

A MEETING OF THE ALCONBURY AND ELLINGTON INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA MICROSOFT TEAMS ON THURSDAY, 27 MAY 2021 AT 9AM.

Elected Members

- * M G Baker
- * K Baker
- * B Chapman
- A Lensen
- * H Raby
- * E Ruston
- * J Sewell
- * G Warrener
- Vacant Position
- Vacant Position
- Vacant Position
- Vacant Position

**Appointed Members
Huntingdonshire DC**

- * I Gardener
- D Tysoe
- Vacant Position
- Vacant Position
- Vacant Position
- Vacant Position
- Vacant Position
- Vacant Position
- Vacant Position
- Vacant Position
- Vacant Position
- Vacant Position

* Present (32%)

Harry Raby in the Chair

Officers in attendance:

Phil Camamile (Chief Executive), Phil Lovesey (Operations Manager),
John Oldfield (Director of Engineering), Alice Smith (Executive Assistant),
Nicole Souter (Principal Accountant)

ID	Alconbury & Ellington IDB, Minute	Action
01/21	WELCOME AND INTRODUCTIONS	
01/21/01	The Chairman introduced the newly appointed Chief Executive, Phil Camamile, who had been in post since 22 March 2021. RESOLVED that this be noted.	
02/21	APOLOGIES FOR ABSENCE	
02/21/01	Apologies for absence were received on behalf of Darren Tysoe. <i>Post meeting note: Apologies for absence were also received on behalf of Andrew Lenson.</i>	

03/21 DECLARATIONS OF INTEREST

- 03/21/01** There were no declarations of interest made, other than those already recorded in the Members' Register of Interests.

04/21 REVISED STANDING ORDERS

- 04/21/01** The Chief Executive apprised members of proposed changes to the Board's Standing Orders that had been drafted and approved by Defra, permitting IDBs to hold lawful virtual and hybrid public meetings permanently, beyond 7 May 2021 (a copy of which is filed in the Report Book). The revised Standing Orders had been approved by the Board's Chairman prior to 7 May 2021, as had been requested by Defra. It was agreed and thereby RESOLVED to ratify the Chairman's decision to approve these changes to the Board's Standing Orders with immediate effect.
- 04/21/02** It was noted that the legislative framework for IDBs was distinctly different to that of Local Authorities and Parish Councils who were no longer permitted to hold public meetings virtually beyond 7 May 2021.

05/21 MINUTES OF THE LAST BOARD MEETING HELD ON 28 JANUARY 2021

- 05/21/01** The minutes of the last Board meeting held on 28 January 2021 were confirmed and signed as a true record. There were no matters arising.

06/21 ENGINEERING REPORT

- 06/21/01** The Engineering Report was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

07/21 OPERATIONS REPORT

- 07/21/01** The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

07/21/02 Request for work, Spaldwick

It was agreed and thereby RESOLVED to carry out the request for watercourse maintenance work at Spaldwick in the 2021/22 programme with the total cost being recharged to Highways England.

08/21 FINANCIAL REPORT FOR THE YEAR ENDING 31 MARCH 2021

08/21/01 The Financial Report for the year ending 31 March 2021 was considered in detail and approved (a copy of which is filed in the Report Book).

08/21/04 The reconciliation to the Accounting Statements shown in Section 2 of the Annual Governance and Accountability Return was considered in detail and approved.

09/21 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31 MARCH 2021

09/21/01 The Internal Audit Report for 2020/21 prepared by the Board's Internal Auditor, was considered in detail and approved (a copy of which is filed in the Report Book). The Internal Auditor's recording of a substantial level of assurance awarded on conclusion of the audit was noted. There were no matters arising.

09/21/02 The Annual Governance Statement shown in Section 1 of the Board's Annual Governance and Accountability Return for the year ending 31 March 2021 was considered in detail and approved.

09/21/03 The Accounting Statements shown in Section 2 of the Board's Annual Governance and Accountability Return for the year ending 31 March 2021 were considered in detail and approved.

10/21 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS TO INSPECT THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN YEAR ENDING 31 MARCH 2021

10/21/01 It was agreed and thereby RESOLVED to publish the notice on the Board's website and display the notice in the office reception, that the Accounts year ending 31 March 2021 would be available for inspection for the 30-working day period commencing 14 June 2021 and ending on 23 July 2021.

NS/AS

11/21 MATERIAL CHANGES TO THE CORPORATE RISK REGISTER

11/21/01 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:

11/21/02 It was agreed and thereby RESOLVED to add the risk to the Risk Register that the current red diesel exemption was likely to expire on 1st April 2022. Mobile plant operating costs would increase if the Board had to start using white diesel instead. This may also increase

PJC

ID Alconbury & Ellington IDB, Minute	Action
<p>the cost of procuring contractors to carry out some of the Board's work, moving forward.</p>	
<p>11/21/03 It was agreed and thereby RESOLVED to add the risk to the Risk Register of receiving reduced Highland Water Contributions from the Environment Agency for managing water entering the drainage district from outside the drainage district.</p>	<p>PJC</p>
<p>12/21 CORRESPONDENCE</p>	
<p>12/21/01 Water Resources East: contribution for 2021/22</p> <p>The Invoice of £125 from Water Resources East (WRE) for 2021/22 (a copy of which is filed in the Report Book) was considered in detail and approved for payment.</p>	
<p>12/21/03 It was agreed and thereby RESOLVED to continue to review the Board's membership of WRE annually.</p>	<p>NS</p>
<p>13/21 ELECTION OF MEMBERS POLICY</p>	
<p>13/21/01 The Election of Members Policy, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
<p>13/21/02 The Chief Executive had written to the Democratic Services Manager of Huntingdonshire District Council (HDC) encouraging the council to take up their full complement of 13 members on the Board (currently the council had only appointed 2 of its 13 members to serve on the Board). It was agreed and thereby RESOLVED to consider reconstituting the Board at the next meeting to reduce numbers, if the 4 existing casual vacancies and the 11 appointed member vacancies had not been filled.</p> <p><i>Post meeting note:</i> <i>Given that HDC have decided not to appoint any additional members, a special Board meeting has been arranged to take place on 5 November 2021 before the next Board meeting scheduled for January 2022. At this meeting, the Board will look to approve applications received to fill any of the casual vacancies on the Board, along with reconstituting to reduce the number of members.</i></p>	<p>PJC</p>
<p>14/21 DATE & TIME OF NEXT MEETING</p>	
<p>14/21/01 The date and time of the next meeting would be confirmed. It was hoped that this could be a face-to-face meeting.</p> <p><i>Post meeting note:</i> <i>Additional Board meeting to be held on Friday 5th November at 9am.</i></p>	

