

A MEETING OF THE WAVENEY, LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD WAS HELD AT RAVENINGHAM BARN, BECCLES ROAD, RAVENINGHAM, NORFOLK, NR14 6NW, ON WEDNESDAY 05 FEBRUARY 2025 AT 10.00 AM.

Elected Members	Appointed Members
Sir N Bacon	Great Yarmouth BC
* R Basey-Fisher	* I Murray-Smith
* B Blower	Vacancy
* J Brown	South Norfolk DC
H Budgen	B Bernard
D Burroughs	* C Brown
* C Burton	J Eddy
* P Cargill	* C Hudson
* J Collen	K Murphy
* R Hipperson	* S Wateridge
* C Mutton	East Suffolk DC
* W Slater	* P Byatt
* H Thomson-Carrie	Jointly Appointed
* I Vincent	* G Nurden
D Watson	Vacancy
Vacancy	
Vacancy	
Vacancy	* Present (59%)

H Thomson-Carrie in the Chair

In attendance:

Phil Camamile (Chief Executive), Olivia Follen (Business Support Officer), Tom Hunter (Area Manager), Sallyanne Jeffrey (Chief Financial Officer) and Kari Nash (Project Delivery Manager)

ID	Waveney, Lower Yare and Lothingland IDB, Minute	Action
01/25	WELCOME AND APOLOGIES FOR ABSENCE	
01/25/01	The Chairman welcomed everyone to the meeting. Apologies for absence were received on behalf of Sir Nicholas Bacon, Cathryn Brady, Henry Budgen, David Burroughs, James Eddy, Geoffrey Freeman, Caroline Laburn, Matthew Philpot and David Watson. RESOLVED that this be noted.	
02/25	DECLARATIONS OF INTEREST	
02/25/01	Peter Byatt declared an interest in the Operations report due to his position as a member of the Pakefield Coast Protection Group. RESOLVED that this be noted.	

ID	Waveney, Lower Yare and Lothingland IDB, Minute	Action
02/25/02	John Collen declared an interest in the Project Delivery Report, specifically item 2, as he had been contacted regarding providing clay for the Benacre project. RESOLVED that this be noted.	
	03/25 MINUTES OF THE LAST BOARD MEETING	
03/25/01	The minutes of the last Board meeting held on 06 November 2024 were approved, signed and confirmed as a true record. Arising therefrom:	
03/25/02	<p>Board Members' Personal Liability for Benacre and Kessingland Flood Risk Management Scheme</p> <p>The Vice Chairman noted that legal advice had not been sought to confirm Board members' personal liabilities. The Chief Executive explained that this was a result of the recent changes since the last Board meeting as outlined in the Project Delivery Report. It was agreed and thereby RESOLVED to seek legal advice on the extent of a Board member's personal liability to help inform whether or not to proceed with similar capital projects on behalf of third parties in future.</p>	
	04/25 HEALTH, SAFETY AND WELFARE PERFORMANCE REPORT	
04/25/01	The Health, Safety and Welfare Performance Report, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
	Suzanne Wateridge joined the meeting.	
05/25	CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT	
05/25/01	The Capital Works Programme Overview & Project Development Update Report (a copy of which is filed in the Report Book), was considered in detail, and approved. There were no matters arising.	
06/25	PROJECT DELIVERY REPORT	
06/25/01	<p>The Project Delivery Report (a copy of which is filed in the Report Book), was considered in detail, and approved. Arising therefrom:</p> <p><i>Post Meeting Note: There has been an amendment to section 3.5 of the Project Delivery Report. "The detailed design funding sought is currently being determined and will include two sites – Barsham and Short Dam. These are considered the highest priority due to condition and consequences of failure".</i></p>	

ID	Waveney, Lower Yare and Lothingland IDB, Minute	Action
06/25/02	It was agreed and thereby RESOLVED that the Board would award the contract for the Lower Waveney Water Level Management Improvements, subject to a successful application for Local Levy funding and approval. RESOLVED that this be actioned.	KN
06/25/03	It was agreed and thereby RESOLVED that the Board would award the contract for the Barsham Culvert Replacement Project, subject to a successful application for Tranche 2B IDB Recovery Funding.	KN
06/25/04	The Project Delivery Manager provided an update on the Benacre and Kessingland Flood Risk Management Scheme and advised the Board that the project could not continue if the £5 million funding gap could not be closed within the next couple of weeks. There were two remaining meetings scheduled in an effort to address the shortfall in funding. Peter Byatt requested that East Suffolk Council's MPs be updated regarding the progress of the project, the Project Delivery Manager would circulate a briefing note. RESOLVED that this be actioned.	KN
06/25/05	William Slater suggested that two pumps could be installed, instead of the originally planned three. The Project Delivery Manager advised that she would suggest this to the Environment Agency's MEICA team. Board members requested to be kept informed at each stage leading to the closure of the project. RESOLVED that this be actioned.	KN
07/25	OPERATIONS REPORT	
07/25/01	The Operations Report (a copy of which is filed in the Report Book), was considered in detail, and approved. Arising therefrom:	
07/25/02	Collen Burton raised the issue of the Barnby Hundred not being maintained by the Environment Agency (EA). The Area Manager advised members that he was not aware of the EA carrying out any work on the lower reaches of the watercourse and assured that he would investigate the issue and provide an update at the next meeting. RESOLVED that this be actioned.	TH
07/25/03	Clayton Hudson noted that he had become aware of planned work on the Tun Beck at Starston. He explained that the scheme looked good but could have been better communicated to Board members and the community. The Area Manager accepted the need for better communication on rechargeable projects and explained that this was work with EA funding and would create environmental improvement and maintain conveyance.	
07/25/04	John Brown noted that discussions had taken place regarding the phased removal of the electricity meters used by the Board, as reported in the news. The Chief Financial Officer confirmed she would liaise with the WMA's MEICA Manager to ensure the Board remained compliant. RESOLVED that this be actioned.	SJ

ID	Waveney, Lower Yare and Lothingland IDB, Minute	Action
	08/25 ENVIRONMENTAL REPORT	
08/25/01	The Environmental Report (a copy of which is filed in the Report Book), was considered in detail, and approved. There were no matters arising.	
	09/25 SUSTAINABLE DEVELOPMENT REPORT	
09/25/01	The Sustainable Development Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
	10/25 FINANCIAL REPORT	
10/25/01	The Financial Report for the period 01 April 2024 to 31 December 2024 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
	11/25 CAPITAL AND MAINTENANCE WORK PROGRAMMES FOR 2025/26	
11/25/01	The Capital Works Programme for 2025/26 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
11/25/02	The Maintenance Works Programme for 2025/26 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
	12/25 RATE ESTIMATES FOR 2025/26	
12/25/01	The detailed Rate Estimates for 2025/26 (a copy of which is filed in the Report Book), was considered in detail, and approved. There were no matters arising.	
	13/25 FINANCIAL YEAR 2025/26 LAY AND SEAL DRAINAGE RATES AND SPECIAL LEVIES	
13/25/01	Annual values as at 31 December 2024 It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2024, used for the purposes of raising and apportioning expenses from drainage rates and special levies for 2025/26 (a copy of which is filed in the Report Book).	
13/25/02	It was unanimously agreed and thereby RESOLVED to lay and seal the following drainage rates and special levies for 2025/26:	

ID Waveney, Lower Yare and Lothingland IDB, Minute	Action
Drainage Rates	
Waveney Valley	0.14880
Geldeston 1	0.14880
Geldeston 2	0.14880
Geldeston Village	0.14880
Barsham 1	0.54845
Barsham 2	0.54845
Remainder	0.07604
Gillingham	0.54845
Worlingham	0.54845
North Cove	0.54845
Long Dam	0.54845
Short Dam	0.54845
Barnby	0.54845
Blundeston	0.54845
General	0.07604
Caldecott	0.54845
Belton	0.54845
Burgh St Peter	0.54845
Wheatacre	0.54845
Haddiscoe	0.54845
St Olaves	0.54845
Askews	0.54845
Island	0.54845
Pettingills	0.54845
Fringe	0.54845
Powells	0.07604
Raveningham	0.54845
Norton Low	0.54845
Norton	0.54845
Lower Gravitational	0.14880
Upper Gravitational	0.14880
Limpenhoe	0.54845
Langley Pumped	0.54845
Claxton Gravitational	0.14880
Burgh Castle	0.54845
Lothingland	0.21228
Special Levies:	
Breckland District Council	£1,099
Broadland District Council	£770
East Suffolk Council	£36,847
Great Yarmouth Borough Council	£309,977
Mid Suffolk District Council	£21,527
South Norfolk District Council	<u>£161,383</u>
	£531,603

ID	Action
14/25 BOARD'S PERFORMANCE FOR 2024/25	
14/25/01 The Performance Review of objectives for 2024/25 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
15/25 BOARD'S STRATEGIC OBJECTIVES FOR 2025/26	
15/25/01 It was agreed and thereby RESOLVED to approve the following strategic objectives for 2025/26: <ul style="list-style-type: none"> i) Prove ourselves to be a progressive, environmentally aware and delivery-based IDB, through having a strong identity as a highly competent water management organisation. ii) Ensure that the Board is seen as an important partner organisation to other Risk Management Authorities. iii) Deliver safe effective, consistent and efficient routine maintenance operations. iv) Have a well-functioning drainage network, with reliable assets that collectively work together to provide effective drainage. v) Operate in a cost-effective way for rate payers, levelling justifiable and proportionate drainage & consortium rates. 	
16/25 RISK REGISTER	
16/25/01 The risk register for those risks with a risk assessment matrix score of ≥ 6 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
16/25/02 The Chief Executive Officer informed members that risk 1(a) should be increased due to the removal of ESA funding, to reflect the increased risk of being unable to carry out capital projects that helped the Board meet its environmental obligations. RESOLVED that this be actioned.	PC
17/25 OFFICIAL COMPLAINTS AND OTHER FEEDBACK	
17/25/01 The Complaints and Other Feedback Review (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	

ID	Waveney, Lower Yare and Lothingland IDB, Minute	Action
18/25	CO-OPTION OF NEW BOARD MEMBER	
18/25/01	It was proposed by Peter Cargill, seconded by Ben Blower, unanimously agreed and thereby RESOLVED to co-opt David Utting to fill one of the three casual vacancies for the remainder of the current 3-year term to 31 October 2027 with immediate effect.	
19/25	DATE OF NEXT MEETING	
19/25/01	It was agreed that the next Board meeting would take place at Raveningham Barn and virtually via Microsoft Teams on Wednesday, 21 May 2025 at 10.00 am. RESOLVED that this be noted.	
20/25	ANY OTHER BUSINESS	
20/25/01	Peter Byatt tendered his apologies for the next Board meeting and advised that he would find a substitute to attend this meeting in his absence. RESOLVED that this be noted.	
21/25	OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
21/25/01	There were no members of the public present at the meeting.	
22/25	CONSORTIUM MATTERS	
22/25/01	Unconfirmed Minutes and Report Extracts 06 December 2024 The unconfirmed minutes and report extracts taken from the Consortium Management Committee (CMC) meeting held on 06 December 2024 were considered in detail and approved. There were no matters arising.	
22/25/02	Administration and Technical Support Budgets Projected Out-turns for 2024/25 and Estimates for 2025/26 The Projected Out-turns for 2024/25 and the Estimates for 2025/26, as recommended at the CMC meeting held on 06 December 2024 (a copy of which is filed in the Report Book) were considered in detail and approved. There were no matters arising.	
22/25/03	WMA Data Protection Policy The WMA Data Protection Policy was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	

ID	Action
<p data-bbox="199 174 1050 212">22/25/04 Items for discussion at the next CMC meeting</p> <p data-bbox="355 248 1316 427">There were no issues raised by members for discussion at the next CMC meeting on 25 April 2025. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: the Chairman, Vice-Chairman, or the Chief Executive directly.</p> <p data-bbox="245 504 767 542">23/25 CONFIDENTIAL BUSINESS</p> <p data-bbox="199 577 1316 754">23/25/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.</p>	

HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

For the period October 2024 to December 2024

1. LEARNING EVENTS

- 1.1 No learning events during this period
- 1.2 Near miss reporting was noted in the last Board meeting and has been discussed with KLIDB operatives. To better facilitate and encourage reporting of near misses and H&S concerns, near miss reporting cards will be made available at depots in the new year.

2. ACCIDENTS

- 2.1. No accidents during this period

3. TOOLBOX TALKS & TRAINING

- Loader quick hitch: Ops staff, Martham Depot, November 2024
- Martham Depot fire procedures – Ops Staff, Martham Depot - November 2024
- Martham Depot security and sign in – Ops Staff, Martham Depot - November 2024
- Site Managers Safety Training Scheme – Operations Managers, BIDB, NRIDB, ESWMB – December 2024

4. UPDATES TO GENERIC RISK ASSESSMENTS (GRA) & SAFE SYSTEMS OF WORK

- 4.1. No changes.

5. HEALTH & SAFETY INSPECTIONS

- 5.1. Alliance lifting checks – 6 monthly
- 5.2. Copes H&S visits to KLIDB

Tom Hunter
AREA MANAGER

WAVENEY, LOWER YARE & LOTHINGLAND IDB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT
REPORT FOR THE PERIOD 15 OCTOBER 2024 TO 15 JANUARY 2025

6 Year Actual Spend

11.5M

2024/25 Forecast

5.2M

Variance

-1.9M

6 Year Forecast

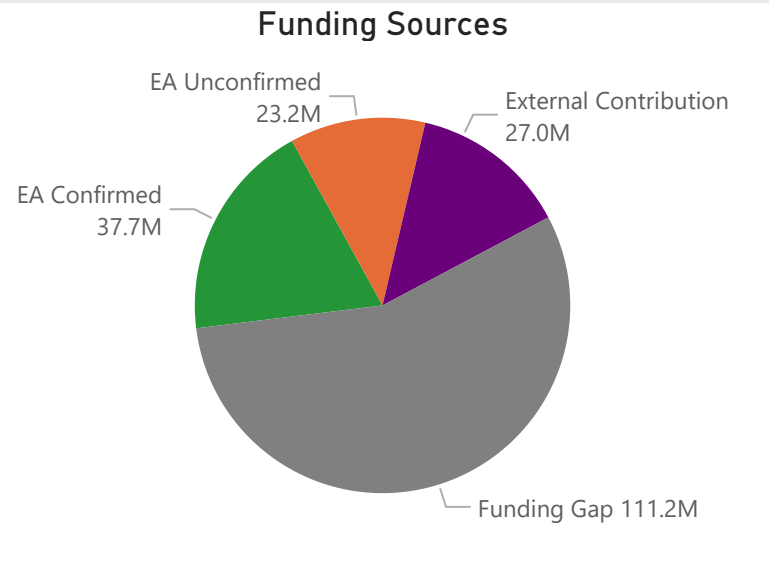
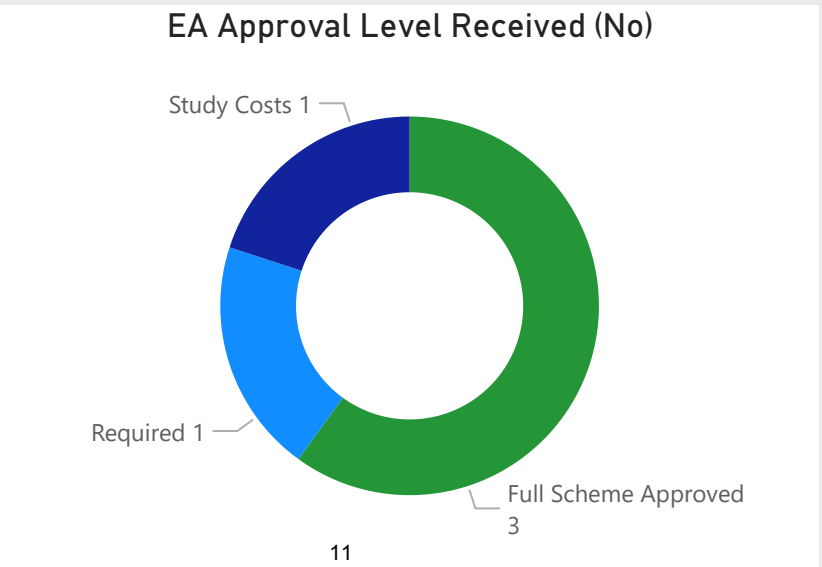
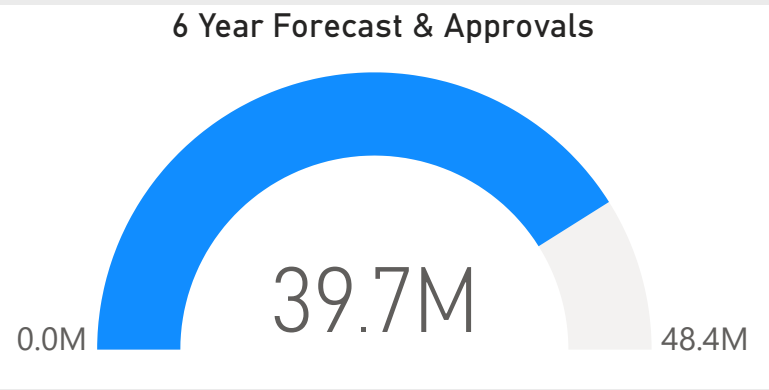
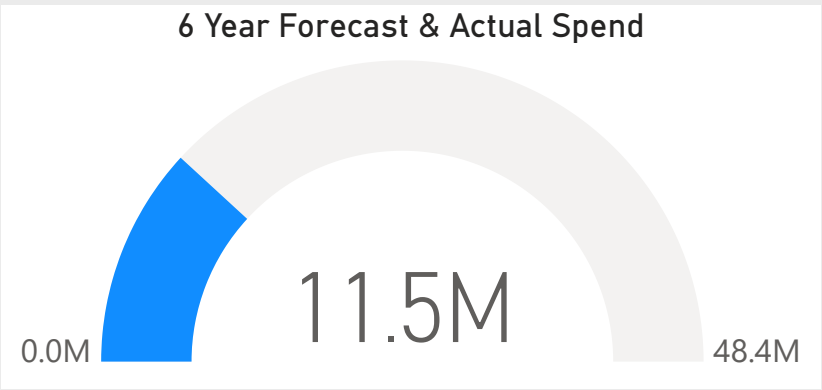
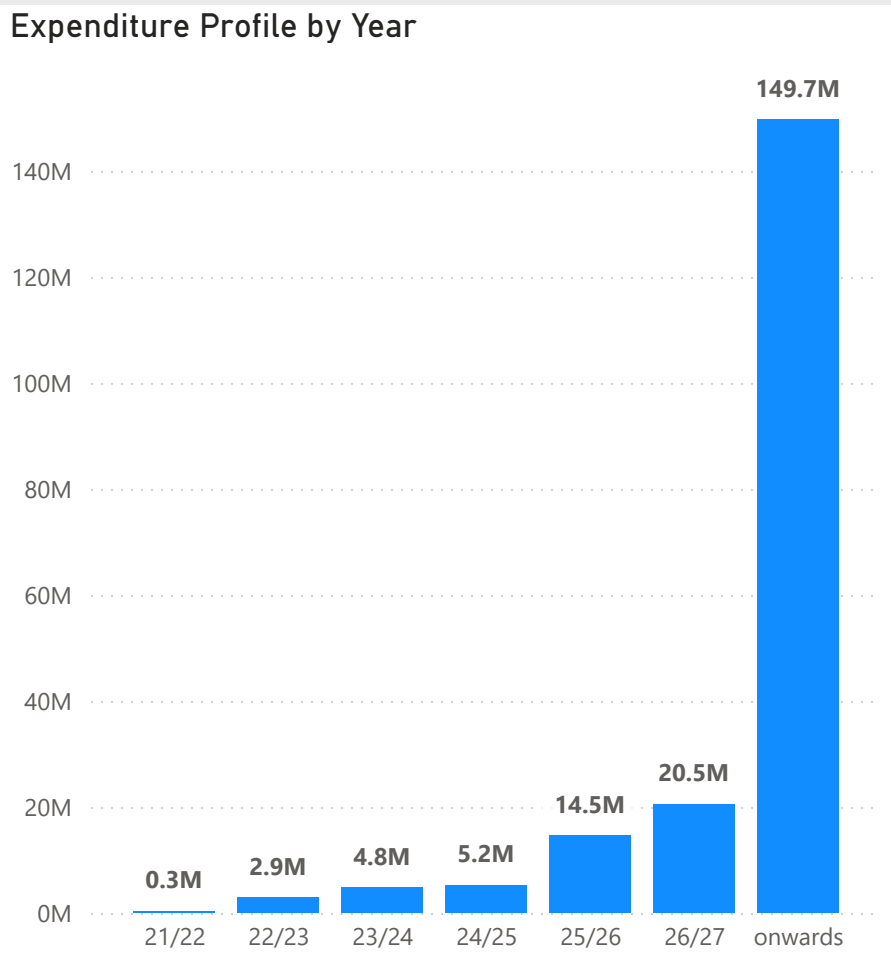
48.4M

Variance

+2.6M

Forecast beyond 2027

149.7M



SCH No	Project Name	Description	Project Manager	Framework	Project Stage	OBC Approval	Start Construction	Complete Construction
1 & 5	Benacre and Kessingland Flood Risk Management Scheme	Demolish old Pumping station and rebuild 2 new Pumping station and c3km of Embankment	Gary Howe	SCAPE	Detail Design	01/12/2021	01/03/2025	31/05/2029
2 & 4	Norton & Raveningham Pumping Station Replacement	Demolish 2 old Pumping station and rebuild 1 new Pumping station	Adam Thurtle	NGSA	Complete	01/12/2021	01/07/2023	01/11/2024
6	Shimpling Natural Flood Management	Construction of a number of Natural Flood Management measures	Matthew Philpot	IDB Board	Complete	01/07/2023	14/08/2023	31/03/2024
3	Lower Waveney Water Level Management Improvements Priority 1 sites	8 Pumping station Replacements & Refurbishments	Adam Thurtle	NGSA	Study	01/05/2025	01/02/2027	31/08/2030
tbc	Lower Waveney Water Level Management Improvements Priority 2 sites	6 Pumping station Replacements & Refurbishments	Adam Thurtle	TBC	Future Pipeline	01/03/2029	01/04/2030	01/03/2033

Risks

High Risk – There is no clear mechanism to fund legal obligations to designated habitats. Until this is clarified, it is uncertain how we can fund any works arising from the Lower Waveney project. We met with Environment Agency Directors at the end of October who confirmed that all ESA was fully allocated and we should;

- Seek independent legal advice on potential legal proceedings and prosecution risks if our assets fail and cause harm to designated areas.
- Engage with NE to discuss their perspective on potential harm and future site management.
- Discuss the situation with Defra, as Environment Agency informed us it was not their place to do so directly.

Change

There is a small change due to reprofiling Benacre as per the update to programme received from Balfour Beatty pre Christmas.

Approvals

Lower Waveney - We submitted the Lower Waveney Outline Business Case (OBC) and FCERM4 for the detailed design element to LPRG in June 2024. On 14th January we received a letter from the Environment Agency confirming that they could not fund either the OBC or the FCERM4 due to *'no identified route for securing funds for the completion of the project.'* This was supported by Philip Duffy, Chief Executive of the Environment Agency.

