

**Minutes of the Full Board meeting of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 21<sup>st</sup> September 2022 at 14:00pm  
The Gables**

**Present:**

Cllr M Riddle (Chairman)  
Ald P Abraham  
Mr M Barnes  
Ald N Barton  
Cllr B Behan  
Mrs F Collins  
Mr J Cornock  
Mr C Daniell  
Mr R Godwin  
Cllr R Griffin

Mr J Hore  
Cllr J Jones  
Miss R Hewlett  
Mr R Hyslop  
Mr G Littleton  
Mr J Nichols  
Ald M Sykes  
Ald C Williams

Martin Dear  
James Druett  
James Thomas  
Louise Reading

Accounts Officer  
Land Drainage Engineer  
Civil Engineer  
Minutes

AO  
LDE  
CE

<b>3455</b>	<p><b>Apologies/Welcome</b> Apologies were received from Cllr P Howells, Mr G Simms, Mr T Cullimore. Cllr M Topping, Mr K Withers, Mr J North, Mr M Sugden, Cllr P Toleman, Ald S Milestone and Cllr K Burchell.</p> <p>The Chair welcomed Ald N Barton representing Bristol City Council</p>	
<b>3456</b>	<p><b>Chairman's Announcements</b> As the first meeting of the Board since the Queens passing Members observed a minute's silence.</p> <p>The Chair advised Members that there had been no health and safety near misses to report. Members were reminded that operatives were encouraged to report any issues and had the facility to do this in person or on the back of their timesheets.</p> <p>The Chair informed Members that the ADA conference was being held on 9<sup>th</sup> November 2022 this year and Members could attend in person or online. The deadline for registering interest was 21<sup>st</sup> October 2022.</p> <p>The ADA AGM would be held on 21<sup>st</sup> November 2022. This would be an online event.</p> <p>The Chair expressed his thanks to the Appointments Panel for the appointment of the Board's new Chief Executive Officer Dr Manjit Pope who would be taking up her position with the Board on 3<sup>rd</sup> October 2022.</p> <p>The Chair thanked Members for contributing to Kieran's leaving present.</p> <p>Finally, the Chair expressed his gratitude and thanks to Board Member Mr Littleton whom after 44 years of service to the Board, 24 of which were served as Chair, was stepping down.</p>	<p><b><u>FB1 120220921</u></b> Elected Member Vacancy to be advertised</p>
<b>3457</b>	<p><b>Declarations of Interest</b> There were no declarations of interest.</p>	

