

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# Full Board Annual Meeting

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Wednesday 7th November 2018

**The Gables Hotel, Falfield  
14.00pm**

**Minutes of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 26<sup>th</sup> September 2018 at 2.00 pm  
At the Gables Hotel Falfield**

**Present:**

Mr G Littleton  
Cllr M Riddle  
Cllr Abraham  
Cllr P Awford  
Mr M Barnes  
Cllr B Behan  
Mrs F Collins  
Mr W J Cornock  
Cllr P Burford  
Mr R Godwin  
Miss R Hewlett

Chairman  
Vice-Chairman

Mr J Hore  
Mr R Hyslop  
Cllr S Morgan  
Mr J Nichols  
Mr I Ractliffe  
Ald B Richards  
Mr G Simms  
Mr R Thatcher  
Cllr S Walker  
Ald C Williams  
Mr K Withers

Martin Dear  
James Thomas  
Kieran Warren  
Sue Williams

Accounts Officer  
Civil Engineer  
Principal Officer  
Minutes

AO  
CE  
PO

<b>2734.</b>	<b>Apologies:</b> Apologies were received from: Mr T Cullimore, Mr J Druett (Land Drainage Engineer), Mr P Goodey, Mr J Hore, Cllr J Jones, Cllr E Orpen and Mr R Thatcher	
<b>2735.</b>	<b>Chairman's Announcement</b> <u>Election 2018</u> The Chairman announced that a 'Notice of Election' had been published on the 11 <sup>th</sup> September 2018.  <u>ADA Conference 2018</u> Members were invited to attend the annual Association of Drainage Authorities Conference on 14 <sup>th</sup> November 2018. Any one wishing to attend to notify the PO as soon as possible.	
<b>2736.</b>	<b>Declarations of Interest</b> There were no declarations of interest.	
<b>2737.</b>	<b>Minutes of the Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>The minutes of the Meeting held on 27<sup>th</sup> June 2018 be approved as a correct record.</b></li> </ul>	
<b>2738.</b>	<b>Matters Arising from the Minutes</b> The PO had not received the outcome from Bristol County Court regarding the default works costs recovery appeal (Minute 2690 refers).	
<b>2739.</b>	<b>Finance &amp; General Purposes Committee Report</b> Ald Williams reported on the meeting held 12 <sup>th</sup> September 2018.  <u>Capital Financing and Reserves Policy</u> The Committee had considered and recommended for Board approval the document circulated with the minutes of the F&GP Committee meeting.  <b>It was resolved that</b> <ul style="list-style-type: none"> <li><b>The Capital Financing and Reserves Policy be approved</b></li> </ul>	

	<p><u>Risk Management Strategy &amp; Policy</u> The F&amp;GP Committee had considered and recommended this policy for Board approval.</p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li>• <b>The Risk Management Strategy and Policy be approved</b></li> </ul> <p><u>Risk Register</u> The F&amp;GP Committee had approved the Risk Register. The Committee would review the Risk Register again in December following the addition of items the Committee suggested for inclusion.</p> <p><u>Internal Audit</u> The F&amp;GP Committee had re-appointed Bishop Fleming to carry out the 2018/19 internal audit.</p>	
<b>2740.</b>	<p><b>Saul Pumping Station</b> The CE reported that an issue had been encountered with the 'as built' drawings of the pump station installed 20 years previously. These drawings did not correspond with the station built at Saul in several points of detail. The CE did not anticipate that this would cause a major setback or have a cost implication.</p>	
<b>2741.</b>	<p><b>WLMP Slimbridge</b> Members had received a copy of the updated plan and the CE welcomed comments from members prior to the adoption of the plan. Miss Hewlett asked for a meeting be arranged to understand more fully the implications for the area prior to the Board approving the plan. The CE would arrange this meeting, which Mr Barnes agreed to chair.</p> <p>The Vice-Chairman considered the plan to be a thorough and detailed document. He thought a summary would be helpful at the front of the document.</p>	<p><u>Action 1</u> CE to arrange meeting before November.</p> <p><u>Action 2</u> CE to include an executive summary to the WLMP</p>
<b>2742.</b>	<p><b>Collapsed Culvert at Oldbury-on-Severn</b> The CE reported that work to replace a section of collapsed culvert that ran through the flood embankment was due to begin. This work would be paid for by South Gloucestershire Council.</p>	
<b>2743.</b>	<p><b>Hill Pill</b> The Engineers had costed a modelling exercise to help provide a sustainable solution to the perennial problem of silt build up in Hill Pill. The CE explained that the model could be used in future to assess the impact of a potential new power station and the re-build of the Oldbury Pumping Station. The study was costed at £25,000.</p> <p>Mr Simms asked if the developer of a power station would bear these costs as part of the application to build. The CE explained that a functioning drainage model would contribute to assessing the impact of the power station build when the time came. The costs would be recovered from the developer for modelling the flood risk impact of the new power station.</p> <p>Cllr Burford asked how was the Pill currently managed. The CE explained that the Environment Agency had paid for a long reach excavator to clear the silt away from the outfall flap; this had proved to be a short term and expensive solution. The CE was concerned that owing to the low number of properties protected by the outfall the EA, who exercised their permissive powers, could withdraw from the maintenance, despite the flap protecting approximately 2,000 acres of agricultural land. The CE had contacted the EA for a contribution to the</p>	

	<p>study and they had responded that there could be a reduction to the Precept but he anticipated this would not be a significant amount.</p> <p>Cllr Burford expressed his concern that the Board currently did not incur any cost to maintain the Pill but it was proposed was to spend £25k on a study plus the expenditure involved with implementing the solution.</p> <p>Cllr Riddle proposed that the study be commissioned in the sum of £25k.</p> <p>Mr Simms said that there seemed to be a lack of clarity about the benefits arising from this study and subsequent works. He asked if there was time to compile a definitive list of benefits so that members could make a better judgement about the value of that investment.</p> <p>Cllr Riddle was happy to withdraw his proposal to allow for this report.</p> <p>Ald Williams commented that whilst, in the context of the Board finances £25k was relatively immaterial, members had far more fundamental issues and a full cost benefit analysis he felt was required.</p> <p>Cllr Burford asked for the Engineers to report a range of potential solutions that were costed. He agreed that £25k for a study was relatively small but if the study recommended works in excess of £500k for example they would not be carried out and the £25k thus wasted.</p> <p>Cllr Walker requested, that for members not familiar with the area, a power point presentation would be helpful to understand the role of the Environment Agency. Miss Hewlett agreed that some maps would help Members understand the issues.</p> <p><b>Resolved that:</b></p> <ol style="list-style-type: none"> <li><b>1) the commissioning of a modelling exercise be deferred; and</b></li> <li><b>2) the CE be requested to report back upon the drainage issues arising from Hill Pill in its present condition, the nature of the maintenance works currently undertaken by the EA, the long term benefits arising from improvements to the Pill (including a map showing the full extent of the property likely to benefit from the improvements) and ‘ball park’ costings for drainage solutions which might be applied, together with an indication of the source of possible financial contributions from other organisations.</b></li> </ol>	
<b>2744.</b>	<p><b>Pond Maintenance – Severnside</b></p> <p>Mr Barnes was concerned to note, that a pond, which the developer had opted to not pay a commuted sum for maintenance by the LSIDB, had not carried out maintenance to an acceptable standard. The CE replied that the Board had the option to serve notice on them and undertook to report back on the way in which such ponds are managed.</p>	
<b>2745.</b>	<p><b>Grievance Hearing Procedure</b></p> <p>Martin Dear, James Thomas and Sue Williams left the meeting.</p> <p>Referring to Minute 2627, the Employee Handbook and advice he had sought and received from Citation Ltd, the PO recommended the adoption of a formal procedure to deal with a current and all future grievance cases. His proposal was generally supported, although Cllr Burford expressed concern that this approach could overturn a previous Board decision. Whilst Members were satisfied that authority to determine the case should be delegated to the PO, they felt that it</p>	

	<p>would be appropriate to appoint two Members to assist him at each stage of the process. The meeting noted the PO's comment that the hearing would be adjourned at either stage should the Panel feel it necessary to seek further advice.</p> <p><b>Resolved that:</b></p> <ol style="list-style-type: none"> <li>1) the proposals for hearing the grievance case be approved;</li> <li>2) Cllr Abraham and Mr Simms be nominated to hear the case in liaison with the PO;</li> <li>3) Cllr Behan and Mr Withers be nominated to hear the appeal (if any) in liaison with the PO;</li> <li>4) the PO, in consultation with the Members nominated by the Board, be authorised to determine the case;</li> <li>5) the outcome of the case be reported for information to the Staff and Pensions Committee in due course; and</li> <li>6) all arrangements for the hearing and reporting of future grievance cases be delegated to the PO in consultation with the Chairman.</li> </ol>	
<b>2746.</b>	<p><b>Annual Meeting 7<sup>th</sup> November 2018</b></p> <p>Members noted the date of the above meeting.</p>	
	The meeting closed at 4.00 pm	

**CALENDAR OF MEETINGS – FEBRUARY 2019 to FEBRUARY 2020****Introduction**

The table sets out the proposed dates for Board and Committee meetings for the above period. All meetings will take place on Wednesdays.

Meeting	Date	Time	Venue
<b>Full Board Meeting Rate Setting</b>	<b>6 February 2019</b>	<b>2.00 pm</b>	<b>The Gables</b>
Treasury Sub	13 March 2019	10.00 am	DB Offices
Governance & Probity	3 April 2019	10.30 am	The Gables
Staff & Pensions	8 May 2019	10.30 am	The Gables
F&GP	22 May 2019	10.30 am	The Gables
<b>Full Board Meeting</b>	<b>5 June 2019</b>	<b>2.00 pm</b>	<b>The Gables</b>
Treasury Sub	4 September 2019	10.00 am	DB Offices
F&GP	11 September 2019	10.30 am	The Gables
<b>Full Board Meeting</b>	<b>25 September 2019</b>	<b>2.00 pm</b>	<b>The Gables</b>
<b>Full Board Meeting ANNUAL MEETING</b>	<b>6 November 2019</b>	<b>2.00 pm</b>	<b>The Gables</b>
Engineering	20 November 2019	10.30 am	The Gables
Governance & Probity	4 December 2019	10.30 am	The Gables
F&GP	11 December 2019	10.30 am	The Gables
Staff & Pensions	8 January 2020	10.30 am	The Gables
F&GP	22 January 2020	10.30 am	The Gables
<b>Full Board Meeting Rate Setting</b>	<b>5 February 2020</b>	<b>2.00 pm</b>	<b>The Gables</b>

**Principles**

The schedule has been prepared on the basis that

- Four Board meetings are arranged each year, to include an Annual Meeting in November and a Rate-Setting meeting in February
- The proposed meeting dates meet all governance, budgeting and audit responsibilities
- Additional meetings will be added if and when required
- All agendas will be issued FIVE working days prior to the meeting
- Board meeting papers will include the draft minutes of all Committee meetings held since the previous Board meeting

**Recommendation:** That the schedule be approved.

*Kieran Warren*


*Principal Officer*

# Appointment of Committees 2018

This table is a compilation of Members responses. When a 1st and 2nd choice was indicated, both committees have been included.  
 Cllr Walker replied they did not wish to be appointed to any committees.  
 Cllr English, Cllr Orpen and Cllr Johnson had not replied.

Committee	Committee numbers - a decision to increase these numbers can be made at the annual meeting.
Finance & General Purposes Committee	9 Members
Engineering Committee	9 Members
Governance & Probity Committee	6 Members
Staff & Pensions Committee	9 Members
Treasury Sub-Committee	4 Members

		Finance & General Purposes	Engineering	Governance & Probity	Staff & Pensions	Treasury Sub-committee	Response Details
Elected							
Barnes	Mike	f	e				
Collins	Fiona				s		
Cornock	John	f	e				
Cullimore	Tom		e				
Godwin	Roger		e		s		S&P if necessary
Hewlett	Rose		e				
Hore	John	f					
Hyslop	Robert		e				
Littleton	Graham	f			s		
Nichols	James				s	t	
Ractliffe	Ian		e				
Simms	Geoff	f	e				
Thatcher	Robert	f					
Withers	Keith			g			
Appointed Nominee							
Abraham	Peter	f		g			
English	Jude						?
Milestone	Sue			g	s		
Richards	Brian	f					
Goodey	Patrick		e				
Williams	Colin	f				t	
Riddle	Matthew	f		g		t	
Walker	Sue						
Orpen	Eve						?
Jones	John		e	g			
Morgan	Steve				s		
Burford	Philip				s		
Johnson	Tony						?
Awford	Philip	f			s		
Behan	Bronwen			g	s		
Known Responses	Totals	11	10	6	9	3	

Land Drainage Act 1991		
LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD		
Declaration by Returning Officer when No Poll		
I, the undersigned, being the Returning Officer for election of Members of the Internal Drainage Board, do hereby declare that as the number of candidates does not exceed the number of persons to be elected, the following Candidates are elected as Members of the Drainage Board.		
Names of Candidates	Place of Abode	Description/Qualification
Barnes, Michael John	Linhay Farm Birtsmorton MALVERN WR13 6AR	Farmer - Occupier of land
Collins, Fiona Elizabeth	Eldersfield Court Eldersfield GLOUCESTER GL19 4NP	Farmer - Occupier of land
Cornock, William John	Poplars Farm Oldbury Naite Oldbury-on-Severn BRISTOL BS35 1RH	Farmer - Occupier of land
Cullimore, Thomas James	Yew Tree Farm Newton Thornbury BRISTOL BS35 1LG	Farmer - Occupier of land
Godwin, Roger Arthur	Yew Tree Farm Longney GLOUCESTER GL2 3SW	Farmer - Occupier of land
Hewlett, Rosemary Anne	9 Vicarage Lane Frampton-on-Severn GLOUCESTER GL2 7EE	Self Employed Farm Secretary - Nominated by Owner/Occupier of land
Hore, John	Main Road Easter Compton BRISTOL BS35 5RJ	Retired Farmer - Nominated by Owner/Occupier of land
Hyslop, Robert Douglas	Chaxhill House Chaxhill WESTBURY-ON-SEVERN GL14 1QP	Farmer - Occupier of land
Littleton, Graham Richard	Bridgemacote Farm Longney GLOUCESTER GL2 7SP	Farmer - Occupier of land
Nichols, James William	Great Leaze Farm Oldbury Lane Oldbury-on-Severn BRISTOL BS35 1RF	Farmer - Occupier of land
Ractliffe, Ian Lawrence	Elms Farm Tibberton GLOUCESTER GL19 3AG	Farmer - Occupier of land
Simms, Geoffrey Peter	Pillhead Cottage Ryalls Lane Cambridge GLOUCESTER GL2 7AT	Retired - Occupier of land
Thatcher, Robert	Hillworth Farm Longdon TEWKESBURY GL20 6AX	Farmer - Occupier of land
Withers, Keith Morris	Upper Milton Farm Arlingham GLOUCESTER GL2 7JH	Farmer - Occupier of land
Dated: 8th October 2018	K Warren - Returning Officer 	Waterside Buildings Oldbury Lane Oldbury-on-Severn BRISTOL BS35 1RF

**MEETING: FULL BOARD**

**MEETING DATE: 7.11.2018**

**REF: JT**

**REPORT BY: Civil Engineer**

## **HILL PILL REPORT**

### **Introduction**

The Board requested an assessment of the benefits to any potential scheme at Hill in order to make an informed decision on any expenditure. The flap valve maintained by the EA regularly silts on the downstream side of the flap which then can stay blocked for extended periods of time and cause land drainage issues with the inland drainage. The purpose of this proposal is to fund a study to examine options to prevent the silting in a sustainable manner.

### **Area**

The area in question sits to the north of Thornbury adjacent the River Severn. The catchment is approximately 784ha (1937 acres) in size and is comprised primarily with permanent pasture with a small amount of arable.

### **Benefits**

There are 28 properties in the Hill Pill catchment itself as well as the aforementioned agricultural land. Depending on the option chosen there may be incidental benefits to property and infrastructure in Rockhampton which suffer high frequency but low impact flooding.

### **Risks**

There are always a variety of risks associated with alterations to drainage systems. The way to mitigate these risks is to carry out survey and modelling work to ensure that scenarios can be tested. This way options that raise the risk of flooding can be discounted.

### **Costs**

The probable options could take the following forms.

#### **1) Inland Transfer of Water**

This would probably take the form of a V shaped weir leading to a piped transfer of water to the Hill catchment from the Oldbury High Level Rhine. There would be incidental benefits at Rockhampton as mentioned above.

The estimated cost of installing this system would be £50k

#### **2) Silt Agitator System**

This would be either a mechanical or hydraulic system to agitate silt. There are potential systems similar to slurry pumps however, it is believed there is no power at the structure so this would need to be overcome

The estimated cost of installing this system would be £50k-£200k

3) Changes to the Flap Valves

There is the potential to change the flap valve itself or to remove the flap and install an internal check valve. The agency is known to accept the internal style of flaps.

The estimated cost of installing such a system would be £60k-£150k

4) Do nothing

The Board could choose to take no action. This would mean the Agency continue to clear the outfall until such time as it is deemed uneconomic to maintain. Whilst there would be no cost to the Board a portion of its area would continue to see lower standards of Land Drainage and increased flood risk. There would also be no opportunity to make improvements to the catchment drainage.

**Funding/Future Work**

The cost of the survey and modelling work is £25k. This would take approximately 12 months to undertake depending on whether adequate storms occur to validate modelling.

There are additional benefits in terms of preparedness for the future. The model would gather data that will reduce the cost of modelling for the proposed Oldbury pump replacement in 2022/23. Also, this would also form of the base modelling should Oldbury Nuclear Power Station be built and would help protect the interests of the Board at this time.

There is also the fact that it is good practice among drainage authorities to develop understanding of its catchments using drainage models.

It may be possible to obtain funding from the local levy and the EA have indicated they may refund some of the precept paid by the Board. It is not felt that any grant in aid funding would be achievable in this case.

**Recommendations:**

A resolution is sought to agree to £25k for the production of a hydraulic model to inform decision making in the Hill Catchment.

*James Thomas*

*Civil Engineer*

**MEETING: FULL BOARD**

**MEETING DATE: 7.11.2018**

**REF: JD**

**REPORT BY: Land Drainage Engineer**

## **LAND DRAINAGE ENGINEER'S REPORT**

### **Introduction**

Another extremely dry autumn which seems to be becoming the norm in recent years together with many of the Boards operatives taking advantage of the additional overtime, utilizing the longer daylight hours and Saturday working has allowed us to carry out our routine maintenance operations very efficiently.

### **Routine Maintenance Location Update**

Annual maintenance has been undertaken at Elmore, Longney, Epney, Saul, Whitminster, Frampton on Severn and Arlingham on all the Boards adopted watercourses.

Hope Pill at Arlingham has become extremely silted due to low flows discharging from the rhine network and lack of maintenance which has been reported to the Environment Agency for immediate action. (See photo at appendix A)

Adopted watercourses at Shepperdine, Nupdown, Hill, Lower Stone, Berkeley and Purton have been maintained together with 2 adopted watercourses near Charfield which discharge directly into the River Little Avon which have been flailed.

In the south of the Boards district works continue in the Northwick, Pilning, Tockington areas and maintenance will shortly commence at Lower Almondsbury. Annual maintenance has also been completed at Churcham and Rodley in the west of the Boards district and further north in the Leadon Valley at Bosbury and Dymock.

Further works have also been carried out at Ashleworth, Chaceley, Tirley and main rhines conveying water away from residential property in the Eldersfield district.

### **Dredging Programme 2019**

Notices have been sent to all affected land owners regarding the Boards proposals for the coming year from January to June 2019. Tree cutting and vegetation clearance which had to be abandoned last spring due to bird nesting will be treated as priority in the new year.

### **Machinery Replacement Programme 2019**

After reviewing our machinery requirements for the financial year 2018/2019 two vehicles are due for replacement:

- 1 x Energreen 1500 self-propelled mower (8 years old)
- 1 x MH 3.6 New Holland wheeled excavator (10 years old)

Further discussions will take place at the Engineering Committee meeting on 21 November 2018 to discuss whether to retain the replacement programme based on years or replace machinery on service hours.

1 x Nissan Navara OV57 FPK has been sold via Ebay in the sum of £5,000 (incl vat)

The new Ford Ranger which was delivered during July 2018 has proven itself capable of carrying and towing heavy loads as required by the Boards Fitter.

**Recommendations:**

That the report be noted.

*James Druett*

*Land Drainage Engineer*



**MEETING: FULL BOARD**

**MEETING DATE: 7.11.2018**

**REF: JT**

**REPORT BY: Civil Engineer**

## **CIVIL ENGINEER'S REPORT**

### **Introduction**

This report is an update of some of the more important developments in the Avonmouth area and of meetings important to the Board.

### **River Leadon**

The Civil Engineer attended a meeting hosted by the NFU to discuss the ongoing issues in the River Leadon catchment. Several landowners from the lower reaches of the Leadon catchment were present and voiced their dissatisfaction with both the Environment Agency and the Lower Severn IDB.

The concerns surround the lack of action by bodies on the condition of the River Leadon and the current state of the outfall into the River Severn.

The Environment Agency are assessing the economic damages occurring as a result of flooding in the lower reaches of the catchment. This will allow the EA to make a Grant in Aid bid to Defra to secure funding. Defra funding is no longer 100% of the scheme cost so it is assumed that the Board will be asked to contribute if a bid is successful.

### **Western Approaches**

A figure of [REDACTED] has been agreed for the adoption of a flood storage pond at unit 7 on the Western Approaches development.

### **Land East of M49**

The developer has renewed his interest in the area of land to the west of Easter Compton. This is due to the upcoming completion of the new M49 Junction. The development area is in excess of 100ha (240acres) and includes some areas of housing.

### **Recommendations**

That the report be noted.

*James Thomas*

*Civil Engineer*

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# Full Board Meeting

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Wednesday 26th September 2018

**The Gables Hotel, Falfield  
14.00pm**



# Conference 2018

**ONE GREAT GEORGE STREET** WESTMINSTER, LONDON, SW1P 3AA  
**WEDNESDAY 14 NOVEMBER 2018**

09.00 - 11.00		<b>REGISTRATION</b>
09.00 - 11.00		<b>CONFERENCE EXHIBITION &amp; NETWORKING BREAKFAST</b> In the Great Hall Tea, coffee, pastries and bacon/sausage rolls
11.00		<b>CONFERENCE</b> In the Thomas Telford Theatre
		<b>WELCOME</b> <b>Robert Caudwell</b> , Conference Chairman
11.10		<b>OPENING ADDRESS</b> <b>Sue Hayman</b> , Shadow Secretary of State for Environment, Food & Rural Affairs
11.30		<b>KEYNOTE PRESENTATIONS</b>
		<b>Robert Hössen</b> , Expert Crisis Management, Veiligheidsregio Noord-Holland Noord (VRNHN) The VRNHN is a government organisation that carries out fire and rescue, ambulance, and risk & crisis management on behalf of the seventeen municipalities in North Holland, NL.
		<b>John Curtin</b> , Executive Director of Flood and Coastal Risk Management, Environment Agency
		<b>Sarah Hendry</b> , Policy Director for Floods & Water, Defra
12.50		<b>OPEN DISCUSSION FORUM</b> A session enabling members to raise questions and discussion on relevant flood and water management topics with speakers and other experts in attendance.
13.30		<b>ASSOCIATION BUSINESS AND ANNUAL GENERAL MEETING</b> <ul style="list-style-type: none"><li>• Election of Chairman, Appointment of President &amp; Vice President</li><li>• Accounts 2017</li><li>• Subscription Rates for 2019</li></ul>
14.00		<b>CONFERENCE LUNCH</b> In the Great Hall
16.00		<b>CLOSE</b>

## CONFERENCE SPONSORS



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**Minutes of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 27<sup>th</sup> June 2018 at 2.00 pm  
At the Gables Hotel Falfield**

Present:

Mr G Littleton	Chairman
Cllr Abraham	
Mr M Barnes	
Cllr B Behan	
Cllr P Burford	
Mr T Cullimore	
Mr P Goodey	
Miss R Hewlett	
Mr J Hore	
Cllr J Jones	

Cllr S Morgan  
Mr J Nichols  
Cllr E Orpen  
Ald B Richards  
Cllr M Riddle  
Mr R Thatcher  
Cllr S Walker  
Ald C Williams

Martin Dear	Accounts Officer
James Druett	Land Drainage Engineer
James Thomas	Civil Engineer
Kieran Warren	Principal Officer
Sue Williams	Minutes

AO  
LDE  
CE  
PO

<b>2674.</b>	<b>Apologies:</b> Apologies were received from Mrs F Collins, Mr R Godwin, Mr R Hyslop, Mr I Ractliffe and Mr G Simms.	
<b>2675.</b>	<b>Declarations of Interest</b> Miss R Hewlett declared her interest in matters relating to Minute 2699.	
<b>2676.</b>	<b>Chairman's Announcement</b> The Chairman announced that he would not stand for the office of Chairman at the next Annual Meeting to be held in November.	
<b>2677.</b>	<b>Minutes of the Previous Meeting</b>  It was resolved that: <ul style="list-style-type: none"> <li>The minutes of the Meeting held on 7<sup>th</sup> February 2018 be approved as a correct record.</li> </ul>	
<b>2678.</b>	<b>Chairman's Honorarium</b> As recommended by the Governance & Probity Committee at their meeting held 4 <sup>th</sup> April 2018:  It was resolved that: <ul style="list-style-type: none"> <li>The honorarium for the post of Chairman be increased by 1% from November 2018.</li> </ul>	
<b>2679.</b>	<b>Standing Orders</b> As recommended by the Governance & Probity Committee at their meeting held 4 <sup>th</sup> April 2018:  It was resolved that: <ul style="list-style-type: none"> <li>The Standing Orders as appended A to these minutes be approved.</li> </ul>	Appendix A

2680.	<b>Disciplinary Procedure</b> As recommended by the Governance & Probity Committee at their meeting held 4 <sup>th</sup> April 2018:  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>• <b>The Disciplinary Procedure be re-affirmed with no changes.</b></li> </ul>	
2681.	<b>Essential Car User Allowance</b> As recommended by the Staff & Pensions Committee at their meeting held 9 <sup>th</sup> May 2018:  <b>It was resolved that:</b> <b>The Essential Car User Allowance be set at the lowest point of White Book Rate A.</b>	
2682.	<b>Pay Review – Class 1 Operative</b> As recommended by the Staff & Pensions Committee at their meeting held 9 <sup>th</sup> May 2018:  <b>It was resolved that</b> <ol style="list-style-type: none"> <li>1. <b>The Fitter be re-classified as a Craftsman Band A;</b></li> <li>2. <b>The PO be requested to provide a job review report for the Foreman and General Operative positions for consideration by the Staff &amp; Pension Committee; and</b></li> <li>3. <b>In order to ensure that any recommendations arising from the job reviews outlined above can be accommodated in the budget cycle of meetings in 2018/19, the PO be requested to bring forward the date of the Committee meeting to October 2018.</b></li> </ol>	<u>Action 1</u> PO to prepare job review for Foreman and General operatives positions
2683.	<b>Demainment</b> As recommended by the Engineering Committee at their meeting held 10 <sup>th</sup> May 2018:  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>• <b>The principle of demainment be accepted.</b></li> <li>• <b>The Engineers to formulate a strategy to determine which rivers justified demainment.</b></li> </ul>	<u>Action 2</u> Engineers to formulate strategy to assess rivers
2684.	The Chairman of the F&GP Committee reported the recommendations that came from the Meeting held 6 <sup>th</sup> June 2018.  <b>Treasury Management Policy</b> The F&GP had made a recommendation to amend the Treasury Management Policy so that financial institutions that were in the Financial Services Compensation Scheme could be used for investment of surplus funds.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>• <b>The Treasury Management Policy as appended B to these minutes be approved.</b></li> </ul>	Appendix B
2685.	<b>Insurance Schedule</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>• <b>The Schedule of Insurances be approved.</b></li> </ul>	
2686.	<b>Internal Audit 2017/18</b> Members noted the internal audit report completed by Bishop Fleming and the actions proposed by the PO to address the areas highlighted by the report.	

	<p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• The Internal Audit Report prepared by Bishop Fleming be approved.</li> <li>• The actions as proposed by the PO be approved to address the area highlighted by the audit.</li> </ul>	
2687.	<p><b>Office Designation to Sign Off Statutory Documents</b></p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• For statutory purposes the Principal Officer be authorised to act as Clerk to the Board and the Accounts Officer be authorised to act as the Responsible Financial Officer to the Board.</li> </ul>	
2688.	<p><b>Annual Governance Statement</b></p> <p>The AO had prepared the Annual Governance Statement. He had made Members aware that he had entered a 'no' response regarding providing proper opportunity for electors to exercise their rights. This was owing to the late publication of notice to inspect the 2016/17 accounts.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• The Annual Governance Statement be approved.</li> </ul>	
2689.	<p><b>Accounting Statements 2017/18</b></p> <p>The AO had prepared the Accounting Statement 2017/18</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• The Accounting Statements 2017/18 be approved</li> <li>• The Board gave approval for the Chairman to sign the Accounting Statements.</li> </ul>	
2690.	<p><b>Default Works Costs Recovery</b></p> <p>It had been reported to the F&amp;GP Committee that an application by the defendant to set aside a judgement in the Board's favour was dismissed. The Committee had considered the options available to recover the debt and costs. Two options were shortlisted:</p> <ul style="list-style-type: none"> <li>• Obtain a Third-Party Debt Order</li> <li>• Place a charge on the defendant's property</li> </ul> <p>These would be considered by the F&amp;GP Chairman and PO to establish the most appropriate method.</p> <p>The PO updated members that this action was on hold whilst awaiting the outcome of an Appeal by the defendant to a circuit judge at Bristol County Court.</p>	<p><u>Action 3</u> Await outcome of Appeal. If judgement stands PO and F&amp;GP Chair to determine the best option to recover debt and costs</p>
2691.	<p><b>Staff &amp; Pensions Committee Meeting Date</b></p> <p>The PO proposed an additional Staff &amp; Pensions Committee Meeting date be added to the calendar, Minute (2682(3)).</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• A meeting of the Staff &amp; Pensions Committee be held on Wednesday 31<sup>st</sup> October 2018 at 10.30 am.</li> </ul>	<p><u>Action 4</u> Arrange venue</p>
2692.	<p><b>Electoral Register 2018</b></p> <p>The Electoral Register had been prepared as at 1 April 2018 with amendments up to 30<sup>th</sup> April 2018 appended to the register. The register was available at the meeting for members inspection.</p>	<p><u>Action 5</u> Publish Notice of Approved Register</p>

	<p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The 2018 Electoral Register be approved.</b></li> </ul>	
2693.	<p><b>Capital Programme Proposal</b></p> <p>The PO had prepared a report proposing a Capital Programme implementation on completion of the pump replacement works i.e. 2025/26.</p> <p>He suggested that Members be invited to nominate projects to be considered for inclusion and suggested that initially the Engineers and Engineering Committee would assess the merits of all proposals and agree the criteria for prioritising accepted projects.</p> <p>Ald Williams suggested that a timescale for implementation should be referred to the Engineering Committee to consider.</p> <p>Cllr Riddle also suggested that one holistic plan that encompassed all capital expenditure would simplify the planning strategy, rather than separate plans for plant, pumps and new projects.</p> <p><b>It was resolved that;</b></p> <ul style="list-style-type: none"> <li>• <b>A Capital Programme be prepared to commence on the completion of the pump replacement programme;</b></li> <li>• <b>A Capital Programme to include all capital items of expenditure in one plan;</b></li> <li>• <b>The Engineering Committee consider;</b> <ol style="list-style-type: none"> <li>1. <b>A means by which a Capital Programme could be managed most effectively;</b></li> <li>2. <b>Timescale for implementation; and</b></li> <li>3. <b>Funding</b></li> </ol> </li> <li>• <b>The Committee to report back to the Board.</b></li> </ul>	<p>Action 6 Add to Engineering Committee Agenda</p>
2694.	<p><b>Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)</b></p> <p>The AO had prepared a report outlining the principles of the new Act and the actions necessary for the Board to be compliant.</p> <p>He explained that the Board was required to appoint a Data Protection Officer (DPO) to monitor internal compliance, inform and advise on data protection obligations and be the first point of contact in relation to data protection matters.</p> <p>An updated Data Protection Policy and Privacy Notice had been prepared.</p> <p>The AO was awaiting further information from ADA to provide model documents based on guidance from DEFRA for IDBs to meet their operational needs as a public authority.</p> <p>Over the coming year Defra would be using routine communications opportunities to update data subjects about its Privacy Notice.</p> <p><b>It was resolved that;</b></p> <ul style="list-style-type: none"> <li>• <b>The Accounts Officer be appointed as the Data Protection Officer.</b></li> <li>• <b>The Data Protection Policy as appended C to these minutes be approved.</b></li> <li>• <b>The routine communication opportunities be used, over the coming year, to update data subjects about the Board's Privacy Notice.</b></li> </ul>	<p>Appendix C</p>

2695.	<p><b>Structures Policy</b></p> <p>The CE had prepared a table of assets such as flood bank, bridges constructed as part of the Oldbury scheme and a number of Victorian culverts and applied a unit price to give a general indication of the potential costs of renewing these structures.</p> <p>The CE recommended that the Board confirm the existing statement in relation to liability for structures on riparian owned watercourses.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Board re-affirm the statement adopted by Minute 2415 of the Meeting held 9<sup>th</sup> November 2016.</b></li> <li>• <b>The policy to be reviewed in two years' time.</b></li> </ul>	
2696.	<p><b>Hills Pill</b></p> <p>A South Gloucestershire Council report had concluded that transferring water from the Oldbury catchment to the Hill catchment would have very little benefit to properties in the Oldbury area. The Engineers had anticipated that this option would also have the benefit of alleviating the build-up of silt in the Hills Pill outfall.</p> <p>Cllr Riddle had recently visited the outfall and could report that the flap was working since the EA had carried out desilting work but he expected that it would silt up again in the future. He considered that the Board should continue to explore ways to improve the outfall.</p> <p>The Engineers were looking to find a solution that was sustainable rather than the current situation which relied on the EA clearing the silt. The CE had been in talks with the EA to part fund some investigation works.</p> <p>The CE was concerned that the EA might abandon the outfall owing to the small number of properties it protected and the expense of the desilting work.</p>	
2697.	<p><b>Saul Pumping Station/ Elmore Pumping Station</b></p> <p>The LDE reported that tenders had been appraised from the two contractors shortlisted by the Board's consultant. A 'Letter of Intent' had been sent to the successful candidate. A pre-contract meeting would be held in the next couple of weeks prior to the start date.</p> <p>The LDE reported that he was awaiting the hydraulic model for the Elmore catchment area prior to Motion Consultants compiling the design and build tender documents. This would be a larger and more complicated scheme.</p>	
2698.	<p><b>Foreman's Absence from Work</b></p> <p>The LDE reported that the Board's Foreman had been absent from work since the end of May due to sickness. The Fitter and LDE were covering the Foreman's duties until his return.</p>	
2699.	<p><b>Donation to the Publication of Research</b></p> <p>Miss Hewlett left the meeting whilst this matter was considered.</p> <p>Six months had elapsed since the Board last discussed a request from Bristol and Gloucestershire Archaeological Society for a donation towards the publication of transcribed Gloucestershire Court of Sewers records (minute 2578).</p>	

	<p>The PO recommended that the Board first determine in principle whether to make a donation or not. If a donation was deemed appropriate then Members could determine the size of the donation.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Board agreed in principle to make a donation.</b></li> <li>• <b>A donation of £500 was agreed by a majority.</b></li> </ul>	
	Meeting closed 3.20 pm	

**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 15<sup>th</sup> 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 8 members are present at the start of and during the meeting. If departures reduce the number below the quorum of 8 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, by secret ballot, 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.

