

**Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board
Held on Wednesday 25th September 2019 at 2.00 pm
At Gables Hotel Falfield**

Present:

Cllr M Riddle Chairman
Mr M Barnes Vice-Chairman
Cllr P Abraham
Cllr K Burchell
Mrs F Collins
Mr J Cornock
Mr T Cullimore
Mr R Godwin
Cllr R Griffin
Cllr F Hance
Miss R Hewlett
Mr J Hore

Cllr P Howells
Mr R Hyslop
Cllr J Jones
Mr G R Littleton
Mr J Nichols
Mr I Ractliffe
Mr G Simms
Ald M Sykes
Cllr P Toleman
Ald C Williams
Mr K Withers

Staff:

Martin Dear	Accounts Officer	AO
James Druett	Land Drainage Engineer	LDE
James Thomas	Civil Engineer	CE
Kieran Warren	Principal Officer	PO
Louise Reading	Minutes	

2922	<p>Apologies Apologies were received from Bronwen Behan, Philip Burford, Patrick Goodey and Robert Thatcher.</p>	
2923	<p>Welcome The Chair welcomed new Members Cllr Burchell and Cllr Griffin representing South Gloucestershire Council and Cllr P Howells representing Herefordshire Council.</p> <p>The Chair also thanked the Members who attended the training session prior to the Board meeting.</p>	
2924	<p>Chairman's Announcements The Chair updated Members on the successful visit to Walmore Common that had taken place on 16th September.</p> <p>Members noted that the next visit would be to Arlingham in the near future.</p> <p>The Chair informed Members of a recent complimentary email received from a rate payer for works completed in Churcham. He recognised and thanked the Board's employees for their efforts.</p> <p>The Chair encourage Members to support Officers in attending the annual SWADA meeting which will take place in November at Highbridge.</p>	<p><u>Action 1</u> PO to look into dates</p>
2925	<p>Declaration of Members Interest None were declared.</p>	
2926	<p>Minutes of Previous Meeting The minutes should be updated to show Cllr Jones and Cllr Hance as present. Apologies were giving for the omission.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> • Subject to the above alteration, the minutes of the meeting held 5th June 2019 be approved. 	

2927	<p>Matters Arising from the Minutes</p> <p>Ald Williams noted on page 4, minute number 2880, that the Financial Regulations needed to be updated after the resolution of the new petty cash limit and requested that the financial regulations are reviewed on an annual basis.</p> <p>The Chair reminded Members that there was a rolling cycle for checking policies.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Financial Regulations be updated and a report be submitted to the Governance and Probity Committee in due course. 	<p><u>Action 2</u> PO to look at policy renewal schedule</p>
2928	<p>Finance & General Purposes Meeting - 11th September 2019</p> <p><u>Management Accounts</u></p> <p>Ald Williams directed Members to the Management Accounts ending 30th June 2019. The AO had confirmed no material changes had taken place since then.</p> <p>In response to Mr Nicholls question about the pension reserve being high, the AO reminded Members that the figure was calculated annually on an actuarial basis. The reserve would decrease as and when employees and ex-employees left the LGPS.</p> <p>It was resolved that: The Management Accounts for the period 1st April 2019 – 30th June 2019 be approved as per Appendix A.</p> <p><u>Investment</u></p> <p>Ald Williams stated minute 2991 of the Finance and General Purposes Committee advised further investment of funds of £150,000 on receipt of advice from Smith & Williamson.</p> <p><u>External Audit</u></p> <p>Ald Williams was pleased to inform Members there were no issues arising from the external audit.</p> <p><u>Risk Register.</u></p> <p>The Chair explained that the risk register showed the risk and mitigations well.</p> <p>Mr Simms raised the point that the capital programme should have a positive effect on risk.</p> <p>The Chair welcomed this point and confirmed once the capital programme was confirmed then this would feed into the risk register.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The risk register be approved as per Appendix B. 	
2929	<p>Drainage Channel Maintenance Tewksbury.</p> <p>At the Board meeting on 25th June 2019, Members had requested Officers to appraise the works tendered by Gloucestershire County Council at Tewksbury.</p> <p>The PO informed the Members that on Monday, the County Council had given the contract to a contractor for these works excluding the maintenance.</p> <p>The PO explained that despite this, the appraisal had been a beneficial exercise and was a useful tool for future requests. It also highlighted the potential risks of contract work, including over staffing, plant and machinery</p>	