3458	<p><b>Minutes of the previous meetings</b></p> <p>Miss Hewlett raised concern at Minute 3417 where she felt Paragraph 3 sentence 2 seemed to be incomplete and requested the wording be tweaked as follows</p> <p>'The EA had indicated that the Board might be able to significantly reduce expenditure by <i>only</i> refurbishing the pumps to make them compliant with the Eel Regulations <i>rather than undertaking major rebuilding works such as at Elmore.</i>'</p> <p>Miss Hewlett also wished to have her response added as follows</p> <p>'Miss Hewlett reminded members that on 6 October 2021 (minute 3273) they approved a PSG report that required the PSG to review what work was required for the remaining pumping stations and present it to members to enable the Board to make informed decisions on the extent of future works. Miss Hewlett hoped that such a review would not simply address the Eel Regulations, but also health and safety improvements and compliance, and the lifespan of other pumping station components.'</p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li>• <b>Subject to the above amendments the minutes of the Full Board meeting on 8<sup>th</sup> June 2022 be approved as a true and correct record.</b></li> </ul>	
3459	<p><b>Matters arising from the minutes</b></p> <p>All actions were complete</p>	
3460	<p><b>Committee Minutes</b></p> <p><u>Appointments Panel - 28th July 2022</u></p> <p>The Chair thanked the Appointments Panel for all their work on the appointment of the Boards new Chief Executive Officer.</p> <p><u>Finance and General Purposes Committee – 7<sup>th</sup> September 2022</u></p> <p>Ald Williams informed Members that the Treasury Sub-Committee had resolved to move £150,000 from Equity Funds to the Tracker Fund.</p> <p>Ald Williams also brought Members attention to the Risk Register where some actions remained outstanding and supported that this would be picked up by the new CEO.</p> <p>Miss Hewlett requested the Board add to its Risk Register the risk of not having a Chair or Vice Chair and the associated complications this could bring. This item is to be picked up by the CEO.</p> <p>The Chair also reminded Members that the Governance and Probity Committee were in the process of reviewing the length of time a Chair and Vice Chair could stand.</p> <p>Ald Williams moved onto minute 3449 in which the Finance and General Purposes Committee recommended to the Board that the Publics Contract Regulations 2015 be referred to in the Boards Financial Regulations.</p> <p>Ald Williams added that the Committee reviewed the financial reports and stated that there was nothing significant however as previously discussed the Capital Programme was subject to change dependent on the Boards decision in respect of the replacement Pumping Stations.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Risk Register be noted as per Appendix A.</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>That the following provision be added to Paragraph 6 of the Board's Financial Regulations:</b></li> </ul> <p><b>6.4 (f) As and when so determined by the Board or a Committee acting with its delegated powers, contracts will comply with the Public Contract Regulations 2015</b></p> <ul style="list-style-type: none"> <li>• <b>The Management Accounts for 1<sup>st</sup> April 2022 to 31<sup>st</sup> July 2022 be approved as per Appendix B.</b></li> </ul>	
<b>3461</b>	<p><b>Report from Projects Steering Group</b></p> <p>The Chair advised Members that there was not much to add since his report issued at the end of August.</p> <p>The PSG meet last week and had a presentation from a procurement framework organisation which works closely with councils and other IDBS in procurement of capital items. This could be beneficial to Board in terms of design, purchase and commission of the pump stations going forward.</p> <p>The other issue, raised by Members after a recent visit to the pump stations, was health and safety. Actions going forward would be improving security and practises at the pumping stations that are yet to be refurbished/replaced.</p> <p>The PSG had not yet finalised a proposal for the remaining replacement of Pumping Stations due to capacity as the Engineers have been running the pump station replacement/refurbishment programme alongside their day-to-day work. However, the new CEO will have more hours and with her engineering and project management background will greatly assist the Board with the Capital Programme.</p> <p><b>It was resolved;</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted</b></li> </ul>	
<b>3462</b>	<p><b>Land Drainage Engineers Report</b></p> <p>The LDE updated Members that maintenance and annual mowing was going well and had been aided by the dry weather.</p> <p>After the last Board meeting the LDE wrote to the Environmental Agency (EA) and the Canals &amp; River Trust (CRT) and various other interested parties as instructed in relation to issue in respect of the western embankment of the Gloucester and Sharpness Canal. Replies from these companies were attached to the LDEs report.</p> <p>A meeting has been arranged with the CRT and Parish Council Chair however the CRT were unable to attend and the LDE would reschedule this meeting.</p> <p>The Chair thanked those members who had been involved in penning the letter.</p> <p>Miss Hewlett expressed her thanks to the Board with this matter and felt the response from the EA and CRT was promising.</p> <p>Finally, the LDE advised that Elmore Back Pump Station was now complete. He added that there had been an issue at Saul pump station with a split outlet pipe due to the base crumbling. The cost of rectifying this had been covered partially by insurance.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The LDE report be noted</b></li> </ul>	
<b>3463</b>	<b>Civil Engineers Report</b>	<b><u>FB2 120220921</u></b>

	<p>The CE invited Members to attend another site visit to Avonmouth and Severnside after the success of the visit that had been held before the meeting today at Severn Beach. Members agreed that it would be beneficial to visit as there had been a lot of development there in recent years.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The CE report be noted</b></li> </ul>	Chair/CE Arrange visit for 2 <sup>nd</sup> Nov 2022
<b>3464</b>	<p><b>Date of Next meeting</b></p> <p>Members noted that the next Full Board meeting would be held on 2<sup>nd</sup> November 2022</p>	
	Meeting closed at 15:10pm	

# Lower Severn (2005) Internal Drainage Board

## RISK REGISTER

As at 7 September 2022

The owner of this document is the Chief Executive Officer

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level (without controls)	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
<b>Governance</b>											
<b>G1</b>	Gradual or sudden loss of reputation	High	High	High	<b>Treat</b> As an action or non-action by the Board, employee, subcontractor or supplier. This includes personal behaviour.	Ensure that all risks are minimised. Ensure plans are fulfilled.	Use governance arrangements to utilise monitoring and feedback controls and assurances. Ensure that the Board is sensitive to changes and can respond accordingly. Publicly available website that is regularly updated and reviewed.	Low	High	Medium	Board, CEO, AO, LDE, CE
					<b>Treat</b> Inappropriate behaviour by a member of staff. Staff not aware of their importance in maintaining the Boards reputation.	Staff training given on the importance of their actions or non action. Emphasise that they are the contact point for members of the public.	Staff receive ongoing appropriate training. All staff are issued with the Board's approved Employee Handbook.				
<b>G2</b>	Board doesn't have adequate competency/skills to understand or control the business.	Medium	Medium	Medium	<b>Treat</b> 14 elected members, landowners and owner occupiers have a vested interest in ensuring drainage is effective.	The Board consists of 14 elected members and 15 appointed members. The appointed members are determined by the local Councils within the Board's area.	Board members receive appropriate ongoing training. Good Governance Guide, published by ADA, made available to all Members. ADA Good Governance workshop took place in March 2019. Board members to access the ADA online training modules. <b>Induction session for new members took place on 21 April 2022.</b>	Low	Medium	Low	Board
<b>G3</b>	Difficulty in appointing new Board Members.	Low	Low	Low	<b>Tolerate</b> Board consists of elected and appointed members. Member turnover is low.	Electoral register in place and updated to enable elections to take place. Last elections took place in October <b>2021</b> .	Open elections for new Board Members due in October <b>2024</b> .	Low	Low	Low	Board
<b>G4</b>	Susceptibility to concentration of power.	High	High	High	<b>Treat</b> Management meetings held on a regular basis, Chair and Vice Chair involved.	There are five committees that report to the Board. Each committee has an appointed Chair.	Segregation of duties and regular meetings between Board and key members of staff to review major issues and future actions. Schemes of delegation to both Chair and Officers in place.	Medium	Medium	Medium	Board