## **Appendix A**

- 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.

**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.

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

### **Treasury Management Policy**

**Date: 27/06/2018 Version: 2018/01 Author: MD**

**Approved at the Board Meeting on 27 June 2018**

#### **Introduction**

The primary principle governing the Board's investment criteria is the security of the financial institution in which the Board places its funds. Yield/return and liquidity are also key considerations.

#### **1. The Board's funds**

##### **Approved Financial Institutions**

The Board's funds are currently held at NatWest and Lloyds Banking Group. NatWest is a 100% subsidiary of RBS (Royal Bank of Scotland). In February 2009, the UK Government injected funds into RBS which gave it a shareholding stake of 81%. RBS is a 'nationalised bank'

Lloyds had also received large injections of UK Government funds. These have since been repaid following the sale of the Government holdings.

The Treasury Sub-Committee has the approval to invest cash sums with authorised financial services institutions in the Financial Services Compensation Scheme, up to the maximum amount guaranteed for each institution.

##### **Maturity Policy**

Current policy: -

In order to obtain higher rates, it was agreed to increase the length of maturity to up to 1 year on a maximum of £500,000 held at NatWest who are the Board's principal bankers. Currently the Board can place up to £500,000 on deposit with at Lloyds, with a length of maturity of 1 year. Lloyds are the Board's secondary bankers with total funds of £700,000.

In the event that circumstances require the policy be amended, it will be brought before F&GP or the Board dependent on timing.

#### **2. Funds received from Developers**

Under minute No. 2218 at 24 June 2015 Board Meeting, the Board approved the appointment of Smith & Williamson Investment Managers. They will manage the fund on a non- discretionary basis.

The Board resolved to invest £500,000 of the funds into a balanced multi asset portfolio. The funds were made available in 10 monthly tranches of £50,000. At 30 April 2017 £500,000 had been invested. The fair market value of these investments was £567,343. The income from these investments are to be re-invested in the 17 investment trusts held by the Board. The Treasury Sub Committee has the authority to agree into which funds these should be invested following consultation with Smith & Williamson.

# **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](mailto: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**

## **PRIVACY NOTICE**

### **Introduction**

This Privacy Notice explains when and why personal information about people is collected, how it is used, the conditions under which it may be disclosed to others and how it is kept securely.

The Lower Severn (2005) Internal Drainage Board (“the Board”) respects your right to privacy. This Privacy Notice sets out details of the information that the Board may collect from you and how the Board may use that information.

This Privacy Notice is written with specific regard to the Data Protection Act 2018 (“the Act”). The Act requires personal data to be processed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. It requires that appropriate technical or organisational measures are used.

### **Use of Your Information**

Your information will be used to:

- Fulfil any contractual agreements between you and the Board;
- Comply with legal and regulatory requirements.

### **Storage of Information**

The Board will ensure that all information is stored securely either in locked filing cabinets or on encrypted IT equipment. Other parties acting on the Board’s behalf may also store or process personal information. These parties have to comply with the Data Protection Act 2018.

### **Legal Basis for Processing Your Information**

The legal basis for collecting and using your personal information will depend on the personal information concerned and the specific context in which the Board collect it. Specifically:

- The Board will normally collect personal information from you only;
  1. Where the Board have your consent to do so;
  2. Where the Board need the personal information to perform a contract with you;
  3. Where the processing is a legitimate interest or processing is necessary to protect the vital interests of you or another person and isn’t overridden by your rights.
  4. In some cases, the Board may also have a legal obligation to collect personal information from you;
- If the Board asks you to provide personal information to comply with a legal requirement or to perform a contract with you, the Board will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not;

- If the Board collects and use your personal information in reliance on legitimate interests (or those of any third party), the Board will make clear to you at the relevant time what those legitimate interests are.

### Disclosure of Your Information

The Board may disclose your personal information to third parties when permitted by law including:

- With your consent;
- To suppliers in order for them to provide services to the Board, this includes:
  1. Payroll;
  2. IT file storage and management services;
- When under a duty to disclose or share your information in order to comply with any legal obligation, or in order to enforce or apply the Board's Terms and other agreements; or to protect the Board's rights, property, or safety, employees, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### Data Retention

The Board retains personal information collected from you where the Board have an ongoing legitimate business need to do so. For example, to comply with applicable legal, tax or accounting requirements.

When the Board have no ongoing legitimate business need to process your personal information, the Board will either delete it or, if this is not possible, securely store your personal information and isolate it from any further processing until deletion is possible. Deletion may not be immediately possible if your personal information has been stored in backup archives.

### Your Rights

You have the following data protection rights:

- That your personal information remains correct and up-to-date;
- You can object to processing of your personal information, ask the Board to restrict processing of your personal information;
- If the Board has collected and processed your personal information on the basis of your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing the Board conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent;
- You have the right to complain to the Information Commissioner's Office (website: [ico.org.uk](http://ico.org.uk)).

If the Board has collected and processed your personal information under a legal obligation then you have no right to object to the Board holding the relevant data. The Board further does not require your consent to hold the relevant data and you have no right to have it erased.

### Contact

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

Martin Dear  
Data Protection Officer  
Lower Severn (2005) Internal Drainage Board  
Waterside Buildings  
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**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 12<sup>th</sup> September 2018 at 10.30 am  
At the Gables Hotel Falfield**

Present:

Ald C Williams

Chairman

Ald B Richards

Mr J Hore

Mr G Simms

Mr G Littleton

Mr R Thatcher

Martin Dear

Accounts Officer

AO

Kieran Warren

Principal Officer

PO

Sue Williams

Minutes

2718.	<b>Apologies:</b> Apologies were received from: Cllr P Awford, Mr M Barnes and Cllr M Riddle.	
2719.	<b>Appointment of Chairman for the Meeting</b> In the absence of Cllr Riddle the Committee appointed Ald C Williams as Chairman for the meeting.	
2720.	<b>Declarations of Interest</b> There were no declarations of interest.	
2721.	<b>Minutes of the Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The minutes of the Finance &amp; General Purposes Committee Meeting held on 6<sup>th</sup> June 2018 be approved as a correct record.</li> </ul>	
2722.	<b>Actions from Previous Meeting</b> The PO reported to the Committee that Action 8 to Minute 2672 had not been completed. Following the judgement awarded by Gloucestershire County Court, in the Board's favour, the case had been referred to Bristol County Court. Until the outcome was known the recovery of costs could not proceed; it was not known when a determination would be received.	
2723.	<b>Treasury Sub-Committee Reports</b> The minutes of the Treasury Sub-Committee Meeting held 18 <sup>th</sup> July 2018 were noted by the Committee  At the Treasury Sub-Committee meeting held 5 <sup>th</sup> September 2018 the Chairman reported that the Sub-Committee had approved a draft Capital Financing and Reserves Policy for recommendation. The policy supported strategic operational plans by clearly identifying designated reserves which would feature in future management accounts. The Treasury Sub-Committee would review the level of reserves annually in relation to the rates collected.  <b>It was recommended that</b> <ul style="list-style-type: none"> <li><b>The draft Capital Financing and Reserves Policy, as appended A to these minutes, be referred to the Board for approval</b></li> </ul>	<u>Action 1</u> For Board approval
2724.	<b>Risk Management Strategy &amp; Policy</b> The AO had adapted the ADA template to suit the Board's requirement and responsibilities. His report is appended B.	

	<p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Risk Management Strategy and Risk Management Policy, as appended C to these minutes, be referred to the Board for approval.</b></li> </ul>	<p><u>Action 2</u> For Board approval</p>
2725.	<p><b>Risk Register</b></p> <p>The Committee considered an updated Risk Register for approval. It was pointed out that the document did not have an author. The PO replied that the register was a compilation of input from all officers but ultimately the PO owned the Register.</p> <p>Cllr Riddle had emailed his observations. He suggested that under the category 'Human Resources' there should be an entry that accounted for items such as staff injuries, disease, risk assessments training for staff and machinery operators, first aid training, provision and wearing PPE and accidents records. The Committee agreed that these valid risks ought to be included by expanding risk HR2.</p> <p>In response to a question about the Board's responsibility for landowners carrying out maintenance on stretches of watercourse, the PO said that unless the work was contracted by the LSIDB the Board would not be responsible for a landowner doing this work.</p> <p>Mr Simms emphasised that when contractors were used the Board was not absolved of responsibility as it was the Board's duty to ensure that safety requirements etc were met.</p> <p>The Chairman suggested that an entry should be included under Governance to address reputational risk, as this was common practice in other organisations. Mr Simms asked that the final wording include reference to personnel behaviour as well.</p> <p>Ald Richards commented that this was an important document and the Board should see the final Risk Register once the additional entries were approved by the F&amp;GP Committee.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Risk Register as circulated be approved.</b></li> <li>• <b>The PO to be recognised as the author of the Risk Register.</b></li> <li>• <b>The F&amp;GP Committee to review the document again at its next meeting in December when the additional Human Resources and Governance items had been incorporated.</b></li> <li>• <b>The Board to be updated at the September meeting of these actions.</b></li> </ul>	<p><u>Action 3</u> Include additional items in the Risk Register to review at next F&amp;GP meeting.</p> <p><u>Action 4</u> Report to full Board in the meantime.</p>
2726.	<p><b>Management Accounts</b></p> <p>These showed a surplus of £16,717 for the 3 months to 30<sup>th</sup> June 2018.</p> <p>The AO pointed out that on future balance sheets the developer's contributions would be shown as a designated reserve and not a long-term liability in line with the Reserves Policy (minute 2723 refers).</p>	
2727.	<p><b>Cash Flow</b></p> <p>The AO reported that he was in the process of depositing £500,000 surplus cash with a number of challenger banks.</p>	
2728.	<p><b>Medium Term Financial Plan</b></p> <p>The MTFP had been adjusted for the 2018 pay award, a 2% annual increase to 2022/2023 and incorporated the recommendation from the S&amp;P Committee.</p>	

	<p>The Plan also included a rate increase every year for the next 4 years. The AO pointed out that based on these projections the surplus fell into deficit for years 3 and 4.</p> <p>The Chairman reminded the Committee that the conclusion of the Capital Programme, to be considered by the Engineering Committee in November 2018, would have a significant effect on the MTFP.</p>	
<b>2729.</b>	<p><b>Developers' Contributions</b></p> <p>The AO explained that developers could opt to pay a commuted sum for the Board to carry out future maintenance of balance ponds and rhines in the Severnside Development area or to undertake the maintenance themselves.</p> <p>Mr Hore commented that he was aware of a particular pond on a site where the landowner had opted to carry out their own maintenance and that this pond that had not been not been maintained to the same standard as those maintained by the Board.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Engineers prepare a short report to explain the management of these strategic ponds and rhines.</b></li> </ul>	<p><u>Action 5</u> Engineer to prepare a report.</p>
<b>2730.</b>	<p><b>Internal Audit for 2018/19</b></p> <p>The PO had prepared a report and recommended that Bishop Fleming be re-appointed based on their execution of the last internal audit. Members heard that the fee proposal submitted by Bishop Fleming for these services represented a very small increase on the fee paid for the 2017/18 audit.</p> <p>Mr Simms asked if there was any merit of offering a two-year deal.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>Bishop Fleming be re-appointed to complete the 2018/19 internal audit</b></li> <li>• <b>Subject to the submission of a quotation acceptable to him, the PO be authorised to conclude a two-year contract with Bishop Fleming.</b></li> </ul>	
<b>2731.</b>	<p><b>Defra – Annual Report for the year to 31st March 2018</b></p> <p>Members noted the return.</p> <p>The PO explained that a report on the adoption of a biosecurity process had been prepared for a forthcoming meeting of the Engineering Committee. Future annual reports to Defra would include confirmation that the Board had adopted a Biosecurity Policy and associated procedures.</p>	
<b>2732.</b>	<p><b>Default Ratepayers</b></p> <p>Outstanding rates were noted. It was not anticipated that a Court hearing would be required to recover rates.</p>	
<b>2733.</b>	<p><b>Payments Noted</b></p> <p>The Committee noted the payments and transfers made between 1<sup>st</sup> May 2018 and 31<sup>st</sup> July 2018.</p>	
	Meeting closed 11.30 am	

### Lower Severn (2005) Internal Drainage Board

#### CAPITAL FINANCING AND RESERVES POLICY

##### Introduction

Reserves are an essential part of good financial management. They help the Board cope with unpredictable financial pressures and plan for future spending commitments. The purpose of this Reserves policy is to maintain an adequate level of funds to support the ongoing operations of the Board and to provide a source of internal funds for operational priorities such as rhine and ditch maintenance, pumping station running costs and repair, capital replacement and improvement programmes.

The Reserves policy will complement other governance and financial policies and will support the goals and strategies contained in strategic and operational plans.

##### Background

The Board is required to set a balanced budget annually, which broadly means that cash raised within the year correlates to the cash expended in that year. However, variances to the budget will occur. This may result in surplus funds through unbudgeted income such as Developer Contributions, better values achieved on the sale of assets or additional income from grants, contributions and recharges. Expenditure might be greater than budgeted for example such as lower values achieved on sales of assets, greater maintenance costs than predicted or an increase in pump electricity usage.

There will also be the funding of major (capital) spend. Most purchases, mainly vehicles and plant, are resourced through internal funds which are then replenished through appropriate depreciation charges based upon the life of the assets.

However, there may be instances where monies need to be identified to fund larger capital spend items such as the replacement of pumps or significant flood alleviation and land drainage management schemes. When this occurs, forward planning will need to take place in order to ensure that sufficient funds are available at the appropriate times.

Importantly, there is a requirement to manage cash flows to ensure that cash is available when needed.

##### Types of Reserve

There are two types of Reserves:

- Earmarked Reserves – funds that are set aside to meet known or future predicted future spending.
- Unallocated Reserves – funds that are working balances to manage cash flow and protect annual budgets against unplanned expenditure.

##### Reserves Held

###### Earmarked

- Development (Commutated Sums)

This reserve consists of sums received from developers to maintain agreed rhines, ditches and ponds in perpetuity within specified areas.

- **Pump Replacement**

This reserve is a provision to meet the costs of replacing the pumps at pumping stations to meet the 2009 Eel Regulations

- **Pension**

This reserve is the liability, of the Board, related to the defined benefit pension scheme. Note it is a negative reserve.

- **Revaluation**

This reserve is the increase in value of land and buildings, from cost, as at 15 January 2015.

#### **Unallocated**

- **Income and Expenditure**

This reserve provides protection against unplanned expenditure. Any under spend, at the year end, is transferred to this reserve. Any over spend, at the year end, is met from this reserve.

#### **Review of Reserves**

Each reserve will be reviewed, on an annual basis by the Treasury Sub-Committee prior to review by the Board. The Board's review will form part of the annual budget setting process. Part of this review will include considering guidance published by the Association of Drainage Authorities.

#### **Creation / Cessation of a Reserve**

An earmarked reserve may be created for a specific purpose if it is agreed by the Board. Likewise, the Board may close an earmarked reserve if it is no longer required. Any remaining funds in a Reserve to be closed will be transferred to another reserve.

#### **Level of Reserves Held**

The Board has no legal powers to hold reserves other than those for reasonable working capital needs, or for specifically earmarked purposes.

If, at the year end, the Income and Expenditure Reserve is significantly higher than the annual Special Levies and Agricultural Rates income then an explanation will be provided by the Board. The Board's Financial Regulations state that the general provision, including a contingency, should be maintained which is equivalent to approximately 30% of the Board's annual expenditure.

#### **Liquidity of Reserves**

Reserves will be held jointly in general cash and investment accounts of the Board.

COMMITTEE: Finance and General Purposes

MEETING DATE: 12.09.2018

REF: MD

REPORT BY: Accounts Officer

**RISK MANAGEMENT STRATEGY AND POLICY****Introduction**

ADA has a **model risk management strategy and policy** for IDBs to adopt.

ADA has worked with IDBs and Defra to develop a suite of governance documents to assist IDBs with putting in place and maintaining good governance arrangements. The risk management strategy and policy is one of these documents.

**Background**

The purpose of a risk management strategy is to effectively manage potential opportunities and threats to the Board achieving its objectives. Some risks will always exist and can never be eliminated. They therefore need to be appropriately managed.

The risk management policy states that the Board will methodically address risks associated with what it does and the service it provides.

Risk management is not just about financial management, it is about achieving the Boards objectives in order to deliver high quality public services.

A Lower Severn (2005) Internal Drainage Board customised version of the Risk Management Strategy and Policy is attached.

**Recommendation**

That the Risk Management Strategy and Policy, be referred to the Full Board for formal adoption.

*Martin Dear*

*Accounts Officer*

**Lower Severn (2005) Internal Drainage Board**

**Risk Management Strategy**

**Risk Management Policy**

### Contents

1. Purpose, Aims & Objectives
2. Accountabilities, Roles & Reporting Lines
3. Skills & Expertise
4. Embedding Risk Management
5. Risks and the Decision Making Process
6. Risk Evaluation and Control
7. Supporting Innovation & Improvement

### Appendices

- A – Risk Management Strategy Statement
- B – Risk Management Policy Document

### Risk Management Strategy

#### 1. Purpose, Aims and Objectives

1.1 The purpose of the Risk Management Strategy is to effectively manage potential opportunities and threats to the Board achieving its objectives. See attached Risk Management Policy Statement, Appendix A.

1.2 The Risk Management Strategy has the following aims and objectives;

- Integration of Risk Management into the culture of the Board
- Raising awareness of the need for Risk Management by all those connected with the delivery of services (including partners)
- Enabling the Board to anticipate and respond to changing social, environmental and legislative conditions
- Minimisation of injury, damage, loss and inconvenience to staff, members of the public, service users, assets etc. arising from or connected with the delivery of the Board's services
- Introduction of a robust framework and procedures for identification, analysis, assessment and management of risk, and the reporting and recording of events, based on best practice
- Minimisation of the cost of risk

1.3 To achieve these aims and objectives, the following strategy is proposed;

- Establish clear accountabilities, roles and reporting lines for all employees
- Acquire and develop the necessary skills and expertise
- Provide for risk assessment in all decision making processes of the Board
- Develop a resource allocation framework to allocate (target) resources for risk management
- Develop toolkits, procedures and guidelines for use across the Board
- Develop arrangements to measure performance of Risk Management activities against the aims and objectives
- To make all partners and service providers aware of the Board's expectations on risk, both generally as set out in its Risk Management Policy and where necessary in particular areas of the Board's operations

1.4 The Board's Risk Management Strategy is based on the Audit Commission's definition of Risk:

'Risk is the threat that an event or action will adversely affect the organisation's ability to achieve its objectives and to successfully execute its strategies'.

#### 2. Accountabilities, Roles and Reporting Lines

2.1 A framework has been implemented that has addressed the following issues:

- The different types of risk – Strategic and Operational
- Where it should be managed
- Corporate, and Operational roles and accountabilities
- The need to drive the policy throughout the Board
- Prompt reporting of accidents, losses, changes etc.

2.2 In many cases, risk management follows existing service management arrangements.

2.3 Strategic risk is best managed by the Board.

2.4 The Accounts Officer will be responsible for the Board's overall risk management strategy, and will report to the Board.

2.5 The Land Drainage Engineer will be responsible for the Board's overall Health and Safety policy and will report to the Board.

2.6 It is envisaged that the development of a risk management strategy will encourage ownership of risk and will allow for easier monitoring and reporting on remedial actions / controls.

### 3. Skills and Expertise

3.1 Having established roles and responsibilities for risk management, the Board must ensure that it has the skills and expertise necessary. It will achieve this by providing Risk Management Training for Officers and where appropriate providing awareness courses that address the individual needs of both the manual workforce and office staff.

3.2 Training will include seminars focusing on best practice in risk management and awareness courses will also focus on specific risks in areas such as the following:

- Partnership working
- Project management
- Employment Law
- Operation of Board vehicles and equipment
- Manual labour tasks e.g. Health and Safety issues

### 4. Embedding Risk Management

4.1 Risk management is an important part of the service planning process. This will enable both strategic and operational risk, as well as the accumulation of risks from a number of areas to be properly considered. Over time the Board aims to be able to demonstrate that there is a fully embedded process.

4.2 This strategy and the information contained within the appendices provides a framework to be used by all levels of staff and Members in the implementation of risk management as an integral part of good management.

### 5. Risks and Decision Making Process

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

5.2 The Board will need to demonstrate that it took reasonable steps to consider the risks involved in a decision.

5.3 A risk assessment will take place prior to a significant decision being taken.

5.4 There needs to be a balance struck between efficiency of the decision making process and the need to address risk. Risk assessment is seen to be particularly valuable in options appraisal. All significant decision reports to the Board or Committees should include an assessment of risk to demonstrate that risks (both threats and opportunities) have been addressed.

5.5 This process does not guarantee that decisions will always be right but it will demonstrate that the risks have been considered and the evidence will support this.

### 6. Risk Evaluation and Control

6.1 A risk register will be used to record the Board's objectives and the risks to achieving these. Once these have been identified an assessment of the impact and likelihood of occurrence is made using

knowledge of current controls and assurances and a risk score determined. Any gaps in controls and/or assurance should then be identified and an action plan for improvement developed.

6.2 The risk score is obtained using the risk matrix below:

### RISK ASSESSMENT MATRIX

Likelihood of occurrence ↑ HIGH MEDIUM LOW ↓	HIGH	Low Impact High Likelihood 3	Medium Impact High Likelihood 6	High Impact High Likelihood 9
	MEDIUM	Low Impact Medium Likelihood 2	Medium Impact Medium Likelihood 4	High Impact Medium Likelihood 6
	LOW	Low Impact Low Likelihood 1	Medium Impact Low Likelihood 2	High Impact Low Likelihood 3
		LOW	MEDIUM	HIGH
		← Impact on the Business →		
		The high, medium and low categories		

for impact and likelihood are defined as follows:

### IMPACT

- *High* – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000) and/or major service disruption (+ 5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- *Medium* – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- *Low* – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

### LIKELIHOOD

- *High* – very likely to happen
- *Medium* – likely to happen infrequently
- *Low* – unlikely to happen

Using the risk matrix produces a risk rating score that will enable risks to be prioritised using one or more of the “four T’s”. Scores are gained by multiplying impact level by likelihood level – Low = 1, Medium = 2, High = 3.

- Tolerate - score >2 - accept the risk
- Treat - score 3 – 4 - take cost effective in-house actions to reduce the risk
- Transfer – score 6 - let someone else take the risk (e.g. by insurance or passing responsibility for the risk to a contractor)
- Terminate – score 9 - agree that the risk is too high and do not proceed with the project or activity

### 7. Supporting Innovation and Improvement

7.1 Risk Management will be incorporated into the business planning process for the Board with a risk assessment of all business aims being undertaken as part of the annual process.

7.2 The Board's internal auditor will have a role in reviewing the effectiveness of control measures that have been put in place to ensure that risk management measures are working.

Un-approved

### Appendix A

#### RISK MANAGEMENT STRATEGY STATEMENT

The Board believes that risk is a feature of all businesses. Some risks will always exist and can never be eliminated: they therefore need to be appropriately managed.

The Board recognises that it has a responsibility to manage hazards and risks and supports a structured and focused approach to managing them by approval of a Risk Management Strategy.

In this way the Board will improve its ability to achieve its strategic objectives and enhance the value of services it provides to the community.

#### The Boards Risk Management objectives are to:

- Embed risk management into the culture and operations of the Board
- Adopt a systematic approach to risk management as an integral part of service planning and performance management
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Ensure all employees have clear responsibility for both the ownership and cost of risk and the tools to effectively reduce / control it

#### These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines within the organisation for risk management
- Incorporating risk management in the Board's decision making and operational management processes
- Reinforcing the importance of effective risk management through training
- Incorporating risk management considerations into Service / Business Planning, Project Management, Partnerships & Procurement Processes
- Monitoring risk management arrangements on a regular basis

#### The benefits of Risk Management include:

- Safer environment for all
- Improved public relations and reputation for the organisation
- Improved efficiency within the organisation
- Protect employees and others from harm
- Reduction in probability / size of uninsured or uninsurable losses
- Competitive Insurance Premiums (as insurers recognise the Board as being a "low risk")
- Maximise efficient use of available resources.

### Appendix B

#### RISK MANAGEMENT POLICY DOCUMENT

In all types of undertaking, there is the potential for events and consequences that may either be opportunities for benefit or threats to success. Internal Drainage Boards are no different and risk management is increasingly recognised as being central to their strategic management. It is a process whereby Internal Drainage Boards methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take steps to avoid this or successfully manage the consequences.

Risk management is not just about financial management; it is about achieving the objectives of the organisation to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets.

Internal Drainage Boards need to keep under review and, if need be, strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to ratepayers.

The Board already looks at risk as part of their day to day activities but there is now a need to look at, adapt, improve where necessary and document existing processes.

The importance of looking afresh at risk comes in the wake of a more demanding society, bold initiatives and more challenge when things go wrong. It also arises because of the significant changes taking place as a result of the Defra IDB Review. Internal Drainage Boards currently face pressures that potentially give rise to a range of new and complex risks and which suggest that risk management is more important now than at any other time.

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, the members should:

- take steps to identify and update key risks facing the Board;
- evaluate the potential consequences to the Board if an event identified as a risk takes place; and
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

This Risk Management Policy document is designed to be a living document which will be continually updated when new risks are identified or when existing risks change.

The assessment of potential impact will be classified as high, medium or low. At the same time, it will assess how likely a risk is to occur and this will enable the Board to decide which risks it should pay most attention to when considering what measures to take to manage the risks.

After identifying and evaluating risks the responsible officer will need to decide upon appropriate measures to take in order to avoid, reduce or control the risks or their consequences.

# Land Drainage Engineer's Report

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## **Maintenance Works**

Mowing and weedcutting has continued throughout the Boards district since June 2018 and residential areas were given priority maintenance to alleviate flooding should any summer storm occur. As usual works have been completed at Gossington, Cambridge, Pilning, Awkley, Easter Compton, Hallen and Oldbury on Severn.

This season has been exceptionally dry with very low water levels in the rhines which has encouraged heavier aquatic vegetation than normal. However the grass cutting on the banks of the watercourse has been easier as much of the vegetation was suffering from a lack of water and the regrowth has been minimal.

Annual works have been undertaken at Highnam, Cornham, Minsterworth, Walmore Common, Rodley and Westbury on Severn.

All of the adopted watercourses at Chaceley, Forthampton and Tirley have also been maintained. Mowing and weedcutting has been completed at Frampton, Saul, Slimbridge and Moreton Valance and works are currently being undertaken at Elmore.

Further South works have been undertaken at Aust, Elberton, Olveston, Awkley, Cowhill and the operators are currently working in a northerly direction from Shepperdine to Hill.

## **Rechargeable Works**

The annual works which we carry out for the Canal & Rivers will be undertaken this season after recently receiving the order in the sum of £14,176.87 and other annual works at the Avonmouth Industrial Estates including Cabot Park and Western Approach.

## **Pumping Station Update – Saul**

Nomenca was the chosen contractor to carry out the pump replacement project at Saul to comply with the Eel regulations.

Motion Consultants have prepared the contract documents which have been signed between the Land Drainage Engineer, Principal Officer and Nomenca. The Land Drainage Engineer and Civil Engineer have hosted a pre contract meeting with Nomenca together with Hydrostal (pump supplier) and Severn Controls (automation, controls & telemetry) to iron out any technical issues.

One particular issue which has been raised is that the 'As built drawings' which the Board had do not resemble what was actually constructed on site. Several anomalies have appeared since the contractor survey which include a fibre glass pump well instead of a HDPE tank,

different sized concrete slab & manhole, controls kiosk in the wrong location and even the pump make & model installed is different from the Boards records.

It is hoped that the original concrete biscuit and tank can be modified to install the new pump which is significantly larger without structurally weakening the chamber.

The new pump was ordered separately by the Land Drainage Engineer as there was a lead in time of 16 weeks. It will be due for delivery at the end of October so this will not hinder construction progress.

Nomenca are currently working on a final design to submit to the Environment Agency Fisheries department to gain consent.

### **Elmore Back Pumping Station**

Survey work and modelling continue to be undertaken at Elmore with a view to producing tender documents early during 2019, which will accurately outline the pumping capacity and surface water volumes in the catchment area.

### **Workforce**

Unfortunately Mr A Terrett the Boards Foreman has been signed off sick with a bad back since May 2018. This has caused a strain on the Boards Fitter and Land Drainage Engineer during the past 4 months but works have continued and routine maintenance is still on course to finish at Christmas.

Mr Terrett has had an operation which has been successful and we look forward to his return on the 17<sup>th</sup> September 2018.

# Civil Engineer's Report

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## **WLMP Slimbridge**

Members will have received a copy of the updated plan for Slimbridge that has been prepared by Just Ecology. Comments are invited from members with a view to ratify and for the Chairman to sign at the November meeting.

## **Oldbury on Severn**

Following the replacement of the flap valves through the village and the discovery of a collapsed culvert at The Naite, Oldbury on Severn contractors are to be employed to replace approximately 15m of collapsed concrete pipe underneath the raised flood embankment. The works are being organised by the Boards staff and recharged to South Gloucestershire Council who have secured a central government grant for drainage improvements in the catchment.

## **Hill Pill**

A preliminary cost has been put together for a modelling exercise – this exercise will be in the region of £25,000. The consultant is proposing to use a student for part of the modelling work in order to keep costs down. The modelling will enable the Board to examine different options in the Oldbury and Hill catchments with a view to making improvements to the catchment.

Additionally the model will be able to inform on the impacts of the potential Nuclear Power Station and provide a start point for the modelling exercise of the Oldbury Pumping Station renewal. (Minute required)

## **M49 Update**

Temporary works have been established and the permanent works are underway. The new culvert is due to be installed over the next few months. The culvert will provide additional capacity across the motorway and reduce flood levels across residential areas to the north and east of the M49.

### **Avalon Works**

Four new flood storage ponds are to be adopted as part of the redevelopment of the site. A commuted sum offer of £81,000 has been made to the developer to cover the Boards maintenance costs.

### **The Wave, Easter Compton**

Construction is due to commence in the next few months of a large artificial surfing lake at Washingpool Farm, Easter Compton. Whilst the site has little impact from a flood risk perspective extensive consultation has taken place with the developer to produce a scheme for the annual draw down of water from the lake for maintenance.

### **Development Pressure**

There are numerous sites lying outside of the Boards area which are becoming subject to pressure from residential development. Areas such as Thornbury, Berkeley and Highnam are seeing actual and potential developments for hundreds of new homes over the next few years. There are unlikely to be any increases in flows into the IDB catchment as flows are usually restricted to green field runoff rates at source in line with new SUDs guidance. Developments will be monitored

### **PROPOSED PROCEDURE FOR A GRIEVANCE HEARING**

#### **Introduction**

At the Staff & Pensions Committee meeting held on 9 May 2018, Members considered the case put forward by the Engineers for their rate of Essential Car User Allowance to be increased from the one set by the Committee in October 2017 – namely the lowest point of White Book Rate A (currently £924pa). The Committee re-affirmed its earlier decision, and this was approved by the Board on 27 June 2018. [Minute 2627 refers.]

#### **Submission of Formal Written Grievance**

I notified the Engineers of the Board's decision on 28 June and on 2 July they lodged a formal written grievance with me (receipt acknowledged). As a responsible employer, the Board is duty bound to allow the case a full and fair hearing. The Employee Handbook states:

#### ***Grievance procedure***

*A grievance procedure is quite simply a way for all employees to discuss any problems, or air their views on any dissatisfaction that relates to their work. An informal discussion can often resolve matters, but if you wish to raise the grievance formally, it should be done in the following way.*

*Submit your formal written grievance to your Line Manager who will make every effort to hear your grievance within seven working days. If you feel that you need help in putting your point of view across, you may ask a work colleague or an accredited trade union official to be present to help you explain the issue you are raising.*

*If you are not satisfied with the outcome of your meeting, tell the person who dealt with your grievance that you wish to take the matter further and intend to appeal against the outcome.*

*Submit your formal written appeal to the Clerk within 14 days of receiving written confirmation of the grievance decision, including an explanation of why you are dissatisfied with the original decision. Every effort will be made to hear your appeal without reasonable delay and you may ask a work colleague or an accredited trade union official to be present to help you. Although the Board will always be willing to try to resolve your grievance as amicably as possible, a decision reached at the appeal stage is final.*

Clearly, whilst this statement sets out the broad principles of how a grievance case will be handled, no detail as to the procedure to be adopted is laid down.

### **Proposed way forward**

Following consultation with Citation Ltd, the Board's HR advisors, I RECOMMEND that the following procedure is adopted:

1. PO writes to the Engineers to invite them to a meeting to hear their grievance.
2. PO, together with one nominated Member, listen to the Engineers' representations, ask questions as appropriate and adjourn the meeting.
3. PO, in consultation with the Member concerned, discuss the issues raised, investigating where necessary and make a decision.
4. PO/Member write to the Engineers – and/or arrange a meeting with them – to notify them of the decision, the reasons why and advise them of their right of appeal.
5. If the case proceeds to the appeal stage, the Engineers set out in writing to the PO the basis for their appeal.
6. PO, in consultation with a different nominated Member conducts a second meeting with the Engineers along the same lines as the first hearing of the case.
7. PO/Member to notify the Engineers of the outcome of their appeal.

NB. In order for this process to be properly conducted (ie constitute sound employment practice) it is important that

- The process is fully documented, (eg correspondence and minutes of meetings)
- The PO and nominated Members have full delegated authority to determine the case.