We will try to secure a smaller value of Local Levy at the postponed 14th February Regional Flood & Coastal Communities (RFCC) Local Choices meeting to progress detailed design of the two highest priority assets, however the Area Flood and Coastal Risk Manager did not commit to support our proposal at the project board meeting we held with him on 14th January.

Benacre - We submitted the FCERM4 to gain final approval for the full funding package in November 2024 and are responding to the second round of queries. It will then be sent to Philip Duffy as Chief Executive of the Environment Agency for approval.

Recommendations for Board

There are two recommendations relating to Lower Waveney and Barsham Culvert (a Tranche 2B bid) within the Delivery Report

KARI NASH - PROJECT DELIVERY MANAGER

[Interactive Google Map Link](#)

PROJECT DELIVERY REPORT

For the period 15 October 2024 to 15 January 2025

1. NORTON & RAVENINGHAM PUMPING STATION REPLACEMENT

- 1.1. The replacement pumping station is scheduled to be handed over in February 2025.
- 1.2. The site compound area has been reinstated and handed back to the landowner and tenant. The Raveningham pumping station has been decommissioned and demolished and the site reinstated.



Raveningham pumping station site and access track reinstated.

- 1.3. The site has been reinstated and hydro-seeded. Tree planting within the Norton Marsh Mill land holding has taken place to compensate for the trees that had to be removed to undertake the works. Further tree planting will take place on land to the east of the pumping station at a later date.
- 1.4. A French drain has been installed to aid drainage of the compound area.



New French drain arrangement.

- 1.5. During the commissioning of the pumping station it became apparent that the 900mm diameter non-return flap valves were restricting water exiting the outlet chamber causing the pump to operate against a higher head of water (approx. 200-400mm). Over the whole life of the asset this will result in significant additional energy consumption. The first of the new 1800mm wide and 900mm high flaps has been installed. During installation one of the two pumps has to be inhibited. A temporary pump is operating on site to ensure the station has the capability to operate at maximum capacity. The second flap valve is scheduled to be completed in February 2025.



New larger flap valve not restricting water being discharged.

- 1.6. Students from Thurlton Primary School showcased their creativity and knowledge by participating in our competition to 'design a pumping station of the future'. The initiative gave children the chance to learn about water management and contribute their ideas. The students visited the pumping station to understand how pumped catchments operate. Inspired by their visit, they submitted a variety of innovative designs, reflecting their understanding of the vital role these systems play in managing water resources.

The winning team, Billy & Frankie, stood out with their imaginative design and in recognition of their achievement, the two new Archimedes screw pumps at Norton will be named in their honour.



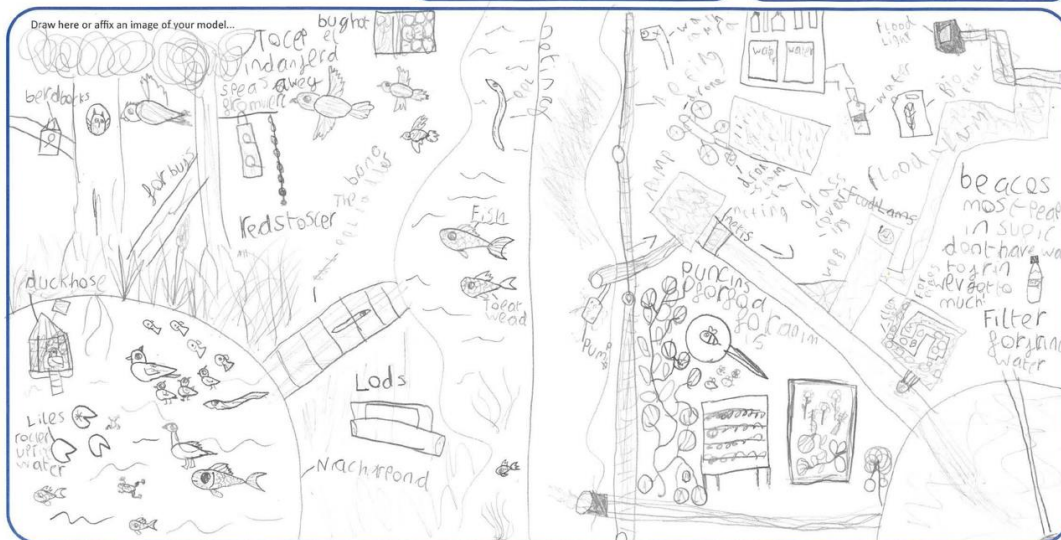
Competition entries from Thurlton Primary School

COMPETITION: Design a Pumping Station of the future

Your Task...

Can you Design or Engineer a Pumping Station to move low land fresh water out over a flood / tidal embankment so it can travel out to sea.

Use your imagination to create a drawing or a model of the pumping station of the future; how will it look, how will it work and how can you make it better for the environment and nature?



Billy & Frankie's winning imaginative design

2. BENACRE AND KESSINGLAND FLOOD RISK MANAGEMENT SCHEME

2.1. **Pre-construction:** Contractors Balfour Beatty commenced the Pre-construction contract on 31 October 2023 and will be complete at the end of February 2025. This is an extension since December 2024 at no additional cost. They did achieve their milestone to submit their Stage 2 Construction Proposal before Christmas.

2.2. **Construction Costs:** The Stage 2 Proposal is a significant document in size, containing their final contract terms, construction cost, scopes and methodologies. Our ECC Project Manager and Commercial Manager from Gleeds are now deep in their review scrutinising every part of the proposal, to ensure it is all accurate, justified, acceptable and can be agreed by WMA officers. We will be able to provide a more in depth update at the board meeting, once they are much further through their review.

2.3. Current programme Key Dates:-

• Design Contract award	December 2021
• Full Design completion	March 2025
• Enabling works (Water Vole Habitat Mitigation)	February 2023 (ongoing)
• Pre-construction Start	October 2023
• Pre-construction Completion	December 2024
• Construction Start	March 2025
• Construction Completion	May 2029

2.4. **Licences:** MHE (Mill House Ecology) submitted the licence to Natural England to undertake water vole mitigation starting 24th February. The determination period is 12 weeks.

2.5. **Funding:** Sizewell C had requested the Environment Agency to be a party in the funding agreement so that all contributors were included, however after a legal review the EA informed us that they would not be able to be part of the agreement and neither did they need to be. Luckily Sizewell C have been understanding and we have continued to progress and await the final version for a final review.

We did also have to submit a variation order, an FCRM4, to the Environment Agency to approve the increase in costs. This was submitted in November 2024, we've responded to the first round of review questions and have just received a couple of remaining queries. Once complete and approved, it will require Philip Duffy's sign off.

- 2.6. **Legal Agreements:** We have been developing an 'Operational Agreement' with Benacre Estates. There is still work to do to bring this to a conclusion.
- 2.7. **Design:** We have still not received approval of the Design by the Environment Agency teams. We have another meeting booked in with them on 31st January to hopefully bring this to a successful conclusion.

3. LOWER WAVENEY WATER LEVEL MANAGEMENT IMPROVEMENTS

- 3.1 The Outline Business Case (OBC) and FCERM4, to complete the detailed design phase of the project was submitted to the Environment Agency on the 7th May 2024. On 14 January 2025 a letter from Environment Agency Area Flood Risk Manager confirmed that because there is no identified route for securing funds for the construction phase of the project the project does not satisfy the Accounting Officer test on value for money, affordability and regularity.
- 3.2 The Environment Agency experienced unprecedented demand on Environmental Statutory Allowance (ESA) funding during the previous programme refresh resulting in a significant funding gap. The Environment Agency acknowledged the potential significant demand Risk Management Authorities will have for funding statutory environmental obligations and understands this is unaffordable with the current ESA allocation.
- 3.3 We attended a meeting with Environment Agency directors at the end of October 2024 to discuss the ongoing impacts of a lack of Environment Statutory Allowance on our projects. They confirmed that all ESA was fully allocated and we should;
- Seek independent legal advice on potential legal proceedings and prosecution risks if our assets fail and cause harm to designated areas.
 - Engage with NE to discuss their perspective on potential harm and future site management.
 - Discuss the situation with Defra, as the Environment Agency informed us it was not their place to do so directly.
- 3.4 The project will seek Local Levy funding for the detailed design phase at the RFCC Local Choices meeting in February 2025. The Scope of the detailed design phase has been reduced to lessen the burden on the Local Levy funding pot. The detailed design funding being sought is currently being determined and will include two sites – Burgh Castle and Short Dam. These are considered the highest priority due to condition and consequence of failure.
- 3.5 The contract will be awarded using the Collaborative Delivery Framework and the Client Set Target costs are currently being finalised. The design contract will be awarded to Jacobs (NEC4 ESE estimated value £400k and the Early Supplier Engagement (ESE) contract to BAM Nuttall Ltd (NEC4 ECC estimated value £50k). The project will involve completing the detail design and producing an Outline Business Case for the construction phase.
- 3.6 An updated FCERM4 will be submitted to enable the detailed design phase of the project to proceed.
- 3.7 **Recommendation:** WMA officers are seeking approval from the Board to award this contract following successful application for Local Levy and successful approval.

4. RIVER YARE WATER LEVEL MANAGEMENT IMPROVEMENTS

- 4.1 The Outline Business Case (OBC) for the River Yare Water Level Management Improvements (WLMI) is progressing well.
- 4.2 The OBC identifies the following preferred options to manage water levels and flood risk are:
- Replacement pumping stations at Burgh Castle (Waveney, Lower Yare IDB), Breydon (Broads IDB), Langley Double (Waveney, Lower Yare IDB), Langley Monks (Waveney, Lower Yare IDB), and replacement inlet structure at Stracey Arms (Broads IDB). The existing pumping stations at Burgh Castle, Breydon, Langley Double and Langley Monks, along with the existing inlet at Stracey Arms will be decommissioned.
 - Consolidation of Buckenham and Cantley (both Broads IDB) catchments with a replacement pumping station at Cantley and a connecting culvert beneath Hassingham Beck. Existing Buckenham and Cantley pumping station to be decommissioned.
- 4.3 The following tasks have been completed:
- Feasibility study on connecting Berney Arms to Seven Mile catchment completed. Berney Arms will be decommissioned as part of a future project when the preferred option for Seven Mile is considered (both Broads IDB).
 - Outline designs finalised and issued to BAM to commence benchmark pricing exercise.
 - MEICA specifications finalised.
 - Ground Investigation requirements finalised.
 - Outline design plans issued to pump attendants and landowners for comment.
- 4.4 The OBC is scheduled to be completed in May 2025.

5 BARSHAM CULVERT REPLACEMENT PROJECT

- 5.1 The culvert replacement had been included in the Lower Waveney WLMI project. The culvert allows flows from the eastern part of the Barsham drainage catchment to pass beneath the high level main river - 'Barsham Marshes Reach' and reach the existing pumping station which is located within the western part of the catchment. A CCTV survey identified the pipework has collapsed part way into the inlet.
- 5.2 An application to fund replacing the culvert is being made to the IDB Storm Recovery and Asset Improvement Fund – Tranche 2B. The application will be submitted at the end of January 2025 and grants will be issued from March 2025. The delivery of the project must be completed by 31st March 2026.
- 5.3 We would need to award the contract in March 2025 following award of the grant to enable construction to complete within the Tranche timescales. The contract will be awarded using the Collaborative Delivery Framework and the Client Set Target costs are currently being finalised. The design contract will be awarded to Jacobs (NEC4 PSC estimated value £50k) and the construction contract to BAM Nuttall (NEC4 ECC estimated value £750k).
- 5.4 **Recommendation:** WMA officers are seeking approval from the Board to award this contract following a success application for Tranche 2B funding.

November 2024

Board member Personal Liability

At the November board meeting of the Waveney Lower Yare and Lothingland IDB a paper was requested specifically relating to board members personal liabilities.

The paper was initially requested in relation to those liabilities originating from where capital works exceed their grant allowance, but was then extended to cover general liabilities.

There is already a paper on the WMA website in relation to this, which [can be found here](#). This clearly lays out the role of the board members, and the responsibilities they have. Liabilities are possible, under The Local Audit & Accountability Act 2014, The Land Drainage Act 1991, The Health & Safety at Work Act 1974, The Corporate Manslaughter and Corporate Homicide Act 2007 and the various Environmental Legislation also covering the work undertaken.

In relation to Capital works specifically a board member might be held personally liable for a capital project that exceeds available grant funding if they are found to have acted negligently, beyond their authority, or in a way that breaches their fiduciary or statutory duties. In order to prevent issues with all of the cases below, it is critical that board members are familiar with the Relevant Legislation and thoroughly understand the statutes governing the board. The [ADA Good Governance guide](#), [Members Code of Conduct](#), new member induction process and the [papers available](#) under the board member page of the WMA website, all assist with this.

In most cases, personal liability is only imposed where there is clear evidence of misconduct, bad faith, or gross negligence. Boards who exercise due diligence, consult legal and financial experts, and make transparent, well-documented decisions are generally protected from personal liability, even if a project encounters financial difficulties. However, in addition, board members should have indemnity insurance to cover potential liabilities arising from their board service.

Some examples of circumstances where a board member could be held personally liable for a capital project costing more than the grant available are detailed below, along with how the WMA protect members from these risks;

1. **Negligence or Misconduct:** Board members must act prudently, responsibly, and in the best interest of the organization. This includes securing sufficient funding, adequately assessing project costs and taking due regard of financial risks.

If a project resulted in a deficit due to recklessness, lack of due diligence, or failure to follow due process, then members could be held personally liable.

To combat this for large capital projects WMA officers will often work under Public Sector Frameworks, for which contractors and consultants have been through significant independent quality checks in order to qualify. These frameworks are also competitively tendered and will frequently involve elements of competition during the project delivery process. Where a framework is not used, then competitive tenders are managed under our [Financial Regulations](#).

Project funding is bid for under treasury rules and risk budgets are also allocated following detailed discussions around the likelihood and likely costs of them occurring.

Where a framework is used costs received are checked by cost consultants and are then managed by a diverse team of professionals.

All of this is reported to the board at board meetings and, if required, at specially convened meetings to discuss particular issues. Under the Governance rules of the board, members agree proceeding with projects at key points, and as such are free to challenge and scrutinise projects at any time.

WMA officers managing these projects are professionals and members of professional institutions and work full time for the WMA, always available to discuss project details and always acting in the interests of the board.

In addition full code audit of the WMA is underway, giving another independent assessment of our processes and procedures.

2. **Ultra Vires Acts (Beyond Authority):** If the board or individual members approve actions beyond their legal authority (acting “ultra vires”), they might be held liable for resulting costs. Board members are expected to operate within the limits of their statutory powers, as provided under the relevant legislation.

It is envisaged that with all of the points already mentioned above and under item 1, this will be unlikely to occur. In addition Board members make decisions as a board and this collective responsibility, knowledge and accountability - along with that of the officers, is expected to minimise this risk.

3. **Breach of Fiduciary Duties:** Board members have fiduciary responsibilities, meaning they must act in good faith, prioritize the organization's interest, and avoid conflicts of interest. If a decision to proceed with an underfunded project is found to breach these duties for instance, by favouring personal or unrelated business interests, then liability might arise.

Based on the points already stated above and with the board members acting in alignment with the member code of conduct, this is unlikely to occur.

4. **Failure to Adhere to Financial Regulations:** Under the Local Audit and Accountability Act 2014, board members are required to ensure transparency and accountability in financial decision-making. Ignoring or circumventing financial controls, grant conditions, or project governance protocols could lead to personal liability, particularly if it leads to misuse of funds or avoidable financial shortfalls.

The projects all have a dedicated project manager overseen by the Chief Finance Officer of the WMA and the finance team. Grant funding is released in stages, based on the Government [grant memorandum](#).

In addition all decision making is in the public domain and recorded on the minutes of the board meeting.

5. **Dishonesty or Fraud:** Any dishonest action, such as knowingly approving misleading financial projections or concealing cost overruns, can expose board members to personal liability. Fraudulent activities are illegal and can result in both civil and criminal consequences.

Based on the points already stated above and with the board members acting in alignment with the member code of conduct, this is unlikely to occur.

Briefing Note – January 2025

Contact: Matthew Philpot, matthew@wlma.org.uk, 07884327849, www.wlma.org.uk

Executive summary

It is crucial that the upcoming 2025 Defra Partnership funding review ensures the replacement or continuation of a funding mechanism similar to the current Environmental Statutory Allowance (ESA). The size of this funding allocation also needs to be increased, in order to meet the collective industry investment programme need, for the protection of designated habitats. This funding is vital to fill the funding gaps for projects that, while cost beneficial, do not secure a full funding package under the current Partnership Funding (PF) Calculator rules which govern Grant-in-Aid (GiA) eligibility. Without this funding there is a real risk that assets protecting the Norfolk Broads, the Suffolk Coast, the Pevensey Levels and hundreds of other SSSIs nationally will fail and that the conditions of the designations will decline.

Introduction

Environmental Statutory Allowance (ESA) funding, administered by the Environment Agency on behalf of Defra, is the current funding stream to enable the UK Government to fund projects to meet its statutory obligations to the environment. These projects do not attract full funding under the existing Partnership Funding Calculator rules but are funded by a combination of FCERM Grant in Aid, Partnership Funding and ESA. The addition of ESA was acknowledged as a way to enable Risk Management Authorities (RMAs) to receive funding to do the minimal amount to meet their environmental statutory obligations in the funding period of 2021-2027.

Of the £5.2bn 2021-2027 capital investment programme, £160m was 'ringfenced' as ESA funding. Of this, £140m was for statutory protected habitat projects to comply with the Conservation of Habitats and Species Regulations 2017 and the Wildlife and Countryside Act 1981. This includes work to maintain or improve existing assets (such as pumping stations and sluice gates) that are required to manage water levels so that SSSI habitats (such as various wetlands, the Broads National Park, the Suffolk Estuary's) can be sustained or improved.

Within the previous capital investment programme 2015 – 2021 the partnership funding calculator had payment rates for Outcome Measure 4s, that meant statutory environmental outcomes would

be funded. However, changes implemented from 2021 to simplify OM4s meant that obligations to deliver environment outcomes would now be funded by ESA.

The IDBs of the Water Management Alliance (including the Broads IDB, East Suffolk WMB, Waveney, Lower Yare & Lothingland IDB and the Pevensey & Cuckmere WLMB) all manage lowland environments which are highly designated under UK & EU Law and include many water dependent habitats that require special water management via Water Level Management Plans (WLMP's) and pumping/water control infrastructure. The legal obligation for the IDB to maintain these water levels via their assets puts projects relating to their improvement or replacement into the category for ESA funding, as described above.

For certain IDBs, in most instances, pumping stations are the only option to manage water levels in their areas where land is well below sea level. The perched river systems adjacent to them, mean a gravity drained catchment is rarely possible and without the ability to pump water these catchments would be subject to permanent, deep, widespread flooding and a complete loss of the species for which they are designated (as well as agricultural land, properties, road and railway lines, abstraction points and other infrastructure). In addition, climate change will see higher intensity rain events, delivering more water more quickly to the pumps from upstream and more overtopping from main rivers – pumping will become more critical to sustain the landscape and its designations over time.

What's the problem?

The £140m that is available for schemes with legal obligations is insufficient. The value was based on a needs-based assessment of the forward programme by the EA and was set prior to the start of the current 6-year programme (pre-April 2021) and has not been adjusted to match the current requirements, despite the April 2022 EA Policy Note acknowledging that '*Funding requirements may change during the course of the programme as projects are developed*'. Since August 2022 the national ESA pot has been fully allocated, so no more schemes can access this funding.

The IDBs of the Water Management Alliance have a large programme of work necessitated by IDB pump infrastructure which has exceeded its design life and is no longer fit for purpose. Over the next 6-year programme the WMA alone is forecasting that its member IDBs will require circa £60m.

At present a number of our projects have ground to a halt because of this funding shortfall.

In November 2024 Defra have announced that the current 6-year programme, due to finish in April 2027, will now finish in April 2026 and that there will be a review of the funding formula within the Partnership Funding Calculator. The current funding formula was established in 2011 and the new government will launch a consultation early in 2025.

We will obviously feed into this consultation however we have written this paper, in order to highlight the crucial point, that Defra must be ready to sufficiently fund work to assets which are essential for the protection of environmentally designated habitats, such as SSSI's, SACs, SPAs, RAMSAR sites or to change the law itself, in order to protect the UK and RMA's (as defined under the Flood & Water Management Act 2010) from being prosecuted, for potentially failing in their obligation to protect designated habitats and species due to a lack of available funding.

Conclusions and next steps

- We believe that (subject to best practice procedures being implemented in the design and procurement of solutions) a clear mechanism for the funding of projects, that are essential for the protection of designated habitats, must be supported by government and provision made for this through the new partnership funding calculator.
- This fundamental starting point should be made from the highest levels of parliament as a matter of principle and also by affected MPs, county councillors, RFCCs, Natural England (local and national), national park authorities and Rivers Trusts.
- We request therefore that all people who can comment on the EA Partnership Funding consultation do so, making clear that funding for designated habitat protection is essential.
- For those that cannot comment on the aforementioned EA Partnership Funding consultation we request that you write to the Flooding Minister and the CEO of Defra stating the importance of this funding being available. We would welcome discussions to facilitate this.
- If there is no continuation of a funding mechanism for assets protecting designated habitats then IDBs will be unable to replace or refurbish our existing asset stock. Therefore we seek confirmation from Defra that a continuation and increase of funding for projects that are essential for the protection of designated habitats is to be guaranteed from April 2026 onwards.

If no change to the funding rules are made, then as discussed ultimately discussions need to be had on how we intend to collectively manage the deterioration of the Broads, Suffolk and Pevensey Levels landscape and designations. We also need to be clear to the local communities and to the nation on the changes to the environment which are likely to be seen.

Appendix A – WMA Actions and Timeline

What have we done to date?

1. We worked with our Environment Agency Area Flood & Coastal Risk Manager and Regional Flood and Coastal Committee (RFCC) to escalate this issue since August 2021.
2. In May 2023 we prioritised our asset replacement programme to only the most critical assets in the immediate projects (Phase 1) and deferred lower priority assets to Phase 2 to improve affordability. We have made this decision based on residual life.
3. We will further split our Phase 1 projects into even smaller packages to improve affordability.
4. We have used the EA framework to design our solutions as the most cost-effective, offering the least cost option to conserve and sustain the natural environment.
5. We have gained full Natural England support for our projects in writing, whose position is that the complete delivery of the water level management plan programme is necessary for the favourable condition of the designated sites, species and surrounding landscape, with full flexible and adaptable pumps, along with updating Water Level Management Plans. This will ensure the system is effective and fit for the immediate and medium-term future at least.
6. In late October 2024, we met with EA directors (Julie Foley and John Russon), who informed us that not only was there to be no change to the ESA funding situation within the current programme, but that given the significant oversubscription of Grant-in -Aid funding for the remainder of the programme they would not support the funding of pre-construction work on our projects (ground investigations, detailed designs, etc to become 'shovel ready') because there is currently no funding to fund the eventual build. Instead the EA are focussing on achieving their target of houses better protected by April 2027. Pre-construction work does not contribute to this target.

Note: We have also approached the RFCC to fund some of the design work to keep the projects progressing, but they have also declined based on the oversubscribed nature of their local levy pot.

