

Minutes of the additional meeting of the Lower Severn (2005) Internal Drainage Board
Held on Wednesday 28th April 2021 at 2.00 pm
Virtual Meeting

Present:

Cllr M Riddle Chairman
Cllr P Abrahams
Cllr B Behan
Cllr K Burchell
Cllr P Burford
Mrs F Collins
Mr J Cornock
Mr T Cullimore
Mr R Godwin
Cllr R Griffin
Miss R Hewlett
Mr J Hore

Cllr J Jones
Cllr P Howells
Mr G R Littleton
Mr J Nichols
Mr I Ractliffe
Mr G Simms
Ald M Sykes
Ald C Williams
Cllr M Williams
Mr K Withers

Staff:

Kieran Warren	Principal Officer	PO
Martin Dear	Accounts Officer	AO
James Druett	Land Drainage Engineer	LDE
James Thomas	Civil Engineer	CE
Louise Reading	Minutes	

Public attendance
Peter Williams

Forest of Dean District Council

3206	<p>Apologies</p> <p>Apologies were received from Mr Barnes, Cllr Hance and Mr Goodey.</p>	
3207	<p>Chairman's Announcements</p> <p><u>Meeting with Innes Thomson</u></p> <p>The Chair advised Members that he had attended a virtual meeting in February with the CE of ADA, Innes Thomson. A wide range of topics were discussed.</p> <p>Members were informed that demaintenance of main rivers would be included in the Government's next environmental Bill, this would give the opportunity for IDBs to take over some river maintenance.</p> <p>The Chair also stated that Innes Thomson had congratulated the LSIDB on its pump replacement programme to date and advised that pump replacement works were proving challenging for many IDBs. Innes Thomson also added that the only external funding for the pump replacements would be via the Public Works Loan Board.</p> <p>Finally, the Government were looking into the removal of the red diesel cost reduction IDBs currently benefit from. This would result in an increase in fuel costs of approximately 46p per litre equating to around £30,000 a year to the Board. The Chair had written to his local MP to raise this issue and encouraged Members to do the same.</p> <p>The Chair encouraged Members to access the ADA website where there was a range of training modules available.</p> <p>On the subject of remote meetings and a recent communication from Defra, the Chair advised Members that this would be discussed under item 8.</p> <p><u>Procurement</u></p>	

	<p>The Chair informed Members that together with Ald Williams, he and 6 staff attended a procurement training event on 21st April 2021. It was delivered by two senior legal officers from Bristol City Council. This now gave the Board a solid platform for future tendering and contractual work related to the supply of good and services.</p> <p>The Chair thanked Bristol City Council, South Gloucestershire Council and Forest of Dean District Council for their offers of ongoing support in respect of procurement best practice.</p> <p><u>Performance Management Working Group</u> The Chair informed Members that the Performance Working Management Group had met twice and would report to the Board in June. He thanked Mr Nichols, Mr Godwin, Mrs Collins, Mr Simms, Ald Williams and Kieran Warren for working on this issue.</p>	
3208	<p>Declaration of Members Interest There were no declarations of interest.</p>	
3209	<p>Minutes of Previous Meetings Cllr Burford requested that under minute number 3174 a paragraph be added about ceasing any further works involving Motion Consultants until such a time the competitive tender process had been concluded. Paragraph to read:</p> <p><i>Members further discussed at length Cllr Burford proposal that all works involving Motion should cease immediately. Again, whilst some Members were in agreement others felt that this would have unfavourable consequences for the Avonmouth Severnside Enterprise Area.</i></p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • Subject to the addition of the above paragraph, the Minutes of the meeting held on 3rd February 2021 be approved as a correct record. 	
3210	<p>Matters arising from the Minutes Ald Williams raised his concerns that answers in response to issues raised by him to Officers had been continually delayed and this needed to be addressed.</p> <p>The PO agreed that delays had occurred and explained that it was a capacity issue and perhaps the Staff and Pensions Committee would need to explore this.</p> <p>Cllr Burford asked why had there been a sudden change in capacity.</p> <p>Miss Hewlett reminded Members that the staffing structure had been dramatically reduced some years ago.</p> <p>The PO added that since the reduction in staffing levels in 2017 there had been an increase in workload especially with the pumping stations programme, which had accelerated within the last 12 months.</p> <p>It was agreed that staff capacity would be discussed by the Staff and Pensions Committee.</p>	
3211	<p>Committee Updates</p> <p><u>Governance & Probity Committee Update – 31st March 2021.</u> Cllr Behan informed Members that the Governance and Probity Committee had investigated the level of reserves required should the Board cease operations. Members were happy that the reserves were sufficient to meet its liabilities.</p> <p>Members had also discussed remote meetings and the consensus was that a mixture of both was preferable going forward.</p>	

