



Ouse & Humber Drainage Board

Minutes of the Full Board Meeting held on Monday 23rd May 2022 at 24 Innovation Drive

PRESENT

Elected	Mr T Featherby Mr Sweeting	Mr Henley	Mr Hick	Mr Mowforth	Mr Nicholls
Appointed	Cllr V Aitken Cllr P West	Mr G Baxter	Cllr R Meredith	Cllr Roberts	Cllr K West (C)

APOLOGIES

Elected	Mr J Atkinson	Mr R Axup	Mr B Maclean	Mr J Scutt
Appointed	Mr I Screeton	Mr Traill	Mr Wright	

ABSENT

Elected				
Appointed	Cllr C Bayram	Cllr N Marwood	Cllr Wilkinson	

IN ATTENDANCE

Officers	Mr A McLachlan – Chief Executive Miss A Cowen – Director of Policy & Finance Mr R Towse – Director of Operations Miss Smith – Board Secretary (Minutes) Mrs J Jackson – Hunter Gee Holroyd
Professional Services	

Andrew McLachlan
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424. Welcome, Introductions and Apologies.

- 424.1. The CEO welcomed the Board's accountant, Mrs Jackson from Hunter Gee Holdroyd, to the meeting.
- 424.2. The Chair welcomed Members and Officers and noted apologies from Mr Maclean, Mr Axup, Mr Atkinson, Mr Wright, Mr Scutt, Mr Featherby, Mr Screeton & Mr Traill.

425. Declarations of Interest

- 425.1. Cllr Roberts notified Members that he was advising the Board in relation the Biodiversity Action Plans.

426. Additional Agenda Items

- 426.1. None

427. Health and Safety

- 427.1. The CEO confirmed that the new Health & Safety Management System (HSMS) has now been approved by the Chairman under delegated authority and that training sessions had been provided to all operational staff.
- 427.2. Mr Hick arrived.
- 427.3. It was PROPOSED by Cllr Aitken and SECONDED by Cllr Meredith and UNANIMOUSLY RESOLVED the Board ratify the Chair's decision to adopt the new Health and Safety Management System.

428. Natural Environment

- 428.1. The CEO confirmed that the current biodiversity action plans (BAP) are being updated into a single consortium-wide document in line with a model document produced by the Association of Drainage Authorities.
- 428.2. Cllr Roberts explained how local policies should fit together and the importance in the Board fulfilling its duties and working within legislation.

429. Minutes of the previous Full Board Meeting

- 429.1. The Chair drew attention minutes of the previous meeting.
- 429.2. It was PROPOSED by Cllr Meredith and SECONDED by Cllr Aitken and UNANIMOUSLY RESOLVED that the Board approve these minutes as a true record of that meeting.

430. Matters Arising

- 430.1. The CEO confirmed that minutes 412.1 and 419.2 had now been resolved and the policies had been included in the Board papers sent to Members.

431. Minutes of the Executive Committee Meeting

431.1. The Chair drew attention to the minutes of the Executive Committee meeting for noting.

432. Professional Appointments to the Board

432.1. The CEO explained that professional services providers that support officers on a regular basis in the day-to-day operation of the Board's activities should be appointed by the Board.

432.2. It was PROPOSED by CLLR AITKEN and SECONDED by CLLR MEREDITH and UNANIMOUSLY RESOLVED that the Board appoint; Wilkin Chapman LLP, Yorkshire Internal Audit Services, Hunter Gee Holroyd Ltd, Mason Clark Associates Ltd, Mr Simon Jepps BSc MSc and co of Thomas Mackay Ltd, Mr Ralph Ward FRICS and co of Frank Hill & Son and Cutler IT Ltd as professional service providers to the Board.

433. Risk Register Review

433.1. The CEO confirmed a review comparing risks against the previous year had been completed and invited questions from the Board.

433.2. The Chair queried why the Contractor risk had increased to which the CEO advised this was due to changes in procurement rules and that with the adoption of new Board financial regulations, this risk would be reduced.

433.3. It was PROPOSED by MR HENLEY and SECONDED by MR MOWFORTH and UNANIMOUSLY RESOLVED that the Board approve the revised risk register for 2022.

434. Accounting Statements and Annual Return

434.1. The CEO informed Members that the Board's Accounting Statements for 2021/22 were prepared by the Board's accountants, Hunter Gee Holroyd Ltd and highlighted a deficit of £50k, largely due to the purchase of new plant.