G5	There is no overall strategy for the organisation as a whole.	High	High	High	<b>Treat</b> The Board has a capital programme, a business plan and a corporate strategy. Strategic decisions being taken in the Avommouth Severnside Enterprise Area (ASEA) which decrease the risk of flooding in that area.	Business plan in place and reviewed annually. Regular reports to the Board regarding the ASEA. Use of Performance Management Indicators.	Regular review of forthcoming reporting deadlines at the Board meetings. Agenda Items for the Board and Committees reviewed annually. The Board operates in accordance with its approved capital and maintenance programmes. There is a long term strategic capital programme to 2029. Review ASEA to establish the most effective way to execute this work. Performance Management Indicators to be agreed.	Medium	Medium	Medium	Board
G6	Failure to comply with key legislation, regulations and Corporation requirements.	High	High	High	<b>Treat</b> Regular Board meetings take place.	Reports to Board on new legislation and regulations. Membership of Association of Drainage Authorities (ADA). Regular review of publicly available websites.	Regular review of forthcoming reporting deadlines at the board meetings. Access specialist advice as appropriate. Review of the Boards Structural Organisation. Training day on Public Procurement Regime took place on 21 April 2021 for CEO, AO, CE, LDE, Foreman, Fitter, Chair of Board and Chairman of F&GP.	Low	High	Medium	Board
					<b>Transfer</b> Audit takes place on Management and Accounts to ensure compliance with legislation.	PKF Littlejohn appointed as external auditors by Smaller Authorities' Audit Appointments Ltd. Internal Auditors reappointed until 2025/26.					
G7	Board not assuming control of key statutory requirements e.g. Health and Safety and Risk.	High	High	High	<b>Treat</b> Citation appointed as Health and Safety and Human Resources advisors.	Reports to Board. LDE monitors and maintains Health and Safety records.	Board have been made aware of the key legislative requirements to ensure they understand their responsibilities. Good practice: Health, Safety and Welfare IDB awareness modules issued by ADA, available to all members. Board members to attend training courses as appropriate.	Low	Low	Low	Board
					<b>Transfer</b> Indemnity policy is in place so board do not have to pay compensation.	Included in insurance cover with Zurich Municipal. Zurich Municipal appointed on a five year contract.	Level of cover reviewed annually.				

<b>G8</b>	Poor implementation of Eel Regulations.	High	High	High	<b>Treat</b> Non-compliance with regulations by not replacing the pumps which results in having to turn the pumps off. Consultants appointed to report on steps to take to meet the statutory regulations.	Engineers to report to Engineering Committee as necessary. Pump replacement programme in place and being implemented. Project Steering Group (PSG) established. <b>Individual pumping stations to have their own Risk Register. This Risk Register is to include access to pumping station, consent to start work from Regulator, electrical supply to site, supply of pumps, project lead and project costings.</b> Review Elmore Back project.	Frequent update to Engineering Committee and Full Board. Liaison between the Engineering Committee and the F&GP Committee to ensure cost projections are regularly reviewed. PSG is project managing the replacement of pumps at Elmore Back and will project manage all future pump replacements. Address the main issues encountered with the Elmore Back project. <b>Officers and Members received training in project and contract management on 27 April 2022.</b> Upgrade the Accounts system to achieve 'best practice' project management demands.	Low	High	Medium	Board
<b>G9</b>	Lack of formal contractual arrangement with contractor working with Board on developments at Avonmouth Severnside Enterprise Area (ASEA)	High	High	High	<b>Treat</b> Draw up and sign off with Water Environment contract/specification for all work at ASEA.	Use Member/Officer PSG to monitor the effectiveness of the new formal working arrangements.	Produce periodic reports via Sage for the PSG and Engineering Committee.	Low	Low	Low	PSG, Engineering Committee and CE