	<p>costs, the effect on the Board's core workload and its commitment to its 550km of adopted watercourse.</p> <p>Mr Godwin stated that he agreed with Officer proposals in respect of exceptions.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Boards policy of carrying out only those works contained within its approved programme be re-affirmed. • The criteria for determining exceptions to this policy as set out in Appendix C be approved. • The determination of all requests for rechargeable works be delegated to the Civil Engineer and the Land Drainage Engineer; and • In cases where the Engineers approve a request for rechargeable works, these be reported to the Board for information. 	<p><u>Action 3</u> The Delegation to Officers be amended</p>
<p>2930</p>	<p>Land Drainage Engineer's Report <u>Drainage Channel Maintenance</u> The LDE advised that the annual mowing and weeding was well underway and the dry weather had helped keep the works on target.</p> <p>Rechargeable Works had also been carried out for the Canals River Trust on vital drainage channels which the IDB rely upon to convey water from the upstream catchment areas, adjacent and under the Gloucester/Sharpness canal.</p> <p><u>Pump Stations</u> The LDE was pleased to announce that Saul pumping station was now complete. He reported his satisfaction with the site works and the information on the telemetry system that eventually all the new pumps will adopt.</p> <p>The LDE also explained that the new pumps will have self-cleaning weed screens and this removes the need for manual cleaning.</p> <p>In response to Cllr Jones question, the LDE confirmed the project came in £2000 over the budget of £169,000 which all Members agreed was acceptable.</p> <p>Mr Godwin asked how monitoring of the pump stations would work. The LDE informed Members that site visits would still continue but the telemetry system meant the Engineers had unlimited access to the pumps. The system could be set up specifically to notify a user for alerts and notifications in line with requirements.</p> <p>The Chair asked what lessons had been learnt with Saul Pump station in line with the two main risks that deadlines aren't met and going over budget. The Engineers explained that the EA consents proved critical and this process would start much sooner.</p> <p>The background to the pump station replacement programme was given for new Members.</p> <p>Mr Hyslop asked the LDE what the payment to Hull University represented. The LDE advised that this reflected the Board's contributions to National Eel studies.</p> <p>In relation to the next pump station to be replaced at Elmore, the CE advised that a structural survey would be required to see if the concrete structure would need to be replaced.</p>	

	The Chair proposed that on completion of Elmore the LSIDB would hold an opening event.	
2931	<p>Civil Engineer's Report</p> <p><u>De-maining.</u> The CE reported that the EA will no longer consider de-maining rivers for the foreseeable future. Therefore the £30,000 budgeted for 2019/2020 was unlikely to be spent.</p> <p><u>Slimbridge</u> The CE updated Members on progress to purchase some water level management equipment at a cost of £8,000. The cost had been compared with renting such equipment and the CE felt it could be used in the future for other projects, making purchasing the more cost-effective option.</p> <p>Mr Ractliffe asked about the life expectancy of the equipment. The CE estimated that it would last for approximately 8 years.</p> <p>Mr Hyslop raised concerns that it was a considerable sum to be spent on Slimbridge WWT and questioned the benefits of this outlay.</p> <p>The CE explained that the works here would serve the property and landowners in and around Slimbridge.</p> <p>Mr Simms reminded Members that the Board had agreed to support the Slimbridge WLMP and that this was required as part of that plan.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • £8,000 funding be made available for the Slimbridge WLMP <p>In response to a question from Ald Williams the AO stated that £30,000 in the budget for de-maintenance would be written back into the accounts so will show in the Income & Expenditure account as unallocated funds. The money for the M49 Culvert, which is now complete, will remain in developers' funds.</p> <p>Cllr Jones touched on the Wisloe development which had attracted a lot of opposition.</p>	
2932	<p>Date of Next Meeting Members noted that the next Board meeting would be held on 6th November 2019.</p>	
	The meeting closed at 15.15pm	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 30 JUNE 2019

