

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Board Meeting

Tuesday, 11th June 2024 at 1pm

Station Road, Swineshead, Lincolnshire PE20 3PW



Black Sluice Internal Drainage Board

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Our Ref: DW/JB/B10

Your Ref:

Date: 4th June 2024

To the Chairperson and Members of the Board

Notice is hereby given that a **Meeting of the Board will be held at the offices of the Board on Tuesday, 11th June 2024 at 1pm** at which your attendance is requested.

The Board are conscious of reducing the amount of printing where possible, therefore some items on the agenda will only be found on the Board's website at the following link:
<https://www.blacksluiceidb.gov.uk/resources/document-library/meetings/>

As you are already aware, the Board meeting will be followed by refreshments, an inspection bus tour of the Board's area and evening dinner at Boston United Football Club.

Chief Executive

AGENDA

1. Recording the meeting.
2. Apologies for absence.
3. Declarations of interest.
4. To receive and, if correct, sign the Minutes of the Meeting of the Board held on 6th February 2024 **(pages 1 - 10)**
5. To receive and, if correct, sign the Confidential Minutes of the Meeting of the Board held on 6th February 2024 **(pages 11 - 14)**
6. Matters arising.
7. To receive and confirm the draft Committee Minutes and Matters Arising of the following meetings:-

(a) Environment Committee on 27th February 2024 **(pages 15 - 22)**

To adopt the following:

(i) Policy No. 11: Biodiversity Action Plan **(website)**

(b) Structures Committee on 19th March 2024 **(pages 23 - 32)**

To adopt the following:

(i) Policy No. 09: Structures Replacement Policy **(pages 33 - 36)**

(c) Southern Works Committee on 9th April 2024 **(pages 37 - 46)**

(d) Audit & Risk Committee on 30th April 2024 **(pages 47 - 57)**

To adopt the following:

(a) Format of Management Accounts **(pages 115 - 120)**

(b) Policy No. 01: Risk Management Strategy **(pages 58 - 81)**

(c) Policy No. 07(a): H&S Booklet **(pages 82 & 83)**

(d) Policy No. 10 : Delegation of Authority **(pages 84 - 87)**

(e) Policy No. 13: Emergency Response Plan **(under separate cover)**
(confidential information redacted)

(f) Policy No. 27: Control of Ragwort **(pages 88 & 89)**

(g) Policy No. 28: Land Drains discharging into Board Maintained Watercourses
(page 90)

(h) Policy No. 29: Control of Rabbits, Rats & other Rodents **(page 91)**

(i) Policy No. 31: Publication Scheme **(pages 92 - 95)**

(j) Policy No. 34: Gift and Hospitality **(page 96)**

To approve the following:

(i) Internal Auditors Report 2023/24 **(pages 97 - 105)**

(e) Executive Committee on 21st May 2024

(pages 106 - 114)

To approve the following:

- (i) Period 12 Management Accounts (amended) (pages 115 - 120)
- (ii) 10 Year Schemes Budget (page 121 - 123)
- (iii) 10 Year Plant Replacement Budget (page 124)
- (iv) 10 Year Estimates to reflect Scheme updates & 2023/24 year end position (page 125)

8. To approve the Unaudited Financial Statements for the year ending 31st March 2024 (under separate cover)
9. To review and approve the Annual Governance Statement (page 129)
10. To approve and authorise the Chairperson to sign the Annual Governance and Accountability Return (AGAR) for the year ending 31st March 2024 (pages 126 - 131)
11. To approve the Register of Electors for the Election of the New Board in November 2024 (to be presented on screen)
12. To review the Risk Register (page 132)
13. To receive reports on the following:
 - (a) Monthly Accounts: February 2024 - April 2024 (pages 133 - 141)
 - (b) Monthly Accounts (Woldmarsh): January 2024 - April 2024 (pages 142 - 145)
 - (c) Schedule of Consents Issued: February 2024 - May 2024 (pages 146 - 149)
 - (d) Rainfall (pages 150 & 151)
14. Any other business.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the Board

held at the Offices of the Board on
6th February 2024 at 2pm

Members

Chairperson - * Mr K C Casswell

Mr W Ash	* Mr J Atkinson
* Mr V Barker	* Cllr P Bedford
* Mr J Fowler	* Cllr M Geaney
* Cllr A Hagues	* Mr P Holmes
* Cllr Z Lane	* Mr M Leggott
* Cllr D Middleton	Cllr C Mountain
* Mr R Needham	* Mr P Robinson
Mr M Rollinson	Cllr C Rylott
Cllr D Scoot	Cllr H Staples
* Cllr S Welberry	* Mr C Wray
* Mr M Brookes	Cllr N Drayton

* Member Present

In attendance: Mr D Withnall (Chief Executive)
Mr P Nicholson (Projects Director and Deputy CEO)
Mrs A Chamberlain (Finance & Admin Director)
Mr S Harrison (Maintenance Director)
Mr I Warsap (SLWP Consultant)

2258 Recording the Meeting - Agenda Item 1

Members were informed that the meeting would be recorded.

A minute's silence was observed in memory of Mr M Scott (previous Board Chairperson).

2259 Apologies for Absence - Agenda Item 2

Apologies for absence were received from Cllr C Rylott, Cllr D Scoot, Mr W Ash and Mr M Rollinson.

2260 Declarations of Interest - Agenda Item 3

No declarations of interest were received.

2261 Minutes of the last Board meeting - Agenda Item 4

The Minutes of the last meeting of the Board held on the 22nd November 2023, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

2262 Matters Arising - Agenda Item 5

(a) Plant - Mitsubishi L200 Trucks Replacement - Minute 2227(a)

It was confirmed that the four new Toyota trucks have arrived and are in use.

(b) Fens 2100+ Project - Minute 2227(c)

The Chief Executive noted that he now sits on the Fens 2100+ Project Board, representing Lincolnshire IDBs, the first meeting being 13th February 2024.

(c) Future arrangements of the Board - Minute 2227(e)

The Chief Executive noted that the newly employed Admin Apprentice, Amy Wilson, concluded her employment with the Board at Christmas 2023.

2263 To receive the minutes of the Executive Committee meeting - 12th December 2023 - Agenda Item 6

The Chairperson presented the Minutes of the Executive Committee meeting held on the 12th December 2023, copies of which had been circulated. The Board RESOLVED that the Minutes should be received.

Matters Arising:

(a) Thanks to Executive Committee

Mr V Barker thanked the Executive Committee for their work, which saves the Board completing the detailed work.

2264 To receive the unconfirmed minutes of the Executive Committee meeting - 16th January 2023 - Agenda Item 7

The Chairperson presented the Minutes of the Executive Committee meeting held on the 16th January 2024, copies of which had been circulated. The Board RESOLVED that the Minutes should be received.

Matters arising:

(a) Plant - Counterweight fitted to JCB-145 - Minute 2251(d)

It was noted that the JCB 145 is now being booked in for the counterweight to be fitted.

(b) Black Sluice Pumping Station (Boston) – Minute 2251(f)

The Chief Executive informed the Board that LCC have set up a Storms Impact Working Group, with the first meeting being held on 16th February, at which the Chief Executive will be attending.

(c) 10 Year Plant Replacement Budget - Minute 2253

The Projects Director noted that the 10 year plant replacement budget included in the agenda, as presented to the Executive Committee on 23rd January, was incorrect and has therefore been updated and corrected, as displayed on screen.

Attention was drawn to the replacement of one of the Twiga SPV2 by the Hooby, which is expected to be ready by the end of March 2024. It was noted that an exercise has been completed on the cost of running of the three Twiga's, and the eldest (2015) has cost half the amount to run compared to the newer two. The Projects Director noted that the 2015 Twiga has completed 2,000 more hours than the other machines, it has been appraised and are awaiting a valuation.

It was noted that the new Hooby machine will be inspected in Holland, there being a conversation currently around at what point the Board become responsible for it, the Chief Executive being of the opinion that the Board don't want to be responsible for it during shipping.

It was also noted that Hitachi have provided a quote for a replacement Hitachi excavator, which has now been reflected in the budget. The arrival of the four new Toyota trucks has also been reflected in the budget now.

(d) South Forty Foot Water Bank Project - Minute 2257(a)

It was confirmed that the letters have now been sent, with a covering letter from the Board.

(e) Television Interview - Minute 2257(d)

It was noted that the television interview was heavily edited to fit the narrative of the British Broadcasting Corporation (BBC). Boston Borough Council were supportive of IDBs during the interview, but it was heavily edited to not accurately reflect what Boston Borough Council or Peter Bateson (IDB CEO) had said during the interview.

Cllr M Geaney noted that it has been agreed that the government will financially support the councils who pay special levies to an IDB and will be looked at on an ongoing basis. It is the same amount as last year (£3 million) but has not yet been confirmed how it will be divided. Cllr M Geaney noted that full details will be within the minutes of the full South Holland District Council meeting held on 31 January 2024. The Chairperson noted that this is a positive outcome for both IDBs and councils.

(f) Culvert Collapse - Wykes Lane, Donington - Minute 2257(f)

The Chief Executive noted that the Board had to attend this culvert in December 2023 due to its complete collapse and was obstructing the conveyance of water. It was therefore removed to restore the flow of water and Lincolnshire County Council (LCC) informed of this, on the assumption that they (LCC) would reinstate their culvert and the road. LCC do not accept that the responsibility is theirs to replace the culvert. The Chief Executive is in discussion with the Head of Highways at LCC about this, explaining to them that the culvert is only there to carry their road, the Board are only responsible for maintaining conveyance of water, which is fine without the culvert. It was noted that the Board could serve enforcement on them (LCC) for a blockage, for future collapses under the highway, but this is not the desired approach towards another local authority, but is possible if required.

(g) 2024/25 Budget and Ten-Year Estimates - Minute 2253

The Chief Executive explained that the Executive Committee have scrutinised the budget at their last meeting, doing the more detailed work before being presented to the Board, inviting any questions.

Cllr Z Lane questioned the monetary difference between the option that has been recommended by the Executive Committee (Option 2 Proactive/Reactive), and Option 3 (Proactive)? The Chief Executive responded that, over the ten-year period, option 3 was a schemes expenditure amount of £7.2 million which has been reduced to £5.4million (option 2) through prioritisation. The Chief Executive referred the Board to page 51 of the agenda, which shows a list of £1,968,000 worth of schemes, which are the schemes that were removed from option 3 to produce option 2.

The following reports were considered and noted:

- 2024/25 Budget and Ten-Year Estimates Report
- Budget with Ten Year Estimates
- 10 Year Capital Schemes
- 2024/25 Summary budget by month
- 2024/25 Detailed budget by month
- 2024/25 Wages on cost reserve budget
- 10 Year Plant Replacement budget (also noted above at Minute 2264(c))
- 2023/24 Cumulative Solar Panel Report
- Electricity analysis October 2023
- Bourne Fen Farm Rate Alleviation

2265 Final Budget with 10 Year Estimates (amended Penny Rate) - Agenda Item 8

The Chief Executive presented the updated final budget for 2024/25. The Chief Executive further explained that there are 29.54 acres of land in the Board's catchment that has been moved from agricultural to Special Levy due to development of it, which generates an additional £11,922.13 to the Special Levies, broken down as below:

	2023/24 Special Levy	2024/25 Proposed Special Levy	Increase due to Rate Increase	%	Increase due to Development	%
Boston Borough Council	£ 1,139,128.16	£ 1,232,587.98	£ 85,125.95	7.47%	£ 8,333.87	8.20%
South Holland District Council	£ 213,985.74	£ 232,005.56	£ 15,990.95	7.47%	£ 2,028.87	8.42%
North Kesteven District Council	£ 97,415.80	£ 104,823.70	£ 7,279.79	7.47%	£ 128.11	7.60%
South Kesteven District Council	£ 80,851.16	£ 88,324.37	£ 6,041.93	7.47%	£ 1,431.28	9.24%
	£ 1,531,380.86	£ 1,657,741.61	£ 114,438.62	7.47%	£ 11,922.13	8.25%

The Chief Executive further drew the Board's attention to the increase in turnover, explaining that this is because of the Grant in Aid funding expected to be achieved, as below:

- Allan House £1,082,000
- South Kyme £1,065,000 (£1m for works and £65,000 for specification)
- Ewerby £1,065,000 (£1m for works and £65,000 for specification)
- Damford £1,065,000 (£1m for works and £65,000 for specification)
- Trinity College £1,065,000 (£1m for works and £65,000 for specification)

The Chief Executive noted the only concern is that this takes the Board over the £6.5million limit for the current external audit procedure. However, it has to be over this amount for three years before a more detailed full audit would be required. The Chairperson noted the Board's thanks for the work of the Projects Director and GrantsManager for achieving this funding.

Mr R Needham questioned when this work is likely to be completed? The Chief Executive noted that it should really be completed by 31 March 2025 as funding should be received and expended in the same financial year, however this is not always possible. Currently, specification for works are being produced to go to tender. The work is outside the capability of the Board and will be managed through the SCAPE agreement, it being expected to receive at least three quotations.

2266 To receive the Quarter 3 forecast and Period 09 Management Accounts - Agenda Item 9

The Finance and Admin Director explained that the Quarter 3 Forecast is produced using actual figures from periods 1 – 9 and for the fourth quarter, the budgets are reviewed to see where it is estimated to be by the end of the year. The income has been rephased to expected levels. Further noting that the overspend on Board funded schemes is a result of Storm Babet and Storm Henk. The overspend on the other schemes is mainly offset by the additional income expected to be received in grants of £170,844.

The Finance and Admin Director concluded the forecast by noting that it is being forecast that the Board will require an additional £77,660 from the reserves, which has improved since the Quarter 2 forecast which was estimating requiring an additional £203,219.

The Finance and Admin Director next presented the Period 09 Management Accounts, noting the following:

- At the end of December there were 19 drainage rate accounts outstanding, totalling £9,394. Ten of these have been referred to Rossendales for recovery action, the rest are being chased internally. Three of the 19 accounts have since been paid in full.
- Budget for electricity YTD was £473,217 and spend to date was £361,252 at the end of December. The estimate for the first two weeks of January is £106,000 as a result of Storm Henk.

2267 To receive an update on the recent event Storm Henk - Agenda Item 10

The Chief Executive gave an update on Storm Henk.

The Chief Executive explained that Storm Henk predominantly affected the south of the catchment (more rain at Black Hole Drove than Cooks Lock or Chain Bridge).

The Chief Executive displayed a timeline of events, showing the different levels on the telemetry. It being noted that the previous highest known level was 3.05m on 24th December 2021, it reaching 3.28m on 3rd January 2024.

- 06:35 on 02/01/2024 SFFD @ BHD 2.3m. Emergency Response Plan enacted.
- 17:24 on 02/01/2024 SFFD @ BHD 2.7m. Started switching pumps to emergency profiles.
- 23:49 on 02/01/2024 Overtopping first spotted at Dunsby on our CCTV (video displayed on screen).
- 00:05 on 03/01/2024 SFFD @ BHD 3.28m.
- 20:27 on 05/01/2024 SFFD @ BHD 2.3m. All pumps switched back on.
- 15:00 on 06/01/2024 SFFD @ BHD 2.3m with all pumps switched back on. Emergency stood down at ERT meeting.

It was noted how quickly, almost immediately, the SFFD reacted to the rainfall in this event due to the ground being so saturated (shown on trace displayed on screen). It was noted that the navigation lock had been constantly open prior to the event, it was one of only five main rivers where the levels were proactively reduced in readiness for the rainfall.

The Chief Executive displayed the telemetry trace of Dowsby Lode Pumping Station and Bicker Fen as examples of emergency profile pumping.

Further photos and videos were shared, including Gosberton, Dunsby overtopping, Quadring overtopping and water running around Ewerby, Trinity College and South Kyme Pumping Stations.

It was noted that a decision was made that at South Kyme Pumping Station the flow of water back around the pumping station was too dangerous for workforce to physically attend during the hours of darkness and so when it tripped it was left until daylight hours to be reset. The Pump Engineer is looking into an immediate solution (fans), but in the long term it will be with the replacement of the control panels (2025/26).

The Chief Executive further added that it was not declared as an emergency by Lincolnshire County Council and so therefore there is no available Bellwin emergency funding that the Board could claim through the councils. Defra have therefore been approached directly by ADA for funding for the water the Board's had to pump around in circles.

Mr V Barker questioned if all pumps can be controlled via the telemetry? It was confirmed that all pumps can be controlled remotely. It was noted that for desilting works they are controlled manually as opposed to remotely because they cannot be set to a level low enough remotely.

Mr J Atkinson referred to the overtopping at Dunsby, questioning what damage has been done to the bank because of it and what work is to be done to ensure it doesn't happen in future?

Cllr D Middleton questioned if consideration has been given to controlling it via a sluice or something similar so that the Board could control the amount etc? The Chairperson noted that it would require the agreement of the landowner that their land would be flooded.

It was noted that Dunsby was known as a low spot as it overtopped in a previous event at a level of 3.05m. The EA were informed of this low spot in January 2022. The EA have armoured a bank at Swaton, which they identified as a low spot, but which the Board has never seen over top.

The EA's response to overtopping is to ensure banks are all the same height meaning that if it overtops, it will overtop over a wider area, rather than just at the low spot, to prevent damage to the banks which would increase the risk of a breach. Mr P Holmes noted that the EA need to discuss with the landowners whose land will be flooded and the Board who will have to move the water back into the SFFD. The Chairperson was of the opinion that it would be better to have an agreed compensated area with a landowner/s for overtopping rather than it spreading over many metres.

Further photos of the damage to the bank at Dunsby from the overtopping were displayed, showing the scouring to the bank. Next shown on screen was a photo of the EA's temporary repairs to this bank (plastic sheeting held down with sandbags). It can only be assumed that this has been put in place so that if it happens again, it doesn't scour the bank. However, it is not sealed on the water side so water would get underneath it. It will also be killing the grass and its roots that hold the bank together. The Chief Executive has raised these concerns with the EA and is awaiting a response. The same has been done at Quadring Fen.

The breach on the Bourne Eau on the Welland and Deepings IDB's side was noted, with Mr V Barker noting the luck of the Board that it didn't breach on the Board's side. Mr I Warsap noted that a badger sett was logged and informed to the EA, in the exact place where it breached.

Mr P Robinson questioned what the role of the Black Sluice Pumping Station (Boston) could have been in this event? The Chief Executive noted that he believes that during Storm Babet they could have added some benefit and in Storm Henk they were definitely needed. It was further noted that the Fens 2100+ team have acknowledged that perhaps the Black Sluice Pumping Station (Boston) should not be fully decommissioned as it may be required in the future.

Mr V Barker noted that when the doors were open at Grand Sluice, the water was still going over the top of the lock gates. The sluices didn't open for another twenty-five minutes because the volume of water down through the Haven from the Witham was too great for it to open. Mr V Barker continued that he went on another occasion when the tide was further out and that the water going through the nav lock, and the controlled sluice was held up. Mr V Barker gave the analogy of the neck of a bottle, noting that it can only empty based on the neck of the bottle and that the two openings at Boston are not good enough. Further expanding that either the pumps need to be used or put new sea doors on with a new channel, or to put a curved channel in from the old railway bridge to the Haven.

It was further noted that the Board's Site Engineer is completing surveys to collect data on low spots, which will also be shared with the EA. Mr P Holmes noted that when it was overtopping at Dunsby, he believes there was at least 2-3 foot of freeboard at Swaton.

The Chief Executive further noted that the electrics for the control of the automatic weedscreen cleaner at Dyke Fen Pumping Station were submerged in water. The electrics will be replaced, with options being explored to make it more resilient – raising it by a metre, waterproof box etc.

The Chief Executive lastly turned to the Board's mobile 8" pump, it being noted that it failed on numerous occasions during the event, resulting in the Board borrowing South Holland IDB's pump. A photo was displayed on screen of the pump in use with a ramp so that the pump could continue to be used across a vehicle right of way. This ramp was made by Welland & Deepings IDB and enquiries have been made if they could produce one for the Board. Two of the Board's 6" pumps were also in use during the event. There are options being explored to increase the reliability of the Board's 8" pump – telemetry, removing the AdBlue or both. Mr M Leggott raised concern over the security of the diesel when using these mobile pumps. It was noted that usually they are within flood water, in remote locations and there isn't really any other feasible way around it.

The Chairperson, on behalf of the Board, thanked the Board's Officers and workforce for their efforts during the storm event. Further thanking South Holland IDB and Welland and Deepings IDB for the use of their pumps. The Chief Executive noted he will send a note to the Board's employees and the IDBs with the thanks of the Board.

2268 To receive an update on the Lincolnshire Reservoir - Agenda Item 11

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

2269 To review the Risk Register - Agenda Item 12

The following Risks were discussed:

- *1.9 Insufficient finance to carry out works* – The Chief Executive noted that he doesn't believe there is anything further that can be done, noting the Board's detailed approach to the budget and ten-year estimates, suggesting that the risk score remains the same.
- *8.4 Network Failure* – The Chief Executive noted the continual challenges around the number of problems with the network. HBP believe it is a problem with the bandwidth, fibre cables have been installed in the village recently and so it is hoped it will soon be available. Currently, a dongle is plugged in for extra strength.
- *8.2 Loss of telephone communications* – The Chief Executive noted that the Board have replaced the telephone system which is due to transfer over on 20th February.
- *1.10 Reduction in staff performance* – Mr M Leggott noted that in a neighbouring IDB, following a prolonged period of rainfall event working, employee sickness absence increased due to stress and anxiety. Mr M Leggott noted that perhaps this is something to consider at the next meeting of the Audit & Risk Committee. The Chief Executive acknowledged this and suggested it be classed as mental health awareness.

2270 Reports on the following: - Agenda Item 13

(a) Monthly Accounts: (November 2023 - December 2023)

The Board's monthly accounts, inclusive of November 2023 – December 2023, were circulated.

The Board RESOLVED that this report be noted.

(b) Monthly Accounts: Woldmarsh (October 2023 - December 2023)

The Board's monthly Woldmarsh invoices, inclusive of October 2023 - December 2023, were circulated.

The Board RESOLVED that this report be noted.

(c) Schedule of Consents (November 2023 - January 2024)

The Chief Executive presented the Schedule of Consents, consisting of November 2023 - January 2024, copies of which had been circulated. Viking Link consents being in red.

The Chief Executive noted how few consents there are. Mr M Leggott noted the fee set by the Land Drainage Act of £50, questioning if this is sufficient and whether the Board should be looking to charge an additional processing fee?

The Chief Executive noted that it isn't possible to increase it without being passed by parliament. Further noting that the straightforward ones are largely covered by the £50, however, the more complex cases where more of the Board's Officers are required, this doesn't always cover the costs associated. The only consents that are charged at a higher rate are those in the extended area, on behalf of Lincolnshire County Council, a greater fee is charged and Board Officer's time recharged to LCC.

The Board RESOLVED that this report be noted.

(d) Rainfall

The rainfall figures at Swineshead and Black Hole Drove were presented, copies of which had been circulated.

The Board RESOLVED that this report be noted.

2271 Receive the draft minutes of the Joint ADA Lincs / Welland and Nene Branch Meeting held on 19th October 2023 - Agenda Item 14

The draft minutes of the Joint ADA Lincs / Welland and Nene Branch Meeting held on 19th October 2023 were noted.

2272 To confirm the arrangements and proposed dates for the election of the new Board in November 2024 - Agenda Item 15

All AGREED that Mrs Amy Chamberlain, Finance & Admin Director, be appointed to undertake duties of the Returning Officer in the 2024 election for a Returning Officers fee of £500.

All AGREED the proposed election timetable as below:

15 th April 2024	Print Register of Electors by 15/04/2024
22 nd April 2024	Advertise Inspection of Register for 14 Days on Website 22/04/2024 to 06/05/2024. Include details of election in Drainage Rate leaflet.
6 th May 2024	Close inspection of Register
7 th May 2024	Give 5 Days notice of Hearing for Objection to Register (If any) on Board's website.
14 th May 2024	Hear Objections to Register (if any)
14 th May 2024	List of objection inspection for 14 days on the Boards Website 14/05/2024 to 28/05/2024 (if any)
28 th May 2024	Inspection of objections list closed (if any)
28 th May 2024	Give 5 days Notice of Hearing for Objection of claims (if any)
4 th June 2024	Hear Objections to Claims (if any)
11 th June 2024	Board Meeting (Board to approve the register)
12 th June 2024	Advertise approval of Register on website.
10 th September 2024	Advertise Notice of Election giving last date for receipt of nominations.
25 th September 2024	Last Day for the receipt of nominations by the returning Officer.
26 th September 2024	Notice to be sent to any candidates whose nomination papers were invalid.

26 th September 2024	If a poll has to be taken - Publish notice of election on Boards Website, affix notice to door of office. Notify candidates of nomination.
26 th September 2024	If insufficient nominations received notice given to such number of retiring members to make up number and declare such number of members elected on the Boards Website.
26 th September 2024	If no poll, advertise notice that no poll to be held and declaring candidates elected on Boards Website. Inform each person of his/her election.
30 th September 2024	Last day for receipt of notices of withdrawal of nominations (5:00pm).
1 st October 2024	Printing of voting papers (if necessary).
16 th October 2024	Dispatch voting papers.
30 th October 2024	Election Day. If poll to be taken, all voting papers received by 12:00 noon.
31 st October 2024	Advertise on Boards Website results listing Board Members.

The Chairperson noted that the Board meeting on 11th June will be a full Board inspection with around 100 guests followed by an evening meal at Boston Utd to celebrate the retirement of the Mr I Warsap and himself.

2273 To authorise the Chairperson and Chief Executive to seal the Rate for 2024/25 - Agenda Item 16

It was RESOLVED that the Chairperson and Chief Executive be authorised to seal the Drainage Rate and Special Levies for the year 2024/25 as follows:

(a) Drainage Rates

	<u>Rate in the £</u>	<u>Estimated Amount of Drainage Rates Payable</u>
Sub-District No 1 – Being so much of the said Internal Drainage District as comprises the area of the Borough of Boston as constituted and in existence immediately before 1 st April 1974.	9.42p	
Sub-District No 2 – Being the remainder of the Internal Drainage District.	18.84p	
		<u>£1,559,203.39</u>

(b) Special Levies

Boston Borough Council	£ 1,232,587.98
South Holland District Council	£ 232,005.56
North Kesteven District Council	£ 104,823.70
South Kesteven District Council	£ 88,324.38
	<u>£ 1,657,741.62</u>

There being no further business the meeting closed at 15:52.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Environment Committee

held at the offices of the Board on
27th February 2024 at 2pm

Members

Chairperson - * Mr P Holmes

* Mr W Ash	* Mr J Atkinson
* Mr V Barker	* Mr K C Casswell
* Mr M Rollinson	* Mr P Robinson
* Mr R Welberry	* Mr R Needham

Cllr C Rylott

* Member Present

In attendance: Mr D Withnall (Chief Executive)
Mr P Nicholson (Projects Director)
Mr S Harrison (Maintenance Director)
Mr M Smith (Waterlife Recovery Trust)

2274 Recording the meeting - Agenda Item 1

Board Members were informed that the meeting would be recorded.

2275 Apologies for absence - Agenda Item 2

Apologies were received from Cllr C Rylott.

The Chairperson welcomed and introduced Malc Smith (guest from Waterlife Recovery Trust).

2276 Declarations of interest - Agenda Item 3

There were no declarations of interest.

2277 Minutes of the last meeting - Agenda Item 4

The Minutes of the last meeting of the Environment Committee held on the 7th March 2023, copies of which had been circulated, were considered. It was AGREED that they should be signed as a true record, with the following amendment:

- Minute 2107 – reference to ‘*gun* licence’ should be ‘*general* licence’.

2278 Matters arising - Agenda Item 5

(a) Water Levels - Minute 2107

The Chairperson noted the reference to the lack of rainfall and drought conditions at the time of that meeting (March 2023) in comparison to the current conditions (large quantities of rainfall).

(b) Bird Flu (Avian Influenza) - Minute 2112(a)

It was noted that there have been no further reports of dead swans or birds. The Board received no feedback from Defra regarding the birds the Board reported as per the government guidelines.

2279 To review the Biodiversity Action Plan (Policy No. 11) - Agenda Item 6

The Chairperson introduced the Biodiversity Action Plan, noting that it is a dynamic document and that it is available to view on the Board's website.

The Maintenance Director noted that there are no proposed amendments.

Mr K Casswell questioned how many mink have been trapped? It was confirmed that 28 have been trapped, adding that there have been some issues experienced with the mink rafts floating away and sinking. The equipment has been recovered but will require extensive repair. Further noting that the proposed work with Waterlife Recovery Trust will be of great benefit, it being noted that two mink were caught over the past weekend (Helpringham and Hammond Beck). Control of mink was discussed further at minute 2284.

The Committee RESOLVED to recommend that the Biodiversity Action Plan (Policy No. 11) be approved at the next Board meeting.

2280 To receive a report on environmental work completed in 2023/24 and recommendations for proposed works for 2024/25 - Agenda Item 7

The Maintenance Director presented this agenda item, highlighting particular points as follows.

Completed Works 2023/24

Owl Boxes

The Board has purchased three new owl boxes. There has been a large decline in barn owl numbers. Mr W Ash noted that the water vole population can affect this. Reference was made to 87% of the barn owl boxes having Jackdaws present, Mr R Welberry questioning whether there is anything that can be done about this – culling or licenced traps? Mr M Rollinson noted that in order to prevent Jackdaws getting into an owl box, two doors are required (outside door on right hand side, inside door on left hand side). Jackdaws nest with long twigs and therefore can't get the twigs round the corner to build a nest. The Maintenance Director noted this and that he will look into the existing boxes being adapted.

Mr V Barker noted that he has also witnessed Buzzards taking barn owls as they fly along so sedately.

Early Flailing Works

The Board continue with early season bank flailing of high-profile watercourses and early health and safety cuts on main river highland carriers for the Environment Agency (EA).

Environmental Surveys of Larger Hedgerows in our Bushing Programme

It was noted that there has been difficulty in finding a consultant to conduct the Board's environmental surveys. Tim Smith, used by a neighbouring IDB, has conducted them this year, but is due to retire in the near future. The Board are currently advertising for an Environment & GIS Officer who will complete these surveys going forward.

Mr M Rollinson added that there is an app used for surveying hedgerows for the purpose of Sustainable Farming Incentive (SFI), suggesting this may be of some benefit. Mr M Rollinson noted that he will share the details with the Maintenance Director.

Operation Fly Swat

The Board continue being a partner with the Operation Fly Swat team. However, it was noted that the council won't collect rubbish from the Board depot unless a forklift is used to put it onto their truck. The Board therefore often recover from the drain and leave on the roadside for the council to collect from there.

Invasive Species

The workforce are reminded of the invasive species at the annual pre-cutting brief.

Bat Boxes and Surveys

There is still no activity in the Board's bat boxes.

Environmental Schemes

The Eel Screen Exemption period concludes in November 2024, it being expected that this will be extended again, as it has done previously.

Grass Snake Nesting Sites

No activity has been seen in the Board's Grass Snake Nesting Sites.

Wildflower Meadow

The area has been redressed again this year. It will be redressed again with a different type of seed if required. Previous seed has failed due to nitrate levels in the soil.

Badger Setts

The workforce follow Natural England guidelines when working adjacent to Badger Setts under a specific licence.

Pollution

There have been no reported pollution incidents.

Greater Lincolnshire Nature Partnership

The Maintenance Director attends the GLNP, noting that the last meeting was focused on carbon recovery.

South Lincs Pollinator Project

The Board continues with this at Kirton Marsh, noting that there has been no further contact from the Lincolnshire Wildlife Trust, who were leading the project, adding that he will follow this up.

Artificial House Martin Nests

The House Martins have shown interest in the nests and so it is hopeful that they may nest this year.

The Wash and North Norfolk Marine Partnership

The Projects Director attends these meetings, noting that the current focus is on the Norfolk coastline.

The Environmental Good Governance Guide for Internal Drainage Boards

It was noted that this is a useful reference point for the Board.

Proposed works 2024/2025

Water Vole Surveys

Committee approval requested to continue using consultant Tim Smith for the Board's environmental surveys until successful recruitment of an Environment & GIS Officer. The vacancy is currently advertised, it has received interest, but from applicants that are more GIS based than environment based. It was confirmed that the Board are seeking a predominantly environmental based person, who could then be trained to complete the GIS element of work.

Winter Bushing and Cleansing

The Board are slightly behind on the programme due to recent rainfall events. A budget of £2,000 is proposed for fish relocation during cleansing.

Owl Boxes

A budget of £2,100 is proposed for the repair / replacement of three existing owl boxes. The Maintenance Director noted that, following previous conversation about stopping Jackdaws entering the boxes, this budget could go towards adaptation of the boxes.

Recording by Machine Drivers

The Board's machine drivers continue to record sightings on their Tom-Tom units, with a proposed budget of £1,700 for Tom-Tom repairs and updates in 2024/25.

It was confirmed that Otter sightings are recorded but is very rare that they are seen. It was added that a family of Otters have shown interest in the Board's Otter Halt.

Invasive Non-Native Species (INNS)

A new Invasive Non-Native Species was displayed on screen – the Chinese Mitten Crab. They have not been seen in the Board's catchment but are present in the Welland and Deepings IDB area. They burrow into the bank, effecting the stability of it. They eat anything and are found in both salt and fresh water. Welland and Deepings IDB are actively trying to catch them, within a day of putting out the trap in the weir, there were hundreds caught.

Operation Flyswat Partner

An estimated contribution of £4,000 has been budgeted, which outweighs the cost the Board would incur if carrying out the work.

Grass Snake Nesting Sites

Mr V Barker noted that with the increase in automatic weedscreen cleaners, there aren't the heaps of grass that have come out the watercourses and are therefore losing some potential nesting sites. The Maintenance Director noted that the Board could look at introducing more nesting sites, noting that Sempringham Pumping Station would lend itself well for this (sightings here previously).

Wildflower Meadow

If redressing is required, a budget of £700 has been allocated for this.

Pollinator Project

It was noted that previous discussion has taken place with the Lincolnshire Wildlife Trust about when bank slips are repaired are redressed, pollinator seed can be used (in addition to grass, needed to stabilise the bank).

Environment Budget 2024/25

The big increase in budget for the Environmental & GIS Officer was noted (which will be charged 50% Environment and 50% GIS). This creates an overspend for 2024/25 of £13,598. Mr V Barker suggested targeting graduates.

The committee AGREED the budget as below:

Winter bushing & cleansing (fish relocation)	£ 2,000.00
Slip Repairs Pollinator Seed	£ 600.00
Barn Owl Box Replacements	£ 2,100.00
Tom Tom Repairs/Updates	£ 1,700.00
Mink Control	£ 2,600.00
Operation Fly swat partner	£ 4,000.00
Grass Snake Sites	£ 300.00
Wild Meadow Maintenance	£ 700.00
Pollinator Project	£ 875.00
WNNMP	£ 400.00
GLNP	£ 300.00
Environment & GIS Officer (new role 50%)	£24,023.00
Total	£39,598.00

The Chairperson thanked the Maintenance Director and team.

2281 To receive a report on Barn Owl Nesting Boxes for 2023 - Agenda Item 8

The Maintenance Director presented the Barn Owl Report for 2023. The Chairperson noted that A Ball, who completes the report, has conveyed his thanks for the Board's commitment to this project.

2282 To receive a report on the 2023 butterfly records from Windmill Lodge Butterfly Conservation and Wildlife area, Amber Hill - Agenda Item 9

The Maintenance Director presented the 2023 butterfly records from Windmill Lodge Butterfly conservation and wildlife area at Amber Hill.

2283 To receive the 2024 Conservation surveys of watercourses - Agenda Item 10

The Maintenance Director presented the conservation surveys for the North Forty Foot Drain, Horbling Fen Drove Drain and Old Forty Foot (Horbling). It was noted that these reports are concise but are still compliant with what the Board are required to conduct. It is also a document that the workforce can easily refer to on site.

2284 To receive a report from Malc Smith (Waterlife Recovery Trust) - Agenda Item 12

The Chairperson introduced Mr Malc Smith from the Waterlife Recovery Trust (WRT) to give a presentation on the eradication of mink.

Malc Smith gave an informative and interesting presentation as follows.

Waterlife Recovery East was the first of the charities to be set up (2018), which then changed to Waterlife Recovery Trust in 2022.

Work to date over the past three years has focused on the 'core area' (displayed on screen), highlighted in green (Norfolk and Suffolk). There were no juvenile mink caught in Norfolk and Suffolk in 2023. With only five adults caught in Suffolk and seven in Norfolk in 2023. It was noted that there was around 400-500 in the first year. This has been achieved through WRT mink trapping alongside other additional mink trapping. The Trust try to catch the mink whilst they are breeding (February – end of March) and then the dispersal later in the year (August). The Trust started with the Norfolk and Suffolk area because of the coastal area, which means there is not much immigration from the coast and other existing projects. Mr M Smith further noted that mink have been known to travel up to 70km over land.

Mr M Smith next showed the committee the 'buffer zone' (displayed on screen), highlighted in red (Cambridge). This area has been trapped by the Trust for 2.5 years now.

Mr M Smith next displayed the newest area taken on last year through Natural England funding (North of the Thames, London up to Lincoln).

Mr M Smith showed a map of all the traps deployed as at September 2023, with very few in Lincolnshire. A comparison map was displayed next, showing the traps deployed up to date. Mr M Rollinson noted the traps shown in isolated areas, with Mr M Smith noting that some people show an interest and request a trap in their area.

Mr R Welberry noted his surprise that there aren't more traps in the Newark area. Mr M Smith noted that the funding only takes the Trust area up to Lincoln. Nottinghamshire Wildlife Trust and South Yorkshire Wildlife Trust have each got 100 traps to deploy in addition to the Trust's work.

Since autumn 2023, the Trust have deployed 320 rafts, with 166 mink caught so far. The data showing the number of mink caught annually was shared as below:

County	Mink captures 2024 to date
Argle & Bute	9
Beds	24
Berks	2
Cambridgeshire	4
East Sussex	2
Essex	9
Greater London	1
Kent	9
Leicester	3
Lincolnshire	69
Northants	12
Nottinghamshire	9
Oxford	1
Rutland	4
Staffs	1
Surrey	1
West Sussex	2
West Yorks	4
Total 2024 to date	166
Mink captures 2023	588
Mink Captures 2022	241
Mink Captures 2021	362
4 Year Grand Total	1327 to date

Once the mink has been caught, it is shot, bagged and stored in a freezer for preservation. The mink is then analysed using the following methods:

- Weighed and measured
- Look for distinctive features
- DNA Sample Analysis (Cambridge University)
- Muzzle removed to extract teeth to identify age (Cambridge University & America) (mink live up to 7 years old)
- Female fertility analysis
- Anal gland extraction (scent used in traps to attract mink)
- Remaining body is used as food for local raptors

Mr M Smith next showed maps showing the different DNA data of mink in various locations. Mr P Robinson noted that historically there was a mink farm in New York which was sabotaged, and the mink released. It was noted around how far some of the same DNA strands are apart, therefore, noting the distance travelled.

Mr V Barker noted the DNA work done on squirrels to make them only produce males, questioning whether the same should be considered for mink? Mr M Smith noted that the aim for mink is eradication, not control, as it is with squirrels.

Mr M Smith explained about the Remoti traps themselves, noting that they send an email / text notification if there are any issues i.e., turned over or if a mink has been trapped, therefore they do not need constant monitoring. All traps use scent glands to attract the mink and is replaced after three months. If a mink is caught in a trap, then that mink will have left a scent in the trap and so a new lure is not required.

Mr M Smith continued by explaining how the Board can help. The equipment is free, it is information that is key. Mink can be reported through the Waterlife Recovery Trust website or ringing. Any mink recovery is wanted i.e., trapping or roadkill so that the body can be analysed. It was noted that this information has been included in the Rating Brochure.

Mr M Smith also noted that the Trust are looking for volunteers to host a raft (2 volunteers per raft). The aim is to deploy 24 traps in the Board's area. There are freezers for the mink at the Board's depot, Welland & Deepings IDB, North Level IDB. As previously noted, it does not require constant monitoring, as any errors or trapping will be made known to the volunteers by an email / text notification. The Trust will set up the trap and provide training. If a non-target species gets trapped, they are released. It was noted that the traps don't have to be on water and have been dug into banks previously, but generally, mink use water as highways.

Mr M Smith provided his contact details, as below, for anybody interested in hosting a raft to get in touch about. The Chairperson and Mr M Rollinson noted their interest.

Mr M Smith - WRT Project Manager
07778768965 malc.smith@waterliferecoverytrust.org.uk
www.waterliferecovertrust.org.uk

The Chairperson questioned that if there are Moorhens present, does this indicate that mink are not present? Mr M Smith noted that this is not an accurate indicator of whether there are mink or not.

Mr M Smith referred to four traps in a one-mile radius in the Langtoft area, and that 27 mink have been caught in those traps.

The importance of educating the public and the reasoning for the eradication was noted.

The Chairperson, on behalf of the committee, thanked Mr M Smith for his informative and interesting presentation.

There being no further business the meeting closed at 15:10.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Structures Committee

held at the offices of the Board on
19th March 2024 at 2pm

Members

Chairperson - * Mr J G Fowler

* Mr W Ash	* Mr V A Barker
* Mr P Holmes	* Cllr D Middleton
* Mr P Robinson	* Mr M Leggott
* Mr C Wray	

* Member Present

In attendance: Mr D Withnall (Chief Executive)
Mr P Nicholson (Projects Director)
Mr S Harrison (Works Manager)

2285 Recording the Meeting - Agenda Item 1

Members were informed that the meeting would be recorded.

2286 Apologies for absence - Agenda Item 2

There were no apologies received.

2287 Declarations of Interest - Agenda Item 3

Mr V Barker noted a declaration of interest in relation to Minute 2118(b) of the minutes of the previous meeting (Quadrang Fen – No. 50 – FX1761) held on 21st March 2023.

2288 Minutes of the last Structures Committee Meeting - Agenda Item 4

Minutes of the last meeting held on the 21st March 2023, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

2289 Matters Arising - Agenda Item 5

(a) Quadrang Fen - No. 50 - FX1761 - Minute 2118(b)

Mr V Barker declared an interest, noting that this culvert has been holding water up in high volumes. The Projects Director noted that it needs to be established whether it is the integrity of the culvert or if it is the high volumes of water or both that is restricting the flow.

(b) Byelaw infringements and how we can engage more with our local planning officers - Minute 2118(c)

Mr W Ash questioned what the policy of the Board is in relation to the relaxation of the Board's Byelaw No. 10 (9 metre byelaw).

The Chief Executive confirmed that the current policy is, as per the direction from the Board, the 9 metre byelaw is not being relaxed. It being added that the Board can enforce on any infringements, but the infringements are required to be known about in the first instance.

The Projects Director noted that many of the 9 metre byelaw infringements are from permitted development as the Board is not notified of these as they do not have to go through planning.

Mr M Leggott added that the Board are also not notified when people plant trees / hedges within the 9 metres, adding that there are few instances of this in Holland Fen.

Cllr D Middleton (Chair of Boston Borough Council Planning Committee) noted that he got the impression from the minutes of the previous meeting that the Board are 'feeling sorry' for the developers. Further noting that all the legislation etc. is in the favour of the developers. Cllr D Middleton felt that the Board should be stringent on the 9 metre byelaw.

The Chief Executive responded that it wasn't the committee supporting the developers in the meeting, but that the Assistant Director of Planning & Strategic Infrastructure for Boston Borough Council, East Lindsey District Council and South Holland District Council (Mr M Gildersleeves) who attended the Structures Committee meeting in 2022 was very much in favour of supporting the developers as opposed to the Board on this matter. It was noted that Mr M Gildersleeves has since left this employment.

Cllr D Middleton explained that it is within the interests of the person in that position (Assistant Director of Planning & Strategic Infrastructure for Boston Borough Council, East Lindsey District Council and South Holland District Council) to 'favour' the developers as they are measured against certain criteria (have to build c700 houses a year and therefore it is deemed that they require a 'bank' of 5,000 houses with planning approval to meet this).

Mr P Robinson noted that at the meeting, Mr Gildersleeves accepted no responsibility for assisting the Board in the enforcement of the 9 metre byelaw.

The Chief Executive noted that the Board are not a statutory resposdee to planning applications, but do chose to reply, with the inclusion of a standard paragraph outlining the 9 metre byelaw.

Cllr D Middleton added that he thinks the Board should also be asking the planning department to inform any building regulation applications to be informed of the 9 metre byelaw. The Chief Executive noted that Mr M Gildersleeves was not open to this suggestion.

Cllr D Middleton added that he can discuss this with the planning department, noting that in order for the Board to be able to fill its responsibilities the access is required. Further noting that it is within the homeowners interests also.

The Chairperson responded that not all homeowners / purchasers are aware as it is not made clear on deeds or solicitors searches. An example of what limited information is given on a basic survey was displayed on screen.

Cllr D Middleton added that if there any infringements it needs enforcing and others being made aware that it has been enforced so that it is known there is no flexibility at all.

Mr P Holmes added that it is not always necessarily about the first person purchasing the house, the information around the restrictions is then not passed on to the next owner, or the owner after that etc.

Cllr D Middleton suggested that something could be done with the Parish Councils to communicate this message? Either through their noticeboard, newsletter etc.

Mr M Leggott referenced the leaflet that was circulated with this year's community charge request, noting how informative it was and that something could be included within that in future.

The Chairperson added that the communication on this matter should be led by the Council planning department as they are the ones making the decisions.

Cllr D Middleton questioned if there are any examples where the Board has requested that something be taken down? It was noted that there has been previous instances of a conservatory, trees, hard standing etc.

It was added that if all developers are aware of the 9 metre byelaw, and therefore how many houses they can fit on a parcel of land, it will be priced accordingly by the current marketplace.

Cllr D Middleton noted that he will support the Board as much as he can, suggesting that the Board draft something and share with him that he will then request is included with all planning applications.

Mr P Holmes noted that the attitude of Mr M Gildersleeves was disappointing.

The committee concluded this item by noting that communication is key and thanking Cllr D Middleton for his refreshing and supportive attitude towards the matter.

(c) Water seepage at Ewerby, South Kyme, Damford and Trintiy College Pumping Stations - Minute 2120(iv) and 2120(v)

Cllr D Middleton questioned if the water seepage at the pumping stations listed above have been worse during the recent high rainfall events?

The Projects Director confirmed that the water seepage at all four pumping stations has worsened during the recent events (highest known levels reached in the last rainfall event).

The outline business case has now had approval and funding has been achieved as follows. £1 million of funding proposed for each of the four pumping stations (Ewerby, South Kyme, Damford and Trintiy College) for the repair works and an additional £65,000 of funding received for each of the four pumping stations to prepare a specification of work for tender. This is currently in progress.

(d) Supporting a Ratepayer with a claim against Network Rail - Minute 2121(b)

It was confirmed that no advice was given due to it not being with the remits of the Board's Professional Indemnity insurance.

2290 Review of the Structures Replacement Policy - Agenda Item 6

The Chairperson presented the Structures Replacement Policy, the only suggested change being that of a change of employee role from the previous Operations Manager to the Maintenance Director as a result of the recent organisational restructure.

Mr V Barker referred to point 6.1 – *'It is generally the case that all clear span bridges and culverts carrying LCC Highways are owned and maintained by LCC'*, noting the recent issue around ownership of a culvert carrying a LCC highway in Donington. It was noted that this matter is to be discussed at Minute 2291(i)(a).

All AGREED that the Structures Replacement policy (No. 9) be RECOMMENDED to the Board for approval.

2291 Receive the Structures Report for 2023 - Agenda Item 8

The Maintenance Director presented the Structures Report for 2023, with accompanying photographs displayed on screen.

(i) Structures Replacement / Contribution Programme 2024/25

There are two culverts within this that have been carried forward. They are monitored by the Board and have not got any worse currently (landowner responsibility); culvert no.'s 1469 and 2757.

All AGREED the Structures Replacement Programme 2024/25 as below:

No 1469	Bicker Fen	18m x 1200mm	Armco	£1k max contribution
No 2757	Holland Fen	12m x 600mm	Armco	£1k max contribution
No 1584	Donington Wykes	18m x 1200mm	Armco	
No 757	Northorpe	70m x 600mm		

(a) Donington Wykes Culvert Collapse – No 1584 – FX1938 Armco

The Projects Director noted the following in relation to the Donington Wykes Culvert collapse. On the 12th December 2023, one of the Board's operatives noted high water levels, with further investigation finding that culvert 1584 had started to fail adjacent to Wykes Lane where a large hole had opened up in the verge.

Contact was made with Lincolnshire County Council (LCC) with subsequent contact back and forth with them over responsibility for the culvert.

On 13th December, LCC confirmed that the road had been closed. As shown on the photo within the agenda, the road closure was not very secure at preventing access and it looks that an agricultural vehicle has passed along the side of it and is possibly the result of its failure. The Board subsequently removed the failure to restore the conveyance of water.

LCC were kept informed at all stages, with conversation back and forth around liability for replacement of the culvert. This got to the point where LCC issued the Board with a legal notice that they were going to prosecute the Board for opening up the road. The Chief Executive responded to this that the road was already open and that the Board were removing a blockage from a watercourse.

Following the issue of the legal notice, the Chief Executive made contact with other LCC employees, including the Chief Executive of LCC. The LCC Director of Place was quick to respond with promises that the culvert would be repaired / reinstated and a meeting with the Lincolnshire IDB Chief Executive's, LCC Director of Place, Highways Manager for the county and Environment Manager of the county was planned. The meeting took place with some constructive discussion, however, no action from this meeting has yet been seen.

LCC have a register of structures (anything over 600mm) and who is responsible for each of them. On the register, they have got the Board down as responsible for this culvert, due to the Board replacing it in 1988. However, the Board has got two letters dated 1963 of LCC accepting responsibility for maintenance. The Chief Executive noted the amount of time it has taken to find these documents in the archives to prove LCC responsibility.

The Board's understanding is that any culvert under a highway is LCC responsibility. Going forward, LCC are going to take it on an individual basis where responsibility will have to be proven in each case.

Another element that arose during the meeting was that there was an agreement made, initially in the Total Environment Partnership, that the public would not be passed from one place to another.

However, LCC have recently passed members of the public to the Board from Fix My Street Reports (one of which is not even in the Board's catchment).

Mr V Barker thanked the Chief Executive for his time on this matter, feeling it is time well spent, proving the Board's case.

Mr M Leggott referred to the letters dated 1963, questioning if they are physical copies or whether the Board's archives have been digitalised? The Chief Executive noted that it was scanned in as well as in physical form, but only a fraction of the Board's archives have been scanned so far. He further noted the Board's Minute Book's which also need to be digitalised. Mr M Leggott noted that Witham 4th IDB have recently digitalised their drain, culvert etc. records so that they are digitally accessible to all employees.

Mr P Holmes questioned whether the records should be digitised in priority order i.e., culverts under major roads? It was noted that they are currently filed by drain and catchment.

The committee were surprised that there was no legal responsibility on LCC for any culvert under a highway. The Chairperson suggested whether ADA could assist in such matters.

The Chief Executive noted the following legislation:

"A highway authority has a duty under section 41(1) of the Highways Act 1980 to maintain a highway maintainable at the public expense, unless it can prove that someone else is responsible. The highway authority's statutory duty extends to the repair and maintenance of drainage systems beneath the highway surface. This statutory duty benefits the users of the highway only.

In Burnside v Emerson [1968], the Court of Appeal held that the statutory duty on highways authorities to repair highways (under the legislation preceding and replaced by the HA 1980) included a duty to repair drains.

In Mott MacDonald Ltd v Department of Transport [2006], the Court of Appeal confirmed that the statutory duty to repair is not limited to fixing defective drains, but extends to clearing blockages dealing with the consequences of inadequate drainage.

Depending on the facts, the highway, and/or responsibility for highway maintenance, could extend to bridges, culverts, drains, retaining walls, sub-structures, verges, or other features adjoining the route. Ditches are presumed to belong to the adjoining landowner, unless there is evidence linking the ditch to the highway such as its express inclusion in the dedication or its construction for the purposes of highway drainage”.

Mr C Wray suggested whether the Board should be considering legal advice, noting that it reads that it is the responsibility of the one putting the culvert in.

The Chief Executive responded that the Board don't have to do anything, only having permissive powers means that the Board can only be liable if we did something negligible. Mr C Wray noted that what he is getting at is that if there was a problem with the water passing under it, the Board could push them to sort it as their responsibility. At the moment, the Board is doing that element for them and so is therefore not costing them to do that aspect currently.

The Chief Executive noted that it was noted to LCC prior to them issuing the legal notice that the Board could enforce for blockage of a watercourse.

It was also noted that LCC press office informed a local reporter that it was the responsibility of the Board.

It was felt by the committee that the road closure barriers put up by LCC were not adequate. It was confirmed that liability would be with LCC if somebody were to fall into it.

(b) Northorpe Culvert Collapse – No 757 – FX1935

This is being monitored and is worsening, opening up along their driveway. Quotes have been requested from contractors.

The remainder of the pipeline, shown on the map within the agenda, will be inspected using a camera survey to see its condition (30 metres), with a view to potentially lining it if required.

Mr P Holmes questioned when this culvert was put in? It was confirmed mid 1980's. Mr P Holmes noted others of that era that will also soon require replacement? The Projects Director added that a lot of those that were put in in that time period have already been replaced. The Projects Director also noted that it is quite difficult to detect the deterioration of the steel until it starts failing.

Mr V Barker questioned if there is any difference in the thickness in pipe of a smaller pipe compared to a larger pipe. The Projects Director confirmed that the larger the diameter of the pipe the thicker it is. The potential increased lifespan of larger diameter pipes was noted.

Cllr D Middleton noted the fact that contractors have been asked to provide quotes, rather than the Board carrying out the work? The Maintenance Director confirmed that due to the close proximity of the work to the house, and the equipment required to complete the work, it is not something the Board would feel comfortable doing.

(ii) Culvert Surveys Reports

It was confirmed that the remaining culverts to be surveyed are highlighted by yellow dots on the map within the agenda. It is proposed that the Site Engineer will now undertake the remaining culvert surveys.

(iii) Jetting and Surveying

It was confirmed that 1952m of jetting has been completed this year, shown on the map within the agenda in blue, the red showing the remaining to be completed. It was noted that the weather conditions have hampered the jetting programme this year.

The Chairperson questioned if there is a specific time of year when jetting is completed? The Maintenance Director responded that ideally it is done during the summer when water levels are lower, but if the opportunity arises to complete jetting at other times of the year, it is done then.

2292 Any Other Business - Agenda Item 8

(a) Swineshead Pumping Station - Concern about structural stability

The Projects Director reminded the committee of the previously achieved funding for a whole catchment study. Pumping station inspections forms part of these studies, which are visual inspections carried out by the Projects Director, Pump Engineer and Grant in Aid Manager. Whilst carrying out these inspections, some issues were noted at Swineshead, Bicker Eau and Holland Fen. These three pumping stations have therefore since been inspected by a Structural Engineer. The pile thickness was tested where the normal water level sits to assess the corrosion level. All three sites had pile thickness within the adequate tolerance.

