11/2021	25/11/2021	Actual
Npower Ltd	-202.68	-51.38	-254.06	2003	2016	26/01/2021	25/02/2021	Actual
Npower Ltd	373.00	107.05	480.05	2003	2011	26/01/2021	25/02/2021	Actual
Npower Ltd	486.01	122.20	613.21	2003	2021/2022	26/01/2021	25/02/2021	Actual
Npower Ltd	-234.47	-14.95	-249.42	2003	2001	26/01/2021	25/02/2021	Actual
Npower Ltd	-18.17	-21.74	-3.57	2003	2017	26/01/2021	25/02/2021	Actual
Npower Ltd	85.22	-36.77	48.45	2003	2003	26/01/2021	25/02/2021	Actual
Npower Ltd	178.00	6.39	171.61	2003	2009	26/01/2021	25/02/2021	Actual
Npower Ltd	-91.54	12.99	-78.55	2003	2006	26/01/2021	25/02/2021	Actual
Npower Ltd	-161.49	-1.05	-162.54	2003	2018	26/01/2021	25/02/2021	Actual
Npower Ltd	435.02	119.21	554.23	2003	2024	26/01/2021	25/02/2021	Actual
Npower Ltd	-138.99	4.21	-133.78	2003	2028	26/01/2021	25/02/2021	Actual
Npower Ltd	762.49	154.94	917.43	2003	2005	26/01/2021	25/02/2021	Actual
Npower Ltd	325.52	7.31	39.83	2003	2013	26/01/2021	25/02/2021	Actual
Npower Ltd	-217.86	-20.10	-377.36	2003	2030	26/01/2021	25/02/2021	Actual
Npower Ltd	2144.97	428.41	2573.38	2003	2010	26/02/2021	25/03/2021	Actual
Npower Ltd	1079.26	215.85	1295.11	2003	2021/2022	26/02/2021	25/03/2021	Actual
Npower Ltd	111.03	141.67	852.70	2003	2005	26/02/2021	25/03/2021	Actual
Npower Ltd	1202.76	248.71	1464.47	2003	2011	26/02/2021	25/03/2021	Actual
Npower Ltd	1507.96	220.89	1728.85	2003	2018	26/02/2021	25/03/2021	Actual
Npower Ltd	517.06	27.50	509.56	2003	2032	26/02/2021	25/03/2021	Actual
Npower Ltd	264.99	16.16	281.15	2003	2012	26/02/2021	25/03/2021	Actual
Npower Ltd	610.11	142.73	752.84	2003	2009	26/02/2021	25/03/2021	Actual
Npower Ltd	189.47	12.14	181.61	2003	2016	26/02/2021	25/03/2021	Actual
Npower Ltd	302.46	40.49	362.95	2003	2030	26/02/2021	25/03/2021	Actual
Npower Ltd	1402.08	283.87	1703.95	2003	2006	26/02/2021	25/03/2021	Actual
Npower Ltd	1369.87	273.25	1643.12	2003	2004	26/02/2021	25/03/2021	Actual
Npower Ltd	1550.36	310.08	1860.44	2003	2011	26/02/2021	25/03/2021	Actual
Npower Ltd	935.72	187.14	1122.86	2003	2028	26/02/2021	25/03/2021	Actual
Npower Ltd	546.40	108.64	655.04	2003	2007	26/02/2021	25/03/2021	Actual
Npower Ltd	112.76	5.64	118.40	2003	2019	01/11/2021	25/11/2021	Actual
Npower Ltd	617.31	157.46	794.77	2003	2008	26/12/2021	25/01/2022	Actual
Npower Ltd	477.80	125.56	603.36	2003	2014	26/12/2021	25/01/2022	Actual
Npower Ltd	256.84	81.37	338.21	2003	2024	26/12/2021	25/01/2022	Actual
Npower Ltd	239.45	11.97	251.42	2003	2026	26/12/2021	25/01/2022	Actual
Npower Ltd	-73.80	3.81	-69.99	2003	2029	26/12/2021	25/01/2022	Actual
Npower Ltd	112.35	5.52	115.87	2003	2044	26/12/2021	25/01/2022	Actual
Npower Ltd	2614.47	534.89	3209.36	2003	5001	26/12/2021	25/01/2022	Estimate
Npower Ltd	70.08	3.50	73.58	2003	2023	01/11/2022	25/11/2022	Estimate
Npower Ltd	112.30	5.62	117.92	2003	2024	01/11/2022	25/11/2022	Estimate
Npower Ltd	46.21	2.31	48.52	2003	2036	01/11/2022	25/11/2022	Estimate
Npower Ltd	138.07	6.90	144.97	2003	2034	01/11/2022	25/11/2022	Estimate
Npower Ltd	818.66	163.73	982.39	2003	5001	01/11/2022	25/11/2022	Estimate
Npower Ltd	111.25	7.19	119.34	2003	2001	01/11/2022	25/11/2022	Actual
Npower Ltd	312.25	16.15	339.40	2003	2025	01/11/2022	25/11/2022	Actual
Npower Ltd	78.47	3.92	82.39	2003	2031	01/11/2022	25/11/2022	Actual
