

17 January 2024

NOTICE

Notice is hereby given that there will be a hybrid meeting of the Norfolk Rivers Internal Drainage Board in the Norfolk Room of The Conference Suite at Breckland District Council, Elizabeth House, Walpole Loke, Dereham, Norfolk NR19 1EE on Wednesday, 24 January 2024 at 10.00 am. Attendance can be in person or virtually via Microsoft Teams by clicking on this [link](#)

If any member of the public would like to join the general business session, please contact the Business Support Team via email at business.support@wlma.org.uk before 3.00 pm on 23 January 2024.

AGENDA

1. Welcome and Apologies for absence
2. Declarations of Interest
3. To confirm the minutes of the last Board meeting held on 03 November 2023 (**Pages 3 - 11**)
4. Matters arising from the minutes, not covered elsewhere on the agenda
5. To consider and approve:
 - Health, Safety & Welfare Performance Review (**Pages 12 - 13**)
 - Capital Works Programme Overview and Project Development Update (**Pages 14 - 15**)
 - Operations Report (**Pages 16 - 22**)
 - Environmental Report (**Pages 23 - 34**)
 - Sustainable Development Report (**Pages 35 - 36**)
6. To consider and approve the Schedule of Paid Accounts for the period 01 October 2023 to 31 December 2023, for publication on the WMA Group's website (**Page 37**)
7. To consider and approve the Financial Report for the period 01 April 2023 to 31 December 2023 (**Pages 38 - 43**)
8. To consider and approve the Capital and Maintenance Works Programmes for 2024/25, as financed by Option 3 in the Rate Estimates for 2024/25 (**Pages 44 - 47**)
9. To consider and approve the Rate Estimates for 2024/25 (**Pages 48 - 54**)
10. To Lay and Seal the Drainage Rates and Special Levies for 2024/25

Cont'd/

John Carrick (Chairman) Gordon Bambridge (Vice-Chairman)

Phil Camamile (Chief Executive)

Constituted by The Broads and Norfolk Rivers Internal Drainage Boards Order 2005
Statutory Instrument 2005 No 429. Re-constituted in 2022. Statutory Instrument 2022 No. 714.



11. To review the Board's performance for 2023/24 and approve the Board's objectives for 2024/25 (**Pages 55 - 57**)
12. To consider and approve any material changes to the Risk Register for those risks with a risk assessment matrix score of ≥ 6 (**Pages 58 - 72**)
13. To co-opt Sue Williams as a Board member to fill the casual vacancy in the Northern Electoral Division for the remainder of the current 3-year term (**Page 73**)
14. To review any complaints and other feedback received since the last Board meeting (**Page 74**)
15. Date / Time / Type of next meeting: Wednesday 22 May 2024 at 10.00 am, at Breckland District Council Offices and virtually
16. Any other business
17. Open Forum: to hear from any member of the public, with leave of the Chairman
18. **CONSORTIUM MATTERS**
 - 18.1. To receive the unconfirmed minutes and report extracts from the Consortium Management Committee (CMC) meeting held on 08 December 2023, to view [Click Here](#):
 - Unconfirmed minutes of the meeting
 - WMA Schedule of Paid Accounts for the period 01 September 2023 to 31 October 2023
 - Social Media Report for the period 01 September 2023 to 31 October 2023
 - 18.2. To consider and approve the WMA Projected Out-turns for 2023/24 and the Estimates for 2024/25 (**Pages 75 - 82**)
 - 18.3. To consider and approve the WMA proposed changes to the Planning and Byelaw Strategy (**Pages 83 - 84**)
 - 18.4. To consider and approve the WMA Communications Policy (which replaces the Stakeholder Engagement Policy) (**Pages 85 - 90**)
 - 18.5. To consider and approve both the WMA Annual Carbon Report for 2022/23 [Click Here](#) and the Carbon Management Plan [Click Here](#)
 - 18.6. To apprise Board Representatives of any specific matter relating to the WMA for discussion at the next CMC meeting on 26 April 2024
19. **CONFIDENTIAL BUSINESS**

This section of the agenda provides an opportunity for members to raise and discuss any confidential business when the public are excluded from the meeting, in accordance with the Board's Standing Orders.

 - 19.1. To receive the unconfirmed confidential minutes of and reports for the last CMC meeting held on 08 December 2023 (**Pages 91 – 94**)
 - 19.2. To consider and approve the new Consortium Agreement that enables the Pevensey & Cuckmere Water Level Management Board to join the WMA group with effect from 01 April 2024, as previously agreed (**Pages 95 - 123**)
 - 19.3. Any other confidential business

A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD AT BRECKLAND DISTRICT COUNCIL OFFICES, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NR19 1EE AND VIRTUALLY VIA MICROSOFT TEAMS ON FRIDAY, 03 NOVEMBER 2023 AT 10.00 AM.

	Elected Members	Appointed Members
*	J Carrick	Breckland DC
	H Cator	G Bambridge
*	N Foster	Broadland DC
	C Joice	N Brennan
	J Keith	* K Kelly
*	N Legg	North Norfolk DC
*	M Sayer	* H Blathwayt
	Vacancy	N Housden
	Vacancy	C Ringer
	Vacancy	South Norfolk DC
		D Sacks
		* R Savage
		Jointly Appointed
		* B Borrett
		T Parish
		Vacancy
		* Present (38%)
		*v In attendance virtually

John Carrick in the Chair

In attendance:

Sallyanne Jeffrey (Finance and Rating Manager), Matthew Philpot (Chief Operating Officer/Deputy Chief Executive), and Alice Smith (BG Executive Assistant)

ID	Norfolk Rivers IDB, Minute	Action
78/23	TO REPORT THE MEMBERSHIP OF THE NEWLY ELECTED BOARD	
78/23/01	The Finance and Rating Manager reported the elected membership for the three-year term 01 November 2023 to 31 October 2026 following the recent non-contested Election of Members. A copy of the No Poll Declaration was appended to the minutes in the Minute Book. RESOLVED that this be noted.	
78/23/02	Members noted the three vacancies for the Aysham & Coltishall, North Walsham and Northern electoral divisions. The Chair encouraged members to actively help in finding suitable candidates to fill the vacancies. RESOLVED that this be noted.	
78/23/03	Michael Sayer suggested any potential members should be invited to	KB

ID	Norfolk Rivers IDB, Minute	Action
	attend the next Tour of Assets Day. Members felt this would be beneficial for any new member considering joining the Board. RESOLVED that this be actioned.	
78/23/04	Nigel Legg requested a map of the Northern Electoral District. RESOLVED that this be noted. A digital copy of the map could be accessed from the Board's website: https://www.wlma.org.uk/uploads/NRIDB_Electoral2022_A.pdf	KB
79/23 WELCOME AND INTRODUCTIONS		
79/23/01	The Chairman welcomed members to the first meeting of the newly elected Board. Members were advised that Alice Smith, the Executive Assistant from the Bedford Group of Drainage Boards, would be present for the duration of the meeting to take minutes. RESOLVED that this be noted.	
80/23 APOLOGIES FOR ABSENCE		
80/23/01	Apologies for absence were received on behalf of Henry Cator, James Keith, Charles Joice, Gordon Bambridge, Nigel Housden, Phil Camamile, Cathryn Brady and Caroline Laburn. RESOLVED that this be noted.	
81/23 DECLARATIONS OF INTEREST		
81/23/01	There were no declarations of interest reported to the meeting.	
81/23/02	The Chairman reminded those members who were yet to return their Declarations of Interest forms to the office, should do so as a matter of urgency. RESOLVED that this be noted.	
Chief Operating Officer in the Chair		
82/23 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN		
82/23/01	It was proposed by Bill Borrett, seconded by Ken Kelly and unanimously agreed to elect John Carrick to serve as the Board's Chairman for the next three-year term. RESOLVED that this be noted.	
John Carrick in the Chair		
82/23/02	It was proposed by John Carrick, seconded by Bill Borrett and unanimously agreed to elect Gordon Bambridge to serve as the Board's Vice-Chairman for the next three-year term. RESOLVED that this be noted.	
83/23 MINUTES OF THE LAST BOARD MEETING		

ID	Norfolk Rivers IDB, Minute	Action
83/23/01	The minutes of the last Board meeting held on 26 July 2023 were confirmed as a true record and signed by the Chairman. Arising therefrom:	MP
83/23/02	WMA De-maining Paper (58/23/02)	
	The Chair reported that the small changes to the title and wording of the paper, the inclusion of photographs and maps had now been actioned and had received approval from the Consortium Management Committee. Members were advised the revised document had been circulated for their approval. Michael Sayer advised members that he was yet to receive a copy. RESOLVED that this be noted.	
84/23	GOVERNANCE	
84/23/01	The Schedule of Reserved Matters, Scheme of Delegation, Financial Regulations and Division of Responsibilities between the Chairman and Chief Executive were considered in detail, reviewed and approved (copies of which are filed in the Report Book). There were no matters arising.	
85/23	MEMBERS ATTENDANCE REGISTER	
85/23/01	The Members Attendance Register since re-constitution of the Board, from 29 June 2022 to 02 November 2023 was considered and noted. Arising therefrom:	
85/23/02	Bill Borrett advised page 10 confirmed him as attending 2 meetings and page 11 confirmed him as attending 3 meetings. He recalls attending 3 out of 5 of the Board Meetings for the period. It was agreed and thereby RESOLVED to check the records and rectify the misprint.	KB
86/23	ELECT MEMBERS TO SERVE ON THE BOARD'S COMMITTEES	
86/23/01	The Terms of Reference for each of the Board's Committees were considered in detail and approved.	
86/23/02	It was agreed and thereby RESOLVED to re-elect the existing members to serve on the Board's Committees for the next three-year term, from 01 November 2023 to 31 October 2026.	
86/23/03	Members noted the two vacancies on the Executive Committee. It was proposed by Bill Borrett, seconded by Ken Kelly and unanimously agreed to elect Robert Savage to serve on the Board's Executive Committee for the next three-year term. RESOLVED that this be noted.	
87/23	APPROVE THE BOARD'S PARTICIPATION IN, AND REPRESENTATION ON JOINT ADVISORY COMMITTEES	

ID	Norfolk Rivers IDB, Minute	Action
87/23/01	The Terms of Reference for each of the Joint Advisory Committees were considered in detail and approved.	
87/23/02	It was agreed and thereby RESOLVED to approve the Board's participation in and representation on the Joint Advisory Committees as listed (a copy of which is filed in the Report Book).	
87/23/03	It was agreed and thereby RESOLVED to re-appoint the existing members and officers to represent the Board on the Joint Committees for the next three-year term, from 01 November 2023 to 31 October 2026.	
88/23	HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW	
88/23/01	The Health, Safety and Welfare Performance Review (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
89/23	CAPITAL WORKS PROGRAMME OVERVIEW AND PROJECT DEVELOPMENT UPDATE	
89/23/01	The Capital Works Programme Overview & Project Development Update (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
90/23	OPERATIONS REPORT	
90/2301	The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
91/23	ENVIRONMENTAL REPORT	
91/23/01	The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
92/23	SUSTAINABLE DEVELOPMENT REPORT	
92/23/01	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.	
93/23	AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2022/23	

ID	Norfolk Rivers IDB, Minute	Action
93/23/01	The audited Annual Governance and Accountability Return for the financial year ending 31 March 2023 was considered in detail and approved. There were no matters raised by the External Auditor to report.	
	SCHEDULE OF PAID ACCOUNTS	
94/23/01	The Schedule of Paid Accounts for the period 01 June 2023 to 30 September 2023, totaling £339,299.75 (a copy of which is filed in the Report Book) was considered in detail and approved for publication on the WMA Group's website. There were no matters arising.	
	FINANCIAL REPORT	
95/23/01	The Financial Report for the period 01 April 2023 to 30 September 2023, was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
95/23/02	Highland Water Claim	
	The Finance and Rating Manager advised that an update had now been provided by the Environment Agency in relation to the Highland Water Claim for 2023/24. As noted within the report, the Environment Agency had advised there was not enough funding to pay the claim in full, and it had therefore been projected that only 80% of the claim would be received.	
95/23/03	Officers were now confident that the Highland Water claim would be paid in full for the year 2023/24. RESOLVED that this be noted.	
95/23/04	The Finance and Rating Manager reminded members that the Highland Water contribution was a discretionary payment made by the Environment Agency each year and that this was likely to significantly reduce or disappear in future years.	
95/23/05	Ken Kelly raised concerns with regards to the highland water fee not being paid in future years if current budgets have seen funding stretched. He advised officers he would speak with the Environment Agency and the MP for Broadland, Jerome Mayhew, to explain the importance of claims to be paid in full in forthcoming years. RESOLVED that this be noted.	KK
95/23/06	Bill Borrett requested officers to obtain further information surrounding the governance of claims of this nature. RESOLVED that this be noted.	SJ
95/23/07	Drainage Ratepayers and Special Levies Due	
	The Chair expressed his concern over the 153 Ratepayers who were yet to settle their Drainage Rates for 2023/24, as compared to 88 Ratepayers this time last year.	

ID	Norfolk Rivers IDB, Minute	Action
95/23/08	The Finance and Rating Manager advised members that a significant increase in the number of Ratepayers that had not paid their Drainage Rates had been seen across all of the Boards within the WMA. Officers were currently working hard to reduce this number by calling/emailing Ratepayers, where this information was available. RESOLVED that this be noted.	
95/23/09	Harry Blathwayt noted the current economic climate and cost of living crisis and questioned if officers checked on hardship. Members were advised, as detailed within the Board's Rate Levies and Collection Policy, that Ratepayers were able to pay in instalments by agreement in exceptional circumstances. However, officers were reliant upon Ratepayers making contact to request special arrangements to be made. RESOLVED that this be noted.	
96/23	INTERNAL AUDIT PLAN FOR 2023-24	
96/23/01	The Internal Audit Plan for 2023-24 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
97/23	FULL RISK REGISTER	
97/23/01	Members considered and approved the full risk register (a copy of which is filed in the Report Book). There were no matters arising.	
98/23	POLICY REVIEW	
98/23/01	The Biodiversity Action Plan was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
98/23/02	<p>Bill Borrett queried if the lack of maintenance seen on Environment Agency main rivers continued would have a detrimental effect on the environmental elements of the adjacent land affected. He highlighted the flood meadows, which during recent heavy rainfall from storm Babet had been underwater for a prolonged period of time and questioned whether this could be causing harm to the features and species dependent on that habitat. The Chief Operating Officer noted the concerns and advised that the Board's Environmental Team would look at this in greater detail. It was agreed and thereby RESOLVED to update members on this at the next meeting.</p>	CL
99/23	COMPLAINTS AND FEEDBACK	
99/23/01	No complaints or other feedback had been received during the reporting period. RESOLVED that this be noted.	

ID	Norfolk Rivers IDB, Minute	Action
100/23	CALENDAR OF MEETINGS FOR 2024	
100/23/01	<p>The calendar of meetings for 2024 was considered in detail and approved, with the meetings for the Norfolk Rivers IDB set out below, all to be held as hybrid meetings at Breckland District Council:</p> <p>Wednesday, 24 January 2024 at 10 am (Norfolk Room/Teams) Wednesday, 22 May 2024 at 10 am (Norfolk Room/Teams) Wednesday, 23 October 2024 at 10 am (Norfolk Room/Teams)</p>	
101/23	DATE OF NEXT MEETING	
101/23/01	<p>The next Board meeting would be held in the Norfolk Room at Breckland District Council's offices in Dereham and virtually via Microsoft Teams, on Wednesday, 24 January 2024 at 10.00 am. RESOLVED that this be noted.</p> <p>John Labouchere joined the meeting.</p>	
102/23	ANY OTHER BUSINESS	
102/23/01	<p>John Labouchere Resignation</p> <p>Members were informed that John had tendered his resignation from the Board prior to the recent election. The Chair, members and officers thanked John for his invaluable contribution to the Board and its predecessors over the past 23 years.</p> <p>John Labouchere left the meeting.</p>	
102/23/02	<p>It was agreed and thereby RESOLVED to purchase a gift to mark members' thanks and appreciation to John Labouchere.</p>	SJ
102/23/03	<p>A47 bypass flooding</p> <p>Nigel Legg advised members that during times of heavy rainfall sections of the A47 bypass flooded due to the significant amount of runoff from the adjacent substation development. Nigel understood that this was the responsibility of the Highways department but requested the support of officers to resolve the matter. The Chief Operating Officer (COO) confirmed that the Board were now undertaking road grip maintenance on behalf of the Highways department and from 20 November would have 4 desks in County Hall to aid partnership working. The COO asked for more detail on this specific issue, so that he could then raise it with the Lead Local Flood Authority team. It was agreed and thereby RESOLVED to look into the matter further and provide an update at the next meeting.</p>	MP
102/23/04	<p>Attendance Record</p> <p>Bill Borrett questioned the need for recording virtual attendance in the minutes and felt that this was discriminatory to those who were unable to</p>	

ID	Norfolk Rivers IDB, Minute	Action
	attend Board meetings in person. The Finance and Rating Manager advised members that this was done to comply with the Board's Standing Orders, should a decision later be challenged due to ICT issues and the inability of members attending virtually from being able to take part in the decision-making process.	
102/23/05	Bill requested that an alternative arrangement be made to the current format. Members agreed to follow this up with the Chief Executive. RESOLVED that this be noted.	SJ
103/23	OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
103/23/01	There were no members of the public present at the meeting.	
104/23	CONSORTIUM MATTERS	
104/23/01	Unconfirmed Minutes and Report Extracts The unconfirmed minutes and report extracts of the last Consortium Management Committee (CMC) meeting held on 29 September 2023 were considered in detail and approved.	
104/23/02	Code of Conduct Complaints Arrangements The arrangements for dealing with Code of Conduct Complaints were considered in detail and approved (a copy of which is filed in the Report book). It was agreed and thereby RESOLVED to delegate authority to the Consortium Management Committee (CMC) to deal with all matters relating to members' conduct and standards.	
104/23/03	WMA Policy Review The seven WMA policies due for review, as reviewed and approved at the CMC meeting on 29 September 2023 were considered in detail and adopted by the Board (copies of which are filed in the Report Book). There were no matters arising.	
104/23/04	Issues for discussion at the next CMC meeting There were no issues raised by members for discussion at the next CMC meeting on 08 December 2023. 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 and Henry Cator, or the Chief Executive directly.	
105/23	CONFIDENTIAL BUSINESS	
105/23/01	It was agreed and thereby RESOLVED that as there were no items of confidential business to discuss that a separate set of confidential minutes	

ID	Norfolk Rivers IDB, Minute	Action
	would not be produced for this meeting.	
106/23	CONFIDENTIAL MINUTES OF THE LAST BOARD MEETING HELD ON 26 JULY 2023	
106/23/01	The confidential minutes of the last Board meeting held on 26 July 2023 were confirmed and signed as a true record. There were no matters arising.	
107/23	CONFIDENTIAL MINUTES OF THE CONSORTIUM MANAGEMENT COMMITTEE MEETING HELD ON 29 SEPTEMBER 2023	
107/23/01	The unconfirmed confidential minutes of the Consortium Management Committee (CMC) meeting held on 29 September 2023 were considered in detail and approved. There were no matters arising.	
108/23	ANY OTHER CONFIDENTIAL BUSINESS	
108/23/01	There was no other confidential business to discuss. The Chairman thanked members for their attendance and contribution, and declared the meeting closed.	

HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

For the period 16 October 2023 to 31 December 2023

1. LEARNING EVENTS

Kings Lynn IDB Environmental Incident:

- 1.1 Waste was found fly-tipped, which had originated at a WMA construction site. The site was a major project being managed and run by a main contractor.
- 1.2 Further to a letter from Sherwood Council regarding the fly tipped waste, the WMA and the principle contractor undertook a detailed investigation. This found that the waste recycling centre, where the waste had been taken to, was broken into with numerous items stolen. It was confirmed that this waste was taken during that break in and then discarded once the valuable elements had been removed.
- 1.3 A review of the site waste management plan was undertaken as part of our investigation and was found to be adequate and well managed. The learning shared has been around the importance of using certified waste carriers for any work and the importance of record keeping. A detailed TBT will be developed for relevant staff.

2. ACCIDENTS

Norfolk Rivers IDB BT cable strike

- 2.1. Whilst undertaking work to relieve flooding in a water filled ditch, a BT cable in a duct was struck by a sub-contractor working on behalf of the WMA.
- 2.2. The cable was below the water line and mid-dyke. There were no clues to its presence (warning posts, adjacent overhead cables, road scars) and the work only involved removal of silt accumulations over a short 10m section of roadside grip, with no groundbreaking, and as such, service returns were not provided or obtained. In addition, the site had been cleared the year previous with no cable being present.
- 2.3. BT attended site the same day to make the area safe and confirmed the cable was new and had been installed by a sub-contractor, not in accordance with BT's required standard. There were no injuries and the accident is not RIDDOR reportable. Risk assessment and method statements have since been updated to include checks for ducts to be conducted in water filled ditches.



South Holland IDB Gas cable strike:

- 2.4. Whilst undertaking routine maintenance operations, a gas cable was caught by the mowing bucket of a machine. The cable in a very old and degraded steel ducting and constituted one of many along a stretch of ditch, which is maintained annually. The operator was aware of the cables and did not realise he had struck it until gas was smelt some hours later. CADENT visited site the same day and made safe. The accident is not RIDDOR reportable and there were no injuries.
- 2.5. Risk assessment and method statement have since been updated for this stretch of drain to modify the operation to include hand clearance around these cables. In addition, discussions are underway with CADENT to improve the ducting and the marking of these services both here and elsewhere within the district.



3. TOOLBOX TALKS & TRAINING

- Water Risk: Environment Staff, November 2023
- Eye protection types and risk: Ops Managers December 2023
- Winter safe start: Staff December 2023

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

- 4.1. None.

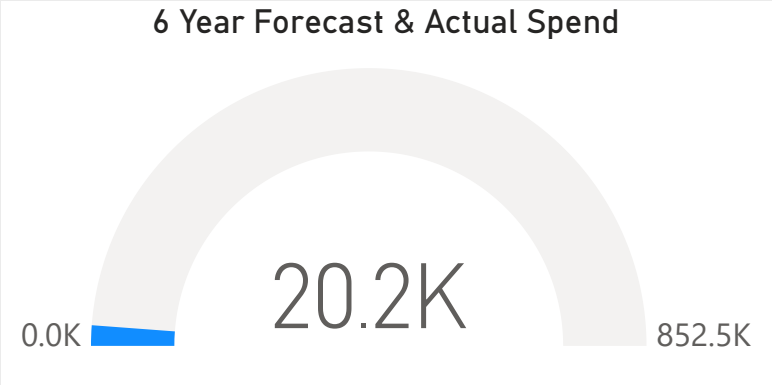
5. HEALTH & SAFETY INSPECTIONS

- 5.1. Alliance lifting checks – 6 monthly
- 5.2. Copes visits to KLIDB, P&CIDB. Minor points from visits in hand.

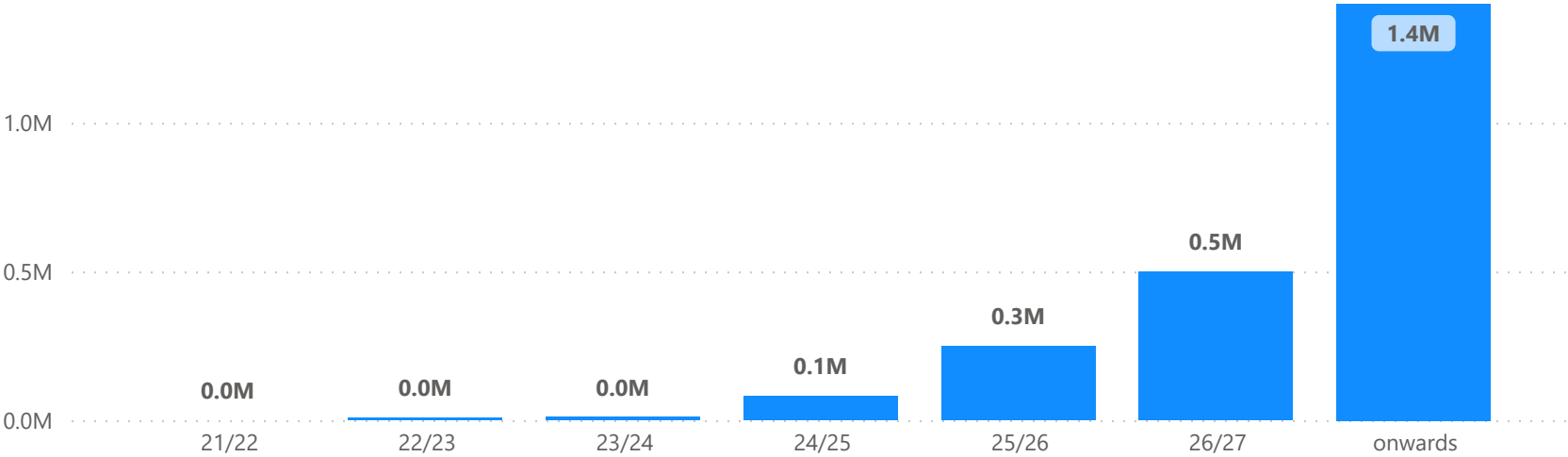
TOM HUNTER
AREA MANAGER

NORFOLK RIVERS IDB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT
FOR THE PERIOD 20 OCTOBER 2023 TO 10 JANUARY 2024

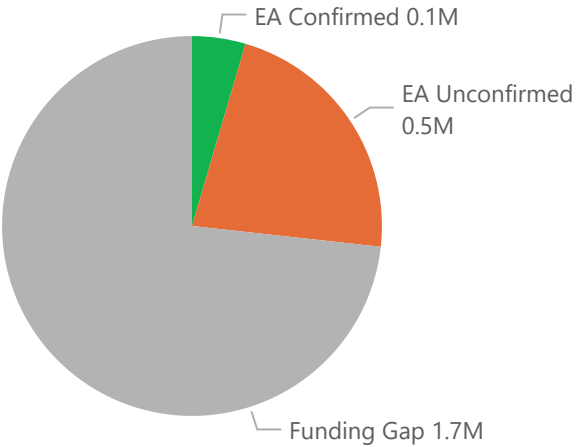
6 Year Actual Spend	2023/24 Forecast	Variance	6 Year Forecast	Variance	Forecast beyond 2027
20.2K	11.5K	0.0K	853K	0.0M	1.4M



Expenditure Profile by Year



Funding Sources



SCH No	Project Name	Description	Project Manager	Framework	Project Stage	OBC Approval	Start Construction	Complete Construction
SCH28	Keswick Bank Repairs	Breach bank repair		IDB Board	Complete	01/06/2023	01/03/2023	15/03/2023
SCH27	River Wensum Culvert Inspections and Works	Repair / Replacement of Chunker / Syphon culverts under River Wensum	Paul George	IDB Board	Study	01/02/2025	01/07/2025	01/03/2028

Update

Surveys will commence as soon as possible in Spring 2024.

