

## 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  
9<sup>th</sup> April 2014 at 2pm

#### Members

Chairman - \* Cllr M Brookes

Mr W Ash	* Mr V A Barker
* Mr J G Fowler	* Mr R Leggott
* Cllr B Russell	Cllr R Singleton-McGuire

\* Member Present

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

#### 520 APOLOGIES FOR ABSENCE

Apologies were received from Mr W Ash and Cllr R Singleton-McGuire.

#### 521 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

Minutes of the last meeting held on the 22<sup>nd</sup> October 2013, copies of which had been circulated, were considered and it was RESOLVED that the Minutes should be signed as a true record.

#### 522 MATTERS ARISING

##### (a) Debit & Credit Card Policy - Minute No 436(a)

The Finance Manager reported that he had now reviewed comparisons between other service providers and Paypal has been contracted, which will also enable payment of drainage rates via the website.

##### (b) Business Interruption Insurance Cover - Minute No 437(b)

Cllr B Russell asked if the question regarding insurance cover for re-housing tenants of 54 Hessle Drive after an event be included in the policy. The Finance Manager will contact NFU and email the answer to members of the Committee.

##### (c) Vehicle Insurance Cover - Minute No 437(e)

The Chief Executive stated that the Manitou Forklift value has been increased to £4,000.

(d) Pumping Station Valuations - Minute No 437(g)

The Chief Executive stated that they had categorised pumping stations into four different categories, Phil Ingleby visited one of each category and believes they are undervalued compared to other IDB's. The problem being that there is no comparison for these types of pumping stations. The Chief Executive has approached a contractor with a view to giving a professional rebuild cost. The underwriters have requested a value of each pumping station.

The Committee discussed the value of the building itself as a basic build compared to the structure below ground construction and foundations. The Chief Executive also stated that in the future a pumping station rebuild may not be built within a building itself just the pumps above ground and fenced.

Mr V Barker referred to Kier Construction who built Dowsby Lode pumping station they could possibly give a quotation on the original plans with today's costing.

(e) Annual Return & External Audit Opinion for year ended 31<sup>st</sup> March 2013 - Minute No 440

The Finance Manager stated that the matter raised by Grant Thornton regarding depreciation of assets was discussed at the Clerks Forum and that the advice provided to each Board by the external auditor is contradictory. ADA has been approached to clarify this in order that all IDB's deal with it in a consistent manner.

523 TO RECEIVE DRAFT INTERNAL AUDIT REPORT FOR 2013/14 INCLUDING MANAGEMENT RESPONSE - Agenda Item 4

The Finance Manager presented the Committee the Internal Auditors Draft Audit Report with a 'substantial assurance', this is the highest possible rating that can be awarded in an Audit and signifies that we follow all our policies and procedures.

The Internal Auditor recommended that Staff be reminded to comply fully with the procurement policy. The Finance Manager stated that Staff have been reminded and in addition each duplicate green copy of the order book is stamped to prompt for details of other quotations attained.

The Committee requested that the Finance Manager pass on to the Staff their sincere thanks for the hard work achieved to attain a Substantial Assurance audit.

524 TO RECEIVE A PRESENTATION ON THE NEW BOARD WEBSITE INCLUDING DATA TRANSPARENCY - Agenda Item 5

The Finance Manager presented a view of the old website and then the new one which has been up and running to coincide with the drainage rate demands. There is still some work to be carried out on drop down menus and uploading of information to be compliant with data transparency. The paypal account enables drainage rates to be paid directly through the website.

Once control of the website is transferred items can be developed with additional information, uploading environmental projects and local photographs.

525 TO REVIEW THE PENSION DISCRETION POLICIES - Agenda Item 6

The Finance Manager presented the new Pension Discretion Policy which will be presented to the Executive Committee and then to the Board on 25<sup>th</sup> June 2014.

The following three sets of policies are based upon when an employee leaves the employment of the Board. Only the "Post 2014" policy can be changed and all policies need to be approved by the Board.

(a) Discretion for Employees

This policy refers to members of staff who left the Boards employ before 31<sup>st</sup> March 2008. This policy cannot be changed and the Committee AGREED therefore to recommend approval by the Board.

