



Doncaster East

Internal Drainage Board

Doncaster East IDB

Meeting Papers

Friday 16 June 2017, 14:00

To be held at:



Shire

Group of IDBs

Epsom House


Malton Way


Adwick le Street

Doncaster DN6 7FE

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Meeting Papers

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Purpose

These meeting papers have been prepared solely as a record for the Internal Drainage Board. JBA Consulting accepts no responsibility or liability for any use that is made of this document other than by the Drainage Board for the purposes for which it was originally commissioned and prepared.

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Governance

Recommendation:

- Note the information contained in this report
- Approval of Minutes 10 February 2017 (Item 1.3)

1.1 Apologies for Absence

1.2 Declarations of Interest

1.3 Minutes of the Meeting held 10 February 2017

Member	15 11 13	14 02 14	27. 06. 14	14. 11. 14	13. 02. 15	16. 06. 15	06. 11. 15	12. 02. 16	17. 06. 16	29. 07. 16	11.11. 16	10.02 .2017
Michael Brooke (MB)	X	X	X	X	X	X	X	X	x	x	x	x
Paul Burtwistle (PB)	X	X	A	X	X	X	X	R	R	R	x	
Roni Chapman (RC) DMBC	X	X	X	A	X	X	X	X	x	x	x	x
Peter Cornish (PC)	X	X	X	X	X	A	X	A	x	x	x	x
Catherine Anderson (DMBC)											x	x
Ken Durdy (KD)	X	X	X	X	A	X	X	X	A	X	x	X
Richard Durdy (RD)	A	X	X	A	A	X	X	X	x	A	x	x
Lee Garrett (LG) DMBC	X NE W	X	X	A	X	X	X	A	A	x	x	x
Neville Williams (NW)							X	X	x	x	x	x
Peter Wilkinson (PW)							X	X	x	-	x	x
John Hoare (JH) DMBC	X	X	A	A	X	A	X	X	x	-	x	X
Peter Horne (PH1)	X	X	A	X	X	A	X	X	x	x	x	A
Pat Hagan (PH) DMBC							A	A	A	x	A	x
Dave Ridge (DR) DMBC											A	A
Chris McGuinness (CMcG) DMBC	X	A	A	X	X	X	X	A	-	x	x	x
Roger Mitchell (RM) DMBC	X	X		X	A	X	A	X	A	-	Resign ed	
Martin Oldknow (MO) DMBC	X	X	X	A	X	A	X	X	A	A	x	x
Geoff Parker (GP1)	X	X	X	X	X	X	X	X	x	x	x	x
Gordon Platt (GP2)	X	X	A	X	X	X	A	X	A	x	x	x
Chris Crowe (CC) Coal Authority		X	X	X	X	X	X	A	x	-	A Morritt X	xx
Sue Wilkinson (SW) DMBC	X	X	X	X	X	A	X	X	x	x	x	x
Karen Winnard (KW) (DMBC)							X	X	x	x	x	A

Also attending:

JBA Consulting: Ian Benn (CEO)
Craig Benson (Finance Officer)
Alison Briggs (Environment Officer)
Paul Jones (Engineer)

Chairman's declaration

2017.1 Chair wished to advise members of the current position regarding management services contract. JBA Consulting staff left the room, returning 14.20.

Apologies for absence

2017.2 Apologies were received from Peter Horne, Karen Winnard and Dave Ridge who had not yet attended a meeting.

Declaration of Interest

2017.3 GPLatt referred to the usual landowner interests, none specific received.

Minutes of 11 November 2016

2017.4 EO asked members to note Minute 2016.70 where the minute heading should have read Appointment of vice-Chair.

2017.5 EO further noted PW had declared an interested in Minute 2016.74.

2017.6 Members agreed a true record of the meeting.

Matters arising not discussed elsewhere on the Agenda

2017.7 Isle of Axholme Strategy - Chair advised on the wider picture around asset transfer and de-maining, that Andy Morritt had said de-maining and asset transfer had been the subject of detailed discussions at the RFCC over the past 6 years. But the papers etc., do not reflect this. Chairs nationally of RFCCs had a meeting recently where asset transfer was discussed. He had received an email confirming asset transfer would occur where asset was required for a specific function and where both EA and the recipient body are supportive of the Transfer and will be subject to satisfactorily financial framework. The Chair reported Allison Baptiste had email him confirming awareness of the email content the Chair had received and acknowledging the position as reported by RFCC was correct. CC reported the Coal Authority had looked at legality of Doncaster Drainage Act and the position of IDBs. The Chair advised Trent RFCC has published its business plan, which discusses investment in assets in relation to transfer but now says "where there is a sustainable financial framework". He noted the shift in stance of EA.

Complaints/FOI requests

2017.8 The administrator advised of two information requests incorporating a complaint, received post meeting paper distribution from a Mr Carney of Crowle in connection with Thorne, Goole & Crowle Moors WLMP. The information was associated with:

- Evidence of ownership of a bridleway
- Evidence of Board duty to undertake maintenance on a drain associated with the Crowle Inclosure Award of 1882 from Black Dike to Medge Hall
- Complaint associated with alleged damage to a vehicle exhaust from chippings placed on bridle path by Contractors

The response confirmed the Board does now own the Bridleway. The requester had already advised it owned by North Lincolnshire Wildlife Trust.

The Board did not have a copy of the 1813 "Act for Inclosing Lands in the Townships of Crowle, Eastoft and Ealand in the Parish of Crowle in the County of Lincoln and extending into the West Riding of the County of York" or the subsequent 1822 Award.

No evidence was provided of the alleged damage to a vehicle exhaust when accessing the bridleway.

Contractors have reported Mr Carney wearing a GoPro camera, attending site, goading and antagonising its employees. The Contractors have reported this behaviour to the Police.

Working Group code of conduct sanctions and reconstitution

2017.9 Reconstitution – MB expressed concerned about Hatfield Chase district, particularly with extra assets through transfer, reflecting the District was large, also noting the Board will struggle for representation from Armthorpe. For Hatfield Chase reduction of membership gives insufficient local knowledge. CMCG thought lack of enthusiasm in membership at election time may close that hole. SW thought the matter did not require re-visitation advising all around the table could make a supporting argument for a particular district should have more representation. If the Board retained one landowning representative per area except where the was no representation at all in which case the Board could co-opt. Board has power to co-opt under Land Drainage Act. CEO advised ideal number for Board is 7 people, any addition reduces efficiency of decision making by 10%. Board should set policy and strategy. If it wishes to reduce from 25-15 it needs to be for the right reasons, not necessarily because any party cannot achieve its appropriate representation. Any Board requires only one representative from a peer group. Responsibility of elected members means they should be contacting peers within their area to notify that member will be the point of contact. Defra is keen for others to pick up much of what EA is distancing itself from and want a lean public body.

MO proposed formal adoption of Working Group recommendation to reduce the Board, seconded LG, all in favour.

Sanctions for breach of Member Code of Conduct

2017.10 Members noted the restriction in being able to take any more stringent action.

Environmental Report

2017.11 EO advised report for information however resolution required in connection with item 2.1.1. MO advised this had been discussed at another Board on which he sat and supported the R&D work.

MO proposed, Board agree recommendation of £1,000 contribution for 2017/18 and 2018/19 financial year to R&D Eel Behaviour fund, seconded, all in agreement

CEO Report

2017.12 CEO advised report for information only however a resolution was required in connection with Item 3.1. however, since production of the meeting papers the rent for 2016 has been received, however the Board was required to consider future management of the site. He also advised of his attendance at the NFU flood manifesto launch on behalf of Anglian RFCC.

Board owned land

2017.13 Members discussed the land issue. Rent arrears have now been paid but opportunity. **Chair proposed the Board receive a valuation of the land. All Members in agreement.**

2017.14 CEO drew Members attention to new NFU flood manifesto and the support for natural flood management processes. NFU was supportive on asset transfer to IDBs. He advised Members on the work done by Management on a flow chart regarding PSCA, asset transfer and de-maining processes. ADA had been impressed with the work and asked if it could use to provide advice to other boards. CEO believes the correct framework has been set up to advise members on the process to follow. CEO further advised that although this Board was 2 years behind in its original decision to produce a model of its district, the adjacent Board has its model which has provided evidence highlighting the tremendous importance of pump stations in protection of land, people and property. Member discussion turned back briefly to the EA and its definition of property. The Eng. confirmed direction of EA is driven by Defra based on government objectives and funding allocation, the driver is households. IDBs differ with EA as an IDB focus is on land as well as residential and business property. CEO advised EA has to protect additional 330,000 properties, noting IDB modelling of its district may assist in the EA reaching these objectives.

Engineers Report

2017.15 Eng. advised the report was for information only.

Water Level Management Committee

2017.16 Hydraulic model – The specification developed in 2014 has been updated and passed to N Lincs Council procurement team and being put out to tender. Evaluation will be done by N Lincs Council with EA assistance.

2017.17 Main River PSCA – environmental assessments were required as part of the pre-work. All work is funded by EA; assessments are now completed, reports prepared and will be issued to EA. Maintenance work should proceed this calendar year.

Finance

2017.18 FO advised information was for note in the report with two recommendations, to approve the Risk Register and to approve the Board rate at 4.75p for 2017/18 which is less than agreed at Finance Committee. FO confirmed rate being left at current level taking into account revised administration figures.

