

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Governance & Probity Meeting

Wednesday 4th December 2019

The Gables Hotel
10.30am

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE GOVERNANCE & PROBITY COMMITTEE

Approved 5 June 2019, Minute 2879

Matters for recommendation by the Committee to the Board

1. Consideration of proposals affecting the structure, size or composition of the Board.
2. Consideration of any proposal to alter the Board's overall corporate governance arrangements and committee structure.
3. Formulation or revision of Standing Orders, Procedural Rules and Financial Regulations.
4. Terms of reference of, and delegations to, committees.
5. Delegations to Officers.
6. Formulation or revision of Codes of Member and Officer Conduct or related Protocols.
7. Formulation or revision of any policy document relating to the Board's policies or practices under Data Protection, Freedom of Information or Anti - Fraud or Bribery legislation and IT Security/E-risks.
8. Formulation or revision of Complaints Procedures.
9. Formulation of any protocols intended to clarify and/or facilitate the efficient administrative operation of the Board or its Committees.
10. To keep under regular review the content and effectiveness of the Board's corporate governance arrangements generally and to make appropriate recommendations.
11. Delegation to the Principal Officer to receive, consider and determine complaints and to submit reports to Members as appropriate.

**Minutes of the Governance & Probity Committee Meeting
Of the Lower Severn (2005) Internal Drainage Board
Held Wednesday 3rd April 2019 at 10.30 am
At Gables Hotel Falfield**

Present: Cllr B Behan Chairman
Cllr J Jones
Cllr M Riddle
Ald M Sykes

Staff: Kieran Warren Principal Officer PO
Louise Reading Minutes

2846	Apologies Apologies were received from Cllr Burford, Cllr Abraham & Keith Withers	
2847	Chairman's Announcements Cllr Behan informed the committee that the ADA workshop was excellent and that it was very informative to hear about other Internal Drainage Boards issues and commonalities.	
2848	Declaration of Interests Cllr Riddle declared interest in item 10 (Review of Chairman's Honorarium), and took no part in the discussion or voting and left the room for this item of business	
2849	Minutes of the Previous Meeting It was resolved that: <ul style="list-style-type: none"> The minutes of the Meeting held on 5th December 2018 be approved as a true and accurate record. 	
2850	<p>Governance & Probity Terms of Reference Review Owing to the nature of this Committees range of responsibilities it was agreed that the majority of items are subject to Board approval.</p> <p>The PO suggested that this Committee would be the best forum to be responsible for any complaints against the Drainage Board, Members and staff. Cllr Riddle asked whether any complaint against an appointed member be dealt with by its Council. It was agreed that if it was in relation to Board business then the Board have a duty to investigate.</p> <p>The Committee approved that where there was a considerable period of time between meetings, if the complaint was considered minor then it could be reported at the next meeting. A Special Meeting could be called should the issue be major or escalate to this point.</p> <p>Cllr Riddle questioned whether the complaints procedure need to be updated. The PO undertook to check this issue and report back.</p> <p>The PO stated that sometimes minor problems are not necessarily recorded as a complaint and it might only become apparent if the situation reoccurs or escalates. Complaints are a measure of service and must be recorded as accurately as possible.</p> <p>It was recommended that</p> <ul style="list-style-type: none"> The Committee' proposed Terms of Reference, as set out in Appendix A, be submitted to the Board for approval. 	<p>Action 1 PO to check Complaints Procedure</p> <p>Action 2 PO to add to Terms of Reference</p>

2851	Staff & Pensions Terms of Reference Review The Committee agreed that no changes were required.	
2852	Members Code of Conduct Further to minute 2788 the PO referred to the ADA Good Governance for Internal Drainage Board Members and the Cabinet Office Code of Conduct as a useful benchmark for the Committee to consider. Cllr Behan expressed concerns that the Members may sometimes make declarations without fully understanding public expectations and the impact of any inadvertent omission. Cllr Riddle explained that Councils provided a good level of training for new Councillors on this issue and that Elected Members were probably more at risk from a lack of understanding the importance of this and suggested that a training/information session for Elected Members might be useful. It was resolved that <ul style="list-style-type: none"> The Code of Conduct be approved and re-issued to all Members following the May elections 	
2853	Grievance Procedure In accordance with minute 2826 the PO presented the proposed Grievance Principles and Procedure to the Committee. Citation had provided advice to the PO. He stated that the new staffing structure should assist the prompt resolution of problems. Should the problem escalate, then the Grievance Principles and Procedure would be followed in all case. Cllr Behan asked if a third party would need to be involved. The PO informed the Committee that on the advice of Citation the procedure is a 2-stage process and that 3 rd party involvement isn't something they recommend and that mediation should happen internally. Cllr Jones asked if the agreed party would include a union representative, the PO confirmed it could be a union representative, friend or family member. Cllr Jones went on to suggest that in Step1 wording to the effect of "invites the aggrieved party and their chosen representative". It was resolved that <ul style="list-style-type: none"> The Grievance Procedure and Principles as amended and set out in Appendix B be submitted to the Board for approval and implemented in all future grievance cases. 	
2854	Level of Reserves In accordance with minute 2827 the Committee discussed the level of reserves. The PO pointed out that Drainage Boards used different measures and that there is no definitive percentage level used. The reserves need to be available in the event of unforeseen circumstances. It was resolved that <ul style="list-style-type: none"> The regulation remains unchanged and reviewed next year once the Capital Programme was up and running. 	
2855	Review of the Chairman's Honorarium Cllr Riddle left the room. Referring to minute 2655 the PO proposed the Chairman's Honorarium should increase in line with the salary recommendations for July 2019. Cllr Behan referenced the amount of time that is spent discussing this subject and that	

	<p>maybe the increase could be repeated for 3 years and reviewed tri-annually. The PO and Committee welcomed this suggestion.</p> <p>It was recommended that:</p> <ul style="list-style-type: none"> • The Chairman's Honorarium to be linked to the staff pay award for the next three years being reviewed tri-annually. 	
2856	<p>Delegation of Powers to Officers</p> <p>The PO presented a schedule of the Board's existing Delegations to Officers together with a number of proposed amendments. Members were happy with the proposed amendments with the word it's removed from point 2 under the Principal Officer.</p> <p>It was recommended that</p> <ul style="list-style-type: none"> • The amendments to the Delegations of Powers to the Officer's as set out in Appendix C be accepted and submitted to the Board for approval. 	
2857	<p>Long Service Award</p> <p>In accordance with minute 20 the PO reported upon the issue surrounding the position of Long Service awards. The Committee discussed that it was a changed work place now with employees no longer staying with a company for long periods.</p> <p>It was recommended that:</p> <ul style="list-style-type: none"> • A Long Service Award policy based on a cash award set below the threshold set by HMRC for tax, NI and reporting liabilities be adopted by the Board the payment to be set at £1000 upon the completion of 20 years' service. 	
2858	<p>De-briefing of ADA workshop.</p> <p>Cllr Behan told the committee that the event was a very thorough overview financially, procedurally and operationally.</p> <p>Discussion around several topics included meetings, agendas, finance byelaws, hazards, consents, accountability, audit, reserves conservation, ratings and more. Cllr Behan informed Members that some Boards have a dedicated Conversation/Biodiversity Officer. The PO advised the Board that this responsibility currently sat under the remit of the Civil Engineer.</p> <p>Cllr Behan spoke of ADA's advice that the Board understands and has more involvement with local councils in local flood strategies. Matthew Riddle requested a Chairman's announcement be noted for the June Board meeting - <i>I encourage all Members to engage with their local Lead Flood Authorities so that they can understand the operation of Flood Strategies in their area.</i></p> <p>The PO advised that slides from the workshop can be issued to all members along with a copy of the 'An Introduction to Internal Drainage Boards' booklet issued by ADA.</p>	<p>Action 3 Chairman's Announcement be included at next Board Meeting</p> <p>Action 4 PO to issue slides and booklet</p>
2859	<p>Schedule of Policies and Revisions for next meeting</p> <p>These were noted</p>	
	The meeting closed at 12pm	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE GOVERNANCE & PROBITY COMMITTEE

Approved 5 November 2014, Minute 2101

Matters for recommendation by the Committee to the Board

1. Consideration of proposals affecting the structure, size or composition of the Board.
2. Consideration of any proposal to alter the Board's overall corporate governance arrangements and committee structure.
3. Formulation or revision of Standing Orders, Procedural Rules and Financial Regulations.
4. Terms of reference of, and delegations to, committees.
5. Delegations to Officers.
6. Formulation or revision of Codes of Member and Officer Conduct or related Protocols.
7. Formulation or revision of any policy document relating to the Board's policies or practices under Data Protection, Freedom of Information or Anti - Fraud or Bribery legislation.
8. Formulation or revision of Complaints Procedures.
9. Formulation of any protocols intended to clarify and/or facilitate the efficient administrative operation of the Board or its Committees.
10. To keep under regular review the content and effectiveness of the Board's corporate governance arrangements generally and to make appropriate recommendations.

GRIEVANCE HEARINGS: PRINCIPLES AND PROCEDURE

STEP	ACTION	TIMESCALE
1	On receipt of a formal written grievance, PO invites the aggrieved party <i>and their chosen representative</i> to a meeting to hear their grievance.	Within 7 working days
2	PO, together with two Members as agreed between the PO and the Chairman, listen to the aggrieved party's representations, ask questions as appropriate and adjourn the meeting.	Within 14 working days
3	PO and the two Members discuss the issues raised, investigating where necessary and make a decision.	-
4	PO writes to the aggrieved party – and/or arrange a meeting with them – to notify them of the decision, the reasons why and advise them of their right of appeal.	Within 2 working days of Step 3
5	If the case proceeds to the appeal stage, the aggrieved party set out in writing to the PO the basis for their appeal.	Within 14 working days of Step 4
6	PO, together with <u>two different</u> Members as agreed between the PO and the Chairman, conducts a second meeting with the aggrieved party along the same lines as the first hearing of the case.	Within 14 working days of Step 5
7	PO notifies the aggrieved party of the outcome of their appeal.	Within 2 working days

PRINCIPLES

1. The PO and nominated Members have full delegated authority to determine the case.
2. When a survey or review report is commissioned from a third party, the Board should be very clear about whether or not the findings of the report are intended to be binding, and if not, why not.
3. The Board's position on its expectations regarding a forthcoming survey or review should be communicated to all affected staff.

4. In the interest of maintaining trust between employer and employee, the results of a survey/review should be shared with the affected employee. The findings should not be redacted or amended in any way.
5. Similarly, any information obtained by an employee should be shared with the Members and officers dealing with the case, along with an indication of its provenance.
6. The process is fully documented, (eg correspondence and minutes of meetings).
7. In order to promote mutual understanding and to avoid doubt, oral communications should always be confirmed in writing, dated and shared.
8. The Board's dealings with an aggrieved member of staff, whilst confidential, should be open and transparent. Both officers and Members should ensure that information provided to either party, from whatever source, should be shared in full by both sides so that the same facts and arguments are available to all. This is in line with the judicial process whereby lawyers for each side must disclose the details of their respective cases prior to the court hearing.
9. Staff should be provided with direct access to Members on request– eg Chairman and Vice –Chairman of the Board together with the Chairman of the Staff & Pensions Committee – so that they can explain their case informally; this may help to avoid recourse to the formal grievance procedure.
10. Grievance cases should be heard without delay.
11. Both parties must accept that no action should be taken that prejudices a case (eg by issuing a management instruction, amending a contract of employment or working to rule) during its progress through the grievance procedure.
12. In order to maintain impartiality, where a case appears to be intractable then formal mediation should be used to achieve a full, fair and final resolution.

Governance & Probity Committee – 3 April 2019

Full Board – 5 June 2019

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD DELEGATION OF POWERS TO OFFICERS

Delegations to the **Principal Officer**

- 1. To undertake the statutory role of Clerk.**
2. To convene all meetings of the Board, Committees, Sub-Committees and Working Parties.
3. To undertake all functions relating to the registration of electors and the administration of elections.
4. To maintain a register of Notices of Motion.
5. To undertake any role or exercise any power allocated to the **Principal Officer** under Financial Regulations or any adopted Code or Policy document, whether of a statutory or non- statutory nature.
6. To issue Press Statements on the Board's behalf.
7. To maintain the Register of Members Interests.
8. To represent the Board in the Magistrates Court in connection with the recovery of unpaid drainage rates **or other debt owed to the Board.**
9. To maintain the Rating Register.
10. To serve or publish any formal notice, not being the responsibility of any other officer of the Board.
- 11. To determine all Grievance cases in accordance with the approved Grievance Policy.**
12. To undertake any role or exercise any power allocated to the **Principal Officer** under any adopted Code or Policy document whether of a statutory or non-statutory nature.

Delegations to the **Accounts Officer**

- 1. To undertake the role of Responsible Financial Officer.**
2. To undertake any role or exercise any power allocated to the Responsible Financial Officer under any applicable Statute or Regulation, or under any adopted Code or Policy Document, whether of a statutory or non-statutory nature.
3. To undertake and carry out the duties of the **Accounts Officer** as detailed in the Board's Financial Regulations.
4. To set out the Board's accounting arrangements.

5. To ensure that the Board's accounting records, **financial affairs** and practices are compliant with legislative and Audit (Commission – **remove**) requirements.
6. To operate the (on-line - **remove**) Board's banking (service – **remove**) **arrangements**.
7. To maintain the Board's insurances.
- 8. To maintain the Fixed Asset Register.**
- 9. To maintain the Risk Register.**
- 10. To undertake the role of Data Protection Officer.**
11. (Statement of Responsibilities for the Statement of Accounts. – **Remove**)

Delegations to the Civil Engineer

1. Negotiate and agree Area Wide Charge and commuted sums with developers.
2. Procure modelling services in accordance with Financial Regulations.
3. Issue Land Drainage Consents.
4. Issue and enforce statutory notices under the Land Drainage Act 1991.
5. Maintain the Board's Asset Register.
6. Respond to consultations on planning applications.
7. Disposal of surplus assets up to the value of £**10,000** (presently £5,000).
8. Represent the Board's interests at Executive level on matters appertaining to flood risk.

