



# OUSE and HUMBER DRAINAGE BOARD

A public body delivering flood risk, water level and habitat management in Yorkshire and the Humber

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## MINUTES OF THE FULL BOARD MEETING HELD AT 9.00AM ON TUESDAY 9 AUGUST 2016 AT BOOTHFERRY GOLF CLUB, SPALDINGTON LANE, HOWDEN, DN14 7NG

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### PRESENT:

Ratepayer Members:	Mr Patchett (C) Mr Hick	Mr Towse Mr Nicholls	Mr Sweeting Mr Featherby	Mr Mowforth
Nominated Members:	Cllr West (VC) Mr Atkinson	Cllr Aitken Mr Martin	Cllr Stathers Mr Traill	Cllr Bayram
Co-Opted Members:	Mr Screeton			
Members Present:	15			

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### APOLOGIES:

Ratepayer Members:	Mr Wright	Mr Falkingham
Nominated Members:	Cllr Galbraith	Cllr Pollard
Co-Opted Members:		

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### ABSENT:

Ratepayer Members:	Mr Wraith	
Nominated Members:	Cllr Roberts	Cllr Wilkinson
Co-Opted Members:		

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### IN ATTENDANCE:

Officers:	Mr Allen – Acting CEO / Chief Eng Mrs Huitson - Minutes	Mr McLachlan – CEO Designate
Others:		

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**1. Welcome and Introductions**

- 1.1. The Chair welcomed Mr McLachlan as the new Chief Executive. Mr McLachlan gave a brief resume of his professional background.

**2. Declarations of Interest**

- 2.1. John Sweeting declared an interest as a Director of Sweeting Bros.

**3. Emergency Board Meeting**

- 3.1. Minutes were circulated from the Emergency Board meeting held on Wednesday 4 May 2016. Members considered that there were no matters arising that were not covered elsewhere in the agenda.
- 3.2. It was PROPOSED by CLLR AITKEN and SECONDED by MR HICK and UNANIMOUSLY RESOLVED that those minutes be adopted as a true record.

**4. Minutes of the Previous Full Board Meeting**

- 4.1. The Board were asked to consider the accuracy of minutes from the Full Board meeting of Tuesday 10th May 2016.
- 4.2. It was PROPOSED by CLLR AITKEN and SECONDED by CLLR WEST and UNANIMOUSLY RESOLVED that those minutes be adopted as a true record.

**5. Matters Arising from the Minutes of the Previous Full Board Meeting**

- 5.1. The Chair asked if Mr Martin had contacted the LEP Vice-Chair, Mr Martin said he had not as he had since learnt more of the background and was happy to leave things as they were.

**6. Minutes of the Executive Committee Meeting**

- 6.1. The meeting was held on 28 June 2016 the minutes were circulated to the full Board at this meeting. There were no matters arising that were not covered by the full Board agenda elsewhere.
- 6.2. It was PROPOSED by CLLR AITKEN and SECONDED by CLLR WEST and UNANIMOUSLY RESOLVED that those minutes be adopted as a true record.

**7. Chief Executive Recruitment**

- 7.1. Reports by the Ex Chief Executive and by the Chair had been previously circulated, there were no matters arising.

## **8. Internal Audit**

- 8.1. A Letter from Yorkshire Internal Audit Services was presented to the Board for information. The Chief Engineer stated that the balance of the Kaupthing, Singer and Friedlander would be reclassified as a debtor. **Action CEO.**

## **9. Financial Report, Balance Sheet Quarter 1**

- 9.1. After consideration and explanation it was PROPOSED by CLLR WEST and SECONDED by MR HICK and UNANIMOUSLY RESOLVED to APPROVE the Balance Sheet.

## **10. Financial Report, Paid and Accounts Settled Quarter 1**

- 10.1. After consideration and explanation it was PROPOSED by MR ATKINSON and SECONDED by MR HICK and UNANIMOUSLY RESOLVED to APPROVE, ACCEPT AND CONFIRM the Balance Sheet for Quarter 1.

## **11. Board Member Elections**

- 11.1. The Chief Engineer reminded everyone that they had until noon on the 15 August 2016 to return their nomination forms.
- 11.2. The Chair asked Mr Towse if he had identified a replacement as he is standing down. Mr Towse replied that he had not as yet done so.

