

**A MEETING OF THE BUCKINGHAM AND RIVER OUZEL INTERNAL DRAINAGE BOARD WAS
HELD IN THE BOARD ROOM AT VALE HOUSE IN STEWARTBY AND VIRTUALLY
VIA MICROSOFT TEAMS ON THURSDAY, 23 MAY 2022 AT 2 PM.**

Elected Members

- * P Bowsher
- A Gurney
- * N Hawes
- * R Haynes
- * D Hunt
- * D Osborn

Vacant Position
Vacant Position
Vacant Position
Vacant Position
Vacant Position

Co-opted Member

- * P Hirons

Appointed Members

Buckinghamshire Council
H Mordue

Central Bedfordshire Council

- A Brown
- * S Dixon
- * G Perham
- * P Snelling
- B Spurr
- Vacant Position

Milton Keynes Council

- S Balazs
- * G Bowyer
- R Exon
- * V McPake
- N Miles
- L Townsend
- * Present (44%)

Paul Hirons in the Chair

In attendance:

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

| ID | Buckingham & River Ouzel IDB, Minute | Action |
|-----------------|---|--------|
| 21/22 | DAVID PROSSER: IN REMEMBRANCE | |
| 21/22/01 | A minute's silence was observed in remembrance of David Prosser who had sadly passed away on 26 February 2022. David had been a Board member since 1981 and his invaluable local knowledge would be greatly missed. | |
| 22/22 | APOLOGIES FOR ABSENCE | |
| 22/22/01 | Apologies for absence were received on behalf of Scott Balazs, Robert Exon, Andrew Gurney, Norman Miles and Howard Mordue. RESOLVED that this be noted. | |
| 23/22 | DECLARATIONS OF INTEREST | |
| 23/22/01 | There were no declarations of interest reported to the meeting. | |

| ID | Action |
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| <p>24/22 MINUTES OF THE LAST BOARD MEETING HELD ON 20 JANUARY 2022</p> | |
| <p>24/22/01 The minutes of the last Board meeting held on 20 January 2022 were confirmed and signed as a true record. Arising therefrom:</p> | |
| <p>24/22/02 04/22/03 – Proposed Amalgamation</p> <p>The Chief Executive provided an update regarding the proposed amalgamation. The Chief Executive confirmed that all the constituent councils had been consulted on the proposed amalgamation, and responses had been received from Buckinghamshire Council and Milton Keynes Council. A response had yet to be received from Central Bedfordshire Council. RESOLVED that this be noted.</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 Kingston Weir</p> <p>The Chief Executive advised members that a full update would be provided at the next Board meeting. No further progress had been made up to 22 April 2022 when the Director of Engineering left the organization. Discussions with Anglian Water Services and Milton Keynes Council would take place, in an attempt to answer the long-standing queries about ownership and operational responsibility for maintaining this structure. RESOLVED that this be noted.</p> | <p>PC</p> |
| <p>25/22/03 Northamptonshire Council - LLFA Consenting</p> <p>The Chief Executive confirmed that the original Service Level Agreement with Northamptonshire Council had ended on 31 March 2022, which was extended by the former Director of Engineering for a period of 6 months to allow both of the new Northamptonshire Councils to prepare for taking this service back in-house. This decision had been taken because the Councils were not in a position to fully reimburse the cost to the Board of providing this service. RESOLVED that this be noted.</p> | |
| <p>25/22/04 Agreement with HS2</p> <p>The agreement with HS2 for providing consenting services had now been finalised and signed. An Invoice of £100k had been sent to HS2 to recover the Board's costs up to 31 March 2022, in accordance with the agreement. RESOLVED that this be noted.</p> | |
| <p>26/22 OPERATIONS REPORT</p> | |
| <p>26/22/01 The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p> | |
| <p>26/22/02 Richard Haynes requested an alternative base map be used on future progress reports to help easily identify locations and landmarks. The</p> | <p>PL</p> |

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| | <p>Operations Manager advised members that he would feedback to the Board's GIS Technician and seek an alternative scale for future meetings. RESOLVED that this be noted.</p> | |
| | <p>27/22 INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2022 AND REAPPOINTMENT OF THE INTERNAL AUDITOR FOR 2022/23</p> | |
| 27/22/01 | <p>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's 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:</p> | |
| 27/22/02 | <p>Board member vacancies: The Principal Accountant advised members that this issue was currently being addressed and considered through the proposed amalgamation/re-constitution. RESOLVED that this be noted.</p> | |
| 27/22/03 | <p>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, net expenditure needed 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.</p> | |
| 27/22/04 | <p>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. RESOLVED that this be noted.</p> | |
| 27/22/05 | <p>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.</p> | |
| | <p>28/22 FINANCIAL REPORTS AND RECONCILIATION TO THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE FINANCIAL YEAR ENDING 31 MARCH 2022</p> | |
| 28/22/01 | <p>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:</p> | |
| 28/22/02 | <p>Income and Expenditure Account</p> <p>The Principal Accountant reported a deficit of £115,475 for the year ending 31 March 2022, which was largely due to the budgeted Surface Water Discharge Income not being received due to the Milton Keynes tariff agreement not completing. The Chairman questioned if this money would ever be received, and the Principal Accountant confirmed that the money would hopefully be received in the current financial year if/when the tariff agreement completed. RESOLVED that this be noted.</p> | |

