



Danvm Drainage Commissioners

MINUTES OF THE FULL BOARD MEETING HELD 9.30AM FRIDAY 13TH NOVEMBER VIA LIVE VIDEO CONFERENCE,
ZOOM

PRESENT:

Ratepayer Members:	Mr R Robinson	Mr A Cooke	Mr D Platt	Mr S Lomas
Appointed Members:	Mrs G Ivey (C)	Ms L Watkinson-Teo	Mr W Atkins	Mr J Mackman
	Mr J Gilliver	Mr C Hogarth	Mr K Heydon	Mr P Maddison
	Ms C Anderson	Mr C Crowe		

Co-opted Members:

Members Present:

APOLOGIES:

Ratepayer Members:	Mr J Duckitt	Mr C Platt	Mr N Welburn	Mr R Thompson
	Mr M Falkingham	Mr D Atkinson		
Appointed Members:	Mr M Crane	Mr T Grady		

Co-opted Members:

Officers:

ABSENT:

Ratepayer Members:	Mr G Smith	Mr A Scholey
--------------------	------------	--------------

Appointed Members:

Co-Opted Members:

IN ATTENDANCE:

Officers:	Mr McLachlan - Chief Executive Mr Towse – Operational & Technical Manager	Miss Smith – Board Secretary (Minutes) Sophia Questari – Finance Officer (Observing)
-----------	--	---

Others:

Andrew McLachlan
Chief Executive Officer and Clerk to the Board
91 Bridgegate
Howden
East Riding of Yorkshire
DN14 7JJ

01430 430237
info@yorkshirehumberdrainage.gov.uk
yorkshirehumberdrainage.gov.uk
[@idbyorkshire](https://twitter.com/idbyorkshire)

57. Welcome, Introductions & Apologies

57.1. The Chair welcomed Members and Officers to the meeting.

58. Declarations of Interest

59. Health and Safety

Office Staff

59.1. Based on government advice there is a Covid Secure Environment in the office (in so far as is reasonably practical). All staff must take temperature checks on entry and have access to wipes, hand gel etc.

59.2. The OTM is now working from home and visiting site as required. Two members of staff remain in the office from the Policy & Finance Team downstairs, with two members of the Technical Team working upstairs.

Operational Staff

59.3. A Covid secure environment (in so far as is reasonably practical) continues in the operational setting.

59.4. Other health and safety matters.

60. Additional Agenda Items

60.1. In accordance with the regulations as to proceedings of the Board (Standing Orders), other business that does not appear on the agenda may be discussed, but only with the agreement of 75% of members present.

61. Minutes of the previous Full Board meeting

61.1. The minutes of the previous meeting are presented at *Appendix A*.

61.2. It was PROPOSED by MR HOGARTH and SECONDED by MR GILLIVER and UNANIMOUSLY RESOLVED that The Board adopt these minutes as a true record of that meeting.

62. Matters Arising

62.1. Minutes 52.1 and 52.4 are now resolved.

62.2. The CEO confirmed Minutes 7, 8 and 14 are progressing but still ongoing with no definitive end date yet.

62.3. In relation to Minute 15, the CEO confirmed that £353k had been secured by the Technical team and a telemetry system would be installed to service all pumping stations within the consortium area.

62.4. Minute 43.8, the CEO advised both he and the Operational Supervisor had met with operational staff on 11th November and had discussed the proposed contracts and that the Final Scheme would be discussed later in the meeting for ratification by the Board.

63. Minutes from the Policy & Finance Committee

63.1. Minutes were noted by the Board.

64. Budget & Financial Position

64.1. The CEO advised that the original budget was created with minimal information. As time has gone on, officers are now better positioned to create an appropriate budget for the Board.

64.2. He added that a Chart of Accounts has been established to categorise financial information to support financial management. Costs can be attributed to sites and activities, important for recharges.

64.3. He confirmed a draft budget will be created in December/January, used to set the rate, with this then brought to the Board for their consideration and adoption, with budget adjustments being brought to the Board through the financial year.

64.4. He advised that it would be necessary to bring budget adjustments to the Board throughout the financial year and went on to present the Board with a revised budget and forecast electronically, comparing this to the previously approved budget to enable Board members to clearly see where funds had been reallocated.

