



Vale of Pickering Internal Drainage Board

MINUTES OF THE FULL BOARD MEETING HELD ON MONDAY 24TH MAY 2021 via ZOOM

PRESENT:

Ratepayer Members: Mr J Stockdale Mr R Wainwright Mr A Nutt (C)
Appointed Members: Cllr S Tucker Cllr M Potter Cllr D Cussons
Co-opted Members:
Members Present:

APOLOGIES:

Ratepayer Members: Mr R Tindall Mr M Morley

ABSENT:

Ratepayer Members:
Appointed Members:
Co-Opted Members:

IN ATTENDANCE:

Officers: Mr McLachlan – Chief Executive
Mr Towse – Operational & Technical Manager
Mr Martin – Senior Engineer Asset Management
Miss Smith – Board Secretary (Minutes)

Others: Ms J Jackson – Hunter Gee Holroyd (Board Accountant)

Andrew McLachlan
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47. Welcome, Introductions and Apologies.

- 47.1. The Chair welcomed Members and Officers to the Board, noting apologies from Mr Tindall and Mr Morley.

48. Meetings

- 48.1. The Chair requested that Members do not record or photograph any part of the meeting.

49. Declarations of Interest

- 49.1. None

50. Health and Safety

- 50.1. None

51. Additional Agenda Items

- 51.1. 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.

- 51.2. It was PROPOSED by CLLR POTTER and SECONDED by MR WAINWRIGHT and UNANIMOUSLY RESOLVED that the Board adopt the revised Standing Orders.

- 51.3. The CEO informed Members that Plant and Vehicles were missed from the published agenda and requested these be discussed in this meeting to which the Board agreed.

52. Minutes of the previous Full Board Meeting, 18th December 2020

- 52.1. The Chair highlighted minutes of the previous meeting at Appendix A.

- 52.2. It was PROPOSED by CLLR CUSSONS and SECONDED by CLLR POTTER and UNANIMOUSLY RESOLVED that the Board approve these minutes as a true record of that meeting.

53. Matters Arising

- 53.1. In relation to minute 41.5, Cllr Potter asked whether a new welfare unit had been purchased to which the CEO responded one had not.

54. Risk Register Review

- 54.1. The CEO explained that the risk register is reviewed annually as a minimum, to assess business risks to the authority.

- 54.2. The CEO presented an electronic copy of the draft 2021 risk register to Board Members and drew attention to Appendix B.

- 54.3. Cllr Potter noted a high risk in relation to watercourse maintenance and advised he had inspected a section of the River Seven, which was in a poor state, and whilst he acknowledges this is an EA issue, it threatens the flood bank and IDB assets. He asked if this could be raised with the EA.
- 54.4. The OTM advised that he understood this work had been planned over winter from Normanby to Barugh however, after bird nesting season, the water level had risen to such a point where it could not be completed.
- 54.5. It was PROPOSED by CLLR POTTER and SECONDED by CLLR TUCKER and UNANIMOUSLY RESOLVED that the Board approve the revised risk register for 2021.

55. Accounting Statements and Annual Return

- 55.1. The CEO advised that the Board's Accounting Statements for 2020/21 have been prepared by the Board's accountants, Hunter Gee Holroyd Ltd and drew attention to documents at Appendix C.
- 55.2. The CEO noted a transposition error in the documents in the S49 reconciliation which would be corrected.
- 55.3. The CEO read out the Annual Governance Statements to the Board. The Board acknowledged the elections process had been held later than it should have, the Board agreed this should be highlighted to the external auditor.
- 55.4. It was PROPOSED by MR WAINWRIGHT and SECONDED by CLLR CUSSONS and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2020/21.
- 55.5. It was PROPOSED by CLLR CUSSONS and SECONDED by MR NUTT and UNANIMOUSLY RESOLVED that the Board approve the Accounting Statements for 2020/21 subject to the amendments raised.

56. Budget Refresh

- 56.1. The Chair highlighted the document at Appendix D.
- 56.2. The CEO and OTM advised the Board that existing vehicles need renewing, and an additional vehicle is to be purchased for an operator who currently provides his own.
- 56.3. It was PROPOSED by MR STOCKDALE and SECONDED by CLLR CUSSONS and UNANIMOUSLY RESOLVED that the Board approve the revised budget.

57. Invoices Paid and Accounts Settled

- 57.1. These Chair drew attention to documents at Appendix E.