	<p>In response to Cllr Buford's question, the PO pointed out that IDBs were not held to the same legislation as Local Authorities that barred remote meetings after the 7th May 2021. The Board was able to apply to Defra to continue the use of remote meetings at their discretion.</p> <p>Cllr Behan reported that the Governance and Probity Committee had reviewed four policies. The first was the Biodiversity policy. It was agreed that whilst it was still fit for purpose it should be issued for consultation to local authorities' and ADA for review.</p> <p>The Data protection policy had also been reviewed and the Committee were happy that this policy remained up to date.</p> <p>The employee handbook was revisited and Members agreed that it would be a useful exercise to check that employee's car insurance covered the vehicle for business use.</p> <p>The Standing Orders required some minor wording amendments.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Data Protection be approved as per Appendix A; and • The Standing Orders be approved as per Appendix B 	
3212	<p>Report from Project Steering Group</p> <p>The Chair advised Members that since the December Board meeting Mr Simms had been working closely with the LDE and CE to provide project management support. The Chair thanked Mr Simms for the considerable amount of time he had spent on this to date.</p> <p>The Board had resolved to set up a Project Steering Group (PSG). Mr Simms extended to up this group and thanks were given to Miss Hewlett, Ald Williams the LDE, CE and PO who comprised this group</p> <p>Mr Simms updated Members as to the work that the PSG had undertaken to date. The group had tried to keep the Elmore Back project moving operationally and stated that the group always worked towards unanimity in its decision making.</p> <p><u>Review of Elmore Back</u></p> <p>The review at Elmore back had found no evidence to suggest anything other than best endeavours had been employed on this project.</p> <p>The LDE was appointed as project lead and Mr Simms was complimentary of the working relationship between the LDE and CE.</p> <p>He advised that a live risk register was now in place and that all costs had been re-examined. As part of accountability, financial statements were produced and reviewed monthly. He explained to Members that the nature of this project will see cost variations emerging but that regular review would provide risk mitigation and explanation.</p> <p>There were a number of factors that prevented the Elmore Back original start date from being met and these were:</p> <ul style="list-style-type: none"> • Unclear pumping requirements • Access to the site • Lack of EA consent • No contractual arrangements • Changes to specification that had adverse effects on the project • Communications with the EA 	

