

- A minutes silence was held in respect of Mr Neville Jones OBE, who had been a long standing Board member. Action
- 1 **Attendance and Apologies:** as per register appended.
- 2 **Items additional to the agenda:** None
- 3 **Declarations of interest:** none at this time.
- 4 **Finance Report – current finance position and income to expenditure to year end:**
(appended) S Gee (SMG) briefed members on the report with the following points of note:
- 2015/16 surplus of £43,455 to be carried forward to fund Trainee Technicians
 - 2017/18 projected deficit of £20k
 - Projection includes additional Engineering staff for SRA projects and EA PSCA's
 - Employment Costs: P Ham (PSH) and SMG intend to reduce to 3 days per week from April 2017
- 5 **Proposed J Fear, Seconded T Bradford 'that the SDBC Management Committee approves the SDBC 2017/18 budget as submitted.'** **Vote: unanimous RESOLUTION 1** RES 1
- Business Planning – Proposed 5 year Business Plan Table of Contents:** (appended)
N Stevens (NWS) advised that the table of contents is provided as a draft to highlight workloads of the Boards and the works that may arise in the future.
- External Pressures:** the Environment Agency (EA) maintains approx. 43,000km of main river and following review consider that about 5,000 km are of low risk/ low consequence and could be administered by local bodies and thus a candidates for demaining.(See the WRFCC paper from the July meeting on the subject) As a first tranche nationally negotiations are being held to de-main and transfer operational responsibility of approx. 900km to IDB's; to include all structures.
- Other Outside Bodies:** this section includes non-government organisations (NGO's)
Discussion was held regarding the expectation on IDB's from other bodies mainly the Environment Agency (EA) and future workloads to be delivered by organisations such as the EA.
NWS advised that the definition of drainage falls within Flood Risk Management, which includes working with other organisations as set out in the Floods and Water Management Act 2010.
I Sturdy (IDS) advised that plant and resources would be considered within the Business Plan in line with all other discussions and considerations.
- 6 **Engineering Programme Update:** IDS advised that although top-priority works have been, or will be, completed by the Year-End, other proposed works may not be delivered. There has been an identified need for additional Engineering resources.
- Pawlett Hams:** following the bank slip on the southern side of the river, investigations and negotiations with the EA have continued. A temporary supply has been completed, and implementation of a permanent solution in-line with EA bank repairs is to be undertaken once details of the EA scheme are known.
- Health & Safety** works programme is being undertaken, as discussed earlier in the meeting.
- Development Control** has an increasing workload with schemes such as Hinkley Point off-site works, the Hinkley Point Connection Project and Brue Farm.
- 7 **Staffing: a) Proposed salaries structure for engineering and operational staff:** (appended)
- b) Trainee Technicians:** NWS advised that Engineering Technician apprenticeships have been re-advertised on a Government database with Bridgwater and Taunton College. If suitable candidates are not forthcoming via this route it may be necessary for the Board to advertise the positions and enter them itself on vocational courses in-line with apprenticeship training.
- c) Development Control Officer:** NWS advised that an appointment had been made for a Development Control Officer (DCO), Simon Bunn is due to commence on 01 November 2016 to work with A Sherwood who intends to retire at New Year. The DCO will work with local authorities to highlight the works and role of the IDB within the planning process as well as supporting our services to North Somerset Levels IDB and their development requirements.
- It is not intended that the new DCO will undertake administration tasks currently being completed by the Planning and Administration Support Officer.
- d) Work for the Somerset Rivers Authority:** the SRA Senior Manager is keen for the IDB to lead on W1B – the small engineering works stream, however IDS advised that many works would be regulated by the EA as they are located on Main River and require permissions that could be difficult to obtain, as the works are environmentally sensitive or practically difficult.
- Following a full discussion, concern was expressed for delays that may be experienced beyond IDB control.
- It was agreed that some management works would be undertaken to understand better the EA

regulatory position, with outcome reporting to the SRA.

Dredging: members were advised that the Board now has an approved supplier list.

The trial dredge will move approx. 5,000 cu metres by agitation and/or jetting, and will include channel profiling works.

IDS

e) Temporary Staff: Planning - discussed at item 7 c), as it is not intended that the new DCO will undertake administration tasks currently being completed by the Planning and Administration Support officer (PASO), S Purchase, the current contract will be extended by up to one year.

NWS

Engineering – the Parrett Vice Chair suggested that a secondment be invited to secure specific expertise for individual schemes and projects as temporary cover until such time that permanent resources are secured.

Senior staff: members expressed concern for staff progression and continuity of resources, opining that it would be helpful if staff would indicate their retirement intentions to assist with staff progression planning.

NWS

It was agreed that a meeting would be arranged for the Chairmen and Vice-Chairmen to begin progression negotiations for NWS, SMG and PSH.

8 **Public Sector Co-Operation Agreement and other Agreements: a) North Somerset Levels**

IDB: NWS advised that has a high level of activity with 2 staff, however it is intended that the transition of the new DCO will reduce the external resource required and provide a better service. Co-ordination and record keeping will remain with the PASO in Highbridge, as discussed earlier in the meeting.

b) Environment Agency: due to resourcing and increased workload within the EA, a meeting has not yet been held to discuss PSCA's.

9 **Health & Safety Report:** no report available – no accidents have occurred.

10 **Policy Reviews:** (appended) NWS advised that Governance policies had been approved by the Boards however Technical polices, although being utilised, not all been reviewed and reapproved After discussion it was agreed, but not voted upon, that up to 4 policies would be reviewed at each future SDBC Management meeting, rather than individual Policy Sub-Committee's, to produce one Board policy where applicable, for recommendation to the respective Full Boards' approval.

NWS/CAP

11 **Telephone Numbers and Protocols:** NWS and C-A Porter (C-AP) advised that members' telephone numbers are not given to the public upon request if the enquiry can be satisfactorily answered by officers.

It was agreed that if the officer had not been able to satisfy a caller then an elected members' home telephone number could be provided. Members were reminded that when speaking with members of the public their response is as a Board representative, not necessarily their own opinion. Mobile telephone numbers and ex-directory numbers will not be provided.

12 **Corporate Social Responsibility:** (appended) C-AP advised that Corporate Social Responsibility (CSR) is an accepted practice in many businesses which promotes staff and member social networking and supports charitable causes locally and nationally. Members approved to support the promotion of one Corporate Social Responsibility event annually which will involve a small number of staff.

C-AP

13 **Minutes of the last meeting held on 16 February 2016:** (appended) Having been previously circulated, the minutes were signed by the Chairman as a true and correct record of the meeting held.

14 **Matters Arising: Item 11 Salaries Committee:** Members requested that the outcome of the Salaries Committee meeting is reported to the SDBC Management Committee and Parrett Board as well as the Axe Brue Board (lead Board for employment). It was agreed that a verbal report would become an agenda item for the SDBC Management Committee.

C-AP

Item 4 Flood-Re: J Taylor advised that with the assistance of Flood-Re he, and other property owners have received reduced insurance premiums that align with 2013 prices.

15 **Any Other Business:** None

16 **Date and venue for next meeting:**

- SDBC Annual meeting Tuesday 18 October 2016 at 7pm
- Management Committee Tuesday 13 December 2016

There being no other business the Chairman thanked members and officers for attending. The meeting was closed at 12.37hrs

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CHAIRMAN

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DATE