

MINUTES OF THE BOARD MEETING OF THE OUSE AND HUMBER DRAINAGE BOARD HELD AT 9.00AM ON TUESDAY 19 MAY 2015 AT BOOTHFERRY GOLF CLUB, SPALDINGTON LANE, HOWDEN, DN14 7NG

PRESENT: Mr R Patchett (Chairman), Cllr K West* (Vice Chair), Cllr V Aitken*, Mr J Atkinson*, Cllr C Bayram*, Cllr A Burton*, Mr R Falkingham, Mr J Hick, Cllr C Mole* Mr C Mowforth, Mr R Nicholls, Cllr P Pollard* Mr J Sweeting, Mr S Towse, Mr J Traill*, Mr J Wright

* Denotes Appointed Member

† Denotes Co-opted Member

IN ATTENDANCE: Mr A Morrith (Chief Executive) Mr E Allen (Chief Engineer) Mrs Y Huitson (Secretary).

APOLOGIES: Cllr S Lane*, Mr T Featherby, Mr A Wraith, Mr S Martin* Mr I Screeton†, Cllr N Wilkinson*

2. **DECLARATIONS OF INTEREST:** Mr Sweeting Agenda item 6
Mr J Hick Agenda item 10(iii)

3. **MINUTES OF THE BOARD MEETING:** held on Tuesday 10 February 2015 and as previously circulated were considered by the Board. There were no matters arising that were not covered by the agenda.

It was: -

Proposed: Cllr Bayram

Seconded: Mr Sweeting

And unanimously RESOLVED that the minutes be ACCEPTED as a true record.

4. **FINANCIAL REPORTS:**

i) **Internal Controls and Annual Governance Statement**

Members discussed the previously circulated Internal Controls documentation and governance statements. After a review of the effectiveness of the systems of control, internal procedures and the Internal Auditors report,

It was:

Proposed: Mr Falkingham

Seconded: Cllr Aitken

And unanimously RESOLVED that the Internal Controls, Audit and Accounting Procedures be CONFIRMED and APPROVED and the Annual Governance Statement be signed.

ii) **Annual Accounts**

The Chief Executive explained the previously circulated Annual Income and Expenditure Report, confirming it had been prepared by the Board accountants and audited by the Internal Auditors.

After review and discussion it was:

Proposed: Cllr Burton

Seconded: Cllr West

And unanimously RESOLVED to APPROVE the Annual Income and Expenditure Sheet as presented.

The Chief Executive detailed the previously circulated Annual Balance Sheet confirming it had been prepared by the Board's Accountants and audited by the Board's Internal Auditors.

After review and discussion it was:

Proposed: Cllr Burton

Seconded: Cllr West

And unanimously RESOLVED to APPROVE the Annual Balance Sheet as presented

iii) **Annual Return**

The Chief Executive detailed the previously circulated Annual Return and supporting documentation.

After review and discussion it was:

Proposed: Cllr Pollard

Seconded: Mr Towse

And unanimously RESOLVED that the Annual Return be CONFIRMED and APPROVED

iv) **Quarterly Accounts**

Members considered the previously circulated Income and Expenditure (Variance) Report.

It was

Proposed: Cllr Aitken

Seconded: Mr Atkinson

And unanimously RESOLVED to APPROVE the Income and Expenditure (Variance) Report as presented

Members considered the previously circulated Invoices Paid and Accounts Settled Report.

It was

Proposed: Mr Atkinson

Seconded: Mr Trail

And unanimously RESOLVED to confirm expenditure of £432,309.42 for the quarter.

v) **Insurance**

The Chief Executive detailed the previously circulated information.

After discussion it was:

Proposed: Mr Traill

Seconded: Cllr Burton

And unanimously RESOLVED to APPROVE the Board's insurance provision as detailed

5. **POLICIES**

i) **Risk Management Strategy**

The Chief Executive detailed the previously circulated strategy and changes made to include the objectives of the East Riding of Yorkshire Council (Draft) Flood Risk Management Strategy.

It was agreed that Flood Risk was a major problem for the area and the support of local MPs was required to influence National Policy.