	<p>Mr Simms was pleased to confirm to Members that since then the access to the pump station has been resolved with the IDB carrying out these works providing a significant cost saving. The group had also managed to secure the use of pumps from the EA at no charge. The IDB would insure these pumps and provide the fuel. Finally, there was a contract in place between the IDB and Aqua Management. At this point in time there was nothing to suggest that the project would overrun.</p> <p>Mr Simms explained that the project was a complex one and none of the previous pumps including Elmore Back had been subject to a sufficient initiation phase. Members to note that the IDB was set up to deal with the day to day running and maintenance of the 550km watercourse and staff were not trained sufficiently to run Capital Programmes.</p> <p>The Capital Programme could not be run efficiently when only reporting to the Board three to four times a year and the PSG would be able to steer, provide support and ensure good practice whilst overseeing the day to day running of operations.</p> <p>Mr Simms also expressed how a lack of financial reporting had made the reporting arrangements laborious and requested that SAGE be investigated to see if there was the option to provide better reporting on the Capital Programme.</p> <p>The PSG had also produced terms of reference for Members' consideration.</p> <p><u>Severnside and Avonmouth Enterprise Area.</u></p> <p>Mr Simms advised the Board that Water Environment were engaged in modelling and reporting work in respect of development. Motion were also used to provide drawings and support with developer negotiations at this location.</p> <p>The PSG agreed that present arrangements should continue in the short term in view of the risk of application decisions not being given within the required time frame.</p> <p>A full review of these arrangements was planned.</p> <p>In response to Members questions as to Motions Consultancy fees to date for Elmore Back, Mr Simms advised Members that as there were no defined deliverables it was difficult to measure value for money and therefore Members needed to make their own judgement on this.</p> <p>Cllr Burford expressed concerns that as no tender exercise was carried out that Members couldn't know whether this was value for money and agreed that it was key to agree a specification before speaking with possible suppliers. He raised concerns that Motion may have been carrying out works that could be completed in-house and asked whether the PSG had the authority to makes these decisions. He also stated that Water Environment Ltd should also have been subjected to the tendering processes and asked if there was a penalty should applications made via Severnside and Avonmouth Enterprise Area not be determined within a certain time frame.</p> <p>Ald Williams added that compliance training issues needed to be addressed and felt that the Board was unaware of the Public Contracts Regulations 2015.</p> <p>Miss Hewlett advised that the PSG had moved as quickly as possible and given a considerable amount of time to date; that everything had been done with the best intentions within the available time frames. Decisions needed to be made as there wasn't time to wait for the next Board meeting.</p> <p>The Chaired informed Members that he was going to bring a report on the Board's structure to a future Board meeting.</p>	
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	<p>Mr Godwin proposed that a local representative should make up part of the Project Steering Group and Mr Simms agreed.</p> <p>Cllr Howells agreed with Cllr Burford and felt that Motion's costs for Elmore Back should be subjected to further investigation.</p> <p>Miss Hewlett explained that Motion completed a considerable amount of work and support to the Board that some Members may not be aware of including but not limited to: Hydraulic modelling, designing, tendering and liaison with suppliers and developers.</p> <p>Cllr Burford expressed concerns that some Members were defending Motion Consultants and proposed a notice of motion to be considered by the Board.</p> <p>The Chair advised that any new motion needed to be submitted before the meeting and therefore it couldn't be accepted. An amendment to an existing recommendation could be proposed.</p> <p>Cllr Burford was disgusted that the motion wasn't allowed in a bid to find out what had happened with the failure to tender and follow procedure.</p> <p>Mr Simms objected to Cllr Burford's comment that Members were defending Motion and explained that it was damaging to cease operations midway through projects.</p> <p>The PSG made 5 recommendations to the Board.</p> <p>An amendment to recommendation 4 to the effect that Motion Consultants Limited and Water Environment Limited continue to support the Boards regulatory work in the Avonmouth Severnside Enterprise Area only after a tender and contract process has been completed was defeated by 13 votes to 3.</p> <p>Whilst some Members felt that this amendment should be carried, other Members expressed concerns as to what would happen with the current applications if the IDB didn't have access to the modelling software. Developers may not comply with the IDB recommended method of drainage. The Board had worked with developers for many years to achieve the best outcomes. Miss Hewlett explained to Members that the review into the Avonmouth Severnside Enterprise Area was the priority for the PSG and they looked to report to the Board at earliest opportunity. The report would provide Members with a full review and inform for future decision-making</p> <p>The Chair then put each recommendation to the vote and</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • (1) the Terms of Reference be noted; • (2) That compliance training be given to all the Chairs and Vice Chairs of each Committee and the Board, and any other Members wishing to receive it; • (3) the PO and AO explore an upgrade of the current Sage accounts system that is capable of meeting 'best practice' project management demands, clear and concise reporting with regards to the Capital Programme, and providing any financial reports required by Officers and Committees. • (4) Motion Consultants Limited be allowed to continue to support the Board's regulatory work in the Avonmouth Severnside Enterprise Area, during the Project Steering Group's review; and • (5) Officers receive training in project and contract management. 	
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3213	<p>Contract Reviews</p> <p>The PO presented four procurement schedules and advised Members that all four were compliant in line with Financial Regulations and Standing Orders.</p> <p>Ald Williams disagreed with this and felt there had been multiple breaches which had not been shown in the schedules and he felt that reports had not been forwarded to the Board or appropriate Committees.</p> <p>Cllr Burford asked the LDE how much the New Spearhead had cost. The LDE responded that it was approximately £200,000. He also advised Members that for this particular piece of kit there was a very limited choice of supplier. Cllr Burford disputed this and also expressed concerns that European Procurement rules had been broken.</p> <p>In response to a question from Cllr Burford the Chair further advised Members that these schedules had been produced to provide a user-friendly summary, which he had drawn up after looking into these contracts at Cllr Burford's request.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The report be noted 	
3214	<p>Any other item the Chair decides is urgent</p> <p>The Chair informed Members that he had received an email from Defra on 27th April 2021 in respect of remote meetings. The PO added that IDBs were able to apply for Ministerial consent if they wished to continue with the option of remote meetings. This would mean a small change to the Standing Orders. If a decision wasn't reached then remote meetings would be barred.</p> <p>In response to a question from Ald Williams the PO confirmed the change to the standing orders was in relation to remote meetings only.</p> <p>The Chair observed that whilst the pandemic continued to present a public health risk that it might be wise to retain remote meetings as an option.</p> <p>Miss Hewlett agreed and felt that remote meetings made it easier for the PSG to meet.</p> <p>It was resolved that;</p> <ul style="list-style-type: none"> • The PO be requested to apply to Defra for further continuation of remote meetings and that the Boards Standing Orders be amended to facilitate this. 	
3215	<p>Date of next meeting</p> <p>Members noted that the next Full Board meeting was scheduled for 9th June 2021.</p>	
	<p>The meeting closed at 16:35 pm.</p>	