Delegations to the Land Drainage Engineer

1. Authorise repairs to pumping stations and machinery up to the value of £ 30,000.
2. Negotiate and authorise compensation payments to landowners.
3. Issue and enforce statutory notices under the Land Drainage Act 1991.
4. Issue Land Drainage Consents.
5. Maintain the Board's Asset Register.
6. Respond to consultations on planning applications.
7. Disposal of surplus assets up to the value of £5,000.
8. Represent the Board's interests at Executive level on matters appertaining to flood risk.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

FINANCIAL REGULATIONS

Approved 22 June 2016 Minute 2350

1. General

1.1 These financial regulations shall govern the conduct of the financial transactions of the Board and may only be amended or varied by resolution of the Board.

1.2 The Responsible Financial Officer (RFO) under the policy direction of the Board shall be responsible for the proper administration of the Board's financial affairs.

1.3 RFO shall be responsible for the production of financial management information.

2. Annual Estimates

2.1. The RFO shall formulate and submit to the F&GP (Finance and General Purposes Committee) proposals in respect of revenue services and capital works for the forthcoming financial year at a meeting to be held prior to the February Board Meeting.

2.2. Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the RFO.

2.3. The F&GP shall review the estimates and submit them to the Board at the February meeting and shall recommend the precept and agricultural rate to be levied for the ensuing financial year. The RFO shall supply each member of the Board with a copy of the approved estimate.

2.4. The annual capital and revenue budget shall form the basis of financial control for the ensuing year.

3. Budgetary Control

3.1. Expenditure on the revenue account may be incurred up to the amounts included in each approved budget.

3.2 No expenditure may be incurred which cannot be met from the amount provided in the revenue budget unless a virement has been approved.

3.3. The RFO may incur expenditure on behalf of the Board which is necessary, to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The RFO shall report the action to the Board as soon as is practicable thereafter.

3.4. Where expenditure is incurred in accordance with regulation 3.3 above and the sum required cannot be met from savings made elsewhere within the Board's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Board.

3.5. Uncommitted provisions in the revenue budget shall not be carried forward to a subsequent year. However a general provision including a contingency should be maintained which is equivalent to approximately 30% of the Board's annual expenditure.

3.6. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Board are satisfied that it is contained in the capital programme and that the necessary funds are available, or the requisite borrowing approval can be obtained.

3.7. All capital works shall be administered in accordance with the Board's financial regulations relating to contracts.

(a) Capital Expenditure

Capital expenditure shall not normally be incurred unless provision has been made within the capital budget, capital finance has been approved by the F& GP Committee and, where necessary, loan sanctions and other relevant approvals involving capital, the Board shall consider any report which the F&GP Committee may make regarding the financial effects of such proposal. Where approval of the Board is sought to incur capital expenditure not already included in the capital budget the RFO, in consultation with the Chairman shall report to the F&GP Committee on the financial aspects of the scheme.

(b) Revenue Expenditure

The inclusion of items in approved revenue estimates will constitute authority to incur such expenditure save to the extent to which the F&GP Committee or the Board shall have placed a reservation on any such items or items.

Revenue expenditure shall not normally be incurred unless provided for in annual estimates or by supplementary estimate examined by the F&GP Committee and approved by the Board. Whenever it is proposed to seek the approval of the Board to incur revenue expenditure not already sanctioned by the Board, the RFO in consultation with the Chairman shall report to the F&GP Committee and the RFO shall report to the full Board on the financial aspects of the proposal.

(c) Accounting Records

The RFO shall be responsible for the maintenance and supervision of all accounting records. He will supply to the Board at appropriate intervals such information as is necessary to enable expenditure and income to be controlled.

The F&GP Committee shall appoint internal auditors to review all accounting and financial operations of the Board as instructed by the Committee. The internal auditors shall at all reasonable times have access to the records of the Board and shall be entitled to such information and explanations from staff as may be necessary.

Irregularities concerning cash, stores and other property of the Board or any suspected irregularity in the exercise of the functions of the Board shall be notified forthwith by the RFO to the Chairman who shall take such steps as are necessary by way of investigation and report to the full Board.

(d) Income

The arrangements for the collection, recording and banking of all monies due to the Board should be made under the supervision of the RFO to the Board.

(e) Insurances

(i) The RFO shall effect all necessary cover and maintain suitable records.

- (ii) The RFO shall promptly notify the Board of the extent and nature of all new risks to be insured and of any alteration affecting insurable risks that the Board may become liable for.

4. Sale of Assets

4.1 Where it is proposed to sell, part exchange or trade in Board assets where the book value or actual value (whichever greater) is estimated to exceed £20,000, the transaction shall require the prior approval of the Board, shall be publicly advertised and be by competitive tender unless otherwise determined by the Board.

4.2 Where the estimated value of the asset is between £5,000 and £20,000, the disposal shall be effected, in the most cost effective manner, including the use of Ebay/Paypal, and shall be subject to the approval of the appropriate Committee.

4.3 Where the estimated value of the asset is less than £5,000, the RFO/LD Engineer are authorised to undertake the disposal, in the most cost effective manner, including the use of Ebay/Paypal, under delegated powers.

4.4 If it is proposed, in any case, to accept a tender or offer other than the highest, approval from the Board or the appropriate Committee must be obtained and the reasons recorded in the minutes.

5. Investments and Loans

(a) Investments

The RFO shall be responsible for all investments after taking such advice as is necessary and subject to the Board's Treasury Management Policy.

(b) Loans

The Board shall be responsible for raising all loans after receiving appropriate advice from the RFO.

6. Accounting and Audit

2 6.1. All accounting procedures and financial records of the Board shall be determined by the RFO as required by the Accounts and Audit Regulations 2011 and the "Governance and Accountability in Internal Drainage Boards in England"

A Practitioner's Guide 2006 revised November 2007 together with any subsequent revisions thereof.

6.2. The RFO shall be responsible for completing the annual accounts of the Board as soon as practicable after the end of the financial year and shall submit them to the Board at a Board Meeting held before the Statutory Date in accordance with regulation the Accounts and Audit Regulations currently in force.

6.3. The following principle shall be observed in connection with accounting duties: the duty of providing information, calculating, checking and recording sums due to, or from, the Board should be separated as completely as possible from the duty of collecting or disbursing them.

Minute 2350
22nd June 2016

6.4. Internal Audit

- (i) The RFO shall not be responsible for internal audit.
- (ii) The F&GP Committee may appoint a body or person with the appropriate accountancy qualification to be responsible for maintaining an internal audit of the Board's accounting, financial and other operations. Any officer or member of the Board shall if required make available to the auditor those documents of the Board which appear to the auditor to be necessary for the purpose of the audit and shall supply the auditor with such information and explanation as the auditor considers necessary.
- (iii) Any internal audit report shall be made available to the members of the F&GP Committee and to the Board.

6.5 External Audit

- (i) The Board will appoint the External Auditors as advised by the National Audit Office or any successor or equivalent.
- (ii) Any officer or member of the Board shall if required to make available to the auditor those documents of the Board which appear to the auditor to be necessary for the purpose of the audit and shall supply the auditor with such information and explanations as the auditor considers necessary.
- (iii) The Annual External Audit report together with the audit certificate should be presented to the Board prior to 30 September.

7. **Banking Arrangements and Cheques**

7.1. The Board's banking arrangements shall be made by the RFO and approved by the Board. A current account shall be, and one or more deposit accounts may be, maintained at the bank. No changes shall be made to the Board's banker or the bank mandate without prior consent of the Board.

7.2. A schedule of all payment to suppliers in excess of £100 (see 6.3) and of all transfers between accounts shall be prepared by the Administrative Staff, checked and initialled by the RFO and together with the relevant invoices and supporting documents for amounts in excess of £5,000 be made available for inspection by Board members. A schedule of all payments and transfers will be made available at the following Board meeting.

7.3. Cheques drawn on the current bank account in accordance with the schedule referred to in the previous paragraph shall be signed by two duly authorised persons.

One, the A signatory to be the Chairman or Vice Chairman and the second, the B signatory to be the, RFO, LDE or the CE.

7.4 Suppliers may be paid by the use of ebanking up to a value of £20,000 in one transaction. The authority to make payment will require the prior signed approval of the Chairman or Vice-Chairman. The ebanking payment to be actioned by either one of the RFO/LDE or CE.

8. Payment of Accounts

8.1. Apart from petty cash payments all payments shall be effected by cheque drawn on the Board's bankers or by Bank Transfer. The exception is where arrangements have been made to make payments by direct debits to continual supplier for example, electricity, telephone, fuel, etc.

8.2. All invoices for payment shall be examined, verified and certified by the member or officer issuing the order. Before certifying an invoice that person shall satisfy himself that the work, goods or services to which the invoice relates have been received (or carried out), examined and approved.

8.3. All duly certified invoices shall be passed to the appropriate officer who shall examine them in relation to arithmetical accuracy and authorisation, and code to the appropriate expenditure head. The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.

8.4. When the RFO is satisfied that invoices are in order he shall pass them for payment.

8.5. All duly certified invoices will then be entered on the schedule referred to in 7.2 above. These are reported at the appropriate Board Meetings. Members may inspect invoices and supporting documentation by prior arrangement with the RFO at the Board's offices, or request copies to be forwarded to them.

8.6. The Administration Clerk may provide petty cash to employees for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Administration Clerk with a claim for reimbursement:

- (a) The RFO shall maintain petty cash to a limit of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- (b) The RFO shall carry out petty cash counts and reconcile the cash balance to the ledger monthly.
- (c) Income received must not be paid into petty cash but must be separately banked, as provided elsewhere in these regulations.
- (d) Payments to replenish the petty cash shall be shown separately on the schedule of the payment of money presented to the Board (under 7.2 above.)

9. Payment of Salaries and Wages

9.1 The payment of all salaries and wages shall be made by the RFO from the designated bank account in accordance with the salaries and wages records maintained by Moorepay

9.2 Employees annual salaries and any enhancements should be reviewed from time to time by the Staff and Pension Committee and presented to the Board for consideration.

10. Income

10.1. The collection of all sums due to the Board shall be the responsibility of the RFO.

10.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Board.

10.3. The Board will review all fees and charges annually.

10.4. Any approval to write-off amounts due shall be reported to the Board.

10.5. All sums received on behalf of the Board shall be banked by Administrative Staff under the supervision of the RFO. All receipts shall be deposited with the Board's bankers with such frequency as the RFO considers necessary.

10.6. A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be recorded.

10.7 Personal cheques shall not be cashed out of money held on behalf of the Board.

11. Orders for Work, Goods and Services

11.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate eg petty cash purchases. Copies of orders issued shall be maintained.

11.2. Order books shall be controlled by the RFO/LDE/CE.

11.3. All Officers and Board members are responsible for obtaining value for money at all times. The person issuing an official order is to ensure as far as is reasonable and practicable that the best available terms are obtained.

12. Contracts

12.1. Financial Regulations shall not apply to contracts which relate to items (i) to (vii) below:

- (i) For the supply of gas, electricity water, sewerage, and telephone services.
- (ii) For specialist services such as are provided by solicitors, accountants, surveyors, planning and IT consultants.
- (iii) For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
- (iv) For work to be executed or goods or materials to be supplied which constitute an extension of existing contract by the Board.
- (v) For goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
- (vi) For work to be executed, or for the purchase of goods, services or materials of a specialist nature or are obtainable from only one supplier.
- (vii) Employment contracts.

12.2.1. All contracts for over £250 in value shall be in writing.

12.2.2. Where it is proposed to enter into a contract:

- (a) For expenditure up to £5,000 in value the RFO/LDE/CE shall have delegated power to contract but must demonstrate that value for money is obtained by comparing prices from alternative suppliers/contractors which are recorded, or by obtaining written quotes.
- (b) For expenditure between £5,000 and £20,000 in value, the RFO/LDE/CE shall invite quotations from at least two firms approved by the Board or appropriate Committee.
- (c) For expenditure over £20,000 in value the RFO/LDE/CE shall invite tenders from at least two firms approved by the Board/appropriate Committee.

12.2.3. For the avoidance of doubt, in calculating the relevant expenditure limits under paragraph 12.2.2. above, likely expenditure over a period of a recurring nature, shall be aggregated.

12.2.4. Any invitation to tender shall state the general nature of the intended contract and the RFO/LDE/CE shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO and the last date by which such tenders should reach the RFO in the ordinary course of post or by email.

12.2.5. A detailed register of all tenders received, indicating the total sums (where available), should be formerly recorded and be duly signed, by those officiating at the review of the tenders. All sealed tenders shall be opened at the same time on the prescribed date by the RFO or other properly authorised officer in the presence of at least one member of the Board.

12.2.6. If fewer than two tenders are received for contracts value above £20,000 or if all the tenders are identical the Board may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

12.2.7. The Board shall not be obliged to accept the lowest or any tender or quotation.

12.2.8. Apart from those cases falling within Financial Regulation 12, where the value of the contract exceeds £5,000 and it is proposed to enter into a contract without obtaining two or more quotations or tenders, the reasons for such proposed acceptance shall be reported in writing to the Board/appropriate Committee or and shall be recorded in the minutes.

13. Payments Under Contracts for Construction Works

13.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the officer engaged to supervise the contract.

13.2. Where contracts provide for payments by instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the Board.

13.3. Any variation to a contract or addition to or omission from a contract must be approved by the RFO in writing, the Board being informed where the final cost is likely to exceed the financial provision.

14. Insurance

14.1. Insurance cover shall be approved annually by the Board.

14.2. The RFO shall effect all insurances and negotiate all claims on the Board's insurers.

14.3. The RFO shall give prompt notification to the Board of all new risks which require to be insured and of any alterations affecting existing insurances.

14.4. The RFO shall keep a record of all insurances effected by the Board and the property and risks covered thereby and review annually.

14.5. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim.

14.6. All appropriate employees of the Board shall be included in a suitable fidelity guarantee insurance.

15. Revision of Financial Regulations

It shall be the duty of the Board to review the Financial Regulations of the Board from time to time and to make such recommendations as are considered necessary.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD
FINANCIAL REGULATIONS

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1. Introduction

1.1 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.