Risks

High Risk - Until we know the outcome of these surveys the future costs are highly uncertain.

Change

No Change since the previous meeting.

Approval

If the outcome of the CCTV surveys show significant work is required, we will aim to start production of an OBC in Winter 2024.

Recommendations for Board

To note progress since last paper.

KARI NASH - PROJECT DELIVERY MANAGER

[Interactive Google Map Link](#)

OPERATIONS REPORT

For the period 21 October 2023 to 10 January 2024

1. INTRODUCTION

- 1.1. The Engineering and Operations teams continue to plan and manage maintenance and capital projects throughout the NRIDB catchment area. The following information pertains to operations and schemes carried out for the Norfolk Rivers IDB for this period.

2. REVENUE MAINTENANCE WORKS

- 2.1. Routine maintenance works were carried out on main drains in the following districts:

- Norfolk Rivers Machine and Operative(s):
Wensum: Sculthorpe, Great Ryburgh & Great Ryburgh B
Upper Bure: Aldborough/Scarrow Beck & Buxton/Hevingham
- Machine Contractors (GDR Sales):
Wensum: Tatterford/Raynham
Upper Bure: Thurning & King's Beck
- Hand Work by Norfolk River IDB operative(s)
Wensum: Great Ryburgh Stibbard,
Upper Yare & Tas: Wicklewood
Upper Bure: King's Beck – Suffield, Horstead
- Hand Work Contractors (AM Grounds Maintenance):
Wensum: Beetley, Foulsham, Elmham A, Dereham Stream
Upper Yare & Tas: Trowse, Thuxton, Wymondham

3. RECHARGE WORKS

- 3.1. Scheme Development & Delivery

We have been working on our own arterial watercourses and with Norfolk CC, District Councils, the Environment Agency, Norfolk Rivers Trust, and landowners to provide costed solutions for numerous locations where there are flooding and watercourse management issues.

The board continue to provide Norfolk County Council Highways with grip clearance and vegetation management.

In addition, we have represented the Board on the Norfolk Strategic Flooding Alliance providing input as required.

- 3.2. Oatfield Close, Horsford (PSCA)

Broadland and South Norfolk District Council commissioned us to design and deliver watercourse maintenance works. The channel was heavily silted and vegetated which was restricting flow and impacting surface water drainage. Access was limited so work had to be completed using a 6tonne machine and by hand.



Before work looking from downstream to upstream near properties



After work looking from upstream to downstream

3.3. Ensign Way, Diss (PSCA)

Broadland and South Norfolk District Council commissioned us to design and deliver channel clearance works in Diss. The channel needed clearing of some large trees and stumps as well as general cutting and clearing of vegetation.



Maintenance plan produced for work.

4. PLANT

4.1. Plant Replacements. Nothing to report this period.

5. CAPITAL SCHEMES

5.1. Nothing to report this period.

6. OPERATIONAL MATTERS

6.1. Watercourse Adoptions

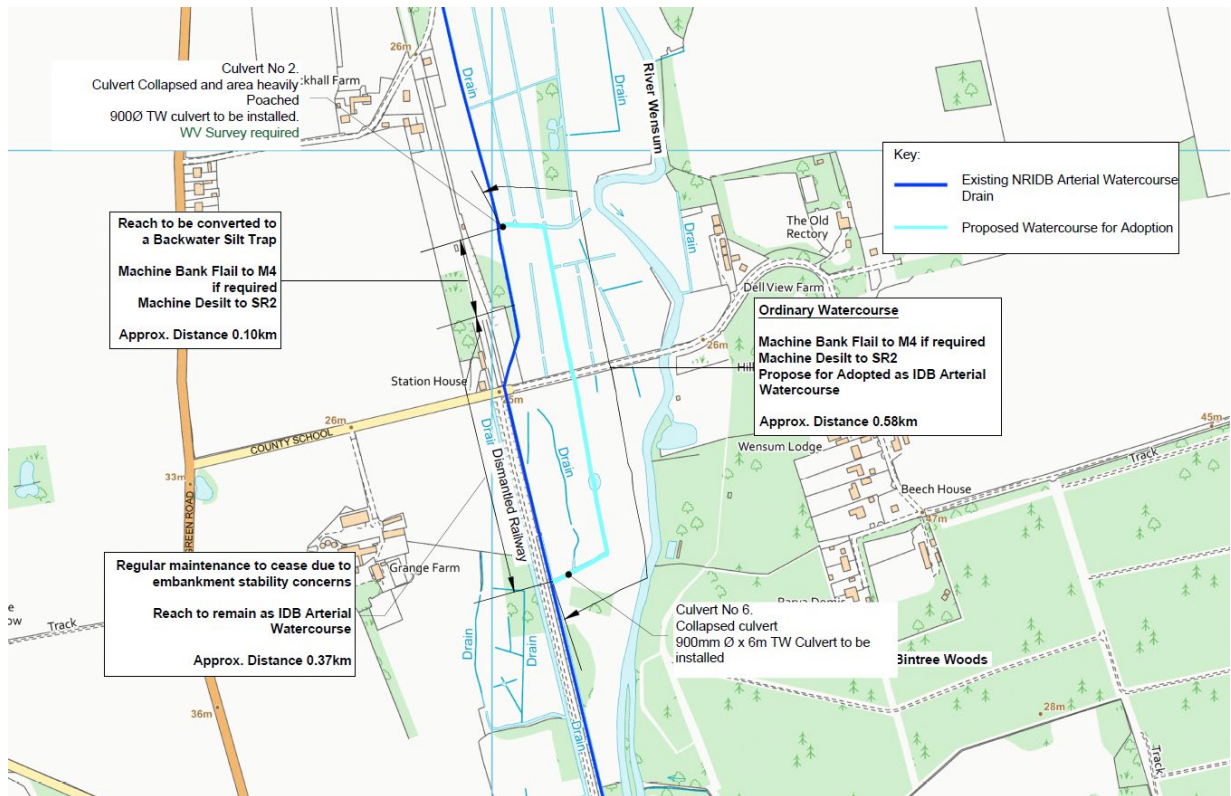
In accordance with the Adoption and Abandonment Policy it is proposed that the following watercourses are adopted as IDB Arterial Watercourses.

North Elmham A – Additional Watercourse. 580m

https://www.wlma.org.uk/uploads/NRIDB_099G_ElmhamA.pdf

The existing IDB arterial watercourse runs along the toe of the Old railway Embankment near County School Station. The embankment which is not in the best structural condition. This makes any maintenance activity along the stretch more difficult and burdened with more risk.

To mitigate this it is proposed that the main flow of the watercourse is diverted through an existing watercourse as shown below. This is already happening so only limited work, installation of two culverts and desilting maintenance is required to get the watercourse into a suitable condition. This will require funding through the maintenance budget.

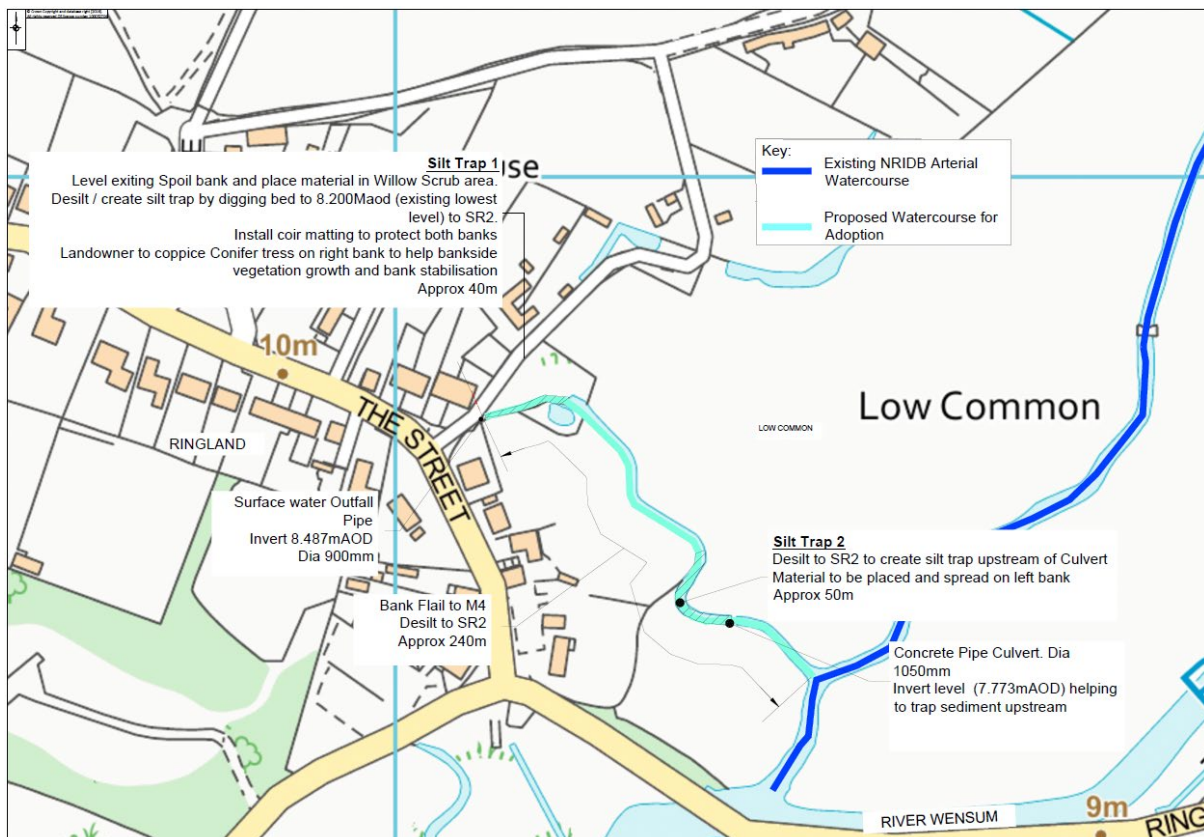


Ringland – Morton Hall (S). Additional Watercourse. 240m

https://www.wlma.org.uk/uploads/NRIDB_112G_RinglandMortonHallS.pdf

This section of watercourse has been assessed by the Operations Manager as being a key flow path to help manage surface water flooding and sediment loading into the downstream NRIDB Arterial watercourse and River Wensum. Properties in Ringland are at risk of Surface Water Flooding and there is a large, steep catchment upstream of here so its important water can discharge through this channel.

The Operations Manager has developed a plan that will help trap sediment by formalising two locations to act as sediment traps along the existing route of the channel, more routine maintenance can then be carried out to help convey flows. It's proposed the EA will fund the works through the Water Improvement and Environment Fund this financial year.

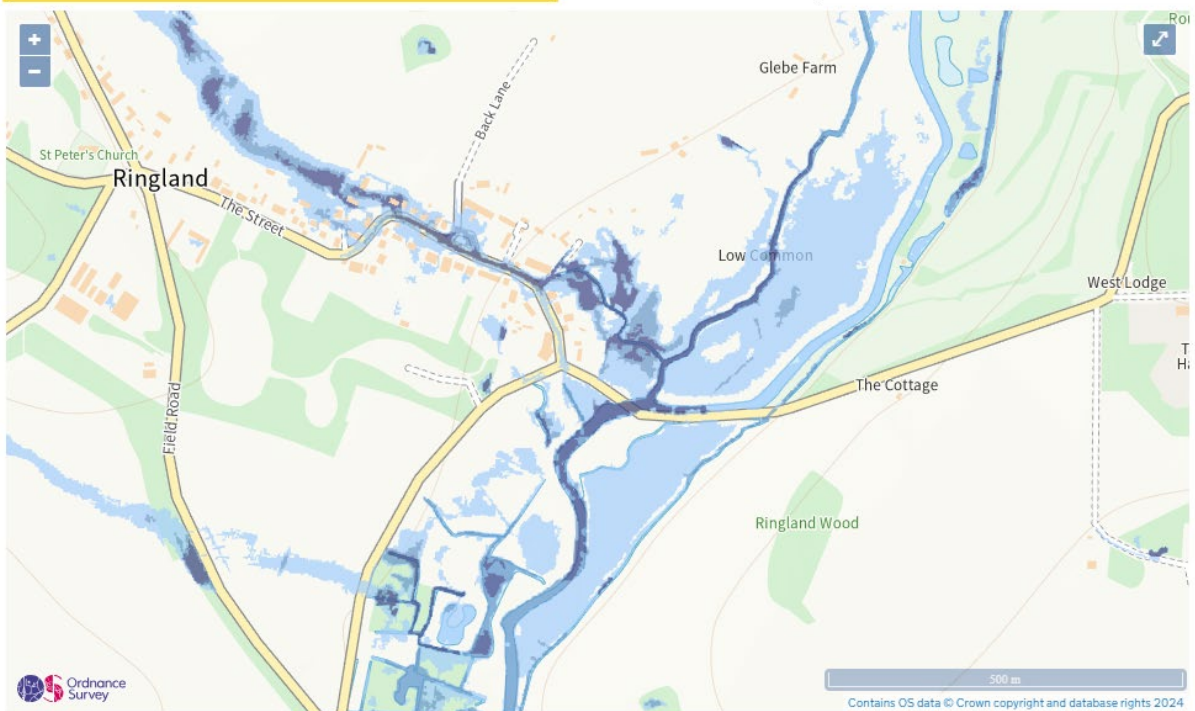


Flood risk

Extent of flooding

Location

ringland



Extent of flooding from surface water

High Medium Low Very Low

Surface Water Flood Risk at Ringland

7. FLOOD EVENTS/INCIDENTS

- 7.1. During the period, there has been a notable increase in precipitation, and consequently high-water levels across the United Kingdom which has caused widespread flooding. The period started with the wettest October across England since 2000 ([Environment Agency, Dec 2023](#)), with November bringing Storm Ciaran, only two weeks after Storm Babet which hit the East with force.
- 7.2. Key figures <https://nrfa.ceh.ac.uk/monthly-hydrological-summary-uk>

Rainfall (October 2023 to December 2023) Anglian Region

October 128mm = 199% above average

November 70mm = 113% above average

December 92mm = 158% above average

River Flows (October 2023 to December 2023) Wensum, Anglian Region

October Normal Range

November Notably high flows

December Notably high flows

Reported Incidents of flooding investigated

4 Incidents reported at Dereham, Lyng, Narborough & Burnham Overby Staithe

Number of confirmed properties flooded (Source IDB Arterial Watercourse)

0 confirmed.

- 7.3. There have been some localised flooding events across Norfolk, however we have had no reports from residents suggesting that any properties have flooded direct from NRIDB Watercourses.

Norfolk Rivers IDB operatives promptly attended a fallen tree in Dereham Stream on Friday 5th January, which created a blockage across the watercourse. The obstruction led to water backing up and subsequent flooding of the nearby footpath and field.



Fallen tree causing flooding

7.4. Burnham Overy Staithe

As in 2020, flooding has occurred around Burnham Market and Burnham Overy Staithe. Measures put in place after 2020 to help reduce flood risk through Burnham Market appear to have worked well to date. However, our district downstream of there which includes Burnham Overy Staithe, has been inundated due to the main river overtopping and tidal locking. This has mainly effected grazing marshes to date and we are working with local landowners and the EA to see what can be done to help alleviate the situation, and prevent any flooding to properties.

Reported issues at Lyng and Narborough are the responsibility of the Lead Local Flood authority (NCC), who we have been in contact with to offer our services and support.

8. COMPLAINTS/ENFORCEMENT

8.1. There are no complaints to report this period.

PAUL GEORGE
OPERATIONS MANGER
JANUARY 2024

ENVIRONMENTAL REPORT

For the period 21 October 2023 to 10 January 2024

1. INFORMATION FOR THE BOARD

1.1. NON-NATIVE INVASIVES

1.1.1 FLOATING PENNYWORT IN THE NORTH WALSHAM AND DILHAM CANAL / RIVER ANT – UPDATE

IDB Environment Officers have been continuing to work closely with the NNNIS, Environment Agency, Broads Authority and Natural England to implement a plan and a solution to eradicating the plant in the Broads and Norfolk Rivers Internal Drainage Districts. Monthly virtual meetings continue to be held to coordinate the efforts of all parties and keep up the momentum needed to tackle this aggressive non-native invasive problem. The control of Floating Pennywort in the North Walsham Dilham Canal / River Ant has been undertaken by a contractor who has completed monthly surveys and hand removals over the summer 2023.

At recent meetings, it was highlighted to the group that a large amount of Floating Pennywort had been found around the boat yard at Wayford Bridge and the Broads Authority had since been removing it. However, at the most recent meeting, the group was notified that it has since travelled down from Wayford Bridge and fragments have been as far down as Hunsett Mill. Fragments have largely been found on the main river from boat dykes, but surveying down side dykes has been difficult due to landowners permissions. The spread of Floating Pennywort into the Broads designated site is particularly worrying and would have a serious impact on flood risk, drainage, navigation, fisheries and ecological interests in river and wetland systems.

A plan to try to control and eradicate this plant from the river is underway between the Floating Pennywort Steering group members. A paper is currently being put together by the Environment Manager and the Operations Manager to present to the Environment Agency with the aim of trying to gain further funding for future eradication measures.

1.2. WMA BOARD COMPLIANCE WITH THE BIODIVERSITY DUTY – UPDATE

The UK government guidance on complying with the Biodiversity Duty was published in May 2023 and can be seen in detail via the following link:

[Complying with the biodiversity duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complying-with-the-biodiversity-duty)

This guidance states that Public Authorities operating in England, must consider what they can do to conserve and enhance biodiversity in England. **This is the strengthened ‘biodiversity duty’ that the Environment Act 2021 introduces.**

This means that an IDB as a public authority, must:

1. Consider what can be done to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on this consideration.
3. Act to deliver your policies and achieve your objectives.

An IDB must complete the first consideration of what action to take for biodiversity by 01 January 2024 and IDBs must agree the policies and objectives as soon as possible after this.

WMA RESPONSE TO DEFRA GUIDANCE

In response to this guidance, internal meetings to discuss the “**Considerations of Biodiversity Duty in IDB Functions**” and actions to be undertaken were convened and attended by managers on the following dates:

- SMO policy considerations: 18/11/2022

- Sustainable Development team policies: 09/03/2023
- General policy considerations: 14/07/2023, 08/09/2023, 31/10/2023, 14/11/2023

Table 1 below summarises the overall considerations for biodiversity already undertaken by Boards, with proposed actions, as approved by the Boards of the WMA during 2022-2023:

Table 1.

Policy / Document	Board or WMA
IDB Biodiversity Action Plan Review 2023-2028	Broads IDB Norfolk Rivers IDB South Holland IDB Kings Lynn IDB Waveney Lower Yare and Lothingland IDB East Suffolk WMB Pevensey & Cuckmere WLMB
Standard Maintenance Operations Document Review 2023-2028	Broads IDB Norfolk Rivers IDB Waveney Lower Yare and Lothingland IDB East Suffolk WMB
Planning and Byelaw Strategy	WMA

A further overview of all the 68 IDB/WMA policies was undertaken on 31/10/2023 by WMA managers to determine if and where further enhancements for biodiversity were appropriate. A shortlist of documents where it was considered that enhancements could be achieved for further investigation was created. These are shown in Table 2.

Table 2.

Policy/Document Name	Where Biodiversity Enhancement may be included	Responsible Officer	WMA or IDB Branded
Strategic			
Business Plan/ Policy Statement	Include enhancement and Carbon Management Plan across the Boards	Area Managers	IDB
Asset Prioritisation Criteria	Influencing drains to be included	Area Managers	IDB
Biosecurity Policy	Review currently scheduled for 2027 but undertake in 2024.	Environmental Manager	WMA
Drought Policy	Review alongside WLMPs-moving water from one watercourse to another.	Environmental Manager	WMA
ISO 9001 Quality Statement	Take to next ISO management meeting	ICT Manager	WMA
ISO 14001 Environmental Statement	Take to next ISO management meeting	Environmental Manager	WMA

Pevensey Levels Water Level Management Plan 2015	P&C now principal lead on WLMP. Review to be undertaken when new pumping stations are replaced.	Environmental Manager	P&C WLMB
Sustainability Policy	To be reviewed in 2023/24 to align with carbon audit and carbon management plan.	Environmental Manager	WMA
Finance			
Investment Strategy	Understand and consider opportunities for environmental investment.	Finance & Rating Manager	WMA
Governance			
Information Security and Systems - Acceptable Use Policy	Consideration of energy rating of new equipment	ICT Manager	WMA

As part of the review process regarding the Considerations for Biodiversity, additional policy documentation is being prepared as described below in Table 3:

Table 3.

Proposed New Policy/Document Name	Proposed inclusion of Biodiversity Enhancement	Responsible Officer	WMA or IDB Branded
WLMPs for Individual Boards	WLMPs can by their very nature create environmental enhancements. Review process initiated in BIDB Sept 2023-Likely catchment-based approach and useful for Pumping Station review.	Environmental Manager	BIDB /NRIDB/WLY L /KLIDB (LSD fen)
Non-Native Invasives,	Undertake review and combine enhancement where possible.	Environmental Manager	WMA
Ragwort Policy	Undertake review and combine enhancement where possible.	Environmental Manager	WMA
Tree Policy	Undertake review and combine enhancement where possible. To include IDB owned land.	Environmental Manager	WMA
Hedgerow Policy	Undertake review and combine where possible enhancement. To include IDB owned land.	Environmental Manager	WMA
Standard Maintenance Operations Document Review 2024-2029	Review of documents to consider enhancement during maintenance where applicable.	Environmental Manager	SHIDB KLIDB P&C WLMB (in prep)

NATURE RECOVERY STRATEGIES

Links have also been made with the Local Nature Recovery Strategy officers and partnerships in Lincolnshire, Norfolk, Suffolk, and Sussex to further determine how WMA IDBs may be able to work alongside others to facilitate nature recovery at scale within the respective IDD. These partnerships also allow IDB officers to better understand where protected site strategies are being implemented and how the IDBs can contribute to species recovery strategies.

E.g. All WMA IDBs are participating in the Water Vole Recovery Strategy through their affiliation with and/or funding of the Waterlife Recovery Trust Mink eradication programme.

TRAINING AND EDUCATION

Training will continue to be delivered to IDB staff on a regular basis as policies are reviewed to ensure compliance with the Biodiversity Duty.

IDB OWNED LAND

A review of IDB land ownership is underway to better understand where specific management or enhancements may be undertaken for the benefit of biodiversity on IDB owned land parcels and determine how this may contribute to larger scale landscape recovery.

1.3. NRIDB STANDARD MAINTENANCE OPERATIONS AUDITS

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

The two drains audited include the Aldborough Drain (DRN076G2901) (surveyed on the 17 November 2023) and the Dunton patch drain (DRN090G0101) (surveyed on the 17 November 2023). Audit reports were completed for each drain, including an overall maintenance score and recommendations, and issued to the NRIDB Engineer Operations Manager.

2. BIODIVERSITY ACTION PLAN – UPDATE

2.1 MINK

2.1.1 WATERLIFE RECOVERY TRUST (WRT) - UPDATE

The WLRT is a charity, registered in 2022, with origins in the Waterlife Recovery East (WRE) project. The aim of this group is to eradicate mink throughout Great Britain via a partnership approach from many organisations. The WLRT today sees partner organisations and volunteers trapping mink and seeing native wildlife rebound from Yorkshire through to Sussex, with more counties to likely sign up. The Pevensey Farmer Cluster are now involved in this project and moves are afoot to setup an extended arm of the project, likely called Waterlife Recovery South East, extending the project into Sussex, Kent and Southern Greater London areas. The Environmental Manager continues to sit on this steering group to represent WMA interests.

The fourth edition of the WLRT newsletter produced for October 2023 provides some interesting information, updates on the project and its progress and can be found [here](#).

2.2 NRIDB BIODIVERSITY ACTION PLAN (BAP) – PROGRESS REVIEW 2023-2024

The Biodiversity Action Plan for the NRIDB has been subject to an annual review of progress. Various actions have been undertaken during 2023 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 2023-24 can be found at: Appendix A.