	Note	£	30/06/19 £	30/06/18 £	Variance £	31/03/19 £	Variance £
FIXED ASSETS							
Fixed Assets	1	763,056	763,056	758,527	4,529	692,402	70,654
LONG TERM ASSETS							
Investments		636,139	636,139	600,143	35,996	603,932	32,207
CURRENT ASSETS							
Stock +WIP		45,909		46,817	-908	47,973	-2,064
Trade debtors		5,061		17,635	-12,574	6,773	-1,712
Drainage rate debtors		3,997		3,592	405	96	3,901
Levy Debtors		0		0	0	0	0
VAT Claim		10,595		2,510	8,085	5,829	4,766
Special Levies		0		0	0	0	0
Severnside		0		0	0	0	0
Prepayments		29,342		26,859	2,483	32,280	-2,938
Cash at bank and in hand		695,901		1,089,887	-393,986	852,523	-156,622
Short term deposits		1,052,340		400,769	651,571	501,013	551,327
			1,843,145	1,588,069	255,076	1,446,487	396,658
CURRENT LIABILITIES							
Trade Creditors		-59,982		-24,559	-35,423	-38,061	-21,921
Other Creditors		-28,253		-25,352	-2,901	-25,341	-2,912
Accrued expenses		-5,180		-2,515	-2,665	-6,685	1,505
Finance Leases due within one year		-532		-886	354	-1,016	484
Prepaid Rates	2	-72,905		-71,940	-965	-200	-72,705
Prepaid Levies	2	-324,394		-305,381	-19,013	-1,519	-322,875
Special Levies		0		0	0	0	0
Prepaid Severnside		-31,827		0	-31,827	0	-31,827
			-523,073	-430,633	-92,440	-72,822	-450,251
NET CURRENT ASSETS			1,320,072	1,157,436	162,636	1,373,665	-53,593
TOTAL ASSETS LESS CURRENT LIABILITIES			2,719,267	2,516,106	203,161	2,669,999	49,268
LONG TERM LIABILITIES							
Finance Leases		0		-754	754	0	0
Pension scheme deficit		-1,276,000		-954,000	-322,000	-1,276,000	0
			-1,276,000	-954,754	-321,246	-1,276,000	0
NET ASSETS			1,443,267	1,561,352	-118,085	1,393,999	49,268
FINANCED BY:							
CAPITAL ACCOUNT							
			666,569	666,569	0	666,569	0
INCOME AND EXPENDITURE ACCOUNT							
Balance brought forward		572,203		523,570	48,633	523,570	48,633
Net surplus for the 3 months		31,149		16,717	14,432	48,633	-17,484
			603,352	540,287	63,065	572,203	31,149
Developer (Commutated Sums) Reserve			904,449	859,304	45,145	914,678	-10,229
Revaluation Reserve			144,583	146,042	-1,459	144,583	0
Pump Station Reserve	3		400,314	303,150	97,164	371,966	28,348
Pension Reserve			-1,276,000	-954,000	-322,000	-1,276,000	0
			1,443,267	1,561,352	-118,085	1,393,999	49,268

Notes

- Fixed Assets include purchases, sales and depreciation for 3 months to 30 June 2019.
 - In all cases the balance sheet has been adjusted to reflect receipts and payments made in advance of the period earned or due.
 - This Reserve is held as cash and increases by £16,667 each month.
- There is a corresponding monthly charge in the income and expenditure account.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

INCOME AND EXPENDITURE 3 MONTHS TO 30 JUNE 2019

Income	Note	Actual £	Budget £	Variance £	30 June 2018 £	Variance £
Levies charged to Authorities	1	314,769	314,769	0	296,291	18,478
Agricultural Rates	1	29,168	29,168	0	27,572	1,596
Rechargeable works		592	2,000	-1,408	7,334	-6,742
Application fees		150	750	-600	650	-500
Consultancy Fees Recharged		9,174	0	9,174	9,600	-426
Surplus on sale of assets		9,489	9,489	0	605	8,884
Miscellaneous Income		279	0	279	0	279
Foreign Water Grant		41,015	40,963	52	40,210	805
Sevenside drawdowns	1	10,609	10,609	0	10,300	309
Interest		1,614	750	864	623	991
Total		416,859	408,498	8,361	393,185	23,674
Expenditure						
Payroll	2	166,345	162,603	-3,742	160,124	-6,221
Office maintenance		4,068	6,288	2,220	4,828	760
Maintenance	3	90,770	97,238	6,468	94,008	3,238
EA Levy		52,425	52,425	0	51,397	-1,028
Motor travel and subsistence	4	6,756	6,171	-585	5,605	-1,151
Communications		1,207	1,312	105	1,257	50
Administration	5	12,845	9,833	-3,012	11,211	-1,634
Engineering Consultancy fees		20,628	18,750	-1,878	15,391	-5,237
M49 culvert consultants fees		0	0	0	0	0
Legal and professional fees		1,524	750	-774	825	-699
Audit and Accountancy fees		0	0	0	0	0
Depreciation		28,565	28,565	0	30,793	2,228
Bank charges		577	750	173	1,029	452
Total		385,710	384,685	-1,025	376,468	-9,242
Surplus for 3 months		31,149	23,813	7,336	16,717	14,432

