

- 1 **Attendance and Apologies:** as per register appended.
Deputies with full voting rights: P Thorne for M E Wall and D Spicer for J Taylor.
 - 2 **Items additional to the agenda:** Somerset Rivers Authority (SRA) scrutiny panel update;
T Bradford - Future meetings
 - 3 **Declarations of Interest:** None at this time. The Chair requested that declarations are duly noted as necessary through the meeting.
 - 4 **Minutes of Management meeting 19 September 2017:** (appended) having been previously circulated the minutes were signed by the Chair as a true and correct record of the meeting held.
 - 5 **Matters Arising:** None
 - 6 **Minutes of additional Management meeting 28 November 2017:** (appended) having been previously circulated the minutes were signed by the Chair as a true and correct record of the meeting held.
 - 7 **Matters Arising:** none
 - 8 **Finance Report:** (appended) S Gee (SMG) provided an overview of the reports. Concern was expressed that the Parrett IDB (PIDB) may not have an accurate budget projection approved for the forthcoming year. TB advised that the Parrett Policy, Finance & Governance Committee recommended a lower budget at its last meeting. It may be necessary to resubmit the SDBC budget to PIDB for reconsideration following this meeting as future discussion may require necessary amendments.
It was requested that training be provided to members and officers for accounts and reporting procedures to enable additional breakdown of accounts.
It was recommended that the Parrett PFG Chair meet with SMG prior to the meeting of 29 January 2018.
Engineering diagram to be disseminated with February Full Board meeting papers for information.
The report was accepted by members.
- 11.10am N Lukins joined the meeting
- 9 **Staffing:**
 - 9a **Procedure and progress with appointment for new CEO:** a consultation pack meeting will be held following this meeting; proposals have been scrutinized by Ashfords Solicitors, with advertising of the post in the New Year, if the meeting is successful.
Concern was expressed that current changes in employment law may necessitate new terms & conditions. Consideration will be given accordingly.
 - 9b **Recruitment update:** Area Operations Manager, Parrett area. The position has been advertised twice previously with no successful candidates. An interview had been arranged following the last round of advertising, unfortunately the candidate cancelled.
The advert will be relisted over the Christmas/New Year period in local papers and on-line recruitment sites. The person specification includes 'engineering qualification' and 'local' as desirable.
 - 9c **Trainee Technicians update:** J Roberts and G Hellier attend Bridgwater and Taunton College on a day release basis and their course is going well. They provide good support to the engineering team and receive good work experience.
Brymore Academy have expressed an interest in working with the Board as part of their coursework/curriculum. The Clerk has provided our contact details for when they might require officers to attend student briefing sessions at the college.
Operative Training: Supervisor Site Safety Training Scheme to be undertaken during December by MS Wall, P Struck, N Locker and R Vaux, for Health & Safety training.
Trailblazer: a national initiative for which IDB officers are representing ADA at workshops/meetings to formalize appropriate training course for operatives and field workers associated with flood risk and water level management.
 - 9d **Shared engineering services with South Somerset DC:** initiative by Cllr N Weeks recognised that South Somerset District Council experienced difficulty with recruiting engineers. The Board offered hourly rate for engineering services, however SSSDC has not responded, possibly due to recent staff reorganisation. NWS would not intend to proceed with this initiative at this time.
 - 9e **Resources for Engineering, SRA work and Temporary Staff Contracts:** I Sturdy (IDS) provided an overview of resources and contracts.
The Chair was asked if an HR committee is necessary due to the amount and variety of staff. NWS advised that the Board has external resources available and that the Salaries Committee generally cover HR matters. It was recommended that consideration be given to updating the remit and name

of the Salaries Committee.

