

MINUTES OF THE SDBC MANAGEMENT COMMITTEE HELD AT BRADBURY HOUSE ON 30 AUG 2018

Attendance:			
Elected Members: Mr T Bradford (Chairman) Mr J Fear Mrs P Thorne Mrs W Welland Mr N Lukins (Deputy) Mr P Betty Mr B Bryer Mr R Coombes	Appointed Members: Cllr A Gilling Cllr D Hill Cllr R Keen Cllr A Bown	Officers: Mr R Burge Miss C-A Porter Mr S Gee	Public:
Apologies:			
Mr J Frost – Annual Leave		Mr I Sturdy	
Non-Attendance:			
	Cllr I Dyer Cllr J Savage		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	Apologies as per the above Attendance List.	
2. Items additional to the Agenda	2.1 The Clerk to provide an update on the SDBC agreement to be discussed at Agenda Item 6.	
3. Declarations of Interest	3.1 Cllr A Gilling – all planning matters and matters relating to Ashfords Solicitors.	
4. Approval of Minutes	4.1 The Minutes of the Full Board Meeting of 20 Feb 18 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
5. Matters Arising	5.1. Update on Bleadon Sluice: The Clerk reported that he was in the process of drafting a letter to both EA and the Director of Bristol Water as an Action under the Axe Brue Full Board Meeting (Action Number AB/20180624-03 for Reference).	

<p>6. Finance Report</p>	<p><u>Additional Item: SDBC Agreement</u></p> <p>6.1.1 For the benefit of new SDBC Members, the Clerk provided an overview of the Consortium Agreement highlighting that the agreed membership was for 7 x Axe Brue and 6 x Parrett Board members.</p> <p>6.1.2 In accordance with Item 2.2 of the Agreement, the Chairman should hold office for two years. The Clerk recommended, for continuity, that the current Chair remained in place until the new Board stood-up in Nov 19 following Elections. All agreed.</p> <p>6.1.3 Deputy members would only have voting rights if standing as Deputy for an absent member.</p> <p>6.1.4 An SDBC Annual General Meeting is to be convened prior to 31 Mar 19.</p> <p>6.1.5 Due to some changes and potential clarification required within the Agreement, the Clerk took an Action to review the SDBC Agreement and circulate to the Board for consideration.</p> <p>6.2.1 Mr S Gee provided an overview of the SDBC Finance Report, including the budget to date and year-end forecast.</p> <p>6.2.2 He reported an deficit in the Year End Forcast of approximately £60k mainly due to the inability to recharge Board costs to the SRA due to the vacant Senior Engineer and Project Engineer posts against expected income derived at Budget setting.</p> <p>6.2.3 The Clerk reported that all procurements were based on provision of Value for Money (VfM) at all times and in accordance with the Procurement Procedures that defined where, when and how quotations were managed against specific thresholds.</p> <p>6.2.4 The Committee were advised that a Sedgemoor District Council Procurement Officer may be available to offer support to the Boards.</p>	<p>New Action: SDBC/20180830-01 – Clerk</p>
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	<p>6.2.5 The RFO confirmed that within the 2019/20 draft budget, costs included a 2% staff salary increase in-line with Somerset County Council's Green Book.</p> <p>6.2.6 The Clerk stated that in order to improve internal procedures, he wished to initiate a 5-Year Budget Forecast and monthly management review of budget.</p> <p>6.2.7 The draft SDBC 2019/20 budget was approved for forwarding to the individual Boards Finance Meetings for early consideration. The RFO took an action to forward the SDBC 2019/20 budget to the Axe Brue and Parrett Finance Committees for consideration.</p>	<p>New Action: SDBC/20180830-02 - RFO</p>
<p>7 Staffing Update</p>	<p>7.1 The Clerk provided an overview of staff within the SDBC, reporting that, following a formal recruitment process, the new RFO, Margaret Hammond, was expected to join on Mon 29 Oct 18, with the current RFO extending his retirement to cover hand-over until 2 Nov 18.</p> <p>7.2 The Clerk reported that Mr P Ham was to retire on 30 Aug 18, thereby opening a Project Engineer vacancy.</p> <p>7.3 There remained a Senior Engineer vacancy which was having a detrimental impact on the Boards through inability to recharge SRA against expected works as previously briefed.</p> <p>7.4 The Clerk finally reported that Mr R Kidson would be undertaking a phased return to work shortly following mid-term sick leave.</p>	
<p>8 ADA update</p>	<p>Mr T Bradford provided an overview of the ADA Directors meeting held in Jul 18;</p> <p>8.1 Ms H Durham had replaced Mr C Rusbridge at Defra's Flood Mangement Team.</p>	