Rating Report

2017.19 At 9 February 2017, the balance outstanding was £1794.72. Instalment payment to come in, outstanding probate issues.

Audit

2017.20 Internal Audit – Risk Register requires approval, includes risks specific to the Board.
SW proposed approval of the Risk Register, RD seconded, all in agreement. CA requested the register be reviewed at each finance meeting.

Estimates, Rates and Special Levies for y/e 31.3.2018

2017.21 FO spoke in detail advising members on the Estimates as discussed at the Finance Committee. Noted rate remains the same as last year.

2017.22 **RC proposed a rate of 4.75p, seconded SW, all in agreement**

Five-year budget estimate

2017.23 Members noted the increase of 0.25p in 2021/22 to 5.00p.

List of payments

2017.24 Members noted the Finance Committee had approved these under the Scheme of Delegation. Finance committee minutes in draft are on website.

2017.25 Thorne Moors WLMP – The FO reported 6 major projects/tenders let on the Moors this financial year, 3 of which are now completed, lots 1,2 and 3 on Crowle. Lots a and b, let this year are substantially complete and by the year end should be completed. The pump station is hoped to be completed mid May 2017. Expenditure £1,100,000 this financial year, 100% grant funded. Anticipated being £200,000 under budget at end of scheme which will be put toward additional works discussed by the Steering Group. SG Steering Group meets on 21 February 2017.

Health & Safety Report

2017.26 No accidents or near misses had been reported since the November meeting. CEO advised one employee is absent from work through sickness. He noted the question of succession planning had been raised by management on several occasions but the Board had failed to resolve the issue, advising it must be discussed. He advised one employee of post retirement age, the other close to, the job is very physical and the Board owed a duty of care to its employees. A member queried appointment of an apprentice. The CEO advised apprenticeship was not possible, neither Board employees have skills that can be passed under an apprenticeship. He noted an adjacent Board employs MEICA qualified staff, advising the Board could replace like for like or upskill as that Board did. The MEICA staff understand telemetry in detail, capable of undertaking work on electrical installations whereas the Board's employees do not have those skills. CC noted the Coal Authority contributes to the pump attendant's wages in this Board. The Chair requested Management provide a paper to the next Finance Committee meeting for its consideration on costs and options, suggesting the Board required a person specification for discussion. PC queried ongoing maintenance by weedscreen suppliers and what warranties were given. CEO advised a 12-month warranty was

available and any warranty extension would be very expensive, suggesting it likely more cost effective to have additional employee.

LG advised succession planning important for the Board but succession planning and upskilling are two different things. In response to the Chair, the CEO advised will be difficult to replace the local knowledge of current employees quickly. GParker noted current redundancies in the Environment Agency may provide an appropriate source of potential employees.

Members agreed to set up a working group to discuss the issue comprised CC, MO, LG and PC, suggesting someone from Management was required who can tell the group where real issues are. GPlatt questioned whether Management had sufficient knowledge to produce details of what the Board required.

Representation

2017.27 Members noted fora at which Board had been represented.

Date of next meeting

Environment	WLM	Finance	Board
8 May 2017	5 May 2017	2 June 2017	16 June 2017
16 October 2017	17 October 2017	13 October 2017	10 November 2017

1.4 Matters arising not elsewhere on the Agenda

2017.26: Members appointed to the working group have not convened a meeting to discuss succession planning.

1.5 Complaints/FOI requests

Date & status	Complainant	Method	Complaint	Action	Complaint Particular	Response	Correspondence location
Complaint	Anonymous, thought M. Brooke	letter rcod 22.3.2017	Reconstitution	AB/Chair	representation Hatfield Chase, decision makers, policy makers	Chair to respond	2014s1006-5-14-L006-001
Complaint	K. Durdy	email 5.4.2017	Reconstitution	AB/Chair	representation Hatfield Chase, timing proposed reconstitution	Information provided a platform for discussion, Defra will not proceed with reconstitution until any objection resolved	2014s1006-5-14-L007-001, 2014s1006-5-14-L007-002
Complaint	Natural England	letter 27.4.17	Hatfield Chase SSSI	AB	assented maintenance regime not being followed	Board advised Contractor previously. Board has 4 year rotation plan in place, some of failures outside Board control, unrelated to maintenance. Request to review WLMP assented maintenance will be considered	2014s1006-5-L004-007, 2014s106-5-L004-007a

Complaints are available at Appendix A.

2. Environmental Report

Recommendations:

- Note the information contained in this report
- Resolution to support Notts Wildlife Trust in a feasibility study (Item 2.3.2)
- Resolution Hatfield Chase Ditches SSSI (Item 2.3.3)

2.1 Legislation

2.1.1 BAP - Eels (England and Wales) Regulations 2009

This Board has 9 pump station sites to which it either contributes or wholly owns requiring regulation compliance. Recent R&D work has identified whilst eel pass through fish friendly pumps intact, they are lethargic and swim erratically. An appropriate fish friendly pump is the shrouded Archimedes screw. Where gravity discharge is available, it is recommended that be used. Further work being undertaken by HIFI and EA will inform the new Regulatory Position Statement.

Discussions and meetings have been held with iPort Developers regarding Eel Regulation Compliance and upstream habitat suitability for diversion of St Catherine's Well Stream into ponds to discharge through Huxter Well PS and involvement of CA and HE as funding partners. New habitat creation has implications for eel passability for station with previous lack of upstream habitat. Developers have installed an eel pass however issues in future will relate to eel passability through pumps.

2.2 Policy

Nothing to report.

2.3 Water Level Management Plans

2.3.1 Haxey Grange Fen SSSI

Work on review of the WLMP will be conclude by autumn.

2.3.2 Misson Training Area SSSI

Work has been undertaken under the BAP. Key Sector: water Management, Outcome 1A habitats and ecosystems on land. Nottinghamshire Wildlife Trust is seeking a feasibility study into further suggestions for retaining water on site.

2.3.3 Hatfield Chase Ditches SSSI

Natural England has registered a complaint with the Board the SSSI condition has been downgraded to unfavourable declining, believing it likely due to assented maintenance regime not being followed. Contractor is aware of the 5-year rotational work programme required since its inception. Natural England requires a review of the assented maintenance regime contained in the Hatfield Chase Ditches SSSI Water Level Management Plan. The Board is requested to consider specifying a date on which the Contractor will undertake maintenance and an uncut edge in Franklins Drain whilst making it clear no other management by landowners is permitted. Management includes alteration of water levels for purposes of irrigation at the station which also increases Board pumping costs.

3. CEO Report

Recommendations:

- Members note the information contained in this report
- Resolution on reconstitution Membership (Item 3.1)
- Resolution on Board owned land (Item 3.2)
- Agree date for Succession Planning Working Party (Item 3.3)

3.1 Membership for reconstitution

A paper was submitted to Members on 13th March 2017 with an option for consideration of elected Member representation for the proposed reconstitution of the Board. Agreement is required as to the 7 elected Members. Paper available at Appendix B.

3.2 Board owned land

John H Pickup has valued the land on behalf of the Board at £15,000 (Appendix C). Members are requested to consider

- Whether to sell or retain
- Valuation figure
- Price prepared to accept
- Offer price reduction to Tenant for vacant possession

3.3 Board workforce

Reaffirmation is required from those volunteering to the Working Party to discuss succession planning (Minute 2017.26) and agree a meeting date.

3.4 Environment Agency

Nothing to report.

3.5 Association of Drainage Authorities (ADA)

3.5.1 ADA Technical & Environment Committee

The next meeting is scheduled for Thursday 8th June.

3.5.2 ADA Policy & Finance Committee

The next meeting is scheduled for Wednesday 7th June.

4. Engineers Report

Recommendation(s):

- To note information contained in this report

4.1 Water Level Management Committee

Approved Minutes of the WLM Committee meeting are available at Appendix D.

4.2 Hydraulic Model

The specification was submitted to North Lincolnshire Council to undertake the procurement process in January 2017 on behalf of the Board. The Chairman is the point of contact. North Lincolnshire Council has since been instructed to put the procurement process for the model on hold.

4.3 LDA 1991 (as amended) S23 and S66 Consents

7 consent applications have been commented upon between 25 January 2017 and 2 June 2017.

