

MINUTES OF THE SDBC MANAGEMENT COMMITTEE HELD AT BRADBURY HOUSE ON 29 JUL 19

Attendance:			
Elected Members: Mr P Betty Mr T Bradford (Chair) Mr B Bryer Mr T Bush Mr J Fear Mr B Gray Mrs P Thorne Mrs W Welland	Appointed Members Cllr P Clayton Cllr D Durdan Cllr I Dyer Cllr A Gilling Cllr A Hendry	Officers: Mr R Burge Mrs M Hammond Mrs C-A Morgan	Public:
Apologies:			
Mr R Coombes	Mr R Keen		
Non-Attendance:			
	Mr P Burden		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Attendance & Apologies as per the above. 1.2. The Chair reported that Mr P Brewin, the Board's Ecologist, had recently provided evidence to the Environment, Food & Rural Affairs Select Committee (EFRA) on the topic of ' <i>Invasive Species in Watercourses</i> '. Feedback had highlighted that his report had been exceptionally well received by the Committee	
2. Declarations of Interest	2.1. Cllr A Gilling – any matters pertaining to Ashfords Solicitors.	
3. Approval of Minutes	3.1. The Minutes of the SDBC Management Committee held on 13 Mar 19 were accepted as a true and accurate reflection of the Meeting.	
4. Matters Arising	4.1. Review of Actions: Action SDBC/20180830-03: (Clerk to provide publicity for the Water Environment Worker NVQ and IDB work placements at Brymore Academy/Cannington College Open Days). This Action remained ongoing – The Clerk was awaiting	Action SDBC/20180830-03: On-going

	<p>confirmation of the training provider before being able to actively promote the placement opportunities.</p> <p>Action SDBC/20190205-01: (RFO to include 'Actual to Date' and 'Yr End Forecast' columns to all subsequent Budget Sheets). This Action was reported as complete.</p> <p>Action SDBC/20190205-02: (RFO to prepare 'Actual to Date' data to the end of Jan 19). This Action was reported as completed.</p> <p>Action SDBC/20190205-03: (Clerk to clarify if Members may claim expenses from an outside body if representing the Drainage Boards at an external meeting). The Clerk reported that the SRA MOU Para 2.9.12 clearly stated that 'Each of the Parties shall be responsible for meeting any remuneration, costs and expenses associated with attendance at Meetings'. To that end, all costs attributable to external meetings where members were representing the interests of the Board were to be claimed back through their respective Board via the normal Expenses route.</p>	<p>Action SDBC/20190205-01: Closed</p> <p>Action SDBC/20190205-02: Closed</p> <p>Action SDBC/20190205-03: Closed</p>
<p>5. Finance</p>	<p>5.1. The RFO gave an overview of the SDBC forecast and variance:</p> <ul style="list-style-type: none"> • Current Variance of £36,659 underspend <ul style="list-style-type: none"> • Additional Income from Consent Fees • Vacancies of Senior Engineer & Project Engineer positions • Unforeseen Expenses: <ul style="list-style-type: none"> • ACU Server Room (£1,300) • Water Damage to Front Office/Floor 1 • EOY Forecast – Surplus of £175k (not taking into account any mitigating factors for vacancies and outcome of Strategic Review of Manpower) <p>5.2. The Finance Report was accepted as submitted.</p> <p>5.3. The RFO confirmed that SDBC did not hold 'Reserves'; Any 'Year End' surplus would be reimbursed to individual Boards accordingly.</p> <p>5.3. Cyber Insurance – a draft policy has been provided by Towergate Insurance. A review of the</p>	

	Boards' Insurance Documentation would be held in due course.	
6. SDBC Staff Management Review	<p>6.1. The Clerk presented an overview on SDBC Staff:</p> <ul style="list-style-type: none"> • Currently 4 Staff vacancies were being held: <ul style="list-style-type: none"> ○ H&S Manager (part time) ○ Parrett Area Manager ○ Senior Engineer ○ Project Engineer • Parrett Area Manager <ul style="list-style-type: none"> ○ Trainee Technicians have covered the role, with support of other key Staff ○ Replacement Area Manager successfully recruited to commence on 2 Sep 19 • Trainee Technicians: <ul style="list-style-type: none"> ○ Apprentices had now completed their Civil Engineering Apprenticeship Level 3 and are awaiting confirmation of results. <p>6.2. The Clerk presented an update on the Strategic Review of Manpower/Plant & Machinery Review:</p> <p>Aim:</p> <ul style="list-style-type: none"> • Investigate best VfM of conducting IDB Annual Maintenance responsibilities (taking into account Risk) including: <ul style="list-style-type: none"> ○ Plant & Machinery. ○ Construction. ○ Asset Repairs and maintenance. • Commonality & Sharing of Resources under Consortium <p>6.3. It was agreed to convene a smaller sub-committee of members to review the submission before wider dissemination.</p> <p>6.4. Resilience and Succession Planning</p> <ul style="list-style-type: none"> • Resilience: <ul style="list-style-type: none"> ○ Strength-in-depth (Structure). ○ Ability to backfill gapped posts in short to medium term. ○ Prioritisation of tasking. 	