Notes on Variances

The results for 3 months show a surplus of £31,149 against a budget surplus of £23,813.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 3 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Payroll - Increase due to annual pay award.

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation of major variances
Plant Maintenance	15,138	18,050	2,912	
Maintenance Compensation	0	250	250	
Vehicle, Plant	15,843	21,275	5,432	
Workshop Fixtures & Fittings	6,281	2,650	-3,631	Remedial Electricity works
Pump Station Electricity	1,744	3,213	1,469	
Health & Safety	1,764	1,800	36	
Pump Station Reserve	50,000	50,000	0	
	90,770	97,238	6,468	

4) Administration - Increase due to long service awards.

RISK REGISTER

As at 11 September 2019

The owner of this document is the Principal Officer

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level (without controls)	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
Governance											
G1	Gradual or sudden loss of reputation	High	High	High	Treat As an action or non-action by the Board, employee, subcontractor or supplier. This includes personal behaviour.	Ensure that all risks are minimised. Ensure plans are fulfilled.	Use governance arrangements to utilise monitoring and feedback controls and assurances. Ensure that the Board is sensitive to changes and can respond accordingly. Publicly available website that is regularly updated and reviewed.	Low	High	Medium	Board, PO, AO, LDE, CE
					Treat Inappropriate behaviour by a member of staff. Staff not aware of their importance in maintaining the Boards reputation.		Staff training given on the importance of their actions or non action. Emphasise that they are the contact point for members of the public.				
G2	Board doesn't have adequate competency/skills to understand or control the business.	Medium	Medium	Medium	Treat 14 elected members, landowners and owner occupiers have a vested interest in ensuring drainage is effective.	The Board consists of 14 elected members and 15 appointed members. The appointed members are determined by the local Councils within the Board's area.	Board members receive appropriate ongoing training. Good Governance Guide, published by ADA, made available to all Members. ADA Good Governance workshop took place in March 2019.	Low	Medium	Low	Board
G3	Difficulty in appointing new Board Members.	Low	Low	Low	Tolerate Board consists of elected and appointed members. Member turnover is low.	Electoral register in place and updated to enable elections to take place. Last elections took place in October 2018.	Open elections for new Board Members due in October 2021.	Low	Low	Low	Board
G4	Susceptibility to concentration of power.	High	High	High	Treat Management meetings held on a regular basis, Chairman and Vice Chairman involved.	There are five committees that report to the Board. Each committee has an appointed Chair.	Segregation of duties and regular meetings between Board and key members of staff to review major issues and future actions. Schemes of delegation to both Chair and Officers in place.	Medium	Medium	Medium	Board