5. Finance

Recommendations:

- To note the information contained in this report
- To Approve Annual Return – Section 1 Annual Governance Statement
- To Approve Accounts for Year Ending 31 March 2017
- To Approve Annual Return – Section 2 Accounting Statements

5.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 31 March 2017:-

	£	£
Balance Brought forward at 1 April 2016		742.28
2016/2017 Drainage Rates and Special Levies		
Drainage Rates		77,991.82
Special Levies		
Bassetlaw District Council	9,942.00	
Doncaster Metropolitan Borough Council	632,933.00	
North Lincolnshire Council	12,498.00	655,373.00
Total Drainage Rates Due		<u>734,107.10</u>
Less Paid: -		
Drainage Rates		77,713.59
Special Levies		
Bassetlaw District Council	9,942.00	
Doncaster Metropolitan Borough Council	632,933.00	
North Lincolnshire Council	12,498.00	655,373.00
Total Drainage Rates Paid		<u>733,086.59</u>
Paid Refund		<u>4.75</u>
Admin adjustment		<u>-132.62</u>
Balance Outstanding as at 31st March 2017		<u>892.64</u>

5.2 Audit

5.2.1 Internal Audit

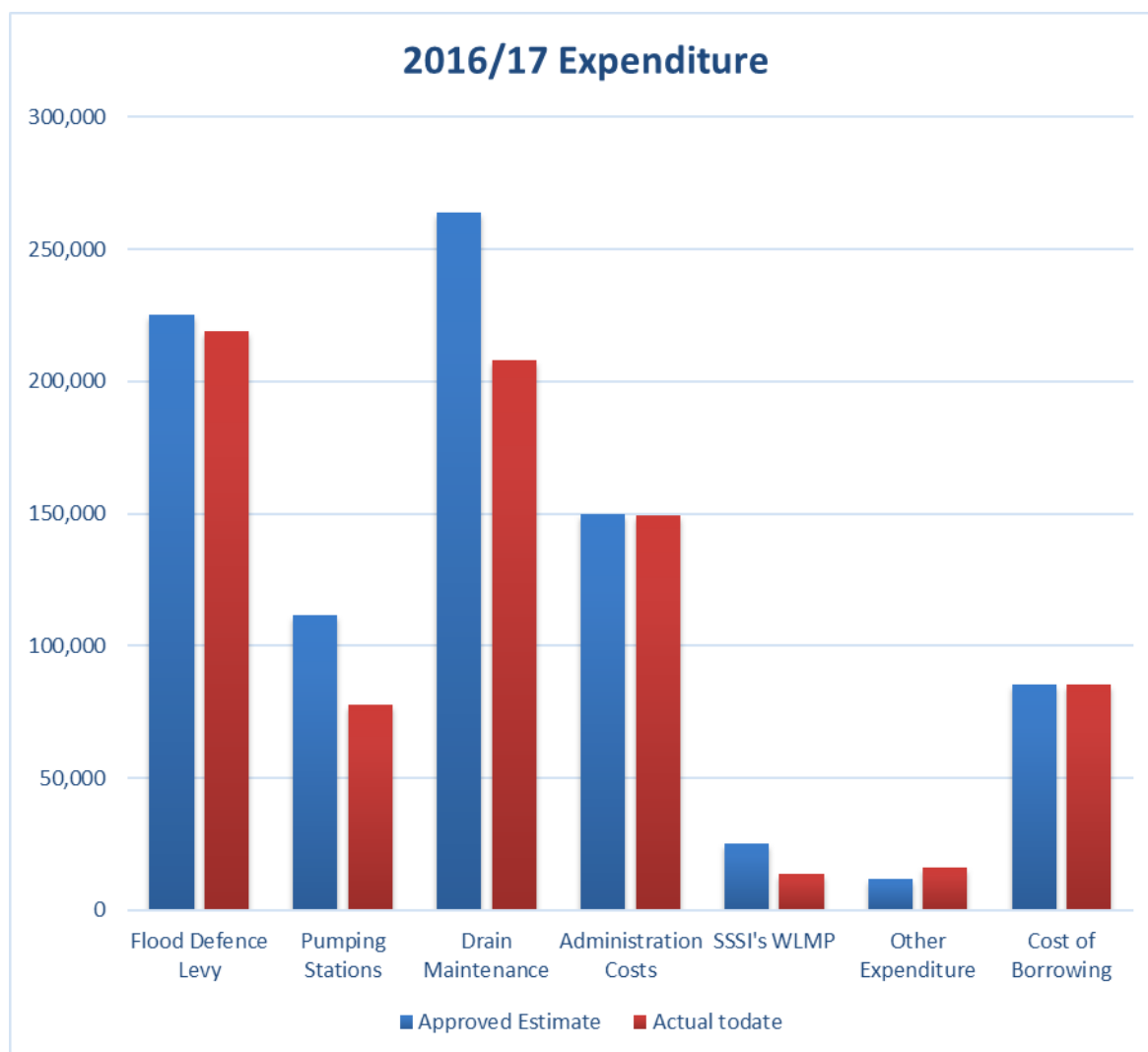
The audit of the Board's financial statements is now complete. The report can be found at Appendix E.

5.2.2 Annual Return – Section 1 Annual Governance Statement

The Board are required to review and approve Section 1 of the annual return, which can be viewed at Appendix F.

5.3 Financial Statements for the Year Ending 31 March 2018

5.3.1 Budget Expenditure Comparison



5.3.2 Accounts for the Year Ending 31 March 2017

The Accounts for the year ending 31 March 2017 are attached as a separate document.

5.3.3 Annual Return – Section 2 Accounting Statements

The Board are required to review and approve section 2 of the annual return, which also can be viewed at Appendix F.

5.4 Five Year Budget Estimate

The estimates are shown below.

Doncaster East IDB 5 yr Budget Estimate Plan	0		1	2	3	4	5
Income & Expenditure Account	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22
	Est	App	Estimated Out-Turn				
	Out-turn	Budget					
	£	£	£	£	£	£	£
Income							
Drainage Rates	77,859	77,909	77,909	78,729	79,549	80,369	82,009
Special Levies	655,373	655,372	655,372	662,271	669,170	676,068	689,866
Grant WLMP	13,925	15,000	15,000	-	-	-	-
Contribution to Pumping stations	41,080	57,430	57,430	59,153	60,927	62,755	64,638
Other Contributions	28,125	10,650	10,650	10,970	11,299	11,638	11,987
New and Improvement Works	21,040	-	-	-	-	-	-
Other recoverable items	38,594	42,165	42,165	43,430	44,733	46,075	47,457
Bank Interest	762	2,000	2,000	1,800	1,800	1,800	1,800
Total Income	876,758	860,526	860,526	856,352	867,478	878,705	897,757
Expenditure							
Environment Agency Precept	218,880	225,000	218,880	218,880	218,880	218,880	218,880
Administration Costs	149,295	149,835	149,835	154,330	158,960	163,729	168,641
Capital Works	-	-	-	-	-	-	-
Drain Maintenance	207,852	235,500	235,500	242,565	249,842	257,337	265,057
Maintenance of Pumping Stations	77,872	111,500	111,500	114,845	118,290	121,839	125,494
SSSi WLMPs	13,925	15,000	15,000	-	-	-	-
Other Expenditure	15,883	-	-	-	-	-	-
Loan Repayments:-	85,191	85,191	85,191	85,191	85,191	85,191	85,191
New Loans	-	-	-	-	-	-	-
Total Expenditure	768,898	822,026	815,906	815,811	831,163	846,976	863,263
Surplus/(Deficit)	107,860	38,500	44,620	40,541	36,314	31,729	34,494
Balance Brought Forward	366,144	394,462	449,004	468,624	492,166	518,480	550,209
Transfer to Cap Res Acc	25,000	25,000	25,000	17,000	10,000	-	40,000
Balance Carried Forward	449,004	407,962	468,624	492,166	518,480	550,209	544,703
Capital Reserve Account	148,234	74,152	81,506	38,506	45,006	40,006	70,006
Committed Sum Accounts	75,900	76,200	76,200	76,500	76,800	77,100	77,400
Penny Rate in £	4.75p	4.75p	4.75p	4.80p	4.85p	4.90p	5.00p
Penny Rate £154,375	58.40%	49.63%	57.44%	60.33%	62.38%	64.96%	63.10%

	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22
	Est	App	Estimated Out-Turn				
	Out-turn	Budget					
	£	£	£	£	£	£	£
Capital Reserve Account							
Income							
Interest	258	-	-	-	-	-	-
Wikewell PS proposed access	3,996	-	-	-	-	-	-
Wikewell PS Telemetry Refurbishment	3,513	27,078	-	-	-	-	-
Catchment Modelling- Contribution	1,065	98,429	125,507	-	-	-	-
Total Income	8,832	125,507	125,507	-	-	-	-
Expenditure							
Asset Inspections	-	-	-	-	-	5,000	5,000
Asset Management	-	-	-	-	1,500	-	-
Research & Development	-	-	-	-	-	-	-
Website Design	-	-	-	-	-	-	5,000
ICT Equipment & Software	-	27,078	-	-	2,000	-	-
Catchment Modelling	1,065	156,857	183,935	-	-	-	-
Wikewell PS Proposed Access	4,440	-	-	-	-	-	-
Wikewell PS Telemetry Refurbishment	3,904	-	-	-	-	-	-
Pumping Station Refurbishment	-	33,300	33,300	60,000	-	-	-
Total Income	9,409	217,235	217,235	60,000	3,500	5,000	10,000
Surplus/(Deficit)	(577)	(91,729)	(91,728)	(60,000)	(3,500)	(5,000)	(10,000)
Balance Brought Forward	123,811	140,880	148,234	81,506	38,506	45,006	40,006
Transfer from Revenue	25,000	25,000	25,000	17,000	10,000	-	40,000
Balance Carried Forward	148,234	74,152	81,506	38,506	45,006	40,006	70,006

5.5 List of Payments

At their meeting on 2 June 2017, the Finance Committee considered schedules of payments made since the previous meeting.

The Committee approved the schedule of payments made by cheque. These totalled £342,297.40 of which £3,921.36 were signed by the Clerk & Engineer only. Also, the Committee approved the schedule of payments made directly from the current account. These totalled £115,715.02, the entirety of which were approved by the Clerk and Engineer alone.

Additionally, the committee approved the schedules of cheques paid from the Thorne Moors WLMP bank account totalling £975,577.34, none of which were approved by the Clerk and Engineer alone. No payments were made directly from the Thorne Moors WLMP bank account.

