

- 1     **Attendance and Apologies:** as per register appended.  
Axe Brue: C Ainge (deputy: N Lukins) and J Lukins (deputy: P Thorne)  
Parrett: P Maltby (deputy: A Gilling) and M Winslade (deputy: J Healey)
- 2     **Items additional to the agenda:** None
- The Chairman requested that items 10 and 11 be brought forward to item 4 – all agreed
- 3     **Declarations of interest:** None at this time
- 10    **Minutes of the last meeting held on 21 February 2017**  
(appended) Having been previously circulated the minutes were signed by the Chairman as a true and correct record of the meeting held.
- 11    **Matters Arising:** Item 4 Finance Report: second bullet point "...overspend in the budget" should read "overspend in this budget".
- 4     **Finance Report**  
**Current financial position:** (appended Enc 1) S Gee (SMG) briefed members on the report with the following points of note:
- Deficit of £18,919 to end of August 2017
  - Ahead of budget on office admin to end of August 2017
  - Significantly less than budget on remainder of report to end of August 2017
  - Any significant variances will be reported at future meetings
- Draft 2018/19 budget:**
- income and expenditure projected at £29k deficit
  - NI and pension costs for officers working solely on SRA projects is 100% recoverable
  - Overhead costs are included within the recharge costs to account for impact on the organisation.
  - Members opined that external funding should be sourced to cover expenditure if SRA funding should cease
- The report was accepted by members.
- Proposed Cllr A Gilling, Seconded J Taylor 'that the Somerset Drainage Boards Consortium 2018/19 budget is approved as submitted.' Vote: unanimous RESOLUTION 1**
- 5     **Staffing**  
**Procedure and progress with appointment for new CEO:** an advert and job description were tabled by the Clerk but were superseded by documents provided by the Chairman which also included a person specification. The Clerk had not been given the opportunity to examine the person specification document prior to the meeting.  
The Chairman advised that the advert will be published in the ADA gazette, Autumn issue and the ADA website as well as other on-line recruitment sites.  
Some members felt it important that the at the salary range be indicated on the advert, however this was not agreed.
- Proposed B Rowe, Seconded M Watts 'that the Chief Executive Officer recruitment advert is approved as submitted.' Vote: 11 For, Against 1, Abstain 0; RESOLUTION 1**  
S Gee stated that the Clerk responsibilities could be split between the CEO and Responsible Finance Officer (RFO) rather than tying the Clerk to the CEO.
- Job Description:**  
Discussion was held on salary range; some members considered £57,000 adequate whereas other members felt a scale of £50,000 to £75,000 was more appropriate. The Clerk advised that Somerset County Council HR Service pay scale does not include salaries at this level. Officers suggested the use of a salary scale rather than a set figure.
- Proposed R Adlam, Seconded B Rowe 'that the CEO job description is approved as submitted with a salary of £57,000 negotiable depending on knowledge, skills and experience.'
- Amended proposal:**  
**Proposed M Watts, Seconded A Franks 'that the CEO job description is approved with a salary range of £50,000 to £75,000 negotiable depending on knowledge, skills and experience.' Vote: For 9; Against 2; Abstain 1; motion carried**

Action

RES 1

RES 1

RES 2

**Substantive Proposal:**

**To approve the amended proposal: For 10; Against 2; Abstain 0; motion carried RESOLUTION 2**

**Duties and Person Specification:**

The Clerk advised it was good practice to include essential and desirable qualifications, knowledge and experience on a person specification, to enable flexibility of consideration.

The Chairman requested that the specification of essential listings, as tabled, was accepted.

**Proposed R Adlam, Seconded N Lukins ‘that the CEO person specification is adopted as submitted.’ Vote: For 11; Against 1; Abstain 0; motion carried RESOLUTION 3**

RES 3

The Chairman announced the closing date for applications would be 12 noon on 27 October 2017, with interviews held on 22/23 November.

The interview panel is likely to consist of the Chairs and Vice Chairs of the Axe Brue and Parrett Boards, the Chief Executive, ADA Chairman and either Cllr A Gilling Chair Axe Brue Policy, Finance & Governance or C Passmore, Chair Parrett Policy, Finance & Governance, with CEO of the Witham Boards acting as Peer Assessor.

Chairs and Vice Chairs with Chief Executive to undertake the governance process of recruitment and report back to the SDBC Management meeting in due course.

**Proposed J Healey, Seconded A Franks ‘that the Chairs, Vice Chairs and Chief Executive have delegated authority to undertake the necessary governance to receive applications, shortlist, invite for interview and appoint as appropriate.’ Vote: unanimous RESOLUTION 4**

RES 4

11.55 hrs R Adlam and Cllr A Gilling gave their apologies and left the meeting.

**9 ADA Directors meeting July 2017 update**

T Bradford advised the following points of note:

- Catherine Wright, Director Digital and Skills, EA Flood and Coastal Risk Management has been invited to Somerset.
- ADA subscriptions will increase by 1%.
- PSCA: approx. 57 are in operation nationally, many on long term basis, providing an average 15% cost saving.