After review and discussion it was:

Proposed: Cllr Burton

Seconded: Cllr Aitken

And unanimously RESOLVED to APPROVE and ADOPT the revised Risk Management Strategy as presented.

ii) **Danvm Review**

The Chief Executive summarised the previously circulated information adding that he would be presenting a revised 'Members Code of Conduct' with a supporting 'Member Roles and Responsibilities' document and a new 'Scheme of Delegation' to the August Board meeting

Members discussed the merits of publishing draft minutes on the website as soon as practicable after the Board Meeting.

In response to Mr Towse, Mr Mowforth stated that in his experience minutes had never required amendments.

Mr Falkingham was aware of only one occasion where amendment had been required.

After discussion, members felt that being given two weeks to respond to the circulated draft minutes was reasonable, there after they could be published on the website.

It was:

Proposed: Mr Falkingham

Seconded: Cllr Pollard

And unanimously AGREED that minutes be published after allowing two weeks for members to comment

Member Development

The Chair informed members that he had been exploring options for Member Development with the Chief Executive. This was as a result of the changes in Board Membership and changes in governance requirements.

The Chair complimented members on the varied skills they brought to the Board and acknowledged members attendance at regional and national flood related events helped in this matter.

An indepth discussion followed. In summary members felt: -

- All development/training should be relevant and proportionate to the role.
- Member development was important to ensure officers are properly held to account.
- A members' role was to ensure due process was followed.
- Development training had to be timed to ensure maximum attendance.
- Training was useful in providing updates on legislation, governance and national policies.
- Development training helped maintain focus in meetings.
- Development was and should continue to be a part of Board meetings.
- That officers ran the Board well

The Chair felt the suggested package would help give members a better understanding of the strengths and priorities of other members.

The Chief Executive reminded members that personal development was an integral part of the role of a public officer or elected public representative.

The Chair informed members that it was intended to undertake member development after the November Board meeting and that the date of the meeting would be arranged to ensure maximum attendance.

iii) National Policies

The Chief Executive outlined the new Code of Practice regarding Powers of Entry that came into force in April 2015, highlighting changes regarding access and notifications to residential properties. In response to Mr Towse, the Chief Executive confirmed this may have an impact upon enforcement notices issued to riparian owners.

6. WORKS TENDERED

The Chief Executive and Chief Engineer presented details of the tender exercise for machine maintenance work, explaining the tender scoring mechanism, rates received and contract structure.

In response to Mr Falkingham, the Chief Executive confirmed that all successful tenderers would receive work; the amount awarded being based upon performance, cost effectiveness and budgets.

The Chief Engineer informed members that grandfather rights changes meant all machine/flail operators need a City and Guilds qualification if using machines outside their own land.

A discussion was held on how best to present tender information in future, this was noted by the Chief Executive and would be actioned accordingly.

It was:

Proposed: Mr Hick

Seconded: Mr Falkingham

And RESOLVED to ACCEPT the tenders as presented.

7. OPERATIONAL STAFF

The Chief Executive presented the previously circulated information confirming all staff were now operating from the new depot.

In response to Mr Traill, the Chief Executive confirmed that staff received some training regarding habitats and conservation matters, but it would be beneficial if Mr Traill could provide additional training regarding such things as Water Vole Class Licences.

In response to Cllr Pollard, members felt similar training would be of use to the Board and that this could be delivered as a future agenda item.

8. HEALTH AND SAFETY

The Chief Executive presented the previously circulated information confirming current and future training for operational staff.

In response to Mr Wright the Chief Executive confirmed staff now worked as one team with a foreman responsible for each district.

In response to the Chair, the Chief Executive confirmed that the Foreman's job had been advertised internally rather than externally advertised.

9. HUMBER STRATEGY

The Chief Executive presented the previously circulated information, confirming that planned works on the Humber Embankment between Market Weighton Canal and Boothferry Bridge were part of the "Accelerated Programme". However, the low number of at risk properties meant funding was still a serious issue.

In response to Mr Nicholls, the Chief Executive confirmed the frontage between Brough and Market Weighton Canal was still on the Medium Term Plan but not on the Accelerated Programme.