3. PRE-WORKS SITE VISITS DURING THE PERIOD:

Date	Officer	Project / Maintenance/ BAP	Site	Comments
25/10/23	HM, PC	Maintenance	Langor Beck	Site visit to investigate pollution and maintenance at Langor bridge
08/11/23	EB, CH	Project	Reepham	Site visit to collect Otter Camera data
09/11/23	EB, OP	Maintenance	Corpusty	Scoping of the Corpusty – Cropton drain prior to maintenance works
10/11/23	CH, OP	Maintenance	Suffield	Scoping of the Suffield arm drains within the Kings Beck catchment prior to maintenance works.
13/11/23	EB, PG	Project	Ringland	Site visit to undertake a site and water vole survey
13/11/23	CH, OP	Maintenance	Thurgarton	Scoping of the Aldbrough drains near thurgarton prior to maintenance works.
15/11/23	CH, OP	Maintenance	Tattersett A & B	Scoping of the Tattersett drains prior to proposed maintenance works.
17/11/23	CH, EB	Maintenance	Aldbrough & Dunton Patch	NRIDB SMO audits on the maintenance undertaken at Aldbrough & Dunton Patch.
22/11/23	CH, OP	Maintenance	Hautbois	Scoping of the Hautbois drain prior to the proposed maintenance works.
01/12/23	CH, PG	Maintenance	Elmham A	Site visit to undertake water vole surveys at the culvert replacement / installation sites as apart of the upcoming maintenance.
05/12/23	CH, OP	Maintenance	Tattersett B	Scoping of the Tattersett drains prior to proposed maintenance works.
12/12/23	HM, PG	Project	Panford	Site walk over for future restoration works.
15/12/23	EB, CH	Project	Reepham	Site visit to collect Otter Camera data
21/12/23	HM, PG	Maintenance	Shotesham	Blockage investigation of outfall on Shotesham Common
10/01/24	EB, CH	Project	Reepham	Site visit to undertake a thorough Otter survey of the project boundary and to collect the otter camera data.

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

Licence / Assent / Habitat Regulations Assessment	Applied	Granted
Thurning WFD - Desilt	24/10/2023	N/A
Great Ryburgh Fakenham HRA and WFD – Desilt, Weedcut, Tree Works	30/10/2023	22/11/2023
2 year - HRA and Assent for Maintenance- River Wensum Tributaries	13/11/2023	04/12/2023
Ringland Sediment and Flood Risk Scheme HRA	20/11/2023	05/12/2023
Oatfield Close, Horseford WFD – Desilt, Tree Works	22/11/2023	N/A
Elmham A HRA – Desilt, Weedcut, Culvert Installation	27/11/2023	11/12/2023
Great Ryburgh B Assent and WFD – Desilt, Flail, Tree Works	27/11/2023	11/12/2023

5. TRAINING AND MEETINGS ATTENDED:

Date Applied	Meeting / Training Attended	Brief Description
31/10/23	Consideration of Biodiversity Duty in IDB Functions meeting (Biodiversity Policy)	A meeting to further consider what action the WMA can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective (this objective is the conservation and enhancement of biodiversity in England through the exercise of functions in relation to England).
31-10-23	IDB Ecologists Forum	Virtual meeting with other IDB ecologists to share information and knowledge.
02-11-23	INNS Training delivered to the Planning Team	Environment Officer provided a training presentation to the WMA Planning Team regarding INNS, including legislation, why it is important, identification, and recording.
13-11-23	Floating Pennywort Meeting	Monthly update meeting with partners to discuss progress and updates on Floating pennywort in the North Walsham Dilham Canal and River Ant.

Date Applied	Meeting / Training Attended	Brief Description
14-11-23	Consideration of Biodiversity Enhancement Meeting	A meeting to further consider what action the WMA can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective (this objective is the conservation and enhancement of biodiversity in England through the exercise of functions in relation to England).
15-11-23	Invasives, Hedging and Tree Policy Meeting	A meeting to discuss the creation of three new WMA policies: Hedges, Trees, and INNS, including what should be included in each policy and the information should be presented.
16-11-23	CIEEM Webinar – Survive or Thrive? The IUCN Green Status of Species	A webinar provided by CIEEM on the new IUCN Green Status list and how this can help influence and instruct conservation efforts and resources using past, present and future modelling. The webinar also presented key differences between the IUCN Red List AND THE Green Status and how these can be used for different functions within conservation.
23-11-23	Lowland Peat Taskforce Workshop	DEFRA workshop updating stakeholders on the Cauldwell Report and discussing challenges and opportunities for wetting up lowland peats to reduce greenhouse gas emissions.
28-11-23	ISO 14001/9001 Internal Audit Review Meeting	Meeting to discuss the WMA 2023 ISO Internal audit result / outcomes and review next steps for the 2024 Internal audit.
06-12-23	Norfolk and Suffolk Nature Recovery Partnership meeting	A meeting with stakeholders to work alongside others to facilitate nature recovery at scale within the respective IDD's.
12-12-23	Floating Pennywort	Monthly update meeting with partners to discuss progress and updates on Floating pennywort in the North Walsham Dilham Canal and River Ant.
07-12-23	Creating clean water ponds for freshwater wildlife Webinar	A webinar lead by Dr Pascale Nicolet from Freshwater Habitats Trust on Creating clean water ponds for freshwater wildlife. The webinar presented the key elements of pond creation, covering locating ponds to ensure good water quality, how to assess hydrology and geology and design principles at pond and pondscape levels to maximise conservation benefits.
08-01-23	Norfolk Crayfish Group partnership meeting	A biannual meeting with the partners of the Norfolk Crayfish Group to discuss partner updates, current funding opportunities, recent training and research, and future plans for the group.
09/01/24	Floating Pennywort	Monthly update meeting with partners to discuss progress and updates on Floating pennywort in the North Walsham Dilham Canal and River Ant.

6. NON-COMPLIANCE

Nothing to report within this period.

7. COMPLAINTS

None within this period.

CAROLINE LABURN
ENVIRONMENTAL MANAGER
JANUARY 2024

Appendix A: NRIDB BAP Progress 2023-24

ACTION		PARTNERS	DATE	2023-24 STATUS	2023-24 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.	RSPB, NRT, NE, EA, Landowners	Ongoing	Ongoing	Reepham enhancement Project Phase 1 (PSCA)– Installation of a variety of enhancement features including the creation of a wet woodland, installation of a sediment trap, culvert removal, floodplain reconnection, installation of gravels to restore channel gradients, and creation of a scrape.
1b	Deliver one Natural Flood Management Project per year.	NE, EA, BCP and Landowners	Ongoing	Ongoing	Reepham enhancement Project Phase 1 (PSCA)– Installation of a variety of enhancement features including the creation of a wet woodland, installation of a sediment trap, culvert removal, floodplain reconnection, installation of gravels to restore channel gradients, and creation of a scrape.
REEDBED					
2b	Identify potential sites for habitat restoration and expansion within the IDB area during Capital Scheme delivery and consider future management planning on these sites during this process.	NRT, NE, EA, Landowners	Ongoing	Ongoing	A table 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.
2c	Enhance and maintain reedbed fringe habitat on the Boards main drains.		Ongoing	Ongoing	Maintenance is undertaken to the standard set out in the SMO.
2d	Explore opportunities to create new reedbeds and link with other reedbed projects to create corridors for wildlife.	NRT, NE, EA, Landowners	Ongoing	Ongoing	A table of recorded reedbed locations and extent within the IDD has been created to highlight areas where reedbeds could be enhanced or linked to create wildlife corridors.
RIVERS, CANALS AND DRAINS					
4a	Work with the planning department to review the boards culverting policy.	Planning Department	2024		A meeting between the planning department and environment team was held during March 2023 to review the boards culverting policy.
5b	Work in partnership with the EA to report pollution incidents within the IDD.	EA	Ongoing	Ongoing	No pollution instances to report.

6a	Regularly update the Boards Standard Maintenance Document.		2023	Complete	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 an 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 NRIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Burnham Norton drain maintenance was audited in February 2023 SMO Audit 2: Great Ryburgh Stibbard drain maintenance was audited in February 2023 SMO Audit 3: Aldborough drain maintenance was audited in November 2023 SMO Audit 4: Dunton Patch drain maintenance was audited in November 2023
7a	Continue to work in partnership with stakeholders to deliver river restoration schemes throughout the IDD.	NRT, EA, NE, Landowners	Ongoing	Ongoing	Himalayan Balsam pulling undertaken at Narborough in July 2023 as part of a partnership approach with the EA.
7b	Work with partners to deliver one Natural Flood Management Project per year as a means to minimise sediment and diffuse pollution into chalk river systems and manage downstream flood risk.	NRT, NWNCP, NE, EA, BCP and Landowners	Ongoing	Ongoing	Himalayan Balsam removal through the method of pulling along sections at Narborough during Summer 2023, enabling works for in channel restoration. Broadland Catchment partnership and Wensum Catchment partnership meetings attended quarterly by Officers. Reepham enhancement Project Phase 1 (PSCA)– Installation of a variety of enhancement features including the creation of a wet woodland, installation of a sediment trap, culvert removal, floodplain reconnection, installation of gravels to restore channel gradients, and creation of a scrape. Felbrigg Enhancement Works – The NRIDB worked in tender to deliver works on behalf of NRT for the National Trust at Felbrigg. Works delivered by the NRIDB have improved water quality and habitat and have slowed the flow of water by installing a variety of enhancement features including open water scrapes, ditch blocking, a seepage pond and channel reprofiling.
WET WOODLAND					
8a	Consult Norfolk Wildlife Trust prior to work through or near County Wildlife Sites that are	NWT	Ongoing		This is undertaken as a matter of course.

	outside of the SMO.				
8b	Include wet woodland conservation in all aspects of IDB maintenance, capital scheme and river restoration delivery.	NE, NWT, NRT, EA and LA's	Ongoing	Ongoing	Reepham enhancement Project Phase 1 (PSCA)– Installation of a variety of enhancement features including the creation of a wet woodland, installation of a sediment trap, culvert removal, floodplain reconnection, installation of gravels to restore channel gradients, and creation of a scrape.
PONDS					
9a	Understand the extent of ghost ponds in Norfolk Rivers.	Norfolk Ponds Project	2026	Ongoing	A meeting with Norfolk Pond Project was organised on 02 August 2023 to discuss the opportunity to use their mapping layers to search for ghost ponds in Norfolk.
9b	Ensure relevant staff are trained regarding pond restoration.		2023-24	Ongoing	Environmental Team staff attended a webinar about 'Creating clean water ponds for freshwater wildlife' on the 7 th December 2023.
BARN OWL AND KESTREL					
10c	Continue to maintain sward height during bankside maintenance mowing of 150mm.	Staff, Contractors	Ongoing	Ongoing	Consistent with SMO and reviewed through regular SMO auditing. See Action 6b for details of audits undertaken.
HIRUNDINIDAE - SAND MARTINS, SWALLOWS AND SWIFTS					
11a	Explore options for Sand martin artificial nesting sites within the Norfolk Rivers IDB area.	Landowners	Ongoing		Liaised with RSPB in December to seek advice on Sand martin populations in Norfolk and the potential to have artificial nesting sites within the NRIDB area. Information was provided on Norfolk Sand Martin populations and useful links to artificial sand martin bank creation case studies. The information needs to be reviewed to understand the feasibility of installing an artificial bank within the Norfolk Rivers district area.
TREE SPARROW					
12a	Install nest boxes at suitable sites within the IDB district.	Landowners	Ongoing		A table of recorded Tree Sparrow sightings and extent within the IDD has been created along with a map to highlight areas that could be considered for the installation of nest boxes.
WATER VOLE					
13a	Continue to contribute funding to the Water Life Recovery Trust.	Water Life Recovery Trust	Annually		KLIDB contributed £2500 toward the WLRT 2023 -2024: https://www.waterliferecoverytrust.org.uk/

13b	Continue to work with the Water Life Recovery Trust on mink eradication.	Water Life Recovery Trust	Annually		Water Life Recovery Trust steering group meetings attended 3 times per year by Environmental Manager.
14a	Undertake yearly recording by operational staff and report to local biodiversity record centres.	NBIS	Annually	Ongoing	A new water vole survey record spreadsheet has been created. Officers to record water vole surveys undertaken and records to be reported to NBIS annually.
15a	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 NRIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Burnham Norton drain maintenance was audited in February 2023 SMO Audit 2: Great Ryburgh Stibbard drain maintenance was audited in February 2023 SMO Audit 3: Aldborough drain maintenance was audited in November 2023 SMO Audit 4: Dunton Patch drain maintenance was audited in November 2023
16a	Take opportunities to enhance water vole habitat where appropriate during Capital or river/wetland restoration schemes.	NE, EA, NWT and Landowners	Ongoing		WMA working with Water vole Species Conservation scheme providing data and contributing in their steering group.

BROWN TROUT

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 NRIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Burnham Norton drain maintenance was audited in February 2023 SMO Audit 2: Great Ryburgh Stibbard drain maintenance was audited in February 2023 SMO Audit 3: Aldborough drain maintenance was audited in November 2023 SMO Audit 4: Dunton Patch drain maintenance was audited in November 2023
17b	Ensure the life stages, habitat requirements and migration routes for the brown trout are taken into consideration when developing	NE, EA and Landowners	Ongoing	Ongoing	Reepham enhancement Project Phase 1 (PSCA) – Installation of a variety of enhancement features including the creation of a wet woodland, installation of a sediment trap, culvert removal, floodplain reconnection, installation of gravels

	river restoration projects.				to restore channel gradients, and creation of a scrape.
18a	Continue to establish the feasibility and delivery of other river restoration projects on IDB stretch of chalk stream reaches within Norfolk Rivers IDD. Where appropriate, work in partnership with other Stakeholders to achieve this.	NE, NRT, EA and Landowners	Ongoing	Ongoing	Reepham enhancement Project Phase 1 (PSCA) – Installation of a variety of enhancement features including the creation of a wet woodland, installation of a sediment trap, culvert removal, floodplain reconnection, installation of gravels to restore channel gradients, and creation of a scrape.

WHITE CLAWED CRAYFISH

19a	Identify white clawed crayfish populations within the IDD by working in partnership with the Norfolk Rivers Trust or undertaking white clawed crayfish surveys or eDNA surveying.	NRT	Ongoing	Ongoing	WCC eDNA testing was undertaken by the NRIDB during July 2023, at three points on the IDB main drain at Raynham. No evidence of WCC were found on the tributary however.
19b	Ensure compliance with the IDB SMO by auditing an 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 NRIDB area to assess the maintenance practices against the SMO manual. SMO Audit 1: Burnham Norton drain maintenance was audited in February 2023 SMO Audit 2: Great Ryburgh Stibbard drain maintenance was audited in February 2023 SMO Audit 3: Aldborough drain maintenance was audited in November 2023 SMO Audit 4: Dunton Patch drain maintenance was audited in November 2023
19e	Contribute to crayfish surveys and eDNA testing throughout the NRIDD.	NE, NRT, EA and Landowners	Ongoing	Ongoing	WCC eDNA testing was undertaken by the NRIDB during July 2023, at three points on the IDB main drain at Raynham. No evidence of WCC were found on the tributary however.
20a	Liaise and work closely with the Norfolk Crayfish Group.	NRT, EA, NE and NWT	Ongoing	Ongoing	White Clawed Crayfish Group meeting attended by Environment Officer.

NON NATIVE INVASIVE SPECIES

23a	Establish a partnership with the NBIS to receive up to date records of Invasives within the local area.	NBIS	Ongoing	Ongoing	Partnership established and regular updated records received.
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23b	Continue to contribute to and work in partnership with the Norfolk Non-Native Species Initiative (E.g. Floating pennywort).	NNNSI	Ongoing	Ongoing	<p>NRIDB contributed £2000 to the NNNSI during 2023-24. This funding was used by the NNNSI to tackle Floating Pennywort in the North Walsham and Dilham Canal has been provided.</p> <p>Ongoing work with the Floating Pennywort partnership. Officers attend monthly meetings with the partnership.</p> <p>Himalayan Balsam removal through the method of pulling along sections at Narborough during summer 2023, enabling works for channel restoration.</p> <p>Ongoing Giant Hogweed treatment at Emmanuel's Common and Burnham Deepdale.</p> <p>Continue to work and fund WLRT.</p>
23c	Maintain records for all species of concern using the 'iRecord' app.	NNNSI, Staff, Contactors	Ongoing	Ongoing	A shared IDB iRecord app is active and used by IDB officers to record and report INNS.
23d	Train staff regularly in key non-native species identification.	NNNSI, Staff, Contactors	Ongoing	Ongoing	INNS training was delivered to the planning department in November 2023, including identification and recording.
24a	To continue to work in partnership with Mink control/eradication groups.	WLRT	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 24 October 2023 to 10 January 2024.

2. CONSENT APPLICATIONS

There are currently 44 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	3
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	25
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	15
Total:	44

Many of the applications above relate to the following National Infrastructure Projects:

- A47 North Tuddenham to Easton Dualling Scheme
- Hornsey 3 (Windfarm) Cable Route

There are no applications requiring consideration by the Board in this report.

3. CONSENTS DETERMINED

During this reporting period, 1 consent under the Land Drainage Act 1991, the Board's Byelaws or a Development Consent Order (DCO) has been determined by Officers in accordance with their delegated authority;

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
23_24667_C	Byelaw 10	Heydon Road, Salle	Trees and outfall apparatus	Granted 15/11/2023

4. FEES

There have been no surface water development contribution fees invoiced or paid during the reporting period.

5. PLANNING COMMENTS

Officers have provided comments on 31 applications that are either in or could impact on the Boards Internal Drainage District. 8 of these applications are for major developments and are summarised below;

Planning Ref.	Location / Site Name	Description
2023/1825	The Street, Trowse	Residential Development (670 Dwellings)
2023/2037	Chapman Way, Hethel	Commercial Development
2023/3003	Burgh Road, Aylsham	Residential Development (242 Dwellings)
2022/1913	Round House Way, Cringleford	Commercial Development
2021/2579	Norwich Road, Bracken Ash	Residential Development (23 Dwellings)
3PL/2019/0513/F	Dereham Road, Swanton Morley	Residential Development (36 Dwellings)
2023/3674	Station Road, Reepham	Residential Development (22 Dwellings)
2023/3619	Buxton Road, Frettenham	Commercial Development

Additionally, officers continue to engage with applications for Development Consent, and liaise with the Planning Inspectorate / applicants as required regarding the following projects:

- A47 North Tuddenham to Easton Dualling Scheme
- Hornsey 3 Offshore Windfarm
- Vanguard Offshore Windfarm
- Boreas Offshore Windfarm
- Sherringham and Dudgeon Offshore Windfarm

CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
JANUARY 2024

NORFOLK RIVERS IDB
SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/10/2023
Payment Date To : 31/12/2023

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>% Cost Recoverable</u>	<u>Amount Paid This Period</u>
AC0002	Acle Garden Machinery Centre	Small Tools/Consumables	0	158.53
AM0002	AM Ground Maintenance	Watercourse Clearance	0	3,552.00
AN0002	Anglian Plant Limited	Plant Hire	100	5,592.23
AN0100	Anglia Farmers Ltd	Rechargeable Materials	90	15,069.69
AT0001	Atkins Ltd	Pressure Mapping Development for Tas Project	100	6,153.22
BL0001	Blakes Self Loading Vehicles	Hiab Hire	100	360.00
BR0001	Broadscape East Limited	Truxor & Labour Hire	100	46,440.00
BR0275	Broads (2006) IDB	Recharge Work	40	9,353.02
CJ0370	C J Spares Ltd	Adblue	100	612.00
CO0006	Core Recruiter Ltd	Dumper Truck & Labour Hire	100	3,100.03
DI0003	Diss Grab Hire Limited	Waste Collection	100	360.00
EA0001	EAS Plant Hire Ltd	Aggregate/Waste Collection	100	8,445.03
EA0002	East Suffolk IDB	SIMO for CCTV	0	12.73
EE0001	EE Ltd	SIMO for CCTV	0	25.48
EN0551	Environment Agency	Precept	0	39,692.14
GA0001	Garrod Construction Limited	Reinstatement of Roadway	100	1,440.00
GD0001	GDR Sales Ltd	Plant/Labour Hire	49	84,774.00
GR0002	Great Yarmouth Aggregates Ltd	Aggregate	100	1,107.00
HA0001	Halls Power Equipment Ltd	Pole Saw	0	110.00
HA0004	Hayley Group Limited	Parts	0	88.80
HE0001	Healey and Lord Ltd	Pipe Stoppers	0	5,373.12
HO0001	Hoben International Ltd	Soluform	100	675.60
IN0920	Inland Revenue	PAYE	0	8,786.85
JD0001	John Davidson (Pipes) Ltd	Pipework	79	415.96
JE0002	Jewsons Limited	Materials	100	1,007.66
LA1201	Mervyn Lambert Plant Hire Ltd	Plant Hire/Serviceing	100	869.12
LO1202	Longwater Gravel Co Ltd	Aggregate	0	34.07
MA0002	Martyn J Green	Waste Collection	100	7,261.14
MA0004	Maverick Engineering Ltd	Small Tools/Consumables	0	54.00
NO0005	NOV Downhole Eurasia Limited	Fuel Tank Hire	100	830.40
NO1450	Norfolk Pension Fund	Superannuation	0	8,296.96
NT0001	NTD National Tracked Dumper Hire	Tracked Dumper Hire	100	21,360.00
PI0001	Pips Skips Ltd	Skip Hire	100	516.00
SE0001	Selwood Ltd	Parts	0	863.81
SO0004	Somerton Environmental Ltd	Sampling and Analysis	100	3,537.60
SO0005	Solar Park Cleaning Limited	Tracked Dumper Hire	100	1,548.00
TB0001	TBF Traffic Ltd	Traffic Management	100	8,058.00
TH0002	Robert P Thain	Ditch Clearance	38	4,542.72
TU0001	C R Turner	Low Loader Hire	56	1,134.00
VO2201	Vodafone Ltd	Mobile Phone Charges	0	208.61
WA0001	Water Management Alliance	Rechargeable Works/Materials	91	19,674.94
WA0005	Waterlife Recovery Trust	Mink Control/Eradication	0	2,500.00
WO0002	Workwear (East Anglia) Ltd	PPE	0	333.03
WO0003	Wolseley UK Ltd	Materials	100	9,539.72

Please note that the amounts shown above include Vat

£333,867.21

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

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	95,297	95,297	0	95,297	95,297	0
1	Special Levies issued by the Board	368,473	368,473	0	368,473	368,473	0
2	Highland Water Contributions from EA	98,782	102,710	3,928	98,782	102,710	3,928
	Grants Applied	67,500	10,775	-56,725	90,000	11,425	-78,575
3	Income from Rechargeable Works	2,250	468,418	466,168	3,000	468,418	465,418
	Investment Interest	6,170	16,779	10,609	8,227	26,751	18,524
5	Other Income	238,871	222,579	-16,292	317,389	303,546	-13,843
	Total Income	£877,343	£1,285,032	£407,688	£981,168	£1,376,621	£395,452
	<u>Less Expenditure</u>						
6	Capital Works	67,500	10,775	56,725	90,000	11,425	78,575
7	Precept Contributions to EA	79,300	79,384	-84	79,300	79,384	-84
8	Maintenance Works	481,540	450,191	31,349	681,322	671,834	9,488
9	Administration Charges	162,462	150,932	11,530	181,490	174,679	6,811
3	Cost of Rechargeable Works	0	402,656	-402,656	0	460,918	-460,918
4	Net Deficit/(Surplus) on Operating Accounts	0	-46,114	46,114	0	0	0
	Total Expenditure	£790,801	£1,047,824	-£257,022	£1,032,112	£1,398,240	-£366,128
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
	Net Surplus/(Deficit)	£86,542	£237,208	£150,666	-£50,944	-£21,619	£29,324

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

NOTES	BALANCE SHEET AS AT 31-12-2023	OPENING BALANCE £	MOVEMENT THIS YEAR £	CLOSING BALANCE £
10	Fixed Assets			
	Land and Buildings	34,965	-749	34,216
	Plant and Equipment	75,062	-11,913	63,149
	Shared Consortium Assets	0	0	0
		110,027	-12,662	97,365
	Current Assets			
11	Bank Account	205,306	78,637	283,943
12	Trade Debtors	186,485	47,148	233,633
13	Work in Progress	11,166	46,624	57,790
	Staff Health Insurance	0	80	80
14	Term Deposits	500,000	0	500,000
15,16	Drainage Ratepayers and Special Levies Due	-1,470	-148	-1,617
	Prepayments	0	0	0
17	Prepayments to WMA	30,665	-15,332	15,333
	VAT Due	-32,114	2,443	-29,671
	Grants Due	1,049	-1,049	0
		901,088	158,403	1,059,491
	Less Current Liabilities			
	Trade Creditors	39,660	-18,454	21,206
	Accruals	116,735	-50,662	66,073
	Payments Received In Advance	13,027	-13,027	0
	Finance Leases	0	0	0
	Payroll Controls	0	0	0
		169,421	-82,142	87,279
	Net Current Assets	731,667	240,545	972,212
	Less Long Term Liabilities			
19	Pension Liability/(Asset)	-154,000	9,000	-145,000
	Net Assets	£995,693	£218,883	£1,214,577
20	Reserves			
	Earmarked			
	General Reserve	425,179	237,208	662,386
18	Grants Reserve	100,521	-9,324	91,197
21	Development Reserve	210,035	0	210,035
22	Plant Reserve	65,000	0	65,000
		800,734	227,883	1,028,618
	Non-Distributable			
23	Revaluation Reserve	40,959	0	40,959
19	Pension Reserve	154,000	-9,000	145,000
		194,959	-9,000	185,959
	Total Reserves	£995,693	£218,883	£1,214,577

S JEFFREY BSc (Hons) FCCA CPFA
FINANCE & RATING MANAGER

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Note Notes to the Accounts

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

	Y-T-D BUDGET	Y-T-D 2023/24
Breckland District Council	59,113	59,113
Broadland District Council	88,188	88,188
King's Lynn and West Norfolk Borough Council	22,387	22,387
North Norfolk District Council	117,452	117,452
Norwich City Council	6,572	6,572
South Norfolk District Council	74,761	74,761
	368,473	368,473

- 2 The EA Highland Water Claim for 2023/24 has been paid by the Environment Agency (EA) to the Board in November, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December).

- 3 Rechargeable work includes professional supervision and contracting services for various Risk Management Authorities.