1.2 These financial regulations shall govern the conduct of the financial transactions of the Board and may only be amended or varied by resolution of the Board.

1.3 The Accounts Officer (AO) is the Responsible Financial Officer (RFO), as defined in the Accounts and Audit Regulations and is responsible for ensuring that the Board complies with these Regulations, the Local Audit (Smaller Authorities) Regulations 2015 (as an opted-in authority) and the Smaller Authorities (Transparency Requirements) Regulations 2015.

1.4 The AO, under the policy direction of the Board, shall be responsible for the proper administration of the Board's financial affairs.

1.4 The AO is responsible for the overall financial control of the Board's financial affairs and the provision of financial management information.

1.5 The AO will prepare the Board's annual accounts as soon as possible after the end of the financial year. These accounts will be produced in accordance with proper practices as set out by the Joint Panel on Accountability and Governance – Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper Practices to be applied in the preparation of statutory annual accounts and governance statements.

2. Responsibility of Officers

2.1 All staff of the Board have a general responsibility for the security of the property of the Board for the avoidance of loss and for economy, efficiency and effectiveness in the use of resources.

2.2 All accounting procedures and financial records of the Board shall be determined by the AO as required by the Accounts and Audit Regulations 2015 and the Good Governance for Internal Drainage Board Members – published by the Association of Drainage Authorities (ADA).

2.3 The AO shall ensure that appropriate accounting systems are in place to meet the Board's legal requirements, including those of all funding bodies.

2.4 The AO shall be responsible for the maintenance and supervision of all accounting records. He will supply to the Board at appropriate intervals such information as is necessary to enable expenditure and income to be controlled.

2.5 The AO shall be responsible for completing the annual accounts of the Board as soon as practicable after the end of the financial year and shall submit them to the Board at a Board Meeting held before the Statutory Date in accordance with the Accounts and Audit Regulations currently in force.

3. Annual Estimates

3.1 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the AO.

3.2 The AO shall formulate and submit to the December meeting of the F&GP (Finance and General Purposes Committee) proposals in respect of revenue services and capital works for the forthcoming financial year.

3.3 The F&GP Committee shall further review these estimates at their meeting in January and submit them to the Board at the February meeting and shall recommend the precept and agricultural rate to be levied for the ensuing financial year.

3.4 The AO shall also each year produce a five year medium term financial plan.

3.5 The annual capital and revenue budget shall form the basis of financial control for the ensuing year.

4. Budgetary Control

4.1 Expenditure on the revenue account may be incurred up to the amounts included in each approved budget. Where expenditure is required which is in excess of the approved budget then it must have the approval of the AO.

4.2 The AO may incur expenditure on behalf of the Board which is necessary, to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The AO shall report the action to the Board as soon as is practicable thereafter.

4.3 Where expenditure is incurred in accordance with regulation 4.2 above and the sum required cannot be met from savings made elsewhere within the Board's approved budget, it shall be met from the General Provision (Income and Expenditure Account).

4.4 The Board shall be kept informed by the AO of the overall financial position of the Board's finances through management accounts, forecasts and other reports as necessary.

4.5 Uncommitted provisions in the revenue budget shall not be carried forward to a subsequent year. However a general provision including a contingency should be maintained which is equivalent to approximately 30% of the Board's annual expenditure.

4.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Board are satisfied that it is contained in the capital programme and that the necessary funds are available, or the requisite borrowing approval can be obtained.

4.7 The following principle shall be observed in connection with accounting duties: the duty of providing information, calculating, checking and recording sums due to, or from, the Board should be separated as completely as possible from the duty of collecting or disbursing them.

5. Purchases of Goods and Services

5.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases. Copies of orders issued shall be maintained.

5.2 All Officers and Board members are responsible for obtaining value for money at all times. The person issuing an official order is to ensure as far as is reasonable and practicable that the best available terms are obtained.

6. Procurement

6.1 The Board's policy on procurement requires that decisions to award contracts or make purchases are not made on cost alone but are based on achieving 'best value for money' which includes considering cost, quality, on-going maintenance requirements, life of the product and the social and environmental impacts.

6.2 Financial Regulations shall not apply to contracts which relate to items (i) to (vii) below:

- (i) For the supply of gas, electricity water, sewerage, and telephone services.
- (ii) For specialist services such as are provided by solicitors, accountants, surveyors, planning and IT consultants.
- (iii) For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
- (iv) For work to be executed or goods or materials to be supplied which constitute an extension of existing contract by the Board.
- (v) For goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
- (vi) For work to be executed, or for the purchase of goods, services or materials of a specialist nature or are obtainable from only one supplier.
- (vii) Employment contracts.

6.3 All contracts for over £250 in value shall be in writing.

6.4 Where it is proposed to enter into a contract:

- (a) For expenditure up to £10,000 in value the Principal Officer (PO)/AO/Land Drainage Engineer (LDE)/Civil Engineer (CE) shall have delegated power to contract but must demonstrate that value for money is obtained by comparing prices from alternative suppliers/contractors which are recorded, or by obtaining written quotes.
- (b) For expenditure between £10,000 and £50,000 in value, the PO/AO/LDE/CE shall invite quotations from at least three firms.
- (c) For expenditure over £50,000 in value the PO/AO/LDE/CE shall invite tenders from at least three firms.

6.5 For the avoidance of doubt, in calculating the relevant expenditure limits it is the likely expenditure over a period of a recurring nature, shall be aggregated.

6.6 Any invitation to tender shall state the general nature of the intended contract and the PO/AO/LDE/CE shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the lead officer and the last date by which such tenders should reach the office in the ordinary course of post or by email.

6.7 A detailed register of all tenders received, indicating the total sums (where available), should be formerly recorded and be duly signed, by those officiating at the review of the tenders. All sealed tenders shall be opened at the same time on the prescribed date by two officers in the presence of at least one member of the Board.

6.8 If fewer than two tenders are received for contracts value above £50,000 or if all the tenders are identical the Board may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

6.9 The Board shall not be obliged to accept the lowest or any tender or quotation.

6.10 Apart from those cases falling within Financial Regulation 3.2, where the value of the contract exceeds £10,000 and it is proposed to enter into a contract without obtaining three or more quotations or tenders, the reasons for such proposed acceptance shall be reported in writing to the Board/appropriate Committee or and shall be recorded in the minutes.

6.11 All decisions to suspend these rules should be fully documented and recorded in the Board's minutes as a formal auditable record of the decision process undertaken.

6.12 All capital works shall be administered in accordance with the Board's financial regulations relating to contracts.

7. Banking

7.1 The Board's banking arrangements shall be made by the PO/AO and approved by the Board. Bank accounts can only be opened at any of the four main clearing banks (NatWest, Lloyds, Barclays and HSBC). A current account will be opened together with one or more deposit accounts. No changes shall be made to the Board's banker or the bank mandate without prior consent of the Board.

8. Payments

8.1 Apart from petty cash payments all payments shall be effected by cheque drawn on the Board's bankers or by Bank Transfer. The exception is where arrangements have been made to make payments by direct debits to continual supplier for example, electricity, telephone, fuel, etc.

8.2 All invoices for payment shall be matched to the official purchase order, examined, verified and certified by the officer issuing the order. Before certifying an invoice that person shall satisfy himself that the work, goods or services to which the invoice relates have been received (or carried out), examined and approved.

8.3 All duly certified invoices shall be passed to the appropriate officer who shall examine them in relation to arithmetical accuracy and authorisation, and code to the appropriate expenditure head. All possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.

8.4 A schedule of all payment to suppliers in excess of £100 and together with the relevant invoices and supporting documents for amounts in excess of £5,000 be made available for inspection by Board members. A schedule of all payments and transfers will be made available at the following Board meeting.

8.5 Cheques drawn on the current bank account in accordance with the schedule referred to in the previous paragraph shall be signed by two duly authorised persons.

One, the A signatory to be the Chairman or Vice Chairman and the second, the B signatory to be the PO, AO, LDE or the CE.

8.6 Suppliers may be paid by the use of ebanking up to a value of £20,000 in one transaction. The authority to make payment will require the prior signed approval of the PO, LDE or CE and the approval of the Chairman or Vice-Chairman.

8.7 If a supplier contacts the Board purporting to have changes their bank details etc., this will be independently verified before amending the records and making any further payments to the supplier.

8.8 The inclusion of items in approved revenue estimates will constitute authority to incur such expenditure save to the extent to which the F&GP Committee or the Board shall have placed a reservation on any such items or items.

8.9 Revenue expenditure shall not normally be incurred unless provided for in annual estimates or by supplementary estimate examined by the F&GP Committee and approved by the Board. Whenever it is proposed to seek the approval of the Board to incur revenue expenditure not already sanctioned by the Board, the AO in consultation with the Chairman shall report to the F&GP Committee and the AO shall report to the full Board on the financial aspects of the proposal.

8.10 Capital expenditure shall not normally be incurred unless provision has been made within the capital budget, capital finance has been approved by the F& GP Committee and, where necessary, loan sanctions and other relevant approvals involving capital, the Board shall consider any report which the F&GP Committee may make regarding the financial effects of such proposal. Where approval of the Board is sought to incur capital expenditure not already included in the capital budget the AO, in consultation with the Chairman shall report to the F&GP Committee on the financial aspects of the scheme.

8.11 Payments on account of the contract sum shall be made within the time specified in the contract upon authorised certificates of the officer engaged to supervise the contract.

8.12 Where contracts provide for payments by instalments a record shall be maintained of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the Board.

8.13 Any variation to a contract or addition to or omission from a contract must be approved by the PO and the Board informed.

9. Income

9.1 Council Levies are to be issued as soon as possible after the rate has been set at the February meeting of the Board each year.

9.2 Agricultural Rates are to be issued as soon as possible after 1st April each year.

9.3 All other fees/amounts owed to the Board are to be issued as soon as the debt is incurred.

9.4 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the AO.

9.5 The Board will review all fees and charges annually.

9.6 All cheques and cash received shall be banked at least weekly. Disbursements shall not be made from cash received.

9.7 All cash will be held in a locked cash box within a locked filing cabinet.

9.8 Personal cheques shall not be cashed out of money held on behalf of the Board.

10. Petty Cash

10.1 Petty cash may be provided to employees for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded with a claim for reimbursement:

(a) The AO shall maintain petty cash to a limit of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

(b) The maximum claim per voucher is £50.

(c) Petty cash counts will be carried out and reconciled the cash balance to the ledger monthly.

(d) Income received must not be paid into petty cash but must be separately banked, as provided elsewhere in these regulations. Similarly disbursements shall not be made from cash received.

(e) Payments to replenish the petty cash shall be shown separately on the schedule of the payment of money presented to the Board.

11. Write Offs

11.1 The PO/AO shall have the authority to write off debts, goods, materials that are less than £100 in value. A record of the write off will be kept together with a note of the circumstances necessitating the write off.

11.2 Any write off of Debts, goods, materials that are over £100 in value requires the authority of the Board.

12. Staff

12.1 All employees of the Board shall conduct themselves in a polite, courteous and professional manner.

12.2 The PO shall keep a record of all employees to show details of the appointment, grade and payments in respect of each employee of the Board.

12.3 The Board's approval shall be required for the employment of additional permanent staff.

12.4 The PO shall have the authority to employ additional temporary staff, provided the revenue consequences are contained within the current annual estimates.

13. Salaries, Wages and Pensions

13.1 The payment of all salaries and wages shall be made from the designated bank account in accordance with the salaries and wages records maintained by Moorepay

13.2 All timesheets, other pay records and expense claims shall be in an approved form and shall be signed by the employee and shall be certified by the PO, AO, LDE or CE.

13.3 Employees annual salaries and any enhancements should be reviewed from time to time by the Staff and Pension Committee and presented to the Board for consideration.

14. Employees' Interests

14.1 Employees must declare to the PO any financial or other interest which could conflict with the Board's interests.

14.2 In terms of hospitality and gifts, only useable gifts of a small value, less than £25, may be accepted.

14.3 Hospitality which is estimated to exceed £25 must be recorded in a register of gifts and hospitality. Any acceptance of hospitality or gifts must not be seen to compromise a future decision made by an Employee.

15. Members' and Employees' Allowances

15.1 All staff claim for payment for subsistence, travelling and any other incidental expenses shall be submitted and duly certified by a responsible officer (PO, AO, LDE, CE). An officer shall not certify a claim made by him/herself.

15.2 Payments to Members, who are entitled to claim travelling or other expenses will be made upon completion of the prescribed form.

16. Fraud or Other Irregularities

16.1 Any employee who suspects fraudulent behaviour, bribery or other irregularities shall immediately notify the PO. If it concerns the PO then the Chairman must be informed.

17. Stores

17.1 All goods received shall be checked as regards quantity and/or weight and inspected as to quality and specification.

17.2 There will be a monthly physical check of all items in store. There will be a record of the value of the stock.

18. Assets

18.1 All assets over £500 in value owned by the Board shall be accounted for in an asset register maintained by the AO. The asset register shall reflect additions and disposals of assets and record the cost or valuation of the assets.

18.2 Where it is proposed to sell, part exchange or trade in Board assets where the book value or actual value (whichever greater) is estimated to exceed £50,000, the transaction shall require the prior approval of the Board, shall be publicly advertised and be by competitive tender unless otherwise determined by the Board.

18.3 Where the estimated value of the asset is between £10,000 and £50,000, the disposal shall be effected, in the most cost effective manner, including the use of EBay/PayPal, and shall be subject to the approval of the appropriate Committee.

18.4 Where the estimated value of the asset is less than £10,000, the PO/LDE are authorised to undertake the disposal, in the most cost effective manner, including the use of EBay/PayPal, under delegated powers.

18.5 If it is proposed, in any case, to accept a tender or offer other than the highest, approval from the Board or the appropriate Committee must be obtained and the reasons recorded in the minutes.

19. Treasury Management, Capital Financing and Reserves

19.1 The Treasury Sub Committee will determine the amount of cash that is available for deposit with the four main clearing banks. The AO has the flexibility to allocate funds between accounts in order to attract the best return.