434.2. Mr Hick queried the interest rate on the purchase of the new building to which the CEO confirmed this was a fixed rate over the total repayment period.

434.3. The CEO proceeded to read the eight Annual Governance Statements to Members, which he explained must be approved prior to the Accounting Statements.

434.4. It was PROPOSED by CLLR ROBERTS and SECONDED by MR HICKS and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statements for 2021/22.

434.5. It was PROPOSED by CLLR AITKEN and SECONDED by CLLR ROBERTS and UNANIMOUSLY RESOLVED the Board approve the Accounting Statements for 2021/22.

434.6. Mr Mowforth queried the sale of 91 Bridgegate, the Board's former premises, to which the CEO advised the offices had been sold subject to contract.

435. Budget Refresh

- 435.1. The DPF presented the updated budget, which she advised had been based on the final accounts.
- 435.2. The DO advised that he was attempting to be frugal due to the increase in fuel costs, however the workshop would need fitting out for the mechanic.
- 435.3. A discussion ensued regarding red diesel.
- 435.4. Mr Hicks queried accommodation cost of £53,500, to which the CEO advised this is a shared services cost with £20k included for the cost of moving.
- 435.5. The accountant explained that 100% of shared services costs are initially paid by Ouse & Humber, with the proportionate percentage then being recharged to the two other Consortium Boards.
- 435.6. It was PROPOSED by MR BAXTER and SECONDED by MR NICHOLLS and UNANIMOUSLY RESOLVED that Board approve the revised budget.

436. Invoices Paid and Accounts Settled

- 436.1. The Chair drew attention to Invoices Paid & Accounts Settled and invited questions from the Board.
- 436.2. Cllr Meredith queried why “Planning and survey costs for Green Park” appears multiple times, the CEO advised that these lines should be renamed to better reflect the payments, which were payments to Lindum for construction works. **ACTION DPF**
- 436.3. Mr Baxter asked if a summary of payments could be presented to the Board, for example rental and electricity, the CEO responded confirming these would be shown in the variance reports at future meetings.
- 436.4. It was PROPOSED by CLLR AITKEN and SECONDED by Mr MOWFORTH and UNANIMOUSLY RESOLVED that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £1,212,276.72 (net) for the last financial quarter.

437. Banking

- 437.1. The CEO requested permission for both the DPF and himself to hold a debit card to withdraw small amounts of cash from the Boards account, to be used for petty cash. He advised the financial regulations allowed for this.
- 437.2. It was PROPOSED by CLLR AITKEN and SECONDED by CLLR MEREDITH and UNANIMOUSLY RESOLVED that the Board authorises the Chief Executive Officer, Mr Andrew McLachlan and the Director of Policy and Finance, Miss Angela Cowen to both make an application for a debit card for the Ouse and Humber Drainage Board Barclays Account.

438. Capital Programme

- 438.1. The CEO presented the Boards proposed Capital Programme.
- 438.2. The DO advised that works at Faxfleet were now complete, Cllr Aitken requested that she visits the site along with the DO and promotes the work which has been carried out.
- 438.3. The CEO advised that works at Patenoster were nearing completion.
- 438.4. Mr Hicks raised concerns regarding the safety of the footpath, which currently poses a risk to the public, to which Cllr Aitken advised she would visit the area and raise concerns with the PROW dept. at ERYC. **ACTION Councillor Aitken**
- 438.5. It was PROPOSED by CLLR MEREDITH and SECONDED by MR HICKS and UNANIMOUSLY RESOLVED that the Board approves the Capital Programme.

439. Public Sector Agreements

- 439.1. The CEO advised that the Boards Asset Manager had successfully negotiated a unified agreement with National Highways in relation to the historic M62 additional land drainage accommodation works, meaning the Board will recharge an additional c£20k per annum.
- 439.2. The DO confirmed this year is the final of the three-year contract with the EA however agreements for the new maintenance season have been agreed similar in size and scope to previous years.