However, although that aspect of the inspection was adequate, the Structural Engineer was not satisfied with what he had seen at Swineshead Pumping Station, quoting; 'I don't know how it is still standing it is in such poor condition below ground'.

Swineshead Pumping Station is unique in its construction (there are no other pumping stations constructed in the same way as this site). It is the Board's biggest capacity pumping station (Board's biggest catchment, three pumps, 7 Cumecs (cubic metres per second)). It has a web of I-beams that creates the structure holding the lower part of the pumping structure in place. Some sections of the I-beams have corroded away, almost completely in places. Therefore, short term repairs need to be considered and, also, how / if the pumping station is continued to be used. Photographs and plans of the pumping station were displayed on screen.

The Projects Director relayed the email received from the Structural Engineer to the committee, as follows:

'The main concern was the steel beams providing support to the pumps, which were severely corroded. The bottom flanges of the beams in particular were in very poor condition and appeared to have lost most of their cross section meaning that the beams have a reduced structural capacity.'

To assess the risk of structural instability or failure would be quite complex but we suspect that any numerical analysis would be unable to demonstrate an adequate factor of safety to current design standards. We would therefore recommend urgent repairs or temporary support. In the meantime there unfortunately does appear to be a risk that these steel beams could fail.'

A further full report will be produced, but they won't be providing any recommendations as to how to move forward with any repair as part of that report.

Mr M Leggott questioned whether the Environment Agency (EA) should be contacted about the replacement of these pumps through Grant in Aid funding? It was noted that the Grant in Aid Manager is already working on this. It was confirmed that this will be an expense of the Board, but will hopefully attract Grant in Aid funding.

The Chief Executive noted that it needs to be established what a 'failure' would look like, i.e., would the building collapse, would the banks collapse with it etc.?

It was noted the Chain Bridge and Donington Northings Pumping Stations would pull the water either way, but that it would make a big difference in high water events if Swineshead Pumping Station wasn't used.

Mr C Wray confirmed that it is the pump support structure that is weak, but the building is generally alright? It was confirmed that is correct and so, effectively, the pump could fall through. It was noted that it all sits on a concrete slab, Mr C Wray noting that as a short-term precaution, the whole frame could be put onto that.

Mr V Barker questioned the tonnage of water being put on those pumps, noting it will be a considerable weight, suggesting temporary beams.

Mr M Leggott questioned whether temporary pumps have been organised to use in the case of the absence of using the pumping station? It was noted that this has not yet been done as this has only come to light a few days prior to this meeting. The Chairperson added his support for a contingency plan in the case of a full shutdown of the pumping station.

Mr V Barker questioned the stability of other pumping stations? The Projects Director noted that the other pumping stations are on concrete substructure, as opposed to the I-beams. Visual inspections of the concrete have been conducted and they look in sufficient condition.

It was also confirmed that the Structural Engineer has not mentioned the other two sites inspected (Bicker Eau and Holland Fen) and so it believed they are in adequate condition.

Mr V Barker made the suggestion of driving through two steel beams from one side to the other, as a temporary measure.

Mr P Holmes questioned if Grant in Aid funding could be achieved for a temporary repair? The Projects Director noted it may be. It was further noted that timescale will be the influencing factor on repair.

Mr V Barker questioned if the site lends itself to a new pumping station one side? The Projects Director noted it could be an option, adding that, irrelevant of these issues at Swineshead, the management of the catchment is being reviewed anyway as part of the catchment study.

The Projects Director noted the different criteria for Grant in Aid funding around the difference between a non-intrusive change (refurbishment) and replacement, noting that replacement would require the new pumps to be compliant with current legislation including being eel and fish friendly.

Mr V Barker questioned if the site could be visited following the meeting for those interested, it was acknowledged this could be arranged.

The Chairperson questioned whether the closure of the footpath has been requested to prevent public access? It was noted that it hasn't yet as the formal report is still being awaited, but it is probable that it will require closing.

It was noted that the gates are locked so it is not accessible, even to the Grazier.

There being no further business the meeting closed at 15:24.

Black Sluice Internal Drainage Board

Policy No: 9

Structures Replacement Policy

Review Dates:

Board Approved	
Reviewed by the Structures Committee	19 March 2024

1. PURPOSE

This document sets out the policy of the Black Sluice Internal Drainage Board concerning the repair or replacement of structures where the integrity of the structure deteriorates to such an extent that it is unable to convey the necessary flow in the drainage channel, or if it becomes unsafe for either vehicle or pedestrian traffic to cross the watercourse.

In the first instance, if a structure has deteriorated to such an extent that it is holding up the flow of water, then the obstruction shall be removed by the Board.

2. INTRODUCTION

The structures that will be included in this policy include:

- a) Clear span bridges constructed to take all types of vehicles.
- b) Clear span bridges for pedestrian use only.
- c) Culverts constructed to provide access across the watercourse.
- d) Culverts constructed for the purpose of maintaining the flow in watercourses where there is instability to the banks.

3. BLACK SLUICE POLICY

This policy is concerned with the replacement of existing structures only.

The Board has a separate policy which addresses applications to place new structures in/over watercourses.

4. REASONS FOR THE POLICY

The policy formalises the baseline conditions above and gives written guidelines for more specific instances. The benefits of the policy are:

- Fairness and uniformity in the Owner/Occupier contributing to the cost of reconstructing sub-standard structures.
- The provision of clear guidelines to the Owners/Occupier.
- Powers are delegated giving a more efficient and timely service.

However, this policy is not intended to cover every eventuality and the Board (in formal meeting) may waive the policy and make a determination on the basis of reasonable fairness to all parties.

5. DELEGATED POWERS

Delegated powers are given to the Chief Executive and the relevant Structures or Works Committee Chairpersons to reconstruct structures as long as the budgets are not exceeded, and the Owner/Occupier pays a contribution towards the cost in line with the guidelines in this policy.

In all other cases, the power to determine applications is delegated to the Structures Committee, the appropriate Works Committee or the Executive Committee, unless a Board meeting is more timely.

6. GUIDELINES

Guidelines are given below on the following types of structures:

- a) Structures carrying Highways maintained by LCC.
- b) Structures used by the Owner/Occupier.
- c) Structures used by both the Board and the Owner/Occupier.
- d) Structures constructed by the Board to allow free drainage of the land.

6.1 Structures Carrying Highways

It is generally the case that all clear span bridges and culverts carrying LCC highways are owned and maintained by LCC. If replacement is required because the structure is substandard then LCC will be responsible for the total cost of the reconstruction.

6.2 Clear Span Foot Bridges

It is generally the case that all clear span footbridges which carry footpaths over Board maintained watercourses are owned and maintained by LCC. If replacement is required because the structure is substandard, then LCC will be responsible for the total cost of the reconstruction.

6.3 Clear Span Access Bridges

These in general provide access for farm machinery to fields or to individual properties. They are mostly constructed in large watercourses.

If refurbishment or replacement is required because the structure is substandard, then the Owner/Occupier will be responsible for the total cost of the reconstruction.

These in general will not be used by Board's machinery to gain access to the opposite side of the watercourse.

However, if a substandard structure is infrequently used by the Board, and the Owner/Occupier of the structure proposes to refurbish or reconstruct the bridge, the Board may offer a contribution in line with clause 6.5 (b) towards the cost of this work.

6.4 Structures owned by the Board and Used for Access by the Owner/Occupier

These structures are required by the Board as well as the landowner to gain access for maintenance of watercourses.

The cost of any reconstruction of substandard structures in this category will be paid for by the Board and the structure will remain as a structure to be maintained by the Board.

6.5 Structure Used by all Parties

- a) These structures are required by the Owner/Occupier to gain access to their land and could be used by the Board for their maintenance activities.
- b) If a structure has been inspected and reported as substandard and in need of reconstruction the landowner will be notified in writing.
 - (i) Provided there is an accepted need for a structure at this location, the Owner/Occupier and ~~Operations Manager~~ Maintenance Director will meet. A reconstruction quotation will be offered along with a benefit contribution in relation to the Board's use of the structure as a crossing point.
 - (ii) After the structure has been reconstructed, it will be deemed that the landowner will be responsible for its future maintenance.
 - (iii) If a benefit contribution cannot be agreed the ~~Operations Manager~~ Maintenance Director will send all the relevant information to the Structures Committee for further review and determination.
- c) Before any consideration is given to the reconstruction of the structure, the Owner/Occupier should be approached to ascertain if there is a future need for the structure. Consideration should be given to removing two or more accesses into a field and the provision of one in the future.
- d) A culvert shall be constructed with a top width of 6.0 metres. If the Owner/Occupier requests a culvert with a wider top width, then they shall pay for the total extra cost of this work.
- e) After the culvert has been replaced, the Owner/Occupier will be responsible for any future maintenance, or reconstruction of the structure.
- f) If a structure has been constructed in a Board maintained watercourse, and there is clear evidence that the Board has written to the Owner/Occupier confirming the future maintenance arrangements, then the Owner/Occupier shall be totally responsible for the reconstruction of the structure.
- g) If a structure is removed by the Board because it is holding up the flow of water and has not been replaced by a new structure within a period of five years, then the offer of contribution will no longer be applicable, and the Owner/Occupier will be required to pay the full cost of the construction of a new structure at this location.
- h) If the Board undertake a watercourse improvement scheme which includes the reconstruction of a structure, the Board will pay the total cost of the reconstruction, but the Owner/Occupier will be required to be responsible for the future maintenance of the structure.

6.6 Culverts Used for Free Drainage

Examples of these lengths of culverts are:-

- Lengths of watercourse culverted instead of undertaking revetment works.
- Lengths of watercourse culverted to allow disposal of excavated soil.

These are the Board's responsibility, and any reconstruction required will be paid for by the Board. Responsibility for the future maintenance of the asset will remain with the Board.

6.7 Redundant Structures

If the Board agrees with the Owner/Occupier that a structure is redundant, the Board will remove the structure, and all backfill material and deposit any suitable materials on fields adjacent to the location of the culvert.

If agreed and required, the Board will dispose of the excavated material at an agreed cost with the Owner/Occupier.

6.8 Further Guidance

If the Owner/Occupier is unhappy about the circumstances of a particular structure designation, then this should be referred to the Structures Committee for final determination.

Contractors may be appointed by the Owner/Occupier to complete the works, the Board will set an invert level on site, offer specification suggestions and inspect the works during the construction phase, a set fee of £300 + VAT will be offset against any contribution made by the Board.

Inspection's frequencies to be completed by the Board, adequate notification time to be received from the contractor:

- when excavation to invert level and bases for headwalls is complete.
- when the pipe is laid prior to being backfilled, invert level checked and verified.
- when the headwalls are being constructed.

The next stage of construction should not go ahead until the previous stage has been inspected / approved by the Board.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the
Southern Works Committee

held at the Offices of the Board on the
9th April 2024 at 15:50

Members

Chairperson - * Mr M Rollinson

* Mr W Ash	* Mr J F Atkinson
* Mr V A Barker	Mr K C Casswell
Mr J Casswell	* Mr R Dorrington
Mr C Dring	* Cllr M Geaney
Cllr Z Lane	* Mr A Mair
Mr M Mowbray	* Mr M Taylor
* Mr C Wray	

(* Member Present)

In attendance: Mr D Withnall (Chief Executive)
Mr P Nicholson (Projects Director)
Mr K Methley (Pump Engineer)
Mr S Harrison (Maintenance Director)
Mrs A Chamberlain (Finance & Admin Director)
Mr P Holmes (Northern Works Chairperson)
Cllr P Bedford (Executive Committee)
Mr C Bird (Guest)

2293 Recording the Meeting - Agenda Item 1

Members were informed that the meeting would be recorded.

It was noted that guests Mr M Sly and Mr N Morris attended the inspection tour but couldn't stay for the meeting.

2294 Apologies for absence - Agenda Item 2

Apologies for absence were received from Mr K Casswell, Cllr Z Lane, Mr J Casswell, Mr C Dring, Cllr M Brookes, Mr J Fowler, Mr M Mowbray and Mrs G Nichols.

2295 Declarations of Interest - Agenda Item 3

There were no declarations of interest received.

2296 Minutes of the last meeting - Agenda Item 4

The Minutes of the Joint Works Committee, which was held on 3rd October 2023, copies of which had been circulated, were considered. It was AGREED that the Minutes should be signed as a true record.

2297 Matters Arising - Agenda Item 5

There were no matters arising.

2298 Discuss the Operations Report and Inspection - Agenda Item 6

The Projects Director led discussions about the inspection, as follows, with an accompanying presentation.

(a) Delivery of new machine - Hooby

It was noted that the new flailing machine has been received, the operator is currently undergoing training. The machine can be used for both cutting and flailing and was demonstrated as part of the inspection.

(b) Collapsed pipe - Drain 2/9 at 28 Northorpe Road, Donington (FX1935)

It was noted that a section of this pipe has started to fail, it was installed in the mid 1980's. It is a 30-metre section that requires replacing. This is not work that the Board are comfortable undertaking. Two quotes to complete that work have been received so far; £73,500 and £35,000. A third quote has been requested from another contractor but is not being responsive. The Executive Committee will make the decision around whether the Board goes ahead with one of these quotes, noting the big difference. The Board are also going to CCTV survey the upstream section to identify if the pipe is in good enough condition to line.

Mr C Wray noted that the farmer of the land behind this site was requested by the Board to leave some land uncropped for a compound and needs to know if this is still required or if it can be cropped. The Maintenance Director acknowledged that he will contact the landowner.

(c) Replacement of culvert - Drain 2/9 Wykes Road, Donington (FX1938)

This culvert failed under the road, installed in 1988 as part of the Donington Wykes improvement scheme. It being noted that there were a lot of pipes like this (Armco steel corrugated) installed in the 1980's.

Mr P Holmes questioned if it is known how many more of these pipes there are that are likely to require replacing? It was responded that there are a lot, exact numbers are unknown due to the culvert surveys not yet being completed to build the database.

The Projects Director highlighted the photographs taken from the CCTV surveying, shown on screen, noting that it is not always easy to identify holes within the pipe from it.

Lincolnshire County Council (LCC) have replaced this culvert, the Board's Officer's are due to make contact with them as it does not meet the Board's specification (headwall of two rows of blockwork above the pipe soffit).

The Chairperson pinpointed Drain 2/9 on the map, noting that there is a piped section downstream from the pump and his concern that this could also potentially be in poor condition. It was confirmed that it requires surveying to establish what condition it is in and whether it can be lined.

(d) Part collapsed headwall to level crossing access culvert - Donington Northings Pumping Station

This culvert headwall has failed, meaning there is currently no vehicular access to Donington Northings Pumping Station.

Negotiations are ongoing for an alternative access route to the pumping station, so that the crossing of a railway line that currently has to be completed, wouldn't be required.

It was noted that the culvert itself would not need replacing, it would be the headwalls only.

Mr V Barker noted a technique used by other IDBs; the use of tie bars. The Projects Director noted that it could be a possibility, dependant on if any of the bank is salvageable.

The Chairperson noted the importance of this, noting that this was the site of a fatality and so for employee safety, an alternative access needs identifying.

It was noted that the Board's contribution towards alternative access would be what it would cost to replace the culvert (c£20,000). If an alternative access was successful, the 'easier' option would be to dig out the current failed culvert, but then bank stability will need to be considered.

Mr C Wray questioned the process for crossing the railway line with a vehicle? It was confirmed that there are phones on site to ring Network Rail who inform when there is a safe time slot to cross. It was noted that it is a busy line. Mr C Wray noted that Network Rail are duty bound to give the Board access to cross.

The Projects Director noted the frustration in the length of time the negotiations with Network Rail around an alternative access are taking (started 2015).

(e) Reduced maintenance of Environment Agency (EA) Highland Carriers

The Projects Director noted that the EA have responded to the recent wet weather conditions and have requested a change to the maintenance the Board carries out on their behalf. This change entails less 'health and safety' cuts on raised banks (cutting top of banks) and more cuts on the full height of the banks. Low consequence systems are to be continued to be maintained.

The Chairperson referred to the location of Bell House Farm (Cliff Beck) and that he believes the culvert has collapsed due to observing higher water levels upstream of it.

It was noted that during the Rationalising the Main River Network (RMRN) process, the Board refused to take on the Cliff Beck drain due to it not having been maintained for a number of years, there being well established trees and vegetation on the bank tops. This has since been cleared by the Board through PSCA on behalf of the EA, these problems being due to previous lack of regular maintenance.

Mr C Bird noted that there was several hundred acres flooded, which was all reported through the Flood Line process. The Chief Executive added that the Board are working with Lincolnshire County Council (LCC) (Lead Local Flood Authority) to start on Section 19 reports which now have to be completed for both residential and agricultural land flooding. Section 19 reports look at the cause and how it can be prevented in the future.

(f) Recent flooding events - Helpringham Fen Pumping Station

It was noted that the Helpringham Eau overtopped in many places, affecting hundreds of acres.

Concerned residents have questioned what the Board can do regarding this, them being informed that it is Environment Agency (EA) responsibility, with the Board completing maintenance work on their behalf only. Discussion with the EA is ongoing about best practice and interventions going forward. The Projects Director added that a holistic approach needs to be taken around reducing the capacity of flow into the downstream sections.

Some issues were experienced with the pumps as the motor was running high amps, working beyond their design capacity, causing them to trip out.

Mr V Barker referred to variable speed pumps and that they could be run at a lower speed for some of the time to try and prevent this. The Pump Engineer noted that this would be of no advantage as they would still generate the same amount of heat causing the issues. It was further noted that Helpringham has got variable speed drive.

Mr P Holmes questioned how long it needs to be left to cool down when it overheats? It was noted that it can be dependant, but mostly it has cooled down enough by the time the workforce arrive at the site. It was further added that larger fans are being installed at some of the pumping station sites in the Motor control centre(MCC) panels in the pumping stations that have known issues with this.

It was further noted that the Board have been out to site since and surveyed near the footbridge at Helpringham and have provided the results to the EA.

(g) Improvements to Drain 18/7 - Donington Road, Horbling

It was noted that this drain overtopped during recent storm events, as it has done during high water levels previously. The landowner would like to know what could be done to prevent this.

One of the possibilities is to lower the section of bank adjacent to the catchment drain install a high level controlled overflow structure, potentially a penstock, which would then allow flows to run into the Horbling catchment, which would then be pumped into the South Forty Foot Drain (SFFD). A further option would be a filter drain on the opposite side of the road (existing syphon).

One of the 'quick fixes' is to plug the gap on the low point adjacent to the road with sandbags.

A survey has now been taken along this drain, with the next stage to analyse this data and discuss a way forward with the landowner. Funding may be achievable but is unlikely.

Mr V Barker made another suggestion of the raising of the bank on the roadside for a short length and where the water would usually run through grips into the drain, a pipe with a slacker door could be installed.

The Projects Director acknowledged this suggestion, adding that discussion still needs to be had with Lincolnshire County Council (LCC) about the water being able to camber off the road.

The Chairperson noted that he likes the concept of a divertor so that it goes down the Swaton Eau which is gravity fed and therefore not an expense for the Board to pump.

(h) Sempringham Fen Pumping Station

The installation of the weedscreen cleaner has now commenced, due to be completed in the following couple of weeks. There are also some civil works to take place, with the potential proposal being to install a precast unit adjacent to the existing gravity outfall pipe (existing headwall is brickwork which requires replacement) with a tilting weir to control the levels in the catchment (quotation c£20,000 for unit only to be installed by the Board).

(i) Natural Flood Management (NFM) Scheme, Pickworth

It was highlighted that an NFM scheme payment can be claimed alongside Sustainable Farming Incentive (SFI) payments. The Chairperson added that he believes it is a good time to promote possible NFM schemes, whilst farmers are looking for alternatives, the uptake may be better. The Maintenance Director added it is helpful now people can see the NFM work of the Board. It was added that it is £1250 for an SFI to encourage it to flood, with reedbeds etc.

(j) Dunsby Fen Pumping Station

It was noted that overtopping occurred here in a high-water level event in January 2021 and so when levels exceeded that previously highest known level, it was expected this would overtop, which it did, over c250 acres. It was noted that the land was cleared within a week, with the aid of the Board's mobile pump.

Discussion has taken place with the Environment Agency (EA) about this, and their short-term fix has been to use black polythene over the bank top a temporary measure to protect the bank from further damage to, ultimately, prevent failure.

The Projects Director added that himself and the Chief Executive have monthly meetings with the EA about any concerns in the catchment.

Mr V Barker referred to the temporary measure of using black polythene to cover the bank, noting that the EA have done similar at Quadring. Further noting his concern that when the water level rises, the water will go underneath the plastic covering.

Mr V Barker furthered his concern about the fact that the vegetation will be lost, meaning no roots holding the soil structure. Mr V Barker added that he felt there should be a continuous row of bags on the polythene on the waters edge side.

The Projects Director noted that a long term solution will be probably cost them several hundreds of thousands, which there is no budget allowed for.

It was questioned whether there are any other lower spots? On the section the Board have surveyed, it was confirmed that this is the lowest spot. It was added that if the low spots are built up, then overtime, there shouldn't be a low spot.

The EA's current preferred method was noted; finding a mean bank level so that rather than overtopping over a small low spot of 10 metres wide, it would overtop over a wider area of bank and therefore cause less damage to the banks. However, this will still require the Board to pump the overtopped water and the landowner will still have water on their land.

The committee were of the opinion that the polythene used on the bank top as a temporary measure needs to be removed as soon as possible for the life of the vegetation to be established before next winter, otherwise there will be a section of dead bank at risk of collapse.

(k) Lowland Agricultural Peatland Small Infrastructure Pilot (LAPSIP) Peat Protection Sites - Dyke Fen

It was noted that the Board have achieved funding (£172,000) for the LAPSIP project. ADA have led this project, it being about the protection of peat soils. This funding will enable the Board to control water levels in the in the Morton, Bourne & Leaves Lake Drove (Blackhole Drove PS).

The project involves the installation of two land water management control features. The Board have decided on titling weirs (solar powered, also has battery) which the Projects Director and Pump Engineer saw demonstrated in the Netherlands last year. These are due to be installed this financial year. The locations of the titling weirs are to be adjacent to the main road, and one towards Dyke Fen Pumping Station.

Mr W Ash noted that the land surrounding the one towards Dyke Fen Pumping Station is not peat land.

The Projects Director noted that it is about the control of water levels and being able to control certain areas at different levels.

(l) Lincolnshire Wildlife Trust (LWT) Wetland Project - Bourne North Fen

The Projects Director highlighted the wetland design, included in the agenda, created on CAD by the Board's Site Engineer.

Originally, it was hoped that work would commence on site in May, this is now looking unlikely, with work more likely to commence towards the end of the year. The Projects Director noted his concern around digging a new drain in the winter. This project aims to create a new wetland but also to polish the water that is introduced onto the site.

(m) Pump repairs / water levels / weed cleaner faults

The circumstances at Dyke Fen were noted; one of the pumps being unavailable as it was awaiting re-installation after repair. The Board therefore used all their auxiliary pumps (1 x 8 inch and 2 x 6 inch), and an 8-inch pump hired from South Holland IDB, in addition to the one pump in the pumping station. It was further noted that the water level came higher than the electrical control supply for the weedscreen cleaner and now requires replacement, which will be done higher than where it is currently, estimated at £6,000.

(n) SFFD overtopping - Quadring Fen Pumping Station

Similar to Dunsby, it overtopped at a low point near Quadring Fen Pumping Station. The Environment Agency (EA) have used the same method as discussed at item (j), polythene covering the bank, no soil put in previously to covering it over.

The Chairperson questioned whether the pumping station could be in danger if that bank breached? It was noted that it could.

(o) Capital Schemes Budget

The Capital Scheme Budget was noted, it being added that the only things to be added to it is the £2million of funding achieved for Damford and Trinity College pumping stations and the £132,000 for their specifications.

It was also noted that page 37 of the agenda details the projects that were removed from the budget.

2299 Receive the Engineer's Report - Agenda Item 7

Capital Asset Improvements

(a) 2024/25 Defra/EA Funded Flood and Coastal Erosion Risk Management (FCERM) Grant in Aid (GiA) Schemes

(i) Swaton Natural Flood Management (NFM) Schemes

This is now complete (delivered on behalf of the Environment Agency (EA) through the Public Sector Cooperation Agreement (PSCA)), and data is now being captured. The landowners are feeding back that they feel the valves should be closed off completely in order for them to work most efficiently, but in order for the EA to capture comparable data, everything needs to remain the same.

(ii) Sempringham Fen Pumping Station Refurbishment

The installation of the weedscreen cleaner has now commenced, due to be completed in the following couple of weeks.

There are also some civil works to take place, with the potential proposal being to install a precast unit adjacent to the existing gravity outfall pipe (existing headwall is brickwork which requires replacement) with a tilting weir to control the levels in the catchment (quotation c£20,000 for unit only to be fit by the Board).

(iii) Upper Catchment South Forty Foot Natural Flood Management (NFM) Studies and Works

It was noted that the Board are carrying out engagement and encouraging landowners to partake in these projects.

(iv) Black Sluice Catchment Strategy

The Projects Director, Pump Engineer and Grant in Aid Manager have been completing visual inspections of the pumping stations. This has identified some problems, however, all those that have been structurally inspected are not in the Southern Works area.

Currently the existing catchment (made up of 37 catchments, 34 pumped & 3 gravity), is being modelled based upon a division into 12 catchments.

(b) 2024/25 Board funded capital schemes

(i) Large Slips repairs - Estimate £159,000

The weather has not been favourable on being able to complete some of the slips that require repair. There are 47 large slips to repair so the budget of £159,000 may not go very far (spent six figures on one slip).

(ii) Jetting/CCTV survey of major pipelines - Estimate £75,000

Works will continue in the Wyberton area.

(iii) Dunsby Fen Catchment Works - Estimate £10,000

The contribution required for these works will not be known until the outcome of the Black Sluice Catchment Strategy is known.

(iv) Donington Wykes Pumping Station Motor Control Centre - Estimate £30,000

Issues have been experienced with pump control at this site.

(v) Pumping Station various water level controllers - Estimate £30,000

It was explained that during high water levels, the water level controllers become submerged under water and therefore cannot provide an accurate telemetry trace. Therefore, some are to be replaced and repositioned.

(vi) Rippingale Fen Pumping Station under pump inspections - Estimate £25,000

This is work to be carried out at all pumping stations; for visual inspection of condition and to replace nuts and bolts.

(vii) Hacconby Fen Pumping Station under pump inspections - Estimate £25,000

This is work to be carried out at all pumping stations; for visual inspection of condition and to replace nuts and bolts.

(viii) Lowland Agricultural Peatland Small Infrastructure Pilot (LAPSIP) Peat Protection Sites - Dyke Fen
As discussed at item Minute 2298(l).

(ix) General Culvert Replacement Contributions - Estimate £5,000
This budget allows for any contributions towards culvert replacement that the Board needs to access for maintenance, as per the terms of the Structures Replacement Policy.

(c) 2025/26 Defra/EA FCERM GiA Schemes

(i) Dunsby Fen Catchment Works Study - Estimate £414,000
This is going to be reprofiled into future year and will be dependent on the outcome of the Black Sluice Catchment Study.

(ii) Horbling Town Beck Flood Alleviation Scheme - £10,000
This is going to be reprofiled into future year and will be dependent on the outcome of the Black Sluice Catchment Study.

(d) 2025/26 Board Funded Capital Schemes

(i) Jetting to Major Pipelines - Estimate £40,000
The jetting and condition surveying of major pipelines is proposed to continue.

(ii) Graft Drain - Estimate £35,000
This scheme has been deferred to 2025/26.

(iii) SFFD Desilting Guthrum to Blackhole Drove Pumping Station - Estimate £70,000
This scheme has been deferred to 2025/26.

(iv) General Culvert Replacement Contributions - Estimate £5,000
This budget allows for any contributions towards culvert replacement that the Board needs to access for maintenance, as per the terms of the Structures Replacement Policy.

The Projects Director reminded the committee about the Emergency Response Plan procedure, included within the agenda, noting that it has been reviewed by management and is to be presented to the Audit & Risk Committee this month.

The Projects Director reminded the committee about the Crop Loss Compensation procedure, also included within the agenda.

2300 Report on Rainfall - Agenda Item 8

The rainfall figures at Black Hole Drove were circulated. The Committee RESOLVED that this report be noted.

The Chairperson noted that Middle Level Commissioners have rainfall records going back to 1833 and this is the wettest six months on record. The second wettest year was in 1838 and this year has seen 150mm more rain than then.

Electricity costs for pumping were noted:

December 2023: £168,000

January 2024: £98,000

2020/21 comparison - 12 months electricity cost: £121,000

The increase in standing charges was also noted (from £39,000 per annum to £168,000 per annum).

There being no further business the meeting closed at 17:27.

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
30th April 2024 at 2pm

Members

Chairperson - * Mr M Brookes

* Mr W Ash	* Mr V Barker
* Mr M Leggott	* Mr J Fowler
* Cllr M Geaney	* Cllr Z Lane

* Member Present

In attendance: Mr D Withnall (Chief Executive)
Mrs A Chamberlain (Finance & Admin Director)
Ms F Roe (Internal Auditor - Tiaa)

2301 Recording the Meeting - Agenda Item 1

Members were informed that the meeting would be recorded.

2302 Apologies for absence - Agenda Item 2

Three were no apologies for absence. The Chairperson welcomed Ms F Roe to the meeting.

2303 Declarations of Interest - Agenda Item 3

No declarations of interest were received.

2304 Minutes of the last meeting - Agenda Item 4

Minutes of the last meeting held on 24th October 2023, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

2305 Matters arising - Agenda Item 5

(a) Policy No. 1: Risk Management Strategy – Minute 2217(b)

Risk 8.2 Risk of loss of telephone communications

The Chief Executive explained that the old phone system software was no longer supported and so a new phone system has been purchased and is up and running (HiHi). The new system is on a VOIP system which will be renewed every twenty months as part of the contract and so the same situation as previous with obsolete phones won't be encountered again.

Risk 8.4 Risk of Network Failure

The Board are now able to get Fibre Broadband at the offices, through Quickline, who are coming tomorrow to survey the duct and should then be up and running the following few weeks. The increased broadband speed should resolve some of the issues being experienced.

(b) Policy No. 4: Procurement Policy - Minute 2219(b)

Cllr M Geaney questioned whether the previously encountered issue around small incidental purchases from locally approved suppliers without obtaining quotes has improved since the policy change? It was confirmed that it has improved, with quotes now received for these types of orders.

(c) Policy No. 7: Health & Safety Policy - Minute 2219(e)

The Chief Executive noted that the committee previously agreed that workforce should be issued with a map set showing overhead wires, signing upon receipt for it. It was further explained that when producing these maps, it was found that the scale is too small to put all of the overhead wires on and the map remain readable. It is therefore on individual job sheets instead.

2306 To receive the Internal Audit Report for 2023/2024 - Agenda Item 6

Ms F Roe presented the Internal Audit Report for 2023/2024, highlighting that the Board has achieved 'Substantial Assurance', which is the best that can be awarded. Ms F Roe added that there were also no recommendations raised, which is a very good outcome. The committee were directed to the 'Findings' in the report, which shows all the elements that were covered. Ms F Roe concluded by noting that there are very good controls in place.

The committee thanked and congratulated all the team for this achievement.

Mr V Barker questioned whether the Board could take any learning from practices / procedures in other IDBs? Ms F Roe noted that all the IDBs they look at have had a similar positive outcome, further adding that if there was anything found that was particularly good practice / good value for money etc. it would be shared with other IDBs to learn from within the report.

The Chairperson questioned whether the committee wanted to speak with Ms F Roe privately, without Board employees present? The committee felt this was not needed, Ms F Roe agreed.

The Chairperson thanked Ms F Roe for her attendance at the meeting.

2307 To review the format of the Period 11 Management Accounts - Agenda Item 7

The Chief Executive noted that the Management Accounts are circulated in this format to the Executive Committee every month, and to Board Meetings. It has been the same format for a number of years, with the addition of the income page being introduced on the recommendation of the Internal Auditor several years ago. It was also noted that a narrative summary is also circulated with them.

Mr V Barker noted that he is surprised the variance isn't greater in the electricity. Further questioning the increase in Admin and Establishment?

It was noted that the increase in Admin and Establishment is likely to be due to Storm Henk, Storm Babet and the restructure. It being further noted that this committee is looking at the format rather than analysing the financial element.

Mr J Fowler noted that, as an Executive Committee member in receipt of these accounts every month, it takes some time to get used to them and so urged it to remain in the same format, of the opinion that there is the right amount of detail and breakdown included in them.

The Committee RESOLVED to recommend that the format of the Management Accounts be approved at the next Board meeting.

2308 To review the following Board's policies - Agenda Item 8

(a) Policy No. 1: Risk Management Strategy

The Chief Executive presented the Risk Management Strategy as follows, firstly noting that the strategy element of the documents has remained the same, with no proposed changes.

The Chief Executive highlighted the following proposed changes:

Risk 1.1(b) Fluvial flooding from failure or overtopping of defences

The consequences of this risk have been expanded to include overtopping experienced in Storm Babet and Storm Henk (winter 2023/24). Further work details have also been expanded to reflect this.

The Chief Executive therefore suggested that the potential likelihood of risk be increased to 'medium' which would give a risk level of 6.

The Chief Executive further noted that the Board need to work with the Environment Agency (EA) to raise the bank levels, but noted the unlikelihood that the EA will have any available funding for this work. It is therefore a decision for the Board as to whether the Board want to fund this work (estimate £5k-£6k for Dunsby) and whether it is justifiable to spend ratepayer's funds on Main River when it is not the Board's responsibility. The EA are looking at it from a Public Sector Cooperation Agreement (PSCA) point of view and whether the Board can have permission through that to carry out the works without them funding it, it will then be brought to the Executive Committee and Board.

The Chief Executive further noted that the biggest issue in relation to Dunsby and Quadring is the damage that has been done to the back of the bank. If it continues overtopping in future events, it will cause it to breach. The Chief Executive is of the opinion that if the Board were to sort the two known low spots, then in the next event the new lowest spot would be identified and then rectified and keep building up this way. The Chief Executive further added that the Board need to expect more highest known levels.

The Chairperson noted that, given the experiences over the past winter, should the likelihood be increased to 'high' as opposed to 'medium'?

Mr V Barker voiced that he felt the building of the Lincolnshire Reservoir is wrong and that he does not agree with the approach that has been taken of building one reservoir on the top of a hill.

He continued that if multiple reservoirs had been built in the valleys it would have benefited the Board more by holding the highland water.

The Chairperson acknowledged Mr V Barker, but that the committee have to judge the risk on the present situation.

Mr M Leggott felt that if the Board does no work on the banks and the EA does no work on the banks, then he believes the likelihood should be increased to 'high'.

Mr J Fowler felt that the committee should not overreact to a 1 in 70-year winter.

Cllr M Geaney agreed, adding that it was a weather phenomenon and that it has been advised that these circles of weather patterns are 1 in 10 years and so felt the committee shouldn't 'knee jerk' reaction to 'high', but instead increase to 'medium' now and then reassess if similar weather patterns become more frequent.

Cllr Z Lane questioned if by increasing the risk to 'high' it would give the Board anymore weight to push the EA to help? The Chief Executive responded that any risk level over 6, is looked at in detail every Board meeting, noting that risk level 6 would make action within the Board possible, looking to the EA and other sources of funding etc.

All AGREED to increase the potential likelihood of risk 1.1(b) to 'Medium', which increases the risk level to 6.

Risk 1.1(c) – Flooding from failure of IDB pumping stations or excess rainfall

The Chief Executive explained that since the analysis of the policy was done, there has been a change of circumstance. Further experiencing that a Structural Engineer has visited Swineshead, Holland Fen and Bicker Eau Pumping Stations. The Structural Engineer summarised Swineshead Pumping Station by expressing he wasn't sure how it was still standing. Swineshead Pumping Station is built differently to all the other pumping stations, it is the Board's biggest pumping station, and the pumps are held on RSJs. These steel bars were 15mm when they were first installed and are now only 3mm, the pumping station therefore needs replacing. Holland Fen and Bicker Eau Pumping Stations require some remedial works. Bicker Eau and Swineshead Pumping Stations are within the same catchment. The Board's Officers have estimated c£22million to replace both pumping stations, but from a Grant in Aid funding perspective, it is expected to only be able to attract c£17million. This is to be discussed further at the Executive Committee meeting next month with the Grant in Aid Manager in attendance.

The Chief Executive therefore felt that the likelihood of this risk should be increased to 'medium'.

Mr V Barker noted that he went to view Swineshead Pumping Station following the Southern Works Committee meeting, suggesting that if there are existing concrete pillars supporting the RSJ, then it may be possible to put one RSJ down the middle.

Mr V Barker also felt that no employee should go beneath the pumps whilst they are working. The Chief Executive responded that it has already been agreed that nobody is to go inside the pumping station whilst it is running.

All AGREED to increase potential likelihood of risk 1.1(c) to 'medium' which increases the risk level score to 6.

Risk 1.1(d) Flooding from sewers or riparian watercourses

The Chief Executive noted that he has included some more detail about working more effectively with other Risk Management Authorities, noting that it has been raised at Lincolnshire ADA about developing options to better serve the public and how information can be passed between authorities efficiently.

Risk 1.4 Risk of Board Watercourses being unable to convey water

The Chief Executive noted that the identified budget for slip repairs is not going to be enough to repair all the slips, so they are going to have to be prioritised. However, it was further noted that the Board have applied for £1.6million of the £20million recovery fund for IDBs.

Mr V Barker felt that farmers should be encouraged to put an extra land drain in so that it takes the water away from the middle of the field into the watercourse without having to 'push it' which could cause the slip. It was noted that this be suggested at the Board meeting.

The Chairperson noted that the committee need to assess the risk in the current situation.

The Chief Executive suggested that the likelihood be increased to 'medium' until the funding is resolved.

All AGREED to increase the potential likelihood of risk 1.4 to 'medium', which increases the risk level to 4.

Risk 1.8 Risk of Unplanned loss of Senior Staff

It was noted that the information regarding further work on the organisational structure due to the retirement of the Chief Executive can be removed.

Risk 2.1 Risk of prosecution for not adhering to Environmental Legislation

The Chief Executive explained that it has been difficult to find any Environment Consultants, with the current consultant due to retire imminently. The Board have therefore combined this element primarily with some of the current vacant GIS roles. Interviews are currently being undertaken. It was confirmed that this is a full-time position for this Board only, the concept of sharing the role between IDBs was considered but not feasible.

Risk 4.1 Risk of Injury to staff and subsequent claims and losses

The Chief Executive noted that he has added about the Health and Safety Committee forming, and removed the Personal Accident Insurance that the Board no longer has due to it being covered by other policies.

Risk 4.2 Risk of not complying with Health and Safety legislation

The Chief Executive noted that he has added about the Health and Safety Committee forming.

Risk 5.5 Fraudulent use of credit cards

The Chief Executive noted that this has been updated to reflect who holds credit cards, which changed during the organisational restructure.

Further noting that the reference to the Chief Executive and Finance Manager should be the Chief Executive and Projects Director.

Risk 6.1 Risks to Board Members

It was noted that the updates to this risk are in relation to the updates in insurance cover since being with the NFU.

Risk 8.1 Risk of loss of telemetry

It was noted that the additional measure of all Directors now being trained to use telemetry has been added.

Risk 8.2 Risk of loss of telephone communications

The Chief Executive explained that the new HiHi phone system is on a separate network (can be swapped easily onto other broadband line if required). The reference to 14 VOIP phones can now therefore be removed.

Risk 8.3 Risk of loss of internet connections

It was noted that the addition of full fibre being available has been added (Quickline Engineer attending tomorrow).

Risk 8.5 Risk of breach in cyber security

The Chief Executive noted that he has removed the references to monthly backups being taken and removed from site, as this is no longer necessary due to having complete backups of the servers locally and remote.

Risk 8.6 Risk of network security breach

It was noted that the Board has changed to Microsoft Defender Anti-Virus (was included in some advanced licences purchased, resulting in a c£5k saving in comparison to previous Sophos anti-virus) and so this has been reflected within the policy. The change to WatchGuard has also been included (hard fire wall that controls access to the network in the building).

Risk 8.7 Risk of virus being introduced to network

It was noted that the change to Microsoft Defender has also been noted in this risk, along with the change in email spam filtering software to Microsoft 365.

Mr V Barker referenced QR codes and whether the Board is involved in them / whether they pose any risk? The Chief Executive explained that they are just a web address. If somebody created a malicious QR code, then the Microsoft Defender should block it anyway.

Risk 8.9 Risk of loss of rating records

The Chief Executive explained that the current system used for drainage rates (provided by South Holland IDB) is a twenty-year-old software that is no longer going to be supported from 31 March 2025. It will still be able to be used following 31 March, it will just not be supported. National ADA are looking to put something in place, but nothing has yet been shared. The Chief Executive continued that he believes it can be moved across to Office 365, which is what South Holland IDB are doing, and so this is possibly the approach the Board will take.

However, because of all this, the Chief Executive suggested to increase the potential likelihood of risk 8.9 to 'medium', which then increased the risk level to 4. All AGREED.

The Committee RESOLVED to recommend that the Risk Management Strategy (No. 01) be approved at the next Board meeting.

(b) Policy No. 7(a): H&S Booklet

The Chief Executive explained that this trifold booklet is issued to employees every year. It has been reviewed by the Health and Safety Committee to include what they feel is relevant and useful.

The Committee RESOLVED to recommend that the H&S Booklet (No. 07(a)) be approved at the next Board meeting.

(c) Policy No. 10: Delegation of Authority

The Chief Executive noted that the Executive Committee have the authority to approve anything in plant expenditure and regular budgeted expenditure, in excess of £20,000 within annual budget estimates, which has now been reflected in the policy. The authority to approve in excess of £20,000 for regular budgeted expenditure was also authorised for the Chief Executive and Projects Director, which has now been updated in the policy.

The Chief Executive further noted that the Executive Committee also have the authority to approve any changes to both investment portfolios (Board and Bourne Fen Farm), which has now been reflected in the policy.

Role number 24 of the Chief Executive has also been removed due to being duplicated.

A formatting issue was also noted in the Director's section, point 4 should become 3(a) and point 5 should become 3(b).

The Committee RESOLVED to recommend that the Delegation of Authority (No. 10) be approved at the next Board meeting.

(d) Policy No. 13: Emergency Response Plan

The Chief Executive explained that the Emergency Response Plan has been reviewed following the recent weather events, to reflect how the Board actually operates during these emergencies.

The Chief Executive highlighted the proposed changes as follows:

- Introduction – removal of diagram as it provides no benefit.
- Plan Distribution List – Dale Roy, Works Supervisor to be in receipt of the plan.
- Invocation procedure – 'Issues to consider' – expanded to now include the reference to 2.3m ODN at Black Hole Drove as that is the reference that is always used and to also include if the Board require additional resource.

Ms F Roe questioned if the Board has formal agreements with other organisations for additional resource if required? The Chief Executive explained that the Risk Management Authorities work in partnership through the Lincolnshire Resilience Forum, which have various plans in place. Further adding that the Board has a formal agreement with Witham 4th IDB that if the office was no longer suitable for working in, the administration staff would work from Witham 4th IDBs offices, however, following COVID-19, employees would now probably work from home instead.

- Testing and maintenance – proposed to reduce the review period from every six months to annually by the Board's Officer's (every three years by this committee and therefore Board).
- Emergency Response Section - reference to overtopping has been added given the overtopping experienced in the recent storm events. Reference has also been added to sea defences and the Boston Barrier.
- A Tidal Emergency timeline – addition of the consideration of installing flood resilience doors at Allan House Pumping Station.
- A Tidal Emergency timeline – Mr V Barker referred to the section about Wyberton Marsh and Kirton Marsh Pumping Stations, questioning if the motors need lifting so they are not at risk of flooding? The Chief Executive noted the work is ongoing for the transformer to be raised at Wyberton Marsh and there is also work ongoing for the incoming supply to be raised at Kirton Marsh Pumping Station, once this work is complete, this section can be removed from the plan.
- A Fluvial Emergency - During the Event – this section has been changed to reflect the way the Board now operates, including reference to the telemetry system and now metric gauge boards. It now also includes rota shift patterns and reference to responsibility for workforce supervision.

Cllr M Geaney referred to the section about being informed of a breach occurring by a landowner or member of the Board's staff, questioning if this could be any member of the public? All AGREED to change 'landowner' to 'member of the public'.

- A Fluvial Emergency - Standing down the emergency - A whole new section has been added about how / when to stand down an emergency.
- Other Plans – The Board has no other plans and so it proposed to remove this to avoid confusion. Mr J Fowler questioned about other organisation's plans? It was noted that the EA Plan for the Black Sluice Complex is included as an appendix in the Emergency Plan and all other plans are through the Lincolnshire Resilience Forum (held on a live platform Resilience Direct) which are more county wide, than applying to the Board specifically.
- Operation of Pumping Stations Table – The emergency profile levels have been changed to what can actually be maintained (once water level reaches certain height, the water sensor goes under water), therefore the new temporary levels are just under this height until a time when the sensors have been raised. Reference was also made to Heckington and Trinity College Pumping Stations and that they can be changed to the emergency profile during an emergency. The Chief Executive also highlighted the additional reference to consideration to turning off Cooks Lock and Chain Bridge Pumping Stations when tide locked at 2.3m ODN at Boston to avoid extra pressure on the South Forty Foot Drain (SFFD).
- Operation of installing Allan House Pumping Station Flood Resilience Doors – This section has been removed from the plan and, instead, placed in the pumping station itself. Mr M Leggott questioned if there is adequate lighting there if the doors were needed to be installed in hours of darkness? The Chief Executive noted the close proximity of ASDA which would provide some light, if not the Board would use the mobile lights.
- Duty Officer – This out of hours phone line is now aligned to whoever is on that shift.

- Event and communication log – the paper version is no longer used, and the Board's Officers now use a WhatsApp Group as a log of the events and their decisions. Following the events, the WhatsApp Group trail can be collated to form a communications and decisions log.
- Flow charts for Pumping Station failures – these are included in case of the absence of the Pump Engineer, the prioritisation contacts have been tweaked, including the de-prioritisation of contacting the previous Pump Engineer, Colin Richards, due to the period of time he has now been left the Board.
- Action Task List - Was previously in the format of a tick list, the format has been changed to form a list of considerations.

The Committee RESOLVED to recommend that the Emergency Response Plan be approved at the next Board meeting.

Mr J Fowler congratulated the team on such a detailed plan that now reflects accurately what is done in an emergency.

(e) Policy No. 27: Control of Ragwort

It was noted that changes have been made to definition to correspond with what is included in the DEFRA Code of Practice on How to Prevent the Spread of Ragwort.

The Committee RESOLVED to recommend that the Control of Ragwort Policy (No. 27) be adopted at the next Board meeting.

(f) Policy No. 28: Land Drains Discharging into Board Maintained Watercourses

The Chief Executive highlighted the reference to J K H Drainage, noting that he doesn't believe the Board should be promoting a specific company, therefore suggesting that be removed and instead referring to the Board for contact details of companies. Mr J Fowler noted that he has used the company previously after referring to this policy. All AGREED to remove the specific reference to JKH Drainage.

The Chief Executive also noted the further proposed change to remove the reference to the Board fitting outfall trays free of charge. All AGREED it should be the responsibility of the landowner.

The Committee RESOLVED to recommend that the Land Drains Discharging into Board Maintained Watercourses Policy (No. 28) be adopted at the next Board meeting.

(g) Policy No. 29: Control of Rabbits, Rats and other Rodents

The Chief Executive explained that he amended the wording in the policy to express that if the rodent is causing an issue with the watercourse, then the Board would become involved, but not in any other instance.

The other proposed amendment relates to the fact that the Board no longer has any employees that are qualified to use pest control measures.

Mr J Fowler questioned if badgers should be included within this policy? The Chief Executive felt that because of their protected status, including badgers into this policy would make it very lengthy.

Further suggesting that it should be a separate policy that outlines the requirements of the Board's licences to working with badgers? All AGREED that a new policy regarding badgers be produced for the next Audit & Risk Committee meeting.

Mr M Leggott made reference to the wording 'ethically' feeling this was not entirely appropriate, alternative suggestions were made, the committee all AGREED on replacing 'ethically' with 'responsibly'.

The Committee RESOLVED to recommend that the Control of Rabbits, Rats and other Rodents Policy (No. 29) be adopted at the next Board meeting.

(h) Policy No. 31: Publication Scheme

The Chief Executive noted that the only proposed change is a bigger emphasis on referral to the website for information, further adding that the website holds a lot of information, including now the draft minutes of meetings, which has proven helpful in relation to the discussion around the increase in the rates.

It is also proposed to remove the name of the Chief Executive so that it does not require amending with a change in personnel going forward.

The Committee RESOLVED to recommend that the Publication Scheme Policy (No. 31) be adopted at the next Board meeting.

(i) Policy No. 34: Gift and Hospitality

There are no proposed changes to this policy.

The Committee RESOLVED to recommend that the Gift and Hospitality Policy (No. 34) be adopted at the next Board meeting.

2309 To review the Risk Register - Agenda Item 9

This will be updated as per discussion on the Risk Management Strategy (Minute 2308(a)).

The committee AGREED that the Risk Register be accepted.

2310 To receive the catalogue of Board Policies with recommended approval dates – Agenda Item 10

The Committee AGREED that the Catalogue of Board Policies be adopted.

2311 To consider the continuation of the Board's current Health and Safety Consultants – Agenda Item 11

The Chief Executive explained that the Board's current Health and Safety Consultants (Copes) are approaching the end of a five year contract with the Board. Prior to the formation of the Health and Safety Committee, Copes took responsibility and did all of the Board's health and safety. The Chief Executive suggested that they are perhaps not best placed to be taking complete control of it, due to not being on the ground and involved. The Health and Safety Committee are therefore reviewing all H&S procedures, risk assessments etc. The Chief Executive proposed that Copes contract is renewed, but in a different capacity, where they take on more of an audit and assurance role (£132.78 + VAT per month).

All AGREED to continue with Copes Health and Safety Consultants in this capacity (audit and assurance).

Mr M Leggott noted that of the Health and Safety Committee meetings he has attended, he is encouraged by the level of discussion being had and the responsibility the employees are taking on it, noting that there are various elements e.g. the gradient of pumping station dump areas, that would not be picked up on if it wasn't for the committee discussion. It was also felt that it is welcomed that a Board Member is on the committee, with everybody having equal valued input.

2312 Any Other Business – Agenda Item 12

(a) Tiaa support for specialist areas

Ms F Roe noted that if the Board require advice or support regarding a specific area, e.g. fraud, sustainability etc., Tiaa do have employees trained in specialist areas that may be able to assist.

There being no further business the meeting closed at 15:28.

Black Sluice Internal Drainage Board

Risk Management Strategy

Risk Management Policy

Risk Analysis

Updated	30 April 2024
Board Approved	
Due for Review	Annually

Contents

1. Purpose, Aims & Objectives
2. Accountabilities, Roles & Reporting Lines
3. Skills & Expertise
4. Embedding Risk Management
5. Risk and the Decision Making Processes
6. Supporting Innovation & Improvement

Appendices

- A – Risk Management Strategy Statement
- B – Risk Management Policy Document
- C – Risk Analysis
- D – Risk Register

Risk Management Strategy

1. Purpose, Aims and Objectives

1.1 The purpose of the Boards Risk Management Strategy is to effectively manage potential opportunities and threats to the Board achieving its objectives. See attached Risk Management Policy Statement, Appendix A.

1.2 The Boards Risk Management Strategy has the following aims and objectives;

- Integration of Risk Management into the culture of the Board
- Raising awareness of the need for Risk Management by all those connected with the delivery of services (including partners)
- Enabling the Board to anticipate and respond to changing social, environmental and legislative conditions
- Minimisation of injury, damage, loss and inconvenience to staff, members of the public, service users, assets etc. arising from or connected with the delivery of the Board services
- Introduction of a robust framework and procedures for identification, analysis, assessment and management of risk, and the reporting and recording of events, based on best practice
- Minimisation of the cost of risk

1.3 To achieve these aims and objectives, the following strategy is proposed;

- Establish clear accountabilities, roles and reporting lines for all employees
- Acquire and develop the necessary skills and expertise
- Provide for risk assessment in all decision making processes of the Board
- Develop a resource allocation framework to allocate (target) resources for risk management
- Develop procedures and guidelines for use across the Board
- Develop arrangements to measure performance of Risk Management activities against the aims and objectives
- To make all partners and service providers aware of the Boards' expectations on risk, both generally as set out in its Risk Management Policy and where necessary in particular areas of the Boards' operations.

1.4 The Black Sluice Internal Drainage Board has adopted the following definition of Risk:

'Risk is the threat that an event or action will adversely affect the organisation's ability to achieve its objectives and to successfully execute its strategies'.

2. Accountabilities, Roles and Reporting Lines

2.1 A framework has been implemented that has addressed the following issues:

- The different types of risk – Strategic and Operational
- Where it should be managed
- Roles and accountabilities for all staff.
- The need to drive the policy throughout the Board
- Prompt reporting of accidents, losses, changes etc.

2.2 In many cases, risk management follows existing service management arrangements.

2.3 Strategic risk is best managed by the Board.

2.4 The Board's Chief Executive will be responsible for the Boards overall risk management strategy, and will report directly to the Board.

2.5 The Board's Chief Executive will be responsible for the Boards overall Health and Safety policy and will report to the Board.

2.6 It is envisaged that the development of a risk management strategy will encourage ownership of risk and will allow for easier monitoring and reporting on remedial actions / controls.

3. Skills and Expertise

3.1 Having established roles and responsibilities for risk management, the Board must ensure that it has the skills and expertise necessary. It will achieve this by providing Risk Management Training for Employees and Board Members, where appropriate providing awareness courses that address the individual needs of both the manual workforce and office staff.

3.2 Training will focus on best practice in risk management, and awareness will also focus on specific risks in areas such as the following:

- Partnership working
- Project management
- Operation of Board vehicles and equipment
- Manual labour tasks e.g. Health and Safety issues

4. Embedding Risk Management

Risk management is an important part of the service planning process. This will enable both strategic and operational risk, as well as the accumulation of risks from a number of areas to be properly considered. Over time the Board aims to be able to demonstrate that there is a fully embedded process.

This strategy and the information contained within the appendices provides a framework to be used by all levels of staff and Members in the implementation of risk management as an integral part of good management.