64.5. The Chair highlighted that the overall expenditure had not changed.

64.6. At this point Mr Hogarth left the meeting.

64.7. Mr Mackman requested that at the end of the financial year, the original budget is compared to the final expenditure so that the variance is clear.

64.8. It was PROPOSED by MRS IVEY and SECONDED by MR COOKE and UNANIMOUSLY RESOLVED that the Board approve the revised budget and forecast with a comparison to be emailed to Board members after the meeting. **Action CEO**

65. Invoices Paid and Accounts Settled

65.1. Mr Mackman queried whether there was a possibility of reducing the energy costs.

65.2. The CEO expressed his keenness to explore more costly efficient options.

65.3. It was PROPOSED by MRS IVEY and SECONDED by MR COOKE and UNANIMOUSLY RESOLVED that The Board approve the invoices paid and accounts settled as a true record.

66. Internal Audit

66.1. The CEO advised that the internal audit is currently underway.

67. Conclusion of Annual Audit 2019/20

67.1. The CEO confirmed that the Annual Audit was now complete with no matters of concern raised.

68. Public Sector Agreements

68.1. The CEO advised that he is continuing work with The Coal Authority on a regular basis along with Highways England and the Environment Agency.

68.2. Since Board papers were sent, a meeting has been arranged with The Don and Aire Team to possibly extend the OH agreement further up the River Don.

68.3. The CEO notified members that he has attempted and will continue to contact the Canals and Rivers Trust to form a relationship.

69. Consortium

69.1. The CEO informed the Board that Vale of Pickering entered the Consortium on 1st October 2020.

70. Capital Programme

Telemetry

70.1. The CEO thanked the Technical Team, Coal Authority and YRFCC for their collaboration and achievement in securing £353k for a sub-regional telemetry system to serve all pumping stations across Yorkshire and Humber Drainage Boards.

70.2. The Chair and members thanked the Technical Team for their work.

Capital Maintenance Strategy

70.3. The CEO gave a detailed explanation to the Humber Head Levels Capital Maintenance Strategy and advised that the modelling exercise is to be extended to include Danvm and Black Drain. Previous topographical survey information undertaken by the Board has been salvaged and proven useful and will be used in the new model.

Pumping Station Refurbishment

70.4. The CEO advised that an agreement had been made with the EA to put in place a refreshed capital programme.

70.5. The operational team had identified 5 pumping station as priority for urgent investment, being Gowdall, Whitley, Lake Outfall, Town Drain and Park Farm. A feasibility study of £125k

has been put together to formulate a business case for each of the pumping stations, with a view to securing £3.75m of funding.

- 70.6. Highways England fully fund Beal Lane pumping station and have funded a feasibility study to replace or refurb the pumping station to rationalise Beal Lane and Beal Lane Booster.
- 70.7. The CEO advised he has been working with The Coal Authority in relation to Great Heck, Stoney Lane, Newcut and Old Hee pumping stations.
- 70.8. The CEO advised that Clay Dyke, a major arterial watercourse which requires work, and Stubbs Lane Bridge, require a feasibility study in the region of £20k and £5k respectively. This will allow a business case to be presented for possible funding.
- 70.9. Mr Cooke declared an interest in the Stubbs Lane Bridge.
- 70.10. It was PROPOSED by MR CROWE and SECONDED by MR LOMAS and UNANIMOUSLY RESOLVED that The Board approve feasibility studies for Clay Dyke (£15k) and Stubbs Lane Bridge (£5k). Mr Cooke abstained from this proposal only due to his previously declared interest in Stubbs Lane Bridge.