7. At the same meeting EA directors made clear, that they are only an arm's length organisation whos' job it is to implement government policy only and that they are unable to work with us to approach Defra in any way for discussions on these challenges or any required changes to the funding needed for these environmentally based schemes. Instead they advised that we as IDBs should approach Defra directly. We will therefore be

undertaking this exercise as soon as possible and we hope to do this with the support of the [Office for Environmental Protection](#).

Make no mistake, there could be a wholesale landscape change if IDB assets fail and a complete loss of some of the most highly designated habitats in the country.

It is important to also recognise that our IDBs are currently in a state of limbo, not knowing how these projects are going to be funded, not able to get the upfront design and preparatory work completed and not able to get any meaningful support or guidance on a way forward. Our assets meanwhile continue to deteriorate, and the risks of failure become ever more real.

Appendix B

Project Specific Example: Broadland Rivers Investment Requirements - Catchment Scale Investment

The map below (Figure 2) shows four areas forming part of the Broads National Park. These sites are all filled with designated habitats and environmental legal obligations. We have packaged the priority assets within these catchments into the four catchment scale projects below.

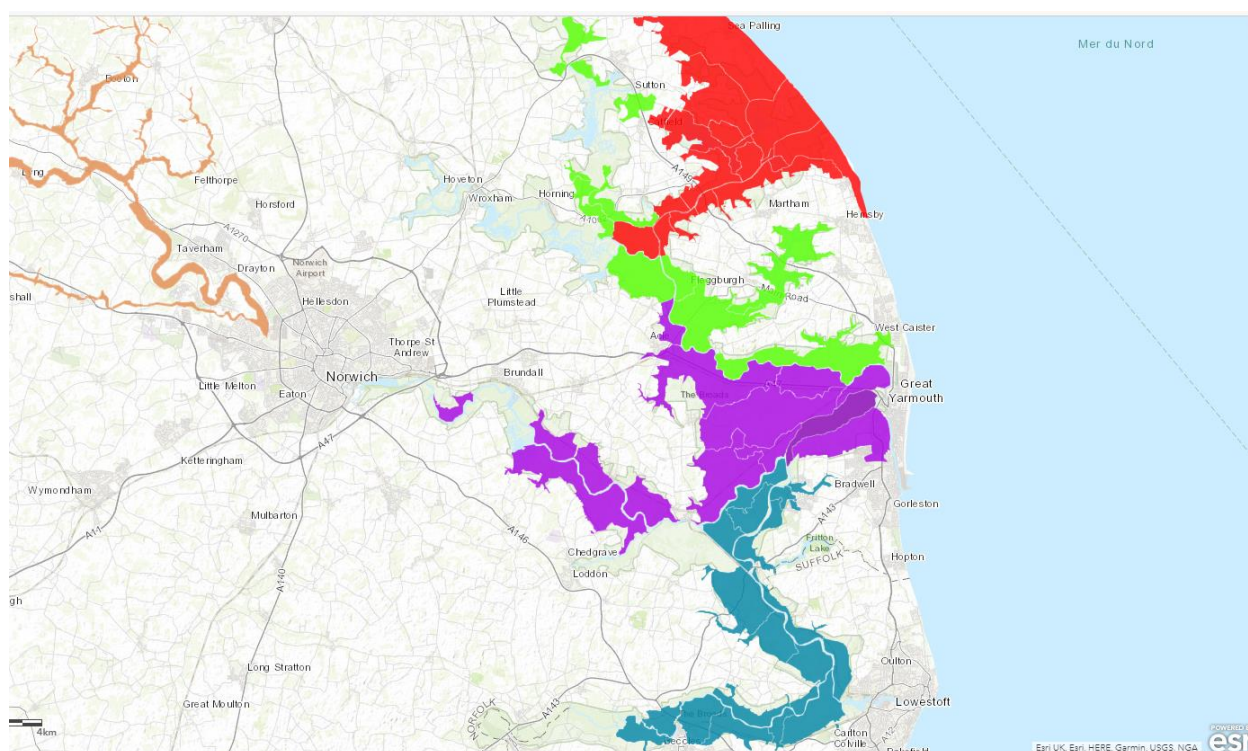


Figure 2: WMA Project Areas: Red - River Thurne, Green - River Bure, Purple - River Yare, Blue - River Waveney,

The Broads Internal Drainage Board (BIDB) and the Waveney, Lower Yare & Lothingland Internal Drainage Board (WLYLIDB) are Risk Management Authorities operating and maintaining [36](#) and [19](#) pumping stations respectively within the Norfolk and Suffolk Broads. These pumping stations manage water levels within 22,000 hectares of low-lying land, preventing permanent inundation. Excess water from the catchments are pumped over Environment Agency maintained flood embankments into the main river system. The main rivers are perched above the surrounding floodplain and pumping is the only method to manage water levels within these catchments.

The pumping stations work in combination with the Environment Agency Flood Defences (earth embankments) managing flood risk. The Environment Agency flood defence prevents water from the perched main river systems entering the catchments and the pumping stations remove excess water from the low-lying catchments returning it to the main rivers. The Environment Agency, through the Broadland Flood Alleviation Project, invested £140 million between 2001 and 2021 to improve the flood defence embankments.

The pumping stations were mainly constructed during the mid-twentieth century and the design life has been significantly exceeded, resulting in a high risk of failure. The pumps operate at an efficiency as low as 36%.

The BIDB and WLYLIDB have produced, and are currently developing, Outline Business Cases (OBC) to identify the preferred solution for these failing assets. The works have also been packaged in order to offer efficiencies in delivery and the preferred solution represents the least cost option to fulfil the statutory obligation.

Statutory obligations to undertake the works

The management of water levels within the catchments are defined by various Water Level Management Plans (WLMPs) which provide a means of balancing and integrating the water level requirements of a range of activities within the various sub-catchments, including agriculture, flood risk management and conservation.

Notably, the WLMPs set out policies to manage water levels across the following internationally designated nature conservation sites present within the catchment:

- The Broads Special Area of Conservation (SAC).
- Broadland Special Protection Area (SPA).
- Broadland Ramsar.

These designations are legally underpinned by the following component Sites of Special Scientific Interest (SSSI's) located within the pumped catchments and which support wetland habitats and species of national and international importance:

- Halvergate Marshes SSSI,
- Cantley Marshes SSSI,
- Limpenhoe Meadows SSSI,

- Yare Broads and Marshes SSSI,
- Poplar Farm Meadows, Langley SSSI,
- Duncan's Marsh, Claxton SSSI,
- Broad Fen, Dilham SSSI,
- Shallam Dyke Marshes, Thurne SSSI,
- Ludham – Potter Heigham Marshes SSSI,
- Upper Thurne Broads and Marshes SSSI,
- Winterton-Horsey Dunes SSSI,
- Burgh Common and Muckfleet Marshes SSSI,
- Upton Road & Marshes SSSI,
- Decoy Carr, Acle SSSI,
- Damgate Marshes, Acle SSSI,
- Sprat's Water and Marshes, Carlton Colville SSSI,
- Barnby Broad & Marshes SSSI.

The remainder of the catchments predominantly comprise of agricultural arable and grazing marshland, which, despite being undesignated, provides important habitats for the populations of qualifying species associated with the aforementioned internationally and nationally designated sites. These areas outside of the designated site boundaries are termed functional habitats or functionally linked land, which is considered to be critical to, or necessary for, the ecological or behavioural functions in a relevant season of a qualifying feature for which a SAC/SPA/Ramsar site has been designated. For example, non-breeding Bewick's swans are often dependent on agricultural fields outside of the SPA and Ramsar site boundaries within the catchment for foraging.

The principal function of the existing pumping stations and ancillary assets is therefore to maintain prescribed water levels across the multiple internationally and nationally designated nature conservation sites within the catchments in accordance with the existing WLMPs. In short, the pumping stations and ancillary assets are critical to the maintenance of the designated sites and adjoining functional habitats, which together cover the majority of the catchments.

The BIDB and WLYLIDB are required to have regard for the requirements of The Conservation of Habitat and Species Regulations 2017 (as amended) in the exercise of their statutory functions (regulation 9(3)).

These requirements are to achieve Favourable Conservation Status (FCS) of the habitats and species of The Broads SAC and Broadland SPA/Ramsar site, specifically by achieving the conservation objectives to ensure that the integrity of the sites is maintained or restored as appropriate, and to ensure that the sites contribute to achieving the FCS of its qualifying features, by maintaining or restoring:

- The extent and distribution of qualifying natural habitats and habitats of qualifying species.
- The structure and function (including typical species) of qualifying natural habitats.
- The structure and function of the habitats of qualifying species.
- The supporting processes on which qualifying natural habitats and the habitats of qualifying species rely.

The BIDB and WLYLIDB therefore have a statutory obligation to maintain the current pumping system to manage water levels within the internationally designated nature conservation sites and adjoining functional habitats, in accordance with the existing WLMPs.

The BIDB and WLYLIDB has a duty under Section 28G of the Wildlife and Countryside Act 1981 (as amended) and Countryside and Rights of Way Act 2000 to take reasonable steps, consistent with the proper exercise of the authority's functions, to achieve Favourable Condition of the associated underpinning SSSIs and to further the conservation and enhancement of the flora, fauna or geological or physiographical features by reason of which the sites are of special scientific interest. The BIDB and WLYLIDB therefore has a statutory duty to maintain the current pumping system, to manage water levels in the various SSSIs within the catchment, in accordance with the existing WLMPs. These designations contain wetland habitats of international and national importance, including alder carr woodland, open fen, reedbed and grazing marshes which support assemblages of rare plants and invertebrates.

As a Risk Management Authority, the BIDB and WLYLIDB also has a statutory role in managing flood risk for people, homes and businesses in accordance with the Flood and Water Management Act 2010. The existing pumping stations play a critical role in the BIDB's and WLYLIDB's management of flood risk by removing excess flood water from the catchment, thereby protecting local people, homes and businesses.

Under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006, as amended by Section 102 of the Environment Act 2021, the BIDB and WLYLIDB, as a public body, has a duty to conserve and enhance biodiversity when undertaking its statutory functions. The BIDB and WLYLIDB therefore has a statutory duty to maintain the current pumping system which helps to conserve a wide range of terrestrial and freshwater habitats and species of principal importance within the catchment, including coastal floodplain grazing marsh, lowland fens, water voles *Arvicola amphibius* and widespread reptiles including adder *Vipera berus*, common lizard *Zootoca vivipara* and grass snake *Natrix helvetica*.

Without future funding commitments the BIDB and WLYLIDB will not be able to meet its statutory duty to manage water levels within designated, functionally linked and priority habitat and achieve Favourable Conservation Status of the habitats and species of The Broads SAC and Broadland SPA/Ramsar.

Project approach and rational

The BIDB and WLYLIDB are developing Outline Business Case's (OBC) in line with Environment Agency Appraisal Guidance. The OBC has identified the preferred solution which represents the least cost option to fulfil the statutory obligation to manage water levels and flood risk.

The Broadland Futures Initiative (BFI) is a partnership looking at how flood risk management in the Broadlands area will be managed in the future. The BFI is looking to agree a framework for future flood risk management that can better cope with climate change and rising sea levels. The project objectives have been developed to comply with adaptive pathway principles considering climate change, future changes in land management and providing resilience to flood risk. Using the latest technology the replacement pumping stations will have the ability to provide the following benefits;

- enhanced water level management through the use of *Variable Frequency Drives*, allowing the pump to operate over a broad range of flows and achieving a steady upstream water level. This will lead to water quality and biodiversity benefits.
- meet the water management needs of the catchments into the future as climate change occurs by including a 50% increase in duty capacity (based on current predictions on climate change for intense rainfall events).

- Climate adaption and mitigation is achieved through potential to accommodate larger capacity pumps and increased power requirements to adapt to increased frequency overtopping events.
- The control and instrumentation has the capability to adjust water levels providing adaptability for any future changes in WLMPs. This will enable changes in land use such as paludiculture and wetland habitat creation (sustainable agriculture).

All adaptive options being developed by the BFI will require functioning pumping stations to remove excess water from the catchments.

The BFI leadership support the proposed approach that we have taken developing our projects and provide a statement of support which is appended to the OBC submission.

Funding position

The Environment Agency introduced Environmental Statutory Allowance (ESA) funding as part of the current £5.2billion 6-year FCRM capital programme (2021-27).

A guidance document prepared by the Environment Agency (Environmental Statutory Allowance (ESA) Programme Refresh 25/26 Guidance) provides an overview and confirms that funding from the ESA programme is available to Risk Management Authorities (RMAs) to implement schemes:

- to meet statutory requirements under specified environmental legislation to address impacts arising out of previous FCRM assets or actions.
- which are otherwise unaffordable under the partnership funding policy (coupled with available external contributions).
- sustain asset that support protected environmental features.
- to deliver outcomes required under the Habitats Regulations, Sites of Special Scientific Interest (SSSIs), and Water Environment Regulations – (River Basin Management Plan (RBMP) objectives).
- that deliver legal requirements in a sustainable way, taking account of climate change scenario.

To date two projects have received partial funding from ESA, Norton and Raveningham Pumping Station Replacement (total project value £8.6m) and Upper Thurne Integrated

Drainage Improvement project (total project value c. £48.3m, to replace 13 pumping stations and water control structures).

A subsequent OBC for the Lower Waveney achieved assurance, but failed to secure funding approval. The reason given is that the £160m National ESA funding is fully allocated and oversubscribed for the current six-year programme.

The projects are eligible for Flood and Coastal Erosion Risk Management Grant in Aid (FCERM GiA) funding but, in order to mitigate the unavailability of ESA funding our most recent project, submission sought funding for only the design phase. This approach of splitting the design and construction phases of the project allowed FCERM GiA to be used to fund detail design, in order to get designs on the shelf and ready, so that we could progress into construction swiftly at the start of the next programme - when we hope there is a renewed ESA funding pot or other funding mechanism. However due to the uncertainties around future ESA programme funding the Environment Agency did not support this approach and have blocked our projects.

Moderation is a process whereby high priority legally required projects can be assessed and funded before prioritising the main capital programme. The moderation must include evidence and justification as to why the project is a statutory obligation.

We submitted moderation evidence as part of the 2024/25 'programme refresh' and following review by the Environment Agency they determined that the scale of the project exceeded what can be accommodated through moderation and that moderation cannot be used to access ESA funding.

In summary therefore we have now reached a position where the EA have informed us that there is insufficient funding for our pumping station replacement projects and that they will not fund up-front design work because of the uncertainty around future funding for the projects. We are therefore in a position of complete stalemate and are unable to progress our pumping station replacement programme.

Meetings have been held with EA Directors (including Julie Foley) who have informed us that the EA will not support us in speaking to Defra regarding this, because as an arm's length body their job is simply to implement Defra policy, not raise issues with it.

Our Ref: AEC501E/000A/119A

Date: 14/01/2025

Mr Phil Camamile
Chief Executive,
Water Management Alliance,
Pierpoint House,
28 Horsley's Fields
Kings Lynn,
PE30 5DD

Dear Phil,

The Flood & Water Management Act 2010

Acknowledgement of Application: Waveney, Lower Yare and Lothingland Internal Drainage Board.

Lower Waveney Water Level Management Improvements

I refer to your application for funds contributing to the above scheme, totalling £61,325,000, as detailed in:

1. Lower Waveney Water Level Management Improvements Outline Business Case
2. Lower Waveney Water Level Management Improvements FCERM4 (an extension to the previously approved FCERM7)

The assurance process is now complete, and both the Outline Business Case and FCERM4 have been awarded a red assessment rating, meaning they have not been recommended for financial approval.

While I understand that the Outline Business Case submission is seeking 'technical approval' only, this cannot be provided. There is no identified route for securing funds for the completion of the project. Therefore, the project does not satisfy the Accounting Officer test on value for money, affordability, and regularity.

Regarding the FCERM4 submission, which seeks approval for the use of FDGiA to commence design development of the replacement pumping stations, the principal finding from the LPRG assurance review is that it would not be cost-effective to use FDGiA for this purpose, because of the wider funding shortfall.

Additionally, we have consulted with Philip Duffy on the aspects mentioned above, and he has confirmed that we are unable to support the progression of this scheme as presented at the current time.

I appreciate the efforts that have been invested in submitting these documents for approval, and clearly, this is not the outcome that you hoped for. I will contact you again to explore viable next steps and implications should an emergency arise.

Please feel free to contact me if you have any questions.

Yours sincerely.

A handwritten signature in black ink, appearing to read 'Aaron Dixey', with a stylized flourish at the end.

Aaron Dixey
Area Flood Risk Manager
East Anglia (East) Essex, Norfolk and Suffolk

Cc Graham Verrier; Kari Nash; Matthew Philpot

OPERATIONS REPORT

For the period 17th October 2024 – 15 January 2025

1. REVENUE MAINTENANCE WORKS

1.1 Routine maintenance work in gravity catchments

Chickering Beck (DRN282G0101-103 & 105) and Gold Brook (DRN282G0201)

Desilt and vegetation clearance of 1751m of watercourse targeting the areas near Hoxne worst hit by flooding last winter. This included removal of a large silt berm which had built up across the channel at Swan Bridge, which had restricted conveyance through two of the three bridge openings.



Further upstream on the Chickering Beck there was opportunity to undertake de-silting and bank lowering over 400m of the watercourse. In this area, a large section of embankment made from old arisings had prevented flood water from spreading out onto adjacent low-lying fields and diverting it into properties on the left bank. After water vole mitigation, the raised embankment were removed and a targeted desilt undertaken.

Alma Beck (DRN275G0202)

Following on from vegetation clearance through the Maltings in the autumn, 475m of de-silt and vegetation clearance has now been undertaken further downstream.

Stuston Beck (DRN286G0202 & 203)

De-silt and vegetation clearance on the upper reaches of Stuston Beck in Thrandeston on sections totalling 1297m. Natural England consent was gained to

carry out works though Gypsy Meadows on drain 202. Works were brought forward in the programme as there had been recent problems with excessive flooding.



Gazes Drain, Eye (DRN283G0101 & 102)

De-silt and vegetation clearance to 1408m of the watercourse where adjacent properties had come close to flooding last year. Downstream the banks had been badly poached by cattle and the watercourse was completely silted up. A landowner had undertaken some clearance works but a long length still required clearance.



Upcoming maintenance

The next sites to be completed will be Mendham, South Lopham, the Tunbeck at Starston, and Westbrook Green.

- 1.2 **Pumped catchments** continue to be managed on a day-to-day basis by the relevant surveyors and routine drain maintenance works have continued with contractors through the reporting period. WMA officers will be working with surveyors to understand the needs of the catchments and develop mapping of drains, control structures and services to help with the forward management of works and budget planning.

Officers will be supporting surveyors with the delivery of maintenance using WMA framework contractors in the following pumped catchments:

- Barnby – long reach excavator work to continue with clearance of the soke dyke drain
- Limpenhoe – routine drains maintenance
- Burgh Castle – routine drains maintenance
- Belton – Routine drains maintenance

- 1.3 At Wheatacre Pumping Station the outfall flap failed. Whilst the pump was able to continue to operate and overcome the normal tidal head on the River Waveney there was concern that river water could be drawn back through the pump.

Unfortunately, this outfall does not have the facility to isolate the flap and to dam of the outfall channel would require a significant import of clay to site and across the reedbed. A temporary pump arrangement has been put in place and the option of a new outfall pipe or repair is being investigated. We anticipate the best value choice will be to construct a new outfall pipe and look to take opportunity to apply for funding through the next tranche of DEFRA IDB funding.

2. EA FLOOD DEFENCE UPDATE

- 2.1 We continue to work with the EA Broadlands team, particularly to ensure there is an efficient and effective plan for embankment maintenance.
- 2.2 In December we started a programme of channel maintenance work on some of the EA's smaller watercourses. In the Waveney catchments this includes Lake Lothing Landspring, Haddiscoe Landspring, Barsham Beck. Whilst we will be working to the EA's specifications, this puts us in a good place to help inform and develop this channel maintenance programme and we hope to extend the programme to include other EA watercourses.
- 2.3 Officers continue to work with the EA on delivering embankment crest level work. The latest programme for 2025 from the EA includes the following locations for the Waveney and Lower Yare areas.
- Geldeston Meadows – Waveney embankment, working with the Broads Authority to move material
 - Limpenhoe Marshes - downstream of Cantley Sugar Factory lagoons
 - River Chet – various low spots subject to further survey
 - Reedham – Setback flood bank west of Ferry Road, this is to be coordinated to re-use dredged material. May require further build up of dredged material or preparation of existing material in the setback, moving crest level work to 2026.

3. COMPLAINTS/ ENFORCEMENT

- 3.1 No complaints have been received during this period.

4. OTHER MATTERS

4.1 IDB Storm Recovery Fund

Since May officers have been working to provide evidence and costings to support bids for the £75m IDB recovery fund announced by DEFRA. This was initially split into two tranches with Tranche 1 making £25m available for bids for storm recovery, and Tranche 2 making £50m available for asset improvement. All bids had to be made early in the summer and for work deliverable during this financial year.

The following bids were made on behalf of the Waveney, Lower Yare and Lothingland IDB:

	Bid	Value
Tranche 1	Excessive Pumping station electricity	£ 238,267
	Culvert Replacement – Black Gate Farm	£ 59,000
Tranche 2	Telemetry upgrades – WMA wide bid	£ 1,107,313
	Temporary pumps – WMA wide bid	£ 990,916

All these bids have now been approved. The Tranche 2 funding was only confirmed in November and still remained available only for spend up to the 31st March 2025. This puts a significant constraint on deliverability; however, officers have now secured orders for the temporary pumping equipment and for the hardware required to provide telemetry upgrades to all pumping stations.

A further round of IDB funding has now been made announced for the next financial year (Tranche 2B). The window for applications is open until the 31st January and is for capital projects to improve assets and resilience. Officers are working on a number of bids and this will include the cost of installing the telemetry systems.

Ali Bloomfield
OPERATIONS MANGER
January 2025

Tom Hunter
AREA MANAGER

ENVIRONMENTAL REPORT

For the period 16 October 2024 to 15 January 2025

1. INFORMATION FOR THE BOARD

1.1. NATURAL ENGLAND BEAVER MANAGEMENT – CL51 CLASS LICENSE TRAINING

The WMA Environment Team and P&C WLMB officer Gareth Oliver attended the Natural England training session for the CL51 beaver class licence '**Beavers: licence to modify or remove dams, burrows and lodges (CL51)**' on the 19th – 20th November 2024 in the River Stour catchment in Kent. The River Stour IDB have been managing wild beavers in their catchment for the last 20 years. The course discussed some of the challenges of introduction whilst aiming to deliver some practical considerations for beaver management.

The training was organised by ADA and delivered by beaver experts from Natural England, the Environment Agency, Kent Wildlife Trust as well as the River Stour IDB. Participants were able to visit sites occupied by beaver to look at field signs and discuss where the licence should be used.



Upstream of a beaver dam.