5. Risks and the Decision Making Process

- 5.1 Risk needs to be addressed at the point at which decisions are being taken. Where Members and Officers are asked to make decisions they should be advised of the risks associated with recommendations being made. The training described in the preceding section will enable this to happen.
- 5.2 The Board will need to demonstrate that it took reasonable steps to consider the risks involved in a decision.
- 5.3 There needs to be a balance struck between efficiency of the decision making process and the need to address risk. Risk assessment is seen to be particularly valuable in options appraisal. All significant decision reports to the Board (including new and amended policies and strategies) should include an assessment of risk to demonstrate that risks (both threats and opportunities) have been addressed.
- 5.4 This process does not guarantee that decisions will always be right but it will demonstrate that the risks have been considered and the evidence will support this.

6. Supporting Innovation and Improvement

- 6.1 Managers have been made aware that there are a number of tools that can be used to help identify potential risks:
- Workshops.
 - Scenario planning.
 - Analysing past claims and other losses.
 - Analysing past corporate incidents/failures.
 - Health & safety inspections.
 - Induction training.
 - Performance Review & Development interviews.
 - Staff and customer feedback.
- 6.2 Having identified areas of potential risk, they must be analysed by:
- An assessment of impact.
 - An assessment of likelihood.

This is to be done by recording the results using the risk matrix below:

RISK ASSESSMENT MATRIX

Likelihood of occurrence ↑ HIGH MEDIUM LOW ↓	HIGH	Low Impact High Likelihood 3	Medium Impact High Likelihood 6	High Impact High Likelihood 9
	MEDIUM	Low Impact Medium Likelihood 2	Medium Impact Medium Likelihood 4	High Impact Medium Likelihood 6
	LOW	Low Impact Low Likelihood 1	Medium Impact Low Likelihood 2	High Impact Low Likelihood 3
		LOW	MEDIUM	HIGH
		← Impact on the Business →		

The high, medium and low categories for impact and likelihood are defined as follows:

IMPACT

- *High* – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000). Major service disruption (+ 5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- *Medium* – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (between £20,000 and £100,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- *Low* – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £20,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

LIKELIHOOD

High	Very likely to happen	Matrix score 3
Medium	Likely to happen infrequently and difficult to predict	Matrix score 2
Low	Most unlikely to happen	Matrix score 1

7. Risk Control

7.1 Using the risk matrix produces a risk rating score that will enable risks to be prioritised using one or more of the “four T’s”

Tolerate	Score <= 2	Accept the risk
Treat	Score 3 to 5	If possible take cost effective in-house actions to reduce the risk.
Transfer	Score 6 to 8	Let someone else take the risk (eg by Insurance or passing responsibility for the risk to a contractor).
Terminate	Score 9	Agree that the risk is too high and do not proceed with the project or activity.

7.2 Risk assessment and risk matrices provide a powerful and easy to use tool for the identification, assessment and control of business risk. It enables managers to consider the whole range of categories of risk affecting a business activity. The technique can assist in the prioritisation of risks and decisions on allocation of resources. Decisions can then be made concerning the adequacy of existing control measures and the need for further action. It can be directed at the business activity as a whole or on individual departments/sections/functions or indeed projects.

8. Supporting Innovation and Improvement

8.1 Risk Management will be incorporated into the business planning process for the Board with a risk assessment of all business aims being undertaken as part of the annual Estimates process.

8.2 The Board’s internal auditor will have a role in reviewing the effectiveness of control measures that have been put in place to ensure that risk management measures are working.

RISK MANAGEMENT STRATEGY STATEMENT

The Board believes that risk is a feature of all businesses. Some risks will always exist and can never be eliminated: they therefore need to be appropriately managed.

The Board recognises that it has a responsibility to manage hazards and risks and supports a structured and focused approach to managing them by approval each year of a Risk Management Strategy.

In this way the Board will improve its ability to achieve its strategic objectives and enhance the value of services it provides to the community.

The Boards Risk Management objectives are to:

- Embed risk management into the culture and operations of the Board
- Adopt a systematic approach to risk management as an integral part of service planning and performance management
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Ensure all employees have clear responsibility for both the ownership and cost of risk and the tools to effectively reduce / control it

These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines within the organisation for risk management
- Incorporating risk management in the Board's decision making and operational management processes
- Reinforcing the importance of effective risk management through training
- Incorporating risk management considerations into Service / Business Planning, Project Management, Partnerships & Procurement Processes
- Monitoring risk management arrangements on a regular basis

The benefits of Risk Management include:

- Safer environment for all
- Improved public relations and reputation for the organisation
- Improved efficiency within the organisation
- Protect employees and others from harm
- Reduction in probability / size of uninsured or uninsurable losses
- Competitive Insurance Premiums
- Maximise efficient use of available resources.

RISK MANAGEMENT POLICY DOCUMENT

In all types of undertaking, there is the potential for events and consequences that may either be opportunities for benefit or threats to success. Internal Drainage Boards are no different and risk management is increasingly recognised as being central to their strategic management. It is a process whereby Internal Drainage Boards methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take steps to avoid this or successfully manage the consequences.

Risk management is not just about financial management; it is about achieving the objectives of the organisation to deliver high quality public services.

The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets, and, eventually, the level of the drainage rates.

Internal Drainage Boards need to keep under review and, if need be, strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to ratepayers. The Board already looks at risk as part of their day to day activities but there is now a need to look at, adapt, improve where necessary and document existing processes.

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, the members should, at least once each year:

- a) take steps to identify and update key risks facing the Board;
- b) evaluate the potential consequences to the Board if an event identified as a risk takes place; and
- c) decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

This Risk Management Policy document is designed to be a living document which will be continually updated when new risks are identified or when existing risks change.

The assessment of potential impact will be classified as high, medium or low. At the same time it will assess how likely a risk is to occur and this will enable the Board to decide which risks it should pay most attention to when considering what measures to take to manage the risks.

After identifying and evaluating risks the responsible officer will need to decide upon appropriate measures to take in order to avoid, reduce or control the risks or their consequence.

RISK ANALYSIS**1. TO PROVIDE AND MAINTAIN STANDARDS OF NEEDS BASED SUSTAINABLE FLOOD PROTECTION****1.1 Risk of Being Unable to Prevent Flooding to Property or Land**

The Board's main objective is to provide satisfactory water level management within the Board's area.

Flooding could occur in the following ways:

- From failure of coastal defences which are maintained by EA
- From EA Watercourses
- From IDB watercourses
- From riparian watercourses
- From sewers maintained by other authorities
- From surface water

(a) Coastal flooding from failure or overtopping of defences

Consequence: Land and Properties could be subjected to flooding (EA Risk) and IDB Pumping Stations could be required to deal with substantial additional flows

How risk is managed: Board works with lead local flood authority, Environment Agency and the Wash Frontage Group.

Future Work: Lobbying of government representative

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	Low	3

(b) Fluvial flooding from failure or overtopping of defences

Consequence: Land and Properties could be subjected to flooding and IDB Pumping Stations could be required to deal with Substantial additional flows

Given the increased overtopping experienced from Storm Babet and Storm Henk in Winter 2023/24, and the water entering our system through the banks of 4 of our northerly pumping stations, I suggest the likelihood be increased until the identified low spots are raised/repaired

How risk is managed: Board works with lead local flood authority
Pumping Stations Additional Resilience
Partnership working with EA including PSCA
Agreement with EA to remotely implement emergency profile levels as per the emergency plan, if levels reach 2.7m ODN at Black Hole Drove PS.

EA Management Plan on the operation of the sluice and nav lock at Black Sluice Pumping Station included as an appendix to the Emergency Response Plan.

Future Work: To engage with the Lower Witham Flood Resilience Project.

To engage and support the Fens 2100+ project developing options for the Fens to achieve future flood resilience.

Work with the Environment Agency to raise bank levels where overtopping has been experienced including but not limited to Dunsby PS, Quadring PS, Screddington, Helpringham Footbridge, Threekingham,
Develop options to submit the Outline Business Case to achieve funding to repair the banks below the pumping stations where water flows through when levels are high.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	MEDIUM	6

(c) Flooding from failure of IDB pumping stations or excess rainfall

Consequence: Land and Properties could be subjected to flooding and IDB Pumping Stations could be required to deal with Substantial additional flows

Structural Integrity of the Boards ageing Pumping Stations following concerns raised in relation to Swineshead Pumping Station following an inspection by a Structural Engineer.

How risk is managed: Board works with lead local flood authority
Comprehensive programme of maintenance works
PTO gear boxes and generator connections.

Further Work: Consider if additional surveys are required at all our Structures and identify funding.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	MEDIUM	6

(d) Flooding from Sewers or riparian watercourses

Consequence: Small areas of land and maybe some properties could be subjected to flooding
During the storms of 2023/24 we saw an increase in contact from the general public seeking advice and assistance. This could be due to being more accessible than other Risk Management Authorities or they had been told it wasn't their responsibility and they were sent our way.

How risk is managed: Board works with lead local flood authority
The Board has permissive powers for the supervision of drainage in the Board's catchment and in the extended catchment on behalf of Lincolnshire County Council under PSCA.

Further Work: Increase the profile of the Board and manage the expectations of the general public.
Engage with partners to agree methods to pass information between Risk Management Authorities instead of directing the member of the public to contact another public body.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

1.2 Risk of Loss of Electrical Supply

The Board relies on electrical power for all pumping stations. Loss of supply could be encountered for a number of reasons in the future.

Consequence: Pumping stations would fail to operate
Office and Depot would be unable to function
Telemetry system fails to operate

How risk is managed: Dual drive gearboxes installed at pumping stations to enable pumps to be operated by a tractor
Large pumping stations have generator connections but the Board would have to hire in generators which may be in short supply
UPS system fitted to telemetry computer, Main server and Phone System

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

1.3 Risk of Pumps Failing to Operate

Consequence: High water levels and possible flooding
Extra expenditure on pumping station maintenance

How risk is managed: Pumping Engineer checks at regular intervals
Refurbishment of plant is continuously programmed
Continued investment planned for pumping stations

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

1.4 Risk of Board Watercourses being Unable to Convey Water

Consequence: High water levels and possible flooding from over topping
 Extra expenditure on drain maintenance
 2023/24 storms has increased the number of slips requiring repair exceeding the budget allocated in 2024/25.
 With increased flows we are seeing more Culverts failing blocking water courses.

How risk is managed: Asset conditions are shown on a database
 All watercourses are cleared of weed growth once each year
 All watercourses are desilted on a regular basis
 Board regularly check and clear out culverts

Further work: Continue to review asset conditions in asset database
 Look to prioritise available funds to maximise increased maintenance requirements.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	MEDIUM	4

1.5 Risk of Operating Machinery to Maintain Watercourses

The Board operates excavators and tractor mounted machines to remove weed growth and silt from watercourses. There are risks in operating this machinery.

Risk: Hitting overhead electrical services
 Hitting underground electrical services
 Machines falling into watercourse
 Parts of machine hitting people or other vehicles

Consequence: Damage to Third parties
 Damage to plant & vehicles
 Injury to staff

How risk is managed: Machinery is regularly serviced
 Machinery is checked twice each year by a qualified engineer
 Health and Safety Policy, reported annually to the Board
 Health and Safety Consultant employed
 All drivers are suitably trained
 All drivers are provided with the required safety equipment
 All machinery is insured by the Board

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

1.6 Risk of Claims from Third Parties for damage to property or injury

Risk: The Board could cause damage to property or injury due to their actions
 Hitting overhead/underground electrical services
 Machines falling into watercourses
 Damage to Third parties
 Damage to plant & vehicles

Consequence: Injury to staff
 Uninsured costs
 Extra work for staff

How risk is managed: The Board has adequate insurance including legal cover
 The Board train staff to undertake works safely
 Risk assessments are carried out

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

1.7 Risk of Third Parties damage to Board maintained assets

Risk: Damage to Board Maintained Assets
 Damage to Board Owned Assets

Consequence: Assets not performing as they are designed to.

How risk is managed: Managed Assets – Board Byelaws
 Owned Assets - Insurance

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

1.8 Risk of Unplanned Loss of Senior Staff

Consequence: Inability to operate efficiently

How risk is managed: Should staff from the Emergency response Team not be available during a prolonged event cover should be implemented as per the emergency response plan
 Hire in temporary staff from Agencies or other local Drainage Boards
 Formalised arrangements to share staff from other drainage boards

Further Work: Contingencies for Senior roles to be considered further.
~~Work ongoing to develop a more resilient structure to coincide with the retirement of the current CEO.~~

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	MEDIUM	4

1.9 Insufficient Finance to Carry Out Works

Consequence: Watercourses not maintained in satisfactory condition
Pumping Stations more at risk of failure
Increased risk of poor drainage and flooding
Significant unexpected costs to respond to incidents or extended periods of wet weather.
Excessive Electricity Costs

How risk is managed: Ten year budget to ensure adequate funding
Reserves to be increased to a level that would allow electricity bills to be paid if wet conditions experienced for two consecutive years. Financial Regulations updated.
Ongoing continuous liaison with Precept paying Councils

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	MEDIUM	6

1.10 Reduction in Staff Performance

Consequence: Reduced standards of maintenance

How risk is managed: Ongoing continuous supervision, advice, training, line management motivation and appraisal.
Management systems

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

1.11 Insufficient Staff Resources

Consequence: Reduced standards of maintenance
Reduced value for money
Environment Consultants are in short supply following retirements.

How risk is managed: Review by senior management
Reports to Executive Committee
Terms of Employment regularly reviewed to remain competitive

Further Work: Work ongoing to develop a more resilient structure to coincide with the retirement of the current CEO.
Recruiting Environment and GIS Officer

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

2. TO CONSERVE AND ENHANCE THE ENVIRONMENT WHEREVER PRACTICAL AND POSSIBLE TO ENSURE THERE IS NO NET LOSS OF BIODIVERSITY

2.1 Risk of Prosecution for not Adhering to Environmental Legislation

The Board have responsibilities to promote nature conservation and the environment

Consequence: Prosecution for damage to habitat
Injury or death of fish, birds or mammals
Environment Consultants are in short supply following retirements

How risk is managed: Board employs an environmental consultant for reports and advice
Workforce are trained in environmental matters
Working within the restraints of the Board's Biodiversity Action Plan
Environmental clean-up liability Insurance (£1m)
Environmental Impairment Liability Insurance (£2m)

Further Work: Recruiting Environment and GIS Officer

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

2.2 Non Delivery of Objectives

Consequence: Biodiversity Action Plan not complied with

How risk is managed: Projects included in capital plan

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

3. TO PROVIDE A 24 HOUR/365 DAY EMERGENCY RESPONSE FOR THE COMMUNITY

3.1 Emergency Plan Inadequate or Not up to Date

Consequence: Difficulties in emergency situation

How risk is managed: Regular review of plan

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

3.2 Insufficient Resources (Staff and Equipment)

Consequence: Inability to provide adequate response
Unable to recruit sufficient workforce

How risk is managed: Shared resources with neighbouring Boards
Use local farmer/landowner resources
Review resources available
Review remuneration considering local circumstances

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

3.3 Risk of Critical Incident Loss of Office

Consequence: Risk of an incident preventing the use of anything at the offices

How risk is managed: Insurance for additional cost of working/business interruption (£100k over a 12 Months period)
Remote Backups to HBP servers kept for 365 days
Well-practiced procedures for working from home by all office based staff if required. Invested in technology to enable.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

4. TO PROVIDE A SAFE AND FULFILLING WORKING ENVIRONMENT FOR STAFF

4.1 Risk of Injury to Staff and Subsequent Claims and Losses

Consequence: Injury to staff
Claims for losses
Senior staff liable under Corporate Manslaughter Legislation

How risk is managed: Health and Safety Policy, reported annually to the Board
Health & Safety Committee formed to review and monitor Safety Management System including all levels of personnel in the Board from Board member to Drainage Operative.
Health and Safety Consultant employed
Staff are trained for the duties that they are required to perform
Risk assessments are carried out for all activities
Employers Liability Insurance (£15m)
Personal Accident Insurance (£60k & £100pw)

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

4.2 Risk of not complying with Health & Safety Legislation

If Health & Safety legislation is not complied with there is a risk of work being stopped and officers being prosecuted.

Consequence: Fines and serious delays in work programme

How risk is managed: A health and safety consultant is employed to advise on policy, monitor legislation and to check Health & Safety risk assessments

Health & Safety Committee formed to review and monitor Safety Management System including all levels of personnel in the Board from Board member to Drainage Operative.

Board Health & Safety policy is developed under their guidance

Regular training of all staff
Insurance for Manslaughter Costs and Safety Legislation costs (£1m each)

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

5. TO MAINTAIN FINANCIAL RECORDS THAT ARE CORRECT AND COMPLY WITH ALL RECOMMENDED ACCOUNTING PRACTICE

5.1 Risk of Loss of Cash

Very little cash collected at office

Consequence: Loss of income

How risk is managed: Money placed in safe and banked as soon as possible
Insurance (£500 out of safe overnight to £5,000 during business hours)
A maximum of £500 petty cash is held

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

5.2 Risk of Loss of Money invested in Building Societies & Banks & Managed Funds

Consequence: Loss of income

How risk is managed: Money is placed with known Building Societies and banks on the FCA Register
 A maximum of £300,000 is invested in an individual organisation as per the Investment Policy
 Maximum of £500,000 invested in a managed fund.
 The Executive Committee of the Board reviews the investments on a regular basis

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

5.3 Risk of Fraud by Senior Officers

Consequence: Loss of money

How risk is managed: Two Officers always have to sign/approve each mandate for a transaction
 All purchase ledger transactions are reviewed by the Board
 The Board has adequate insurance

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

5.4 Risk of Inadequacy of Internal Checks

Consequence: Risk of incorrect payments being made

How risk is managed: All items resulting in payments being made by the Board are checked before being processed
 All Payments made through the Board's Bank Accounts are authorised by two authorised signatories as per the Financial Regulations
 Additional independent checks carried out with supplier to avoid "Mandate fraud"

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

5.5 Fraudulent use of Credit Cards

Consequence: Loss of money

How risk is managed: **Only Directors hold Board Credit Cards**
 The Board has insurance for **Unauthorised use of credit cards £10,000** (Card limits £5k, £5k, £2,500 & £2,500)
 Card expenditure is reconciled monthly and certified by both CEO & **FM Projects Director**

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	MEDIUM	2

6. TO ENSURE THAT ALL ACTIONS TAKEN BY THE BOARD COMPLY WITH ALL CURRENT UK AND EU LEGISLATION

6.1 Risks to Board Members

There are 21 Board Members who make decisions on the operation of the Board

Risk: Board Members make decisions that involve the Board in extra expense

Consequence: Liability of Board Members

How risk is managed: Insurance (£3m Executive Liability & Company Reimbursement Legal Liability Cover, £3m Corporate Liability)
Qualified and experienced staff advise the Board

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

6.2 Risk of not complying with all Employment Regulations and Laws

There is a risk that the Board may not comply with all regulations and laws.

Consequence: Claims against the Board

How risk is managed: Insurance (£2m £1m Employment Practices Liability Cover)
Advice from consultants and solicitors and the industry
The Board employs a Qualified HR Adviser

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

7. A COST EFFICIENT IDB THAT PROVIDES VALUE FOR MONEY SERVICE

7.1 Risk of Collecting insufficient Income to Fund Expenditure

Consequence: Inability to pay staff and creditors
Inability to maintain drains and pumping stations in a satisfactory condition

How risk is managed: Monthly finance reports sent to Members of Executive Committee
Reports to Board Meetings
Cash flow forecasting by Finance & Admin Director
Comprehensive Annual Budgets and ten year estimates produced
Ongoing continuous liaison with Precept paying Councils
Reserves to be increased to a level that would allow electricity bills to be paid if wet conditions experienced for two consecutive years. Financial Regulations updated.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

7.2 IDB abolished or taken over

Consequence: Loss of direction from local members

How risk is managed: Association of Drainage Authorities lobbies on behalf of IDB's
Regular dialogue with local MP's

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

8. INFORMATION TECHNOLOGY & COMMUNICATIONS

8.1 Risk of Loss of Telemetry

Consequence: If the telemetry fails then it will be more difficult to manage the pumping stations

How risk is managed: Continual review of hardware and software
Back up computers
Workmen already assigned to pumping stations can be sent to check on conditions
High Capacity UPS (Battery Backup) in place in case of power cut
Upgraded the Telemetry Systems including the ability for remote operation.
All Directors trained during winter 2023/24 storms

Further Work: Continue to maintain trained staff to monitor telemetry

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

8.2 Risk of Loss of Telephone Communications

Consequence: Inability to communicate decisions

How risk is managed: All staff have mobile telephones
Soft Phones available via an app on computers and mobiles
14 VOIP phones (All with soft phones on computers and mobiles)
2 Analog lines on site
UPS (Battery Backup) on Communications Cabinet
Mobile Broadband contract maintained with WiFi router.
Phones on separate Broadband line and network as rest of the network

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

8.3 Risk of Loss of Internet Connections

- Consequence: Unable to remotely connect to office and Telemetry resulting in Employee having to be on site in an event
 Unable to make bank payments
 Unable to access information on internet
 Recent limitations on the network due to low upload speeds
- How risk is managed: Two Fibre Broadband internet lines into office (Fibre to cabinet)
 Mobile Broadband contract maintained with WiFi router.
- Further Work: Full Fibre has been installed in the village and availability is being monitored.
 Consideration to Starlink if not available in short order

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

8.4 Risk of Network Failure

- Consequence: All computers and information inaccessible
- How risk is managed: Proactive IT Maintenance Contract with external consultants including disaster recovery
 4 hour response for server or Network failure
 Staff with limited training and remote support

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

8.5 Risk of Breach in Cyber Security

- Consequence: All computers and information inaccessible
 Risk of Data Protection Breach
 Security of Information
- How risk is managed: Proactive IT Maintenance Contract with external consultants
 4 hour response for server or Network failure
 Staff with limited training and remote support
 Staff Training (All staff have completed classroom and online training provided by our IT consultants and Defender AV as a minimum)
 WatchGuard Firewall and Microsoft Defender AV system installed and subscription maintained
 All information taken off site digitally is encrypted and password protected
 Remote Backups to HBP servers ~~kept for 365 days.~~
 Monthly backups taken and removed from site.
 Introduction of Electronic Information and Communication Systems Policy (was part of the 'White Book' previously)
 Dual Authentication system for any access to the Board's Network or Microsoft Cloud systems

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

8.6 Risk of Network Security Breach

Consequence: Unauthorised access to the Network and information stored on the network

How risk is managed: WatchGuard and Microsoft Defender AV installed and subscription maintained
Dual Authentication system for any access to the Board's Network or Microsoft Cloud systems

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

8.7 Risk of Virus being introduced to Network

Consequence: Malicious damage to hardware and information by various types of virus

How risk is managed: Microsoft Defender AV installed on all servers, desktop computers and laptops and managed centrally
Hard Firewall installed to prevent unauthorised person introducing virus
Emails filtered off site by Microsoft 365 Spam Filtering to reduce likelihood of malicious attachments

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

8.8 Risk of Loss of Accounting Records

All of the Board's records are retained on the main server in the communications room

Consequence: Inability to pay staff
Inability to pay creditors
Difficulty in finalising accounts

How risk is managed: Insurance for Business interruption £100k for up to 12 months
Computer systems are regularly reviewed by trained staff and external IT consultants
Volume Shadow software copies back up every six hours
Remote Backups to HBP servers kept for 365 days

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	LOW	2

8.9 Risk of Loss of Rating Records

All of the Board's records are retained on the main server in the communications room

Consequence:	Inability to check who has paid rates Loss of income Loss of records of occupiers of land DRS will no longer be supported from 31 March 2025
How risk is managed:	Insurance for Business interruption £100k for up to 12 months Volume Shadow software copies back up every six hours Computer systems are regularly reviewed by trained staff and by external IT consultants Remote Backups to HBP servers kept for 365 days
Further Work:	Working with National ADA to develop a new version of the Drainage Rating System

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
MEDIUM	MEDIUM	4

Working Near Water - Life Jackets and Safety Harnesses

Life jackets must always be worn by all employees:

- When involved in operations during periods of high flow and working on floating plant (work boats, weed cutting boats, etc);
- Where there is any drowning risk when carrying out maintenance work on pumping stations or working over water in general;
- When identified by risk assessment.

When involved in weed screen clearing operations you should ensure you wear a safety harness which is attached to an anchorage point.

Eye Protection

Goggles should be worn when cutting, hammering, breaking up, chipping, abrading etc. any material or where there is a risk of objects or particles entering the eye. Other face shields will be provided as necessary for certain operations.

Hearing Protection

Under the Control of Noise at Work Regulations 2005, where noise levels exceed the Lower Exposure Action Value of 80 dB(A), hearing protection must be provided on request. However, there is no mandatory or legal requirement to wear the hearing protection. Where noise exposure exceeds the Upper Exposure Action Value of 85 dB(A) noise induced hearing loss may occur with prolonged exposure. Therefore, where the noise level exceeds 85 dB(A) you must wear the hearing protection provided. Disciplinary action may be taken against anyone who fails to wear hearing protection in a designated area.

You must always wear hearing protection for noise generating activities, such as hammering or grinding, or where mandatory hearing protection signs are displayed. Remember to alert your fellow workers to ensure they are able to don hearing protection prior to you starting any noise generating activity.

Hard Hats

Hard hats should be worn on any site where there is an excavator or similar plant operating, or where there is a risk of items falling or as instructed.

High Visibility Clothing

High visibility jackets or tabards should be worn at all times.

Accident Reporting and First Aid

All accidents are to be recorded in the Accident Book which is located in Station Road Office. Details of all accidents are to be notified to your Line Manager as soon as possible. It is the responsibility of the Operations Manager to notify the Incident Contact Centre when it is required, and or prompt an investigation. It is the responsibility of all employees to provide complete and accurate information when reporting an accident.

Near Misses

All near misses should be reported to Simon Harrison

First Aid

First Aid Boxes are located in the Kitchen, Drawing Office, Workshop, Pumping Stations and machines.

All employees are Emergency First Aid at Work trained.

First Aiders:

- Daniel Withnall
- Simon Harrison
- Tom Lee

Mental Health First Aiders:

- Jessica Baxter
- Amy Chamberlain
- Simon Harrison

Forestry First Aiders:

- Daniel Affection

IF YOU ARE UNSURE ABOUT ANYTHING IN THIS HEALTH AND SAFETY POLICY PLEASE ASK!

The Management of Health and Safety at Work Regulations require that health and safety arrangements are reviewed at suitable intervals. To ensure the validity of this policy, it is recommended that this document is reviewed within 12 months of the date shown on the front page.



BLACK SLUICE
INTERNAL DRAINAGE BOARD

HEALTH AND SAFETY BOOKLET

1 August 2024

This booklet is a summary of the information contained in the Black Sluice Internal Drainage Board Health and Safety Main Policy Document, which is available to all employees on request.

Signed:

Daniel Withnall - Chief Executive

Black Sluice Internal Drainage Board
Station Road
Swineshead
Lincolnshire
PE20 3PW

Tel: 01205 821440

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1. THE HEALTH AND SAFETY POLICY OF BLACK SLUICE INTERNAL DRAINAGE BOARD

Our policy is to provide and maintain safe and healthy working conditions for all our employees and any contractors and casual labour working on our behalf. In addition, we will seek to ensure that the work we carry out does not affect the health and safety of others, e.g. members of the public and our customers.

2. THE ORGANISATION FOR CARRYING OUT THE

POLICY Responsibilities of the Board

The Board of Black Sluice Internal Drainage Board recognise and accept their overall responsibility for health and safety, and will ensure that arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to the industry.

Responsibilities of the Managers and Supervisors

Managers and Supervisors are responsible for ensuring that all health and safety arrangements are adhered to in the area of work for which they have control and responsibility.

Responsibilities of All Employees

It is your responsibility to co-operate in the implementation of this Health and Safety Policy within your areas of influence. You have a legal duty to ensure your own safety and the safety of others (for example your fellow workmates, contractors working on the same premises and customers and visitors to the premises) under the Health and Safety at Work Act 1974. You must therefore:

- i) Comply with safety rules, operating instructions and working procedures, laid down in your area of work, and take reasonable care, to the best of your knowledge, to avoid injury to yourself and others.
- ii) Use all equipment and protective clothing where and when it is required, and in the correct manner. In addition, you must report any fault or deficiency in the equipment, immediately to your Manager or Supervisor.
- iii) Report all accidents, injuries, near misses, spillages and any other potential safety hazards, promptly to your Manager or Supervisor.
- iv) Not misuse anything provided in the interests of health and safety.

Responsibilities of Contractors

All contractors working for Black Sluice Internal Drainage Board are required to adhere to Black Sluice Internal Drainage Board's safe working procedures as well as any procedures detailed in their own health and safety policy. In addition to their general responsibilities under the Health and Safety at Work Act 1974, specific responsibilities include:

1. All plant, machinery and other work equipment and tools brought onto site by contractors must be in a safe condition.
2. Contractors must be familiar with the work they are required to carry out and any relevant safety requirements, method statements, etc.
3. Contractors must report all accidents, injuries and dangerous occurrences to Black Sluice Internal Drainage Board.
4. Contractors must ensure that appropriate action is taken to rectify unsafe systems or actions.

3. IMPLEMENTATION OF THE POLICY

This section provides guidance for those responsible for health and safety (*that means you!*), on how to minimise health and safety risks.

The Safe Use of Plant and Machinery

It is your responsibility to use plant and work equipment in the correct manner. You must report any damage or defects to plant and machinery immediately to your Manager or Supervisor.

- Do not operate machinery that you are not trained and authorised to use.
- Never ride on any vehicle unless the vehicle is fitted with a passenger seat.
- NEVER carry out maintenance tasks with the engine running and ALWAYS use safety bars or props when working under extended hydraulic rams.
- ALWAYS ensure that power take off guards are fully serviceable with the guard being held stationary by retaining chains or other suitable method.
- ALWAYS wear seatbelts where fitted.

Ensure that you replace all guards and that safety devices are working. NEVER tamper with them or make them inoperative.

Working Around Electrical Services

When working in the vicinity of overhead electricity lines, the following procedure should be followed.

- a) Prior to commencing work or moving machines, and after every break, check ahead for overhead lines. Do not work in a length unless you have visually checked ahead for overhead lines. As soon as you see an overhead electricity line you should leave your machine and place a warning sign 20 metres from the line on the side you are working. You should never work/move within 100 metres of an overhead electricity line without carrying out this operation.
- b) When you reach the warning sign you should inspect the site to see whether you consider that it is safe to work/move under the wires. If you decide that it is safe to proceed, set and test the height limiter on the machine, if fitted, and proceed with caution.
- c) No scaffolding should be erected near overhead lines before the Electricity Board advice has been sought and wires either sheathed or isolated.
- d) If you have any doubts whatsoever about whether to proceed or not contact your supervisor for further advice.
- e) Particular care must be taken when carrying long metal objects such as level staffs, ladders, scaffold poles etc.

Lifting Operations

Lifting operations shall only be planned and carried out by authorised persons (on site both driver and banksman to be authorised persons).

All lifting shall be carried out with tested equipment (including excavators) with the safe working load clearly marked on it. The weight of any object to be lifted shall be known before planning the lift — contact the Office if unknown.

Before commencing lifting, all equipment should be visually inspected for defects. Defective equipment shall not be used, but returned to the depot clearly marked as defective.

Excavations

The main hazards from excavations are; collapse of the sides, materials, people or vehicles falling into the excavation and the build up of dangerous gases in the excavation.

- Spoil should not be dumped close to the sides. The general rule of thumb is that the spoil heap should be as far back as the excavation is deep (e.g. excavation = 1 metre deep, distance of spoil heap from edge of excavation = 1 metre).
- If excavations are found to be waterlogged they should be pumped out. Ensure that the sides are not undermined during pumping out.
- Use a ladder to get in and out of excavations. Do not climb up shoring.
- If whilst in the trench you can smell rotten eggs (hydrogen sulphide or methane) or the sides begin to collapse - stop work and get out immediately.

Personal Hygiene

Good standards of personal hygiene are very important in minimising contact with oil, drainage water and other hazardous substances that may be present.

- 1) Keep hands clean by making full use of the cleansing materials and facilities provided.
- 2) Ensure that you clean your hands thoroughly before and after the toilet and before eating, drinking or smoking.

Weils Disease

Those employed in the drainage and water industries are two of the main groups at risk of contracting Leptospirosis (Weils Disease). The various forms and routes of entry into the body of Leptospirosis (cuts and scratches, lining of the mouth, throat and eyes) means that anyone who is in contact with river water, or exposed to rats or rat urine is at risk. If untreated or incorrectly diagnosed the disease can be fatal.

You must therefore conform with the following handling procedures:

- i) Do not touch rats with unprotected hands. Wear appropriate Personal Protective Equipment, e.g. gloves.
- ii) Cover all cuts and broken skin with waterproof plasters, after they have been cleaned thoroughly, both before and during work.
- iv) Cleanse your hands after handling any animal, contaminated clothing or materials, and always before eating, drinking or smoking.
- v) Report any illness to your doctor, telling him you work in the drainage industry. Both diseases start with flu-like illness with a persistent and severe headache.

Tetanus

Tetanus may be contracted from contaminated soil. You are reminded that you should cover all cuts with waterproof plasters and check that your tetanus vaccination is kept up to date.

Hepatitis A

Hepatitis A can be contracted from skin contact with sewage and gives jaundice-like symptoms. It can be vaccinated against. As with any work involving open water courses, good personal hygiene is important, as is the use of appropriate personal protective equipment, e.g. rubber gloves.

Black Sluice Internal Drainage Board

Policy No: 10

Delegation of Authority Policy

Review Dates:

Reviewed	Audit & Risk Committee 30 April 2024
Board Approved	

DELEGATION OF AUTHORITY TO COMMITTEES

Executive Committee

1. Approve salary levels for members of staff.
2. Recruitment of Senior Officers.
3. Set levels of rents for Board's property and land.
4. Approve awards of large contracts following tender or quotation submission.
5. Approve orders for plant expenditure in excess of £20,000 within annual budget estimate.
6. Approve any changes to the investment portfolios of the Board and Bourne Fen Farm Account.
7. Any formal consent which requires determination before the next Board Meeting, which officers cannot approve.
8. Approve any item of expenditure up to a value of £50,000.

Minutes of all actions taken by the Executive Committee should be presented to the following meeting of the Board

Works Committees

1. Any formal consent which requires determination before the next Board Meeting which officers cannot approve.
2. Approve any individual works or scheme up to a value of £25,000.

Minutes of all actions taken by the Works Committees should be presented to the following meeting of the Board.

Structures Committee

1. Determine applications for the renewal of Bridges and Culverts and the level of any contribution required from the ratepayer

Minutes of all actions taken by the Bridges & Culverts Committee should be presented to the following meeting of the Board.

Environment Committee

1. Approve expenditure of the Environmental budgets to the level set in the annual budgets.

Minutes of all actions taken by the Environment Committee should be presented to the following meeting of the Board.

Audit & Risk Committee

1. To investigate any activity within its responsibilities
2. To seek any information that it requires from any Officer or employee of the Board and all employees are directed to cooperate with any request made by the Committee
3. To obtain outside legal or independent professional advice, and secure the attendance of outsiders with relevant experience and expertise if it consider this necessary

Minutes of all actions taken by the Audit & Risk Committee should be presented to the following meeting of the Board.

Nominations Committee

1. Prepare nominations for approval of the Board in the Board meeting following an election and any vacancies mid-term.

Minutes of all actions taken by the Nominations Committee should be presented to the following meeting of the Board.

DELEGATION OF AUTHORITY TO BOARD MEMBERS AND OFFICERS

Chairperson of the Board

1. Sign agreements on behalf of the Board.
2. Negotiate purchases and sales on behalf of the Board.
3. Approve expenditure and arrangements for inspections, meetings, visits and other similar items.
4. Setting the agenda, type and tone of the Board discussions and chairing Board meetings, to promote effective decision making and constructive debate;
5. Providing leadership to the Board;
6. Taking responsibility for the Board's composition and development;
7. Ensuring proper information is made available to the Board;
8. Planning and conducting Board meetings effectively;
9. Getting all Board members involved in the Board's work;
10. Promoting effective relationships and open communication, both inside and outside the Boardroom, between the non-executive Board members and the Executive Committee;
11. Overseeing the induction and development of Board members;
12. Ensuring the Board focuses on its key tasks;
13. Engaging the Board in assessing and improving its performance;
14. Ensuring effective implementation of Board decisions;
15. Establishing a close relationship of trust with the Chief Executive and **Directors**, providing support and advice, while respecting executive responsibility;
16. Representing the Board and presenting the Board's aims and policies to the outside world;
17. Understanding the views of ratepayers, contributing councils and key stakeholders and ensuring that effective lines of communication exist with the board;
18. Ensuring that the Board engages effectively with the community they represent;

19. Ensuring Board compliance with legislative and Governance requirements;
20. Reviewing value for money and setting benchmark targets.
21. Approve discretionary payments to employees over the overtime limit.

Chairpersons of Works Committees

1. Approve minor works.
2. Approve consents for relaxing Bye-Laws:
 - Relaxation to 4.5 metres from the centre line when a watercourse is piped.
 - Relaxation to 6.0 metres if a clear strip of land is left clear adjacent to the watercourse for the sole use of the Board.
 - Relaxation to allow bushes to be planted 4.5 metres and trees 6.0 metres from the brink of a small or medium sized drain.

Chief Executive

1. Day to day operation of the Board.
2. Recruitment of staff and workforce.
3. Approve expenditure up to a value of £20,000 on maintenance of plant and items which are included in annual estimates, and regular budgeted expenditure (e.g. Electricity) in excess of £20,000.
4. Sign Board cheques and instructions to the bank with the Finance and Admin Director, with the Capital Projects Director and/or the Maintenance Director if required.
5. Sign agreements and consents on behalf of the Board as set out in the Board's policies.
6. Delivering the operational performance of the IDB, as dictated by the Board's overall strategy;
7. Formulating and successfully implementing Board policy;
8. Developing strategic operating plans that reflect the longer term corporate objectives and priorities established by the Board;
9. Maintaining an ongoing dialogue with the Chairperson of the Board;
10. Ensuring that the operating objectives and standards of performance are not only understood but owned by the management and other employees;
11. Providing leadership to the management and employees;
12. Assuming full accountability to the Board for all IDB operations;
13. Building and maintaining an effective executive management;
14. Deriving and delivering improved value for money.
15. Closely monitoring the operating and financial results against plans and budgets;
16. Taking remedial action where necessary and informing the Board of significant changes;
17. Representing the IDB at meetings with major ratepayers contributing councils, professional associations and key stakeholders;
18. Advising the Board on changes in legislation or regulations that affect the operation of the Board;
19. Arranging for the review and audit of the IDB processes and procedures.
20. Responsible Financial Officer. Section 151 of the Local Government Act 1972.
21. Board's Data Protection Officer, as per the Data Protection Act 2018.
22. Approve the write-off of Drainage Rates up to a value of £250.
23. Approve the investment of Board funds in accordance with the Board's Financial Regulations.
- ~~24. Arranging for the review and audit of the IDB processes and procedures~~

Directors (Capital Projects, Finance and Admin, Maintenance)

1. Capital Projects Director only: Approve expenditure up to a value of £20,000 on maintenance of plant and items which are included in annual estimates, and regular budgeted expenditure (e.g. Electricity) in excess of £20,000.
Other Directors: Regular purchases of equipment, materials and services agreed in a scheme of work or for maintenance operations within budgets up to £20,000.
2. Sign Board cheques and instructions to the bank with the Chief Executive.
3. Ensuring that adequate operational planning and financial control systems are in place;
 - (a) Closely monitoring the operating and financial results against plans and budgets;
 - (b) Taking remedial action where necessary and informing the Chief Executive, who will inform the Board of significant changes;
4. Representing the IDB at meetings with major ratepayers contributing councils, professional associations and key stakeholders;
5. Advising the Board on changes in legislation or regulations that affect the operation of the Board;
6. Sign agreements on behalf of the Board as set out in the Boards policies.

Black Sluice Internal Drainage Board

Policy No: 27

Policy for the Control of Ragwort

Review	Audit & Risk Committee on 30 th April 2024
Board Approved	Board on
Reviewed	Within 5 years



INTRODUCTION

The DEFRA “Code of Practice on How to Prevent the Spread of Ragwort” expects that larger organisations will have written policies for the control of ragwort on land under their control. This Policy was originally adopted by the Board on 7th July 2004.

Assessing the Risk Posed by Ragwort

Common ragwort is a specified weed under the Ragwort Control Act 2003 and the Code of Practice recommends it should be controlled, if practical wherever it presents a medium to high risk to animal welfare;

High Risk: Within 50 metres of land used for grazing by horses or other animals or land used for feed/forage production.

Medium Risk: Within 100 metres of land used for grazing by horses or other animals or land used for feed/forage production.

Low Risk: Greater than 100 metres from land used for grazing by horses or other animals or land used for feed/forage production.

The distances given above are guidelines only and when assessing risk, account should also be taken of particular local circumstances and other relevant factors such as prevailing winds, topography, shelter belts, natural barriers, soil type and vegetation cover of receiving land. Whether or not the density of ragwort is high or low, the risk factor will be determined by the likelihood of it spreading to land used for grazing and/or feed/forage production.

Control of Ragwort

Section 9 of the Code of Practice states:

“When seeking to prevent the spread of ragwort it is expected that all landowners, occupiers and managers will co-operate and, where necessary, take collective responsibility for ensuring that effective control of the spread of ragwort is achieved”.

The Board therefore will only undertake Ragwort control if:

- (a) All other parties in the area have agreed to collectively carry out control.
- (b) There is sufficient resource to undertake the work.

The Board's policy is only to carry out control of ragwort in exceptional circumstances.

Biology

Common ragwort is normally a biennial. In the first year it forms a set of basal leaves and overwinters; in the second year it sends up a single leafy stem with flower heads at the top. It flowers June – October and then dies. However if damaged, such as by pulling, it will act as a perennial flowering every year.

Methods of Control

Cutting: Method of last resort. It is used to reduce seed production and dispersal. Cutting will stimulate growth the following year.

Pulling: If root fragments are not removed, weak re-growth follows. Best done when ground is damp. A special fork is marketed.

Spraying: Can only use chemicals approved for use near or in water, ~~they are~~ 2,4-D and which is Glyphosate (Roundup). The Environment Agency must be notified.

Biological: Cinebar moth eggs and caterpillars are marketed.

The risk assessment carried out before control may dictate the method of control. In general pulling/digging will be tried first and monitored. Where this is not successful spraying will be considered. Other methods are not ruled out.

Health and Safety

Ragwort contains pyrrolizidine alkaloides (PAs) which are toxic to animals and man. Anecdotal evidence indicates that PAs can be absorbed through the skin and therefore protective gloves and trousers shall be worn when pulling or handling ragwort.

Disposal of Pulled Ragwort

Ragwort remains toxic when dead and becomes more palatable to livestock. Dead plants can still set seeds. Plants in flower should be placed in plastic bags and disposed of by landfill at an approved facility.

Black Sluice Internal Drainage Board

Policy No: 28

Policy on Land Drains discharging into Board Maintained Watercourses

Review	Audit & Risk 30 April 2024
Board Approved	Board on
Due for Review	Within 5 years

INTRODUCTION

All new land drain outfalls discharging into Board maintained watercourses should be consented and approved by the Board.

Consent is not required for new land drain outfalls discharging into non-Board maintained watercourses.

The Conditions for land drains, specified on the application form, are as follows:

1. Where a land drain outfall enters a Board maintained watercourse it shall consist of a single three metre length of pitch fibre or rigid plastic pipe; the end of the pipe shall be laid flush with the existing batter with no protrusion, in order to facilitate mechanical flailing or mowing.
2. The land drain outfall should be fitted with a suitably approved Kwik Fit Type GRC outfall tray, ~~manufactured by J.K.H Drainage Units Ltd of Mildenhall, Suffolk or similar approved~~, in order to protect the watercourse bank against scour or slips.
3. The Board to be absolved from any liability for any interruption to drainage by means of the land drains or any damage resulting there from.
4. The applicant and his successors in title to make good any damage or slips in the Board's maintained banks which may result from the operation or presence of the land drains.
5. The Board to be absolved from any suits, costs or claims arising out of the laying or operation or presence of the land drains into the Board's maintained watercourse.

If the Board carry out improvement works which involve the cutting back of the side of a watercourse which displaces the land drains and/or outfall trays, then the Board will, following the completion of the works, replace the outfall trays/land drains, or if the outfall trays have been damaged during the work, replace these with new outfall trays.

However, if there are no outfall trays fitted to the land drains, the landowner will be required to pay for the cost of the outfall trays that are required to be fitted to the land drains. ~~and the Board will fit these free of charge.~~

Black Sluice Internal Drainage Board

Policy No: 29

Policy for the Control of Rabbits, Rats and other Rodents in Board Maintained Watercourses

Review	Audit & Risk Committee on 30 April 2024
Board Approved	Board on
Due for Review	Within 5 years

Introduction

Historically the Board has routinely responded to requests to control rabbits, rats and other rodents in Board Maintained watercourses, this has become unsustainable both financially and ethically responsibly.

Policy

If a request is received from a ratepayer or a member of the public to control vermin, this should be passed to the Maintenance Director. The person taking the enquiry should inform the informant that the Board does not routinely carry out control of vermin, but will review the situation in relation to whether it is causing a flood risk. but the Works Manager will visit site to assess the situation before taking any action.

Methods of Control

A board employee will visit the site and take photographs

The Maintenance Director, in consultation with the Works Supervisor, will then make the following assessments:

- (a) Is damage being caused to the bank of the watercourse?
- (b) Is it clearly vermin that are causing damage?
- (c) Is the problem only in the watercourse, or is it associated with an adjoining site.
- (d) Can control be safely carried out?

If the Maintenance Director considers the damage to be such that if uncontrolled extra maintenance will be required to the bank, then control of vermin can be considered.

Control can also be considered if the landowner(s) concerned are prepared to also carry out control on adjoining land/properties.

Unless the Board has suitably qualified staff, all vermin control will be carried out by a pest control contractor.

If the Works Manager is unsure of how to proceed he should seek a second opinion from the Operations Manager.

The Board reserves the right to implement Byelaw 12 (Control of Vermin) and / or Byelaw 13 (Damage by animals to bank).

Black Sluice Internal Drainage Board

Policy No: 31

Publication Scheme

Review Dates:

Original Issue	16 th January 2013
Board Approved	
Reviewed	Audit & Risk Committee 30 April 2024

INTRODUCTION

What is and why does, the Black Sluice IDB use a Publication Scheme?

The Freedom of Information Act 2000 (“the Act”) gives a general right of access to recorded information held by public authorities and sets out exemptions from that right and places a number of obligations on public authorities. The Black Sluice Internal Drainage Board is deemed to be a non-departmental public body for the purposes of the Act. Further information about the Act can be obtained from The **Information Commissioner** (<https://ico.org.uk/>).

The Board is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for the information. The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.

What information is routinely available?

The IDB information is grouped into seven classes.

- 1. Who we are and what we do**
Organisational information, structures, locations and contacts.
- 2. What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, procurement, contracts and audited accounts.
- 3. What our priorities are and how we are doing**
Strategies and plans, value for money indicators, audits, inspections and reviews.
- 4. How we make decisions**
Decision making processes and records of decisions.
- 5. Our policies and procedures**
Current written protocols, policies and procedures for delivering our services and responsibilities.
- 6. List and registers**
All statutory and non-statutory registers.

7. The services we offer

Information about the services we currently provide including leaflets, guidance and newsletters produced.

How to access the information?

The information contained in each class may be accessed through a variety of means and in a number of formats where available. All information is available for inspection on request and by prior appointment, where appropriate copies can be made available. A charge may be applied to the information supplied; each case is considered individually. Information will be provided within 28 days, if the request is reasonable.

1. On the Black Sluice IDB web-site

It is the Board's intention to make as much information, as possible, available on the Board's website. ~~Some information will be available on the web-site.~~ This information is non-chargeable.

2. By e-mail

E-mail mailbox@blacksluiceidb.gov.uk with 'Freedom of Information Request' in the subject line.

3. By post To obtain paper copies of the information please contact:

Daniel Withnall

Chief Executive
Black Sluice IDB
Station Road
Swineshead
Boston
Lincs
PE20 3PW

Tel: (01205) 821440 <https://www.blacksluiceidb.gov.uk>

Please note that where hard copies of information will normally be supplied upon request, multiple copies cannot normally be provided.

4. In person

Please contact the office to arrange an appointment.

Charges and Exempt Information

Charges may be imposed for the provision of some of the information within this publication scheme. Where a class contains information which may levy a charge this is made clear with a £ symbol shown below. In adopting this scheme there has been an effort to be as open as possible but there are instances where, for legitimate reasons, certain information is not available. Where this is the case the reasons behind the decision to exclude certain information is clearly stated. Justification for excluding information is made in consideration of the general exemptions contained in the Act, the Environmental Information Regulations, the Data Protection Act or where it may be of a confidential or commercially sensitive nature.

All copyright is reserved by the Board.

The Information Available:

- 1. Who we are and what we do**
 - Constitution of the Board, including their structure & membership
 - Staffing Structure
 - Geographical area covered
 - Outline of responsibilities
 - Location of offices and contact details

- 2. What we spend and how we spend it (£)**
 - Annual accounts
 - Audit of accounts
 - Revenue and capital spending plans
 - Procurement Regulations
 - Funding; details of drainage rates, special levies, grants and other financial contributions
 - Staff and Board members allowances and expenses
 - Contracts awarded and their value

- 3. What our priorities are and how we are doing (£)**
 - Aims, objectives and plans
 - Performance against aims and plans
 - Programme of works

- 4. How we make decisions**
 - Board meeting and sub-committee minutes
 - Public consultations
 - Reports of advisory groups
 - Environmental Impact Assessments
 - Assessment of flooding risks
 - Other publicly available reports

- 5. Our policies and procedures**
 - Policies and procedures for the conduct of the Boards business
 - Policies and procedures about the provision of services
 - Policies and procedures about employment matters
 - Whistle blowing policy
 - Anti-fraud & corruption policy
 - Data protection policy
 - Freedom of Information Publication Scheme
 - Customer complaints procedure
 - Charging regimes and policies

- 6. List and registers (£)**
 - Register of Drainage Infrastructure
 - Nuisance Register
 - Complaints Register
 - Rate Book
 - Electoral Register (for the purposes of an Election of IDB Members)
 - Register of Members' Interests
 - Register of Gifts and Hospitality
 - Members Attendance Register
 - Freedom of Information Act disclosure log

7. The services we offer (£)

Regulatory role

Byelaws

Information for landowners, developments and operations

Notices, leaflets and guidance

Media releases

Details of the services for which the Board is entitled to recover a fee together with those fees

Feedback

Feedback, comments or complaints about this publication scheme should be directed to the Chief Executive or the Chairman of the Board, forwarded to the address stated in section 3 above; How to Access Information - 3. By Post. If you are not satisfied that information is being published in accordance with this scheme you can refer your complaint to the Information Commissioner:

The Case Reception Unit
Customer Services Team
Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.gov.uk/complaints/freedom_of_information.aspx

Approved by the Board on DATE

Black Sluice Internal Drainage Board

Policy No: 34

Gifts and Hospitality Policy

Reviewed	Audit & Risk Committee 30 th April 2024
Board Approved	Board on
Due for Review	Within 5 years

INTRODUCTION

The following paragraphs are given as guidance to members and employees who may be offered gifts or hospitality. Boards are required to have in place a policy on the acceptance of gifts and hospitality, and as a public sector organisation, the Board has a duty to ensure that its resources are utilised effectively. The arrangements outlined within this policy apply to all members and staff employed by the Board and for those carrying out work on behalf of or at the request of the Board.

The purpose of this policy is to provide guidance to members and staff on the action that can, or should, be taken in the event that they are offered gifts and/or hospitality. There is a limited set of exceptions and this policy sets out the standards and procedures that member's and staff should follow to protect both themselves and the Board. In any case of doubt or uncertainty they should consult the Chief Executive.

1. Employees and members should treat with extreme caution any offer of a gift in excess of £25, favour or hospitality that is made to them personally. Any offer of a gift, favour, tokens of goodwill or hospitality in excess of £25 will be brought to the attention of the Chief Executive for further discussion and registered in the Gifts & Hospitality Register held by the Chief Executive. The person or organisation making the offer may be doing or seeking to do business with the Board or may be applying to the Board for some decision to be taken in his favour or someone with whom he is connected.
2. There are no hard and fast rules about the acceptance or refusal of hospitality or tokens of goodwill. For example, working lunches may be an appropriate way of doing business provided they are approved by the Chief Executive and provided no extravagance is involved. In the same way it may be reasonable for staff to represent the Board at a social function or sporting event organised by outside persons or bodies. Persons attending such functions or events as part of an official Board delegation are exempt from the above registration requirement, providing their attendance has been approved by the Chief Executive.
3. Each member or employee is personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding risk of damage to public confidence. The receipt and detail of gifts and hospitality should always be reported to the Chief Executive.
4. When hospitality has to be declined, those making the offer should be courteously but firmly informed of the procedures and standards operated by the Board and told why hospitality cannot be accepted.
5. Members and employees should not accept significant personal gifts in excess of £25 from contractors and outside suppliers, although the Board will allow members and employees to keep insignificant items or token value such as pens, calendars and diaries. These insignificant items do not require recording in the Gifts and Hospitality Register.
6. Acceptance by members and employees of hospitality through attendance at relevant conferences, courses, equipment/plant inspections, suppliers or services is acceptable where it is clear the hospitality is corporate rather than personal and where the member or employee is satisfied that any purchasing decisions will not be compromised or jeopardise the integrity of any subsequent purchasing decisions.



Internal Audit

FINAL

Black Sluice IDB


Assurance Review of Annual Governance
and Accountability Return

2023/24

April 2024

Executive Summary

OVERALL ASSESSMENT



ASSURANCE OVER KEY STRATEGIC RISK / OBJECTIVE

The audit covers all areas required by the Annual Governance and Accountability Return (AGAR) and includes, where appropriate, the key risks for a drainage board.

SCOPE

The purpose of the review was to undertake sufficient audit work to be able to sign off the Annual Governance and Accountability Return for Internal Audit.

KEY STRATEGIC FINDINGS

- Black Sluice Internal Drainage Board (BSIDB) has good systems in place and the governance, risk and control framework is working well.
- BSIDB use the "Opera" suite of software to manage their accounts, which supports accurate accounting and good record keeping.

GOOD PRACTICE IDENTIFIED

- The Black Sluice IDB has a very informative website which is easy to navigate, well populated with useful and key information.
- The Black Sluice IDB has good governance, risk and control procedures in place with appropriate reporting to the Board and Committees.

ACTION POINTS

Urgent	Important	Routine	Operational
0	0	0	0

Assurance - Key Findings and Management Action Plan (MAP)

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
No recommendations were made.							