	<ul style="list-style-type: none"> • Succession Planning: <ul style="list-style-type: none"> ○ Current reliance upon external recruitment. ○ Growing new-blood from within the Organisation. ○ Increasing Staff morale/Competence. ○ Pro-actively looking ahead and planning for Staff replacement. <p>6.5. The Clerk presented a formal Paper on 'Apprentice Employment' and recommended:</p> <ul style="list-style-type: none"> • The SDBC Management Committee endorse the incorporation of two additional positions within the SDBC Organisational structure of 'Engineering Technicians' effective as from 01 Aug 19, for SDBC Trainee Technicians reaching Level 3 BTEC qualification with a starting salary of Grade 13 Base SCP (6) of the SDC Pay Scale, increasing annually on successful appraisal and recommendation from Line Manager up to and including SCP 11. • The SDBC Management Committee to endorse the incorporation of two additional positions within the SDBC Organisational structure of 'Waterways Environmental Workers' to provide resilience and succession planning for the Expenditor branch, with the intention to recruit one WEW when the apprenticeship becomes 'live' circa Sep 19. <p>6.6. Proposed Cllr I Dyer, Seconded by Cllr D Durdan, to: 'endorse the Recommendations for establishment of two Engineering Technician positions with a starting salary of Grade 13 Base SCP (6) of the SDC Pay Scale, increasing annually on successful appraisal and recommendation from Line Manager up to and including SCP 11' and 'the incorporation of two additional positions within the SDBC Organisational structure of 'Waterways Environmental Workers'.</p> <p>Unanimous decision</p>	<p>RESOLUTION 1</p> <p>RESOLUTION 2</p>
--	---	---

<p>7. Board Member Training</p>	<p>7.1. The Clerk reported that the Boards were required to Report annually on the Defra IDB 1 the Board Member Training having been conducted during the preceding 12m. He reported the following training having been conducted:</p> <ul style="list-style-type: none"> • Governance – ADA Good Governance Workshops (Mar 19). • New Appointed Member Training Day (Dec 18 & Jun 19). • Finance – Axe Brue & Parrett Finance Training Session (Jan 19) <p>The Clerk proposed the following training themes to be conducted this Financial Year:</p> <ul style="list-style-type: none"> • Environmental Awareness • Health & Safety Awareness <p>7.2. The Clerk took an Action to prepare a Member Training Programme to follow Board Elections of Nov 19.</p>	<p>New Action: SDBC/20190729-01</p>
<p>8. Review of Policies</p>	<p>8.1. The Clerk Recommended that the following Policies (distributed in preparation for the Meeting) were agreed by the Joint SDBC Management Committee Membership and submitted to the next round of Board Meetings for endorsement and signature by the respective Axe Brue, Parrett & NSLIDB Chairmen:</p> <ul style="list-style-type: none"> • <u>'Joint' Board Policy Statement</u> • <u>'Joint' Procurement Policy</u> • <u>'Joint' Procurement Procedures</u> <p>He further reported that the Health & Safety Policy which had been reviewed by Avensure be subsequently reviewed by the new Joint H&S Committee prior to being submitted for endorsement at the next Board Meetings.</p>	

CHAIRMAN.....DATE

**ANNEX A TO
SDBC MANAGEMENT COMMITTEE MINUTES
DATED 29 JUL 19**

SDBC – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
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/20190729-01	To prepare a Member Training Programme to follow Board Elections of Nov 19.	Clerk
SDBC/20190729-02	To invite NSLIDB Contractors to complete Pre-Qualification Questionnaires for admittance to the Boards Approved Supplier List.	Clerk