71. Maintenance Programme

- 71.1. The CEO advised the asset management plan is currently being undertaken with a view to be in a position at the May/June meeting for the Board to adopt a definitive maintenance map along with a maintenance and serviceability plan.
- 71.2. The OTM explained two Spearheads have been running along with two medium excavators and two smaller excavators. From a maintenance perspective, around 50-50% of the Board maintained watercourses have been completed this year adding that unfortunately this is not enough. This may mean contractors are brought in to support next year.
- 71.3. He advised for comparison purposes half the machinery working in the Danvm area than the Ouse & Humber area, with the same expanse of watercourse.
- 71.4. Works have been undertaken around Fishlake and Moss, works have been undertaken on Sour Lane Drain and on Fenwick Drain, tree and bushing works have been undertaken to allow access to the watercourses. The work has been reported as positive.
- 71.5. As winter arrives, tree and bushing works will be completed by the operational team, chainsaw courses will be provided.
- 71.6. The OTM stressed the importance of landowners allowing access to ensure the watercourses are maintained.
- 71.7. Mr Robinson commended the OTM and the Operational team in the works undertaken. He advised that improvements to the watercourses are clearly visible. He supported the OTMs comment regarding the importance of landowners allowing access to the watercourses.

72. Policy Updates

- 72.1. The CEO confirm Technical Guidance and Standing Advice for Developers is now published and presented on the website. He advised of the active encouragement for local authorities to view the documents and for planning departments to engage.
- 72.2. A discussion ensued around a planning application in the area.
- 72.3. At this point, Ms Anderson left the meeting.

73. Staff Matters

- 73.1. The CEO advised the PFM Is on long term leave with a temporary member of staff employed to support in her absence.
- 73.2. The CEO advised that the new Operational Supervisor has settled well into his role and has made some positive contacts with local landowners.
- 73.3. He added that an appointment was made for a Principal Engineer and advised that he had settled in well. This role will be funded by capital income and will be working for all Boards.
- 73.4. Discussions ensued around the possibility of employing up to two apprentices. The CEO advised that they would be working within all departments so they have a full understanding of all operational matters however their primary base would be with the MEICA team.
- 73.5. It was PROPOSED by MRS IVEY and SECONDED by PAUL MADDISON and UNANIMOUSLY RESOLVED that the Board appoints up to 2 apprentices. Mr Mackman abstained. **Action CEO**

74. Staff Contracts

- 74.1. The CEO advised that the current contracts are disjointed and irregular with welfare concerns.
- 74.2. He added that the consultation process had been undertaken and a proposal to move to the ADA Whitebook had been made.
- 74.3. A series of questions were presented to the CEO by Board members regarding the Whitebook.
- 74.4. At this point Mr Crowe left the meeting.

Interim Inflationary Award

- 74.5. The CEO advised that an inflationary increase had not been received by the Operational Team in 2020/21.

Payroll 2021/22

- 74.6. The CEO advised that the figures presented within the Board papers may be subject to adjustment.

75. Recommendations on Payroll and New Contracts

- 75.1. It was PROPOSED by MRS IVEY and SECONDED by MR MADDISON and UNANIMOUSLY RESOLVED that the Board award operational staff an inflationary increase in 2020/21 of 1.9% paid in a lump sum.
- 75.2. It was PROPOSED by MRS IVEY and SECONDED by MR MADDISON and UNANIMOUSLY RESOLVED that the Board's operational staff move onto the White Book conditions along with new contractual conditions.
- 75.3. It was PROPOSED by MRS IVEY and SECONDED by MR MADDISON and UNANIMOUSLY RESOLVED that the Board considers enhanced conditions which may include an offer of local government pension to all employees within the 2022/23 budget with this to be brought back to the Policy and Finance Committee for ratification and approval.

76. Delegations

- 76.1. Given the current pandemic the CEO advised of the importance to agree an order of delegated power should an unfortunate event such as illness occur, a situation currently exacerbated due to the long-term absence of the PFM.
- 76.2. It was PROPOSED by MRS IVEY and SECONDED by MR MACKMAN and UNANIMOUSLY RESOLVED that in case of incapacity or long-term absence of the CEO, his delegated powers are transferred first to Mr Russ Towse, Operational and Technical Manager and then in case of his incapacity, Mr Daniel Martin, Senior Engineer. These delegations will be revoked on the return of the Policy and Finance Manager.

77. Date of Next Meeting

- 77.1. The date of the next Full Board is 5th February 2021, 9.30am.
- 77.2. The Chair thanked Members and Officers for their attendance and drew the meeting to a close.