A person registered under the CL51 licence can, modify or remove beaver dams, burrows and lodges and possess dead beavers or their body parts. These activities can be carried out at any time of year. Natural England issues the CL51 licence to public bodies, water managers and named others to allow licensable activities to take place to:

- prevent serious damage to livestock, animal feed, crops, growing timber, fisheries or any other property
- preserve public health or safety
- conserve wild animals or plants of conservation concern
- allow you to carry out scientific or educational work

However, to ensure conflict between beaver activity and people is minimised whilst maximising the benefits that beaver can bring to an area, a 5-step approach to beaver management should be implemented whilst considering options for management and the reasoning behind the management option recorded.

Day 1 of the training was held at the Sandwich Bay Bird Observatory Trust (SBBO) in Kent where lecture style sessions were delivered by Natural England and the Environment Agency. These sessions covered;

- Beaver biology, ecology and management
- Identification and interpretation of beaver field signs and management techniques
- CL51 licence information and other legislative requirements
- EA permitting and other legislation

In the afternoon, the Engineer to River Stour IDB provided a talk on beavers within the River Stour IDB catchment area, which included a site visit to have a look at the impacts beavers have and can have on the IDB drainage system.

Day two of the training involved site visits to beaver territories at Stodmarsh National Nature Reserve to see beaver field signs, discuss management techniques and the CL51 licence and at Ham Fen beaver enclosure (one of the few locations in Kent with beaver dams) to discuss dam management and CL51 licence.

A CL51 licence has now been applied for to ensure the IDB team are ready to deal with beaver activity in the future.



Beaver Canal.



Collapsed burrow.



Various tree or sapling cutting for feeding and/or damming activities.

1.3. WLYLIDB STANDARD MAINTENANCE OPERATIONS AUDITS

The Environment Team have undertaken audits on one drain in the WLYLIDB catchment during this period, following the completion of maintenance works. This is to ensure that maintenance on the drains is done to the standard set out by the WLYLIDB's Standard Maintenance Operations Document and ensure compliance.

The drain that was audited was the Eye Drain (DRN283G0102) which was surveyed on 10 December 2024. An audit report has been completed, including an overall maintenance score and recommendations, and issued to the WLYLIDB Engineer Operations Manager.

2. BIODIVERSITY ACTION PLAN - UPDATE

2.1. WLYLIDB BIODIVERSITY ACTION PLAN (BAP) – PROGRESS REVIEW 2024-2025

The Biodiversity Action Plan for the WLYLIDB has been subject to an annual review of progress. Various actions have been undertaken during 2024 by the Board, mostly via the day to day running of the Boards Maintenance and Capital Scheme Delivery programmes. Some actions, however, are delivered via other organisations on behalf of the Board, where they receive funding from the Board to facilitate projects. A summary of the progress made thus far in 2024-25 can be found in: **Appendix A**.

3. PRE-WORKS SITE VISITS DURING THE PERIOD:

Date	Officer	Project / Maintenance/ BAP	Site	Comments
30/10/24	DP, JT	Maintenance	Pulham St Mary & Wortwell	Scoping visit to advise maintenance at Pulham St Mary and Wortwell.
07/11/24	DP, PG	Project	Gillingham public footpath upgrade	Information gathering meeting with Council staff regarding the project and to assess the ecological requirements of the project.
12/11/24	EB, AB, JT	Maintenance	Thrandeston, Diss	Scoping prior to maintenance works undertaken at Thrandeston and Diss to
10/12/24	EB, CH	Maintenance	Eye	SMO audit of the maintenance undertaken along the Eye Drain.

4. ASSENTS/LICENCES GRANTED AND/OR APPLIED FOR DURING THE PERIOD:

Licence / WFD Assessments / Assent / Habitat Regulations Assessment	Applied	Granted
Redenhall WFD – Bank Lowering	18/10/2024	N/A
Westbrook Green WFD – Desilt, bank flail and tree and bush management	15/11/2024	N/A
Thrandeston (non SSSI) WFD – Desilt, bank flail and tree and bush management	25/11/2024	N/A
Thrandeston, Gypsy Camp Meadows SSSI Assessment and WFD - Desilt, bank flail and tree and bush management	27/11/2024	02/12/2024
Mendham WFD – Desilt, bank flail and hand cut and clear	06/12/2024	N/A
Finningham WFD - Desilt, bank flail and tree and bush management	09/12/2024	N/A

5. TRAINING AND MEETINGS ATTENDED:

Date Applied	Meeting / Training Attended	Brief Description
17/10/24	LNRS Mapping Potential Measures for Nature Recovery	Meeting between Environmental Officers and LNRS Officer to discuss the Norfolk and Suffolk LRNS progress and mapping opportunities.
19/11/24 - 20/11/24	Natural England Beaver Training Course	As above.

Date Applied	Meeting / Training Attended	Brief Description
03/12/24	Broads Biodiversity Partnership	Regular meeting between partners to discuss updates and future works within the partnership.

6. NON-COMPLIANCE

Nothing to report.

7. COMPLAINTS

Nothing to report.

CAROLINE LABURN
ENVIRONMENTAL MANAGER
JANUARY 2025

Appendix A: WLYLIDB BAP Progress 2024-25

ACTION		PARTNERS	DATE	2024-25 STATUS	2024-25 PROGRESS
COASTAL AND FLOODPLAIN GRAZING MARSH					
1a	Continue to work in partnership with stakeholders to look for opportunities, to enhance grazing marshes by appropriate water level management practice.	SWT, RSPB, NRT, NE, EA, Landowners	Ongoing	Ongoing	WLYLIDB is a partner with the Suffolk Wader Strategy. This will enable the WLYLIDB to share knowledge and to contribute to habitat enhancement projects that will help meet BAP targets.
1b	Work in partnership with the Suffolk Wader Strategy Group	Suffolk Wader Strategy Group	Ongoing	Ongoing	2 meetings were held by the SWS, both of which were attended by an environment officer.
1c	Where funding opportunities arise, prioritise and undertake a review of WLMPs in WLYLIDB SSSIs over the next 5 year period.	NE	Ongoing	Ongoing	Current WLMP review started with BIDB in September 2023. WLYL IDB members will be encouraged to participate in future meetings.
LOWLAND FENS					
2a	Continue to work in partnership with stakeholders to look for opportunities, to enhance fen habitat by appropriate water level management practice.	RSPB, NE, NWT, Landowners	Ongoing	Ongoing	Environmental Officer attends the Broads Partnership meeting with Broads Authority and partner organisations working in Broadland and provide reports to the BA on IDB projects.
2b	Work in partnerships to implement Fen Restoration within the IDB area whilst undertaking ELMS objectives and Capital projects.	NWT, NE, EA, Landowners	Ongoing	Ongoing	Members of the environment team attended the Fens East Peat Partnership (FEPP) & Natural England series of monthly webinars on lowland peat restoration topics in September and November 2024. Current WLMP review started with BIDB in September 2023. WLYL IDB members will be encouraged to participate in future meetings.
REEDBEDS					
3a	Continue to work in partnership with stakeholders to look for opportunities, to enhance reedbeds by appropriate water level management practice.	RSPB, NE	Ongoing	Ongoing	Environmental Officer attends the Broads Partnership meeting with Broads Authority and partner organisations working in Broadland and provide reports to the BA on IDB projects.

Waveney, Lower Yare and Lothingland IDB BAP

3b	Identify potential sites for habitat restoration and expansion within the IDB area during WLMP and Capital Scheme delivery and consider future management planning on these sites during this process. .	NRT, NE, EA, SRT, SWT, Landowners	Ongoing	Completed	A table was created in 2023 of recorded reedbed locations and extent within the IDD has been created to highlight areas that could be considered if appropriate Capital Schemes are to be delivered.
3c	Enhance and maintain reedbed fringe habitat on the Boards main drains.		Ongoing	Ongoing	Reedbed fringe habitat maintained through compliance with the SMO.
RIVERS, CANALS AND DRAINS					
4a	Work with the planning department to review the boards culverting policy	Planning Department	2024	Completed	A meeting between the planning department and environment team was held during March 2023 to review the boards culverting policy.
4b	Identify opportunities to record species present in watercourses managed by the board	NBIS, SBIS	Ongoing	Ongoing	Two tablets have been purchased for the Environment Team to be used on site to record surveys and species. A shared IDB iRecord app is active and used by IDB officers to record species.
5a	Work in partnership with the EA to report pollution incidents within the IDD	EA	Ongoing	Ongoing	No pollution incidents to report.
6a	The SMO will be produced		2022	Completed	SMO review undertaken in 2023, in line with the enactment of the Environment Act 2021 and endorsed by Natural England.
6b	Ensure compliance with the IDB SMO by auditing on identified number of maintenance works jobs annually, to ensure they are being carried out to an agreed standard across the whole board.		Annually	Ongoing	SMO audits are completed four times a year within the WLYLIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Worlingham was audited in February 2024 SMO Audit 2: Thurlton was audited in February 2024 SMO Audit 3: Earsham was audited in April 2024 SMO Audit 4: Eye was audited in December 2024
BARN OWL AND KESTREL					
7c	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff, Contractors	Ongoing	Ongoing	Habitat maintained to sward height through compliance with the SMO.

BREEDING WADERS					
8a	Attend the Suffolk Wader Strategy Group meetings	Suffolk Wader Strategy Group	Annually	Ongoing	2 meetings were held by the SWS, both of which were attended by an environment officer.
8b	Where funding opportunities arise, prioritise and undertake a review of WLMP in WLYLIDB SSSI's over 5 years.	RSPB, BA, NWT, SWT	Ongoing	Ongoing	Current WLMP review started with BIDD in September 2023. WLYL IDB members will be encouraged to participate in future meetings.
EUROPEAN EEL					
10a	Undertake EDNA water sampling at pumping stations for fish, including Eel (As part of pumping station replacement)	EA	Ongoing	Completed	Eel eDNA surveys were undertaken by the Environment Team during 2024 as part of the Waveney WLMI Project. Five eDNA test kits were undertaken on drains around each of the 8 catchments.
GRASS SNAKE					
11a	Determine the extent and distribution of the existing populations at the Board's pumping stations and on key drains using ESRI maps.	SBIS, NBIS	Ongoing	Completed	A table of locations of grass snakes around WLYLIDB pumping stations has been created, using the records displayed on ESRI maps.
11b	Using the distribution data, develop Hibernacula and egg laying sites at pumping stations or key locations where appropriate.		Ongoing	Ongoing	A meeting about Grass snake feasibility was undertaken between the Environment Team and WMA Eastern Area Manager in June 2024. The Environment team will look to develop Hibernacula and egg laying sites at pumping stations or key locations where appropriate (with landowner permission where required).
FEN RAFT SPIDER					
12a	Survey and monitor for Fen Raft Spiders within the relevant IDB drains	SWT	May - September ongoing	Ongoing	In 2023, the environment team and operatives were provided with Fen Raft Spider training at Carlton Marshes, provided by leading expert Helen Smith. A report on the distribution of Fen Raft Spiders in and beyond Carlton Marshes, has been produced by Dr Helen Smith for the 2023 and previous surveys. Further surveys will be undertaken in 2025.

WATER VOLE					
15a	Continue to contribute funding to the Norfolk Mink Project and SWT for mink control/eradication	WLRE, SWT	Annually	Ongoing	WLYLIDB contributed £2500 toward the WLRT 2024 -2025 for the Mink Eradication Project https://www.waterliferecoverytrust.org.uk/
15b	Continue to work with the WLRE and the Norfolk Mink Project on mink eradication.	WLRE, Norfolk Mink Control Project	Annually	Ongoing	Water Life Recovery Trust steering group meeting attended 3 times per year by Environmental Manager.
17a	Ensure compliance with the IDB SMO by auditing 4 jobs per year jobs, to ensure they are being carried out sensitively and to an agreed standard across the Board.		Annually	Ongoing	SMO audits are completed four times a year within the WLYLIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Worlingham was audited in February 2024 SMO Audit 2: Thurlton was audited in February 2024 SMO Audit 3: Earsham was audited in April 2024 SMO Audit 4: Eye was audited in December 2024
NATIVE BLACK POPLAR					
18a	Liaise with the Suffolk Black Poplar Working Group to identify suitable sites and opportunities for planting Native Black Poplar within the IDB district	NCC, SCC, Suffolk Black Poplar Working Group	Ongoing	Completed	Environment Officer had a meeting with the Suffolk Tree Wardens Network project in March 2024 on Black Poplars to initiate a conversation about identifying suitable sites and opportunities for planting Native Black Poplar within the IDB district. The board are able to contact the Suffolk Tree wardens when ready to do so about receiving some Black Poplars to plant.
NON NATIVE INVASIVE SPECIES					
19a	Establish a partnership with the NBIS and SBIS to receive up to date records of Invasives within the local area.	NBIS, SBIS	Ongoing	Ongoing	Partnerships established and regular updated records received.
19b	Continue to contribute to and work in partnership with the Norfolk Non-Native Species Initiative (E.g. Floating pennywort).	NNNSI	Ongoing	Ongoing	Ongoing work with the Floating Pennywort partnership. Officers attend monthly meetings with the partnership.

Waveney, Lower Yare and Lothingland IDB BAP

19c	Maintain records for all species of concern using the 'iRecord' app.	NNNSI, Staff, Contactors	Ongoing	Ongoing	Two tablets have been purchased for the Environment Team to be used on site to record surveys and species. A shared IDB iRecord app is active and used by IDB officers to record species.
20a	To continue to work in partnership with Mink control/eradication groups	Norfolk Mink Project, WLRE	Ongoing	Ongoing	The Environment team continue to have ongoing work with the Water Life Recovery Trust steering group partnership, attending meetings with the partnership.

SUSTAINABLE DEVELOPMENT REPORT

1. REPORTING PERIOD

This planning report covers the reporting period 8 October 2024 to 14 January 2025.

2. CONSENT APPLICATIONS

There is currently 1 consent application for Land Drainage Consent being processed. The most common types of application are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	0
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	1
Byelaws 10 & 17 (B10/17)– Works within 7 m of a Board's maintained watercourse:	0
Total:	1

There are no applications requiring the Board's consideration within this report.

3. CONSENTS DETERMINED

During this reporting period, the following 10 applications for Land Drainage Consent were determined by Officers, in accordance with their delegated authority.

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
24_27236_C	Section 23, LDA 1991	Reedham Road, Cantley	Replacement/repair works to damaged culvert	Granted
24_27903_C	Section 23, LDA 1991	Howards Common, Belton	Culvert repairs including new headwalls	Granted
24_29241_C	Byelaw 10	Gawdy Hall Estate, Harleston	Tree planting up to the brink of the watercourse	Granted

24_29580_C	Byelaw 10	Wellington Road, Eye	Installation of a discharge pipe and headwall to the watercourse	Granted
24_29581_C	Byelaw 3 Surface Water	Wellington Road, Eye	Discharge of surface water from 2167m ² (10 dwellings)	Granted
24_29726_C 24_29727_C 24_29728_C	Section 23, LDA 1991	Pit Lane, Hoxne	Installation of timber leaky barrier (x3)	Granted
24_30037_C	Byelaw 10	The Street, Starston	Repair to damaged wing wall and parapet fence of bridge	Granted
24_30073_C	Byelaw 10	Waveney Valley Lakes, Wortwell	Stock fencing & gates within 7m of the watercourse	Granted

4. PLANNING COMMENTS

Officers have provided comments on 8 planning applications within or near to the Internal Drainage District. 2 of these applications are for major developments and are summarised below.

Planning Ref.	Parish	Location / Site Name	Description
DC/24/05268	Hoxne	Heckfield Green	Residential Development (40 Dwellings)
06/22/0827/D	Bradwell South	Woodfarm Lane	Residential Development (93 Dwellings)

5. FEES

There has been 1 surface water development contribution fee invoiced and paid during the reporting period, detailed below;

Case ref(s)	Date invoiced	Amount (no VAT)	Date Paid
24_29581_C	18.12.2024	£3,243.86	24.12.2024

CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
JANUARY 2025

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

NOTES	INCOME AND EXPENDITURE ACCOUNT	Y-T-D BUDGET £	Y-T-D ACTUAL £	Y-T-D VARIANCE £	ANNUAL BUDGET £	PROJECTED OUT-TURN £	PROJECTED VARIANCE £
	<u>Income</u>						
	Occupiers Drainage Rates	287,370	287,370	0	287,370	287,370	0
1	Special Levies issued by the Board	500,997	500,997	0	500,997	500,997	0
2	Highland Water Contributions from EA	221,753	289,946	68,193	221,753	289,946	68,193
	Grants Applied	7,854,911	3,387,660	-4,467,251	10,473,215	5,244,694	-5,228,521
	Tranche 1 + 2 Grant Applied	0	287,267	287,267	0	297,267	297,267
3	Income from Rechargeable Works	0	19,570	19,570	0	19,570	19,570
	Investment Interest	0	89,486	89,486	0	3,810	3,810
	Development Contributions	0	0	0	0	11,146	11,146
4	Other Income	242,715	207,046	-35,669	323,476	323,476	0
	Total Income	£9,107,746	£5,069,342	-£4,038,404	£11,806,814	£6,978,276	-£4,828,535
	<u>Less Expenditure</u>						
5	Capital Works	7,854,911	3,387,660	4,467,251	10,473,215	5,244,694	5,228,521
	Tranche 1 + 2 Expenditure	0	49,000	-49,000	0	59,000	-59,000
6	Precept Contributions to EA	94,487	93,569	918	94,487	93,569	918
7	Maintenance Works	613,694	543,268	70,425	1,104,799	1,104,799	0
8	Administration Charges	93,023	91,571	1,451	134,313	134,313	0
3	Cost of Rechargeable Works	0	16,095	-16,095	0	19,570	-19,570
	Total Expenditure	£8,656,115	£4,181,164	£4,474,950	£11,806,814	£6,655,945	£5,150,869
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
	Net Surplus/(Deficit)	£451,633	£888,178	£436,544	£0	£322,331	£322,330

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

BALANCE SHEET AS AT 31-12-2024		OPENING BALANCE £	MOVEMENT THIS YEAR £	CLOSING BALANCE £
Fixed Assets				
9	Pumping Stations	2,717,000	0	2,717,000
		2,717,000	0	2,717,000
Current Assets				
10	Bank Account	670,791	601,681	1,272,472
11	Trade Debtors	176,306	-176,306	0
12	Work in Progress	0	18,834	18,834
13	Term Deposits	3,715,000	-400,000	3,315,000
15	Drainage Ratepayers and Special Levies Due	8,657	26,479	35,136
16	Prepayments	0	0	0
	Prepayments to WMA	9,238	-27,665	-18,427
	VAT Due	381,597	-195,674	185,922
	Grants Due	0	0	0
		4,961,588	-152,651	4,808,937
Less Current Liabilities				
	Trade Creditors	295,003	-203,442	91,562
	Accruals	55,645	-15,819	39,826
	Payments Received In Advance	37,511	-37,295	215
	Loans Due in Less Than One Year	8,583	-5,262	3,321
		396,742	-261,818	134,924
	Net Current Assets	4,564,847	109,167	4,674,013
Less Long Term Liabilities				
21	Pension Liability	0	0	0
	Loan Due in Over One Year	52,388	0	52,388
	Net Assets	£7,229,459	£109,167	£7,338,626
Reserves				
Earmarked				
	General Reserve	102,466	888,178	990,644
17	Grant Reserve	3,424,873	-779,011	2,645,862
	Grant Reserve Tranche 1 + 2	0	0	0
18	Development Reserve	704,338	0	704,338
19	Langley Road & Pump Maint and Repairs Provision	11,668	0	11,668
	Capital Works Accrued Interest Provision	102,745	0	102,745
20	Accrued Interest Provision	166,368	0	166,368
		4,512,459	109,167	4,621,626
Non-Distributable				
	Revaluation Reserve	2,717,000	0	2,717,000
		2,717,000	0	2,717,000
	Total Reserves	£7,229,459	£109,167	£7,338,626

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note Notes to the Accounts

- 1 Special Levies due from constituent Billing Authorities are as follows:

	Y-T-D BUDGET	Y-T-D 2024/25
Breckland District Council	1,081	1,081
Broadland District Council	724	724
East Suffolk Council	32,352	32,352
Great Yarmouth Borough Council	291,131	291,131
Mid Suffolk District Council	21,185	21,185
South Norfolk District Council	154,524	154,524
	500,997	500,997

- 2 The EA Highland Water Claim for 2024/25 is due to be paid by the Environment Agency (EA) to the Board in September, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December). This has been paid in full.

- 3 There have been a small amount of rechargeable works completed in this financial year.

- 4 Other income is made up as follows:

	Y-T-D BUDGET	Y-T-D 2024/25
Shared Income from WMA	242,715	206,913
Sundry Income	0	133
	242,715	207,046

- 5 The gross cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works as managed by the Project Development and Delivery Managers, which can be made available to members on request. The Grants Due/(Unapplied) also correspond with the figures shown on the Balance Sheet.

- 6 The EA Precept due for 2024/25 is payable to the EA on 31 May and the other half is payable to them on 30 November. The Board has no idea where or how this money is spent.