Lower Severn (2005) Internal Drainage Board

DATA PROTECTION POLICY

Introduction

The Data Protection Act 2018 (“the Act”) has replaced the Data Protection Act 1988 and came into force on 25 May 2018.

The General Data Protection Regulation (“the Regulation”) came into force on 25 May 2018 and is designed to cover the collecting, storing, processing and distribution of personal data. It gives rights to individuals about whom information is recorded. This applies to all individuals whether they are employees, members, ratepayers or other customers, suppliers or members of the public.

The General Data Protection Regulation is being implemented in the UK through the Data Protection Act 2018.

Policy Statement

In order to meet its legal obligations and to operate effectively the Lower Severn (2005) Internal Drainage Board (“the Board”) needs to collect, maintain and use certain personal information about current and past employees, members, ratepayers and other customers, suppliers and others with whom it has dealings. All such personal information, whether held on paper, computer or other format will be obtained, handled, processed, transported and stored lawfully and correctly in accordance with the Act.

The Board will aim to ensure that all employees and others who have access to any information held are fully aware of and abide by their duties and responsibilities under the Act.

The Board recognises that personal information is confidential and that unauthorised disclosure is a criminal offence under the Act.

Lawful Basis for Collecting and Processing Data

The Board is defined as a Public Authority under the Act. The Board has a lawful basis for collecting and using data under the Land Drainage Act 1991, in particular Section 52 Register of Drainage Hereditaments and Section 53 Power to require information. This data is categorised under the Act as a legal obligation to hold for the purpose of usage under the requirements of the Land Drainage Act 1991. The intended purposes for processing the personal data is for the Board’s legal obligations of the Land Drainage Act 1991 and any other relevant Act.

An individual or organisation has no right to object to the Board holding this relevant data. The Board does not require consent to hold the relevant data and there is no right to have it erased.

Data Protection Principles

The Board is committed to the principles contained in the Act.

