

A MEETING OF THE BEDFORDSHIRE AND RIVER IVEL INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM AT VALE HOUSE IN STEWARTBY AND VIRTUALLY VIA MICROSOFT TEAMS ON MONDAY, 06 JUNE 2022 AT 2 PM.

- Directly Elected Members**
- * J R Davison
 - J M Ream
 - J Russell
 - * T Wootton
 - Vacant Position
 - Vacant Position
 - Vacant Position
 - Vacant Position
 - Vacant Position
 - Vacant Position
 - Vacant Position

- Appointed Members**
- Bedford Borough Council**
- G Coombes
 - * D Hodgson
 - * C McHugh
 - * D McMurdo
 - * M Nawaz
 - J Sampson
 - * M Towler
- Central Bedfordshire Council**
- A D Brown
 - * S Dixon
 - * F Firth
 - R Morris
 - B Spurr
- Jointly Appointed**
- North Herts District Council**
- * S Jarvis
 - * Present (40%)

In attendance:

Phil Camamile (Chief Executive), Phil Lovesey (Operations Manager), Alice Smith (Executive Assistant), and Nicole Souter (Principal Accountant)

ID	Bedfordshire and River Ivel IDB, Minute	Action
21/22	APOLOGIES FOR ABSENCE	
21/22/01	Apologies for absence were received on behalf of Tony Brown, Robert Morris, John Ream, James Russell, and Jake Sampson.	
22/22	DECLARATIONS OF INTEREST	
22/22/01	There were no declarations of interest reported to the meeting.	
23/22	MINUTES OF THE LAST BOARD MEETING HELD ON 18 JANUARY 2022	
23/22/01	The minutes of the last Board meeting held on 18 January 2022 were confirmed and signed as a true record. There were no matters arising.	
24/22	OPERATIONS REPORT	
24/22/01	The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	

ID Bedfordshire and River Ivel IDB, Minute	Action
<p>24/22/02 Tom Wootton requested a report be circulated to members detailing what work was undertaken by the workforce during the bird nesting season. RESOLVED that this be actioned.</p>	<p>PL</p>
<p>25/22 ENGINEERING REPORT</p>	
<p>25/22/01 The Engineering Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>25/22/02 West of Bedford Growth Area Master Plan</p>	
<p>Members were advised that an inspection of the infrastructure in relation to the West of Bedford Growth Area Master Plan had been undertaken by officers. Jo Davison questioned what costs were likely to be incurred by the Board for maintaining and refurbishing the infrastructure to an acceptable standard and whether the commuted sums due on completion would be sufficient to cover this cost. The Chief Executive advised members that the commuted sums due on completion were calculated and agreed with the other parties over 15 years ago and would not be sufficient to fund the maintenance of the infrastructure during its lifetime. It was agreed and thereby RESOLVED to serve notice on the landowners to carry out the necessary remedial works, at their cost, should the Marsh Leys agreement fail to complete by the end of this financial year.</p>	<p>PC</p>
<p>25/22/03 Pix Brook, Standalone Farm Reservoir Gates</p>	
<p>Frank Firth requested an update on the gates at the Standalone Farm Pix Brook Reservoir. Members were advised that the two contractors responsible for the firmware and software which control the gates were still working to fix the issues.</p>	
<p>25/22/04 The Chief Executive detailed an opportunity to work alongside Central Bedfordshire Council and support their initiative being co-ordinated by Alys Bishop, to potentially upgrade and standardise the telemetry and switchgear system across the Pix Brook catchment. Central Bedfordshire Council were currently submitting an application for Flood Defence Grant in Aid with the full support of the Board, as one of a number of key partners. RESOLVED that this be noted.</p>	
<p>25/22/05 Housing development on Hitchin Road, Henlow</p>	
<p>The Chief Executive advised members that work on-site had now stopped and that a meeting with the Housing Association was due to take place on 07 June 2022 to discuss the proposed solution set out in the Engineering Report. It was agreed that the outcome of this meeting would be shared with the Board's Chair.</p>	<p>PC</p>
<p>25/22/06 HS2</p>	
<p>The Chief Executive was pleased to advise members that the agreement with HS2 for providing consenting services had been finalised and signed in recent days, allowing for the Group's costs to date to be recovered (approx. £100k). RESOLVED that this be noted.</p>	