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<b>Finance</b>											
<b>V1.</b>	Inaccurate assumptions in place within the Business Plan.	High	High	High	<b>Treat</b> There is a Business Plan in place and it is reviewed annually.	Business plan reviewed by the Board at least annually. Medium Term Financial Plan reviewed by F&GP Committee.	Business Plan stating objectives of the Board is in place. Medium Term Financial Plan prepared.	Medium	Medium	Medium	Board and F&GP Committee
<b>V2</b>	Inadequate internal control resulting in poor financial management.	Medium	High	High	<b>Treat</b> Bishop Fleming have been appointed as Internal Auditors. <b>Treat</b> Non-compliance with laws, regulations and proper practices that could have a significant financial effect.	Internal Auditors appointed for <b>three years until 2025/26.</b> Monitor all contracts with consultants. Projects and procurements costing over £10,000 have been reviewed to ensure compliance.	Tenders to be sought for <b>2025/26</b> and onwards. Compliance training to be given to the Board. Competitive tender for consultant work with clarity of roles and responsibilities with agreed formal deliverables.	Low	Medium	Low	Board
<b>V3</b>	Security of deposit takers.	Medium	High	High	<b>Treat</b> Use NatWest as the main bankers. Cash deposits to be placed with any of the four main clearing banks. There are to be two or three deposit accounts. The maximum notice on a notice account to be six months. For fixed term accounts the maximum notice to be six months.	Treasury Sub Committee to review investments and performance.	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	Board and F&GP Committee

V4	Investments.	High	High	High	<b>Treat</b> Appointed Smith and Williamson as investment managers.	Treasury Sub Committee to review investments and performance of Smith & Williamson.	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	F&GP Committee
V5	Inaccurate Accounting.	Medium	High	High	<b>Transfer</b> Accounts are audited by External Auditors appointed by Smaller Authorities' Audit Appointments Ltd.	External Auditors report on and certify the Annual Governance and Accountability Return (AGAR).	AO responds and takes action regarding recommendations made by the External or Internal Auditors.	Low	Medium	Low	CEO, AO and F&GP Committee
					<b>Treat</b> Accounts Officer to be responsible to the preparation of accounts.	Management Accounts are regularly presented to F&GP Committee and then onto the Board.	Accounts/budgets prepared by Accounts Officer. Accounts reporting system to be upgraded to provide financial reports for the Board directly from the system.				
V6	Fraud occurring through deliberate activity.	High	High	High	<b>Transfer</b> Internal audit will look for fraudulent activity as part of the annual audit process.	Performed by Internal Auditors.	Fraud and whistle blowing policy circulated to all staff.	Medium	Medium	Medium	All Staff
					<b>Treat</b> Chair and Vice Chair have access to internet banking.	Access log available.	Accounts Officer has been added as a bank signatory and internet banking. Further segregation of duties.				Board
					<b>Transfer</b> Increased Fidelity Guarantee Insurance.	Cover reviewed annually.	Community insurance cover with Zurich Municipal.				Board and CEO
					<b>Treat</b> Fraud policy and whistle blowing policy in place.	Policy in place approved by the Board. Fraud and whistle blowing policy circulated to all staff.	Fraud and whistle blowing policy circulated to new staff.				CEO
					<b>Treat</b> Register of members interests held on file.	Members register of interests updated on an annual basis. Register maintained and available for review.	Updated as members interests change.				CEO
					<b>Treat</b> Ensure no unauthorised transfer of funds from bank accounts.	Bank signatories regularly reviewed. Monthly bank reconciliations undertaken. Approved financial regulations. Segregation of duties - authorising invoices - processing invoices for payment - authorising invoice payment.	Dual authorisation of payments and bank transfers required.				CEO and AO



V7	Effect of inflation, exchange rate movements and materials supply chain on specific areas.	High	High		<b>Treat</b> Budget overspent in year. The effect of inflation over the timescale of the pump replacement programme.	Budget agreed by the Board in February. Considered when levy and agricultural rate set by Board in February. PSG to monitor the finances and progress of the pump replacement programme.	Monitored regularly by F&GP Committee. The Board has no influence over national rates of inflation or international exchange rates. Assumption of increased costs e.g. on salaries included in draft budgets. Monitor the implication of the phasing out of red diesel. Monitor the increase in the cost of diesel and materials. Investigate the feasibility of a shorter deployment time of the pump replacement programme. A review of the source of funds including investigating additional income streams for the pump replacement programme.	Medium	Medium	Medium	Board , F&GP Committee and AO
V8	Impact of movements in interest rates on income.	Low	Low	Low	<b>Treat</b> All cash balances held in approved banks.	Monitoring of budget, Medium Term Financial Plan, Capital Reserve and Developers Fund Reserve.	Actual rates and revised estimated presented to Board in February and November. Revision to the Treasury Management Policy approved by the Board in June 2022.	Low	Low	Low	Board, F&GP Committee and AO
V9	Failure to achieve value for money.	Medium	Medium	Medium	<b>Treat</b> Three quotes are obtained for any major purchase over £5,000 unless there are few suppliers. Compliance with Financial Regulations.	AO reviews with LDE/CE.	Chair and Vice Chair informed of award and reasons.	Low	Low	Low	Board and AO