I have advised the Engineers of these proposals; they are satisfied that the arrangements provide an opportunity for a fair hearing of their case. Nonetheless, the lack of a procedure to deal with this case promptly indicates that it would be appropriate to adopt this protocol for all future grievance cases so that they are dealt with in a timely manner.

### **Recommendations:** That

- (1) the proposals for hearing the grievance case be approved;
- (2) a Member be nominated to hear the case in liaison with the PO;
- (3) a second Member be nominated to hear the appeal (if any) in liaison with the PO;
- (4) the PO, in consultation with the Members nominated by the Board, be authorised to determine the case;
- (5) the outcome of the case be reported for information to the Staff and Pensions Committee in due course; and
- (6) all arrangements for the hearing and reporting of future grievance cases be delegated to the PO in consultation with the Chairman.

*Kieran Warren*

*Principal Officer*

*SEPTEMBER 2018*

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# Full Board Meeting

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Wednesday 27th June 2018

**The Gables Hotel, Falfield  
14.00pm**

**Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board**  
**Held on Wednesday 7<sup>th</sup> February 2018 at 2.00 pm**  
**At Gables Hotel, Falfield**

**Present:**

Mr G R Littleton  
 Cllr M Riddle  
 Cllr Abraham  
 Cllr P Awford  
 Cllr B Behan  
 Mrs F Collins  
 Mr J Cornock  
 Mr R Godwin  
 Miss R Hewlett  
 Mr R Hyslop  
 Mr J Hore

Chairman  
 Vice-Chairman

Ald S Milestone  
 Cllr S Morgan  
 Mr J Nichols  
 Cllr E Orpen  
 Ald B Richards  
 Mr G Simms  
 Mr R Thatcher  
 Ald C Williams  
 Mr K Withers

**Staff:**

James Druett  
 James Thomas  
 Kieran Warren  
 Sue Williams

Land Drainage Engineer  
 Civil Engineer  
 Principal Officer  
 Minutes

LDE  
 CE  
 PO

<b>2620.</b>	<b>Apologies for Absence</b> Apologies were received from: Mr M Barnes, Cllr P Burford, Mr T Cullimore, Mr M Dear - Accounts Officer, Cllr J Jones, Cllr A Johnson, Mr I Ractliffe and Cllr S Walker.	
<b>2621.</b>	<b>Declaration of Members Interest</b> There were no declarations of interest.	
<b>2622.</b>	<b>Chairman's Announcements</b> <u>Mr R J G Berkeley</u> Mr Berkeley's death had been announced in November 2017 and a memorial service in his honour was held on 2 February 2018. He had been a member of the Board between 1956 and 2005. The Chairman informed the members that he had been very supportive of the Board's work particularly in the Berkeley area. Member stood in silence as a mark of respect.  <u>ADA Conference 2017</u> The Chairman, Mr Barnes and the PO had attended the ADA Conference held on 16th November 2017. This was the Association's 80 <sup>th</sup> conference and was Henry Cator's last conference as Chairman. Representatives from Defra and the EA addressed the attendees; the main theme had been de-regulation of watercourses.	
<b>2623.</b>	<b>Minutes of the Previous Meeting</b> <b>Resolved that:</b> <ul style="list-style-type: none"> <li>Minutes of the meeting held 8<sup>th</sup> November 2017 be approved.</li> </ul>	
<b>2624.</b>	<b>Draft Minutes of the Engineering Committee Meeting</b> <u>Demaiment of LSIDB Main Rivers – Minute 2595</u> Mr Hyslop asked that before considering the demaiment of main rivers, members should have the benefit of a visit. Members had previously been to see the River Leadon but not the other potential candidates for demaiment.  The CE replied that only main rivers that ran into another main river could be statutorily demaimed. This criterion applied to the River Leadon, Longdon Brook, Tirley Main Drain, Wicksters Brook and Capehall Brook and excluded the Little Avon and River Frome.  The CE reported that in respect of the funding of demaiment, the EA had been asked to consider a reduction in the precept; early indications were positive. On the question	<b>Action 1</b> LDE/CE - Visit rivers considered for de- mainment

	of EA budget transfers; owing to the lack of expenditure by the EA on these stretches of river, demaiement would not result in additional funds.	
<b>2625.</b>	<p><b>Committee Recommendations</b></p> <p>Members had the benefit of the following draft minutes:</p> <ul style="list-style-type: none"> <li>• Engineering Committee Meeting held 22 November 2017</li> <li>• F&amp;GP Committee Meeting held 13<sup>th</sup> December 2017</li> <li>• F&amp;GP meeting held 31<sup>st</sup> January 2018</li> </ul> <p>Budget implications of resolutions and recommendations from the Committees had been built into the accounts and budgets prepared by the AO.</p> <p>The Chairman of the F&amp;GP Committee reported on the other following items:</p> <p><u>Risk Register</u> The Risk Register had been reviewed and approved.</p> <p><u>Office IT System Review</u> The PO, AO and CE had been asked to review the Board's IT support and to report back to the Committee.</p> <p><u>Rescheduling of Oldbury Pump Replacement</u> The Committee had asked the AO to reschedule the pump replacement programme so that the Oldbury Pumping Station would be the last to be replaced. In the event that a new power station was constructed at Oldbury, the redirecting of some watercourses could be incorporated with those major works.</p> <p><u>Network Server</u> The Committee had resolved to purchase a new server at a cost of £10,400 plus £1,440 pa for support. The decision had taken account of three options provided by the Board's IT advisor.</p> <p><u>Default Works – Costs Recovery</u> A claim had been submitted to the Small Claims Court to recover costs of works carried out by the Board under a Section 25 of the Land Drainage Act. The landowner concerned had indicated to the Court that he would be filing a defence.</p> <p><u>Rate Recommendation for 2018/19</u> The F&amp;GP Committee having considered the accounts and budgets made a unanimous recommendation to set a drainage rate of 8.5p for the coming year.</p> <p><u>Newsletter</u> The Committee considered that a newsletter should be sent with rate demands and favoured a pie chart as a means to clarify to ratepayers the Board's expenditure and statutory commitments.</p> <p><u>Internal Audit Report 2017/18</u> The internal audit report would be considered by the Committee in full on 6<sup>th</sup> June 2018. The PO had reported that overall the Board had been given a clean bill of health; the auditors had made 4 recommendations where small improvements could be made.</p>	<p><u>Action 2</u> PO - Newsletter</p>
<b>2626.</b>	<p><b>Outturn for 2017/18 and Budget for 2018/19</b></p> <p>The PO presented the accounts in the absence of the AO.</p> <p>The outturn forecast for 2017/18 showed a predicted deficit of £2,780.</p> <p>A budget had been prepared with an 8.5p rate, as recommended by the F&amp;GP Committee; included was the Engineering Committee's approved expenditure for plant replacement and increased overtime and the recommendation of the F&amp;GP Committee to increase the transfer to pumping station reserve by £25,000 per annum.</p>	
<b>2627.</b>	<b>Medium Term Financial Plan</b>	

	The MTFP gave an indication of the Board's balances with a gradual increase in drainage rate every year to 2022/23.	
<b>2628.</b>	<b>Declaration of Rate for 2018/19</b> <b>It was resolved that</b> <ul style="list-style-type: none"> <li>A drainage rate of 8.5p in the £ be set for the year 2018/19.</li> </ul> The majority were in favour with 1 abstention.	
<b>2629.</b>	<b>Maintenance Works 2017</b> Members noted that 490 km of watercourse had been mown and ridded between June and December 2017. This was the longest length of watercourse that had been achieved by the Board's operatives.	
<b>2630.</b>	<b>Culvert Replacement – Marsh Brook</b> The LDE reported that a culvert on the Marsh Brook was to be replaced owing to insufficient capacity that had resulted in flooding of properties upstream.  Mr Hyslop asked why the Board was funding this work when in the past the Board had not paid for a replacement culvert.  The LDE explained that in the instance that Mr Hyslop referred to the culvert had completely collapsed, whereas the Marsh Brook culvert was in sound condition but was too small for the volume of water and easily became blocked resulting in residential properties being flooded. This was confirmed by the local member.  The CE clarified the Board's policy regarding culverts and structures. He explained that the Board would not accept liability for culverts and structures within the Board's area, regardless of whether they were installed by the Board as part of a drainage scheme. The Board however, had permissive powers to carry out work where it saw fit. There was no obligation for a landowner to upsize a culvert, which had been adequate for the water flow when it was installed.  The cost of the Marsh Brook culvert work would be in the region of £3-4k. Mr Hyslop asked if the landowner could contribute to the outlay.  The Engineers explained that it was not the landowner that benefitted but four households upstream.  The LDE informed members that in the last 12 years there had only been 4 or 5 similar situations. In all cases the work had prevented properties from flooding and had been worthwhile. Future proposals for such works would be brought to the Board.	
<b>2631.</b>	<b>Longaston Brook</b> The LDE reported that a contribution had been received from Gloucestershire County Council for the tree clearance work which was due to start prior to formal adoption of the 500 metres of watercourse approved (Minute 2429). This work would improve highway drainage.	
<b>2632.</b>	<b>Insurance Claims – Machinery Breakdown</b> The LDE reported that £7,858 had been received from the Board's insurers against the £10,320 invoice for the Energreen hydraulic pump repair. The insurers had confirmed that they would not pay out for the Claas tractor repair.	
<b>2633.</b>	<b>Health &amp; Safety – Labour Force</b> It was reported that the Board's direct labour operative had been given a presentation covering 30 health and safety issues.	
<b>2634.</b>	<b>Hills Pill</b> The LDE reported that the EA had carried out some maintenance to remove silt away from the outfall flap to make it operational again.	

	<p>The CE reported that there was a concern that the EA considered, that because the outfall only protected a low number of properties, it was uneconomic to maintain in the future.</p> <p>A recent South Gloucestershire Council assessment had demonstrated that pushing water from the Oldbury catchment to the Hill catchment had no significant benefit to the Oldbury area. This had been an option the Engineers had considered to flush the silt through the outfall with the increased flow of water.</p> <p>The Engineers had commissioned a consultant to model different options to improve this outfall. A costed proposal would be put before the Board later in the year.</p>	<p><u>Action 3</u> LDE/CE - costed proposal for Hills Pill</p>
2635.	<p><b>Saul Pumping Station Update</b></p> <p>The LDE reported that the Saul Pump had not progressed as he had anticipated. He said that it was vital to ensure that this, being the first pumping station to be replaced, set a template for the other stations that followed.</p> <p>The LDE had recently met with the Board's consultant, Motion Co, and it was decided that more technical telemetry detail was required in the tender documents so that contractors could quote accurately. This, in addition to staffing problems with the company that provided the detailed specifications, had caused a delay. It was hoped the tender documents would go out to the list of approved contractors in the next 3 or 4 weeks.</p> <p>The successful contractor would design and build the new pump station, install the pumps and provide a web-based platform to be able monitor the pumps from the Board's offices. The contractor would also be responsible for obtaining the necessary consents from the EA and Defra to comply with Eels Regulations.</p>	
2636.	<p><b>Oldbury Parish Council – Asset Liability</b></p> <p>The CE reported that the Board's Officers had attended a meeting with Oldbury Parish Council and South Gloucestershire Council to discuss issues in the Oldbury area.</p> <p>The Parish Council continued to assert that the IDB were responsible for the maintenance of flap valves and would be taking independent legal advice.</p>	
2637.	<p><b>EA/IDB Liaison Meeting</b></p> <p>The Meeting was attended by the Board's Engineers and Chairman. The CE reported that ADA's focus was on the use of Public Sector Co-operation Agreements and the de-maining of rivers to provide ratepayers with more benefits. There was also a push from Defra for IDBs to enhance their environmental performance.</p>	
2638.	<p><b>M49 New Junction</b></p> <p>The CE would make arrangements for members to see the construction of the new motorway culvert. Members also noted the contents of a letter dated 18<sup>th</sup> December 2017 from Highways England which provided an update on the progress of the above scheme.</p>	<p><u>Action 4</u> CE - Visit M49 culvert</p>
2639.	<p><b>ADA Guidance Note – Liability of Board Members</b></p> <p>The report was noted.</p>	
2640.	<p><b>Protocol for Debt Recovery</b></p> <p>The PO reported that a new procedure was in place for the recovery of debts. This applied to drainage rates. The main aim of the new procedure was to encourage early engagement with debtors to avoid court proceedings.</p> <p>The report was noted.</p>	
	Meeting closed 3.20 pm	

**Minutes of the Governance & Probity Committee Meeting  
Of the Lower Severn (2005) Internal Drainage Board  
Held Wednesday 4<sup>th</sup> April 2018 at 10.30 am  
At Gables Hotel Falfield**

**Present:** Cllr P Abraham Chairman  
Cllr J Jones  
Mr J Cornock Deputising for Cllr M Riddle  
Mr G Littleton Deputising for Cllr B Behan  
Mr K Withers

**Staff:** Kieran Warren Principal Officer PO  
Sue Williams Minutes

<b>2651.</b>	<b>Appointment of Chairman</b> <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>Cllr Abraham be appointed Chairman for the meeting.</li> </ul>	
<b>2652.</b>	<b>Apologies</b> Apologies were received from Cllr B Behan, Mr Goodey and Cllr Riddle.	
<b>2653.</b>	<b>Minutes of the Previous Meeting</b> <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The minutes of the Meeting held 10<sup>th</sup> May 2017 be approved as a true and accurate record.</li> </ul>	
<b>2654.</b>	<b>Election Timetable 2018</b> The PO had prepared a schedule of key dates that were compliant with the Election Regulations 1938 for triennial elections. Members noted the timetable.	
<b>2655.</b>	<b>Chairman's Honarium</b> Mr Littleton left the meeting whilst this matter was discussed.  At the Board meeting held on 8 <sup>th</sup> November 2017 (minute 2574) members asked the Committee to consider increasing the Chairman's honarium by an annual increment.  The PO had listed the amounts paid to the Chairman since 2009 and proposed as a method; to increase the honarium in line with the annual increase in drainage rates. A further proposal was suggested by Cllr Riddle in an email to the PO, to increase the honarium by the annual staff pay award.  The Committee considered the matter and agreed that the honarium should not stagnate for long periods as had happened previously.  <b>It was recommended that:</b> <ul style="list-style-type: none"> <li>The Chairman's honarium be increased by 1% as from November 2018.</li> <li>The G&amp;P Committee should consider the Chairman's honarium annually.</li> </ul> Mr Littleton re-joined the meeting.	<u>Action 1</u> Add recommendation to agenda
<b>2656.</b>	<b>Standing Orders Review</b> The PO explained that the current Standing Orders had been adopted by the Board on 12 <sup>th</sup> June 2013 and approved by Defra on 20 <sup>th</sup> June 2013. These had been based on a template produced by Defra. The PO had reviewed the current document and proposed some minor changes.  The proposed revisions included:	

	<ul style="list-style-type: none"> <li>• A calculation of quorum for Committee and Sub-Committees and Working Groups.</li> <li>• Substituting “Principal Officer” for “Clerk” where appropriate.</li> <li>• Circulation of Board papers to members</li> </ul> <p>The Committee decided that “Working Groups” should be deleted from Standing Order 11, as a Working Group would report back to the Board or Committee that had appointed them and not normally have delegated powers.</p> <p>A question was raised about the publication of minutes. The PO confirmed that draft minutes were posted on the website as soon as practicable following a meeting and once minutes had been approved the website made the distinction between draft and approved minutes.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• The changes highlighted in the Appendix 1 attached to these minutes be approved by the Board.</li> </ul>	<p><u>Action 2</u> Add recommendation to agenda</p>
2657.	<p><b>Disciplinary Procedure Review</b></p> <p>The PO explained that the disciplinary procedure, last revised in April 2016, had been issued to all employees and formed part of their contract of employment. The current Employee Handbook had been produced by Citation Ltd, the Board’s HR advisors, and agreed with trade unions and staff.</p> <p>Members noted that Citation Ltd would update the Handbook as and when any changes in employment legislation arose and circulated to staff.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• The Disciplinary Procedure be approved with no changes.</li> <li>• To be reviewed in 2020</li> </ul>	<p><u>Action 3</u> Add recommendation to agenda</p>
2658.	<p><b>Future Review Programme</b></p> <p>The PO reported to members that ADA was compiling a good governance guide, due to be issued in the summer. It was hoped that this would be a useful standard to compare with LSIDB policies and provide opportunities to improve its governance regime.</p> <p>The PO had listed policies and documents that were next to be reviewed and also asked the Committee to consider a review of the Terms of Reference of the S&amp;P and G&amp;P Committees which were last reviewed in 2013 and 2014.</p> <p>The Chairman suggested that the review dates of policies previously scheduled should be reconsidered. The PO agreed to look at rescheduling the programme with a longer period between reviews and submit a revised schedule to the next meeting of the Committee.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• The following policies to be reviewed next: Delegation of powers to Officers Members Code of Conduct Member/Officer protocol Mission Statement Substitute Member protocol Voting on Appointment procedure. Terms of Reference; Governance of Probity Committee Terms of Reference; Staff &amp; Pensions Committee</li> </ul>	<p><u>Action 4</u> Revise the Schedule of Policies to be reviewed.</p>
	The meeting closed at 11.20 am.	

## 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 (formerly seven)** 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 15<sup>th</sup> 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 (formerly seven)** 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 8 members are present at the start of and during the meeting. If departures reduce the number below **the quorum of 8** 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, by secret ballot, 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 (formerly seven)** clear working days before the meeting of the Board at which the same are to be submitted.

### **Committees, Sub-Committees or Working Groups**

11. The Board may appoint such Committees **or** Sub-Committees **(delete or Working Groups)** as they think fit **and the quorum for these meetings shall be in the same proportion as the quorum required for Board meetings. but all.** The acts of any Committee, Sub-Committee **(delete or Working Groups)** shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee **or** Sub-Committee **(delete or Working Groups)**.
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 (formerly Clerk)** 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 (formerly Clerk)** 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 (formerly Clerk)** 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.

**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.

**Minutes of the Staff & Pensions Committee  
of the Lower Severn (2005) Internal Drainage Board Meeting.  
Held on 9 May 2018, 10.30 am at The Gables Hotel Falfield**

**Present:** Cllr P Awford Chairman  
Cllr P Abraham  
Cllr B Behan  
Cllr P Burford  
Mrs F Collins  
Mr R Godwin  
Mr G Littleton  
Cllr S Morgan  
Mr J Nichols

**Staff:** Kieran Warren Principal Officer PO  
Martin Dear Accounts Officer AO

1.	<b>Appointment of Chairman</b> Resolved: <ul style="list-style-type: none"> <li>That Cllr P Awford be appointed Chairman for the ensuing year.</li> </ul>
2.	<b>Apologies</b> Ald B Richards
3.	<b>Evacuation Procedure</b> The Chairman outlined the evacuation procedure to be followed in the event of an emergency.
4.	<b>Declaration of Members Interests</b> No interests were declared.
5.	<b>Minutes of the Previous Staff &amp; Pensions Meeting</b>  <b>Resolved:</b> <ul style="list-style-type: none"> <li>That the minutes of the meeting held on 18 October 2017 be approved as a correct record.</li> </ul>
6.	<b>Disciplinary Procedure</b> Referring to the report considered by the Governance & Probity Committee meeting held on 4 April 2018, [Minute 2657 refers], the PO explained that the disciplinary procedure, last revised in April 2016, had been issued to all employees and formed part of their contract of employment. The current Employee Handbook had been produced by Citation Ltd, the Board's HR advisors, and agreed with trade unions and staff.  Members noted that Citation Ltd would update and re-issue the Handbook as and when any changes in employment legislation arose.  <b>RECOMMENDED:</b> <ul style="list-style-type: none"> <li>That the Disciplinary Procedure as contained in the Board's Employee Handbook be re-affirmed.</li> </ul>

7.	<p><b>Car User Allowances</b> Referring to Minute 2582, the PO reported the response from the Engineers to the decision taken by the Committee in October 2017, and subsequently ratified by the Board, in respect of the payment of Essential Car User Allowances. He set out a number of options for Member consideration. In the main, Members felt that there was no justification for departing from the Board's original position.</p> <p><b>RECOMMENDED:</b></p> <ul style="list-style-type: none"> <li>• <b>That the decision to offer Essential Car User Allowances set at the lowest point of White Book Rate A be re-affirmed.</b></li> </ul>
8.	<p><b>Pay Review – Class 1 Operative</b> The PO set out the current rates of pay and responsibilities of both the Board's Fitter and Foreman posts. He advised Members that no review of the terms and conditions and job descriptions attached to these posts, or those of the other seven operatives, had been undertaken for over ten years. The Committee acknowledged that the supervisory responsibilities relating to the Fitter's post ought to be recognised. In respect of the Foreman post, Members felt that it would be useful to review the duties and remuneration for that position alongside the responsibilities and pay of the remaining operatives.</p> <p><b>RECOMMENDED: THAT</b></p> <ul style="list-style-type: none"> <li>• <b>(1) with effect from 1 April 2018 the Fitter be re-classified as a Craftsman Band A;</b></li> <li>• <b>(2) the PO be requested to provide a job review report for the Foreman and General Operative positions for consideration at the next meeting; and</b></li> <li>• <b>(3) in order to ensure that any recommendations arising from the job reviews outlined above can be accommodated in the budget cycle of meetings in 2018/19, the PO be requested to bring forward the date of the next Committee meeting to October 2018.</b></li> </ul>
	The meeting closed at 12.00 noon

**Minutes of the Engineering Committee  
Of the Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 10 May 2018 at 10.30 am  
At The Gables Hotel Falfield**

Present:

Mr Barnes

Chairman

Mr W J Cornock

Mr R Godwin

Mr Hyslop

Cllr J Jones

Mr G R Littleton

Mr I Ractliffe

Mr G Simms

Mr R Thatcher

Staff:

Martin Dear

James Druett

James Thomas

Sue Williams

Accounts Officer

Land Drainage Engineer

Civil Engineer

Minutes

AO

LDE

CE

<b>2659.</b>	<b>Apologies</b> Apologies were received from Mr T Cullimore, Miss R Hewlett and Mr P Goodey.	
<b>2660.</b>	<b>Declarations of Interest</b> Mr Barnes declared an interest as a landowner adjacent to the Longdon Brook and Mr Godwin declared an interest due to farming land next to the Wicksters Brook.	
<b>2661.</b>	<b>Minutes of Previous Engineering Committee Meeting</b> <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The minutes of the Engineering Committee meeting held 22<sup>nd</sup> November 2017 were approved as an accurate record of that meeting.</li> </ul>	
<b>2662.</b>	<b>Matters arising from the Minutes</b> <b>Minute 2596 Machinery Replacement Programme</b> The LDE updated members with progress of drafting an alternative replacement programme based on machine hours. Early indications showed very little difference compared to the fixed term replacement programme for most of the Board's plant. There was, however, a difference with regard to the Energreen machines, because they were not used all year round. He would produce a full report for the November Engineering Committee meeting.	<u>Action 1</u> LDE to circulate machinery replacement programme based on engine hours Nov 2018
<b>2663.</b>	<b>De-Mainment</b> At the last meeting, Minute 2595 recorded the Engineers were to prepare a report to grade the main rivers in the LSIDB area. The Engineers had since understood that only main rivers which were entirely within the Board's boundary could be demained without altering the Board's boundary to encompass the whole length of a river e.g. River Frome and Little Avon. The rivers that met with this criterion were the Leadon, Longdon Brook, Tirley Main Drain and Wicksters/Capehall Brook.  The Engineers had prepared a table with details of length, area of benefit, number of properties that benefitted, pioneering cost and annual cost of maintenance for the Longdon Brook, Tirley Main Drain and Wicksters/Capehall Brook. The River Leadon had not been included as the Board had reviewed demainment of this river in 2015 (Minute 2266).  The CE asked members if they wanted, in principle, to pursue the demainment of rivers in the LSIDB area.	

	<p>Mr Simms said it was important for the Board to establish a principle about budget and funding before deciding which rivers to demain.</p> <p>The CE explained that the costs reported could be mitigated by a rationalisation of the smaller tributaries the Board currently maintained. He thought from a drainage perspective that the main rivers were more important to maintain and benefitted a wider area and would provide better value for money to the Board's ratepayers.</p> <p>Mr Godwin considered that the decision whether or not to maintain a watercourse should be based on area and not be prejudiced because it only benefitted one landowner.</p> <p>Mr Littleton said that the EA should contribute in some way. The CE replied it was unlikely that any funding would be coming from the EA but he had pressed them to re-assess the precept paid to the EA.</p> <p>Mr Hyslop commented that he felt it was unfair that the River Leadon had been excluded from the report, as the Engineers had stated it qualified by being entirely within the Board's area.</p> <p>The CE explained that the River Leadon had been looked at in isolation when a number of complaints from ratepayers in that catchment were received in 2015. He also explained that the area of benefit in that catchment was not as great as the other three rivers included in the report.</p> <p>Mr Simms commented that members were discussing the individual merits of particular rivers, a developed strategy should be formed on how to manage it within that strategy</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• The Committee accepted the principal of demainment.</li> <li>• Engineers to formulate a strategy which uses a methodology to determine which rivers justified demainment.</li> </ul> <p>There was 1 abstention.</p>	<p><u>Action 2</u> Add to June Full Board agenda.</p>
2664.	<p><b>Survey of Culvert at Oldbury Naite</b></p> <p>A CCTV survey, commissioned by South Gloucestershire Council, had been completed on an eight metre long concrete culvert that passed through the raised embankment into the Upland Carrier. The footage of the survey was played to members and showed the culvert was in a very poor condition. The CE said it was his opinion that it was very likely that some of the other 45 culverts, which were installed between the pumping station and the outfall at Oldbury Pill, could also be in a similar condition.</p> <p>The CE reminded the Committee that the Board's policy, Minute 2415 of the meeting held 9 November 2016:</p> <p style="padding-left: 40px;">"The Board accepts no liability for the provision or subsequent maintenance of structures on riparian owned watercourses unless expressly agreed by the Board in the absence of any statutory Award or Order.</p> <p style="padding-left: 40px;">Entirely without prejudice to the above, the Board reserves the right to exercise its discretionary powers under the Land Drainage 1991 in situations where it sees fit. However, the Board will not normally expend resources on riparian owned structures."</p> <p>Oldbury-on-Severn Parish Council were seeking legal advice to challenge the Board's policy. The Parish Council took the view that structures</p>	

	<p>installed by the Board for the scheme should be the ongoing responsibility of the Board and not liability of the riparian owner.</p> <p>The CE explained that if the Parish Council decided to escalate the matter the Board would seek advice from the legal team at the EA.</p>	
<b>2665.</b>	<p><b>Longaston Lane Slimbridge</b></p> <p>The LDE reported that works had been completed on the watercourse at Longaston Lane, Slimbridge. A contribution from Gloucestershire County Council had been received to partly fund the costs involved. It was hoped that the incidence of flooding of the highway would be greatly reduced.</p>	
	<p><b>Saul Pump Replacement Update</b></p> <p>The LDE reported that tenders had been sent out to three contractors with a closing date for quotes to be received by the 21<sup>st</sup> May 2018; construction was due to start in July.</p>	
	The meeting closed at 11.30 am	

**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 6<sup>th</sup> June 2018 at 10.30 am  
At the Gables Hotel Falfield**

Present:

Cllr M Riddle

Chairman

Cllr P Awford

Mr M Barnes

Mr J Hore

Mr G Littleton

Ald B Richards

Mr G Simms

Ald C Williams

Martin Dear

Accounts Officer

AO

Kieran Warren

Principal Officer

PO

Sue Williams

Minutes

2659.	<b>Apologies:</b> Apologies were received from Mr J Cornock and Mr R Thatcher.	
2660.	<b>Declarations of Interest</b> There were no declarations of interest.	
2661.	<b>Minutes of the Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The minutes of the Finance &amp; General Purposes Committee Meeting held on 31<sup>st</sup> January 2018 be approved as a correct record.</li> </ul>	
2662.	<b>Treasury Sub-Committee Report</b> The draft minutes of the Treasury Sub Committee Meeting held 14 <sup>th</sup> March 2018 were noted.	
2663.	<b>Treasury Management Policy</b> The AO had reviewed the Treasury Management Policy, in light of the Treasury Sub-Committee Minute 2650, to better invest surplus cash funds. The current policy was restrictive in terms of the financial institutions available to the Sub-Committee. He recommended that the Treasury Management Policy be amended to enable financial institutions in the Financial Services Compensation Scheme to be included.  It was the AO's intention to arrange a meeting of the Treasury Sub-Committee to discuss in more detail the placement of surplus cash deposits once a revised Treasury Management Policy had been approved by the Board.  <b>It was resolved:</b> <ul style="list-style-type: none"> <li>That the Treasury Management Policy be amended to include Approved Financial Institutions.</li> <li>Subject to this amendment to recommend the Treasury Management Policy, as Appended A to these minutes..</li> </ul>	<u>Action 1</u> For Board approval Appendix A
2664.	<b>Pension Fund</b> The Pension fund statement as at 31 March 2018 showed a net unfunded liability of £954,000.  The Employer contribution costs for 2018/19 would be £156,000.	
2665.	<b>Management Accounts to 31<sup>st</sup> March 2018</b> Shown at Appendix B, there was a surplus for the 12 months of £45,644.	<u>Action 2</u> Appendix B for noting

	<p>It was suggested that it may be helpful if management accounts showed the variances between the current year and the previous year, not just the current year and the budget. The AO agreed to do this in the future.</p>	<p><u>Action 3</u> AO to Include additional information in future management accounts</p>
2666.	<p><b>Cash Flow Forecast to 31<sup>st</sup> March 2019 and Investment Valuation</b> The AO had prepared a monthly forecast of cash balances for 2018/19. When the Treasury Sub-Committee meet to discuss the investment of surplus cash, consideration would be given to the accessibility to funds as well as securing a better return for funds not required in the short term.</p> <p>Investment valuations were noted.</p>	
2667.	<p><b>Insurance Policies Schedule</b> The Committee reviewed the schedule of insurance cover.</p> <p><b>It was resolved:</b></p> <ul style="list-style-type: none"> <li>To recommend to the Board that the schedule of insurances policies, appended C to these minutes, are adequate to cover the Board's requirements.</li> </ul>	<p><u>Action 4</u> For Board approval Appendix C</p>
2668.	<p><b>Statement of Accounts</b> The AO had produced the Statement of Accounts for 2017/18. He explained this document was not a requirement under the new audit arrangements and would not be produced again. This being the first year of the limited assurance audit he felt it would be helpful to members who were familiar with this format.</p>	
2669.	<p><b>Internal Audit Report</b> The PO reported that Bishop Fleming had completed the internal audit for 2017/18, the Committee were circulated the report in full. Out of 31 tests there were four areas for attention. Three amber; areas identified as a weakness in the current internal controls and one green; an area to improve the current level of control.</p> <p>Procedures had been put in place to address areas highlighted in the auditors' report.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>The internal auditors' report, appended D, be accepted</li> <li>The proposed actions in the PO report be approved.</li> </ul>	<p><u>Action 5</u> For Board approval Appendix D</p>
2670.	<p><b>Annual Governance and Accountability Return 2017/18</b> The AO explained this was the first limited assurance review. The internal audit report, completed by Bishop Fleming, would be sent with the return. PKF Littlejohn, the external auditor, would remotely inspect the documentation submitted. They would form an opinion and an 'External Auditor Report and Certificate' would be issued.</p> <p>The AO brought to the Committee's attention to the Annual Governance Statement. He had inserted a 'no' response when answering the question regarding electors' rights. The Committee were reminded that last year the external auditor had reported that the notice of public rights to inspect the 2016/17 accounts had been advertised later than the statutory regulations required; the time allowed for inspection was extended by 10 days to give the full 30 days.</p> <p>The AO explained that the Accounting Statement circulated to the Committee would be amended prior to circulation for Board approval.</p>	

	<p>This comprised minor changes to boxes 1, 5, 6, 7 and 10 concerning the financial lease for telephones. The changes made no material difference to the accounts.</p> <p>Next year the AO suggested that the June Board meeting should be held earlier to be able to submit the information required to the external auditor by their preferred date. This had been 11<sup>th</sup> June 2018 this year.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>Subject to the amended Accounting Statement. To recommend to the Board that the Annual Governance and Accountability Return 2017/18, as appended E, to these minutes be approved.</li> </ul>	<p><u>Action 6</u> For Board approval Appendix E</p>
2671.	<p><b>IT Review</b></p> <p>The PO had been asked to review the Board's IT support structure, Minute 2605 referred.</p> <p>The PO explained that the existing contract with the Board's current IT support provider, Orchard Computer Systems, ran until March 2019. He had invited three further companies that covered the Board's area, together with the Orchard Computer Systems to quote for the same level of service as currently provided. These quotes were expected by the end of October 2018 and would be reported to the Committee at its December 2018 meeting</p>	<p><u>Action 7</u> PO to prepare IT report</p>
2672.	<p><b>Default Works Costs Recovery</b></p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>In accordance with the Board's Standing Orders the public and/or press be excluded whilst the confidential detail of this matter was transacted.</li> </ul> <p>The PO reported that following on from the judgement that was granted in favour of the Board by the County Court, in respect of this matter, the defendant had made an application to the Court to have the judgement set aside. The PO and the CE had attended the hearing at Gloucester County Court. The judge dismissed the defendant's application.</p> <p>The PO asked the Committee how they wished the debt to be recovered. He had consulted a solicitor to as to the options available to the Board to recover the costs.</p> <ol style="list-style-type: none"> <li>Obtain a warrant of control</li> <li>Order an attachment to the defendant's earnings</li> <li>Obtain a Third-Party Debt Order</li> <li>Place a charge on the defendant's property</li> </ol> <p>All the options involved extra costs.</p> <p>The Committee agreed that the debt and costs awarded by the Court should be pursued as a point of principle, despite further costs being involved.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>The PO to establish more detail regarding options 3 and 4 above to recover the outstanding debt and costs.</li> <li>The PO, in liaison with the Chairman to approve the most effective option.</li> </ul>	<p><u>Action 8</u> PO establish the merits of options 3 and 4 and to consult with the Chairman how to proceed.</p>

2673.	<b>Payments Noted</b> The Committee noted the payments and transfers made between 1 <sup>st</sup> January 2018 and 30 <sup>th</sup> April 2018.	Appendix F
	Meeting closed 11.30 am	

Un-approved

COMMITTEE: Finance &amp; General Purposes

MEETING DATE: 6.6.2018

REF: MD

REPORT BY: Accounts Officer

## TREASURY MANAGEMENT POLICY

### Introduction

At the last Treasury Sub-Committee Meeting an agenda item considered the cash deposits that the Board currently holds and the interest that was being earned on these deposits.