19.2 The Treasury Sub Committee has the authority to invest sums received from Developers into a balanced multi asset portfolio following consultation with Smith & Williamson Investment Managers. Smith & Williamson will manage the fund on a non-discretionary basis.

19.3 Reserves will be maintained at an adequate level to support the ongoing operations of the Board. Each reserve will be reviewed, on an annual basis by the Treasury Sub Committee prior to review by the Board. Reserves will be held jointly in general cash and investment accounts of the Board.

19.4 The Board shall be responsible for raising all loans after receiving appropriate advice from the Treasury Sub Committee and the AO.

20. Audit

20.1 The F&GP Committee may appoint a body or person with the appropriate accountancy qualification to be responsible for maintaining an internal audit of the Board's accounting, financial and other operations.

20.2 It is a requirement of the Accounts and Audit Regulations 2015 that the PO shall arrange for an internal audit to take place on an annual basis.

20.3 The AO shall not be responsible for internal audit.

20.4 The Internal Auditor shall complete Page 3 (Annual Internal Audit Report) of the Annual Governance and Accountability Return Part 3.

20.5 An internal audit report, which shows the findings from the audit, together with recommendations shall be made available to the members of the F&GP Committee and to the Board.

20.6 The External Auditor is appointed by the Smaller Authorities Audit Appointments Ltd (SAAA) as the 'person specified to appoint local auditors' under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.

20.7 The Annual External Audit shall complete Page 6 (External Auditor Report and Certificate) of the Annual Governance and Accountability Return Part 3.

20.8 Any officer or member of the Board shall if required to make available to the internal and/or external auditor those documents of the Board which appear to the auditor to be

necessary for the purpose of the audit and shall supply the auditor with such information and explanations as the auditor considers necessary.

21. Insurances

21.1 Insurance cover shall be approved annually by the Board.

21.2 The AO shall effect all insurances and negotiate all claims on the Board's insurers.

21.3 The AO shall give prompt notification to the Board of all new risks which require to be insured and of any alterations affecting existing insurances.

21.4 The AO shall keep a record of all insurances effected by the Board and the property and risks covered thereby and review annually.

21.5 The AO shall be notified of any loss liability or damage or of any event likely to lead to a claim.

21.6 All appropriate employees of the Board shall be included in a suitable fidelity guarantee insurance.

21.7 Any Employee using his/her own vehicle for business purposes must ensure that it is insured for such use and has, where applicable, a valid MOT certificate.

22. Security

22.1 Each responsible officer is responsible for maintaining proper security at all times for all buildings, stores, paint, vehicles, equipment, cash, documents and information under his/her control.

23. Protection of Private Property

23.1 The Board shall not be liable for accidental loss or damage to the personal possessions which employees' use whilst on Board business, such as a car, or bring onto the Board's premises that are not included under the Board's Insurance Policies.

23.3 In the event of theft of personal items from staff, a full report shall be made as soon as the theft has been discovered. All such incidents shall be recorded and investigated.

24. Review

24.1 It shall be the duty of the Governance Committee to review the Financial Regulations of the Board from time to time and to make such recommendations to the Board as are considered necessary.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF THE ENGINEERING COMMITTEE

Approved 22 June 2016 Minute 2349 (b)

MATTERS FOR DETERMINATION BY THE COMMITTEE

1. Small engineering schemes or works up to £30,000.
2. Machinery replacement in accordance with the pre-approved programme.
3. The adoption or declassification of watercourses in the context of an approved policy framework and the regimes of other statutory authorities in this regard.

MATTERS FOR RECOMMENDATION BY THE COMMITTEE TO THE BOARD

4. To review the Board's rhine maintenance priorities.
5. To review future maintenance liabilities of assets eg. Environment Agency, outfalls and main river
6. To review Avonmouth developments (Severnside) commuted sums, infrastructure charges and modelling.
7. To review pumping station maintenance and repair.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE

Approved 22 June 2016 Minute No.2349 (a)

Matters for determination by the Committee.

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.

Matters for recommendation by the Committee to the Board

10. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
11. To review the Annual Business Plan.
12. To review the Medium Term Financial Plan.
13. To monitor the Board's Treasury Management policies and practices.
14. To keep under review the Board's insurance policies.
15. To liaise with the National Audit Office or any successor or equivalent, regarding the appointment of the External Auditor.
16. To consider any letter or report issued by the External Auditor.
17. To ensure the effective monitoring and review of policies and strategies.
18. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
19. To identify any Member training needs in various aspects of the Board's responsibilities.

Minute 2349(a)
22 June 2016

MATTERS RESERVED FOR THE BOARD

Approved 6th February 2013, Minute 1778

1. Proposals affecting the status, functions or geographical area of the Board.
2. Proposals affecting the structure, size or composition of the Board.
3. Responsibility for the overall management of the Board.
4. Major changes relating to the rateable value of the Drainage District.
5. Setting the drainage rate and determining the amount of local authority precepts.
6. Agreeing the Board's annual budget.
7. Determining the level of annual honorarium to be paid to the Chairman of the Board.
8. Matters relating to the payment of expenses to Board members,
9. The appointment of External Auditors.
10. The consideration of any proposal to alter the Board's overall corporate governance arrangements and committee structure.
11. The approval or revision of Standing Orders, Procedural Rules, Financial Regulations or Codes of Conduct.
12. The formulation or revision of any Business Plan or Strategic policy document.
13. The appointment of committees, Sub-Committees or Working Parties and the setting of their terms of reference.
14. Approval of any changes to the terms and conditions of employment of any of the Board's employees.
15. Approval of any alteration to the staff structure.
16. To consider any recommendation made by a Committee, Sub-Committee or Working Party.
17. The making or revision of Byelaws.
18. The prosecution, defence or settlement of any proceedings of a legal nature (other than action for the recovery of drainage rate).
19. The designation of officers authorised to initiate or defend legal proceedings or to appear in Court on the Board's behalf.
20. The consideration of any other matter not falling within the terms of reference of any Committee, Sub-Committee, Working Party or which is delegated to an officer.

Signed:..... Dated:
Chairman

Minute 1778
6th February 2013

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

(HEREINAFTER KNOWN AS THE BOARD)

REDUNDANCY POLICY and PROCEDURE

1. Preamble:

The purpose of this policy is to ensure that the Board complies with current legislation and follows best practice if and when a redundancy situation occurs. The selection criteria for redundancy will be made on the basis of as so far as is reasonably possible objective criteria that will be reasonable, fair and consistently applied. The Board will also ensure that the pool of employees to whom selection criteria applies is fairly defined.

It is the policy of the Board to aim to provide, as far as possible, security of employment for its employees. However, it is recognised that there may be changes in competitive conditions, organisational requirements and technological developments that may affect staffing needs. It is recognised that in order to maintain a climate of secure employment, flexibility may be required from employees in adapting to new staffing requirements, working methods and organisational needs.

Where it becomes necessary for the Board to consider redundancies, management will notify union representatives and all employees (this includes both union and non-union members) at the earliest possible opportunity of the potential redundancy situation and of their proposals. This will be done by consulting employees and employee representatives directly.

2. Scope:

All employed by the Board.

3. Aim:

The redundancy selection criteria will provide an objective justification which will use data and evidence relating to the employees affected by the redundancy proposal. The BOARD will apply the following criteria. Objective measures will be applied to each criterion.

- Performance (appraisal rating)
- Attendance record (Bradford Factor Score)
- Skills (Used by employee in their contractual role)
- Length of service
- Disciplinary records

4. Disabled employees:

Where an employee in the pool for selection is affected by a disability defined by the “Disability Discrimination Act 1995, the company will ensure that he/she is not at any

Minute 2164
11th February 2015
Signed 27th January 2016

disadvantage on account of the application of the selection criteria and will accordingly make a reasonable adjustments to the selection procedure to remove any disadvantage that the disabled employee would otherwise have. (Absences linked to disability as defined by the Disability Discrimination Act will not be included in a calculation).

5. Fair selection:

The Company will not discriminate, nor will it condone discrimination, pressure to discriminate against its employees in respect of sex (inclusive of sexual orientation and transsexuality), race, marital status, nationality, disabilities, political or religious beliefs and age discrimination, or on any other grounds which may be specified as being unfair during the redundancy selection process.

6. Consultation:

The BOARD will carry out consultations over the following time periods:

- As much consultation as is reasonably practical where fewer than 20 jobs are affected.

During consultations, management will provide full information to all employees and their union representatives about the proposed redundancies, and will give the union representatives time to respond. Information provided will include.

- The reason for the proposed redundancies;
- The numbers and categories of employees who may be redundant;
- The proposed method of carrying out any redundancy dismissals
- The time period over which the redundancies may be carried out; and
- The proposed method of calculating redundancy payments.

The objective of consultation will be to:

- Reach agreement with all employees and their union representatives on the above issues;
- Avoid the need for redundancies wherever possible;
- Reduce the number of employees who are to be made redundant to a minimum;
- Apply the criteria to be used to select employees for redundancy; and
- Mitigate the consequences of any dismissals.
- In all circumstances the consultation process will be completed before the redundancy notice is issued.

Once provisional selections for redundancy have been made, the BOARD will enter into individual consultation with employee identified. Each employee will have the right to be informed of the basis of his/her selection and invited to put forward any representations. During the process the employee will be entitled to have their union representative present. The Board will consider fully any such representations before making a final decision on which employees are to be made redundant.

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11th February 2015
Signed 27th January 2016

7. Appeal:

- In all cases employees will be offered the right to appeal against their selection for redundancy, in order to meet the requirements of the statutory minimum dismissal procedure.
- The appeal will give the BOARD a final opportunity to review the selection process.
- The appeal must be dealt with at a meeting that should wherever practicable be conducted by a more senior manager than the manager who conducted the consultation meeting.
- The employee has the right to be accompanied at the meeting by their representative and should be notified of its outcome.
- There will be an appeals procedure to deal with complaints from employees who feel that the selection criterion have been unfairly applied in their case. This process of appeal will be undertaken by using the Boards Grievance Policy and following the defined Grievance procedure.

8. Severance Pay:

- Redundant employees who have a minimum of two years' continuous service with the company will be entitled to statutory redundancy payments.
- As a minimum this will be calculated according to the individual employee's age, length of service and weekly pay subject to the statutory redundancy payments employees affected by redundancy will receive the entitlement and benefits defined in their contract of employment, such as payment in lieu of outstanding holiday entitlement and periods of contractual notice or payment in lieu of notice.
- Refer to Appendix A

9. Employees with overall Equal Scores:

- In the event of more than one employee receiving the same total score, the criteria will be re-applied to the individuals concerned in the order in which they occur within the policy.
- In this way the selection criteria will be used to identify which employees have the lowest score.
- In the event that after the criteria has been re-applied and the individuals concerned have the same selection criteria score then seniority of employment will be applied.

Appendix A

Redundancy Payments:

The calculation of the length of service is as laid down by the Redundancy Payments Act, (Thus maximum service taken into account shall be the last 20 years).

- a) Complete years of continuous service will count for payment as follows:-
 - For each full year of service where age during year is 41 and over, 1.5 week's pay
 - For each full year of service where age during year is 22-40, 1 week's pay
 - For each full year of service where age during year is 17-21, ½ week's pay
- b) The earnings calculation will be based on a statutory weeks maximum pay.
- c) Redundancy payments will not be reduced on account of any pension entitlement, which might exist.
- d) A redundant person who chooses to leave before his or her period of notice has expired will not be paid the balance of the un-expired period of their notice.

Minute 2164: 11th February 2015

The 2010 Redundancy Policy be approved going forward from 16th September 2010, but that should a situation arise when an employee was made redundant with service prior to that 16th September 2010 each case would be reviewed on its individual merits.

Chairman.....G R Littleton

Dated.....27 January 2016.....

Minute 2164
11th February 2015
Signed 27th January 2016

Lower Severn Internal Drainage Board

LOWER SEVERN INTERNAL DRAINAGE BOARD

POLICY STATEMENT ON FLOOD PROTECTION AND WATER LEVEL MANAGEMENT

1. INTRODUCTION

Purpose

1.1 This policy statement has been prepared by Lower Severn Internal Drainage Board to provide a public statement of the Board's approach to its management of flood risk and water levels in its area.

Background

1.2 The Department for Environment, Food and Rural Affairs has policy responsibility for flood and coastal defence in England. However, delivery is the responsibility of a number of flood and coastal defence "operating authorities" which includes the Lower Severn Internal Drainage Board. The Board maintained infrastructure is shown in paragraph 3.2 below.

1.3 The Government has published a policy aim and three objectives for flood and coastal defence. To ensure a more certain delivery of the aim and objectives by the individual operating authorities the Government has published a series of high-level targets. The first target requires each operating authority to publish a policy statement setting out their plans for delivering the Government's policy aim and objectives in their area. This will include an assessment of the risk of flooding in their area, and what plans they have to reduce that risk.

1.4 This policy statement fulfils that requirement. We are providing a copy to the Department for Environment Food and Rural Affairs, the Environment Agency and Local Authorities in the district. Copies are also available from the Board's office at Waterside Buildings, Oldbury Naite, Thornbury, South Glos. BS35 1RF.

2. HOW THE BOARD WILL DELIVER THE GOVERNMENT'S POLICY AIM AND OBJECTIVES.

2.1 Lower Severn Internal Drainage Board supports the Government's aim and objectives for flood and coastal defence. Our policy and approach will be consistent with them as follows:

Policy Aim

To reduce the risk to people and the developed and natural environment from Flooding and coastal erosion by encouraging the provision of technically, environmentally and economically sound and sustainable defence measures.

Objective (a): To encourage the provision of adequate and cost effective flood warning systems.

- The Board will assist the Environment Agency wherever possible in its provision of adequate and cost effective flood warning systems. Integrating with the Agency in responses to flood emergencies and by participating as necessary in exercises to develop and test emergency response procedures.

Objective (b): To encourage the provision of adequate economically, technically and environmentally sound and sustainable flood and coastal defences.