Npower Ltd	53.92	2.70	56.62	2003	2029	01/11/2022	25/11/2022	Actual
Npower Ltd	100.70	5.04	105.74	2003	2032	01/11/2022	25/11/2022	Actual
Npower Ltd	201.46	10.07	211.53	2003	2008	26/01/2023	25/02/2023	Actual
Npower Ltd	235.52	11.78	247.30	2003	2014	26/01/2023	25/02/2023	Actual
Npower Ltd	142.87	7.15	150.02	2003	2019	26/01/2023	25/02/2023	Actual
Npower Ltd	89.36	4.47	93.83	2003	2023	26/01/2023	25/02/2023	Actual
Npower Ltd	183.58	9.18	192.76	2003	2024	26/01/2023	25/02/2023	Actual
Npower Ltd	633.87	126.77	760.64	2003	2023	26/01/2023	25/02/2023	Actual
Npower Ltd	414.67	7.08	448.75	2003	2026	26/01/2023	25/02/2023	Actual
Npower Ltd	216.40	10.82	227.22	2003	2027	26/01/2023	25/02/2023	Actual
Npower Ltd	69.45	3.47	72.92	2003	2029	26/01/2023	25/02/2023	Actual
Npower Ltd	214.31	10.71	225.02	2003	2033	26/01/2023	25/02/2023	Actual
Npower Ltd	115.38	5.77	121.15	2003	2033	26/01/2023	25/02/2023	Actual
Npower Ltd	56.97	2.85	59.82	2003	2034	26/01/2023	25/02/2023	Actual
Npower Ltd	74.45	3.72	78.17	2003	2001	26/01/2023	25/02/2023	Actual
Npower Ltd	314.87	62.97	377.84	2003	2015	26/01/2023	25/02/2023	Actual
Npower Ltd	1734.50	346.90	2081.40	2003	5001	26/01/2023	25/02/2023	Estimate
Npower Ltd	52.84	2.64	55.48	2003	2002	26/01/2023	25/02/2023	Actual
Npower Ltd	444.45	88.89	533.34	2003	2004	26/01/2023	25/02/2023	Actual
Npower Ltd	283.10	56.62	339.72	2003	2022	26/01/2023	25/03/2023	Actual
Npower Ltd	83.43	4.17	87.60	2003	2023	26/01/2023	25/03/2023	Actual
Npower Ltd	314.03	66.81	400.84	2003	2008	26/01/2023	25/03/2023	Actual
Npower Ltd	172.63	8.63	181.26	2003	2024	26/01/2023	25/03/2023	Actual
Npower Ltd	148.04	7.40	155.44	2003	2019	26/01/2023	25/03/2023	Actual
Npower Ltd	886.13	177.23	1063.36	2003	2025	26/01/2023	25/03/2023	Actual
Npower Ltd	61.97	3.10	65.07	2003	2026	26/01/2023	25/03/2023	Actual
Npower Ltd	118.58	5.93	124.51	2003	2001	26/02/2023	25/03/2023	Actual
Npower Ltd	143.34	7.17	150.51	2003	2033	26/02/2023	25/03/2023	Actual
Npower Ltd	152.83	7.64	158.37	2003	2026	26/02/2023	25/03/2023	Actual
Npower Ltd	517.62	107.52	645.14	2003	2018	26/02/2023	25/03/2023	Actual
Npower Ltd	207.77	10.39	218.16	2003	2031	26/02/2023	25/03/2023	Actual
Npower Ltd	974.11	194.82	1168.93	2003	5001	26/02/2023	25/03/2023	Actual
Npower Ltd	52.36	2.12	52.88	2003	2034	26/02/2023	25/03/2023	Actual
Npower Ltd	133.47	6.68	140.15	2003	2001	26/11/2022	25/12/2022	Actual
Npower Ltd	531.61	105.84	637.45	2003	2014	26/11/2022	25/12/2022	Actual
Npower Ltd	349.77	69.61	419.38	2003	2019	26/11/2022	25/12/2022	Actual
Npower Ltd	381.90	76.15	458.05	2003	2001	26/11/2022	25/12/2022	Actual
Npower Ltd	463.76	92.39	556.15	2003	2008	26/11/2022	25/12/2022	Actual
Npower Ltd	1111.19	226.23	1337.42	2003	5001	26/11/2022	25/12/2022	Estimate
Npower Ltd	518.92	103.78	622.70	2003	2015	26/11/2022	25/12/2022	Actual
Npower Ltd	217.27	13.98	231.25	2003	2023	26/11/2022	25/12/2022	Actual
Npower Ltd	78.16	3.99	83.15	2003	2029	26/11/2022	25/12/2022	Actual
Npower Ltd	360.14	71.53	431.67	2003	2027	26/11/2022	25/12/2022	Actual
Npower Ltd	324.43	18.40	342.83	2003	2031	26/11/2022	25/12/2022	Actual
Npower Ltd	237.61	15.76	253.37	2003	2024	26/11/2022	25/12/2022	Actual
Npower Ltd	197.61	11.69	209.30	2003	2026	26/11/2022	25/12/2022	Actual
Npower Ltd	735.36	146.14	881.50	2003	2029	26/11		