G5	There is no overall strategy for the organisation as a whole.	High	High	High	Treat The Board has a business plan and a corporate strategy.	Business plan in place and reviewed annually.	Regular review of forthcoming reporting deadlines at the Board meetings. Agenda Items for the Board and Committees reviewed annually. The Board operates in accordance with its approved capital and maintenance programmes.	Medium	Medium	Medium	Board
G6	Failure to comply with key legislation, regulations and Corporation requirements.	High	High	High	Treat Regular Board meetings take place.	Reports to Board on new legislation and regulations. Membership of Association of Drainage Authorities (ADA). Regular review of publicly available websites.	Regular review of forthcoming reporting deadlines at the board meetings. Access specialist advice as appropriate.	Low	High	Medium	Board
					Transfer Audit takes place on Management and Accounts to ensure compliance with legislation.	PKF Littlejohn appointed as external auditors by Smaller Authorities' Audit Appointments Ltd. Internal Auditors appointed on a two year contract.					
G7	Board not assuming control of key statutory requirements e.g. Health and Safety and Risk.	High	High	High	Treat Citation appointed as Health and Safety and Human Resources advisors.	Reports to Board. LDE monitors and maintains Health and Safety records.	Board have been made aware of the key legislative requirements to ensure they understand their responsibilities. Board members to attend training courses as appropriate.	Low	Low	Low	Board
					Transfer Indemnity policy is in place so board do not have to pay compensation.	Included in insurance cover with Zurich Municipal. Zurich Municipal appointed on a five year contract.	Level of cover reviewed annually.				
G8	Implementation of Eel Regulations.	High	High	High	Treat Consultants appointed to report on steps to take to meet the statutory regulations.	Engineers to report to Engineering Committee as necessary. Pump replacement programme in place and being implemented..	Frequent update to Engineering Committee and Full Board.	Low	High	Medium	Board

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Finance											
V1.	Inaccurate assumptions in place within the Business Plan.	High	High	High	Treat There is a Business Plan in place and it is reviewed annually.	Business plan reviewed by the Board at least annually. Medium Term Financial Plan reviewed by F&GP Committee.	Business Plan stating objectives of the Board is in place. Medium Term Financial Plan prepared.	Medium	Medium	Medium	Board and F&GP Committee
V2	Inadequate internal control resulting in poor financial management.	Medium	High	High	Treat Bishop Fleming have been appointed as Internal Auditors.	Internal Auditors appointed on a two year contract.	Appointed at the September 2018 F&GP meeting.	Low	Medium	Low	Board
V3	Security of deposit takers.	Medium	High	High	Treat Use NatWest as the main bankers. Cash deposits to be placed with any of the four main clearing banks. There are to be two or three deposit accounts. The maximum notice on a notice account to be six months. For fixed term accounts the maximum notice to be six months.	Treasury Sub Committee to review investments and performance.	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	Board and F&GP Committee
V4	Investments.	High	High	High	Treat Appointed Smith and Williamson as investment managers.	Treasury Sub Committee to review investments and performance.	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	F&GP Committee
V5	Inaccurate Accounting.	Medium	High	High	Transfer Accounts are audited by External Auditors appointed by Smaller Authorities' Audit Appointments Ltd.	External Auditors report on and certify the Annual Governance and Accountability Return (AGAR).	AO responds and takes action regarding recommendations made by the External or Internal Auditors.	Low	Medium	Low	AO and F&GP Committee
					Treat Accounts Officer to be responsible to the preparation of accounts.	Management Accounts are regularly presented to F&GP Committee and then onto the Full Board.					

V6	Fraud occurring through deliberate activity.	High	High	High	Transfer Internal audit will look for fraudulent activity as part of the annual audit process.	Performed by Internal Auditors	Fraud and whistle blowing policy circulated to all staff.	Medium	Medium	Medium	All Staff
					Treat Chairman and Vice Chairman have access to internet banking.	Access log available.	Accounts Officer has been added as a bank signatory and internet banking. Further segregation of duties.				Board
					Transfer Increased Fidelity Guarantee Insurance.	Cover reviewed annually.	Community insurance cover with Zurich Municipal.				Board and PO
					Treat Fraud policy and whistle blowing policy in place.	Policy in place approved by the Board. Fraud and whistle blowing policy circulated to all staff.	Fraud and whistle blowing policy circulated to new staff.				PO
					Treat Register of members interests held on file.	Register maintained and available for review.	Updated as members interests change.				PO
					Treat Ensure no unauthorised transfer of funds from bank accounts.	Bank signatories regularly reviewed. Monthly bank reconciliations undertaken. Approved financial regulations. Segregation of duties - authorising invoices processing invoices for payment - authorising invoice payment.	Dual authorisation of payments and bank transfers required.				PO and AO
V7	Effect on inflation and exchange rate movements on specific areas.	Low	Low	Low	Treat Budget overspent in year.	Budget agreed by the Board in February. Considered when levy and agricultural rate set by Board in February.	Monitored regularly by F&GP Committee.	Low	Low	Low	Board , F&GP Committee and AO
V8	Impact of movements in interest rates on income.	Low	Low	Low	Treat All cash balances held in approved banks.	Monitoring of budget, Medium Term Financial Plan, Pump Station Reserve and Developer (Commutated Sums) Reserve.	Actual rates and revised estimated presented to Board in February and November. Revision to the Treasury Management Policy approved by the Board in June 2019.	Low	Low	Low	Board, F&GP Committee and AO
V9	Failure to achieve value for money.	Medium	Medium	Medium	Treat Three quotes are obtained for any major purchase over £5,000 unless there are few suppliers. Compliance with Financial Regulations.	AO reviews with LDE/CE.	Chairman and Vice Chairman informed of award and reasons.	Low	Low	Low	Board and AO