Cllr Aitken informed members that she was constantly involved in discussions with the flood managers from East Riding of Yorkshire Council and the Environment Agency, Board officers and the Rgt Hon David Davis regarding flooding issues in the area. Cllr Aitken confirmed that she was organising a meeting between these parties and local landowners in the hope of identifying how this matter could be moved forward.

Mr Falkingham expressed his disappointment at East Riding of Yorkshire Council's Draft Flood Risk Management Strategy in particular that it did not contain specific actions. The Chief Executive stated that the Strategy was a legally required overarching document and once approved by East Riding of Yorkshire Council, a more detailed plan of interventions and works would be published.

The Chair referred members to the Chief Executives response to the Draft Strategy and recommended that they familiarise themselves with the points made in the document. He also complimented the Chief Executive on the quality of the response.

Cllr Bayram reminded members that differing ground conditions had caused differences in settlement rates along the Estuary embankment.

10. CAPITAL SCHEMES

i) **Eastrington and Laxton, and Gilberdyke and Blacktoft**

The Chief Engineer summarised the previously circulated information. He informed members that planning approval for Eastington and Laxton had been delayed by two weeks as a result of clarifications required by Natural England.

The Chief Engineer confirmed that tender documents were to be submitted for review in the next few days and that as previously agreed by the Board both schemes would be tendered under the YORcivils framework contract as a package of work in order to deliver economies of scale.

In response to Cllr Aitken, the Chief Engineer confirmed that work was expected to start on the Eastington and Laxton scheme summer 2015 and that the aim is to complete both schemes within 24 months.

ii) **North Howden**

Mr Hick left the room at this point.

The Chief Engineer summarised the previously circulated information, confirming that completed hydraulic modelling was being used to confirm the size of pumps etc.

He also confirmed that outline planning approval had been received and that additional storage would be created in the system to accommodate the construction of the first 100 properties.

In response to Mr Wright, the Chief Engineer stated he was comfortable with the workload. He was supported by the Chief Executive who stated the majority of work was being undertaken by consultants.

Cllr Bayram informed members that the local football club were also wanting to discharge into the drain. The Chief Engineer was aware of their intention but had not yet received a consent application.

Mr Traill felt the opportunity to include SUDS in the development was a missed opportunity as SUDS would help provide a more long term solution. Cllr Pollard felt future training on SUDS would be useful for members.

11. MARKET WEIGHTON CANAL AND RIVER FOULNESS

The Chief Executive confirmed that PCSA discussions were progressing well and were now focused on maintaining the system as a single entity. An update was expected shortly regarding the survey of the lock sand bank. This would help determine a joint course of action between the Environment Agency and the Internal Drainage Board. It was confirmed that penstock/sluice repairs would be completed in early June.

The Chair felt the relationship with the Environment Agency had improved and if properly managed would continue to progress. He also thanked riparian owners for their efforts.

In response to Mr Wright, officers confirmed the first weedcut on the Foulness would be towards the end of May dependent upon growth and rainfall.

The Chief Executive updated members on the telemetry data now available to officers and the benefits it brought.

12. MAINTENANCE AND REMEDIAL WORKS

The Chief Engineer summarised the previously circulated information stating he was pleased with the works undertaken.

He also circulated copies of the Completed Works Report 2014/15 and Planned Works Programme 2015/16. He asked members to provide feedback from their areas to ensure all works had been considered.

13. ASSOCIATION OF DRAINAGE AUTHORITIES

As a director of the ADA, the Chief Engineer updated members on recent changes in the ADA's management structure and office relocation.

He also reminded members of the upcoming ADA Northern Branch conference and the possibility of additional members attending.

11. A.O.B

In response to Mr Towse, the Chief Executive felt that as a result of further budget reductions it was unlikely that the Environment Agency would increase weed management on the Delphin. However along with Mr Traill and the Environment Agency he was looking at other possible solutions.

It was confirmed that the Executive Committee Meeting would be held on 7 July 2015

The Chair thanked members for their contributions and closed the meeting at 11.45 am.