	Y-T-D BUDGET	Y-T-D 2024/25
Contributions Payable to the Environment Agency	94,487	93,569
	94,487	93,569

- 7 Detailed maintenance operations are approved by the Board annually and shown on the Operations map, together with the schedule of maintenance works for each catchment, which can be made available to members on request. Expenditure is analysed as follows:

	Y-T-D BUDGET	Y-T-D 2024/25
Materials	0	1,063
Pump Attendants	27,307	22,552
Electricity	207,906	169,245
Telemetry	0	833
Insurance	22,094	24,342
Contractors	91,885	63,005
Surveyors	12,602	9,782
PWLB Repayment	4,310	836
Direct Works	363,076	300,197
Technical Support Staff Costs	222,583	213,623
Other Technical Support Costs	28,036	26,124
Biodiversity Action Plan Costs	0	3,324
Maintenance Works	613,694	543,268

- 8 (i) Administration charges are detailed below:

	Y-T-D BUDGET	Y-T-D 2024/25
Administration Fee	67,209	62,109
Other Administration Costs	25,813	27,212
Drainage Rates AV Increases/(Decreases)	0	1,228
Settlement Discount	0	1,022
	93,023	91,571

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note Notes to the Accounts

8(ii). Consortium Charges

Expenses

Technical Support Staff (note 7)	222,583	213,623
Other Technical Support (note 7)	28,036	26,124
Administration Staff Costs (note 8i)	67,209	62,109
Other Administration Costs (Note 8i)	25,813	27,212

Shared Income from the WMA (note 4) -242,715 -206,913

Net Consortium Charge **100,926** **133,301**

9 Cost

	Land and Buildings	Pumping Stations	Total
Opening Balance as at 1-4-2024 b/fwd	0	2,717,000	2,717,000
(+) Revaluations	0	0	0
(+) Additions	0	0	0
(-) Disposals	0	0	0
(=) Closing Balance as at 31-12-2024 c/fwd	0	2,717,000	2,717,000

Depreciation

Opening Balance as at 1-4-2024 b/fwd	0	0	0
(+) Depreciation Charge for year	0	0	0
(-) Accumulated Depreciation written out on disposal	0	0	0
(=) Closing Balance as at 31-12-2024 c/fwd	0	0	0

Net Book Value as at 31-3-2024 **0** **2,717,000** **2,717,000**

Net Book Value as at 31-12-2024 **0** **2,717,000** **2,717,000**

- 10 Additional sums are now being invested on the short term money market to maximise the return on the working balances, in accordance with the Board's Investment Policy. The Bank Account is reconciled as follows:

	2023/24	2024/25
Opening Balance as at 1-4-2024 b/fwd	156,202	670,791
(+) Receipts	11,374,457	6,985,489
(-) Payments	-10,859,869	-6,383,807
(=) Closing Balance as at 31-12-2024 c/fwd	670,791	1,272,472

Balance on Statement as at 31-12-2024	669,873	1,272,457
Less: Unpresented payments	0	0
Add: Unpresented receipts	918	15
Closing Balance as at 31-12-2024 c/fwd	670,791	1,272,472

- 11 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	0	0
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days (Highland Water Contribution)	0	0
	0	0

>90 days

Amount	Inv. Date	Originator
0		
0		

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note Notes to the Accounts

12 Work in Progress is currently made up of the following jobs:

Customer	Amount	Comp. Date	Originator
RGA0001 - Gapton Marshes 0302 Repairs	18,834	31/01/2025	A Bloomfield (Ops Manager)
	18,834		

13 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
Nottingham Building Society	500,000	13/11/2024	13/01/2025	4.70%
West Bromwich Building Society	250,000	20/12/2024	20/01/2025	4.57%
Saffron Building Society	250,000	05/08/2024	05/02/2025	4.77%
National Counties Building Society	250,000	13/12/2024	13/02/2025	4.68%
Melton Mowbray Building Society	500,000	03/12/2024	03/03/2025	4.80%
Vernon Building Society	315,000	04/09/2024	04/03/2025	5.00%
National Counties Building Society	250,000	11/12/2024	11/03/2025	4.68%
West Bromwich Building Society	250,000	13/11/2024	13/03/2025	4.56%
Chorley & District Building Society	250,000	27/09/2024	27/03/2025	4.80%
Newcastle Building Society	500,000	11/11/2024	11/04/2025	4.75%
	3,315,000			

14 Special Levies are due to be paid by Constituent Councils in two halves on 1 May and 1 November every year.

15 Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2023/24	2024/25
Arrears b/fwd	1,301	8,657
Drainage Rates for the year	369,850	286,713
Special Levies for the year	233,990	500,440
Payments Received	-618,355	-760,081
Settlement Discount	-1,013	-1,022
Paid Refund	23,491	443
Annual Value Decreases	-5,497	-2,440
Annual Value Increases	4,118	1,778
New Assessments	1,205	674
Irrecoverables and write offs	-2,348	-599
Summons Collection Costs	1,725	0
Special Levy Adjustment	95	557
Drainage Rate Adjustment	95	16
Arrears c/fwd	8,657	35,136

16 There have been no prepayments in the period.

17 Grants Reserve

Movements on the Grants Reserve are made up as follows:

	2024/25
Opening Balance at 1-4-2024	3,424,873
Add: Grant Received	2,608,649
Less: Grant Applied	-3,387,660
Closing Balance as at 31-12-2024	2,645,862

	2023/24	2024/25
SCH02 Norton & Raveningham Water Mgmt Improvement Scheme	13,942	0
SCH03 Lower Waveney WLMI FCERM7 Study	136,552	57,706
SCH04 Norton & Raveningham WMIS	2,270,382	1,565,786
SCH05 Benacre and Kessingland Flood Risk Management Scheme	974,320	998,213
SCH06 Shimpling Natural Flood Management Scheme	29,676	24,156
	3,424,873	2,645,862

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note **Notes to the Accounts**

18 **Development Reserve**

	2023/24	To/(From)	2024/25
Burgh Castle	472,086	0	472,086
Gravitational Level	53,000	0	53,000
Haddiscoe	5,874	0	5,874
Capital Receipt WHAM	173,379	0	173,379
	704,338	0	704,338

19 **Langley Road & Pump Maint and Repairs Provision**

	2023/24	To/(From)	2024/25
Langley Pump Repair Replacement Fund	11,668	0	11,668
Langley Road Maintenance Fund	0	0	0
	11,668	0	11,668

20 **Accrued Interest Provision**

	2023/24	To/(From)	2024/25
Burgh Castle	109,833	0	109,833
Worlingham	9,844	0	9,844
Gravitational Level	45,806	0	45,806
Haddiscoe	256	0	256
Langley Pump Repair Replacement Fund	628	0	628
	166,368	0	166,368

21 The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension asset of £720,000 as at 31 March 2024 that is shared by all 6 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 15 February 2024.

22 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board in February 2021. This policy is available for viewing on the Board's website.

23 The purpose of the Development Reserve is to reduce the impact on drainage rates and special levies from development that takes place in the area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to fund in part improvement works that are necessary because of development.

Related Party Transactions

24 Mr H Thomson-Carrie is the Chairman of the Waveney, Lower Yare and Lothingland IDB. He is due to receive a total of £3,500.00 Chairman's Allowance for the period 01 April 2024-31 March 2025.

Recommended Actions:

1. To approve the Financial Report for the period ending 31-12-2024.

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

WAVENEY, LOWER YARE & LOTHINGLAND INTERNAL DRAINAGE BOARD
ROLLING 5-YEAR INDICATIVE CAPITAL PROGRAMME

[Interactive Google Map Link](#)

SCH NO	PROJECT TITLE	PROBABLE 2024/25	ESTIMATE 2024/25	ESTIMATE 2025/26	ESTIMATE 2026/27	ESTIMATE 2027/28	ESTIMATE 2028/29	ESTIMATE 2029/30
		£	£	£	£	£	£	
5	Benacre and Kessingland Flood Risk Management Scheme (*Note 1)	2,080,290	4,000,000	13,902,203	20,541,974	10,732,077	8,812,564	1,930,892
4	Norton & Raveningham Pumping Station Replacement (*Note 2)	3,043,202	3,676,870	621,029	0	0	0	0
3	Lower Waveney Water Level Management Improvements Phase 1 (*Note 3)	115,202	2,796,345	0	0	1,821,584	6,526,299	22,525,291
6	Shimpling Natural Flood Management	6,000	0	0	0	0	0	0
tbc	Lower Waveney Water Level Management Improvements Phase 2	0	0	0	0	0	0	822,172
7	Culvert replacement - Great Yarmouth (*Note 4)	59,000	0	0	0	0	0	0
GROSS COST OF CAPITAL PROGRAMME		5,303,694	10,473,215	14,523,232	20,541,974	12,553,661	15,338,863	25,278,354
(-) CAPITAL FINANCING (Flood Defence Grant in Aid)								
5	Benacre and Kessingland Flood Risk Management Scheme	2,080,290	2,000,000	5,152,203	8,041,974	3,982,077	8,812,564	1,930,892
4	Norton & Raveningham Pumping Station Replacement	3,043,202	3,676,870	621,029	0	0	0	0
3	Lower Waveney Water Level Management Improvements	115,202	2,796,345	0	0	1,821,584	6,526,299	22,525,291
6	Shimpling Natural Flood Management	6,000	0	0	0	0	0	0
tbc	Lower Waveney Water Level Management Improvements Phase 2	0	0	0	0	0	0	822,172
(-) CAPITAL FINANCING (Tranche 1 + 2)								
7	Culvert replacement - Great Yarmouth	59,000	0	0	0	0	0	0
(-) CAPITAL FINANCING (Suffolk County Council Highways)								
5	Benacre and Kessingland Flood Risk Management Scheme	0	2,000,000	2,000,000	0	0	0	0
(-) CAPITAL FINANCING (Sizewell C)								
5	Benacre and Kessingland Flood Risk Management Scheme	0	0	6,750,000	12,500,000	6,750,000	0	0
(-) CAPITAL FINANCING		5,303,694	10,473,215	14,523,232	20,541,974	12,553,661	15,338,863	25,278,354
(=) NET REVENUE CONTRIBUTION TO CAPITAL OUTLAY		£0	£0	£0	£0	£0	£0	£0

(*) Notes:

1) SCH05 The Benacre project will replace the old EA pumping station with two new pumping stations, and c3km of Embankment set further up the Lothingland Valley creating intertidal habitat. This is funded by the Environment Agency, Suffolk County Council highways (£2m) and Sizewell C (£25m). The aim is to start on site in February 2025.

2) SCH04 The Norton project has replaced 2 old pumping stations with one new pumping station. The project started construction on site in October 2023, the pumps were commissioned in August 2024 and the works are complete in December 2024.

3) SCH03 The Lower Waveney project is assessing 8 pumping station replacements & refurbishments. We submitted the Outline Business Case (OBC) in June 2024 which should have secured funding through Environmental Statutory Allowance - the mechanism for funding legal obligations - however we have been informed this pot has been fully allocated so the Environment Agency can't approve the project.

4) Culvert Replacement - We have secured £59,000 of funding within the £75m Tranche 1 allocation.

K NASH

PROJECT DELIVERY MANAGER

2025-26 Annual Estimate											
Pump Name	Drain Maintenance	Loan Charges	Road Maintenance	PA	Surveyor	Pump Servicing & Maintenance	Electricity	Precept	Admin Chg	Insurance	TOTAL
Askews	£ 3,000	£ 2,215	£ 330	£ 400	£ 1,061	£ 1,785	£ 7,840	£ 1,154	£ 2,084	£ 1,171	£ 21,040
Barsham 1	£ 3,000	£ -	£ -	£ 350	£ 707	£ 1,575	£ 15,000	£ 1,975	£ 1,802	£ 1,171	£ 25,580
Barsham 2	£ -	£ -	£ -	£ -	£ 9	£ -	£ -	£ 26	£ 52	£ -	£ 86
Belton	£ 8,600	£ -	£ -	£ 2,500	£ 1,066	£ 1,575	£ 13,000	£ 1,415	£ 2,403	£ 1,171	£ 31,730
Remainder	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,768	£ 9,948	£ -	£ 12,716
Blundeston	£ 3,000	£ 2,199	£ -	£ 400	£ 1,295	£ 1,575	£ 23,000	£ 422	£ 5,352	£ 1,171	£ 38,414
Burgh Castle	£ 10,000	£ -	£ -	£ 3,581	£ 5,000	£ 2,100	£ 22,000	£ 12,956	£ 19,646	£ 1,171	£ 76,454
Burgh St Peter	£ 3,000	£ -	£ -	£ 1,886	£ 600	£ 1,575	£ 9,000	£ 1,456	£ 3,125	£ 1,171	£ 21,813
Caldecott	£ -	£ -	£ -	£ -	£ -	£ 1,575	£ 6,000	£ 210	£ 2,677	£ 1,171	£ 11,632
Geldeston 1	£ 2,000	£ -	£ -	£ 300	£ 358	£ -	£ -	£ 341	£ 360	£ -	£ 2,086
Geldeston 2	£ 3,000	£ -	£ -	£ 300	£ 358	£ -	£ -	£ 1,754	£ 1,557	£ -	£ 4,639
Geldeston village	£ -	£ -	£ -	£ -	£ 358	£ -	£ -	£ -	£ -	£ -	£ 3,962
Gillingham	£ 7,000	£ -	£ -	£ 1,886	£ -	£ 2,100	£ 9,000	£ 1,589	£ 2,288	£ 1,171	£ 25,034
Haddiscoe	£ 11,500	£ -	£ 3,240	£ 5,045	£ 2,711	£ 2,835	£ 12,000	£ 2,927	£ 6,757	£ 1,171	£ 48,186
Haddiscoe Island	£ 3,500	£ 2,007	£ 6,480	£ 362	£ 993	£ 1,575	£ 7,105	£ 474	£ 1,835	£ -	£ 24,332
St Olaves	£ 20	£ 20	£ -	£ 4	£ 193	£ 210	£ 75	£ 218	£ 382	£ -	£ 1,122
Pettingills Level	£ 2,000	£ 2,408	£ 2,062	£ 434	£ 993	£ 1,575	£ 8,525	£ 568	£ 2,458	£ -	£ 21,024
Fringe Level (Langley Marshes)	£ 1,728	£ -	£ -	£ 1,926	£ 1,104	£ 1,575	£ 11,484	£ 2,080	£ 3,597	£ -	£ 23,495
Langley Double	£ 4,000	£ -	£ -	£ 6,336	£ 786	£ 2,100	£ 20,000	£ 1,765	£ 4,116	£ 1,171	£ 40,274
Langley Monks	£ 4,000	£ -	£ -	£ 2,716	£ 786	£ 2,100	£ 20,000	£ 1,765	£ 4,116	£ 1,171	£ 36,653
Claxton	£ 4,000	£ -	£ -	£ 3,048	£ 786	£ 2,100	£ 20,000	£ 1,765	£ 4,116	£ 1,171	£ 36,986
Claxton Gravitational	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 277	£ 615	£ -	£ 892
Limpdenhoe	£ 8,000	£ -	£ -	£ 1,062	£ 515	£ 1,575	£ 15,000	£ 690	£ 7,254	£ 1,171	£ 35,267
Long Dam	£ 5,000	£ -	£ -	£ 600	£ 358	£ 1,575	£ 19,000	£ 2,161	£ 1,752	£ 1,171	£ 31,617
North Cove	£ 9,000	£ 1,927	£ -	£ 2,511	£ 358	£ 1,575	£ 13,950	£ 819	£ 809	£ 585	£ 31,534
Barnby	£ 3,000	£ 2,356	£ -	£ 3,069	£ 358	£ 1,575	£ 17,050	£ 814	£ 5,755	£ 585	£ 34,562
Norton Level	£ 5,940	£ -	£ -	£ 1,789	£ 478	£ 1,575	£ 10,670	£ 889	£ 1,624	£ -	£ 22,964
Norton Low Level	£ 2,160	£ -	£ -	£ 2,122	£ 552	£ 1,575	£ 12,645	£ 1,042	£ 1,918	£ 1,171	£ 23,184
Raveningham	£ 3,240	£ -	£ -	£ 1,711	£ 400	£ 1,575	£ 10,202	£ 752	£ 1,384	£ 1,171	£ 20,434
Powells Level	£ -	£ -	£ -	£ -	£ 310	£ -	£ -	£ 584	£ 1,075	£ -	£ 1,969
Lower Gravitational	£ 2,000	£ -	£ -	£ -	£ 474	£ -	£ -	£ 891	£ 1,639	£ -	£ 5,004
Upper Gravitational	£ 1,500	£ -	£ -	£ -	£ 1,128	£ -	£ -	£ 2,124	£ 3,915	£ -	£ 8,667
Short Dam	£ 1,200	£ 574	£ -	£ 400	£ -	£ 3,150	£ 2,300	£ 853	£ 639	£ 1,171	£ 10,287
Wheatacre	£ 5,000	£ -	£ -	£ 1,714	£ 500	£ 1,575	£ 10,000	£ 1,620	£ 3,499	£ 1,171	£ 25,080
Worlingham	£ 8,000	£ -	£ -	£ 2,515	£ 2,515	£ 1,575	£ 25,000	£ 2,022	£ 2,258	£ 1,171	£ 45,056
General Level	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,124	£ 4,179	£ -	£ 5,303
Lothingland Level	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 14,613	£ 5,079	£ -	£ 19,692
TOTAL	£ 127,388	£ 13,706	£ 12,112	£ 48,966	£ 27,109	£ 45,255	£ 339,845	£ 68,903	£ 122,065	£ 23,420	£ 828,769

Maintenance Works Gravity Systems	Annual Estimate As Per 5 yr Programme	Drains to be Completed
Bungay - Alma Beck	£ 5,000	DRN275G0201 & 0202
Denham	£ 15,000	DRN282G1201
Thelveton & Dickleburgh	£ 8,000	DRN288G0101/02/03/04
Earsham	£ 8,000	None
Ellingham	£ -	None
Eye	£ 2,000	None
Finningham	£ 7,500	DRN285G0101/02 & DRN285G0202
Fressingfield		DRN281G0101-04
Mendham		DRN280G0101-07
Shelfanger Winfarthing & Debenham	£ 7,200	DRN290G0102/03/04 & 06
South Lopham	£ 5,000	DRN287G0101/02
Stuston	£ 7,000	None
Thorndon	£ 4,000	None
Tunbeck	£ 1,000	DRN278G0101/02/03/04 & 10
Woodton - Bedingham Beck	£ 5,000	DRN266G0101 & 102
Wortwell		DRN279G0101 & 102
Precept	£ 27,473	
Admin Charges	£ 34,280	
	£ 136,453	

ESTIMATES 2025/26: EXECUTIVE SUMMARY

The Board is asked to approve the following increases for Drainage Rates and Special Levies, with effect from 01 April 2025:

1. Main Pumped Area	6.45%
2. Other Pumped Area	30.45%
3. Gravity Area	1.61%
4. Lothingland Area	3.57%

1. It is recommended to increase rates for Agricultural Drainage Rates and Special Levies by 6.45% in the Main Pumped Area (£39,041.71), 30.45% in the Other Pumped Area (£5,704.83), 1.61% in the Gravity Area (£2,341.11) and 3.57% in the Lothingland Area (£678.21) to present a balanced budget for 2025/26.
2. The Board has previously been financing a significant and increasing proportion of its day to day operating expenditure from reserves, which is not sustainable. The General Reserve had been reduced to £102,466 at 31 March 2024, and is forecast to be £367,193 at 31 March 2025. This is due to the successful application for a one off contribution of Tranche 1 funding towards excess pumping costs incurred in 2023/24 due to Storm Babet.
3. There will be a transfer of all positive balances (net of any remaining negative balances) as at 31 March 2025 into a capital reserve, which will remain earmarked for use in those former sub-districts when the necessary improvements need to be made to the drainage infrastructure.
4. The Environment Agency (EA) have also advised that there is likely to be a shortfall in future Highland Water Contributions. At present, the value of the potential shortfall is unknown, but will significantly impact future increases for both Special Levy paying councils and Agricultural Drainage ratepayers.

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

WAVENEY LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD
SUMMARY OF ESTIMATES 2025-26

<u>ESTIMATES</u>	2024/25 £	2025/26 £
Precept	94,487	96,376
Pumping Stations	411,224	408,520
Dyke Work	198,479	202,088
Road Maintenance	12,112	12,112
Pump Attendant	49,743	48,966
Loan Charges	14,280	13,706
Consortium Charges	144,296	156,344
Surveyors Fees	<u>27,469</u>	<u>27,109</u>
Costed Maintenance Programme	952,090	965,222
*Deficit Recovery Payment	<u>58,030</u>	<u>91,216</u>
	1,010,120	1,056,438
Estimated EA Contribution	-221,753	-220,306
Net Estimated Expenditure	<u>788,367</u>	<u>836,132</u>
Estimated Income	0	0
Special Levies	500,997	531,603
Drainage Rates	287,370	304,529
Net Operating Surplus/(Deficit) for the Year	<u>0</u>	<u>0</u>

*The deficit recovery payment relates to the 11 sub districts that are estimated to have negative reserve levels as at 31 March 2025. Each of the former 36 sub districts will have the balance of its general reserve earmarked at the end of the financial year, which will be transferred into the development reserve. Any negative balances at this date would be rated for in the 2025/26 period to offset this deficit so the general reserve balance is nil at 31 March 2025.

Waveney, Lower Yare & Lothingland IDB
Calculation of Drainage Rates and Special Levies for 2025/26
Option 3: Proposed Differential Rating Order (4 Sub Districts)

		Recommended % Increase	Value of Increase £
Main pumped area:	£0.548	6.45%	£39,041.71
Other pumped area:	£0.076	30.45%	£5,704.83
Gravity area:	£0.149	1.61%	£2,341.11
Lothingland area:	£0.212	3.57%	£678.21