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Management and Maintenance											
M1	Increased risk of flooding owing to inaccurate assumptions affecting the planned maintenance programme.	Medium	High	High	<b>Treat</b> There is a realistic planned annual maintenance programme.	LDE monitors progress of the plan throughout the year.	Progress regularly reported to the Engineering Committee and the Board.	Low	High	Medium	Board, Engineering Committee and LDE
M2	Inadequate provision for safeguarding the Boards assets. Loss of Machinery through theft or damage.	Medium	High	High	<b>Treat</b> Machines are locked up and fenced off. Spare Machines are available to meet work schedules.	Location is reported daily. Spares either held in workshop, or immediate delivery. Repairs carried out on site/workshop. Assets checked against the Fixed Assets Register. Monthly stocktake undertaken.	Staff training on type of equipment and all aspects of Health, Safety and risk review. All plant machinery insured through Fenton Insurance Services. All machines are tagged.	Low	High	Medium	LDE

<b>M3</b>	Loss of specific personnel leading to work being not completed on schedule.	Low	High	Medium	<b>Treat</b> Skilled workers are trained up so if one could not work then another could, ensuring minimum down time.	Training schedules are maintained by the LDE.	Staff are trained to use equipment as appropriate.	Low	Low	Low	LDE
<b>M4</b>	Damage to Third Party property or individuals	Medium	High	High	<b>Treat</b> Risk assessments undertaken.	Close Supervision by Foreman and LDE. Covered by insurance.	Regular staff training and updating of information held re maps, access etc.	Low	High	Medium	LDE
<b>M5</b>	Pumps fail to operate	Medium	High	High	<b>Treat</b> Pumps maintained and checked at regular intervals.	Planned maintenance undertaken. Pumps checked by Foreman.	Pump replacement programme enacted. Out-of-hours response arrangements in place.	Low	High	Medium	LDE
<b>M6</b>	Watercourse unable to convey water	High	High	High	<b>Treat</b> Rhines and ditches regularly cleared of weed growth. Flaps desilted on a regular basis . Culverts regularly checked and cleared out.	Planned maintenance undertaken. Rhines and Ditches checked by Foreman.	Planned annual maintenance schedule.	Low	High	Medium	LDE
<b>M7</b>	Lack of progress of the Biodiversity Action Plan	High	High	High	<b>Treat</b> Aims and objectives are met.	Approved by Board.	Implementation of plan by modifications to standard operations in designated locations and in special projects with partners. Progress regularly reported to the Board on meeting the targets in the plan.	Medium		Medium	CE
<b>M8</b>	Poor or non-implementation of the Pumping Station replacement programme	High	High	High	<b>Treat</b> Introduce Project Management regime to ensure the programme is managed effectively.	Use of Member/Officer Project Steering Group to manage the programme systematically.	Produce monthly variation reports via Sage for the PSG and Board, setting out all risks, remedial actions and costings.	Medium	Medium	Medium	Board, PSG, CEO, AO, LDE, CE
<b>M9</b>	Untimely or non-replacement of vehicles and plant	High	High	High	<b>Treat</b> Use agreed machinery replacement programme to ensure timely purchase of new machines.	Use Engineering Committee to manage the programme effectively.	Produce periodic variation reports via Sage for the Engineering Committee, setting out all risks, remedial actions and costings.	Low	Low	Low	Engineering Committee and LDE

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Human Resources											
HR1	Inability to retain or recruit new staff.	Medium	Medium	Medium	<b>Treat</b> Unsure of role or expectations.	Clear job descriptions in place. Annual Staff appraisals.	Staff issued with Job Descriptions and Employee Handbook. Open communications through staff meetings and open door policy. Timely staff appraisals take place.	Low	Medium	Low	Board, CEO and AO
					<b>Treat</b> Pay review, pensions.	Board agree all pay reviews and changes.	Pay scales are reviewed to ensure they remain competitive.				
					<b>Tolerate</b> Pay in line with expected action of skill level of staff.	Pay scales are set annually, at national level. Changes to staff responsibilities are set against tables/spine points.	Pay scales and conditions are reviewed at least bi-annually to ensure they remain competitive. Non monetary benefits such as holiday entitlement is monitored to ensure that this also remains competitive to aid recruitment and retention.				
					<b>Treat</b> Increase training.	Training schedules are maintained.	Staff receive ongoing relevant training. In-house computer provided to enable online safe, and cost-effective training to take place.				
					<b>Transfer</b> Pension fund review.	Annual review by actuaries of Glos LGPS. LGPS scheme closed to new staff in July 2015. Staff appointed since August 2015 are auto enrolled into a defined contribution Pension Scheme. The Employee contribution to this scheme is set at 2% above the Government minimum.	LGPS Employer contributions are revised on basis of actuaries triennial review. Employer contribution to defined contribution pension scheme is reviewed.				