	<p>8.2 ADA subscriptions would incur a 2% increase for the forthcoming year.</p> <p>8.3 A Data Protection Policy was being devised for IDBs.</p> <p>8.4 David Warburton MP's Precepting public bill remained to be heard.</p>	
9 Apprenticeships for Field Staff	<p><u>Trailblazers update</u> Cllr D Hill declared an interest (Bridgwater College)</p> <p>9.1. The Assistant Clerk provided an overview of the Trailblazers process and IDB option;</p> <p>9.2. The NVQ would be entitled 'Water Environment Worker'.</p> <p>9.3. The IDB option had 3 duties to cover; managing water levels; using hydro-informatics; working effectively in rural settings.</p> <p>9.4. The Trailblazer had been submitted to the Institute for Apprenticeships for approval.</p> <p>9.5. Members requested consideration to work placements at the IDB for Brymore Academy and Cannington College students.</p> <p>9.6. Consideration to be given to hosting a stand at Brymore Academy and Cannington College Open Days. The Clerk took an action to provide publicity for the Water Environment Worker NVQ and IDB work placements at Brymore/Cannington College Open Days.</p>	<p>New Action: SDBC/20180830-03 - Clerk</p>
10 Update on PSCA and other agreements	<p><u>Environment Agency</u></p> <p>10.1 The Clerk reported that the Boards had re-established high-level quarterly strategic level meetings with the EA and correlating Officer led Operational Meetings.</p> <p>10.2 He also reported that, whilst the EA were keen to let PCSAs with the IDB, the Board needed to demonstrate the resource for capability to undertake</p>	

	<p>the additional work, so focus was currently on clearing the outstanding GIA Works backlog.</p> <p><u>Braunton Marsh IDB</u></p> <p>10.3 The Clerk reported that the current agreement was a 1 x year Clerk and Engineering Services agreement.</p> <p><u>North Somerset Levels IDB</u></p> <p>10.4 The Clerk clarified that a current service agreement existed covering Development Control and Engineering Services to NSLIDB.</p> <p>10.5 He reported that, with the impending departure of the current NSLIDB Clerk in Mar 19, the NSLIDB had formally approached the Consortium requesting options for the delivery of Clerking and/or RFO and other services. Within the Options for consideration was potential for NSLIDB to join the Consortium arrangements in the future.</p> <p>10.6 The Clerk took an action to develop options for support service provision to NSLIDB and report back to the SDBC prior to submission. All agreed.</p>	<p>New Action: SDBC /20180830-04 - Clerk</p>
<p>11 Health and Safety Report</p>	<p>11.1. The Clerk advised that he was reviewing the Board's compliance against Building legislation and compliance to critical areas such as Fire Safety, Asbestos management, electrical installations, mechanical installations etc and considered some major Risks of non-compliance and HSE penalties in the event of an accident or incident.</p> <p>11.2. The review would also include Operational environment, including use of compliant Risk Assessments and Method Statements (RAMS) and review of PPE.</p> <p>11.3. He further iterated that whilst Contractors had their own RAMS, this did not negate SDBC Officers' responsibility to ensure that these are in place,</p>	

	<p>appear suitable and adhered to by the Contractors at all times.</p> <p>11.4. Cllr A Bown declared an interest but requested consideration be given to seeking advice from Devon & Somerset Fire Authority where applicable for Fire Safety issues.</p>	
12. Salaries Sub-Committee	<p><u>Membership</u></p> <p>12.1. Membership of the Salaries Sub-Committee were confirmed as;</p> <p>Mr J Fear, Cllr A Gilling, Mrs P Thorne, Mrs W Welland, Mr T Bradford, Cllr I Dyer and Mrs R Horsington.</p> <p>12.2. Point of note: Sedgemoor District Council Finance Committee meet January annually to set its budgets and therefore the Boards' Finance Committees would be expected to sit in similar timeframes.</p>	
13 Date of Next Meeting	<p>13.1 The Clerk commented that due to the issues regarding NSLIDB service provision, he would review with the Chairman the need for an emergent single agenda item Meeting. The Date of the next Meeting as soon as possible to give early notification.</p> <p>13.2 There being no other business, the Chair thanked members and officers for their attendance, reminding members to provide amendments to the minutes within 10 days of receipt.</p> <p>13.3 The meeting was closed at 11.50</p>	

Annex:

A. SDBC – Table of Outstanding Actions

CHAIRMAN.....DATE

**ANNEX A TO
SDBC MANAGEMENT COMMITTEE MINUTES
DATED 30 AUG 18**

SDBC – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
SDBC/20180830-01	To review the SDBC Agreement and circulate to the Board for consideration.	Clerk
SDBC/20180830-02	To forward the SDBC 2019/20 budget to the Axe Brue and Parrett Finance Committees for consideration.	RFO
SDBC/20180830-03	To provide publicity for the Water Environment Worker NVQ and IDB work placements at Brymore Academy/Cannington College Open Days.	Clerk
SDBC/20180830-04	To develop options for support service provision to NSLIDB and report back to the SDBC prior to submission.	Clerk