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**BOARD MEETING - 13 JUNE 2023**

**AGENDA ITEM 14(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 14<sup>th</sup> February 2023:

2023-B02	National Grid Electricity Distribution Endeavour Park Off Gilbert Drive BOSTON Lincs PE21 7TW	Redirection of existing LV Underground Cable & Installation of a below ground link box  Grid Refs: 532358, 341686  BSIDB W.C 6/23
2023-B03	National Grid Electricity Distribution Endeavour Park Off Gilbert Drive BOSTON Lincs PE21 7TW	Laying on new LV underground cable within 9 m of a Board maintained W.C  Grid Refs: 530125, 343113  BSIDB W.C 5/1 (New Hammond Beck)
2023-B04	National Grid Electricity Distribution Avonbank Feeder Road BRISTOL BS2 0TB	Install a new LV underground cable within 9m of BSIDB maintained open W.C  Grid Refs: 515442, 320792  BSIDB W.C 28/6
2023-B05	Openreach Ltd PP W3 Telephone House Peterborough PE1 1BA	Relocate/replace existing telecommunications overhead line poles within 9m of BSIDB maintained piped W.C  Grid Refs: 532942, 342426  BSIDB W.C 6/30
2023-B06	Mrs Helen Mills Woodside Cottage Wood Lane South Kyme LINCOLN LN4 4AB	Erection of boundary fence within 9m of Board maintained open watercourse  Grid Refs: 517005, 350000  BSIDB W.C 13/7

2023-B07	National Grid Electricity Distribution Endeavour Park Off Gilbert Drive BOSTON Lincs PE21 7TW	Replacement of overhead line pole & stay within 9m of Board maintained open watercourse  Grid Refs: 528025, 345510  BSIDB W.C 12/9
2023-B08	National Grid Electricity Distribution North Lincs Depot Unit B-E Deacon Road Industrial Estate LINCOLN LN2 4JB	Replacement & realignment of overhead line poles & stays within 9m of Board maintained open W.C  Grid Refs: 517767, 345922 518412, 346140 518928, 346312 519511, 346514 520006, 346740 520049, 347036 518624, 346760 518633, 347192  BSIDB W.C 9/2, 9/3, 9/6, 9/8, 9/9, 14/1

**(b) Culvert Consents**

The following culvert consents have been issued by the Board since 14<sup>th</sup> February 2023:

2023-C05	Mr P H Franks Primrose Hill Gipsey Bridge BOSTON Lincs PE22 7DA	Installation of piped abstraction infrastructure within the confines of a Board maintained W.C  Grid Refs: 525785, 346328  BSIDB maintained W.C 12/1 (North Forty Foot Drain)
2023-C06	Lincolnshire County Council Lancaster House Orchard Street LINCOLN LN1 1XX	Extension to existing piped culvert including a new headwall, & replacement of existing headwall, within an ordinary W.C  Grid Refs: 532590, 342485  Ordinary W.C

**(c) Development Agreements**

The following development agreements have been issued by the Board since 14<sup>th</sup> February 2023:

2023-D01	J J Mac Ltd Tilia House 2 Tilia Way BOURNE Lincs PE10 0QR	Discharge of surface water from a commercial development into ordinary W.C  Grid Ref: 512450, 320440  Ordinary (Non-Board maintained)
2023-D02	Mr David May C/O Orchard Park Caravan Park Frampton Lane Hubberts Bridge BOSTON Lincs PE20 3QU	Discharge of treated effluent into a piped W.C  Grid Refs: 527325, 343225  Ordinary (Non-Board maintained)

**(d) Land Drainage Consents**

The following land drainage consents have been issued by the Board since 14<sup>th</sup> February 2023:

2023-L02	H J Mair & Sons Home Farm 2 Grosvenor Road Billingborough SLEAFORD Lincs NG34 0QN	Installation of Land Drain Outfalls  Grid Ref: 514152, 334065  BSID W.C 19/5 (Birthorpe Drain)
2023-L03	T & R Warrick Fenleigh Farm Burty Fen Lane Pinchbeck SPALDING Lincs PE11 3SR	Installation of Land Drain Outfalls  Grid Ref: 523464, 327948  BSIDB W.C 22/28 (Burty Fen New Drain)
2023-L04	Pocklington Bros Ltd Dovecote Farm North Forty Foot Bank Wyberton Fen BOSTON Lincs PE21 8JS	Installation of Land Drain outfalls  Grid Ref: 520091, 348832 520275, 348557 520421, 348343  BSIDB W.C 14/9 (Maryland Mill Drain)

2023-L05	Lincs Drainage Co Ltd Fen Road Frampton Fen BOSTON Lincs PE20 1SD	Installation of Land Drain Outfalls  Grid Ref: 515850, 339050 515969, 338953  BSIDB W.C 16/1 (Engine Drain)
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(e) **Extended Area Consents**

The following extended area consents have been issued by the Board since 14<sup>th</sup> February 2023:

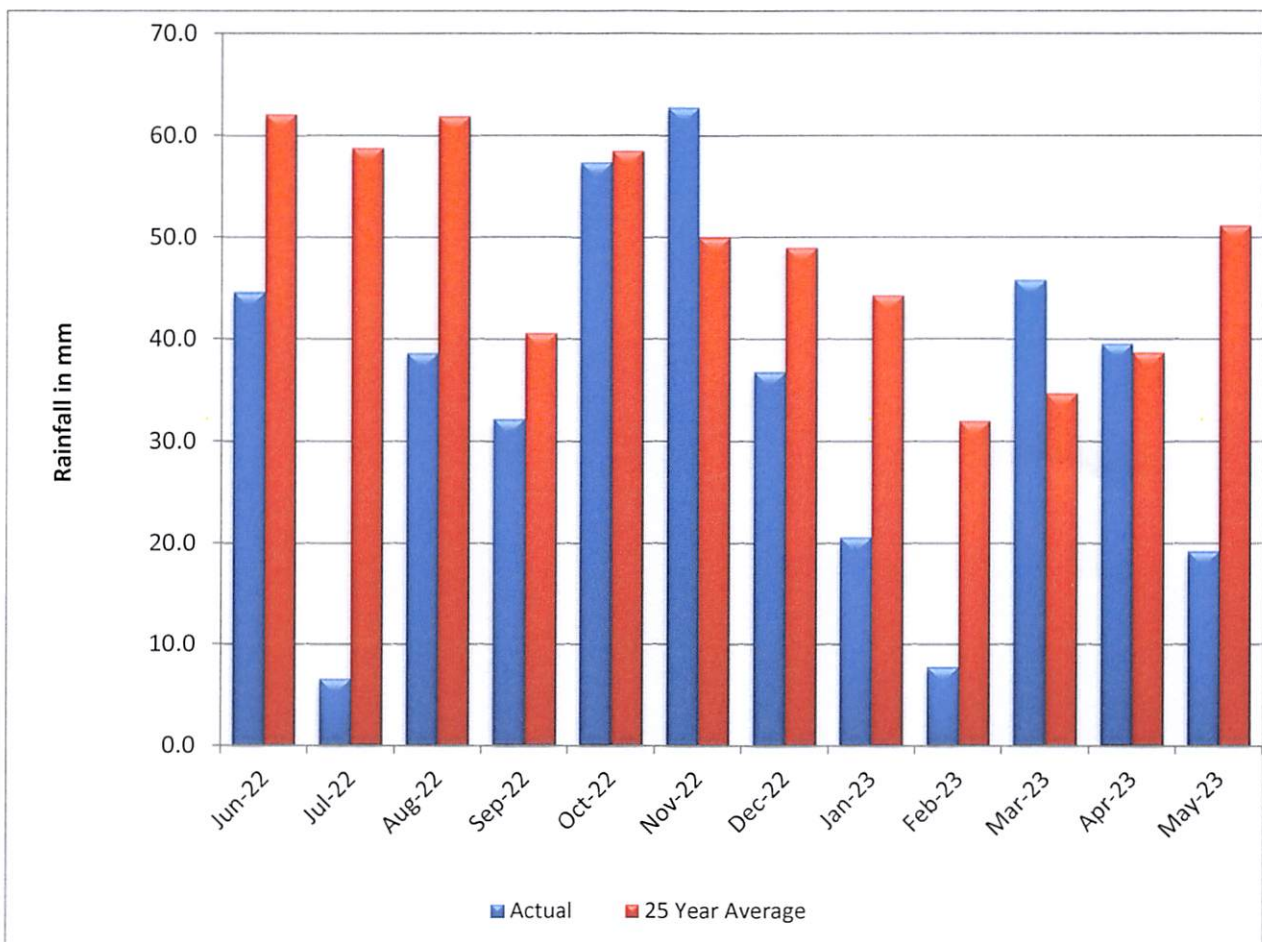
2023-X01	Hanby Farms Handby Lodge Farm Hanby GRANTHAM Lincs NG33 4HL	Installation of structures within ordinary W.C  Grid Refs: 504075, 333375 504065, 333195 504210, 332895  Ordinary W.C
2023-X02	M Casswell Church Farm Partners Dembleby SLEAFORD Lincs NG34 0EL	Installation of structures within ordinary W.C  Grid Refs: 503515, 338010 503583, 337988 503675, 337974 503816, 337927  Ordinary W.C

2. **Consent Applications / Contraventions**

There have been no consent applications/contraventions reported to the Board since 14<sup>th</sup> February 2023.