You will note, from the minutes of that meeting, that the Committee requested the AO research short term deposit accounts with a view to getting a better return on surplus cash that was available throughout the year. This should include a wider range of banks than the Board had previously considered. The AO explained that a maximum of £85,000 could be deposited to be guaranteed by the government in each account.

The current Treasury Management Policy states under Approved Financial Institutions:

The Board's funds are currently held at NatWest and Lloyds Banking Group. NatWest is a 100% subsidiary of RBS (Royal Bank of Scotland). In February 2009, the UK Government injected funds into RBS which gave it a shareholding stake of 81%. RBS is a 'nationalised bank'

Lloyds had also received large injections of UK Government funds. These have since been repaid following the sale of the Government holdings.

Cambridge and Counties Bank.

Under minute No. 2413 at 9 November 2016 Board meeting, the Board approved placing funds on 31 day notice with CCB. A maximum limit of £200,000 is set for funds placed with CCB. To date no funds have been placed with CCB.

Cambridge and Counties Bank no longer offer a 31 Day notice account.

There are about 150 banks that are members of the Financial Services Compensation Scheme. The Scheme guarantees deposits of up to £85,000 for investors. These banks offer greater interest rates than the big four. Typically, depending on the type of account, this can be of the order of 1 to 2 %. Further details of the Scheme are given in the next paragraph.

The **Financial Services Compensation Scheme** (FSCS) is the UK's statutory Deposit insurance and investors compensation scheme for customers of authorised financial services firms. This means that FSCS can pay compensation if a firm is

unable, or likely to be unable, to pay claims against it. The Deposit is guaranteed subject to a maximum amount. This is currently £85,000.

The Financial Regulations state that any changes to the banking arrangements require approval of the Board.

### Proposal

To amend the Treasury Management Policy regarding Approved Financial Institutions:

1. To remove the reference to Cambridge and Counties Bank
2. To add 'The Treasury Sub-Committee has the approval to invest cash sums with authorised financial services institutions in the Financial Services Compensation Scheme, up to the maximum amount guaranteed for each institution.'

### **Recommendation**

To recommend to the Board that the Proposal as stated above is approved.

*Martin Dear*

*Accounts Officer*

*June 2018*

**LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD****BALANCE SHEET AS AT 31 MARCH 2018**

	Note	£	31/03/18 £	31/03/17 £
<b>FIXED ASSETS</b>				
Fixed Assets		<u>787,465</u>	<b>787,465</b>	<u>898,781</u> <b>898,781</b>
<b>LONG TERM ASSETS</b>				
Investments		<u>573,801</u>	<b>573,801</b>	<u>563,485</u> <b>563,485</b>
<b>CURRENT ASSETS</b>				
Stock +WiP		53,208		33,882
Trade debtors		917		29,235
VAT claim		5,289		0
Prepayments		35,660		7,150
Cash at bank and in hand		975,669		492,131
Short term deposits		<u>400,225</u>	<b>1,470,968</b>	<u>200,000</u> <b>762,398</b>
<b>CURRENT LIABILITIES</b>				
Trade Creditors		-20,577		-20,026
Other Creditors		-25,697		-25,782
Accrued expenses		-10,025		-5,722
Finance Leases due within one year		-886		-677
Prepaid rates		<u>-328,782</u>	<b>-385,967</b>	<u>0</u> <b>-52,207</b>
<b>NET CURRENT ASSETS</b>			<b>1,085,001</b>	<b>710,191</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>2,446,267</b></u>	<u><b>2,172,457</b></u>
<b>LONG TERM LIABILITIES</b>				
Developers' contributions		-843,235		-739,796
Finance Leases		-1,016		-1,902
Pension scheme deficit		<u>-954,000</u>	<b>-1,798,251</b>	<u>-1,097,000</u> <b>-1,838,698</b>
<b>NET ASSETS</b>			<u><b>648,016</b></u>	<u><b>333,759</b></u>
<b>FINANCED BY:</b>				
<b>CAPITAL ACCOUNT</b>			<b>666,569</b>	<b>666,569</b>
<b>INCOME AND EXPENDITURE ACCOUNT</b>				
Balance brought forward		477,926		411,439
Net surplus for the 12 months		<u>45,644</u>	<b>523,570</b>	<u>66,487</u> <b>477,926</b>
Revaluation reserve			<b>146,042</b>	146,042
Pump station reserve			<b>265,835</b>	<u>140,222</u>
Pension reserve			<b>-954,000</b>	<b>-1,097,000</b>
			<u><b>648,016</b></u>	<u><b>333,759</b></u>

**LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD****INCOME AND EXPENDITURE 12 MONTHS TO 31 MARCH 2018**

<b>Income</b>	<b>Note</b>	<b>Actual £</b>	<b>Budget £</b>	<b>Variance £</b>
Levies charged to Authorities		1,132,342	1,132,342	0
Agricultural Rates	1	106,454	106,698	-244
Rechargeable works		27,813	20,000	7,813
Application fees		1,750	1,200	550
Plan checking fees		0	0	0
Consultancy Fees Recharged		31,230	0	31,230
Surplus on sale of assets		3,249	4,000	-751
Miscellaneous Income		9,859	0	9,859
Foreign Water Grant		157,687	157,679	8
Severnside drawdowns	1	46,000	40,000	6,000
Interest		1,496	1,500	-4
<b>Total</b>		<b>1,517,880</b>	<b>1,463,419</b>	<b>54,461</b>
<b>Expenditure</b>				
Payroll	2	650,488	642,000	-8,488
Office maintenance		16,079	22,026	5,947
Maintenance	3	319,662	323,500	3,838
EA Levy		201,556	201,555	-1
Motor travel and subsistence		22,116	18,000	-4,116
Communications		5,356	4,200	-1,156
Administration		35,331	32,650	-2,681
Engineering Consultancy fees		54,985	45,000	-9,985
M49 culvert consultants fees		6,000	0	-6,000
Legal and professional fees		6,674	8,000	1,326
Audit and Accountancy fees		6,613	10,680	4,067
Depreciation		144,348	139,059	-5,289
Bank charges		3,028	2,600	-428
<b>Total</b>		<b>1,472,236</b>	<b>1,449,270</b>	<b>-22,966</b>
<b>Surplus for 12 months</b>		<b>45,644</b>	<b>14,149</b>	<b>31,495</b>

## Notes on Variances

The results for 12 months show a surplus of £45,644 against a budget surplus of £14,149

The major reasons for the variances are:-

1) Miscellaneous Income consists of the following:

	Actual £	Budget £	Variance £
Refund from the Audit Commission	1,140	0	1,140
Court Costs	120	0	120
Insurance Receipt: Fuel Bowser	500	0	500
Insurance Receipt: Energreen Repairs	7,858	0	7,858
Income from Scrapped Batteries	241	0	241
	9,859	0	9,859

2) Payroll is over budget by £8,488. This is predominately due to Non-contracted overtime.

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation for major variances
Plant Maintenance	74,619	62,200	-12,419	New Dipper Arm, Tractor Bearing Wheel, Energreen Hydraulic Pump, Ridding Buckets, Hydraulic Ram.
Maintenance Compensation	1,747	1,000	-747	Profiling of Oldbury Highland Rhine
Vehicle, Plant	64,618	72,500	7,882	
Workshop Fixtures & Fittings	7,649	10,600	2,951	
Pump Station Electricity	11,557	20,000	8,443	
Health & Safety	9,472	7,200	-2,272	First Aid Training for Operatives
				Clothing and Equipment Replacement
Pump Station Reserve	150,000	150,000	0	
	319,662	323,500	3,838	

Insurance Policies							
Insurer	Policy No	Cover	Renewal Date	Incl IPT 2018/19 Premium	Incl IPT 2017/18 Premium	Paid	Increase
Lloyds Syndicate ERS218 (Fenton Insurance Solutions)	50000626	<i>Comprehensive Cover including plant, unspecified non self propelled attached or detached implements exceeding £20,000 and trailers not exceeding £100,000. Any Items are specified . Any authorised licensed driver 25 and over on Drainage Board Business and Social Domestic &amp; Pleasure. £100 Excess accidental damage, fire, theft, windscreen.</i>	01/04/2018	£14,046.00	£13,420.00	Mar-18	£626.00
Zurich Municipal	XAO 272027-0033-00	<i>Material Damage, All Risks, Public/ Products/Pollution Liability £10,000,000, Employers Liability £10,000,000, Fidelity Guarantee £2,000,000, Personal Accident £500,000-£2,000,000. Excess £250 for Malicious Damage, Storm or Flood, escape of water, falling trees or branches. £100 theft, accidental damage. In addition Business interruption Insurance has been taken out to cover any additional costs in the event that the board's premises are not accessible ( Fire, flood etc). The cover is £220,000 for the year.</i>	01/04/2018	£9,246.00	£8,990.94	Mar-18	£255.06
<b>Please Note! We are not insured for: Money, Hirers Liability, Libel &amp; Slander, Legal Expenses &amp; Uninsured loss recovery, Deterioration of Stock, Legal Expenses.</b>							
Allianz Insurance Engineering (Fentons insurance Solutions)	NZ/22726215	<i>Cover includes all pumps and related equipment. An indemnity limit of £250,000 for machinery damage/ breakdown to 12 pumps and machinery.</i>	01/04/2018	£2,703.22	£2,440.60	Mar-18	£262.62
<b>Total premiums</b>				<b>£25,995.22</b>	<b>£24,851.54</b>		<b>£1,143.68</b>
This Insurance Policy Schedule has been reviewed and is agreed to be sufficient for the Lower Severn (2005) Internal Drainage Boards needs.							
Signed:..... G R Littleton (Chairman)			Dated:.....		Minute Number:.....		

# **Lower Severn (2005) Internal Drainage Board**

## **Internal Audit Report 2017/18**

**January 2018**



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## **INTRODUCTION**

As stated in our engagement letter, you have instructed us to undertake a series of Internal Audit visits for the Board. We understand this role is to provide you, the Board of Members, with additional assurance as part of an on-going independent oversight of the Board's financial affairs, in addition to the internal procedures already carried out by the Board's Finance Department.

In accordance with instructions given to us, we have prepared our report solely for the confidential use of Lower Severn (2005) Internal Drainage Board. It may not be relied upon by Lower Severn (2005) Internal Drainage Board for any other purpose. Our report must not be recited or referred to in whole or part in any other document and must not be made available, copied or recited to any other party without our express written permission. Bishop Fleming LLP neither owes nor accepts any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on our report.

Matters that we consider should be brought to your attention and recommendations we have for possible improvements are summarised from page 4 onwards - the final 'outcome' column uses a 'traffic light' system.

The key is as follows:



This recommendation must be addressed as a matter of priority, as the required internal controls are not currently in place.



This recommendation should be addressed as weaknesses have been identified with the current internal controls.



This recommendation will improve the current internal controls and be in line with best practice.



No recommendation, as the internal controls in place are sufficient.



At the time of our visit there was nothing to report on this particular area.

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## **SUMMARY**

This report documents the findings from our visit during January 2018 in which we reviewed the systems in place at the Board.

We have made 4 recommendations in this report, 3 of which are amber and 1 is green.

### **Income and Debtors**

The system in place for collecting and recording income is operating well. The level of outstanding debts is low. While we did not identify any errors with the recording of income we did identify a lack of segregation of duties and a lack of review which could result in errors being made.

### **Payroll**

We checked employees' salaries to contracts, amendments to payroll and deductions made from employees' pay. We identified no errors and there were good controls in place throughout the payroll system.

### **Expenditure**

We tested a sample of purchase transactions and found that the procedures set out in the Board's Financial Regulations has been followed on the whole. However, we did identify a number of instances where purchase orders had been drawn up after the purchase invoice had been received. In addition, purchase invoices had been posted to the system at the purchase invoice date. This date had then been changed so that the purchase was recognised in the period that it related to.

### **Bank and Petty Cash**

A sample of bank reconciliations throughout the year were reviewed, we found that they had all been properly prepared and reviewed. We also reviewed the petty cash balance at the time of our visit and found that the physical petty cash balance reconciled with the balance on the accounting system. We reviewed a sample of petty cash claims and found that there were supporting receipts in place and that the claims had been properly authorised.

### **Fixed Assets**



We reviewed the fixed asset register in place and found that the register was being kept up to date. A sample of assets were physically verified and there was no indication of misappropriation of assets or impairment.


### **Budgets and Financial Monitoring**

We found that there was a comprehensive risk register in place. We reviewed the management accounts for one month and found that the necessary month end adjustments had been made. We found that there is a four year forecast in place and that forward planning had taken place to ensure that rates set for future years were set at a level to take account of future spending.


TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p><b>Test 1:</b> Ascertain the procedures in place around the posting of levies and rates income to the accounting system.</p> <p>Agree a sample of levies and rates receipts from the DRS system to a corresponding invoice to ensure the system is operating as expected.</p>	<p>The system around the receipt of levy and rates income was discussed in detail with the Ratings/Admin Officer, who is solely responsible for this income stream. The bespoke DRS system used by the majority of Drainage Boards was found to automatically produce "demand notes" on the 1<sup>st</sup> of April for agricultural landowners not covered by business rates or the council tax system. The system has a record of the rateable value for each parcel of land under the jurisdiction of the Board, and the total rateable value of land owned by each landowner. Once the demand note is posted and payment is received, it is inputted manually onto the DRS system. A weekly GL Batch Update is run detailing the income received in the form of an Excel document which is then journaled into Sage by the Admin/Payroll Officer.</p> <p>At the end of each month, the closing balance on DRS is reconciled to the income on the Sage trial balance.</p> <p>Transfers of land are also calculated by DRS based on the annual value of the land changing hands, time apportioned in the year of transfer. Transfers are usually checked against the land registry, as often parcels of land are split up.</p>	While no issues were identified from the transactional testing, we found that a single employee had control and oversight over the system for banking levies and rates income, and no authorisation or checks by another member of the finance team were occurring. This could result in an increased risk of fraud.	<p>We recommend that a report is run at the beginning of each financial year detailing any landowners for whom the bill amount or rateable land value has changed significantly on the prior year. This report should be checked and then authorised by a different member of the finance team to ensure changes have not been made without a genuine land transfer occurring.</p> <p>We also recommend that the monthly reconciliations of the DRS system to Sage are checked and authorised by someone other than the employee responsible for the data input.</p>	          





TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
	<p>Rates are not collected for land with a rateable value of less than £125, as the administrative cost is considered too great. This leads to an amount totalling approximately £2,000 being written off each year.</p> <p>While much of the system surrounding the receipt of rates income is automated by the DRS system, it was found that the Ratings/Admin Officer is responsible for the entire process, and no checks or authorisations are carried out by another employee. In addition, it would be possible for the Ratings/Admin Officer to change the rateable value of a piece of land without it being discovered, hence altering the amounts due from landowners.</p> <p>The system surrounding levies operates slightly differently, in that the demand note must be manually prepared for the eight different District Councils, rather than one being automatically generated by DRS.</p> <p>A sample of ten levies and rates amounts due per DRS were agreed to the associated demand note and then to the income journal on Sage. The funds were also agreed to receipts in the current account. No issues were found.</p>			




TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 2:</b> Agree a sample of recharge receipts from the accounting system to invoice and ensure the procedures for documenting other income is operating as expected, including the posting of VAT.	Recharge income consists of monies received for work done on landowners' property, developers' consent invoices and area wide charges to maintain drainage around new developments on an ongoing basis. This income stream is accounted for through Sage as it consists predominantly of large, one-off payments. A sample of ten recharges was chosen from Sage and agreed to invoice. It was confirmed that VAT relating to these transactions had been posted correctly to the accounting system.	Comfort gained that the system for recording recharge income is working as expected, including VAT.	There are no recommendations to be made.	
<b>Test 3:</b> Review the Aged Debtor report at the point of visit and identify any old balances. Ascertain the reasons for the outstanding income if any, and the entity's policy and procedures around chasing bad debts.	The Aged Debtor report as at the 16 <sup>th</sup> of January was reviewed and it was confirmed to show few items, the oldest being from the 1 <sup>st</sup> of December 2017 for a trivial amount.  Per discussion with the Admin/Payroll Officer, if an invoice is unpaid 1 month after it is sent out, a chasing letter is sent. If payment is still not received two weeks from this point then a phone call will be made to enquire about the invoice. It is rare that it is necessary to chase income, and the only old item outstanding at the date of the visit related to an ongoing dispute with a farmer regarding a trivial amount which had entered court proceedings.	Comfort gained that there are few old balances on the Aged Debtor report and that the procedures in place around chasing bad debts are adequate.	There are no recommendations to be made.	

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 4:</b> Agree any grant income received in the period to supporting documentation and ensure the entity is entitled to the income.  Obtain copies of grant documentation and check that the income has been posted to the appropriate income nominal code on the finance system	<p>The only grant income received by the Drainage Board is a Foreign Water Grant from the Environment Agency (EA).</p> <p>The Board used to pay a precept to the EA and in return they would receive a "foreign water contribution" to move highland water through the area to the sea. This process was recently simplified so the Board simply record the net amount.</p> <p>The payment has not yet been made for 2017/18, although the documentation was obtained and confirmed reasonable.</p>	Comfort gained that grant income is properly documented and the entity is entitled to the income.	There are no recommendations to be made.	




## PAYROLL


TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 1:</b> Select a sample of three employees from the payroll and check salary details back to personnel files and confirm that the amount paid is in line with expectations.  Check there is a signed employment contract on file.	<p>Three employees were tested at random from the payroll reports. Their salaries were checked and reasonably reconciled to the contracted amount.</p> <p>The employment contracts that were examined were all signed.</p>	The salary details seem to be correctly included in the employee's personnel files. Alongside this, the payments received fall in line with expectations.	There are no recommendations to be made.	

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 2:</b> Check one amendment to the payroll to ensure that appropriately authorised documentation exists.	An overtime claim form for an employee was reviewed for authorisation and it appeared to be authorised appropriately.	Comfort has been gained that appropriate documentation exists for employees' overtime.	There are no recommendations to be made.	
<b>Test 3:</b> Check two expense claims paid through payroll (e.g. reimbursement of travel expenses) to ensure they are appropriately authorised and supporting source documentation exists.	Two mileage expense claim forms were reviewed and checked back to payroll. Both forms appeared to be appropriately authorised.	Comfort has been gained that expense claim forms are appropriately recorded and authorised.	There are no recommendations to be made.	
<b>Test 4:</b> Obtain details of one new starter and ensure they have a signed contract.	The September 2017 payroll reports were examined for details of a new starter. Their signed contract was reviewed with their salary being agreed to the payroll reports for that month.	Comfort has been gained that the treatment of new starters is sufficient.	There are no recommendations to be made.	
<b>Test 5:</b> Review the payroll print for one month to ensure it has been appropriately authorised and posted appropriately to the accounting system.	The payroll report for November 2017 were reviewed and a sample of the payments made (NI, PAYE, Net, Employers Pension and Mileage) were agreed to the figures that were entered into Sage. It was confirmed to have been authorised by the Accounting Officer.	Comfort has been gained that the input of the payroll figures into Sage are accurate and the reports are appropriately authorised.	There are no recommendations to be made.	



TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 6:</b> To ensure payment is made to bona fide employees, review one months payroll for duplicate employee names and where possible bank account details for duplication. Obtain explanations for any instances of duplications.	The employee names and bank account details from the August payroll were examined. It appeared that there were no duplicate employees or Bank accounts recognised.	Comfort has been gained that employees are bona fide.	There are no recommendations to be made.	
<b>Test 7:</b> Test check payroll deductions to ensure correct rates are being applied. Ensure two employees have been tested.	The PAYE, Employers NI and Employees NI deductions were tested for two employees for the months of October and November 2017. The employee and employers pension contributions were also examined for the same months and it appeared that all deductions appeared to be appropriate.	Comfort has been gained that deductions are being calculated correctly.	There are no recommendations to be made.	
<b>Test 8:</b> Review payroll control accounts reconciliations for one month (including PAYE/NI, net wages, pension) to ensure that they have been appropriately prepared and authorised.	<p>The Accounting Officer explained that there was not a physical reconciliation which they produce.</p> <p>One of the documents that is provided by their payroll provider is a payslip analysis document. This was checked to the time sheet spreadsheet produced by Karen (which is sent off to their payroll provider). The payslip analysis for November 2017 was examined and it appeared to be authorised appropriately. It was also confirmed that the control accounts returned to a zero position each month.</p>	Although there is no physical reconciliation, there are still checks in place to ensure that the control accounts are accurate.	There are no recommendations to be made.	


## **EXPENDITURE**

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 1:</b> Gain an understanding of the purchasing system in place at the Board and obtain a copy of the financial regulations.	After a discussion with the Admin/Payroll Officer, the systems of the purchase process was understood. A copy of the financial regulations has been obtained.	The purchasing system is understood and a copy of the financial regulations has been documented.	There are no recommendations to be made.	
<b>Test 2:</b> Select 20 purchases made within the period and ensure: <ul style="list-style-type: none"> <li>that quotes were obtained where over the prescribed level</li> <li>that the order has been placed with an appropriate supplier</li> <li>order correctly authorised in line with the systems described above</li> <li>invoice agrees to order</li> <li>invoice correctly authorised</li> <li>payment correctly recorded in accounting system</li> <li>payment correctly authorised</li> <li>VAT has been correctly posted to the accounting system for each transaction</li> </ul>	<p>20 transactions which spanned throughout the year were selected and tested against their individual order forms and invoices.</p> <p>All expenditure seemed appropriate and came from reputable suppliers. All of the invoices which were tested were authorised by the relevant individual. The invoice amounts (including VAT) were also appropriately posted to Sage.</p> <p>The testing found that one of the invoices tested had its date manually changed by the previous Responsible Finance Officer (RFO). This was said to be due to the previous RFO wanting the invoice to be dated in the period that it was related to.</p> <p>In addition, seven of the twenty transactions tested had original handwritten purchase orders which were produced after the invoices had come in.</p>	<p>All order forms, invoices and payments were appropriately authorised. However quite a large number of invoices tested were attached to purchase orders with a later date than the invoice. There was also an issue of altering the date of an invoice to suit personal preferences.</p>	<p>We recommend that purchase orders are raised prior to the order being made for all transactions.</p> <p>In addition, the dates of invoices should not be changed in order to negate the need to account for prepayments and accruals.</p>	  



TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 3:</b> Regularity testing for each item of expenditure tested, ensure: <ul style="list-style-type: none"> <li>that the expenditure is necessary</li> <li>that the expenditure is appropriate for the Board</li> <li>that value for money has been considered</li> <li>that the expenditure was not for an employee's personal use.</li> </ul>	The reasonableness for the expenditure tested as explained above was also considered. All expenditure was for necessary operations and for the use of the Board.	Comfort has been gained that the expenditure tested is necessary, reasonable and not for the personal use of any employees.	There are no recommendations to be made.	





## **BANK AND PETTY CASH**


TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p><b>Test 1:</b> Review bank reconciliations for five months, including the last month of the prior year, to ensure that they have been appropriately prepared and authorised.</p> <p>Ensure that the balances per the reconciliation agree to the bank statement and to the accounting system, and that unreconciled items are at a reasonable level.</p> <p>If the unreconciled balance is high, ascertain what is being done to reconcile the transactions.</p>	<p>Bank reconciliations were reviewed for five months and it was confirmed that they had been properly prepared and authorised. The balances per the reconciliation were confirmed to agree to the bank statement and Sage.</p> <p>Unreconciled items were predominantly at a reasonable level, and where they were higher in the July reconciliation, this was due to the refund of an overpayment of the Bristol City Council levy straddling the July month end. As this was a one-off large payment, it is not considered necessary to further examine processes around the reconciling of transactions.</p>	<p>Comfort gained that bank reconciliations are being completed and authorised appropriately, and that unreconciled items are at a reasonable level.</p>	<p>There are no recommendations to be made.</p>	
<p><b>Test 2:</b> Confirm that the balance in petty cash at the date of the visit agrees to the accounting system.</p>	<p>The sum of the monies inside the petty cash tin and the values on the petty cash slips inside the tin agreed to the value inputted into Sage.</p>	<p>Comfort has been gained that the amount in the petty cash tin agrees to what is posted on the accounting system.</p>	<p>There are no recommendations to be made.</p>	

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 3:</b> Select a sample of 20 cash paid expense claims or petty cash vouchers, then agree to supporting documentation, ensure have been appropriately authorised and appropriately posted onto the accounting system.	20 petty cash slips including each of their supporting documents were selected at random and agreed to Sage (including the Net, VAT and Gross amounts).  The authorisations of these slips were also checked finding that all slips were appropriately authorised.	Comfort has been gained that purchases using petty cash are appropriately authorised and posted to Sage correctly.	There are no recommendations to be made	



## **FIXED ASSETS**



TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 1:</b> Review the Fixed Asset Register or schedule of additions to ensure fixed asset additions are being appropriately recognised and it is being regularly updated.	After reviewing the additions on the fixed asset register, it was recognised that additions are separated on the prior year's forecasted fixed assets register. They are then added to the current years fixed asset register once they have been bought but are not split out into a designated additions column.	Although in the current year's fixed asset register there was no designated column for additions, they are still recognised and depreciation is recorded in the register. As a result of this comfort has been gained that additions are being appropriately recognised and that the fixed asset register is being regularly updated.	There are no recommendations to be made.	
<b>Test 2:</b> Ensure the brought forward fixed asset balances agree to the prior year accounts.	The brought forward fixed asset balances as shown in the trial balance were agreed to those which were in the prior year accounts.	Comfort has been gained that the brought forward fixed asset balances agree to the related balances in the prior year accounts.	There are no recommendations to be made.	



TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 3:</b> Physically verify a sample of assets to confirm that assets included on the register are owned, being utilised in the business, and do not show obvious signs of impairment.	A sample of 15 fixed assets were chosen from the fixed asset register. All of the assets were verified and there was no sign of impairment on any of the assets.	Comfort has been gained that the fixed assets in the fixed asset register, are owned and being utilised by the organisation.	There are no recommendations to be made.	
<b>Test 4:</b> Inquire as to the capitalisation limit used at the Board and consider its reasonableness.	The capitalisation limit is £500 which seems reasonable given the nature of the organisation.	Comfort has been gained that the capitalisation limit used at the Board is reasonable	There are no recommendations to be made	
<b>Test 5:</b> Review the Fixed Asset Register for items older than their useful economic life. Are there a large number of fully depreciated items listed?	The Fixed asset register was reviewed and there were 7 assets that were fully depreciated. In addition, consideration of the depreciation policies in place for different asset classes concluded that they were reasonable.	After reviewing the fixed asset register, comfort has been gained that there are few fully depreciated assets included in the fixed asset register, and depreciation policies are reasonable.	There are no recommendations to be made.	
<b>Test 6:</b> Identify any intangible assets on the books and ensure that the correct accounting treatment has been applied, and they are recorded appropriately on the register.	The only intangibles included in fixed assets are two items of software, the DRS system and Cadcorp Map Editor. These are included in the relevant intangibles nominal in Sage and amortised at 25% reducing balance. They are also recorded appropriately on the fixed asset register.	Comfort gained that intangible assets on the balance sheet are being treated appropriately and are recorded correctly on the accounting system and in the fixed asset register.	There are no recommendations to be made.	

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 7:</b> Discuss any material investments with the Accounting Officer. Gain an understanding of how the portfolio is maintained. Obtain a register of the investments held.	The Smith and Williamson investments are overseen by the Treasury Committee. It was confirmed that a monthly valuation of securities is received from Smith and Williamson, and every six months a summary of the investment performance (reconciled to the valuation) is presented to the Committee. The portfolio is managed by Smith and Williamson, who make recommendations, although the committee makes the final decision as to acquisitions and sales.	As the portfolio is managed by Smith and Williamson, no further testing on investments is required.	There are no recommendations to be made.	

## **BUDGETS AND FINANCIAL MONITORING**

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 1:</b> Ensure there is a Risk Register in place and it is regularly updated. Review the adequacy of arrangements made to manage the risks and ensure controls are relevant and up-to-date.  Ensure fraud risk is considered within the Risk Register.	<p>It was confirmed during the visit that the risk register is reviewed continually and updated annually by approval of the Finance &amp; General Purposes Committee. The last update was in December 2017, with the register being approved at the committee meeting on the 13<sup>th</sup> of December.</p> <p>Inspection of the register showed that it appeared to be comprehensive, with adequate consideration of fraud risk, and details of the control procedures in place to manage each risk, along with any actions required to further mitigate risks.</p>	<p>Comfort gained that there is a regularly updated Risk Register in place and controls implemented to manage the risks are adequate.</p>	<p>There are no recommendations to be made.</p>	
<b>Test 2:</b> Ensure that the opening balances on the accounting system agree to the 2017 accounts.	<p>The opening balances on Sage were agree to the balance sheet in the 2017 accounts. No issues were identified.</p>	<p>Comfort gained that the accounts prepared during the year agree to the cashbook.</p>	<p>There are no recommendations to be made.</p>	

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 3:</b> Review the most recent management reporting documents. Perform cut-off testing around this date to ensure cut-off issues have been accounted for.	The management reporting documents for November 2017 were reviewed and cut off testing was performed. It was confirmed that rates and levy income (received predominantly in April) was spread over the year, and similarly the net Environment Agency precept was recorded as a prepayment. Discussion with the Accounting Officer confirmed that due to the spending and income patterns of the Board, it was not considered necessary to record accruals in the management accounts as they related to trivial amounts. It was also confirmed that the balances in the management accounts agreed to the accounting system.	Comfort gained that management reporting documents are prepared appropriately, taking cut off issues into account.	There are no recommendations to be made.	
<b>Test 4:</b> Ensure client has a budget for more than 1 year and that it includes key changes to income and expenditure expected.	The budget and four-year forecast for 17/18 and 18/19 were reviewed, and were confirmed to include key changes to income and expenditure expected.	Comfort gained that there are considered budgets for more than 1 year in place at the entity.	There are no recommendations to be made.	

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 5:</b> Ensure all budget variations are approved by the Finance & General Purposes Committee and the full board.	<p>It was confirmed that the first draft budget for the following year is presented and discussed at the December meeting of the Finance &amp; General Purposes Committee. Changes are then made at the January meeting and a draft is agreed to be sent to the board.</p> <p>The full board meeting takes place in February, where the final draft of the budget is reviewed and rates are set for the following year.</p>	Comfort gained that all budget variations are approved by the Finance & General Purposes Committee and the full board.	There are no recommendations to be made.	
<b>Test 6:</b> Ensure that the budgeted levels of reserves are adequate for the Board's future plans, and obtain an explanation of the method used by the Board in arriving at the rate each year.	<p>Discussion with the accounting officer revealed that the rate for the year was arrived at by inspection of the forecasts and budgets.</p> <p>While the original proposed budget for 18/19 was based on the rate remaining unchanged at 8.2p, the Accounting Officer was concerned that this would result in significant depletion of the Board's reserves in future years due to essential capital expenditure and payments into the Pump Station Reserve (created to fund a legislative requirement) were taken into account.</p> <p>In the new forecast, the rate is increased by 0.3p per year to account for these factors, and the level of reserves for the next four years is kept relatively constant.</p>	Comfort gained that the budgeted levels of reserves are now adequate for the future plans of the entity. An understanding was obtained around the methods used to set the rates in subsequent years.	There are no recommendations to be made.	

COMMITTEE: Finance &amp; General Purposes

MEETING DATE: 6.6.2018

REF: KW/IA/1/2018

REPORT BY: Principal Officer

**INTERNAL AUDIT SERVICES****Introduction**

The Board's Internal Auditors, Bishop Fleming LLP, have submitted their report for the year 2017/18 – a copy is enclosed at Appendix A. In all, 31 tests were carried out and the auditors have made 4 recommendations, 3 of which are amber and 1 is green. The colour coding is explained on page 2 of the report.

**Audit Recommendations and Proposed Actions**

Number	Area of activity	Audit Recommendation	Proposed Action
1 Amber	Income and Debtors	We recommend that a report is run at the beginning of each financial year detailing any landowners for whom the bill amount or rateable land value has changed significantly on the prior year. This report should be checked and then authorised by a different member of the finance team to ensure changes have not been made without a genuine land transfer occurring.	<ul style="list-style-type: none"> <li>• Civil Engineer to check and authorise land transfers annually</li> <li>• Accounts Officer to check and authorise rate demands</li> </ul>
2 Amber	Income and Debtors	We also recommend that the monthly reconciliations of the DRS system to Sage are checked and authorised by someone other than the employee responsible for the data input.	<ul style="list-style-type: none"> <li>• Accounts Officer to check and authorise monthly reconciliations</li> </ul>
3 Green	Expenditure	We recommend that purchase orders are raised prior to the order being made for all transactions.	<ul style="list-style-type: none"> <li>• All staff to be instructed to raise purchase orders for ALL transactions</li> </ul>
4 Amber	Expenditure	In addition, the dates of invoices should not be changed in order to negate the need to account for prepayments and accruals.	<ul style="list-style-type: none"> <li>• All staff to be instructed not to change invoice dates under any circumstances</li> </ul>

			in order to negate the need to account for prepayments and accruals.
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### **Recommendations**

That the proposed actions be approved.

*Kieran Warren*

*Principal Officer*

*June 2018*

COMMITTEE: Finance &amp; General Purposes

MEETING DATE: 6.6.2018

REF: MD

REPORT BY: Accounts Officer

**AUDIT ARRANGEMENTS FOR 2017/18****Introduction**

For 2017/18 the Board is subject to a Limited Liability Audit. The External Auditor appointed for all IDBs is PKF Littlejohn. The Board has previously appointed its Internal Auditor. The report from the Internal Auditor's is another item on this agenda.

The Board needs to complete an Annual Governance and Accountability Return 2017/18 Part 3 (AGAR).

- The annual internal audit report has to be completed by the Boards internal auditors
- Sections 1 and 2 require Board approval
- Section 3 is completed by the External Auditor

Along with this return the Board is required to submit:

- bank reconciliations;
- an explanation of any significant year on year variances (greater than 15%, nil for 2017/18);
- Section 48 notice of agricultural rates and special levies. With a reconciliation to the figure stated on the AGAR (difference due to land movements between agricultural land and land owned by a charging authority during the year);
- the Board's notification of the commencement date of the period for the exercise of public rights (2 July 2018);
- the Annual Internal Audit Report 21017/18.

The completed AGAR is attached.

**Recommendation**

To recommend to the Board that the Annual Governance and Accountability Return 2017/18 Part 3 (AGAR) is approved.

*Martin Dear*

*Accounts Officer*

*June 2018*

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual Governance and Accountability Return 2017/18 Part 3

### To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

### Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.*

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.		