HR2	Incidents to staff.	Medium	High	High	<b>Treat</b> Lone working training, manual handling and use of ladders.	Training schedules are maintained. Skyguard Lone worker system in place.	Where possible restrict amount of lone working.	Low	High	Medium	LDE
					<b>Treat</b> Street work signage training has been given.	Training schedules are maintained.	All workers have completed signage training.				
					<b>Treat</b> Accident occurs which injures a member of staff.	Risk assessments are undertaken before starting a job. Staff wear appropriate Personal Protective Equipment. Staff are trained on machinery before they operate it. Accidents are reported and logged.	All workers have completed appropriate training. The LDE reviews all risk assessments. All staff are issued with the Board's approved Employee Handbook.				
					<b>Treat</b> A member of staff contracts a disease.						
					<b>Treat</b> A member of staff contracts Covid-19.	All staff have been given or have access to PPE. LDE regularly reviews the current situation and decides if any further action needs to be taken. Office based staff working from home on a rota basis.	All operators have had individual meetings with the Foreman/LDE, where operators were informed as to how to minimise the risk. All staff have been issued with the 'Managing COVID-19 in the Workplace (Social Distancing) Handbook.' Also issued with a COVID-19 Risk Assessment which is reviewed when necessary in line with Citation/Government guidelines.				
					<b>Treat</b> First aid training.	Health and Safety Training schedules are maintained.	All workers have completed first aid training.				
					<b>Transfer</b> Fidelity Guarantee Insurance cover.	Cover reviewed annually.	Cover under community Insurance through Zurich Municipal.				AO
HR3	Loss of key members of staff in a small team.	Medium	Medium	Medium	<b>Tolerate</b> Other Drainage Boards, Environment Agency and Local Authorities could be asked to advise on operational needs if engineers were to leave.	Member of ADA and in dialogue with other Boards and use of consultants.	Ensure that admin duties are understood by more than one individual. Engineers overlap to ensure spread of knowledge.	Low	Low	Low	AO,LDE and CE

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<b>Office Systems/IT</b>											
<b>O1</b>	Disaster to office premises/IT.	Low	High	Medium	<b>Treat</b> Can work from home using a Laptop which will have server access.	Business Continuity/Disaster Recovery plan tested satisfactorily in 2011 with Orchard computers.	A disaster recovery plan has been approved and clearly explains the steps that should be taken dependent on the type of disaster that occurs.	Low	Medium	Low	CEO,CE, LDE and AO
					<b>Treat</b> Backups of server daily and once a week major backup.		Orchard Computer services. Daily/weekly backups.				
<b>O2</b>	Failure to store confidential and personal data in a secure environment.	High	High	High	<b>Treat</b> Ensure compliance with Data Protection Act 2018 and General Data Protection Regulation.	Review of data held annually. Destruction of data that is either out of date or no longer required. Paper records to be destroyed by a secure method and computer records to be deleted and erased.	Ensure that all staff and the Board are aware of the need to keep data secure and the implications of releasing personal sensitive data. Produce a GDPR Document Schedule. Produce a Document retention and destruction timetable.	Low	High	Medium	AO
<b>O3</b>	Failure to provide adequate insurance cover.	Medium	High	High	<b>Transfer</b> Level of Insurance cover is reviewed annually .	Cover reviewed annually.	Cover provided through Zurich Municipal.	Low	Low	Low	AO
<b>O4</b>	Inadequate functionality of IT systems.	Low	Medium	Low	<b>Tolerate</b> IT Systems are updated as and when they are needed. No specific high spec computers are needed, all packages used are basic and non bespoke.	Sage upgrades are incorporated as available. Microsoft Office upgraded as appropriate. Data base holding rating information updated as necessary. Drainage Rating System (DRS) has been implemented.	IT Systems are reviewed on a regular basis. New/upgrades to software packages only purchased as necessary to improve information and efficiency of the business.	Low	Low	Low	CEO and CE

**Key:** CE - Civil Engineer  
LDE - Land Drainage Engineer  
AO - Accounts Officer  
CEO - Chief Executive Officer

F&GP Committee - Finance & General Purposes Committee  
PSG - Project Steering Group

