



# OUSE and HUMBER DRAINAGE BOARD

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

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## MINUTES OF THE FULL BOARD MEETING HELD AT 9.00AM ON WEDNESDAY 10 MAY 2017

AT ST CUTHBERT'S MASONIC HALL, SELBY ROAD, HOWDEN, DN14 7JW

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### PRESENT:

Ratepayer Members:	Mr Patchett (C) Mr Falkingham	Mr Nicholls Mr Screeton	Mr Featherby	Mr Hick
Appointed Members:	Cllr West (VC) Mr Atkinson	Cllr Aitken Mr Martin	Cllr Bayram	Cllr Marwood
Co-opted Members:	Mr Scutt			
Members Present:	13			

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### APOLOGIES:

Ratepayer Members:	Mr Mowforth	Mr Wright		
Appointed Members:	Cllr Galbraith Cllr Wilkinson	Mr Traill	Cllr Roberts	Cllr Stathers
Co-Opted Members:				

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### ABSENT:

Ratepayer Members:	Mr Henley
Appointed Members:	Cllr Pollard
Co-Opted Members:	

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### IN ATTENDANCE:

Officers:	Mr McLachlan – Chief Executive Miss Cowen – Corporate Strategy	Mr Allen – Chief Engineer Mrs Huitson - Minutes
Others:		

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**60. Apologies**

- 60.1. After a brief discussion about Members' attendance, Mr Atkinson pointed out that the benefit of having Council appointed members on the Board is wider than their attendance at individual meetings.

**61. Declarations of Interest**

- 61.1. There were no declarations of interest.

**62. Additional Agenda Items**

- 62.1. Cllr Bayram wished to raise the issue of pollution from the culverted section of the Old Derwent in Howden; this would be covered under Any Other Business.

**63. Other Matters**

- 63.1. The CEO briefly explained the updated format of the papers and how they were referenced.

**64. Minutes of Full Board Meeting 7 February 2017**

- 64.1. It was PROPOSED by Mr Falkingham and SECONDED by Mr Hick and UNANIMOUSLY RESOLVED that these minutes be adopted as a true record.

**65. Matters Arising**

- 65.1. The CEO summarised his report on resolved and ongoing actions from previous meetings.  
65.2. No other matters were raised.

**66. Executive Committee Meeting**

- 66.1. The CEO informed the Board that Mrs Betty Pitter, the Board's Senior Rating Officer is to retire in June. She started work with the Board in 1968. She has a great font of knowledge and will be greatly missed. The CEO asked the Chief Engineer to comment.  
66.2. The Chief Engineer stated that he had known Mrs Pitter for many years and that she has been a good colleague and friend who was well liked and respected in the local community.  
66.3. It has been agreed with the Executive Committee that this position would be replaced by a junior member of staff working full time in a revised role, including rating and asset management. A position for a Data Management Officer had been advertised with interviews taking place in the next few weeks.  
66.4. The Board wished for their thanks to be given to Mrs Pitter for her long service. **ACTION CEng**

**67. Accounting Statements and Annual Return**

- 67.1. The Chief Executive apologised for the late presentation of the accounts. They were not available for distribution with the main papers due to the end of year accruals period and accounting processes
- 67.2. He then explained that the Board needed to approve the Governance Statement for 2016/17 before approving the accounts for 2016/17; they would then be sent to the external auditor for review.
- 67.3. The accounting statements had been prepared by the Board's accountants and audited by the Board's internal auditor.
- 67.4. The CEO explained that the accounts had needed simplification so that things were more transparent. In conclusion, the accounts looked healthy compared to last year; however, caution was needed as there was still a significant funding requirement for capital schemes over the medium term.
- 67.5. The accounts were discussed at great length. After discussion, it was suggested that the May Board meeting could be a week later in future so that members would have time to look at the accounts in depth before the meeting.
- 67.6. It was also noted that the money held in the Kaupthing Singer Friedlander has now been identified in the accounts as a bad debt that at some time in the future would probably need to be written off. In the Notes to the accounts, physical assets were reported at the 'cash value as built', not as 'rebuild costs'; plant did reflect replacement costs. The lease of the Depot at Holme Road, Market Weighton is tied in until 2021 however there is a break clause in 2018.
- 67.7. Members then looked at the Annual Governance Statement point by point, and agreed each question in turn.
- 67.8. It was PROPOSED by Cllr Bayram and SECONDED by Mr Martin and UNANIMOUSLY RESOLVED that the Governance Statement be approved.
- 67.9. It was PROPOSED by Cllr Marwood and SECONDED by Mr Atkinson and UNANIMOUSLY RESOLVED that the Accounting Statements for 2016/17 be approved.

## **68. Invoices paid and accounts settled**

- 68.1. The CEO presented the Accounts Paid for the last quarter. The only comment made was that it would be easier to read if the background was a lighter colour. **Action CEO**
- 67.2. It was PROPOSED by Cllr Bayram and SECONDED by Cllr West and UNANIMOUSLY RESOLVED that the Board APPROVE the record of accounts for the last financial quarter.