PRIORITY GRADINGS

1 **URGENT** Fundamental control issue on which action should be taken immediately.

2 **IMPORTANT** Control issue on which action should be taken at the earliest opportunity.

3 **ROUTINE** Control issue on which action should be taken.

Operational - Effectiveness Matter (OEM) Action Plan

Ref	Risk Area	Finding	Suggested Action	Management Comments
No Operation Effectiveness Matters were identified.				

ADVISORY NOTE

Operational Effectiveness Matters need to be considered as part of management review of procedures.

Findings



Directed Risk:


Failure to properly direct the service to ensure compliance with the requirements of the organisation.


Ref	Expected Key Risk Mitigation	Effectiveness of arrangements	Cross Reference to MAP	Cross Reference to OEM
GF	Governance Framework There is a documented process instruction which accords with the relevant regulatory guidance, Financial Instructions and Scheme of Delegation.	In place	-	-
RM	Risk Mitigation The documented process aligns with the mitigating arrangements set out in the corporate risk register.	In place	-	-
C	Compliance Compliance with statutory, regulatory and policy requirements is demonstrated, with action taken in cases of identified non-compliance.	In place	-	-


Other Findings


- All the Organisation's Policy and Procedures can be easily accessed on their website. Review of a number of Policies confirm relevant and comprehensive guidance is in place for all aspects of the IDB, including Financial Regulations; Risk Management Strategy; Procurement Policy; Health and Safety Policy; Delegation of Authority; Fraud and Corruption Policy; Data Protection Policy. Appropriate version control is present throughout the Policies with dates of review and approval, as well as the approving body.
- Non-confidential Board agendas and minutes can be easily accessed through the website. A review of the meeting minutes from 13th June 2023, 22nd November 2023 and (draft) 6th February 2024 confirmed that management actions have been resolved, and arising matters have been identified and discussed, with the decisions made being recorded accordingly. Committee agendas and minutes can also be easily accessed through the website. A review of the following confirms decisions and actions have been documented appropriately: Audit & Risk Committee (24th October 2023); and Executive Committee (23rd May 2023).
- The Risk Management Strategy and Policy were approved on 13th June 2023 and are reviewed annually.
- The organisation's key objectives have been included in the Risk Register, with the relevant risks and their corresponding likelihood and impact being identified. Details of the mitigating controls and actions taken for each risk have been included within the Risk Management Strategy.
- Accounting Records for the IDB are held and managed through the Pegasus Opera 3 accounting software. Monthly accounts are circulated and discussed at every Board Meeting as per the Financial Regulations, including drainage rates and special levies. Up to date records ensure that members of the Board are aware of the current financial position.


Other Findings


- 


The IDB's Creditor's Report dated November 2023 shows the accounts payable are documented and signed off by the Finance and Admin Director.
- 


A review of the purchase ledger dated 21st February 2024 confirmed that all purchase orders have been well-documented. Invoices have been received and matched with the corresponding purchase orders and payments have been signed off by the Chief Executive in accordance with the Financial Regulations.
- 


The five largest payments within the year were selected for testing. The corresponding purchase order, invoice and nominal ledger entries were reviewed and found to be in order.
- 


A review of Board Meeting Minutes dated 14th February 2023 showed that the Chairperson and Chief Executive have authorised a sealed rate for the year (Sub-District No. 1 (8.765p) Sub-District No. 2 (17.53p)) yielding an estimated £1,458,980 of drainage rates payable. Special levies for the local councils have also been included.
- 


The Debtors Report dated 18th January 2024 shows 11 unpaid accounts totalling £197,837.25 of which only £329.16 has been outstanding over three months.
Review of an email sent to the Executive Committee confirmed that debtors outstanding over three months had been reported as per the requirements of the Financial Regulations.
- 


Review of Rates Write Offs & Irrecoverables Document shows a small number of write offs throughout the year. The policy for what amounts can be written off and by whom has been detailed within the Delegation of Authority Policy. The Chief Executive confirmed that the Financial Regulations will be amended to include a small section on write-off procedures.
- 

A review of petty cash documentation dated November 2023 confirms all petty cash transactions have been recorded and signed off by the Finance and Administration Director. Receipts have been included within the November 2023 Petty Cash Document. Review of the receipts and vouchers confirm the payments have been recorded accurately, including VAT.
- 

A review of the Payroll Summary for P09 showed that all aspects of payroll have been well documented including details on gross pay, tax, NI, pension, debts and expenses. The December 2023 Salaries spreadsheet further documents employees' monthly pay, overtime calculations, callout charges and mileage claims.
Review of December 2023 Payroll BACS Document confirms that employees' net pay has been correctly paid out with the appropriate NI and Tax deductions. This has then been approved and signed off by the Chief Executive.
- 

Review of HMRC Tax & NI Deducted P09 Document confirms that the total PAYE and NI amount has been correctly paid out to HMRC.
The Payroll Summary P09 shows pension deductions for all employees. A review of LLC Pensions P09 Document confirms these deductions have all been correctly paid to the Local Authority.
- 

The Asset Register 2023/24 is up to date at 31st March 2024 and includes all plant and vehicle assets. The cost of each asset has been recorded, as well as their depreciation. Any profit/loss at the point of disposal is documented.
- 

All bank statements have been well documented and consistently reconciled to the IDB's cash book.
- 

A sample of sums feeding into the accounting statements were reviewed and verified to be correct.



Delivery Risk:

Failure to deliver the service in an effective manner which meets the requirements of the organisation.

Ref	Expected Key Risk Mitigation	Effectiveness of arrangements	Cross Reference to MAP	Cross Reference to OEM
PM	Performance Monitoring There are agreed KPIs for the process which align with the business plan requirements and are independently monitored, with corrective action taken in a timely manner.	In place	-	-
S	Sustainability The impact on the organisation's sustainability agenda has been considered.	In place	-	-
R	Resilience Good practice to respond to business interruption events and to enhance the economic, effective and efficient delivery is adopted.	In place	-	-

Other Findings

- The Board Meeting Minutes (draft) dated 6th February 2024 shows Management Accounts, including budget data, have been shared and discussed. A review of the Management Accounts for Period 9 confirms the correct financial and budget data have been reported.
- A reconciled report for the Board's Reserve Account has been provided including corresponding bank statements. A section on reserves is present within the Financial Regulations, providing clear guidance on maintaining the long term aims of the IDB.
- The IDB operates a 10-year forecast which provides estimates for annual budgets on expenditure and income for all aspects of the organisation. The annual increase in rates has also been included, with an expected increase of 7.47% for 2024/25.
- The Financial Regulations detail the procedures for collection of all income. Payments received by cheque are to be paid to the Board's bank account within a week, whilst payments received in cash can be transferred to the petty cash float.
- A review of the November 2023 Drawings Account, Call Account and Reserve Account reconciliations, in addition to the July 2023 NatWest 35 Day Account reconciliation, confirmed that bank reconciliations have been regularly undertaken. Furthermore, corresponding bank statements show that the reconciliations are accurate.
- The Board's objective to conserve and enhance the environment wherever practical and possible to ensure there is no net loss in biodiversity has been included in the Risk Register, with the associated risks identified and a biodiversity action plan in place.
- Good practice is adopted by the Board to respond to business interruption events, and to enhance the economic, effective and efficient delivery of its services. The Risk Register sets out relevant business objectives, which are discussed in Board meetings in relation to matters arising.

EXPLANATORY INFORMATION

Appendix A

Scope and Limitations of the Review

- The definition of the type of review, the limitations and the responsibilities of management in regard to this review are set out in the Annual Plan. As set out in the Audit Charter, substantive testing is only carried out where this has been agreed with management and unless explicitly shown in the scope no such work has been performed.

Disclaimer

- The matters raised in this report are only those that came to the attention of the auditor during the course of the review, and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

Effectiveness of arrangements

- The definitions of the effectiveness of arrangements are set out below. These are based solely upon the audit work performed, assume business as usual, and do not necessarily cover management override or exceptional circumstances.

In place	The control arrangements in place mitigate the risk from arising.
Partially in place	The control arrangements in place only partially mitigate the risk from arising.
Not in place	The control arrangements in place do not effectively mitigate the risk from arising.

Assurance Assessment

- The definitions of the assurance assessments are:

Substantial Assurance	There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.
Reasonable Assurance	The system of internal controls is generally adequate and operating effectively but some improvements are required to ensure that risks are managed and process objectives achieved.
Limited Assurance	The system of internal controls is generally inadequate or not operating effectively and significant improvements are required to ensure that risks are managed and process objectives achieved.
No Assurance	There is a fundamental breakdown or absence of core internal controls requiring immediate action.

Acknowledgement

- We would like to thank staff for their co-operation and assistance during the course of our work.

Release of Report

- The table below sets out the history of this report.

Stage	Issued	Response Received
Audit Planning Memorandum:	7 th September 2023	7 th September 2023
Draft Report:	11 th April 2024	17 th April 2024
Final Report:	18 th April 2024	

AUDIT PLANNING MEMORANDUM

Appendix B

Client:	Black Sluice IDB		
Review:	Annual Governance and Accountability Return		
Type of Review:	Assurance	Audit Lead:	William Railton
Outline scope (per Annual Plan):	The purpose of the review was to undertake sufficient audit work to be able to sign off the Annual Governance and Accountability Return for Internal Audit.		
Detailed scope will consider:	<p>Directed</p> <p>Governance Framework: There is a documented process instruction which accords with the relevant regulatory guidance, Financial Instructions and Scheme of Delegation.</p> <p>Risk Mitigation: The documented process aligns with the mitigating arrangements set out in the corporate risk register.</p> <p>Compliance: Compliance with statutory, regulatory and policy requirements is demonstrated, with action taken in cases of identified non-compliance.</p>	<p>Delivery</p> <p>Performance monitoring: There are agreed KPIs for the process which align with the business plan requirements and are independently monitored, with corrective action taken in a timely manner.</p> <p>Sustainability: The impact on the organisation's sustainability agenda has been considered.</p> <p>Resilience: Good practice to respond to business interruption events and to enhance the economic, effective and efficient delivery is adopted.</p>	
Requested additions to scope:	(if required then please provide brief detail)		
Exclusions from scope:	None		
Planned Start Date:	22/01/2024	Exit Meeting Date:	N/A
		Exit Meeting to be held with:	Ian Warsap and Daniel Withnall

SELF ASSESSMENT RESPONSE

Matters over the previous 12 months relating to activity to be reviewed	Y/N (if Y then please provide brief details separately)
Has there been any reduction in the effectiveness of the internal controls due to staff absences through sickness and/or vacancies etc?	N
Have there been any breakdowns in the internal controls resulting in disciplinary action or similar?	N
Have there been any significant changes to the process?	N
Are there any particular matters/periods of time you would like the review to consider?	N

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the offices of the Board on
21st May 2024 at 2pm

Members

Chairperson - * Mr K C Casswell

* Cllr P Bedford

* Mr J Fowler

* Mr M Rollinson

* Mr M Brookes

* Mr P Holmes

* Member Present

In attendance: Mr D Withnall (Chief Executive)
Mr P Nicholson (Projects Director)
Mrs A Chamberlain (Finance & Admin Director)
Mrs G Nichols (Grant in Aid Manager)

2313 Recording the Meeting - Agenda Item 1

Committee members were informed that the meeting would be recorded.

2314 Apologies for absence - Agenda Item 2

There were no apologies for absence. Mrs G Nichols was welcomed to the meeting.

2315 Declarations of Interest - Agenda Item 3

There were no declarations of interest.

2316 Minutes of the Meeting - Agenda Item 4

Minutes of the meeting held on 23rd January 2024, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

2317 Confidential Minutes of the meeting - Agenda Item 5

Confidential Minutes of the meeting held on 23rd January 2024, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

2318 Matters Arising - Agenda Item 6

(a) Internet - Minute 2251(b)

It was noted that fibre broadband (900MB upload and download) has been ordered through Quickline and are now awaiting the installation date.

There is a duct from the telegraph pole on the roadside to the flower bed at the front of the office, and they are going to intercept the duct to get it to the building. It is £69 per month (full service for the price of the middle service). Mr M Rollinson noted his concern that calls are made through the broadband, meaning if there was a power cut, calls wouldn't be able to be made. It was noted that the HiHi telephone system is on a separate broadband line, which can be switched over if needed, and that the Board's telephone system has been on broadband for a number of years now.

(b) Electricity - Minute 2251(e)

The Chairperson highlighted that the Board are currently using electricity as a lot of rain is forecast for this evening and so the decision has been taken to pump down the drains in the Board's system to winter levels.

It was also noted that Ofgem have acknowledged that there is an issue with the standing charges, so hopefully there will be some change around this.

(c) Capital Schemes Project - Peat restoration project - Minute 2251(c)

The Projects Director reminded the committee of the funding achieved for the peat project at two sites near Bourne (£172,000), to install two tilting weirs.

The Projects Director noted that he has obtained a quote for the tilting weirs and solar power control, as below:

1 No. AQUIKO Tilting Weir (Bourne Ramper)	£9,380.00
1 No. AQUIKO Tilting Weir (Dyke North Drove)	£19,935.00
2 No. Compact Solar Control (each £15,350.00)	£30,700.00
Site Installation Works contractor	£6,925.00
Carriage	£500.00
Total	£67,440.00

The Projects Director continued that the reason for bringing it to this committee is that he can't source any further quotes due to the difficulty in finding suppliers that do the equipment with the solar power. There will be an additional cost to the above quote for creating the dams. The funding is claimed on invoice and so the full amount achieved of £172,000 will not likely be needed, but all costs will be recovered. The Chairperson confirmed that there is no issue with not getting more than one quote with Defra to be able to claim the funding? It was confirmed there is no issue with that.

Mr P Holmes questioned that the weirs are compatible with the solar control? The Projects Director responded that they are compatible, further noting that he has seen these solar powered weirs twice during their visits to Holland.

Mr P Holmes questioned the benefit of the tilting weirs to the Board? The Projects Director noted that where one of the weirs is being installed, there is currently a dam in place, which is to be replaced by the tilting weir and so it will help control the water level in Bourne Fen.

All AGREED that they are satisfied that no further quotes are required for this project.

(d) Residential development works - Heron Park, Wyberton, Chestnut Homes
Cllr P Bedford questioned if there is any further progress on this? It was confirmed that it is still ongoing.

(e) Television interview - Minute 2257(d)
It was noted that the morning broadcast was edited in a way portraying farmers in a negative light, however, the evening broadcast was changed.

(f) Culvert Collapse - Wykes Lane, Donington
It was noted that this culvert has now been replaced by Lincolnshire County Council.

(g) New organisation structure – Minute 2251(h)
It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Mrs G Nichols left the meeting for this item.

2319 Report on the 2023/24 Accounts - Agenda Item 7

The Chief Executive explained that he has produced an overall report around the year end accounts and then added the relevant accounts and budgets etc. as attachments.

The Chief Executive highlighted the following points:

Income

Rates & Levies – Account 3672 has been returned from the bailiffs with no prospect of recovering the money, totalling £2996.26 for 2022/23 and 2023/24. Due to not being able to pay, it is felt there is nothing more than can be done to recover the money.

Interest and grants – Interest generated £41,103 more than budgeted.

Other income – overall £13,769 more than budget

- £10,572 is due to an increased Highland Water claim to the Environment Agency (EA) following the wet winter.
- £4,567 consenting and enforcing on behalf of Lincolnshire County Council in the extended area under a Memorandum of Understanding

Expenditure

- Pumping Station Maintenance (excluding electricity) is £81,943 overspent compared to budget.
- Electricity is under budget (£28,661) due to the budgets including an average year based on consumption prices at the time, which have decreased to more reasonable prices.
- Drain maintenance is under budget (£94,803) due to the delay in starting drain maintenance (5 additional weeks have been put into 2024/25 budget).
- Admin & Establishment - £59,909 overspent - £40,532 for emergency working and £10,323 for the depot.

Plant Reserve – incorrect brought forward figure has been used to start the 10-year estimates 2024/25 and so the plant account will need to be revisited.

Development Reserve – All of the Planning & Byelaw Officer's salary plus on costs is now charged to the Development Reserve (as of 01 April 2024).

Wages On cost Reserve – Value of the reserve is currently £181,770, the Chief Executive therefore proposing to reduce the recharge rate from 260% to 250% from 01 April 2024.

The Chief Executive noted the summary and that the grant income and related expenditure has been removed to give a clearer understanding of the Board's finances.

(a) Period 12 Management Accounts

The Chief Executive noted that the value of the Board's two investments as at today's date:

- Board's investment: £423,226
- Bourne Fen investment: £337,438

It was noted that a ratepayer has made a representation about the Board's investment, being of the opinion that it is inappropriate. The ratepayer contacted the Board and the Chief Executive responded. A ratepayer has also notified the NFU and ADA who have also had correspondence with the Board's Officers, but ADA are of the opinion that the Board have not done anything wrong or irresponsible. It is assumed this is the same ratepayer. The very low interest rates on bank accounts at the time the investment was made were noted. It was also added that if the income that has been gained is considered, then nothing has been lost. Mr J Fowler added that they were sensible investments for the circumstances at the time.

(b) 2023/24 Schemes Report

The Projects Director presented the schemes report, highlighting the following points:

- Black Sluice Catchment Strategies - currently at the stage of running the first set of models, trying to establish best value, there is still some outstanding data to be captured.
- Natural Flood Management – the difficulty lies with the completion of the works on the ground due to the reluctance of landowners. It was also noted that Lesley Sharpe, the Board's current lead on this work, has indicated that she intends to retire this year.
- Kirton Marsh Pumping Station electricity supply relocation – due to an increase in the cost to complete this work, the decision has been taken not to do it, and if there is a failure, then it would be the responsibility of the network provider to repair due to it being income supply (below the resilience level).
- Sempringham Pumping Station Refurbishment – quotation from Aquatic Control Engineering was noted (£28,100 for supply of equipment and £25,000 for installation).
- Wyberton Towns Drain Realignment – this is ongoing, with Chestnut Homes questioning what is going on with it, the response being that they have been given three options outlined in a letter to them as previously agreed by this committee.
- Allan House Pumping Station scheme – the order has been placed with the contractor to complete this work and are currently awaiting the go ahead from the Environment Agency to commence works.

This scheme work should be completed by the end of the financial year.

(c) Draft 2023/24 Unaudited Financial Statements

The committee noted the draft 2023/24 unaudited financial statements.

(d) Annual Governance and Accountability Return for the year ended 31st March 2024

The committee noted the Annual Governance and Accountability Return for the year ended 31st March 2024.

2320 2023/24 Annual Internal Audit Report - Agenda Item 8

The committee congratulated the Board's Officers on the achievement of 'Substantial Assurance' again.

2321 Report on Finance & Rating - Agenda Item 9

(a) Updated 2024/25 10 Year Schemes Budget

The Chief Executive explained that the items shown in red in the schemes budget are the budgets brought forward minus what has been spent, noting that there is up to £6.5million worth of scheme works, which should be completed within the financial year, however, it is unlikely that that amount of work will be completed in that timescale. Mrs G Nichols noted that the four pumping station schemes at c£1million each, noting that that figure was an estimate only and that the detailed design is being developed currently, therefore more accurate costings and programme timelines will be known following the development of the design. It was further noted that completing the work within the financial year is also relative as to when it can commence.

Mr P Holmes confirmed that it will be an outside contractor completing this work on the pumping stations and whether it will be on a one-by-one basis, or all completed simultaneously? It was confirmed that discussion is currently ongoing with contractor Balfour Beatty who are hopefully going to deliver the works through the SCAPE framework, it is believed they will complete all of the pumping stations at the same time.

It was noted that two of the pumping station funding figures are included in red and other two in black due to two of them having previously included in the budget and two not.

Mrs G Nichols noted that she has been requested to apply for the funding out of the £75million IDB Storm Recovery and Asset Improvement Fund 2024. The Environment Agency IDB Storm Recovery and Asset Improvement Fund 2024 Briefing Note (20 May 2024) was circulated amongst the committee. It was explained that £25 million is going to be for recovery (the Board has submitted an expression of interest for £1,635,986) and £50 million is for asset improvement, with eligible work expected to include (from briefing note):

- *Assets – modern replacement of life-expired equipment / systems / watercourses, to make them more efficient, effective, sustainable, and / or environmentally friendly.*
- *Increased main river maintenance operations (through PSCAs with the EA)*
- *Assistance with costs for migration of the Drainage Rating System (DRS) to a new operating platform.*

This funding is Defra money and so there must be benefit to agriculture, the Chief Executive therefore was not sure that the four pumping station schemes would be eligible for this.

Mrs G Nichols noted the following within the briefing note about the Storm Recovery and Asset Improvement Fund; '*The fund will only be available for 2024/25 and all works must be completed by 31 March 2025.*' Mrs G Nichols noted that a scheme can not be put together and delivered safely in this timescale. It was noted that if there was no timescale on this fund, it would be likely to be able to claim funding for replacing Swineshead Pumping Station, however, a project of that size could not be completed in that timescale. Mrs G Nichols noted that she also believes that because it is Defra funding, it will be a payment on invoice system. Mr M Rollinson suggested that the local MPs or ADA should be contacted about the fact that it is impossible to deliver a project with the funding in that timescale. The Chief Executive noted that ADA have acknowledged the challenging timescale for the asset improvement. The Chief Executive added that the only other work he can think to suggest would be desilting the SFFD to the A17, but that still may be a challenge to complete by the end of the financial year.

(b) Updated 2024/25 10 Year Plant Replacement Budget

The Chief Executive noted that at the end of the financial year, the plant reserve was negative £47,572. It has therefore been reviewed and the following changes made:

- Life of Hitachi extended to nine years
- Life of Twigas extended to nine years (lead time for Hooby is 12 months anyway so not actually been extended as such)
- Life of unimog extended to nine years

Reference was made to the teleporter and that it hasn't done that many hours.

(c) Updated 10-year estimates to reflect Scheme updates and 2023/24 year end position

The Chief Executive noted that he has updated the Period 06 estimate figures to actual figures, with the aim being to get the reserves twice the amount of the electricity in a wet year.

2322 Review and approve Bourne Fen Farm Accounts - Agenda Item 10

The Chief Executive noted that the account is still in a surplus and that the alleviation rate has stayed the same.

2323 To consider the continuation of the Board's current Health & Safety Consultants - Agenda Item 11

The Chief Executive noted that this has already been considered by the Audit & Risk committee who were in favour of the proposal.

Further explaining that Cope Safety Management previously controlled all the Board's Health and Safety, however, since the formation of the Health and Safety Committee in August, the Board are now taking responsibility for it. It is therefore suggested that the Cope Safety Management contract is renewed on an audit / assurance basis. Mr J Fowler questioned how the price compares? It was noted that there has been a slight increase since the last contract was agreed five years ago. All AGREED.

2324 Pumping Stations Structural Review - Agenda Item 12

It was confirmed that the current situation is that no employees are to enter Swineshead Pumping Station whilst it is running due to the structural uncertainty of it.

Mrs G Nichols explained that herself, the Projects Director and the Pump Engineer have been visually inspecting the pumping stations and those that raise concerns have then had further inspections carried out by structural engineers. Currently, Swineshead Pumping Station, Bicker Eau Pumping Station and Holland Fen Pumping Station have required further surveying. Although all three require some work, Swineshead Pumping Station is in the worst condition.

Swineshead Pumping Station has failed structurally, with the only realistic option being to replace the pumping station. Mrs G Nichols noted that the figure of £20million is an estimate only based on other IDBs pumping station replacements. Mrs G Nichols also noted that the benefits stated within the report are taken from a very early piece of work, acknowledging the fact that the Grant in Aid funding system does not consider any houses built 2012 onwards.

Mrs G Nichols further added that the EA are currently alluding that the values for agricultural land may increase in advance of the next six-year programme.

Mrs G Nichols summarised that if the figures within the agenda go forward, with a £1.6million funding gap, that gap will likely be able to be funded through local levy. It was noted that there is no inflation built into these figures.

Mr P Holmes questioned whether there are any further pumping stations the same design as Swineshead? It was confirmed that Swineshead is the only pumping station with that structural design. Mr P Holmes further noted other IDB's replacing pumping stations, specifically Wrangle Pumping Station, and that he can't believe Wrangle has more residential benefit than Swineshead, so therefore Swineshead should also achieve funding.

The Chairperson noted his concern, questioning what will happen if funding can't be achieved and it collapsed? Mrs G Nichols responded that she doesn't know. The Chairperson expanded his concern about a lot of the IDB and EA pumping stations and assets that are all now reaching 60-70years old. It was noted that the Fens 2100+ project is exploring this, it being further noted that agricultural land needs to be valued with the same weight that property is.

Mrs G Nichols added that the corrosion is all in the 'wet dry' zone, if it is design with a narrow zone, it concentrates the corrosion. Mrs G Nichols noted that the deadline for the Swineshead catchment was last week and so it has been submitted. Further noting that she has also put in a submission for replacement pumps at Donington North Ings and Chain Bridge Pumping Stations (on a like for like basis) due to them going to have to work harder and to therefore provide some resilience. It was noted that the visual inspections have not flagged any major concerns at Chain Bridge or Donington North Ings. The timeline for the replacement of Swineshead Pumping Station being noted – construction 2028/2029.

The Projects Director noted that the Board's study is not at a stage yet to give the results we need as to know what will be required from a replacement, noting that Swineshead is currently being modelled with everything east of the South Forty Foot Drain (SFFD) (15 catchments). Reference was also made to the impacts of the Lincs Reservoir.

Mr M Rollinson noted his concern for Donington Wykes Pumping Station as booster to Donington North Ings and having a very narrow 'wet dry' zone. The Projects Director noted that it did not flag any major concerns on the visual inspection.

Cllr P Bedford questioned whether a relief channel would be used or whether a new pumping station would be built alongside it? It was noted that this detail is not yet known.

The Projects Director noted that he has contacted a supplier of high-level pumps and to deliver 7 cumec pump capacity, it would be c£70,000 hire per week, excluding fuel, mobilisation, or demobilisation.

Mr J Fowler noted the previous negative / nil value of agricultural land in the eyes of Defra due to subsidies previously paid on land, questioning whether this is anticipated to change? Mrs G Nichols noted that there is lobbying from ADA and Fens 2100+ with more traction than has been seen previously. It was noted that when the Minister visited Boston, he was made aware that this is an issue. Mrs G Nichols added that the understanding around it not just being about flood risk management, but it being a system that is called upon daily, is starting to change.

The Projects Director also noted that they have recently visually inspected Black Hole Drove Pumping Station at which the piles don't look in good condition and so a structural engineer will also be surveying this site.

The Chief Executive noted that the Fens 2100+ team are getting involved in the Black Sluice Catchment Study and are extending it to include their assets. However, Fens 2100+ is looking at the future, whereas these issues are developing now.

2325 Any Other Business - Agenda Item 13

(a) ADA Pay & Conditions Committee Chairperson

Mr P Holmes explained to the committee that he has been approached by the current chair of the ADA Pay & Conditions Committee Chairperson (Mr P Richardson) to be his successor. However, this is not possible due to personal commitments and the Board already providing the committee secretary, therefore meaning the Board cannot also Chair. Mr P Holmes questioned if the committee is fit for purpose and for this committee to consider the Board's future involvement in it.

The Chairperson noted that the Board's involved do work together positively, noting that Welland and Deepings IDB opted to no longer be part of the committee and have had to set up their own Pay and Conditions Committee.

The Chairperson further noted that he usually attends these meetings, adding that the next meeting is September 2024, and he would rather somebody else attend in his place due to his upcoming retirement.

Mr P Holmes suggested it be somebody from the Audit & Risk Committee, and if it needed to be somebody on the Executive Committee as well, it would have to be the Chair of the Audit & Risk Committee. It was suggested that Mr M Leggott would make a good Chairperson of the Audit & Risk Committee.

It was noted that nominations can form part of the Executive Committee in September.

(b) Brewin Dolphin Annual Review

The Chief Executive noted that he had a meeting with James Scott of Brewin Dolphin yesterday regarding the annual review of investments. It was noted that the current signatories are himself and the Chairperson. In light of the Chairperson's forthcoming retirement, it was proposed that the two signatories be the Chief Executive and Projects Director, with the new Chairperson being added following the election, all AGREED.

(c) Drainage Rate System

The Chief Executive noted the update from ADA regarding the Drainage Rate System going forward, confirming that the committee are happy to migrate the current system to Microsoft 365, through South Holland IDB, who set up the original system. There will be an initial fee to migrate the system.

(d) Section 23 Culverting Application & Byelaw No.10 – Drain 36/7 Stump Cross Hill / London Road, Sleaford

The Board has recently received an application to pipe (70-80 metres) a section of Drain No. 36/7 off Stump Cross Hill/London Road, Sleaford from Bellway Homes Ltd.

The Projects Director noted that there is an existing deed that states that the Board are responsible for 500 metres of maintenance on behalf of the Chartdale Homes Ltd development.

Piping such a length would remove the requirement for annual maintenance of that section, and the developer has been informed that they will be the owners of the pipe and therefore responsible for maintenance for the lifetime of the development. This will be included as a condition on any consent granted. A commuted sum agreement will be proposed. Mr M Rollinson felt that the logical thing to do would be to pipe the whole length. The Projects Director to enquire as to why they are not piping the whole length, the committee happy for the Projects Director to negotiate a commuted sum agreement.

There being no further business the meeting closed at 16:11.

Black Sluice Internal Drainage Board

Project Summary

2023/24

Period 12 - March 2024

Description	Period Current Year			Year To Date					Last Year	
	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Variance	Actual YTD	Variance to Current Year
Rates & Levies	6,174	14	6,160	2,982,915	2,987,644	(4,729)	2,982,558	357	2,325,594	657,322
Interest & Grants	207,512	83,891	123,621	618,696	283,277	335,419	519,807	98,889	87,357	531,339
Development Fund	5,000	5,000	0	5,000	5,000	0	5,000	0	5,000	0
Other Income	14,808	4,381	10,427	36,836	23,067	13,769	25,131	11,705	185,928	(149,092)
Rechargeable Income	32,452	98,074	(65,622)	420,299	470,607	(50,308)	470,694	(50,395)	683,313	(263,015)
Solar Panel Income	(826)	1,874	(2,700)	23,050	21,660	1,390	25,941	(2,891)	21,411	1,639
Total Income	265,119	193,234	71,885	4,086,797	3,791,255	295,542	4,029,131	57,666	3,308,603	778,194
Schemes	55,356	0	(55,356)	514,980	715,063	200,083	914,598	399,618	169,154	(345,827)
Pumping Station Schemes	82,603	0	(82,603)	239,366	277,980	38,614	387,188	147,822	98,930	(140,435)
Pumping Station Maintenance	25,144	26,712	62,063	381,288	299,345	(81,943)	1,082,637	(33,243)	265,777	(115,512)
Electricity	46,360	106,855	60,495	734,592	763,253	28,661			257,092	(477,500)
Drain Maintenance	107,461	87,617	(19,844)	850,043	944,846	94,803	957,943	107,900	808,894	(41,149)
Environmental Schemes	2,196	4,068	1,872	15,041	21,000	5,959	25,469	10,428	17,808	2,767
Administration & Establishment	63,716	47,230	(16,486)	702,219	642,310	(59,909)	681,097	(21,122)	621,768	(80,451)
EA Precept	0	0	0	276,552	276,552	0	276,552	0	276,552	0
Rechargeable Expenditure	22,405	91,232	101,279	382,186	437,775	55,589	417,678	35,492	621,532	(443,968)
Solar Panel Expenses	293	0	(293)	543	3,238	2,696	3,238	2,696	866	323
Total Expenditure	405,534	363,714	51,127	4,096,811	4,381,362	284,551	4,746,400	649,589	3,138,371	(1,641,753)
Surplus / (Deficit)	(140,415)	(170,480)	30,065	(10,014)	(590,107)	580,093	(717,269)	707,255	170,232	(180,246)
Movement on reserves										
Plant Reserve	204,633	0	(204,633)	0	0	0	0	0	0	0
Pump Engineer Oncost	3,088	0	(3,088)	0	0	0	0	0	0	0
Wages oncost Reserve	41,793	0	(41,793)	0	0	0	0	0	0	0
Grants Manager	0	0	0	0	0	0	0	0	0	0
Surplus / (Deficit)	(389,929)	(170,480)	279,579	(10,014)	(590,107)	580,093	(717,269)	707,255	170,232	(180,246)

Black Sluice Internal Drainage Board Drainage Rates & Special Levies

2023/24

Period 12 - March 2024

Drainage Rates & Special Levies Due

Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,451,545.17	
Land/Property - Value Decreased	(10,814.22)	
Land/Property - Value Increased	9,706.17	
New Assessment	756.22	
Write Offs & Irrecoverables	(5.23)	
Adjustments required for Special Levy	(3.51)	
Summons Collection Costs	350.00	

Balance	1,451,534.60	48.66%
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Special Levies

Boston Borough Council	1,139,128.16	
South Holland District Council	213,985.74	
North Kesteven District Council	97,415.80	
South Kesteven District Council	80,851.16	

	1,531,380.86	51.34%
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Total Due	2,982,915.46	100.00%
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Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	(1,842.22)	
Payments Posted	1,441,302.07	
Returned Amount		99.78%
Paid Refund	(342.88)	
Bourne North Fen Trust Contribution	9,244.69	
Special Levies Received	1,531,380.86	100.00%

Total Received	2,979,742.52	
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Drainage Rates & Special Levies Debtors

Special Levy Outstanding	0.00	0.00%
Drainage Rates Outstanding	3,172.94	0.22%

	3,172.94	
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	2,982,915.46	
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Black Sluice Internal Drainage Board
Income & Expenditure Summary
2023/24
Period 12 - March 2024

	This Year	Last Year	Variance
Drainage Rates	1,451,535	1,135,243	316,292
Special Levies	1,531,381	1,190,351	341,030
Recoverable	420,299	683,313	(263,015)
Misc Income	662,109	279,856	382,253
Solar Panel Income	23,050	21,411	1,639
	4,088,374	3,310,174	778,200
Employment Costs	1,524,693	1,356,753	(167,941)
Property	911,320	329,994	(581,326)
General Expenses	251,731	261,602	9,871
Materials / Stock	22,934	35,291	12,357
Motor & Plant	354,516	298,134	(56,382)
Miscellaneous	779,851	578,667	(201,184)
Recharges	(364,423)	(375,110)	(10,687)
Plant	617,766	654,612	36,846
Total Expenditure	4,098,388	3,139,942	(958,446)
Net Surplus / (Deficit)	(10,014)	170,232	(180,246)

Black Sluice Internal Drainage Board
Balance Sheet at Period End
2023/24
Period 12 - March 2024

	<u>This Year</u>		<u>Last Year</u>	
	£	£	£	£
Operational Land & Buildings Cost	1,009,350		1,009,350	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	165,000		165,000	
Vehicles, Plant & Machinery Cost	1,205,533		897,697	
Fixed Assets		6,241,237		5,933,401
Stock	66,469		50,167	
Debtors Control	89,555		57,290	
VAT	74,007		17,547	
Car Loans	4,583		8,706	
Prepayments	108,840		103,775	
Drawings Bank Account	10,000		10,000	
Call Bank Account	410,000		311,667	
Petty Cash	214		259	
Highland Water	8,782		3,938	
Work in Progress	2,635		0	
Nat West Government Procurement Card	(360)		(1,075)	
Brewin Dolphin Investment	413,387		417,960	
Natwest Reserve Account	255,474		953,731	
Natwest 35 Day Notice Account	1,500,000		502,749	
Total Current Assets		2,946,758		2,438,557
Trade Creditors	(687,360)		(138,749)	
PAYE & NI Control Account	0		0	
Superannuation Contrl Account	0		0	
Accruals	(200,316)		(140,101)	
Total Liabilities		(887,675)		(278,851)
Pension Liability		536,000		446,000
		8,836,319		8,539,108
Capital Reserve	6,241,235		5,933,400	
Pension Reserve	536,000		446,000	
Brewin Dolphin Revaluation	(86,613)		(82,040)	
Total Capital		6,690,622		6,297,360
Revenue Reserve	1,432,256		1,262,024	
Development Reserve	589,256		460,414	
Plant Reserve	(47,572)		221,054	
Wages Oncost Reserve	181,770		128,023	
General Reserve	(10,014)		170,232	
Total Reserves		2,145,697		2,241,748
		8,836,319	0	8,539,108
<u>Cash & Bank Balances</u>				
Drawings Account		10,000		
Call Account		10,000	410,000	
Natwest Reserve Account @ 1.46% wef 15/08/23		255,474		
Natwest 35 Day Notice Account @ 3.25% wef 15/08/23		1,500,000		
Petty Cash		214		
Chargecard		(360)		
Loughborough BS @ 5.65%		200,000	12 Month Fixed Term Deposit	
Vernon BS @ 6.00%		200,000	12 Month Fixed Term Deposit	
		2,175,328		

Black Sluice Internal Drainage Board Investment Summary 2023/24 Period 12 - March 2024

PORTFOLIO P1684056 VALUATION DATE 11 Apr 2024

31 Mar 2023 - 31 Mar 2024

PORTFOLIO OVERVIEW

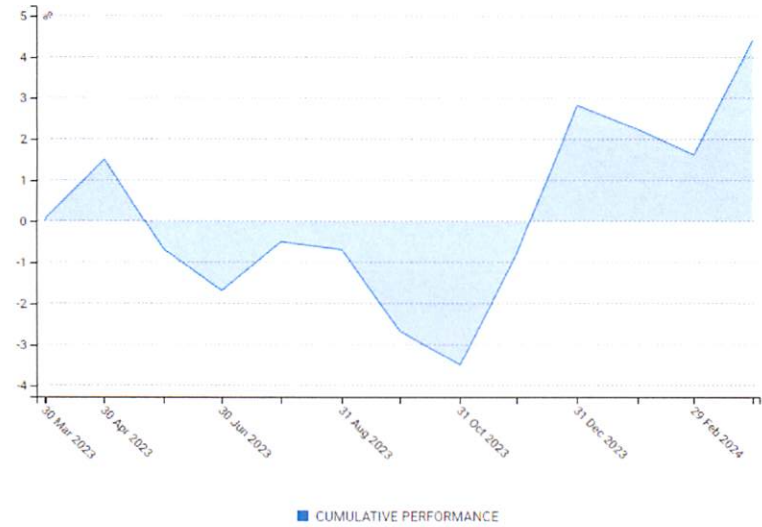
LAST 12 MONTHS PERFORMANCE
4.44% ↑

TOTAL VALUE
413,386.80 GBP

ESTIMATED ANNUAL INCOME
14,985.51 GBP

PERFORMANCE

CUMULATIVE PERIODIC



PORTFOLIO SUMMARY

BOOK COST
445,924.25 GBP

OVERALL GAIN OR LOSS
-7.30%↓

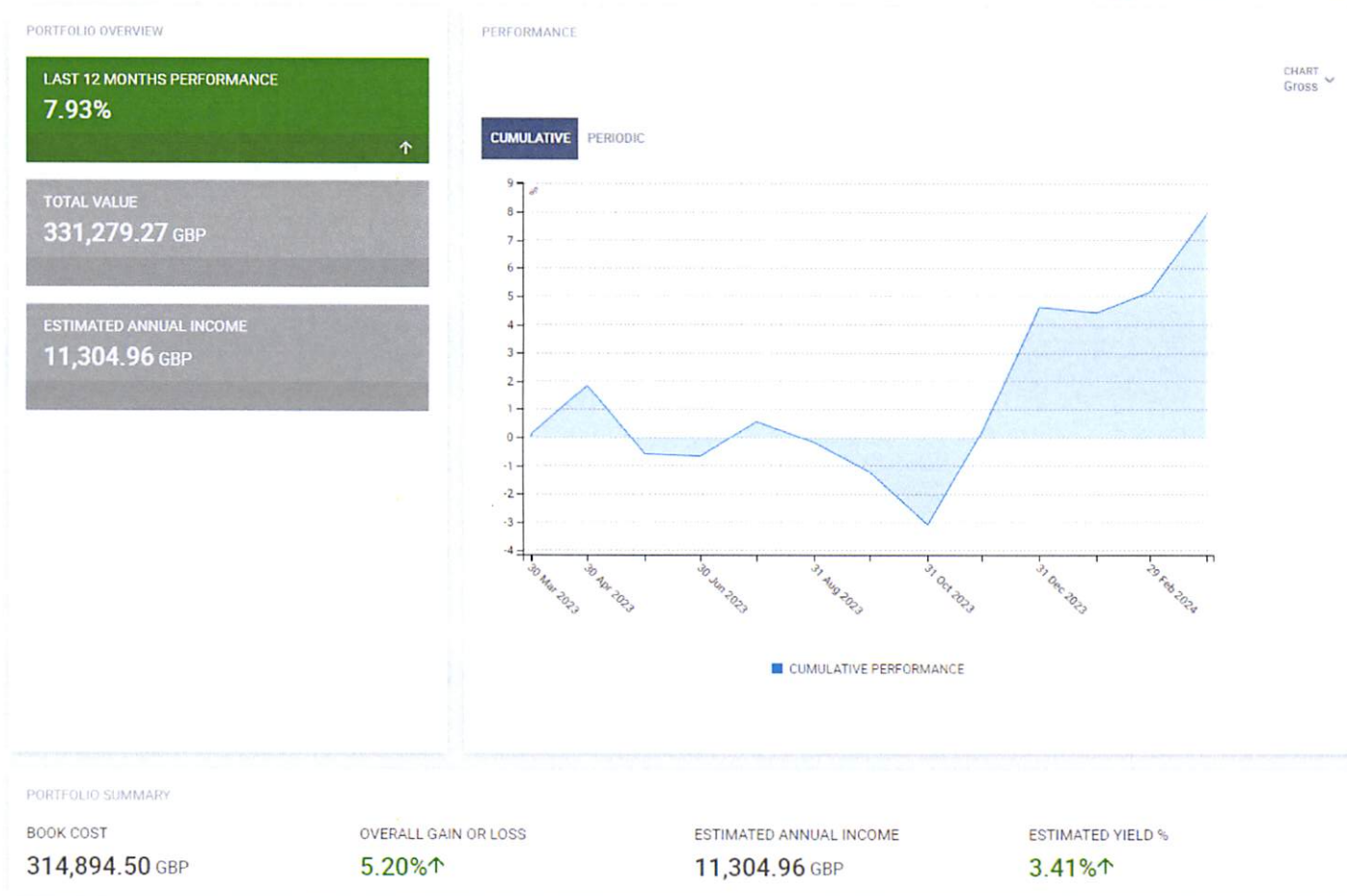
ESTIMATED ANNUAL INCOME
14,985.51 GBP

ESTIMATED YIELD %
3.63%↑

Black Sluice Internal Drainage Board BFF Investment Summary 2023/24 Period 12 - March 2024

PORTFOLIO P0000789299 VALUATION DATE 11 Apr 2024

31 Mar 2023 - 31 Mar 2024



Black Sluice Internal Drainage Board 10 Year Schemes Budget

Year	Type	Scheme	Total	Grant / Local Levy	Other Contributions	Possible Board Contribution	Drain	PS	
2024/25	Drain	BSIDB NFM Works	£170,161	£170,161					
	Pump	Sempringham PS Refurbishment (B/F)	£57,217	£57,217					
	Drain	North Forty Foot Revetments	£36,286	£36,286					
	Drain	Black Sluice Catchment Studies	£244,664	£244,664					
	Drain	Large slip repairs	£159,000				£159,000		
	Drain	Bicker Fen Catchment works	£10,000	£10,000					
	Drain	Jetting to major pipelines	£75,000				£75,000		
	Drain	Dunsby Fen Catchment Works	£10,000	£10,000					
	Drain	Ewerby Fen Catchment Works	£10,000	£10,000					
	Pump	Damford Grounds PS Replace control panel	£60,000						£60,000
	Pump	Damford Grounds PS refurbish 2 x axial flow pumps	£50,000						£50,000
	Pump	Donington Wykes PS replace MCC	£30,000						£30,000
	Pump	Great Hale Fen pump drive couplings	£30,000						£30,000
	Pump	Kirton Marsh PS under pump inspections	£11,000						£11,000
	Pump	Wyberton Marsh PS new transformer	£48,732	£48,732					
	Pump	PS Level controllers - Various sites	£30,000						£30,000
	Pump	Rippingdale Fen PS under pump inspections	£25,000						£25,000
	Pump	Hacconby Fen PS under pump inspections	£25,000						£25,000
	Pump	Head Dyke bank repairs(South Kyme PS) specification	£61,117	£61,117					
	Pump	Hodge Dyke bank repairs(Ewerby Fen PS) specification	£61,012	£61,012					
	Pump	Head Dyke bank repairs(South Kyme PS) works	£1,000,000	£1,000,000					
	Pump	Hodge Dyke bank repairs(Ewerby Fen PS) works	£1,000,000	£1,000,000					
	Pump	Trinity College Bank Repair Specification	£66,170	£66,170					
	Pump	Damford PS Bank Repair Specification	£61,275	£61,275					
	Pump	Trinity College Bank Repair Works	£1,000,000	£1,000,000					
	Pump	Damford PS Bank Repair Works	£1,000,000	£1,000,000					
	Drain	Peat Restoration Project - Bourne Fen	£163,828	£163,828					
	Pump	Allan House PS scheme	£1,077,033	£1,077,033					
Drain	General culvert replacement contributions	£5,000					£5,000		
			£6,577,495	£6,077,495			£239,000	£261,000	
2025/26	Drain	SFFD Desilting Guthrum to Blackhole Drove PS	£70,000				£70,000		
	Drain	Bicker Fen Catchment works	£430,000	£113,250	£266,750	£50,000			
	Drain	Dunsby Fen Catchment Works	£414,000	£45,508	£318,492	£50,000			
	Drain	Ewerby Fen Catchment Works	£750,000	£332,410	£367,590	£50,000			
	Drain	Horbling Town Beck Flood Alleviation scheme	£10,000	£10,000					
	Pump	Ewerby Fen PS replace control panel	£65,000					£65,000	
	Pump	South Kyme PS replace control panel	£54,000					£54,000	
	Drain	Jetting to major pipelines	£40,000				£40,000		
	Drain	Graft Drain	£35,000				£35,000		
	Drain	NFF Desilting	£20,000				£20,000		
	Pump	Great Hale Fen PS new transformer	£55,000	£55,000					
	Pump	Swineshead PS new transformer	£70,000	£70,000					
	Drain	General culvert replacement contributions	£5,000				£5,000		
				£2,018,000	£626,168	£952,832	£150,000	£170,000	£119,000
2026/27	Drain	Claydyke desilting	£130,000				£130,000		
	Drain	NFF Desilting	£60,000				£60,000		
	Drain	Jetting to major pipelines	£50,000				£50,000		
	Drain	Horbling Town Beck Flood Alleviation scheme	£758,000	£130,568	£577,432	£50,000			
	Drain	Dowsby Fen Catchment Works	£10,000	£10,000					
	Pump	Horbling Fen PS new roof	£18,500					£18,500	
	Pump	Gosberton Fen PS Refurbish 3 x axial flow pumps	£78,750					£78,750	
	Pump	Swineshead PS replace MCC	£85,000					£85,000	
	Pump	South Kyme Fen PS refurbish w/s cleaner & controls	£90,000					£90,000	
	Pump	Swaton Fen PS replace MCC	£48,000					£48,000	
	Pump	Rippingdale Fen PS replace MCC	£48,000					£48,000	
	Pump	Donington North Ings PS new transformer	£55,000	£55,000					
	Pump	Cooks Lock PS new transformer	£55,000	£55,000					
	Pump	Holland Fen under pump inspections	£28,000					£28,000	
Drain	General culvert replacement contributions	£5,000				£5,000			
			£1,519,250	£250,568	£577,432	£50,000	£245,000	£396,250	
2027/28	Drain	Graft Drain	£55,000				£55,000		
	Drain	Jetting to major pipelines	£65,000				£65,000		
	Pump	Cooks Lock p/s refurbish weedscreen cleaner	£80,000					£80,000	
	Drain	New Hammond Beck Desilting	£50,000				£50,000		
	Drain	Dowsby Fen Catchment Works	£350,000	£162,686	£137,314	£50,000			
	Pump	Bicker Fen replacement control panel	£33,000					£33,000	
	Pump	Bicker Fen refurb 1 x axial flow pump	£33,000					£33,000	
	Pump	Wyberton Chain Bridge PS new transformer	£60,000	£60,000					
	Pump	Holland Fen PS new transformer	£75,000	£75,000					
	Pump	Donington Northings PS refurbish 3 x axial flow pumps	£85,000					£85,000	
	Pump	Ewerby Fen PS refurbish 2 x axial flow pumps	£58,000					£58,000	
Drain	General culvert replacement contributions	£5,000				£5,000			
			£949,000	£297,686	£137,314	£50,000	£175,000	£289,000	

Year	Type	Scheme	Total	Grant / Local Levy	Other Contributions	Possible Board Contribution	Drain	PS
2028/29	Drain	Old Hammond Beck Desilting	£80,000				£80,000	
	Drain	Jetting to major pipelines	£60,000				£60,000	
	Pump	Kirton Marsh p/s replace control panel	£35,000					£35,000
	Drain	Bourne Fen 28/10 Revetment	£30,000				£30,000	
	Pump	Helpringham p/s new roof	£20,000					£20,000
	Pump	Wyberton Chain Bridge PS under pump inspection	£25,000					£25,000
	Pump	Wyberton Chain Bridge PS refurbish 3 x axial flow pumps	£90,000					£90,000
	Pump	Wyberton Chain Bridge PS replace MCC	£72,000					£72,000
	Pump	Dowsby Fen refurbish 2 x axial flow pumps	£58,000					£58,000
	Drain	General culvert replacement contributions	£5,000				£5,000	
			£475,000				£175,000	£300,000
2029/30	Drain	Jetting to major pipelines	£60,000				£60,000	
	Pump	Chain Bridge p/s refurbish 3 x axial flow pumps	£95,000					£95,000
	Drain	Cooks lock PS pump drain desilting under pump inspection	£36,000				£36,000	
	Drain	Dowsby Fen pump drain desilting/pump inspection	£36,000				£36,000	
	Pump	Quadring Fen p/s replace control panel	£40,000					£40,000
	Pump	Mallard Hurn PS under pump inspections	£32,000					£32,000
	Pump	Damford Grounds PS under pump inspections	£32,000					£32,000
	Pump	Helpringham Fen PS under pump inspections	£32,000					£32,000
	Pump	Swaton Fen PS under pump inspections	£32,000					£32,000
	Pump	Billingborough Fen PS under pump inspections	£32,000					£32,000
	Pump	Pinchbeck Fen PS under pump inspections	£32,000					£32,000
	Pump	Haconby Fen PS refurbish 1 x axial flow pump	£30,000					£30,000
	Drain	Quadring Fen pump drain desilting/pump inspection	£32,000				£32,000	
Drain	General culvert replacement contributions	£5,000				£5,000		
			£526,000				£169,000	£357,000
2030/31	Drain	Damford PS pump drain desilting/under pump inspections	£50,000				£50,000	
	Drain	Jetting to major pipelines	£80,000				£80,000	
	Pump	Horbling p/s control panel	£45,000					£45,000
	Pump	Mallard Hurn control panel	£45,000					£45,000
	Pump	Mallard Hurn PS under pump inspections	£10,000					£10,000
	Pump	Trinity College refurb pumps	£63,000					£63,000
	Drain	Black Hole Drove p/s under pump inspections	£25,000				£25,000	
	Pump	Ewerby Fen PS under pump inspections	£34,000					£34,000
	Pump	South Kyme Fen PS under pump inspections	£34,000					£34,000
	Pump	Sempringham Fen PS under pump inspections	£34,000					£34,000
	Pump	Blackhole Drove PS refurbish 3 x axial flow pumps	£100,000					£100,000
Drain	General culvert replacement contributions	£5,000				£5,000		
			£525,000				£160,000	£365,000
2031/32	Drain	Jetting to major pipelines	£90,000				£90,000	
	Drain	Heckington Fen pump drain desilting under pump inspections	£50,000				£50,000	
	Pump	Billingborough Fen p/s control panel	£50,000					£50,000
	Pump	Dowsby Lode PS control panel	£50,000					£50,000
	Pump	Pinchbeck Fen PS control panel	£50,000					£50,000
	Pump	Swineshead PS refurbish 3 x axial flow pumps	£105,000					£105,000
	Pump	Swaton Fen PS refurbish 1 x axial flow pump	£35,000					£35,000
	Drain	Dowsby Fen PS drain desilting under pump inspections	£49,000				£49,000	
	Drain	Dowsby Lode PS under pump inspections	£36,000				£36,000	
Drain	Dunsby Fen PS under pump inspections	£36,000				£36,000		
			£551,000				£261,000	£290,000
2032/33	Drain	Jetting to major pipelines	£90,000				£90,000	
	Pump	Rippingale p/s refurbish 1 x axial flow pump	£37,000					£37,000
	Drain	Gosberton Fen pump drain desilting/under pump inspections	£56,000				£56,000	
	Drain	Swineshead pump drain desilting under pump inspections	£66,000				£66,000	
	Drain	Donington Northings PS desilting under pump inspections	£56,000				£56,000	
	Drain	Great Hale Fen PS under desilting pump inspections	£56,000				£56,000	
	Drain	Trinity College PS desilting/under pump inspections	£56,000				£56,000	
	Drain	General culvert replacement contributions	£7,000				£7,000	
	Pump	Holland Fen PS refurbish 3 x axial flow pumps	£118,000					£118,000
Pump	Helpringham Fen PS refurbish 1 x axial flow pump	£38,000					£38,000	
			£580,000				£387,000	£193,000
2033/34	Drain	Horbling Fen PS desilting/under pump inspections	£35,000				£35,000	
	Drain	Bicker Fen PS desilting/under pump inspections	£40,000				£40,000	
	Drain	Jetting to major pipelines	£91,000				£91,000	
	Pump	Horbling Fen PS refurbish w/s cleaner & controls	£121,000					£121,000
	Pump	Sempringham Fen PS refurbish 1 x axial flow pump	£41,000					£41,000
	Pump	BlackHole Drove PS refurbish w/s cleaner & controls	£121,000					£121,000
	Pump	Quadring Fen PS refurbish 1 x axial flow pump	£41,000					£41,000
	Pump	Bicker Eau PS replace 2 x submersible pump	£120,000					£120,000
			£610,000				£166,000	£444,000