- In meeting its obligations the Board will consider its activities within the wider natural and developed environment seeking to ensure the avoidance of any adverse impact. It will equally co-operate with other drainage authorities and organisations to ensure adverse impacts on the drainage district do not arise as a result of other activities.
- The Board will carry out its maintenance and improvements work in an efficient and cost-effective way and where appropriate use best practice and accessing appropriately qualified advice when necessary.
- To achieve this the Board will encourage the provision of adequate, economically, technically and environmentally sound and sustainable flood protection and water level management measures and seeks to control that development which could increase the risk of flooding.
- Within the drainage district potentially all the area is at some risk of flooding and the Board will seek to retain this risk at acceptable levels through appropriate improvements and the implementation of a sound maintenance strategy. They will also seek to ensure that the Environment Agency maintains at a satisfactory standard any flood defences which would also afford protection to the district.

Objective (c): To discourage inappropriate development in areas at risk from flooding.

- The potential impact on flood risk through future development in the Drainage District, or in the wider catchment draining to the District, is fully recognised by the Board and that it will take an active role in the assessment of structure planning, local plans and individual applications to ensure flood risk is not increased. Where appropriate the Board will secure from Developers and other beneficiaries,

contributions to cover the cost of both immediate and longer term works necessary in ensuring that any potential increase in flood risk can be removed.

3. FLOODING RISK IN THE BOARD'S AREA

3.1 As mentioned in Section 2, the entire drainage district is at some risk to flooding, although that risk is substantially controlled, some variation in the standards of protection will apply. The following are the key details of the District:

Total Area of the District	26462 ha
Area of Agricultural Land	17419 ha
Other Land including property Highways	9043 ha

Sites of Designated Environmental Interest:

Wetland SSSI	276.58 ha
Nature Reserve	70.9 ha

3.2 Board Maintained Infrastructure

Pumping Stations	6 No
Other Water Level Control Structures	12 No
Watercourses	518.16 Km
*Critical Watercourses	nil
Raised Embankments	6.6 Km

*Critical watercourses are those from which over-flowing will put at risk of flooding a significant number of people and properties. Against clear criteria the above length has been agreed with the Environment Agency.

Passing through or adjacent to the District are the following assets maintained by the Environment Agency.

Main Rivers	182.3 Km
River Raised Embankments	24.8 Km
Coastal Flood Defences	100 Km

3.3 Regulation of Activities

The Board will exercise as required its powers under the Land Drainage Act 1991 and its Byelaws to ensure that activities in and alongside its drainage system do not reduce flood protection standards and unnecessarily increase flood risk.

3.4 Standard of Protection

Through the operation and maintenance of the pumping stations and the channel system the Board seeks to maintain a general standard capable to provide flood protection to agricultural land and developed areas of 1 in 20 and 1 in 100 years respectively. This likely return period cannot be taken literally and should be considered as a chance of some over spilling from the system taking place each year as being 5% and 1% respectively.

Areas which are more vulnerable due to the particular local circumstances are: Severnside area, Longney, Elmore Back, Cornham near Gloucester and from Chaceley to Gloucester on the west bank of the River Severn.

3.5 Management of Flood Risks

The Board monitors the condition of its pumping stations and watercourses; Particularly those designated as critical, over spilling from which could affect property. Consistent with the established need a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards of protection, which are sought. Where standards are not at the policy level improvement works, where they can be demonstrated to meet with DEFRA criteria, will be considered and undertaken as appropriate.

The Board welcomes from its agricultural ratepayers, special levy councils and members of the public any comments on the condition of its system, which could lead to any increased flood risk.

3.6 Publicity

The Board will seek to promote the need for works in its District and create a rational understanding among people who live and work in it as to what the flood risk is and efforts made to control it. They will also seek to achieve directly and through local councils a culture within which the watercourses are seen as vital to controlling flood risk, whilst proving an interesting aquatic habitat and dissuade abuse of them through dumping waste or obstructing flows in other ways.

4. Environmental Measures

The Lower Severn Internal Drainage Board has nature conservation duties under the Land Drainage Act 1991, the Wildlife and Countryside Act 1981 and as a competent

authority under the conservation (Natural Habitats C) Regulation 1994. The Board will fulfil these in a positive way.

Much of the Boards watercourses maintenance work of vegetation control and de-silting is a vital and routine requirement. Whilst inevitably some short-term impact will arise, this management is essential also to maintain the diverse aquatic habitat in the district. The Board maintains only a small proportion of the total watercourse length in the district, the significant majority being the responsibility of the riparian landowners.

When carrying out works, be it maintenance or improvement, and consistent with the need to maintain satisfactory flood protection standards, we will aim to;

- Avoid any unnecessary or long-term damage to all the natural habitats.
- Ensure no net loss of habitats covered by Biodiversity Action Plans, monitoring any gains and losses and reporting annually to the Environment Agency.
- Take appropriate opportunities to enhance habitats.

The Board will play its full role in sustaining the water level management plans prepared for the sites of SSSI and in conjunction with English Nature and other interested parties, review the plans in accordance with DEFRA guidance.

5. Review of this Policy Statement

Lower Severn Internal Drainage Board will review this Policy Statement within a period not extending beyond 5 years.

References

1. Strategy For Flood and Coastal Defence in England and Wales MAFF and Welsh Office, September 1993.

2. High Level Targets for Flood and Coastal Defence Operating Authorities and Elaboration of Environment Agency's Flood Defence Supervisory Duty MAFF, November 1999.

Revised: 18 September 2013

Signed _____ G R Littleton

Chairman of the Board

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD DELEGATION OF POWERS TO OFFICERS

Delegations to the Principal Officer

1. To undertake the statutory role of Clerk.
2. To convene all meetings of the Board, Committees, Sub-Committees and Working Parties.
3. To undertake all functions relating to the registration of electors and the administration of elections.
4. To maintain a register of Notices of Motion.
5. To undertake any role or exercise any power allocated to the Principal Officer under Financial Regulations or any adopted Code or Policy document, whether of a statutory or non- statutory nature.
6. To issue Press Statements on the Board's behalf.
7. To maintain the Register of Members Interests.
8. To represent the Board in the Magistrates Court in connection with the recovery of unpaid drainage rates or other debt owed to the Board.
9. To maintain the Rating Register.
10. To serve or publish any formal notice, not being the responsibility of any other officer of the Board.
11. To determine all Grievance cases in accordance with the approved Grievance Policy.
12. To undertake any role or exercise any power allocated to the Principal Officer under any adopted Code or Policy document whether of a statutory or non-statutory nature.

Delegations to the Accounts Officer

1. To undertake the statutory role of Responsible Financial Officer.
2. To undertake any role or exercise any power allocated to the Responsible Financial Officer under any applicable Statute or Regulation, or under any adopted Code or Policy Document, whether of a statutory or non-statutory nature.
3. To undertake and carry out the duties of the Accounts Officer as detailed in the Board's Financial Regulations.
4. To set out the Board's accounting arrangements.

5. To ensure that the Board's accounting records, financial affairs and practices are compliant with legislative and Audit requirements.
6. To operate the Board's banking arrangements.
7. To maintain the Board's insurances.
8. To maintain the Fixed Asset Register.
9. To maintain the Risk Register.
10. To undertake the role of Data Protection Officer.
11. To move unallocated sums and cash between the Bonus Saver and Deposit accounts.

Delegations to the Civil Engineer

1. Negotiate and agree Area Wide Charge and commuted sums with developers.
2. Procure modelling services in accordance with Financial Regulations.
3. Issue Land Drainage Consents.
4. Issue and enforce statutory notices under the Land Drainage Act 1991.
5. Maintain the Board's Asset Register.
6. Respond to consultations on planning applications.
7. Disposal of surplus assets up to the value of £10,000.
8. Represent the Board's interests at Executive level on matters appertaining to flood risk.
9. The determination of all requests for rechargeable works.

Delegations to the Land Drainage Engineer

1. Authorise repairs to pumping stations and machinery up to the value of £30,000.
2. Negotiate and authorise compensation payments to landowners.
3. Issue and enforce statutory notices under the Land Drainage Act 1991.
4. Issue Land Drainage Consents.
5. Maintain the Board's Asset Register.
6. Respond to consultations on planning applications.
7. Disposal of surplus assets up to the value of £10,000.
8. Represent the Board's interests at Executive level on matters appertaining to flood risk.
9. The determination of all requests for rechargeable works.

MEETING: G & P Committee

MEETING DATE: 4.12.2019

REF: KW/B3.1/2019

REPORT BY: Principal Officer

MEMBER ALLOWANCES

Introduction

At the last G & P Committee meeting, Members recommended, and the Board subsequently approved, the level of the Chairman's honorarium, to be reviewed tri-annually. [Minute No. 2855 refers.] No consideration was given to the arrangements for the reimbursement of the Vice-Chairman's expenses.

Issues for consideration

The authority for providing the Chairman with an allowance is set out in Schedule 2, Paragraph 1(1) of the Land Drainage Act 1991. Although there is no similar specific provision for the reimbursement of the Vice-Chairman, Paragraph 1(2) of the Schedule states that the Board may pay any reasonable expenses incurred by Members or officers in attending meetings, carrying out inspections and attending conferences and similar meetings.

For a significant number of years, the Board has paid the Vice-Chairman a rate of £15 per hour for undertaking these duties. It seems to me to be an appropriate time to review the level of this payment and to check that the rate is set at a fair level, in line with current rates of payment.

Recommendation

That the present rate of payment for the Vice-Chairman be reviewed.

Kieran Warren

Principal Officer

November 2019



Department
for Environment
Food & Rural Affairs

2 Marsham Street,
London, SW1P 4DF

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To: The Chairs of all Internal Drainage Boards
in England

August 2019

Dear All,

Thank you for completing last year's IDB1 reports. From analysis Defra officials have undertaken of these returns, I am pleased to see that you and your Boards have been able to demonstrate continued improvement in many areas, including on governance and accountability. I would like to thank you and reiterate my continued support for the work that you do. I also welcome ADA's work on the Good Governance Guidance. A copy of our summary report is attached for your information.

You will have received IDB1 forms for 2018-19 to be completed and returned to us by 30 September 2019. I encourage you to continue with this upward trend and ensure that you adopt all relevant model governance documents as soon as possible, as well as continuing to address all other aspects of your work. I look forward to seeing this progress continue and I am keen that your boards aim for zero audit qualifications this year.

As you may know, the report from our recent research into IDB membership will be published shortly. I am particularly keen that local authorities are properly represented on your boards and my officials will continue to work closely with ADA and others to ensure that actions to address the findings are taken.

By working together in these areas, I am confident that IDBs can remain on a firm footing to contribute widely to the needs of society in the long-term.

Yours sincerely,

Dr Thérèse Coffey MP

Internal Drainage Boards (IDBs): Annual report summary and analysis - 2018

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Introduction

1. In response to the findings of the NAO report into Internal Drainage Boards (IDBs) that was published back in March 2017, Defra has been working closely with Association of Drainage Authorities (ADA) to address the issues raised with regard to IDBs' governance and accountability.
2. A number of steps have been taken to strengthen IDBs governance, including adding more questions to the IDB1 form. We worked closely with ADA and the IDBs, EA, NE, RSPB, CLA and NFU in updating the form.

IDB1 forms published annual returns

3. An IDB makes an annual return to the Defra via a standard IDB1 form. This reports on the IDB's finances and confirms that IDBs have performed appropriately over the previous year. There are three parts to the return:
 - Financial information from their internal audit report setting out income (for example, drainage rates, special levy and other contributions) and expenditure,
 - A forecast of next year's levy incomes; and
 - A series of declarations that the IDB has complied with relevant guidance and best practice for the sector during the preceding year.
4. The information collected from IDB1 forms will be used to identify:
 - Broad trends and themes within the sector;
 - Areas where the sector as a whole may require additional support and guidance to come into compliance with expected requirements; and
 - Individual IDBs who may require support.
5. Initial analysis received from all the 113 IDBs as shown in Annex A on some of the key themes is set out in the following sections.

Policy delivery statement

6. Nearly all boards report that they have in place an up to date policy statement.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that have an up to date statement	90%	64%

Biodiversity action plans (BAPs)

7. Nearly all boards report (96%) that they have in place a biodiversity action plan, and in most cases this is available to the general public.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that have a biodiversity action plan	96%	66%
Boards that have made their plan publicly available	77%	66%
Boards that have reported progress on BAP implementation	49%	39%
Boards that have a biosecurity process	38%	N/A

SSSI water management (WLM) plans

8. A small number of IDBs (27%) reported that they are responsible for SSSI WLM plans.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that are responsible for any SSI WLM plans	27%	N/A

Access to environmental expertise

9. The majority of boards (84%) report that they have access to environmental expertise via contracted persons or consultants.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards who have appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)	19%	18%
Boards who have Co-opted members	4%	N/A
Boards who have directly employed staff	18%	11%
Boards who have contracted persons or consultants	84%	66%
Boards who have environmental Partners/NGOs	26%	20%
Boards who have other	9%	8%

Asset management

10. All boards (100%) report that they have continued to undertake visual inspections and update asset.

Question	Percentage in 2018	Percentage in previous year (2017)
		Different ways of recording
Boards who have ADIS systems/database	35%	
Boards who have Paper records	36%	
Boards who have Other electronic systems	42%	
Boards who have continued to undertake visual inspections and update asset	100%	

Health and Safety (H&S)

11. Practically all boards (98%) report that they have a current Health and Safety policy and a good number (86%) of boards have a responsible officer for H&S.