- 4 Net Deficit/(Surplus) on Operating Accounts is made up as follows:

	Y-T-D BUDGET	Y-T-D 2023/24
Labour Operations Account	0	-38,797
Mobile Plant Operations Account	0	-7,317
	0	-46,114

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of mobile plant are shown in the Labour and Mobile Plant Operations Reports, which can be made available to members on request.

- 5 Other income is made up as follows:

	Y-T-D BUDGET	Y-T-D 2023/24
Shared Income from WMA	238,871	222,429
Insurance Claims	0	0
Sundry Income	0	0
Summons Costs	0	150
	238,871	222,579

- 6 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 Manager, which can be made available to members on request. The Grants Due/(Unapplied) also correspond with the figures shown on the Balance Sheet. The Executive Committee scrutinise this Report every year.

- 7 The EA Precept due for 2023/24 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.

- 8 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 2023/24
Labour Charges	30,668	31,726
Plant Charges	19,938	20,626
Materials	1,408	1,457
Contractors	171,357	177,270
Plant Hire & Transport	0	0
Direct Works	223,371	231,079
Technical Support Staff Costs	221,792	220,431
Other Technical Support Costs	30,001	23,373
Biodiversity Action Plan Costs	6,375	2,680
Maintenance Works	481,540	477,563

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Note Notes to the Accounts

- 9(i) Administration charges reflect the Board's share of consortium expenditure (excluding technical support costs). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

	Y-T-D BUDGET	Y-T-D 2023/24
Administration Staff Costs	114,209	104,325
Other Administration Costs	46,378	45,366
Development Expenditure	0	0
Drainage Rates AV Increases/(Decreases)	375	-19
Depreciation Kettlewell House	749	749
Sundry Debtors written off	0	0
Sundry Expenses	0	0
Settlement Discount	751	511
	162,462	150,932

9(ii). **Consortium Charges**

	Y-T-D Budget	Y-T-D Actual
<u>Expenses</u>		
Technical Support Staff (note 8)	221,792	220,431
Other Technical Support (note 8)	30,001	23,373
Administration Staff Costs (note 9i)	114,209	104,325
Other Administration Costs (Note 9i)	46,378	45,366
Shared Income from the WMA (note 5)	-238,871	-222,429
Net Consortium Charge	173,509	171,066

Cost	Land and Buildings	Plant and Equipment	Total
Opening Balance as at 1-4-2023 b/fwd	49,950	136,822	186,772
(+) Additions	0	0	0
(-) Disposals	0	0	0
(=) Closing Balance as at 31-12-2023 c/fwd	49,950	136,822	186,772
Depreciation			
Opening Balance as at 1-4-2023 b/fwd	14,985	61,760	76,745
(+) Depreciation Charge for year	749	11,913	12,662
(-) Accumulated Depreciation written out on disposal	0	0	0
(=) Closing Balance as at 31-12-2023 c/fwd	15,734	73,673	89,407
Net Book Value as at 31-3-2023	34,965	75,062	110,027
Net Book Value as at 31-12-2023	34,216	63,149	97,365

- 11 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:

	2022/23	2023/24
Opening Balance as at 1-4-2023 b/fwd	450,400	205,306
(+) Receipts	1,257,978	1,176,892
(-) Payments	-1,503,072	-1,098,256
(=) Closing Balance as at 31-12-2023 c/fwd	205,306	283,943
Balance on Statement as at 31-12-2023	204,902	283,943
Less: Unpresented payments	0	0
Add: Unpresented receipts	404	0
Closing Balance as at 31-12-2023 c/fwd	205,306	283,943

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Note Notes to the Accounts

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	151,328	3
>30 days and <=60 days	82,306	1
>60 days and <=90 days	0	0
>90 days	0	0
	233,633	4

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

Customer	Amount	Comp. Date	Originator
RBI0003 - Bintree Breach Repairs	863	31/01/2024	Operations Manager PG
RBL0003 - Blofield Parish Council	1,910	31/01/2024	Operations Manager PG
REA0006 - EA Chalky Water River TAS	92	31/01/2024	Operations Manager PG
REA0009 - EA Starton Beck Watercourse Improvements	2,788	31/03/2024	Operations Manager PG
REA0011 - EA Bintree Restorative Desilt 2024	701	31/03/2024	Operations Manager PG
RNA0005 - EA River Nar	571	31/01/2024	Operations Manager PG
RNC0005 - NCC - Ecological Survey	45	31/01/2024	Operations Manager PG
RNC0006 - NCC - Flood Investigation Assistance	1,453	31/01/2024	Operations Manager PG
RNC0009 - NCC Scarning Meadows	18	31/01/2024	Operations Manager PG
RNC0014 - NCC Brockdish Phase 1 NFM	11	31/01/2024	Operations Manager PG
RNCC0015 - NCC Besthorpe and Morley FAS	43,964	31/01/2024	Operations Manager PG
RNT0018 - NRT Programme Dec-Mar 2022/23	405	31/01/2024	Operations Manager PG
RPG0001	625	31/01/2024	Operations Manager PG
RSNB001 - SN&B Oatfield Watercourse (PSCA)	3,415	31/01/2024	Operations Manager PG
RWE0003 - Wendling Beck	930	31/01/2024	Operations Manager PG
	57,790		

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
Vernon Building Society	250,000	09/08/2023	09/01/2024	5.38%
Vernon Building Society	250,000	09/11/2023	11/03/2024	5.15%
	500,000			

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

16 There are currently 128 Ratepayers that have not paid their Drainage Rates for 2023/24 (52 of those outstanding are under £5 compared to 22 this time last year), as compared to 51 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2022/23	2023/24
Arrears b/fwd	-429	-1,470
Drainage Rates for the year	89,903	95,314
Special Levies for the year	347,495	368,473
New Assessments	762	333
Value Decreases	-1,816	-1,448
Value Increases	1,051	1,115
Payments Received	-438,321	-463,576
Settlement Discount	-483	-511
Returned/(Represented) amounts	28	0
Irrecoverables and write offs	-44	-156
Summons collection costs	450	300
Adjustments	-67	8
Arrears c/fwd	-1,470	-1,617

17 Prepayments represent the amount that has been paid to the WMA in advance, which will be used by the WMA to pay the Board's share of consortium expenditure during the next reporting period.

From: 01 April 2023
To: 31 December 2023

Period To: 09
Year Ended: 31 March 2024

Note Notes to the Accounts

18 Grants Reserve

Movements on the Grants Reserve are made up as follows:

	<u>2023/24</u>
Opening Balance at 1-4-2022	99,472
Add: Grant Received	2,500
Less: Grant Applied	<u>-10,775</u>
Closing Balance as at 31-12-2023	91,197

	<u>2022/23</u>	<u>2023/24</u>
SCH03 Giant Hogweed Project	3,792	3,792
SCH02 River Wensum Restoration Project WLMP	1,233	1,233
SCH07 River Nar Litcham to Lexham Hall Lakes	235	235
SCH25 WFD Maintenance Improvements PSCA	3,643	3,643
SCH27 River Wensum Culvert Inspections and Works	91,619	82,268
SCH28 Keswick Bank Repairs	<u>0</u>	<u>26</u>
	100,521	91,197

Grant Due

<u>0</u>
<u>0</u>

- 19(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability/(asset), which has been calculated by the LGPS Fund Actuary as at 31 March 2023.
- 19(ii) 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 liability of £121,000 as at 31 March 2023 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 25th January 2023.
- 20 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 28 January 2021. This policy is available for viewing on the Board's website.
- 21 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.
- 22 The purpose of the Plant Reserve is to reduce the impact on drainage rates and special levies as and when equipment is bought and sold, in accordance with the plant renewals programme. Depreciation is its primary source of income, which largely comes from drainage rates/special levies in the form of plant charges included within the maintenance budget, together with any profits on disposal. Changes in hourly charge out rates are determined by the Operations Manager and the Chief Executive. Expenditure is determined by the Board, following recommendations made by the Chief Executive and Area and Operations Managers.
- 23 This Revaluation Reserve has arisen from the revaluation of the Board's share of Kettlewell House on 31 March 2009 (approx. 10%).

Related Party Transactions

- 24 Mr J F Carrick is the Chairman of the Norfolk Rivers IDB. He has been paid £3,500 Chairman's Allowance for the period of 01.04.23-31.03.24.
- 25 The Board uses Rating Software for the collection of Drainage Rates known as DRS. The software was developed by Mr P J Camamile, the Chief Executive, and is supported by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd, and his wife, Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 31-12-2023.

S JEFFREY BSc (Hons) FCCA CPFA
FINANCE & RATING MANAGER

NORFOLK RIVERS INTERNAL DRAINAGE BOARD
ROLLING 5-YEAR INDICATIVE CAPITAL PROGRAMME

[Interactive Google Map Link](#)

SCH NO	PROJECT TITLE	PROBABLE 2023/24	ESTIMATE 2023/24	ESTIMATE 2024/25	ESTIMATE 2025/26	ESTIMATE 2026/27	ESTIMATE 2027/28	ESTIMATE 2028/29
		£	£	£	£	£	£	
27	River Wensum Culvert Inspections and Works (*Note 1)	10,000	90,000	81,619	250,000	500,000	1,400,000	0
	GROSS COST OF CAPITAL PROGRAMME	10,000	90,000	81,619	250,000	500,000	1,400,000	0
	(-) CAPITAL FINANCING (Flood Defence Grant in Aid)							
27	River Wensum Culvert Inspections and Works	10,000	90,000	81,619	250,000	500,000	1,400,000	0
	(-) CAPITAL FINANCING	10,000	90,000	81,619	250,000	500,000	1,400,000	0
	(=) NET REVENUE CONTRIBUTION TO CAPITAL OUTLAY	£0	£0	£0	£0	£0	£0	£0

(*) Notes:

1) SCH27 River Wensum Culvert Inspections is assessing the need for repair / replacement of culverts under the River Wensum. The asset inspections started in Summer 2023 but will continue into Spring 2024. Following the results we may need to develop a Capital FCERM project. With a current cost estimate at £2.2m we would only progress the project when a full funding package is in place. We will know more about the work required and the associated costs once the inspections are complete.

K NASH
PROJECT DELIVERY MANAGER

NORFOLK RIVERS INTERNAL DRAINAGE BOARD
MAINTENANCE WORKS PROGRAMME 2024/25

DRAIN ID	DRAINS NAME	FLOOD RISK LEVEL	FREQUENCY	TOTAL LENGTH OF DRAIN (M)	Start Date	Operations Type	BUDGET (ALLOCATION) 2024/25
CMT013G - North Walsham and Dilham Canal							
DRN013G1208	AG1208	MEDIUM	1:3 years	2,031	January	Weed Cutting / Flailing	£ 3,710
DRN013G1213	AG1213	MEDIUM	1:3 years	841	January	Weed Cutting / Flailing	£ 1,536
DRN013G1214	AG1214	HIGH	1:3 years	1,174	January	Weed Cutting / Flailing	£ 2,144
DRN013G1215	AG1215	MEDIUM	1:3 years	329	January	Weed Cutting / Flailing	£ 601
DRN013G1216	AG1216	MEDIUM	1:3 years	2,195	January	Weed Cutting / Flailing	£ 4,009
6,570							£ 12,000
CMT014G - Hundred Stream							
DRN014G1301	BG1301	MEDIUM	1:2 years	7,139	November	Weed Cutting / Flailing	£ 10,830
DRN014G1305	BG1305	MEDIUM	1:2 years	771	November	Weed Cutting / Flailing	£ 1,170
7,910							£ 12,000
CMT026G - Hoveton							
DRN026G0101	Panxworth Run	LOWER	1:5 years	3,240	February	Silt Clearance	£ 2,549
DRN026G0102	Burnt Fen	LOWER	1:5 years	706	February	Silt Clearance	£ 555
DRN026G0103	Dobbs Beck	MEDIUM	1:5 years	3,682	February	Weed Cutting / Flailing	£ 2,896
7,628							£ 6,000
CMT042G - Holme next the Sea							
DRN042G0101	No. 1 drain	MEDIUM	1:3 years	993	March	Weed Cutting / Flailing	£ 2,342
DRN042G0201	No. 2 drain	MEDIUM	1:3 years	699	March	Weed Cutting / Flailing	£ 1,649
DRN042G0401	No. 4 drain	MEDIUM	1:3 years	852	March	Weed Cutting / Flailing	£ 2,009
2,544							£ 6,000
CMT043 - Burnham Norton							
DRN043G0101	Burnham Norton	MEDIUM	1:3 years	621	February	Silt Clearance	£ 1,834
DRN043G0102	Burnham Norton	MEDIUM	1:3 years	852	February	Silt Clearance	£ 2,516
1,473							£ 4,350
CMT061G - Fornsett to Tasburgh							
DRN061G0301	3 Tharston Drain	HIGH	1:3 years	2,245	September	Weed Cutting / Flailing	£ 6,000
DRN061G0302	3A Fundenhall Drain	MEDIUM	1:5 years	3,130	September	Weed Cutting / Flailing	£ 6,000
DRN061G0303	3B Peck Drain	MEDIUM	1:5 years	2,279	September	Weed Cutting / Flailing	£ 3,000
DRN061G0305	3D Sandpit Drain	MEDIUM	1:5 years	1,437	September	Weed Cutting / Flailing	£ 3,000
							£ 18,000
CMT062G - Flordon to Caister St Edmunds							
DRN062G0201	2 Flordon to Hethel Bridge	MEDIUM	1:2 years	4,743	August	Weed Cutting / Flailing	£ 2,303
DRN062G0202	2A Ashwellthorpe to Wreningham	MEDIUM	1:2 years	1,436	August	Weed Cutting / Flailing	£ 697
6,179							£ 3,000
CMT063G - Trowse							
DRN063G0101	1 Trowse Common	HIGH	1:1 years	736	October	Weed Cutting / Flailing	£ 1,350
							£ 1,350
CMT067G - Thuxton							
DRN067G0801	8 Thuxton Drain	MEDIUM	1:1 years	2,797	August	Weed Cutting / Flailing	£ 6,000
							£ 6,000
CMT068G - Deopham to Wramplingham							
DRN068G0901	9 Whitehall Drain	MEDIUM	1:1 years	1,117	July	Weed Cutting / Flailing	£ 1,585
DRN068G0902	9A Low Drain	LOWER	1:1 years	5,227	July	Weed Cutting / Flailing	£ 7,415
6,344							£ 9,000
CMT069G - Wymondham							
DRN069G1101	11 High Drain	HIGH	1:1 years	3,277	October	Weed Cutting / Flailing	£ 2,700
							£ 2,700
DRN072G3901	Cropton Hall Drain (39)	MEDIUM	1:1 years	2,439	October	Weed Cutting / Flailing	£ 1,350
							£ 1,350
CMT073G - Mannington Hall							
DRN073G3601	Mannington Hall Drain (36)	HIGH	1:1 years	1,418	October	Weed Cutting / Flailing	£ 1,350
							£ 1,350
CMT075G - Blickling - Itteringham							
DRN075G3403	Blickling Mill to Itteringham (34b)	MEDIUM	1:5 years	712	October	Weed Cutting / Flailing	£ 1,350
							£ 1,350
CMT076G - Aldborough and Sorrow Beck							
DRN076G2901	Scarow Beck to Aldborough (29)	HIGH	1:1 years	5,275	October	Weed Cutting / Flailing	£ 3,000
DRN076G3002	Wickmere Drain (30a)	MEDIUM	1:3 years	1,350	2026/27	Weed Cutting / Flailing	£ 1,350
DRN076G3101	Aldborough to Bessingham (31)	HIGH	1:1 years	3,714	October	Weed Cutting / Flailing	£ 1,350
							£ 5,700
CMT077G - Blickling							

DRN077G2801	Blickling to Silvergate (28)	HIGH	1:3 years	1,397	November	Weed Cutting / Flailing	£ 3,000
							£ 3,000
CMT079G - Aylsham							
DRN079G2403	Dunkirk Drain Aylsham (24b)	MEDIUM	1:1 years	215	October	Weed Cutting / Flailing	£ 1,350
							£ 1,350
CMT080G - Burgh next Aylsham							
DRN080G4101	u/s Burgh Mill left bank (41)	MEDIUM	1:1 years	1,192	August	Weed Cutting / Flailing	£ 6,000
							£ 6,000
CMT081G - Marsham - Brampton							
DRN081G0901	Buxton to Lady's Bower (9)	MEDIUM	1:1 years	2,018	July	Weed Cutting / Flailing	£ 4,359
DRN081G1201	The Mermaid - Brampton to Marsham & Spa Farm (12)	HIGH	1:1 years	4,055	July	Weed Cutting / Flailing	£ 8,760
DRN081G1202	Spa Farm Spur (12a)	HIGH	1:1 years	1,084	July	Weed Cutting / Flailing	£ 2,342
DRN081G1301	Bolwick Hall to Cawston - south (13)	MEDIUM	1:2 years	3,320	July	Weed Cutting / Flailing	£ 7,172
DRN081G2301	Cromes Hole to Spratts Green (23)	MEDIUM	1:1 years	1,790	July	Weed Cutting / Flailing	£ 3,867
							£ 12,267
							£ 26,500
CMT082G - Buxton - Hevingham							
DRN082G0401	Buxton to Camping Bridge, Hevingham (4)	HIGH	1:1 years	5,202	July	Weed Cutting / Flailing	£ 4,759
DRN082G0402	Buxton NFM Channel	MEDIUM	1:1 years	815	July	Weed Cutting / Flailing	£ 746
DRN082G0501	Camping Bridge to Park End Farm, Hevingham (5)	MEDIUM	1:1 years	1,537	September	Weed Cutting / Flailing	£ 1,406
DRN082G0601	Camping Bridge to Lodge Farm, Camping Beck (6)	MEDIUM	1:2 years	1,818	September	Weed Cutting / Flailing	£ 1,663
DRN082G0602	Lodge Farm (6a)	LOWER	1:2 years	128	September	Weed Cutting / Flailing	£ 117
DRN082G0603	Hevingham Lake (6b)	MEDIUM	1:2 years	337	September	Weed Cutting / Flailing	£ 308
							£ 9,837
							£ 9,000
CMT083G - Kings Beck							
DRN083G1501	King's Beck to Hanworth Great Water (15)	HIGH	1:1 years	3,981	October	Weed Cutting / Flailing	£ 7,057
DRN083G1502	Tuttington - Low Common Drain (15a)	MEDIUM	1:1 years	1,272	October	Weed Cutting / Flailing	£ 2,255
DRN083G1503	King's Beck to Hanworth Great Water (15)	HIGH	1:1 years	5,681	October	Weed Cutting / Flailing	£ 10,071
DRN083G1601	Skeyton Beck to North Walsham (16)	MEDIUM	1:1 years	5,346	October	Weed Cutting / Flailing	£ 9,477
DRN083G1701	Banningham - Mill Common (17) - Colby	MEDIUM	1:1 years	715	October	Weed Cutting / Flailing	£ 1,268
DRN083G1801	Low Level Drain - Colby to Suffield Hall (18)	MEDIUM	1:1 years	2,423	October	Weed Cutting / Flailing	£ 4,295
DRN083G1902	Boundary Farm Spur (19a)	MEDIUM	1:1 years	2,034	October	Weed Cutting / Flailing	£ 3,606
DRN083G2001	Banningham Mill Road (20)	MEDIUM	1:1 years	1,237	October	Weed Cutting / Flailing	£ 2,193
DRN083G2201	Great Water - Hanworth to Roughton (22)	MEDIUM	1:1 years	3,259	October	Weed Cutting / Flailing	£ 5,777
							£ 25,948
							£ 46,000
CMT084G - Horstead - Hautbois							
DRN084G0301	Horstead Mill to Church Farm, Hautbois (3)	MEDIUM	1:1 years	2,126	November	Weed Cutting / Flailing	£ 1,350
							£ 1,350
CMT085G - Horstead Village							
DRN085G0101	Horstead Mill to Recruiting Sergeant (1)	MEDIUM	1:3 years	471	November	Silt Clearance	£ 1,350
							£ 1,350
CMT089G Tatterford - Raynham							
DRN089G0103	MN 54 - Tatterford Raynham	MEDIUM	1:3 years	1,323	September	Weed Cutting / Flailing	£ 6,000
							£ 6,000
CMT092G - Sculthorpe							
DRN092G0101	MN 51 - Fakenham	HIGH	1:1 years	1,437	October	Weed Cutting / Flailing	£ 2,119
DRN092G0102	MN 51 - Fakenham	MEDIUM	1:1 years	1,591	October	Weed Cutting / Flailing	£ 2,347
DRN092G0103	MN 51 - Sculthorpe Moor	MEDIUM	1:1 years	605	October	Weed Cutting / Flailing	£ 892
DRN092G0104	MN 51 - Hayes Lane	MEDIUM	1:1 years	435	October	Weed Cutting / Flailing	£ 642
							£ 4,068
							£ 6,000
CMT095G - Great Ryburgh - Stibbard							
DRN095G0102	MN 45 - Great Ryburgh Langor	MEDIUM	1:2 years	2,279	September	Weed Cutting / Flailing	£ 2,473
DRN095G0105	MN 47 - Stibbard	MEDIUM	1:1 years	2,540	October	Weed Cutting / Flailing	£ 2,756
DRN095G0106	MN 47 - Stibbard	MEDIUM	1:3 years	710	October	Weed Cutting / Flailing	£ 770
							£ 5,529
							£ 6,000
CMT098G - Foulsham							
DRN098G0102	MN 40 - Foulsham/Woodnorton	HIGH	1:1 years	1,465	September	Weed Cutting / Flailing	£ 2,732
DRN098G0103	MN 40 - Foulsham/Woodnorton	MEDIUM	1:1 years	1,753	September	Weed Cutting / Flailing	£ 3,268

3,218							£	6,000
CMT099G - Elmham A								
DRN099G0101	MN 39 - Elmham	HIGH	1:1 years	1,445	January	Weed Cutting / Flailing	£	2,006
DRN099G0102	MN 39 - Elmham	MEDIUM	1:1 years	2,876	January	Weed Cutting / Flailing	£	3,994
4,321							£	6,000
CMT0101G - Beetley								
DRN101G0105	MN 35 - E.Bilney/Beetley	MEDIUM	1:1 years	2,793	October	Weed Cutting / Flailing	£	2,700
							£	2,700
CMT0104G - Dereham Stream								
DRN104G0101	MN 30 - Dereham Stream	HIGH	1:1 years	1,070	August	Weed Cutting / Flailing	£	3,177
DRN104G0102	MN 30 - Dereham Stream	HIGH	1:1 years	1,185	August	Weed Cutting / Flailing	£	3,519
DRN104G0103	MN 30 - Dereham Stream	HIGH	1:1 years	776	August	Weed Cutting / Flailing	£	2,304
3,031							£	9,000
CMT0105G - Billingford								
DRN105G0101	MN 28 - Billingford	HIGH	1:1 years	2,982	August	Weed Cutting / Flailing	£	3,000
							£	3,000
CMT0110G - Reepham - Booton								
DRN110G0101	MN 16 - Reepham	MEDIUM	1:3 years	832	March	Weed Cutting / Flailing	£	6,000
							£	6,000
CMT111G - Swannington								
DRN111G0101	MN 15 - Swannington	MEDIUM	1:2 years	1,667	August	Weed Cutting / Flailing	£	3,381
DRN111G0102	MN 15 - Swannington	MEDIUM	1:2 years	1,291	August	Weed Cutting / Flailing	£	2,619
2,958							£	6,000
CMT112G - Ringland - Morton Hall								
DRN112G0101	MN 20 - Ringland/Morton Hall	MEDIUM	1:2 years	1,942	August	Weed Cutting / Flailing	£	3,000
							£	3,000
CMT113G - Taverham Hall								
DRN113G0101	MN 10 - Taverham Hall	MEDIUM	1:3 years	2,794	August	Silt Clearance	£	6,035
DRN113G0103	MN 10 Ringland to Taverham	MEDIUM	1:3 years	1,373	August	Weed Cutting / Flailing	£	2,965
4,167							£	9,000
CMT114G - Drayton Low Road								
DRN114G0101	MN 08 - Drayton Low Rd	MEDIUM	1: 5 years	2,494	February	Weed Cutting / Flailing	£	9,000
							£	9,000
CMT117G - Honningham - Berry Hall								
DRN117G0101	MN 05 - Honningham Berry Hall	MEDIUM	1:3 years	1,304	January	Silt Clearance	£	6,000
							£	6,000
CMT120G - Upper Nar								
DRN120G0101	The Nar	MEDIUM	1:2 years	34,136	November	Weed Cutting / Flailing	£	6,000
							£	6,000

Total Drains Maintenance

£ 274,400

NORFOLK RIVERS IDB RATE ESTIMATES FOR 2024-25

EXECUTIVE SUMMARY

1. Members are asked to approve an increase of 5.50% in drainage rates and special levies for 2024-25, as shown in Option 3 below, which will minimise flood risk and deliver a balanced budget by 2026-27, as requested by the Board.
2. Over the last 11 years, the Board has been financing a significant and increasing proportion of its day-to-day operating expenditure from reserves, which is not sustainable. Therefore, in order to place the Board's finances on a more sustainable footing, we need to increase drainage rates and special levies closer to the prevailing rate of inflation and reduce net expenditure, so that we can deliver a balanced budget. This view has been echoed by the Board's Internal Auditor.
3. In addition to proposing a more realistic increase in drainage rates and special levies closer to the rate of inflation, we plan to make efficiencies wherever possible within the maintenance budget, but still carry out the full maintenance programme on the high, medium and lower priority channels to minimise flood risk in the area, as shown in the preceding Works Programme. Consequently, part of the Board's day-to-day operating expenditure will continue to be financed from reserves, but only for the next 3 years. This is reflected in Option 3 below.
4. If we were to finance all our day-to-day operating expenditure from drainage rates and special levies this year, we would need an increase of 8.12% in drainage rates and special levies (Option 1 below), which is considered to be excessive, and why we are proposing to phase-in increases in drainage rates and levies/reductions in net expenditure over the next 3 years.
5. If we were to make cuts in the programme and only carry out maintenance work on the high and medium priority channels shown in the Works Programme, we would require an increase of 3.21% in drainage rates and special levies, as is reflected in Option 2 below. However, flood risk would increase in the area because there would be parts of the district that we could no longer protect (the areas protected by the lower priority watercourses, as shown in the preceding Works Programme).