These principles are:

- Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any way incompatible with that purpose or those purposes;
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- Personal data shall be accurate and where necessary, kept up to date;
- Personal data processed for any purpose or purposes shall not be kept longer than is necessary for that purpose or those purposes;
- Personal data shall be processed in accordance with the right of data subjects under the Act;
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

To meet the requirements of the Act the Board is committed to the following:

That personal information shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest; scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the Act in order to safeguard the rights and freedoms of individuals;
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Compliance with the Data Protection Principles

In order to comply with the data protection principles, the Board will:

- Observe fully all conditions regarding the fair collection and use of personal information;
- Meet its legal obligations to specify the purpose for which information is used;
- Collect and process appropriate personal information only to the extent that it is needed to fulfil operational needs or to comply with legal obligations;
- Ensure that the personal information used is as accurate as possible;
- Apply strict checks to determine the length of time personal information is held and ensure that personal information is not held any longer than is necessary;
- Ensure that individuals about whom information is held are able to exercise their rights under the Act, including the right to be informed that processing is taking place, the right of access to their own personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase incorrect information;
- Take appropriate technical and organisational security measures to safeguard personal information;
- Ensure that personal information is not transferred outside the EEA without suitable safeguards.

Commitment to Data Protection

The Board adheres to its commitment to the Act by:

- Allocating specific responsibility for data protection to at least one person;
- Ensuring that employees handling personal information are supervised appropriately;
- Processing requests for access to personal information in a timely and courteous manner;
- Recording any breaches in data protecting policy and taking disciplinary action as necessary;
- Periodically reviewing the management of personal information and updating the policy and procedures accordingly.

Lawful Processing

Before any processing of personal data takes place the lawful basis for processing will be established. The Lawfulness of processing conditions include:

- Consent of the data subject;
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract;
- Processing is necessary for compliance with a legal obligation;
- Processing is necessary to protect the vital interests of a data subject or another person;
- Processing is necessary for the performance of a task carried on the public interest or in the exercise of official authority vested in the Board.

Responsibilities

The overall responsibility of ensuring compliance to the Act remains with the Board. However:

- The day to day responsibility rests with the office based employees;
- It is the responsibility of all employees to ensure that personal information provided to the Board, for example current address, is accurate and up to date. To this end employees are required to inform the Board immediately when changes occur;
- Employees whose role involves the collection, maintenance and processing of personal information about other employees, ratepayers, customers, suppliers or any other individuals with whom the Board has dealings are responsible for following the Boards rules on good data protection practise as notified from time to time.

Individuals' Rights

Individuals have the following rights. The right:

- To be informed;
- Of access;
- To rectification;
- To erasure;
- To restrict processing;
- To data portability;
- To object;
- Not to be subject to automated decision-making including profiling.

Individuals' Rights are restricted if the information is lawfully collected.

Access to Information

Anyone who is the subject of personal information held by the Board has the right to make a subject access request. Those who wish to exercise this right should write to the Principal Officer. The Board reserves the right to charge £10 for responding to such requests. If, as a result of a subject access request, any personal information is found to be incorrect, it will be amended. The Board will deal promptly and in a courteous manner with subject access requests and will normally respond within 40 days. If there is a reason for delay, the person making the request will be informed accordingly.

Breach of the Policy

Breach of this policy by an employee will be regarded as a disciplinary offence and will be dealt with under the Board's formal discipline procedure.

Employees who consider that there has been a breach of this policy in relation to personal information about them held by the Board should raise the matter via the Board's formal grievance procedure.

Contact

If you have any questions, comments or complaints about this Data Protection Policy please contact Martin Dear using the details below:

Martin Dear
Data Protection Officer
Lower Severn (2005) Internal Drainage Board
Waterside Buildings
Oldbury Naite
Thornbury
South Gloucestershire
BS35 1RF

Email: MDear@lowersevernidb.org.uk

Updating this Data Protection Policy

The Board may update or amend this Data Protection Policy from time to time, to comply with law or to meet changing business requirements. When updates are made to this Policy, the Board will take appropriate measures to inform you, consistent with the significance of the changes made.