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| 28/22/03 | Balance Sheet | |
| | <p>The Principal Accountant reported a General Reserve balance of £725,000 which fell below ADA's recommended 1 x total annual expenditure guidance. General Reserves were currently at 66% 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/net expenditure. RESOLVED that this be noted.</p> | |
| 28/22/04 | <p>Phillip Bowsher questioned how often the Board's fixed assets were re-valued. The Principal Accountant advised members that the basis for valuing fixed assets prescribed by Proper Practices for Smaller Authorities required the Board to value fixed assets at purchase/historic cost in the Board's Statutory Accounts and fixed assets had therefore never been revalued. RESOLVED that this be noted.</p> | |
| 29/22 | ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31 MARCH 2022 | |
| 29/22/01 | <p>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:</p> | |
| 29/22/02 | <p>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.</p> | |
| 29/22/03 | <p>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.</p> | |
| 30/22 | 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 | |
| 30/22/01 | <p>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 21 June 2022 and ending on 30 July 2022. RESOLVED that this be noted.</p> | AS / NS |
| 31/22 | MATERIAL CHANGES TO THE CORPORATE RISK REGISTER | |
| 31/22/01 | <p>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:</p> | |
| 31/22/02 | <p>Phillip Bowsher requested that the initials of officers be replaced with full names for clarity. RESOLVED that this be noted.</p> | PC |

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| 32/22 | CORRESPONDENCE | |
| 32/22/01 | Water Resources East (WRE): contribution for 2021/22 and 2022/23 | |
| | <p>The Chairman informed members that the two 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 WRE for 2021/22 and 2022/23 (copies of which are filed in the Report Book) were considered in detail and approved for payment.</p> | NS |
| 32/22/02 | <p>The Chairman advised he would write to the Chairman of WRE requesting a report in relation to progress and detail how the Board's membership fee is contributing to the work of WRE. RESOLVED that this be noted.</p> | PH |
| | <p><i>Post meeting note: report received from WRE and circulated to Board Members for noting.</i></p> | |
| 32/22/03 | Red diesel update from ADA, dated 24 March 2022 | |
| | <p>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. RESOLVED that this be noted.</p> | |
| 33/22 | DATE & TIME OF NEXT MEETING | |
| 33/22/01 | <p>It was agreed and thereby RESOLVED to schedule the next Board meeting to take place on Monday, 7 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.</p> | |
| 34/22 | ANY OTHER BUSINESS | |
| 34/22/01 | <p>Phillip Bowsher suggested the Board look to invest in an alternative microphone/webcam solution to aid hybrid meetings. The Executive Assistant advised this would be investigated and a solution be sought before the next round of Board meetings. RESOLVED that this be noted.</p> | AS |
| | <p><i>Post Meeting Note: An owl camera and sound system has been purchased and installed in the Board room.</i></p> | |
| 35/22 | OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN | |
| 35/22/01 | <p>There were no members of the public present at today's meeting.</p> | |
| 36/22 | CONSORTIUM MATTERS | |
| 36/22/01 | Unconfirmed minutes of the last Joint Management Committee (JMC) meeting held on 25 April 2022 | |

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| | <p>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.</p> | |
| 36/22/02 | <p>JMC's Operations Report</p> <p>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.</p> | |
| 36/22/03 | <p>JMC's Engineering Report</p> <p>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.</p> | |
| 36/22/04 | <p>JMC's Insurance Update Report</p> <p>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.</p> | |
| 36/22/05 | <p>JMC's Schedule of Paid Accounts</p> <p>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 publication on the Group's website. There were no matters arising.</p> | |
| 36/22/06 | <p>JMC's Financial Report</p> <p>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.</p> | |
| 36/22/07 | <p>Review of the Group's Performance for 2021/22</p> <p>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.</p> | |
| 36/22/08 | <p>Objectives for 2022/23, as recommended by the JMC</p> <p>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:</p> <ul style="list-style-type: none"> (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. | |

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| <p>Buckingham & River Ouzel IDB, Minute</p> <ul style="list-style-type: none"> (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. | |
| <p>36/22/09 Phillip Bowsher questioned how the Board intended to calculate their carbon footprint. The Chief Executive advised members that this would be done in an industry standard way using the three scopes as recommended by ADA, with the primary focus being on fuel, electricity, and gas & oil consumption. Once calculated, a carbon reduction strategy would be prepared and implemented. It was hoped that by the next JMC meeting a baseline would have been established and an action plan could then be put to the Boards for consideration. RESOLVED that this be noted.</p> | <p>PC</p> |
| <p>36/22/10 Revised Financial Regulation</p> <p>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.</p> | |
| <p>36/22/11 Group Policies Handbook</p> <p>It was agreed and thereby RESOLVED to adopt the following group policies:</p> | |
| <p>36/22/12 Area & Infrastructure</p> <p>Supplementary guidance for the Adoption & Abandonment of Watercourses Asset Prioritisation Criteria</p> <p>Operations</p> <ul style="list-style-type: none"> 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

Chairman's Allowance and Members Expenses Policy
 Members Code of Conduct
 Members Responsibilities, Duties and Liabilities

36/22/13 Board Specific Policies

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

36/22/14 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

36/22/15 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.

37/22 CONFIDENTIAL BUSINESS

37/22/01 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.