\*More guidance on completing this annual return is available in **Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Annual Internal Audit Report 2017/18

### LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
<b>K. (For local councils only)</b>			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

JAN / FEB 2018

Name of person who carried out the internal audit

BISHOP FLEMING LLP INTERNAL AUDITOR

Signature of person who carried out the internal audit

Bishop Fleming LLP

Date

22/05/18

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

dated DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Signed by Responsible Financial Officer

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Lower Severn (2005) Internal Drainage Board

Page: 1

## Payments to be Noted

## No. 1 Account

January 2018

Payment Date From : 01/01/2018

Payment Date To : 31/01/2018

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Elex Gates	Automation of Gate - Parts	21.00
Elex Gates	Automation of Gate - Labour & Electricity supply	1,176.00
Orchard Computer Services	Quarterly Maintenance Cover	419.00
Powertool Spares.com	Parts for angle grinder	53.69
Ebay	Ebay fees for Nov 17	247.43
K J Conner & Son	Cleaning for December	276.00
The Gables Hotel	Room hire for 13/12/17	40.00
BBL BATTERIES	Battery for AU11 HCH	198.37
RS COMPONENTS LTD	Light fittings for workshop	142.46
PMC Fluidpower Ltd t/as Group HES	Seal kit for mower	949.88
Justice.gsi.gov.uk	Court proceedings for non-payment	35.00
Claas Western Ltd	Fuel cap for WX16 LGO	50.65
Pirtek Bristol	Hose assembly for WX09 FYF	87.10
CROMWELL GROUP HOLDINGS LTD	Load straps, Bungees, Paint, Primer, Sockets	338.96
LISTER WILDER LTD	2 x hazard lights for VX65 HTA	58.01
Moorepay Ltd	Payroll costs for Dec	88.80
GAP SUPPLIES	Trunking, Silicone, Switches, Tape	62.98
Pitney Bowes Ltd	Franking Machine rental for Nov & Dec	31.08
Motion Consultants Ltd	Saul Eel Contract Consultancy	Invoice FYI 3,823.20
Motion Consultants Ltd	General Consultancy advice for Nov	Invoice FYI 4,263.77
Water Environment Ltd	Infoworks ICM Annual Maintenance Shared Cost	Invoice FYI 2,340.00
Water Environment Ltd	Saul P/S Eel Contract Drainage Strategy Reporting	Invoice FYI 9,189.60
Water Environment Ltd	Saul P/S Eel Contract Drainage Strategy Reporting	202.00
BNP PARIBAS LEASE GROUP	Quarterly Office Telecoms Rental	414.00
Plan Communications Ltd	Mobile phones bill	223.20
ZEN INTERNET LTD	Monthly fibre internet charge	46.50
Citation Ltd	Legal Fees	300.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	711.00
Skyguard Ltd	Annual Sub for extra Lone Worker Device	142.32
Dual Energy Direct Ltd	Saul Electricity	15.69
Dual Energy Direct Ltd	Marshfield Electricity	59.25
Dual Energy Direct Ltd	Oldbury P/S Electricity	124.24
Dual Energy Direct Ltd	Wicks Green Electricity	95.15
Dual Energy Direct Ltd	Lapperditch Electricity	39.03
Dual Energy Direct Ltd	Office Electricity	330.72
CROMWELL GROUP HOLDINGS LTD	Assort Screws	18.36
G R Tuck	Assorted angle & flat steel	37.15
MERRETT D C	Transportation of WU16 TZM	180.00
MERRETT D C	Transportation of WO14 OEY	144.00
SWADA	Annual Subs 2018/19	700.00
Hydroscand Ltd	2 x Hydraulic Hose assembly for WU16 TZM	309.29
Cablestream Ltd	Office phone line rental & calls	80.58
TAILORMADE OFFICE SUP.LTD	A4 Paper, Memo Pads, Binding Covers, Order Books	96.62
Paul Jarrold Tyres Ltd	4 x Tyres for VX65 HTA (Credit applied)	Credit of £6475.63 applied 9,139.20
MERRETT D C	Labour on repairs to WO14 OEY - Dipper Arm	486.00
MERRETT D C	Parts on repairs to WO14 OEY - Dipper Arm	66.00
Exac One Ltd	Parts for tree shears	177.66
ASSOCIATION OF DRAINAGE AUTHORITIES	2018 Membership	4,893.60
BBL BATTERIES	Battery for Generator	88.09
Elex Gates	Remotes for gate	300.00
		<u>43,312.63</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	43,312.63
Credits	(6,475.63)
Dual Credits	(11.75)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>36,825.25</b>

## Bank Payments for January

NatWest	Bankline Charge	109.80
	Bank Payments less than £100 for January	23.02
	<b>Amount Paid this Period (Bank Payments)</b>	<b>132.82</b>

**Total Amount Paid this Period - January 2018****£36,958.07**

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# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

Page: 1

**No. 1 Account****February 2018**

Payment Date From : 01/02/2018

Payment Date To : 28/02/2018

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	419.00
Galleon Supplies Ltd	Blue rolls & hand wipes	192.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	3.00
RS COMPONENTS LTD	Automotive Fuse Kit	29.30
Konica Minolta Business Solutions (UK) Ltd	Quarterly hire of photo copier	83.88
HYDRA ENGINEERING SERVICES LTD	Large hydraulic ram repair on WO14 OEY	1,120.80
JÖHN DÄVÍDSON (PIPES) LTD	Twinwall bends & Seals. Water pressure test kit	109.44
Certas Energy UK Ltd	6000 litres gas oil	3,665.52
MERRETT D C	Transportation of WX12 CWL	180.00
Pitney Bowes Ltd	Hire of franking machine	15.54
Pitney Bowes Ltd	Postage top-up	513.00
Generator Guru	Starter Motor for generator	152.79
Hydroscand Ltd	2 x hose assemblies for VX65 HVB	48.61
Konica Minolta Business Solutions (UK) Ltd	Quarterly print charge	153.90
Motion Consultants Ltd	Consultancy advice for Dec 17	1,056.00
Motion Consultants Ltd	Saul P/S eel regs consultancy	2,700.00
K J Conner & Son	Cleaning for Jan 18	276.00
CROMWELL GROUP HOLDINGS LTD	Basalt Gloves	44.10
CROMWELL GROUP HOLDINGS LTD	Assort Gloves	126.12
CROMWELL GROUP HOLDINGS LTD	Pliers, Sockets, Saws, Nylon strip discs	196.36
CROMWELL GROUP HOLDINGS LTD	Pro-Entry Vice	35.59
Moorepay Ltd	Payroll costs for Jan 18	100.50
Moorepay Ltd	Code set up	36.00
Moorepay Ltd	Change request	36.00
HYDRA ENGINEERING SERVICES LTD	Small ram repair to tree shears	220.80
Éxác Oñe Ltd	Log grab for tree shears	366.28
Medisave (UK) Ltd	Toilet rolls	31.03
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
L&S Engineers Ltd	Parts for chainsaw	5.40
RS COMPONENTS LTD	Strip lights for workshop	213.70
Hydroscand Ltd	Parts for WU16 TZM	16.10
Mr CJN Williams	C Williams - Mileages for 31/01/18	19.80
Mr R Thatcher	R Thatcher - Mileages for 31/01/18	31.50
Mr BB Richards	B Richards - Mileages for 31/01/18	21.60
Mr W J Cornock	J Cornock - Mileages for 31/01/18	6.30
GAP SUPPLIES	Type 1 & 10mm to dust	929.10
Avon Hydraulics (UK) Ltd	2 x hose assemblies for VX65 HTA	144.00
BOC LTD	Annual Rental - Oxygen	134.76
HYDRA ENGINEERING SERVICES LTD	Ram repair to tree shears (2nd)	398.40
JÖHN DÄVÍDSON (PIPES) LTD	375mm bend	201.16
JOHN DAVIDSON (PIPES) LTD	Twinwall Ring Seals	15.56
Medisave (UK) Ltd	Hand Towels	93.55
Plan Communications Ltd	Mobile phones bill	223.20
CROMWELL GROUP HOLDINGS LTD	V-Belts for WX09 FYF	13.48

Lower Severn (2005) Internal Drainage **Board**

Page: 2

Payments to be **Noted****February 2018**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Dual Energy Direct Ltd	Saul Electricity	<b>Invoice FYI</b> 92.72
Dual Energy Direct Ltd	Elmore Electricity	<b>Invoice FYI</b> 1,545.40
Dual Energy Direct Ltd	Wicks Green Electricity	<b>Invoice FYI</b> 1,673.12
Dual Energy Direct Ltd	Oldbury Electricity	<b>Invoice FYI</b> 1,776.77
Dual Energy Direct Ltd	Marshfield Electricity	<b>Invoice FYI</b> 388.64
Dual Energy Direct Ltd	Office Electricity	<b>Invoice FYI</b> 388.88
Dual Energy Direct Ltd	Lapperditch Electricity	<b>Invoice FYI</b> 316.90
ZEN INTERNET LTD	Internet Charge	46.50
The Gables Hotel	Room hire for 31/01/17	30.00
Claas Western Ltd	Parts for WX14 LGO	66.51
Citation Ltd	Legal Fees	300.00
Avon Hydraulics (UK) Ltd	3 x hose assemblies for Bomford Mower	120.00
ARCO LTD	Gillets & Coveralls	215.78
Hydrosand Ltd	Hydraulic fittings for WX12 CWL	385.12
Cablestream Ltd	Office phone line rental & calls	90.61
CROMWELL GROUP HOLDINGS LTD	Screws	9.72
CROMWELL GROUP HOLDINGS LTD	Laces	7.74
Water Environment Ltd	Severn Road, Hallen Modelling	<b>Invoice FYI</b> 7,200.00
The Gables Hotel	Room hire & refreshments for 07/02/18	162.50
HORE MR J	J Hore - Mileages for 07/02/18	9.90
CIlr Bronwen Behan	B Behan - Mileages for 07/02/18	26.10
Mr CJN Williams	C Williams - Mileages for 07/02/18	19.80
Mr BB Richards	B Richards - Mileages for 07/02/18	20.70
CIlr E Orpen	E Orpen - Mileages for 07/02/18	18.00
CIlr S Morgan	S Morgan - Mileages for 07/02/18	16.65
Mr R Godwin	R Godwin - Mileages for 07/02/18	18.00
Mrs F Collins	F Collins - Mileages for 07/02/18	26.10
Mr K Withers	K Withers - Mileages for 07/02/18	13.50
Rose Hewlett	R Hewlett - Mileages for 07/02/18	11.25
Mr R Thatcher	R Thatcher - Mileages for 07/02/18	31.50
Mr P Abraham	P Abraham - Mileages for 07/02/18	16.15
Mrs S Milestone	S Milestone - Taxi fare reimbursed for 07/02/18	20.00
BRITISH TELECOM	Alternative phoneline	45.47
		<u>29,591.20</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	29,591.20
Dual Credits	(129.77)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>29,461.43</b>

**Bank Payments for February**

NatWest	Bankline Charge	103.40
	Bank Payments less than £100 for February	<u>28.62</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>132.02</b>

**Total Amount Paid this Period - February 2018****£29,593.45**

# Lower Severn (2005) Internal Drainage Board

## Payments to be **Noted**

Page: 1

**No. 1 Account****March 2018**

Payment Date From : 01/03/2018

Payment Date To : 31/03/2018

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
HYSLOP MR R	R Hyslop - Mileages for 22/11/17	22.50
Ebay	Ebay fees for Nov 17	0.01
Orchard Computer Services	Dell T630 Server & Equipment	<b>Invoice FYI</b> 3,600.00
Orchard Computer Services	System setup & Migration from old systems	<b>Invoice FYI</b> 2,640.00
Bristol Wessex Billing Sevices Ltd	Water rates	58.87
TESCO	Petrol for chainsaws	23.94
HM Land Registry	Land Registry Search	3.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
Bristol Angling Centre	Tide Tables	48.49
CITB Online Store	H&S book for CPCS Test	11.50
Pearson Vue	H&S test fpr CPCS	19.50
HM Land Registry	Land Registry Search	6.00
L&S Engineers Ltd	Choke rod for chainsaw	9.18
TESCO	Petrol for chainsaws	47.91
Certas Energy UK Ltd	2000 litres derv	2,336.64
HYSLOP MR R	R Hyslop - Mileages for 07/02/18	27.00
HM Land Registry	Land registry search	6.00
Timpsons Ltd	Keys cut	15.00
DVLA	Licence for WX12 CWL	165.00
DVLA	Credit card fee	2.50
COUNTRYWIDE FARMERS PLC	Hose & Connector	44.98
MERRETT D C	Transportation of WU16 TZM on 02/02/18	144.00
MERRETT D C	Transportation of WU16 TZM on 12/02/18	144.00
MERRETT D C	Welding Ram repair to tree shears	81.00
Mr CJN Williams	C Williams - Mileages for 21/02/18	18.90
Hydroscand Ltd	Hydraulic hose for VX65 HVB	16.88
K J Conner & Son	Cleaning for February	276.00
Webb Holton & Associates Ltd	Half yearly admin charge for AE Scheme	600.00
ZEN INTERNET LTD	Annual Domain name charge	8.39
ZEN INTERNET LTD	Annual Zen 8000 Active & cPanel Bronze charge	363.74
LEES MEND A SHOE	Keys cut	69.00
TESCO	Petrol for chainsaws	23.12
HM Land Registry	Land registry search	6.00
SVR Plastics Ltd	Assort Flap Valves	1,076.76
FILTRATION LTD	Filters for VX65 HVB	70.44
FILTRATION LTD	Filters for WU16 TZM	372.82
FILTRATION LTD	Filters for WX09 FYF	152.98
FILTRATION LTD	Filters for AU11 HCH	55.59
GAP SUPPLIES	Light Switch, wallplugs & screws	7.68
CROMWELL GROUP HOLDINGS LTD	Vernier Calipers	69.17
CROMWELL GROUP HOLDINGS LTD	Welding Helmet & respirator Filters	88.35
Orchard Computer Services	Quarterly Maintenance Cover	419.00
Moorepay Ltd	Payroll costs	100.50
Plan Communications Ltd	Mobile phones bill	223.20
Dual Energy Direct Ltd	Lapperditch Electricity	61.24
Dual Energy Direct Ltd	Elmore Back Electricity	359.40
Dual Energy Direct Ltd	Marshfield Electricity	71.74
Dual Energy Direct Ltd	Wicks Green Electricity	370.34
Dual Energy Direct Ltd	Office Electricity	390.58
Dual Energy Direct Ltd	Saul Electricity	14.89
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Citation Ltd	Legal Fees	300.00
TONY CULLIMORE SERVICES	Chainsaw Gloves	105.01
TONY CULLIMORE SERVICES	Plate Hooks & Coach Screws	17.29
TONY CULLIMORE SERVICES	Posts & Electro Tape	93.97
LISTER WILDER LTD	Trailer nuts for McCauley Trailer	18.30
Ford Fuel Oils	Chainsaw Oil & HYD HV46	373.19
Ford Fuel Oils	Chanisaw Oil	82.18

## Lower Severn (2005) Internal Drainage Board

Page: 2

Payments to be **Noted****March 2018**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Bishop Fleming LLP	Internal Audit Report YE 31/03/18	3,000.00
Price Bros Auto Engineering	Machine Pins & Cut Thread for VX65 HVB	168.00
Motion Consultants Ltd	Upgrade of Saul PS Consultancy	2,172.72
Orchard Computer Services	Mimecast Email Security 04/03/18 - 03/03/2019	648.00
Cablestream Ltd	Office phone line rental & calls	84.02
HM Land Registry	Land Registry Search	6.00
TAILORMADE OFFICE SUP.LTD	Envelopes, Pens, Binding Covers	53.88
TAILORMADE OFFICE SUP.LTD	Tripod & Wireless Remote	217.79
TAILORMADE OFFICE SUP.LTD	Dishwasher Tablets	32.40
Mr CJN Williams	C Williams - Mileages for 14/03/18	23.40
Clive Onions Ltd	Tidal Flap Operation, Hill Pill	2,269.80
Ford Fuel Oils	Lubricants 5W/30	60.98
FENTON INSURANCE SOLUTIONS LTD	Motor Fleet Insurance 2018/19	<b>Invoice FYI</b> 14,046.00
LITTLETON MR G	G Littleton - Mileages 01/11/17 - 31/03/18	164.70
Andy Gardner	Website Design interim invoice	1,475.00
BARNES MR M	M Barnes Mileages Apr 17 - Mar 18	182.70
FENTON INSURANCE SOLUTIONS LTD	Adjustment of inspected items wef 01/03/18	276.84
FENTON INSURANCE SOLUTIONS LTD	Engineering Inspection Service	2,406.36
FENTON INSURANCE SOLUTIONS LTD	Insurance Premium, IPT & Service charge	697.92
Pitney Bowes Ltd	Hire of Franking Machine	15.54
Zurich Insurance plc	Public Liability Insurance 2018/19	<b>Invoice FYI</b> 4,483.20
Zurich Insurance plc	Premises Insurance 2018/19	<b>Invoice FYI</b> 3,500.00
Zurich Insurance plc	Crime Policy Insurance 2018/19	<b>Invoice FYI</b> 1,262.80
Dual Energy Direct Ltd	Oldbury P/S Electricity	426.43
		<u>53,472.65</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	53,472.65
Credits	(0.01)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>53,472.64</b>

**Bank Payments for March**

NatWest	Bankline Charge	107.00
	Bank Payments less than £100 for March	<u>25.82</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>132.82</b>

**Total Amount Paid this Period - March 2018****£53,605.46**

Lower Severn (2005) Internal Drainage **Board**  
Payments to be **Noted**

Page: 1

**No. 1 Account****April 2018**

Payment Date From : 01/04/2018

Payment Date To : 30/04/2018

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	707.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	3.00
HM Land Registry	Land Registry Search	6.00
TESCO	Water for office & milk	13.69
M.G. Judd	Ignition Switch for VX65 HVB	46.20
HM Land Registry	Land Registry Search	6.00
T.H. Chamberlayne & Son	Wicks Green Pump Attendent 2017/18	840.00
T.H. Chamberlayne & Son	Lapperditch Pump Attendent 2017/18	840.00
T.H. Chamberlayne & Son	Marshfield Pump Attendent 2017/18	840.00
Ultimate One Ltd	Chain Link Fence	195.60
SG Bailey Paints Ltd	Paint & thinners	132.62
Certas Energy UK Ltd	6000 litres Gas Oil	3,496.32
JOHN DAVIDSON (PIPES) LTD	Assort twinwall pipes & Couplers	1,085.66
RS COMPONENTS LTD	O-Clips	12.42
The Conveyor Shop	Belting for flail mower guards	312.00
PMC Fluidpower Ltd t/as Group HES	Parts to repair mower on AU11 HCH	274.11
K J Conner & Son	Cleaning for March	276.00
TAILORMADE OFFICE SUP.LTD	A4 Paper, Covers, Card, Batteries	69.38
Canal & River Trust	Flap Valve Rental 2018/19	107.63
HYDRA ENGINEERING SERVICES LTD	Hydraulic Ram Repair to VX65 HVB	388.80
B & Q	Timer & Fuses	20.00
HM Land Registry	Land Registry Search	6.00
Motion Consultants Ltd	Saul P/S consultancy for Feb 18	2,821.56
Motion Consultants Ltd	Consultancy advice for Feb 18	1,356.00
ALLCAP LTD	Padlocks	369.12
Ada Lincolnshire Branch	2018/19 White Book Subscription	50.00
Moorepay Ltd	Payroll costs for Mar 18	100.50
AVON ALARMS LTD	12 months CCTV monitoring & maintenance from	1,362.00
BNP PARIBAS LEASE GROUP	Quarterly Office Telecoms Rental	414.00
TESCO	Petrol for Chansaws	46.51
Avon Hydraulics (UK) Ltd	2 x hose assembly's for Bomford Mower	156.58
Avon Hydraulics (UK) Ltd	2 x hose assembly's for WX09 FYF	98.95
FILTRATION LTD	Filters for VX65 HTA	81.50
HYDRA ENGINEERING SERVICES LTD	1st Large Ram repair to VX65 HVB	448.80
HYDRA ENGINEERING SERVICES LTD	2nd Large Ram repair to VX65 HVB	448.80
CROMWELL GROUP HOLDINGS LTD	Spray Gun & Blow Gun	26.23
CROMWELL GROUP HOLDINGS LTD	Welding Helmet Inner & Outer Lens	29.92
G R Tuck	Assort lengths of steel	25.55
Avon Fire Systems Ltd	12 months maintenance on Fire Alarm & Fire	312.00
TONY CULLIMORE SERVICES	Post Mix & Post	26.28
TONY CULLIMORE SERVICES	Assort rails, stakes & posts	2,148.65
Severn Controls Ltd (Rewinds Division)	Attending to fault at Lapperditch P/S	105.00
Plan Communications Ltd	Mobile phones bill	223.71
The Gables Hotel	Room hire for 04/04/18	30.00
Dual Energy Direct Ltd	Office Electricity	361.75
Dual Energy Direct Ltd	Elmore Back Electricity	1,041.84
Dual Energy Direct Ltd	Marshfield Electricity	300.19
Dual Energy Direct Ltd	Oldbury P/S Electricity	1,419.22
Dual Energy Direct Ltd	Lapperditch Electricity	257.78
Dual Energy Direct Ltd	Wicks Green Electricity	1,284.48
Dual Energy Direct Ltd	Saul Electricity	52.96
ZEN INTERNET LTD	Monthly internet charge	46.50
Citation Ltd	Legal Fees	300.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	732.00
Hydroscand Ltd	Hose assembly for WX12 CWL	24.00
Cablestream Ltd	Office phone line rental & calls	79.98
		<u>26,272.79</u>

Please note that the amounts shown above include Vat where applicable

# **Lower Severn (2005) Internal Drainage Board** **Payments to be Noted**

Page: 2

**No. 1 Account****April 2018**

**Amount Paid this Period (Supplier Invoices)    26,272.79**

**Bank Payments for April**

NatWest

Bankline Charge

114.30

Bank Payments less than £100 for April

29.67

**Amount Paid this Period (Bank Payments)**

**143.97**

**Total Amount Paid this period - April 2018**

**£26,416.76**

**Payments to be Noted Jan 18 - Apr 18**

Jan 2018      36,958.07

Feb 2018      29,593.45

Mar 2018      53,605.46

Apr 2018      26,416.76

**Total    £146,573.74**

## No 2 Account

Lower Severn (2005) Internal Drainage Board  
Payments to be Noted

Page: 1

Date From : 01/01/2018

Jan 2018 - Apr 2018

Date To : 30/04/2018

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
69526	BP	15/01/2018	2231	D/D	<b>Jan 18</b> Peoples Pension Cont - Dec 17	536.76	0.00	536.76	R 31/01/2018
69527	BP	19/01/2018	2230	D/D	Glos CC - Pension Cont for Dec	13,883.30	0.00	13,883.30	R 31/01/2018
69528	BP	22/01/2018	2210	D/D	HMRC - Liability for Dec 17	11,117.68	0.00	11,117.68	R 31/01/2018
69529	BP	26/01/2018	2220	D/D	LSIDB Salary for Jan 18	27,940.10	0.00	27,940.10	R 31/01/2018
69530	BP	26/01/2018	2211	D/D	GMB - Union Cont for Jan 18	39.66	0.00	39.66	R 31/01/2018
69746	BP	15/02/2018	2231	D/D	<b>Feb 18</b> Peoples Pension Cont - Jan 18	542.10	0.00	542.10	R 28/02/2018
69747	BP	19/02/2018	2230	D/D	Glos CC - Pension Cont for Jan	14,059.97	0.00	14,059.97	R 28/02/2018
69748	BP	22/02/2018	2210	D/D	HMRC - Liability for Jan 18	11,316.60	0.00	11,316.60	R 28/02/2018
69749	BP	28/02/2018	2220	D/D	LSIDB Salary for Feb 18	28,178.53	0.00	28,178.53	R 28/02/2018
69750	BP	28/02/2018	2211	D/D	GMB - Union Cont for Feb 18	39.66	0.00	39.66	R 28/02/2018
69956	BP	15/03/2018	2231	D/D	<b>Mar 18</b> Peoples Pension Cont - Feb 18	536.76	0.00	536.76	R 31/03/2018
69957	BP	19/03/2018	2230	D/D	Glos CC - Pension Cont for Feb	13,883.30	0.00	13,883.30	R 31/03/2018
69958	BP	22/03/2018	2210	D/D	HMRC - Liability for Feb 18	11,031.74	0.00	11,031.74	R 31/03/2018
69959	BP	28/03/2018	2220	D/D1	LSIDB Salary for Mar 18	28,135.90	0.00	28,135.90	R 31/03/2018
69960	BP	28/03/2018	2211	D/D2	GMB - Union Cont for Mar 18	39.66	0.00	39.66	R 31/03/2018
73554	BP	16/04/2018	2231	D/D	<b>Apr 18</b> Peoples Pension Cont - Mar 18	536.76	0.00	536.76	R 30/04/2018
73555	BP	19/04/2018	2230	D/D	GMB - Union Cont for Mar 18	13,902.98	0.00	13,902.98	R 30/04/2018
73556	BP	20/04/2018	2210	D/D	HMRC - Liability for Mar 18	11,257.27	0.00	11,257.27	R 30/04/2018
73557	BP	23/04/2018	2220	D/D	LSIDB Salary for Apr 18	27,691.81	0.00	27,691.81	R 30/04/2018
73558	BP	23/04/2018	2211	D/D	GMB - Union Cont for Apr 18	39.66	0.00	39.66	R 30/04/2018
						<u>214,710.20</u>	<u>0.00</u>	<u>214,710.20</u>	
						<u>214,710.20</u>	<u>0.00</u>	<u>214,710.20</u>	

## Petty Cash

## Lower Severn (2005) Internal Drainage Board

Page: 1

## Payments to be Noted

Date From: 01/01/2018  
Date To: 30/04/2018

Jan 2018 - Apr 2018

Bank: 1230

No	Type	Date	Ref	Details		Net £	Tax £	Gross £	B	Bank Rec. Date
69534	CP	02/01/2018	7262	Tesco - Tea, Coffee, Sugar	<b>Jan 18</b>	27.53	0.00	27.53	R	31/01/2018
69535	CP	05/01/2018	7263	Cards for office		4.95	0.99	5.94	R	31/01/2018
69536	CP	08/01/2018	7264	Tescos - 2 x Milks		2.18	0.00	2.18	R	31/01/2018
69537	CP	15/01/2018	7265	Tescos - 3 x Milks		2.98	0.00	2.98	R	31/01/2018
69538	CP	17/01/2018	7266	Postage to Canada - Rating		1.40	0.00	1.40	R	31/01/2018
69539	CP	17/01/2018	7267	Card for MG		1.49	0.30	1.79	R	31/01/2018
69540	CP	22/01/2018	7268	Tescos - 3 x Milks		2.98	0.00	2.98	R	31/01/2018
69541	CP	24/01/2018	7269	3 x Bridge Tolls for MG		16.80	0.00	16.80	R	31/01/2018
69542	CP	30/01/2018	7270	PO - Milk		1.75	0.00	1.75	R	31/01/2018
69543	CP	30/01/2018	7271	3 x Bridge Tolls for MG		16.80	0.00	16.80	R	31/01/2018
69544	CP	31/01/2018	7272	Tesco - 1 x Milk		1.09	0.00	1.09	R	31/01/2018
69751	CP	01/02/2018	7273	Car Parking for JT	<b>Feb 18</b>	6.00	0.00	6.00	R	28/02/2018
69752	CP	02/02/2018	7274	3 x bridge Tolls for MG		16.80	0.00	16.80	R	28/02/2018
69753	CP	04/02/2018	7275	Tesco - 3 x milks		3.27	0.00	3.27	R	28/02/2018
69754	CP	05/02/2018	7276	Tea for office (no receipt)		5.00	0.00	5.00	R	28/02/2018
69755	CP	07/02/2018	7277	Bridge Tolls for PD		11.20	0.00	11.20	R	28/02/2018
69756	CP	08/02/2018	7278	Car Parking for KW		6.67	1.33	8.00	R	28/02/2018
69757	CP	12/02/2018	7279	Tesco - Tea, Coffee, Sugar		24.53	0.00	24.53	R	28/02/2018
69758	CP	13/02/2018	7280	Butties - Sandwiches for		27.30	5.46	32.76	R	28/02/2018
69759	CP	19/02/2018	7281	Tesco - Milk		1.09	0.00	1.09	R	28/02/2018
69760	CP	26/02/2018	7282	Tesco - 2 x milks		2.18	0.00	2.18	R	28/02/2018
69982	CP	04/03/2018	7283	Aldi - 2 x Milks	<b>Mar 18</b>	2.18	0.00	2.18	R	31/03/2018
69983	CP	12/03/2018	7284	Milk & Biscuits for meeting		4.37	0.00	4.37	R	31/03/2018
69984	CP	19/03/2018	7285	Tea, Coffee, Sugar, Milk		27.53	0.00	27.53	R	31/03/2018
69985	CP	26/03/2018	7286	Tesco - Milk		1.09	0.00	1.09	R	31/03/2018
69986	CP	28/03/2018	7287	Tesco - Milk		1.09	0.00	1.09	R	31/03/2018
73680	CP	04/04/2018	7288	Tesco - Milk	<b>Apr 18</b>	1.09	0.00	1.09	R	30/04/2018
73681	CP	05/04/2018	7289	Car Parking for KW Bristol		3.50	0.00	3.50	R	30/04/2018
73682	CP	09/04/2018	7290	Tesco - 2 x milks		2.18	0.00	2.18	R	30/04/2018
73683	CP	16/04/2018	7291	Falfield Stores - 2 x milks		3.30	0.00	3.30	R	30/04/2018
73684	CP	18/04/2018	7292	Falfield Stores - 2 x milks		3.50	0.00	3.50	R	30/04/2018
73685	CP	23/04/2018	7293	Tesco - Milk		1.09	0.00	1.09	R	30/04/2018
73686	CP	27/04/2018	7294	Tesco - Milk		1.60	0.00	1.60	R	30/04/2018
73687	CP	30/04/2018	7295	Tesco - Milk, Sugar, Pain Killers		4.23	0.00	4.23	R	30/04/2018
Totals						£	<u>240.74</u>	<u>8.08</u>	<u>248.82</u>	

## Bank Transfers 01/01/2018 - 30/04/2018

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1: 03214923	JC	17/01/2018	J1192	Tsf from No1 Acc to No2 Acc Re: Wages	-50000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JC	01/02/2018	J1197	Tsf from No1 acc to Petty Cash	-200.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JD	15/02/2018	J1198	Tsf from Direct Res to No1 Acc	75000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JC	15/02/2018	J1199	Tsf from No1 Acc to No2 Acc Re: Wages	-55000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JC	09/03/2018	J1206	Tsf from No1 Acc to No2 Acc Re: Wages	-55000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JC	09/03/2018	J1207	Tsf from No1 Acc to Direct Res	-200000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JD	31/03/2018	J1214	Drawdown from S/Side InfraStruc & Bank Accounts	26000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JD	31/03/2018	J1215	Drawdown from S/Side Maintenance & Bank Accts	20000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JC	31/03/2018	J1232	Reversal of J1214	-26000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JC	31/03/2018	J1232	Reversal of J1215	-20000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JD	12/04/2018	J1238	Tsf of Interest at Maturity 26/02/18	515.07
1200	NAT WEST ACCOUNT NO 1: 03214923	JC	23/04/2018	J1239	Tsf from No1 Acc to No2 Acc Re: Wages	-55000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JD	25/04/2018	J1240	Drawdown from S/Side Mtnce for 2017/18	20000.00
1200	NAT WEST ACCOUNT NO 1: 03214923	JD	25/04/2018	J1241	Drawdown from S/Side Infra for 2017/18	26000.00
1201	NAT WEST ACCOUNT NO 2: 03214931	JD	17/01/2018	J1192	Tsf from No1 Acc to No2 Acc Re: Wages	50000.00
1201	NAT WEST ACCOUNT NO 2: 03214931	JD	15/02/2018	J1199	Tsf from No1 Acc to No2 Acc Re: Wages	55000.00
1201	NAT WEST ACCOUNT NO 2: 03214931	JD	09/03/2018	J1206	Tsf from No1 Acc to No2 Acc Re: Wages	55000.00
1201	NAT WEST ACCOUNT NO 2: 03214931	JD	23/04/2018	J1239	Tsf from No1 Acc to No2 Acc Re: Wages	55000.00
1230	PETTY CASH	JD	01/02/2018	J1197	Tsf from No1 acc to Petty Cash	200.00
1252	Lloyds LSIDB Fixed Term Deposit	JC	26/02/2018	J1200	Fixed term deposit matures	-400515.07
1253	LLOYDS CURRENT (Commutated Sums)	JD	26/02/2018	J1200	Fixed term deposit matures	400515.07
1253	LLOYDS CURRENT (Commutated Sums)	JC	26/02/2018	J1201	Tsf from Lloyd Current to Lloyds 32 Day Acc	-400000.00
1253	LLOYDS CURRENT (Commutated Sums)	JC	31/03/2018	J1214	Drawdown from S/Side InfraStruc & Bank Accounts	-26000.00
1253	LLOYDS CURRENT (Commutated Sums)	JD	31/03/2018	J1232	Reversal of J1214	26000.00
1253	LLOYDS CURRENT (Commutated Sums)	JC	12/04/2018	J1238	Tsf of Interest at Maturity 26/02/18	-515.07
1253	LLOYDS CURRENT (Commutated Sums)	JC	25/04/2018	J1241	Drawdown from S/Side Infra for 2017/18	-26000.00

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1255	LSIDB (Area Wide Charge) : 72213310	JC	31/03/2018	J1215	Drawdown from S/Side Maintenance & Bank Accts	-20000.00
1255	LSIDB (Area Wide Charge) : 72213310	JD	31/03/2018	J1232	Reversal of J1215	20000.00
1255	LSIDB (Area Wide Charge) : 72213310	JC	25/04/2018	J1240	Drawdown from S/Side Mtnce for 2017/18	-20000.00
1257	Nat West Direct Reserve Acc (72292555)	JC	15/02/2018	J1198	Tsf from Direct Res to No1 Acc	-75000.00
1257	Nat West Direct Reserve Acc (72292555)	JD	09/03/2018	J1207	Tsf from No1 Acc to Direct Res	200000.00
1259	Lloyds 32 Day Notice	JD	26/02/2018	J1201	Tsf from Lloyd Current to Lloyds 32 Day Acc	400000.00

COMMITTEE: Full Board

MEETING DATE: 27.6.2018

REF: KW/B2/2018

REPORT BY: Principal Officer

### **DATE FOR STAFF & PENSIONS COMMITTEE MEETING**

#### **Introduction**

At its meeting on 9 May 2018 the Staff & Pensions Committee recommended:

- (3) in order to ensure that any recommendations [arising from the job reviews outlined above] can be accommodated in the budget cycle of meetings in 2018/19, the PO be requested to bring forward the date of the next Committee meeting to October 2018.