6. Health & Safety Report

Recommendation:

- Agree CDM and Project Management fee to implement essential H&S work (Item 6.1.1)

6.1 Board Employees

Board Employees should benefit from attendance at regular tool box talks delivered by Danvm Drainage Commissioners arising from issues experienced by that workforce.

6.1.1 Accidents and Incidents

Board Employee has raised Health & Safety concerns about the steep and uneven steps providing access to South Thorne Bank pump station, use of which is essential during weed screen cleaning work. CDM Regulations apply to the work required. The Design and Project Management fee of £1,300 remains unapproved; no work has been undertaken.

There is a RIDDOR reportable risk and a financial risk associated with the H&S driven work not being undertaken.



7. Representation

Management has represented the Board within the following fora:

Environmental	Water Level Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
	South Yorkshire Flood Risk Management Group	ADA Policy & Finance Committee

8. APPENDIX A: Complaints

Complaint 1: 22 March 2017

CD	IB	AB
22 MAR 2017		

Allison

Just to let you know your report on cutting numbers on the Board has caused a great deal of anger from members. So you have cut Finance & WRM Chairman plus me & Ken. Most of us have put the biggest amount of effort into the board since its amalgamation. I've been away from home 100 hrs/year in board business. Just to let you know your cut of date with some of your choices.

- 1/ Peter Cornish retires shortly.
- 2/ Peter Wilkinson is ten miles from vision and probably don't know anything about Farningley area. At the last board meeting he said he would probably be stepping down.
- 3/ Geoff Parker's farm is for sale & he could be moving.
- 4/ Paul Burtchard is like yourselves under investigation and so has stepped down.
- 5/ Richard Dursley, has had serious back problems and can't put total effort into the board pto.

6/ New Williams is a very successful businessman but at Branton he has no land drainage issues, because nearly all his property is free draining.

I thought our Finance Chairman was the main member for Potters Carr with Richard Duncy.

7/ Blue Anchor here are selling over 200 acres of its Arncliffe site (all on the motorway side) so will only be left with the cabins & pond. They know nothing about where the water goes. So you will be happy that the board has shrunk from 40 former members (5 years ago) to the odd one or two. That's SBA policy, and that's what the former ratepayers are thinking, and hearing what's been said.

But we all know that without local dedicated people with knowledge of the area the board's in a mess and DEBC can't do it themselves.

As far as your target member goes. They have all been asked in the past and don't want to be on IDB's. That's Richard Crow, John Sutcliffe, Ronck Duncy, Will Fitch etc.

I'm still disgusted that Hatfield Chase can't have more than 1 member, it's as big as 4 of the other areas and has 12 EA assets, + 9 of its own pumps. + Hatfield Moor and 80km of ditches + subsidence. from a very angry member of the Board for 30 years.

- **Board response 23 March 2017:**

Our ref: 2014s1006-14-L006-002

23 March 2016



Dear [REDACTED],

Re: Doncaster East IDB Reconstitution

We are in receipt of the attached letter, received Wednesday morning, which whilst unsigned, we believe to be from you, apologies if not.

The letter has now been passed to the Chairman.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Alison Briggs'.

Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)

Environmental Officer and Administrator to the Board

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Clerk and Engineer to
Ancholme IDB
Black Drain DB
Danvm Drainage Commissioners
Doncaster East IDB
Goole & Airmyn IDB
Goole Fields District DB
Scunthorpe & Gainsborough WMB
Sow and Penk IDB

Engineer to
Selby Area IDB
Swale and Ure DB

The Shire Group of
Internal Drainage Boards
is managed by JBA Consulting

Registered Office
South Barn
Broughton Hall
Skipton
North Yorkshire
BD23 3AE
United Kingdom

Jeremy Benn Associates Limited
Registered in England 3246693

Complaint 2: 4 April 2017

Doncaster East IDB Reconstitution Scheme

I have read and digested your email of 13th March and strongly object to the proposed way forward.

I was a member of Tickhill IDB for 45 years and chairman for the final 28 years.

Likewise I was a member of Idle and Ryton IDB for 30 years and chairman for the final 24 years before amalgamation.

On the two above IDB's we had the largest ratepayer as a member of the Board. This turned out to be totally unsatisfactory in both cases. The two members in question appeared too busy and rarely attended meetings and appeared to have little interest in the overall management of the above DDB's.

The smaller ratepayer members showed far more interest and gave more time to the Board's business.

For the above reasons the largest ratepayers should not be nominated to the Board without extreme thought and consideration.

When the Severn Doncaster East IDB's amalgamated we lost over 30 members with years of experience and tremendous knowledge.

Our two employees are nearing retirement and if the proposed reconstitution goes ahead as suggested, a vast experience of knowledge of Doncaster East area will be lost for ever.

Regarding Tickhill IDB, my father [REDACTED] was a founder member and in my childhood and youth I walked along the dykes with him over the years and inherited a wealth of experience which will also be lost.

In your email it states that Mr Richard Durdy has no land in Potteric Carr District. Although he has more land in Tickhill District, F J Durdy and Co have in fact land in Potteric Carr and are ratepayers in that district.

Richard Durdy was chairman of Potteric Carr as was his father before him, and has a vast knowledge of the area and should remain a member for that district.

I understand Peter Cornish and Geoff Parker are retiring in the not too distant future. Hatfield Chase is a very large and difficult area to drain and Michael Brooks attends all Board and Trent Branch meetings and from living in the area all his life has acquired an intimate and profound knowledge of the area. Michael is one of our youngest and most knowledgeable members and should remain as a member of Doncaster East IDB.

The Members of the House of Commons are reducing numbers- not until the next election. Doncaster IDB should follow their lead and reduce our numbers after our next election in 2019 when our ratepayers can decide who represents them on the Board. This must be the correct procedure.

The Isle of Axhome IDB of which I am a member works very well with 24 members. Doncaster East would work just as well if more council members would show more interest in the operation of the Board.

[REDACTED]

• Board Response 5 April 2017

Hello [REDACTED],

Thank you for your email, the valid points it contains and for taking the time to respond, I will pass this onto the Chairman.

The report was produced as a base from which Board discussions could evolve. As the Board resolution at the February meeting was to reconstitute down to 15 members in total therefore only 7 elected Members, there are some hard choices to be made.

You make a perfectly valid point regarding reconstitution and the timing of the next election which may be the most appropriate way forward for the Board rather than asking Members to make choices before then. Whilst it is unlikely the Environment Agency and the Minister will refuse the reconstitution scheme if it is submitted before the end of the current term of office, when the scheme is advertised,

any ratepayer may make an objection and this is perhaps something the Board should consider before putting forward the scheme.

Regarding the possible retirement of the Board's employees, I completely agree and for some time now Management has advised the Board should have succession planning in place however to date there appears no appetite to resolve that issue.

Regarding the Potteric Carr District, the Board has no record of F J Durdy & Co ratepayer in that district.

I look forward to seeing you at the June meeting.

- **Chairman's response to both complaints: 6 April 2017**

Hi Gents

The constitution of the Board will be an agenda item (and also referred to in the minutes) at the next Board meeting. There was always going to be further discussions on this as we all said at the last Board meeting.

See you at the next meeting.

Regards

Chris

Councillor Chris McGuinness

Cabinet Member for Communities, the Voluntary Sector and Environment

Executive Office

Floor 4

Civic Office

Waterdale

Doncaster

DN1 3BU

Tel: 01302 734786

Email: christoper.mcguinness@doncaster.gov.uk

9. APPENDIX B: Option for Member Representation on Reconstitution

At the February 2017 meeting, Minute 2017.9; the Members resolved to proceed with a scheme to reduce the number of Board Members to a total of 15, that is 7 elected members.

Elected Members were subject to nomination in the potential election of November 2016. For those District with currently more than 1 member representation the results were:

- Hatfield Chase – 3 members
 - Michael Brooke – submitted valid nomination paper
 - Peter Cornish – submitted valid nomination paper
 - Peter Wilkinson – submitted valid nomination paper
- Finningley – 2 members.

There is currently a vacancy therefore Yorkshire Wildlife Park (Nev Williams) is the sole representative however he was co-opted into the position and Yorkshire Wildlife Park does not pay rates in the Finningley District.

 - Neville Williams (Yorkshire Wildlife Park) – no submission of nomination paper; re-elected by default
 - Vacancy
- Ashfield & West Moor - 2 members
 - Gordon Platt - submitted valid nomination paper
 - Geoff Parker - submitted valid nomination paper
- Potteric Carr – 2 members
 - Richard Durdy – submitted valid nomination paper but no land in District
 - Peter Horne – submitted valid nomination paper but no land in District

The remaining districts have a 1 member allocated only:

- Tween Bridge – Paul Burtwistle – submitted valid nomination paper
- Tickhill – Ken Durdy – submitted valid nomination paper
- Armthorpe – vacancy

For the scheme to progress, one year into a three-year term, the Minister is likely to agree for the Board to nominate 7 elected members from its current membership for the new structure rather than undertake an election, however there always remains a possibility. Before any progress can be made, Elected Members are required to agree those to go forward into the new structure, Members considered it important each district had appropriate representation. Based on the existing membership the rating system for each District was analysed to identify the largest ratepayer, which may be the party most suitable to represent that district.

