

**MINUTES OF THE NORTH SOMERSET LEVELS FULL BOARD MEETING HELD VIA ZOOM ON  
03 NOV 20**

| <b>Attendance:</b>  |   |  |                |
|---|---|--|----------------|
| <b>Elected Members:</b><br>Mr T Bush (Chair)<br>Mr M Britten<br>Mr B Gray<br>Mr P Kingcott<br>Mr R Mitchell<br>Mr C Redding | <b>Appointed Members:</b><br>Cllr S Bridger<br>Mr P Burden<br>Cllr J Cato<br>Cllr C Cronnelly<br>Cllr M Crosby<br>Mr R Garner<br>Mr P Harris<br>Cllr J Tonkin<br>Mrs D Yamanaka | <b>Officers:</b><br>Mrs C-A Morgan<br>Mr I Sturdy<br>Mrs M Hammond | <b>Public:</b> |
| <b>Approved Apologies:</b>  |   |  |                |
| Mr N Cole   | Cllr A Harley<br>Cllr S Hogg  | Mr R Burge   |                |
| <b>Non-Approved Apologies:</b>  |   |  |                |
| Mr E Adams<br>Mr B Letts<br>Mr A Mead<br>Mr R Parsons<br>Mr G Plaister<br>Mr C Pyke<br>Mr R Triggol                         | Mr D Dash<br>Cllr B Petty<br>Cllr C Webb<br>Cllr R Westwood   |  |                |

| <b>Agenda Item:</b>                                  | <b>Detail:</b>  | <b>Action:</b> |
|--|---|----------------|
| 1. Attendance and Apologies                          | 1.1. Apologies as per the above Attendance List.  |                |
| 2. Declarations of Interest                          | 2.1. Mr C Redding – landlord of Hewish office.  |                |
| 3. Strategic Review of Plant, Machinery and Manpower | 3.1. The Chair reported: <ul style="list-style-type: none"> <li>• Individual Axe Brue, Parrett &amp; NSLIDB T&amp;F Groups had met on 29, 30, 31 July respectively.</li> <li>• 3 x Chairmen had sat on 6 Aug to discuss outcomes.</li> <li>• Revised Strategic Review Paper reflecting T&amp;F Group agreements sent to all T&amp;F Group Members 30 Sep 20 for endorsement.</li> <li>• Strategic Review of Plant, Machinery &amp; Manpower sent in hard-copy to all Axe Brue,</li> </ul> |                |

Each Board is a statutory public body with responsibilities for flood protection, land drainage and the environment.  
All are members of the Association of Drainage Authorities.

Parrett and NSLIDB Board Members for review and deliberation.

- The three Task & Finish Groups recommend Option 3 for Board endorsement.

Questions and points of note as follows:

3.2. Members expressed concern for the appetite of Contractors in the future.

Dir Ops reported that the Review can only assess on the current status, however there were a number of 'established' Contractors that have expressed an interest in future works with the Board, providing resilience for future Contracts.

3.3. Members expressed that the Consent Officer role was necessary to enhance the Development Control Department with resilience and to help protect the area with adequate capability for succession. A Graduate would be preferential for this position.

3.4. It was noted that Mr D Colbourne had created an IT application that worked well and Members would recommend the Consortium give it due consideration.

3.5. Members were assured that the Management Team were working with all Staff in a friendly and professional manner and that all rules and procedures would be adhered to.

3.6. Contract Management - all contracts were currently written in NEC 3 short form, which is nationally recognised. The Review would enable all contracts and tenders to be consistent and written in a professional format.

