



Ouse & Humber Drainage Board

MINUTES OF THE FULL BOARD MEETING HELD ON WEDNESDAY 19TH MAY 2021 VIA ZOOM

PRESENT:

Ratepayer Members:	Mr N Marwood	Mr T Featherby	Mr J Atkinson	Mr R Axup	Mr J Scutt
	Mr J Hick	Mr R Henley	Mr B Maclean		
Appointed Members:	Cllr K West	Cllr P West	Mr J Traill	Mr I Screeton	Cllr N Wilkinson
	Cllr H Roberts	Cllr V Aitken	Cllr C Bayram		
Co-opted Members:					
Members Present:					

APOLOGIES:

Ratepayer Members:	Mr R Nicholls	Mr R Wilkins	Mr G Baxter
Appointed Members:	Cllr R Meredith		
Co-opted Members:			

ABSENT:

Ratepayer Members:	
Appointed Members:	
Co-Opted Members:	

IN ATTENDANCE:

Officers:	Mr McLachlan – Chief Executive Mr Towse – Operational & Technical Manager Miss Smith – Board Secretary (Minutes)
Others:	Ms J Jackson – Hunter Gee Holroyd (Board Accountant)

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361. Welcome, Introductions and Apologies.

361.1. The Chair welcomed members to the Board noting apologies from Mr R Nicholls, Mr R Wilkins, Cllr R Meredith, and Mr G Baxter.

362. Meetings Privacy

362.1. The Chair requested that Members do not record or photograph meetings.

363. Declarations of Interest

363.1. None

364. Health and Safety

364.1. None

365. Additional Agenda Items

365.1. The CEO presented the proposed revised Standing Orders electronically to the Board provided by ADA on behalf of Defra, to be submitted for ministerial approval.

365.2. It was PROPOSED by MR ATKINSON and SECONDED by MR MARWOOD and UNANIMOUSLY RESOLVED that the Board adopt the revised Standing Orders.

366. Minutes of the previous Full Board Meeting, 3rd February 2021

366.1. The Chair drew attention to minutes of the previous meeting presented at Appendix A.

366.2. It was PROPOSED by MR HENLEY and SECONDED by MR TRAILL and UNANIMOUSLY RESOLVED that the Board approve these minutes as a true record of that meeting.

367. Matters Arising

367.1. None

368. Minutes of the Executive Committee Meeting

368.1. The Chair drew attention to minutes of the Executive Committee at Appendix B for noting.

369. Risk Register Review

369.1. The CEO reminded Members that the Board are required to review risks annually and confirmed he has completed a desktop review comparing risks against the previous year.

369.2. The Chair drew attention to the draft 2021 risk register at Appendix C.

369.3. The CEO highlighted the retention of staff due to paying below market salaries as a risk to the Board.

- 369.4. He also raised the recent legislative amendment to remove the Boards ability to use red diesel which could pose a significant negative impact on the Boards finances.
- 369.5. Mr Henley asked if the Board had contacted MPs regarding this issue to which the CEO confirmed he had written to all local MPs within the consortium area.
- 369.6. The CEO informed members that unhelpful generic responses had been received from the Treasury confirming their decision to revoke and prevent the usage of Red Diesel for Flood Risk Management Authorities.
- 369.7. It was PROPOSED by MR MARWOOD and SECONDED by MR HENLEY and UNANIMOUSLY RESOLVED that the Board approve the revised risk register for 2021.

370. Accounting Statements and Annual Return

- 370.1. The CEO advised the Board's Accounting Statements for 2020/21 have been prepared by the Board's accountants, Hunter Gee Holroyd Ltd.
- 370.2. He confirmed he had prepared the Annual Governance Statement with Internal Controls which must be approved by the Board in advance of approving the Accounting Statements.
- 370.3. The CEO read out the Annual Governance Statements to the Board.
- 370.4. Cllr Wilkinson queried the 83% increase in administration costs. The CEO advised that the increased administration costs are as a result of the consortium shared services going through OHDB books.
- 370.5. Mr Henley asked if enough funds are received by the OHDB to account for the administrative costs. The CEO advised that the costs are proportionate between Boards and that funds received are in line with the consortium agreement approved by the Board.
- 370.6. Mr Henley queried the decrease in operational expenditure. The OTM advised that some works were unable to be completed in 2020/21 and that capital works have funded some operational works carried out by the Board resulting in this decrease.
- 370.7. Cllr Roberts arrived at the meeting.
- 370.8. Cllr Wilkinson noted that debtors had increased by 60% in comparison to 2019/20 and queried the reason for this.
- 370.9. Ms Jackson advised that costs are paid for by OHDB, which are returned quarterly by Consortium Boards. As of March 31st, 2021, these funds remained outstanding. The CEO confirmed these funds are in the process of being processed.
- 370.10. It was PROPOSED by CLLR WILKINSON and SECONDED by MR SCUTT and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2020/21.

370.11. It was PROPOSED by MR SCUTT and SECONDED by MR MARWOOD and UNANIMOUSLY RESOLVED that the Board approve the Accounting Statements for 2020/21.

371. Budget Refresh

371.1. The Chair drew attention to the budget at Appendix E.

371.2. The CEO explained each of the budget recommendations to the Board, highlighting that he proposed to use £60k of discretionary funding (from reserves) to support pumping station replacement works at Faxfleet.

371.3. It was PROPOSED by CLLR K WEST and SECONDED by MR ATKINSON and UNANIMOUSLY RESOLVED that the Board approve the revised budget.

372. Invoices Paid and Accounts Settled

372.1. The Chair drew attention to documents presented at Appendix F.

372.2. Mr Traill asked where the ecological survey had been carried out. The CEO advised these were rechargeable works for Highways England at the side of the M18.