Question	Percentage in 2018	Percentage in previous year (2017)
----------	--------------------	------------------------------------

Boards who have a current Health and Safety policy	98%	Not reported
Boards who have a responsible officer for H&S	86%	Not reported
Boards who have had any reportable incidents in past year	1%	Not reported

Guidance and Best Practices

12. Nearly all boards have adopted good guidance and best practices recommendations such as: (93%) report that they have adopted a formal scheme of delegation, (92%) boards have reported to have website information current for this year, (98%) have adopted computerised accounting and rating systems, as specified in the IDB Review, (100%) have ensured that environmental impacts are taken into account and Standing Orders and Byelaws are adopted. (99%) boards that have adopted Code of Conduct for board Members, (80%) boards have adopted Anti-fraud and corruption policy.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that have adopted a formal Scheme of Delegation	93%	64%
Boards that have provided training for members in the last year on Governance	22%	63%
Boards that have provided training for members in the last year on Finance	13%	N/A
Boards that have provided training for members in the last year on Environment	21%	N/A
Boards that have provided training for members in the last year on health, safety and welfare	16%	N/A
Boards that have provided training for members in the last year on communications and engagement	10%	N/A
Boards that have provided other means of training for members in the last year	4%	29%
Boards that have website information current for this year (Board membership, audited accounts, programmes of works, WLMPS, etc.)	92%	67%
Boards that have adopted computerised accounting and rating systems, as specified in the IDB Review	98%	68%
Boards that have published all minutes of meetings	86%	N/A
Boards that have publish approach to maintenance	86%	N/A
Boards that have ensured that environmental impacts are taken into account	100%	N/A
Boards that have adopted Standing Orders	100%	70%
Boards that have adopted Standing Orders that have been approved by Ministers	96%	66%
Boards that have adopted Byelaws	95%	64%
Boards that have adopted the latest set of Byelaws published in 2012	41%	N/A
Boards that have had their byelaws approved by Ministers	88%	66%

Boards that have adopted Code of Conduct for Board Members	99%	70%
Boards that have adopted Financial Regulations	99%	70%
Boards that have adopted Register of member's Interests	100%	70%
Boards that have adopted Anti-fraud and corruption policy	80%	N/A

Board membership and attendance

13. Nearly all boards (93%) report that they have held elections in the last three years.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that have held elections in last three years	93%	Not reported
Boards that held elections that comply with requirements	94%	Not reported
Boards that have complaints procedure accessible from their websites	91%	Not reported

Public Engagement

14. Nearly all boards (97%) report that they have websites in place. IDBs report that the most popular way of engaging with the public is via meetings (82%) and newsletters (77%).

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that have conducted press Releases	8%	Not reported
Boards that have had newsletters	77%	Not reported
Boards that have websites in place	97%	Not reported
Boards that have conducted meetings	82%	Not reported
Boards that have conducted shows/events	40%	Not reported
Boards that have had consultations	38%	Not reported
Boards that display notices	66%	Not reported

Findings

The following finding are based on comparisons of 2017 and 2018 reports. It is important to note that a number of steps have been taken to strengthen IDBs governance, including adding more questions to the IDB1 form from this year. Therefore, some of the questions were not in the 2016 - 2017 IDB1 form and therefore it is not possible to carry a comparison check on progress.

15. Based on the responses, there are some positive results. It is showing that majority of IDBs are making good use of their websites as a platform to share important information as a way of being transparent. It is also showing that majority of IDBs have adopted good guidance and best practices such as having in place code of conducts, financial regulations and approved statutory instruments such as standing orders and byelaws. IDBs are also ensuring that that environmental impacts are taken into consideration.

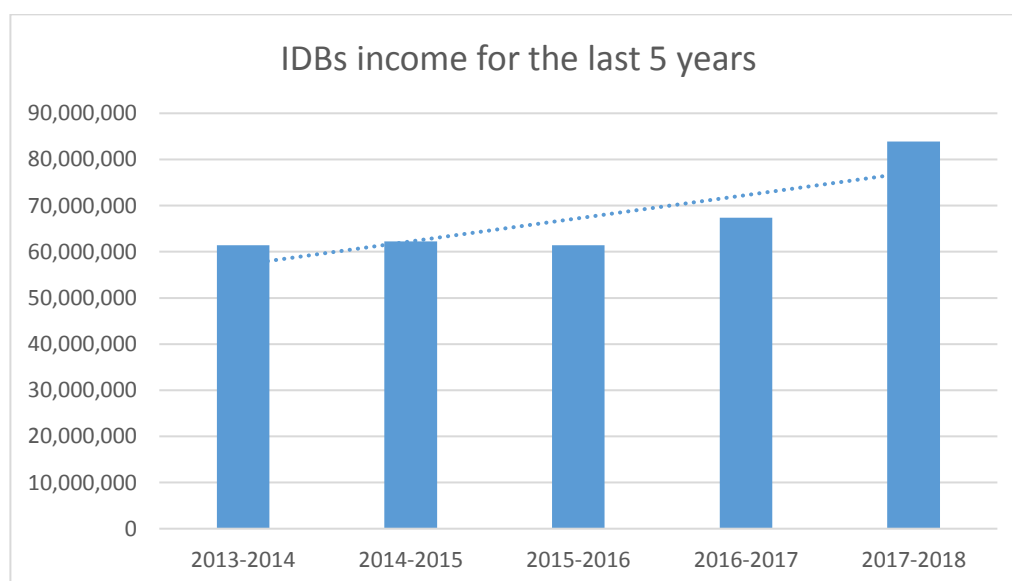
16. Based on the responses, there are some positive results. It is showing that majority of IDBs are making good use of their websites as a platform to share important information as a way of being transparent. It is also showing that majority of IDBs have adopted good guidance and best practices such as having in place code of conducts, financial regulations and approved statutory instruments such as standing orders and byelaws. IDBs are also ensuring that that environmental impacts are taken into consideration.
17. However, there are still some areas which require further improvement, for instance more work needs to be done around providing training on health, safety and welfare for their board members. Training for finance, communication and engagement etc is also on a low side and requires further attention. IDBs also need to ensure that biodiversity action plans are more publicly available. Furthermore, even though majority of the boards have byelaws in place, there is a need for some of the boards to adopt the latest sets of Defra byelaws, but this may depend upon local needs.

Funding

18. IDBs reported a total income of £83,8m for financial year 2017-2018.

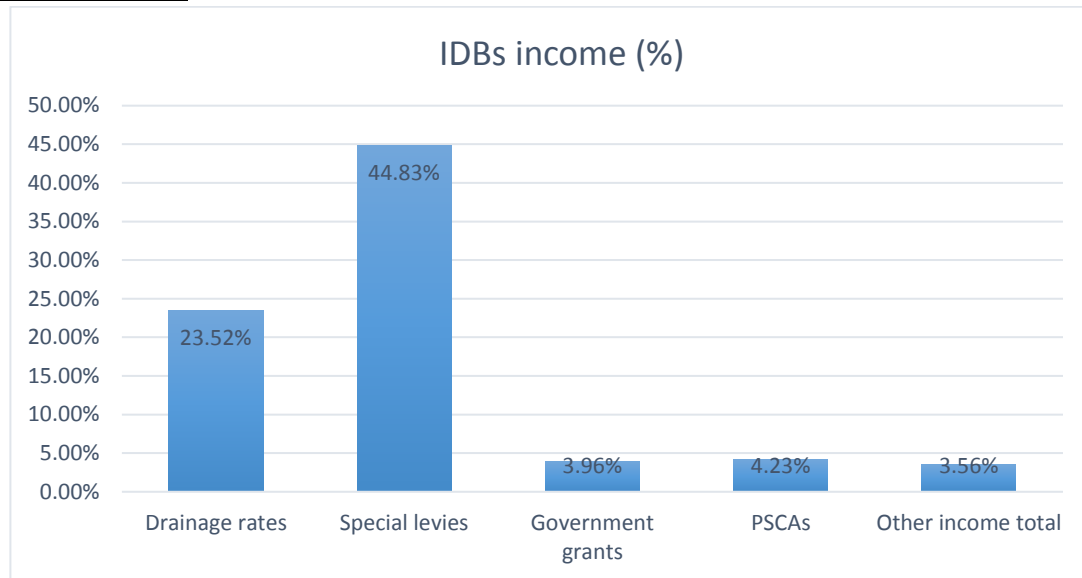
Trend in funding

19. The sector's reported total income has increased for the last five years and by around 20% in real terms over the last year as the chart below shows.

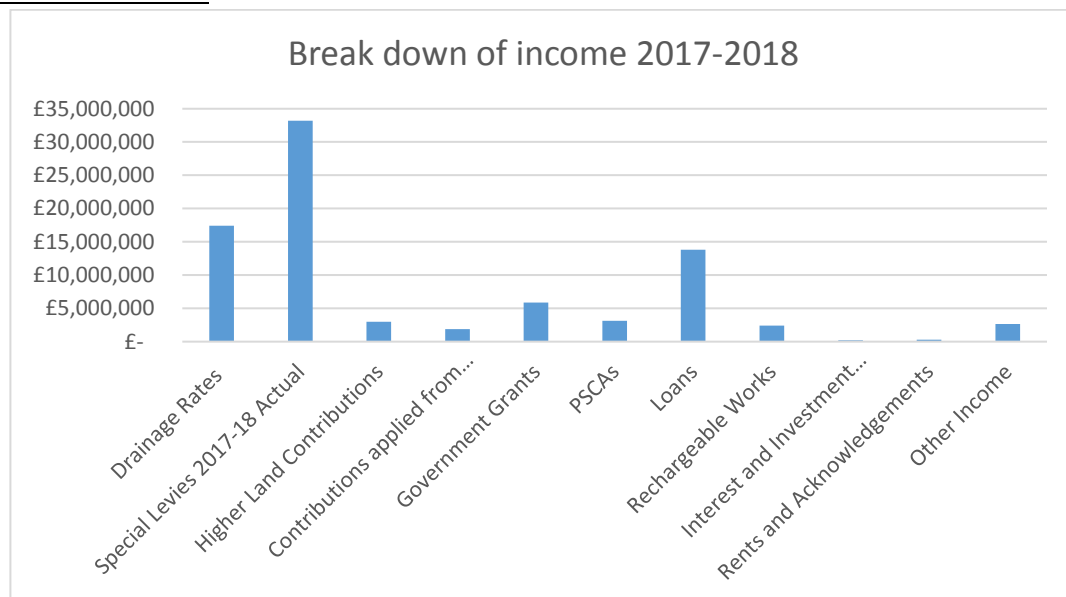


20. 80% of the sector's income comes from special levies (paid by local authorities) and drainage rates (paid by landowners within the internal drainage district). The remainder comes from a variety of sources including government grants and rental income as demonstrated below.

Income 2017 - 2018

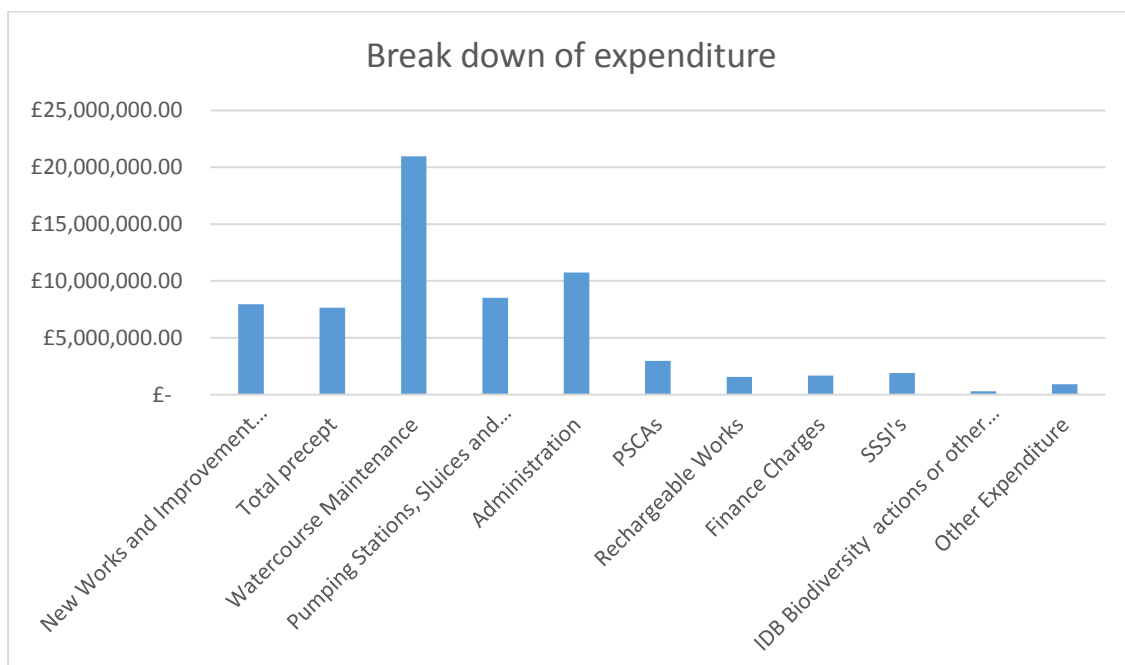
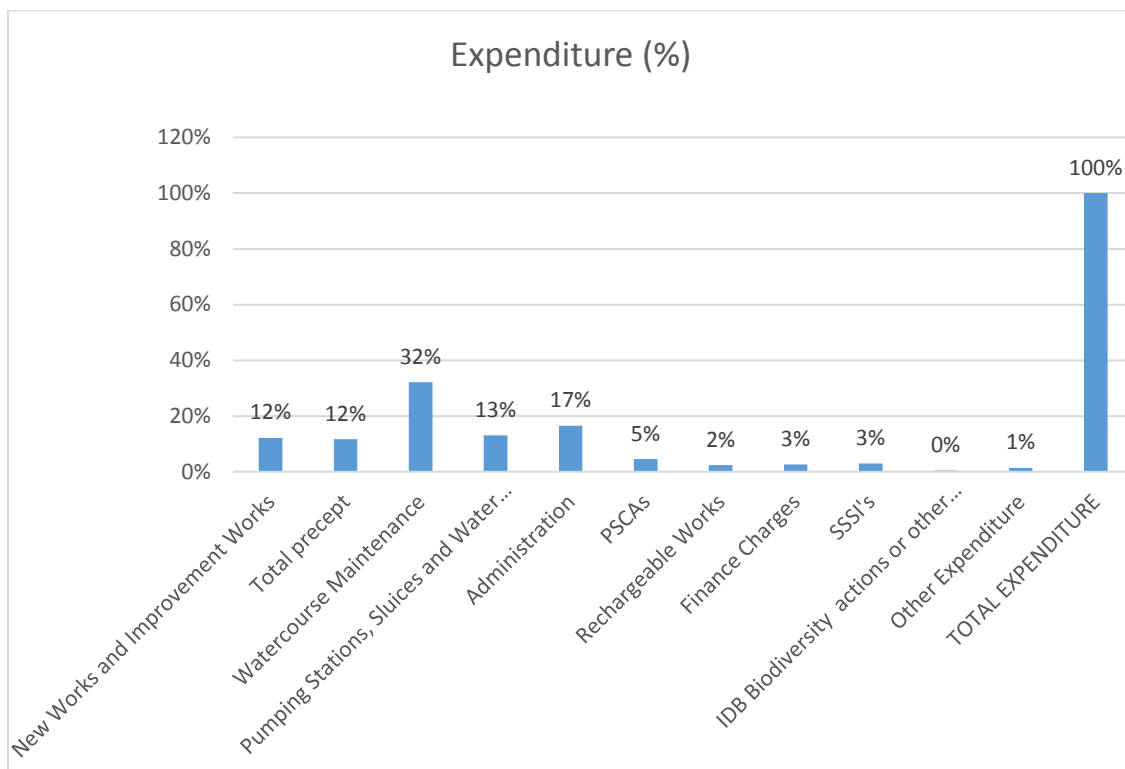