(b) Discretionary Compensation on Early Termination of Employment

This policy came into force 1<sup>st</sup> April 2008 and has been replaced with the new pension scheme from 1<sup>st</sup> April 2014. This policy cannot be changed and the Committee AGREED therefore to recommend approval by the Board.

(c) Exercise of Discretions within the Local Government Pension Scheme

The Finance Manager presented a slide presentation. The Committee reviewed the following points:

- Career average required
- Who to offer membership
- Rate of employee's contribution including overtime is estimated and the percentage applied which is set for the year and only reviewed at the end of the year.
- Shared costs of additional pension contributions ie unpaid leave, reserved forces and strike where they will bear the cost themselves.

525 Cont.....

- Assumed pensionable pay refers to full paid sick, maternity, paternity.
- New joiner within 12 months with another council the employee can choose to join their pension together.
- The Board has a policy to cover ill health in determining this medical advice should be obtained from the Board's occupational health provider.

The Committee RESOLVED to recommend that the above policies be approved by the Board.

526 TO RECEIVE RECHARGEABLE POLICIES - Agenda Item 7

The Chief Executive presented these policies which have been in development through this Committee.

(a) Commercial Works

The Committee reviewed the Commercial Works Policy and RESOLVED to recommend that it should be approved at the next Board Meeting with the following amendment:

*"Any works with a value greater than £1,000 must not commence prior to the receipt of a pre-payment or an official order".*

(b) Public Sector Works

The Chief Executive stated that Public sector cooperation agreements have been signed with SKDC for summer cutting, Mayflower Housing have also signed for their maintenance works.

The Committee RESOLVED to recommend that the Public sector co-operation Agreement Policy should be approved at the next Board Meeting.

527 TO RECEIVE THE LONE WORKER POLICY - Agenda Item 8

The Chief Executive presented the Lone Worker Policy and stated that in addition to this policy a risk assessment is completed for each job and signed by the Workmen.

The Workmen are provided with a phone or use their own phone with a paid allowance. There is also an ongoing development of a system of ring back on completion of the job.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

528 TO REVIEW THE EMERGENCY FLOOD RESPONSE PLAN - Agenda Item 9(a)

The Chief Executive stated that this document has a controlled distribution due to the private information detailed within. Cllr B Russell agreed to remove the relevant pages in order for the Council to view the agenda document.

The Chief Executive stated that during the review of this document it was recognised that very little reference was made to tidal flooding and therefore the plan was updated.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

529 TO REVIEW THE DEBIT & CREDIT CARD POLICY - Agenda Item 9(b)

The Finance Manager recommended to the Committee that the Debit & Credit Card Policy be withdrawn as it is no longer required.

The Committee RESOLVED to recommend that the policy be withdrawn and approved at the next Board Meeting.

530 TO REVIEW THE DISPLAY SCREEN POLICY - Agenda Item 9(c)

The Finance Manager stated that the current Health and Safety policy regarding Display Screen users meets with the law. The Finance Manager highlighted to the Committee Paragraph 4 "an eye test and corrective glasses used for display use through the appointed Board's ophthalmologist".

Mr J Fowler asked the question regarding new machinery with computer visual control screens. The Finance Manager replied that they are not focused on the screen for long periods of time.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

531 TO REVIEW THE RISK MANAGEMENT STRATEGY AND RISK REGISTER - Agenda Item 9(d)

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

**7.3 Premises at 72 Carlton Road remain Unsold**

Consequence: Low balances

How risk is managed: Produce five year plan with building unsold.  
Review major items for expenditure.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Monitor</b>

531 Cont.....

The Committee discussed "1.7 – Risk of Loss of Senior Staff", had formal arrangements been put in place with other IDB's to help cover Officers. The Finance Manager agreed to progress this.

The Finance Manager stated that the Chairman is covered by Vice Chairman, Chief Executive on the operations side by the Operations Manager, Rating Officer is covered by Finance Assistant and Finance Manager.

The Chairman stated that minutes should record that the item has been discussed and risk assessed.

532 TO RECEIVE THE REGISTER OF BOARD POLICIES WITH  
RECOMMENDED REVIEW DATES - Agenda Item 10

The Committee reviewed the recommended review dates and AGREED.

533 ANY OTHER BUSINESS - Agenda Item 11

There being no further business the meeting closed at 4:05pm.