



Ouse and Humber Drainage Board

An independent public body delivering flood risk, water level and habitat management in Yorkshire and the Humber

MINUTES OF THE FULL BOARD MEETING HELD 9.00AM WEDNESDAY 7th MAY 2018

AT HOWDEN METHODIST CHURCH, HAILGATE, HOWDEN DN14 7SL

PRESENT:

Ratepayer Members:	Mr Featherby(VC)	Mr Henley Mr Hick	Mr Screeton	
Appointed Members:	Cllr West (C) Cllr Roberts Cllr Marwood	Cllr Aitken Mr Traill	Mr Atkinson Cllr Wilkinson	Cllr Bayram Cllr Meredith
Co-opted Members:				
Members Present:	13			

APOLOGIES:

Ratepayer Members:	Mr Falkingham	Mr Wright	Mr Nicholls	Mr Mowforth
Appointed Members:	Cllr Pollard	Cllr Galbriath	Mr Patchett	
Co-opted Members:				

ABSENT:

Ratepayer Members:	Mr Scutt	Mr Sweeting
Appointed Members:	Cllr Stathers	
Co-Opted Members:		

IN ATTENDANCE:

Officers:	Mr McLachlan – Chief Executive Miss Cowen – Corporate Strategy Manager Mr Allen – Chief Engineer	Mrs O’Driscoll – Board Secretary (Minutes)
-----------	---	---

Others:

Contents

137.	Welcome, Introductions and Apologies.....	3
138.	Declarations of Interest.....	3
139.	Additional Agenda Items.....	3
140.	Minutes of the previous Full Board Meeting, 7 th February 2018.....	3
141.	Matters Arising.....	3
142.	Executive Committee Meeting.....	3
143.	Accounting Statements and Annual Returns	3
144.	Financial Balances to Quarter 4	4
145.	Invoices Paid and Accounts Settled	4
146.	Risk Register – 2018 Review.....	5
147.	Capital Schemes Update	5
148.	Public Sector Agreements	6
149.	Corporate Manager’s Report	7
150.	Chief Engineers Report.....	8
151.	Annual Maintenance Programme	8
152.	Aire, Don and Ouse Drainage Boards.....	9
153.	Staff	10
154.	Upcoming Events	10
155.	Any Other Business	10
156.	Date of Next Meeting.....	10

137. Welcome, Introductions and Apologies

- 137.1. The Chair commenced the meeting on the arrival of Mr Screeton making the meeting quorate, noting apologies received so far.
- 137.2. The Chair welcomed and introduced Mrs Jessica Jackson, the Board's Accountant.
- 137.3. The CEO informed members that Cllr Stathers had resigned from the Board as of Friday 4th May 2018 and that steps are being put into place for a replacement.

138. Declarations of Interest

- 138.1. The Chair asked for declarations of interest; none were given.

139. Additional Agenda Items

- 139.1. There were no additional agenda items.

140. Minutes of the previous Full Board Meeting, 7th February 2018

- 140.1. It was PROPOSED by Cllr Aitken and SECONDED by Mr Atkinson and UNANIMOUSLY RESOLVED that these minutes be adopted as a true record.

141. Matters Arising

- 141.1. The CEO summarised his report on the resolved and ongoing actions from previous meetings, advising that the action from minute 135.11 would be discussed further under staff matters.
- 141.2. No other matters were raised.

142. Executive Committee Meeting

- 142.1. The CEO summarised items that had been discussed at the Executive Committee Meeting held on the 18th April 2018, advising that the minutes of the meeting could be found in Appendix B of the meeting papers.
- 142.2. It was PROPOSED by Cllr Aitkin and SECONDED by Mr Atkinson and UNANIMOUSLY RESOLVED that these minutes be adopted as a true record.

143. Accounting Statements and Annual Returns

- 143.1. The CEO asked Board Members to refer to the supplementary paper entitled "*Annual Accounts and Governance Statement*". He explained these have been prepared by the Board's Accountants.
- 143.2. The CEO explained that before approving the accounts, the Governance Statement for 2017/2018 needed to be approved.