[Minute 8 refers.]

#### **Present position**

There are F & GP meetings scheduled for 12 December 2018 and 23 January 2019, when the Committee will finalise its 2019/20 budget recommendations for the Board meeting on 6 February 2019. Consequently an October meeting of the S & P Committee will fit in well with the Board's budget planning arrangements for the next financial year.

NB It would be prudent at this stage to retain the date of the next scheduled meeting of the S & P Committee – ie 9 January 2019 – as there may well be staffing matters which require Member consideration at that time.

#### **Recommendation**

That an additional meeting of the Staff & Pensions Committee be held on  
**Wednesday 31 October 2018, commencing at 10.30am.**

*Kieran Warren*

*Principal Officer*

*June 2018*

## **PROPOSAL FOR A CAPITAL PROGRAMME**

### **Introduction**

The Board's Medium Term Financial Plan provides for a fully funded programme of expenditure for the pump replacement programme which, assuming no slippage, will run until 2025/26. Officers reported to the Board in February 2018 that the Plan gave an indication of the Board's balances with a gradual increase in drainage rate every year to 2022/23 to fund this work.

[Minute 2627 refers.]

### **Future development**

There is now an opportunity for the Board to think strategically about a range of projects that could be undertaken once the pump replacement programme has been completed. The advantages of creating a Capital Programme include

- The introduction of improvements to the drainage network in a planned, prioritised way
- The creation of more efficient and effective arrangements for water level management
- Robust financial planning to fund new projects over the medium and long-term
- The use of cost-benefit analysis to ensure that transparent criteria are employed to justify expenditure that is demonstrably in the public interest
- Raising the profile of the Board in a positive way by taking action proactively rather than merely responding to flooding events and/or public pressure

The creation of such a programme does not mean that the Board cannot react to unforeseen events if and when they arise; a degree of flexibility is clearly necessary so that the Board is able to take appropriate action immediately when required and annual budgets must be designed to reflect this need.

It may be the case, of course, that Members might choose to analyse its existing maintenance operations to identify areas where the Board might reduce frequencies or cease current work so that the maintenance of new facilities can be accommodated.

It would be logical to refer the setting up of a Capital Programme, and its subsequent management and monitoring, to the Engineering Committee. Both Members and Officers could propose potential schemes for inclusion in the programme; the Engineering Committee would have the task of assessing the merits of all proposals, setting priorities

according to agreed criteria (these would include, for instance, the number of properties and households likely to benefit from the scheme, future maintenance implications, operational capacity and the availability of internal or external funding) and making recommendations to the Board.

**Recommendations:** That

- (1) The introduction of a Capital Programme be approved in principle, to commence on the completion of the pump replacement programme; and
- (2) The Engineering Committee be requested to consider the way in which the Programme could be managed most effectively and report back to the Board in due course.

*Kieran Warren*

*Principal Officer*

*June 2018*

**DATA PROTECTION ACT 2018**  
**(INCORPORATING THE GENERAL DATA PROTECTION REGULATION)**

**Introduction**

The Data Protection Act 2018 (“the Act”) has replaced the Data Protection Act 1998 and came into force on 25 May 2018.

The General Data Protection Regulation 2018 (“the Regulation”) came into force on 25 May 2018. It sets out a new legal framework for the processing of personal data of EU citizens. It is being implemented in the UK through the Data Protection Act 2018.

**Principles of the Act**

There are 8 principles of the Act. These are:

- Fair and Lawful
- Personal Information must be processed for limited purposes
- Personal information must be adequate relevant and not excessive
- Personal information must be accurate and up to date
- Personal information must not be kept for longer than is necessary
- Personal information must be processed in line with data subject’s rights
- Personal information must be secure
- Personal information not transferred to other countries without adequate protection

There are exemptions to the above which include the keeping of staff information, accounts and records and for maintaining a public register.

**Individual Rights on personal data held**

The Regulation provides the following rights to individual over the personal data held on them:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure (the right to be forgotten)

- The right to restrict processing
- The right to data portability
- The right to object
- Rights in the relation to automated decision making and profiling.

## **Data Protection Act and Privacy Policy**

In order to be compliant with the Act, the Data Protection Policy and the Privacy Notice needed to be updated.

The updated Data Protection Policy is attached as Appendix A.

The updated Privacy Notice is attached as Appendix B.

## **Data Protection Officer**

There is also a duty for the Board to appoint a Data Protection Officer (DPO). The DPO will monitor internal compliance, inform and advise on data protection obligations and will be the first point of contact in respect of data protection matters.

The DPO must be able to operate independently, report to the highest level of management and have adequate resources. The DPO should have professional experience and knowledge of data protection law in proportion to the type of processing that is taking place within the organisation.

The DPO can be an internal appointment or the role can be contracted out.

## **Update from ADA**

Association of Drainage Authorities (ADA) has requested, from Defra, draft statements, clauses and focused guidance to provide a framework through which IDBs process and manage personal data to meet their operational needs as a small public authority and ensure compliance with GDPR requirements. These model documents will include:

- Privacy Notice, has drop down types of data and legal reasons for holding data
- Data Protection Impact Assessment
- Data Sharing Agreements

Once ADA have received the model documents they will tailor them in order to meet the needs of IDBs. These will then be shared widely with all IDBs.

Defra have said that they would be using routine communication opportunities to update those they hold data on about their Privacy Notice over the coming year.

**Recommendations:**

That the Board:

1. Approve the Data Protection Policy
2. Approve the Privacy Notice
3. Appoint the Finance Officer as the Data Protection Officer
4. Approve that routine communication opportunities are used, over the coming year, to update those that the Board hold data on about the Board's Privacy Notice.

# **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](mailto: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**

## **PRIVACY NOTICE**

### **Introduction**

This Privacy Notice explains when and why personal information about people is collected, how it is used, the conditions under which it may be disclosed to others and how it is kept securely.

The Lower Severn (2005) Internal Drainage Board ("the Board") respects your right to privacy. This Privacy Notice sets out details of the information that the Board may collect from you and how the Board may use that information.

This Privacy Notice is written with specific regard to the Data Protection Act 2018 ("the Act"). The Act requires personal data to be processed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. It requires that appropriate technical or organisational measures are used.

### **Use of Your Information**

Your information will be used to:

- Fulfil any contractual agreements between you and the Board;
- Comply with legal and regulatory requirements.

### **Storage of Information**

The Board will ensure that all information is stored securely either in locked filing cabinets or on encrypted IT equipment. Other parties acting on the Board's behalf may also store or process personal information. These parties have to comply with the Data Protection Act 2018.

### **Legal Basis for Processing Your Information**

The legal basis for collecting and using your personal information will depend on the personal information concerned and the specific context in which the Board collect it. Specifically:

- The Board will normally collect personal information from you only;
  1. Where the Board have your consent to do so;
  2. Where the Board need the personal information to perform a contract with you;
  3. Where the processing is a legitimate interest or processing is necessary to protect the vital interests of you or another person and isn't overridden by your rights.
  4. In some cases, the Board may also have a legal obligation to collect personal information from you;
- If the Board asks you to provide personal information to comply with a legal requirement or to perform a contract with you, the Board will make this clear at the

relevant time and advise you whether the provision of your personal information is mandatory or not;

- If the Board collects and use your personal information in reliance on legitimate interests (or those of any third party), the Board will make clear to you at the relevant time what those legitimate interests are.

## **Disclosure of Your Information**

The Board may disclose your personal information to third parties when permitted by law including:

- With your consent;
- To suppliers in order for them to provide services to the Board, this includes:
  1. Payroll;
  2. IT file storage and management services;
- When under a duty to disclose or share your information in order to comply with any legal obligation, or in order to enforce or apply the Board's Terms and other agreements; or to protect the Board's rights, property, or safety, employees, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## **Data Retention**

The Board retains personal information collected from you where the Board have an ongoing legitimate business need to do so. For example, to comply with applicable legal, tax or accounting requirements.

When the Board have no ongoing legitimate business need to process your personal information, the Board will either delete it or, if this is not possible, securely store your personal information and isolate it from any further processing until deletion is possible. Deletion may not be immediately possible if your personal information has been stored in backup archives.

## **Your Rights**

You have the following data protection rights:

- That your personal information remains correct and up-to-date;
- You can object to processing of your personal information, ask the Board to restrict processing of your personal information;
- If the Board has collected and processed your personal information on the basis of your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing the Board conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent;
- You have the right to complain to the Information Commissioner's Office (website: [ico.org.uk](http://ico.org.uk)).

If the Board has collected and processed your personal information under a legal obligation then you have no right to object to the Board holding the relevant data. The Board further does not require your consent to hold the relevant data and you have no right to have it erased.

## Contact

If you have any questions, comments or complaints about this Privacy Notice 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](mailto:MDear@lowersevernidb.org.uk)

## Updating this Privacy Notice

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# Civil Engineer's Report

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## **WLMP Slimbridge**

### **Consultations**

The purpose of the consultations has been to gather information relevant to current water level practices, to identify any concerns and to identify potential solutions to any issues raised.

Face-to-face meetings have been held with WWT, Local Landowners, Berkeley Estate and Frampton Court Estate.

Useful information has also been received by email from Natural England, the Canal & Rivers Trust, Glos. CC, Stroud DC and Rose Hewlett.

There are still some bodies and individuals who have yet to respond.

### **Issues Arising**

Two main issues have been raised:

- (1) There is an ongoing dispute between a local landowner and WWT, the trust experiencing negative impacts on their operations from low late spring and summer flows, with the flows being controlled by the landowner.
- (2) Landowners within the Ryalls Lane 'island' (i.e. between the River Cam and the Lane) are concerned about frequent and damaging flooding of land and property caused when the ditch adjacent to their land backs up.

The Boards consultant has asked for documentary evidence for these problems and started to develop potential solutions for discussion.

### **Writing of the Plan**

Some of the consultees are keen to have the WLMP much quicker than the contracted end of year deadline. Thus, the writing of the plan has been accelerated, with some sections near complete and most others have been started.

Overall the project is going well, and the process is being supported by the consultees.

The challenge will be to derive mutually agreeable, feasible and cost-effective solutions to the issues raised, whilst protecting and managing wisely the water resources within the plan area, much of which is designated nationally and internationally for its special wildlife interest.

## **Installation of Flap Valves at Oldbury on Severn**

The contractor has now installed 7 of the 9 missing or broken flap valves in the Oldbury area. Members will remember the Board is undertaking this work on behalf of South Gloucestershire Council.

2 of the flaps that remain will be repaired following vegetation clearance work in the summer.

## **Structures Policy**

Following the February Board meeting and the discussion that took place around structures in the Boards area it was suggested that members be reminded the previous resolution on the subject.

Resolved on 9<sup>th</sup> November 2016 that:

**The Board accepts no liability for the provision or subsequent maintenance of structures on riparian owned watercourses unless expressly agreed by the Board in the absence of any statutory Award or Order.**

**Entirely without prejudice to the above, the Board reserves the right to exercise its discretionary powers under the Land Drainage 1991 in situations where it sees fit. However, the Board will not normally expend resources on riparian owned structures.**

This position was taken in the light of legal advice obtained through ADA and financial information contained within the report in appendix 1.

**Recommend: Retain existing policy and review regularly.**

## **M49 Update**

Preparatory work is continuing at the site with major works required prior to the commencement of the construction of the Junction itself.

Work to divert a high pressure gas main has involved the diversion and overpumping of Board Rhines as well as the temporary moving of flood storage areas that have only recently been installed.

The final consents will be signed off over the next month and construction will commence on the Junction proper later in the summer.

## Lower Severn IDB Culvert Responsibility

At the February meeting the Board were asked to consider adopting the following position in relation to culverts and structures within its district.

*The Lower Severn IDB accept no responsibility for structures on riparian owned watercourses unless explicitly stated in the Boards Asset Register. The Board reserves the right to exercise powers conveyed to it under the Land Drainage Act 1991 in situations where it sees fit however, the Board will not normally expend resources on riparian owned structures.*

Following the Full Board meeting in February members requested more information regarding the number, type, length, size and position of assets located within the IDB's district.

### Assumptions, caveats and information sources

As no resources are available for large scale survey, estimates have been made regarding the quantity of assets. Assets have been categorized in order to make analysis easier and renewal cost estimates have been provided in line with expected asset lifespans.

Every effort has been made to ensure accuracy however, given the desktop nature of this study, the reliability in terms of numbers, sizes and renewal estimates should be treated with caution. It is felt that accuracy is +/- 15%.

Whilst no specific remit was set at the meeting it has been assumed that assets will only be included in this report if they were constructed as part of a Land Drainage or Flood Defence Scheme by either the IDB or a predecessor organisation such as the Commissioners for Sewers.

Cost and life span estimates are derived from *Flood and Coastal Erosion Risk Management: A Manual for Economic Appraisal* and the *Sewer Rehabilitation Manual* produced by the Water Research Centre.

### Asset Data

#### Oldbury on Severn

Type of Asset	Number or Length	Estimated Construction Date	Estimated Life Span	Estimated Renewal Date	Estimated Renewal Cost per unit (£)	Total Renewal Cost (£)
Flood Bank	13.2km	1972	60	2032	50	660000
Bridge	15	1972	50	2022	75000	1125000
Culvert plus Flap	66	1972	50	2022	2000	132000
Flood Wall	200m	1972	100	2072	100	20000
Steel Piling	50m	1972	60	2032	10000	500000

## Various Victorian Culverts

Type of Asset	Number or Length	Estimated Construction Date	Estimated Life Span	Estimated Renewal Date	Estimated Renewal Cost per unit (£)	Total Renewal Cost (£)	
Longney Culvert	880	?>100 years	Exceeded	Partially Redundant	400	352000	900 mm
Spring Ditch	230	?>100 years	Exceeded	Imminent	300	69000	450 mm
Severn Bore	216	?>100 years	Exceeded	Imminent	400	86400	>1m
Corn Ham	300	?>100 years	Exceeded	Imminent	400	120000	1m
Rodley	1010	?>100 Years	Exceeded	Imminent	400	404000	1m
Lower Dumball	360	?>100 years	Exceeded	Imminent	400	144000	1m
Bollow	129	?>100 years	Exceeded	Imminent	400	51600	1m
Ashleworth	317	?>100 years	Exceeded	Imminent	400	126800	1m
Tirley	104	?>100 years	Exceeded	Imminent	400	41600	1m
<b>Total</b>						<b>1,395,400</b>	

Due to timescales the report has focused on just one Land Drainage Scheme that surrounds the village of Oldbury on Severn. The Board has constructed similar schemes over the past 70 years that benefit the villages of Elmore, Longney, parts of Epney and Saul. These will need to be accounted for in a similar way to Oldbury on Severn.

### Liability Issues

Currently the Board carry out no surveys on the assets described in this report and so little is known about their condition. Should liability be accepted a significant budget will be required for surveys to understand the current level of risk and expenditure that will be required to mitigate those risks. For example: should an asset that the Board accepts liability for fail, the Board could, if it cannot demonstrate it has acted in a responsible manner, be liable for third party damages. Given that for example a minimum estimate for damages to a flooded property is £30,000 the potential liability could be large notwithstanding any reputational damage suffered by the Board for any failures.

### Recommendations

It is recommended to the Board to accept the position statement above as policy when dealing with all future asset enquiries. Assets could, whilst still complying with this policy be added to the Boards asset register however, the wholesale adoption of the large numbers of assets described in this report would require significant expenditure.

# Land Drainage Engineer's Report

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## **Maintenance Works**

Tree cutting and vegetation clearance continued at Ashleworth adjacent to the Hasfield Drain just to the north of the SSSI although the site had to be evacuated once due to flooding. Approximately 2km of overhanging vegetation has been removed and 25 willow trees have also been pollarded.

The majority of the channel is now open and free from obstruction. The channel will be dredged as soon as the ground water level monitoring at the SSSI has been completed and the relevant assent is obtained from Natural England.

Dredging and re-profiling works have been completed at Eldersfield along to the Marsh Brook (approx 2.5km). New or improved access points have been installed between different land holdings to allow ease of routine maintenance in the future. An access culvert at the downstream end of the works was also replaced due to insufficient capacity.

Dredging work has commenced (total length 300m) at Chaceley to allow the Newhall Brook high level flow to be easily conveyed to a new additional outfall into the River Severn which has recently been funded and constructed by Tewkesbury Borough Council.

Maintenance work has been completed at Oldbury on Severn, Pickedmoor Brook which conveys surface water from Thornbury towards the Oldbury Pill. Approximately 1.4km of channel was re-profiled widening the existing channel by 0.5m – 0.75m to give extra capacity and improve conveyance. The top soil was removed, spoil buried and then covered due to the quantity. Several large outfall headwalls were also repositioned inline with the bank edge.

The last remaining upstream stretch of the Oldbury High Level Carrier is currently being dredged. Approximately a total of 1.6km of channel will also be re-profiled and fenced after completion.

Dredging works have also been completed at Alvington, south of Lydney (1.6km total).

Mowing and weed cutting has begun at some locations where residential property is at risk from flooding. These particular lengths of watercourse will need to be maintained again during October, November to deal with the regrowth ready for the winter period.

## **Pumping Stations**

Saul Pumping Station – Progress is being made although slower than originally anticipated. The full specification details for the new telemetry platform which will be used for all the new proposed pumping stations as they come online over the next 8 – 9 years had to be completed before incorporating in the design & build tender documents.

The tender documents were sent out to 3 contractors, Nomenca, Solum and Tallus. Only two tenders were received at 12.00pm on 21<sup>st</sup> May 2018 by our consultant Motion. However after an initial tender appraisal various conditions and clauses could have financial implications for the Board making the final project costs higher than the original quotation.

The two contractors will now be interviewed by Myself and our Consultant to clarify various clauses and costs within the tender. The Consultant will then be able to make a fair recommendation and the contractor will then be appointed.

Unfortunately there is also a lead in time for the new fish friendly pump of around 15 weeks but this has already been ordered to save time.

Elmore Back – Hydraulic Modelling has been carried out at Elmore, taking into account the catchment area, ditch network and capacity. We are currently waiting for a report on pump specification. Motion Consultants will then be in a position to start compiling some design & build tender documents. It is hoped that now some of basics have been designed and with experience the next project should be a smoother process. The design and construction however will be far more complicated and a much larger scale. .

## **Health & Safety**

The Land Drainage Engineer and Civil Engineer attended 3 day first aid course at Bristol to ensure that there is always a fully first aid trained member of staff available at the Boards depot.

**BRISTOL & GLOUCESTERSHIRE ARCHAEOLOGICAL SOCIETY: REQUEST FOR DONATION**

**Introduction**

At its meeting on 8 November 2017 the Board considered a request from the Bristol and Gloucestershire Archaeological Society for a donation towards the publication of transcribed Gloucestershire Court of Sewers records. A copy of the Society's letter is enclosed at Appendix A.

The record of Member discussions on this issue reads as follows:

"Miss Hewlett explained to members the work she and others were undertaking to transcribe the records of the Gloucestershire Court of Sewers, 1583 - 1642, the fore runners of the LSIDB. The records were stored at Gloucestershire Archives and were a unique source of information about the 1607 flood and the condition of the sea defences during the period. The 1607 flood was regarded as a benchmark against which subsequent Severn Estuary floods had since been assessed. Once transcribed, the information would be available to scientists and the general public in an accessible form. Miss Hewlett carried out this work on a voluntary basis.

The Board had received a request from the Bristol and Gloucestershire Archaeological Society for a donation towards the cost of publishing this work once completed.

The PO reported the advice he had received from ADA that the Board had authority to make a donation in light of the relevance to flood risk management in the Board's area.

Miss Hewlett left the meeting whilst Members discussed the request.

The majority of members supported the work and valued the preservation of the Board's records.

It was moved by Cllr Sue Walker, seconded by Cllr Riddle:

"That a contribution of £1000 towards the costs of publication be approved."

By way of amendment, it was then moved by Mr Barnes, seconded by Cllr Jones:

"That a contribution of £250 towards the costs of publication be approved."

Following a lengthy discussion, the amendment was put to the meeting. It was defeated by 10 votes to 9.

The substantive proposition was then put to the meeting. It was defeated by 11 votes to 9.

The PO confirmed that no further discussion on this item of business could take place and indicated that, in accordance with Standing Order 29, the matter could be considered again by the Board only when a further six months had elapsed."

[Minute 2578 refers.]

### **Present position**

This matter has not been definitively resolved. As a further six months has now elapsed, it would seem to be a useful opportunity for Members to make a final decision on the issue and bring it to a close.

### **Recommendations**

That the Board determines in principle whether or not a donation would be appropriate in this instance.

If no donation is deemed appropriate, then clearly that concludes the matter.

If a donation is deemed appropriate, then Members need to determine the amount of grant they wish to award.

*Kieran Warren*

*Principal Officer*

*June 2018*

# The Bristol and Gloucestershire Archaeological Society

Registered Charity no. 202014

www.bgas.org.uk

Established 21 April 1876

From: James Hodsdon  
Email: jj49@btinternet.com  
Tel: 01242 233045

49 Pittville Crescent Lane  
Cheltenham  
Glos GL52 2RA

Mr G R Littleton  
Chairman, Lower Severn (2005) Internal Drainage Board  
Waterside Buildings, Oldbury Naite  
Thornbury  
South Glos BS35 1RF

19 October 2017

Dear Mr Littleton,

## **Records of the Gloucestershire Court of Sewers: 1583-1642**

The Bristol and Gloucestershire Archaeological Society (BGAS) is pleased to note that Rose Hewlett is currently transcribing the minutes and ancillary papers of the Gloucestershire Court of Sewers for the period 1583 to 1642. These important manuscripts represent a rare national survival of such records because of their early date. Significantly, they provide extensive detail regarding the sea defences and drainage systems from Slimbridge to Shirehampton both before and after the great tidal flood of 1607.

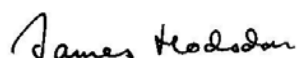
The records themselves are kept at Gloucestershire Archives having been deposited by the forerunners of the Lower Severn (2005) Internal Drainage Board. The manuscripts are fragile, difficult to read and with a language all of their own, e.g. gouts, itches and pillheads. They have modern-day relevance as a reference for flood risk management, given that the flood of 1607 remains the benchmark against which all other Severn Estuary tidal floods are assessed, and because of this, we would like to see them made much more accessible to modern users.

The BGAS has long experience of publishing records such as these in its annual 'Gloucestershire Record Series' but already has in place a publication and funding schedule for the next six years. We would nevertheless like to publish the Gloucestershire Court of Sewers records as an addition to our planned programme, aiming for 2020 ahead of Rose's doctoral thesis on the 1607 flood. We judge the records would be a very valuable addition to the series, particularly given their unique and contemporary interest.

Both Rose and I give our time voluntarily, but we are looking for funding towards the print and production costs of the book, estimated at £4,000. The BGAS have pledged £1,000 towards the project, and we are hoping that other interested parties will fund the balance. To this end, we ask whether your Board would consider supporting the better preservation and understanding of its own historic records by making a one-off contribution of £1,000. Any grant made would, of course, be suitably acknowledged in the book.

Please do not hesitate to contact either Rose or myself should you require any further information.

Yours sincerely,



James Hodsdon  
General Editor, Gloucestershire Record Series

# M49

## Avonmouth junction

Issue 3 spring 2018

**Welcome to the third edition of our M49 Avonmouth junction scheme newsletter. This issue includes a progress update and details of upcoming work.**

### Progress update

We started our initial preparatory work on the scheme in December 2017 so that we can be ready to start the main construction this summer. This work included vegetation clearance and putting up some boundary fencing. You may have also noticed drilling rigs and small excavators working. Our team used these to look at the geology of the area and the water table beneath the ground. This information helps us make design decisions about slope angles, construction depth and drainage.

### Next steps

Between now and July we'll be finalising the detailed design of the junction and undertaking a number of site audits and inspections. In the meantime, National Grid will be carrying out some work to move a gas pipe which currently runs through the land where we plan to build the new junction.

We'll also begin building our site compound in early summer which will be located on the eastern side of the M49. During construction all of our vehicles will access the compound via the trading estate on the west or directly from the M49 so that we don't impact local roads.



## Traffic management

Whilst the junction is being built, we'll have narrow lanes and a reduced speed limit on this stretch of the M49. We expect this to be in place from summer 2018 to winter 2019. We'll also need some full motorway closures later this year to allow us to lift in the new bridge beams. We'll share more information about these closer to the time.

## Pedestrian, cyclist and equestrian access

Where possible we're aiming to keep pedestrian, cycling and horse-riding access open during construction. For safety reasons, at certain times this may mean that we need to provide a diversion route. We are working closely with our stakeholders including South Gloucestershire Council, Sustrans and the British Horse Society to ensure we provide suitable facilities.



## Come and see us

We are holding 2 drop-in events where we will have more information about the scheme and members of our project teams will be available to answer any questions you may have. The event details are below:

Date	Time	Location
<b>Friday 18 May 2018</b>	<b>14:00 – 20:00</b>	<b>Severn Beach Village Hall</b> Ableton Lane Severn Beach South Glos BS35 4PP
<b>Saturday 19 May 2018</b>	<b>10:00 – 16:00</b>	<b>Easter Compton Village Hall</b> Main Road Easter Compton South Glos BS35 5SJ

## Other works in your area

Outside of this project, Highways England will be repairing 2 of the bridge joints on the M49. In order to carry out these repairs there will be some overnight closures of the M49 westbound slip road. These are currently planned to start in mid-May for 12 nights but could change due to weather conditions.

## Contact us

For general enquires about the scheme or to receive electronic versions of this and future newsletters, contact the Highways England Project team:

**Email us:** [M49avonmouthjunction@highwaysengland.co.uk](mailto:M49avonmouthjunction@highwaysengland.co.uk)

**Phone us:** 0300 123 5000

You can also visit our website for more information and to register for email alerts whenever changes are made:

[www.highways.gov.uk/M49Avonmouth](http://www.highways.gov.uk/M49Avonmouth)

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number 09346363

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# Full Board Meeting

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Wednesday 7th February 2018

**The Gables Hotel, Falfield  
14.00pm**

**Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board**  
**Held on Wednesday 8<sup>th</sup> November 2017 at 2.00 pm**  
**At the Whitminster Village Hall**

**Present:**

Mr G R Littleton	Chairman
Cllr M Riddle	Vice-Chairman
Cllr Abraham	
Cllr P Awford	
Mr M Barnes	
Cllr B Behan	
Cllr P Burford	
Mrs F Collins	
Mr J Cornock	
Miss R Hewlett	
Mr R Hyslop	
Mr R Godwin	

Cllr J Jones  
Mr J Nichols  
Mr I Ractliffe  
Ald B Richards  
Mr G Simms  
Mr R Thatcher  
Cllr S Walker  
Ald C Williams  
Mr K Withers

**Staff:**

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

<b>2573.</b>	<b>Election of Chairman 2017/18</b> Cllr Riddle took the Chair and invited nominations for the post of Chairperson. Mr G Littleton was proposed and seconded for the post. No other nominations were forwarded.  <b>Resolved that:</b> <ul style="list-style-type: none"> <li>Mr G Littleton be elected Chairman for the ensuing year.</li> </ul>	
<b>2574.</b>	<b>Chairman's Honorarium</b> The PO asked members to confirm the Chairman's honorarium for the year. It was agreed that the G & P Committee consider an annual increment for the post when they next meet.  <b>Resolved that:</b> <ul style="list-style-type: none"> <li>The sum of £3,750 be approved for the Chairman's honorarium for 2017/18.</li> </ul>	<u>Action 1</u> Add to G&P agenda Chairman's honorarium
<b>2575.</b>	<b>Election of Vice-Chairman 2017/18</b> The Chairman invited nominations for the post of Vice-Chairperson. Cllr M Riddle was proposed and seconded. No other nominations were forwarded.  <b>Resolved that:</b> <ul style="list-style-type: none"> <li>Cllr M Riddle be elected Vice-Chairman for the ensuing year.</li> </ul>	
<b>2576.</b>	<b>Apologies and Welcome</b> Apologies were received from: Mr T Cullimore, Mr J Hore, Ald S Milestone, Cllr S Morgan and Mr J Roy.  The Chairman welcomed Mr Geoff Simms to his first meeting.	
<b>2577.</b>	<b>Declaration of Members Interest</b> Miss Hewlett declared her interest in item discussed under minute 2578.	
<b>2578.</b>	<b>Request for Donation towards the publication of transcribed Gloucestershire Court of Sewers records</b> Miss Hewlett explained to members the work she and others were undertaking to transcribe the records of the Gloucestershire Court of Sewers, 1583 - 1642, the fore runners of the LSIDB. The records were stored at Gloucestershire Archives and were	

	<p>a unique source of information about the 1607 flood and the condition of the sea defences during the period. The 1607 flood was regarded as a benchmark against which subsequent Severn Estuary floods had since been assessed. Once transcribed, the information would be available to scientists and the general public in an accessible form. Miss Hewlett carried out this work on a voluntary basis.</p> <p>The Board had received a request from the Bristol and Gloucestershire Archaeological Society for a donation towards the cost of publishing this work once completed.</p> <p>The PO reported the advice he had received from ADA that the Board had authority to make a donation in light of the relevance to flood risk management in the Board's area.</p> <p>Miss Hewlett left the meeting whilst Members discussed the request.</p> <p>The majority of members supported the work and valued the preservation of the Board's records.</p> <p>It was moved by Cllr Sue Walker, seconded by Cllr Riddle:</p> <p>"That a contribution of £1000 towards the costs of publication be approved."</p> <p>By way of amendment, it was then moved by Mr Barnes, seconded by Cllr Jones:</p> <p>"That a contribution of £250 towards the costs of publication be approved."</p> <p>Following a lengthy discussion, the amendment was put to the meeting. It was defeated by 10 votes to 9.</p> <p>The substantive proposition was then put to the meeting. It was defeated by 11 votes to 9.</p> <p>The PO confirmed that no further discussion on this item of business could take place and indicated that, in accordance with Standing Order 29, the matter could be considered again by the Board only when a further six months had elapsed.</p>																																													
2579.	<p><b>Minutes of Previous Meeting</b></p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"><li>Minutes of the meeting held 20<sup>th</sup> September 2017 be approved.</li></ul>																																													
2580.	<p><b>Dates of Future Board Meetings</b></p> <p><b>Resolved that :</b></p> <ul style="list-style-type: none"><li>The following schedule of meetings be approved:</li></ul> <table><tr><td>Meeting</td><td>Date</td><td>Time</td><td>Venue</td></tr><tr><td>Full Board Meeting</td><td>7<sup>th</sup> February 2018</td><td>2.00 pm</td><td>Gables Hotel Falfield</td></tr><tr><td>Treasury Sub</td><td>14<sup>th</sup> March 2018</td><td>10.00 am</td><td>Drainage Board Offices</td></tr><tr><td>Governance &amp; Probity</td><td>4<sup>th</sup> April 2018</td><td>10.30 am</td><td>Gables Hotel Falfield</td></tr><tr><td>Staff &amp; Pensions</td><td>9<sup>th</sup> May 2018</td><td>10.30 am</td><td>Gables Hotel Falfield</td></tr><tr><td>F&amp;GP</td><td>6<sup>th</sup> June 2018</td><td>10.30 am</td><td>Gables Hotel Falfield</td></tr><tr><td>Full Board Meeting</td><td>27<sup>th</sup> June 2018</td><td>2.00 pm</td><td>Gables Hotel Falfield</td></tr><tr><td>Treasury Sub</td><td>5<sup>th</sup> September 2018</td><td>10.00 am</td><td>Drainage Board Offices</td></tr><tr><td>F&amp;GP</td><td>12<sup>th</sup> September 2018</td><td>10.30 am</td><td>Gables Hotel Falfield</td></tr><tr><td>Full Board Meeting</td><td>26<sup>th</sup> September 2018</td><td>2.00 pm</td><td>Gables Hotel Falfield</td></tr><tr><td>Full Board Meeting</td><td>7<sup>th</sup> November 2018</td><td>2.00 pm</td><td>Gables Hotel Falfield</td></tr></table>	Meeting	Date	Time	Venue	Full Board Meeting	7 <sup>th</sup> February 2018	2.00 pm	Gables Hotel Falfield	Treasury Sub	14 <sup>th</sup> March 2018	10.00 am	Drainage Board Offices	Governance & Probity	4 <sup>th</sup> April 2018	10.30 am	Gables Hotel Falfield	Staff & Pensions	9 <sup>th</sup> May 2018	10.30 am	Gables Hotel Falfield	F&GP	6 <sup>th</sup> June 2018	10.30 am	Gables Hotel Falfield	Full Board Meeting	27 <sup>th</sup> June 2018	2.00 pm	Gables Hotel Falfield	Treasury Sub	5 <sup>th</sup> September 2018	10.00 am	Drainage Board Offices	F&GP	12 <sup>th</sup> September 2018	10.30 am	Gables Hotel Falfield	Full Board Meeting	26 <sup>th</sup> September 2018	2.00 pm	Gables Hotel Falfield	Full Board Meeting	7 <sup>th</sup> November 2018	2.00 pm	Gables Hotel Falfield	
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2581.	<p><b>Member Appointment to Committees and Sub-Committee 2017/18</b></p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"><li>The membership of the Committees for the ensuing year be as shown below:</li></ul> <p><u>Finance &amp; General Purposes Committee - 10 Members</u></p> <table><tr><td>Mr M Barnes</td><td>Cllr P Awford</td></tr><tr><td>Mr J Cornock</td><td>Ald B Richards</td></tr><tr><td>Mr J Hore</td><td>Cllr M Riddle</td></tr><tr><td>Mr G Littleton</td><td>Ald C Williams</td></tr><tr><td>Mr G Simms</td><td></td></tr><tr><td>Mr R Thatcher</td><td></td></tr></table> <p><u>Staff &amp; Pensions Committee - 10 Members</u></p> <table><tr><td>Mrs F Collins</td><td>Cllr P Abraham</td></tr><tr><td>Mr R Godwin</td><td>Cllr P Awford</td></tr><tr><td>Mr G Littleton</td><td>Cllr B Behan</td></tr><tr><td>Mr J Nichols</td><td>Cllr P Burford</td></tr><tr><td></td><td>Cllr S Morgan</td></tr><tr><td></td><td>Ald B Richards</td></tr></table> <p><u>Engineering Committee - 11 Members</u></p> <table><tr><td>Mr M Barnes</td><td>Cllr J Jones</td></tr><tr><td>Mr J Cornock</td><td>Mr J Roy</td></tr><tr><td>Mr T Cullimore</td><td></td></tr><tr><td>Mr R Godwin</td><td></td></tr><tr><td>Ms R Hewlett</td><td></td></tr><tr><td>Mr R Hyslop</td><td></td></tr><tr><td>Mr I Ractliffe</td><td></td></tr><tr><td>Mr G Simms</td><td></td></tr><tr><td>Mr R Thatcher</td><td></td></tr></table> <p><u>Governance &amp; Probity Committee - 6 Members</u></p> <table><tr><td>Mr K Withers</td><td>Cllr P Abraham</td></tr><tr><td></td><td>Cllr B Behan</td></tr><tr><td></td><td>Cllr J Jones</td></tr><tr><td></td><td>Cllr M Riddle</td></tr><tr><td></td><td>Mr J Roy</td></tr></table> <p><u>Treasury Sub-Committee – 4 Members</u></p> <table><tr><td>Mr G Littleton</td><td>Cllr M Riddle</td></tr><tr><td>Mr J Nichols</td><td>Ald C Williams</td></tr></table>	Mr M Barnes	Cllr P Awford	Mr J Cornock	Ald B Richards	Mr J Hore	Cllr M Riddle	Mr G Littleton	Ald C Williams	Mr G Simms		Mr R Thatcher		Mrs F Collins	Cllr P Abraham	Mr R Godwin	Cllr P Awford	Mr G Littleton	Cllr B Behan	Mr J Nichols	Cllr P Burford		Cllr S Morgan		Ald B Richards	Mr M Barnes	Cllr J Jones	Mr J Cornock	Mr J Roy	Mr T Cullimore		Mr R Godwin		Ms R Hewlett		Mr R Hyslop		Mr I Ractliffe		Mr G Simms		Mr R Thatcher		Mr K Withers	Cllr P Abraham		Cllr B Behan		Cllr J Jones		Cllr M Riddle		Mr J Roy	Mr G Littleton	Cllr M Riddle	Mr J Nichols	Ald C Williams	
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2582.	<p><b>Minutes of the Staff &amp; Pensions Committee</b></p> <p>Staff members Messrs J Druett and J Thomas and Mrs S Williams left the meeting for this item of business.</p> <p>Chairman Cllr Awford presented the minutes and recommendations of the above Committee.</p>																																																									