ID	Sub District Name	Pumped/ Gravity	Ag Area (Ha)	Ag AVs (£)	Bill.Auth.ty	Sply (% age)	Sply AVs (£)	Total AVs (£)	Est. Bal.s B/Fwd (£) on 01/04/2025	Net Exp (£) 2025/26	(+/-) Reserves (£) 2025/26	Rates & Levies (£) 2025/26	Est. Bal.s C/Fwd (£) at 31/03/2026	Rate in the £ 2024/25	Rate in the £ 2025/26	Increase (%) 2025/26	Dr.Rates Total (£)	Sply Total (£)	BreckDC	MSDC	ESC	SNDC	BroadDC	GYBC	
Main pumped area (IDB operated pumps):																									
05	Barsham 1 Level	Pumped	203.741	15,525	ESC	43.06%	11,765	27,290	21,651	16,663	0	16,663	21,651	0.515	0.548	6.45%	8,514.67	6,452.52			6,452.52				
06	Barsham 2 Level	Pumped (to be)	7.974	197		0.00%	0	197	258	82	0	82	258	0.515	0.548	6.45%	108.04								
08	Gillingham Level	Pumped	175.869	12,137	SNDC	79.12%	46,803	58,940	21,598	14,453	0	14,453	21,598	0.515	0.548	6.45%	6,656.52	25,669.09				25,669.09			
09	Worlingham Level	Pumped	297.047	15,317	ESC	11.11%	1,916	17,233	142,422	27,129	0	27,129	142,422	0.515	0.548	6.45%	8,400.59	1,050.74			1,050.74				
10	North Cove Level	Pumped	97.648	6,363	ESC	25.19%	4,189	10,552	-11,872	17,625	-11,872	29,497	0	0.515	0.548	6.45%	3,489.78	2,297.27			2,297.27				
11	Long Dam Level	Pumped	228.453	16,719	ESC	0.50%	84	16,803	7,778	18,777	0	18,777	7,778	0.515	0.548	6.45%	9,169.52	46.07			46.07				
12	Short Dam Level	Pumped	78.410	6,540		0.00%	0	6,540	709	7,752	0	7,752	709	0.515	0.548	6.45%	3,586.86								
13	Barnby Level	Pumped	508.969	28,693	ESC	0.33%	60	28,753	15,451	23,337	0	23,337	15,451	0.515	0.548	6.45%	15,736.64	32.92			32.92				
14	Blundeston Level	Pumped	226.312	14,165		0.00%	0	14,165	4,896	19,396	0	19,396	4,896	0.515	0.548	6.45%	7,768.78								
16	Caldecott Level	Pumped	97.029	4,972		0.00%	0	4,972	6,075	7,994	0	7,994	6,075	0.515	0.548	6.45%	2,726.89								
17	Belton Level	Pumped	58.006	1,501	GYBC	95.26%	30,196	31,697	47,827	15,348	0	15,348	47,827	0.515	0.548	6.45%	823.22	16,561.12					16,561.12		
18	Burgh St Peter Level	Pumped	413.365	26,769		0.00%	0	26,769	3,582	21,813	0	21,813	3,582	0.515	0.548	6.45%	14,681.43								
19	Wheatacre Level	Pumped	348.761	29,195	SNDC	1.52%	451	29,646	558	19,135	0	19,135	558	0.515	0.548	6.45%	16,011.97	247.33				247.33			
20	Haddiscoe Level	Pumped	725.622	54,063	SNDC	26.83%	19,827	73,890	40,337	33,671	0	33,671	40,337	0.515	0.548	6.45%	29,650.79	10,874.01				10,874.01			
21	St Olaves Level	Pumped	0.000	0	SNDC	100.00%	1,063	1,063	99	1,122	0	1,122	99	0.515	0.548	6.45%	0.00	582.74				582.74			
22	Askews Level	Pumped	239.239	15,087	SNDC	7.37%	1,200	16,287	-11,000	21,040	-11,000	32,040	0	0.515	0.548	6.45%	8,274.45	658.20				658.20			
23	Island Level	Pumped	198.948	13,730	SNDC	2.33%	328	14,058	-13,535	24,332	-13,535	37,867	0	0.515	0.548	6.45%	7,530.20	179.62				179.62			
24	Pettingills Level	Pumped	290.630	16,477		0.00%	0	16,477	-16,609	21,024	-16,609	37,633	0	0.515	0.548	6.45%	9,036.79								
25	Fringe Level	Pumped	12.700	4,752	SNDC	85.25%	27,305	32,057	-944	19,833	-944	20,777	0	0.515	0.548	6.45%	2,606.23	14,975.55				14,975.55			
27	Raveningham Level	Pumped	260.938	15,598	SNDC	0.33%	52	15,650	-7,274	16,933	-7,274	24,207	0	0.515	0.548	6.45%	8,554.71	28.32				28.32			
28	Norton Low Level	Pumped	297.114	20,706	SNDC	1.58%	342	21,048	-6,435	19,243	-6,435	25,678	0	0.515	0.548	6.45%	11,356.18	187.55				187.55			
29	Norton Level	Pumped	294.920	15,633	SNDC	18.87%	3,475	19,108	6,280	18,624	0	18,624	6,280	0.515	0.548	6.45%	8,573.90	1,905.61				1,905.61			
32	Limpenhoe Level	Pumped	308.220	19,597	BroadDC	6.69%	1,405	21,002	-11,977	29,192	-11,977	41,168	0	0.515	0.548	6.45%	10,747.95	770.36					770.36		
33	Langley Pumped Level	Pumped	994.802	72,762	SNDC	29.50%	30,233	102,995	-7,120	78,444	-7,120	85,564	0	0.515	0.548	6.45%	39,906.24	16,581.51				16,581.51			
35	Burgh Castle Level	Pumped	528.208	33,858	GYBC	94.02%	534,245	568,103	864,265	64,859	0	64,859	864,265	0.515	0.548	6.45%	18,569	293,006						293,006	
			6,892.925	£460,356				£714,938	£1,175,294	£1,097,018	£557,822	-£86,766	£644,589	£1,183,785				£252,481.73	£392,106.87	£0.00	£0.00	£9,879.52	£71,889.53	£770.36	£309,567.46
Other pumped area (privately operated pumps):																									
07	Remainder Level	Pvte Pumped	305.711	21,565.00	ESC	69.30%	195,518.02	282,255.58	12,017	12,716	0	12,716	12,017	0.058	0.076	30.45%	1,639.76	19,822.34			14,866.76	4,955.58			
					SNDC	23.10%	65,172.56							0.058	0.076	30.45%									
15	General Level	Pvte Pumped	533.995	19,644.00	ESC	7.05%	1,899.76	26,928.38	-3,378	5,303	-3,378	8,682	0	0.058	0.076	30.45%	1,493.69	553.88			144.45			409.43	
					GYBC	19.99%	5,384.62							0.058	0.076	30.45%									
26	Powells Level	Pvte Pumped	137.552	11,868.00	SNDC	2.78%	338.39	12,206.39	-1,072	1,969	-1,072	3,040	0	0.058	0.076	30.45%	902.42	25.73				25.73			
			977.258	£53,077				£268,313	£321,390	£7,567	£19,988	-£4,450	£24,438	£12,017				£4,035.87	£20,401.95	£0.00	£0.00	£15,011.21	£4,981.31	£0.00	£409.43
Gravity:																									
01	Waveney Valley	Gravity	4,420.183	236,944	BreckDC	0.82%	7,382	899,428	75,677	123,121	0	123,121	75,677	0.146	0.149	1.61%	35,257.07	98,577.04	1,098.44	21,526.48	1,018.01	74,934.11			
					MSDC	16.08%	144,668							0.146	0.149	1.61%									
					ESC	0.76%	6,842							0.146	0.149	1.61%									
					SNDC	55.97%	503,592							0.146	0.149	1.61%									
02	Geldeston 1 Level	Gravity	166.086	12,008	SNDC	39.62%	1,731	13,739	16,281	1,350	0	1,350	16,281	0.146	0.149	1.61%	1,786.78	257.53				257.53			
03	Geldeston 2 Level	Gravity	68.359	4,165	SNDC	15.22%	2,426	6,591	2,254	4,830	0	4,830	2,254	0.146	0.149	1.61%	619.75	361.03				361.03			
04	Geldeston Village Level	Gravity	0.142	0	SNDC	100.00%	3,962	3,962	4,315	3,550	0	3,550	4,315	0.146	0.149	1.61%	0.00	589.51				589.51			
30	Lower Gravitation Level	Gravity	32.472	1,304	SNDC	93.18%	17,288	18,592	33,959	5,004	0	5,004	33,959	0.146	0.149	1.61%	194.03	2,572.46				2,572.46			
31	Upper Gravitation Level	Gravity	103.714	5,647	SNDC	87.49%	38,690	44,337	33,959	8,667	0	8,667	33,959	0.146	0.149	1.61%	840.27	5,757.07				5,757.07			
34	Claxton Gravitation Level	Gravity	104.419	3,762	SNDC	6.81%	274	4,036	33,559	892	0	892	33,559	0.146	0.149	1.61%	559.78	40.78				40.78			
			4,895.375	£263,830				£726,855	£990,685	£200,004	£147,413	£0	£147,413	£200,004				£39,257.68	£108,155.42	£1,098.44	£21,526.48	£1,018.01	£84,512.49	£0.00	£0.00
36	Lothingland Level	Gravity	651.900	£41,237	ESC	55.54%	£51,527	£92,764	£12,352	£19,692	£0	£19,692	£12,352	0.205	0.212	3.57%	£8,753.91	£10,938.30			£10,938.30				
			13,417.458	£818,500				£1,761,633	£2,580,133	£1,316,941	£744,916	-£91,216	£836,132	£1,408,157				£304,529.19	£531,602.54	£1,098.44	£21,526.48	£36,847.04	£161,383.33	£770.36	£309,976.89

S JEFFREY
CHIEF FINANCIAL OFFICER
28/01/2025

WAVENEY, LOWER LARE & LOTHINGLAND INTERNAL DRAINAGE BOARD OBJECTIVES FOR 2024/25

Objective

1. To ensure total expenditure does not exceed the expenditure budget for 2024/25 and present a balanced budget within the next 3 years.

Comment

The Board presented a balanced budget in 2024/25 and is projected to achieve a surplus of £322,331 at year end. This surplus is due to the successful application for Tranche 1 funding. The Board received £238k as part of this funding as a one-off contribution towards the excess pumping costs incurred in 2023/24 due to Storm Babet. Highland Water Contributions received were £68k more than originally estimated due to increased costs within this period.

The Environment Agency (EA) have also advised that there is likely to be a shortfall in future Highland Water Contributions. At present, the value of the potential shortfall is unknown, but will significantly impact future increases for both Special Levy paying councils and Agricultural Drainage ratepayers.

Surface Water Development Contributions of £11,146 have been received and will be transferred to the applicable sub-district development reserve at year end.

The detailed projected income and expenditure for the financial year are shown within the 2025/26 estimates.

Objective

2. To ensure that the Board receives as much Capital FDGiA from the Environment Agency (EA) and financial contributions from third parties as possible, and, ensure that the capital programme is delivered, as planned.

Comment

Officers have worked hard to ensure this objective is achieved. Tangible evidence of this is the obtaining of circa £300k of Tranche funding for work previously due to come from board reserves.

The capital programme also includes the Benacre Project for which officers successfully received £25m from the Sizewell towards its implementation.

As the board is aware the current challenges around ESA funding remain an issue for pumping station design and delivery, but we are working to directly lobby DEFRA around finding a resolution to these issues.

Objective

3. Continue to ensure that the Environment Agency's annual precept charge on the Board is fair and is spent on work that benefits the Internal Drainage District. In the Gravity districts, aim to get the EA to invest this money primarily in the extensive 'low consequence' main river network that the Board's watercourses discharge into.

Comment

The annual precept charge remains a challenging area for the board to understand exactly where it is spent.

We continue to work with the EA on the precept charge but have had all of the 2024-2025 precept money used to fund the Starston Project, in the boards Gravity area, which is being designed and delivered through the board in 2025-2026.

We will however formally write to the new EA Area Manager, on their appointment, re-stating our requests to understand where this money is spent.

Objective

4. Ensure that the height and structural integrity of the flood defences bordering the IDBs districts and any critical structures, are properly monitored and reported by the Environment Agency to the IDB. Put pressure on the EA to deliver any required topping up of floodbanks that is required or seek that they provide temporary measures in the interim. Offer support through the PSCA to undertake this work.

Comment

Officers have delivered £356k of work across Broadland topping up defences and a further £130k undertaking grass cutting of defences, all under PSCA. A programme of work for 2025-2026 is also in development and a number of these locations are in the Broads Board Area.

All of these examples represent a closer working relationship with the EA'S Broadland team, which is allowing us to report issues and agree work to be carried out.

We will continue to build on this relationship such that we can ensure our concerns are acted on and that we can act as their delivery body of choice for works in the district.

Objective

5. To start building support locally for extending the Board's Drainage District to the watershed catchment boundary, should Highland Water Contributions reduce or no longer be paid by the EA for managing surface water entering the Drainage District from the Upland Catchment.

Comment

This year has seen the Chief Executive work with DEFRA and ADA on a draft statutory instrument which will allow rating of land to be undertaken through an agreed rating process and calculation, which is essential if IDBs can ever extend their districts, and is what has stopped district expansion to date.

In April 2024 Defra sought views on the content of a draft statutory instrument, which will enable implementation in England of sections 94 to 97 of the [Environment Act 2021](#) that amend and insert various provisions in the [Land Drainage Act 1991](#). The draft SI was entitled: [The English Drainage Boards \(Alternative Valuation Calculation\) Regulations 2024](#). This ran to Friday 19th April 2024, with 40 responses being received, all bar one of which (from the Environment Agency) were positive and

in support. We now expect the statutory instrument to be laid before parliament, although a date has not been confirmed for this at time of writing.

Objective

6. To ensure that the Board's Top 40 ratepayers are registered to use DRS Online and increase the value of drainage rates that are managed through DRS Online to 60%.

Comment

Achieved. 45% of the Board's Top 40 ratepayers have signed up to use DRS Online. 92% of the drainage rates are collected through BACS, Direct Debit and DRS Online.

Objective

7. To monitor the WMA group's performance in reducing carbon emissions to ensure that targets set out in the Carbon Management Plan are delivered and met.

Comment

The WLYLIDB continue to work toward achieving their part of the annual reporting and carbon management plan. The objectives are reviewed quarterly, with a number of initiatives being investigated in more detail through the various teams.

WAVENEY, LOWER LARE & LOTHINGLAND INTERNAL DRAINAGE BOARD DRAFT OBJECTIVES FOR 2025/26

A dashboard to monitor progress has been developed and will be brought to each board meeting as a standard agenda item.

Aim 1	Prove ourselves to be a progressive, environmentally aware and delivery-based IDB, through having a strong identity as a highly competent water management organisation.
Objective 1	<i>Promote the Boards activities, engaging with partners and working with the other boards of the WMA to implement best practice.</i>
Actions against objective (2025-26)	<ul style="list-style-type: none"> • Area Manager and ops managers to work with the WMA Communications officer to publicise the boards work and project news on social media and through press releases. Ensure staff are on LinkedIn to also widen reach of posts. • When appropriate Area Manager, Projects Manager and Ops managers are to work with the WMA Communications officer to produce videos highlighting works undertaken in the boards area. • When appropriate Area Manager and ops managers are to work with the WMA Communications officer to write and submit papers to relevant technical journals on the work undertaken in the boards district • When appropriate Area Manager and ops managers are to work with the WMA Communications officer to enter awards from membership organisations on work undertaken in the boards district • Where appropriate increase projects being undertaken for a diverse range of partners across the boards area • Identify if Local Planning Authorities in the boards area have not received training events / talks regarding the Boards adopted Planning and Byelaw Strategy since April 2020. Write to the head of planning for all of these councils offering this training. Publicise this in the board reports. • Environment Team to review and publish an updated SMO document and to give training on this to all of the boards operational staff. • Work with the WMA Carbon Team to identify board related carbon management activities that will contribute to the WMAs group wide carbon management plan • Develop a spreadsheet showing electricity use, unit costs and standing charges, per pumping station.

Aim 2	Ensure that the board is seen as an important partner organisation to other Risk Management Authorities.
Objective 2	<i>Work with RMAs in and around our districts to solve local water management issues. This will include design and/or delivery of solutions, proactively finding solutions to problems in the district and prioritising work amongst RMAs.</i>
Actions against objective (2025-26)	<ul style="list-style-type: none"> • Engage with relevant Section 19 reports produced within the Board's Internal Drainage District and design solutions where appropriate • Undertake in house training for all senior SDO's and partnership project engineers to ensure they understand the Board's Powers and Permitted Development Rights, to assist WMA teams in scoping projects and winning contracts. • Keep detailed records of all permitted development projects in the boards area, such that reasoned arguments can be had with planning authorities if required. • Work with the process developed by the WMA compliance team, to design solutions to water management issues in the boards area • Proactively maintain a list of any areas where future projects could be implemented that would benefit the boards area. Have a minimum of 5 (designed) solutions to local water management issues such that when the time comes, grants can be applied for. • Maintain a list of a minimum of 5 (designed) solutions to local water management issues such that when the time comes, grants can be applied for. • Deliver a 10% increase in recharge work for partner RMAs relative to the previous year. • Ensure PSCA agreements are in place with all other RMAs within the boards district.

Aim 3	Deliver safe effective, consistent and efficient routine maintenance operations.
Objective 3	<i>Deliver routine maintenance operations on time and to budget, in line with the programme of works. Ensure the boards bylaws are upheld and utilise data systems to drive efficiencies in our maintenance operations, always ensuring works are undertaken in accordance with environmental standards.</i>
Actions against Objective (2025-26)	<ul style="list-style-type: none"> • Develop a 3-5 year programme of work using the WMA agreed template, which accurately maps out resources, costs and timings. • Critically evaluate monthly financial figures to ensure effective time and plant recording is being achieved. • Publish the annual maintenance programme by December of each year for the coming financial year. • Review the plant held by the board and identify any pieces which have low utilisation. • Ensure any H&S recommendations from across the WMA group are implemented. Ensure all SSOW are in place at all times. • Ensure all environmental surveys and permits for the board are completed on time. • Training to be delivered to operations manager and key board staff on class licence interpretation for water vole, badgers, snails and beavers • Ensure a minimum of 3 audits per year are undertaken on the boards maintenance activities, covering contractors and in house staff, to ensure compliance with the SMO and to gather learning. Ensure these are shared with the Ops manager and Area Manager and COO and reported to the board. • Review arterial watercourse network maps for any watercourses that we do not undertake maintenance on or wish to regulate and look for de-mainment opportunities. • Use enforcement flowchart and policy to act on unauthorised works adjacent to arterial watercourses within prescribed timescales. Report enforcement cases to each Board.

Aim 4	Have a well-functioning drainage network, with reliable assets that collectively work together to provide effective drainage.
Objective 4	<i>Regularly inspect the boards assets to inform and update capital and revenue replacement and repair programmes and monitor and react to all development that could compromise our boards area</i>
Actions against objective (2025-26)	<ul style="list-style-type: none"> Have a 6-year capital replacement programme, linked to maintenance records, in place at all times
	<ul style="list-style-type: none"> Have robust annual (minimum) service plans in place for all mechanical assets.
	<ul style="list-style-type: none"> Review and where required develop redundancy plans for all mechanical assets in the boards area
	<ul style="list-style-type: none"> Review mechanical and electrical assets in stock, or have plans for obtaining key elements, such that de-minims downtimes can be achieved.
	<ul style="list-style-type: none"> Work with the Environment Agency to report any critical structures and flood defences bordering the IDBs districts where their condition is deemed inadequate. Continue to work with the EA to undertake this work on their behalf under PSCA.
	<ul style="list-style-type: none"> Produce a register (including map layer) of land owned and registered to the Board.
	<ul style="list-style-type: none"> Produce a register (including map layer) of tenancy agreements for the Board.
	<ul style="list-style-type: none"> Produce an inspection programme of Board owned assets and landholdings.
	<ul style="list-style-type: none"> Collate a collective list of projects which would improve the boards network and keep this up to date at all times.

Aim 5	Operate in a cost-effective way for rate payers, leveeing justifiable and proportionate drainage & consortium rates.
Objective 5	<i>Continue to work towards a balanced budget by the end of 27-28, through implementing a sustainably affordable business model.</i>
Actions against objective (2025-26)	<ul style="list-style-type: none"> • Undertake an annual review of sub-contractor use, costs and quality. Review this in detail to review where work could be brought in house or should continue to be subcontracted to get best value. • Utilise rechargeable elements of work to minimise consortium charges. • Undertake a review of the income and actions required to create a balanced budget by the end of 27-28 • Utilise the existing charging policy to charge for additional water as result of development. Report to the Board with monies received. • Produce an annual report on recharge work carried out each year, reviewing surplus and diversity of work undertaken. • Ensure all recharge works are completed without a deficit.

Waveney, Lower Yare & Lothingland IDB Risk Register

As a Risk Management Authority the Waveney, Lower Yare & Lothingland Internal Drainage Board are required to have a risk register in order to systematically identify, assess and manage any potential risks to our business. It will also be used to ensure accountability, compliance with regulations, and the effective use of resources to safeguard public interests. The risk Register is a live document and should be reviewed regularly.

With regard to the Risk Register below;

- A Consequence of 3 relates to repercussions which would have a serious effect on the operation/service delivery, which may result in major financial loss (over £100,000) and/or major service disruption (+5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- A Consequence of 2 relates to repercussions which would have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Would cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- A Consequence of 1 relates to repercussions which would not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.
- A Likelihood of 1 relates to an unlikely, outside risk of occurrence.
- A likelihood of 2 relates to this being a foreseeably realistic risk, which could happen infrequently.
- A likelihood of 3 relates to this being a high likelihood of occurrence.

Using the risk matrix shown below a risk rating score is determined, which enables risks to be prioritised using one or more of the “four T’s”

THIS IS AN EXTRACT FROM THE FULL RISK REGISTER SHOWING RISKS WITH A SCORE OF 6 OR MORE. THE FULL RISK REGISTER IS BROUGHT TO THE BOARD AT THE FIRST MEETING OF THE FINANCIAL YEAR ONLY.

- **Tolerate - score 1-2 - Accept the risk**
- **Treat - score 3–4 - Take cost effective in-house actions to reduce the risk**
- **Transfer – score 6 - Dedicate major resources to managing the risk. If possible transfer the risk to someone else (e.g: by insurance or passing responsibility for the risk to another)**
- **Terminate – score 9 - Agree that the risk is too high and do not proceed with the project or activity**

Likelihood (1 – 3)	Consequence (1-3)		
	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Officers Responsible for actions:

PC - Phil Camamile, Chief Executive: MP - Chief Operating Officer & Deputy CEO: SJ - Sallyanne Jeffrey, Chief Financial Officer:
 KN - Kari Nash, Project Delivery Manager: TH - Tom Hunter, Area Manager: AB – Ali Bloomfield, Operations Manager:
 CL - Caroline Laburn, Environmental Manager: CB - Cathryn Brady, Sustainable Development Manager

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
(1) To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD).	(1a) Reduction in, or insufficient finance, grant and income.	Erosion of Board's capital and general reserves. Unable to replace assets as scheduled in the Board's asset plan and EA MTP.	2	3	6	Transfer	<p>Use knowledge and skills of the projects team to fully utilize all funding streams available to projects, thus transferring the risk across a more diverse funding landscape.</p> <p>Undertake recharge works to build board reserves.</p> <p>Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). The Environment Act 2021 has been enacted, and the Statutory Instrument to update rating calculations has also been consulted on. We now wait for the relevant procedure to be followed for the law to be updated, after which further processes can commence.</p>	31.03.2025	PC/MP/KN
	(1b) EA may cease to pay highland water contribution to IDBs	Reduction in FCREM service the Board is able to provide.	2	3	6	Transfer	<p>Ensure highland water claims are clear, transparent, discussed with the EA in good time and submitted on time.</p> <p>Ensure the importance of the HWC is recognized and supported by the EA, RFCC and constituent councils.</p> <p>Continue with the district</p>	31.03.2025	SJ/MP

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
							expansion plans such that HWC would no longer be needed.		
	(1p) The increasing number of water management initiatives being developed and promoted across the region could lead to a duplication of effort and emerging strategies which have conflicting objectives that could adversely impact on the Board's operations and/or increase flood risk.	Increase pressure on management time as the Board attempts to keep a handle on the growing number of plans and initiatives in the catchment.	2	3	6	Transfer	<p>IDB consenting team to receive training on the possible impacts of water level management schemes.</p> <p>Management to carefully assess whether or not to directly engage with each water management initiative being developed by other RMAs in the catchment, could adversely impact on the Board's operations and/or increase flood risk.</p>	31.03.2025	CB
	(1q) HMRC have confirmed via Excise Notice 75, that as of 1 April 2022, IDBs can continue to use red diesel for works benefitting agriculture. It is highly likely that this is a temporary decision and that at some point in the future, the use of rebated fuel will not be possible for IDB works.	An annual fuel increase in cost of approximately £70,000, meaning an increase of 3% in drainage rates and special levies.	2	3	6	Transfer	Continue to support lobbying through ADA for the law not to be widened out to IDBs.	31.03.2025	TH/MP

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	(1r) Significant increases in wages, fuel and energy costs and difficulty of passing on the associated increases to drainage ratepayers and councils.	Cuts to service delivery would have to be made which could significantly increase flood risk.	2	3	6	Transfer	<p>Additional costs passed on in rates and special levies with effect from 1 April 2022.</p> <p>Assess where cuts could be made without increasing flood risk to an unacceptable level.</p> <p>Support the Council and ADA in actively lobbying Central Government for funding support due to concerns of rising special levies.</p>	31.03.2025	SJ/TH
	(1v) Potential liability for certain bridges and culverts in the district.	If the Board is found to have some operational responsibility, this could have a significant financial impact as well as associated health and safety/ public liability concerns.	2	3	6	Transfer	<p>The Board's position is that all bridges and culverts carrying public highways are the responsibility of the relevant Highway Authority. All bridges and culverts that carry unadopted highways/private access routes are the responsibility of the riparian landowner.</p> <p>WMA staff to undertake a task & Finish activity search of archives to understand situations where the IDB may have explicitly taken responsibility for certain culverts/bridges in the district. This can then be used to ring fence funds for managing these assets as required.</p>	31.03.2025	CB
(3) To enable and facilitate land use for residential, commercial, recreational, and environmental purposes by guiding and regulating activities, which have	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.	<p>Increased flood risk.</p> <p>Potential for lost income for SWDCs and commuted sums.</p>	2	3	6	Transfer	The Sustainable Development team work closely with Local Planning Authorities and Lead Local Flood Authorities while proactively engaging with the planning process as outlined with the WMA's Planning and Byelaw Strategy, thus fostering an increasingly strong relationship	31.03.2025	CB

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
the potential to increase flood risk.							with these authorities. Furthermore, the WMA's charging policy was reviewed in 2024 to ensure charges were fair, reasonable and consistent.		
	(3b) SUDs managed by private management companies who allow them to fall into disrepair through lack of long-term maintenance.	Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure & subsequently increase the risk of flooding.	2	3	6	Transfer	The Sustainable Development team proactively promotes best practice when considering on-site drainage design as part of planning submissions and consent applications. This includes advocating for SuDS adoptions wherever feasible and are ensuring that SuDS design facilitates effective maintenance.	31.03.2025	CB

FEEDBACK & COMPLAINTS REVIEW
For the period October 2024 – December 2024

1. OFFICIAL COMPLAINTS

Date of complaint	Location	Nature of complaint	Allocated to	Status	Action taken

No official complaints have been received or dealt with during the reporting period and there are no outstanding complaints to resolve brought forward from previous reporting periods.