Hatfield Chase, Ashfield & West Moor and Potteric Carr will require agreement between the present seat holders. For the Districts of Tween Bridge and Tickhill Districts, existing members will continue. Moving forward the Board may also wish to consider other options.

The largest ratepayer in each District was identified and due regard has been given to the Defra Ministers letters of 2012 and 2014. These letters to all IDBs gave a steer to broadening Board Membership to better reflect ratepayers within the District.

- Hatfield Chase
 - Largest ratepayer – PD Hook Ltd (commercial chicken farm)
 - Largest Board Member ratepayer – Pollybell Farms Ltd (Peter Cornish). Second largest member ratepayer Everatt & Heaton Ltd (Peter Wilkinson).
- Finningley
 - Largest ratepayer – Sutcliffe Farms Ltd (farming)
 - Largest Board Member ratepayer – Pollybell Farms Ltd (Peter Cornish). There is no other existing Board member ratepayer in this District
- Ashfield & West Moor
 - Largest ratepayer – N L Durdy (farming)
 - Largest Board Member ratepayer – Parker Bros (Geoff Parker)
- Potteric Carr
 - Largest ratepayer – WE Foers & Son (Farming)
 - Largest Board Member ratepayer – Yorkshire Wildlife Park (Nev Williams)

With the duplication of Pollybell Farms Ltd within Hatfield Chase and Finningley Districts as the largest Member ratepayer, it may be considered appropriate for Everatt & Heaton Ltd (Peter Wilkinson) as the next largest ratepayer in Hatfield Chase to be the Member for that District with Pollybell Farms Ltd the Finningley representative.

For the remaining Districts with 1 representative

- Tween Bridge
 - Largest ratepayer – H Burtwistle & Son (farming)
 - Largest Board Member ratepayer – Paul Burtwistle
- Tickhill
 - Largest ratepayer – R Crowe (farming)
 - Largest Board Member ratepayer – Messrs F J Durdy & Co (Richard Durdy)
- Armthorpe
 - Largest ratepayer – Blue Anchor Leisure Ltd, 2nd RTTP Holdings
 - Largest Board Member ratepayer – none

With regard to comments regarding those members best placed to represent the District, nominations for the new structure could be considered as:

Hatfield Chase – Peter Cornish

Finningley – Peter Wilkinson

Ashfield & West Moor – Geoff Parker

Potteric Carr – Nev Williams

Tween Bridge – Paul Burtwistle

Tickhill – Richard Durdy

Armthorpe – none however it is recommended Blue Anchor Leisure Ltd be approached and co-opted onto the Board.

10. APPENDIX C: Land valuation

A copy of the report from John H Pickup & Co can be found over the following pages.

Registered Office:
2 Doncaster Road, Bawtry, Doncaster,
South Yorkshire DN10 6NF
Tel: (01302) 714399 Fax: (01302) 719715
E-mail: info@jhpickup.co.uk

John H. Pickup & Co.

Agricultural Valuers Land Agents Auctioneers
Members of the Central Association of Agricultural Valuers

**Valuation
Of
Approx 1.79ac Land Situate at
Short Lane, Bessacarr, Doncaster**

**For and on behalf of
Doncaster East Internal Drainage Board**

**John H Pickup & Co LLP
2 Doncaster Road
Bawtry
Doncaster
DN10 6NF**

**Tel: 01302 714399
Fax: 01302 719715**

Our Ref: CPG/9432

**Valuation of
Approx 1.79ac Land Situate at
Short Lane, Bessacarr, Doncaster
For and on behalf of
Doncaster East Internal Drainage Board**

Situation

The property is situated adjacent to the Western boundary of the developed area of West Bessacarr, Doncaster.

It is specifically separated from the developed area by a railway embankment.

Location and identification plans attached at Appendix I.

Description

The property comprises a level grass field with a small area of scrub woodland with a large drainage channel close to its Eastern boundary. The land is currently used for grazing, although on the date of inspection (3rd April) the field has no stock on it.

The field extends to approx 1.79ac in total, although all the boundaries are not clearly defined on site, as this field appears to be farmed with an adjoining grass enclosure.

Access

Access to the field appears to be directly off Short Lane and this valuation assumes there is a right of way from Short Lane.

Short Lane itself is a metalled public highway leading from Stoops Lane, Bessacarr through the existing residential development.

Tenure

We are advised that the land is currently farmed by Mr H Gladstone who lives nearby. The land has been occupied since 1995 with a series of Farm Business Tenancy Agreements being entered into, the last being 2002.

We believe occupation of the land has continued since that agreement, with rents being paid (£50 per annum).

It is our opinion that this occupancy is by way of an oral Farm Business Tenancy and the tenant would need to be served with 12 months notice to obtain possession.

Wayleaves & Rights of Way

We are not aware of any third party rights of way across the land and the Doncaster Metropolitan Borough Council Definitive Map does not show any public footpaths. There are no overhead lines crossing the land.

Town & Country Planning

The land is shown as being in Green Belt with a Special Conservation Area designation in the current planning document, the Unitary Development Plan.

We believe that this designation is unlikely to change in so much as the land is divorced from the developed area and its only use would either be agricultural or leisure, eg grazing of horses.

Valuation Commentary

It is our view that apart from the existing tenant, there is unlikely to be any demand from buyers for "agricultural purposes".

The location and the limited size of the land would in our opinion deter any farmer buyers.

There may however, be some purchasers who would use the land for pony/horse grazing, subject to confirmation of adequate access and it is also our view that it is not unreasonable to assume this, bearing in mind the large housing development immediately adjacent to the land.

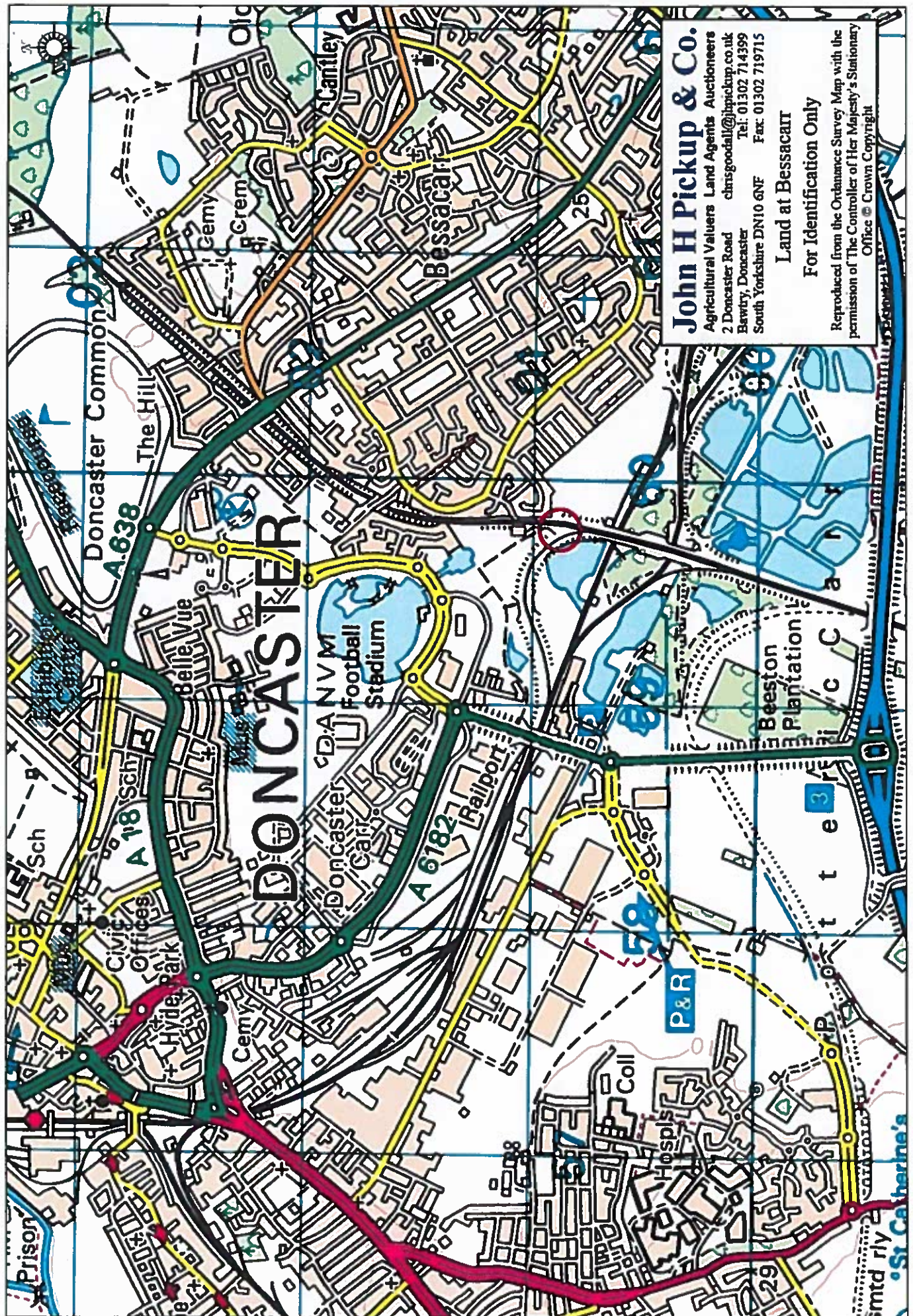
Valuation

It is our opinion that the market value of the land subject to tenancy is in the region of £15,000 (Fifteen Thousand Pounds).