Year	Type	Scheme	Total	Grant / Local Levy	Other Contributions	Possible Board Contribution	Drain	PS
	Pump	Dowsby Fen PS replace MCC	£50,000					£50,000
	Pump	Wyberton Marsh PS replace MCC	£72,000					£72,000
	Pump	Trinity College PS replace MCC	£52,000					£52,000
	Pump	Haonby PS replace MCC	£45,000					£45,000
	Pump	Heckington Fen PS replace MCC	£54,000					£54,000
	Pump	Cooks Lock PS replace MCC	£75,000					£75,000
	Pump	Black Hole Drove PS replace MCC	£83,000					£83,000
	Pump	Dyke Fen PS refurbish weedscreen cleaner	£90,000					£90,000
	Pump	Haonby PS refurbish axial flow pump	£25,000					£25,000
	Pump	Kirton Marsh PS new roof	£20,000					£20,000
	Pump	Kirton Marsh PS refurbish 1 x axial flow pump	£29,000					£29,000
	Pump	Great Hale Fen PS refurbish 3 x axial flow pumps	£85,000					£85,000
	Pump	Holland Fen PS replace MCC	£88,000					£88,000
	Pump	Helpringham Fen PS replace MCC	£50,000					£50,000
	Pump	Dowsby Fen PS refurbish w/s cleaner & controls	£93,000					£93,000
	Pump	Trinity College PS refurbish w/s cleaner & controls	£95,000					£95,000
	Pump	Sempringham Fen PS replace MCC	£52,000					£52,000
	Pump	Twenty PS refurbish 1 x axial flow pump	£30,000					£30,000
	Pump	Quadring Fen PS replace MCC	£52,000					£52,000
	Pump	Mallard Hurn PS replace MCC	£55,000					£55,000
	Pump	Damford Grounds PS refurbish w/s cleaner & controls	£100,000					£100,000
	Pump	Trinity College PS refurbish 2 x axial flow pumps	£63,000					£63,000
	Pump	Horbling Fen PS replace MCC	£55,000					£55,000
	Drain	Cooks Lock pump drain desilting/under pump inspections	£42,000					£42,000
	Pump	Kirton Marsh PS refurbish w/s cleaner & controls	£105,000					£105,000
	Pump	Heckington Fen PS refurbish 2 x axial flow pumps	£67,000					£67,000
	Pump	Cooks Lock PS refurbish 3 x axial flow pumps	£100,000					£100,000
	Pump	Billingborough Fen PS replace MCC	£58,000					£58,000
	Pump	Dowsby Lode PS replace MCC	£58,000					£58,000
	Pump	Pinchbeck Fen PS replace MCC	£58,000					£58,000
	Pump	Rippingale Fen PS refurbish 1 x axial flow pump	£35,000					£35,000
	Pump	Holland Fen PS 3 x pump refurb & motor	£32,000					£32,000

£1,968,000

BLACK SLUICE INTERNAL DRAINAGE BOARD
2024/25 Budget and 10 Year Estimates
Final - Amended after year end

Income	Actual	Budget	Actual	Budget / Estimates									
	2022/23	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Rates and Levies	2,325,594	2,990,356	2,982,916	3,216,946	3,409,894	3,614,795	3,795,791	3,985,324	4,185,103	4,395,126	4,615,395	4,845,908	5,088,374
Interest & Investment Income	17,357	18,225	54,680	99,087	104,041	109,243	114,706	120,441	126,463	132,786	139,425	146,397	153,716
Grants/Local Levy	70,000	265,000	564,016	5,672,140	1,579,000	828,000	435,000						
Contribution Development Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Income	185,928	23,066	36,836	26,765	28,103	29,508	30,984	32,533	34,160	35,868	37,661	39,544	41,521
Rechargeable Income	683,313	470,608	420,299	441,314	463,380	486,549	510,876	536,420	563,241	591,403	620,973	652,022	684,623
Solar Panel Income	21,411	21,657	23,050	25,473	26,747	28,084	29,488	30,963	32,511	34,136	35,843	37,635	39,517
TOTAL INCOME	3,308,603	3,793,912	4,086,797	9,486,725	5,616,165	5,101,179	4,921,845	4,710,680	4,946,477	5,194,319	5,454,298	5,726,506	6,012,752

Expenditure	Actual	Budget	Actual	Budget / Estimates									
	2022/23	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Board Funded Schemes	200,011	249,000	278,338	500,000	439,000	691,250	514,000	475,000	526,000	525,000	551,000	580,000	610,000
FDGiA/Local Levy Funded Schemes	68,073	879,966	476,009	6,077,495	1,579,000	828,000	435,000	0	0	0	0	0	0
Pumping Station Maintenance	197,746	214,080	285,396	247,537	259,914	272,910	286,555	300,883	315,927	331,723	348,309	365,725	384,011
Pumping Station Electricity	257,092	763,250	734,592	540,306	567,321	595,687	625,472	656,745	689,583	724,062	760,265	798,278	838,192
Insurance	68,031	85,260	95,892	93,996	98,696	103,631	108,812	114,253	119,965	125,964	132,262	138,875	145,819
Drain Maintenance	808,893	944,845	850,043	1,002,297	1,052,412	1,105,032	1,160,284	1,218,298	1,279,213	1,343,174	1,410,333	1,480,849	1,554,892
Environmental Works	17,808	21,000	15,041	26,000	27,300	28,665	30,098	31,603	33,183	34,842	36,585	38,414	40,335
Administration & Establishment	621,767	642,308	702,219	746,821	784,162	823,370	864,539	907,766	953,154	1,000,812	1,050,852	1,103,395	1,158,564
EA Precept	276,552	276,552	276,552	276,552	290,380	304,899	320,144	336,151	352,958	370,606	389,136	408,593	429,023
Rechargeable Expenditure	621,532	437,775	382,186	410,525	431,051	452,603	475,234	498,995	523,945	550,142	577,649	606,532	636,858
Solar Panel Expenditure	866	3,238	543	3,238	3,400	3,570	3,748	3,936	4,133	4,339	4,556	4,784	5,023
TOTAL EXPENDITURE	3,138,371	4,517,274	4,096,811	9,924,767	5,532,635	5,209,617	4,823,885	4,543,630	4,798,061	5,010,664	5,260,947	5,525,445	5,802,717

OPENING BALANCE	1,262,024	1,432,256	1,432,256	1,422,242	984,200	1,067,730	959,293	1,057,252	1,224,303	1,372,719	1,556,374	1,749,724	1,950,785
Introduced from Plant Reserve													
SURPLUS / (DEFICIT) IN YEAR	170,232	(723,362)	(10,014)	(438,042)	83,530	(108,438)	97,959	167,051	148,416	183,655	193,350	201,061	210,035
CLOSING BALANCE	1,432,256	708,894	1,422,242	984,200	1,067,730	959,293	1,057,252	1,224,303	1,372,719	1,556,374	1,749,724	1,950,785	2,160,819

Reserve % of Expenditure (Excl Grants)	46.68%	16.67%	39.28%	25.58%	27.01%	21.89%	24.09%	26.95%	28.61%	31.06%	33.26%	35.31%	37.24%
--	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

RATE	13.71	17.53	17.53	18.84	19.97	21.17	22.23	23.34	24.51	25.74	27.03	28.38	29.80
Increase in Rates		27.86%	27.86%	7.47%	6.00%	6.01%	5.01%	4.99%	5.01%	5.02%	5.01%	4.99%	5.00%

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Black Sluice Internal Drainage Board

www.blacksluiceidb.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

02 05 2024 11 04 2024 27 02 2024

Name of person who carried out the internal audit

FIONA ROE

Signature of person who carried out the internal audit



Date

02 05 2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Black Sluice Internal Drainage Board

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.blacksluiceidb.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

Black Sluice Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,505,144	1,741,746	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2,325,594	2,982,916	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	983,009	1,103,881	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,285,127	1,446,300	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,786,874	2,736,548	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,741,746	1,645,695	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,777,330	2,175,328	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,433,401	6,741,237	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

09/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

11/06/2024

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Black Sluice Internal Drainage Board

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**BLACK SLUICE INTERNAL DRAINAGE BOARD
RISK REGISTER**

Objectives	Ref	Risk	Potential Impact of Risk	Potential Likelihood of Risk	Risk Score	Gaps in control	Action Plan
To provide and maintain standards of sound needs based sustainable flood protection.	1.1	Being unable to prevent flooding to property or land (a) Coastal flooding from failure or overtopping of defences	High	Low	3		
	1.1	(b) Fluvial flooding from failure or overtopping of defences	High	Medium	6		
	1.1	(c) Flooding from failure of IDB pumping stations or excess rainfall	High	Low	3		
	1.1	(d) Flooding from sewers or riparian watercourses	Medium	Low	2		
	1.2	Loss of Electrical Supply	High	Low	3		
	1.3	Pumps failing to operate	High	Low	3		Maintenance
	1.4	Board Watercourses being unable to convey water	Medium	Medium	4		Maintenance
	1.5	Operating machinery to maintain watercourses	Medium	Low	2		Training
	1.6	Claims from third parties for damage to property or injury	Medium	Low	2		
	1.7	Third Parties damage to Board maintained assets	Medium	Low	2		
	1.8	Unplanned loss of senior staff	Medium	Medium	4		
	1.9	Insufficient finance to carry out works	High	Medium	6		
1.10	Reduction in staff performance	Medium	Low	2			
1.11	Insufficient staff resources	Medium	Low	2		Review	
To conserve and enhance the environment wherever practical and possible to ensure there is no net loss of biodiversity.	2.1	Prosecution for not adhering to environmental legislation	Medium	Low	2		BAP
	2.2	Non delivery of objectives	Low	Low	1		BAP
To provide a 24 hour/365 day emergency response for the community	3.1	Emergency Plan inadequate or not up to date	Low	Low	1		Review
	3.2	Insufficient resources (Staff and Equipment)	Medium	Low	2		Review
	3.3	Critical Incident loss of office	High	Low	3	None	
To provide a safe and fulfilling working environment for staff.	4.1	Injury to staff and subsequent claims and losses	Medium	Low	2		Training
	4.2	Not complying with Health and Safety legislation	High	Low	3		Consultant
To maintain financial records that are correct and comply with all recommended accounting practice.	5.1	Loss of cash	Low	Low	1	None	
	5.2	Loss of money invested in building societies, banks and managed funds	High	Low	3	None	
	5.3	Fraud by senior officers	Medium	Low	2	None	
	5.4	Inadequacy of Internal Checks	Medium	Low	2		
	5.5	Fraudulent use of credit cards	Low	Medium	2		
To ensure that all actions taken by the Board comply with all current UK and EU legislation	6.1	Board Members in making decisions	Low	Low	1		
	6.2	Not complying with all employment regulations and laws	Medium	Low	2		
A cost efficient IDB that provides a Value for Money service.	7.1	Collecting insufficient income to fund expenditure	Low	Low	1		Accounts
	7.2	IDB abolished or taken over	Low	Low	1		
Information Technology and Communications	8.1	Loss of telemetry	Medium	Low	2		Maintenance
	8.2	Loss of telephone Communications	Low	Low	1		
	8.3	Loss of Internet Connection	Medium	Low	2		
	8.4	Network Failure	High	Low	3		
	8.5	Breach in Cyber Security	Medium	Low	2		
	8.6	Network Security Breach	Medium	Low	2		
	8.7	Virus being introduced to Network	Medium	Low	2		
	8.8	Loss of accounting records	Medium	Low	2	None	
	8.9	Loss of rating records	Medium	Medium	4	None	

Black Sluice Internal Drainage Board

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From 01/02/2024 To 29/02/2024

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/02/2024 To 29/02/2024**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
MOT001	06/02/2024	Payment	BTT214496	Bacs	-22.18	Motor Parts Direct Limited
ALT001	09/02/2024	Payment	IN75535	Bacs	-238.64	Altitude Safety
AMA001	09/02/2024	Payment	INV-GB-1176230185-20	Bacs	-23.97	Amazon Business EU
CHI002	09/02/2024	Payment	219447	Bacs	-494.93	Chisletts Ltd
COO003	09/02/2024	Payment	55165	Bacs	-36.00	Chris Cook Print
COP002	09/02/2024	Payment	INV-58938	Bacs	-138.55	Cope Safety Management Ltd.
COU003	09/02/2024	Payment	INV-2290	Bacs	-388.80	A Country Kitchen
CRA004	09/02/2024	Payment	24702	Bacs	-669.98	Craftwork Engineering Ltd
FOV001	09/02/2024	Payment	SINV00231664	Bacs	-136.32	Lincolnshire Office FriendsLtd
HAD001	09/02/2024	Payment	2494	Bacs	-540.00	Haddington Contracting Limited
HAR001	09/02/2024	Payment	23560547	Bacs	-1328.43	TC Harrison JCB
HIT001	09/02/2024	Payment	INV-012261	Bacs	-754.72	Hitachi Construction Machinery
HWF001	09/02/2024	Payment	157-0478843	Bacs	-16.00	HWF Law LLP
INL001	09/02/2024	Payment	2023-P10	Bacs	-30578.89	HM Revenue & Customs
INT002	09/02/2024	Payment	6313	Bacs	-1038.00	InterLec
LIN002	09/02/2024	Payment	2023-P10	Bacs	-27461.11	Lincolnshire C C Pension Fund
ORI001	09/02/2024	Payment	INV-101622	Bacs	-360.00	Oriel Systems Ltd
PES002	09/02/2024	Payment	3257	Bacs	-325.00	Second To None Pest Control
PET003	09/02/2024	Payment	11525	Bacs	-121.50	Peter Smith Commercials Ltd
RUN001	09/02/2024	Payment	0000055715	Bacs	-302.40	John H Rundle Ltd
SHI001	09/02/2024	Payment	IN49817	Bacs	-144.00	Shire Toilet Hire Ltd
SOU001	09/02/2024	Payment	0000001037	Bacs	-1422.00	South Holland IDB
TFM001	09/02/2024	Payment	282702	Bacs	-79.32	TFM Supplies
TMC001	09/02/2024	Payment	24896	Bacs	-916.79	TMC Lifting
TRA006	09/02/2024	Payment	1460616715	Bacs	-101.98	Trade UK
WIT002	09/02/2024	Payment	INV/2024/01/0388	Bacs	-1678.75	Witham Oil & Paint
WOO001	09/02/2024	Payment	987332	Bacs	-275.42	WBM Office Solutions Limited

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	21/02/2024	Payment	539285	Bacs	-1645.97	Alarmline Security Ltd
AMA001	21/02/2024	Payment	13RJ-DPGH-HKWH	Bacs	-7.74	Amazon Business EU
ANG101	21/02/2024	Payment	12986140	Bacs	-188.63	Anglian Water (Swineshead HQ)
ANG102	21/02/2024	Payment	13115882	Bacs	-17.51	Anglian Water (Holland Fen PS)
ASS003	21/02/2024	Payment	297846-2024	Bacs	-197.00	Association of Accounting Tech
BEA001	21/02/2024	Payment	8589	Bacs	-666.30	Beal & Fairchild
BOS002	21/02/2024	Payment	31660	Bacs	-930.00	Boston Commercial Cleaners Ltd
BUR007	21/02/2024	Payment	D06352	Bacs	-9.74	Ben Burgess Swineshead
CAJ001	21/02/2024	Payment	13152	Bacs	-455.32	C & J Supplies
CEF001	21/02/2024	Payment	BOS/358174	Bacs	-123.42	CEF (Boston)
ESS001	21/02/2024	Payment	4781	Bacs	-362.75	Essential Supplies Lincs
HBP001	21/02/2024	Payment	SIN064575	Bacs	-960.00	HBP Systems Ltd
HGV001	21/02/2024	Payment	VBCV410479	Bacs	-146.78	Alliance Automotive T/A CV Com
IBB001	21/02/2024	Payment	167134	Bacs	-1915.95	Arthur Ibbett Limited
MOT001	21/02/2024	Payment	BTT217445	Bacs	-96.62	Motor Parts Direct Limited
RUN001	21/02/2024	Payment	0000055829	Bacs	-312.00	John H Rundle Ltd
SIL001	21/02/2024	Payment	IN604407	Bacs	-22.46	Silt Side Services Ltd
TMC001	21/02/2024	Payment	24969	Bacs	-51.74	TMC Lifting
TRA006	21/02/2024	Payment	1462572308	Bacs	-84.13	Trade UK
WAT001	21/02/2024	Payment	0000004717	Bacs	-1074.00	Water Management Alliance
WIT001	21/02/2024	Payment	INV05033	Bacs	-3026.10	Witham Fourth IDB
EVE002	25/02/2024	Payment	P11	Direct Deb	-1210.12	Everything Everywhere
BOS001	25/02/2024	Payment	P11	Direct Deb	-2739.00	Boston Borough Council (Rates)
NAT004	25/02/2024	Payment	P11	Direct Deb	-4.90	Natwest
NAT004	25/02/2024	Payment	P11	Direct Deb	-3.85	Natwest
BAR005	25/02/2024	Payment	P11	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	25/02/2024	Payment	P11	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	25/02/2024	Payment	P11	Direct Deb	-208.12	Webfleet Solutions SalesB.V.UK
PAY001	25/02/2024	Payment	P11	Direct Deb	-13.20	takepayments Limited
PIT001	25/02/2024	Payment	P11	Direct Deb	-411.11	Pitney Bowes Ltd
WOL001	25/02/2024	Payment	P11	Direct Deb	-178018.68	Woldmarsh Producers Ltd
BRI001	25/02/2024	Payment	P11	Direct Deb	-664.72	British Telecom
NFU001	25/02/2024	Refund	P11	Refund	402.43	NFU Insurance

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-265187.30	
				Total Discounts		
				Total Adjustments		
				Total Refunds	402.43	
				Total	-264784.87	

Payments

Bacs	-81887.84	Cheque		Direct Deb	-183299.46	Chargecard
Bulk Bacs						

Adjustments

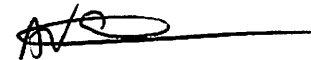
Disc		Contra SL				
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Refunds

Refund	402.43					
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Chief Executive



Finance & Admin Director

Black Sluice Internal Drainage Board

Printed on 29/05/2024 at 11:53 by JB2

From 01/03/2024 To 31/03/2024

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/03/2024 To 31/03/2024**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	07/03/2024	Payment	539564	Bacs	-1108.92	Alarmline Security Ltd
AMA001	07/03/2024	Payment	INV-GB-1140702655-20	Bacs	-422.06	Amazon Business EU
ANG105	07/03/2024	Payment	13200270	Bacs	-15.73	Anglian Water (Wyberton Marsh)
AZT001	07/03/2024	Payment	004451	Bacs	-751.20	Aztec Signs
BLU001	07/03/2024	Payment	34143	Bacs	-110.40	Blue Line Trailers
BUS002	07/03/2024	Payment	BO215819	Bacs	-116.55	B A Bush & Sons Ltd
CHI002	07/03/2024	Payment	221005	Bacs	-1285.72	Chislefts Ltd
COLA001	07/03/2024	Payment	5485	Bacs	-816.00	Cola Training Services
COP002	07/03/2024	Payment	INV-58956	Bacs	-1098.55	Cope Safety Management Ltd.
CRA004	07/03/2024	Payment	24915	Bacs	-98.91	Craftwork Engineering Ltd
CRO001	07/03/2024	Payment	8210583859	Bacs	-145.06	Crown Decorating Centres
CRP001	07/03/2024	Payment	BSIDBWINDOWS22/02/24	Bacs	-40.00	C & P Cleaning Services
ESS001	07/03/2024	Payment	4839	Bacs	-284.64	Essential Supplies Lincs
FOV001	07/03/2024	Payment	SINV00234376	Bacs	-39.20	Lincolnshire Office FriendsLtd
HAR001	07/03/2024	Payment	23560806	Bacs	-2278.60	TC Harrison JCB
HAR003	07/03/2024	Payment	400026	Bacs	-26.30	Hargrave Agriculture
HAW001	07/03/2024	Payment	64210	Bacs	-289.08	Hawker Electronics Limited
HBP001	07/03/2024	Payment	SIN064657	Bacs	-810.00	HBP Systems Ltd
HGV001	07/03/2024	Payment	VBCV410478	Bacs	-117.86	Alliance Automotive T/A CV Com
HIL002	07/03/2024	Payment	175381	Bacs	-8.64	Charles H Hill Ltd
INL001	07/03/2024	Payment	2024-P11	Bacs	-32005.75	HM Revenue & Customs
KIO001	07/03/2024	Payment	SIP-1468173	Bacs	-43.27	Kiowa Ltd
LAR001	07/03/2024	Payment	76700	Bacs	-102.00	Ray Larrington Hydraulics
LIN002	07/03/2024	Payment	2024-P11	Bacs	-28445.39	Lincolnshire C C Pension Fund
LIN024	07/03/2024	Payment	2004378238	Bacs	-618.00	Lincolnshire County Council
NFU001	07/03/2024	Payment	1164813431	Bacs	-91.82	NFU Insurance
NOT001	07/03/2024	Payment	744618	Bacs	-216.00	Hugh Crane(Cleaning Equipment)

Account	Date	Type	Ref 1	Ref 2	Value	Details
RIC001	07/03/2024	Payment	6958	Bacs	-4562.76	CW Richardson & Sons
ROS001	07/03/2024	Payment	00033758	Bacs	-241.98	Rossendales Ltd
SHI001	07/03/2024	Payment	IN50768	Bacs	-433.15	Shire Toilet Hire Ltd
SMI004	07/03/2024	Payment	057	Bacs	-4038.48	Smith Agri Contract Ltd
TFM001	07/03/2024	Payment	283759	Bacs	-50.69	TFM Supplies
TMC001	07/03/2024	Payment	25049	Bacs	-524.18	TMC Lifting
WIT001	07/03/2024	Payment	INV05028	Bacs	-1409.10	Witham Fourth IDB
WOO001	07/03/2024	Payment	987499	Bacs	-135.02	WBM Office Solutions Limited
ROY001	12/03/2024	Adjust	P12 vat corr.	Disc	12240.00	Roythornes LLP
CRO006	12/03/2024	Adjust	P12 VAT corr.	Disc	12240.00	The Crown Estate
CRO006	12/03/2024	Adjust	P12 VAT Corr.	Disc	-12240.00	The Crown Estate
CRO006	12/03/2024	Adjust	P12 VAT corr.	Disc	-12240.00	The Crown Estate
ALA001	27/03/2024	Payment	539593	Bacs	-218.76	Alarmline Security Ltd
CAJ001	27/03/2024	Payment	13608	Bacs	-230.76	C & J Supplies
CEF001	27/03/2024	Payment	BOS/361899	Bacs	-94.20	CEF (Boston)
CHE001	27/03/2024	Payment	SI-CTM009749	Bacs	-1408.80	Chevron Traffic Management Ltd
CHI002	27/03/2024	Payment	222042	Bacs	-1420.34	Chisleths Ltd
COLA001	27/03/2024	Payment	5486	Bacs	-816.00	Cola Training Services
CRA004	27/03/2024	Payment	24959	Bacs	-14.92	Craftwork Engineering Ltd
ESS001	27/03/2024	Payment	4923	Bacs	-116.84	Essential Supplies Lincs
HAR001	27/03/2024	Payment	23201460	Bacs	-856.42	TC Harrison JCB
HAR003	27/03/2024	Payment	307887	Bacs	-22.06	Hargrave Agriculture
HBP001	27/03/2024	Payment	SCR007661	Bacs	-2207.89	HBP Systems Ltd
HGV001	27/03/2024	Payment	VBCV415599	Bacs	-136.12	Alliance Automotive T/A CV Com
HIL002	27/03/2024	Payment	175565	Bacs	-228.55	Charles H Hill Ltd
HUW001	27/03/2024	Payment	Z0221559	Bacs	-719.10	Huws Gray (Buildbase)
IBB001	27/03/2024	Payment	168021	Bacs	-411.24	Arthur Ibbett Limited
INT002	27/03/2024	Payment	6347	Bacs	-5407.20	InterLec
LAR001	27/03/2024	Payment	76865	Bacs	-72.24	Ray Larrington Hydraulics
LIN002	27/03/2024	Payment	2004379293	Bacs	-270.22	Lincolnshire C C Pension Fund
LIS001	27/03/2024	Payment	16017780	Bacs	-48.00	Listers Toyota Boston
MAI001	27/03/2024	Payment	SI-7130	Bacs	-900.00	Mainstream Fisheries Ltd
MEL001	27/03/2024	Payment	INV-10182	Bacs	-3900.00	H Mell & Son Services Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
MOT001	27/03/2024	Payment	BTT218899	Bacs	-4.20	Motor Parts Direct Limited
NFU001	27/03/2024	Payment	1165124735	Bacs	-2565.13	NFU Insurance
ORS001	27/03/2024	Payment	SIN026427	Bacs	-383.04	Orsis (UK) Ltd
PER001	27/03/2024	Payment	AL2007	Bacs	-33192.00	Perry's Pumps Ltd
PER003	27/03/2024	Payment	29013	Bacs	-5562.17	Perfect Circle JV Ltd
PET003	27/03/2024	Payment	12024	Bacs	-166.20	Peter Smith Commercials Ltd
POP001	27/03/2024	Payment	2674	Bacs	-17520.00	B Pope and Sons Ltd
RIC001	27/03/2024	Payment	6959	Bacs	-783.42	CW Richardson & Sons
SHA006	27/03/2024	Payment	1242	Bacs	-8400.00	L A Sharpe Ltd
SIL001	27/03/2024	Payment	IN606159	Bacs	-34.44	Silt Side Services Ltd
STA004	27/03/2024	Payment	1085645697	Bacs	-480.34	Stannah
STA005	27/03/2024	Payment	SI-009919	Bacs	-6089.90	Stark Connect Ltd
TIM002	27/03/2024	Payment	TS2024/02/734	Bacs	-2050.00	Tim Smith
TRA006	27/03/2024	Payment	1478084014	Bacs	-491.86	Trade UK
TRE002	27/03/2024	Payment	INV-000044	Bacs	-1200.00	Greenscape Tree Safe Ltd
VEH001	27/03/2024	Payment	236727	Bacs	-30.60	Vehicle Refinishing Specialist
WIT001	27/03/2024	Payment	INV05054	Bacs	-1201.20	Witham Fourth IDB
EVE002	31/03/2024	Payment	P12	Direct Deb	-1213.94	Everything Everywhere
NAT004	31/03/2024	Payment	P12	Direct Deb	-10.85	Natwest
NAT004	31/03/2024	Payment	P12	Direct Deb	-4.90	Natwest
BNP001	31/03/2024	Payment	P12	Direct Deb	-556.97	BNP Paribas Leasing Solutions
BAR005	31/03/2024	Payment	P12	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	31/03/2024	Payment	P12	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	31/03/2024	Payment	P12	Direct Deb	-208.12	Webfleet Solutions SalesB.V.UK
PAY001	31/03/2024	Payment	P12	Direct Deb	-13.20	takepayments Limited
BOC001	31/03/2024	Payment	P12	Direct Deb	-171.00	BOC
NAT004	31/03/2024	Payment	P12	Direct Deb	-12.60	Natwest
NAT004	31/03/2024	Payment	P12	Direct Deb	-4.90	Natwest
EVE002	31/03/2024	Payment	P12	Direct Deb	-1224.39	Everything Everywhere
PIT001	31/03/2024	Payment	P12	Direct Deb	-410.50	Pitney Bowes Ltd
NFU001	31/03/2024	Refund	P12	Refund	388.33	NFU Insurance
WOL001	31/03/2024	Payment	P12	Direct Deb	-163010.26	Woldmarsh Producers Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-349302.56	
				Total Discounts		
				Total Adjustments		
				Total Refunds	388.33	
				Total	-348914.23	

Payments

Bacs	-182435.17	Cheque		Direct Deb	-166867.39	Chargecard
Bulk Bacs						

Adjustments

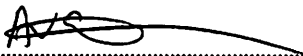
Disc		Contra SL				
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Refunds

Refund	388.33					
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 Chief Executive



 Finance & Admin Director

Black Sluice Internal Drainage Board

Printed on 29/05/2024 at 11:54 by JB2

From 01/04/2024 To 30/04/2024

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/04/2024 To 30/04/2024

Account	Date	Type	Ref 1	Ref 2	Value	Details
HBP001	11/04/2024	Payment	SQU005408	Bacs	-2454.00	HBP Systems Ltd
AQU002	16/04/2024	Payment	12435	Bacs	-348234.00	Aquatic Control Engineering Lt
AMA001	18/04/2024	Payment	GB49H89ABEY	Bacs	-82.71	Amazon Business EU
ANG103	18/04/2024	Payment	13387248	Bacs	-26.25	Anglian Water (Black Hole PS)
ASH001	18/04/2024	Payment	25878194	Bacs	-734.40	Sunbelt Rentals Ltd
ASS003	18/04/2024	Payment	20001337-2024	Bacs	-184.00	Association of Accounting Tech
AZT001	18/04/2024	Payment	004470	Bacs	-168.00	Aztec Signs
BLA001	18/04/2024	Payment	30-2112-9	Bacs	-333.97	Black Sluice IDB
BOS002	18/04/2024	Payment	31771	Bacs	-1674.00	Boston Commercial Cleaners Ltd
BUS002	18/04/2024	Payment	BO216201	Bacs	-96.95	B A Bush & Sons Ltd
COLA001	18/04/2024	Payment	5482	Bacs	-2040.00	Cola Training Services
COP002	18/04/2024	Payment	INV-59328	Bacs	-138.55	Cope Safety Management Ltd.
CRA004	18/04/2024	Payment	25070	Bacs	-650.50	Craftwork Engineering Ltd
CRP001	18/04/2024	Payment	BSIDBWINDOWS05/04/24	Bacs	-80.00	C & P Cleaning Services
GAT001	18/04/2024	Payment	INV-33705	Bacs	-216.00	Gateway Automation Ltd
HAR003	18/04/2024	Payment	308389	Bacs	-163.09	Hargrave Agriculture
INL001	18/04/2024	Payment	2024-P12	Bacs	-29071.96	HM Revenue & Customs
INS002	18/04/2024	Payment	10014356-2024	Bacs	-140.00	Institute of Leadership&Mngmnt
LIN002	18/04/2024	Payment	2024-P12	Bacs	-25782.86	Lincolnshire C C Pension Fund
MEL001	18/04/2024	Payment	INV-10184	Bacs	-1152.00	H Mell & Son Services Ltd
PER003	18/04/2024	Payment	34905	Bacs	-6149.70	Perfect Circle JV Ltd
PET003	18/04/2024	Payment	12253	Bacs	-163.99	Peter Smith Commercials Ltd
ROS001	18/04/2024	Payment	00033892	Bacs	-89.52	Rossendales Ltd
SIL001	18/04/2024	Payment	IN607165	Bacs	-19.99	Silt Side Services Ltd
TFM001	18/04/2024	Payment	284229	Bacs	-359.97	TFM Supplies

Account	Date	Type	Ref 1	Ref 2	Value	Details
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				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-420206.41	

Payments

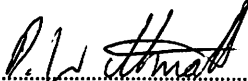
Bacs	-420206.41	Cheque		Direct Deb		Chargecard
Bulk Bacs						

Adjustments


Disc		Contra SL				
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Refunds

Refund



 Chief Executive



 Finance & Admin Director

Woldmarsh Invoice January 2024

Supplier	Net	VAT	Gross	Codes	From	To	Actual/ Estimate	
Woldmarsh	633.94	126.79	760.73	C001				
NPower	7282.59	1456.52	8739.11	2003	2005	26/11/2023	25/12/2023	H/H
NPower	10181.32	2036.26	12217.58	2003	2006	26/11/2023	25/12/2023	H/H
NPower	10376.03	2075.21	12451.24	2003	2004	26/11/2023	25/12/2023	H/H
NPower	3749.51	749.90	4499.41	2003	2007	26/11/2023	25/12/2023	H/H
NPower	7905.56	1581.11	9486.67	2003	2032	26/11/2023	25/12/2023	H/H
NPower	2007.72	401.54	2409.26	2003	2017	26/11/2023	25/12/2023	H/H
NPower	2404.10	480.82	2884.92	2003	2020	01/12/2023	31/12/2023	H/H
NPower	1021.83	204.37	1226.20	2003	2033	26/11/2023	25/12/2023	Actual
NPower	3718.54	743.71	4462.25	2003	2013	26/11/2023	25/12/2023	H/H
NPower	6595.95	1319.19	7915.14	2003	2030	26/11/2023	25/12/2023	H/H
NPower	10404.62	2080.92	12485.54	2003	2011	26/11/2023	25/12/2023	H/H
NPower	10458.33	2091.67	12550.00	2003	2028	26/11/2023	25/12/2023	H/H
NPower	2353.31	470.66	2823.97	2003	2003	26/11/2023	25/12/2023	H/H
NPower	659.38	131.88	791.26	2003	2002	26/11/2023	25/12/2023	Actual
NPower	60.46	3.02	63.48	2003	2029	26/11/2023	25/12/2023	Actual
NPower	121.13	6.06	127.19	2003	2001	26/11/2023	25/12/2023	Actual
NPower	2615.21	523.04	3138.25	2003	2015	26/11/2023	25/12/2023	Actual
NPower	1196.10	239.22	1435.32	2003	5001	26/11/2023	25/12/2023	Actual
NPower	4414.35	882.87	5297.22	2003	2009	26/11/2023	25/12/2023	H/H
NPower	6962.59	1392.52	8355.11	2003	2010	26/11/2023	25/12/2023	H/H
NPower	5766.06	1153.21	6919.27	2003	2012	26/11/2023	25/12/2023	H/H
NPower	5737.74	1147.55	6885.29	2003	2018	26/11/2023	25/12/2023	H/H
NPower	2204.81	440.96	2645.77	2003	2016	26/11/2023	25/12/2023	H/H
NPower	10423.16	2084.63	12507.79	2003	2021/2022	26/11/2023	25/12/2023	H/H
NPower	3717.26	743.45	4460.71	2003	2008	26/11/2023	25/12/2023	Actual
NPower	931.26	186.25	1117.51	2003	2034	26/11/2023	25/12/2023	Actual
NPower	1284.09	256.82	1540.91	2003	2023	26/11/2023	25/12/2023	Actual
NPower	1773.44	354.69	2128.13	2003	2025	26/11/2023	25/12/2023	Actual
NPower	1335.86	267.17	1603.03	2003	2031	26/11/2023	25/12/2023	Actual
NPower	1767.29	353.46	2120.75	2003	2019	26/11/2023	25/12/2023	Actual
NPower	1750.74	350.15	2100.89	2003	2027	26/11/2023	25/12/2023	Actual
NPower	3996.09	799.22	4795.31	2003	2014	26/11/2023	25/12/2023	Actual
NPower	1200.41	240.08	1440.49	2003	2026	26/11/2023	25/12/2023	Actual
NPower	1718.17	343.63	2061.80	2003	2024	26/11/2023	25/12/2023	Actual
Rix Petroleum Ltd	5079.78	1015.96	6095.74	C001				
Timber Specialists (Humber)	1500.00	300.00	1800.00	4004	3006			
UK Fuels Ltd	61.59	12.32	73.91	5006	9115			
UK Fuels Ltd	71.49	14.30	85.79	5006	9114			
UK Fuels Ltd	59.50	11.90	71.40	5006	9114			
UK Fuels Ltd	59.35	11.87	71.22	5006	9115			
UK Fuels Ltd	63.42	12.68	76.10	5006	9113			
UK Fuels Ltd	59.42	11.88	71.30	5006	9113			
UK Fuels Ltd	149.00	29.81	178.81	5006	9120			
UK Fuels Ltd	241.46	48.29	289.75	5006	9120			
UK Fuels Ltd	66.12	13.22	79.34	5006	9125			
UK Fuels Ltd	68.15	13.63	81.78	5006	9125			
UK Fuels Ltd	65.01	13.00	78.01	5006	9118			
UK Fuels Ltd	59.81	11.96	71.77	5006	9115			
UK Fuels Ltd	49.98	10.00	59.98	5006	9113			
UK Fuels Ltd	58.98	11.80	70.78	5006	9113			
UK Fuels Ltd	184.03	36.81	220.84	5006	9120			
UK Fuels Ltd	177.45	35.50	212.95	5006	9120			
UK Fuels Ltd	73.26	14.65	87.91	5006	9125			
UK Fuels Ltd	31.43	6.29	37.72	5006	9114			
UK Fuels Ltd	31.57	6.31	37.88	5006	9114			
UK Fuels Ltd	60.08	12.02	72.10	5006	9115			
UK Fuels Ltd	66.33	13.27	79.60	5006	9113			
UK Fuels Ltd	199.68	39.94	239.62	5006	9120			
UK Fuels Ltd	119.31	23.86	143.17	5006	9120			
UK Fuels Ltd	65.31	13.06	78.37	5006	9118			
UK Fuels Ltd	68.68	13.74	82.42	5006	9118			
UK Fuels Ltd	23.96	4.79	28.75	5006	9114			
UK Fuels Ltd	172.32	34.47	206.79	5006	9120			
UK Fuels Ltd	134.99	27.01	162.00	5006	9120			
UK Fuels Ltd	8.00	1.60	9.60	5006	9125			
UK Fuels Ltd	16.56	3.31	19.87	5006	9125			
UK Fuels Ltd	65.74	13.15	78.89	5006	9125			
UK Fuels Ltd	67.16	13.43	80.59	5006	9118			
Yu Energy	415.65	20.78	436.43	2004	5001			

£ 148,423.52 £ 29,595.16 £ 178,018.68

Supplier	Net	VAT	Gross
Woldmarsh	633.94	126.79	760.73

Woldmarsh Invoice February 2024

Supplier	Net	VAT	Gross	Codes		Dates		Actual/ Estimate
						From	To	
B A Bush & Son	65.10	13.02	78.12	5001	9120			
NPower	7656.31	1531.26	9187.57	2003	2005	26/12/2023	25/01/2024	H/H
NPower	9258.50	1851.70	11110.20	2003	2006	26/12/2023	25/01/2024	H/H
NPower	3475.25	695.05	4170.30	2003	2013	26/12/2023	25/01/2024	H/H
NPower	6689.31	1337.86	8027.17	2003	2030	26/12/2023	25/01/2024	H/H
NPower	9016.60	1803.32	10819.92	2003	2011	26/12/2023	25/01/2024	H/H
NPower	2366.07	473.21	2839.28	2003	2003	26/12/2023	25/01/2024	H/H
NPower	593.92	118.65	712.57	2003	2002	26/12/2023	25/01/2024	Actual
NPower	1069.95	213.99	1283.94	2003	2023	26/12/2023	25/01/2024	Actual
NPower	2238.76	447.75	2686.51	2003	2025	26/12/2023	25/01/2024	Actual
NPower	1100.26	219.77	1320.03	2003	2026	26/12/2023	25/01/2024	Actual
NPower	1277.95	255.59	1533.54	2003	2031	26/12/2023	25/01/2024	Actual
NPower	777.36	155.20	932.56	2003	2033	26/12/2023	25/01/2024	Actual
NPower	811.43	162.12	973.55	2003	2034	26/12/2023	25/01/2024	Actual
NPower	125.48	6.27	131.75	2003	2001	26/12/2023	25/01/2024	Actual
NPower	1069.18	213.84	1283.02	2003	5001	26/12/2023	25/01/2024	Estimate
NPower	6735.36	1347.07	8082.43	2003	2032	26/12/2023	25/01/2024	H/H
NPower	1818.90	363.78	2182.68	2003	2017	26/12/2023	25/01/2024	H/H
NPower	9213.45	1842.69	11056.14	2003	2004	26/12/2023	25/01/2024	H/H
NPower	3301.73	660.35	3962.08	2003	2007	26/12/2023	25/01/2024	H/H
NPower	3893.80	778.76	4672.56	2003	2009	26/12/2023	25/01/2024	H/H
NPower	6466.06	1293.21	7759.27	2003	2010	26/12/2023	25/01/2024	H/H
NPower	9717.50	1943.50	11661.00	2003	2021/2022	26/12/2023	25/01/2024	H/H
NPower	12309.56	2461.91	14771.47	2003	2028	26/12/2023	25/01/2024	H/H
NPower	4201.21	840.24	5041.45	2003	2018	26/12/2023	25/01/2024	H/H
NPower	5910.80	1182.16	7092.96	2003	2012	26/12/2023	25/01/2024	H/H
NPower	2851.37	570.27	3421.64	2003	2016	26/12/2023	25/01/2024	H/H
NPower	3603.52	720.70	4324.22	2003	2008	26/12/2023	25/01/2024	Actual
NPower	3394.26	678.85	4073.11	2003	2014	26/12/2023	25/01/2024	Actual
NPower	1906.92	381.38	2288.30	2003	2019	26/12/2023	25/01/2024	Actual
NPower	2224.30	444.69	2668.99	2003	2027	26/12/2023	25/01/2024	Actual
NPower	387.29	77.33	464.62	2003	2029	26/12/2023	25/01/2024	Actual
NPower	1823.75	364.63	2188.38	2003	2024	26/12/2023	25/01/2024	Actual
NPower	2773.12	554.62	3327.74	2003	2015	26/12/2023	25/01/2024	Actual
NPower	2241.24	448.25	2689.49	2003	2020	01/01/2024	31/01/2024	H/H
UK Fuels Ltd	65.20	13.04	78.24	5006	9133			
UK Fuels Ltd	130.53	26.11	156.64	5006	9135			
UK Fuels Ltd	11.44	2.29	13.73	5006	9113			
UK Fuels Ltd	68.38	13.67	82.05	5006	9134			
UK Fuels Ltd	474.09	94.81	568.90	5006	9120			
UK Fuels Ltd	30.65	6.13	36.78	5006	3008			
UK Fuels Ltd	64.16	12.83	76.99	5006	9136			
UK Fuels Ltd	46.27	9.26	55.53	5006	9118			
UK Fuels Ltd	69.22	13.85	83.07	5006	9133			
UK Fuels Ltd	64.21	12.85	77.06	5006	9135			
UK Fuels Ltd	76.72	15.35	92.07	5006	9134			
UK Fuels Ltd	250.00	50.00	300.00	5006	9120			1x receipt missing
UK Fuels Ltd	49.75	9.95	59.70	5006	9114			
UK Fuels Ltd	71.17	14.24	85.41	5006	9125			
UK Fuels Ltd	73.64	14.73	88.37	5006	9118			
UK Fuels Ltd	56.14	11.23	67.37	5006	9133			
UK Fuels Ltd	77.65	15.53	93.18	5006	9135			
UK Fuels Ltd	72.14	14.43	86.57	5006	9134			
UK Fuels Ltd	399.37	79.87	479.24	5006	9120			
UK Fuels Ltd	57.47	11.49	68.96	5006	9114			
UK Fuels Ltd	69.60	13.92	83.52	5006	9125			
UK Fuels Ltd	129.09	25.82	154.91	5006	9118			
UK Fuels Ltd	78.96	15.79	94.75	5006	9135			
UK Fuels Ltd	71.22	14.25	85.47	5006	9134			
UK Fuels Ltd	386.95	77.39	464.34	5006	9120			1x receipt missing
UK Fuels Ltd	60.60	12.12	72.72	5006	9114			
UK Fuels Ltd	64.47	12.90	77.37	5006	9136			
Yu Energy	484.53	24.23	508.76	2004	5001	01/01/2024	31/01/2024	Estimate

£ 135,919.19 £ 27,091.07 £ 163,010.26

Supplier	Net	VAT	Gross
B A Bush & Son	65.10	13.02	78.12
NPower	132300.47	26439.97	158740.44
UK Fuels Ltd	3069.09	613.85	3682.94
Yu Energy	484.53	24.23	508.76

Woldmarsh Invoice March 2024

Supplier	Net	VAT	Gross	Codes	Dates		Actual/ Estimate
					From	To	
B A Bush & Son	448.50	89.70	538.20	5001	9120		
H & L Services	327.62	65.53	393.15	3008	5001		
NPower	3005.90	601.18	3607.08	2003	2016	26/01/2024	25/02/2024
NPower	12733.01	2546.60	15279.61	2003	2004	26/01/2024	25/02/2024
NPower	4403.29	880.66	5283.95	2003	2013	26/01/2024	25/02/2024
NPower	7546.95	1509.39	9056.34	2003	2030	26/01/2024	25/02/2024
NPower	10623.78	2124.76	12748.54	2003	2006	26/01/2024	25/02/2024
NPower	5288.49	1057.70	6346.19	2003	2009	26/01/2024	25/02/2024
NPower	7985.90	1597.18	9583.08	2003	2010	26/01/2024	25/02/2024
NPower	10886.97	2177.39	13064.36	2003	2011	26/01/2024	25/02/2024
NPower	12335.77	2467.15	14802.92	2003	2021/2022	26/01/2024	25/02/2024
NPower	8747.43	1749.49	10496.92	2003	2032	26/01/2024	25/02/2024
NPower	8282.76	1656.55	9939.31	2003	2012	26/01/2024	25/02/2024
NPower	2444.13	488.83	2932.96	2003	2017	26/01/2024	25/02/2024
NPower	4052.45	810.49	4862.94	2003	2007	26/01/2024	25/02/2024
NPower	9913.44	1982.69	11896.13	2003	2005	26/01/2024	25/02/2024
NPower	14154.66	2830.93	16985.59	2003	2028	26/01/2024	25/02/2024
NPower	2827.66	565.53	3393.19	2003	2003	26/01/2024	25/02/2024
NPower	2878.63	575.73	3454.36	2003	2020	01/02/2024	29/02/2024
NPower	5241.54	1048.31	6289.85	2003	2018	26/01/2024	25/02/2024
NPower	762.76	152.55	915.31	2003	2002	26/01/2024	25/02/2024
NPower	4078.64	815.73	4894.37	2003	2014	26/01/2024	25/02/2024
NPower	4401.45	880.29	5281.74	2003	2008	26/01/2024	25/02/2024
NPower	2136.70	427.34	2564.04	2003	2019	26/01/2024	25/02/2024
NPower	1467.25	293.45	1760.70	2003	2023	26/01/2024	25/02/2024
NPower	2222.56	444.51	2667.07	2003	2025	26/01/2024	25/02/2024
NPower	1912.40	382.48	2294.88	2003	2024	26/01/2024	25/02/2024
NPower	1343.55	268.71	1612.26	2003	2026	26/01/2024	25/02/2024
NPower	1770.51	354.10	2124.61	2003	2027	26/01/2024	25/02/2024
NPower	406.79	81.36	488.15	2003	2029	26/01/2024	25/02/2024
NPower	1421.02	284.20	1705.22	2003	2031	26/01/2024	25/02/2024
NPower	813.76	162.75	976.51	2003	2033	26/01/2024	25/02/2024
NPower	1007.45	201.49	1208.94	2003	2034	26/01/2024	25/02/2024
NPower	144.33	7.22	151.55	2003	2001	26/01/2024	25/02/2024
NPower	3164.04	632.81	3796.85	2003	2015	26/01/2024	25/02/2024
NPower	2059.78	411.96	2471.74	2003	5001	26/01/2024	25/02/2024
NPower	3089.00	617.80	3706.80	2003	2004	26/02/2024	25/03/2024
NPower	4250.27	849.95	5100.22	2003	2005	26/02/2024	25/03/2024
NPower	4482.92	896.51	5379.43	2003	2006	26/02/2024	25/03/2024
NPower	3545.05	708.90	4253.95	2003	2032	26/02/2024	25/03/2024
NPower	582.44	116.44	698.88	2003	2017	26/02/2024	25/03/2024
NPower	1759.58	351.92	2111.50	2003	2007	26/02/2024	25/03/2024
UK Fuels Ltd	66.79	13.36	80.15	5006	9133		
UK Fuels Ltd	70.72	14.14	84.86	5006	9134		
UK Fuels Ltd	177.49	35.49	212.98	5006	9120		
UK Fuels Ltd	199.45	39.88	239.33	5006	9120		
UK Fuels Ltd	70.98	14.20	85.18	5006	9125		
UK Fuels Ltd	6.64	1.33	7.97	5006	7684		
UK Fuels Ltd	60.75	12.15	72.90	5006	9136		
UK Fuels Ltd	69.66	13.93	83.59	5006	9118		
UK Fuels Ltd	66.97	13.39	80.36	5006	9135		
UK Fuels Ltd	70.19	14.04	84.23	5006	9134		
UK Fuels Ltd	134.75	26.95	161.70	5006	9120		
UK Fuels Ltd	162.05	32.41	194.46	5006	9120		
UK Fuels Ltd	63.01	12.60	75.61	5006	9114		
UK Fuels Ltd	74.92	14.98	89.90	5006	9134		
UK Fuels Ltd	124.66	24.94	149.60	5006	9120		
UK Fuels Ltd	57.48	11.50	68.98	5006	7684		
UK Fuels Ltd	8.28	1.66	9.94	5006	3008		
UK Fuels Ltd	70.77	14.15	84.92	5006	9125		
UK Fuels Ltd	68.11	13.62	81.73	5006	9136		
UK Fuels Ltd	72.97	14.59	87.56	5006	9133		
UK Fuels Ltd	73.35	14.67	88.02	5006	9135		
UK Fuels Ltd	66.53	13.31	79.84	5006	9134		
UK Fuels Ltd	157.22	31.44	188.66	5006	9120		
UK Fuels Ltd	26.27	5.25	31.52	5006	1244		
UK Fuels Ltd	190.57	38.11	228.68	5006	9120		
UK Fuels Ltd	20.97	4.19	25.16	5006	3008		
UK Fuels Ltd	9.06	1.81	10.87	5006	3008		
UK Fuels Ltd	62.65	12.53	75.18	5006	9136		
Yu Energy	899.34	44.97	944.31	2004	5001		
Watson	5061.70	1012.34	6074.04	C001			
£ 189,215.43	£ 37,686.19	£ 226,901.62					

Supplier	Net	VAT	Gross
B A Bush & Son	448.50	89.70	538.20
H & L Services	327.62	65.53	393.15
NPower	180175.01	36013.03	216188.04
UK Fuels Ltd	2303.26	460.62	2763.88

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 11 JUNE 2024

AGENDA ITEM 13(c)

**SCHEDULE OF CONSENTS ISSUED & CONSENT APPLICATIONS /
CONTRAVENTIONS**

1. **List of Consents**

(a) **Byelaw Consents**

The following byelaw consents have been issued by the Board since 6th February 2024:

2024-B01	National Grid Electrical Distribution Endeavour Way Off Gilbert Drive BOSTON Lincs PE21 7TW	Removal of existing section of LV Overhead Line & replacement with a redirected section with new pole & stay. Grid Refs: 524358, 348530 NFF Bank, Holland Fen BSIDB W.C 11/12 (NFFD)
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(b) **Culvert Consents**

The following culvert consents have been issued by the Board since 6th February 2024:

2024-C01	Roger Budge Electrical 6a Bittern Way Wyberton BOSTON PE21 7NX	Extension of an existing Culvert within BSIDB District Grid Ref: 533647, 341797 Bittern Way, Wyberton Ordinary W.C
2024-C02	Cyden Homes Ltd Unit 1 Lacey Business Park Grimsby Road LACEBY North East Lincolnshire DN37 7DP	Installation of four Culverts Within BSIDB District Grid Ref: 532700, 341898, 532690, 342020, 532815, 341908, 532825, 342010 Tytton Lane East, Wyberton Ordinary W.C (Not IDB Maintained)
2024-C03	Tom Rogers The Old Farmhouse Money Bridge Lane Pinchbeck SPALDING PE11 3SB	Replacement of two existing Culvert's in a Board-maintained W.C Grid Ref: 516528, 348186 Money Bridge Lane, Pinchbeck BSIDB maintained W.C 8/9

2024-C04	Ms Samantha Roberts Ivy Cottage North Forty Foot Bank Kirton Fen Lincoln LN4 4QF	Replacement of footbridge within an open W.C maintained by the Board Grid Ref: 522030, 351520 NFFB, Kirton Fen BSIDB maintained W.C 11/2 (NFFD)
2024-C05	Aaron's General Builders Ltd Cherry Tree Lodge Fen Road Frampton BOSTON Lincs PE20 1SF	Replacement of existing culvert within ordinary W.C in BSIDB district Grid Ref: 529294, 342876 Ordinary W.C (Not IDB Maintained)
2024-C06	Cadent Gas Ltd Chesterfield Depot Britannia Road CHESTERFIELD S40 2TZ	Maintenance to existing piped duct structure Grid Refs: 528992, 342920 New Hammon Beck Rd, Wyberton BSIDB W.C 5/1 (New Hammond Beck)

(c) Development Agreements

The following development agreements have been issued by the Board since 6th February 2024:

2024-D01	Seagate Homes (UK) Ltd Pudding Lane Pinchbeck SPALDING Lincs PE11 3TJ	Discharge of surface water from phase 2 residential development into W.C within BSIDB Grid Ref: 520195, 335200 Land West of Malting Lane, Donington BSIDB W.C 2/25
2024-D02	Mr Ackerman Balaclava Cottage Drainside Kirton BOSTON Lincs PE20 1PF	Discharge of treated effluent into open W.C within BSIDB District Grid Refs: 529766, 338748 Balaclava Cottage, Kirton BSDB W.C 5/30 (Kirton Drain)
2024-D03	Mark Thomas Lowen House Glenside North Pinchbeck SPALDING Lincs PE11 3SD	Discharge of surface water from a single dwelling into W.C within BSIDB Grid Refs: 521865, 325710 Glenside North, Pinchbeck Ordinary

2024-D04	Carta Real Estate (Boston) Ltd 3-5 College Street NOTTINGHAM NG1 5AQ	Discharge of surface water from commercial development into W.C maintained by BSIDB Grid Refs: 530375, 342880 Land between A52 Swineshead Rd & Old Hammond Beck BSIDB W.C 5/2 (Old Hammond Beck)
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(d) Land Drainage Consents

The following land drainage consents have been issued by the Board since 6th February 2024:

2024-L01	Seagate Homes (UK) Ltd Pudding Lane Pinchbeck SPALDING Lincs PE11 3TJ	Installation of Land Drain Outfalls Grid Ref: 520326, 335236 Malting Lane, Donington BSIDB W.C 16/1 (Engine Drain)
2024-L02	H W Martin (Farms) LLP Fordbridge Lae Blackwell ALFRETON Derbyshire DE55 5JY	Installation of Land Drain Outfalls Grid Ref: 516374, 351863 Land South of Vacherie Lane, North Kyme BSIDB W.C 13/4 (Willow Row Drain)
2024-L03	H W Martin (Farms) LLP Fordbridge Lae Blackwell ALFRETON Derbyshire DE55 5JY	Installation of Land Drain Outfalls Grid Ref: 516950, 348520, 516460, 347985, 516525, 348215, 517815, 347925, 518000, 347940, 518290, 347960, 518585, 347990, 518139, 347260, 518375, 347230, 517470, 347200, 517615, 347175, 517795, 347180, 517975, 347215, 518340, 347225, 518490, 347205, 518795, 347205, 518920, 347220, 519030, 347235, 519200, 347255 Land at South Kyme Fen Various BSIDB W.C's

(e) Extended Area Consents

The following extended area consents have been issued by the Board since 6th February 2024.