372.3. It was PROPOSED by CLLR K WEST and SECONDED by MR MARWOOD and UNANIMOUSLY RESOLVED that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £708,568.12 (net) for the last financial quarter.

372.4. Mr Maclean joined the meeting.

373. Maintenance & Serviceability Programme

373.1. The CEO advised piling works on Market Weighton, Canal Side East are set for completion next week.

373.2. The OTM advised piling works are planned for Holme Main, Loftsme Bridge, and Paternoster Drain. He advised the recent winter weather has caused many slips in these watercourses therefore bank stabilisation is critical.

373.3. The CEO informed the Board the maintenance programme will be largely unchanged, and a new mapping system will be presented to the Board.

374. Capital Programme

374.1. The CEO provided an update in relation to the Boards Capital programme. In relation to Faxfleet, he requested the Board set aside £60k discretionary funding to replace a missing pump.

374.2. He advised that a public works loan has been approved by Defra and updated the Board in relation to meetings held by the Project Board regarding the proposed new depot and offices.

- 374.3. The CEO confirmed he had been given authority, by the Executive Committee, to enter contracts to procure the scheme.
- 374.4. Cllr Aitken joined the meeting.
- 374.5. The CEO presented an electronic version of the proposed depot and office elevations to the Board. Discussions ensued.
- 374.6. The CEO informed Members that telemetry installation would commence next year.
- 374.7. The CEO advised there had been concerns regarding Carr Lane bridge in relation to deck repairs.
- 374.8. The CEO presented a video of operations at Skelton Tidal Outfall. He advised this work was completed in partnership with Sweetings Land Drainage and Aquatic Control Engineering.
- 374.9. Cllr Bayram joined the meeting.
- 374.10. Cllr Aitken offered her congratulations on the works completed and the video publicised. She did advise that when works are carried out, communication with the public regarding inconveniences remain important.
- 374.11. It was PROPOSED by CLLR AITKEN and SECONDED by MR MARWOOD to approve the Boards Capital Programme.

375. Public Sector Agreements

- 375.1. The OTM advised a new agreement has been signed with the EA for wracking works and advised this does not impinge on Boards normal activities.
- 375.2. The CEO advised that owners of a private pumping station on Fleet Drain have requested the Board review the Memorandum of Understanding between parties.
- 375.3. Mr Hick advised that he is in support of a review of this Memo of Understanding due to the importance of this pumping station and the benefit of this to the Boards district especially the Willitoft area.
- 375.4. He confirmed he had confidence in the Executive Committee to decide in relation to the memorandum of understanding.
- 375.5. It was unanimously resolved by the Board to delegate this decision to the Executive Committee.

376. New Development

- 376.1. Cllr Aitken expressed her thanks for the responses into Planning made by Officers of the Board.

377. Consortium

- 377.1. The CEO advised that Danvm and Vale of Pickering Staff are now contractually aligned with the OHDB operational team.
- 377.2. The OTM advised that a YHDB managers standby rota has been implemented with a dedicated emergency line that diverts to a duty manager.

378. Plant and Vehicles

- 378.1. The CEO advised of a decision taken to delay procurement of the new 8 tonne machine until next season as it has not been possible to arrange a trial or gain access to a demonstration unit due to Covid restrictions.
- 378.2. Mr Henley asked if local contractors could be used for flailing in the meantime.
- 378.3. The OTM advised he had spoken with contractors however they are unable to provide drivers for the machines and it was proving difficult to hire a self-drive machine. Another alternative was to purchase a second-hand machine and then sell it / part exchange it at the end of the season.
- 378.4. It was PROPOSED by MR MARWOOD and SECONDED by MR MACLEAN and UNANIMOUSLY RESOLVED that the CEO is authorised to spend up to £60k on a second-hand tractor flail (as an alternative to hire) which will be disposed of after the maintenance season.

379. Staff Matters

- 379.1. The CEO advised the Consortium are now fully staffed since the commencement of the consortium. He confirmed the Senior Liaison Officer is now in post, managing initial customer and landowner enquiries across the YHDB area.
- 379.2. He advised a new customer database had been created which will allow for easier reporting and creation of serviceability maps for operational staff.
- 379.3. The CEO informed Members that a member of the policy and finance team will soon go on maternity leave and a temporary member of staff, due to start June 16th 2021, will support in this role.
- 379.4. The CEO advised that due to an operational member of staff retiring, a vacancy will be posted to replace.
- 379.5. The CEO advised that the current apprentice is due to complete his qualification in June. With the permission of the Board, the CEO proposed to place him on a Higher National Certificate course, give him a modest increase in his salary and provide him with an appropriate job title.
- 379.6. The Board unanimously resolved that at his discretion the CEO would award a modest increase to the Apprentice and provide him with a befitting job title. **ACTION CEO**

380. Policies Review

- 380.1. The Chair presented the proposed minor changes to the financial regulations at Appendix G.
- 380.2. The CEO highlighted the changes and explained the reasons for these changes.
- 380.3. It was PROPOSED by CLLR WEST and SECONDED by CLLR AITKEN and UNANIMOUSLY RESOLVED that the Board amend the existing financial regulations subject to specific amendments raised by the Board.

381. Date of Future Meetings

- 381.1. The next Executive Committee Meeting is due to be held Wednesday 27th October at 9:30am
- 381.2. The next Full Board Meeting is due to be held Wednesday 10th November at 9:30am
- 381.3. The Joint Consortium Committee is due to be held on Friday 26th November at 9:30am
- 381.4. Mr T Featherby requested an Executive meeting to be held in August to which Board members unanimously agreed.