	<p><u>Employer Contributions to NEST</u> The Committee had considered its position in relation to the Board's Employer Contributions to those pensions provided to staff who were in the NEST scheme.</p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li>• (1) the Employer contribution to the NEST scheme be increased from 3% to 4% with effect from April 2018; and</li> <li>• (2) the PO be requested to report back to a future meeting of the Committee with comparative information on the details of the total payments package offered by other like authorities so that a benchmarking exercise can be undertaken.</li> </ul> <p><u>Car User Allowances</u> The Committee had considered the provision of Essential User Car Allowances [ECUs] for the Board's Engineers, together with other options which ensured that these staff had suitable vehicles available at all times to meet their contractual responsibilities. After a lengthy debate</p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li>• (1) the terms of the White Book on ECUs be accepted; and</li> <li>• (2) with effect from 1 March 2017 the Engineers be offered Essential Car User Allowances set at the lowest point of White Book Rate A (currently £924pa).</li> </ul> <p>Messrs Druett and Thomas and Mrs Williams then re-joined the meeting.</p>	
2583.	<p><b>Treasury Management</b> <u>Re-investment of Income</u> The Treasury Sub Committee had resolved to re-invest income into three funds within the existing portfolio; this decision was based on advice from Smith and Williamson and was in accordance with the approved Treasury Management Policy.</p> <p><u>Cash Deposits</u> The Accounts Officer would be monitoring cash flow closely so that surplus funds could be invested and accessed as required.</p>	
2584.	<p><b>Fuel Bowser Theft</b> The LDE reported that the fuel bowser, purchased in 2001, had been stolen; he had claimed on the Board's insurance. The LDE would investigate fitting appropriate items of machinery with tracker devices.</p>	<p><u>Action 2</u> LDE – Investigate tracker devices</p>
2585.	<p><b>Machinery Breakdowns</b> The LDE reported the following breakdowns.</p> <p><u>Hyundai Excavator 2012 - Telescopic Dipper Arm</u> This dipper arm had proved not to be strong enough for the Board's work. The LDE had decided to replace the arm with a second hand arm which had been modified at a cost of £6,000 which would be offset by the sale of the old arm.</p> <p><u>Claas Tractor 2015 - Wheel Bearing</u> A rear wheel bearing had collapsed on this machine which was out of warranty. Claas were prepared to pay for the parts but not the labour. The net cost of the repair would be about £4,000.</p> <p><u>Bomford Eagle Mower - Chassis</u> Owing to the bracket mounting pin failure the main chassis had bent for the second time; Bomford had re-fabricated the bracket 18 months previously when the bracket had failed. The LDE did not expect the Board to be invoiced for this work. Bomford had loaned a machine for mowing work to continue whilst they carried out the repair.</p> <p><u>Energreen 1500 - Hydraulic Pump</u> This machine was due to be replaced in the 2018/19. The hydraulic pump to the cutting head had failed and required re-building. The cost of this repair was £10,000.</p>	<p><u>Action 3</u> LDE - Claim for tractor wheel bearing and Energreen repair on insurance</p>

2586.	<b>CCTV</b> The CE reported that a high definition CCTV system had been installed at the Board's offices. The new system would be able to record vehicle registration plates.	
2587.	<b>Broadband</b> The CE reported that the Board had upgraded the broadband service. The Board's office was able to access speeds over 50mb per second for a small additional cost.	
2588.	<b>Accounts</b> <u>Income and Expenditure Account to 30 September 2017</u> This account showed a minor variance of £2,929 between the budget and the actual income and expenditure.  <u>Cash Flow</u> The projected cash flow showed the Cambridge and Counties Bank would be used to deposit excess funds from December 2017.  <u>Annual Audit Letter</u> The annual audit letter had been received from the Auditor.	
	Meeting closed 3.30 pm	

## Actions Update

### Actions from Board Meeting held 8<sup>th</sup> November 2017

Action No	Officer	Action	Update
1	PO	Add Chairman's honorarium to Governance and Probity Committee meeting agenda to be held 4 <sup>th</sup> April 2018	Added to agenda
2	LDE	Investigate installing tracker devices	Engineering Committee decided that it was uneconomic to have trackers installed the Board's plant and smaller items of equipment at this time. See minute 2597.
3	LDE	Claim for tractor wheel bearing and Energreen repair on insurance.	LDE still pursuing wheel bearing claim.  £7,858 paid by insurers for Energreen repair

**Minutes of the Engineering Committee  
of the Lower Severn (2005) Internal Drainage Board.  
Meeting held Wednesday 22<sup>nd</sup> November 2017 at 10.30 am  
At The Gables Hotel Falfield**

Present:

Mr Barnes

Chairman

Mr W J Cornock  
Mr T Cullimore  
Miss Hewlett  
Mr Hyslop  
Cllr J Jones

Mr G R Littleton  
Mr I Ractliffe  
Mr G Simms  
Mr R Thatcher

Guest:

Mr J Chamberlayne

Mr I Moodie

ADA Technical Manager

Staff:

Martin Dear

James Druett

Andrew Terrett

James Thomas

K Warren

Sue Williams

Accounts Officer

Land Drainage Engineer

Foreman

Civil Engineer

Principal Officer

Minutes

AO

LDE

CE

PO

2589.	<b>Apologies</b> Apologies were received from Mr R Godwin	
2590.	<b>Appointment of Engineering Committee Chairman</b> <b>Resolved that:</b> <ul style="list-style-type: none"> <li>Mr Barnes was appointed Chairman for the ensuing year.</li> </ul>	
2591.	<b>Minutes of Previous Engineering Committee Meeting.</b> <b>Resolved that:</b> <ul style="list-style-type: none"> <li>The minutes of the Engineering Committee meeting held 23<sup>rd</sup> November 2016 were approved as an accurate record of that meeting.</li> </ul>	
2592.	<b>Matters arising from the Minutes</b> <u>Ownership of land at Marshfield</u> The transfer of land to the LSIDB would wait until modelling of the catchment, served by the pumping station, was carried out. There was a willingness from the landowner to resolve the issue when this information was known.  <u>Slimbridge Water Level Management Plan</u> The CE reported that it was likely that the completion of a new plan would be delayed to the next financial year; a consultant had recently been engaged.  <u>Minute Update</u> A member requested that the minutes should have an update due to the long period between Engineering Committee meetings. This would be redressed when Committee minutes were circulated to all Board members.	<u>Action 1</u> Update actions with reports
2593.	<b>Mr Chamberlayne address to the Board re maintenance of the River Leadon</b> Mr Chamberlayne a ratepayer and landowner adjacent to the River Leadon, gave a brief history of the maintenance of the River since the 1960's.  This watercourse was heavily silted, particularly the lower reaches. The large outfall structure installed at Over had one outfall flap missing and the	

	<p>other was wedged closed with a build-up of silt. Three years ago Chamberlayne Farms took matters into their own hands and hired an excavator to have silt removed from the first 800 metres of the watercourse. They considered this had improved the evacuation of water.</p> <p>Mr Chamberlayne represented the landowners that had sent a letter to the Board in August 2017, it requested the LSIDB to carry out further desilting work on the River Leaddon.</p> <p>Mr Chamberlayne hoped that the EA would look at the possibility of demainment of this watercourse so maintenance work could be carried out by the LSIDB.</p>	
2594.	<p><b>Ian Moodie ADA – Public Sector Co-operation Agreements and De-maining Watercourses</b></p> <p>Mr Moodie had been invited to address the Committee regarding the main river demainment.</p> <p><u>Public Sector Co-operation Agreements</u></p> <p>There were 60 PSCA examples of IDBs conducting works on stretches of main river across the country. The EA saw this as a cost effective way of work being completed on watercourses that the EA would not otherwise have afforded. This could be a stepping stone to the future demainment and adoption of a watercourse for maintenance by an IDB.</p> <p><u>Rationalisation of the Man River Network - Pilot Projects</u></p> <p>There was an appetite at the EA for greater level of demainment but they would want to ensure that it was a structured process with a local agreement and support in place. Mr Moodie was involved by chairing the technical working group for the five pilot projects that were currently underway across the country. This involved negotiations around the transfer of EA assets and the future management and cost associated.</p> <p><u>The Process</u></p> <ul style="list-style-type: none"> <li>• A project officer would be appointed.</li> <li>• Check the IDB had necessary governance and environmental credentials in place around their operations.</li> <li>• Prepare details for details for public drop in sessions</li> <li>• Consider feedback</li> <li>• Public Consultation</li> <li>• Formal order to demain signed off by the Minister</li> </ul> <p><u>Funding maintenance of demained watercourses</u></p> <p>The EA recognised that transferring assets would have a cost. They calculated three year running cost plus decommissioning could be applied to the facilitating the transfer.</p> <p>IDBs could consider identifying the element of the precept paid to the EA attributed to main rivers and discuss a precept reduction or how to better use the precept to improve a watercourse. Savings could be made by transferring the expenditure to the main river from the tributaries that the IDB maintained behind that watercourse.</p> <p>Ultimately there would be extra costs to fund future maintenance of additional watercourses by IDBs, but ratepayers would benefit from the improved maintenance.</p> <p>Mr Moodie recommended that the LSIDB prioritise the main rivers that the Board may wish to demain for adoption and have a developed costing plan. This would help negotiations with the EA.</p> <p>The Chairman thanked Mr Moodie for his advice and attending the meeting at short notice.</p>	<p><u>Action 2</u> Ask EA to advise whether its precept would reduce if Main Rivers are de-mained</p>

<p><b>2595.</b></p>	<p><b>De-maintenance of LSIDB Rivers</b></p> <p>The CE asked the Committee to decide whether to pursue the de-maintenance of Rivers within the Board's area. If there was willingness they would draft a strategy.</p> <p>To be able to make a recommendation to the Board the committee required more information.</p> <p>The Engineers could prepare a report to prioritise the main rivers which applied the criteria; area of benefit, length and annual cost of maintenance.</p> <p>The CE wanted the Committee to appreciate that offsetting the costs with the reduction in precept or transfer of maintenance from minor tributaries would have a negligible effect.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>• A meeting of the Engineering Committee to be convened in the Spring to review a report prepared by the Engineers which graded the main rivers within the Board's area with a view to make a recommendation to the Board at its June meeting.</li> </ul>	<p><u>Action 3</u> Engineers to prioritise main rivers</p>
<p><b>2596.</b></p>	<p><b>Machinery Replacement Programme</b></p> <p><u>Fitters 4 x 4 Pick Up</u></p> <p>The LDE had prepared the machinery replacement programme in line with previous replacement policy. He proposed that the fitter's Isuzu pick up, due to be replaced, be kept as a spare and replace the Nissan Navara which had higher mileage. He had quotes and recommended that a Ford Ranger was purchased.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>• The Nissan Navara Pick be sold via Ebay</li> <li>• Purchase a new Ford Ranger 4 x 4 Pick Up</li> </ul> <p><u>Energreen 1500 Self-propelled Mower</u></p> <p>The LDE had received a quote from Spearhead for a replacement machine. He reported that due to exchange rates a new machine would cost £184k.</p> <p>He had been offered £45k trade-in from Spearhead. Energreen, the manufacturers in Italy, would be contacted directly for a better quote.</p> <p>The Committee considered that 4,000 hours were low and taking into consideration the recent hydraulic pump rebuild, costing £10k, the machine replacement should be moved back another year to 2019/20.</p> <p>The AO commented that if the Energreen replacement was to be deferred it would be an advantageous to even out the annual expenditure of the machinery replacement programme.</p> <p>It was suggested that plant could be replaced based on hours rather than a fixed seven year term.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>• Replacement of the Energreen AU11 HCN in 2018/19 would be deferred.</li> <li>• For 2019/20 budgets a plant replacement programme to be drafted based on hours in addition to the fixed term replacement programme.</li> </ul>	
<p><b>2597.</b></p>	<p><b>Tracker Devices for Machinery</b></p> <p>Following a suggestion at the last Board meeting the LDE had investigated the use of trackers on the Board's machinery, following the theft of the fuel bowser.</p>	

	<p>The cost for seven items of smaller machinery was £1,500 plus an annual subscription of £500. The cost for the large plant was £4,200 plus an annual subscription of £1,960. The saving on insurance premiums was small.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>• The use of tracker devices was not economic at this time.</li> </ul>	
2598.	<p><b>Maintenance – Overtime</b></p> <p>The LDE reported that there had been an over spend on summer overtime. An additional 20 km of watercourse had been maintained this season despite one less operator for half the season, operator sickness and machinery breakdown. . He asked the Committee to consider and increase in this budget.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>• The allowance for overtime to be increased to £20,000 for 2018/19.</li> </ul>	
	The meeting closed at 12.25 pm	

**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 13<sup>th</sup> December 2017 at 10.30 am  
At The Gables Hotel Falfield**

Present:

Cllr M Riddle  
Mr M Barnes  
Mr J Hore  
Mr G Littleton

Chairman

Ald B Richards  
Mr R Thatcher  
Ald C Williams

Martin Dear  
Kieran Warren  
Sue Williams

Accounts Officer  
Principal Officer  
Minutes

AO  
PO

<b>2599.</b>	<b>Appointment of Chairman for 2017/18</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>Cllr Riddle be appointed as Committee Chairman for the ensuing year</li> </ul>	
<b>2600.</b>	<b>Apologies:</b> Apologies were received from Cllr Awford, Mr Cornock, and Mr Simms.	
<b>2601.</b>	<b>Declarations of Interest</b> There were no declarations.	
<b>2602.</b>	<b>Minutes of the Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The minutes of the Finance and General Purposes Committee Meeting held on 6<sup>th</sup> September 2017 be approved as a correct record.</li> </ul>	
<b>2603.</b>	<b>Treasury Sub-Committee</b> The draft minutes of the Treasury Sub Committee meeting held 1 November 2017 were circulated for member's information.	
<b>2604.</b>	<b>Risk Register</b> The Risk Register had been prepared by the AO was submitted for approval.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The Risk Register appended to these minutes be approved.</li> </ul>	
<b>2605.</b>	<b>Office Systems IT Review</b> Ald Williams suggested that a review of the IT structure should be undertaken. The PO suggested that only companies with offices within reasonable proximity to the Board Offices would be invited to tender.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The PO, AO and Civil Engineer review the IT support structure.</li> </ul>	<u>Action 1</u> PO, AO and CE Review IT Support
<b>2606.</b>	<b>Pensions Seminar</b> The PO circulated a report to address minute 2437 and 2455 regarding obtaining professional guidance/training for members on pensions. He had contacted a variety of pension consultants. Webb Holton, the Board's current auto enrolment advisor, would be prepared to give a presentation for a fee of £1,000 but directed the Board to the People's Pension website as a useful source of information.	

	<p>Ald Richards had reviewed Gloucestershire Pension Fund annual report and considered it was an excellent document.</p> <p>The PO said that the indicator whether the Board's employee pensions provisions were adequate would be tested by the Board's future staff recruitment and retention performance.</p> <p>The Committee discussed advising employees about pensions. It was agreed that the Board could only advise an employee to seek professional advice and recommend advisors.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>No further action be taken.</li> </ul>	
2607.	<p><b>Engineering Committee Report – Meeting held 22 November 2017</b></p> <p>The draft minutes of the meeting were circulated. It was noted that Mr Littleton had deputised for Mr Godwin.</p> <p>Mr Barnes, Chairman of the Engineering Committee highlighted the following:</p> <p><u>Demainment</u> The Committee had the benefit of an update from Ian Moodie, ADA's Technical Manager regarding the 5 demainment pilots that were underway across the country.</p> <p>It had been resolved that the Engineers prepare a report for a meeting to be arranged for the Spring of 2018 so that the Engineering Committee could make a recommendation to the Board on this matter.</p> <p><u>Machinery Replacement Programme</u> It was resolved that the Board would purchase a new 4 x 4 pick-up in line with the machinery replacement programme. The Energreen scheduled for replacement had been deferred, in view of the low hours on the machine and the recent hydraulic pump rebuild. Next year the LDE would produce a replacement programme based on machine hours as well as a fixed term programme.</p> <p>Tracker devices had been discussed and it was resolved that they were not an economic option.</p> <p><u>Maintenance – Overtime</u> The Committee had resolved to increase the budget for summer overtime from £15,000 to £20,000 for 2018/19.</p>	<p><u>Action 2</u> PO update minutes</p>
2608.	<p><b>Accounts Officer Reports</b></p> <p><u>Management Accounts</u> The Committee noted the accounts for the period up to 30<sup>th</sup> September 2017. In response to a question from Ald Williams regarding an inconsistency between the short term deposits on the balance sheet and the September cash flow balance, the AO agreed to investigate and report back to the Committee via email.</p> <p><u>Proposed Budget 2018/19</u> The budget incorporated the decisions made by the Engineering Committee for plant replacement and increased summer overtime. With the rate remaining at 8.2p the proposed budget showed a surplus of £7,225 at year end.</p> <p><u>Medium Term Financial Plan to 2022/23</u> This set out the Board's predicted income and expenditure with no increase in the drainage rates to 2022/23. Pump replacement was provided for separately. Over this period the free reserves depleted from</p>	<p><u>Action 3</u> AO email Committee with reconciliation</p>

	<p>£479k to £202k and bank balances reduced from £638k to £95k. The Committee agreed a gradual increase in the rates should be considered.</p> <p><u>Pump Replacements</u> When the pump replacement programme was set up in 2016/17 an initial rate increase of 1p was approved and a further 1p was planned in 2020/21 to raise £2.4m in total.</p> <p>The AO had set out for the Committee two additional options;  a) an annual increment of £25k per year from 2018/19 until 2025/26; Or  b) Three increments of £50k in 2018/19, 2020/21 and 2022/23.</p> <p>All three options raised £2.4m by 2025/26. The AO asked the Committee to consider a preferred option.</p> <p>The Committee preferred the option to increase the rate by £25k pa.</p> <p>The Committee were mindful that ratepayers were kept informed why this fund was being raised and that it was a statutory obligation.</p> <p>Cllr Riddle requested that the Engineers consider rescheduling the replacement of the Oldbury pumps back one year to 2025/26, owing to the speculation about the development of a power station at Oldbury. If this development went ahead the drainage system may need to be re-designed and work could be incorporated with the power station construction works.</p> <p><u>Cash Deposits</u> Ald Williams considered that the cash balances were earning low interest. He proposed there were adequate funds available for further investment.</p> <p>The AO agreed that cash deposits could be better invested. He was in the process of ascertaining the demands on cash balances taking into account pump replacement, machinery replacement policy etc. By the January F&amp;GP meeting he would have a better understanding about the working balances and the revised MTFP would provide evidence of funds available for investment.</p>	<p><u>Action 4</u> AO Incorporate a £25k pa. increase for pump replacement for January 2018 F&amp;GP Meeting</p> <p><u>Action 5</u> AO Revise predicted Cash Flow</p>
<b>2609.</b>	<p><b>Payments</b> The Committee noted the payments and transfers made between August 2017 and October 2017 appended to these minutes.</p>	
<b>2610.</b>	<p><b>Network Server</b> As a result of the introduction of a new Government Gateway service, the Board's IT advisor had advised that the current server would not have adequate capacity to operate the new version of SAGE Accounts from 14 February 2018. A decision was required and the PO had emailed all Members for comments in respect of the following options:</p> <ul style="list-style-type: none"> <li>a) Install a second file server at a cost of £6,000 plus £960 pa support</li> <li>b) Replace the existing server at a cost of £10,400 plus £1,440 pa support.</li> <li>c) Rent at a cost of £5,340 pa.</li> </ul> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• A new server be purchased for £10,400 with support provided for £1,440 pa.</li> </ul>	<p><u>Action 6</u> PO Purchase new server</p>
<b>2611.</b>	Meeting closed 11.55 am	

**Lower Severn (2005) Internal Drainage Board**  
**Risk Register**

**As at 13 December 2017**

Date: 13/12/2017  
 Author: MD  
 Review: Finance And General Purposes Committee  
 F&GP Meeting: 13 December 2017

	Risk	Risk response and control procedure	Probability without controls	Impact without controls	Probability (with current controls)	Impact (with current controls)	Monitoring and Assurance	Actions	Responsibility	Link to Business Plan Objective
<b>Governance</b>										
<b>G1</b>	Board not having adequate competency/skills to understand or control the business.	<b>Treat</b> 14 elected members, landowners and owner occupiers have a vested interest in ensuring drainage is adequate.	Medium	Medium	Medium	Medium	Monitoring was introduced in 2008.	Board members receive appropriate ongoing training.	Board	Y
<b>G2</b>	Difficulty in appointing new Board Members.	<b>Tolerate</b> Board is roll on basis. Not many board members leave.	Low	Low	Low	Low	Records in place and are updated to enable elections to take place. Last elections took place in October 2015.	Open elections for new Board Members due in October 2018.	Board	Y
<b>G3</b>	Susceptibility to concentration of power.	<b>Treat</b> Management meetings held on a regular basis, Chairman and Vice Chairman involved.	High	High	Medium	Medium	Monitoring was introduced in 2008.	Segregation of duties and regular meetings between Board and key members of staff to review major issue and future actions.	Board	Y
<b>G4</b>	Board not ensuring there is an overall strategy for the organisation as a whole.	<b>Treat</b> Business Plan and corporate strategy has been created.	High	High	Medium	Medium	Business plan in place and reviewed annually.	Regular review of forthcoming reporting deadlines at the Board meetings.	Board	Y
<b>G5</b>	Failure to comply with key legislation and Corporation requirements.	<b>Treat</b> Board meetings take place in February, June, September and November.	High	High	Low	Medium	Board ensures that the meetings take place on time.	Regular review of forthcoming reporting deadlines at the board meetings.	Board	Y
		<b>Transfer</b> Audit takes place on Accounts to ensure compliance with legislation.  <b>Transfer</b> PKF Littlejohn appointed as external auditors.					Public Sector Audit Appointments review and will make appointment from 1 April 2018.			
<b>G6</b>	Board not assuming control of key statutory requirements e.g. Health and Safety and Risk.	<b>Treat</b> Citation appointed as Health and Safety and Human Resources advisors.					Procedures now in place. LDE monitors and maintains records.	Board have been made aware of the key legislative requirements to ensure they understand their responsibilities.		

		<b>Transfer</b> Indemnity policy is in place so board do not have to pay compensation.	High	High	Low	Low	Included in Community Insurance cover with Zurich Municipal.		Board	Y
		<b>Treat</b> Free training courses are also supplied which are being used relating to Recruitment, Employment, Law, Disciplinary, Performance Appraisals.					Board members have attended training on Interviewing Techniques.	Board Members to attend an update on Pension Legislation.		
G7	Implementation of Eel Regulations.	<b>Treat</b> Appointing consultants to report of steps to take to meet the statutory regulations.	High	High	High	High	Engineers to report to Engineering Committee as necessary.	Frequent update to Engineering Committee and Full Board.	Board	Y
Finance										
V1.	Inaccurate assumptions in place in Business Plan.	<b>Transfer</b> There is a Business Plan in place.	High	High	Medium	Medium	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.	Board and F&GP Committee	Y
V2	Inadequate internal control resulting in poor financial management.	<b>Treat</b> Bishop Fleming have been appointed as Internal Auditors.	Medium	High	Low	Medium	Auditors to be appointed annually.	Appointed at the September F&GP meeting.	Board	Y
V3	Security of deposit takers.	<b>Treat</b> Only retain funds at NatWest or Lloyds.	Medium	Medium	Low	Medium	Treasury Management report to Board annually. Consider other secure banks for placing deposits.	Constant review when deposits mature.	Board and F&GP Committee	Y
V4	Investments.	<b>Treat</b> Appointed Smith and Williamson as investment managers.	High	High	Low	Medium	Treasury Sub Committee to review investments and performance.	Constant review.	F &GP Committee	Y
	Inaccurate Accounting.	<b>Transfer</b> Accounts are audited by external Auditors appointed by the Audit Commission.	Medium	High	Low	Medium	Auditors present their report at Board Meetings.	AO responds and actions outstanding points.	AO and F&GP Committee	
		<b>Treat</b> Accounts Officer to be responsible to the preparation of accounts.					Accounts Officer appointed August 2017. Management Accounts to be regularly presented to F&GP Committee.	Accounts/budgets prepared by Accounts Officer.		
V5	Fraud occurring through deliberate activity.	<b>Transfer</b> Internal audit team will assess this.					Performed by Internal Auditors	Fraud and whistle blowing policy circulated to all staff.	All Staff	Y
		Access log available.					Accounts Officer has been added as a bank signatory and internet banking. Further segregation of duties.	Board	Y	

		<b>Transfer</b> Increased Fidelity Guarantee Insurance.	High	High	Medium	Medium	Cover reviewed annually.	Community insurance cover with Zurich Municipal.	Board and PO	Y
		<b>Treat</b> Fraud policy and whistle blowing reporting code has been drawn up.					Policy in place approved by the Board. Fraud and whistle blowing policy circulated to all remove staff.	Fraud and whistle blowing policy circulated to new staff.	PO	Y
		<b>Treat</b> Register of members interests held on file.					Register maintained and available for review.	Updated as members interests change.	PO	Y
V6	Effect on inflation and exchange rate movements on specific areas.	<b>Treat</b> Budget overspent in year.	Low	Low	Low	Low	Considered when budget prepared and rate set by Board in February.	Monitored regularly by F&GP Committee.	Board , F&GP Committee and AO	Y
V7	Impact of movements in interest rates on income.	<b>Treat</b> All cash balances held in approved banks.	Low	Low	Low	Low	Monitoring of budget, Medium Term Financial Plan and Severnside funds.	Actual rates and revised estimated presented to Board in February and November. Treasury management policy approved annually.	Board, F&GP Committee and AO	y
V8	Failure to achieve value for money.	<b>Treat</b> Three quotes are obtained for any major purchase over £5,000 unless few suppliers see Financial Regs.	Medium	Low	Low	Low	AO reviews with LDE/CE.	Chairman and Vice Chairman informed of award and reasons.	Board and AO	Y
<b>Management and Maintenance</b>										
M1	Inaccurate assumptions affecting the planned maintenance programme.	<b>Tolerate</b> Engineer carries out all scheduled maintenance work.	Medium	Low	Medium	Low	Procedure in place.	Boards Engineering Committee reviews programme, assumptions and planned schedule as realistic.	Engineering Committee and Land Drainage Engineer	Y
M2	Loss of Machinery through theft or damage.	<b>Treat</b> Spare Machines are available to meet work schedules.	Low	Low	Low	Low	Daily checks by users. Spares either held in workshop, or immediate delivery. Repairs carried out on site/workshop.	Staff training on type of equipment and all aspects of Health, Safety and risk review. All plant machinery insured through Fenton Insurance Services.	LDE	
	Loss of specific personnel leading to work being incomplete on schedule.	<b>Treat</b> Skilled workers are trained up so if one could not work then the other could, ensuring minimum down time.					Training schedules are maintained by the LDE.	Staff are trained to use equipment as appropriate.	LDE	
M3	Inadequate provision for safeguarding the Boards assets.	<b>Treat</b> Machines are locked up and fenced off.	Medium	High	Medium	High	Location is reported daily. All plant machinery and motor vehicles covered by comprehensive insurance through Fentons (brokers) with Allianz Insurance.	Detailed log of machinery location is maintained. Training to prevent vandalism and theft has been implemented. All machines are tagged.	LDE	Y
M4	Biodiversity Action Plan prepared.	<b>Treat</b> Aims and objectives are met.	High	High	Medium	Medium	Approved by Board.	Workforce training review.	Civil Engineer /LDE	Y

Human Resources										
HR1	Inability to recruit new staff.	<b>Treat</b> Pay review, pensions.	Medium	Low	Low	Low	Board agree all pay reviews and changes.	Pay scales are reviewed to ensure they remain competitive.	PO	Y
		<b>Tolerate</b> Pay in line with expected action of skill level of staff.					Pay scales are set annually. Changes to staff responsibilities are set against tables/spine points.	Non monetary benefits such as holiday pay 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.		
		<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 Government workplace pension (NEST).	LGPS Employer contributions are revised on basis of actuaries triennial review. Review of Employer contribution to workplace pension to go to S&P Committee.	AO and PO	Y
HR2	Incidents to staff through lone working.	<b>Treat</b> Lone working training, manual handling and use of ladders.	Medium	High	Low	Low	Training schedules are maintained. Skyguard Lone worker system.	Where possible restrict amount of lone working.	Management Team & Foreman	Y
		<b>Treat</b> Street work signage training has been given.					Training schedules are maintained.	All workers have complete signage training.		
		<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	Y
HR3	Recruitment and retention affected by pay and conditions.	<b>Tolerate</b> Pay and conditions in line with expected action of skill level of staff.	Medium	Low	Low	Low	Monitored against job description and spine points pay tables.	Pay scales and conditions are reviewed at least annually to ensure they remain competitive. Members regularly consider the Employer's contribution to Government workplace pension (NEST).	S&P Committee and PO	Y
HR4	Loss of key members of staff in a small team.	<b>Tolerate</b> Other drainage boards could be asked to advise on what needs doing if engineering levels were to all leave.	Medium	Medium	Low	Low	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.	AO/LDE/CE	Y
Office Systems/IT										

O1	Disaster to office premises/IT.	<b>Treat</b> Laptop from home is available with server access.	Low	High	Low	Medium	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.	Business Continuity Team	Y
		<b>Treat</b> Backups of server daily and once a week major backup.						Orchard Computer services. Daily/weekly backups.		
I1	Failure to provide adequate insurance cover.	<b>Transfer</b> Insurance is reviewed annually .	Medium	High	Low	Low	Cover reviewed annually.	Cover under Community Insurance through Zurich Municipal.	AO	Y
I2	Inadequate functionality of IT systems.	<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.	Low	Low	Low	Low	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 and new/upgrades to software packages only purchased as necessary to improve information and efficiency of the business.	PO/CE	Y

**Key:** CE - Civil Engineer  
LDE - Land Drainage Engineer  
AO - Accounts Officer  
PO - Principal Officer

F&GP Committee - Finance & General Purpose Committee  
S&P Committee - Staff & Pensions Committee  
NEST - National Employment Savings Trust

# Accounts Officer's Report

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## **Items to be considered at the Board meeting on 7 February 2018.**

The supporting information for items listed below are included in this section of the papers.

### **1. Forecast of Outturn for 2017/18 and supporting notes**

The outturn forecast shows a predicted deficit of £2,780. This is against a budget of a surplus of £14,149. The supporting notes explain the reasons for the variance.

### **2. Proposed Budget for 2018/19, supporting notes and papers**

The proposed budget shows a surplus of £17,460. This is assuming that the rate and levy is increase from 8.2p to 8.5p. The supporting notes explain the proposed increases in income and expenditure from the previous year.

The supporting papers include proposed capital budget for 2018/19, the capital expenditure in 2017/18 and a Medium Term Financial Plan.

### **3. Calculation of Annual Values**

The annual values have been calculated as at 31 December 2017. This apportions the Special Levies between the charging authorities and the amount to be collected from the Agricultural Rate. A rate of 8.5p is illustrated.

### **4. Developers Funds**

The schedule of Developers Funds shows the split between Severnside and Hempstead Pond.

