

# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **MINUTES**

of the proceedings of a meeting of the Audit & Risk Committee

held at the offices of the Board on  
10<sup>th</sup> April 2015 at 10am

### **Members**

Chairman - \* Cllr M Brookes

\* Mr W Ash  
\* Mr J G Fowler  
Cllr B Russell

\* Mr V A Barker  
\* Mr R Leggott  
Cllr R Singleton-McGuire

\* Member Present

In attendance: Mr I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)

#### 719 **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr B Russell and Cllr Singleton-McGuire.

#### 720 **MINUTES OF THE AUDIT & RISK COMMITTEE MEETING**

Minutes of the last meeting held on the 10<sup>th</sup> December 2014, copies of which had been circulated, were considered and it was RESOLVED that the Minutes should be signed as a true record.

There were no matters arising.

#### 721 **TO RECEIVE DRAFT INTERNAL AUDIT REPORT FOR 2014/15 - Agenda Item 4**

The Finance Manager presented to the Committee the Internal Auditors Draft Audit Report with a 'substantial assurance' for the second year. Mr D Gowing has no Management recommendations as he could not find anything to report on.

The Committee congratulated the Officers and Staff.

The Chief Executive stated that the Audit & Risk Committee is held in high regard by the Board. This Committee works in partnership with the auditors to feed through any recommendations which are speedily put into place.

722 TO RECEIVE A REPORT ON PUMPING STATION VALUATIONS - Agenda Item 5

The Chief Executive stated that Jacksons Civil Engineers were employed to model for insurance purposes total rebuild costs of the pumping stations. They were divided into four categories. The detailed cost summaries are enclosed within the Agenda.

Allan House pumping station was not included as it is not owned by the Black Sluice IDB, a development grant was paid by Asda to maintain it.

The costing's include a buildability percentage cost, which equates to the access for heavy construction wagons and plant. Instances whereby some pumping stations would require roads and culverts built to gain access.

The reference to Statutory Undertakers is a cost for dealing with all other utilities ie Network Rail, Anglian Water, electricity companies etc.

The Committee discussed and the following points were considered;

- 34 pumping stations in isolated locations
- Risk is reduced as all pumping stations would not be damaged at the same time
- Special negotiating with insurers dealing with a multi County portfolio
- Rebuild with new state of the art pumps and configuration may not be housed in brick
- Simplified design for today's needs not like for like
- The best formats in design preferred option with new technology
- Current insurers extended insurance to the 30<sup>th</sup> September 2015 as a more suitable renewal date
- Current valuations would only cover 27% of the any claim made
- Other IDB's claims ie 2009/10 in Northern Boards had outdoor pumps stolen by scrappies.
- Pumping station doors have been replaced with anti vandal steel doors
- Security fencing has been looked into as a deterrent for vandalism
- On presenting this to the Board a key for colour types
- Any major maintenance will not go ahead if the pumping station is identified for rebuild

The Committee recommended that the Officers meet with the insurers with this new information and ascertain risk and premiums.

723 TO REVIEW THE FIRE MANAGEMENT PLAN - Agenda Item 6(a)

The Finance Manager presented the updated Fire Management Plan;

- Any new fire risk to a location be reintroduced to previous inducted persons.
- Plant fire risk training be implemented into section 2.9
- Record of all fire drills and training evacuations
- Added to the plan which fire extinguisher is to be used on what type of fire
- Fire retardant materials in the form of partitions are used whilst engaged in welding

723 Cont.....

- A copy of this plan be sent to the Fire Officer.

The Committee RESOLVED to recommend that the Fire Management Plan should be approved at the next Board meeting.

724 TO RECEIVE RISK MANAGEMENT STRATEGY - Agenda Item 6(b)

The Finance Manager presented the Risk Management Strategy - highlighted in red are recommended amendments and writing in green for discussion.

Appendix B - Agreed paragraph 5 on pg 37 to be incorporated.

1.1 Flooding due to failure to pump at Black Sluice Pumping Station – the offer of supplementary staff in time of need, the BSIDB could offer to cover 50% of the cost to train two members of BSIDB staff to operate the Black Sluice Pumps.

