




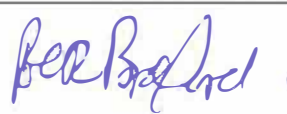

**AXE BRUE, PARRETT & NORTH SOMERSET LEVELS
INTERNAL DRAINAGE BOARDS**

GOVERNANCE

SCHEME OF DELEGATION

SCHEDULE OF RESERVED MATTERS

Version 2.1

| Approved by the Boards: | | | |
|---------------------------|---|------------|----------|
| Axe Brue IDB |  | 26/02/2026 | Chairman |
| Parrett IDB |  | 26/02/2026 | Chairman |
| North Somerset Levels IDB |  | 26/02/2026 | Chairman |

To be reviewed every 36months

| Revisions | | | | | |
|------------------|-------------|--|---------------|--|-----------------|
| Version | Date | | Author | Details | Approved |
| V1.0 | July 2025 | | MH | Major revisions creating two complimentary documents | |
| V1.2 | Dec 2025 | | MH | Minor revisions | |
| V2.0 | Jan 2026 | | MH/NS | Revisions following Officer review | |
| V2.1 | Jan 2026 | | IDS/NS | Further changes to Contracts and Legal Agreement | |
| | Feb 2026 | | KC | Committee agreed changes to 4.4. and 5.8. | 26/02/2026 |
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AXE BRUE, PARRETT & NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARDS

SCHEME OF DELEGATION

SCHEDULE OF MATTERS RESERVED FOR THE BOARD

This Schedule of Reserved matters relates to matters reserved for the individual Board's approval. The thinking behind having a Schedule of Reserved Matters for the Boards is that without such a schedule, many decisions that a Board would expect to take can fall within the delegated authority of an officer/executive or committee. The existence of a Schedule of Reserved Matters reserved for the Board provides an internal safety net to ensure that these decisions have to be referred to the Board. It can also simplify the process of delegation and makes it easier for the Boards to give officer/executives and committees the powers they need to perform their functions. Broader powers can be delegated if they are subject to exemptions set out in the schedule. A schedule also allows corporate-wide changes to be made without having to alter the terms of delegation for each individual or committee.

(All sections and schedule numbers refer to the Land Drainage Act 1991)

1.0. Board Structure and Procedures:

1.1. Any change to the Boards' status or application to alter the boundaries, or to in any way reorganise the Internal Drainage District, in accordance with Sections 2 and 3 of the Land Drainage Act 1991.

1.2. Changes to the structure, size and composition of the Board, following the triennial comparison of aggregate values pursuant to Schedule 1 Part 2 Section 6 of the Land Drainage Act 1991.

1.3. Major changes relating to the rateable value of the drainage district, the district structure for rating and capital structure, including balances, provisions and reserves.

1.4. Approval of Board minutes and reports together with any major changes in their format.

1.5. Responsibility for the overall management of the Internal Drainage Board (IDB).

2.0. Board Membership and other Appointments

2.1. Election of the Chair and Vice Chair of the Board in accordance with Standing Orders.

2.2. Membership and Chairing of Board committees together with delegated powers.

2.3. Filling casual vacancies, if for any reason whatsoever the place of an elected member becomes vacant before the end of their term of office, in accordance with Schedule 1 Part 3 section 10 of the Land Drainage Act 1991.

2.4. Appointment or removal of the Returning Officer and approval of the Electoral Register.

- 2.5. Appointment or removal of any Member or Officer to recover outstanding Rate payments in a Court of Law in accordance with section 54 (2) of the Land Drainage Act 1991.
- 2.6. Appointment or removal of the Internal Auditor and accountants.
- 2.7. Any application made to the **Smaller Authorities Audit Appointments Ltd (SAAA)** to remove, appoint or re-appoint the external auditor.
- 2.8. Appointment of members to outside bodies, the SDBC (Somerset Drainage Boards Consortium) Management Committee, joint committees and any subsidiary Board.

3.0. Management Structure and Internal Controls

- 3.1. Major changes to the Board's management and control structure.
- 3.2. Setting up, reviews and changes to the Board's Standing Orders and Financial Policy and Internal Controls.
- 3.3. Approval of any works/activities that may be requested by the Environment Agency using their supervisory powers (section 7 of the Land Drainage Act 1991) or their default powers (section 9 of the Land Drainage Act 1991).
- 3.4. Approval of any adoption/abandonment, adding to or decreasing the liability for significant land drainage infrastructure within the drainage district.
- 3.5. Approvals of consultation responses made to or from the Environment Agency or other third party to en-main, de-main or reclassify any land drainage/flood defence infrastructure within the drainage district. *(Delegated to the Chair and Vice Chair if no Board meeting within the consultation response timescale.)*

- 3.6. Approving the dates and times of Board meetings and inspections.