2024-X01	Balfour Beatty Homes First Floor RCI Office Building Haylock House	Installation of LCC adoptable residential access culvert within ordinary W.C
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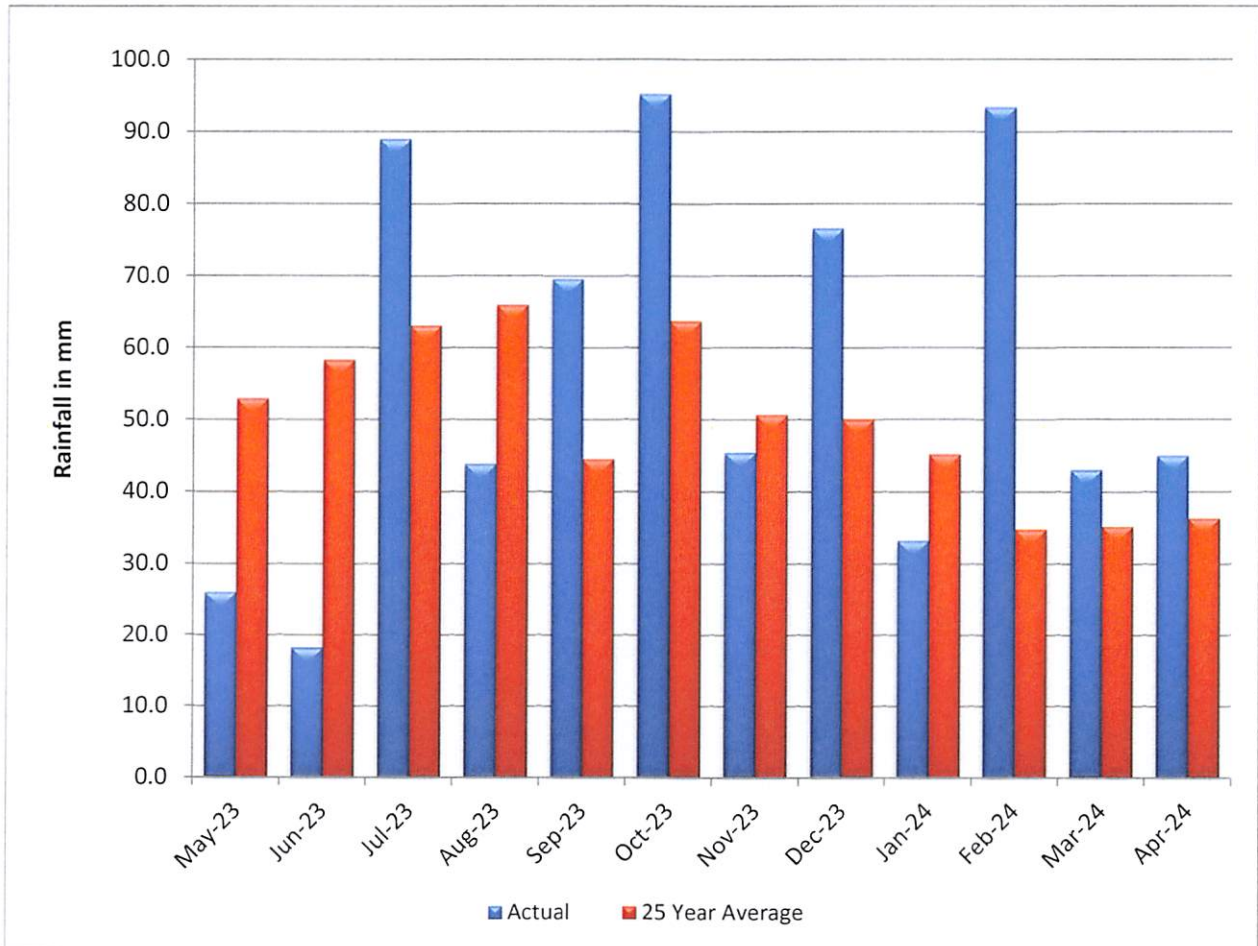
	Kettering Parkway KETTERING Northamptonshire NN15 6EY	Grid Refs: 509248, 324318 Land off A15 Folkingham Rd, Morton Ordinary (Not IDB Maintained)
2024-X02	Balfour Beatty Homes First Floor RCI Office Building Haylock House Kettering Parkway KETTERING Northamptonshire NN15 6EY	Installation of adoptable manhole within ordinary piped W.C Grid Refs: 509438, 323997 Land off High St, Morton Ordinary (Not IDB Maintained)
2024-X03	National Grid Alma Park Ind Estate Isaac Newton Way GRANTHAM Lincs NG31 9RT	Laying of underground electrical cable below the bed of ordinary W.C Grid Refs: 503968, 333664 Land off Sykes Ln, Pickworth Ordinary (Not IDB Maintained)
2024-X04	Mr B Taylor Bunkers Hall Farm 54 Bourne Road Morton BOURNE PE10 0RB	NFM works within ordinary W.C Grid Refs: 508695, 323468 Land West of Folkingham Rd, Pickworth Ordinary
2024-X05	OHL Ltd Cricket Pavilion Ashton Peterborough PE8 5LF	Installation of vehicular access culvert in ordinary W.C Grid Refs: 510762, 312401 King Street, Langtoft Ordinary

2. Consent Applications / Contraventions

There have been no consent applications/contraventions reported to the Board since 6th February 2024.

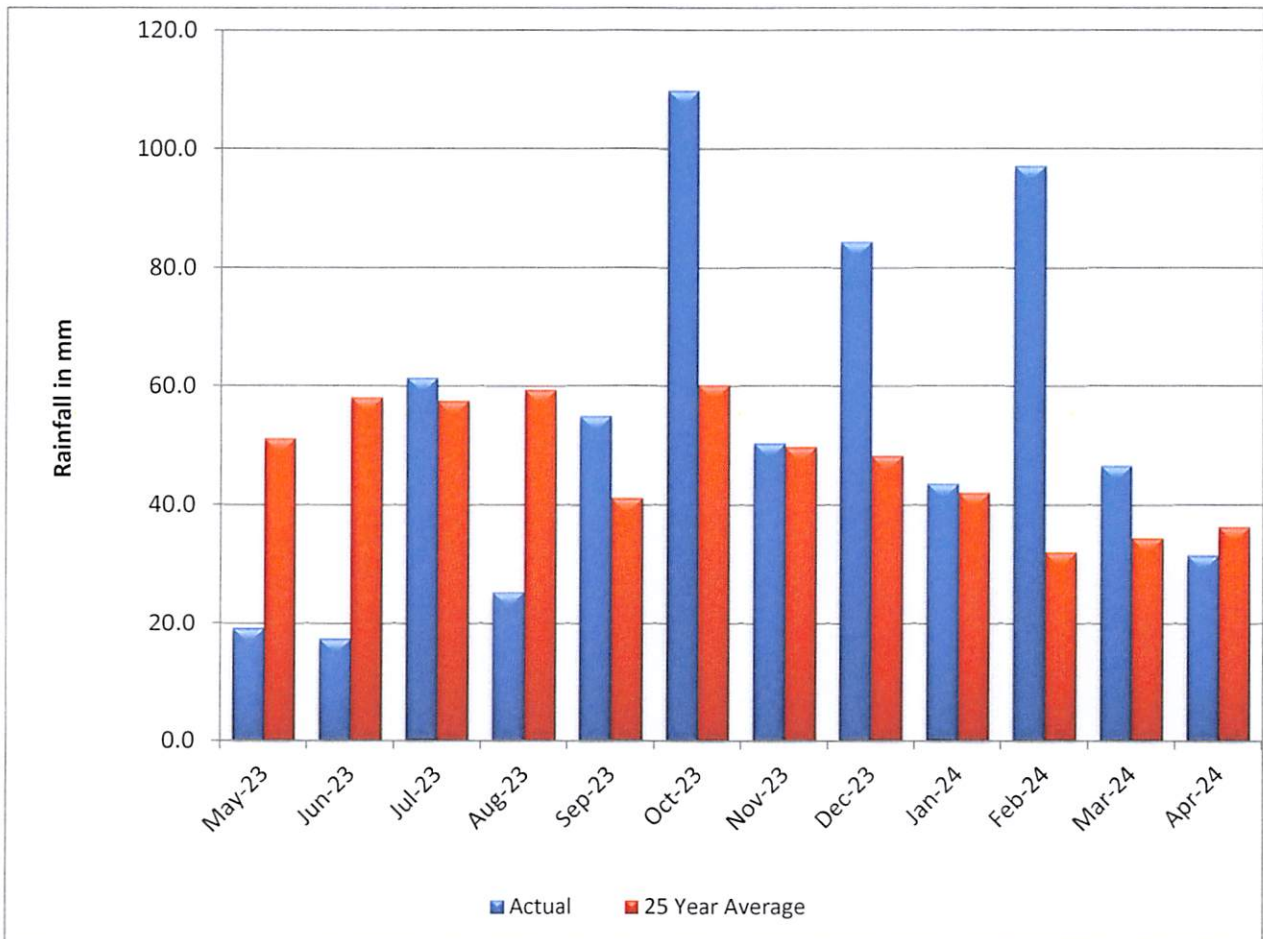
BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
May-23	26.0	52.9	49.15%
Jun-23	18.2	58.3	31.22%
Jul-23	89.0	63.1	141.05%
Aug-23	43.8	66.0	66.36%
Sep-23	69.6	44.5	156.40%
Oct-23	95.2	63.7	149.45%
Nov-23	45.4	50.7	89.55%
Dec-23	76.6	50.0	153.20%
Jan-24	33.2	45.2	73.45%
Feb-24	93.4	34.8	268.39%
Mar-24	43.0	35.2	122.16%
Apr-24	45.0	36.3	123.97%
Totals	678.4	600.7	112.93%

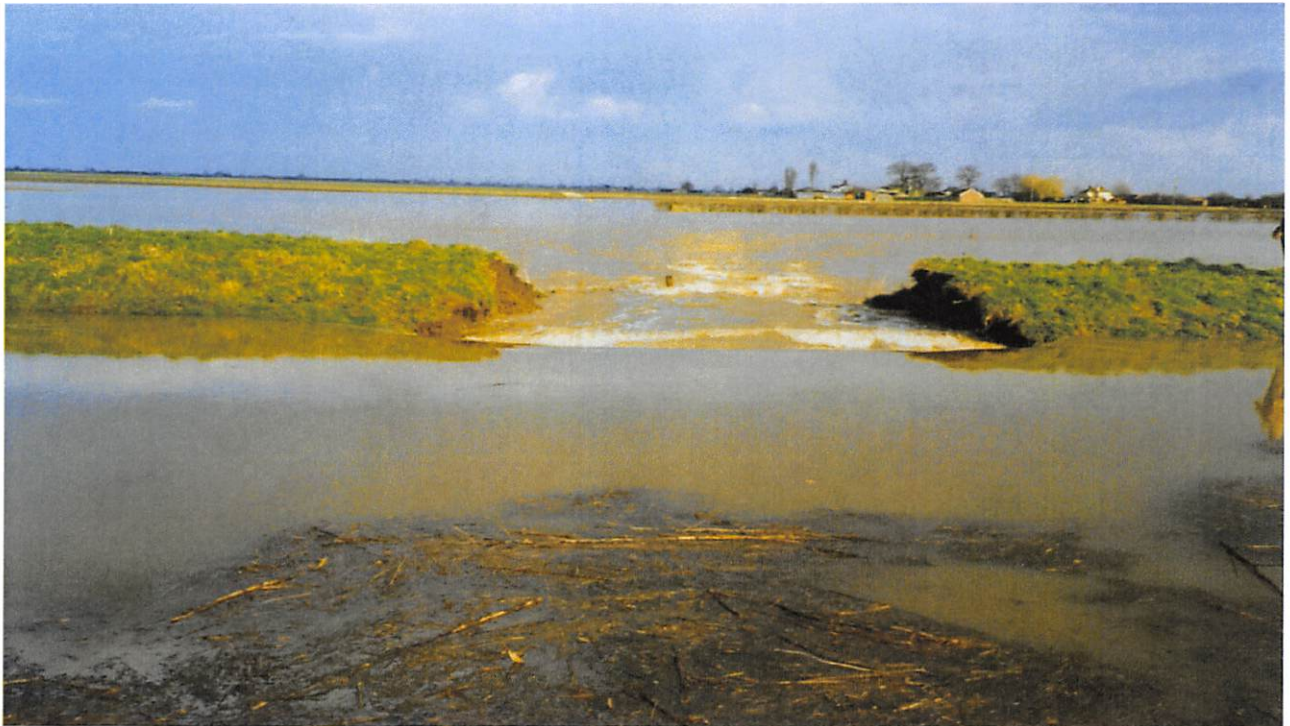


BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
May-23	19.2	51.2	37.50%
Jun-23	17.4	58.1	29.95%
Jul-23	61.4	57.5	106.78%
Aug-23	25.4	59.4	42.76%
Sep-23	55.0	41.2	133.50%
Oct-23	109.8	60.2	182.39%
Nov-23	50.4	49.8	101.20%
Dec-23	84.4	48.3	174.74%
Jan-24	43.6	42.1	103.56%
Feb-24	97.2	32.1	302.80%
Mar-24	46.6	34.5	135.07%
Apr-24	31.6	36.4	86.81%
Totals	642.0	570.8	112.47%



BLACK SLUICE INTERNAL DRAINAGE BOARD



‘Emergency Response Plan’

Control Copy Number	2 of 8
Original issued no	1
Original Issue for use only by	ER Team
Initial Issue date	3 rd March 2011
Revision date	April 2024
Prepared by	Daniel Withnall

Version 2.0

Index

Read Me First Section

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- Command and Control
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- Emergency Response Phase
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- Three – Emergency Plan Team Roles
- Four – District Maps
- Five – Flood and Weather warnings
- Six – Environment Agency Procedures for the Black Sluice Complex

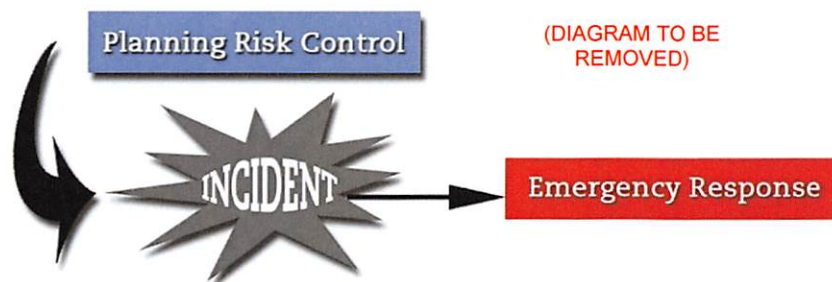
Introduction

The Emergency Response Plan (ERP)

This ERP provides overall guidance to the Board's Officers when responding to any significant incident. It works at the **worst case** level.

The main aim of the plan is to ensure that there are adequate systems in place to enable the Board to respond to an emergency situation and to support other agencies and emergency services where appropriate.

The plan also focuses on how officers should handle the issues that will arise after an incident has occurred. ~~This is illustrated as follows:~~



To some extent the risk planning process also addresses the adequacy of current risk controls and may have identified improvements. Such improvements, if implemented, will form an integral part of this document. The central feature of the plan is covering the entire response from the initial emergency through to the resumption of normal or near normal operations.

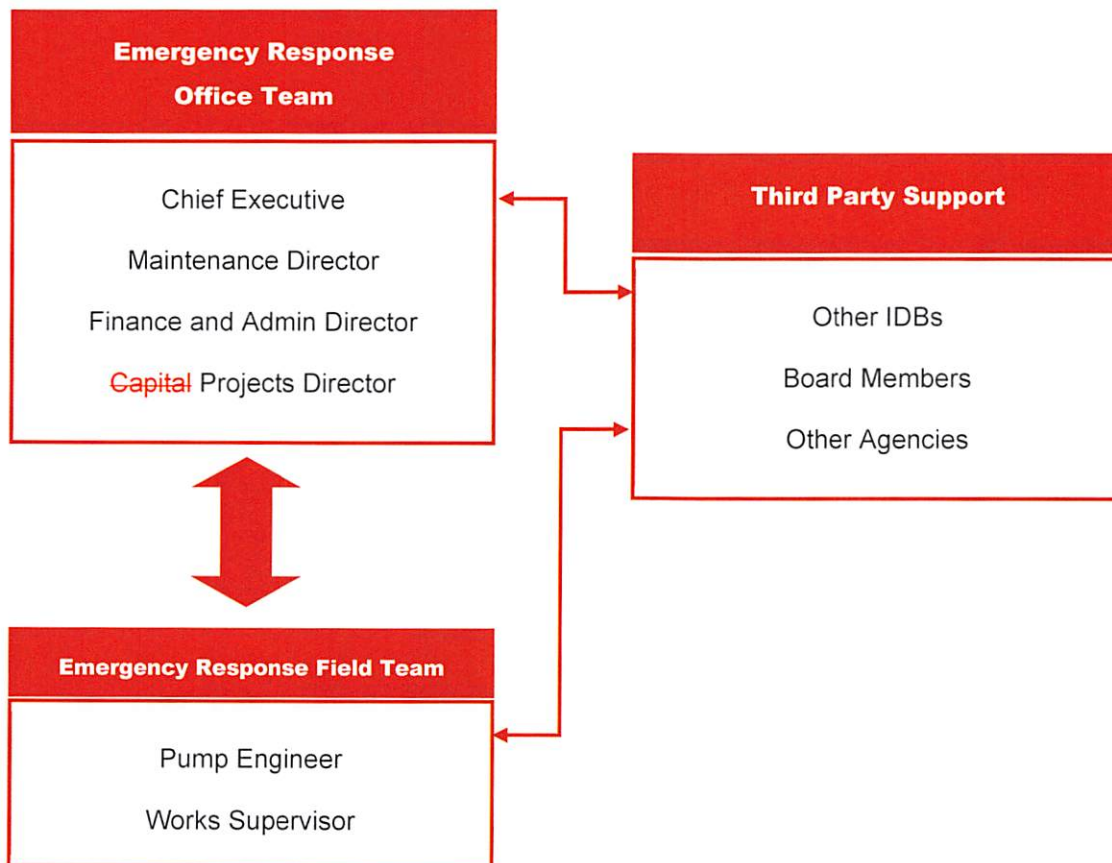
The key actions that may need to be performed and the key issues that are likely to arise are summarised. The pages are designed for use very much like checklists, helping to ensure that no major actions or issues are neglected.

A variety of procedures, guidelines and contacts, in support of these checklists, are included in the plan.

Command and Control

Incident Command and Control Arrangements

The Command and Control arrangements in managing a Major Incident are set out as follows:-



Emergency Response Plan Objective

The objective of the ERP is to ensure that the Board can provide and co-ordinate adequate resources to respond to a major event and to ensure that those resources have the experience and ability to handle such an event.

Key Principals Statement

The key principals to our response should be:

- (1) To ensure that the health, safety and well-being of employees engaged in any emergency response is protected.
- (2) To ensure the safety and continued use of the Board's pumping stations, assets, plant and equipment.
- (3) To ensure the functionality of the Board's operations are protected.

In fulfilling these principals the Board will be better able to carry out its primary function of land drainage and flood defence and in so doing, provide other Risk Management Authorities with the best opportunity to carry out their respective functions.

Plan Assumptions

In developing the plan, a number of assumptions have been made as detailed below

Assumption	
1.	There is a major flood event (one threatening death, injury or damage to property, or the environment, or disruption to the community)
2.	The Board are either dealing with the incident or are assisting another agency e.g. assisting the EA with an incident under their control
3.	The severity of the event will disrupt normal Board operations
4.	At least 75% of normal staff will be available to deal with the incident
5.	Staff will be expected to make themselves available to be utilised in any capacity that is required.

Plan Distribution List

Name	Title	Printed copy With Flashdrive	Electronic copy	Controlled Copy No
Daniel Withnall	Chief Executive	-	Issued	2
Kevin Methley	Pump Engineer	Full Plan	-	3
Simon Harrison	Maintenance Director	Full Plan	-	4
Paul Nicholson	Capital Projects Director	Full Plan	-	5
Amy Chamberlain	Finance and Admin Director	Full Plan		6
Keith Casswell	Chairman	Full Plan	-	7
Paul Holmes	Vice Chairman	Full Plan	-	8
Dale Roy	Works Supervisor	Full Plan	-	9

Access to Plans

ERP Team members should keep copies of their plans readily available at all times. It is suggested that they consider one or more of the following options:

- In the office
- In the car
- In a briefcase
- At home (by the telephone)
- Electronic storage (on a flash drive)

Chief Executive:



Date:

Invocation Procedure

Emergency Response Team

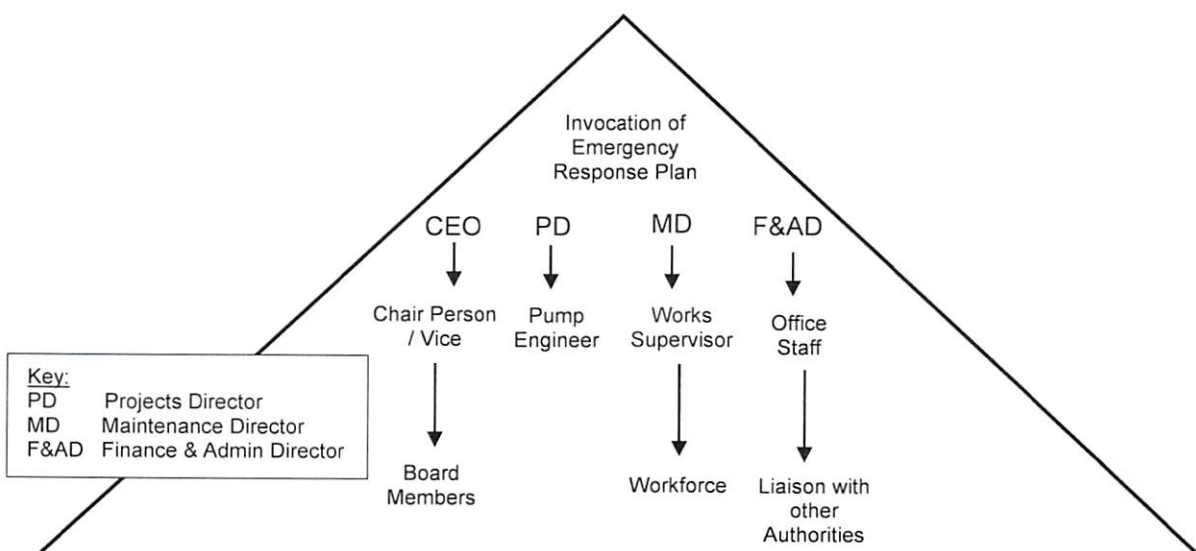
Name	Contact
Chief Executive #	See appendix one
Projects Director #	See appendix one
Maintenance Director #	See appendix one
Finance and Admin Director	See appendix one
Pump Engineer	See appendix one

Only the above members marked # can invoke the Plan.

In doing so, the ER Team will decide whether to authorise the invocation of the Plan in part or in full.

Issues to consider:

A	Are additional resources required further to normal operations?	The ER Plan will be invoked if additional resource is required.
B	Has the Board received a flood or weather warning?	The ER Plan will be invoked in accordance with the considerations set out in APPENDIX THREE. The ER Plan will be invoked if the water level at Black Hole Drove PS reaches 2.30m ODN.
C	Is the incident a major flooding incident in the Board's District?	The ER Plan will be invoked immediately.
D	Has the Board been contacted by another agency to offer support for an incident as set out in the above assumptions?	The ER Plan will be invoked immediately which may include Appendix Five — Silver Control Support.
E	Is the incident neither A, B, C nor D?	Further information is likely to be sought before a decision is made.



Recovery Strategy

In the event of a flood incident, the strategy for managing the crisis and recovering the situation is based upon the key objectives detailed below:

THE CRISIS	Objective	Strategy
1.	To ensure that the Board can provide and co-ordinate adequate resources to respond to a major event and to ensure that those resources have the experience and ability to handle such an event in order to:	To test this plan alongside other stakeholders to ensure that it is fit for purpose and that the information contained in the plan is both relevant and accurate. Training will be provided to key members of the ER Team to ensure they are capable of performing their role.
2.	Protect People from the risk of injury or death.	As above
3.	Protect domestic and commercial Property from flooding	As above
4.	Maintain Food Security by protecting agricultural land from flooding .	As above
THE RECOVERY	Objective	Strategy
5.	Flood Defence is maintained and does not suffer significant deterioration.	We are able to deliver services again quickly and any additional costs of operating will be recorded.
6.	Operations are not adversely affected, thus maintaining the quality of management and the ability to meet statutory requirements.	As above
7.	Members expectations and quality of service continue to be met, or managed, in such a way that ratepayers continue to get good service from the Board.	As above
8.	Reputation and image to stakeholders and the public are not negatively affected.	Proactive PR and management of the impact of the emergency event.

Testing and Maintenance

This plan must work. It is therefore essential that the plan be reviewed **every 6 months annually** by Board Officers and every three years (sooner if required) by the Board. Where this review reveals the need for any updating of the plan, maintenance must be carried out and this plan re-issued to those on the Distribution List within 4 weeks of the review. If the **6 monthly annual** review reveals no change is required, those on the Distribution List should be notified to keep this plan fresh in their minds.

In addition to the **6 monthly annual** reviews should the organisation undergo any major change, plans should be adjusted to reflect and address the changes.

Version	Date Tested/ Amended	Sections Tested/ Amended	Tested/ Amended By
1.1	January 2013	Whole plan	EFR Team
1.2	December 2013	Whole plan	EFR Team
1.3	April 2016	Whole plan	EFR Team
1.4	October 2018	Whole Plan	ER Team
1.5	January 2019	Invocation of Emergency Plan	Chief Executive
1.6	May 2020	Whole Plan	ER Team
1.7	October 2021	Whole Plan	ER Team
1.8	June 2022	Appendix 6 - Environment Agency Procedures for the Black Sluice Complex	ER Team
1.9	August 2023	Amendments due to retirement of current CEO and organisational structure change	ER Team
2.0	April 2024	Whole Plan	ER Team

Emergency Response Section

The object of the Emergency Response Plan (ERP) is to provide and co-ordinate resources to respond to a major event, which can be defined as:

- (1) A tidal event that overtops and/or breaches the defences.
- (2) A fluvial event where the level of the South Forty Foot Drain at Black Hole Drove exceeds 2.70m (19ft).
- (3) **Overtopping from non-Board assets that results in additional pumping for the Board.**
- (4) Failure of an IDB asset, which causes water to flood onto land adjacent to a watercourse.
- (5) A national/regional state of emergency that has effects on the operations of the Board.

Summary

(1) A Tidal Emergency

- Warnings would be received from the EA. (see table below)
- **Failure from sea defences and River Haven/Witham banks.**
- **Failure of Boston Barrier.**
- Wyberton Marsh PS and Kirton Marsh PS would be at risk of flooding.
 - Will we need to make a decision whether we have to switch down the pumping station (s) and/ or remove the motors?

(2) A Fluvial Emergency

- Flooding from any embanked watercourse (EA Main River) in the South Forty Foot Catchment.

(3) Overtopping from non-Board assets

- **May result in additional pumping for the Board.**

(4) An Emergency caused by an IDB or Riparian Asset Failure

- Flooding caused from any of the Board's assets (i.e. pumping station, watercourse, culvert, siphon etc) and/or any Riparian asset resulting in emergency flooding.

(4) A National/Regional state of emergency

- A state of emergency that affects for example; the Board's operations, staffing levels, the office opening, loss of equipment etc.

A Tidal Emergency It is anticipated that an event will unfold as follows:

3-4 days prior	Warnings received from EA
1 day prior	Likelihood of severe flooding predicted by EA Undertake work to mitigate damage at pumping station. Consider installing flood resilience doors at Allan House PS.
During the Event	Monitor & react to the situation safely
1 day after the Event	Check the areas around the pumping stations flooded. Make plans to operate pumps with emergency generators, if the pumps are none operational.
As soon as possible	Operate pumps to evacuate water.

A Fluvial
Emergency
1 day prior

Warnings received from EA
Operate IDB pumping stations to lower water levels.
Liaise with EA Operations Team

During the Event
(When levels have exceeded 2.3m ODN at Black Hole Drove Pumping Station)

The levels of the ~~catchment South Forty Foot Drain~~ will be monitored by the Board's telemetry ~~by the Duty Officer assigned to that shift~~. In the event of a complete failure of the telemetry, workmen will be stationed at Black Hole Drove (BHD), Gosberton and Donington North Ing Pumping Stations.

The South Forty Foot Banks are seen to be at risk of breaching if water levels are allowed to rise above 2.70 metres O.D.N. ~~(19ft on old-gauge-boards)~~. Therefore the Board has agreed the following course of action if these high water levels occur:

(1) When the level of the South Forty Foot Drain reaches

2.70 mODN on the telemetry system gauge board (19ft imperial) whilst the pumps are running.

NB: ~~Due to the historical equations, 10ft on the gauge board equates to 0.00m O.D.N.~~

In the discharge bay of Black Hole Drove Pumping Station (South Forty Foot Drain), then the pumps at the pumping stations shall start to be ~~switched off~~ ~~switched to emergency profiles by remote Telemetry Control as agreed by the ER Team at the same time switching all pumps~~ switched to their Emergency Profile Level as shown in the table on page 15. If the remote Telemetry Control fails, then pumps will be switched off manually. ~~In this instance, the EA Lincoln Incident Room will need to be informed. If not open, then the FIDO or Area Based controller will need informing.~~

If levels reach 2.3m ODN at Boston and tide locked, then consider switching off Cooks Lock PS and Chain Bridge PS.

A staffing rota will be agreed to continuously monitor the telemetry until the end of the event. The following pattern will be followed:

No. of Directors Available	Shift 1	Shift 2	Shift 3
3/4	07:00 – 15:00	15:00 – 23:00	23:00 – 07:00
2	07:00 – 19:00	19:00 – 07:00	

Responsibility for workforce	
Normal operations supervision	06:00 – 21:00
Duty Officer assigned to that shift	21:00 – 06:00

A hand over should always be conducted between shifts.

(2) The pumps shall remain ~~switched off~~ at their emergency profile until the level of the water in the South Forty Foot Drain at BHD has dropped to:

2.30 mODN on the telemetry system gauge board (17ft and 6 inches imperial) with the pumps switched off. The pumps will remain in emergency profile until the level drops to 2.3 mODN at Black Hole Drove PS.

(3) If the situation continues the Board's Pumping Stations shall only pump sufficient water to hold water levels at the emergency profile level shown on page 15, until water levels begin to fall at Black Hole Drove PS in the South Forty Foot Drain.

If the event becomes more extreme then a decision will need to be made by the ER Team in conjunction with the Chairman of the Board on whether water levels in the Fens should be allowed to rise higher than the figures shown in the table on page 15.

	<p>There is always the possibility of a breach occurring in the banks of the South Forty Foot Drain or the highland carriers. The first indication of this will be:</p> <p>Either: Monitored levels on South Forty Foot Drain suddenly drop.</p> <p>Or: A report from a member of the public landowner or a member of the Board's staff.</p> <p>The EA should be informed of the situation.</p> <p>An assessment of how the breach can be repaired should be carried out as soon as it is safe to undertake this, a drone survey being the preferred option.</p>
	<p>Levels in the SFFD below 2.3m with all pumps returned to the appropriate Winter/Summer Profile.</p> <p>No workforce out without supervision (especially at night)</p> <p>Pumps not expected to fail causing flooding. Especially overnight 23:00 to 07:00. Will levels build to levels to cause a problem?</p> <p>Imminent storm/heavy rain or expected response from rain already experienced.</p> <p>What else would prolong a response?</p>

Summary

Emergency Response Phase

This phase covers the first minutes and hours following notification of a flood incident and the immediate actions that are likely to be required:

The phase covers:

- ER Team assembly
- Allocation of team roles
- Liaison with other authorities
- Pumping operations
- District Overview
- HR resource assessment
- Communication control
- IT assessment
- Admin support provision

Emergency Response Team Assembly

Look at **Appendix Two** to ensure that there is allocated responsibility for the primary tasks shown, using secondary roles where necessary. Use **ACTION TASK LISTS** below to ensure that all tasks are understood and actioned

Emergency Flood Response Team	Contact
Chief Executive	See appendix one
Maintenance Director	See appendix one
Pump Engineer	See appendix one
Capital Projects Director	See appendix one
Finance and Admin Director	See appendix one

Other Plans

Note: Depending on the type of incident it may be appropriate to refer to other plans and procedures developed for specific situations. Such as:

Operation of Pumping Stations

All pumping stations are set up to operate automatically.

The water levels and operation will initially be monitored by the Pump Engineer.

If the water level at Black Hole Drove PS reaches 2.30m (17.5ft on the gauge board) then an emergency situation is declared and the ER Team will take over the monitoring of the telemetry.

The instructions on "A Fluvial Emergency" should then be followed.

Catchment / Pumping Station	To be switched off in Emergency	Area /Ha	P Station Capacity litre/sec	Target Winter Levels	Target Summer Levels	Emergency Profile Level
Allan House	No		180	0.90	0.90	0.90
Bicker Eau	No	365	450	1.60	1.80	2.00
Bicker Fen	Yes	848	1,416	0.00	0.10	0.65
Billingborough	Yes	775	934	0.10	0.25	4.20 1.0
Black Hole Drove	Yes	4,150	5,776	-0.20	0.00	0.60
Chain Bridge*	No	2,509	3,695	-0.20	0.20	0.95
Cooks Lock*	No	2,902	3,907	-0.30	0.00	0.80
Damford	No	893	1,189	-0.75	-0.60	0.00
Donington North Ings	Yes	2,262	3,058	-0.25	0.20	0.90 (0.65)
Donington Wykes	No		421	0.90	1.20	1.50
Dowsby Fen	Yes	1,003	1,699	-0.20	0.20	0.45 (0.40)
Dowsby Lode	Yes	355	1,019	0.70	0.70	4.80 1.60
Dunsby Fen	Yes	568	651	-0.65	-0.20	0.60
Dyke Fen	No	1,862	2,660	-1.40	-1.00	0.00
Ewerby	Yes	1,141	2,237	-0.60	-0.20	0.45 (0.00)
Gosberton	Yes	2,885	3,992	-0.30	0.30	0.90
Great Hale	Yes	2,363	3,482	-0.20	0.30	0.90
Hacconby	Yes	503	850	-0.35	0.00	1.00
Heckington	No Yes	1,577	2,661	-0.20	0.00	0.05
Helpringham	Yes	814	1,331	0.15	0.50	1.10
Holland Fen	Yes	3,505	4,841	-0.55	-0.20	0.60 (-0.10)
Horbling	Yes	886	1,331	-0.05	0.20	0.90
Kirton Marsh	No	774	934	0.35	0.60	1.25
Mallard Hurn	Yes	365	566	0.30	0.45	0.80
Pinchbeck	Yes	655	906	0.50	0.70	1.20
Quadring	Yes	400	566	0.15	0.45	1.00
Rippingale	Yes	496	1,019	0.05	0.40	1.10 (0.9)
Sempringham	Yes	824	1,189	0.05	0.40	1.00
South Kyme	Yes	1,101	1,302	-0.80	-0.50	0.05
Swaton	Yes	851	1,133	0.30	0.50	1.35 (1.0m)
Swineshead	Yes	4,824	6,795	-0.30	0.40	1.00 (0.80)
Trinity College	No-Yes	609	1,133	-0.80	-0.60	-0.25

Twenty	No	607	849	-0.40	-0.40	-0.40
Wyberton Marsh	No	1,982	2,803	-0.35	0.15	0.90

* If levels reach 2.3m ODN at Boston and tide locked, then consider switching off Cooks Lock PS and Chain Bridge PS.

The figures in brackets are temporary levels due to amendments being required to water level sensors included in the budget 2024/25.

Notes:

1. All levels are metres Ordnance Datum Newlyn (mODN).
2. ~~The Board's drainage system is designed to provide approximately 1.00m freeboard to lowest land in 1:10-year flows.~~

~~Operation of Installing Allan House Pumping Station Flood Resilience Doors.~~

~~The pumping station is located in the Asda Car Park, off Lister Way, Boston. PE21 8EQ~~

~~Installation of flood door and cable entry cover~~

~~In the event of possible flooding around Allan House pumping station the flood door and cable entry cover will need to be manually installed to prevent water ingress into the station and control panel.~~

~~This procedure can be completed by 1 person and should take around 10 minutes.~~

~~All relevant doors/covers and fastenings are stored inside of the station.~~

~~1 x box of fastenings and allen key~~

~~1 x cable entry cover~~

~~1 x door flood barrier~~

~~Installation procedure~~

- 1) ~~Take small stainless steel cable entry cover and place over the cable entry hole on the outside of the building lining up the 4 fastening holes in the plate and wall. In the box of fastenings there are 4 bolts that are to be inserted into the cover plate and are to be tightened evenly into the wall until hand tight and a good seal is achieved.~~
- 2) ~~Take the main flood door, the rest of the fixings and the allen key from the box and place them outside of the station. Directly in front of the main door there is a channel along the floor, this has a blanking plate inside the channel that will need to be removed and left inside the station before closing and locking the main door. Insert the flood door with the 2 handles on top and the rubber seal facing the wall into the channel around the doorway. Push firmly down while inserting 4 allen screws into the 4 lower holes on either side of the channel and tighten until a good seal is achieved. Lastly take the 2 L brackets and insert them into the slots on the top of the channel either side of the door. Insert the remaining allen keys into the L brackets and tighten sufficiently so the door will not lift.~~

~~Once the threat has passed all items should be removed in reverse order of the procedure set out above and all items are to be stored back inside the pumping station.~~

Operational Headquarters

The Offices and Depot are located at Swineshead:

Station Road
Swineshead
Boston
PE20 3PW

Tel: 01205 821440
duty.officer@blacksluiceidb.gov.uk

Out of office hours the telephone will automatically transfer to the mobile telephone held by the Duty Officer. **The Duty Officer contact number can be changed as follows:**

<https://xspnet1.4com.im/commipilot/Login/>
Username: [REDACTED]

1. Services
2. Hunt Group
3. Night Divert
4. Incoming Calls
5. Call Forwarding Always On
6. Type in new number
7. Apply

If in the unlikely event that Swineshead Offices and Depot cannot operate then arrangements will need to be made to operate from one of the following:

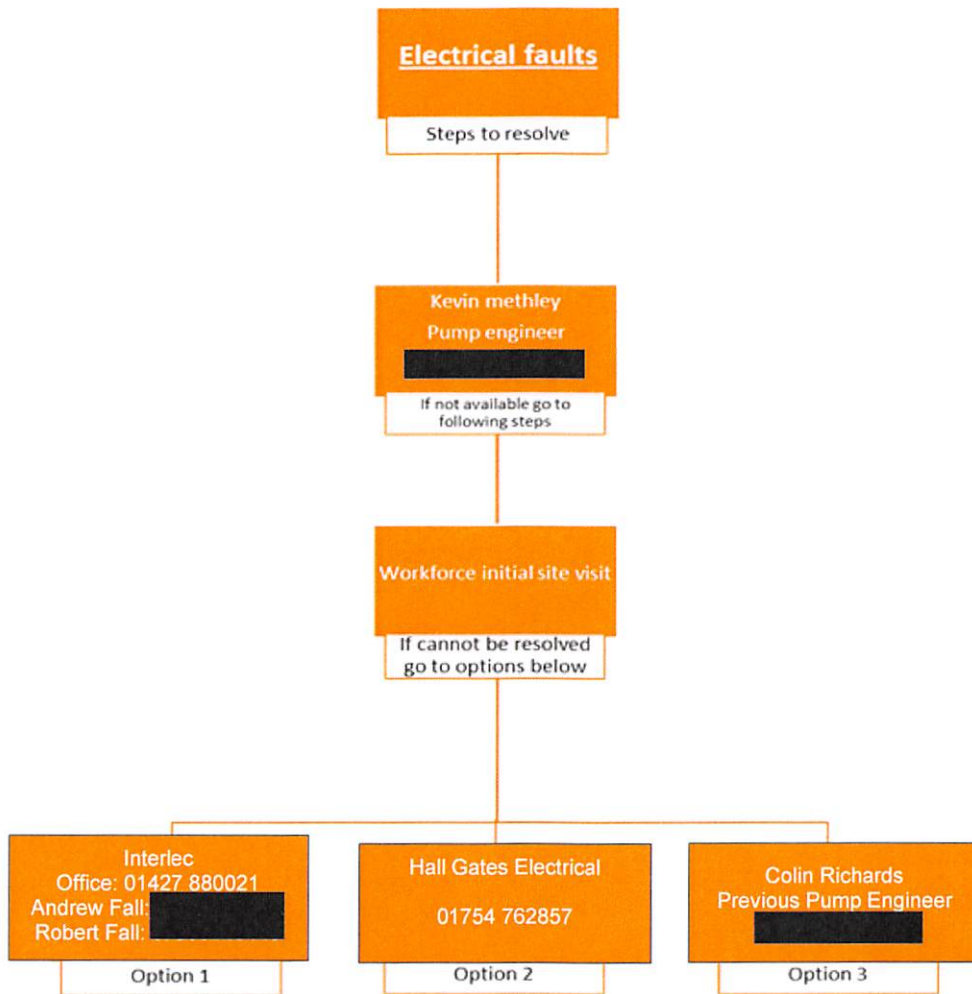
- Relocate to a neighbouring IDB's office/depot (Witham 4th IDB, Boston have offered their office in such an emergency)
- The Chief Executive, Finance & Admin Director, Maintenance Director and **Capital Projects Director** would work from home whilst the recovery took place. Our Administration, Finance and GIS would relocate to Witham 4th IDB offices or work from home, the Works Supervisor and Pump Engineer would be mobile until a time we locate temporary office space.
- We would negotiate and relocate our depot based equipment to a local unaffected farm yard.
- We would use an unaffected pumping station(s) as a secondary depot/base.

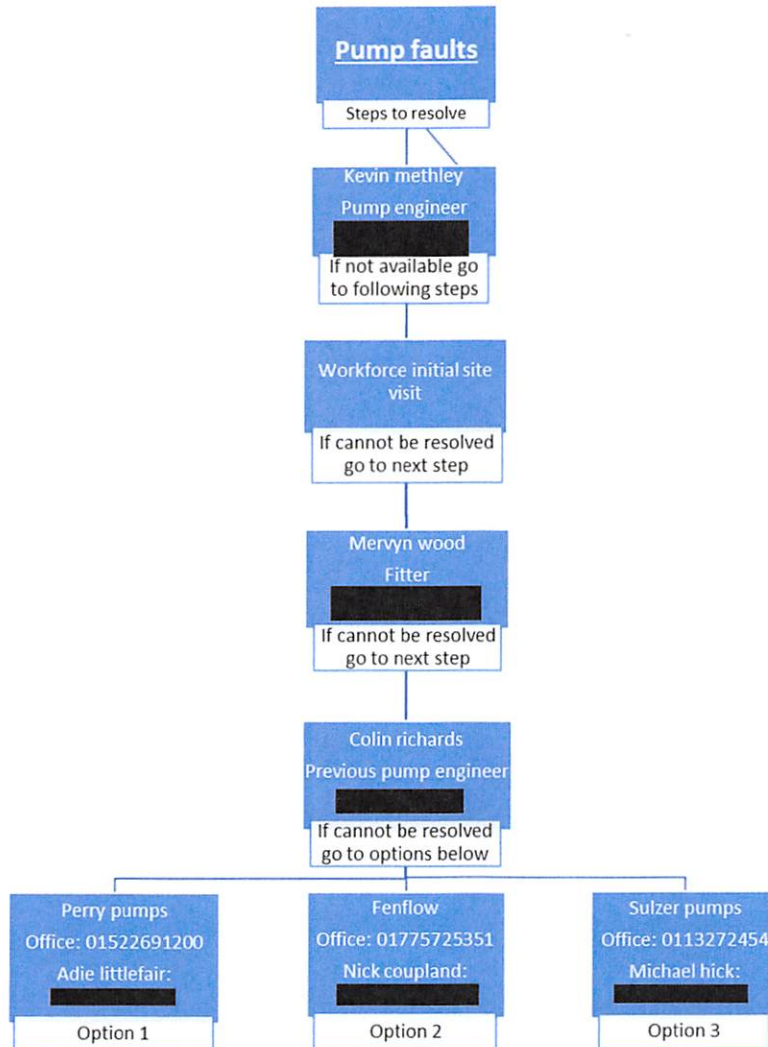
Operational procedures

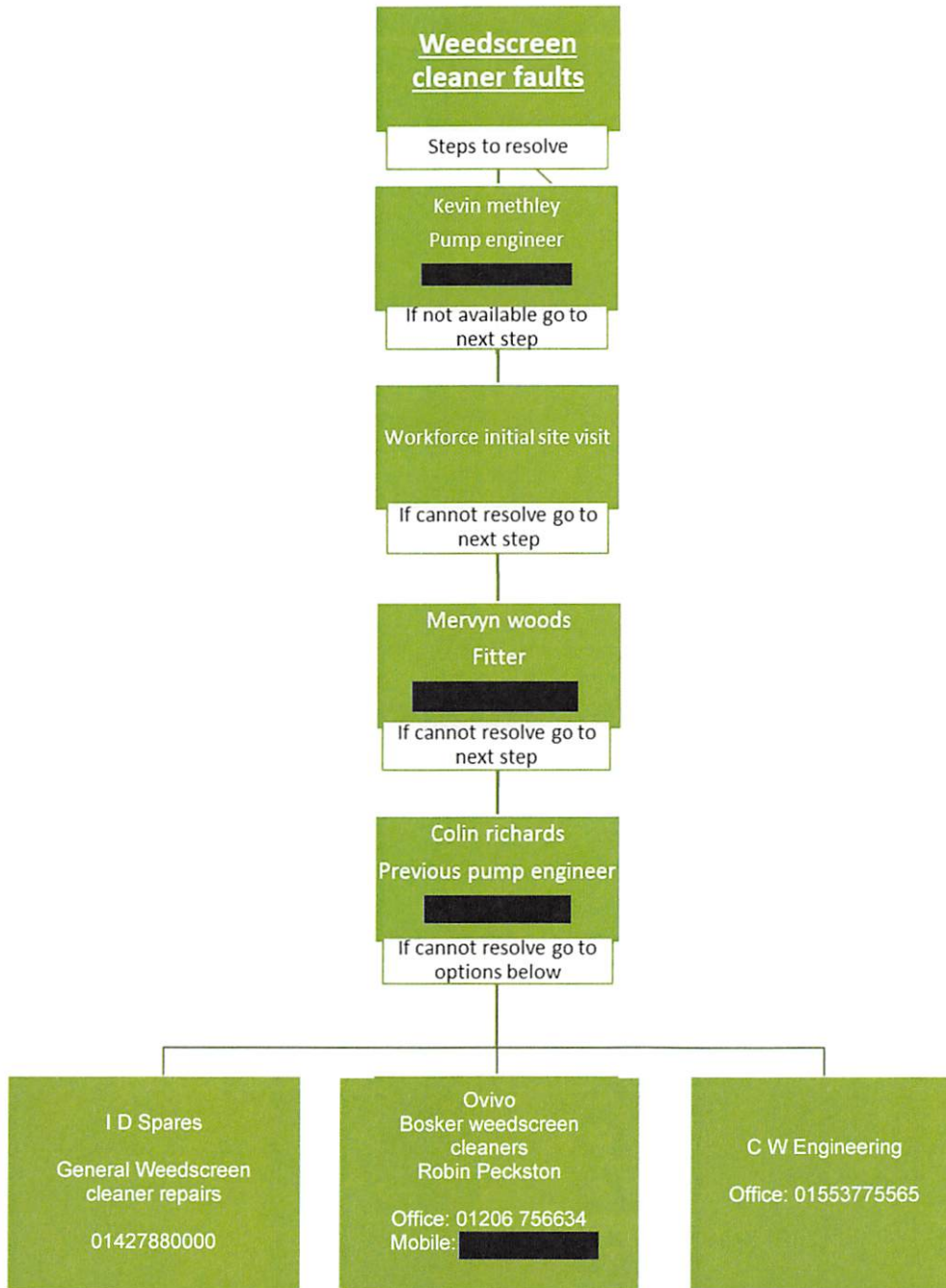
The following Operational Procedures will be adhered to at all times:-

- The workforce will operate in teams of two during the hours of darkness or the risk involved deems it necessary to double up.
- Telemetry logging information will be passed over from the **Duty Officer Finance Manager** to all ER Team members.
- In the event of **County Emergency Centre Silver-Control** being opened an assessment of how the event is affecting our catchment will be made by the ER Team prior to agreeing attendance.
- An Event/Communication Log (~~attached~~) will be kept through WhatsApp by each member of the ER Team. ~~The administration team will collate this into a formal log following the event. This information will be placed on a live windows 'Event Data Log' as soon as possible throughout the event. An 'Event Data Log' shortcut will be available on all users computer desktop.~~
- Following an initial review by the ER Team an early decision will be made regarding the offer of assistance to other authorities within or outside of the Board's catchments.
- All workforce inspections (sea defences, river banks, pumping stations etc) will have a mandatory 20 minutes reporting in procedure to the ~~Event Loggist~~. **Duty Officer or Supervisor (dependant on who deployed and time of day/night)**.
- Should staff from the Emergency response Team be unavailable during a prolonged event, the following cover should be implemented:-

Chief Executive and Directors – please refer to Appendix 3 (ER Team Roles)
Pump Engineer – as set out below: -







Use CW engineering for Dunsby weed screen cleaner and Ovivo for all others as 1st option.

Action Task Lists — ~~To be used where an event in the district has occurred using the invocation procedure classification C or D, as A or B events will be managed by others.~~

~~First Action: Ring your spouse/partner and tell them you are going to be late~~

Actions to consider during an event

Overall Event Control

- Obtain your event/communications log, **ensuring all decisions are recorded on WhatsApp sheets**
- Receive advice of situation/ information
- Ensure Emergency Services have been contacted as appropriate
- Call out appropriate members of the ERT and meet at an agreed point
- Determine if evacuation is required
- Liaise with the Emergency Services, Facilities Management and Security
- Establish control of the incident
- Call out rest of ER Team and brief members
- Refer any media enquiries to another member of the Team
- Initiate instructions to all Management and staff using the call out/cascade arrangements
- Act as main point of contact at the incident site for the ER Team

Liaison with other Agencies

- Obtain your event/communications log, **ensuring all decisions are recorded on WhatsApp sheets**
- Meet up with ER Team Leader at an agreed point – establish common understanding
- Inform relevant RMAs of the event
- Manage requests for assistance to other RMAs
- Ensure regular updates are given to them
- Obtain visitors and contractors logs

Pumping operations

- Obtain your event/communications log, **ensuring all decisions are recorded on WhatsApp sheets**
- Meet up with ER Team Leader at an agreed point – establish common understanding
- Contact all pumping stations to establish resource requirements
- Contact attendants, assistants or reserves as necessary to arrange cover
- Contact suppliers for fuel or other needs as necessary
- Ensure regular updates are received from pumping stations and log these (where manned)
- Obtain visitors and contractors logs

District overview

- Obtain your event/communications log, **ensuring all decisions are recorded on WhatsApp sheets**
- Meet up with ER Team Leader at an agreed point – establish common understanding
- Record flood incidents across the district
- Record these on a map if possible to aid our response
- Liaise with works supervisor and agree response priorities
- Regularly update the Team Leader on response priorities

Communication control

- Obtain your event/communications log, **ensuring all decisions are recorded on WhatsApp sheets**
- Meet up with ER Team Leader at an agreed point – establish common understanding

- Prepare briefing notes to go to media and regularly update them
- Respond to media enquiries
- Respond to calls from the public

Controlling Human Resources

- Obtain your event/communications log, ensuring all decisions are recorded on WhatsApp sheets
- Meet up with ER Team Leader at an agreed point – establish common understanding
- Contact all staff and update them on the situation
- Contact Board members and others who are able to offer support
- Agree cover for the ER team if the event will last over 24 hours
- Log the hours worked by all those involved in the event
- Agree emergency payments if required

Maintenance of IT network

- Inform IT Contractors of the event to ensure there is no planned down time
- Manage the network to avoid disruptive events e.g. back up routines etc

Admin Support

- Ensure that there is support in the office for the ER Team 24/7
- Ensure that there is ample supply of drinks and food for the Team and those working in the district unable to leave their position
- Ensure there is enough Petty Cash to deal with emergency purchases

Event/Communications Log – **REMOVED**

Flood Emergency Contacts List

EA Anglian Region Contacts	Office	Tel
Regional Communication Centre Lincolnshire Emergency Planning Unit (24 hrs)		
Emergency Hotline – ask for Anglian Region		
EA Flood Incident Duty Officer		
Flood Warning Duty Officer (FWDO) covering Lincolnshire and Northamptonshire Area		
Incident Communications Service Sheffield (communications outside of event)		
Area Control Room flood-control-room-during-Tidal-and-River-flood-risk-periods		
Area Dissemination Room Flood-warning-dissemination-Tidal-and-River-flood-risk-periods		
Catchment Incident Room Operational-Response-during-significant-flood-risk-periods		
District Incident Room Catchment-incident-room-open-for-tidal-and-fluvial-risk-periods-in-catchment		
Area Base Controller		
EA Area Duty Manager		
EA Incident Room - Lincoln		
EA Emergency Incident		
Floodline		
EA Lincoln Area Office		
Fire & Rescue	Boston	
Police	Boston	
	Lincoln	
	Skegness	
LCC Highways	Out of hours	
LCC Flood Line		

Utilities

Supplier	Office	Emergency No.
National Grid	Gas 24 hrs	
East Midlands	Power failure	
Western Power Distribution		
BT Faults		
Anglian Water		

Neighbouring IDBs

IDB	Office	Emergency No.
Witham Third	01522 697123	M Shilling
		G Hird
		I Coupland
		J Froggatt
Witham Fourth	01205 310099	L Quirk
		Ed Johnson
Welland & Deeping	01775 725861	N Morris (Operations Engineer)
		Julien Boden (Assistant Engineer)
		R Fisher (Foreman)
Upper Witham	01522 697123	M Shilling
		G Hird
		I Coupland
		J Froggatt
South Holland	01406 424933	L Quirk
		Dom Morris (Operations Manager)
North Level	01733 270333	P Sharman
		J Stublely
		N Day
NE Lindsey	01522 697123	M Shilling
		D Scott
		G Hird
		I Coupland
		J Froggatt
Trent Valley	01636 704371	L Quirk
		Matt Everet
Lindsey Marsh	01507 328095	Office phone forwards to Duty Officer
Lindsey Marsh Depot	01507 451349	Joanne Watson

Local Authorities Contact List

Authority	Office	Emergency Tel.
South Kesteven District Council		
South Holland District Council		
North Kesteven District Council		
Lincolnshire County Council		
Boston Borough Council		

Other Risk Management Authorities Contact Details

Authority	Office/Contact	Tel
Water Company – Anglian Water		
Environment Agency General Enquires		

Pumping Station Contact Details

Pumping Station	Address	Tel/Fax
Black Sluice Pumping Station		

Pump suppliers Contact List

Company	Location	Tel
Perry Pumps		
Metalcraft	Weedscreens	
Ovivo	Weedscreens	

Telecommunications – Contractors Contact List

Supplier	Company	Name	Work	Mobile
BT Faults				

General Support Contact List

Supplier	Company	Work Tel	Emergency Tel
Woldmarsh			
Plant Hire			
Engineering & Hire	Flails/buckets		
SLD Pumps			
Pell Plant Hire	Drott		
Dysart Plant Ltd			
Maurice Belton Ltd	Excavators		
Aquatic Control Eng			
A Plant Boston			
Wells Plant Hire	Excavators/Drott		
Electrical			
Interlec			
Oriel Systems	Telemetry		
Generator Hire			
SLD Pumps	Peterborough		
Aggreko	Doncaster		
C&J Supplies	Locks		
SG Baker	Sandbags		
Stone			
Creeton Quarry			
SJR Contractors	Haulage & stone		
Premier Lime & Stone	AS blast large		
Longwood Quarries	Limestone		
Cemex	Sand & gravel		
Breedon	Pitching stone		
Bardon Aggregates	Pitching stone		
Tyres			
BA Bush			

APPENDIX TWO

Emergency Operation of Dual Drive Gearboxes at Pumping Stations

If electricity is lost to pumping stations then the first action that can be taken is to operate one pump at the station concerned with a tractor driving the dual drive gearbox. Details of the stations with gearboxes, and the type of PTO required, are shown below:

If generators are available the power requirement and collection type are shown below.