Breakdown of income



21. In 2017 – 2018 reporting year alone, around 45% of the sector's income came from special levies.

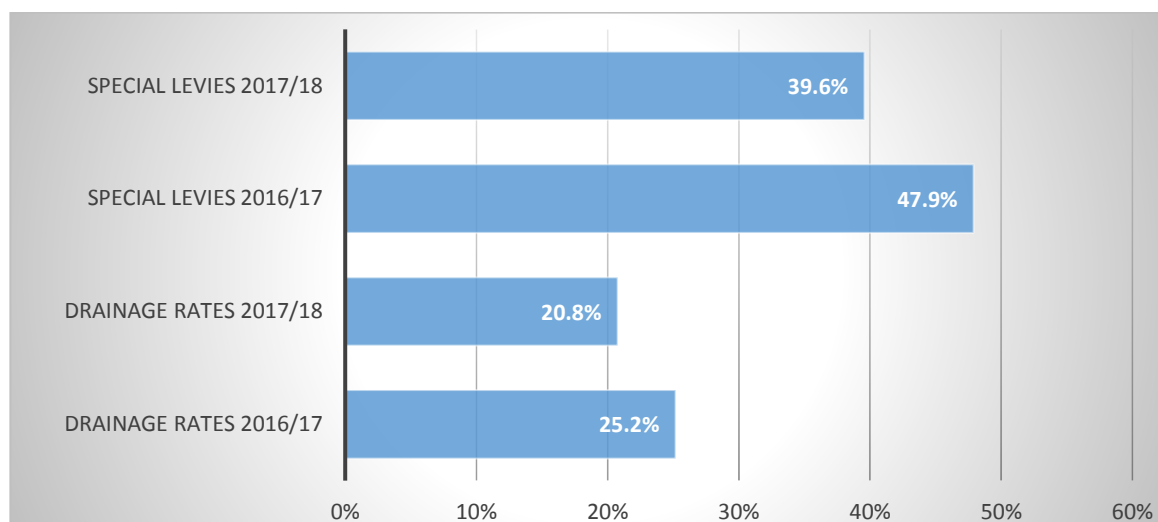
Expenditure



22. 32% of the sector's is around watercourse maintenance. The remainder is around a variety of activities such as administration costs and new work and improvements.

Comparison of the major funding

23. Drainage rates have slightly decreased as a percentage of total income from the previous year 25% in 2016-17 to 20% in 2017-18 and special levies have decreased from 47% in 2016-17 to 39% in 2017-18. However, monetary value has increase from the previous year from £16,930,773 in 2016-17 to £17414981 in 2017-18 and special levies has increased from £32215377 in 2016-17 to £33184557 in 2017-18.



Conclusion

24. Based on the responses from the IDB1 forms, IDBs are showing willingness and good cooperation in addressing concerns that have been raised. However, some areas still need to be addressed.
25. However, there are still some IDBs who are not yet fulfilling some of these requirements. Such as implementation of BAPs and ensuring all of the guidance and best practices are implemented fully.

Recommendations

26. Defra should continue to work closely with ADA, IDBs and other key players such as EA, NE, RSPB and other public bodies to ensure that IDB guidance that has been published recently is exercised fully by all of the board members. More work is needed such as encouraging IDBs to implement more training for their boards and making their biodiversity plans publicly available. Furthermore, even though the majority of the boards have byelaws in place, there is a need for some of the boards to adopt the latest set of Defra byelaws, but we also need to ensure the byelaws are updated and fit for purpose.

Annex A

List of IDBs who submitted IDB1 forms

- 1 Ainsty (2008) IDB
- 2 Airedale DC
- 3 Alconbury and Ellington
- 4 Ancholme Internal Drainage Board
- 5 Axe Brue
- 6 Axeholme & North Notts
- 7 Bedfordshire and River Ivel
- 8 Benwick
- 9 Beverley and North Holderness IDB
- 10 Black Drain DB
- 11 Black Sluice IDB
- 12 Bluntisham
- 13 Braunton Marsh DB
- 14 Broads
- 15 Buckingham and River Ouzel
- 16 Burnt Fen
- 17 Cawdle Fen
- 18 Churchfield and Plawfield
- 19 Connington & Holme
- 20 Cowick & Snaith
- 21 Curf and Wimblington Combined IDB
- 22 Danvm Drainage Commissioners
- 23 Dempster IDB
- 24 Doncaster East
- 25 Downham & Stow Bardolph
- 26 Earby & Salterforth
- 27 East Harling
- 28 East of the Ouse, Plover and Nar IDB
- 29 East Suffolk IDB
- 30 Euixmoor
- 31 Feldale
- 32 Foss IDB (2008)
- 33 Goole and Airmyn IDB
- 34 Goole Felde
- 35 Haddenham Level
- 36 Holmewood and District DB
- 37 Hundred Foot Washes IDB
- 38 Hundred of Wisbech
- 39 Kings Lynn
- 40 Kyle and Upper Ouse IDB
- 41 Lakenheath
- 42 Lindsey Marsh DB
- 43 Littleport and Downham
- 44 Lower Medway IDB
- 45 Lower Severn IDB(2005)
- 46 Manea & Welney
- 47 March 3rd

48	March 5th
49	March 6th
50	March East
51	March West and White Fen
52	Melverley IDB
53	Middle Fen and Mere
54	Middle Level Commissioners
55	Mildenhall
56	Needham & Laddus
57	Nightlayers
58	Nordelph
59	Norfolk Rivers
60	North East Lindsey
61	North Kent Marshes
62	North Level District IDB
63	North Somerset Levels IDB*
64	Northwold
65	Old West
66	Ouse and Derwent IDB
68	Ouse and Humber
69	Over and Willingham
70	Padnal and Waterden
71	Parrett
72	Pevensey and Cuckmere
73	Ramsey
74	Ramsey 1st (Hollow)
75	Ramsey 4th (Middlemoor)
76	Ramsey Upwood & Gt. Raveley
77	Ransonmoor
78	Rawcliffe DB
79	Rea IDB
80	Reedness and Swinefleet DB
81	River Lugg IDB
82	River Stour (Kent) IDB
83	Romney Marshes Area IDB
84	Sawtry
85	Scunthorpe and Gainsborough WLM Board
86	Selby Area IDB
87	South Holderness
88	South Holland
89	Southery & District
90	Sow and Penk DB
91	Stoke Ferry
92	Strine IDB
93	Stringside
94	Sutton & Mepal
95	Swaffham
96	Swale and Ure
97	Swavesey
98	Thorntree IDB
99	Trent Valley

100	Upper Medway IDB
101	Upper Witham
102	Upwell
103	Vale of Pickering
104	Waldersey
105	Warboys, Somersham and Pidley
106	Waterbeach Level
107	Waveney, Lower Yare and Lothingland
108	Wellend and Deepings
109	Whittlesey and District
110	Witham 1st
111	Witham 3rd
112	Witham 4th
113	Woodwalton



Representing Drainage Water Level & Flood Risk Management Authorities

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To All IDB Chairs & Clerks

24 October 2019

Defra research: Research into the factors affecting IDB board membership and their impact on board governance

Dear Sir/Madam,

In 2018 Defra started a research project to investigate the factors affecting Internal Drainage Board (IDB) board membership and their impact on governance.

The research involved a document review and scoping interviews, an online survey of all IDBs and qualitative interviews with 15 purposively sampled 'case study' IDBs. The research details the issues and successes for IDBs to establish and maintain a full spectrum of board membership, particularly local authorities' appointed members and their role on the board. All IDB clerks were invited to join a dissemination event that took place at Defra's offices in London on 3 June, which helped further refine the recommendations made by Defra's consultants.

Today, Defra has published the final report from the research project (see attached). We would particularly like to draw your Board's attention to the recommendations in Section 4.3 on pages 53 and 54 of the report. These are summarised as follows:

- Raising the profile of IDBs among councillors
- Use of non-councillors as appointed members
- Addressing skills gaps and ensuring diversity
- Clarification of the role of appointed members
- Appointed members' induction and ongoing training
- Strengthening the role of AMs as facilitators of engagement between local authority and IDB
- Enabling participation – timing and scheduling of meetings
- Reporting on attendance
- Fewer members on boards
- Support in dealing with regulatory requirements

I would also encourage you to read through the notes from IDB stakeholder workshop that start on page 70 of the report.

ADA will be working with Defra, together with the Environment Agency and IDB to consider how best to implement and report on progress made by IDBs towards the recommended actions.

Yours faithfully,

Ian Moodie MSci
Technical Manager



Internal Drainage Boards: IDB board membership and board governance



Department
for Environment
Food & Rural Affairs



Key findings from research into the factors
affecting board membership and their
impact on board governance – 2019



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Why did we do this project?

The overall aim of this research is to understand how to better support Internal Drainage Boards (IDBs) in establishing and maintaining a **wide board membership** including **specialist expertise** and how to encourage and support **active engagement** by members in board meeting.

The research aims are:

- Research aim 1** Identify and assess how local authorities can support greater IDB accountability via their role in appointing IDB board members.
- Research aim 2** Understand the factors which influence IDB governance. In particular, understand how some boards have a wide and diverse membership with active engagement by members.



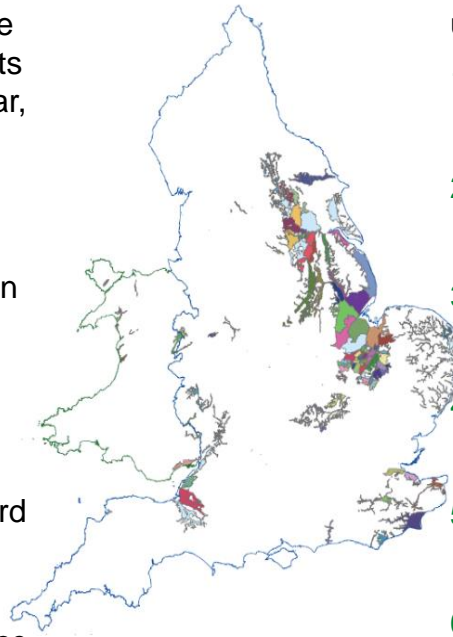
Background

IDBs are independent public bodies responsible for managing water levels in areas where there is a special drainage need. They are funded mainly through drainage rates paid by landowners and farmers, and levies on local authorities.

Previous research has identified areas requiring further investigation related to IDB governance and accountability in order to ensure IDBs are well governed, representative of local interests and able to meet future demands. In particular, previous research has found that:

- Local Authorities find it challenging to secure the participation of local authority elected members and specialist officers in IDBs
- 20% of IDBs have appointed member vacancies in excess of 50% and low attendance at board meetings
- There is no statutory governance standard for IDBs and limited oversight of IDBs' operations
- Requirements for oversight and assurance of IDBs may be insufficient.

Figure 1: Map showing IDB location in England and Wales



In response, this research has been carried out by Defra, in collaboration with the Association of Drainage Authorities (ADA), to understand:

1. How do local authorities make decisions about appointing representatives to the IDBs?
2. What is the make-up of IDB membership across elected, appointed and co-opted members?
3. Why are there differences between the number of elected, appointed and co-opted members between IDBs?
4. What role does a wide and diverse board membership play in the performance and effectiveness of IDBs?
5. What are the factors that influence active engagement, including attendance at meetings, by members?
6. What good practice can be identified in establishing and maintaining a wide IDB membership including specialists and encouraging a high attendance at meetings?



What did we do?

The research involved three main strands of fieldwork undertaken between September 2018 and April 2019 involving Internal Drainage Boards in England. The following slides summarise the findings of the research.

Method

1. Scoping interviews and document review
2. Online survey
3. Interviews with 15 case study IDBs
4. Reporting including full report and this summary

Scoping interviews and document review

To inform the research design and understand key issues, scoping interviews with strategic partners and a systematic review of key documents including guidance, research and annual returns was undertaken.

Online survey

A mainly quantitative survey was created, designed to generate an outline understanding of the key issues relevant to local authority engagement with IDB governance. It was circulated to all 102 IDBs in England with an 86% response rate. The survey informed the sampling of IDBs for interviews in the next stage.

1 to 1 interviews

Semi-structured interviews were held with 15 case study IDBs. This included four interviews per IDB case study area with a range of stakeholders for a full picture of experiences and issues.

The primary sampling approach is shown in Figure 2 and was used to select IDBs with a focus on two main types:

1. Good governance foundations and track record of engaging LA and co-opted members
2. Less strong governance foundations and less success engagement.

