

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

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

held remotely on
13th May 2020 at 2pm

Members

Chairman - * Mr M Brookes

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

* Member Present

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

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

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

1594 APOLOGIES FOR ABSENCE - Agenda Item 1

There were no apologies for absence.

1595 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest.

1596 MINUTES OF THE LAST MEETING - Agenda Item 3

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

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

1597 CONFIDENTIAL MINUTES OF THE LAST MEETING - Agenda Item 4

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

1598 MATTERS ARISING - Agenda Item 5

(a) DATA TAGGING - Minute 1521

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

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

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

(a) INTERNAL AUDIT REPORT 2019/20

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

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

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

The Internal Auditor invited any questions.

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

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

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

(b) AUDIT PROGRAMME 2020/21

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

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

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

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

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

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

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

(a) POLICY No. 01: RISK MANAGEMENT STRATEGY

3. Skills and Expertise

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

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

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

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

Risk Analysis Appendix C

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

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

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

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

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

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

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

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

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

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

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

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

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

1.2 Risk of Loss of Electrical Supply

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

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

1.4 Risk of Board Watercourses being unable to convey water

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

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

1.5 Risk of operating machinery to maintain watercourses

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

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

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

1.8 Risk of loss of senior staff

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

1.9 Insufficient finance to carry out works

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

3.3 Risk of critical incident loss of office

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

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

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

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

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

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

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

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

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

8.1 Risk of loss of telemetry

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

8.2 Risk of loss of telephone communication

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

8.5 Risk of breach in cyber security

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

8.8 Risk of loss of accounting records

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

8.9 Risk of loss of rating records

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

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

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

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

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

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

(i) ASSETS LIST

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

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

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

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

(b) POLICY No. 05: INVESTMENT STRATEGY

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

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

All AGREED that paragraph 2.5 be changed to the above.

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

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

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

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

(c) POLICY No. 12: STANDING ORDERS

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

The Finance Manager highlighted the changes as follows;

Regulations to Proceedings

Paragraph 1(a) is completely new.

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

Standing Orders Order of Debate

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

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

Special Circumstances

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

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

(d) POLICY No. 13: EMERGENCY RESPONSE PLAN

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

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

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

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

Emergency Response Section - Summary

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

A Fluvial Emergency

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

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

Operation of Pumping Stations

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

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

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

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

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

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

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

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

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

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

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

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

Operational Procedures

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

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

Extended Area Map

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(i) POLICY No. 35: FIRE MANAGEMENT PLAN

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1602 IDENTIFY HEALTH & SAFETY TRAINING REQUIREMENTS - Agenda Item 9

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

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

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

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

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

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

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

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

1603 RECEIVE THE RISK REGISTER - Agenda Item 10

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

The committee AGREED that the Risk Register be accepted.

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

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

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

1605 ANY OTHER BUSINESS - Agenda Item 12

There was no additional business.

There being no further business the meeting closed at 15.55.