The Board's Unimog is able to run all pumps with an adapter.

	Pump Speed	Dual drive gearbox speed	Number of splines on PTO	Tractor HP required	Generator size	Connection type
Allan House	960	n/a	n/a	n/a		
Bicker Eau	950	n/a	n/a	n/a		
Bicker Fen	485	1000	21	160		
Billingborough	580	540	7	100		
Black Hole	420	n/a	n/a	n/a	600kva	Bolt on lugs
Chain Bridge	580	1000	21	140	300kva	Bolt on lugs
Cooks Lock	480	1000	21	160	400kva	Bolt on lugs
Damford	730	540	7	100		
Donington Wykes	965	n/a	n/a	n/a		
Dowsby Fen	570	540	7	100		
Dowsby Lode	585	540	7	100		
Dunsby	720	540	7	60		
Dyke Fen	585	1000	21	160	300kva	Bolt on lugs
Ewerby	485	540	7	60		
Gosberton	483	1000	21	160	400 kva	Bolt on lugs
Great Hale & Little Hale	575	1000	21	140	300kva	Bolt on lugs
Hacconby	740	540	7	140		
Heckington	482	1000	21	160		
Helpringham	483	1000	21	160		
Holland Fen	420	n/a	n/a	n/a	500kva	Bolt on lugs
Horbling	483	1000	21	160		
Kirton Marsh	580	540 n/a	21 n/a	140 n/a	200kva	Bolt on lugs
Mallard Hurn – Donington	720	540	7	60		
North Ing - Donington	570	540	7	120	300kva	Bolt on lugs
Pinchbeck	580	540	7	100		
Quadring	720	540	7	80		
Rippingale	586	540	7	110		
Sempringham	580	540	7	140		
South Kyme	720	540	7	60		
Swaton	580	540	7	140		
Swineshead	420	n/a	n/a	n/a	600kva	Bolt on lugs
Trinity College	720	540	7	60		
Twenty	480	540	7	60		
Wyberton Marsh	575	1000	21	140	400kva	Bolt on lugs

This Plan contains sensitive information and should be treated in a private and confidential manner

Board Members and Farmers who can be contacted to hire tractors.

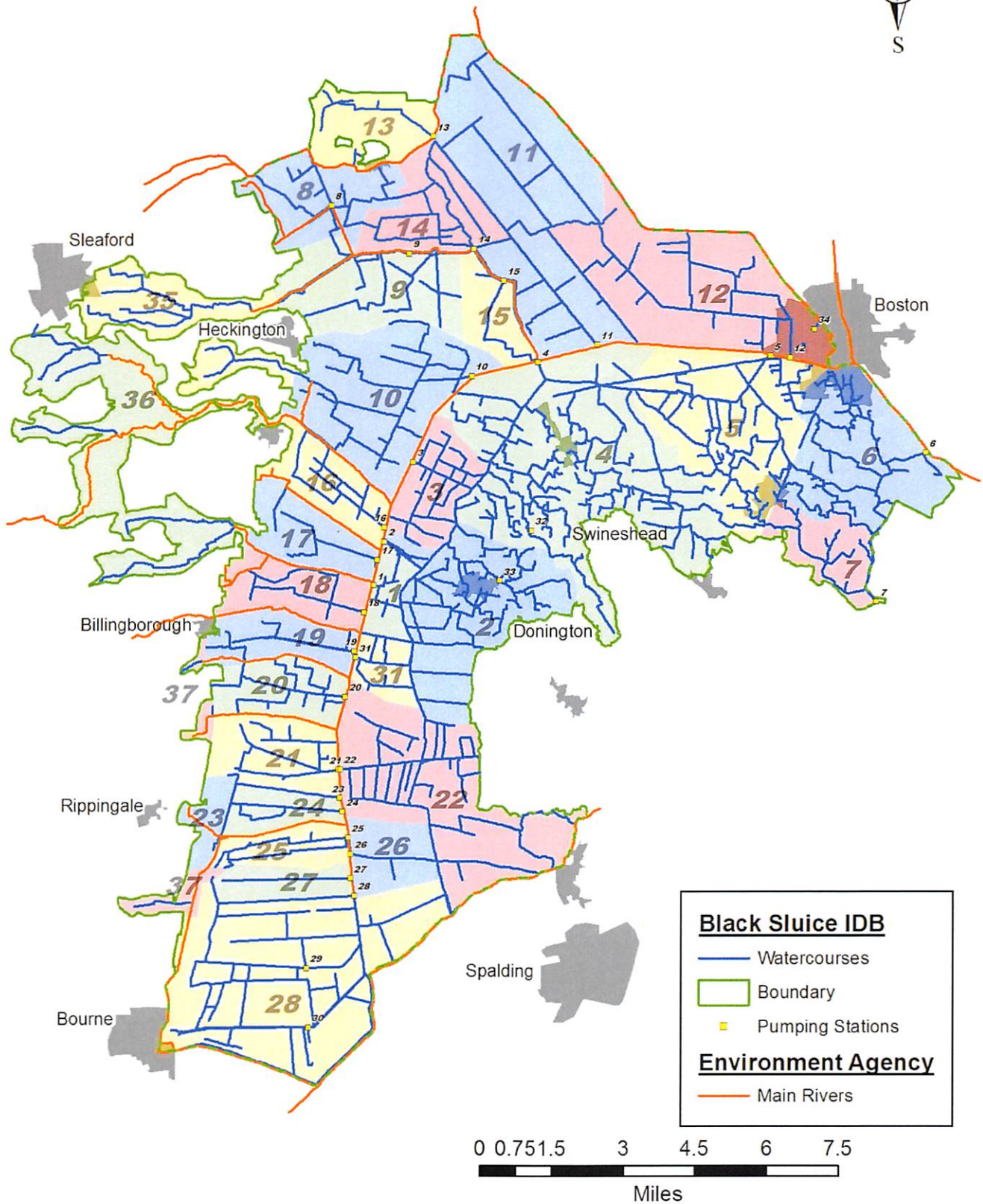
Name	Address	Contact Name	Office Tel	Home/Mob Tel
Dennis Estates		Andrew Welch		
VA Barker		V A Barker		
R Pocklington Ltd		James Pocklington		
HJ Mair		Andrew Mair		
GC Mowbray		Mark Mowbray		
F Casswell & Son		David Casswell		
JE Atkinson		John Atkinson		
F Richardson		Mark Taylor David Taylor		
Burtts of Dowsby				
AE Lenton		John Clubb		
Henry Tunnard Ltd		Paul Holmes		
Bannister Farms		Tom Macfarlane		
JG Fowler		Jonathan Fowler		
J Ashton & Sons		John Ashton		
GH Emerson & Son		Richard Emerson		
Mr C M Smith		C M Smith		
JH Dorrington		R Dorrington		
John Grant				
Wray Farms		Richard Wray		
JF Litherland		M Rollinson		
S&S Pugh & Son		Stephen Pugh		
J N Booth & Sons		JN Booth		
H Casswell & Son		Keith Casswell		
JH Casswell & Son		James Casswell		
JWE Banks		Harvey Smith		
JW Fulforth		John Fulforth		
B Howe & Son		William Howe		
ED & AS Cooke		Mick Baker		
LCJ Mountain		John Mountain		
EA Dring Farms		N J D Scott M J Scott		
L R Leggott & Sons		Mr M R Leggott		


APPENDIX THREE – ER Team Roles

To be used to record the primary and secondary roles and responsibilities of the Team. It should assist in ensuring that all key areas are covered should a member of the team not be available on the day:

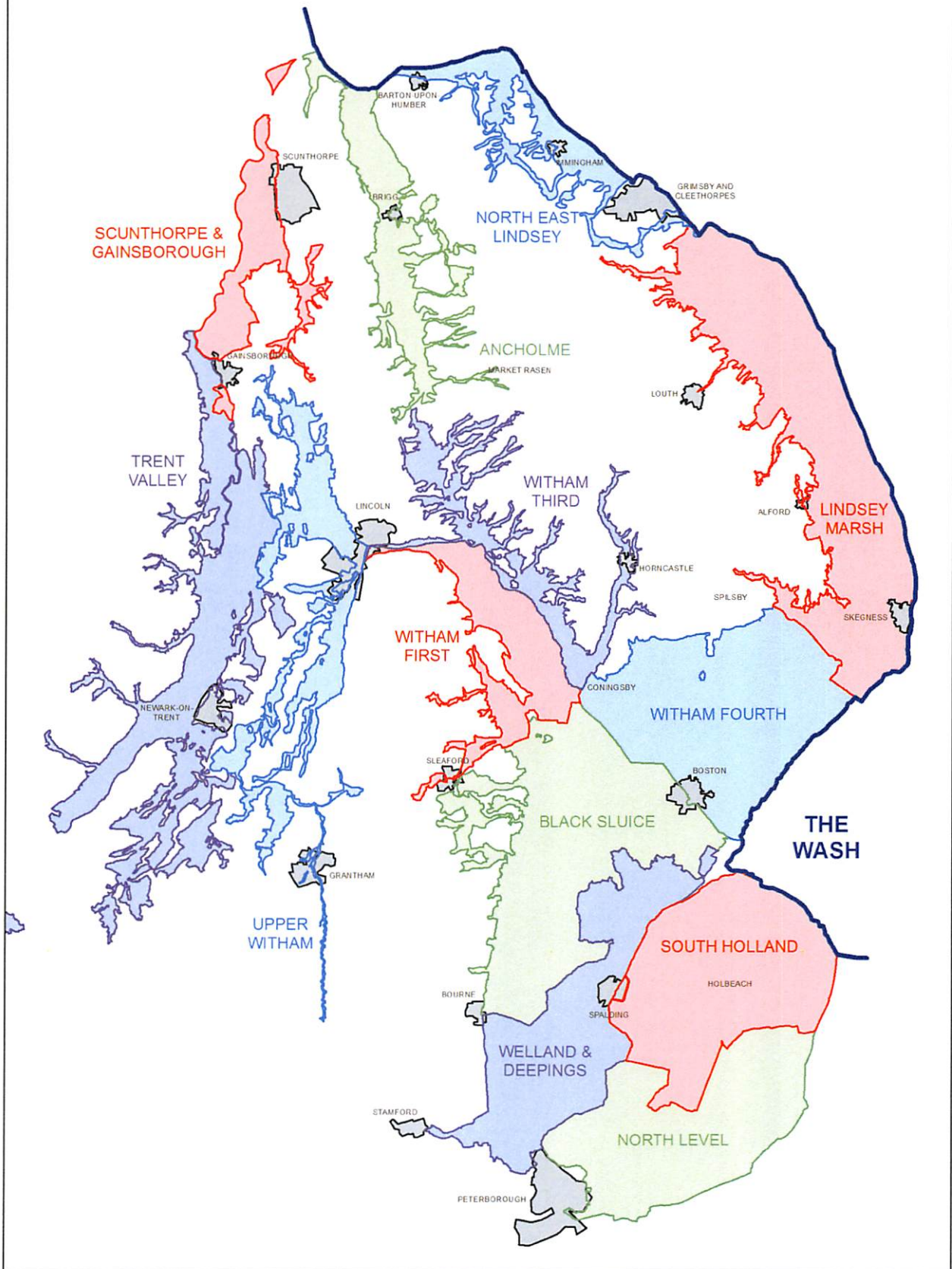
TASKS	Primary tasks	Primary responsibility	Secondary responsibility
Event Control	Overall event control	Capital Projects Director	Maintenance Director
	Liaison with other agencies	Finance and Admin Director	Chief Executive
	Pumping Operations	Pump Engineer	Capital Projects Director
	District Overview	Chief Executive	Capital Projects Director
Communication Control	Inform the public	Chief Executive	Capital Projects Director
	Media liaison	Chief Executive	Capital Projects Director
Controlling all Human Resources	Management of Employees or retired employees	Chief Executive	Finance and Admin Director
Maintenance of IT/telecom systems	To ensure that all internet and telephone communications are maintained	Finance and Admin Director	Executive Assistant
Administration support	To support the above during the Board's Emergency Response	Executive Assistant	Admin Assistant

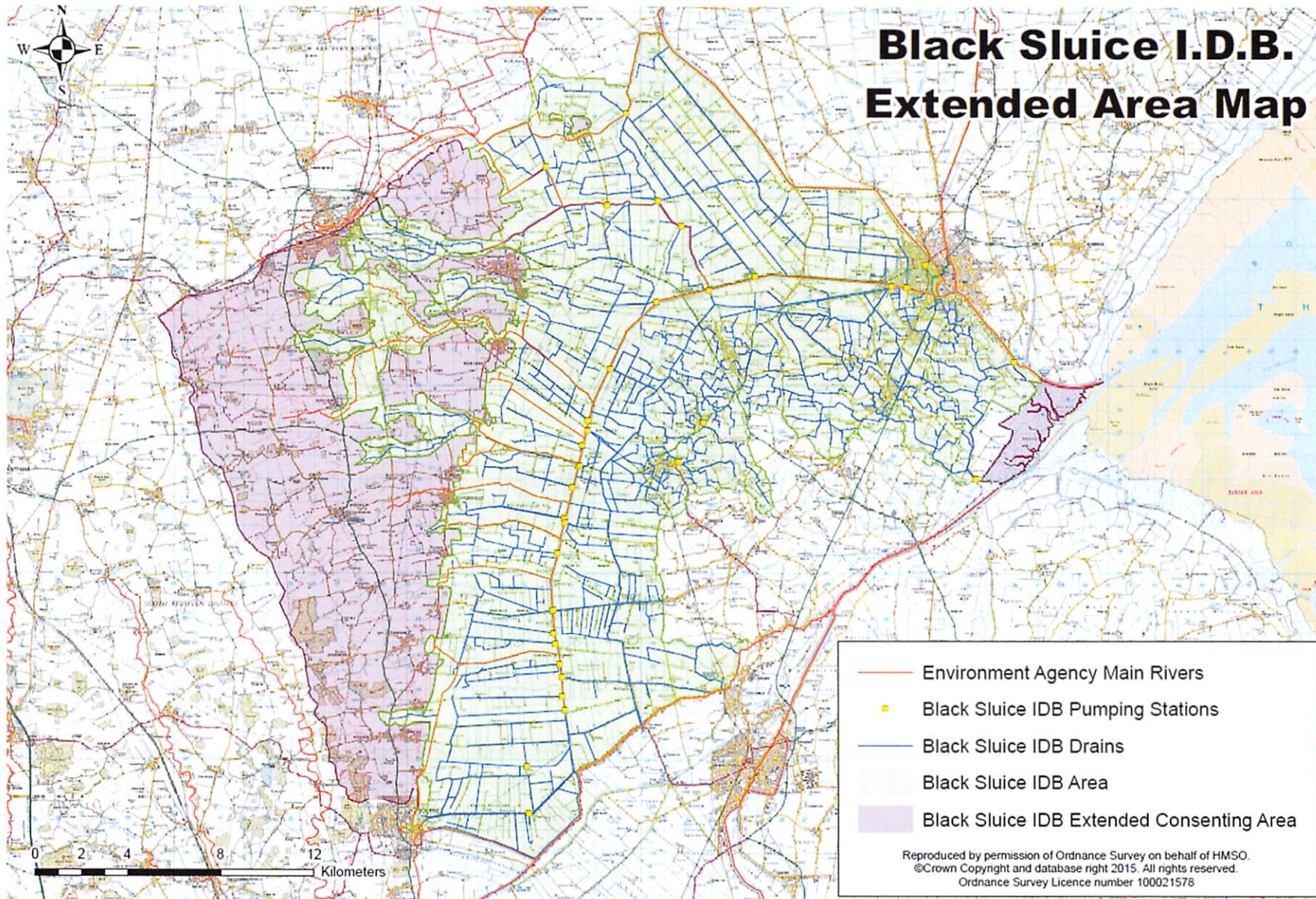
APPENDIX FOUR – District Maps



 <p>Black Sluice Internal Drainage Board Station Road, Swineshead Boston, Lincolnshire PE20 3PW Tel: 01205 821440 Email: mailbox@blacksluiceidb.gov.uk</p>	<p align="center">Black Sluice I.D.B. Catchment Map</p> <p align="center">Reproduced by permission of Ordnance Survey on behalf of HMSO. © Crown copyright and database right 2012. All rights reserved. Ordnance Survey Licence number 100021578.</p>
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Lincolnshire Internal Drainage Boards





APPENDIX FIVE – Warnings

Flood and Weather Warning Response

The Board's response to warnings received from the Environment Agency, Flood Forecast Centre or Met Office should be appropriate to the severity of the warning. See Action Task Lists below for response. The responses listed in the Action Task Lists are compatible with the generic responses for Internal Drainage Boards listed in the Multi Agency Flood Plan.

Specific actions – weather warnings and flood forecasts

10 Day Outlook from Flood Forecasting Centre	no specific action other than monitor situation	<input type="checkbox"/>
5 Day Tidal Outlook from FFC	all staff & operatives made aware & ensure everything in order ready for response if needed	<input type="checkbox"/>
County scale Flood Guidance Statement from FFC issued daily for next 5 days	response as above plus consider lowering water levels in key watercourses	<input type="checkbox"/>
Flash Severe Weather Warning. Issued when the Met Office has 80% or greater confidence that severe weather is expected in the next few hours	response as above	<input type="checkbox"/>
Extreme Rainfall Alert	response as above	<input type="checkbox"/>

Consideration for implementing the plan will be made based on the severity of the warning and prevailing conditions within the Board's District

Specific actions – Environment Agency Warnings

Flood Alert Flooding possible – issued 2 hours to 2 days in advance of flooding	All staff & operatives made aware & ensure everything in order ready for response if needed Consider implementing Emergency Plan	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Flood Warning Flooding expected, immediate action required – issued half and hour to 1 day in advance of flooding	Implement Emergency Plan The ER Plan will be invoked if the water level at Black Hole Drove PS reaches 2.30m ODN. Inspect specific critical infrastructure sites	<input type="checkbox"/> <input type="checkbox"/>
Severe Flood Warning Flooding has occurred and there is a danger to life	As above plus constant monitoring by duty officer Establish central control. Liaise with IDB representative in County Emergency Centre Silver Control and/or other local responders Assist with emergency evacuation and response dependent on resources	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

APPENDIX SIX – Environment Agency Procedures for the Black Sluice Complex

<p>Fluvial Event: Environment Agency Procedures Black Sluice Complex</p> <p><i>Normal Operation</i></p>	<p>Flood Incident Duty Officer (FIDO) and Flood Warning Duty Officer (FWDO) monitor river levels on a weekly roster (with support from a wider Duty Team). During a high rainfall event, this will move to a 3-shift pattern on a 24-hour roster.</p> <p>The SFF Drain levels are managed based on several factors:</p> <ul style="list-style-type: none"> • Flood risk management (no set levels) • Navigation (legal duty – length of navigable SFF) minimum 1.2m draught (minimum of 24 hr needed for boat passage) • Abstraction licences (taken at Black Sluice) 0m to -0.1m • Environmental considerations (no level set) – note need for fish passage in summer <p>Retention Level = Summer: 0 mODN, Winter: -0.6 mODN <i>(at Black Sluice)</i></p> <p><i>Historic Level Oct-19 (mODN): 2.369</i> <i>Historic Level Jan-13 (mODN): 2.2</i> <i>Historic Level Apr-98 (mODN): 2.36</i> <i>Historic Level Feb-77 (mODN): 2.41</i></p> <p>Catchment lag: ~40 hours</p> <p>During normal operation, only the gravity sluice is needed to manage the SFF levels.</p> <p>In the event of rainfall/raised river levels, the lock can currently be operated in <u>two</u> modes (if required):</p> <ol style="list-style-type: none"> 1. For small/short events, the lock remains in 'NAVIGATION MODE' and is operated manually to discharge at low tides by the Duty Team. 2. For more extreme/longer events the lock can be put into 'FREE FLOAT MODE' by disconnecting rams from pointing doors, setting sector gates to open and guillotine gate on 'auto'. <i>Navigation is not possible in this mode. To meet the EA's legal duty for navigable watercourses, this mode can only be used during a prolonged/extreme event in the summer period.</i> <p>For both modes, a minimum 50mm difference is required between the fluvial and tidal side before the sluice will begin to discharge (as the tide drops).</p> <p><i>For guidance on emergency response to asset failure, see the Operational Contingency Plan for Black Sluice Outfall and Navigation Lock.</i></p>
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<p><i>Prior to a high rainfall event</i></p>	<p><i>The lock will not be operated for every rainfall event.</i></p> <p>The decision on how to operate both the sluice and lock is dependent on the event itself. The Duty Team will make an informed decision on the benefit of reducing levels <u>prior</u> to the event (as well as operation of the lock during an event) based on several factors.</p> <p>This includes:</p> <ul style="list-style-type: none"> • The gravity sluice as an effective way of managing levels: this asset is the primary means to manage levels in the SFF Drain, including lowering levels (if required) ahead of rainfall. For most rainfall events, the lock will not be used ahead of the event as it is not necessary. • The likelihood of the event (including widespread or localised): the risk of reducing the levels and there being no subsequent heavy rain, resulting in low levels affecting abstraction, oxygen levels and wildlife impacts etc. • Aggressive water level management: When the lock and sluice are operated concurrently, the high discharge rate and sudden draw-down can impact the integrity of the banks immediately upstream of Boston. • Summer and winter seasonal risks: for example, the risk of drought and water resource needs • Catchment conditions: For example, if the rain is falling on already saturated ground • Neap tides and head difference • The forecast for prolonged/repeat events: i.e. the risk and likelihood of further rain or prolonged rain before normal retention levels have been reached. <p>Broad scenarios are set out below to direct the decision-making of the Duty team, but these are not hard and fast rules.</p> <p><u>If between 0-30mm rain forecast in 24 hours on dry catchment:</u></p> <ul style="list-style-type: none"> - Levels will not be lowered ahead of event - Lock may be used during the event on NAVIGATION MODE at each low tide (note consideration of neap tides) <p><u>If 30mm+ forecast in 24 hours on dry catchment:</u></p> <ul style="list-style-type: none"> - Duty Team will consider lowering levels by ahead of rain. <i>Consideration must be taken to the risk of low water levels during prolonged dry weather/drought and the confidence of the forecast. See above factors.</i> - Lock may be operated on NAVIGATION MODE at each low tide (note effect of neap tides). - If prolonged/recurrent rainfall events expected Duty Team to consider moving the lock to FREE FLOAT MODE.
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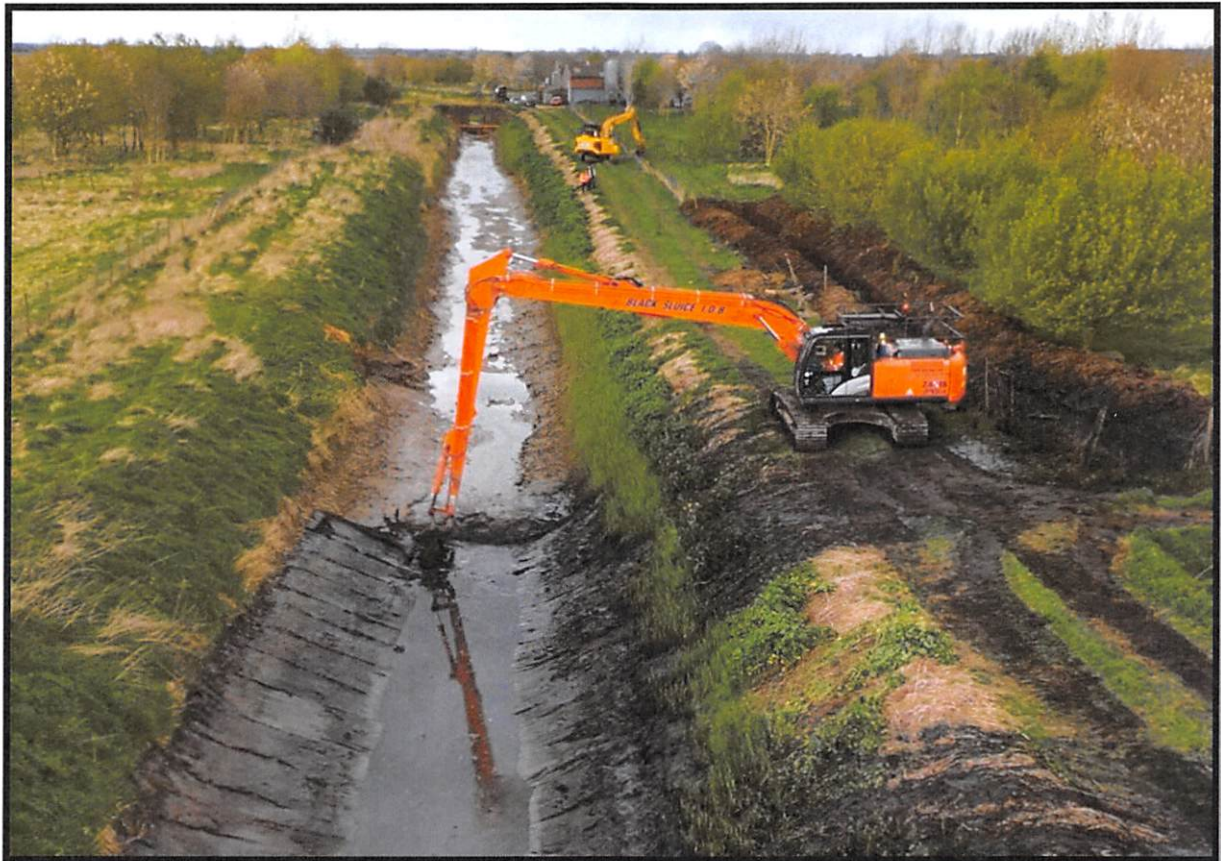
	<p><u>If rain forecast to fall on wet catchment – single or short event:</u> The lock will remain in NAVIGATION MODE and operated at each low tide if required.</p> <p><u>If rain forecast to fall on wet catchment – prolonged/recurrent events (leading to Major Flood Incident):</u> The lock will be put into FLOOD RELIEF MODE ahead of rainfall, ready to be used if needed during the event. <i>Due consideration must be taken for this mode during summer period.</i></p> <p>Levels may be lowered in the SFF Drain by using the lock alongside the sluice if required – see previous factors considered.</p> <p>Lock and sluice will operate concurrently for as long as required. Strong Stream Advice will ensure navigation will not be possible (as the asset is operated by the EA).</p>
<p><i>During the event</i></p>	<p><i>The lock will not be operated for every rainfall event.</i></p> <p>For low rainfall forecast or short events, there may be no benefit in opening the lock due to effects on the head difference between the two sluices, and the effect of neap tides.</p> <p>As with the decision to reducing levels prior to the event, the Duty Team will consider:</p> <ul style="list-style-type: none"> • The gravity sluice as an effective way of managing levels • Aggressive water level management: When the lock and sluice are operated concurrently, the high discharge rate and sudden draw-down can impact the integrity of the banks immediately upstream of Boston. • Summer and winter seasonal risks: for example, the risk of drought and water resource needs after the event. • Catchment conditions: For example, if the rain is falling on already saturated ground. • Neap tides and head difference • The forecast for prolonged/repeat events: i.e. the risk and likelihood of further rain or prolonged rain before normal retention levels have returned. <p>The Duty Team will also consider the following guidance:</p> <ul style="list-style-type: none"> • If Dowsby 0.2m and 30mm+ rain forecast in 24 hrs, wet catchment, - open nav lock • If Dowsby 0.4m and 20mm+ rain forecast in 24 hrs, wet catchment, - open nav lock • If Dowsby 0.6m and 10mm+ forecast on a wet catchment - open nav lock • If Dowsby 0.6m and no rain forecast - don't open nav lock <p>FIDO and Black Sluice IDB Officers to liaise during the event to monitor the situation across the catchment.</p>

	<p>When in NAVIGATION MODE, Duty Officers to continue to open the lock on each low tide. If forecast changes, the Duty Team will consider moving to FLOOD RELIEF MODE.</p> <p>In FLOOD RELIEF MODE, lock discharges automatically with FIDO monitoring telemetry.</p> <p>During recurrent events, the Duty Team will continue to discharge until levels are at or below the normal retention.</p> <p>Flood Warning Thresholds:</p> <p>When at 2.6mODN at Dowsby:</p> <ul style="list-style-type: none"> • FWDO to consider issuing Flood Warnings for ‘Isolated properties and villages in the west of the SFF Drain and its tributaries’. • Patrols begin to monitor flood embankments and assets <p>When at 2.7mODN at Dowsby:</p> <ul style="list-style-type: none"> • FWDO to consider issuing Flood Warnings for ‘Isolated properties and villages in the east of the SFF Drain’ • IDB stop pumping and begin again at 2.3m – please refer to BS IDB ‘Emergency Response Plan’ for pumping regime. <p>When at 3mODN + at Dowsby: expect onset of property flooding for isolated properties and villages west of SFF Drain (3.13mODN for east of SFF Drain).</p>
<p><i>After the event</i></p>	<p>The lock may continue to be used after a high rainfall event if it is assessed as necessary to maintain flood resilience.</p> <ul style="list-style-type: none"> • If further significant rain is forecast in preceding days, leave in FREE FLOAT MODE • Until levels in the SFF Drain are at or near normal retention level (with no further heavy rain forecast)

Black Sluice Internal Drainage Board

Unaudited Financial Statements
For The Year Ended 31st March 2024

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Annual Governance Statement	6
Statement of Responsibilities	7
Statement of Accounting Policies	8 - 9
Income & Expenditure Account	10
Balance Sheet	11
Notes to the Accounts	12 - 14

Black Sluice Internal Drainage Board - Members

Elected Members		Electoral District
Keith Casswell	Chairperson - Board	E
	Chairperson - Executive Committee	
Paul Holmes	Vice Chairperson - Board	G
	Chairperson - Northern Works	
	Chairperson - Environment Committee	
Mark Rollinson	Chairperson - Southern Works	F
Jonathan Fowler	Chairperson - Structures	G
William Ash		D
John Atkinson		D
Victor Barker		C
Mark Leggott		A
Robert Needham		B
Peter Robinson		B
Chris Wray		E

Members Appointed by District Councils

Boston Borough Council	
Peter Bedford	
Michael Brookes	Chairperson - Audit & Risk Committee
Neil Drayton	
David Middleton	
Chris Mountain	
Claire Rylott	
David Scoot	
Helen Staples	
Suzanne Welberry	

South Holland District Council	
Margaret Geaney	

South Kesteven District Council	
Zoe Lane	

North Kesteven District Council	
Andrew Hagues	

Senior Officers	
Mr Daniel Withnall MCGI MInstLM FMAAT	Chief Executive Officer
Paul Nicholson	Projects Director
Amy Chamberlain MAAT	Finance & Admin Director
Simon Harrison	Maintenance Director

ANNUAL REPORT

Introduction

The Black Sluice Internal Drainage Board is an independent body created under land drainage statutes responsible for flood risk, land drainage and water level management works, other than on main rivers, in the Black Sluice IDB area. Board Members are either elected by and represent the occupiers of land in the area or are nominated by the District Councils in the Board's area. The Board consists of 11 elected members and 12 nominated members. Further details are on page 4.

The Board secures income mainly from drainage levies on farmers and other occupiers and from special levies on local authorities. The Board also pays levies to the Environment Agency to fund works on main rivers that protect the drainage district.

This document is the statement of accounts of Black Sluice IDB for the financial year ending 31st March 2024, set out on pages 6 to 14. The accounts consist of:

The Annual Governance Statement

The system of internal control is designed to manage the risk to a reasonable level, the IDB's statement details how this is achieved.

The Statement of Responsibilities

This statement identifies the officer who is responsible for the proper administration of the Board's financial affairs.

The Statement of Accounting Policies

This statement details the legislation and source of accounting principles on which the financial statements are prepared.

The Income and Expenditure Account

This statement summarises the resources that have been generated and consumed in providing services and managing the IDB during the last year.

The Balance Sheet

This statement is fundamental to the understanding of the Board's financial position at the year end. It shows the balances and reserves at the Board's disposal and the fixed and net current assets employed in its operation, together with summarised information on the fixed assets held. The statement also includes assets and liabilities of the Board.

Notes to the Accounts

The notes relating to the statements above are detailed after the core statements.

THE ANNUAL GOVERNANCE STATEMENT

We acknowledge as the Members of the Black Sluice Internal Drainage Board our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31st March 2024, that:

	Agreed - Yes or No	Yes' means that the board:
1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes	has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5 We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	considered and documented the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7 We took appropriate action on all matters raised in reports from internal and external audit.	Yes	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference dated 11 June 2024.

Signed on behalf of Black Sluice Internal Drainage Board.

.....
Mr Keith Casswell
Chairman
11 June 2024

.....
Mr Daniel Withnall
Chief Executive
11 June 2024

THE STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Board is required:

- a) to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Board, that officer is the Chief Executive.
- b) to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Chief Executive's Responsibilities

The Chief Executive is responsible for the preparation of the Board's Statement of Accounts which is required to present a true and fair view of the financial position of the Board at the accounting date and its income and expenditure for the year ended 31st March 2024.

In preparing this statement of accounts, the Chief Executive has:-

- a) selected suitable accounting policies and then applied them consistently,
- b) made judgement and estimates that were reasonable and prudent,
- c) compiled the accounts in accordance with UK Generally Accepted Accounting Practices,
- d) applied the accounting concept of a 'going concern' by assuming that the IDB will continue to operate for the foreseeable future.

The Chief Executive has also:-

- a) kept proper accounting records which were up to date;
- b) taken reasonable steps for the prevention and detection of fraud and other irregularities.

Certificate of the Chief Executive

These Financial Statements present a true and fair view of the financial position of the Board at 31 March 2024 and its income and expenditure for the year then ended.

.....
Mr Daniel Withnall
11 June 2024

Certificate of the Chairman of the Board

I confirm that these accounts have been approved by the Black Sluice Internal Drainage Board at a meeting held on the 11 June 2024.

.....
Mr Keith Casswell
11 June 2024

STATEMENT OF ACCOUNTING POLICIES

1. General

These accounts have been prepared in accordance with the following accounting concepts:- Accruals, Relevance, Consistency, Reliability, Comparability, Understandability, Materiality and Going Concern.

2. Fixed Assets

Fixed assets are recognised as expenditure on acquisition, creation or enhancements with a value in excess of £5,000 and a useful life in excess of one year.

Fixed assets are valued on the following basis:-

- a) Land is included at historic cost.
- b) Operational Buildings are included in the balance sheet at valuation. The Offices and Depot were valued on 31st March 2021 by Mr Robert J Hurst FRICS FAAV, Chartered Surveyor, at market value. It is the Boards intention to value Operational Buildings at an open market value every five years and not depreciate in the intervening years.
- c) Pumping Stations were valued on 31st March 2009 by Mr JW Castley FRICS FAAV, Chartered Surveyor, at open market valuation. It is the Boards intention to retain these values in the accounts as a nominal value and not depreciate in the intervening years.
- d) Non - Operational Property is included in the balance sheet at market value. It was valued on 31st March 2021 by Mr Robert J Hurst FRICS FAAV, Chartered Surveyor, at market value. It is the Boards intention to value non-operational property at an open market value every five years and not depreciate in the intervening years.
- e) Vehicles, Plant & Equipment are included at cost less depreciation.

Disposals are written off at cost less depreciation. Any surplus/deficit arising is charged/credited to the appropriate reserve.

Depreciation has been provided on a straight line basis, on motor vehicles and equipment, excavators and plant, computers, office equipment with a purchase cost in excess of £5,000.

Plant & Vehicles	7 Years
Equipment	4 Years

3. Income

Income includes drainage rates on local agricultural land and buildings, special levies on district/borough councils, recharged works, government grants, rental income and interest on investments. Where applicable, this is net of Value Added Tax and is recognised when the Board has a right to receive the income.

4. Expenditure

Expenditure is included on an accruals basis.

5. Stock & Work in Progress

Stocks and work in progress are stated at the lower of cost or net realisable value.

6. Government Grants and Contributions

Government grants and contributions have been credited to the income and expenditure account on an accruals basis. Government grants used for the acquisition of fixed assets have been deducted from the purchase price of the asset.

7. Provisions

The Board sets aside provisions where there is a definite liability, but the amount and timing of settlement is not known. Details are given as notes to the accounting statements.

8. Pensions

The Board paid an employers contribution of £246,144 on employees pensionable pay into the Lincolnshire County Council pension fund.

9. Discontinued Operations

The Board had no material operations which it acquired or which were discontinued in the year and therefore no separate disclosure is required in respect of the Income and Expenditure account and balance sheet accounts.

10. Internal Interest

Interest is allocated to the Income and Expenditure Account, Development Fund, Plant Fund and Wages Oncost Fund based on the average level of their balances.

Black Sluice Internal Drainage Board Income and Expenditure Account For Year Ended 31st March 2024

	Note	2023/24	2022/23
Income		£	£
Special Levies on Councils	1	1,531,381	1,190,351
Drainage Rates		1,451,535	1,135,243
Grant Income (Including Local Levy)	2	564,016	70,000
Income from Rechargeable Works		420,299	683,313
Sundry Income	3	52,520	199,973
Interest		44,103	7,078
Investment Income		10,577	10,279
Rental Income		7,366	7,366
Development Reserve Contribution		5,000	5,000
		4,086,797	3,308,603
Expenditure			
Pumping Stations		1,115,880	522,868
Drain Maintenance		850,043	808,894
Asset Refurbishments	4	754,346	268,084
Administration Costs		530,927	466,103
Cost of Rechargeable Works		382,187	621,531
Environment Agency Precept		276,552	276,552
Depot Costs		72,384	65,534
Establishment Charges		71,656	67,768
Miscellaneous Charges		27,795	23,229
Environmental Schemes		15,041	17,808
		4,096,811	3,138,371
Surplus / (Deficit)		(10,014)	170,232

Black Sluice Internal Drainage Board

Balance Sheet as at 31st March 2024

	Note	2023/24	2022/23
Fixed Assets			
Pumping Stations		3,861,354	3,861,354
Land & Buildings		1,009,350	1,009,350
Vehicles, Plant & Equipment		1,205,533	897,697
Non Operational Assets		165,000	165,000
	8	6,241,237	5,933,401
Current Assets			
Stock		66,469	50,167
Debtors & Prepayments	9	291,572	193,100
Investment Valuation		413,387	417,960
Cash at bank & in hand	10	2,175,328	1,777,330
		2,946,756	2,438,557
Current Liabilities			
Creditors	11	(887,675)	(278,851)
Net Current Assets		2,059,081	2,159,706
Liability related to defined pension scheme		536,000	446,000
Total Assets less Liabilities		8,836,318	5,390,107
Capital Reserve		6,241,235	5,933,400
Pension Reserve		536,000	446,000
Investment Revaluation Reserve		(86,613)	(82,040)
		6,690,622	3,148,360
Revenue Reserve		1,422,242	1,432,256
Development Reserve		589,256	460,414
Plant Reserve		(47,572)	221,054
Wages Oncost Reserve		181,770	128,023
		2,145,696	2,241,747
	12	8,836,318	5,390,107

Mr K Casswell
Chairman
11 June 2024

Mr DJ Withnall
Chief Executive
11 June 2024

Black Sluice Internal Drainage Board

Notes to the Accounts

	2023/24	2022/23
1 Special Levies	£	£
Boston Borough Council	1,139,128	885,734
South Holland District Council	213,986	166,134
North Kesteven District Council	97,416	75,250
South Kesteven District Council	80,851	63,233
	1,531,381	1,190,351

	2023/24	2022/23
2 Government Grants received from Defra	£	£
Telemetry Software & CCTV		20,000
Black Sluice Catchment Modelling Study	100,000	50,000
Sempringham PS Weedscreen Cleaner	100,844	
South Kyme PS Bank Repair Specification	5,000	
Ewerby Fen PS Bank Repair Specification	5,000	
Trinity College PS Bank Repair Specification	5,000	
Damford PS Bank Repair Specification	5,000	
Allan House PS scheme	200,000	
Black Sluice NFM Works	40,000	
Gosberton Transformer	95,000	
Peat Restoration Project- Bourne	8,172	
	564,016	70,000

	2023/24	2022/23
3 Sundry Income	£	£
Sundry Income	29,470	178,562
Solar Income	23,050	21,411
	52,520	199,973

	2023/24	2022/23
4 Asset Refurbishments	£	£
Drain Asset Improvements	514,980	161,954
Pumping Station Refurbishments	239,366	106,130
	754,346	268,084

5 Remuneration

The table below shows the number of employees whose remuneration was greater than £50,000:

Band £	2023/24	2022/23
50,000 to 59,999	1	
60,000 to 69,999	1	1
70,000 to 79,999	1	1
80,000 to 89,999		
90,000 to 99,999		
100,000 to 109,999	1	1
	4	3

6 Audit Fees

	2023/24	2022/23
	£	£
Fees paid to the Board's External Auditor	2,940	2,940
	2,940	2,940

7 Related Party Transactions

Some members of the Board pay Drainage Rates at the prevailing rate.

Black Sluice Internal Drainage Board

Notes to the Accounts

8 Tangible Fixed Assets

	Land & Operational Buildings £	Pumping Stations £	Non Operational Property £	Vehicles, Plant & Equipment £	Total £
Cost					
Opening Balance	1,009,350	3,861,354	165,000	1,877,869	6,913,573
Additions	0	0	0	529,153	529,153
Disposals	0	0	0	(121,425)	(121,425)
Revaluation	0	0	0	0	0
As at 31st March 2024	1,009,350	3,861,354	165,000	2,285,597	7,321,301
Depreciation					
Opening Balance	0	0	0	(980,171)	(980,171)
Disposals	0	0	0	100,601	100,601
Charge for year	0	0	0	(200,494)	(200,494)
As at 31st March 2024	0	0	0	(1,080,064)	(1,080,064)
Net Book Value					
As at 31st March 2023	1,009,350	3,861,354	165,000	897,698	5,933,402
As at 31st March 2024	1,009,350	3,861,354	165,000	1,205,533	6,241,237

9 Debtors & Payment in Advance

	2023/24 £	2022/23 £
Trade Debtors	98,334	61,229
Prepayments	108,840	103,776
Officers Car Loans	4,583	8,706
Rechargeable Work in Progress	2,635	0
HM Revenue & Customs (VAT)	74,007	17,547
Drainage Rate Debtors	3,173	1,842
	291,572	193,100

10 Cash at Bank & in hand

	2023/24 £	2022/23 £
Bank Deposits	2,175,114	1,777,071
Petty Cash	214	259
	2,175,328	1,777,330

11 Creditors

	2023/24 £	2022/23 £
Trade Creditors	687,360	138,749
Accruals	200,315	140,102
	887,675	278,851

12 Reserves

	Balance 31/03/2023	Additions in Year	Withdrawals in year	Balance 31/03/2024
Capital Reserve	5,933,400	508,329	(200,494)	6,241,235
Pension Reserve	446,000	90,000		536,000
Investment Revaluation Reserve	(82,040)		(4,573)	(86,613)
Revenue Reserve	1,432,256		(10,014)	1,422,242
Development Reserve	460,414	133,842	(5,000)	589,256
Plant Reserve	221,054	260,527	(529,153)	(47,572)
Wages Oncost Reserve	128,023	257,851	(204,104)	181,770
	8,539,107	1,250,549	(953,338)	8,836,318

Development Reserve- The Board makes a one off charge to developers to allow an increase in flow into the Board's drainage system. These charges are kept in the Development Fund and used to fund future improvements to the Board's drainage system to accommodate these additional flows.

Plant Reserve - The Plant Fund generates income internally throughout the year from all works carried out using the Board's plant. Offset against this income are all the expenses related to the plant and the fund is built up to replace the plant items when required. The depreciation is also charged to this account.

Wages Oncost Reserve - The Wages Oncost Fund generates income internally throughout the year from all work using the Board's Labour. Offset against this income are all the expenses related to employing the workforce.



Black Sluice Internal Drainage Board

Biodiversity Action Plan

2021-2026

1. Statement

This Biodiversity Action Plan (BAP) has been prepared by the Black Sluice Internal Drainage Board in accordance with the commitment in the Implementation Plan of the Defra Internal Drainage Board Review of 2007 for internal drainage boards (IDBs) to produce their own Biodiversity Action Plans. It demonstrates the Board's commitment to fulfilling its duty as a public body to conserve and enhance biodiversity under various legislation and policy including, but not limited to, the Environment Bill (Act) 2021, the Natural Environment and Rural Communities Act 2006, the 25 Year Environment Plan and Water Framework Directive.

Importantly, it reflects the Board's aspiration to maximise the support it provides to biodiversity, particularly priority UK species and habitats, and the wider environment in general through its day-to-day activities, by setting clear objectives, actions and targets.

The Board has adopted this Biodiversity Action Plan as one of its policies and is committed to its implementation. It will review the plan periodically and update it as appropriate.

.....

Keith Casswell

Chairperson of the Board

11th June 2024

.....

Paul Holmes

Environment Committee Chairperson

11th June 2024

This Biodiversity Action Plan is a public statement by the Board of its biodiversity objectives and the methods by which it intends to achieve them.

We would welcome appropriate involvement in the delivery of the Plan from interested organisations, companies, and individuals.

You can contact us about this Biodiversity Action Plan by writing to the following address:

Black Sluice Internal Drainage Board

Station Road

Swineshead

Boston

Lincolnshire

PE20 3PW

Or via email: mailbox@blacksluiceidb.gov.uk

Further information is available on the Board's website: www.blacksluiceidb.gov.uk

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2. Introduction

2.1 What is Biodiversity and why is it important?

Biodiversity can be defined simply as “the variety of life” and encompasses the whole spectrum of living organisms, including plants, birds, mammals and insects. It includes both common and rare species, as well as the genetic diversity within species. Biodiversity also refers to the habitats and ecosystems that support these species.

Biodiversity is part of our natural capital, a vital resource providing:

- Supply of ecosystem services including water, nutrients, climate change mitigation, flood mitigation, carbon storage and pollination;
- Life resources including food, medicine, energy and raw materials;
- Improved health and well-being;
- Landscape and cultural distinctiveness;
- Direct economic benefits from biodiversity resources and ‘added value’ through local economic activity and tourism;
- Educational, recreational and amenity resources.

This Biodiversity Action Plan is part of a much larger biodiversity framework that encompasses international, national and local levels of legislation and policy and which also include ecosystem services and climate change.

2.2 Legislative Background

When carrying out its functions, an IDB must pay particular regard to the effect on the environment. Some environmental legislation relates specifically to maintaining or restoring the condition of protected sites or protecting certain species, but there are also statutory duties for IDBs to conserve and enhance biodiversity in and alongside the watercourses they manage and the wider landscape.

The Natural Environment and Rural Communities Act 2006 places a duty on IDBs to conserve biodiversity. The Environment Bill (Act) 2021, when enacted, extends this duty on IDBs to also enhance biodiversity and report periodically on its actions. Therefore, as a public authority, every IDB must consider what action it can take, consistently with the proper exercise of its functions, to further the conservation and enhancement of biodiversity in England.

Below is a list of key environmental legislation (by no means an exhaustive list) relevant to the work of IDBs:

- The Environment Bill (Act) 2021
- Conservation of Habitats and Species Regulations 2017
- Eels (England and Wales) Regulations 2009
- Water Environment (Water Framework Directive) (England and Wales) Regulations 2003

- Natural Environment and Rural Communities Act 2006 (Section 40)
- The Environmental Impact Assessment (Land Drainage Improvement Works) (Amendment) Regulations 2017
- Land Drainage Act 1994
- Wildlife and Countryside Act 1981 (as amended)
- The Countryside and Rights of Way Act 2000
- The Protection of Badgers Act 1992
- Flood and Water Management Act 2010
- Salmon and Freshwater Fisheries Act 1975

2.3 Policy & Strategic Background

In 1992 at the United Nations Conference on the Environment and Development, commonly known as the Rio Earth Summit, the UK signed the Convention on Biological Diversity which pledged its commitment to contribute towards halting the worldwide loss of habitats and species and their genetic resources. At the 2010 biodiversity summit in Nagoya, Japan, the UK re-affirmed this commitment and the “Biodiversity 2020” white paper was developed setting out how those commitments would be put into action.

The 2010 report by Sir John Lawton “Making Space for Nature” set out that ecological networks were required in order to halt and reverse the declines seen in many threatened species and habitats. The report succinctly made clear that these ecological networks needed to be bigger, more frequent, better in quality, and more joined up in order to be successful in their ambitions.

The concept of Nature Recovery Networks featured in the Government’s Biodiversity 2020 strategy (2011) and 25 Year Environment Plan (2018). The Environment Bill (Act) 2021 and the development of Local Nature Recovery Strategies (LNRS) expands this concept by also take into account the value of the ecological services provided by non-priority species and habitats such as the carbon sequestration of wetlands, the flood alleviation of tree-planting in the uplands and the wellbeing benefits brought about by green space. As such, this BAP presents the actions planned by the IDB to support both priority and non-priority species.

International reports such as by the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) have found that climate change in particular is considered to be one of the biggest threats to our biodiversity now, and in the future. Supporting the continuity, connectivity and quality of habitat through management, restoration and expansion may help even the less mobile species to adapt more easily to climate change. This BAP presents the actions the IDB can take to support climate resilience for biodiversity.

2.4 Purpose

This BAP has been produced to demonstrate how the IDB fulfils its legal obligations to conserve and enhance biodiversity and sets out targets and actions that contribute to local, national and international strategies and policies.

While the IDB has a statutory duty to have regard for the environment whilst carrying out their functions, for example on or within drainage assets such as watercourses and their banks, the IDB has also to give consideration to how they can contribute to the enhancement of the wider environment.

It is not within the scope of this document to set out the IDBs' objectives and actions in relation to wider environmental topics, such as reducing carbon emissions or reducing waste. However, strategies to address such topics may be mentioned in connection to the enhancement of habitats and species, such as peatland restoration and carbon sequestration.

The opportunity to work together to support and enhance biodiversity in partnership with other organisations is sought wherever possible, as the IDB recognises the additional value working in such ways can bring to the overall objectives.

The intention is that biodiversity is fully integrated into the Board's activities, policies and procedures such as annual maintenance programmes, capital works projects, training and communications.

2.5 Vision

Black Sluice Internal Drainage Board's vision is:

To maintain a catchment where thriving wildlife is an integral part of delivering efficient and effective water-level management.

2.6 Aims

The aims of this BAP are:

- To ensure that opportunities for conservation and enhancement of biodiversity are fully considered throughout the IDB's operations;
- To enable more effective monitoring and reporting of progress and outcomes;
- To ensure that Priority species and habitats receive effective action within defined targets within the drainage district;
- To identify targets and appropriate actions for other habitats and species of local importance within the drainage district. This includes invasive non- native species (INNS);
- To contribute to local environmental partnerships such as the Greater Lincolnshire Nature Partnership (GLNP) to ensure that programmes and priorities for biodiversity conservation are aligned and maintained in the long term;
- To raise awareness within the IDB and locally of the need for biodiversity conservation, and to communicate with the local and wider community what actions the IDB are undertaking to support biodiversity.

3. The IDB BAP Process

3.1 The Biodiversity Audit

The Black Sluice IDB has conducted a biodiversity audit of its drainage district (Figure 1) and identified those habitats and species that would benefit from particular management or actions by the IDB.

This BAP focuses on nationally important priority habitats and species, that is to say those that have been deemed of 'principal importance' in England under the NERC Act 2006. However, those that are not priority species or habitats, but may be locally significant for a variety of reasons have also been considered. Invasive non-native species have also been included.

The information gathered, which is presented in later sections, has been used to develop this IDB's Biodiversity Action Plan.

3.2 Objectives, Targets and Actions

For each relevant habitat and species, conservation objectives have been identified. The action plan then details individual actions required to achieve the objectives, and associated monitoring and reporting of progress and impact.

In order for this BAP to be as effective as possible the targets and actions have been devised to be SMART (Specific, Measurable, Achievable, Relevant and Time-limited).

Procedural targets and actions have also been considered allowing the Board to measure the way in which it considers and incorporates biodiversity across the whole range of its operations. These may involve changes to administrative, management and operating procedures.

3.3 Monitoring and Reporting

Monitoring is the on-going process of regularly collecting and analysing relevant information to make sure the actions within the Plan are positively contributing towards the targets and to capture any additional benefit achieved. The Plan sets out how and when this monitoring will take place for example, to regularly review the progress of actions against the plan at Board meetings throughout the life of the plan.

The frequency and type of information reported is also defined by the Plan and includes the publication of progress reports in the public domain via the IDB's website and in accordance with the duty set out in the Environment (Bill) Act 2021.

The overall plan will be updated at least every 5 years but as this is a dynamic document it may change more frequently. For example, in the light of routine monitoring, changes may be necessary to ensure an objective can be met.

4. The Biodiversity Audit

4.1 The Black Sluice Internal Drainage District Overview

The drainage district covers an area of approximately 61,000 ha and contains 760km of IDB maintained watercourse along with 148 km of main river.

It is located in the Lincolnshire Fens generally south-west of Boston. The Board's area extends from Chapel Hill in the north, to Wilsford in the west, to Bourne then Spalding in the south back to Boston in the east. The Board's boundaries are defined by either main river, Witham and Kyme Eau to the north and Glen and Bourne Eau to the south. High contour line to the western boundary and differing catchments in adjacent Drainage Board areas to the east, the Board has 8km of boundary fronting the River Haven and Wash on the east coast below Boston. The South Forty Foot Drain, a major high consequence watercourse, effectively runs through the centre of the area, south from Guthram Gowt, north and then east into Boston and out into the River Haven and North Sea via the Wash.