# **LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**

## **BALANCE SHEET AS AT 31 JULY 2022**

	Note	£	31/07/22 £	31/07/21 £	Variance £	31/03/22 £	Variance £
<b>FIXED ASSETS</b>							
Fixed Assets	1	1,506,583	<b>1,506,583</b>	<b>1,017,064</b>	489,519	<b>1,365,615</b>	140,968
<b>LONG TERM ASSETS</b>							
Investments		895,001	<b>895,001</b>	<b>1,005,801</b>	-110,800	<b>948,555</b>	-53,554
<b>CURRENT ASSETS</b>							
Stock +WiP		104,200		53,088	51,112	79,952	24,248
Trade Debtors		50		11,570	-11,520	362	-312
Drainage Rate Debtors		2,119		2,168	-49	218	1,901
Levy Debtors		0		0	0	0	0
VAT Claim		3,913		3,202	711	19,491	-15,578
Special Levies - Environment Agency		32,290		31,657	633	0	32,290
Prepayments		25,819		25,259	560	39,117	-13,298
Cash at Bank and in hand		595,503		904,601	-309,098	386,170	209,333
Short Term Deposits		410,293		409,785	508	409,958	335
			<b>1,174,187</b>	<b>1,441,330</b>	-267,143	<b>935,268</b>	238,919
<b>CURRENT LIABILITIES</b>							
Trade Creditors		-24,970		-126,373	101,403	-43,914	18,944
Other Creditors		-30,559		-29,701	-858	-29,274	-1,285
Accrued Expenses		-7,980		-9,627	1,647	-18,001	10,021
Finance Leases due within one year		0		0	0	0	0
Prepaid Rates	2	-85,581		-78,297	-7,284	0	-85,581
Prepaid Levies	2	-258,820		-236,540	-22,280	0	-258,820
Payments Received in Advance		0		-16,800	16,800		
Prepaid Developers Funds		-30,888		-29,988	-900	0	-30,888
			<b>-438,798</b>	<b>-527,326</b>	88,528	<b>-91,189</b>	-347,609
<b>NET CURRENT ASSETS</b>			<b>735,389</b>	<b>914,004</b>	-178,615	<b>844,079</b>	-108,690
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>3,136,973</b>	<b>2,936,869</b>	200,104	<b>3,158,249</b>	-21,276
<b>LONG TERM LIABILITIES</b>							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-708,000		-1,412,000	704,000	-708,000	0
			<b>-708,000</b>	<b>-1,412,000</b>	704,000	<b>-708,000</b>	0
<b>NET ASSETS</b>			<b>2,428,973</b>	<b>1,524,869</b>	904,104	<b>2,450,249</b>	-21,276
<b>FINANCED BY:</b>							
<b>CAPITAL ACCOUNT</b>			<b>666,569</b>	<b>666,569</b>	0	<b>666,569</b>	0
<b>ACCUMULATED FUND</b>							
Balance brought forward		1,093,359		596,060	497,299	596,060	497,299
Surplus for the 4 months		143,293		144,686	-1,393	256,853	-113,560
Transfer to Capital Expenditure Reserve		-91,667		-83,333	-8,334	-250,000	158,333
Additional Transfer to Capital Exp. Res.		0		0	0	0	0
Transfer from Capital Expenditure Reserve		0		0	0	490,446	-490,446
			<b>1,144,985</b>	<b>657,413</b>	487,572	<b>1,093,359</b>	51,626
<b>Developers Funds Reserve</b>							
Investments at cost		650,000		650,000	0	650,000	0
Increase in value		245,001		355,801	-110,800	298,555	-53,554
Investments at current value		895,001		1,005,801	-110,800	948,555	-53,554
Cash at Bank		64,829		66,130	-1,301	111,137	-46,308
			<b>959,830</b>	<b>1,071,931</b>	-112,101	<b>1,059,692</b>	-99,862
<b>Capital Expenditure Reserve</b>	3		<b>221,006</b>	<b>396,373</b>	-175,367	<b>194,046</b>	26,960
<b>Pension Reserve</b>			<b>-708,000</b>	<b>-1,412,000</b>	704,000	<b>-708,000</b>	0
<b>Revaluation Reserve</b>			<b>144,583</b>	<b>144,583</b>	0	<b>144,583</b>	0
			<b>2,428,973</b>	<b>1,524,869</b>	904,104	<b>2,450,249</b>	-21,276

### Notes

1. Fixed assets include purchases, sales and depreciation for 4 months to 31 July 2022
  2. In all these cases the balance sheet has been adjusted to reflect receipts
  3. This Reserve is held as cash and increases by £22,917 each month.
- There is a corresponding monthly charge in the income and expenditure account.
- As the new pumps are capitalised as a fixed asset, they are depreciated over 15 years.

# **LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**

## **INCOME AND EXPENDITURE 4 MONTHS TO 31 JULY 2022**

## **YEAR TO DATE**

Income	Note	Actual £	Budget £	Variance £	31 July 2021 £	Variance £
Levies Charged to Authorities	1	494,967	494,967	0	452,334	42,633
Agricultural Rates	1	45,732	45,732	0	41,869	3,863
Rechargeable Works		3,218	600	2,618	31,060	-27,842
Application Fees		800	1,000	-200	1,200	-400
Consultancy Fees Recharged		0	6,000	-6,000	0	0
Surplus on Sale of Assets		15,623	13,623	2,000	36,996	-21,373
Miscellaneous Income		0	0	0	0	0
Foreign Water Grant - EA		58,033	58,033	0	56,895	1,138
Developers Fund Contribution	1	15,444	15,444	0	14,994	450
Interest		440	333	107	94	346
<b>Total</b>		<b>634,257</b>	<b>635,732</b>	<b>-1,475</b>	<b>635,442</b>	<b>-1,185</b>
<b>Expenditure</b>						
Payroll		247,991	254,580	6,589	240,119	-7,872
Office Maintenance	2	7,122	10,945	3,823	5,129	-1,993
Maintenance	3	60,368	73,053	12,685	57,656	-2,712
EA Levy		74,178	74,178	0	72,724	-1,454
Motor Travel and Subsistence	4	8,332	8,602	270	7,275	-1,057
Communications		1,960	2,145	185	1,582	-378
Administration	5	11,751	12,658	907	12,823	1,072
Engineering Consultancy Fees		2,830	25,000	22,170	19,700	16,870
Legal and Professional Fees	6	1,486	1,650	164	1,421	-65
Audit and Accountancy Fees		0	0	0	1,150	1,150
Depreciation		74,237	74,237	0	70,469	-3,768
Bank Charges		709	1,100	391	708	-1
<b>Total</b>		<b>490,964</b>	<b>538,148</b>	<b>47,184</b>	<b>490,756</b>	<b>-208</b>
<b>Surplus for 4 months</b>		<b>143,293</b>	<b>97,584</b>	<b>45,709</b>	<b>144,686</b>	<b>-1,393</b>
<b>Transfer to Capital Expenditure Res.</b>		<b>91,667</b>	<b>91,667</b>	<b>0</b>	<b>83,333</b>	<b>8,334</b>
<b>Net Surplus for 4 months</b>		<b>51,626</b>	<b>5,917</b>	<b>45,709</b>	<b>61,353</b>	<b>-9,727</b>