26/22 INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2022 AND REAPPOINTMENT OF THE INTERNAL AUDITOR FOR 2022/23

26/22/01 The Internal Audit Report for 2021/22 including the 3 observations and subsequent recommendations as prepared by the Group's Internal Auditor (Chris Harris from TIAA Ltd.), together with the Chief Executive and Principal Accountant's responses and agreed actions, (a copy of which is filed in the Report Book), were considered in detail and approved. The Internal Auditor's recording of a substantial level of assurance awarded on conclusion of the audit was noted. Arising therefrom:

26/22/02 Board Member Vacancies: The Principal Accountant advised members that this issue was currently being addressed and considered through the proposed amalgamation/re-constitution. The Chief Executive confirmed that all the constituent councils had been consulted on the proposed amalgamation, and positive responses had been received from Bedford Borough Council and North Hertfordshire District Council. A response had yet to be received from Central Bedfordshire Council. Steve Dixon requested sight of the correspondence with Central Bedfordshire Council and advised members that he would chase up a response from the Council's Democratic Services Department. RESOLVED that this be noted.

AS / SD

26/22/03 Declining Reserves: The Principal Accountant reported that the level of reserves had reduced in recent years as a result of not setting the drainage rates and special levies at a sufficient level to fund day-to-day operating expenditure. Therefore, expenditure would need to reduce, and the drainage rates and special levies needed to increase, to deliver a balanced budget within the next 4 years. This would stop the level of reserves from sliding further. RESOLVED that this be noted.

26/22/04 Transparency Code: It was noted that the Transparency Code referenced on the new website was incorrect and had since been rectified to the Internal Auditor's satisfaction. Frank Firth questioned if this could be removed from the report following its immediate rectification. The Chief Executive confirmed that this was suggested to the Internal Auditor, but the Auditor felt that the issue needed to remain in the final report for full transparency. RESOLVED that this be noted.

26/22/05 Upon Tony Brown submitting his apologies for the meeting, an update was requested regarding the outstanding drainage rates. The Principal Accountant advised members that through the process of emails and telephone calls officers had managed to reduce the drainage rates owing to £9,083 and there was now a total of 52 ratepayers with outstanding balances for the year 2021/22. Furthermore, those ratepayers that owed more than £10 would be taken to court on 22 July 2022. This response had also been sent to Cllr Brown prior to the meeting. RESOLVED that this be noted.

26/22/06 It was agreed and thereby RESOLVED to approve the re-appointment of TIAA Ltd. to undertake the Board's Internal Audit for the next financial year 2022/23.

27/22 FINANCIAL REPORTS AND RECONCILIATION TO THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE FINANCIAL YEAR ENDING 31 MARCH 2022

27/22/01 The Financial Report and reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2022 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

27/22/02 Income and Expenditure Account

The Principal Accountant reported a deficit of £315,333 for the year ending 31 March 2022, which was largely due to the Marsh Leys Agreements not completing. RESOLVED that this be noted.

27/22/03 Balance Sheet

The Principal Accountant reported a General Reserve balance of £731,000 which fell below ADA's recommended 1 x total annual expenditure guidance. General Reserves were currently at 44% of total annual expenditure, with the aim to be at 100%. Members were reminded that this position was unsustainable and that rate increases, were needed in addition to cuts in service provision/expenditure. RESOLVED that this be noted.

28/22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31 MARCH 2022

28/22/01 Following the approval of the financial reports and reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2022, the Board considered and approved the following:

28/22/02 The Annual Governance Statement shown in Section 1 of the Board's Annual Governance and Accountability Return for the year ended 31 March 2022 was considered in detail and approved.