- 143.3. The CEO went on to explain that upon approval, the annual accounts and associated documents will be inspected by the Board's internal auditors before submission to the external auditors, PKF Littlejohn.
- 143.4. It was PROPOSED by CLLR MARWOOD and SECONDED by CLLR ROBERTS and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2017/2018.
- 143.5. On approval of the statement by the Board, the CEO presented the accounts found in Appendix G of the Meeting Papers and these were discussed in depth.
- 143.6. Cllr Wilkinson questioned why there has been an increase in Capital Expenditure and if this was due to an increase in operations. The CEO explained more work had been undertaken as a direct result of the extra income that had been generated.
- 143.7. Cllr Wilkinson queried if there was a problem with debtors as this had increased. The Board's Accountant explained this was a result of late payments of Capital Grant money by the Environment Agency and Highways England; she advised that the Environment Agency had now made a payment of c£35,000, however Highways England were still being chased up for their payment of c£60,000.
- 143.8. The CEO added that there are no serious concerns regarding outstanding monies.
- 143.9. Cllr Wilkinson went on to ask if the Iceland debt was causing problems being shown as a debtor. Jess Jackson explained that this had been moved into debtors and had now been written off and any future payment would be shown as a dividend.
- 143.10. Cllr Aitken commented that the board should publicise that nearly £2m had been brought in through Capital Grants. The CEO informed that this information had been published in the flyer sent out in this year's Rate Demands.
- 143.11. It was PROPOSED by CLLR AITKEN and SECONDED by CLLR WILKINSON and UNANIMOUSLY RESOLVED that the Accounting Statements for 2017/18 be approved.

144. Financial Balances to Quarter 4

- 144.1. The CEO explained the Financial Balances for Quarter 4 were set out in the Boards Accounting Statements and have been discussed in the above item.

145. Invoices Paid and Accounts Settled

- 145.1. The CEO advised all Invoices and accounts settled in the last quarter, over £250 are presented in Appendix C of the Meeting Papers.
- 145.2. Cllr Aitken queried the amount paid out at the bottom of page 36 for the sum of £91,000 as no details were entered. The CEO explained that these had accidentally been missed off and the CEng advised that the payment was for an instalment paid on the Blacktoft Scheme.

- 145.3. Cllr Aitken went on to query a payment made to ERYC for the sum of £4,000; Jess Jackson advised this was a payment into the ERYC administered East Riding Pension Scheme.
- 145.4. It was PROPOSED by CLLR MEREDITH and SECONDED by CLLR AITKEN and UNANIMOUSLY RESOLVED that the record of accounts for the last financial quarter be approved.

146. Risk Register – 2018 Review

- 146.1. The CEO directed the Board to the Risk Register in Appendix D of the meeting papers. He explained that as part of good governance officers should undertake a regular review of potential risks and threats that may impact on the operation of the board. He went on to say that this review had now been updated to align with objectives set out in the Corporate Strategy and current management arrangements.
- 146.2. The Risk Register was discussed in detail by the CEO explaining that it considers financial, insurance and asset risk. He added that it also allows the Board to check it is appropriately insured.
- 146.3. The CEng advised that Health & Safety feedback from the Board's insurers had been good.
- 146.4. It was PROPOSED by CLLR AITKEN and SECONDED by MR HENLEY and UNANIMOUSLY RESOLVED to approve the current risk register