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## Proposed Budget 2018/19

	Notes	Budget 2017/18 8.2p	Predicted Out turn 2017/18	Variance	Notes	Proposed Budget 2018/19 8.5p	Variance
	column	£ 1	£ 2	£ 3(2-1)		£ 4	£ 5(4-2)
<b>Income</b>							
Levies charged to authorities		1,132,342	1,132,342	0	5	1,185,162	52,820
Agricultural rate		106,698	106,729	31	5	110,299	3,570
Foreign Water Grant		157,679	157,679			160,641	2,962
Rechargeable works		20,000	25,000	5,000	6	20,000	-5,000
Application fees & wayleaves		1,200	1,200	0		1,200	0
Plan checking fees		0	0	0		0	0
Eng. Consultancy recharged		0	0	0		0	0
Severnside capital drawdown	1	20,000	26,000	6,000	1	20,600	-5,400
Severnside maintenance drawdown	1	20,000	20,000	0	1	20,600	600
Bank interest		1,500	1,500	0		1,500	0
Miscellaneous income		0	120	120		0	-120
Book profit (loss) on plant sales	2	4,000	3,249	-751	7	-158	-3,407
<b>Total</b>		<b>1,463,419</b>	<b>1,473,819</b>	<b>10,400</b>		<b>1,519,844</b>	<b>46,025</b>
<b>Expenditure</b>							
Payroll	3	642,000	654,656	-12,656	8	675,373	-20,717
Office maintenance		22,026	22,026	0		22,100	-74
Plant maintenance	4	153,500	168,500	-15,000	9	163,500	5,000
EA Levy		201,555	201,555	0		205,587	-4,032
Motor, travel & subsistence		18,600	18,600	0		19,000	-400
Communications		4,200	4,200	0		4,200	0
Administration		52,050	53,050	-1,000	10	53,800	-750
Eng. Consultancy general		45,000	45,000	0	11	45,000	0
Eng. Consultancy recharged		0	0	0	1	0	0
Legal & professional fees		5,000	5,000	0	12	3,000	2,000
Audit & accountancy fees		13,680	8,000	5,680	12	8,000	0
Depreciation		139,059	143,412	-4,353	13	125,224	18,188
Bank charges		2,600	2,600	0		2,600	0
<b>Total</b>		<b>-1,299,270</b>	<b>-1,326,599</b>	<b>-27,329</b>		<b>-1,327,384</b>	<b>-785</b>
<b>Transfer to pumping station reserve</b>		<b>-150,000</b>	<b>-150,000</b>	<b>0</b>	14	<b>-175,000</b>	<b>0</b>
<b>Surplus (deficit) to (from) General reserve</b>		<b>14,149</b>	<b>-2,780</b>	<b>-16,929</b>		<b>17,460</b>	<b>45,240</b>

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

### **Predicted out turn                      2017/18**

#### **Notes**

- 1      Severnside drawdowns based on activity in the year.  
Future drawdowns are based on an increase of 3% per annum for Capital and Maintenance works.
- 2      Actual profit on sale of Isuzu.
- 3      Payroll costs higher than budget. This is predominately due to Non contracted overtime and regrades being confirmed in year. This has been partly offset by being an operative short at the beginning of the year.
- 4      Plant Maintenance is going to be overspent due to machinery repair costs and Health and Safety Training and clothing. Pump Station electricity costs are currently below budget.

### **Proposed Budget                      2018/19**

#### **Notes**

The proposed budget indicates a surplus of £17,460 if the rate is increased to 8.5p.  
An increase of 1p in the rate generates additional income of £152,000.

Each budget line has been reviewed in detail with particular emphasis on cost savings. Income does not include any additional rechargeable works which may be carried out, nor does it include any consultancy fees recharged

- 5      This figure indicates a levy increase to 8.5p. Agricultural rates based on 125 Annual Value and below are deemed uneconomic to collect. This is estimated to be £2,050 in 2018/19.
- 6      Rechargeable works have been set at 2017/18 budget levels.
- 7      Book value loss on sale of Nissan Navara.
- 8      Payroll costs include staff changes, continuation of summer and additional working by the operatives. Assumes a pay increase in July of 1%.
- 9      Plant Maintenance has been increased by £10,000. This is to reflect the continued pressure on this budget.
- 10     Assumes that Business Rates and Utility bills increase by 2%.
- 11     General engineering consultancy has been set to 2017/18 budget levels.
- 12     Change to Limited Assurance Audit and a reduction in Internal Audit Fees.
- 13     Depreciation Charge is low for a second year. Due to no major plant and machinery purchases in 2018/19.
- 14     The transfer to the Pump Station Reserve has been increased to £175,000.

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Capital Expenditure Budget 2018/19

	Budget Purchases cost	Purchase cost	Sales book value	Proceeds of sale	Book profit on sale (loss)
	£	£	£	£	£
<b>Plant and Machinery</b>					
	0	0	0	0	0
<b>Motor Vehicles</b>					
Ford Ranger - new	25,000				
Nissan Navara OV57 FPK sale			4,158	4,000	-158
	<b>25,000</b>	<b>0</b>	<b>4,158</b>	<b>4,000</b>	<b>-158</b>
<b>Total fixed asset changes</b>	<b>25,000</b>	<b>0</b>	<b>4,158</b>	<b>4,000</b>	<b>-158</b>

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Capital Expenditure Budget 2017/18

	Budget Purchases cost £	Purchase cost £	Sales book value £	Proceeds of sale £	Book profit on sale £
<b>Plant and Machinery</b>					
Items not included in original budget					
Cable Avoidance Tool		700			
	<b>0</b>	<b>700</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Office</b>					
Items not included in original budget					
CCTV System		3,856			
Automation to Gate		1,015			
Computer Server Replacement		11,840			
	<b>0</b>	<b>16,711</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicles</b>					
New Isuzu WU17 NVD	22,261				
Sale of Isuzu VO61 NVD			4,335	7,584	3,249
	<b>22,261</b>	<b>0</b>	<b>4,335</b>	<b>7,584</b>	<b>3,249</b>
<b>Total fixed asset changes</b>	<b>22,261</b>	<b>17,411</b>	<b>4,335</b>	<b>7,584</b>	<b>3,249</b>

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

## **MTFP ( Medium Term Financial Plan)**

### **A) Income and Expenditure**

	Rate - Pence in the Pound						Total all years 2019/23 £000's
	8.2 No Increase	8.5 Increase	8.9	9.2	9.6	9.9	
	Year 2018/19 Budget £000's	Year 2018/19 Budget £000's	Year 1 2019/20 Estimate £000's	Year 2 2020/21 Estimate £000's	Year 3 2021/22 Estimate £000's	Year 4 2022/23 Estimate £000's	
Income (line10)	1,475	1,520	1,613	1,635	1,705	1,787	6,740
Expenditure (line 24)	1,503	1,503	1,588	1,593	1,680	1,796	6,656
<b>Net surplus/-deficit (line 25)</b>	<b>-28</b>	<b>17</b>	<b>26</b>	<b>42</b>	<b>24</b>	<b>-9</b>	<b>83</b>
<b>Free reserves b/f (line26)</b>	471	471	488	514	556	581	488
<b>Free reserves c/f (line27)</b>	<b>443</b>	<b>488</b>	<b>514</b>	<b>556</b>	<b>581</b>	<b>572</b>	<b>572</b>
<b>Revenue reserve as % of expenditure</b>	<b>29.46</b>	<b>32.50</b>	<b>32.38</b>	<b>34.94</b>	<b>34.55</b>	<b>31.84</b>	<b>8.59</b>

### **B) Cash Flow**

	Year 2018/19 Budget £000's	Year 2018/19 Budget £000's	Year 1 2019/20 Estimate £000's	Year 2 2020/21 Estimate £000's	Year 3 2021/22 Estimate £000's	Year 4 2022/23 Estimate £000's	Total all years 2019/23 £000's
Balances b/f	498	498	619	543	708	628	619
Net cash movement	76	121	-77	166	-81	-171	-162
<b>Balances c/f</b>	<b>574</b>	<b>619</b>	<b>543</b>	<b>708</b>	<b>628</b>	<b>457</b>	<b>457</b>

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			8.2	8.5	8.9	9.2	9.6	9.9	
Income and Expenditure basis	Line	Note	No Increase	Increase					Total all years 2019/23 £000's
			YEAR 2018/19 Budget £000's	YEAR 2018/19 Budget £000's	YEAR 1 2019/20 Estimate £000's	YEAR 2 2020/21 Estimate £000's	YEAR 3 2021/22 Estimate £000's	YEAR 4 2022/23 Estimate £000's	
<b>Income</b>									
Levies and charges to Authorities	1	1	1,143	1,185	1,241	1,283	1,339	1,380	5,243
Agricultural rates	2	2	106	110	115	119	125	128	488
sub total +	3		1,250	1,295	1,356	1,402	1,463	1,509	5,731
Foreign Water Grant + Grant in aid		3	161	161	164	168	171	174	677
Drawdown from Severnside funds	5	4	41	41	42	43	45	46	177
Other Income	6		21	21	20	20	20	20	80
Bank interest	7	5	2	2	2	2	2	2	8
Surplus on sale of fixed assets	8		0	0	28	0	4	36	68
sub total +	9		225	225	257	233	241	278	1,009
total+	10		1,475	1,520	1,613	1,635	1,705	1,787	6,740
<b>Expenditure</b>									
Payroll	11	6	675	675	682	689	695	702	2,768
Office maintenance	12		22	22	22	22	22	22	88
Maintenance plant and machinery	13	7	164	164	172	181	190	199	742
EA Levy	14	3	206	206	210	214	219	223	866
Motor travel and subsistence	15		19	19	19	20	20	20	79
Communications	16		4	4	4	4	4	4	16
Administration	17	8	54	54	55	56	56	57	224
Engineering consultancy fees	18		45	45	45	45	45	45	180
Legal and professional fees	19		3	3	3	3	3	3	12
Audit and Accountancy fees	20		8	8	8	8	8	8	32
Depreciation	21	9	125	125	165	124	165	234	687
Bank charges	22		3	3	3	3	3	3	12
Transfer to pumping station reserve	23	10	175	175	200	225	250	275	950
total	24		1,503	1,503	1,588	1,593	1,680	1,796	6,656
<b>Net estimated +surplus -deficit</b>	25		-28	17	26	42	24	-9	83
<b>Free reserves</b>	26	b/f	471	471	488	514	556	581	488
<b>Free reserves</b>	27	c/f	443	488	514	556	581	572	572
<b>Adjust for non cash items</b>									
Depreciation	28	9	125	125	165	124	165	234	687
Surplus on sale on fixed assets	29		0	0	-28	0	0	-36	-64
<b>Cash items not included</b>									
Capital purchases net of sales receipts	30	11	-21	-21	-239	0	-270	-360	-869
<b>Adjustment for cash flow purposes</b>	31		104	104	-103	124	-105	-162	-246
Net creditors/debtors	32		0	0					
<b>Net cash flow movement</b>	33		76	121	-77	166	-81	-171	-162
Bank balances	34	b/f	498	498	619	543	708	628	619
<b>Working Capital</b>	35		574	619	543	708	628	457	457
Add pump station reserve	36		-22	-22	178	50	300	189	189
<b>Bank balances</b>	37	12 c/f	552	597	721	758	928	646	646

#### Note:

- Proposed rates and levies increase.
- Agricultural rates - there will be a write off of £2,050 due to under 125 AV not collected.
- EA have informed the Board that a net annual payment of £45,000 will increase by 2% per annum
- Based on costs of Engineering consultants and part of Civil engineer time. Increase by 2% per annum.
- Bank interest assumed at 0.5% on average annual balances
- Based on current headcount. 1.0% annual pay increase 2018 to 2023
- Assumes a 5% increase in costs per annum.
- Assumes that Business Rates and Utility bills increase by 2% per annum.
- Depreciation is a non cash item and is added back for cash flow purposes.
- The transfer to the Pump Station Reserve increases by £25,000 per annum.
- Capital purchases/sales include :-  
In 2018/19 Ford Ranger £25k, sell Nissan Navara £4k = £21k.  
In 2019/20 Wheeled Excavator £100k less proceeds NH WX09 FYF £10k = £90k  
Energreen 1500, £184k less proceeds £35k for Energreen AU11 HCH =£149k. Total for the year £239k  
In 2020/21 No Purchase or sales are planned  
In 2021/22 Claas Mower £150k, less proceeds Claas 697 £10k = 140k  
New Holland Excavator £140k, less proceeds Hyundai £10k = £130k. Total for the year £270k  
In 2022/23 Energreen SPV2 £200k, Trade in £40k = £160k  
Energreen SPV3 £240k, Trade in £40k = £200k. Total for the year £360k.
- Bank Balances exclude Severnside balances.

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Annual Values as at 31<sup>st</sup> December 2017

			2018/19		Previous Levy 2017/18	Increase/Reduction due to land transfers; rates to levies	Increase due to levy and rate rise of 0.3p	Total Increase
Charging Authorities Levies			8.2	8.5	8.2			
Rate - Pence in the Pound			£	£	£	£	£	£
	Annual Value	% of AV						
Bristol City Council	7,720,586	50.658%	633,088	656,250	622,331	10,757	23,162	33,919
South Gloucestershire Council	3,234,576	21.223%	265,235	274,939	265,130	105	9,704	9,809
Stroud District Council	1,596,563	10.476%	130,918	135,708	130,789	129	4,790	4,919
Gloucester City Council	729,073	4.784%	59,784	61,971	59,784	0	2,187	2,187
Tewkesbury Borough Council	73,933	0.485%	6,063	6,284	6,063	0	222	222
Malvern Hill District Council	16,880	0.111%	1,384	1,435	1,384	0	51	51
Herefordshire Council	123,087	0.808%	10,093	10,462	10,093	0	369	369
Forest of Dean District Council	448,391	2.942%	36,768	38,113	36,768	0	1,345	1,345
	<b>13,943,089</b>	<b>91.486%</b>	<b>1,143,333</b>	<b>1,185,163</b>	<b>1,132,342</b>	<b>10,991</b>	<b>41,829</b>	<b>52,820</b>
<b>Local Authorities</b>	13,943,089	91.486%	1,143,333	1,185,163	1,132,342	10,991	41,829	52,820
<b>Agricultural rates</b>	1,297,631	8.514%	106,406	110,299	106,729	-323	3,893	3,570
(per DRS)	<b>15,240,720</b>	<b>100.00%</b>	<b>1,249,739</b>	<b>1,295,461</b>	<b>1,239,071</b>	<b>10,668</b>	<b>45,722</b>	<b>56,390</b>

Note: A 0.10p rate increase generates an additional £15,241

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Developers Funds December 2017

<b>Severnside Funds</b>	<b>£</b>
Balance at 1 April 2017	707,073
Plot 8b Central Park	69,537 received 13 June 2017
Plot 8b Central Park	69,536 received 13 October 2017
Increase in value of investments	37,775
Interest received	20
Balance 31 December 2017	<u>883,941</u>
Transfer to Board 2017/18	
Maintenance and Capital	-40,000 to be actioned 31 March 2018
M49 Consultancy Fees	-6,000 to be actioned 31 March 2018
<b>Estimated balance 31/03/2018</b>	<u>837,941</u>
M49 board contribution - balance	-94,000
Transfer to Board 2018/19	-41,200
<b>Estimated balance 31/03/2019</b>	<u><b>702,741</b></u>
<b>Hempsted Pond</b>	<u><b>32,726</b></u>

# Land Drainage Engineer's Report

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## **Maintenance Works**

A total of 490 km of watercourse was mown and ridded between June 2017 and December 2017 which is the longest length of watercourse ever to be maintained in the time period. The works progressed exceptionally well due to the dry ground conditions and operators taking advantage of the overtime during the summer/autumn months.

Mowing and weedcutting was completed at Rodley, Lydney Park and Alvington near Chepstow. Tree cutting is currently being undertaken at Alvington to allow dredging to commence during bird nesting season when conditions become drier.

Annual maintenance has been completed at Slimbridge downstream from the Wildfowl & Wetlands Trust and the final mowing and weedcutting being completed at Duckhole and Oldbury area.

The 2018 dredging and tree works programme commenced early in the New Year. An operator is currently undertaking large scale tree cutting and vegetation cutting at the Hasfield Drain just to the north of the SSSI at Ashleworth Hams.

Dredging works are also being undertaken at Eldersfield Marsh Brook. Vegetation mowing was carried out at the end of 2017 to allow these works to commence. A culvert on the main Marsh Brook will also be replaced this year due to insufficient capacity resulting in blockage and causing higher water levels upstream. This will benefit upstream landowners and property at Gadfield Elm.

Vegetation mowing and desilting have taken place at Lawrence Weston Moor, Avonmouth on the behalf of Bristol City Council and Avon Wildlife Trust to enhance approx. 1,500 meters of water vole habitat. This work will go towards meeting our duties under the Boards biodiversity action plan.

Due to the wet conditions in the first week of the New Year 4 operatives undertook handwork at various locations, checking culverts and removing minor blockages especially in the Severn Beach, Avonmouth district.

The annual rechargeable works which we carry out for the Canals & Rivers Trust which amounts to approximately £14,000 have been completed and invoiced.

## **Christmas Period Call Out – Pumping Stations**

The Boards pump attendant for Marshfield Pumping Station alerted our Foreman on the 27<sup>th</sup> December 2017 as pump No1 was not running on auto. After investigation and reset, the pump was back in action. It is thought that a power surge or a short power cut caused the fault from historic experience at other locations.

The Foreman proceeded to check all pumps and weedscreens due to the wet weather and has been reimbursed in accordance with The White Book (ADA Lincolnshire Branch).

### **Insurance Claim – Machinery Breakdowns**

After the last November Board meeting it was decided that the Land Drainage Engineer should pursue insurance claims for the Energreen hydraulic pump failure and for the Claas tractor wheel bearing failure.

The Land Drainage Engineer was successful in recovering £7,858 against the overall invoice for £10,320 for the Energreen hydraulic pump repair. The claim for the Claas tractor wheel bearing is still in dispute as the assessors required photographs of the internal damage which have now been received from the repairers.

### **Hills Pill E.A. Maintenance**

The Land Drainage Engineer inspected Hills Pill several weeks before Christmas and the outfall was 2/3rds covered in tidal silt preventing its operation.

After a request to the Environment Agency they attempted to flush the slit away with high capacity pumps. Whilst this removed a certain amount of sediment the Agency came to the conclusion that a long reach excavator was required. Dredging works will commence February 2018. The relevant assents have been obtained from Natural England due to the Estuary being a SSSI designated site.



### **Health & Safety**

The Land Drainage Engineer has given the direct labour force a Health & Safety talk covering 30 subjects ranging from personal protective clothing, personal safety, site safety and the correct use of handtools. The Boards depot and safety records will also be subject to the annual inspection by Citation.

# Civil Engineer's Report

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## **Hill Pill Scheme**

The Engineers are exploring options to push more flow into the Hill system to attempt to alleviate the issues with siltation at the tidal flap valves referred to in the Land Drainage Engineers Report.

The concern is that the Environment Agency may consider the outfall structure uneconomic to maintain given the relatively low number of properties protected by the structure. The Engineers have engaged consultants to model the impacts of transferring water between catchments as well as other solutions such as altering the structure design and changing maintenance procedures.

The Environment Agency are aware of the work being undertaken by the Board and may be in a position to contribute in the future.

A costed modelling proposal will be drafted and put before the Board later in the year.

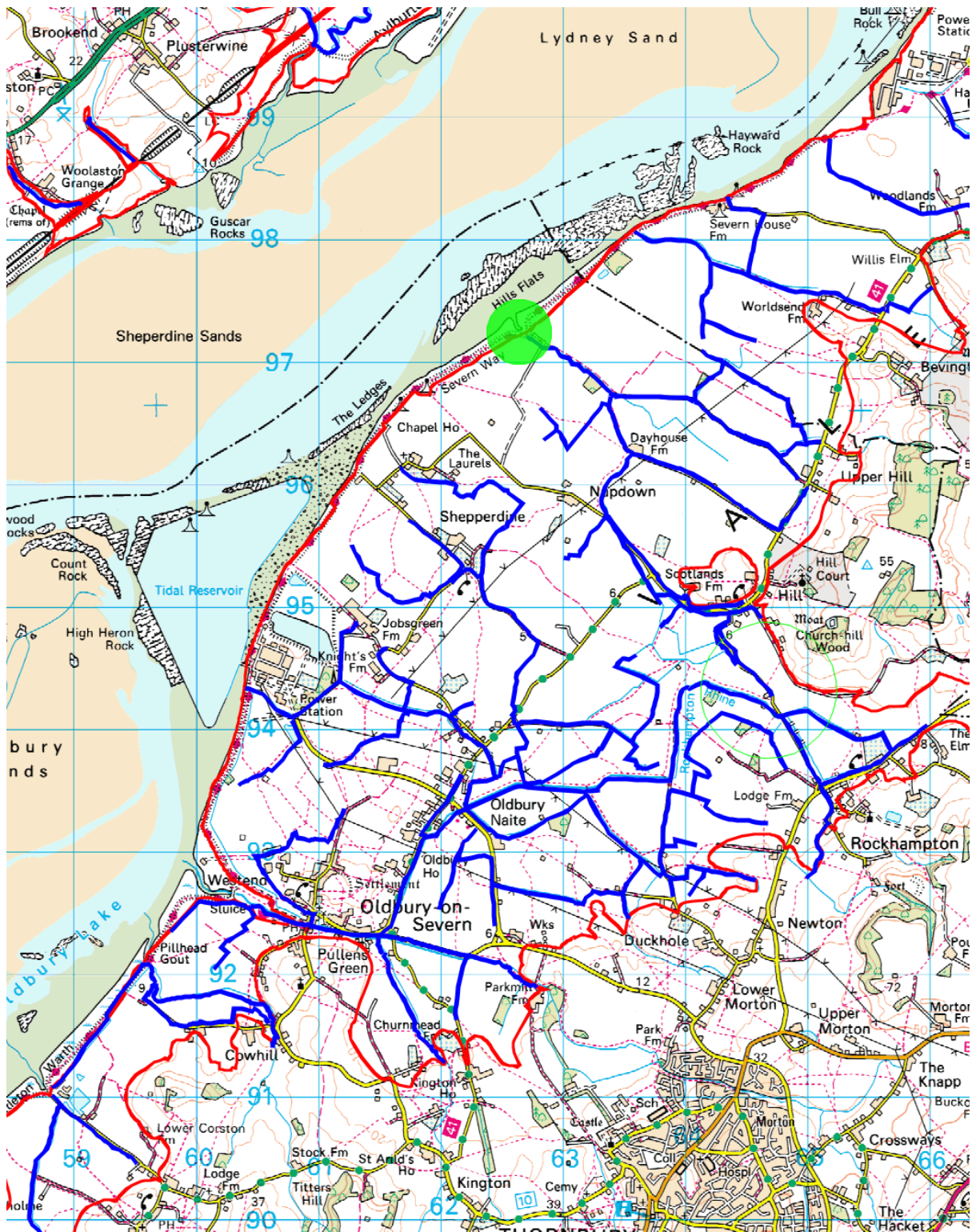
## **Oldbury Meeting**

The Civil Engineer, Land Drainage Engineer and Principal Officer met with representatives of Oldbury Parish Council and South Gloucestershire Council to discuss issues in the Oldbury area. The Parish Council continue to assert that the IDB are responsible for the maintenance of flap valves and may seek independent legal advice.

A presentation was given by South Gloucestershire Council which demonstrated that should all of the structures in the village be operational then the defences would not be overtopped in the village itself and would rather spill out into agricultural land upstream of the village.

The catchments of Hill and Oldbury are adjacent to each other and it was initially hoped that the work to transfer water to the Hill catchment could have had benefits to Oldbury in terms of a reduction of flood risk however, South Gloucestershire Councils assessment has demonstrated that there will be no appreciable benefits to Oldbury from this work.

## Oldbury & Hill Catchment



## **EA IDB Liaison and ADA Branch**

The Chairman, Civil Engineer and Land Drainage Engineer attended the EA IDB liaison meeting in Kidderminster. The Environment Agency presented the Precept and Foreign Water Contribution figures for 2018/19 that will be put before the Regional Flood Defence Committee for approval.

The liaison meeting focused on issues such as the use of Public Service Co-operation Agreements and the De-maining of rivers. Of particular interest was the River Lugg IDB will be taking on some substantial lengths of main river from the Environment Agency.

The ADA branch meeting was held following the IDB liaison meeting. Lower Severn IDB attends only in an observer capacity as we are full members of the South West Branch. Ian Moodie from ADA gave an update on the challenges facing IDB's such as a push from Defra to challenge IDB's on their Environmental performance and changes to abstraction licencing that may impact IDB's pumping arrangements.

## **M49 New Junction**

The new M49 junction construction began in December and is expected to last 18 months. The Civil Engineer will arrange a visit later in the year to see the construction of the new culvert which will lower flood risk to the residential areas to the north of the motorway.



28 September 2017

## Guidance Note: Liability of Board Members

This document has been prepared for ADA by Iain Smith, former Clerk to the Middle Level Commissioners and associated Internal Drainage Boards.

### A. Introduction and General Principle

1. This document is intended to briefly summarise the issue of when the Members of an Internal Drainage Board (IDB) may be held personally liable for actions which they take or for improper omissions, in that capacity.

2. An IDB is a corporate body and, in the large majority of cases, any liability arising would be that of the IDB and not the Members personally. The general rule is that it will be the body which is sued or prosecuted and not the individual Members.

### B. Relevant Duties of Board Members

1. The Members have responsibility/accountability for the overall control of the IDB's finances and therefore certain financial/fiduciary duties, breach of which could render them personally liable. These duties can be summarised as an obligation, in the context of this document, to act responsibly and with reasonable care in respect of the IDB's finances and to properly and fully consider the implications of the IDB's financial position. These rules are set by Government to make sure that no unacceptable risks are taken with public money. It is therefore very important that Members exercise independent judgment and proper care and diligence.

2. As previously advised by ADA, an IDB should have Financial Regulations, Standing Orders and associated documents relating to internal control and risk management, which set out the rules and systems governing how they will carry out their financial functions. These should be properly reviewed from time to time and kept up-to-date and properly adhered to in undertaking the IDB's business, with appropriate monitoring relative to the size of the IDB. Members should also ensure that they participate fully both in the formation and scrutiny of the IDB's budgets and in reviewing the IDB's financial and operational performance. These key processes and controls will provide evidence of proper and non-negligent financial (and operational) management.

3. All Members (and employees) of an IDB have a general responsibility to take reasonable action to provide for the security of the IDB's assets under their control, and for ensuring that the use of the IDB's resources is legal, properly authorised and provides value for money. An IDB should appoint sufficient, competent officers (whether or not direct employees of the IDB) to ensure the proper day-to-day management of the IDB's finances and operations and a properly qualified Internal Auditor and ensure that Members are aware of the legal framework which governs the functions of the IDB. Members must also properly consider the reports of this Auditor and whether any action is required in consequence. In particular, the Members must be satisfied that the IDB's revenue budget is sufficient to ensure that resource allocation properly reflects the needs and priorities. They should therefore be appraised fully of the current and projected liabilities of the IDB and properly manage the performance of the IDB against that budget. This should include the setting of a proper level of Reserves. These should not only be set to take account of physical risks such as weather conditions increasing pumping costs but also financial risks as indicated by the IDB risk matrix. The importance of this matrix to the IDB cannot be overstated and Members should be fully conversant with and regularly approve it. Members must also ensure that they receive regular financial reports comparing actual and budget revenues and expenditure and are informed



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of any unanticipated levels of expenditure, which will allow any necessary corrective action to be undertaken as soon as possible.

4. An IDB's Accounts should also be prepared in accordance with current professional guidance; again to demonstrate proper management of the IDB and compliance with all legal requirements. The IDB is also responsible for the signing off of the Accounts and the Annual Return and Members should ensure that they fully understand and approve of these documents before doing so. The statements within the Annual Return also confirm an IDB's governance arrangements and their accuracy must be properly considered by Members.

## C. Liability of Members

1. If these policies and procedures are in place and properly implemented, monitored and reviewed, this will effectively demonstrate that the individual Members have properly considered the relevant matters and acted reasonably and properly in the interests of the IDB and therefore have not been at fault. In consequence, they should not be personally liable for their bona fide actions and, if any claims did happen to result, they should be made against the IDB and not a Member personally. It should also not be overlooked that liability in any event does not attach simply because a decision turns out, with hindsight, to have been 'wrong,' as long as a proper process was followed and the decision is a reasonable one.

2. It is possible that a claimant may seek to bring an action against a Member personally, arising out of a proper decision or the bona fide actions of an IDB. This is unlikely, since the examples given of this usually relate to instances of private companies which no longer have the funds to meet any claims. If such rare circumstances arise, it would be expected that the IDB would take over the case and the IDB's insurers would deal with the matter, as if the claim had been made against the IDB. The IDB should ensure that its insurance cover will extend to the bona fide actions of Members acting in the normal course of Board business, which would be expected.

3. A Member is therefore likely to be personally liable only where they have failed in their above duties or where they have failed to comply with the law or without good reason, to follow best practice.

4. The case law (primarily concerning private companies) indicates that a director (and therefore a Member) can be held personally liable where the corporate body commits an offence with the director's consent or connivance, or one attributable to any neglect on the part of, the director. In this context, 'consent' means being aware of what is going on and agreeing to it; and 'connivance' means knowledge together with a negligent failure to prevent. 'Neglect' implies that there is no need for knowledge of the matters amounting to the offence; simply a failure to act when under a duty to do so. Therefore, where Members have acted properly and with reasonable care and given matters due consideration, they should not be subject to actions against them personally. Members should consider their role in and consideration of their IDB's finances in this light and be able to demonstrate that they have acted prudently and sensibly in their scrutiny and decision making. One of the areas where Members will need to demonstrate such prudence is therefore in ensuring that adequate insurance, covering appropriate insurable risks, is taken out or considered by the IDB. As a general rule, insurance can be taken out to cover civil but not criminal liabilities.

5. The main other specific areas where personal liability for Members is potentially likely to arise would include:-

- i. **Misrepresentation** Where a Member makes a negligent or fraudulent statement in relation to the IDB which is then relied upon by another. In most instances, the former case may well be covered by the IDB's insurance but Members should beware of making



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statements without proper care. This, for example, has arisen where a Member improperly made comments on the acceptability of or the size of a culvert for which an application had been made.

- ii. Offences under **The Bribery Act 2010**
- iii. Offences under **The Health and Safety at Work etc Act 1974**

While normally, any action would be taken against the IDB, personal liability could arise where a 'body corporate' commits a health and safety offence with the consent or connivance of a director/Member or the offence is attributable to his neglect. In this case, the director/Member is liable to be prosecuted (section 37 of that Act). Neglect here means unreasonable breaching of a duty of care. This would also bring in areas such as Occupiers' Liability.

Under the Health and Safety Executive's (**HSE**) current enforcement policy statement, one of its purposes is to ensure that those responsible are brought to account before the courts if they fail in their health and safety responsibilities. HSE Inspectors have been asked to consider in particular the management chain and the role played by individuals in any health and safety breaches.

6. As regards the specific question of Members' liability where an IDB has a Pension Fund deficit, this follows the 'prudence' principles set out above. It is presumed that the deficit relates to a Local Government Pension Scheme Fund (LGPS). These Funds are actuarially valued in accordance with their rules and any given valuation is simply that of a 'point in time', with the Fund changing, according to investment returns, pension assumptions and law changes, from year to year. The mere fact of a deficit at a particular point does not therefore mean that that deficit would actually crystallise and will not make a Member or, indeed, the IDB, liable. It is also highly unlikely that a pensions' deficit would be called in for immediate payment in full. As long as the IDB is deemed by the Pension Administrators to be a going concern, if the deficit were called upon to be paid, it is likely that a phased payment schedule would be agreed. Any pensions' deficit at a particular time does, however, form part of the financial picture of the IDB which the Members are required to properly assess and to take properly into account in deciding any action required. The views of some Pension Administrators certainly seems to be that, while the value of investments is likely to increase, factors such as the longer life expectancy of pensioners will put increased pressure on the LGPS. However, it should also not be forgotten that the LGPS is a statutory scheme which affects not only IDBs but, for example, local authorities as well and it may be that Government will enact further changes at some point. It would, however, be incumbent on IDB Members to actively consider the LGPS as part of an IDB's liabilities and consider what actions may be prudent. For the reasons stated, it may be that limited action would be appropriate but among other actions which may be considered are the closure of the scheme or its closure to new entrants. These may in turn however, lead to the Pensions Administrator reviewing the status of the IDB and perhaps requiring some capital payment or higher current contribution rates. The IDB Members would therefore be best advised to discuss the position with the Pension Fund Administrators and take a view on what a prudent course of action would be. A proper consideration of the Pension Fund deficit should ensure that no question of the Members being personally liable in this area, arises.

If the IDB were to be legally altered in future, then the pension arrangements would form part of the liabilities of the IDB to be considered at that time. There is, however, no reason to consider that any personal liability would fall on Members who had given the issue proper consideration.

Where, however, a Member is judged to have incurred a personal liability, this will not be affected by any subsequent decision to stand down from the IDB.



Mohsin Shareef  
Temple Quay House  
2, The Square, Temple Quay  
Bristol, BS1 6HA  
Monday 18 December 2017

### **M49 Avonmouth Junction – start of works**

Following our announcement of the location and design for the new junction in February, we have now awarded the construction contract for the scheme to Galliford Try. This marks a major step towards starting work on a scheme which will bring real benefits to the south west economy.

We recognise the strategic importance of the Avonmouth and Severnside Enterprise Area as a key regional employment site and this new junction will help unlock economic growth in the area. As well as boosting the local economy, the junction will also improve access to the regional road network, relieve traffic on local roads and provide a much-needed connection into the Avonmouth and Severnside Enterprise Area from the motorway network.

We have now started initial preparatory work on the scheme to allow construction to start in earnest in spring 2018.

### **Next steps**

Over the next few weeks, Galliford Try will be setting up their initial compound (work site) near Farm Lane, Easter Compton. This will enable them to commence site clearance and start to erect some permanent boundary fencing.

After Christmas, they will also start some ground investigation work to feed into the final design. As part of this work you may see some drilling rigs and small excavators working on the site.

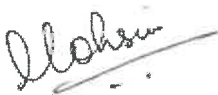
We will hold some public information events in early 2018 where we will share details of the final design and construction programme. Members of the project team will also be available to answer any questions.

### **Contact us**

If you have any questions please contact us by email at [M49avonmouthjunction@highwaysengland.co.uk](mailto:M49avonmouthjunction@highwaysengland.co.uk) or telephone 0300-123-5000.

Further information can also be found on our project webpage at:  
<http://www.highwaysengland.gov.uk/roads-projects/m49-avonmouth-junction>

Kind regards,



Mohsin Shareef  
Project Manager

## **PROTOCOL FOR THE RECOVERY OF UNPAID DRAINAGE RATES**

### **Introduction**

A new pre-action protocol for debt claims came into force with effect from 1 September 2017. It applies to any business claiming payment of a debt from an individual (including a sole trader). The protocol sets out the conduct the court will normally expect of both creditor and debtor prior to the start of court proceedings. A template Information Sheet and Reply Form must be supplied to the debtor in all cases.

### **Principles**

The protocol aims to

- Encourage early engagement and communication between the parties, including early exchange of sufficient information about the matter to help clarify whether there are any issues in dispute;
- Enable the parties to resolve the matter without the need to start court proceedings, including agreeing a reasonable repayment plan;
- Encourage the parties to act in a reasonable and proportionate manner (eg running up costs which do not bear a reasonable relationship to the sums in issue; and
- Support the efficient management of proceedings which cannot be avoided.

### **Implications**

The protocol creates a greater administrative requirement by introducing prescribed forms and I shall ensure that the new documentation is employed in all future pursuits of debtors as courts will expect the parties to have complied with this protocol if the matter proceeds to litigation. However, the incidence of such action is rare and is not expected to make a significant increase in workload.

### **Recommendation**

That the new procedures be noted.

*Kieran Warren*

*Principal Officer*