

# Rationale for Proposed Sub-Catchment Internal Drainage Boards Indicative Requirements For Internal Drainage Boards



<b>Financial and Administration Management</b>	
<b>Chief Executive /Clerk</b>	<b>Management, Financial or Legal Qualifications</b>
<b>Financial Officer</b>	<b>CCAB Qualified</b>
<b>Responsibilities</b>	<b>Requirements</b>
Public Interface	Telephone and address in Phone Book E-mail address, Website Separate Office open 9.00 - 5.30 on working days Emergency contact 24/7
Board Meetings	Two meeting per year, one for the AGM and the other for setting the rate (statutory) before 15 February each year. Minutes available to the public
Auditing	Approved Scheme of Delegation Final Accounts to have external audit certificate Internal Audit to be undertaken by suitably qualified personnel
Accounting System	Use of compliant accounting package
Rating System	Use of industry standard computerised rating system
Accounts	Current Account and Deposit Account
Balances	25 % of total income; particular attention to be given for pumped catchments with an allowance for dealing with intensive summer rainfall.
Loans	Repayments for external loans should not exceed 25% of the total income
<b>Technical Management</b>	
<b>Engineer ( and /or)</b>	<b>Chartered Engineer status</b>
<b>Planning and Enforcement</b>	<b>Incorporated Engineer</b>
<b>Environment</b>	<b>Chartered Environmentalist</b>
<b>Health and Safety</b>	<b>NEBOSH</b>

<b>Responsibilities</b>	<b>Requirements</b>
Planning Applications	Identify and technically review all planning applications within their district; Visit district council offices or review using the internet
Byelaw and Land Drainage Consents	Technical review of all land drainage consents particularly for culverts and disposal of surface water arising from development sites. Determine all byelaw consents.
Asset Register	Breakdown watercourses into strategic ordinary watercourses and ordinary watercourses. Strategic watercourses are those that serve rural communities, industrial zones, high value agricultural land and significant environmental areas. Produce map of watercourses using grid references. Inspect and record (electronically) current information on condition of watercourses, structures and pumping stations(equipment)
Visual Inspections	Frequency of Inspections Strategic Watercourses- Annually Ordinary Watercourses - 3 years
CCTV surveys	Frequency of surveys Urban culverts - 5 years
Maintenance	Works to be carried out to maintain the following minimum standards: Strategic Watercourses - 1 in 50 year (throughout the whole length of the watercourse) Ordinary Watercourse - 1 in 10 year
Pumping Stations	Refurbishment and replacement of pumping stations( pumps , control panels) in line with the manufacturers requirements and asset management plans
Asset Management Plan	Prepare costed plan identifying maintenance for all watercourses , capital refurbishment and replacement of pumping stations and structures and works to environmentally sensitive sites. These plans to take account of climate change. Investment needs to cover five year, five to ten and ten to twenty year. Prioritise production of studies for seeking capital investment . Submit medium term plan to Environment Agency or nil returns annually
Catchment Flood Management Plans	Liaison with Environment Agency, respond to consultations. Assess implications of policy options; update asset management plan if necessary
Biodiversity	Carry out biodiversity audit ; produce IDB Biodiversity Action Plans; regularly monitor progress. Advice on planned maintenance and capital works.

Health and Safety Policy	Publicly available Health and Safety Policy
Risk Assessments	Documented assessments both of offices, depots and of all pumping stations undertaken by qualified H&S; all staff to be regularly trained in health and safety. Risk Assessments for all maintenance operations undertaken by qualified H&S officers.
Emergency Response	External liaison with Stakeholders, attendance at Gold and Silver Control, attendance at post event surgeries, public meetings and flood forums