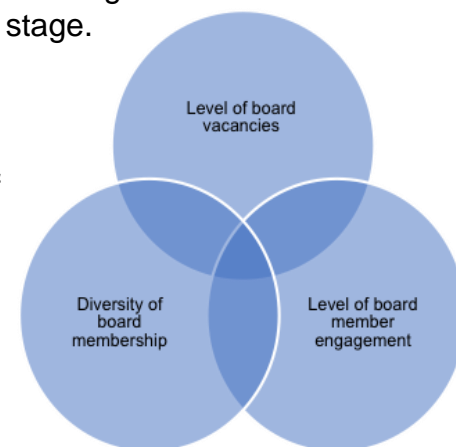
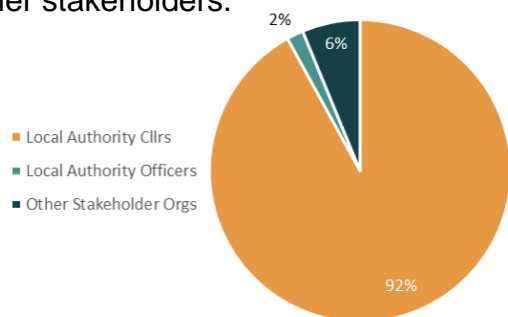


Figure 2: Primary case study selection criteria



What are the key characteristics of boards?

92% of **appointed members** are local authority councillors. 2% are local authority officers and 6% other stakeholders.



60% of IDBs are managed as part of a **consortium**. Most boards have fewer than 24 seats with the average number 19.

Board meeting frequency varies from once a year to quarterly

Board **vacancies** are higher for appointed members. 38% of boards have vacancies for elected members and 45% boards for appointed positions.

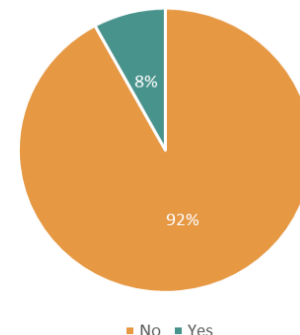


Average attendance at board meetings is 60% but a significant number of IDBs reported lower or much lower levels of attendance.

50% of IDBs find **engaging** local authority councillors in the management of IDBs challenging. Time constraints is reported as the principal reason for this.

Incidences of flooding and a higher IDB profile can make it less challenging to engage local authority councillors in the management of the IDB.

8% of boards have **co-opted** additional (non-voting) board members.



Findings: Role of Members

Research aim 1: Identify and assess how local authorities can support greater IDB accountability via their role in appointing IDB board members

Overview

The research found some evidence of tensions between the role of appointed members on IDB boards and their responsibilities as a councillor.

The role of appointed members in facilitating information exchanges between IDBs and their authorities was seen as important, but many interviewees reported that in practice it was often ineffective.

Role in financial oversight

Board members are expected to act in the best interests of the IDB rather than the local authority. The research found concerns that appointed members do not always follow this principal.

In particular, the research identified examples of tensions between the need to ensure that the IDB has access to the funding it requires and local authorities desire to avoid increases in the special levy

“Elected Members have expressed concern, they consider the appointment of Local Authority Officers to be in a “policing” role, to reduce expenditure where possible thereby reducing the special levy impact on local authorities irrespective of £100,000 year on year budget increase for EA/IDB precept.” — Quote from Survey

Communication

Board members are expected to bring relevant local issues to the attention of the IDB and this was identified as an important function of appointed members.

Appointed members were seen as effective in making IDB boards aware of matters of concern to local communities. However, a number of interviewees suggested that they were much less effective at facilitating the exchange of information between IDBs and their local authority, and this was seen as leading to missed opportunities for joint working.



Findings: Recruitment & Retention

Research aim 1: Identify and assess how local authorities can support greater IDB accountability via their role in appointing IDB board members

Overview

IDBs face a challenge to fill both appointed member and elected member board seats and it is becoming increasingly difficult to address. Local authorities are taking a range of approaches to securing appointed members and some IDBs are adopting alternative ad-hoc arrangements.

Recruitment

Local authorities find it hard to identify sufficient councillors to fill their allocated seats. This is particularly acute for local authorities with multiple IDBs. Board membership was reported as often being an unpopular duty owing to the nature of the business, lack of understanding of the role and low political profile.

Non-councillor members

Some local authorities have appointed parish councillors to address shortages. Aside from ensuring representation, they are well placed to identify and report on local issues and views.

Elected members (EM)

Whilst currently EM participation is generally perceived to be good, it appears to be reliant on the goodwill of an aging generation of landowners. Many are longstanding board members and often retired or semi-retired. A common concern is where replacement EMs will come from.

Ad-hoc arrangements

Some IDBs have accepted that they are unable to fill vacancies and have chosen to 'carry' vacancies. Some suggested that vacancies were not a pressing concern as smaller boards enable more efficient decision making. Conversely, some interviewees report concerns that smaller boards lose access to local knowledge and expertise.

"I think one of the valid points that some of our members make is that they don't really understand what it's about so they don't feel they are going to bring much to the process if they are appointed – Quote from local authority officer interview



Findings: Attendance & Engagement

Research aim 2: Understand the factors which influence IDB governance. In particular, understand how some boards have a wide and diverse membership with active engagement by members

Overview

Attendance rates are on average 60% but a significant number of IDBs report lower or much lower attendance. 50% of IDBs report appointed member engagement is challenging or very challenging. A number of contributing factors are reported and best practice identified.

Contributing Factors

The research found that a distinction was often made between appointed members who attend and whose contribution is valued, and those who do not attend or do not contribute when they do. Some appointed members are reported as having never attended a board meeting.

An important factor influencing non-attendance and engagement is a perceived **lack of interest**. However, some appointed members reported they found it challenging to get to grips with discussions and unclear how they were meant to contribute. Some appointed members noted that, whilst initially cautious, they had become more confident and active over time.

Scheduling

Scheduling clashes with council meetings or holiday may prevent attendance. Some suggested meetings scheduled during the day are a barrier to working appointed members.

Reporting systems

A small number of interviewees indicated that they reported on appointed member attendance or had considered this as a mechanism for encouraging attendance.



Findings: Diversity and Skills

Research aim 2: Understand the factors which influence IDB governance. In particular, understand how some boards have a wide and diverse membership with active engagement by members

Overview

Board members provide IDBs with access to a wide range of skills and expertise alongside local knowledge and experience. Business/industry and land management are the most commonly reported areas of specialism covered by board members.

Skills gaps and diversity

The appointment process for appointed members rarely takes account of the skills and expertise of appointees, or IDB needs, with appointment primarily being determined by geography. This may mean that opportunities are missed to fill gaps in board skills and expertise. Local authorities are well placed to help IDBs address such gaps, and to expand the range of skills and experience on IDB boards, as they are able to appoint non-councillors, including members of external bodies, as board members. However, local authorities and IDBs rarely engage with one another when considering board appointments.

“Usually board members sit on boards that fit within or overlap with their area.” – Quote from
Appointed Member

Regulatory requirements

Some IDBs report they struggle to implement regulatory requirements, such as health and safety, data protection etc and may not be able to meet future demands. In response, some IDBs reported that they may need to merge or enter into consortia with other boards.

Skills and expertise

The majority of IDBs report they have no major skills or experience gaps on their board. However, 40% of IDBs reported they would benefit from access to more expertise in biodiversity and ecology. Such expertise is normally procured from external bodies but local authorities could help to meet this need by the selection of suitably qualified appointed members.



Suggested actions

The following actions address specific issues identified in the research to improve governance arrangements. In many cases they are consistent with and reinforce existing guidance provided by the Association of Drainage Authorities.

Raise the profile of IDBs amongst councillors and the general public to increase interest amongst potential board members.

Ensure local authorities are aware that they have the option to appoint non-councillor appointed members to fill vacancies.

Encourage greater engagement between IDBs and local authorities when considering how best to fill AM vacancies and skills gaps.

Strengthen the role of appointed members as facilitators of local authority/IDB engagement and introduce formal two-way reporting systems.

Enable participation through convenient scheduling of meetings. In particular avoid daytime meeting to avoid deterring working appointed members.

Ensure that councillor appointed members, are aware of their responsibilities to the IDB and provide training to assist them to identify and manage the tensions between these roles.

Support and encourage IDBs to provide structured induction and training for members where not already provided.

Local authorities should consider the introduction of attendance records linked to internal scrutiny processes to encourage attendance.

Support IDBs to identify responses to recruitment and retention challenges through consideration of consortia, reducing board size or other arrangements.

Provide support to IDBs to deal with regulatory requirements and legal obligations.





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Access the full report 'Internal Drainage Boards: Research into the factors affecting IDB board membership and their impact on board governance' [here](#).



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WHAT DO YOUR LOCAL CANDIDATES THINK ABOUT WATER AND FLOODING?

In response to the general election scheduled for 12th December 2019, ADA has provided political leaders with seven key policy pointers to help reduce flood risk and deliver effective water level management.

ADA, the representative body for drainage, water level and flood-risk management authorities, is ready to support the next government in managing and maintaining the water systems to the environmental and engineering standards expected. In return, it is looking for every political party to reflect and consider its position towards good water management.

Flooding and drought know no political or social boundaries and everyone in the UK is in some way affected by the management of water. As a foundation stone of society, it is essential that any government gives proper consideration to water level and flood risk management. Failure to do so, may result in considerable exposure to risk.

Robert Caudwell, ADA's chairman said, *"As Britain prepares to return to the polls, flooding and the management of water will very much be in the minds of many constituents in light of our changing climate, especially those effected by the recent and increasing occurrences of river, coastal and surface water flooding."*

"At the same time a dry summer in certain parts of the country has once again brought Britain's water resources into close focus and we risk drought conditions in 2020 if we have a 'dry' winter. During the election campaign, ADA's members and indeed the general public, will want to understand how each of the political parties plan to support effective and sustainable flood and water level management in the future."

Mr Caudwell continues, *"In the lead-up to the election, ADA will work to help and ensure that all parties fully understand and engage with the issues facing the flood and water level management sector in a post-Brexit environment."*

ADA'S SEVEN KEY POLICY ASKS FOR BETTER DRAINAGE, WATER LEVEL AND FLOOD RISK MANAGEMENT

1. Long term investment horizons in the face of climate change challenges

Flood risk management delivers enduring benefits and authorities involved need to be able to plan ahead financially over multiple years and need to receive a sensible balance of capital and revenue funding, spread across the river catchments, in order to find efficiencies through climate change adaptation and resilience, and attract business investment.

2. Promote co-operation and partnership working to manage the water environment and reduce flood risk

Close cooperation between flood risk management authorities, water companies, communities, business and land managers needs the continued strong support of government to deliver adaptive and resilient flood risk maintenance and similar activities more efficiently and affordably.

3. Total catchment management

Total catchment management is now the widely accepted approach to managing our water and now is the time to increase and empower local professionals and communities to manage and operate these catchments together.

4. Sustainable drainage systems (SuDS)

The next government needs to fully implement Schedule 3 of the Flood & Water Management Act 2010, to ensure future development can keep pace with the challenges of the changing climate, by ensuring that SuDS are maintained over the lifetime of a development.

5. Support local governance in flood and water level management decision making

In some parts of England there is an appetite for greater local maintenance delivery on watercourses and flood defence assets than that currently afforded from national investment. This can be achieved via the careful transfer of some main river maintenance to local bodies or the expansion of areas maintained by those local bodies, such as Internal Drainage Boards, where there is local support and transitional funding.

6. Local Government Finances

It is vital that Special and Local Levy funding mechanisms for drainage, water level and flood risk management continue to be part of this funding landscape to maintain the democratic link with local communities affected.

7. Brexit: Ensuring a resilient regulatory framework for the water environment

The next government needs to provide clear policy messages about how they wish to make the delivery of environmental improvements to the water environment easier and more effective as we transition from European legislation such as the Water Framework Directive.

Schedule of Policies with Review Dates

	Date of Adoption	Minute Number	Web Site	Last Reviewed by G&P Committee	Proposed Review Date
Policy/Document					
1. Anti-Bribery Policy	11 June 2014	2010	Published	10 May 2017	2020
2. Anti-Fraud and Corruption Policy	11 June 2014	2010	Published	10 May 2017	2020
3. Biodiversity Action Plan	28 June 2017	2523	Published		2021
4. Complaints Against Board Members Procedure	28 June 2017	2493	Published	10 May 2017	2020
5. Complaints Procedure	11 February 2015	2167	Published	10 May 2017	2020
6. Data Protection Policy	17 September 2014	2061	Published	10 May 2017	2020
7. Delegation of Powers to Officers	24 June 2015	2221	Published	24 June 2015	2018
8. Employee Handbook	5 November 2014	2099	No	Revised April 2016 by Citation	2020
9. Financial Regulations	22 June 2016	2350	Published	10 May 2017	2019
10. Flood Protection and Water Level Management Policy Statement	18 September 2013	1860	Published	18 September 2013	2018
11. Freedom of Information Publication Scheme	11 June 2014	2010	Published	10 May 2017	2020
12. Gifts and Hospitality Policy	28 June 2017	2532	Published	10 May 2017	2021
13. Media Protocol	28 June 2017	2533	Published	10 May 2017	2021
14. Member Code of Conduct	18 September 2013	1838	Published	Dec 18/Apr 19	2021
15. Members/Officer Protocol	12 June 2013	1816	No*	5 December 2018	2021
16. Mission Statement	5 November 2014	2101	Published	5 December 2018	2021
17. Redundancy Policy	11 February 2015 Signed 27 Jan 16	2164	No*	27 January 2016	2019
18. Standing Orders	12 June 2013 Defra approved 20 June 2013	1804 1851	Published	4 April 2018	2020
19. Substitute Member Protocol	11 February 2015	2167	No*	5 December 2018	2021
20. Voting on Appointments Procedure	5 November 2014	2101	No*	5 December 2018	2021
21. Whistle Blowing Policy	11 June 2014	2010	Published	10 May 2017	2020
Terms of Reference for Board and Committees					
22. Matters reserved for the Board	6 February 2013	1778	Published	6 February 2013	2019

23. Engineering Committee	22 June 2016	2349 (b)	Published	22 June 2016	2019
24. Finance & General Purposes Committee	22 June 2016	2349 (a)	Published	22 June 2016	2019
25. Governance and Probity Committee	5 November 2014	2101	Published	3 April 2019	2021
26. Staff and Pension Committee	6 February 2013	1778	Published	3 April 2019	2021