S JEFFREY

FINANCE & RATING MANAGER/RFO

SCH NO	PROJECT TITLE	PROBABLE 2023/24	ESTIMATE 2023/24	ESTIMATE 2024/25	ESTIMATE 2025/26	ESTIMATE 2026/27	ESTIMATE 2027/28	ESTIMATE 2028/29
		£	£	£	£	£	£	
27	River Wensum Culvert Inspections and Works (*Note 1)	10,000	90,000	81,619	250,000	500,000	1,400,000	0
	GROSS COST OF CAPITAL PROGRAMME	10,000	90,000	81,619	250,000	500,000	1,400,000	0
	(-) CAPITAL FINANCING (Flood Defence Grant in Aid)							
27	River Wensum Culvert Inspections and Works	10,000	90,000	81,619	250,000	500,000	1,400,000	0
	(-) CAPITAL FINANCING	10,000	90,000	81,619	250,000	500,000	1,400,000	0
	(=) NET REVENUE CONTRIBUTION TO CAPITAL OUTLAY	£0	£0	£0	£0	£0	£0	£0

(*) Notes:

1) SCH27 River Wensum Culvert Inspections is assessing the need for repair / replacement of culverts under the River Wensum. The asset inspections started in Summer 2023 but will continue into Spring 2024. Following the results we may need to develop a Capital FCERM project. With a current cost estimate at £2.2m we would only progress the project when a full funding package is in place. We will know more about the work required and the associated costs once the inspections are complete.

K NASH
PROJECT DELIVERY MANAGER

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
MAINTENANCE WORKS PROGRAMME FOR 2024/25**

NOTE	OUR REF.	MAINTENANCE WORKS	ACTUAL (£) 2022/23	ESTIMATE (£) 2023/24	PROBABLE (£) 2023/24	ESTIMATE (£) 2024/25
		Smallburgh Sub Catchment				
	CMT013G	North Walsham & Dilham Canal Catchment	1,424	12,020	12,020	12,000
1	CMT014G	Hundred Stream Catchment	18,620	12,020	400	12,000
		Middle Bure Sub Catchment				
	CMT026G	Hoveton Catchment	7,556	0	7,556	6,000
		North Norfolk Rivers Sub Catchment				
	CMT042G	Holme Catchment	0	0	0	6,000
	CMT043G	Burn Catchment (Burnham Norton)	16,789	0	131	4,350
	CMT044G	Stiffkey Catchment	0	3,005	5,265	0
		Upper Yare and Tas Sub Catchment				
	CMT061G	Fornsett to Tasburgh				
	061G0301	3 Tharston Drain	0	0	0	6,000
	061G0302	3a Fundenhall Drain	0	0	0	6,000
	061G0303	3b Peck Drain	3,815	0	0	0
	061G0304	3c Wacton Drain	0	0	0	3,000
	061G0305	3d Sandpit Drain	0	0	0	3,000
	CMT062G	Flordan to Caistor St Edmunds Catchment	3,192	3,005	400	3,000
	CMT063G	Trowse Catchment	2,413	1,200	1,200	1,350
	CMT064G	Keswick Catchment	0	0	666	0
	CMT065G	Greath Melton to Colney Catchment	0	0	0	0
	CMT066G	Barnham Broom Catchment	2,255	0	0	0
	CMT067G	Thuxton Catchment	9,198	9,015	0	6,000
	CMT068G	Deopham to Wrampingham	9,774	9,015	4,256	9,000
	CMT069G	Wymondham Catchment	1,480	2,000	2,000	2,700
	CMT070G	Dyke Beck Catchment	1,480	0	0	0
		Upper Bure Sub Catchment				
1	CMT071G	Thurning Catchment				
	071G3701	37 Fulling Mill - Growle Abbey	0	9,015	24,125	0
	071G3801	38 Blackwater to Guestwick	0	0	0	0
	071G3802	38a Thurning Spa	0	0	0	0
	CMT072G	Corpustry/Cropton Hall Catchment	0	1,200	1,200	1,350
	CMT073G	Mannington Hall Catchment	0	1,200	1,200	1,350
	CMT074G	Itteringham				
	074G3401	Itteringham Marsh - 34 Itteringham Marsh u/s Bure	0	0	0	0
	074G3501	Itteringham Marsh - 35 Itteringham to Oulton	0	0	0	0
	074G3601	Itteringham Marsh - 36	0	0	0	0
	CMT075G	Blickling-Itteringham Catchment	0	0	0	1,350
	CMT076G	Aldborough and Scarrow Beck	1,845			
	076G2901	29 Scarrow Beck - Aldborough	0	1,200	3,500	3,000
	076G2902	29a Calthorpe Drain	0	0	0	0
	076G3001	30 Wickmere to Matlaske	0	0	0	0
	076G3002	30a Wickmere Drain	0	1,200	1,200	1,350
	076G3101	31 Aldborough to Bressingham	0	0	0	0
	076G3201	32 Aldborough to Dairy Farm	0	0	0	0
	076G3301	33 Aldborough to Thurgaton Hall	0	0	3,000	0
	076G3302	33a Hanworth Park Spur	0	0	0	0
	076G3303	33b Haworth Common	0	1,200	1,200	1,350
	076G4001	40 Thwaite Common Drain	0	0	0	0
	CMT077G	Blickling Catchment	11,216	1,200	245	3,000
	CMT078G	Aylsham Catchment No.1	0	3,005	1,200	1,350
	CMT079G	Aylsham North Catchment No.2	2,557	1,200	0	0
	CMT080G	Burgh-Next-Aylsham Catchment	1,986	1,200	5,060	6,000
	CMT081G	Marsham-Brampton Catchment	34,967	24,040	31,849	26,500
	CMT082G	Buxton - Hevingham Catchment	13,397	12,020	9,020	9,000
	CMT083G	Kings Beck Catchment	43,822	54,090	41,590	46,000
	CMT084G	Horstead - Hautbois Catchment	0	7,210	7,210	1,350
	CMT085G	Horstead Catchment	740	1,200	1,200	1,350
	CMT086G	Itteringham Marsh Catchment	0	0	0	0

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
MAINTENANCE WORKS PROGRAMME FOR 2024/25**

NOTE	OUR REF.	MAINTENANCE WORKS	ACTUAL (£) 2022/23	ESTIMATE (£) 2023/24	PROBABLE (£) 2023/24	ESTIMATE (£) 2024/25
Wensum Sub Catchment						
	CMT087G	Tatterset A Catchment	0	3,005	3,005	0
	CMT088G	Tatterset B Catchment	0	3,005	3,005	0
	CMT089G	Tatterford - Raynham Catchment	0	3,005	6,010	6,000
	CMT090G	Dunton Patch Catchment	0	6,010	6,363	0
	CMT091G	Dunton Patch - Nights Common Catchment	0	0	0	0
	CMT092G	Sculthorpe Catchment	5,667	6,010	6,010	6,000
	CMT093G	Gt Ryburgh Catchment	0	3,005	0	0
	CMT094G	Gt Ryburgh Langor Catchment	0	3,005	0	0
	CMT095G	Gt Ryburgh Stibbard Catchment	13,659	6,010	0	6,000
	CMT096G	Gt Ryburgh B Catchment	87	6,010	6,010	0
	CMT097G	Guist Catchment	0	0	0	0
	CMT098G	Foulsham Catchment	1,906	7,210	3,005	6,000
	CMT099G	Elmham A Catchment	15,308	6,010	9,015	6,000
	CMT100G	Elmham B Catchment	0	0	0	0
	CMT101G	Beetley Catchment	1,480	7,210	7,210	2,700
	CMT102G	Gressenhall A Catchment	1,906	0	0	0
	CMT103G	Gressenhall B Catchment	0	0	0	0
	CMT104G	Dereham Stream Catchment	8,402	6,010	6,010	9,000
	CMT105G	Billingford Catchment	2,662	3,005	3,683	3,000
2	CMT106G	Bylaugh Meadows Catchment	24,127	9,015	25,607	0
3	CMT107G	Swanton Morley Catchment	5,886	9,015	16,738	0
	CMT108G	Easthaugh Catchment	23	0	0	0
	CMT109G	Lenwade Catchment	-285	6,010	0	0
	CMT110G	Reephams - Booton Catchment	0	6,010	6,010	6,000
	CMT111G	Swannington Catchment	12,389	1,200	4,108	6,000
4	CMT112G	Ringland - Morton Hall Catchment	2,068	6,010	17,832	3,000
	CMT113G	Taverham Hall Catchment	0	0	0	9,000
	CMT114G	Drayton Low Road Catchment	0	6,010	0	9,000
	CMT115G	Costessey Mill Catchment	0	0	0	0
	CMT116G	Hellesdon Low Road A Catchment	0	1,200	1,200	0
	CMT117G	Honningham - Berry Hall Catchment	0	1,200	0	6,000
	CMT118G	Easthaugh Catchment	1,129	0	0	0
	CMT119G	Hellesdon Low Road B Catchment	740	6,010	0	0
Upper Nar Sub Catchments						
	CMT120G	Upper Nar River Catchment	3,703	6,178	393	6,000
All Sub Catchments						
	ALL	General Duties	0	0	0	0
Direct Works			£289,382	£297,828	£297,905	£274,400

NOTES

- 1 Thurning Catchment. Overspend due to detailed scoping identifying more work than estimated. Work not carried out in this system for a number of years
- 2 Bylaugh Meadows. Original estimate was low as options for reduction in scope of works were considered but provided not to be feasible this year.
- 3 Swanton Morley. Original estimate was low as options for reduction in scope of works were considered but provided not to be feasible this year.
- 4 Ringland - Morton. Original estimate was low as options for reduction in scope of works were considered but provided not to be feasible this year.

PAUL GEORGE
OPERATIONS MANAGER

TOM HUNTER
AREA MANAGER

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
ESTIMATES FOR THE FINANCIAL YEAR 2024/25**

31 December 2023

1. RATE REQUIREMENT

	ACTUAL 2022/23	ESTIMATE 2023/24	PROBABLE 2023/24	ESTIMATE 2024/25	PROPORTION 2024/25
NEW WORKS AND IMPROVEMENT WORKS	£	£	£	£	%
Non Grant Aided Works	0	0	0	0	0%
Buxton Slow the Flow NFM	0	0	0	0	0%
River Nar Litcham to Lexham Hall Lakes	525	0	0	0	0%
River Wensum WLMP and Restoration (100%)	8,382	90,000	10,000	81,619	8%
Keswick Bank Repairs	1,049	0	1,425	0	0%
	9,956	90,000	11,425	81,619	8%
CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY	78,515	79,300	79,384	81,766	8%
MAINTENANCE WORKS					
Drain Maintenance	289,382	297,828	297,905	274,400	27%
Biodiversity Actions/BAP (external costs)	12,030	8,500	8,500	8,500	1%
Net (Surplus)/Deficit on Absorption Accounts	-15,027	0	0	0	0%
Consortium Charges - Technical Support Costs	340,110	374,994	365,429	397,222	39%
Contingency	0	0	0	0	0%
	626,495	681,322	671,834	680,122	66%
ADMINISTRATION AND OTHER EXPENSES					
Consortium Charges - Administration Costs	165,905	178,991	172,179	184,179	18%
Provision for Annual Value Decreases and Bad Debts	-108	500	500	500	0%
Other Expenses	1,519	2,000	2,000	2,000	0%
	167,316	181,491	174,679	186,679	18%
TOTAL EXPENDITURE	£882,281	£1,032,113	£937,322	£1,030,186	100%
Less:					
GOVERNMENT GRANTS					
Buxton Slow the Flow NFM	0	0	0	0	0%
River Nar Litcham to Lexham Hall Lakes	525	0	0	0	0%
River Wensum WLMP and Restoration (100%)	8,382	90,000	10,000	81,619	8%
Keswick Bank Repairs	1,049	0	1,425	0	0%
	9,956	90,000	11,425	81,619	8%
CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY	101,135	98,782	102,710	87,390	8%
OTHER INCOME					
Consortium Income	284,326	317,389	303,546	339,099	33%
Other Income	2,804	8,227	26,751	17,500	0%
Profit/(Loss) on Rechargeable Works	16,836	3,000	7,500	3,000	0%
Profit/(Loss) on Disposal of Plant & Equipment	0	0	0	0	0%
	303,966	328,616	337,797	359,599	33%
TOTAL INCOME	£415,057	£517,398	£451,932	£528,608	50%
NET REQUIREMENT	£467,224	£514,715	£485,390	£501,578	49%
FINANCED BY:-					
RATE INCOME LEVIED BY THE BOARD:					
Occupiers Drainage Rates	89,746	95,297	95,297		
Breckland District Council	55,607	59,113	59,113		
Broadland District Council	83,170	88,188	88,188		
King's Lynn & West Norfolk Borough Council	21,120	22,387	22,387		
North Norfolk District Council	110,805	117,452	117,452		
Norwich City Council	6,200	6,572	6,572		
South Norfolk District Council	70,531	74,761	74,761		
	£437,179	£463,770	£463,770		
NET SURPLUS/(DEFICIT) FOR THE YEAR	(30,045)	(50,945)	(21,620)		
NET REQUIREMENT	£467,224	£514,715	£485,390		
GENERAL RESERVE					
Balance brought forward at 1 April	455,224	425,179	425,179		
ADD: Net Surplus/(Deficit) for the year	(30,045)	(50,945)	(21,620)		
Movement on Reserves:					
Transfer from/(to) Capital Works Reserves	0	0	0		
Transfer from/(to) Development Reserve	0	0	0		
Transfer from/(to) Plant Reserve	0	0	0		
Balance carried forward at 31 March	£425,179	£374,234	£403,559		

On preparing the expenditure budget for the financial year 2022/23 it was estimated that the General Reserve would amount to £398,598 as at 31 March 2023. The actual General Reserve as at 31 March 2023 was £425,179 and it is estimated that the General Reserve will be in the region of £403,559 as at 31 March 2024.

NORFOLK RIVERS INTERNAL DRAINAGE BOARD
SECTION 37, LAND DRAINAGE ACT 1991

2. DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2023

The values at 31 December 2023 used for determining the proportion of expenses to be raised from drainage rates and special levies are as follows:-

PROPERTIES	RATED AREA HA	VALUES £	PROPORTION %	VALUE PER HECTARE £
Agricultural Land and/or Buildings	12,857.086	726,738	20.570	56.524
Other Land:-				
Breckland District Council	368.245	450,216	12.743	1,222.599
Broadland District Council	600.728	671,653	19.010	1,118.065
King's Lynn & West Norfolk Borough Council	109.428	170,501	4.826	1,558.111
North Norfolk District Council	448.589	894,530	25.319	1,994.097
Norwich City Council	80.663	50,055	1.417	620.545
South Norfolk District Council	564.777	569,392	16.116	1,008.171
Totals	15,029.516	£3,533,085	100.000	
Agricultural Land and/or Buildings	12,857.086	726,738	20.570	56.524
District Councils	2,172.430	2,806,347	79.430	1,291.801
Totals	15,029.516	£3,533,085	100.000	

SECTION 40, LAND DRAINAGE ACT 1991

3. DRAINAGE RATES/SPECIAL LEVIES FOR 2024/2025

The following table shows the rate/levies for last year, and 3 rate/levy options for this year based on estimated net expenditure. Option 1 shows the actual rate/levies requirement of 8.12%. Option 2 shows the planned rate increase of 3.71%. Option 3 shows an increase of 5.50%. Option 3 is recommended, and members attention is drawn to the 5 year indicative forecast shown overleaf.

FINANCED BY:-	REQUIREMENT			
	2023-2024 ESTIMATED £	2024-2025 OPTION 1 £	2024-2025 OPTION 2 £	2024-2025 OPTION 3 £
Capital Works Reserve	0	0	0	0
Development Reserve	0	0	0	0
Plant Reserve	0	0	0	0
General Reserve	50,945	0	9,842	12,175
Reduction/(Increase) in Cash Reserves	50,945	0	9,842	12,175
RATES/LEVIES:				
Occupiers Drainage Rates	95,297	103,173	98,960	100,668
Breckland District Council	59,113	63,915	61,306	62,364
Broadland District Council	88,188	95,352	91,459	93,037
King's Lynn & West Norfolk Borough Council	22,387	24,205	23,217	23,618
North Norfolk District Council	117,452	126,993	121,808	123,910
Norwich City Council	6,572	7,106	6,816	6,934
South Norfolk District Council	74,761	80,834	77,534	78,872
NET REQUIREMENT	£514,715	£501,578	£490,942	£501,578
Penny Rate in the Pound	13.130p	14.197p	13.617p	13.852p
INCREASES/(DECREASES):				
Drainage Rate Increase/(Decrease)	6.00%	8.12%	3.71%	5.50%
Special Levy for District Councils' Increase/(Decrease)	6.06%	8.12%	3.71%	5.50%
GENERAL RESERVE:				
Probable Reserve at 31 March	£347,653	£403,559	£393,717	£391,384
Reserve expressed as a percentage of Net Requirement	67.54%	80.46%	80.20%	78.03%
AVERAGE RATE PER ACRE:				
Agricultural Land and/or Buildings	£3.00	£3.25	£3.11	£3.17
District Councils	£68.64	£74.22	£71.19	£72.41

The current headline rate of inflation as indicated by the National Statistics Office in October 2023 is 6.1%.

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

4. INDICATIVE FORECAST FOR FIVE YEARS, USING TODAY'S ANNUAL VALUES (ALLOWING FOR INFLATION AT 6.1%)

RATE REQUIREMENT	OPTION 3 REQUIREMENT...				
	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
	£	£	£	£	£
New Works and Improvement Works	81,619	265,250	530,500	1,485,400	0
Contributions Payable to the Environment Agency	81,766	84,219	86,746	89,348	92,028
Maintenance Works	680,122	714,128	749,834	792,965	837,597
Administration and Other Expenses	186,679	198,066	210,148	222,967	236,568
Government Grants	-81,619	-265,250	-530,500	-1,485,400	0
Contributions from the Environment Agency	-87,390	-90,012	-92,712	-98,367	-101,318
Other Income	-359,599	-381,534	-404,808	-429,501	-455,701
NET REQUIREMENT	£501,578	£524,867	£549,208	£577,412	£609,174

FINANCED BY:-

Capital Works Reserve	0	0	0	0	0
Development Reserve	0	0	0	0	0
Plant Reserve	0	0	0	0	0
General Reserve	12,175	6,103	1,897	0	0
Reduction/(Increase) in Cash Reserves	12,175	6,103	1,897	0	0

RATES/LEVIES:

Occupiers Drainage Rates	100,668	106,707	112,579	118,771	125,304
Breckland District Council	62,364	66,105	69,743	73,579	77,626
Broadland District Council	93,037	98,619	104,046	109,768	115,806
King's Lynn & West Norfolk Borough Council	23,618	25,035	26,412	27,865	29,398
North Norfolk District Council	123,910	131,344	138,572	146,193	154,235
Norwich City Council	6,934	7,350	7,754	8,180	8,630
South Norfolk District Council	78,872	83,604	88,205	93,056	98,175
	£501,578	£524,867	£549,208	£577,412	£609,174

Penny Rate in the Pound	13.918p	14.683p	15.491p	16.343p	17.242p
Rate Increase/(Decrease)	5.50%	5.50%	5.50%	5.50%	5.50%

GENERAL RESERVE:

Probable Reserve at 31 March	£391,384	£385,281	£383,384	£383,384	£383,384
Reserve expressed as a percentage of Net Requirement	78.03%	73.41%	69.81%	66.40%	62.94%

AVERAGE RATE PER ACRE:

Agricultural Land and/or Buildings	£3.17	£3.36	£3.54	£3.74	£3.94
District Councils	£72.41	£76.76	£80.98	£85.44	£90.14

5. EARMARKED BALANCES AND RESERVES

	ACTUAL	ADEQUACY	PROJECTED	ESTIMATED	TREND
	31/03/2023	31/03/2024	31/03/2024	31/03/2025	22/23-24/25
	£	✓ x	£	£	Inc/Dec
Earmarked Cash Reserves					
Capital Works Reserve	£0	N/A	£0	£0	Stable
Development Reserve	£210,035	x	£210,035	£210,035	Stable
Grants Reserve	£100,521	N/A	£0	£0	Decreasing
Plant Reserve	£65,000	✓	£65,000	£65,000	Stable
General Reserve	£425,179	✓	£403,559	£391,384	Decreasing
	£800,734	ADEQUATE	£678,594	£666,419	
Other Reserves					
Revaluation Reserve	£40,959	✓	£40,959	£0	Decreasing
Pensions Reserve	£154,000	✓	£145,000	£145,000	Stable
	£194,959	ADEQUATE	£185,959	£145,000	
Total Reserves	£995,693	ADEQUATE	£864,553	£811,419	

The adequacy of the Reserves in total have been determined in accordance with the Board's Capital Financing and Reserves Policy, which is published on the Group's website: as a minimum the Board's Reserves should equal at least one year's net expenditure and as a maximum they should not exceed one year's net expenditure plus the value of the pensions reserve deficit.

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

OBJECTIVES 2023/24: ANNUAL PERFORMANCE REVIEW

	Objective	Responsible Officer	Status
1.	Ensure total expenditure does not exceed the expenditure budget for 2023/24 and plan to present a balanced budget within the next 4-year period.	Chief Executive/Budget Holders: Area Manager, Operations Manager	<p>On track to come in within budget for 2023/24 at the moment, although this could change if the weather continues to be as wet and additional pumping is required during the winter months.</p> <p>Aiming to present a balanced budget within 4 years by:</p> <ol style="list-style-type: none"> 1). Only undertaking maintenance work that reduces flood risk. 2). Implementing the Board's net cost reduction strategy, as set out in the group's Rate Levies and Collection Policy. 3). Only undertaking <u>new</u> capital work that is grant funded. 4). Requesting the Board to approve annual increases in drainage rates and special levies that will deliver a balanced budget.
2.	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.	Project Development Manager/Project Delivery Manager	Achieved, as per the Board's Capital Works Programme.
3.	To start building support for extending the Board's Drainage District to the watershed catchment boundary, should Highland Water Contributions no longer made by the Environment Agency to the Board for managing surface water entering the Drainage District from the Upland Catchment.	Chief Executive/Board	<p>Achieved. Highland Water Contributions could be replaced by Drainage Rates levied on occupiers of agricultural land and/or buildings in the upper reaches of the Board's catchment, currently outside the Drainage District.</p> <p>The Environment Act 2021 has come into being and Defra have started the process of introducing the Statutory Instrument which will allow IDBs to extend their areas. With local support, this will give the Board the ability to extend its area to the watershed catchment boundary, which would enable an upland drainage rate to be levied and for development contributions to be collected in the upper reaches, instead of receiving Highland Water Contributions from the EA for managing surface water that enters the district from outside the district.</p> <p>Work now needs to focus on getting local support to extend the area and in implementing the new methodology for valuing non-agricultural land, via Statutory Instrument.</p>

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

OBJECTIVES 2023/24: ANNUAL PERFORMANCE REVIEW

	Objective	Responsible Officer	Status
4.	Seek 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.	Area Manager/ Operations Manager	Not achieved. The EA have not provided us with a programme of work in relation to the precept charge despite asking and have stated that they do not have to spend precept on work which benefits the IDB. Therefore we have no idea where IDB Precept money is spent and of how any work that the EA may still do actually benefits the Internal Drainage District. We will continue to work with the EA to aim to obtain more information on where this money is spent.
5.	To develop a plan (with targets) to reduce carbon usage moving forward.	Environmental Manager/Project Delivery Manager	Achieved: A Carbon Management Plan and Annual Carbon Report for 2022/23 have been considered and approved by the Consortium Management Committee on 8 December 2023, which are being recommended for adoption by each WMA Member Board in January/February 2024.