2. OTHER FEEDBACK

Date of feedback	Location	Nature of feedback	Allocated to	Status	Action taken

No feedback has been received or dealt with during the reporting period and there is no outstanding feedback to monitor brought forward from previous reporting periods.

FRANCES BLIGH
ICT MANAGER

Consortium Reports:

To receive the unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 06 December 2024, to view [Click Here:](#)

- Unconfirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 September 2024 to 31 October 2024
- Social Media Report for the period 01 September 2024 to 31 October 2024

From: 01 April 2025
To: 31 March 2026

Administration and Technical Support Services
Financial Year Ending: 31 March 2026

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26
Income					
	Net Consortium Charges				
	Broads IDB	347,617	369,402	366,953	394,461
	East Suffolk WMB	212,196	217,262	215,478	232,415
	King's Lynn IDB	421,583	442,446	441,055	471,938
	Norfolk Rivers IDB	235,290	242,302	241,235	259,067
	Pevensey and Cuckmere WLMB	0	0	0	331,201
	South Holland IDB	393,038	421,580	421,192	446,716
	Waveney Lower Yare and Lothingland IDB	139,542	144,297	141,686	156,344
1	Net Consortium Charges	1,749,267	1,837,289	1,827,598	2,292,142
	(+) Other Income				
	Services provided to third parties	1,551,078	1,785,893	1,669,670	1,491,325
	Surface Water Development Contributions	636,108	310,000	785,564	355,000
	Sales of Rating Software Licences	2,525	10,000	10,000	90,000
	Rating Software Support	22,275	10,500	14,535	45,000
	Rental/Sundry Income from Offices	47,584	22,000	32,806	18,000
	Sundry Income	30,850	26,000	40,142	29,000
	(+) Other Income	2,290,420	2,164,393	2,552,716	2,028,325
	(=) Total Income	4,039,687	4,001,682	4,380,315	4,320,467
(-) Expenditure					
	Administration Costs				
2	Shared Administration Staff	673,731	748,730	697,160	791,661
	Establishment				
	Kettlewell House (BR/KL/NR; 10/80/10)	29,399	25,000	34,311	0
	Marsh Reeves (South Holland IDB)	20,950	27,648	28,830	28,018
	Martham Office (Broads IDB and Norfolk Rivers IDB)	520	344	1,417	372
	Norwich Office (BR, ES, NR, WLYL)	2,170	6,000	6,000	6,000
	East Sussex County Council Office (PCWLMB)	0	0	0	5,500
	Pierpoint House (Shared)	126,500	122,239	121,361	125,354
	Establishment	179,540	181,231	191,919	165,244
	Shared ICT				
	Hardware Support and Maintenance	27,973	27,720	35,623	39,059
	Software Support and Maintenance	54,033	62,203	72,987	92,459
	Website Maintenance and Development	3,025	3,120	3,000	23,240
	Software and Upgrades	17,273	12,990	6,229	10,000
	ICT Infrastructure	31,240	31,000	40,395	31,429
	Shared ICT	133,544	137,033	158,233	196,187

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Administration and Technical Support Services
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NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26
	Other Shared Administration				
	Legal and Professional Charges	5,850	9,775	9,500	8,775
	Insurances	135,821	172,813	174,732	186,210
	Marketing and PR Expenses	2,449	1,520	990	1,520
	WMA Chairman's Allowance	1,500	1,500	1,500	1,500
	Annual Subscriptions	1,649	5,241	1,978	2,339
	Actuary Fees	-905	1,400	495	520
	Sundry Expenses	13,929	11,635	13,648	13,735
	Other Shared Administration	160,293	203,884	202,843	214,600
	Other Administration				
	Public Notices	0	0	0	0
	Former Staff Pension Charges	4,544	4,964	4,853	4,801
	Members Expenses	35	450	100	200
	Chairman's Allowances	20,522	21,483	21,000	24,500
	Meetings and Inspections	1,567	3,895	2,815	6,095
	Legal and Professional Charges	25,614	18,900	22,402	11,850
	Audit and Compliance Fees	34,196	29,541	31,452	35,105
	ADA Expenses	25,596	26,805	26,793	32,755
	Other Administration	112,074	106,039	109,416	115,305
	Administration Costs	1,259,182	1,376,916	1,359,571	1,482,997
	Technical Support Costs				
2	Technical Support Staff Costs	2,379,415	2,601,343	2,506,833	2,806,153
	Other Technical Support				
	Technical Consultants	8,303	8,640	9,287	11,340
	Land Registry Fees	6,537	8,508	9,113	13,692
	Sundry Expenses	7,545	6,275	4,285	6,285
	Other Technical Support	22,385	23,423	22,685	31,317
	Technical Support Costs	2,401,800	2,624,766	2,529,518	2,837,470
	(-) Total Expenditure	£3,660,982	£4,001,682	£3,889,089	£4,320,467
	(+/-) Transfer of Surface Water Development Contributions	-378,705	0	-491,226	0
	(=) Net Surplus/(Deficit) for the Year	£0	£0	£0	£0
3	Increases/(Decreases) in Net Consortium Charges	-2.20%	2.72%	-0.53%	6.74%

From: 01 April 2025
To: 31 March 2026

Administration and Technical Support Services
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	WMA GROUP	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
NOTES	INCOME AND EXPENDITURE ACCOUNT	2023/24	2024/25	2024/25	2025/26

Notes:

- 1 The Capital Works programme with secured funding is still in progress and on course to be successfully delivered over the next few years. Given the reduction in funding available these costs are having to be very carefully managed to ensure they can be delivered within the agreed profile. These services are largely made up of Technical Support Staff time that will be charged to Grant Aided Schemes, in line with the programme of works. There are currently no vacant positions within these teams, and no plans for any further recruitment within the next financial year.

We have anticipated income from the sale of DRS 365 rating licences and from providing software support. We have had enquiries from a number of IDBs and demonstrated this software, however we have received no firm orders to date. Should we not receive this income, we will need to consider other options to reduce financial pressures for all Consortium Member Boards, otherwise the net consortium charges for 2025/26 would need to increase by a further 8%.

- 2 A provision has been made to increase staff salaries by an average of 3% with effect from 1 April 2025. Pension costs are to decrease by 0.5% to 22.5% of employees pensionable pay with effect from 1 April 2025. The CMC Pay and Conditions Committee had authorised a 5% pay increase to be used for budgetary purposes, however after the Government announced the change to National Insurance Contributions, a review showed this would have increased staff costs by £50,000 across the WMA, with consortium charge increases ranging from 3.7% to 5% on individual Board costs, not taking into account any salary increases. A 5% salary increase for budgetary purposes would amount to further Consortium increases averaging 3% more per Board than those detailed below.
- 3
 - (i) The rate of Inflation as at 31 October 2024 was 3.4% (Retail Price Index).
 - (ii) It is important to note that we are still expecting 47% of the Group's Administration and Technical Support Costs to be paid for by others in 2025/26, reduced from 54% estimated for 2024/25. This is due to both the reduction in and uncertainty with future funding available for the Capital Works Programmes.

From: 01 April 2025
To: 31 March 2026

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NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26
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Recommendations:

- 1 To approve the following increases in Net Consortium Charges for 2025/26:

Broads IDB	£25,059	6.78%
East Suffolk WMB	£15,153	6.97%
King's Lynn IDB	£29,492	6.67%
Norfolk Rivers IDB	£16,766	6.92%
Pevensey and Cuckmere WLMB	£16,816	5.35%
South Holland IDB	£25,136	5.96%
Waveney Lower Yare and Lothingland IDB	£12,047	8.35%

- 2 To approve the hourly charge out rates, as detailed below:

Chief Executive Officer:	£175/hour
Deputy Chief Executive/Chief Operating Officer:	£120/hour
Area Managers/Capital Works Manager/RFO:	£105/hour
Project Delivery Engineers/Technical Managers:	£90/hour
Project Managers/Operations Managers/MEICA Manager:	£88/hour
Senior Sustainable Development, Compliance and Estates Officers:	£70/hour
Flood Risk Engineers/Sustainable Development and Environmental Officers:	£66/hour
Assistant Technical Officers/Assistant Environmental Officers	£60/hour
Administration Team (Finance & Rating/ICT/GIS Technicians/BST/M&C Lead):	£50/hour

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

From: 01 April 2025
To: 31 March 2026

Administration and Technical Support Services
Financial Year Ending: 31 March 2026

ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESWMB (%)	KLIDB (%)	NRIDB (%)	PCWLMB (%)	SHIDB (%)	WLYLIDB (%)	TOTAL (%)							
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
Other Income																	
Contributions towards Staff Costs																	
	Contributions from BIDB to part fund staff costs	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from NRIDB to part fund staff costs	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from ESWMB to part fund staff costs	Credited to ESWMB	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from SHIDB to part fund staff costs	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
	Contributions from KLIDB to part fund staff costs	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Contributions from WLYLIDB to part fund staff costs	Credited to WLYLIDB	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%							
	Contributions from Bedford for CEO Services	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	0.00%	17.50%	12.50%	100.00%							
	Contributions from East Anglia Team to part fund staff costs	Credited to each WMA Board as per employment costs	36.67%	30.00%	18.75%	22.50%	5.83%	6.25%	22.50%	0.00%	0.00%	16.25%	18.75%	100.00%			
	Contributions from SDT Team to part fund staff costs	Credited to each WMA Board as per employment costs	10.00%	6.00%	51.00%	6.00%	0.00%	26.00%	1.00%	100.00%							
	Contributions from Environment Team	Credited to each WMA Board as per employment costs	29.38%	13.00%	16.00%	23.38%	1.25%	6.00%	11.00%	100.00%							
	Contributions from P&C/PPW to part fund shared staff costs	Credited to each WMA Board as per employment costs	17.50%	17.50%	17.50%	17.50%	0.00%	17.50%	12.50%	100.00%							
	Contributions from Project Teams to part fund staff costs	Credited to each WMA Board as per employment costs	20.00%	20.00%	20.00%	20.00%	0.00%	0.00%	20.00%	100.00%							
Contributions towards Staff Costs (FDGIA and Other Recharge Works)																	
Surface Water Development Contributions																	
	Broads IDB - SWDC	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	East Suffolk WMB - SWDC	Credited to ESWMB	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Kings Lynn IDB - SWDC	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Norfolk Rivers IDB - SWDC	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%							
	Pevensey and Cuckmere WLMB - SWDC	Credited to PCWLMB	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%							
	South Holland IDB - SWDC	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
	Waveney Lower Yare and Lothingland IDB - SWDC	Credited to WLYLIDB	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%							
Collection of Surface Water Development Contributions																	
Sales of Rating Software Licences																	
	Sales of DRS365	Split Equally BR/ES/KL/NR/SH/WLYL	16.67%	16.67%	16.67%	16.67%	0.00%	16.67%	16.67%	100.00%							
	Sales of DRS	South Holland IDB wholly owned asset (SHIDB)	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
Sales of Rating Software Licences																	
Rating Software Support																	
	DRS	Split Equally BR/ES/KL/NR/SH/WLYL	16.67%	16.67%	16.67%	16.67%	0.00%	16.67%	16.67%	100.00%							
Rating Software Support																	
Rental Income from Offices																	
	Marsh Reeves	Income credited to property owner	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							
	Kettlewell House	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	100.00%							
	Nar Ouse Way: Kings Lynn IDB	Income credited to property owner	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
	Kettlewell House: Vodafone Mast	Income credited to property owners	10.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	100.00%							
Rental Income from Offices																	
Sundry Income																	
	Bank Account Interest (WMA Only)	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Pierpoint House Sales of Electricity Back to the Grid	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Various - adhoc contributions	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
Sundry Income																	

From: 01 April 2025 Administration and Technical Support Services
To: 31 March 2026 Financial Year Ending: 31 March 2026

ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		PCWLMB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
Expenditure																	
Administration Costs																	
Shared Administration Staff																	
	ICT Manager	Assessment of Time Spent on each Member Board	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	2.00%	0.00%	17.10%	17.50%	12.50%		100.00%
	PA (CEO)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Chief Financial Officer	Assessment of Time Spent on each Member Board	16.50%	17.50%	16.50%	17.50%	16.50%	17.50%	16.50%	17.50%	5.00%	0.00%	16.50%	17.50%	12.50%		100.00%
	GIS Technician (SC)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Rating & Enforcement Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Business Support Officer (37)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	ICT Officer (16)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	GIS Technician (MB)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Senior Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Senior Business Support Officer	Assessment of Time Spent on each Member Board	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	2.00%	0.00%	17.10%	17.50%	12.50%		100.00%
	Business Support Officer (22.5)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Finance & Rating Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Accounting Apprentice ((KH)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Finance and Rating Officer (Vacant Position)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	Accounting Apprentice (BA)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
	ICT Officer (30)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		0.00%		17.50%		12.50%		100.00%
Shared Administration Staff																	
Establishment																	
	Landlord's obligations	Proportion of beneficial interest in Kettlewell House	10.00%		0.00%		80.00%		10.00%		0.00%		0.00%		0.00%		100.00%
	Office and Site Maintenance	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Rent, Rates and Metered Water	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Telecoms	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Heat and Light	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Office Cleaning and Supplies	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Refuse Collection and Waste Disposal	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Printing, Postages and Stationery	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
	Office Sundries	Proportion of people working in Pierpoint House	15.58%	15.91%	12.71%	13.67%	32.15%	30.17%	13.73%	14.50%	0.27%	0.00%	16.91%	16.01%	8.65%	9.74%	100.00%
Pierpoint House (shared)																	
	Landlord obligations	Proportion of beneficial interest in Marsh Reeves	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Office and Site Maintenance	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Business Rates and Metered Water	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Telecoms	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Heat and Light	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Office Cleaning and Supplies	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Refuse Collection and Waste Disposal	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Printing, Postages and Stationery	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Office Sundries	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
Marsh Reeves (South Holland IDB)																	

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Administration and Technical Support Services
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ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		PCWLMB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
	Office and Site Maintenance	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
	Rent, Light, Heat and Water	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
	Telecoms	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
	Office Sundries	Broads IDB and Norfolk Rivers IDB	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		0.00%		100.00%
Martham Office (Broads IDB and Norfolk Rivers IDB)																	
	Rent	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	25.00%		25.00%		0.00%		25.00%		0.00%		0.00%		25.00%		100.00%
	Printing & Stationary	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	0.00%		100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	Office Equipment/Small Purchases	Broads, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	0.00%		100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		100.00%
Norwich Office (BR, ES, NR and WLYL)																	
	Office Equipment/Small Purchases	Pevensey and Cuckmere WLMB	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
East Sussex CC Office (PCWLMB)																	
Shared ICT																	
	Hardware Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Software Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Website Maintenance and Development	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Software and Upgrades	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	ITC Infrastructure	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
Shared ICT																	
Other Shared Administration																	
	Legal and Professional Charges	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Insurances	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Marketing and PR Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	WMA Chairman's Allowance	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Annual Subscriptions	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Actuary Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
	Sundry Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2024)	5.10%	5.83%	3.90%	4.45%	43.21%	49.59%	4.95%	5.65%	12.71%	0.00%	26.51%	30.35%	3.62%	4.13%	100.00%
Other Shared Administration																	
Technical Support Costs																	
Shared Technical Support Staff																	
CEO Team																	
	Chief Executive	Assessment of Time Spent on each Member Board	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	17.10%	17.50%	2.00%	0.00%	17.10%	17.50%	12.50%		100.00%
	Chief Operating Officer/Deputy Chief Executive	Assessment of Time Spent on each Member Board	50.00%		10.00%		10.00%		10.00%		0.00%		0.00%		20.00%		100.00%
Environment Team																	
	Environmental Manager (CL)	Assessment of Time Spent on each Member Board	27.50%	30.00%	13.00%	19.00%	16.00%	3.00%	21.50%	27.50%	5.00%	0.00%	6.00%	3.00%	11.00%	17.50%	100.00%
	Assistant Environmental Officer (DP)	Assessment of Time Spent on each Member Board	30.00%		13.00%	19.00%	16.00%	3.00%	24.00%	27.50%	0.00%		6.00%	3.00%	11.00%	17.50%	100.00%
	Environmental Officer (CH)	Assessment of Time Spent on each Member Board	30.00%		13.00%	19.00%	16.00%	3.00%	24.00%	27.50%	0.00%		6.00%	3.00%	11.00%	17.50%	100.00%
	Environmental Officer (EB)	Assessment of Time Spent on each Member Board	30.00%		13.00%	19.00%	16.00%	3.00%	24.00%	27.50%	0.00%		6.00%	3.00%	11.00%	17.50%	100.00%

From: 01 April 2025 Administration and Technical Support Services
To: 31 March 2026 Financial Year Ending: 31 March 2026

ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		PCWLMB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
Percentages shown in red were the apportionments for last year, where they have been changed for this year.																	
Sustainable Development Team																	
	Sustainable Development Manager (CB)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Senior Sustainable Development Officer (ER)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Compliance Manager (PN)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Assistant Compliance Officer (SCR)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (XX)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Assistant Sustainable Development Officer (PNA)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (EM)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (ET)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (RY)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Sustainable Development Officer (WC)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	Compliance Officer (PSC)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
	National Infrastructure Officer (JS - Sizewell C)	East Suffolk WMB Only (fully funded by Sizewell C)	0.00%		100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	Estates Officer (SF)	Assessment of Time Spent on each Member Board	10.00%		6.00%		51.00%		6.00%		0.00%		26.00%		1.00%		100.00%
Capital Projects Team																	
	Project Delivery Manager (KN)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (TJJ)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (TJ)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (PR)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Delivery Engineer (ATH)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Manager (GH)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
	Project Manager (MN)	Assessment of Time Spent on each Member Board	20.00%		20.00%		20.00%		20.00%		0.00%		0.00%		20.00%		100.00%
East Anglia Team																	
	Area Manager (East Anglia) (TH)	Assessment of Time Spent on each Member Board	50.00%	50.00%	10.00%	10.00%	20.00%	10.00%	10.00%	10.00%	0.00%		0.00%		10.00%	20.00%	100.00%
	MEICA Manager (RG)	Assessment of Time Spent on each Member Board	55.00%	27.50%	12.50%	32.50%	15.00%	7.50%	5.00%	5.00%	0.00%		0.00%		12.50%	27.50%	100.00%
	Partnership Project Engineer (PG)	Assessment of Time Spent on each Member Board	40.00%	40.00%	0.00%	0.00%	0.00%	0.00%	60.00%	60.00%	0.00%		0.00%		0.00%	0.00%	100.00%
	Operations Manager (East Anglia) (AB)	Assessment of Time Spent on each Member Board	0.00%	22.50%	55.00%	42.50%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%		45.00%	35.00%	100.00%
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	35.00%	10.00%	35.00%	20.00%	0.00%	10.00%	0.00%	40.00%	0.00%		0.00%		30.00%	20.00%	100.00%
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	40.00%	30.00%	0.00%	30.00%	0.00%	10.00%	60.00%	20.00%	0.00%		0.00%		0.00%	10.00%	100.00%
Shared Technical Support Staff																	
South Holland Team																	
	Area Manager (South Holland IDB) (KV)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Flood Risk Engineer (South Holland IDB) (LT)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
Other Technical Support Staff Costs																	
Pevensley & Cuckmere WLMB Team																	
	Area Manager (Pevensley & Cuckmere WLMB) (RK)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Flood Risk Officer (Pevensley & Cuckmere WLMB) (GO)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
	Operations Manager (Pevensley & Cuckmere WLMB) (RD)	Assessment of Time Spent on each Member Board	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		100.00%
Other Technical Support Staff Costs																	

Approved by the Consortium Management Committee on 06 December 2024 and recommended to each of the Member Boards in January/February 2025.
(As required by clause 4.2 of the Consortium Agreement, dated 29 March 2024).

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

WATER MANAGEMENT ALLIANCE

DATA PROTECTION POLICY

GOVERNANCE

Last review date: October 2024

To be reviewed annually

Next review date: October 2025

Reviewed by: WMA Consortium Management Committee

Adopted by:

Broads Internal Drainage Board
East Suffolk Water Management Board
King's Lynn Internal Drainage Board
Norfolk Rivers Internal Drainage Board
Pevensey and Cuckmere Water Level Management Board
South Holland Internal Drainage Board
Waveney, Lower Yare and Lothingland Internal Drainage Board

The Data Protection Act 2018 and the UK General Data Protection Regulation are designed to cover the collecting, storing, processing and distribution of personal data. It gives rights to individuals about whom information is recorded and maintained. This applies to all individuals whether they are employees, Board members, ratepayers, customers, suppliers, partners, stakeholders, or members of the public. This policy sets out how the WMA Member Boards will ensure that your personal data is protected.

DATA PROTECTION POLICY

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DATA PROTECTION POLICY

1. INTERPRETATION

Definitions:

Automated Decision-Making (ADM): when a decision is made which is based solely on Automated Processing (including profiling) which produces legal effects or significantly affects an individual. The UK GDPR prohibits Automated Decision-Making (unless certain conditions are met) but not Automated Processing.

Automated Processing: any form of automated processing of Personal Data consisting of the use of Personal Data to evaluate certain personal aspects relating to an individual, in particular to analyse or predict aspects concerning that individual's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements. Profiling is an example of Automated Processing, as are many uses of artificial intelligence (AI) where they involve the processing of Personal Data.

Company name: Water Management Alliance consisting of the following member boards:

Broads (2006) Internal Drainage Board

East Suffolk Water Management Board

King's Lynn Internal Drainage Board

Norfolk Rivers Internal Drainage Board

Pevensey & Cuckmere Water Level Management Board

South Holland Internal Drainage Board

Waveney, Lower Yare & Lothingland Internal Drainage Board.

Company Personnel: all employees, workers, contractors, agency workers, consultants, directors, board members, members and others.

Consent: agreement which must be freely given, specific, informed and be an unambiguous indication of the Data Subject's wishes by which they, by a statement or by a clear positive action, signify agreement to the Processing of Personal Data relating to them.

Controller: the person or organisation that determines when, why and how to process Personal Data. It is responsible for establishing practices and policies in line with the UK GDPR. We are the Controller of all Personal Data relating to our Company Personnel and Personal Data used in our business for our own commercial purposes.

Criminal Convictions Data: personal data relating to criminal convictions and offences, including personal data relating to criminal allegations and proceedings.

Data Subject: a living, identified or identifiable individual about whom we hold Personal Data. Data Subjects may be nationals or residents of any country and may have legal rights regarding their Personal Data.