3.7 *Mr P Burden proposed, seconded by Mr M Britten*  
***"that the North Somerset Levels IDB endorse the Strategic Review of Plant, Machinery and Manpower Option 3 'Immediate' recommendations.***

- ***Move to a fully outsourced maintenance and total engineering works delivery across all Boards of the Consortium***
- ***The conduct of all in-house channel maintenance for the Axe Brue Board for FY2021/2022 onwards if out to tender***
- ***Those Staff specifically required to require access to a 4WD capability are identified within the individual Staff Terms of References (Recommendation 1)***

- ***The current Trial of offering a 4WD Allowance is withdrawn except for those Staff already receiving the Allowance (Recommendation 2)***
- ***The role of Assistant Clerk is retitled to 'Deputy Clerk' (Recommendation 3)***
- ***A new position is established of 'Consent Officer' (Recommendation 4)***
- ***The Consortium recruit a Technical Apprentice to undertake the role of 'Consent Officer', under direction of the DCO, and as the DCO successor in due course through succession planning (Recommendation 5)***
- ***Provision of Development Control IT Application is investigated (Recommendation 6)***
- ***The current NSLIDB Engineer (South) is relocated to Bradbury House Main Offices (Recommendation 8)***
- ***The Senior Engineer position is deleted from the SDBC Organisation Structure (Recommendation 7)***
- ***Option 3 of the Manpower Review is implemented to move to a Contract Manager and single Area (Operations) Manager construct***
- ***A succession Plan is further developed by the CEO to identify specific posts at Risk of being gapped and provide an early route for mitigation by internal recruiting (Recommendation 10)***
- ***The current Axe Brue Area Consultant is retitled 'Operations Consultant' and the contract reviewed in order to provide a source of advice and support to the Chief Executive across all Board Districts (Recommendation 12)***
- ***The Lower Area Brue Area Manger takes on responsibility as the Axe Brue Area Manger with support from the Operations Consultant, and with it in the short-term, taking on Line Management of the Axe Brue Machine Operator (Recommendation 11)***
- ***The Salaries Committee review all Expenditor Salaries with an aim of alignment against the Somerset County Council Pay Scales as from Apr 2021 (Recommendation 14)."***

Vote: Unanimous

RESOLUTION 1

C2c B

3.8. Cllr J Tonkin proposed, seconded by Cllr J Cato  
**“that the North Somerset Levels IDB endorse the Strategic Review of Plant, Machinery and Manpower Option 3 ‘By April 2021’ recommendations**

- **In order to provide increased resilience and alignment of duties, the Expenditor and Rhyne Supervisor workforce be ‘pooled’ and TUPE’d under the Axe Brue Consortium Workforce as a single Expenditor/Rhyne Supervisor workforce, but routinely allocated/tasked to a dedicated Board area (Recommendation 13)**
- **The SDBC Salaries Committee review all Expenditor Salaries with an aim of alignment against the Somerset County Council Pay Scales (Recommendation 14)**
- **The SDBC Salaries Committee review all SDBC Posts against SCC Grades and Scale Points and capture within each Terms of Reference (Recommendation 15)**
- **For FY2021/2022 onwards, all in-house channel maintenance within the Axe Brue Board is put out to Contract**
- **The current Axe Brue Tractor Unit is sold after Apr 2021 and all funds recouped by the Axe Brue Board**
- **The Axe Brue Operator takes on the role of Expenditor as from Apr 2021 with development and training support of the Operations Consultant.”**

Vote: 13 In Favour; 1 Against; 1 Abstain  
Motion Carried

3.9. Mr M Britten proposed **“that the North Somerset Levels IDB endorse the Strategic Review of Plant, Machinery and Manpower Option 3 April 2022 recommendations”.**

Amendment to the proposal:

Mrs D Yamanaka proposed, seconded by Mr P Burden  
**“that the North Somerset Levels IDB endorse the Strategic Review of Plant, Machinery and Manpower Option 3 recommendation for April 2024**

- **A review is conducted to investigate the appetite and identify any benefits potential of amalgamation of all Boards of the Somerset**

RESOLUTION 2

428 B



**ANNEX A TO  
NSLIDB BOARD MINUTES  
DATED 03 NOV 2020**

**NORTH SOMERSET LEVELS BOARD – TABLE OF OUTSTANDING ACTIONS**

| Action Number:  | Action:   | Actionee: |
|-----------------|---|-----------|
| NSL/20201019-01 | To re-issue the Register of Members Interests to Members for return within 28 days.                           | Clerk     |
| NSL/20201103-01 | To provide a Report of estimated reinstatement works at Stowey Rhyne, Yatton for the next Full Board Meeting. | Dir Ops   |