440. Planning & Development

- 440.1. The CEO confirmed that in relation to an ongoing dispute with a landowner, the Board were taking action to prosecute and attempt to recover all legal costs incurred in relation to this matter.
- 440.2. The DPF advised that a formal complaint connected to the dispute above had been received and referred to the Ombudsman, which had not been upheld.
- 440.3. Mr Mowforth queried how much costs had been incurred at the time of writing, to which the CEO advised around £3k-£4k.
- 440.4. In relation to HOW-G development, the CEO informed Members that Officers were continuing to work closely with developers, and there is effectively an agreement in principle for the Board to adopt a trunk pipe system and greenways.
- 440.5. A formal agreement would ensure the Board would receive a commuted sum for the future maintenance of this trunk pipe system and greenways to ensure it remains in a serviceable state.
- 440.6. Mr Hicks raised his concerns that if the drainage network is not completed correctly, there is a likelihood South Howden will see flooding events.

440.7. The CEO confirmed that Officers will continue to ensure that existing properties in Howden will not be affected by the new development, with a Greenfield run off rate restriction to a 1 year event [100% AEP] and with attenuation to a 100 year event [1% AEP].

441. Plant and Vehicles

441.1. The DO informed Members that unfortunately the delivery of the Mecalac had been delayed and was now expected in September/October.

441.2. The DO advised that a temporary flail mower had been purchased, which would be sold upon receipt of the Mecalac.

442. Maintenance

442.1. This year, a three-year contract was introduced with an extension of two years, subject to the mutual agreement of the Board and contractors.

442.2. Cllr Roberts queried whether Officers were still communicating with the EA regarding the slip at Blacktoft to which the CEO advised that prices had been received from contractors for completion of works, which will be communicated to the EA this week.

442.3. Mr Baxter advised he had received a complaint from a landowner regarding Hushcush Drain, to which the DO responded that he was aware and agrees that this dyke needs urgent maintenance and that this had been scheduled in.

442.4. The CEO drew attention to a petition regarding Near Sands Drain received from a landowner.

442.5. The DO advised Members that the section in question had quite clearly been omitted from the maintenance map by mistake and that this should be maintained by the Board.

442.6. It was PROPOSED by CLLR MEREDITH and SECONDED by MR BAXTER and UNANIMOUSLY RESOLVED that the Board amends the maintenance maps to include an extension to Sands Drain. **ACTION DO**

442.7. It was PROPOSED by CLLR AITKEN and SECONDED by CLLR MEREDITH and UNANIMOUSLY RESOLVED that the Board approves the annual maintenance programme.

443. Election Programme

443.1. The CEO advised that the current term of office for the Board's elected members will expire later this year and that an election will be held in accordance with the Land Drainage (Election of Drainage Boards) Regulations 1938, to elect 11 members to serve on the Board for the next 3-year term.

443.2. A copy of the Electoral Register for the Ouse & Humber Drainage District, as per 1st April 2022 was inspected by members.

443.3. It was PROPOSED by MR NICHOLLS and SECONDED by CLLR AITKEN and UNANIMOUSLY RESOLVED that the Board approve the Electoral Register (1st April 2022).

444. Staff Matters

444.1. In relation to recent recruitment, the CEO advised that the Board have appointed two new operators and that positive feedback had been received regarding their start.

444.2. The Executive Committee received a presentation on technical staff salary review, the committee accepted the premiss of the review but asked for more time to consider the matter in detail in a separate meeting.

444.3. It was PROPOSED by MR HENLEY and SECONDED by CLLR MEREDITH the Board delegate the matter of the Technical Staff Salary Review to the Executive Committee for detailed review and approval. ACTION Executive Committee.

445. Policy Updates

445.1. The CEO advised that the financial policy has been reviewed and updated in accordance with current best practice and legislative changes (brought about through a statutory instrument to alter the Public Contract Regulations 2015 (PCR) principally because of the UK leaving the EU.

445.2. The CEO then presented the Fixed Asset Valuation Policy, Reserves Policy, and Unreasonable Complainants Policy for the Boards approval.

445.3. It was PROPOSED by CLLR MEREDITH and SECONDED by CLLR AITKEN the Board adopt the Fixed Asset Valuation Policy, Reserves Policy, and Unreasonable Complainants Policy and approve revisions to the Financial Regulations.

446. Date of Future Meetings

446.1. The next Executive Committee Meeting is due to be held Monday 18th July at 9:30am

446.2. The next Full Board Meeting is due to be held Monday 7th November at 9:30am

446.3. The Joint Consortium Committee is due to be held on Wednesday 23rd November at 9:30am

446.4. The Chair thanked Members and Officers for their attendance and closed the meeting.