147. Capital Schemes Update

- 147.1. The CEO presented a video of the schemes to the Board. He advised that work is progressing well; the financial outturn has not changed since the report at the last meeting.
- 147.2. Cllr West expressed that it would be a good to show send the presentation to Parish Councils', so they can see how the schemes are progressing. **ACTION CEO**
- 147.3. Mr Hick enquired how far along the schemes are. The CEng answered that a lot had changed since the filming had taken place and that all pipework has now been laid and roads reopened. He went on to say that the pumps are due to arrive on the 24th May and that the electricity supply had been the hardest thing to sort however this should be connected for the end of June. He advised that everything is on program.
- 147.4. The CEng went on to say that Laxton Parish Councillors have requested a site visit of the schemes.
- 147.5. Cllr Aitken added that the Parish Councillors of Gilberdyke and Eastington may also be interested in visiting the sites as the schemes will also be beneficial to these Parishes.
- 147.6. The CEng informed that the new cuts at Blacktoft will not be completed until July as the these need to wait for the pumps to go in first.
- 147.7. Cllr Aitken suggested that this may be of interest to local schools as it is not something that happens often and it maybe something they can do a project on.

147.8. The CEO commented that he hopes to get local schools involved in a water cycle project at some point in the future.

147.9. Mr Henley asked how residents of Blacktoft had taken to the scheme due to the proximity of some of properties, to the scheme there. The CEng reported that residents seem to be pleased with the work that is being undertaken and no complaints had been received.

Howdendyke Pumping Station.

147.10. The CEO reported that he was still awaiting funding approval for the FDGiA application.

147.11. Councillor Bayram enters the meeting.

147.12. The CEO informed that because the Board is a public Authority it is required by law and our funders to use an approved OJEU compliant framework supplier, he went on to say advice had been taken and as before the Board will be using the YorHub Regional Framework. The CEO reported that it is intended a target cost Design & Build contract will be used as this will offer value for money.

Seavy Carr Pumping Station

147.13. The CEO reported that this pumping station has life expired and as expected this pumping station is falling into serious disrepair and that that Board may need to make a decision to move forward with a Capital Scheme sooner rather than later. He continued that approx. £37,000 had been spent so far on sending one of the centrifugal pumps away for repair which has given it a lifespan of between 5 – 10 years.

147.14. He advised that to replace this pumping station would be on par to the Blacktoft scheme and that as with Blacktoft eel friendly pumps would be needed to comply. CEng added these pumps are 35% more expensive. The advantages of these pumps were discussed.

Wressle Flood Alleviation Scheme

147.15. The CEO informed that two significant rainfall events last month had resulted in the Board moving forward earlier than expected with a scheme at Wressle. He explained that this had involved borrowing pumps from ERYC and 'daylighting' just over 120m of watercourse with a new inlet structure and other ancillary work. He added that this work was necessary as one property had flooded and to prevent further properties flooding, the system had coped well with repeat rainfall in April.

147.16. The CEO went on to say that root-cutting and camera works will be undertaken in the summer and if necessary repair and/or lining work will be undertaken. He added that it is expected that this work will come under the approved budget.

147.17. The CEng commented that the works had been a big team effort, with Cllr Aitken adding that this work had proved a good collaboration and had a good response from residents.

148. Public Sector Agreements

- 148.1. The CEO explained that EA is continuing to look to IDBs to maintain local rivers and that on behalf of the OHDB and other Yorkshire Boards he had helped negotiate a 3-year settlement in principle with EA to undertake Public Cooperation Agreements (subject to contract). He went on to say this gives confidence to make more secure long-term decisions about future investment in an operational capacity. He informed the board that this provides an opportunity to put maintenance works in other IDBs on a firmer footing.
- 148.2. The CEng reported that EA have agreed to fund tree/bush works on Market Weighton Canal and have asked the Board to identify any piling works that are needed.
- 148.3. The CEO informed that EA have approached the Board to undertake all grass cutting on the Humber Banks and negotiations are underway, he advised that there is not as much as initially thought as there are some areas which are grazed. The CEng pointed out that this would provide a good training opportunity for staff.
- 148.4. The CEO reported that the Board will provide a higher level of service to Vale of Pickering and South Holderness Boards in the coming year and that it is likely staff will be involved in the development of one or two pumping station schemes. He went on to say that this work is about splitting back office costs, to put funding into operations.
- 148.5. The CEO summarised that the outturn position for PSA work is looking very positive at year end and due to reasons discussed, expect to secure funds of more than the approved 2018/2019 budget position of £114k.