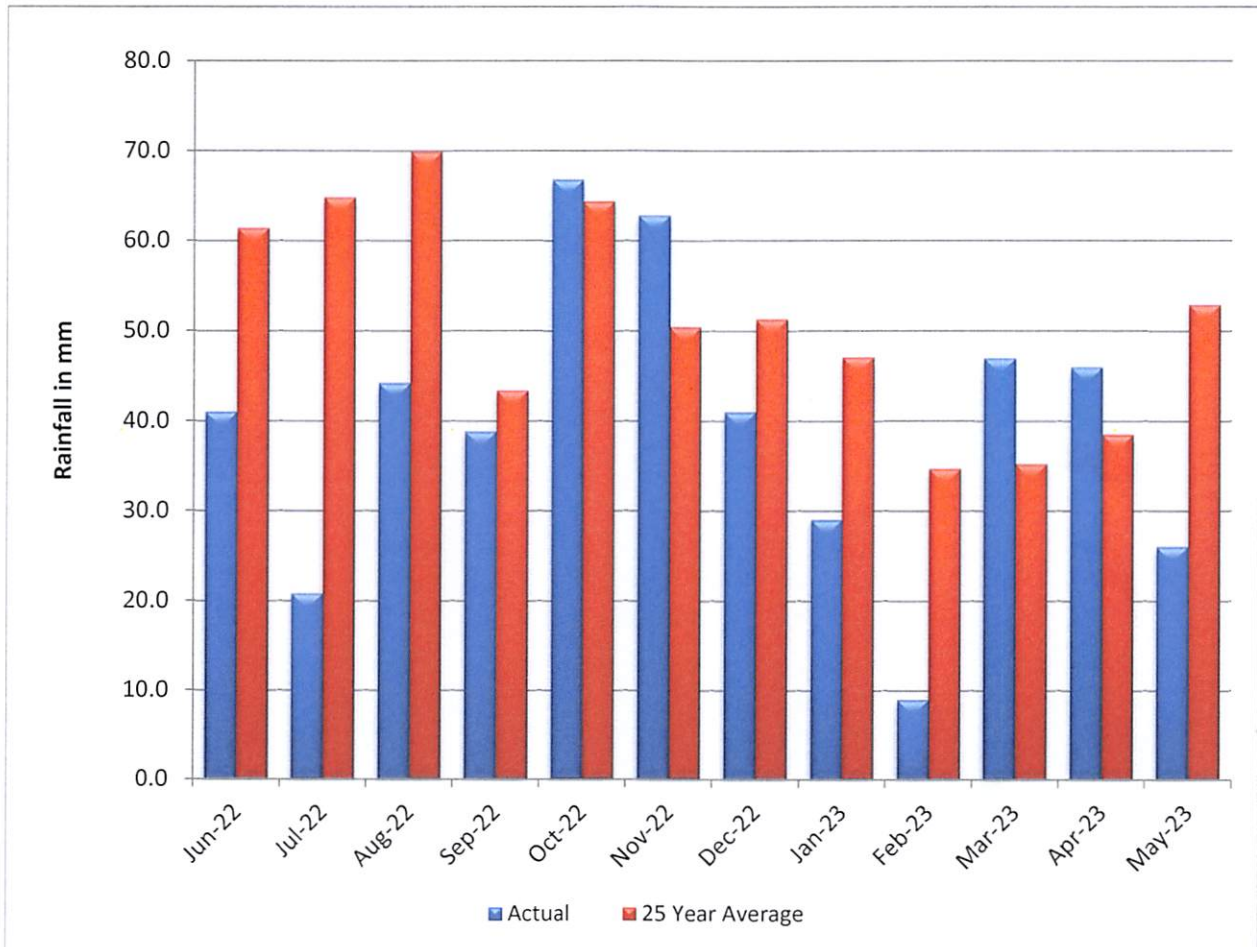
## BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	%
	mm	mm	
Jun-22	44.6	62.1	71.82%
Jul-22	6.6	58.8	11.22%
Aug-22	38.6	61.9	62.36%
Sep-22	32.2	40.6	79.31%
Oct-22	57.4	58.5	98.12%
Nov-22	62.8	50.0	125.60%
Dec-22	36.8	49.0	75.10%
Jan-23	20.6	44.3	46.50%
Feb-23	7.8	32.0	24.38%
Mar-23	45.8	34.7	131.99%
Apr-23	39.6	38.7	102.33%
May-23	19.2	51.2	37.50%
<b>Totals</b>	<b>412.0</b>	<b>581.8</b>	<b>70.81%</b>



## BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Jun-22	41.0	61.4	66.78%
Jul-22	20.8	64.8	32.10%
Aug-22	44.2	69.9	63.23%
Sep-22	38.8	43.4	89.40%
Oct-22	66.8	64.4	103.73%
Nov-22	62.8	50.4	124.60%
Dec-22	41.0	51.3	79.92%
Jan-23	29.0	47.1	61.57%
Feb-23	9.0	34.7	25.94%
Mar-23	47.0	35.2	133.52%
Apr-23	46.0	38.5	119.48%
May-23	26.0	52.9	49.15%
<b>Totals</b>	<b>472.4</b>	<b>614.0</b>	<b>76.94%</b>



# Black Sluice Internal Drainage Board

Unaudited Financial Statements  
For The Year Ended 31st March 2023

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## Black Sluice Internal Drainage Board - Members

Elected Members		Electoral District
Mr K C Casswell	Chairperson - Board	E
	Chairperson - Executive Committee	
Mr P Holmes	Vice Chairperson - Board	G
	Chairperson - Northern Works	
	Chairperson - Environment Committee	
Mr M Rollinson	Chairperson - Southern Works	F
Mr J Fowler	Chairperson - 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	Chairperson - Audit & Risk Committee
Mr M Cooper	
Mr F Pickett	
Mr P Skinner	

South Holland District Council	
Mr S Walsh	

South Kesteven District Council	
Mr R Reid	

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 2023, 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 2023, 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 13 June 2023.