## **12. Future Corporate Strategy Methodology**

- 12.1. After explanation and a detailed discussion on the paper previously circulated, it was PROPOSED by CLLR AITKEN and SECONDED MR TRAILL and UNANIMOUSLY RESOLVED that the Board appoints the Executive Management Committee to oversee the production of a Corporate Strategy for the Ouse and Humber Drainage Board with DELEGATED AUTHORITY to APPROVE the scope and draft organisational objectives (set out at Appendix B) and agree minor amendments. **Action CEO and Executive Committee.**
- 12.2. Under the same agenda item Cllr Aitken asked what was required to enable the Strategy outcomes. Mr McLachlan suggested to the Board it would be sensible to permit the Chief Executive and Chief Engineer to appoint a senior person to oversee the strategic, financial and administrative functions of the Board, it was agreed the salary of this person would initially be set below £40,000.
- 12.3. Cllr Aitken supported this proposal so long as a job description was circulated beforehand to the same recruitment panel that was used as for the Chief Executive interviews.
- 12.4. Mr McLachlan (through the acting Chief Executive) agreed to recruit immediately under the supervision of the existing recruitment panel.
- 12.5. Mr Martin asked if it was possible for a brief page paper outlining how costs and payback might work. **Action CEO.**

- 12.6. In response Mr Traill stated that it would be helpful for members who were not at the meeting.
- 12.7. It was PROPOSED by CLLR AITKEN and SECONDED by MR SCREETON and UNANIMOUSLY RESOLVED that the Board allow the (Acting) Chief Executive to immediately act to APPOINT a senior member of staff, at an initial salary below £40,000 under the supervision of the existing recruitment panel. **Action CEO.**
- 12.8. Supporting the motion Mr Sweeting then left the meeting.

### **13. Capital Schemes**

- 13.1. Estimated costs and funding for both Eastrington and Laxton, and Gilberdyke and Blacktoft schemes were circulated prior to the meeting.
- 13.2. Mr McLachlan indicated he was familiar with the schemes and with the agreement of the Board offered his observations.
- 13.3. Mr McLachlan explained that he was optimistic about funding for the Gilberdyke and Blacktoft but there were some issues surrounding the Eastrington and Laxton scheme where funding was more complicated.
- 13.4. Mr McLachlan explained that the original design was for the Pump Station to be built on a raft foundation but because of ground conditions it would have to be piled which had increased estimated costs. Some LEP money was likely to be available but we can't get an answer from them at the moment. Funding has already been made available from the Yorkshire Regional Flood and Coastal Committee.
- 13.5. The optimistic position was that if all the funding becomes available then there would be limited cost to the Board.
- 13.6. Mr McLachlan and the Chief Engineer outlined potential saving in respect of site supervision
- 13.7. The Chair asked if final designs had been finalised by Atkins, the Chief Engineer expected these shortly.
- 13.8. Mr Featherby stated that the scheme had been ongoing for a long time and asked when the final contribution costs for the Board would be available; Mr McLachlan considered indicative costs will be available by the end of September but cautioned that this cannot be guaranteed.
- 13.9. The Chair raised the question of legal matters regarding previously employed professional services, McLachlan asked if he could be given time to review such matters before giving his opinion. **Action CEO**

### **14. Health and Safety**

- 14.1. No issues of note were raised.

## **15. Staff Recruitment**

- 15.1. The Chief Engineer notes there were only twelve applicants for the Operator posts, six of whom were shortlisted. One managed to turn up on the wrong day for interview and one didn't turn up at all, therefore four were interviewed. The new Operators start on Monday 22 August 2016.
- 15.2. Mr Traill asked if we had an exit interview when people leave. He stated that it was a good way of getting information on what could be done differently. Mr McLachlan concurred this was good practice and took to implement this procedure. **Action CEO.**

## **16. Maintenance**

- 16.1. The Chief Engineer stated that work had started on Delphin Drain. The first weed-cut had been carried out on both the River Foulness and Market Weighton Canal and that a second cut would be carried out on Market Weighton Canal in a few weeks' time.

## **17. Lease Hire Vehicle**

- 17.1. The Chief Engineer explained the need for a third vehicle as outlined in the report previously circulated.
- 17.2. Mr Featherby stated that the Executive Committee had supported this need in the past and that it was vital that staff work together as a team and that this was a good opportunity to make sure we got the best out of the workforce.
- 17.3. The Chief Engineer explained that the Land Rover (Defender) was no longer in production so alternatives needed to be found.
- 17.4. The Chair observed that a lease vehicle would give us three years to find out if the type was suited.
- 17.5. It was PROPOSED by MR TRAILL and SECONDED by MR MARTIN and UNANIMOUSLY RESOLVED that the Board lease hires a third vehicle as outlined in the report for a period of 3 years. **Action Chief Engineer.**

## **18. ADA Northern Branch – Yorkshire Show and Driffield Show**

- 18.1. The Chief Engineer gave an update on representation at the two recent agricultural shows supported by this and other Boards. It was generally agreed by all that it was important to attend these shows so the general public might better understand the important work of drainage boards.

## **19. Future Board Meetings**

- 19.1. Tuesday 8 November 2016 (Location TBC)
- 19.2. Tuesday 7 February 2017 (Location TBC)

**20. Any Other Business**

20.1. No issues were raised.

**21. Close of Meeting**

21.1. The Chair thanked members and officers for their contribution and closed the meeting at 11.30am.