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Management and Maintenance											
M1	Increased risk of flooding owing to inaccurate assumptions affecting the planned maintenance programme.	Medium	High	High	Treat There is a realistic planned annual maintenance programme.	LDE monitors progress of the plan throughout the year.	Progress regularly reported to the Engineering Committee and the Board.	Low	High	Medium	Board, Engineering Committee and LDE
M2	Inadequate provision for safeguarding the Boards assets. Loss of Machinery through theft or damage.	Medium	High	High	Treat Machines are locked up and fenced off. Spare Machines are available to meet work schedules.	Location is reported daily. Spares either held in workshop, or immediate delivery. Repairs carried out on site/workshop. Assets checked against the Fixed Assets Register. Monthly stocktake undertaken.	Staff training on type of equipment and all aspects of Health, Safety and risk review. All plant machinery insured through Fenton Insurance Services. All machines are tagged.	Low	High	Medium	LDE
M3	Loss of specific personnel leading to work being incomplete on schedule.	Low	High	Medium	Treat Skilled workers are trained up so if one could not work then another could, ensuring minimum down time.	Training schedules are maintained by the LDE.	Staff are trained to use equipment as appropriate.	Low	Low	Low	LDE
M4	Damage to Third Party property or individuals	Medium	High	High	Treat Risk assessments undertaken	Close Supervision by Foreman and LDE. Covered by insurance	Regular staff training and updating of information held re maps, access etc.	Low	High	Medium	LDE
M5	Pumps fail to operate	Medium	High	High	Treat Pumps maintained and checked at regular intervals	Planned maintenance undertaken. Pumps checked by Foreman	Pump replacement programme enacted	Low	High	Medium	LDE
M6	Watercourse unable to convey water	High	High	High	Treat Rhines and ditches regularly cleared of weed growth. Flaps desilted on a regular basis . Culverts regularly checked and cleared out.	Planned maintenance undertaken. Rhines and Ditches checked by Foreman.	Planned annual maintenance schedule.	Low	High	Medium	LDE
M7	Lack of progress of the Biodiversity Action Plan	High	High	High	Treat Aims and objectives are met.	Approved by Board.	Implementation of plan by modifications to standard operations in designated locations and in special projects with partners. Progress regularly reported to the Board on meeting the targets in the plan.	Medium	Medium	Medium	CE and LDE

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Human Resources											
HR1	Inability to retain or recruit new staff.	Medium	Medium	Medium	Treat Unsure of role or expectations.	Clear job descriptions in place.	Staff issued with Job Descriptions and Employee Handbook. Open communications through staff meetings and open door policy.	Low	Medium	Low	Board, PO and AO
					Treat Pay review, pensions.	Board agree all pay reviews and changes.	Pay scales are reviewed to ensure they remain competitive.				
					Tolerate Pay in line with expected action of skill level of staff.	Pay scales are set annually, at national level. Changes to staff responsibilities are set against tables/spine points.	Pay scales and conditions are reviewed at least bi-annually to ensure they remain competitive. Non monetary benefits such as holiday entitlement is monitored to ensure that this also remains competitive to aid recruitment and retention.				
					Treat Increase training.	Training schedules are maintained.	Staff receive ongoing relevant training. Computer made available to enable online training to take place.				
					Transfer Pension fund review.	Annual review by actuaries of Glos LGPS. LGPS scheme closed to new staff in July 2015. Staff appointed since August 2015 are auto enrolled into a defined contribution Pension Scheme. The Employee contribution to this scheme is set at 2% above the Government minimum.	LGPS Employer contributions are revised on basis of actuaries triennial review. Review of Employer contribution to defined contribution pension scheme.				