2.1 Environmental Legislation – the Board employs Environmental Consultants who review the BAP and legislation. ADA has an Environmental Committee and this also filters information to all IDB's.

4.2 Health & Safety Legislation – the Board employed a Health & Safety consultant which monitors legislations.

5.4 Inadequacy of Internal Checks – the External Auditors recommended rewording.

6.1 Risks to Board Members – Decisions are not made by Committees except under the delegation of authority policy.

8.5 Cyber Attack – section added the Committee discussed and recommended a transfer of risk to insurers if possible. Back up off site, could other IDB's hold a system backup and offer reciprocal arrangement to them.

The Chief Executive asked the Committee if this was a suitable document given that no member of staff is trained. The Committee discussed and requested a report on comparison of costs to train the Finance Manager through the Institute of Risk Management and/or an external consultant to review and audit these plans.

The Committee RESOLVED to recommend that the Risk Management Strategy Policy should be approved at the next Board Meeting.

725 TO RECEIVE THE INVESTMENT STRATEGY POLICY - Agenda Item 6(c)

The Finance Manager presented the amendments to the Investment Strategy Policy the Committee made the following additional amendment;

9.1 "This Strategy will be reviewed within five years".

725 Cont.....

The Committee RESOLVED with the above amendment to recommend that the policy be approved at the next Board Meeting.

726 TO RECEIVE THE HEALTH & SAFETY ASBESTOS MANAGEMENT PLAN - Agenda Item 6(d)

The Chief Executive stated that this policy has been reviewed by Copes the Health and Safety Consultants to the Board.

The Committee RESOLVED to recommend that the Health & Safety Asbestos Management Plan should be approved at the next Board Meeting.

727 TO RECEIVE THE HEALTH & SAFETY NOISE AT WORK POLICY - Agenda Item 6(e)

The Chief Executive stated that this policy has been reviewed by Copes the Health and Safety Consultants to the Board.

The Committee RESOLVED to recommend that the Health & Safety Noise at Work Policy be approved at the next Board Meeting.

728 TO RECEIVE THE HEALTH & SAFETY FIRST AID AND ACCIDENT REPORT POLICY (INCLUDING NEAR MISSES) - Agenda Item 6(e)

The Chief Executive stated that this policy has been reviewed by Copes the Health and Safety Consultants to the Board.

The Chief Executive informed the Committee that the Operations Manager stated that Copes recommended this policy remain the same and an additional policy be created a "Near Miss Policy" to identify any trends. This policy should then be brought back to the Committee for review. The Committee AGREED.

The Committee RESOLVED to recommend that the Health & Safety First Aid and Accident Report Policy be approved at the next Board Meeting.

729 TO REVIEW THE BOARD'S MANAGEMENT ACCOUNTS - Agenda Item 7

The Finance Manager presented the full range of yearly and monthly management account reports which are enclosed within the Agenda. These reports are reviewed by the Executive Committee and the Board.

The Committee reviewed and AGREED that the reporting did not require expanding.

730 TO RECEIVE A REPORT ON PUBLIC ATTENDANCE AT MEETINGS - Agenda Item 8

The Finance Manager stated that within Law and Standing Orders the rules were already covered regarding Public attendance at meetings.

730 Cont.....

The Committee commented that the Chairman of the respective Committee could request notice of any questions in advance. The Committee RESOLVED that the question had been answered to their satisfaction.

731 TO RECEIVE A REPORT ON CYBER SECURITY - Agenda Item 9

The Finance Manager presented a report on the Cyber Locker virus which was discovered to be infecting the Black Sluice Network on 9<sup>th</sup> March 2015.

His report outlines a range of defence software which would upgrade security of the network. The Committee recommended for the purposes of data protection an encrypted data to protect rating records on separate disc drive this may lower the risk to the Board.

The Finance Manager will discuss with HBP and report back to the Committee.

732 TO REVIEW THE RISK REGISTER - Agenda Item 10

The Committee reviewed the Risk Register.

733 TO REVIEW THE BOARD'S CATALOGUE OF POLICIES - Agenda Item 11

The Committee reviewed and recommended an even spread of the policy reviews over the time range dates. All AGREED.

There being no further business the meeting closed at 12:10.