4.0. Strategies

- 4.1. Approval and review of the IDBs long term objectives and strategy.
- 4.2. Extension of the Board's activities into new business or geographic areas.
- 4.3. Material changes in general supervision over matters relating to the drainage of land in the drainage district.
- 4.4. Changes to the Viewed Network

5.0. Financial Controls and Reporting

- 5.1. Approval and review of the financial and corporate Risk Assessment.
- 5.2. Approval of the Financial Statement for inclusion in **any** annual report.

- 5.3. Approval and reviews of the annual operating, maintenance and capital expenditure budgets and any material changes to them.
- 5.4. Approval of the annual report and accounts, including the corporate governance statement and remuneration report.
- 5.5. Approval of the reserves policy and changes in the level of any provision, or reserve.
- 5.6. Levying of Drainage Rates and Special Levies.
- 5.7. Approval of any significant changes in accounting and investment policies or practices.
- 5.8. Approval of any write-off of rates over £50, and any material rating amendment or exemption.
- 5.9. Approval of any commutation of obligations and of the financial consequences over a value of £5,000.
- 5.10. Approval of applications for grant aid and requests for contributions over £50,000 made to DEFRA, the Environment Agency or others delegated to Chair and Vice Chair. Approval of contributions to outside bodies over £1000 to remain with full board.

6.0. Contracts and Legal Agreements

- 6.1. Authorisation of contracts and legal agreements for works or maintenance over £300,000.
- 6.2. Authorisation of additional costs over £100,000 for works or maintenance.
- 6.3. Contracts or legal agreements, other than works or maintenance, which are material, strategically or by reason of size, entered into by the Board in the ordinary course of its undertakings, for example any borrowings over £1,000, any long term commitment (beyond one year), acquisitions or disposals of fixed assets above £15,000 (excluding land).
- 6.4. Contracts or legal agreements, other than works or maintenance, not in the ordinary course of its undertakings, for example any joint administration arrangement or extension to include others in such an arrangement, any loans and repayments; all foreign currency transactions above £5,000; and major acquisitions or disposals above £5,000 (excluding land), and any purchase/disposal of land (whether compulsorily acquired or otherwise).
- 6.5. Approval of individual compensation payments over £10,000.
- 6.6. Where any matters relating to Section 6 require urgent action then the Chair and Vice Chair are empowered to act on behalf of the Board or enter into an agreement that will be ratified at the next Board.

7.0. Remuneration and Employment.

7.1. Approving any application to pay the Chairman of the Board an allowance, for the purpose of enabling him/her to meet the expenses of his/her office, in accordance with Schedule 2 section 1 of the Land Drainage Act 1991.

7.2. Determining the policy of paying allowances or reimbursing expenses incurred by Board Members, in accordance with Schedule 2 section 1 of the Land Drainage Act 1991.

8.0. Delegation of Authority

8.1. The division of responsibilities between the Chairman and Chief Executive, which should be in writing.

8.2. The setting-up, Terms of Reference and delegated powers for any Board Committees or Sub-Committee.

8.3. Powers delegated to Chair and Vice Chair.

9.0. Corporate Governance Matters

9.1. Undertaking a formal and rigorous review of the Board's own performance, that of its committees/joint committees, individual members and of those appointed to outside bodies.

9.2. Determining the independence of members.

9.3. Considering the balance of interests between ratepayers, billing authorities, employees, developers and the community.

9.4. Reviewing the Board's overall corporate governance arrangements and committee structure.

10.0 Policies

10.1 Approval of all Policies unless specifically delegated.

11.0. Other

11.1. Changes to the Board's Byelaws, in accordance with section 66 of the Land Drainage Act 1991.

11.2. Approval of enforcement action likely to involve costs over £5,000. Prosecution, defence or settlement of litigation involving costs above £5,000 or being otherwise material to the interests of the IDB. Settlement of other disputes or claims over £10,000 or being otherwise material to the interests of the IDB.

11.3. Approval of any appeal lodged against the precept levied by the Environment Agency.

11.4. Appointments and changes to officers authorised to institute legal proceedings, pursuant to various powers afforded to the Board by the Land Drainage Act 1991.

11.5. Changes to 'The Schedule of Matters Reserved for the Board'.

11.6. Consents for major and controversial developments under Land Drainage Act and Byelaws.