M PHILPOT
DEPUTY CHIEF EXECUTIVE

NORFOLK RIVERS INTERNAL DRAINAGE BOARD DRAFT OBJECTIVES FOR 2024/25

1. To ensure total expenditure does not exceed the expenditure budget for 2024/25 and present a balanced budget within the next 3 years.
2. To ensure that the Board receives as much Capital FDGiA from the Environment Agency (EA) and financial contributions from third parties as possible. Ensure that the capital programme is delivered, as planned.
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. 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.
4. 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 Environment Agency for managing surface water entering the Drainage District from the Upland Catchment.
5. 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%.
6. 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.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
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): Old Hunstanton to Thornham; Thornham to Stiffkey; Bacton Walcott and Overstrand Ostend to Eccles and Eccles to Winterton Beach Road, Great Yarmouth.	(1a) Reduction in, or insufficient finance, grant and income.	Erosion of Board's capital and general reserves. Unable to replace assets as scheduled in asset management plan.	3	3	High 9 →	Explore alternative funding streams. 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 drainage rates to the Board from the upland area (and negate the need for HWCs). The Environment Act 2021 has been enacted, which paves the way for these aims and Defra are now consulting industry experts on introducing the Statutory Instrument which will enact this part of the Environment Act.
	(1b) EA may cease to pay highland water contributions to IDBs.	Reduction in FCERM service the Board is able to provide.	3	3	High 9 →	Close liaison with EA to support its next 6 year compulsory spending to facilitate inclusion of IDB programmes/FDGiA where possible.
	(1c) EA is no longer willing or able to carry out work	Potential overtopping into IDD in severe	2	3	High 6 ↑	Develop Investment Plan with key stakeholders.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	on sea defences that protects the Internal Drainage District, or the works are undertaken to a reduced specification.	weather events and cost implications of managing the increase in water.				Contribute to the review of the Shoreline Management Plans and lobby ADA, to ensure that the policy of “hold the line” is maintained where appropriate.
	(1d) EA is no longer willing or able to carry out work on Main Rivers.	Will limit the Board’s ability to fulfil its statutory function.	2	3	High 6 ↑	<p>PSCA in place between IDB/EA, effective 2017/18 to undertake maintenance works on some sections of main river identified by the IDB’s Project Engineer that will provide benefit to IDB watercourses, however EA has halted these works in 2018/19. The IDB has appealed the precept.</p> <p>Continue to encourage the EA to de-main lengths of less strategically important main river for the IDB to adopt and maintain.</p>
	(1e) Access to skills and core competency is reduced.	Potential to limit delivery of a quality service and thereby weaken stakeholder confidence in the IDB’s capabilities.	1	3	Medium 3 ↓	Board is an equal member of the WMA CMC, which strengthens the organisation and assures access to appropriate skills/competencies. Board is kept updated via member representation at CMC

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						<p>meetings.</p> <p>Extensive staff training is recorded and documented.</p> <p>Effective management, Employee handbook and compliant disciplinary and grievance procedures.</p> <p>Key man insurance is in place for appropriate personnel.</p> <p>Succession planning.</p>
	(1f) Damage caused to third party property or individuals, as a result of carrying out works.	<p>Compensation claims made against the Board.</p> <p>Loss of confidence in the Board's capabilities.</p>	2	2	Medium 4 ↓	<p>Documented Staff training and Employee handbook in place to limit risk.</p> <p>Internal controls provide for segregation of duties.</p> <p>Use of approved suppliers.</p> <p>Insurance, Financial Regulations, Health & Safety Policy, risk assessments and safe systems of work all in place.</p> <p>ISO9001 accredited with external audit of QA systems.</p> <p>Complaints register.</p>

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	(1g) Unable to respond to a major incident, due to lack of resources.	Low – the IDB is not a first line responder.	1	2	Low 2 →	<p>Additional resource in post and shared across WMA (East Anglia) Boards.</p> <p>Resources backed up by volunteers and equipment.</p> <p>Board is a member of the Local Resilience Forum.</p> <p>Board's emergency plan integrates with County emergency plan.</p>
	(1h) Claims and/or bad publicity against IDB in the event of failure to provide a 24 hour/365 day emergency response for the community.	<p>Loss of public confidence in IDB.</p> <p>Potentially damaging to IDB's relationship with other RMAs.</p>	1	2	Low 2 →	<p>As a WMA member Board there is access to support from other member Boards and the WMA Staffing Plan and Duty Rota.</p> <p>Emergency workforce and volunteers available.</p> <p>Procedures for managing the media are set out in the Board's Reserved Matters.</p>
	(1i) Public do not know who to contact in an emergency.	Delayed response.	1	2	Low 2 →	<p>Contact information on website: http://www.wlma.org.uk/norfolk-idb/contact-us/ and in telephone directory.</p> <p>Duty Officer emergency telephone line.</p> <p>LRF/LLFA have contact</p>

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						details.
	(1j) Loss/damage of assets through pilferage, theft or neglect.	Reduces IDB capability of fulfilling its statutory function. Cost implications for replacement, even with insurance.	2	2	Medium 4 ↓	Asset management plan and maintenance programmes in place Visual asset inspections. Regular stock control checks and current inventory of assets. Insurance.
	(1k) Loss of income through error or fraud.	Cost implication for external assistance that may be required to recover monies. May need to implement further training and/or disciplinary procedure.	1	2	Low 2 →	Board approved Financial Regulations, Anti-Fraud/Corruption Policy, Whistleblowing Policy. Internal controls and segregation of duties. Internal and external audit. Insurance.
	(1l) Failure to comply with all current UK and EU legislation/ regulation and/or generally accepted accountancy practice.	IDB could incur penalties/fines.	1	3	Medium 3 →	Employ competent staff through WMA. Training for staff and Board members. Board approves Financial Accounts. Internal audit. Engage HR, Legal and Health and Safety

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						specialists as and when required.
	(1m) Maintenance works constrained by the Water Framework Directive legislation and Habitat Regulations Assessment and onus of proof sits with IDBs.	IDB could incur penalties/fines.	2	3	High 6 ↓	<p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>SMO regularly updated to remain WFD compliant.</p> <p>Regular SMO update training for employees.</p> <p>Pursue funding from all available sources.</p>
	(1n) Ability to deliver projects and carryout work is reduced, due to a pandemic.	Supply chains disrupted, no staff and contractors available to deliver work programmes. Costs escalate accordingly and work stops being done.	1	3	Medium 3 →	<p>Maintain 'key-worker' status, revise risk assessments, introduce new safe systems of work and make available the appropriate PPE, to ensure that operatives can continue to safely deliver all essential work on the ground.</p> <p>Invest in technology to ensure that office work can be done from home where possible, with Board, Stakeholder, consultant and clientele meetings proceeding as virtual</p>

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						meetings as required; ensuring there is good communication and that appropriate social distancing is adhered to in accordance with the Government's advice.
	1(o) Increasing cost (financially and ecologically) implications of managing invasive species, such as Floating Pennywort, and of it becoming out of control within the catchment area.		3	3	High 9 ↑	Staff awareness training. Ensuring the public are aware of the plant and the need to report it immediately.
	1(p) Possible implications following the EAs Future of the Fens Report (phase 1) due mid-May 2021.		1	3	Low 3 →	Review the content of the EAs Future of the Fens Report (phase 1) when published mid-May 2021 to assess any impact on the way the Board needs to operate. Specific details not yet known, to be kept under close review. The Co-Chair of the Governance Group for the Shoreline Management Plan and NRIDB Board Member, Ian Devereux, will keep the

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						Board informed of any peripheral impact the Management Plan may have on the Board's area.
	1(q) DEFRA confirmed, as of 26 March 2022, that 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 £30,000, meaning an increase of 3% in drainage rates and special levies.	3	3	High 9 →	Lower carbon usage alternatives including green hydrogen are on the radar and will be explored further as alternative technologies develop.
	1(r) Not able to delivery £2.1m of capital funded projects over the 5.5-year period from 2022 because the EA would not approve the projects for	Planned capital works would not take place resulting in increased maintenance costs and perversely increased highland water claims.	1	3	Medium 3 →	After 4 years, the EA should be encouraged to conclude their waste licence investigation as soon as possible and should not unilaterally decide to conflate it with other business activities, such as applications for FDGiA, PSCA work, de-maining, reconstituting, etc.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	funding, due to the ongoing waste licence investigation at Iken in Suffolk.					
	1(s) Possible implications of continued high inflation rates.	Unable to keep within agreed budgets, and/or unable to carryout all planned work.	2	3	High 6 ↑	Staff to seek best rates for purchasing fuel, electricity, etc and closely monitor expenditure. Prioritise maintenance work and only undertake critical maintenance, if required to keep within budget.
	1(t) Possible Pension Fund deficit.	The Board may be requested by the Administering Authority and Fund Actuary to make debt recovery payments in addition to the Employers rate of contribution.	2	1	Low 2 →	The Board have adopted the model discretionary policies, as recommended by the Administering Authority (Norfolk County Council). These policies have been incorporated into the Board's Local Government Pension Scheme Employers Policy Statement, which is reviewed by the Board every 3 years.
To become the delivery partner of choice for the Lead Local Flood Authority (LLFA) and Environment Agency (EA) within the Board's hydraulic sub catchment.	(2a) LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage	Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's	1	3	Medium 3 ↓	Build and maintain trust and understanding with LLFA, EA and DEFRA. Regular liaison meetings with EA. Take on works where

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD.	ability to fulfil its statutory function in the IDD.				possible to demonstrate professionalism and VFM. Availability of Public Sector Cooperation Agreement (PSCA). Monitor performance and review governance arrangements.
	(2b) LLFA and EA take over the functions of IDB.	If the LLFA/EA were to take over the functions of the IDB, it would cease to exist.	1	3	Medium 3 →	Build and maintain trust and understanding with LLFA, EA and DEFRA. Back-office functions are spread across the WMA Member Boards to reduce costs, strengthen organisation and increase influence. Member of ADA. Develop linkages with local media to promote IDB.
	(2c) Unable to take on the extra work due to lack of resources.	Could reduce LLFA/EA confidence in the IDB's ability to deliver.	2	2	Medium 4 ↓	Explore new funding sources locally with EA, LLFA and others. Arrangement with WMA Member Boards for support. Introduction of new management structure for WMA (East Anglia) Boards.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						Additional Resource in post and shared across other WMA (East Anglia) Boards to increase capacity and capability.
To liaise with EA to ensure sections of main river that will be de-listed by the EA.	(3a) EA may not provide funding to the IDB for this additional maintenance.	Lack of maintenance on these sections of main rivers could adversely affect the IDB's watercourses and reduce the IDB's ability to fulfil its statutory function.	3	2	High 6 ↑	Continue to liaise with EA to bring proposal to Board. Prioritise maintenance programme.
	(3b) EA will not de-main the rivers if the IDB refuses to adopt them.	Lack of maintenance on these sections of main rivers could adversely affect the IDB's watercourses and reduce the IDB's ability to fulfil its statutory function.	3	2	High 6 →	De-maining of low consequence main river remains under consideration by EA. Public consultation during Autumn 2017 for national de-maining pilot study in Norfolk/Suffolk, but the pilot study is currently on hold in Norfolk. Board has agreed to adopt de-mained rivers.
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities,	(4a) Planning Authorities ignore advice provided by Board, which leads to	Potential for increased flood risk.	2	3	High 6 ↓	Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board meetings.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
which have the potential to increase flood risk.	increased flood risk.					Officers' comments on planning applications are available on Local Authority website.
	(4b) Potential for developers to allow SUDs to be managed by private companies who may allow them to fall into disrepair through lack of long term maintenance.	Lost income from SWDCs and commuted sums. Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding.	2	3	High 6 →	A SUDs adoption and charging policy approved by the Board. At its 16 August 2018 meeting the Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA. New rates and banding introduced 1 October 2018.
To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity.	(5a) Non-delivery/ non-compliance of Biodiversity Action Plan (BAP).	Board does not meet its environmental targets. Potential to incur penalties/fines.	1	2	Low 2 →	BAP approved by Board and submitted to DEFRA and EA. Revised and updated for Board approval January 2018. Work to WFD compliant SMO. Prepare a programme of environmental survey work in and alongside Board watercourses. Officers monitor and report environmental performance to Board.

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						<p>Staff awareness training.</p> <p>ISO 14001 accreditation and external audit of QA systems.</p> <p>Actions monitored by EA, NE, Police, SWT and local population.</p> <p>Complaints Register.</p>
	(5b) Implementation of BAP leads to increased flood risk and increased maintenance costs.	Failure to balance environmental needs with management of flood risk.	2	2	Medium 4 →	Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure.
	(5c) Increased levels of non-native species adversely affect BAP delivery.	Failure to successfully control/eradicate invasive species.	2	3	High 6 ↑	<p>Adhere to risk assessment and protocol for management of works where non-native species are present.</p> <p>Ensure biosecurity protocols are adhered to.</p>
	5(d) The re-introduction of wild beavers across England. Beavers could	Increased flooding, increased cost to the Board to repair beaver damage.	1	3	Medium 3 →	Environmental staff working with ADA on an industry-wide solution and to undertake the necessary training to deal with beavers as required under a

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	escape from enclosures and build dams within the IDB district affecting drainage.	Difficulty to maintain water levels in designated areas, inability to undertake statutory function, damage to flood banks and watercourse infrastructure.				<p>protected species licence.</p> <p>Operational staff to remain vigilant and report suspected beaver activity especially around areas where they are being introduced.</p> <p>Undertake appropriate training to respond to any potential hazards following industry guidance.</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 26 January 2017)

Risk Assessment Matrix

Likelihood			
Highly Likely	Medium (3)	High (6)	High (9)
Possible	Low (2)	Medium (4)	High (6)
Unlikely	Low (1)	Low (2)	Medium (3)
	Negligible	Moderate	Severe
	Impact		

The categories for impact and likelihood are defined as follows:

IMPACT

- Severe – will have a catastrophic effect on the operation/service delivery. 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.
- Moderate – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will 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.
- Negligible – where the consequences will 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.

LIKELIHOOD

- Highly likely: very likely to happen
- Possible: likely to happen infrequently
- Unlikely: unlikely to happen.

Summary – Sue Williams



2008-Present

Director of Lynwood Growers Limited, a potato production business developed together with my husband Peter Williams during the last 25 years. We are one of the UK's largest potato growers growing over 450ha. We grow salads, packing and processing crops supplying the majority of the supermarkets, Walkers crisps, KFC and MacDonalds via packers and processors. I manage and co-ordinate all the Assurance Schemes within the business – Red Tractor, LEAF, Tesco's Xsure and Global Gap for exporting.

The potatoes are all grown on rented land around North and West Norfolk. Irrigation is required for a large percentage of the crops for skin finish, scab control, yield. Irrigation of crops and water availability and use is key to our business and the supply of products to our customers. With climatic changes clearly occurring water management has become very much more important and therefore an understanding and contribution to this going forward is of great interest to me, especially the important balance between the environment, wildlife, farming and food production.

Chair of Titchwell Parish for 15 years (2008-2023)

1979-2008

First Degree - Biochemistry and Agriculture.

Post Graduate Degrees – MSc Animal Nutrition, PhD (Endocrine Control of seasonal breeding in sheep controlled by Melatonin), Diploma in Marketing, Diploma in Law

1999-2008 - Career in Intellectual Property in Agriculture & Horticulture – Management of licensing & royalty collection systems for plant breeders both in arable and fruit sector. Variety trials, variety intellectual property protection in Europe and the USA. Commercial negotiation on royalty rates and collection of royalty monies. Consultancy for EU on use of conservation varieties which have no intellectual property protection. For example, wheat varieties used for thatching

Official Complaints

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.

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

Feedback

Date of feedback	Provided by	Location	Nature of Feedback	Allocated to	Status	Action taken
29/11/2023	M. Yates	Horseford	Compliment: Their work ethic was fantastic, grafting all day and taking away 99% of the debris	Paul George	Completed	N/A

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2022/23	ESTIMATE 2023/24	PROBABLE 2023/24	ESTIMATE 2024/25
Income					
	Net Consortium Charges				
	Broads IDB	323,268	359,889	357,076	369,402
	East Suffolk WMB	193,789	212,376	220,492	217,262
	King's Lynn IDB	384,912	429,736	317,787	442,446
	Norfolk Rivers IDB	219,416	236,596	234,061	242,302
	South Holland IDB	333,095	409,817	403,795	421,580
	Waveney Lower Yare and Lothingland IDB	131,083	140,240	78,514	144,297
	Net Consortium Charges	1,585,563	1,788,654	1,611,725	1,837,289
	(+) Other Income				
1	Services provided to third parties	1,446,663	1,652,422	1,504,700	1,785,893
	Surface Water Development Contributions	463,138	277,000	487,495	310,000
	Sales of Rating Software Licences/Ancillary Services	168	10,000	10,000	10,000
	Rating Software Support	25,269	21,264	21,265	10,500
	Rental/Sundry Income from Offices	23,749	44,500	45,000	22,000
	Sundry Income	25,005	21,001	26,260	26,000
	(+) Other Income	1,983,992	2,026,187	2,094,720	2,164,393
	(=) Total Income	3,569,555	3,814,841	3,706,445	4,001,682
	(-) Expenditure				
	Administration Costs				
2	Shared Administration Staff	618,546	726,526	672,722	748,730
	Establishment				
	Kettlewell House (BR/KL/NR; 10/80/10)	32,639	37,500	37,541	25,000
	Marsh Reeves (South Holland IDB)	39,470	31,488	27,513	27,648
	Martham Office (Broads IDB and Norfolk Rivers IDB)	1,355	1,600	1,680	344
	Norwich Office (BR, ES, NR, WLYL)	0	0	2,000	6,000
	Pierpoint House (Shared)	132,092	109,012	125,643	122,239
	Establishment	205,556	179,600	194,376	181,231
	Shared ICT				
	Hardware Support and Maintenance	30,096	25,811	25,849	27,720
	Software Support and Maintenance	63,814	77,692	59,837	62,203
	Website Maintenance and Development	2,892	3,120	3,120	3,120
	Software and Upgrades	92,174	12,990	13,080	12,990
	ICT Infrastructure	29,767	30,565	36,520	31,000
	Shared ICT	218,742	150,178	138,405	137,033

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2022/23	ESTIMATE 2023/24	PROBABLE 2023/24	ESTIMATE 2024/25
	Other Shared Administration				
	Legal and Professional Charges	8,500	10,501	8,000	9,775
	Insurances	147,780	158,762	164,242	172,813
	Marketing and PR Expenses	1,804	2,020	1,425	1,520
	WMA Chairman's Allowance	1,500	1,500	1,500	1,500
	Annual Subscriptions	5,107	3,949	5,258	5,241
	Actuary Fees	2,390	1,001	1,400	1,400
	Sundry Expenses	13,449	10,796	12,176	11,635
	Other Shared Administration	180,530	188,529	194,001	203,884
	Other Administration				
	Public Notices	0	0	0	0
	Former Staff Pension Charges	4,133	4,136	4,164	4,964
	Members Expenses	178	1,135	200	450
	Chairman's Allowances	21,484	21,483	21,483	21,483
	Meetings and Inspections	1,769	5,920	1,642	3,895
	Legal and Professional Charges	52,430	20,900	24,595	18,900
	Audit and Compliance Fees	5,538	27,110	27,536	29,541
	ADA Expenses	22,971	23,855	24,989	26,805
	Other Administration	108,502	104,539	104,609	106,039
	Administration Costs	1,331,877	1,349,373	1,304,113	1,376,916
	Technical Support Costs				
	Technical Support Staff Costs	2,215,194	2,445,198	2,379,793	2,601,343
	Other Technical Support				
	Technical Consultants	7,213	7,560	8,290	8,640
	Land Registry Fees	9,049	7,460	7,867	8,508
	Sundry Expenses	6,222	5,250	6,381	6,275
	Other Technical Support	22,484	20,270	22,538	23,423
	Technical Support Costs	2,237,678	2,465,468	2,402,332	2,624,766
	(-) Total Expenditure	£3,569,555	£3,814,841	£3,706,445	£4,001,682
	(+/-) Profit/(Loss) on disposal of Fixed Assets	0	0	0	0
	(=) Net Surplus/(Deficit) for the Year	£0	£0	£0	£0
3	Increases/(Decreases) in Net Consortium Charges	3.59%	4.12%	-9.89%	2.72%

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2022/23	ESTIMATE 2023/24	PROBABLE 2023/24	ESTIMATE 2024/25
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Notes:

- 1 The Project Development and Delivery Teams are continuing to work on the extensive Capital Works programme that is planned over the forthcoming years. 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.
- 2 A provision has been made to increase staff salaries by an average of 3% with effect from 1 April 2024. Pension costs are to decrease by 0.5% to 23% of employees pensionable pay with effect from 1 April 2024.
- 3
 - (i) The rate of Inflation as at 31 October 2023 was 6.1% (Retail Price Index).
 - (ii) It is important to note that each WMA Member Board can accommodate the proposed increases, without having to pass them on by way of significant increases in drainage rates and special levies, over and above inflation.
 - (iii) This is a balanced budget which continues the focus of investing more in technology, staff capability and capacity, which should make the WMA Group far more robust and sustainable in future. As agreed by the Boards we have now added resilience to the existing management structure with the Interim COO/Deputy CEO in place, to build in succession so that the Member Boards can more easily manage the departure of any individual, without significantly increasing costs and carrying unnecessary capacity. As a relatively small and specialist organisation providing public services this is key.
 - (iv) It is important to note that we are expecting 54% of the Group's Administration and Technical Support Costs to be paid for by others in 2024/25. We are expecting this to be 56% for 2023/24. Sustaining this level of recharge activity without compromising delivery of our own work programmes continues to be key, and the recent change in management structure should align this priority, alongside delivering the extensive Capital Works programme across all the Boards.

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2022/23	ESTIMATE 2023/24	PROBABLE 2023/24	ESTIMATE 2024/25
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Recommendations:

- 1 To approve the following increases in Net Consortium Charges for 2024/25:

Broads IDB	2.64%
East Suffolk WMB	2.30%
King's Lynn IDB	2.96%
Norfolk Rivers IDB	2.41%
South Holland IDB	2.87%
Waveney Lower Yare and Lothingland IDB	2.89%
- 2 To approve the hourly charge out rates, as detailed below:

Chief Executive Officer:	£160/hour
Deputy Chief Executive/Chief Operating Officer:	£115/hour
Area Managers/Project Development and Delivery Managers:	£105/hour
Project Delivery Engineers:	£87/hour
Project Managers:	£82/hour
Operations/MEICA/Sustainable Development/Environmental Managers and RFO:	£80/hour
Senior Sustainable Development and Estates Officers:	£70/hour
Flood Risk Engineers/Sustainable Development and Environmental Officers:	£60/hour
Administration Team (Finance & Rating/ICT/GIS Technicians/BST):	£50/hour
- 3 The annual increase in the unattenuated surface water development contribution per impermeable hectare has been included within the 5 yearly strategic review which was undertaken this year, which will come into effect on 01 April 2024.

S JEFFREY
FINANCE & RATING MANAGER/RFO

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
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%		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%		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%		100.00%
	Contributions from SHIDB to part fund staff costs	Credited to SHIDB	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%		100.00%
	Contributions from WLYLIDB to part fund staff costs	Credited to WLYLIDB													
	Contributions from Bedford for CEO Services	Credited to each WMA Board as per employment costs	17.50%		17.50%		17.50%		17.50%		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	30.00%	37.92%	22.50%	21.25%	6.25%	7.08%	22.50%	17.50%	0.00%		18.75%	16.25%	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%		26.00%		1.00%		100.00%
	Contributions from Environment Team	Credited to each WMA Board as per employment costs	30.00%		19.00%		3.00%		27.50%		3.00%		17.50%		100.00%
	Contributions from P&C to part fund shared staff costs	Credited to each WMA Board as per employment costs	17.50%		17.50%		17.50%		17.50%		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%		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%		100.00%
	East Suffolk WMB - SWDC	Credited to ESWMB	0.00%		100.00%		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%		100.00%
	Norfolk Rivers IDB - SWDC	Credited to NRIDB	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%		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%		100.00%		100.00%
Collection of Surface Water Development Contributions															
Sales of Rating Software Licences															
	Ancillary Services	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Sales of DRS	South Holland IDB wholly owned asset (SHIDB)	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
Sales of Rating Software Licences															
Rating Software Support															
	DRS	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
Rating Software Support															
Rental Income from Offices															
	Marsh Reeves	Income credited to property owner	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%		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%		100.00%
	Sluice Bungalow: Islington (KLIDB)	Income credited to property owner	0.00%		0.00%		100.00%		0.00%		0.00%		0.00%		100.00%
	Kettlewell House: Airwave Ltd	Income credited to property owners	10.00%		0.00%		80.00%		10.00%		0.00%		0.00%		100.00%
	Kettlewell House: Page One Aerial & Equ Site	Income credited to property owners	10.00%		0.00%		80.00%		10.00%		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%		100.00%
Rental Income from Offices															
Sundry Income															
	Bank Account Interest (WMA Only)	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Deed of Indemnity Preparation Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	ICT Investment recharged to IDB Development Reserves	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Various - adhoc contributions	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
Sundry Income															

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
Expenditure															
Administration Costs															
Shared Administration Staff															
	ICT Manager	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		17.50%		12.50%		100.00%
	PA (CEO)	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		17.50%		12.50%		100.00%
	Finance & Rating Manager	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		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%		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%		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%		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%		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%		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%		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%		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%		17.50%		12.50%		100.00%
	Senior Business Support Officer	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		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%		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%		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%		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%		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%		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%		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%		100.00%
	Office and Site Maintenance	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Rent, Rates and Metered Water	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Telecoms	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Heat and Light	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Office Cleaning and Supplies	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Refuse Collection and Waste Disposal	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Printing, Postages and Stationery	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
	Office Sundries	Proportion of people working in Pierpoint House	15.91%	15.50%	13.67%	13.16%	30.17%	28.97%	14.50%	15.39%	16.01%	17.03%	9.74%	9.95%	100.00%
Pierpoint House (shared)															
	Landlord obligations	Proportion of beneficial interest in Marsh Reeves	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%		100.00%		0.00%		100.00%
	Business Rates and Metered Water	Expenditure charged to property owner	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%		100.00%		0.00%		100.00%
	Heat and Light	Expenditure charged to property owner	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%		100.00%		0.00%		100.00%
	Refuse Collection and Waste Disposal	Expenditure charged to property owner	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%		100.00%		0.00%		100.00%
	Office Sundries	Expenditure charged to property owner	0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
Marsh Reeves (South Holland IDB)															