149. Corporate Manager's Report

Drainage Rates

- 149.1. The CSM informed the Board that this year's Drainage Rates demands had been prepared and issued at the start of last month, explaining these had been accompanied by leaflets promoting the work of the Board including information about the new pumping stations. She went on to say the leaflets also gave notice about the Board's annual maintenance work and information the Board holds on individuals, to comply with new data protection regs.
- 149.2. The CSM explained that as is typical at this time of year, office staff are busy processing payments and dealing with queries that have come in from rate-payers.
- 149.3. The CSM reported that there had been some success in recovering unpaid bills from last year. Explaining that the Boards enforcement agency, Rundles had recovered over half of the value of the debts that were referred to them. She went on to say that a handful of cases are still outstanding, and some have been returned where agents have been unable to make contact. The CSM advised, several cases are now likely to be referred to the Boards solicitors for specialist advice in tracing individuals, adding that once unpaid debts reach a certain value they can then be referred to the County Court for a possible land charge to be added.
- 149.4. Cllr Aitken requested the figures of the debts which are still outstanding. The CSM advised that this is only £12,000 and that £7,000 had now been recovered, however she added that

some of this amount is for accounts which have queries on them and are awaiting complex revaluations.

Revaluations

- 149.5. The CSM advised that the Board needs to keep up with developments that may result in land needing to be transferred to Special Levy or yield a higher annual value to ensure optimum revenue is achieved.
- 149.6. The CSM went on to say that she is implementing a new procedure this year to ensure that requests for revaluations are conducted promptly and that changes arising from new developments are updated in time for budget setting in February. The CSM added that these are now monitored by the Data Management Officer and it is intended that there will be a formal revaluation exercise every 6-12mths of land/holdings that require significant revaluation.

150. Chief Engineers Report

- 150.1. The CEng ran through Health and Safety matters with the Board.
- 150.2. The CEng advised that all planned maintenance work for this year had now been completed including the PSCA work, with over 140 miles of watercourse now maintained.
- 150.3. He reported that a significant amount of 'enhanced' works had been carried out last year, including 1km of piling, slips and tree works. He added that slips had occurred at Paternoster but these have now hopefully been sorted. The CEng informed that the dividends of the focus on the River Foulness last summer were clear to see following recent rainfall events in March and April.
- 150.4. He reported that tree-cutting and bushing works had continued up to bird nesting season in March with major tree works carried out at Cable Bridge, North Howden. He added that he is pressing the EA to allow the Board to undertake sufficient tree works on MW canal system to allow better access in the coming year.
- 150.5. The CEng expressed thanks to the contractor, Sweetings as they had carried out a lot of the desilting.

151. Annual Maintenance Programme

- 151.1. The CEO directed the Board to the annual maintenance programme which was presented in Appendix F of the meeting papers. He added that this will be the final one of this type as from 2019/2020 maintenance will be undertaken using a new approved asset management plan.
- 151.2. The CEng added that previous annual maintenance work on the Foulness had brought up illegal extraction being pumped on to fields, advising that this is potentially when work is being carried out on the river.

- 151.3. Mr Featherby asked if licenses are needed to undertake extraction, the CEO confirmed this and that a land drainage consent is also needed from the IDB to erect abstraction apparatus on the bank of a Board Maintained Watercourse.
- 151.4. The CEng also reported that a weir had also been found on the MW Canal which was holding water back adding that permission to remove it needs to be sought from the EA, as the watercourse if theirs, he asked to be informed if anything else is found.
- 151.5. The CEO summarised that a lot of piling had been done last year, this will be continued in the current year. He detailed further works to be undertaken, stating that expenditure is not set in stone and work will be undertaken as it is found.
- 151.6. Cllr Aitken expressed her thanks to the staff that undertook work on the playing field at Gilberdyke.
- 151.7. It was PROPOSED by MR HICK and SECONDED CLLR AITKEN and UNANIMOUSLY RESOLVED to approve the annual maintenance programme for 2018/2019.