57.2. It was PROPOSED by MR STOCKDALE and SECONDED by CLLR POTTER and UNANIMOUSLY RESOLVED that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £135,696.65 (net) for the last financial quarter.

58. Maintenance & Serviceability Programme

58.1. The Senior Engineer, Mr Martin presented the Maintenance and Serviceability programme displaying digitised evidence of works completed in the previous year.

58.2. The OTM advised that any future works to be contracted out will be arranged by officers and not operators, who have been advised they are to speak to the OTM/Supervisor before discussing potential works with any contractors.

58.3. Cllr Potter queried whether the Operational Supervisor had commenced works with the operational staff. The OTM responded advising that the Operational Supervisor had visited the Boards district and met with the operational team. He will be sharing his time between the Ouse and Humber District and the Vale of Pickering District.

59. Development Control and Planning - Q1 – Q4 (March 2021)

59.1. The CEO presented the planning summary on behalf of Mr Plater, Senior Development Control Officer.

59.2. He advised Mr Plater will be working with Local Authorities to ensure that information contained in planning applications is substantial enough to enable parties to make appropriate decisions.

59.3. Cllr Potter raised concerns regarding the Pickering sewage treatment works and the amount of foul discharge into the Boards network. Commenting that this is related to increased flows due to development.

59.4. He advised this poses a risk to Board staff working within the area and requested this issue is highlighted and brought to the attention of the planning department to which Cllr Tucker agreed. **ACTION CEO**

60. Plant and Vehicles

60.1. The CEO advised the Board vehicles will be branded which will highlight operational presence.

61. Consortium

61.1. The CEO advised that there is now a full complement of technical and operational staff for the first time since the commencement of the consortium.

61.2. He confirmed a Senior Liaison Officer is now in post who will manage initial customer and landowner enquiries across the YHDB area as well as supporting communication in other service areas such as enforcement and capital projects.

- 61.3. The Chair asked what the correct process is for landowner enquiries.
- 61.4. The CEO advised that landowners should first be looking on the Boards website before emailing or calling with a detailed enquiry which will be supported by the Senior Liaison Officer.
- 61.5. The CEO made it clear that members of the public should not be contacting staff on their mobiles.

62. Staff Matters

- 62.1. The CEO advised there have been changes within the Operational Team. One operator has now retired along with a member of staff who has resigned.
- 62.2. The Board discussed the productivity of the operational team with the OTM highlighting the tracking devices had provided evidence that there is significant room for improvement.
- 62.3. There will be two operational roles advertised with a view to employing staff prior to the commencement of the new season.

63. Policies Review

- 63.1. The CEO advised that minor amendments had been made to the Financial Regulations and presented these highlighted in yellow at Appendix F.
- 63.2. It was PROPOSED by MR STOCKDALE and SECONDED by MR WAINWRIGHT and UNANIMOUSLY RESOLVED that the Board amend the existing financial regulations.

Other Policies

- 63.3. A suite of new and updated policies is presented at Appendix G.

- Anti-Bribery Policy
- Anti-Fraud and Corruption Policy
- Bullying & Harassment Policy
- Employees' Code of Conduct
- Members Code of Conduct
- Data Protection Policy
- Document Retention Policy
- Gifts & Hospitality Policy
- Health & Safety Policy Statement
- Freedom of Information Publication Scheme
- Maternity Policy
- Member Roles & Responsibilities
- Paternity Policy
- General Privacy Policy
- Privacy Notice – Board Members

- Recruitment Information Privacy Notice
- Staff Privacy Notice
- Staff Uniform & PPE Policy
- Whistle Blowing Policy
- Equality Policy
- Biosecurity Policy
- Environmental Policy Statement
- Reserved Matters
- FCRM Policy Statement
- Formal Complaints Procedure

63.4. The following policies due for review at next meeting

- Enquiries Procedure
- Enforcement Policy
- Maintenance Policy
- Reserved Matters
- Scheme of Delegation

63.5. It was PROPOSED by MR STOCKDALE and SECONDED by MR WAINWRIGHT and UNANIMOUSLY RESOLVED that the Board adopt the new suite of updated policies which shall supersede the same or equivalent policies along with the revised Financial Regulations.

64. Date of Future Meetings

64.1. The next Full Board Meeting is due to be held Friday 5th November at 9:30am

64.2. The Joint Consortium Committee is due to be held on Friday 26th November at 9:30am