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESWMB (%)		KLIDB (%)		NRIDB (%)		SHIDB (%)		WLYLIDB (%)		TOTAL (%)
	Office and Site Maintenance	Proportion of time spent by Project Engineer on each Member Board	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		100.00%
	Rent, Light, Heat and Water	Proportion of time spent by Project Engineer on each Member Board	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		100.00%
	Telecoms	Proportion of time spent by Project Engineer on each Member Board	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		100.00%
	Office Sundries	Proportion of time spent by Project Engineer on each Member Board	75.00%		0.00%		0.00%		25.00%		0.00%		0.00%		100.00%
	Martham Office (Broadb IDB and Norfolk Rivers IDB)														
	Rent	Broadb, East Suffolk, Kings Lynn, Norfolk Rivers WLYL	25.00%	45.00%	25.00%	45.00%	0.00%	0.00%	25.00%	0.00%	0.00%	0.00%	25.00%		100.00%
	Printing & Stationary	Broadb, 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	Broadb, 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)														
	Shared ICT														
	Hardware Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Software Support and Maintenance	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Website Maintenance and Development	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Software and Upgrades	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	ITC Infrastructure	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Shared ICT														
	Other Shared Administration														
	Legal and Professional Charges	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Insurances	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Marketing and PR Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	WMA Chairman's Allowance	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Annual Subscriptions	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Actuary Fees	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Sundry Expenses	Proportion of aggregate Annual Value (WMA, as at 31/12/2023)	5.83%	5.73%	4.45%	4.37%	49.59%	47.18%	5.65%	5.55%	30.35%	29.80%	4.13%	7.37%	100.00%
	Other Shared Administration														
	Technical Support Costs														
	Shared Technical Support Staff														
	CEO Team														
	Chief Executive	Assessment of Time Spent on each Member Board	17.50%		17.50%		17.50%		17.50%		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%		20.00%		100.00%
	Environment Team														
	Environmental Manager (CL)	Assessment of Time Spent on each Member Board	30.00%		19.00%		3.00%		27.50%		3.00%		17.50%		100.00%
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	30.00%		19.00%		3.00%		27.50%		3.00%		17.50%		100.00%
	Environmental Officer (HM)	Assessment of Time Spent on each Member Board	30.00%		19.00%		3.00%		27.50%		3.00%		17.50%		100.00%
	Assistant Environmental Officer (CH)	Assessment of Time Spent on each Member Board	30.00%		19.00%		3.00%		27.50%		3.00%		17.50%		100.00%
	Assistant Environmental Officer (EB)	Assessment of Time Spent on each Member Board	30.00%		19.00%		3.00%		27.50%		3.00%		17.50%		100.00%

From: 01 April 2024
To: 31 March 2025

Administration and Technical Support Services
Financial Year Ending: 31 March 2025

ID	Income and Expenditure	Basis of apportionment	BIDB (%)	ESWMB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	WLYIDB (%)	TOTAL (%)
Sustainable Development Team									
	Sustainable Development Manager (CB)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	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%	26.00%	1.00%	100.00%
	Senior Sustainable Development Officer (PN)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Senior Sustainable Development Officer (YS)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Sustainable Development Officer (PNA)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	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%	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%	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%	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%	26.00%	1.00%	100.00%
	Sustainable Development Officer (PSC)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
	Sustainable Development Officer (IS - Sizewell C)	East Suffolk WMB Only (fully funded by Sizewell C)	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
	Estates Officer (GFB)	Assessment of Time Spent on each Member Board	10.00%	6.00%	51.00%	6.00%	26.00%	1.00%	100.00%
Project Development Team									
	Project Development Manager (GB)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
Project Delivery Team									
	Project Delivery Manager (KN)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	0.00%	20.00%	100.00%
	Project Delivery Engineer (CB)	Assessment of Time Spent on each Member Board	20.00%	20.00%	20.00%	20.00%	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%	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%	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%	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%	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%	20.00%	100.00%
East Anglia Team									
	Area Manager (East Anglia) (TH)	Assessment of Time Spent on each Member Board	50.00%	10.00%	10.00%	10.00%	0.00%	20.00%	100.00%
	MEICA Manager (RG)	Assessment of Time Spent on each Member Board	27.50%	35.00%	32.50%	7.50%	5.00%	0.00%	100.00%
	Operations Engineer (East Anglia) (PG)	Assessment of Time Spent on each Member Board	40.00%	0.00%	0.00%	60.00%	0.00%	0.00%	100.00%
	Operations Manager (East Anglia) (AB)	Assessment of Time Spent on each Member Board	22.50%	42.50%	0.00%	0.00%	0.00%	35.00%	100.00%
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	10.00%	20.00%	20.00%	10.00%	20.00%	0.00%	100.00%
	Flood Risk Engineer (East Anglia)	Assessment of Time Spent on each Member Board	30.00%	30.00%	10.00%	20.00%	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%	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%	100.00%	0.00%	100.00%
Technical Support Staff Costs									

Approved by the Consortium Management Committee on 08 December 2023 and recommended to each of the Member Boards in January/February 2024.
(As required by clause 4.2 of the Consortium Agreement, dated 15 May 2020).

S JEFFREY
FINANCE AND RATING MANAGER

Proposed Change to Planning and Byelaw Strategy

The purpose of this report is to present to CMC a request that WMA Member Boards consider adding a policy to the WMA's joint Planning and Byelaw Strategy. The policy has been reviewed by the Board's legal advisors and outlines how and when the Board will grant rights pertaining to a Board landholding. The proposed policy and accompanying wording is shown in italics below.

The WMA Member Boards own several land holdings, including watercourses. Most of these land holdings are registered with the Land Registry. If a third party wishes to undertake works within the curtilage of the Board's landholding, or otherwise use the Board's landholding, the Board's prior express permission is required. Any such permission may be in the form of a Deed of Easement, lease, conveyance, licence or any other agreement or disposition as required by the Board. The Board is not obliged to agree to such a request.

Entering into a landowner agreement with the Board does not alter the requirement for Land Drainage Consent in accordance with the Land Drainage Act 1991 and the Board's Byelaws.

Where any agreement is to be considered or required, the Board's reasonable costs including administrative costs and full costs of professional services (including valuation costs and legal fees) are to be paid by the third party.

The WMA Member Boards may require a Deed of Easement (or suitable alternative) in accordance with Policy 10 below.

Policy 10 – Landowner Agreement Policy

The Board will require a third party to enter into a Deed of Easement (or suitable alternative) where the works are clearly proposed within the curtilage of the Board's landholding, including watercourses or where rights pertaining to the Board's landholding are to be acquired by a third party (including access rights).

The Board may require a third party to enter into a Deed of Easement (or suitable alternative) where the works are proposed adjacent to the curtilage of the Board's landholding, (including pipework entering watercourses which are owned brink to brink) or where the proposed use is in accordance with the Board's statutory functions (including agricultural land tile outfalls discharging through a Board owned maintenance strip). Whether the Board requires a Deed of Easement will be decided by the Chief Executive's Management Committee on a case by case basis.

The Board will always consider entering into a Deed of Easement at the request of a third party (i.e. where the third party requires the granting of express rights).

In accordance with Section 63 of the Land Drainage Act 1991, the WMA Member Boards may not dispose of land owned by the Board for a consideration less than the best that can reasonably be obtained, other than with the consent of the relevant Minister. To ensure compliance with Section 63 of the Land Drainage Act 1991 the WMA Member Boards will engage the services of a chartered surveyor, to value any proposed disposition. For the avoidance of doubt, the disposition of land includes the granting of an easement (for example, enabling a third party to cross land owned by the Board).

Officer Recommendation: It is recommended that the above wording (including the policy) is added to the WMA's Planning and Byelaw Strategy.

CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
NOVEMBER 2023

WATER MANAGEMENT ALLIANCE

COMMUNICATIONS POLICY

GOVERNANCE

Review date: December 2023

To be reviewed every 5 years

Next review date: September 2028

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
South Holland Internal Drainage Board
Waveney, Lower Yare and Lothingland Internal Drainage Board
Pevensey and Cuckmere Water Level Management Board

In order to deliver our water management aims we need to ensure we have communication objectives that support our work and those we work with. This policy identifies who we intend to engage with, to deliver our aims & objectives, sets out what our stakeholders and partners can expect from us and explains how we will communicate with them to build and maintain our relationships and reputation.

COMMUNICATIONS POLICY

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COMMUNICATIONS POLICY

1. INTRODUCTION

- 1.1. The Water Management Alliance (WMA), on behalf of our member Internal Drainage Boards (IDBs), has developed a Communications Policy to consider our approach to engaging our stakeholders, partners, and customers. We have developed our communication objectives to support our business aims and objectives.
- 1.2. Our vision is to make each Member Board's Drainage District, Coastal Zone and watershed catchment area a safer place to live, work, learn and have fun, as a model of sustainable living in a high flood risk area. As a result, we need to interpret how we should engage others as we endeavour to deliver our vision.
- 1.3. As outlined by the Flood and Water Management Act (2010) councils are the Lead Local Flood Authority (LLFA) and the Environment Agency manages the Flood and Coastal Erosion Risk Management (FCERM) framework focusing on reducing flooding to people and properties. The IDBs work within this structure and legislate work on their own infrastructure or work in partnership with other risk management authorities.

2. TARGET AUDIENCES

After considering our business aims and objectives we have undertaken a review of our key stakeholders, partners, and customers and they fall broadly into the following groups:

- people and places at flood risk
- those that support people and places that are at flood risk
- policy and decision-makers
- the public

COMMUNICATIONS POLICY

3. COMMUNICATION OBJECTIVES

We have developed the following communication objectives for our target audiences:

- 3.1 **Increase Public Awareness:** To inform and educate the public about our flood risk reduction efforts, fostering a better understanding of the measures we take to protect people, property, infrastructure, and the natural environment.
- 3.2 **Build Trust and Credibility:** To establish the WMA as the preferred local delivery partner for flood, water resource, and coastal risk management services, showcasing our reliability and expertise in these areas.
- 3.3 **Promote Responsible Land Use:** To raise awareness about the impact of human activities on flood risk and encourage responsible land use decisions that balance residential, commercial, recreational, and environmental needs while minimising flood risk.
- 3.4 **Highlight Environmental Stewardship:** To demonstrate our commitment to preserving and enhancing natural habitats and species in and around watercourses and infrastructure projects, emphasising our dedication to the enhancement of biodiversity.
- 3.5 **Engage Stakeholders:** To foster meaningful engagement with key stakeholders, including local communities, government agencies, and environmental organisations, to gather feedback and input on flood risk reduction initiatives.
- 3.6 **Showcase Success Stories:** To share success stories and case studies that illustrate the positive outcomes of our flood management projects, emphasising real-world examples of how our efforts benefit people, property, infrastructure, and the environment.

4. DELIVERING OUR OBJECTIVES

We will:

- 4.1 Actively seek feedback from stakeholders, partners and customers to ensure we are meeting their needs, as we aim to deliver our business objectives.
- 4.2 Promote a culture of effective and extensive engagement approaches across our teams, ensuring everyone is aware of our commitment to holistic communications.
- 4.3 Share our communications policy with the IDB members to ensure we are being inclusive and seek their views on our approach.
- 4.5 Measure our engagement successes and report back to our stakeholders and partners for their information and advice.

COMMUNICATIONS POLICY

5. KEY MESSAGES

We aim to convey the following messages to our target audience:

- 5.1 How we aim to reduce the risk to people, property, infrastructure and the natural environment from flooding.
- 5.2 Showcase our efforts as a trusted local delivery partner of choice for all flood, water resource and coastal risk management services.
- 5.3 Cultivate an understanding of how activities can influence flood risk, whilst safeguarding land use for residential, commercial, recreational and environmental purposes.
- 5.4 Demonstrate our commitment to nurturing, enhancing and maintaining the natural habitats and species, which exist in and alongside the watercourses and infrastructure we build and maintain.

6. COMMUNICATION CHANNELS

Effective communications rely on a mix of communication channels, including media relations, direct communications, events and internal and partner communications.

6.1 External Communications

- **Media** (including; Website, Newsletters, On site interpretation / posters, Promotional Videos, Case Study / Fact Sheets, Social Media Channel Posts, Press Releases)
- **Face to Face** (including; Community Engagement Events, County Shows, Site Meetings)
- **Correspondence** (including; Letters, Emails, Video Conferencing, Live Chat, Phone calls)

6.2 Internal Communications

- Face to Face Meetings
- 1-2-1 Appraisals
- Emails
- Video Conferencing
- Live Chat
- Phone calls

COMMUNICATIONS POLICY

7. MEDIA RESPONSE PROTOCOL

When asked by the media for comments in response to various types of event or question, the following post holders will be expected to advise on and/or communicate the Board's position to the media after liaising with the relevant managers/officers and receiving approval from the Chief Executive or Deputy Chief Executive:

Potholder	Question/Event Type
Area Manager	Operational
Chief Executive/Deputy Chief Executive	Tactical
Chair/Vice-Chair	Strategic

If there is any doubt as to whether a particular question or event is of an operational, tactical or strategic nature, the Chief Executive will make the decision on this.

8. REVIEW

- 8.1. This Communications strategy will be reviewed at regular intervals, as stipulated on the front page.

**A HYBRID MEETING OF THE WATER MANAGEMENT ALLIANCE CONSORTIUM
MANAGEMENT COMMITTEE WAS HELD IN THE BOARDROOM AT PIERPOINT HOUSE,
28, HORSLEY'S FIELDS, KING'S LYNN, NORFOLK PE30 5DD AND VIA MICROSOFT
TEAMS ON FRIDAY, 08 DECEMBER 2023 AT 9.30 AM.**

J Askew (King's Lynn IDB)	* S Daniels (Broads (2006) IDB)
* G Bambridge (Norfolk Rivers IDB)	E Greenwell (East Suffolk WMB)
*v L Baugh (Broads (2006) IDB)	* B Long (King's Lynn IDB)
* A Beal (South Holland IDB)	* S Markillie (South Holland IDB)
*v B Blower (Waveney, Lower Yare & Lothingland IDB)	*v J Marson (East Suffolk WMB)
* R Buxton (Broads (2006) IDB)	*v M Paul (East Suffolk WMB)
*v P Cargill (Waveney, Lower Yare & Lothingland IDB)	J Rust (King's Lynn IDB)
J Carrick (Norfolk Rivers IDB)	D Worth (South Holland IDB)
*v H Carrie (Waveney, Lower Yare & Lothingland IDB)	
*v H Cator (Norfolk Rivers IDB)	

* Present (72%)

In attendance:

Frances Bligh (ICT Manager), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sallyanne Jeffrey (Finance and Rating Manager), Caroline Laburn (Environmental Manager), Kari Nash (Project Delivery Manager) and Matthew Philpot (Deputy Chief Executive/Chief Operating Officer)

ID	WMA Consortium Management Committee, Confidential Minute	Action
60/23	CONFIDENTIAL BUSINESS	
60/23/01	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 King's Lynn IDBs Standing Orders.	
61/23	TO CONFIRM THE CONFIDENTIAL MINUTES OF THE CMC MEETING HELD ON 29 SEPTEMBER 2023	
61/23/01	The confidential minutes of the last CMC meeting held on 29 September 2023 (a copy of which is filed in the Confidential Report Book) were confirmed as a true record and would be signed as such by the Chairman after the meeting. Arising therefrom:	
61/23/02	Application to join the WMA Group: Pevensey & Cuckmere WLMB (44/23/02)	
	The Chief Executive updated members that the Pevensey and Cuckmere WLMB felt unable to make a decision to join the WMA Group at their meeting held on 07 November 2023. Further information had	

ID	WMA Consortium Management Committee, Confidential Minute	Action
	<p>been requested by Eastbourne Borough Council, which had subsequently been provided, and a special meeting of the Pevensey & Cuckmere WLMB was to be held on 13 December 2023, to decide whether or not to join the WMA group.</p> <p><i>Post Meeting Note:</i></p> <p><i>Pevensey & Cuckmere WLMB agreed to join the WMA group with effect from 1 April 2024 and to sign the new Consortium Agreement, which will enable this to happen. The decision to join and sign the agreement was unanimous.</i></p> <p><i>The new Consortium Agreement would be put to each of the 6 existing WMA Member Boards for final sign-off at the next round of Board meetings in January/February 2024.</i></p>	
62/23	DRAFT PROPOSAL FOR ADA RE - DRAINAGE RATING SYSTEM (DRS)	
62/23/01	The Chief Executive declared an interest in DRS, which was software that he had written just before the year 2000. RESOLVED that this be noted.	
62/23/02	The draft proposal to re-develop DRS that was sent to the Association of Drainage Authorities (ADA) (a copy which is filed in the Confidential Report Book) in the early part of November 2023 was considered in detail and approved. ADA had subsequently advised that they felt this proposal was unaffordable and would be looking at alternative options for the Industry. RESOLVED that this be noted.	
62/23/03	The Chief Executive advised members that he felt this was actually good news for the WMA, in that ADA were seemingly prepared to redevelop DRS for the benefit of all IDBs at its cost, without the need for WMA staff time to facilitate this. The Chief Executive reassured members that the WMA's version of DRS would continue to operate reliably for the foreseeable future (5 years plus) now that it was operating on the WMA's Terminal Server. RESOLVED that this be noted.	
63/23	TO CONSIDER AND APPROVE AN EXTENSION TO THE ARRANGEMENT WITH THE BEDFORD GROUP OF IDBs FOR ONE YEAR UNTIL 22 MARCH 2025	
63/23/01	The Chief Executive declared an interest in this agenda item as he was also the Bedford Group of IDBs Chief Executive. RESOLVED that this be noted.	
63/23/02	The Briefing Paper prepared by the Chief Executive dated 27 November 2023 summarising the changes that had been agreed by all parties since 22 March 2021 was considered in detail and approved (a copy of which is filed in the Report Book). Estimated costs for 2024/25 to be recharged	

ID	WMA Consortium Management Committee, Confidential Minute	Action
	<p>to the Bedford Group were as follows:</p> <p>WMA CEO (3/9ths): £74,586 per annum WMA Deputy CEO (3/9ths): £56,175 per annum Travelling Expenses: £0.45 per mile or the current HMRC Rate</p> <p>Any other expenses that are reasonably incurred by King's Lynn IDB (WMA) staff when providing services to the Bedford Group of IDBs.</p> <p>Any other staff that may be required by the Bedford Group shall be recharged to the Bedford Group in accordance with the WMA's Schedule of Charge-Out Rates adopted and published from time to time by the WMA.</p>	
63/23/03	<p>It was agreed and thereby RESOLVED to: -</p> <ul style="list-style-type: none"> (i) Enter into a new 1-year agreement with the Bedford Group of IDBs to provide management and other professional technical and administrative services that reflected the changes which had been made to the arrangement since 22 March 2021 and are reflected in minute number 63/23/02, which can be extended at a later date if both parties agreed. (ii) Request Wilkin Chapman LLP to draw up the new 'TECKAL' compliant agreement between both parties that reflected these agreed changes. (iii) Consult with the Internal Auditor to ensure that they were comfortable with these changes to the initial agreement. (iv) Members noted that the proportion of WMA CEO and WMA Deputy CEO costs would reduce from 3/9ths to 1/7th with effect from when the 3 Boards in the Bedford Group of IDBs had amalgamated. (v) Members also noted that the proportion of WMA CEO and WMA Deputy CEO costs would reduce further if Pevensey & Cuckmere WLMB joined the WMA group, from 3/9ths to either 3/10ths (if/when this happened before the amalgamation) or 1/8th (if/when this happened after the amalgamation). 	<p>PC</p> <p>PC</p> <p>SJ</p>
64/23	LONGER TERM ARRANGEMENT: JOINING THE WMA GROUP	
64/23/01	<p>The Chairmen advised members that he had met up with the Bedford Group's Chair, Doug McMurdo and King's Lynn IDB's Chair, Brian Long at the WMA's office in King's Lynn on 8 November 2023 to discuss the appetite for a longer-term arrangement where the putative 'Upper Ouze Water Management Board' (currently the 3 individual IDBs in the Bedford Group) applied to join the WMA group after they had amalgamated. It was agreed that the WMA's Consortium Management Committee (CMC) would discuss this at its next meeting on 8 December 2023 and then feedback to the Bedford Group's Joint Management Committee (JMC). RESOLVED that this be noted.</p>	

ID	WMA Consortium Management Committee, Confidential Minute	Action
64/23/02	It was agreed and thereby RESOLVED to seek legal advice about how best to facilitate the 'Upper Ouze WMB' joining the WMA group if/when the 3 Bedford IDBs had amalgamated and if/when the new single Board applied to join the WMA group.	PC

CONFIDENTIAL

DATED

2023

BROADS (2006) INTERNAL DRAINAGE BOARD

-AND-

KING'S LYNN INTERNAL DRAINAGE BOARD

-AND-

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

-AND-

SOUTH HOLLAND INTERNAL DRAINAGE BOARD

-AND-

EAST SUFFOLK WATER MANAGEMENT BOARD

AND

**WAVENEY LOWER YARE AND LOTHINGLAND
INTERNAL DRAINAGE BOARD**

-AND-

**PEVENSEY AND CUCKMERE WATER LEVEL
MANAGEMENT BOARD**

CONSORTIUM AGREEMENT

This DEED is made on the day of **2023**

BETWEEN:

1. BROADS (2006) INTERNAL DRAINAGE BOARD (Constituted by the Broads (2006) Internal Drainage Board Order 2006, Statutory Instrument 2006 No. 773) whose office is at Cess Road House, Martham, Norfolk NR29 4RF5DD; and
2. KING'S LYNN INTERNAL DRAINAGE BOARD (Constituted by the Amalgamation of the West of Ouse, Gaywood, Magdalen, Marshland Smeeth and Fen, and Wingland Internal Districts Order 2004, Statutory Instrument 2004 No. 1657) whose office is at Pierpoint House, 28 Horsley's Fields, King's Lynn, Norfolk PE30 5DD; and
3. NORFOLK RIVERS INTERNAL DRAINAGE BOARD (Constituted by the Broads and Norfolk Rivers Internal Drainage Boards Order 2005, Statutory Instrument 2005 No. 429) whose office is at Pierpoint House, 28 Horsley's Fields, King's Lynn, Norfolk PE30 5DD; and
4. SOUTH HOLLAND INTERNAL DRAINAGE BOARD (Constituted by the Anglian Water Authority (South Holland Internal Drainage District) Order 1974, Statutory Instrument 1974 No. 1209) whose office is at Marsh Reeves, Foxes Lowe Road, Holbeach, Lincolnshire PE12 7PA; and
5. EAST SUFFOLK WATER MANAGEMENT BOARD (Constituted by The East Suffolk Internal Drainage Board Order 2008, Statutory Instrument 2008 No. 750) whose office is at Pierpoint House, 28 Horsley's Fields, King's Lynn, Norfolk PE30 5DD; and
6. WAVENEY LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD (constituted by The Waveney Lower Yare and Lothingland Internal Drainage Board Order 2006 Statutory Instrument 2006 No.2140) whose office is at Pierpoint House, 28 Horsley's Fields, King's Lynn, Norfolk PE30 5DD; and
7. PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD (constituted by The Pevensey and Cuckmere Water Level Management Board Order 2016 No.854) whose office is at Pierpoint House, 28 Horsley's Fields, King's Lynn, Norfolk PE30 5DD.

Hereinafter collectively called the "Member Boards" and individually "Member Board"

WHEREAS:

1. Broads (2006) IDB, King's Lynn IDB and Norfolk Rivers IDB and their predecessors had been operating as a consortium called the "King's Lynn Consortium", on terms stated in Deeds dated 29 December 1972, 24 June 1977 and 1 April 1990 and under certain informal arrangements until 31 March 2007.
2. The members of the King's Lynn Consortium of Internal Drainage Boards agreed to terminate the King's Lynn Consortium of Internal Drainage Boards on 31 March 2007 and created a new consortium called the "Water Level Management Alliance" from 1 April 2007 with South Holland IDB on the terms set out in the Consortium Agreement dated 30 March 2007. By deed made 15 May 2008 between the then members of the Water Level Management Alliance, the East Suffolk Internal Drainage Board (now East Suffolk Water Management Board) joined the Water Level Management Alliance with effect from 1 April 2008.
3. The then members of the Water Level Management Alliance agreed to allow The Waveney Lower Yare and Lothingland Internal Drainage Board to join the Water Level Management

Alliance with effect from 1 April 2020 on terms set out in the Consortium Agreement dated 15 May 2020.

4. The members of the Water Level Management Alliance have agreed to allow The Pevensey and Cuckmere Water Level Management Board to join the Water Level Management Alliance with effect from 1 April 2024 on terms set out in this Deed.
5. Each of the Member Boards wishes with effect from 1 April 2024 without losing its autonomy to an unacceptable degree and without unduly increasing its liabilities:-
 - 5.1 To develop an integrated central administration for the Member Boards in order to reduce costs, increase influence and strengthen its organization in a consortium to be known as the “Water Level Management Alliance” or such other name as may be agreed from time to time by all of the Member Boards on the terms set out in this Deed (“the Consortium”); and
 - 5.2 To constitute a representative body of the Member Boards to co-ordinate oversee and direct the integrated administration of the Member Boards and joint utilization of assets and resources to be called the Consortium Management Committee (hereinafter called the “CMC”) with the terms of reference powers and duties expressed in this Deed; and
 - 5.3 To appoint one individual as Chief Executive Officer for each of the Member Boards and the Consortium from 1 April 2024 with such duties and responsibilities as the CMC may from time to time determine; and
 - 5.4 To fully comply with all aspects of applicable law and best practice and commit wholeheartedly to providing quality services to key stakeholders.

NOW IT IS HEREBY AGREED as follows:

1. Definitions and Interpretation

- 1.1 In this Deed unless the contrary intention appears the following definitions apply:-

“Broads (2006) IDB” means the party hereto of the first part and includes the successors in title to the Broads (2006) IDB.

“King’s Lynn IDB” means the party hereto of the second part and includes the successors in title to the King’s Lynn IDB.

“Norfolk Rivers IDB” means the party hereto of the third part and includes the successors in title to the Norfolk Rivers IDB.

“South Holland IDB” means the party hereto of the fourth part and includes the successors in title to the South Holland IDB.

“East Suffolk WMB” means the party hereto of the fifth part and includes the successors in title to the East Suffolk WMB.

“Waveney IDB” means the party hereto of the sixth part and includes the successors in title to the Waveney Lower Yare and Lothingland IDB.

“Pevensey and Cuckmere WLMB” means the party hereto of the seventh part and includes the successors in title to the Pevensey and Cuckmere WLMB.

“Fair Value” means the fair market value of the relevant asset if the same was to be

sold on the open market to a bona fide third party purchaser.