Dated this 7th day of April 2017



.....
C P Goodall FRICS FAAV
For and on behalf of John H Pickup & Co LLP
2 Doncaster Road, Bawtry,
Doncaster, DN10 6NF



John H Pickup & Co.

Agricultural Valuers Land Agents Auctioneers
2 Doncaster Road chrisgoodall@jhpickup.co.uk
Bawtry, Doncaster Tel: 01302 714399
South Yorkshire DN10 6NF Fax: 01302 719715

Land at Bessacarr

For Identification Only

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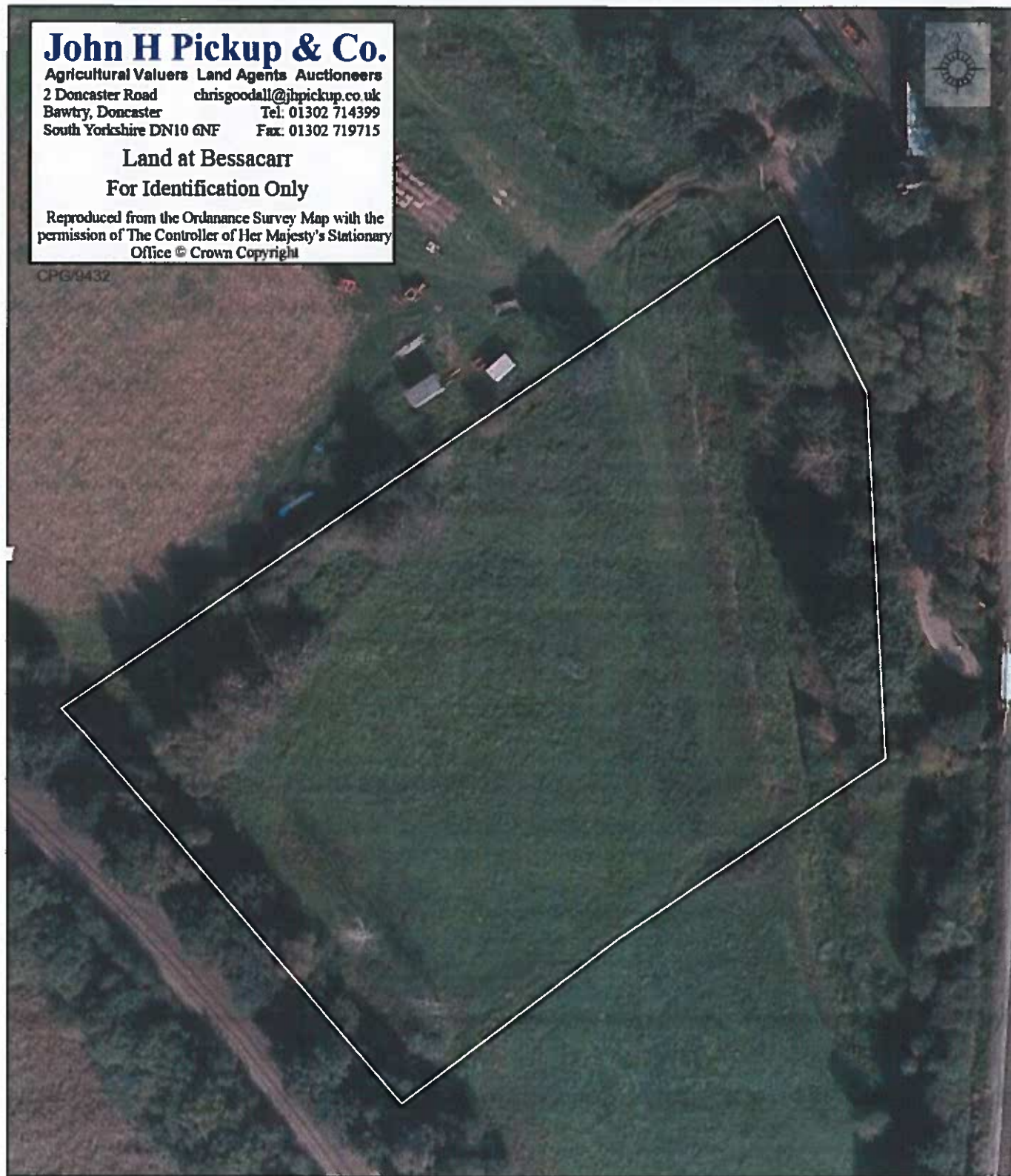
John H Pickup & Co.

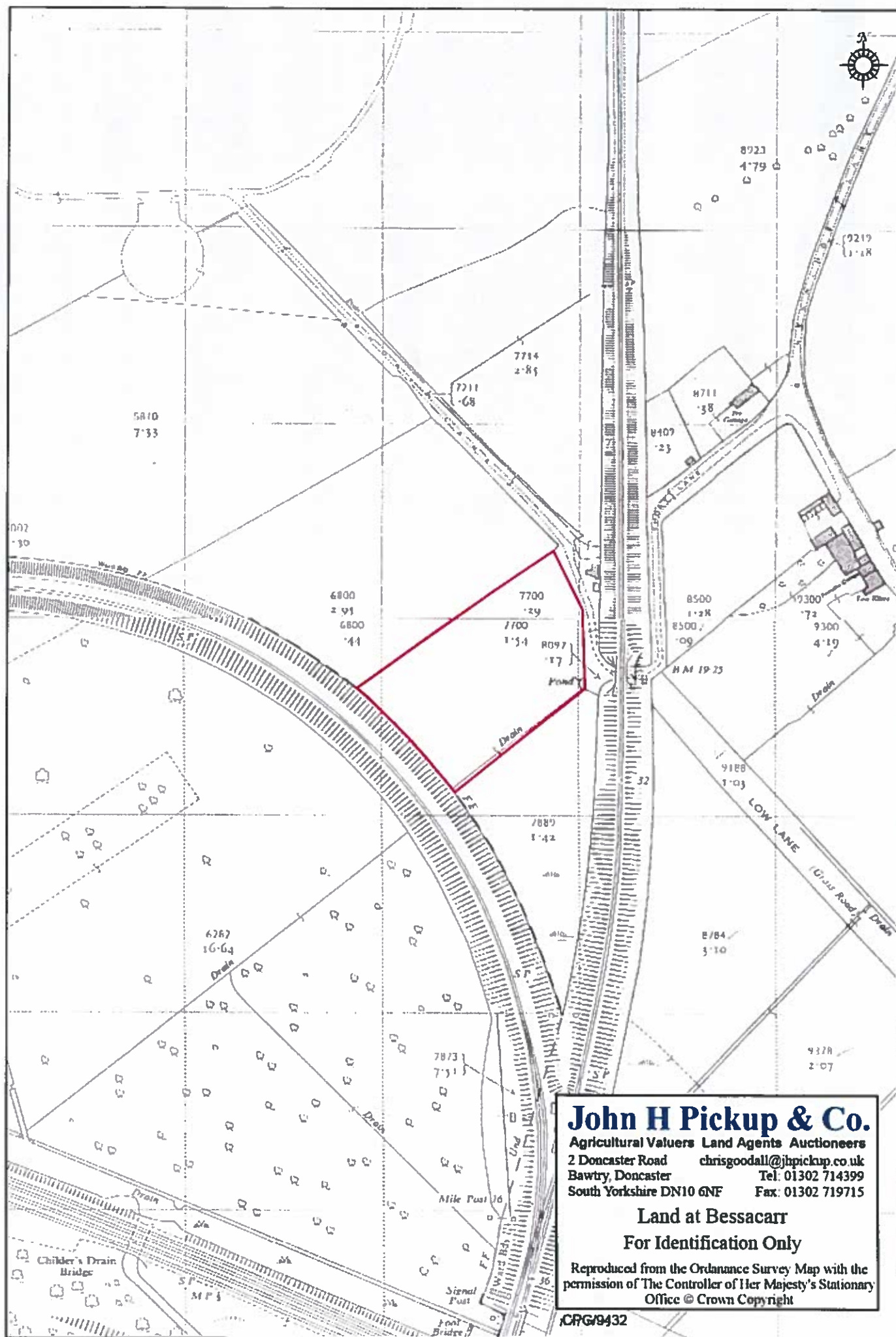
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Land at Bessacarr For Identification Only

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11. APPENDIX D: WLM Committee Minutes

The minutes of the WLM Committee can be found over the following pages.

MEETING MINUTES (APPROVED)



Shire
Group of IDBs

JBA Project Code 2014s1006
Contract Management Services
Client Doncaster East IDB
Day, Date and Time **Friday 5th May 2017, 10:00am**
Meeting Water Level Management Committee
Venue Epsom House, Chase Park, Redhouse
Interchange, Doncaster DN6 7FE

Attending	Gordon Platt Michael Brooke Ken Durdy Richard Durdy Geoff Parker	Committee Chairman Committee Member Committee Member Committee Member Committee Member	GPI MB KD RD GPa
Officers	Paul Jones Martin Spoor	Engineer Asset Manager	PJ MS
Employees	Ian Morley Joe Green	Operations Supervisor Pump Attendant Operative	IM JG

Action/Notes taken by IDB Officers

RECOMMENDATIONS:

(Minute 2016.42) The Board agrees in principle to maintain to the end of useful life of the development a new cut swale, attenuation pond, flow control structure, two culverts and five outfalls/headwalls within the West Moor Park development, Armthorpe subject to the developers agreement to the updated commuted sum (previously .£150,000) and for the IDB to prepare a Legal Agreement.