15/21 ANY OTHER BUSINESS**15/21/01 Compensation Payment**

The Operations Manager provided details of a compensation claim of £200 received by the Board on 26 May 2021, in relation to reinstatement works along watercourse Alc_1. Members were advised that a payment of £100 had already been paid to the claimant by the contractor on 11 May 2021. The Operations Manager recommended that the Board meet the shortfall and pay the remaining £100. It was agreed and thereby RESOLVED to pay Mr Mann of Lodge Farm, Buckden, £100 in full and final settlement of his claim.

NS

16/21 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

16/21/01 There were no members of the public present at today's meeting.

17/21 CONSORTIUM MATTERS**17/21/01 Unconfirmed minutes of the Joint Management Committee (JMC) meeting held on 26 April 2021**

The unconfirmed minutes of the last Joint Management Committee meeting held on 26 April 2021 were considered in detail, noted and adopted. Arising therefrom:

17/21/02 The Chief Executive asked members whether they wanted to receive the JMC minutes or any of the JMC meeting paperwork at future Board meetings. It was agreed and thereby RESOLVED to include all JMC minutes and JMC meeting paperwork for consideration at future Board meetings.

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17/21/03 JMC's Health & Safety Report

The JMC's Health & Safety Report (a copy of which is filed in the Report Book), was considered in detail and adopted. There were no matters arising.

17/21/04 JMC's Operative Training, Environmental and Mobile Plant Reports

The JMC's Operative Training, Environmental and Mobile Plant Reports (copies of which are filed in the Report Book) were considered in detail and adopted. There were no matters arising.

17/21/05 JMC's Resources and People Management Reports

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

17/21/06 JMC's Financial Report for 2020/21

The JMC's Financial Report for the period 1 April 2020 to 31 March 2021 (a copy of which is filed in the Report Book) was considered in detail and adopted. There were no matters arising.

17/21/07 JMC's Schedule of Paid Accounts

The JMC's Schedule of Paid Accounts exceeding £500 for the period 1 January 2021 to 31 March 2021 (a copy of which is filed in the Report Book) was considered in detail and adopted. There were no matters arising.

17/21/08 JMC's Internal Audit Report for the financial year ending 31 March 2021

The JMC's Internal Audit Report for 2020/21 as prepared by the Group's Internal Auditor (Chris Harris from TIAA) (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

17/21/09 Proposed changes to the Financial Regulations, as recommended by the JMC and addition of the new Chief Executive to the Bank Mandate in place of the previous Chief Executive

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, with immediate effect.

17/21/10 It was agreed and thereby RESOLVED to include the new Chief Executive, Phil Camamile as a signatory on the Board's bank account and remove the previous Chief Executive, Beverly Agass as a signatory on the Board's bank account.**FB/NS**

Post meeting note: Principal Accountant, Nicole Souter to additionally be added as signatory on the Board's bank account and remove the previous Responsible Finance Officer, Frances Bowler as a signatory on the Board's bank account.

17/21/11 Objectives for 2021/22, as recommended by the JMC

The draft objectives for 2021/22 (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 2021/22:

- (i) To carry out a detailed review of the Group's organisation and the way that it operates and make recommendations to the JMC and each Member Board.
- (ii) To ensure that total expenditure does not exceed the approved expenditure budgets for 2021/22 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.
- (iii) To ensure that the EA's annual precept charges on the Boards are fair and that it is spent on work that benefits the Drainage Districts.
- (iv) To identify alternative income sources, should Highland Water Contributions be reduced or no longer be made by the EA to the Board for managing surface water entering the Drainage Districts from the Upland Catchments.
- (v) To start improving the main river network that the Boards watercourses discharge into at key known trouble spots by working with the Environment Agency using Public Sector Co-operation Agreements.
- (vi) To develop a plan to be far less reliant on the Environment Agency's main-river network.
- (vii) To deliver the capital work programmes as planned within the agreed timescales and budgets approved by the Boards and secure Flood Defence Grant-in-Aid, other grants and third-party contributions to part fund capital work whenever possible.
- (viii) To ensure that the Government's plans to transform the Oxford-Cambridge Arc into a premier growth corridor are sustainable and do not adversely impact on the Boards operations or increase flood risk within the Drainage Districts.
- (ix) To work with Water Resources East (WRE) and add additional off-line storage where appropriate, which will reduce flood risk and increase access to fresh water for the purposes of irrigation and potable water supply.
- (x) To introduce a performance appraisal system for all members of staff and cascade the Group's objectives into a number of SMART objectives.

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17/21/10 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 26 July 2021. Should members wish to raise any item for discussion at the next meeting, they should contact the Board's representative, Harry Raby, or the Chief Executive directly.

18/21 CONFIDENTIAL BUSINESS

18/21/01 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.