152. Aire, Don and Ouse Drainage Boards

- 152.1. The CEO directed the Board to Appendix E in the meeting papers. He explained that four small neighbouring internal drainage boards known as the Aire, Don and Ouse Consortium (ADOC), the Cowick and Snaith, Dempster, Rawcliffe and Reedness and Swinefleet will all have their Clerkship and Engineering services withdrawn by ERYC on 11th May 2018. The CEO went on to say he had been formally approached by the Chairmen of these Boards and asked if OHDB is able to offer these services. He explained that these issues have been ongoing sometime and official notice has been given by ERYC in December however the information had to remain confidential until an agreement had been reached.
- 152.2. The CEO explained that ERYC was unable to provide management services as they had decided to concentrate on their 'core business'. He advised that the OHDB has the expertise to take on management of these Boards however in order to do this would need to take on additional management staff, in the form of an Asset Manager. Explaining that the new appointment would be cost neutral as most of the cost would be met by the annual fee with the remainder covered by other management fees included in separate PCSA agreement. He added that operational work would be undertaken by Contactors as it is currently.
- 152.3. The CEO explained that it makes sense for the OHDB to take over this work [than others] as we are neighbouring authorities even have some of the same ratepayers.
- 152.4. Cllr Wilkinson enquired if the OHDB taking over these services will be profitable as it wasn't for ERYC. The CEO advised that the Board does not make a profit but a figure of £50,000 +inflation for a minimum of 5 years had been agreed to cover OHDB costs, this figure is for management of the Boards only and not operational work.
- 152.5. The management opportunities were then discussed in detail.

- 152.6. Mr Atkinson commented that he thought this was a great opportunity for the OHDB.
- 152.7. The CEO advised that negotiations which started in January had been put to the Executive Committee and studied in detail and that a report of these can be found in Appendix E. Mr Featherby added that the Executive Committee backed the CEO's proposal as any extra expenditure should be cost neutral.
- 152.8. It was PROPOSED by MR ATKINSON and SECONDED Mr CLLR AITKEN and UNANIMOUSLY RESOLVED that the CEO be authorised to enter into a public sector agreement under section 11 of the Land Drainage Act 1991 to provide management services to the Aire, Don and Ouse Consortium of Drainage Boards, and in order to facilitate necessary wider organisational changes to support this and other increased revenue opportunities is authorised to employ an Asset Manager at Grade 9 of the ADA Whitebook terms and conditions.' **ACTION CEO**

153. Staff

- 153.1. The CEO updated the Board on the Annual Staff Reviews and informed that a lot of work had been put into these by the CSM, adding that the framework of these is like the principles followed by the ©Investors in People accreditation.
- 153.2. He continued that the reviews look at performance of staff over the last 12 months, identifies training needs and looks at welfare and personal issues that may affect overall performance of staff, ensuring all staff are performing to the best of their ability. This framework is known as the Employee Performance Review (EPR).
- 153.3. The CEO went on to say that the CSM and CEng's performance review and remuneration had now taken place, this had assessed past and future performance and targets had been given.
- 153.4. Cllr Aitken thanked Cllr West, Mr Featherby and Mr Wright for undertaking these performance reviews and getting the systems into place.

154. Upcoming Events

- 154.1. The CEng informed that the ADA Northern Branch Conference is on the 8th June at Cave Castle and that a tour of the Foss Barrier is scheduled. He added all emails had now been sent out about this and asked that he be informed in the next week or two of attendance.

155. Any Other Business

- 155.1. The CEO reported that some Members are still to send back the insurance questionnaire, he reminded Members of the legal requirement of the Insurance Act 2015 and all information provided will remain confidential.

156. Date of Next Meeting

- 156.1. 8th August 2018 at the Masonic Hall, Howden