HR2	Incidents to staff.	Medium	High	High	Treat Lone working training, manual handling and use of ladders.	Training schedules are maintained. Skyguard Lone worker system in place.	Where possible restrict amount of lone working.	Low	High	Medium	LDE
					Treat Street work signage training has been given.	Training schedules are maintained.	All workers have completed signage training.				
					Treat Accident occurs which injures a member of staff.	Risk assessments are undertaken before starting a job. Staff wear appropriate Personal Protective Equipment. Staff are trained on machinery before they operate it. Accidents are reported and logged.	All workers have completed appropriate training. The LDE reviews all risk assessments. All staff are issued with the Board's approved Employee Handbook.				
					Treat A member of staff contracts a disease.						
					Treat First aid training.	Health and Safety Training schedules are maintained.	All workers have completed first aid training.				
					Transfer Fidelity Guarantee Insurance cover.	Cover reviewed annually.	Cover under community Insurance through Zurich Municipal.				
HR3	Loss of key members of staff in a small team.	Medium	Medium	Medium	Tolerate Other drainage boards, Environment Agency and Local Authorities could be asked to advise on operational needs if engineers were to leave.	Member of ADA and in dialogue with other Boards and use of consultants.	Ensure that admin duties are understood by more than one individual. Engineers overlap to ensure spread of knowledge.	Low	Low	Low	AO,LDE and CE

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level (without controls)	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
Office Systems/IT											
O1	Disaster to office premises/IT.	Low	High	Medium	<p>Treat Can work from home using a Laptop which will have server access.</p> <p>Treat Backups of server daily and once a week major backup.</p>	Business Continuity/Disaster Recovery plan tested satisfactorily in 2011 with Orchard computers.	<p>A disaster recovery plan has been approved and clearly explains the steps that should be taken dependent on the type of disaster that occurs.</p> <p>Orchard Computer services. Daily/weekly backups.</p>	Low	Medium	Low	PO,CE, LDE and AO
O2	Failure to store confidential and personal data in a secure environment.	High	High	High	<p>Treat Ensure compliance with Data Protection Act 2018 and General Data Protection Regulation.</p>	Review of data held annually. Destruction of data that is either out of date or no longer required. Paper records to be destroyed by a secure method and computer records to be deleted and erased.	<p>Ensure that all staff and the Board are aware of the need to keep data secure and the implications of releasing personal sensitive data. Produce a GDPR Document Schedule. Produce a Document retention and destruction timetable.</p>	Low	High	Medium	AO
O3	Failure to provide adequate insurance cover.	Medium	High	High	<p>Transfer Level of Insurance cover is reviewed annually .</p>	Cover reviewed annually.	Cover provided through Zurich Municipal.	Low	Low	Low	AO
O4	Inadequate functionality of IT systems.	Low	Medium	Low	<p>Tolerate IT Systems are updated as and when they are needed. No specific high spec computers are needed, all packages used are basic and non bespoke.</p>	Sage upgrades are incorporated as available. Microsoft Office upgraded as appropriate. Data base holding rating information updated as necessary. Drainage Rating System (DRS) has been implemented.	IT Systems are reviewed on a regular basis. New/upgrades to software packages only purchased as necessary to improve information and efficiency of the business.	Low	Low	Low	PO and CE

Key: CE - Civil Engineer
LDE - Land Drainage Engineer
AO - Accounts Officer
PO - Principal Officer

F&GP Committee - Finance & General Purposes Committee

CRITERIA FOR THE ACCEPTANCE OF EXTERNAL WORKS

The Lower Severn Internal Drainage Board will only carry out works requested by outside bodies when ALL of the following conditions are met:

1. The works lie wholly or partially within the Board's area or in close proximity to its boundary and forms an integral part of the drainage network maintained by the Board.
2. The successful completion of the works directly benefits a number of the Board's ratepayers.
3. The undertaking has no negative impacts on the Board's approved maintenance and capital programmes.
4. The works generate a surplus of income over expenditure of at least 5%.
5. Complex and long-duration works will not be undertaken owing to their disruptive impact on the Board's approved maintenance and capital programmes.
6. No additional personnel or machinery will be hired for external works contracts.
7. The timescale for the completion of the works is entirely at the discretion of the Board.

25 September 2019