Signed on behalf of Black Sluice Internal Drainage Board.

.....  
 Mr Keith Casswell  
 Chairman  
 13 June 2023

.....  
 Mr Daniel Withnall  
 Finance Manager  
 13 June 2023

# 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 2023.

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 2023 and its income and expenditure for the year then ended.

.....  
Mr Daniel Withnall  
13 June 2023

## **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 13 June 2023.

.....  
Mr Keith Casswell  
13 June 2023

# 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 £236,911 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 2023

	Note	2022/23	2021/22
<b>Income</b>		<b>£</b>	<b>£</b>
Drainage Rates		1,135,243	1,095,204
Special Levies on Councils	1	1,190,351	1,109,294
Income from Rechargeable Works		683,313	822,534
Grant Income (Including Local Levy)	2	70,000	293,500
Sundry Income	3	199,973	46,324
Rental Income		7,366	7,366
Investment Income		10,279	10,590
Development Reserve Contribution		5,000	5,000
Interest		7,078	1,243
		<b>3,308,603</b>	<b>3,391,055</b>
<b>Expenditure</b>			
Drain Maintenance		808,894	763,367
Cost of Rechargeable Works		621,531	743,006
Administration Costs		466,103	445,192
Pumping Stations		522,868	381,849
Asset Refurbishments	4	268,084	597,322
Environment Agency Precept		276,552	276,552
Establishment Charges		67,768	63,440
Miscellaneous Charges		23,229	19,674
Depot Costs		65,534	53,687
Environmental Schemes		17,808	19,578
		<b>3,138,371</b>	<b>3,363,667</b>
<b>Surplus / (Deficit)</b>		<b>170,232</b>	<b>27,388</b>

## Black Sluice Internal Drainage Board Balance Sheet as at 31st March 2023

	Note	2022/23	2021/22
<b>Fixed Assets</b>			
Pumping Stations		3,861,354	3,861,354
Land & Buildings		1,009,350	1,009,350
Vehicles, Plant & Equipment		897,697	724,193
Non Operational Assets		165,000	165,000
	8	5,933,401	5,759,897
<b>Current Assets</b>			
Stock		50,167	36,539
Debtors & Prepayments	9	193,100	200,428
Investment Valuation		417,960	487,191
Cash at bank & in hand	10	1,777,330	1,836,774
		2,438,557	2,560,932
<b>Current Liabilities</b>			
Creditors	11	(278,851)	(568,597)
<b>Net Current Assets</b>		2,159,706	1,992,335
<b>Liability related to defined pension scheme</b>		446,000	(2,703,000)
<b>Total Assets less Liabilities</b>		<b>8,539,107</b>	<b>5,049,232</b>
Capital Reserve		5,933,400	5,759,896
Pension Reserve		446,000	(2,703,000)
Investment Revaluation Reserve		(82,040)	(12,809)
		6,297,360	3,044,087
Revenue Reserve		1,432,256	1,262,024
Development Reserve		460,414	406,439
Plant Reserve		221,054	262,206
Wages Oncost Reserve		128,023	74,476
		2,241,747	2,005,145
	12	<b>8,539,107</b>	<b>5,049,232</b>

Mr K Casswell  
Chairman  
13 June 2023

Mr DJ Withnall  
Finance Manager  
13 June 2023

# Black Sluice Internal Drainage Board

## Notes to the Accounts

	2022/23	2021/22
<b>1 Special Levies</b>	<b>£</b>	<b>£</b>
Boston Borough Council	885,734	842,838
South Holland District Council	166,134	134,532
North Kesteven District Council	75,250	71,228
South Kesteven District Council	63,233	60,696
	<b>1,190,351</b>	<b>1,109,294</b>