28/22/03 The Accounting Statements shown in Section 2 of the Board's Annual Governance and Accountability Return for the year ended 31 March 2022 were considered in detail and approved.

29/22 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS TO INSPECT THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31 MARCH 2022

29/22/01 It was agreed and thereby RESOLVED to publish the notice on the Board's website and also display the notice in the office reception, that the Accounts for the year ending 31 March 2022 would be available for inspection for the 30-working day period commencing 13 June 2022 and ending on 22 July 2022. RESOLVED that this be noted.

AS / NS

ID	Bedfordshire and River Ivel IDB, Minute	Action
30/22	MATERIAL CHANGES TO THE CORPORATE RISK REGISTER	
30/22/01	Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book). Arising therefrom:	
30/22/02	The Chief Executive advised members that the initials of officers would be replaced with full names for clarity. RESOLVED that this be noted.	
30/22/03	Frank Firth questioned if the objective in relation to the Coronavirus outbreak could be altered to incorporate all possible pandemics. It was agreed that this would be reviewed during the course on the current financial year. RESOLVED that this be noted.	PC
31/22	CORRESPONDENCE	
31/22/01	Water Resources East (WRE): contribution for 2021/22 and 2022/23	
	The Chairman informed members that the annual invoices had been received consecutively due to a change in WRE's invoicing process. Invoices were now to be paid in advance rather than in arrears contrary to what had been done in previous years. The invoices of £700 from Water Resources East (WRE) for 2021/22 and 2022/23 (copies of which are filed in the Report Book) were considered in detail and approved for payment.	NS
31/22/02	It was agreed and thereby RESOLVED to continue to review the Board's membership of WRE annually and invite WRE representative, David Thomas, to a future meeting to explain the drive and ambition of the organisation, and report progress made to date.	AS
31/22/03	Red diesel update from ADA, dated 24 March 2022	
	The Chief Executive was pleased to report the positive news in relation to ADA's announcement on the continued use of red diesel, following the change to HMRC's Excise Notice 75. Frank Firth questioned what the anticipated split between red and white diesel usage would be. The Operations Manager advised members that around 99% of the Board's maintenance activities would still be undertaken using red diesel. Minimal use of white diesel would be necessary in the centre of Bedford where the majority of maintenance undertaken was done by hand, with the machine work being carried out by the Board's contractor. RESOLVED that this be noted.	
32/22	DATE & TIME OF NEXT MEETING	
32/22/01	It was agreed and thereby RESOLVED to schedule the next Board meeting to take place on Monday, 14 November 2022 at 2 pm, which would be held in the Board Room at Vale House, Broadmead Road, Stewartby, Bedfordshire, MK43 9ND and virtually via Microsoft Teams.	

33/22 ANY OTHER BUSINESS**33/22/01 Joint Management Committee Vacancy**

Jo Davison questioned if the vacancy on the Joint Management Committee (JMC) had been filled. The Chairman confirmed this position had yet to be filled. RESOLVED that this be noted.

34/22 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

34/22/01 There were no members of the public present at today's meeting.

35/22 CONSORTIUM MATTERS**35/22/01 Unconfirmed minutes of the last Joint Management Committee (JMC) meeting held on 25 April 2022**

The unconfirmed minutes of the last Joint Management Committee meeting held on 25 April 2022 were considered in detail, noted and adopted. There were no matters arising.

35/22/02 JMC's Operations Report

The JMC's Operations Report (a copy of which is filed in the Report Book) were considered in detail and approved. There were no matters arising.

35/22/03 JMC's Engineering Report

The JMC's Engineering Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

35/22/04 JMC's Insurance Update Report

The JMC's Insurance Update Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

35/22/05 JMC's Schedule of Paid Accounts

The JMC's Schedule of Paid Accounts for the period 1 December 2021 to 31 March 2022 (a copy of which is filed in the Report Book) was considered in detail and approved for publishing on the group's website. There were no matters arising.