## **69. Capital Scheme Update**

- 69.1. The CEO gave an update on the Capital Schemes stating that contractors (ESH) should be on site by the end of June.

69.2. The Chief Engineer stated that one of the subcontractors working for ESH would be Sweeting Bros. He also stated that because of delays with the scheme the purchase of land at Blacktoft was delayed and therefore the watercourse widening will not start until after harvest.

69.3. A discussion on the schemes then followed.

## **70. Public Sector Cooperation Agreements - Maintenance**

70.1. The CEO informed members that the Board had again entered into agreements to manage vegetation on the Market Weighton Canal and North Cave Beck. In addition, £35k had been secured for the maintenance of creykes on the Ouse.

## **71. Public Sector Cooperation Agreements – Professional Services**

71.1 The CEO stated that The Vale of Pickering Internal Drainage Board had approached OHDB to provide professional services on a rechargeable basis plus 12.5% management fee.

71.2 After discussion, it was PROPOSED by Mr Falkingham and SECONDED by Cllr Bayram and UNANIMOUSLY AGREED that under the oversight of the Executive Committee, the CEO is authorised to enter a Public-Sector Cooperation Arrangement with the Vale of Pickering IDB.

## **72. Corporate Strategy Manager’s Report**

72.1. The Corporate Strategy Manager stated that the first draft was complete and would be circulated to the Executive Committee and the Internal Auditor in the next few days. The second draft would then be prepared for further consultation and a final version be presented to the Board in August for ratification and approval.

72.2. The Corporate Strategy Manager then gave a brief update on activities completed and undertaken in the last 6 months.

## **73. Chief Engineer’s Report**

73.1. The Chief Engineer had nothing to report on Health and Safety issues.

73.2. The Chief Engineer reported that Loftsome Bridge Pumping Station had had bearings and probes replaced and was now working fine. Seavy Carr needs bearings and probes replacing; budget costs are £15,000 and the timescale is 6 to 8 weeks. Faxfleet Pumping Station needs £120,000 of investment; a funding application is in progress in the hope of obtaining approximately 50% of cost on Health and Safety grounds (works relating to panel).

73.3. The Chief Engineer thanked John Wright for allowing training on his land. All the men were now qualified for anything they are likely to do on site. When the tractor comes back, 3 men will be trained to drive it and will also be given flail-mowing training.

73.4. The Chief Engineer presented Maintenance Works completed for 2016/17

#### **74. Annual Maintenance Programme**

- 74.1. The Chief Engineer presented the Maintenance Works Programme for 2017/18
- 74.2. The CEO pointed out that there are 250 miles of watercourses (440 kilometers) in the Board's district. He explained that new arrangements were being put in place amongst the workforce on a trial basis to improve oversight of maintenance activities and communications with landowners.
- 74.3. Under the trial arrangement, the Board's two foremen will work differently; one will act as a District Supervisor with a small discretionary budget to oversee contractors and communicate directly with landowners; the other will act as District Foreman and be responsible for workforce planning. In addition, it is intended to trial contract labour during peak season, placing contract labourers alongside the Board's employed operators.
- 74.4. This was discussed in detail and will be brought back to the Executive Committee in October and the Full Board in November for a formal recommendation. **ACTION CEO**

#### **75. Transformation Project**

- 75.1. The CEO outlined the recent changes to IT systems including GIS software. He also gave an update on the recent improvements to the office.

#### **76. Any Other Business**

- 76.1. Cllr Bayram requested that the Drainage Board become involved in the ongoing issue of pollution from the culverted section of the Old Derwent in Howden.
- 76.2. The CEO supported this as he was concerned about the safety of drainage board staff working downstream. It was stated that the Environment Agency was the regulator for these matters and that the CEO would press for action. The CEO asked permission to follow up on this matter, the Board agreed. **ACTION CEO**
- 76.3. Mr Atkinson reported that Mr Bob Scott, retired foreman for the old Market Weighton Board had sadly passed away. He had helped many land owners in many ways whilst working for the Board.

#### **77. Remuneration**

- 77.1. The Chairman put it to the Board that an unrecorded session of the Board be held to discuss staff remuneration matters<sup>1</sup>. The Board agreed.
- 77.2. Officers were asked to leave the room.
- 77.3. Closed session

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<sup>1</sup> Proceeding 27 of the Regulations (Standing orders) permits the suspension of another proceeding upon resolution, provided 75% of the members of the Board present agree. In this case Proceeding 9 (the making of minutes) was suspended temporarily to protect the privacy of officers concerned.

71.2 It was PROPOSED by CLLR BAYRAM and SECONDED by MR SCREETON and UNANIMOUSLY AGREED that the Executive Committee be authorised to take professional advice on remuneration of the CEO up to the sum of £2,500.

**78. Date of Next Meeting**

78.1. It was explained that the Masonic Lodge had double booked us for the August and November meeting; therefore, these would now be held at the Methodist Church in Howden

78.2. Next Meeting Wednesday 2 August 2017 at the Methodist Church, Howden