MEETING MINUTES (APPROVED)

JBA Project Code 2014s1006
Contract Management Services
Client Doncaster East IDB
Day, Date and Time **Friday 5th May 2017, 10:00am**
Meeting Water Level Management Committee
Venue Epsom House, Chase Park, Redhouse Interchange, Doncaster DN6 7FE

Minute

- Item 1 - Apologies for absence**
2017.01 Apologies were received from Mr P. Cornish.
- Item 2 - Declarations of interest**
2017.02 GPI, MB, KD, RD, GPa declared an interest in the Ordinary Watercourse maintenance and EA Main River maintenance as they are landowners within the District who benefit from the watercourses being maintained.
- Item 3 - Minutes of the meeting 28th October 2016**
2017.03 The minutes were published as approved with no amendments in the Board Papers.
- Item 4 - Matters Arising**
Item 4.1 (Minute 2016.33) Network Rail (SO i)
2017.04 All riparian maintenance has been completed by NR at The Haggs, Railway Drain and Seven Arches. Future routine/regular maintenance is to be confirmed by NR. It was noted that NR are now fully aware of their riparian responsibilities through the IDB Management interaction and PJ noted that NR intend to have a budget specifically for Statutory Responsibilities which included riparian responsibilities.
- 2017.05 GP queried the progress with Highways England and MS confirmed that they are to submit their programme of works to the IDB for 40km of toe drains adjacent to M18 and M180 for this coming season. It was also highlighted that IDB Management had been to the HE Leeds office to provide a presentation on riparian responsibilities and raise further awareness within HE internal teams including representatives from Manchester.
- Item 4.2 (Minute 2016.34) Wikewell Access**
2017.06 The new access for this site is still a requirement and is dependant on ongoing discussions with the partners, Coal Authority and Highway England in terms of priority and funding.
- 2017.07 MB raised concern about Coal Authority investment being preferential in other areas, namely Kellingley Crook. PJ explained that that particular work had been in the forward plan since 2008 and had further reports in terms of H&S works provided in 2011 and 2015. The Coal Authority funding across all areas remains the same in terms of availability, priority and risk-based planning.
- Item 4.3 (Minute 2016.37) Coal Authority (SO b)**
2017.08 The IDB should continue to work with the Coal Authority to inform their forward plan including prioritising future works based upon the hydraulic modelling to provide an evidence-based decision process.
- Item 4.4 (Minute 2016.39) EA Public Sector Cooperation Agreements (SO m)**
2017.09 Reported in Item 6.3.
- Item 5 - Health and Safety**
Item 5.1 Accidents, Incidents and Near Misses
2017.10 No reported accidents, incidents or near misses have been received from the Board's workforce or its appointed Contractors since the last meeting.
- Item 5.2 Training**

MEETING MINUTES (APPROVED)

JBA Project Code 2014s1006
Contract Management Services
Client Doncaster East IDB
Day, Date and Time **Friday 5th May 2017, 10:00am**
Meeting Water Level Management Committee
Venue Epsom House, Chase Park, Redhouse Interchange, Doncaster DN6 7FE

2017.11 Overhead Powerline & Cat Genny Training has been identified for the IDB Operatives to raise awareness.

Item 6 – PO1 - Pumping Stations and Ordinary Watercourses

Item 6.1 Watercourse Maintenance Contract 2017 (SO e)

2017.12 Tenders were invited on 15th December and returned on 30 January. The Form of Contract is for 36 months with 2 further periods of 12 months subject tot satisfactory performance. The Tenders included rate only items to enable the IDB to choose to undertake maintenance on Main River, and to choose whether to employ contractors to undertake strimming/weedcutting in pump station compounds.

2017.13 The Contract Award Notice detailing the results of the procurement procedure were published by North Lincolnshire Council Procurement on behalf of the IDB on 24th April.

2017.14 The successful Contractors have been notified and a pre-start meeting is now required along with an NEC3 Form of Contract to be signed by each Contractor, namely APM Ltd., Colwill Contracting Ltd., and D C Bichan.

2017.15 Concern was expressed regarding one of the companies financial history. This has been discussed with NLC Procurement and it was agreed that any future issues should be dealt with through Contract Management.

2017.16 North Lincolnshire Council Procurement has provide a Checkpoint Report, all returned tenders and the Official Notice of Contract Award. It was agreed to send the Committee the Checkpoint Report, Contract Notice and Plan showing lotting areas.

Item 6.2 EA Maintenance Programme 2017/18

2017.17 MS reported that the EA have confirmed funding for this years Main River maintenance remains the same as last year.

2017.18 GP stated that the EA had also confirmed that there was currently funding in place to maintain all pumping stations in the area for 5 years.

Item 6.3 Main River PSCA Maintenance 2017/18

2017.19 the low priority options as previously considered by the IDB still remains an option of this coming season and the environment survey work to support this was completed. Early Contractor engagement with the EA / IDB is required to progress.

Item 6.4 Hydraulic Model

2017.20 The updated specification for the model was provided to North Lincolnshire Council Procurement on 24th January 2017 for Invitation to Tender with the Chairman as the point of contact moving forwards.

2017.21 The necessary forms to reallocate the £40,000 contribution from local levy into 2017/18 have been completed and we understand that the ITT is currently placed on hold by the Board.

Item 6.5 West Moor Park Committed Sum

2017.22 The Committee noted the following from the papers.

Initially reported in April 2015 the developers consultant Hydrok has reissued their request for the Board to consider a commuted sum to maintain 270m of new cut swale/watercourse,

MEETING MINUTES (APPROVED)

JBA Project Code	2014s1006
Contract	Management Services
Client	Doncaster East IDB
Day, Date and Time	Friday 5th May 2017, 10:00am
Meeting	Water Level Management Committee
Venue	Epsom House, Chase Park, Redhouse Interchange, Doncaster DN6 7FE

attenuation pond (67m x 20m) and flow control structure in West Moor Park, Armthorpe which flows into the currently IDB maintained Village Drain as shown below.

The commuted sum includes flailing and dewatering the new swale and attenuation pond, inspections of the pond, flow control structure, two access culverts, and five outfalls/headwalls, removal of debris from the features, and minor repairs to the outfalls and pond.

The commuted sum figure is currently calculated at c.£150,000 for the IDB to maintain these features to the end of life of the development. Overall responsibility for the features would still remain with riparian owners and the IDB would only be responsible for those maintenance activities identified within a Legal Agreement.

The IDB and developers will need to consider the commuted sum and the IDB will need to lead on a legal agreement, with legal expenses paid by the developers.

- 2017.23 Committee approved recommendation to go to full Board with updated commuted sum reflective of new Contractor Rates.

- 2017.21 **Item 6.6 iPort development, Parsons Carr & Huxterwell**
The Committee agreed to note the following from the papers:

The Coal Authority and Verdion are currently in discussions regarding the decommissioning of Parsons Carr which is currently inoperable due to theft/vandalism over the Easter holidays. The catchment impact is predominately within the developed area and all parties have been made aware.

Verdion and their Consultants, BWB, need to progress discussions with the IDB, Coal Authority and Highways England in relation to contributions towards pumping costs at Huxterwell, as well as longer term capital work plans and funding.

St Catherines Well stream has been diverted into the wetland ponds and discharges, at a restricted rate into Huxterwell Drain. There will be an increase of volume of water pumped at the station of which the developers will need to contribute; at present they are paying £0.01 per cubic metre for all discharge into Huxterwell to the IDB, and the IDB will need to offset the costs against CA / HE operational recharges.

- 2017.22 **Item 7 – DEIDB Succession Planning & Business Continuity**
The Committee noted that the Board had setup a Sub-Committee to discuss Succession Planning and awaited their report.

- 2017.23 The Committee held a discussion with Operatives about succession planning and felt it was important to consider the future EA pump station requirements, as well as shadowing, and considering use of new contractors with their rate only items to spray/deweed pump station

MEETING MINUTES (APPROVED)

JBA Project Code	2014s1006
Contract	Management Services
Client	Doncaster East IDB
Day, Date and Time	Friday 5th May 2017, 10:00am
Meeting	Water Level Management Committee
Venue	Epsom House, Chase Park, Redhouse Interchange, Doncaster DN6 7FE

compounds moving forwards. The wider strategic view should also be considered in terms of in-house capabilities and contract for District Operatives, Watercourse Maintenance, and Mechanical & Electrical expertise.

2017.24 GP agreed to contact Lee Garret with regards to an update or report from the Sub-Committee.

Item 8 - Any other business

2017.23 No other business identified.

Item 9 - Date of next meeting

2017.24 Tuesday 17th October 2017 @ 10am

12. APPENDIX E: Internal Audit Report 2016/17

A copy of the Internal Audit report can be found over the following pages.

Doncaster East Internal Drainage Board

Report of the Internal Auditor on the internal controls of the Drainage Board for the year ended 31st March 2017.

Dear Sirs

We have audited the Internal Control System of Doncaster East Internal Drainage Board operational for the year ended 31st March 2017.

1) Scope and Responsibility

The Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Board also has a duty to make arrangements to secure continuous improvements in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Board is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Boards functions and which includes arrangements for the management of risk.