Data Privacy Impact Assessment (DPIA): tools and assessments used to identify and reduce risks of a data processing activity. A DPIA can be carried out as part of Privacy by Design and should be

DATA PROTECTION POLICY

conducted for all major system or business change programmes involving the Processing of Personal Data.

Data Protection Officer (DPO): either of the following:

the person required to be appointed in specific circumstances under the UK GDPR; or

where a mandatory DPO has not been appointed, a data privacy manager or other voluntary appointment of a DPO or the Company data privacy team with responsibility for data protection compliance.

Explicit Consent: consent which requires a very clear and specific statement (that is, not just action).

UK GDPR: the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) as defined in the Data Protection Act 2018. Personal Data is subject to the legal safeguards specified in the UK GDPR.

Personal Data: any information identifying a Data Subject or information relating to a Data Subject that we can identify (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. Personal Data includes Special Categories of Personal Data and Pseudonymised Personal Data but excludes anonymous data or data that has had the identity of an individual permanently removed. Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour. Personal Data specifically includes but is not limited to the details in the Personal Data Category spreadsheet, available here [WMA\IDBPolicies\](#) **OR** from your line manager **OR** from the DPO.

Personal Data Breach: any act or omission that compromises the security, confidentiality, integrity or availability of Personal Data or the physical, technical, administrative or organisational safeguards that we or our third-party service providers put in place to protect it. The loss, or unauthorised access, disclosure or acquisition, of Personal Data is a Personal Data Breach.

Privacy by Design: implementing appropriate technical and organisational measures in an effective manner to ensure compliance with the UK GDPR.

Privacy Guidelines: the Company privacy and UK GDPR-related guidelines provided to assist in interpreting and implementing this Data Protection Policy and Related Policies, available here <https://www.wlma.org.uk/kings-lynn-idb/policy/> **OR** from your line manager **OR** from the DPO.

Privacy Notices (also referred to as Fair Processing Notices) or Privacy Policies: separate notices setting out information that may be provided to Data Subjects when the Company collects information about them. These notices may take the form of:

general privacy statements applicable to a specific group of individuals (for example, employee privacy notices or the website privacy policy); or

stand-alone, one-time privacy statements covering Processing related to a specific purpose.

Processing or Process: any activity that involves the use of Personal Data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring Personal Data to third parties.

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Pseudonymisation or Pseudonymised: replacing information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms so that the person to whom the data relates cannot be identified without the use of additional information which is meant to be kept separately and secure.

Related Policies: the Company's policies, operating procedures or processes related to this Data Protection Policy and designed to protect Personal Data, available on the intranet, here: <https://www.wlma.org.uk/kings-lynn-idb/policy/> **OR** from your line manager **OR** from the DPO.

Special Categories of Personal Data: information revealing racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, biometric or genetic data.

2. INTRODUCTION

This Data Protection Policy sets out how the Water Management Alliance and its member boards ("we", "our", "us", "the Company") handle the Personal Data of our customers, prospective customers, suppliers, employees, workers, business contacts and other third parties.

This Data Protection Policy applies to all Personal Data we Process regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, clients or supplier contacts, shareholders, website users, or any other Data Subject.

This Data Protection Policy applies to all Company Personnel ("you", "your"). You must read, understand and comply with this Data Protection Policy when Processing Personal Data on our behalf and attend training on its requirements. Data protection is the responsibility of everyone within the Company and this Data Protection Policy sets out what we expect from you when handling Personal Data to enable the Company to comply with applicable law. Your compliance with this Data Protection Policy is mandatory. Related Policies and Privacy Guidelines are available to help you interpret and act in accordance with this Data Protection Policy. You must also comply with all those Related Policies and Privacy Guidelines. Any breach of this Data Protection Policy may result in disciplinary action.

Where you have a specific responsibility in connection with Processing, such as capturing Consent, reporting a Personal Data Breach or conducting a DPIA as referenced in this Data Protection Policy or otherwise, then you must comply with the Related Policies and Privacy Guidelines.

3. SCOPE OF POLICY AND WHEN TO SEEK ADVICE ON DATA PROTECTION COMPLIANCE

We recognise that the correct and lawful treatment of Personal Data will maintain trust and confidence in the organisation and will provide for successful business operations. Protecting the confidentiality and integrity of Personal Data is a critical responsibility that we take seriously at all times. The Company is exposed to potential fines of up to £17.5 million or 4% of total worldwide

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annual turnover, whichever is higher and depending on the breach, for failure to comply with the UK GDPR.

All CEOs, departments, line managers, and other responsible parties are responsible for ensuring all Company Personnel comply with this Data Protection Policy and need to implement appropriate practices, processes, controls and training to ensure that compliance.

The DPO is responsible for overseeing this Data Protection Policy and, as applicable, developing Related Policies and Privacy Guidelines. That post is held by the Chief Executive, and they can be reached at 07841 571251 and DPO@wlma.org.uk.

Please contact the DPO with any questions about the operation of this Data Protection Policy or the UK GDPR or if you have any concerns that this Data Protection Policy is not being or has not been followed. In particular, you must always contact the DPO in the following circumstances:

if you are unsure of the lawful basis on which you are relying to process Personal Data (including the legitimate interests used by the Company);

if you need to rely on Consent or need to capture Explicit Consent;

if you need to draft Privacy Notices;

if you are unsure about the retention period for the Personal Data being Processed;

if you are unsure what security or other measures you need to implement to protect Personal Data;

if there has been a Personal Data Breach;

if you are unsure on what basis to transfer Personal Data outside the UK;

if you need any assistance dealing with any rights invoked by a Data Subject;

whenever you are engaging in a significant new, or change in, Processing activity which is likely to require a DPIA or plan to use Personal Data for purposes other than for which it was collected;

if you plan to undertake any activities involving Automated Processing including profiling or Automated Decision-Making;

if you need help complying with applicable law when carrying out direct marketing activities; or

if you need help with any contracts or other areas in relation to sharing Personal Data with third parties (including our vendors).

4. PERSONAL DATA PROTECTION PRINCIPLES

We adhere to the principles relating to Processing of Personal Data set out in the UK GDPR which require Personal Data to be:

Processed lawfully, fairly and in a transparent manner (lawfulness, fairness and transparency);

collected only for specified, explicit and legitimate purposes (purpose limitation);

DATA PROTECTION POLICY

adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed (data minimisation);

accurate and where necessary kept up to date (accuracy);

not kept in a form which permits identification of Data Subjects for longer than is necessary for the purposes for which the data is Processed (storage limitation);

Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction or damage (security, integrity and confidentiality);

not transferred to another country without appropriate safeguards in place (transfer limitation); and
made available to Data Subjects and allow Data Subjects to exercise certain rights in relation to their Personal Data (data subject's rights and requests).

We are responsible for and must be able to demonstrate compliance with the data protection principles listed above (accountability).

5. LAWFULNESS, FAIRNESS AND TRANSPARENCY

Personal data must be Processed lawfully, fairly and in a transparent manner in relation to the Data Subject.

You may only collect, Process and share Personal Data fairly and lawfully and for specified purposes. The UK GDPR restricts our actions regarding Personal Data to specified lawful purposes. These restrictions are not intended to prevent Processing but ensure that we Process Personal Data fairly and without adversely affecting the Data Subject.

The UK GDPR allows Processing for specific purposes, some of which are set out below:

the Data Subject has given their Consent;

the Processing is necessary for the performance of a contract with the Data Subject;

to meet our legal compliance obligations;

to protect the Data Subject's vital interests;

to pursue our legitimate interests (or those of a third party) for purposes where they are not overridden because the Processing prejudices the interests or fundamental rights and freedoms of Data Subjects. The purposes for which we process Personal Data for legitimate interests need to be set out in applicable Privacy Notices; or

to pursue our public interest

You must identify and document the legal ground being relied on for each Processing activity.

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6. CONSENT

A Controller must only process Personal Data on one or more of the lawful bases set out in the UK GDPR, which include Consent.

A Data Subject consents to Processing of their Personal Data if they clearly indicate agreement to the Processing. Consent requires affirmative action, so silence, pre-ticked boxes or inactivity will not be sufficient to indicate consent. If Consent is given in a document which deals with other matters, then the Consent must be kept separate from those other matters.

A Data Subject must be easily able to withdraw Consent to Processing at any time and withdrawal must be promptly honoured. Consent may need to be refreshed if you intend to Process Personal Data for a different and incompatible purpose which was not disclosed when the Data Subject first consented.

When processing Special Category Data or Criminal Convictions Data, we will usually rely on a legal basis for processing other than Explicit Consent or Consent if possible. Where Explicit Consent is relied on, you must issue a Privacy Notice to the Data Subject to capture Explicit Consent.

You will need to evidence Consent captured and keep records of all Consents in accordance with Related Policies and Privacy Guidelines, so that the Company can demonstrate compliance with Consent requirements.

7. TRANSPARENCY (NOTIFYING DATA SUBJECTS)

The UK GDPR requires a Controller to provide detailed, specific information to a Data Subject depending on whether the information was collected directly from the Data Subject or from elsewhere. The information must be provided through an appropriate Privacy Notice which must be concise, transparent, intelligible, easily accessible, and in clear and plain language so that a Data Subject can easily understand them.

Whenever we collect Personal Data directly from a Data Subject, including for HR or employment purposes, we must provide the Data Subject with all the information required by the UK GDPR including the identity of the Controller and DPO, and how and why we will use, Process, disclose, protect and retain that Personal Data through a Privacy Notice which must be presented when the Data Subject first provides the Personal Data.

When Personal Data is collected indirectly (for example, from a third party or publicly available source), we must provide the Data Subject with all the information required by the UK GDPR as soon as possible after collecting or receiving the data. We must also check that the Personal Data was collected by the third party in accordance with the UK GDPR and on a basis which contemplates our proposed Processing of that Personal Data.

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If you are collecting Personal Data from a Data Subject, directly or indirectly, then you must provide the Data Subject with a Privacy Notice obtained from the DPO.

8. PURPOSE LIMITATION

Personal Data must be collected only for specified, explicit and legitimate purposes. It must not be further Processed in any manner incompatible with those purposes.

You cannot use Personal Data for new, different or incompatible purposes from that disclosed when it was first obtained unless you have informed the Data Subject of the new purposes and they have Consented where necessary.

If you want to use Personal Data for a new or different purpose from that for which it was obtained, you must first contact the DPO for advice on how to do this in compliance with both the law and this Data Protection Policy.

9. DATA MINIMISATION

Personal Data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed.

You may only Process Personal Data when performing your job duties requires it. You cannot Process Personal Data for any reason unrelated to your job duties.

You may only collect Personal Data that you require for your job duties: do not collect excessive data. Ensure any Personal Data collected is adequate and relevant for the intended purposes.

You must ensure that when Personal Data is no longer needed for specified purposes, it is deleted or anonymised in accordance with the Company's data retention guidelines.

10. ACCURACY

Personal Data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.

You must ensure that the Personal Data we use and hold is accurate, complete, kept up to date and relevant to the purpose for which we collected it. You must check the accuracy of any Personal Data at the point of collection and at regular intervals afterwards. You must take all reasonable steps to destroy or amend inaccurate or out-of-date Personal Data.

11. STORAGE LIMITATION

Personal Data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

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The Company will maintain retention policies and procedures to ensure Personal Data is deleted after an appropriate time, unless a law requires that data to be kept for a minimum time.

You must not keep Personal Data in a form which permits the identification of the Data Subject for longer than needed for the legitimate business purpose or purposes for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

You will take all reasonable steps to destroy or erase from our systems all Personal Data that we no longer require in accordance with all the Company's applicable records retention schedules and policies. This includes requiring third parties to delete that data where applicable.

You will ensure Data Subjects are provided with information about the period for which data is stored and how that period is determined in any applicable Privacy Notice.

12. SECURITY INTEGRITY AND CONFIDENTIALITY

Personal Data must be secured by appropriate technical and organisational measures against unauthorised or unlawful Processing, and against accidental loss, destruction or damage.

We will develop, implement and maintain safeguards appropriate to our size, scope and business, our available resources, the amount of Personal Data that we own or maintain on behalf of others, and identified risks (including use of encryption and Pseudonymisation where applicable). We will regularly evaluate and test the effectiveness of those safeguards to ensure security of our Processing of Personal Data. You are responsible for protecting the Personal Data we hold. You must implement reasonable and appropriate security measures against unlawful or unauthorised Processing of Personal Data and against the accidental loss of, or damage to, Personal Data. You must exercise particular care in protecting Special Categories of Personal Data and Criminal Convictions Data from loss and unauthorised access, use or disclosure.

You must follow all procedures and technologies we put in place to maintain the security of all Personal Data from the point of collection to the point of destruction. You may only transfer Personal Data to third-party service providers who agree to comply with the required policies and procedures and who agree to put adequate measures in place, as requested.

You must maintain data security by protecting the confidentiality, integrity and availability of the Personal Data, defined as follows:

Confidentiality: only people who have a need to know and are authorised to use the Personal Data can access it;

Integrity: Personal Data is accurate and suitable for the purpose for which it is processed; and

Availability: authorised users are able to access the Personal Data when they need it for authorised purposes.

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You must comply with all applicable aspects of our WMA Information Security and Systems Acceptable Use Policy **OR** comply with and not attempt to circumvent the administrative, physical and technical safeguards we implement and maintain in accordance with the UK GDPR and relevant standards to protect Personal Data.

13. REPORTING A PERSONAL DATA BREACH

The UK GDPR requires Controllers to notify any Personal Data Breach to the Information Commissioner and, in certain instances, the Data Subject.

We have put in place procedures to deal with any suspected Personal Data Breach and will notify the Data Subject or any applicable regulator where we are legally required to do so.

If you know or suspect that a Personal Data Breach has occurred, do not attempt to investigate the matter yourself. Immediately contact the person or team designated as the key point of contact for Personal Data Breaches your line manager **OR** the ICT department **OR** the DPO and follow the Company's WMA Data Breach Procedures. You should preserve all evidence relating to the potential Personal Data Breach.

14. TRANSFER LIMITATION

The UK GDPR restricts data transfers to countries outside the UK to ensure that the level of data protection afforded to individuals by the UK GDPR is not undermined. You transfer Personal Data originating in one country across borders when you transmit, send, view or access that data in or to a different country.

You may only transfer Personal Data outside the UK if one of the following conditions applies:

the UK has issued regulations confirming that the country to which we transfer the Personal Data ensures an adequate level of protection for the Data Subject's rights and freedoms;

appropriate safeguards are in place such as binding corporate rules, standard contractual clauses approved for use in the UK, an approved code of conduct or a certification mechanism, a copy of which can be obtained from the DPO;

the Data Subject has provided Explicit Consent to the proposed transfer after being informed of any potential risks; or

the transfer is necessary for one of the other reasons set out in the UK GDPR including:

the performance of a contract between us and the Data Subject;

reasons of public interest;

to establish, exercise or defend legal claims;

to protect the vital interests of the Data Subject where the Data Subject is physically or legally incapable of giving Consent; and

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in some limited cases, for our legitimate interest.

15. DATA SUBJECT'S RIGHTS AND REQUESTS

A Data Subject has rights when it comes to how we handle their Personal Data. These include rights to:

withdraw Consent to Processing at any time;

receive certain information about the Controller's Processing activities;

request access to their Personal Data that we hold (including receiving a copy of their Personal Data);

prevent our use of their Personal Data for direct marketing purposes;

ask us to erase Personal Data if it is no longer necessary in relation to the purposes for which it was collected or Processed or to rectify inaccurate data or to complete incomplete data;

restrict Processing in specific circumstances;

object to Processing which has been justified on the basis of our legitimate interests or in the public interest;

request a copy of an agreement under which Personal Data is transferred outside of the UK;

object to decisions based solely on Automated Processing, including profiling (ADM);

prevent Processing that is likely to cause damage or distress to the Data Subject or anyone else;

be notified of a Personal Data Breach which is likely to result in high risk to their rights and freedoms;

make a complaint to the supervisory authority;

in limited circumstances, receive or ask for their Personal Data to be transferred to a third party in a structured, commonly used and machine-readable format; and

You must verify the identity of an individual requesting data under any of the rights listed above (do not allow third parties to persuade you into disclosing Personal Data without proper authorisation).

You must immediately forward any Data Subject request you receive to your line manager **OR** the DPO and comply with the Company's Response procedures for data subject requests.

16. ACCOUNTABILITY

The Controller must implement appropriate technical and organisational measures in an effective manner to ensure compliance with data protection principles. The Controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

The Company must have adequate resources and controls in place to ensure and to document UK GDPR compliance including:

appointing a suitably qualified DPO (where necessary) and an executive accountable for data privacy;

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implementing Privacy by Design when Processing Personal Data and completing DPIAs where Processing presents a high risk to rights and freedoms of Data Subjects;

integrating data protection into internal documents including this Data Protection Policy, Related Policies, Privacy Guidelines or Privacy Notices;

regularly training Company Personnel on the UK GDPR, this Data Protection Policy, Related Policies and Privacy Guidelines, and data protection matters including, for example, a Data Subject's rights, Consent, legal basis, DPIA and Personal Data Breaches. The Company must maintain a record of training attendance by Company Personnel; and

regularly testing the privacy measures implemented and conducting periodic reviews and audits to assess compliance, including using results of testing to demonstrate compliance improvement effort.

17. RECORD KEEPING

The UK GDPR requires us to keep full and accurate records of all our data Processing activities.

You must keep and maintain accurate corporate records reflecting our Processing including records of Data Subjects' Consents and procedures for obtaining Consents.

These records should include, at a minimum:

the name and contact details of the Controller and the DPO; and

clear descriptions of:

the Personal Data types;

the Data Subject types;

the Processing activities;

the Processing purposes;

the third-party recipients of the Personal Data;

the Personal Data storage locations;

the Personal Data transfers;

the Personal Data's retention period; and

the security measures in place.

To create the records, data maps should be created which should include the detail set out above together with appropriate data flows.

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18. TRAINING AND AUDIT

We are required to ensure all Company Personnel have undergone adequate training to enable them to comply with data privacy laws. We must also regularly test our systems and processes to assess compliance.

You must undergo all mandatory data privacy-related training and ensure your team undergoes similar mandatory training.

You must regularly review all the systems and processes under your control to ensure they comply with this Data Protection Policy and check that adequate governance controls and resources are in place to ensure proper use and protection of Personal Data.

19. PRIVACY BY DESIGN AND DATA PROTECTION IMPACT ASSESSMENT (DPIA)

We are required to implement Privacy by Design measures when Processing Personal Data by implementing appropriate technical and organisational measures (like Pseudonymisation) in an effective manner, to ensure compliance with data privacy principles.

You must assess what Privacy by Design measures can be implemented on all programmes, systems or processes that Process Personal Data by taking into account the following:

The state of the art.

The cost of implementation.

The nature, scope, context and purposes of Processing.

The risks of varying likelihood and severity for rights and freedoms of the Data Subject posed by the Processing.

The Controller must also conduct a DPIA in respect to high-risk Processing.

You should conduct a DPIA (and discuss your findings with the DPO) when implementing major system or business change programs involving the Processing of Personal Data including:

Use of new technologies (programs, systems or processes, including the use of AI), or changing technologies (programs, systems or processes).

Automated Processing including profiling and ADM.

Large-scale Processing of Special Categories of Personal Data or Criminal Convictions Data.

Large-scale, systematic monitoring of a publicly accessible area.

A DPIA must include:

A description of the Processing, its purposes and the Controller's legitimate interests if appropriate.

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An assessment of the necessity and proportionality of the Processing in relation to its purpose.

An assessment of the risk to individuals.

The risk mitigation measures in place and demonstration of compliance.

You must comply with the Company's guidelines on DPIA and Privacy by Design.

20. AUTOMATED PROCESSING (INCLUDING PROFILING) AND AUTOMATED DECISION-MAKING

Generally, ADM is prohibited when a decision has a legal or similar significant effect on an individual unless:

a Data Subject has Explicitly Consented;

the Processing is authorised by law; or

the Processing is necessary for the performance of or entering into a contract.

If certain types of Special Categories of Personal Data or Criminal Convictions Data are being processed, then grounds (b) or (c) will not be allowed. However, the Special Categories of Personal Data and Criminal Convictions Data can be Processed where it is necessary (unless less intrusive means can be used) for substantial public interest like fraud prevention.

If a decision is to be based solely on Automated Processing (including profiling), then the Data Subject must be informed when you first communicate with them of their right to object. This right must be explicitly brought to their attention and presented clearly and separately from other information. Further, suitable measures must be put in place to safeguard the Data Subject's rights and freedoms and legitimate interests.

We must also inform the Data Subject of the logic involved in the decision making or profiling, the significance and the envisaged consequences, and give the Data Subject the right to request human intervention, express their point of view or challenge the decision.

A DPIA must be carried out before any Automated Processing (including profiling) or ADM activities are undertaken.

21. DIRECT MARKETING

We are subject to certain rules and privacy laws when engaging in direct marketing to our customers and prospective customers (for example when sending marketing emails or making telephone sales calls).

For example, in a business to consumer context, a Data Subject's prior consent is generally required for electronic direct marketing (for example, by email, text or automated calls). The limited exception

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for existing customers known as "soft opt-in" allows an organisation to send marketing texts or emails without consent if it:

Has obtained contact details in the course of a sale to that person.

Is marketing similar products or services.

Gave the person an opportunity to opt out of marketing when first collecting the details and in every subsequent marketing message.

The right to object to direct marketing must be explicitly offered to the Data Subject in an intelligible manner so that it is clearly distinguishable from other information.

A Data Subject's objection to direct marketing must always be promptly honoured. If a customer opts out of marketing at any time, their details should be suppressed as soon as possible. Suppression involves retaining just enough information to ensure that marketing preferences are respected in the future.

You must comply with the Company's guidelines on direct marketing to customers and you should consult your line manager **OR** the DPO if you are unsure regarding how to comply with either the Company's guidelines or the law.

22. SHARING PERSONAL DATA

Generally, we are not allowed to share Personal Data with third parties unless certain safeguards and contractual arrangements have been put in place.

You must comply with the Company's guidelines on sharing data with third parties.

You may only share the Personal Data we hold with another employee, agent or representative of our group (which includes our subsidiaries and our ultimate holding company along with its subsidiaries) if the recipient has a job-related need to know the information and the transfer complies with any applicable cross-border transfer restrictions.

You may only share the Personal Data we hold with third parties, such as our service providers, if:

they have a need to know the information for the purposes of providing the contracted services;

sharing the Personal Data complies with the Privacy Notice provided to the Data Subject and, if required, the Data Subject's Consent has been obtained;

the third party has agreed to comply with the required data security standards, policies and procedures, and put adequate security measures in place;

the transfer complies with any applicable cross-border transfer restrictions; and

a fully executed written contract that contains UK GDPR-approved third party clauses has been obtained.

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23. CHANGES TO THIS DATA PROTECTION POLICY

We keep this Data Protection Policy under regular review-

This Data Protection Policy does not override any applicable national data privacy laws and regulations in countries where the Company operates.

24. ACKNOWLEDGEMENT AND REVIEW

I, Phil Camamile acknowledge that on 23/10/2024, I received and approved the WMA's Data Protection Policy, October 2024

Signed


Printed name ...CEO Phil Camamile.....

Date23/10/2024.....

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WLYLIDB Meeting 05 February 2025