Lower Severn (2005) Internal Drainage Board

STANDING ORDERS

Rules made by the Lower Severn (2005) Internal Drainage Board with the approval of the Secretary of State under paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991. The relevant statutory provisions governing the proceedings of an Internal Drainage Board are set out in the Annex to these Rules for reference purposes.

Regulations as to Proceedings

1. Meetings of the Board, for which five clear working days' notice will be given, will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can pass a resolution to exclude the public and/or press from a meeting or part thereof where it is considered that the nature of the business to be transacted so requires. In that event the reasons for such exclusion shall be clearly recorded in the minutes:-
 - a) The Board will hold an Annual General Meeting in November each year together with such other meetings as it may determine.
 - b) At one such meeting the Board will determine the drainage rate and special levies to be set to enable the latter to be served on the special levy councils by no later than the 15th February in respect to the following financial year.
 - c) In addition either the Chairman and/or 10 or more members may call a Special Meeting to consider any urgent matter.
2. For each meeting, members will receive an Agenda and any accompanying papers by post or other means dispatched at least five clear working days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed as a matter of urgency. The reasons for such urgent consideration shall be recorded in the minutes of the meeting.
4.
 - a) A formal meeting of the Board cannot be conducted unless at least half plus one members are present at the start of and during the meeting. If departures reduce the number below the quorum then the Chairman will terminate the meeting at that point.
 - b) All resolutions and proposals will be decided by a majority of votes of the members present. Except as provided elsewhere in these rules, voting shall be by show of hands.
 - c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
5. The Board shall meet at a venue to be determined from time to time with such venue being specified in the agenda.
6. The Board shall, at the Annual General Meeting appoint a Chairman and Vice-Chairman whose terms of office shall continue until the following Annual General Meeting. Wherever practicable, one of these positions shall be held by an elected member and the other by an appointed member.
7. If any vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose someone

of their number to fill such vacancy.

8.
 - a) At any meeting of the Board the Chairman, if present, shall preside.
 - b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.
 - c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose someone of their number to be Chairman of such meeting.
9. The Board shall cause Minutes to be made of all meetings, posted on the Board's website marked as 'Draft' or 'Approved' as appropriate and recorded in an appropriate form:-
 - a) of all appointments of Officers made by the Board
 - b) of the names of the members present at each meeting of the Board and Committees or Sub-Committees of the Board
 - c) of all orders made by the Board and Committees or Sub-Committees of the Board, and
 - d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub-Committees of the Board.

The Board will approve, with or without amendment, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at that meeting.

10. All proceedings, resolutions and reports of every Committee, Sub-Committee or Working Group intended to be laid before the Board shall be circulated among the members of the Board at least five clear working days before the meeting of the Board at which the same are to be submitted.

Committees and Sub-Committees or Working Groups

11. The Board may appoint such Committees or Sub-Committees as they think fit and the quorum for these meetings shall be in the same proportion as the quorum required for Board meetings. The acts of any Committee, Sub-Committees shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub-Committee.
12. A Committee, Sub-Committee or Working Group may elect a Chairman of their meetings. If no such Chairman is elected, or if he/she is not present, the members present shall choose someone of their number to be Chairman of such meeting.
13. A Committee, Sub-Committee or Working Group may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present, and shall be decided by a show of hands. In case of any equal division of votes the Chairman shall have a second or casting vote.
14. Regulations 9 and 10 shall apply to minutes of Committees, Sub-Committees and Working Groups.

Notices of Motion

15. Notice of every motion shall be in writing, signed by the member or members of the Board giving the notice, and delivered at least ten clear working days before the next meeting of the Board, at the offices of Principal Officer by whom it shall be dated, numbered in the order in which it is received, and entered in a book which shall be open to the inspection of every member of the Board.
16. The Principal Officer shall set out in the report for every meeting of the Board all motions of which notice has been duly given in the order in which they have been received, unless the member giving such notice intimated in writing, when giving it, that he/she proposed to move it at some later meeting or has since withdrawn it in writing.
17. If a motion thus set out in the report be not moved either by a member who gave notice thereof or by some other member on his/her behalf it shall, unless postponed by consent of the Board, be treated as withdrawn and shall not be moved without fresh notice.