- 10 Engineering Programme update:** IDS provided an overview of the work programme (this list is not exhaustive):
- Parrett dredging completed within timeframe and budget
 - Axe Brue Biddisham scheme to be awarded in New Year
 - Disappointment was expressed for lack of SRA work delivered by the Drainage Board in the Axe Brue district, however there are other environmental projects and schemes that are being undertaken; a paper is being prepared for SRA Board consideration
 - Parrett Pawlett Hams: the Environment Agency have finished repairing the bank slip
 - Bridgwater Barrier Project: Members took the view that a proposed bund around Chilton Trinity could affect drainage in the surrounding area; IDB officers are acting as advisors of the Board on the EA consultations. IDB members will be consulted accordingly on final proposals – update paper to be supplied to Board member
- 11 General Data Protection Regulations (GDPR) from 25 May 2018:** (appended) The Assistant Clerk provided an overview of the paper, advising that ADA has requested a meeting with government and Defra lawyers to discuss GDPR and how it may affect IDBs, to which the Assistant Clerk has been invited to attend and participate.
Members acknowledged the paper and recommendations.
Proposed P Maltby, Seconded D Spicer ‘that the SDBC Management Committee acknowledges changes from Data Protection Act to GDPR, approve continued training as necessary, give future consideration to appointment of a Data Protection Officer and approve the action plan detailed in section 8.0.’ Vote: unanimous RESOLUTION 1
- 12 PSCA and other agreements:**
- 12a North Somerset Levels IDB:** The Clerk advised there is a nil report as the agreement is functioning accordingly.
- 12b Environment Agency:** concluding arrangements for trial sites in South Somerset area. PSCA with Parrett maintenance works, although not large works programme at this time; this work is not de-maining.
There are no de-maining works proposed for Somerset at this time.
- 13 Health & Safety Report:** The triannual review of the H&S policy will be undertaken in the New Year, with training as appropriate.
- 13a Additional Item: SRA Scrutiny Panel Report:** (tabled) J Taylor, Scrutiny Panel Chair, provided a report for information purposes:
Administration support is to be discussed at the next SRA Board meeting.
T Bradford advised that he has been invited to meet with Somerset MPs and Therese Coffey MP to discuss SRA precepting; TB will report at a future meeting.
The report was duly noted.
- 13b Additional Item: Future meetings:** TB expressed disappointment with Parrett member attendance at the recent SDBC Annual meeting. He recommended a new venue be considered, suggesting alternate Axe Brue and Parrett venues.
- 13c Additional Item: SDBC Chair allowance:** Members were advised that there is no legal facility for SDBC Chair to receive a Chair’s allowance, however reasonable expenses can be claimed in accordance with the Land Drainage Act 1991. A statutory paper, produced for a previous meeting, will be disseminated for member information.
SDBC is an arrangement of the two Boards and does not act as a functioning Drainage Board. It was agreed that P Maltby, R Adlam and J Fear would discuss this matter out of meeting, with the Clerk.
Member Travel Allowance: Elected members receive travel expenses in accordance with mileage stated on meeting attendance sheets. Appointed members may claim travel expenses via their respective appointing authorities.
A procedure is to be drawn up by SMG, NWS and Chairs to detail how and when members will be notified and the time period included in the payment.
- 14 Date of next meeting:** Management Committee 20 February 2018, 10.30am

IDS

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There being no other business, members and officers were thanked for their continued support and attendance. The Chair wished all a Happy Christmas and Healthy New Year.
The meeting was closed at 12.32hrs

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CHAIRMAN

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DATE

**SOMERSET DRAINAGE BOARDS CONSORTIUM
MANAGEMENT COMMITTEE ATTENDANCE SHEET**

Date: Tuesday 19 December 2017, 10.30am

Venue: Bradbury House, Market St, Highbridge

BOARD MEMBER		MILEAGE	ATTENDANCE	APOLOGIES
Ray Adlam		20	R.G. Adlam.	
Charlie Ainge		14	Ch Ainge	
Jeff Fear			Jeff Fear	
Alan Franks		20	Alan Franks	
Jim Lukins		16	Jim Lukins	
Maurice Wall				✓
Martin Watts		30	M. Watts	
Ed Champion	D			
Noel Lukins	D	6	N Lukins	
Pamela Thorne	D	20	Pam Thorne	
Wendy Welland	D	4 miles	W.C. Welland	
Tony Bradford		14	T. Bradford	
Roger Coombes			R. Coombes	
Peter Maltby			P. Maltby	
Brian Rowe		14	B. Rowe	
Julian Taylor				✓
Mervyn Winslade MBE		28	M.E. Winslade	
James Winslade	D			
Jessica Healey	D			✓
Steven Parker	D			✓
David Spicer	D		D. Spicer	
OBSERVERS				
Andrew Gilling	AB			✓
Colin Passmore	P			✓