**5b Recruitment Update**

Eleanor Maxfield has been appointed on a one year contract to undertake SRA projects, specifically the Brue trees project.

Parrett Technical Supervisor position is still on-going with interviews and advertising as necessary.

**5c Trainee Technician Update:** George Hellier and Jack Roberts have commenced an approved BTEC/NVQ course at Bridgwater & Taunton College, Taunton campus. Both trainees have proven to be very resourceful, producing sound levels of work and receiving practical experience.

Members stated that the Axe Brue District Tour pack was very informative and useful.

**5d Shared engineering services with South Somerset DC:** SSDC contact has retired, however SSDC remains keen to discuss an arrangement for shared services.

**5e Resources for SRA work and Temporary Staff Contracts:** S Purchase remains the only non-SRA temporary contracted staff member, providing administrative support to the development control department.

**6 Engineering Programme Update:** No matters to update at this time.

**7 Public Sector Co-Operation Agreement and other Agreements**

**7a North Somerset Levels IDB:** NSLIDB members appear satisfied with resource provision i.e. S Bunn development control support and G Oliver engineering support. Approx. 60% of Simon Bunn's time is currently re-chargeable to NSLIDB.

Jeremy Benn Associates have been enquiring as to how engineering services are procured by the Axe Brue and Parrett Boards. They were informed that it is undertaken as a joint services arrangement.

**7b Environment Agency:** a trial of the PSCA arrangement is being undertaken at Wick Moor using Schedule 3 to set out the local details of the work, however arrangements for this site have difficulties due to the presence of the SSSI/SPA

**Martock:** discussions are also being held for maintenance operations to be rationalised in this area to enable the Board to undertake all channel maintenance at Martock from winter 2017 under a further Schedule 3 agreement, if possible.

**Ecologist:** the Chairman expressed concern that P Brewin is under pressure due to SRA and general work commitments; could consideration be given to providing an apprentice or other assistance? The Clerk advised that he and the Chief Engineer are seeking to obtain additional ecological resources so that the workload associated with the SRA dredging projects can become manageable for P Brewin.

FM

- 8 **Health & Safety Report**  
 NWS advised that no accidents, incidents or near misses have been reported.  
**H&S management review:** a review is due on the H&S Policy; this is an on-going process and Habilis, the original policy authors and current advisors, will be invited to undertake the review.  
**Hemlock Water Dropwort:** policy and procedures work being reviewed and updated to raise awareness for landowners, graziers and contractors of the toxic nature of this native plant.
- 12 **Future Events**  
**FloodEx Europe:** the Chairman advised that events are being held in Amsterdam in 31 October and 1-2 November, to which he will join delegates from east coast boards.  
**ADA Conference:** 16 November 2017, One Great George Street, London. Members were asked to express their interest.  
**SDBC Annual Meeting:** 21 November 2017, Bradbury House, Highbridge. Members were encouraged to recommend subjects/guest speakers.  
**SWADA:** 29 November 2017, Oaktree Arena, Highbridge.  
**Lincolnshire visit:** The Chairman advised that following reconstitution the Somerset Boards may need to adopt a Witham type model, to enable collaborative working and cut down the number of meetings held.  
**Royal Bath & West Show:** consideration to be given to future attendance at the RB&W show rather than the Dairy Show, as the event will provide a wider audience. This matter will be brought back to a future SDBC Management meeting.
- 13 **Date and venue for next meeting:**  
 Draft meetings calendar 2018/19 (appended enc 3) this item was not discussed.
- Annual meeting; 21 November 2017, 7pm
  - SWADA; 29 November 2017, 10.30am, Oaktree Arena
  - Management Committee 19 December 2017, 10.30am

FM

There being no other business the meeting was closed at 12.35hrs

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 CHAIRMAN

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 DATE

Action Key:  
 FM – Future meeting

SOMERSET DRAINAGE BOARDS CONSORTIUM  
 MANAGEMENT COMMITTEE ATTENDANCE SHEET  
 Date: Tuesday 19 September 2017, 10.30am  
 Venue: Bradbury House, Market St, Highbridge

BOARD MEMBER		MILEAGE	ATTENDANCE	APOLOGIES
Ray Adlam		20	R. G. Adlam	
Charlie Ainge				✓
Jeff Fear			John Fear	
Alan Franks		20	A. Franks	
Jim Lukins				✓
Maurice Wall		1.5	Maurice Wall	
Martin Watts		30	Martin Watts	
Ed Champion	D			
Noel Lukins	D	6	N. Lukins	
Pamela Thorne	D		P. Thorne	
Wendy Welland	D			✓
Tony Bradford		14	T. Bradford	
Roger Coombes			R. Coombes	
Peter Maltby				✓
Brian Rowe		14	B. Rowe	
Julian Taylor		24	J. Taylor	
Mervyn Winslade MBE				✓
Jessica Healey	D		J. Healey	
Steven Parker	D			
James Winslade	D			✓
Vacancy	D			
<b>STAFF</b>				
Nick Stevens			✓	
Iain Sturdy			I.S.	
Carrie-Anne Porter			✓	
Stephen Gee			S. Gee	
ANDREW GILLING		10	A. Gilling	
A. Gilling				