The results for 4 months show a surplus of £51,626 against a budget of £5,917 a positive difference of £45,709.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 4 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Office Maintenance -

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation for major variances
Plant Maintenance	20,167	23,835	3,668	Repairs to Hyundai WX12 CWL (RAM) £1,780. Repairs to Kobelco WU16 T2M (Ridding Circuit) £1,440.
Maintenance Compensation	0	333	333	
Vehicle, Plant	35,796	39,337	3,541	Lower spend on Diesel than budgetted for £7,343.
Workshop Fixtures & Fittings	3,799	2,420	-1,379	
Pump Station Electricity	-676	4,488	5,164	Credit Notes - Saul £4,688 (Aug 2021 to Feb 2022).
Health & Safety	1,282	2,640	1,358	
	60,368	73,053	12,685	

4) Administration -	Actual £	Budget £	Variance £	
	11,751	12,658	907	Project Management Training Course (£1,850)

5) Engineering Consultancy fees -

	Actual £	Budget £	Variance £
Non Rechargeable Fees	2,830	20,000	17,170
Rechargeable Fees	0	5,000	5,000
	2,830	25,000	22,170

Notes:

Surplus on sale of assets is:	£
Energreen 2000 - VX65 HVB	15,623



# **LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**

## **FORECAST TO YEAR END**

### **INCOME AND EXPENDITURE FORECAST TO YEAR END - 31 MARCH 2023**

Income	Note	Projected Outturn £	Budget £	Variance £	31 March 2022 £	Variance £
Levies charged to Authorities	1	1,484,901	1,484,901	0	1,357,001	127,900
Agricultural Rates	1	137,196	137,196	0	125,607	11,589
Rechargeable Works		18,000	18,000	0	51,103	-33,103
Application Fees		2,400	3,000	-600	2,050	350
Consultancy Fees Recharged		18,000	18,000	0	16,800	1,200
Surplus on Sale of Assets		15,623	13,623	2,000	31,809	-16,186
Miscellaneous Income		0	0	0	0	0
Foreign Water Grant - EA		174,099	174,099	0	170,686	3,413
Developers Fund Contribution	1	46,332	46,332	0	44,982	1,350
Interest		1,320	1,000	320	297	1,023
<b>Total</b>		<b>1,897,871</b>	<b>1,896,151</b>	<b>1,720</b>	<b>1,800,335</b>	<b>97,536</b>
<b>Expenditure</b>						
Payroll		793,739	783,739	-10,000	762,323	-31,416
Office Maintenance	2	21,366	23,073	1,707	19,501	-1,865
Maintenance	3	232,200	232,200	0	215,934	-16,266
EA Levy		222,534	222,534	0	218,171	-4,363
Motor Travel and Subsistence	4	24,996	26,510	1,514	21,738	-3,258
Communications		5,880	6,435	555	5,085	-795
Administration	5	41,156	46,433	5,277	29,241	-11,915
Engineering Consultancy Fees		75,000	75,000	0	44,779	-30,221
Legal and Professional Fees	6	4,458	4,950	492	4,738	280
Audit and Accountancy Fees		5,019	5,019	0	5,850	831
Depreciation		222,708	222,708	0	214,509	-8,199
Bank Charges		2,127	3,300	1,173	1,613	-514
<b>Total</b>		<b>1,651,183</b>	<b>1,651,901</b>	<b>718</b>	<b>1,543,482</b>	<b>-107,701</b>
<b>Anticipated Surplus at Year End</b>		<b>246,688</b>	<b>244,250</b>	<b>2,438</b>	<b>256,853</b>	<b>-10,165</b>
<b>Transfer to Capital Expenditure Res</b>		<b>275,000</b>	<b>275,000</b>	<b>0</b>	<b>250,000</b>	<b>25,000</b>
<b>Anticipated Net Surplus at Year End</b>		<b>-28,312</b>	<b>-30,750</b>	<b>2,438</b>	<b>6,853</b>	<b>-35,165</b>

## **Notes**

This reflects the activity in the year to 31 July 2022.

The major variances from the Budget relate to activity to 31 July 2022.