The following outlines the key details of the District:

Total area of the Black Sluice IDB Drainage District	47,220 ha
Catchment area draining to and including the District	67,293 ha
Total area of the District	47,220 ha
Area of Agricultural Land	43,886 ha
Area of other (non-agricultural) land	3,334 ha
Site of Designated Environmental Interest:	
Horbling SSSI	15 ha
The Wash SSSI & Ramsar	42 ha

Assets for which the Board has operational responsibility:

Watercourses (maintained)	755 km
Raised Embankments	4 km
Pumping Stations	34 (63 pumps)

Assets within or adjacent to the District that are maintained by the Environment Agency:

Main Rivers	169.5 km
Raised embankments / flood walls	7.9 km (Sea Defences)
	172.2 km (River Flood Defences)
Pumping Stations	2

4.2 Map of Audit Area (Drainage District)

The area covered by the drainage district of the IDB is shown below in Figure 1.

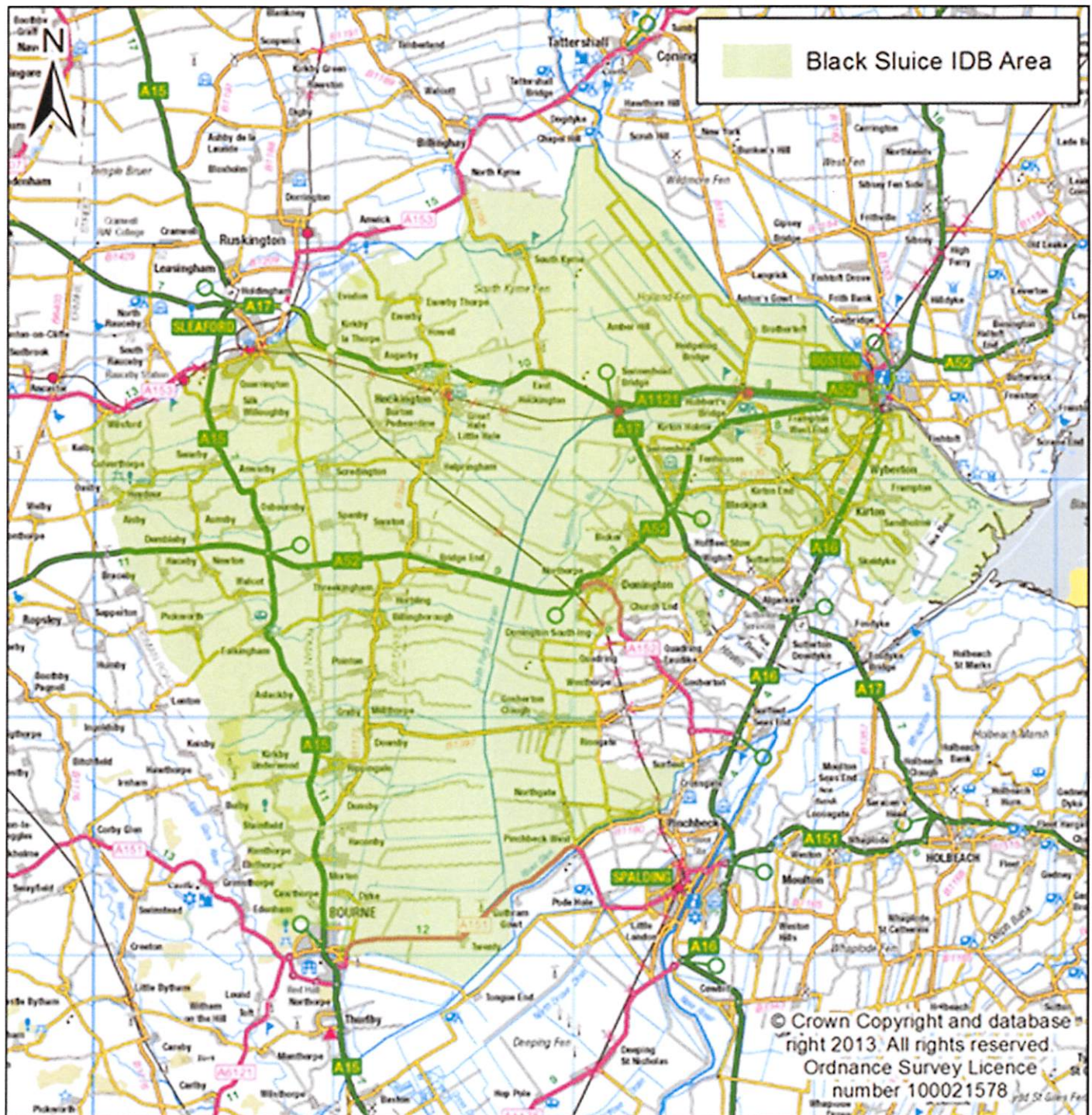


Figure 1. Black Sluice Internal Drainage District.

4.3 Geology

The majority of the Board's area has drift geology of fenland alluvium. In the west there are small areas of fen peat, gravel, clay and limestone.

4.4 Landscape Character

Natural England has divided the whole of England into a number of National Character Areas (NCA) based on characteristic landforms, wildlife and land use. For each NCA, there is a prepared profile that characterises the wildlife and natural features, identifies the influences that act upon those features and sets objectives for nature conservation.

The majority of the Board's area lies within The Fens NCA. The part which lies between Sleaford and Heckington then south to between Swaton and Osbournby lies within the Southern Lincolnshire Edge NCA, and the very small part which lies north of Bourne to roughly the east-west line of the A52 is within the Kesteven Uplands NCA.

4.5 Landscape Designations

There are no National Parks or Areas of Outstanding Natural Beauty (AONB) within the Board's catchment area.

4.6 Sites and Monuments

Scheduled Ancient Monuments (SAMs) are not directly related to Biodiversity matters. Information held by the Board and other sources has not therefore been collated. SAMs are only relevant where they occur adjacent to the Board's watercourses, and they would be referred to on a site by site basis as appropriate.

SAMs are listed by English Heritage, who together with Lincolnshire County Council's Historic Environment Record is consulted during Environmental Impact Assessment for all new schemes.

4.7 Tree Preservation Orders

Tree Preservation Orders (TPOs) are not directly related to Biodiversity matters since they are made on individual trees, groups or woods for landscape and visual amenity reasons. Information held by the Board and other sources has not therefore been collated. TPOs are only relevant where they occur adjacent to the Board's watercourses and they would be referred to on a site by site basis as appropriate.

TPOs are made under the Town and Country Planning Act 1990 and the Town and Country Planning (Trees) Regulations 1999. TPOs are administered by Local Authorities. It is hoped to enter TPOs on the Board's Geographic Information System in the future; liaison on trees potentially protected by TPOs is undertaken during the EIA process.

4.8 Statutory Nature Conservation Sites

4.8.1 Internationally Designated Sites

The following internationally designated conservation sites, relevant to the water level management* and/or maintenance activities of the IDB, are found within or adjacent to the drainage district.

Table 1. Internationally designated sites within or adjacent to the IDB boundary

Site name	Designation	Features Relevant to IDB
The Wash	In two places to the south-east of Kirton and Frampton, the Board's area lies adjacent to The Wash, which is a Special Area of Conservation (SAC), Special Protection area (SPA) and Ramsar site.	The Wash is the largest estuarine system in Britain. It is fed by the rivers Witham, Welland, Nene and Great Ouse. There are extensive saltmarshes, intertidal banks of sand and mud, shallow waters and deep channels. It is the most important staging post and over-wintering site for migrant wildfowl and wading birds in eastern England. It supports a valuable commercial fishery for shellfish and also an important nursery area for flatfish. It holds one of the North Sea's largest breeding populations of common seal <i>Phoca vitulina</i> and some grey seals <i>Halichoerus grypus</i> . The sublittoral area supports a number of different marine communities including colonies of the reef-building polychaete worm <i>Sabellaria spinulosa</i> .

*Further information regarding Water Level Management Plans (WLMPs) are given later in the document.

Sources of information and map can be found in Annex 1.

4.8.2 Nationally Designated Sites

The following nationally-designated conservation sites, relevant to water level management and/or maintenance activities of the IDB, are found within the drainage district. Sources of information and a map can be found in Annex 2.

Table 2. Nationally designated sites within or adjacent to the drainage district

Site name	Designation	Component of an International Site	Associated WLMP?*	Features Relevant to IDB
The Wash TF 550400	SSSI, NNR	Yes	No	The whole area is of exceptional biological interest. The intertidal mudflats and saltmarshes represent one of Britain's most important winter-feeding areas for waders and wildfowl outside of the breeding season. Enormous numbers of migrant birds, of international significance, are dependent on the rich supply of invertebrate food. The saltmarsh and shingle communities are of considerable botanical interest and the mature saltmarsh is a valuable bird breeding zone. In addition, the Wash is also very important as a breeding ground for Common Seals.

Horbling Fen TF 154353	SSSI	No	Yes	This site contains sediments deposited between the end of the last Ice Age and the present day, and provides a record of the inundations of the sea during this period. The site has considerable potential for future research using stratigraphic and micropaleontological studies to assess one of the most recent marine transgressions in the region and to correlate the inferred sea-level changes with numerous local archaeological finds. The Board have a WLMP agreed with Natural England.
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4.8.3 Local Nature Reserves

The following Local Nature Reserves are relevant to the activities of the IDB are found within the drainage district. Sources of information and a map are listed in Annex 3.

Table 3. Local Nature Reserves within the drainage district

Site name	Associated WLMP?*	Features Relevant to IDB
Mareham Pastures	No	On the Boards boundary with no relevance to the Board

4.8.4 Non-statutory Local Wildlife Sites

A number of sites have been identified locally as being important for wildlife. Whilst these designations do not have statutory status, the sites are important for their contribution to biodiversity and planning policy requires that they are given consideration by the LPA in forming any decision. The following relevant Local Wildlife Sites are to be found within or bordering the drainage district. Sources of data can be found in Annex 4.

Table 4. Non-Statutory sites within the drainage district

Site name	Designation	Features Relevant to IDB
Aswarby Thornes	Local Wildlife Site	Woodland
Beacon Hill Railway Cutting	Local Wildlife Site	Calcareous grassland
Botolphs Park Pond	Local Wildlife Site	Pond, Garden
Broadhurst Drain East	Local Wildlife Site	Coarse or rank grassland, Drain, Neutral grassland - semi-improved
Cobble's Lock Sedge and Reed Beds	Local Wildlife Site	Fen, Wet Woodland, Scrub, Standing Water
Cole's Lane Ponds	Local Wildlife Site	Scrub, Semi-improved neutral grassland, Pond, Marsh/fen, Reedbed
Drove Drain, Horbling Fen	Local Wildlife Site	Coarse or rank grassland, Drain, Neutral grassland - semi-improved
Dyke Fen Drains	Local Wildlife Site	Coarse or rank grassland, Drain
East Drains, Billingborough Fen	Local Wildlife Site	Coarse or rank grassland, Drain
Ewerby Pond	Local Wildlife Site	Pond, Scrub, Marsh, Field margin
Fen Road Drain	Local Wildlife Site	Coarse or rank grassland, Drain, Ruderal
Flower Pot Brick Pits	Local Wildlife Site	Semi-natural woodland, Wet woodland, dense scrub, standing water
Frampton Hall	Local Wildlife Site	Parkland, Semi-natural woodland, Scrub, Semi-

		improved neutral grassland, Semi-improved calcareous grassland, Improved grassland, Coarse or rank grassland, Ditch, Pond
Gravel Dike	Local Wildlife Site	Drain
Great Hale Eau	Local Wildlife Site	Drain
Guthram Gowt (River Glen)	Local Wildlife Site	Neutral grassland (semi-improved), Scrub (scattered and dense), Species-rich hedgerows, Ruderal, Pond, Floodplain
Hacconby Drove Drain	Local Wildlife Site	Coarse or rank grassland, Drain, Linear reedbed
Hall Weir	Local Wildlife Site	Wet woodland, Coarse or rank grassland, Dense scrub, Ditch, Pond, Reedbed
Hammond Beck	Local Wildlife Site	Coarse or rank grassland, Drain, Reedbed / Linear reedbed
Kirkby la Thorpe Pit	Local Wildlife Site	Standing water, Unimproved calcareous grassland, semi-improved neutral grassland, semi-natural & wet woodland, dense scrub, ruderal
Mackay's Pit	Local Wildlife Site	Pond
Mareham Pastures	Local Wildlife Site	Semi-improved neutral grassland, Woodland
Mill Drain	Local Wildlife Site	Coarse or rank grassland, Drain, Neutral grassland - semi-improved
Millthorpe Drove Drain	Local Wildlife Site	Coarse or rank grassland, Drain, Neutral grassland - semi-improved
Morton Drain	Local Wildlife Site	Coarse or rank grassland, Drain, Linear reedbed
New Dike West	Local Wildlife Site	Drain
North Drain, Billingborough Drove	Local Wildlife Site	Coarse or rank grassland, Drain
North Drain, Horbling Fen	Local Wildlife Site	Coarse or rank grassland, Drain
Old Forty Foot Drain	Local Wildlife Site	Coarse or rank grassland, Drain
Old Forty Foot to South Forty Foot Drain	Local Wildlife Site	Coarse or rank grassland, Drain
Risegate Eau	Local Wildlife Site	Coarse or rank grassland, Drain, Linear reedbed, Scrub
River Glen Corridor	Local Wildlife Site	River, Coarse or rank grassland, Semi-improved neutral grassland
Slippery Gowt Sea Bank	Local Wildlife Site	Coarse or rank grassland
South Drain, Billingborough Drove	Local Wildlife Site	Coarse or rank grassland, Drain
South Forty Foot Drain	Local Wildlife Site	Drain, Neutral grassland (semi-improved), Coarse or rank grassland
Threekingham Road Verges	Local Wildlife Site	Calcareous grassland
Twenty Foot Drain	Local Wildlife Site	Coarse or rank grassland, Drain
Tytton Lane West Pits, East	Local Wildlife Site	Pit, Dense scrub
Tytton Lane West Pits, West	Local Wildlife Site	Pit, Dense scrub
Westgate Wood and Meadow	Local Wildlife Site	Native plantation - new, Neutral grassland - semi-improved, Coarse or rank grassland, Ditch, Pond, Scrub - scattered / dense
Willow Farm Drain	Local Wildlife Site	Coarse or rank grassland, Drain

4.9 Habitat Audit Summary

This habitat audit summary lists the UK priority habitats that occur within the drainage district and are identified as likely to be influenced by the Board's activities. Also listed are habitats deemed to be of local importance and/or featured in local nature strategies that occur in the drainage district. Finally, brief notes are included on the potential for the IDB to maintain, restore or expand its important habitats. (A list of relevant Priority habitats can be found at <https://jncc.gov.uk/our-work/uk-bap-priority-habitats/>).

Table 5. Habitat Audit Summary

National Priority Habitat	National Status & Extent	Local Priority Habitat	Local Status and Extent	Habitat of Importance for IDB	Extent, status and Location of Habitat of Importance within drainage district	IDB Potential for Maintaining, Restoring or Expanding Habitat (high/medium/low)
Hedgerows	A hedgerow is defined as any boundary line of trees or shrubs over 20m long and less than 5m wide, and where any gaps between the trees or shrub species are less than 20m wide.	Ancient and/or species-rich hedgerows	70% loss between 1984 and 1990.	Hedgerows	Not known- dominant feature within the drainage district, with many watercourses bounded, at least on one side, by hedge lines. Most of these are species-poor and are either unmanaged or heavily managed.	High – planting and maintenance
Reedbeds	Reedbeds are wetlands dominated by stands of the common reed <i>Phragmites australis</i> , wherein the water table is at or above ground level for most of the year. They tend to incorporate areas of open water and ditches, and small areas of wet grassland and carr woodland may be associated with them.	Fens and wet reedbeds	Stable	Watercourses, ponds and wetlands	Isolated open water bodies with extensive reed margins on some watercourses, ponds and wetland fens.	High - Potential to expand reedbed habitat by extending existing margins along watercourses and Board owned ponds and wetlands

Wet Woodlands	Wet woodland occurs on poorly drained or seasonally wet soils, usually with alder, birch and willows as the predominant tree species, but sometimes including ash, oak, pine and beech on the drier riparian areas. It is found on floodplains, as successional habitat on fens, mires and bogs, along streams and hill-side flushes, and in peaty hollows.	Wet Woodlands	Stable	Wet Woodlands	Marginal to isolated open water bodies and some larger waterlogged areas	Medium – the Board owns three small wet woodland sites. No real potential to expand habitat by extending woodland areas.
Fens and Watercourses	Unknown	Watercourses	Stable	Watercourses	Vast majority of the Boards area is Fenland with Main River, Ordinary Watercourses and Riparian Ditches throughout.	High - Maintain vegetated fringes where risks allow, install vegetated ledges when re-profiling banks.

4.10 Species Audit Summary

This species audit summary will include priority and other species including INNS that occur within the drainage district and are identified as likely to be influenced by the Board's activities. Also listed are species deemed to be of local importance and/or identified by local nature strategies. Finally, brief notes are included on the potential for the IDB to improve the status of the species in the drainage district. (A list of relevant Priority species can be found at <https://jncc.gov.uk/our-work/uk-bap-priority-species/>).

Table 6. Species Audit Summary

Common & scientific name	National Status	Local Status	Location of Species of Importance within drainage district	IDB Potential for Maintaining or Increasing Species Population or Range
Bank and reed nesting birds such as:- Reed Bunting, Sedge Warbler, Reed Warbler, Bearded Tit, Cuckoo	Various protected species with fluctuating status	Fluctuating year on year, dependent on the breeding season	Throughout the remote fenland catchments	Manage banks so as to maintain and extend areas of adjacent rank grassland, alternate bank cuts where possible to leave established reed margins.
Bats	The latest trends indicate that populations of bat species that can be monitored are stable or recovering.	There are suggestions that current legislation and conservation actions to protect and conserve bats are having a positive impact, and it is vitally important that these continue.	Channels, Pumping Station buildings and Pumping Station suction bays	Bat boxes positioned on all Pumping Station buildings.
Water Vole	S41 species, Listed in WCA 1981 Long term decline	Difficult to determine, the view is the local status is stable.	Identified throughout the Board's area with the exception of smaller headwaters	Appropriate management of watercourses & predator control.

Kingfisher	Amber listed species in the 'Birds of Conservation Concern' Schedule 1 WCA 1981 Formerly declining along linear waterways until the mid-1980s, since recovered.	Increasing	Identified throughout the Board's area	Monitor & maintain current nest site and install artificial nest sites at suitable pumping station locations
Barn Owl	A Schedule 1 species, generally declining.	High than average population throughout the Board's area.	Likely to be breeding throughout the Board's area, using habitats not always associated with watercourses. Owl boxes at 30+ locations in the Board's area at present	Annually maintain existing Barn Owl boxes, continuous replacement plan.
Eel	S41 species, difficult to monitor but declining.	Believed to be in every watercourse throughout the catchment.	Probably throughout the Board's area	Maintain gravity flows at Pumping stations, remove all unnecessary obstructions from watercourses. Develop the Boards Eel management plans.
Otter	<u>Priority species</u>	Increasing	Increased sightings throughout the catchment.	Construct an Otter holt and maintain in good order in the hope an Otter marks a territory.
Grass Snake	Protected species	Widespread	Channels and their banks, including drying out weed rakings.	Maintenance of habitat and provision of refugia/egg laying piles/hibernating at suitable pumping station sites

4.11 Invasive Non-native Species Summary

The IDB has identified the following high risk aquatic and riparian invasive non-native species within the drainage district that are identified as likely to be influenced by, or impact upon the Board's activities.

Table 7: High risk aquatic and riparian invasive non-native species summary

Common & scientific name	Location within IDB if known	Year first recorded	Local status / Extent within drainage district	IDB potential for controlling species population or range
Floating Pennywort	Not yet identified within the catchment, be watchful			IDB management plan and control measures, and partnership working
Parrots Feather	Not yet identified within the catchment, be watchful			IDB management plan and control measures, and partnership working.
Water Fern	Widespread in 'bad' years, localised in normal years	2008	North Forty Foot, Claydyke, Hammond Beck	IDB management plan and control measures, and partnership working
Japanese Knotweed	Occasional around built-up areas	2013	Threekingham	IDB management plan and control measures, and partnership working
Giant Hogweed	Occasional	2013 2020	Wyberton South Forty Foot Drain Boston report from EA,	IDB management plan and control measures, and partnership working
Himalayan Balsam	Occasional		No known reports/records	IDB management plan and control measures, and partnership working
American Mink	Thinly but widely spread	2008	Sightings at Swineshead p/s, Frampton Towns Drain, North Forty Foot, Dowsby Fen p/s	Board purchased Mink traps used and monitored following positive sightings

Chinese Mitten Crab	Not yet identified within the catchment, be watchful			
Killer Shrimp	Not yet identified within the catchment, be watchful			
Signal Crayfish	Not yet identified within the catchment, be watchful			

4.12 Water Level Management Plans

Water Level Management Plans (WLMPs) provide a means by which the water level requirements for a range of activities in a particular area, including agriculture, flood defense and conservation, can be balanced and integrated. Guidance for the production of WLMPs by the operating authorities for sites of conservation interest was produced by MAFF/ Defra in 1992, 1999 and 2004. This guidance concentrated on SSSIs, especially those of international importance (SPA or SAC sites).

Where IDBs are the operating authority for sites, they may or may not actively manage the water levels.

The table below provides further details of the Water Level Management Plans for which the IDB has some involvement within their drainage district.

Table 8: Water Level management plans in operation within the drainage district

Site Name & Designation	Reason for WLMP (state main species or habitat)	WLMP lead and other key [partners	Favorable/ unfavorable condition (related to water level management)	Active Management by IDB	WLMP Last Updated
Horbling Fen	This site contains sediments deposited between the end of the last Ice Age and the present day and provides a record of the inundations of the sea during this period. The site has considerable potential for future research using stratigraphic and micropaleontological studies to assess one of the most recent marine transgressions in the region and to correlate the inferred sea-level changes with numerous local archaeological finds. The Board have a WLMP agreed with Natural England.	BSIDB/NE		Ops Lead	

5. Habitat and Species Action Plans

5.1 Introduction

Action plans comprise the objectives, targets and actions that the IDB has identified for each habitat and species to be included within the BAP. The following sections contain action plans for each of the habitats and species that have been prioritised by the IDB.

5.2 Habitat Action Plans

5.2.1 Hedgerows

5.2.1.1 National and Local Targets

Table 9. Hedgerows - National and Local Targets

National Targets	Local Targets
To halt the loss of all hedgerows that are both ancient and species rich and maintain overall numbers of hedgerow trees throughout the country.	To halt the loss of hedgerows & achieve favorable management of all hedgerows & plant new hedgerows, particularly to help landscape connectivity.

5.2.1.2 IDB Objectives

Table 10. Hedgerows – IDB Objectives

IDB Objectives	
1	Ensure no net loss of hedges as a result of IDB activities
2	Increase the extent of hedgerows within IDB

5.2.1.3 IDB Actions

Table 11. Hedgerows – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Ensure that compensation planting takes place if any hedges are removed. To provide enhancement by being a wider species mix.	Length in m of hedges removed and hedges planted	Ongoing	IDB Ops	Landowners
2	Prevent damage to existing hedges (does not preclude management to allow watercourse maintenance, including coppicing).	Intact hedgerow in m this year compared to last	Ongoing	IDB Ops	Landowner
3	Identify location and plant 0.5 km hedgerow over 5 years.	Length of new hedgerow (m) each year	April 2025	Ecologist	Landowner
4	Avoid trimming hedgerows between 1 March and 31 July (the main nesting season for birds)	Annual reports	Ongoing	IDB Ops	Landowner

5.2.2 Reedbeds and Drainage Ditches

5.2.2.1 National and Local Targets

Table 12. Reedbeds and Drainage Ditches – National and Local Targets

National Targets	Local Targets
Reedbed is one of the rarest habitat types in the UK and is highly fragmented. Continuous expansion of existing and creation of new reedbed being the National Target.	Drainage ditches hold an unknown amount of habitat with the importance of the linear reedbed margins and banks often going underestimated. The IDB's maintenance regime should maintain this habitat in good conditions.

5.2.2.2 IDB Objectives

Table 13. Reedbeds and Drainage Ditches – IDB Objectives

IDB Objectives	
1	To enhance and maintain as a minimum the biodiversity already present within ditches
2	To increase the biodiversity within drainage ditches while maintaining drainage standards

5.2.2.3 IDB Actions

Table 14. Reedbeds and Drainage Ditches – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Maintain the existing marginal fringes of vegetation of at least 45 - 60cm wide (approx.)* along at least one side of all drainage ditches where flood risk allows. *Width of vegetation fringe is dependent upon flood risk category and drainage ditch width. Where a wider channel allows a wider fringe then establish, where flood risk prevents, act accordingly. Use drainage channel biodiversity manual as a guide.	Length of marginal fringe extent in m maintained each year where flood risk allows.	Ongoing	Ops Lead	Ecologist
2	Identify ditches suitable to allow a continuous marginal fringe of vegetation at least 45 - 60cm wide (approx.) or more along at least one side of the ditch.* In areas identified, plant with suitable plugs, install coir rolls or allow colonisation naturally.	Establishment/colonisation of new marginal vegetation in m each year	31/12/2025	Ops Lead	Ecologist
3	Identify ditches which are too narrow for a continuous vegetation fringe to be installed, but where occasional patches of vegetation	Length of occasional marginal vegetation patches established in m	31/12/2025	Ops Lead	Ecologist

	fringes can be encouraged. Plant with suitable plugs, install coir rolls or allow colonization naturally.				
4	Install marginal plant ledges during bank re-profiling and plant with sedge plugs or coir rolls	Length in m of plant ledge created each year	Ongoing	Ops Lead	Ecologist
5	Alternate bank side cutting each year where risk allows. Mowing to take place between August and April to avoid bird nesting season. 45 - 60cm or more from toe of bank to be left unmown on ditches where risk and ditch profile allows.	Increased extent of uncut ditch bank	Ongoing	Ops lead	Ecologist
6	Remove bank-side cuttings where possible (with conveyor) to encourage sward diversity. Survey to identify diversity baseline and diversity following cuttings removal.	Survey highlights increased sward diversity after 5 years.	Ongoing	Ops Lead	n/a
7	Establish a pollen-rich sward following bank re-profiling	Floristic species present in bank sward.	Ongoing	Ops Lead	Ecologist

5.2.3 Wet Woodland

5.2.3.1 National and Local Targets

Table 15. Wet Woodland – National and Local Targets

National Targets	Local Targets
A UK BAP Priority Habitat, large areas of wet woodland are especially scarce in Lincolnshire.	Wet woodland within the Board's area typically occur as small stands at sites where there are open water, reedbed and fen habitats. The Board own three small Wet Woodland site in the Borne Fen, our target is to maintain these to preserve the sites.

5.2.3.2 IDB Objectives

Table 16. Wet Woodland – IDB Objectives

IDB Objectives	
1	To improve the management of our wet woodland sites with the Board's area
2	To operate long term management plans to the three sites the Board own.

5.2.3.3 IDB Actions

Table 17. Wet Woodland – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Identify and map the extent and condition of wet woodland within the catchment.	Number of areas and area size. GIS layer	31/12/2025	Ops Lead	Ecologist
2	Ensure the maintenance programmes cause no harm to existing wet woodland.	No net loss	On going	Ops Lead	n/a
3	Monitor wet woodland and manage it effectively to prevent the area drying out.	No net loss	On going	Ops Lead	n/a
4	Consider options to help landowners maintain/restore wet woodland.	Number of areas and area size. GIS layer	On going	Ops Lead	LWT

5.3 Species Action Plans

5.3.1 Bank & Reed nesting Birds

5.3.1.1 National and Local Targets

Table 18. Bank and Reed Nesting Birds – National and Local Targets

National Targets	Local Targets
UK BAP Priority Species	All likely to be breeding throughout the catchment, especially in the remote and heavily reeded fens. Maintenance technique's and programme timing to be taken into consideration.

5.3.1.2 IDB Objectives

Table 19. Bank and Reed Nesting Birds – IDB Objectives

IDB Objectives	
1	Maintenance and improvement of habitat.

5.3.1.3 IDB Actions

Table 20. Bank and Reed Nesting Birds – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Investigate methods for monitoring and recording various species throughout the catchments.	Records, GIS layers	On going	Ops Lead	Ecologist

5.3.2 Bats (All Species)

5.3.2.1 National and Local Targets

Table 21. Bats - National and Local Targets

National	Local
Protected under Schedule 5 of the WCA 1981 there are 16 species of bat known in the UK that are dealt with collectively. Thought to be declining due to loss of feeding habitat, loss of roosting sites, disturbance and fragmentation of habitats.	Bats are using some of the Boards pumping stations and structures as roosting sites and the watercourses as feeding sites.

5.3.2.2 IDB Objectives

Table 22. Bats - IDB Objectives

IDB Objectives	
1	To maintain and improve current habitat
2	Reduce disturbance whilst undertaking Board activities
3	Protect, maintain and enhance the features in our landscape required by Bats

5.3.2.3 IDB Actions

Table 23. Bats – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Investigate methods for monitoring/survey works at select pumping station sites.	Surveys, annual report	On going	Ops Lead	Ecologist
2	Erect roosting boxes on Board buildings.	GIS Layer, annual report	On going	Ops Lead	Ecologists
3	Locate and protect roosts used by bats.	Surveys	On going	Ops Lead	Ecologists
4	Monitor and survey bat species, numbers, and locations.	Surveys	On going	Ops Lead	Ecologists

5.3.3 Water Vole

5.3.3.1 National and Local Targets

Table 24. Water Vole – National and Local Targets

National	Local
The water vole is found throughout the UK but is mainly confined to lowland areas with nearby water, there has been a significant decline in distribution and numbers within the UK.	The Boards area forms a significant local stronghold for water vole.

5.3.3.2 IDB Objectives

Table 25. Water Vole – IDB Objectives

IDB Objectives	
1	Maintain current water vole extent by reducing habitat degradation and loss through good watercourse maintenance techniques

2	Raise awareness of water vole conservation issues with the IDB machine operators
3	Better understand water vole population, movement and extent

5.3.3.3 IDB Actions

Table 26. Water Vole – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Control American mink	Number of mink caught	Annually	Ops Lead	n/a
2	Work with GLNP on mink task group to monitor county water vole and mink populations.	GLNPs annual reports indicating number and results of surveys. Extent of water vole population	Annually	Ops Lead	Ecologist/GLNP
3	Continue yearly recording by operational staff.	Number and location records collected and submitted to local biodiversity records office.	Annually	Ops Lead	n/a

5.3.4 Kingfisher

5.3.4.1 National and Local Targets

Table 27. Kingfisher – National and Local Targets

National	Local
Protected under the WCA 1981, the Kingfisher is widespread throughout the UK, exact numbers are difficult to confirm	Occasionally seen throughout the Boards area along open watercourses and around pumping stations.

5.3.4.2 IDB Objectives

Table 28. Kingfisher – IDB Objectives

IDB Objectives	
1	Maintain potentially suitable kingfisher habitat, particularly breeding habitat

5.3.4.3 IDB Actions

Table 29. Kingfisher – IDB Actions.

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Maintain and avoid disturbance to potential nest sites by retaining earth cliffs and avoiding close working.	Number and extent of earth cliffs in m each year. Work schedules detail exclusion zone around known nest sites in the breeding season.	On going	Ops Lead	n/a
2	During replacement of pumping station create artificial kingfisher hole	New Kingfisher nesting hole to be present, GIS layer	On going	Ops Lead	n/a

5.3.5 Barn Owl

5.3.5.1 National and Local Targets

Table 30. Barn Owl – National and Local Targets

National	Local
Protected under Schedule 1 of the WCA 1981, widely distributed across the UK and very weather dependent on successful breeding seasons. Following a decline in numbers over the past fifty years, numbers may now be increasing.	The Barn Owl is a regular sight in Lincolnshire and widely associated with well-maintained IDB watercourses

5.3.5.2 IDB Objectives

Table 31. Barn Owl – IDB Objectives

IDB Objectives	
1	To maintain and where possible increase the range and population of Barn Owl within the Board's area.

5.3.5.3 IDB Actions

Table 32. Barn Owl – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	To increase nesting opportunities on land managed by the Board.	GIS Layer	Annually	Ops Lead	Hawk & Owl Trust
2	Maintain and renew nesting boxes at Pumping stations and pole sights.	Annual reports	Annually	Ops Lead	Hawk & Owl Trust
3	Monitor the use of the boxes, ring and record fledglings.	Annual reports	Annually	Ops Lead	Hawk & Owl Trust
4	Maintain areas of marginal vegetation around pumping stations and drains	GIS Layer	Annually	Ops Lead	n/a

5.3.6 Eel

5.3.6.1 National and Local Targets

Table 33. Eel – National and Local Targets

National	Local
Critically endangered	There is a legal requirement to position Eel passes at locations where their passage is impeded or likely to be impeded. Eel Regulation compliance for 'Pumping Station Passability' is ongoing in partnership with the EA.

5.3.6.2 IDB Objectives

Table 34. Eel – IDB Objectives

IDB Objectives	
1	To maintain and where possible increase the habitat range and population of Eels within the Board's area.
2	To remove any unnecessary watercourse restriction that could impede eel passage.

5.3.6.3 IDB Actions

Table 35. Eel – IDB Actions.

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Maintain the current range of eels within the Board's area through effective watercourse management.	Annual reports	Annually	Ops Lead	Ecologist
2	Install and maintain suitably approved Eel passes where necessary.	GIS layer	Annually	Ops Lead	Ecologist/EA

5.3.7 Otter

5.3.7.1 National and Local Targets

Table 36. Otter – National and Local Targets

National	Local
Protected under Schedule 5 of the WCA 1981, following a UK decline there now appears to be an increase in numbers and becoming more widespread.	Becoming more increasingly common through sightings within the Board's area.

5.3.7.2 IDB Objectives

Table 37. Otter – IDB Objectives

IDB Objectives	
1	Assist in maintaining sustainable populations by protecting, maintaining and enhancing the features required by this species.

5.3.7.3 IDB Actions

Table 38. Otter – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Maintain habitat suitable for otter within the Board's area	Annual maintenance works	On going	Ops Lead	n/a
2	Record sighting by the Board's workforce	GIS layer	Ongoing	Ops Lead	n/a
3	Construct an Otter holt and maintain	Annual maintenance/inspection	Ongoing	Ops Lead	n/a

5.3.8 Grass Snake

5.3.8.1 National and Local Targets

Table 39. Grass Snake – National and Local Targets

National	Local
UK BAP Priority Species	Suffered from decline in habitat availability due to agricultural intensification but believed to be widespread throughout the remote Fens and increasing in number.

5.3.8.2 IDB Objectives

Table 40. Grass Snake – IDB Objectives

IDB Objectives	
1	To maintain and where possible increase the range and population of Grass Snake within the Board's area

5.3.8.3 IDB Actions

Table 41. Grass Snake – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Create egg laying/hibernation stations throughout the Board's area.	GIS layer, annual maintenance	Ongoing	Ops Lead	n/a

5.3.9 Butterfly and Moth

5.3.9.1 National and Local Targets

Table 42. Butterfly and Moth – National and Local Targets

National	Local
UK BAP Priority Species	Thought to be rapidly declining, future plans should include more surveys, monitoring, research, site management and protection as well as publicity.

5.3.9.2 IDB Objectives

Table 43. Butterfly and Moth – IDB Objectives

IDB Objectives	
1	To undertake any watercourse maintenance adjacent to a Butterfly Garden in respect of conveyance, in an agreed and considerate way.

5.3.9.3 IDB Actions

Table 44. Butterfly and Moth – IDB Actions

Objective ref.	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Co-ordinate maintenance with Butterfly Garden managers.	Annual reports from Butterfly Gardens.	Ongoing	Ops Lead	Butterfly Garden Managers (e.g., Amber Hill Butterfly Garden)

6 Procedural Action Plan

6.1 Introduction

A number of procedural targets and actions have been established to better integrate biodiversity considerations into IDB practices and procedures.

6.2 Objectives and Targets

Table 42. Procedural Action Plan – Objectives and Targets

IDB Objectives	
1	To improve all IDB employee's knowledge of biodiversity support through training.
2	To improve IDB practitioners knowledgeable about specific local biodiversity through training.
3	To maintain no net loss of open watercourse through consenting.

6.3 IDB Actions

Table 43. Procedural Action Plan – IDB Actions

Target Reference	Action	Measurable / Indicators	Completion date	Action Lead	Partners
1	Ensure all staff including contractors have received high-level biodiversity training within 6 months from the start date of this Plan, or as part of their induction, and refresher training provided every 3 years.	Numbers of staff trained	Ongoing	Ecologist	
2	Produce a manual of best practice within 12 months from the date of this plan.	Publication of manual on website	June 2022	Ecologist	NE/ WT
3	Develop and deliver 12 habitat and species specific toolbox talks, to be delivered 1 per quarter per year	Delivery of 12 toolbox talks	Ongoing	Ecologist	WT

4	Respond to applications for culverts with alternatives to maintain open watercourses. Approve no new long culvert applications.	Extent of open watercourses maintained.	Ongoing	CEO	LA's
5	Identify areas for limited maintenance	Develop the idea with the works Committees	Ongoing	Ops Team	

7 Implementation

The actions within the BAP will be executed via the following means:

- 1) The actions which can be delivered through adaptations or inclusions to general maintenance programmes will be identified and integrated accordingly / into the IDB's best practice manual. From this, monthly maintenance schedules will be drawn up and completed activities communicated via returned job cards or similar.
- 2) Actions which require independent and additional execution such as bat and bird box erection and surveys or training will be identified, resources planned and engaged and / or planned in to the relevant resources' work schedules.
- 3) Actions which can be executed through capital works programmes will be integrated into the relevant project plans.
- 4) Actions which can be delivered through collaboration with partners will be formally agreed in writing with such partners with responsibilities, timescales and reporting requirements defined.
- 5) Actions which can be delivered through developer or consented works will be identified and integrated into project plans.

8 Monitoring

Appropriate indicators have been set for each of the IDB's biodiversity actions. Indicators have been chosen which provide the IDB with ways of measuring both the current status of biodiversity and also ways of measuring achievements in delivering biodiversity objectives and targets. The individual action plans set out the indicators and measurables which will be used to assess progress and execution against the plan. The IDB will routinely monitor biodiversity actions using the indicators and measurables and will review actions and indicators at least annually.

The overall plan will be updated at least every 5 years but is a dynamic document so may change more frequently for example in the light of monitoring outcomes.

9 Reporting

The Board is responsible for ensuring that progress against the Plans' targets are routinely reported, at least annually, at Board meetings to allow the Board to discuss and review BAP activity and to modify the BAP and actions to meet the objectives where necessary.

Annual summary progress reports will detail which actions have been progressed according to the plan, any new opportunities identified, risks and issues affecting the objectives or actions, and the contribution actions have made towards achieving the objectives. Recommendations will be made in the light of the monitoring outcomes.

Making this information available to a wider audience is important in increasing the understanding of the importance of the Boards' actions regarding biodiversity and inspiring people about biodiversity. As such, the IDB will make the summary reports available externally in the following ways:

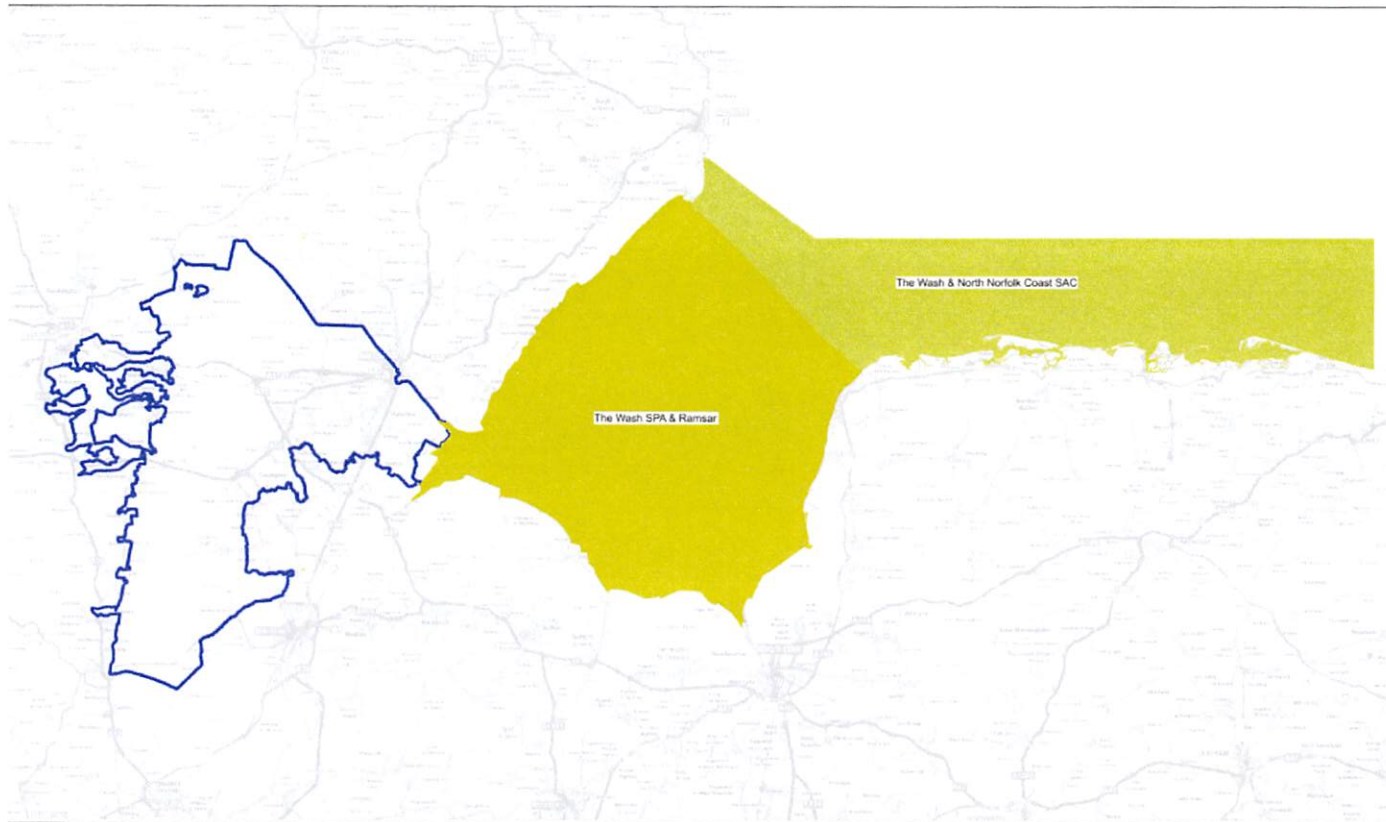
- In the public domain via the IDB's website;

- Provided to conservation partners to assist with further local biodiversity conservation planning;
- Provided to local authorities in order to contribute towards their legislative biodiversity reporting requirements including the NERC 2006 Act, Habitats Directive, Environment Bill and the Local Nature Recovery Strategies;
- The Local Biological Records Centre.

10 Appendices

10.1 Appendix 1 – Internationally Designated Conservation Sites

Internationally Designated Nature Conservation Sites

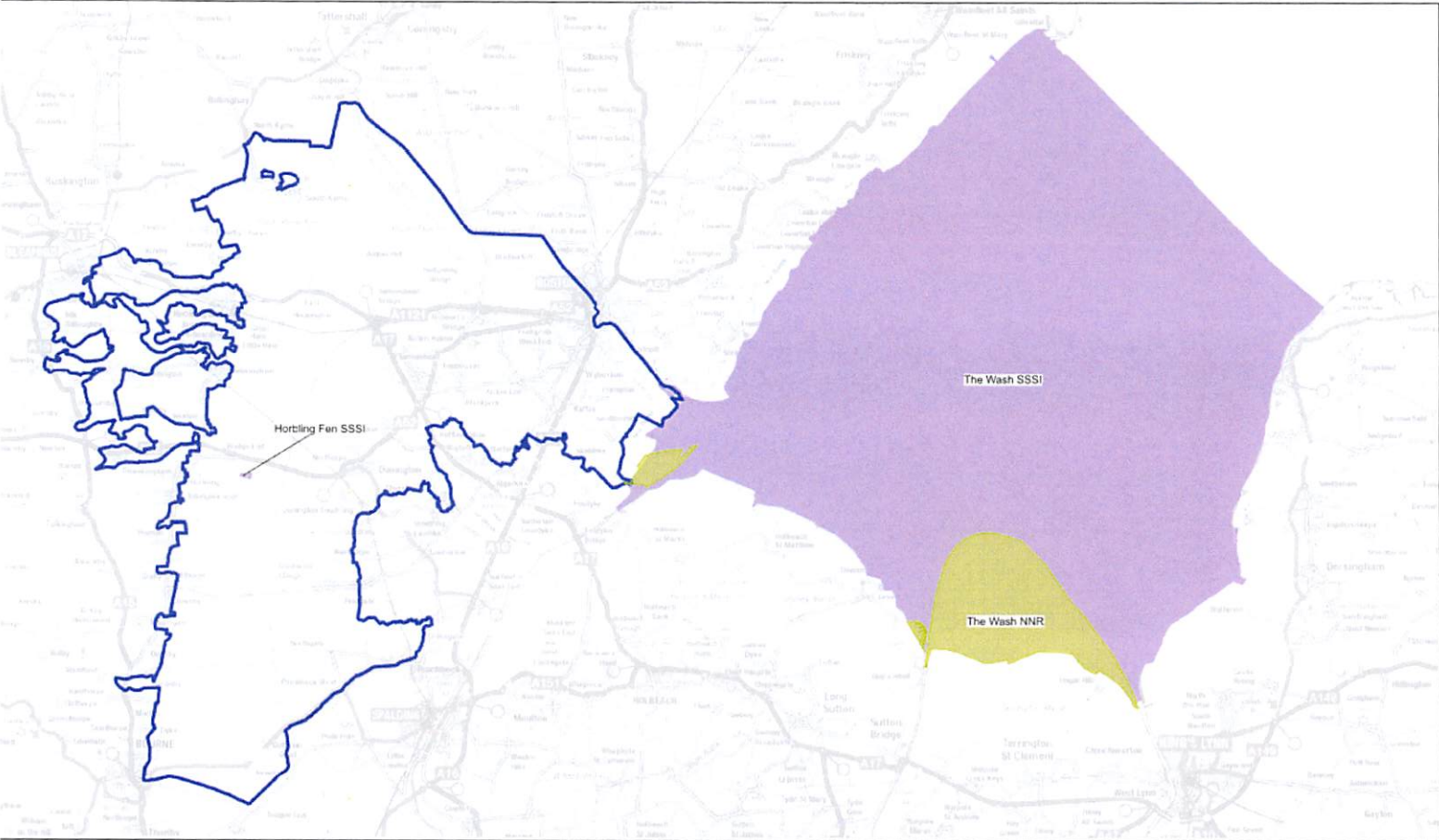


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10.2 Appendix 2 – National Sites

National Sites

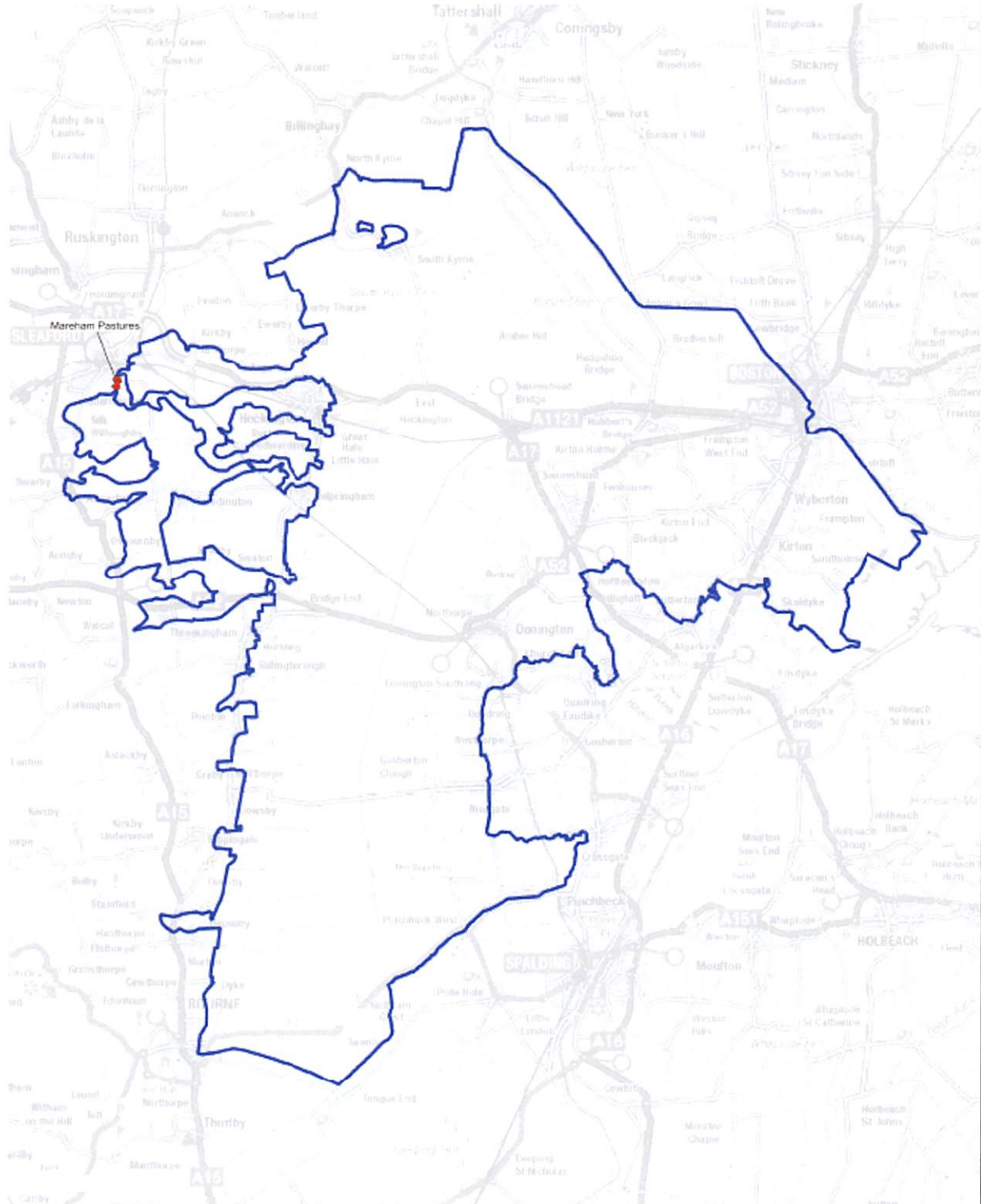


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10.1 Appendix 3 – Local Nature Reserves

Local Nature Reserves

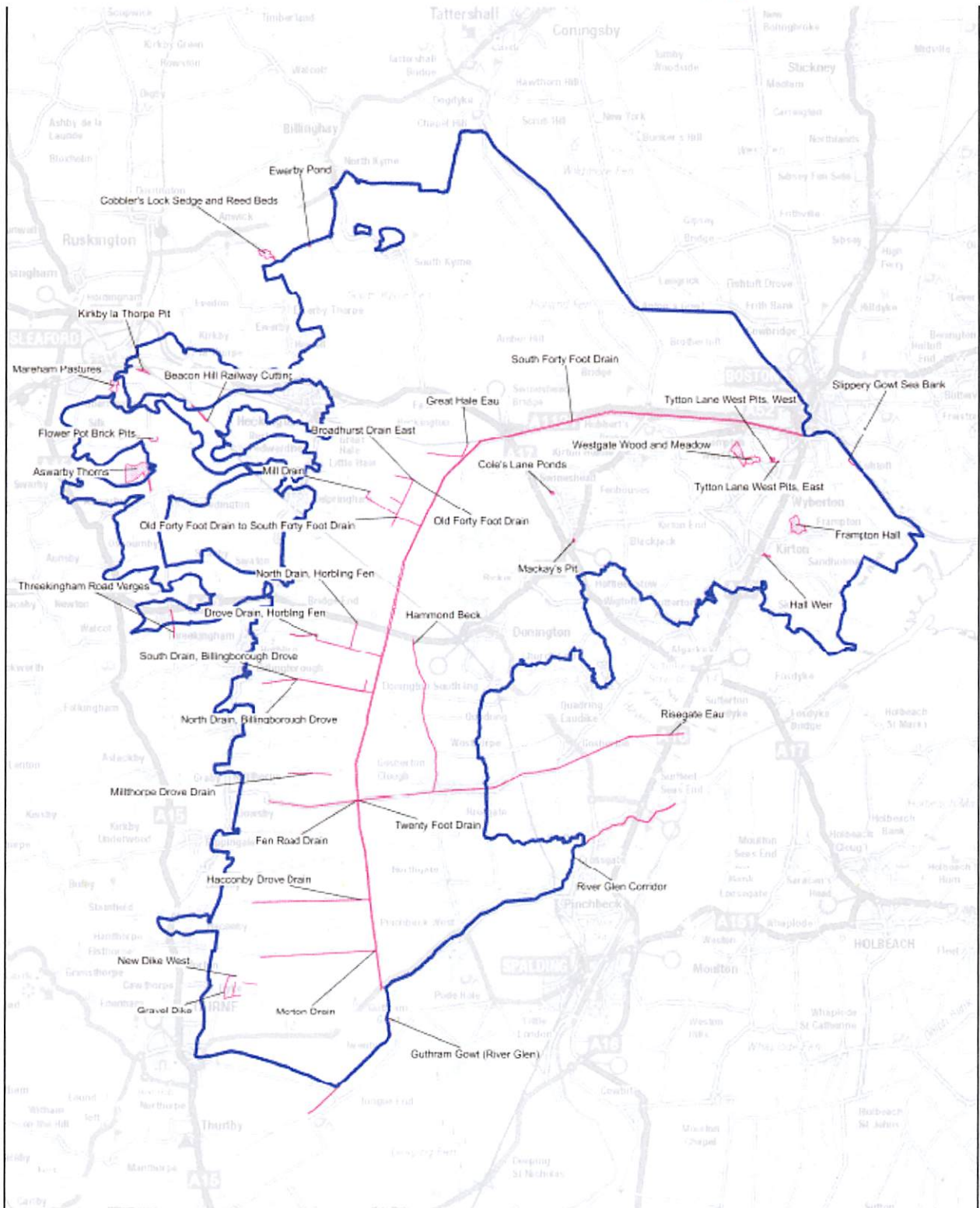


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10.2 Appendix 4 – Non-Statutory Local Sites

Non Statutory Local Sites



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