	2022/23	2021/22
<b>2 Government Grants received from Defra</b>	<b>£</b>	<b>£</b>
SFF Upper Catchment NFM and Control Analysis		20,000
Dunsby Fen Catchment Works		7,000
Flood Alleviation Scheme Horbling Town Beck		10,000
Bicker Fen Catchment Works		17,000
Ewerby Fen Catchment Works		15,000
Telemetry Software & CCTV	20,000	189,500
Dowsby Fen Catchment Study		35,000
Black Sluice Catchment Modelling Study	50,000	
	<b>70,000</b>	<b>293,500</b>

	2022/23	2021/22
<b>3 Sundry Income</b>	<b>£</b>	<b>£</b>
Sundry Income	178,562	29,858
Solar Income	21,411	16,466
	<b>199,973</b>	<b>46,324</b>

	2022/23	2021/22
<b>4 Asset Refurbishments</b>	<b>£</b>	<b>£</b>
Drain Asset Improvements	161,954	368,955
Pumping Station Refurbishments	106,130	228,367
	<b>268,084</b>	<b>597,322</b>

### 5 Remuneration

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

	2022/23	2021/22
<b>Band £</b>		
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
100,000 to 109,999	1	
	<b>3</b>	<b>3</b>

### 6 Audit Fees

	2022/23	2021/22
	<b>£</b>	<b>£</b>
Fees paid to the Board's External Auditor	2,940	2,800

### 7 Related Party Transactions

Some members of the Board pay Drainage Rates at the prevailing rate.

# Black Sluice Internal Drainage Board

## Notes to the Accounts

### 8 Tangible Fixed Assets

	Land & Operational Buildings £	Pumping Stations £	Non Operational Property £	Vehicles, Plant & Equipment £	Total £
<b><u>Cost</u></b>					
Opening Balance	1,009,350	3,861,354	165,000	1,762,047	6,797,751
Additions	0	0	0	323,871	323,871
Disposals	0	0	0	(208,050)	(208,050)
Revaluation	0	0	0	0	0
<b>As at 31st March 2023</b>	<b>1,009,350</b>	<b>3,861,354</b>	<b>165,000</b>	<b>1,877,868</b>	<b>6,913,572</b>
<b><u>Depreciation</u></b>					
Opening Balance	0	0	0	(1,037,854)	(1,037,854)
Disposals	0	0	0	208,046	208,046
Charge for year	0	0	0	(150,363)	(150,363)
<b>As at 31st March 2023</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(980,171)</b>	<b>(980,171)</b>
<b><u>Net Book Value</u></b>					
<b>As at 31st March 2022</b>	<b>1,009,350</b>	<b>3,861,354</b>	<b>165,000</b>	<b>724,193</b>	<b>5,759,897</b>
<b>As at 31st March 2023</b>	<b>1,009,350</b>	<b>3,861,354</b>	<b>165,000</b>	<b>897,697</b>	<b>5,933,401</b>

	2022/23 £	2021/22 £
<b>9 Debtors &amp; Payment in Advance</b>		
Trade Debtors	61,229	108,136
Prepayments	103,776	81,111
Officers Car Loans	8,706	15,896
Rechargeable Work in Progress	0	8,821
HM Revenue & Customs (VAT)	17,547	(14,936)
Drainage Rate Debtors	1,842	1,400
	<b>193,100</b>	<b>200,428</b>

	2022/23 £	2021/22 £
<b>10 Cash at Bank &amp; in hand</b>		
Bank Deposits	1,777,071	1,836,368
Petty Cash	259	406
	<b>1,777,330</b>	<b>1,836,774</b>

	2022/23 £	2021/22 £
<b>11 Creditors</b>		
Trade Creditors	138,749	198,236
Accruals	140,102	370,361
	<b>278,851</b>	<b>568,597</b>

## 12 Reserves

	Balance 31/03/2022	Additions in Year	Withdrawals in year	Balance 31/03/2023
Capital Reserve	5,759,896	323,867	(150,363)	5,933,400
Pension Reserve	(2,703,000)	3,149,000		446,000
Investment Revaluation Reserve	(12,809)		(69,231)	(82,040)
Revenue Reserve	1,262,024	170,232		1,432,256
Development Reserve	406,439	58,975	(5,000)	460,414
Plant Reserve	262,206	282,719	(323,871)	221,054
Wages Oncost Reserve	74,476	279,999	(226,452)	128,023
	5,049,232	4,264,792	(774,917)	8,539,107

- 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.