Standing Orders Order of Debate

18. Every proposal or amendment, other than a proposal for the approval of a Committee, Sub-Committee or Working Group, shall be proposed and seconded and shall, if required, be written out and handed to the Chairman who shall read it out before it is further discussed or put to the meeting.
19. The Chairman will invite members to speak on the subject under discussion.
20. Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote.
21. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
22. Every amendment shall be relevant to the proposal to which it is applied and its effect must not be to negate the wording of the motion.
23. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with, but notice of any number of amendments may be given.
24. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.
25. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
26. The mover of a motion has a right of reply at the end of the debate immediately before the motion is put to the vote.
27. If an amendment is moved, the mover of the original motion has a right of reply at the end of the debate upon the amendment but may not otherwise speak on the amendment.

28. The mover of an amendment has no right of reply to the debate on the amendment.
29. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negated within the preceding six months shall be in order.

The Common Seal

30. The Common Seal of the Board shall be kept in some safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board, and in the presence of both the Chairman and the Principal Officer of the Board.
31. Copies of all sealed documents must be retained.

Suspension of Standing Orders

32. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the members of the Board present and voting are in agreement.

Authority for Virtual Meetings

33. In relation to any meeting held after 7th May 2021, “presence” at a meeting includes physical attendance and being present through remote attendance. “Remote attendance” means attending or participating in a meeting by electronic means, including by one or more of the following:
- (i) telephone conference
 - (ii) video conference
 - (iii) live webcast
 - (iv) live interactive streaming.
34. *In relation to any meeting held after 7th May 2021, regulation 5 is suspended and the Board shall instead provide members with relevant details to enable members to attend and participate in meetings, including remotely. The Board shall provide confirmation of these details in the agenda. For these purposes, “details” includes one or more of the following:*
- (i) the venue
 - (ii) the availability of a telephone conference facility and the manner of accessing such facility
 - (iii) the availability of a video conference facility and the manner of accessing such facility
 - (iv) the availability of a live webcast facility and the manner of accessing such facility
 - (v) the availability of a live interactive streaming facility and the manner of accessing such facility.

**STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN
INTERNAL DRAINAGE BOARD SET OUT IN PARAGRAPH 3 OF SCHEDULE 2
TO THE LAND DRAINAGE ACT, 1991.**

3. (1) An internal drainage board may, with the approval of the relevant Minister, make rules—

- a) for regulating the proceedings of the board, including quorum, place of meetings and notices to be given of meetings;
- b) with respect to the appointment of a chairman and a vice-chairman;
- c) for enabling the board to constitute committees; and
- d) for authorising the delegation to committees of any of the powers of the board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.

(2) The first meeting of an internal drainage board shall be held on such day and at such time and place as may be fixed by the relevant Minister; and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the board not less than fourteen days before the appointed day.

(3) Any member of an internal drainage board who is interested in any company with which the board has, or proposes to make, any contract shall—

- a) disclose to the board the fact and nature of his interest; and
- b) take no part in any deliberation or decision of the board relating to such contract;

And such disclosure shall be forthwith recorded in the minutes of the board.

(4) A minute of the proceedings of a meeting of an internal drainage board, or of a committee of such a board, purporting to be signed at that or the next ensuing meeting by a person describing himself as, or appearing to be, the chairman of the meeting to the proceedings of which the minute relates—

- a) shall be evidence of the proceedings; and
- b) shall be received in evidence without further proof.

(5) Until the contrary is proved—

- a) every meeting in respect of the proceedings of which a minute has been so signed shall be deemed to have been duly convened and held;
- b) all the proceedings had at any such meeting shall be deemed to have been duly had; and
- c) where the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.

(6) The proceedings of an internal drainage board shall not be invalidated by any vacancy in the membership of the board or by any defect in the appointment or qualification of any member of the board.