35/22/06 JMC's Financial Report

The JMC's Financial Report for the period 1 December 2021 to 31 March 2022 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

35/22/07 Review of the Group's Performance for 2021/22

The Group's performance review for 2021/22 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

35/22/08 Objectives for 2022/23, as recommended by the JMC

The draft objectives for 2022/23 (a copy of which is filed in the Report Book) were considered in detail and approved. It was agreed and thereby RESOLVED that the following objectives be adopted for 2022/23:

- (i) To ensure that total expenditure does not exceed the approved expenditure budget for 2022/23 and plan for subsequent years' rate increases to deliver a balanced budget before 2026/27.
- (ii) To ensure that the Environment Agency's annual precept charges on the Board is fair and that it is spent on work that benefits the Drainage District.
- (iii) To start to build support for extending the Drainage District to the watershed catchment boundary.
- (iv) To start improving the main river network that the Board's watercourses discharge into at key known trouble spots by working with the Environment Agency using a Public Sector Co-operation Agreement.
- (v) To deliver the capital work programme as planned within the agreed timescales and budgets approved by the Board and secure Flood Defence Grant-in-Aid, other grants and third-party contributions to part fund capital work whenever possible.
- (vi) To ensure that local plans to transform the Oxford-Cambridge Arc into a premier growth corridor are sustainable and do not adversely impact on the Board's operations or increase flood risk within the Drainage District.
- (vii) To work with Water Resources East (WRE) to help add additional off-line storage where appropriate, which could reduce flood risk downstream and increase access to fresh water for the purposes of irrigation, potable water supply, recreation and biodiversity.
- (viii) To roll out the performance appraisal system introduced last year to all members of staff.
- (ix) To make progress on dealing with the issues identified in the Interim Chief Executive's Report, dated 26 July 2021.
- (x) To calculate the Group's carbon footprint and to put a carbon reduction strategy in place with targets to monitor progress.

35/22/09 Revised Financial Regulations

The proposed changes to the Group's Financial Regulations highlighted in yellow (a copy of which is filed in the Report Book), were considered in detail, and approved. There were no matters arising.

35/22/10 Group Policies Handbook

It was agreed and thereby RESOLVED to adopt the following group policies:

35/22/11 Area & Infrastructure

Supplementary guidance for the Adoption & Abandonment of Watercourses Asset Prioritisation Criteria

Operations

Ragwort Control Policy
Rechargeable Works Policy and Staff Plan
Supplier Performance Policy
Sustainability Policy

Finance

Financial Regulations
Investment Strategy
Plant Replacement Policy
Rate Levies and Collection Policy
Safeguarding Public Money Policy

Governance

Anti-Fraud and Corruption Policy
Complaints Procedure
Corporate and Social Responsibility Policy
Data Protection Policy
Freedom of Information Publication Scheme
Guidance to Local Authorities when making appointments to IDBs
Information Security and Systems – Acceptable Use Policy
Filming of Public Meetings Guidance Policy
Management of Unreasonable Complainant Behaviour Policy
Whistleblowing Policy

Board Members

Members Code of Conduct
Members Responsibilities, Duties and Liabilities

35/22/12 Board Specific Policies

It was agreed and thereby RESOLVED to approve the following Board specific policies:

35/22/13 Finance

Register of Drainage Hereditaments: Maintenance and Inspection Policy

Governance

Division of Responsibilities: Chief Executive and Chairman
Schedule of Reserved Matters
Scheme of Delegation: Plenary, Advisory and Joint Committees

35/22/14 Items for discussion at the next JMC meeting

There were no issues raised by members for discussion at the next Joint Management Committee (JMC) meeting on 17 October 2022. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives or the Chief Executive directly.

36/22 CONFIDENTIAL BUSINESS

36/22/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.