2) The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Boards policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3) The Internal Control Environment

The key elements of the internal control environment, which the Board have addressed, are in ensuring that they:

- ☐ Prepare its accounting statements in the way prescribed by law.
- ☐ Make proper arrangements and accept responsibility for safeguarding public money and resources in its charge.
- ☐ Have only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
- ☐ Have given all persons interested the opportunity to inspect and ask questions about the board's accounts.
- ☐ Considered the financial and other risks it faces and has dealt with them properly
- ☐ Arranged for a competent person, independent of the board's financial controls and procedures, to give an objective view on whether these meet the needs of the board and reviewed the impact of this work.
- ☐ Responded to matters brought to its attention by internal and external audit.
- ☐ Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

4) Review of Effectiveness

JBA Consulting are Clerks to the Board. Certain procedures are prescribed by statute. Our internal audit has covered the procedures and controls exercised by JBA over the Drainage Board. Our audit has been carried out on a test basis.

An assessment of the risks facing the organisation is being updated by JBA on an ongoing basis. This is then discussed with ourselves and reviewed on an annual basis and updated further as appropriate. The risk assessment is summarised using the following heads:

- ☐ Governance
- ☐ Operational
- ☐ Financial
- ☐ External
- ☐ Compliance with Law and Regulation

The risks identified are categorised depending on the assessment of their impact on the organisation and their likelihood of occurrence. Each area is being attributed an:

- ☐ A Denoting immediate action, or
- ☐ B Denoting consider action and have a contingency plan, or
- ☐ C/D Consider action or keep under periodic review.

The risk assessments are also currently reviewed and discussed as part of the 'Review of the Effectiveness of the System of Internal Audit' meeting, which currently takes place annually in November.

In addition, further work has been carried out in establishing the administrative and accounting procedures in terms of segregation of duties and recording of financial information.

Specific Internal audit review work

The following areas relevant to Doncaster East IDB were reviewed in detail in line with the principal of ensuring the standards and characteristics of an effective internal control system are evident: -

The Board's governance arrangements should include and ensure

- There is clarity of purpose and strategic direction.
- They act within their legal framework.
- Roles of officers and board members are clear and documented.
- Decisions are transparent and clearly reported
- Conduct of Board members and officers is of a high standard.

The Board's decision-making framework should include and ensure

- The board has a scheme of rules, including standing orders, which have been subject to minister approval.
- The make-up of the board is in accordance with the land drainage act 1991.
- Adequate minutes of all board meetings are maintained.
- Adequate financial regulations are in place and followed.
- No conflicts of interest are evident.

Budgets

The budget process undertaken by the board is reviewed in detail during our internal audit work. This incorporates both the process itself and details comparison between the budget set and actual income and expenditure. This culminates in the calculation of any variances and then ascertaining the reasoning and explanations for these variances.

This is underpinned by the budgetary work undertaken on an ongoing basis during the year by the clerks to the board as follows:

- Monthly, the sage 200 software is exported through to the formal accounts produced to ensure all items of income and expenditure are included.
- The figures from the accounts are then pulled through to the approved budget statement and a percentage comparison from budget to actual is calculated automatically on the spreadsheet.
- This is then reviewed fully by the clerk to assess the ongoing budgetary position.
- Reporting to the board can then be undertaken promptly as necessary.
- Within the November meeting all budget reports and reviews updated at that point in time are included within the meeting papers for discussion and ultimate approval.

Change to Internal Control Procedures

During the year under review the internal control system relating to purchase invoices was updated. This was mainly necessary to adapt the current system to cater for the increasing number of suppliers who submit their invoices to the board electronically.

Once received all purchase invoices (whether received electronically or posted and then scanned in) are held in a folder named awaiting authorisation. These are then moved to a folder awaiting input, then through awaiting payment until ultimately being moved to an account paid folder.

Moving forward no hard copies of purchase invoices will be kept.

Our internal control system notes have been fully updated to reflect the above.

5) Significant Internal Control Issues

In general, the Drainage Board is underpinned by a sound management and operational structure through the offices of JBA Consulting.

The following areas are identified as risk areas:

Risk areas

Comments in relation to specific areas highlighted above

Decision-making: -

The percentage of income contributed in respect of the special levies for the year ended 31st March 2017 represents around 75% of consistent total income.

At the June 2016 meeting, there were 6 appointed and 7 elected members present (46% appointed member percentage). At the November 2016 meeting, there were 9 appointed and 9 elected members present (50% appointed member percentage) and at the February 2017 meeting 8 appointed and 8 elected members present (50% appointed member percentage).

In general meetings were well attended and in reasonable proportions of member types. It is noted that all none attendance of the appointed members is reported to the council.

This is very much a key area and is a risk area to the board's decision-making process and needs to be considered, addressed and monitored on an ongoing basis.

The overall make-up of the board is in accordance with the percentage of drainage rates to special levy income.

In respect of the sub committees currently in place we would recommend that attendance be reviewed to ensure that any decision-making process is made in line with the required ratios and certainly to reflect appointed members outnumbering elected members by one.

Other risk areas

Timesheets

All employees are salaried working fixed hours. Any payments over and above the salary (e.g. call outs) are fully reviewed and checked by the engineer or asset manager prior to payment.

Financial Risk

Reserves

As at the year ended 31st March 2017 a reserve level existed of revenue reserves (not including commuted sum reserves) in the amount of £449,005.

This represents around 6 months ongoing average expenditure at current levels. This is more than the operating reserve level stated in the Boards reserve policy and as at 31st March 2017 represents a reasonable revenue reserve balance.

Bank mandate/Lloyds Link online payment system

During the year, an electronic payment system has been operated (BACS) in respect of making payments to various creditors.

This system incorporates the following procedures: -

- Mr C Benson (JBA Consulting) reviews invoices and authorises them for payment initially.
- Mr M Joynes (JBA Consulting) enters the payments into a payments file and uploads them onto the Lloyds link system.
- Mr M Joynes then e-mails the Chairman, with a summary of payments and a copy of all the invoices to be paid for authorisation.
- The chairman will then check payments to invoices and if in agreement will log onto the Lloyds link online banking system and authorise the payments.
- The Lloyds link online system will then at this point show Authorisation 1.
- Mr C Benson will then log onto the Lloyds link online banking system and give the second authorisation to send the payment.

The bank mandate provides for payments under £5,000 to be processed with one authorisation. This allows for timely payments of utility invoices to be paid with the second-tier authorisation from the Chief Executive.

The majority of the boards' payments are made via online payments, many of which due to their nature and value are authorised purely by JBA Consulting (the clerks of the board).

We have reviewed all such payments made in the course of the year under review. All payments tested were found to fall within the parameters set by the bank mandate and were fully verified to supporting documentation. The majority of the payments authorised purely by the Clerks to the Board related to utility bills, HM Revenue & Customs and payroll costs of the board.

In respect of invoices raised by JBA Consulting to the board, these have always been included along with any other invoices within any sample testing during the course of our internal audit work.

We have assessed the control procedures in place in respect of the online banking system and with the two-tier authorisation system in place the instructions within the bank mandate are being maintained.

In addition to the current control procedures in place we have recommended to the clerk to the Board the following in respect of any change of bank account details for existing suppliers and for any new suppliers to the Board: -

1. Insist on written and signed confirmation from the supplier.
2. No electronic communication in respect of the change be accepted.
3. Request that an authorised individual known to the Board and Clerk, personally deliver the signed document to the Clerks offices.

We would recommend to the Board that the above additional procedure be approved at the earliest opportunity.

Whilst risk in this area cannot be totally eliminated, the system being operated is robust and keeps risk down to an acceptable level.

In addition to the above specific testing we have maintained the additional number of extensive walk through tests of the online banking system for the year ended 31st March 2017, no issues have arisen and our sample tests suggest that the current system is working effectively.

System back up Procedures

In line with the above internal control change and the Boards whole reliance on electronic data files (E.g. Sage 200) we have undertaken a renewed review of the data recovery system of the clerks to the board.

Our conclusion is that the system is acceptable and includes an offsite data backup facility. Recognised anti-virus software is being operated to reduce risk in this area.

We have updated our internal control system notes to reflect the current above procedures.

Brodericks GBC
Chartered Certified Accountants and
Registered Auditors
Melbourne House
27 Thorne Road
Doncaster
DN1 2EZ

Dated: 26th May 2017

13. APPENDIX F: Annual Return

Sections 1 & 2 of the Annual Return can be found over the following pages

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of

smaller authority here:

DONCASTER EAST INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				prepared its accounting statements in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	✓			has only done what it has the legal power to do and has complied with proper practices in doing so
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	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			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
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on

Signed by Chair at meeting where approval is given:

and recorded as minute reference

SIGNATURE

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

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

DONCASTER EAST INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	491448	565573	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
2. (+) Precept or Rates and Levies	723462	733232	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.
3. (+) Total other receipts	609876	1159686	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
4. (-) Staff costs	39678	41355	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5. (-) Loan interest/capital repayments	85191	85191	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.
6. (-) All other payments	1134344	1658931	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
7. (=) Balances carried forward	565573	673014	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
8. Total value of cash and short term investments	2090763	1423721	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
9. Total fixed assets plus long term investments and assets	3202055	1518954	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
10. Total borrowings	736775	685507	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
			The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

25/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE



Shire

Group of IDBs

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