“Annual Value” means the aggregate value of agricultural land and/or buildings and other land that is calculated for each Member Board annually for the purposes of raising and apportioning its expenses, in accordance with Part II of the Land Drainage Act 1991 (as amended) and any successive legislation.

“Business Day” means a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business.

“Departing Member Board” means a Member Board whose membership of the Consortium is terminated by it or the Remaining Board Members in accordance with clause 6.1 or 6.2 (as applicable) below.

“Remaining Member Boards” means the Member Boards who will remain in the Consortium once a Departing Member Board has terminated or had its membership of the Consortium terminated in accordance with clause 8.1 or 8.2 (as applicable) below.

“Lead Board” means King’s Lynn IDB or such other Member Board as may be unanimously agreed in writing from time to time by all of the Member Boards.

“Shared Employees” mean those employees employed by the Lead Board that do work for more than one Member Board. Employees shall be deemed to be Shared Employees if their employment costs have been paid for by more than one Member Board.

“Other Shared Employees” mean those employees employed by the Lead Board but who do work for only one of the Member Boards (other than the Lead Board).

“Other Employees” mean those employees employed by any Member Board who are not Shared Employees or Other Shared Employees and that do work for only one of the Member Boards.

“Central Office” means the office for the time being of the Lead Board.

“Offices” shall mean the Central Office and the office of the South Holland IDB and the office of the Broads (2006) IDB or such other offices unanimously agreed in writing from time to time by the Member Boards.

“Shared Assets” means equipment, (including ICT and office equipment), fixtures, fittings, vehicles and any other type of asset which may be acquired by the Lead Board after the date of this Agreement on the recommendation of the CMC and is utilized by more than one Member Board. “Shared Assets” may include other items as agreed from time to time by the CMC.

“Consortium Member Board Assets” means assets that are owned or that have been developed by a Member Board but are utilized for the benefit of the Consortium (whether or not such assets have been shown or referenced in the annual accounts of a Member Board), but which for the avoidance of doubt shall never include any Offices, mobile plant, machinery, vehicles and computer software.

“Standing Orders” means rules made by an Internal Drainage Board with the approval of the Secretary of State under paragraph 3(1) of the Second Schedule to the Land Drainage Act 1991.

“Schedule of Reserved Matters” means those decisions that the Consortium Management Committee cannot take without the explicit approval of each Member Board.

“Financial Regulations” means rules made by an Internal Drainage Board that are designed to supplement the Board’s Standing Orders to ensure that the funds and assets of the Board are properly accounted for and controlled.

“TUPE” Transfer of Undertakings (Protection of Employment) Regulations 2006.

- 1.2 References to a statute or statutory provision include a reference to it as it is from time to time amended extended or re-enacted.
- 1.3 Words denoting the singular number shall only include the plural and vice versa.
- 1.4 Words denoting any one gender shall include all genders.

2. The CMC Constitution

- 2.1 The CMC shall be responsible to the Member Boards for, and deal with all matters relating to, the maintenance of the Offices the Shared Employees the joint utilization of assets and resources by the Member Boards and for the development of an integrated and robust administration.
- 2.2 The Member Boards hereby delegate all necessary powers and grant full authority to the CMC to properly carry out the functions set out in clause 2.1 or as otherwise agreed by all of the Member Boards but subject always to the Schedule of Reserved Matters referred to in clause 2.24.
- 2.3 The CMC may delegate any task within its remit to a subcommittee, providing the CMC unanimously agrees by resolution to its composition and terms of reference.
- 2.4 The CMC shall comprise two representatives from each Member Board.
- 2.5 Each Member Board shall elect from its membership its representatives to serve on the CMC for a term of three years commencing 1 April 2024 and tri-annually thereafter. Member Boards can remove their representatives serving on the CMC and appoint new representatives at any time by resolution of the Member Board (but so that the total number of any Member Board’s representatives shall not exceed two at any one time). Notice of such appointment or removal shall be given in writing to the CMC and will take effect upon receipt at the Central Office.
- 2.6 All representatives shall be eligible for re-election at the end of any three-year term.
- 2.7 Any casual vacancy that arises among the representatives shall be filled by the appropriate Member Board as soon as practicable after the occurrence of the vacancy and notice in writing of such appointment shall be given to the CMC at the Central Office.
- 2.8 No business shall be transacted at any meeting of the CMC unless at least one representative from any five Member Boards is present. Each Member Board shall procure that at least one of its representatives shall attend every meeting of the CMC.
- 2.9 The representatives on the CMC shall elect from their number a Chairman and Vice Chairman who shall hold office for a period of one year from 1 April in each year.
- 2.10 The position of Chairman shall rotate between the Member Boards every three years, unless otherwise agreed by the CMC.
- 2.11 The Vice Chairman shall act as Chairman when the Chairman is unable to attend a CMC meeting or is otherwise unable to represent the CMC.

- 2.12 The representatives on the CMC shall meet at such dates and times as they decide but at least four meetings shall be held annually (the “Scheduled Meetings”). Additional meetings can be convened by any one of the Member Boards, the CMC Chairman or the CMC Vice Chairman (the “Special Meetings”).
- 2.13 A minimum of twenty-one days’ notice shall be given in writing in advance of all Scheduled Meetings and an agenda shall be provided at least seven days’ before the relevant meeting.
- 2.14 A minimum of forty-eight hours’ notice shall be given in writing in advance of all Special Meetings, which will also include an agenda for each meeting.
- 2.15 All proposals of a financial nature shall appear on the agenda for all meetings of the CMC.
- 2.16 All notices, agenda, minutes and meeting reports of the CMC shall be sent to the representatives and unless otherwise requested shall be sent electronically.
- 2.17 All meetings of the CMC shall take place at the Central Office unless otherwise determined by the Chairman. Video conferencing facilities will be provided at the Central Office to allow representatives to attend CMC meetings and any subcommittee meetings remotely.
- 2.18 The minutes of all meetings of the CMC shall be recorded in writing and sent to each representative and each member of each Member Board together with any reports referred to in the minutes.
- 2.19 At every meeting of the CMC the minutes of the previous meeting shall be taken as a true record subject to the correction of any mistakes omissions or inaccuracies and the signature of the Chairman shall be affixed thereto as confirming the same.
- 2.20 All representatives attending meetings of the CMC shall sign an attendance register if physically present.
- 2.21 Notwithstanding that each Member Board may have two representatives each Member Board (and therefore its representatives collectively) shall have one vote and only those decisions where at least 5 out of the 7 Member Boards vote in favour of the motion shall be binding on all of the Member Boards (the Chairman shall not have a casting vote).
- 2.22 If the representatives of a Member Board cannot agree on how to cast their vote, then such Member Board shall have rendered itself incapable of voting on the issue and will be deemed to have abstained.
- 2.23 The Member Boards (and therefore their representatives) cannot vote by proxy.
- 2.24 Each Member Board shall adopt a Schedule of Reserved Matters that is substantially in the form of and not contrary to the model shown in the Schedule to this Deed and the matters set out in this Schedule shall not be within the remit of the CMC.
- 2.25 No Member Board shall amend its Schedule of Reserved Matters, Standing Orders, Financial Regulations, or otherwise resolve to do anything that may affect or conflict with this Deed.

3. The Chief Executive Officer

- 3.1 Each Member Board shall appoint the same person to be its Chief Executive Officer on such terms and conditions as may be determined by the CMC but the minimum period

of notice of termination for such appointment by the appointed person or by the Member Boards shall be three months. The CMC will determine the Chief Executive Officer's remuneration and the CMC shall assign such duties and responsibilities to the Chief Executive Officer as the Member Boards may determine and periodically set/review objectives for the Chief Executive Officer, but the Chief Executive Officer will be employed by the Lead Board.

- 3.2 Such notices of termination as referred to in clause 3.1 shall be given in writing by or to the Member Boards to expire on the same date and if not so given shall have no effect.
- 3.3 If the Member Boards fail to unanimously agree on when or whether to terminate the employment of the Chief Executive Officer, the Member Board(s) wishing to terminate the employment shall give the required notice to terminate their membership of the Consortium in accordance with clause 8.1 hereunder.
- 3.4 The Chief Executive Officer shall be entitled to receive notice of and to attend and speak at but not to vote at any meeting of the CMC unless specifically requested not to attend by the Chairman of the CMC.

4. The Consortium – developing an integrated administration

- 4.1 Each Member Board shall meet a proportion of the Consortium's expenditure including employment liabilities and the contributions paid by each Member Board shall be in accordance with the percentage ratio of the Annual Value of each Member Board in relation to the total aggregate Annual Value of the Member Boards as at 30 November prior to the beginning of every financial year save that in respect of those persons designated Shared Employees by the CMC or Other Shared Employees a Member Board's contribution or responsibility for employment liabilities shall be in accordance with such Member Board's utilization of such Shared Employees and Other Shared Employees.
- 4.2 Member Boards shall be free to deviate from the basis of apportioning the Consortium's expenditure as defined in clause 4.1 above provided such deviation is recorded in the Basis of Apportionment Report which is approved annually by resolution passed by each of the Member Boards.
 - 4.3.1 The Lead Board shall set up a separate bank account clearly designated in the name of the Consortium into which all contributions and monies due from the Member Boards in accordance with this Deed shall be made and the monies in such designated account shall be held by the Lead Board as trustee and agent for all the Member Boards on the terms of this Deed and shall be kept separate from other monies of the Lead Board.
 - 4.3.2 The Lead Board will pay all expenditure that is legitimately incurred in the administration of the Consortium from such separate designated bank account provided by the Lead Board and the other Member Boards shall contribute or (as the case may be) reimburse the Lead Board within 30 days of invoice such sums so expended in accordance with clauses 4.1 or 4.2 above. In addition, each Member Board will provide forthwith on demand working capital to the Consortium in such amounts as the Chief Executive Officer may request by payment of monies into the designated bank account.
 - 4.3.3 If any Member Board fails to pay monies payable into such designated separate bank account or to any Member Board under this Deed within the due times for payment the Member Board in default shall pay interest on such outstanding amount from the due date until the date of payment (whether before or after judgement) at the rate of 4 per cent above HSBC Bank Plc's Base Rate from time to time.

- 4.4 If any income payable by third parties is in the view of the CMC properly attributable to the Consortium and not to an individual Member Board the Lead Board shall invoice the third party for such income in the name of the Consortium, collect the monies and pay such monies into the designated bank account as referred to in clause 4.3.1.
- 4.5 Any Member Board can decide that it no longer wishes to have made available to it the services of one or more Shared Employees other than the Chief Executive Officer, provided that the other Member Boards all agree to accept the additional costs arising from such a decision. If the other Member Boards fail to unanimously agree to this, then the Member Board deciding that it no longer wishes to have made available to it the services of one or more Shared Employees shall either continue to contribute towards the employment costs of the Shared Employees in the previously agreed proportion or give the required notice to terminate its membership of the Consortium in accordance with clause 8 below.
- 4.6 No Member Board shall have sole jurisdiction over any Shared Employee. Such jurisdiction shall vest with the Member Boards collectively through the CMC.
- 4.7 Neither the Lead Board nor the CMC shall have jurisdiction over the Other Employees or the Other Shared Employees. Such jurisdiction together with the associated employment costs and liabilities shall vest with the particular Member Board with whom the relevant Other Employee is employed or the relevant Member Board to whom the services of the Other Shared Employee is solely provided and the relevant Member Board shall, subject to clause 5.6 with regard to claims, reimburse the Lead Board on demand all costs claims and liabilities in connection with or relating to the Other Shared Employees.
- 4.8 All Shared Employees upon reaching the age of 16 years shall have the right to participate in the local government pension scheme as administered by Norfolk County Council subject always to the rules of the Scheme from time to time in force, unless otherwise agreed by all of the Member Boards.
- 4.9 The CMC shall prepare by 31 December of each year budgets showing the Consortium's estimated revenue and capital expenditure for the next financial year such budgets shall be sent to each Member Board which shall approve it prior to 15 February in the following year.
- 4.10 The CMC shall review/monitor the Consortium's income and expenditure to ensure that the Consortium operates within the budgets agreed by Member Boards and shall always seek prior approval from each Member Board for any material deviation there from.
- 4.11 The CMC shall produce annual accounts for the Consortium and the same shall be submitted to each Member Board for approval. Such annual accounts shall be audited by the Lead Board's Internal Auditor unless otherwise agreed by the CMC.
- 4.12 The CMC shall determine staffing levels, training policies, succession plans and the appointment/removal of any of the Senior Management Team who are Shared Employees.
- 4.13 Subject as provided in clause 3.1, the Chief Executive Officer shall determine the level and structure of remuneration for Shared Employees and Other Shared Employees.
- 4.14 The Chief Executive Officer shall make recommendations to Member Boards regarding the level and structure of remuneration for Other Employees.
- 4.15 The CMC shall fulfil the role of the Disciplinary and Grievance Appeals Committee in the event of receiving an appeal from Shared Employees where the Chief Executive

Officer is prevented from hearing the appeal in law.

- 4.16 The CMC shall make recommendations to Member Boards regarding plans for the succession of Other Employees and Other Shared Employees which if approved under the procedure set out in clause 2 above shall be implemented by the Lead Board.
- 4.17 The CMC shall make recommendations to Members Boards regarding the acquisition of Shared Assets which if approved under the procedure set out in clause 2 above shall be acquired by the Lead Board in accordance with clause 5.2 below and shall determine (if appropriate) their utilization by Member Boards.
- 4.18 The CMC shall make recommendations to Member Boards regarding the rate of contribution per impermeable hectare payable by developers if approved under the procedure set out in clause 2 above.
- 4.19 The CMC shall consider any matter relating to its terms of reference or any issue relating to this Deed and make recommendations to Member Boards accordingly.
- 4.20 The CMC shall consider any other matter as may reasonably be required from time to time by the Member Boards.

5. Assets and Liabilities

(Assets)

- 5.1 All Consortium Member Board Assets shall be clearly identified as Consortium Member Board Assets by the relevant Member Board and shall vest with the relevant Member Board that owned such assets prior to the same being used by other Member Boards under this Deed, with no legal title or beneficial interest to the Consortium Member Board Assets passing to the other Member Boards in the Consortium, save for the Member Boards' rights of use agreed in accordance with this Deed and rights under clause 9 below.
 - 5.2 All Shared Assets shall be clearly identified as Shared Assets by the Lead Board and shall vest with the Lead Board, with no legal title or beneficial interest to the Shared Assets passing to the Member Boards in the Consortium, save for the Member Boards' rights of use agreed in accordance with this Deed and rights under clause 9 below.
 - 5.3 Save as set out in clause 5.4, Member Boards shall not charge each other for the use of such Consortium Member Board Assets and Shared Assets, unless otherwise agreed by all the Member Boards.
 - 5.4 The costs of insuring, maintaining, servicing and repairing both Consortium Member Board Assets and Shared Assets shall be an expense of the Consortium and the Lead Board shall be reimbursed by the other Member Boards their proportion of such costs.
 - 5.5 The Chief Executive Officer shall prepare and keep inventories of all:
 - 5.5.1 Consortium Member Board Assets utilized in the Consortium; and
 - 5.5.2 Shared Assets acquired on the recommendation of the CMC,
- with such inventory to include a reasonable asset value in accordance with standard and recognized accounting practices in the United Kingdom.

(Employees)

- 5.6 In the event that any Shared Employee or Other Shared Employee shall make any claim arising out of or in connection with his employment or termination thereof which is successful or settled the Member Boards shall contribute to and pay the amount of such claim together with all costs, expenses (including legal and professional fees) and damages in the same proportion as their most recent contribution towards the cost of employing such Shared Employee or Other Shared Employee save that if the Lead Board is primarily responsible for such claim and has dismissed or breached such employees' contract or rights without first raising the matter with the CMC (in the case of a Shared Employee) or the relevant Member Board (in the case of an Other Shared Employee) to whom his services are solely provided then the Lead Board shall be solely liable in respect of such claim and associated costs expenses and damages.
- 5.7 The Lead Board shall maintain employer's liability insurance in respect of those employees employed by it and public liability insurance, and the other Member Boards shall reimburse the Lead Board their proportion of such costs in accordance with clause 4.1 or 4.2.

6. Warranties and Undertakings

- 6.1 Each Member Board acknowledges that it is and shall remain liable for the consequences of any failure on its part or on the part of its Other Employees to fulfil the tasks assigned to it under this Agreement and shall accordingly:
- 6.1.1 procure and maintain its own insurance, with insurers of good repute, to cover its own liabilities and those on behalf of its Other Employees;
- 6.1.2 keep true and accurate records of all things done by its Other Employees in relation to the tasks assigned to it under this Agreement;
- 6.1.3 comply and assist the Consortium, the Chief Executive Officer and the Lead Board in complying with all relevant statutes, laws, regulations and codes of practice relating to its tasks from time to time in force; and
- 6.1.4 comply with all recommendations and requirements of its insurers.

7. Addition of new Member Boards to the Consortium

New boards may be invited to join the Consortium only by the unanimous decision of the Member Boards by way of written resolution and on the condition that the new board becomes a party to this Agreement.

8. Termination

(Termination of Membership by a Member Board)

- 8.1 In the event of a Departing Member Board wishing to terminate its membership of the Consortium, it shall give the Remaining Boards not less than twelve months' notice in writing delivered to the CMC, with such notice to expire on the 31st day of March in the year after expiry of the twelve months' notice. Irrespective of such notice being served and unless agreed otherwise under clause 8.3 below, the Consortium and this Deed shall continue in respect of the Remaining Member Boards, subject to any variation agreed between the Remaining Member Boards.

(Expulsion of a Member Board)

- 8.2 If they all agree to do so, the Remaining Boards may give written notice to a Departing Member Board to terminate its membership of the Consortium in accordance with the remainder of this clause 8.2 if:
- 8.2.1 the Departing Member Board shall fail to pay monies payable by it into the designated bank account referred to in clause 4.3.1 or fails to pay any monies payable to another Member Board in accordance with this Deed within three months of the due date for payment; or
 - 8.2.2 the Departing Member Board commits a material breach of any other term of this agreement which breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 30 days after being notified in writing to do so;
 - 8.2.3 the Departing Member Board repeatedly breaches any terms of this agreement to the extent that it can be reasonably considered that the relevant Departing Member Board does not intend or wish to be a party to the same;
 - 8.2.4 the Departing Member Board or the representatives of the Departing Member Board engage in activities or behavior which in the opinion of the CMC (acting reasonably) may damage the reputation of the Consortium,

and the Remaining Boards may, within six months of such default give not less than three months' notice in writing from the CMC to the Departing Member Board that the Departing Member Board's membership of the Consortium is terminated.

(Termination of Consortium as a whole)

- 8.3 In addition, and without prejudice to clauses 8.1 and 8.2, this Deed shall terminate if all the Member Boards unanimously make a decision to terminate the Consortium which is confirmed by them in writing.

9. Consequences of termination of Membership or the Consortium

(General consequences)

- 9.1 On termination either of this Deed and the Consortium entirely or of the membership of a Departing Member Board, the following clauses shall continue in force:
- (a) clause 1 (Definition and Interpretation);
 - (b) clause 5 (Assets and liabilities);
 - (c) clause 6 (Warranties and Undertakings)
 - (d) clause 7 (Addition of new Member Boards to the Consortium)
 - (e) clause 8 (Termination);
 - (f) clause 9 (Consequences of Termination of Membership of the Consortium);
 - (g) clause 10 (Prior Agreements);
 - (h) clause 11 (No Partnership);
 - (i) clause 12 (Applicable Law);
 - (j) clause 13 (Waiver);
 - (k) clause 14 (Notices);
 - (l) clause 15 (Invalidity and Severability);
 - (m) clause 16 (Force Majeure)
 - (n) clause 17 (Assignment);
 - (o) clause 18 (Rights of Third Parties);

- (p) clause 19 (Headings);
- (q) clause 20 (Variation); and
- (r) clause 21 (Dispute Resolution).

- 9.2 Termination of the Deed and the Consortium entirely or the membership of a Departing Member Board shall not affect any rights, remedies, obligations or liabilities of any of the parties that have accrued up to the relevant date of termination.
- 9.3 If the Deed and Consortium is terminated entirely or the membership of a Departing Member Board is terminated, the liabilities for superannuation fund deficiencies, pension enhancements, severance packages, employee claims or similar liabilities paid statutorily or voluntarily in respect of Shared Employees, Other Employees and Other Shared Employees shall be paid up to the date of termination by either (i) each Member Board in accordance with the terms of this Deed in the event of a termination of this Deed and Consortium as a whole; or (ii) by the Departing Member Board in the event of a termination of the relevant Departing Member Board's membership in the same proportion as its most recent contribution towards the cost of employing such employees up to the date of termination of the relevant Departing Member Board's membership of the Consortium. All pension fund liabilities of either all the Member Boards in the event of a termination of this Deed and Consortium as a whole or the Departing Member Board in the event of a termination of the relevant Departing Member Board's membership, shall be calculated by the Lead Board's fund actuary and save in the event of manifest error or fraud, such calculation shall be binding on the Member Boards or Departing Member Board (as applicable) as to the contributions which shall be paid by the Member Boards or Departing Member Board (as applicable) as soon as practicably possible after the Lead Board's fund actuary's determination and in any event within 30 days of the determination.
- 9.4 If the Deed and Consortium is terminated entirely or the membership of a Departing Member Board is terminated, all other liabilities that have accrued during the continuance of this Deed shall be shared according to the percentage ratio of the Annual Value of each Member Board in the event of a termination of this Deed and Consortium as a whole or by the Departing Member Board in the event of a termination of the relevant Departing Member Board's membership in relation to the total aggregate of the Annual Value of the Departing Member Board as at 30 November prior to the termination date and each such Member Board or Departing Member Board (as applicable) shall pay their proportion of such liabilities accordingly whensoever arising.
- 9.5 Any monies remaining in the designated bank account referred to in clause 4.3.1 shall only be repaid to the Member Boards once all liabilities have been paid in accordance with this Deed.
- 9.6 The Remaining Board Members may at any time take into account and set off any liability owed to them by the Departing Member Board against any liability of the Remaining Board Members to the Departing Member Board, whether either liability is present or future, liquidated or unliquidated, and whether or not either liability arises under this Deed.

(Consequences of Termination of Membership by a Member Board)

- 9.7 If a Departing Member Board terminates its membership of the Consortium in accordance with clause 8.1, the Consortium Member Board Assets held by the Departing Member Board and any Shared Assets shall be dealt with as follows:
- 9.7.1 the Departing Member Board shall have a right to retain some or all of the Consortium Member Board Assets held by it and it shall notify the Remaining Boards of whether it

wishes to retain such Consortium Member Board Assets held by it when it notifies the Remaining Boards of its intention to terminate its membership of the Consortium. In the event that the Departing Member Board;

- (a) wishes to retain some or all of the Consortium Member Board Assets held by it any rights of use the Remaining Boards shall have accrued under this Deed in respect of the relevant Consortium Member Board Assets shall immediately cease on termination of the Departing Member Board's membership of the Consortium; or
- (b) does not wish to retain some or all of the Consortium Member Board Assets held by it, the Remaining Boards shall have the right, but not the obligation, to purchase the relevant Consortium Member Board Assets at Fair Value by giving notice in writing of their intention to purchase such Consortium Member Board Assets at least one calendar month before the date of termination of the Departing Member Board's membership of the Consortium and in the event such notice is served, the Lead Board shall pay for such Consortium Member Board Assets within fourteen days of determination of Fair Value of the relevant Consortium Member Board Assets in accordance with the terms of this Deed; or
- (c) does not wish to retain some or all of the Consortium Member Board Assets held by it and the Remaining Boards do not serve notice under clause 9.7.1(b) above in respect of some or all of the Consortium Member Board Assets, the Departing Member Board shall retain the relevant Consortium Member Board Assets and clause 9.7.1(a) shall apply in respect of the Remaining Boards' rights of use; and

9.7.2 all Shared Assets shall be retained by the Remaining Boards and any rights of use the Departing Member Board shall have accrued under this Deed shall immediately cease on termination of its membership of the Consortium.

(Consequences of Expulsion of a Member Board)

9.8 If a Departing Member Board is expelled from membership of the Consortium in accordance with clause 8.2, the Consortium Member Board Assets held by the Departing Board and any Shared Assets shall be dealt with as follows:

9.8.1 the Remaining Boards shall have a right, but not an obligation, to purchase some or all of the Consortium Member Board Assets held by the relevant Departing Member Board at Fair Value by notifying the relevant Departing Member Board that they wish to purchase such Consortium Member Board Assets held by the relevant Departing Member Board within 30 calendar days of termination of the Departing Member Boards' membership of the Consortium (during which time the Remaining Boards shall retain rights of use in line with the rights before the termination of the Departing Member Boards membership of the Consortium). In the event that the Remaining Boards;

- (a) wish to purchase the relevant Consortium Member Board Assets at Fair Value, the Remaining Boards shall pay for such Consortium Member Board Assets within fourteen days of determination of Fair Value of the relevant Consortium Member Board Assets in accordance with the terms of this Deed; or
- (b) do not wish to purchase some or all of the relevant Consortium Member Board Assets, the Departing Member Board shall retain the relevant Consortium Member Board Assets and the Remaining Boards rights of use shall end at the expiry of the period for the Remaining Boards to serve notice under clause 9.8.1 above; and

9.8.2 all Shared Assets shall be retained by the Remaining Boards and any rights of use the

Departing Member Board shall have accrued under this Deed shall immediately cease on termination of its membership of the Consortium.

(Consequences of Termination of Consortium as a whole)

9.9 Where the Deed is terminated under clause 8.3, the Member Boards shall use their respective reasonable endeavours to agree a suitable basis for dealing with the Consortium Member Board Assets and Shared Assets and shall further use their respective reasonable endeavours to ensure that, before termination:

- all existing contracts of the Consortium are performed to the extent that there are sufficient resources;
- the Consortium shall not enter into any new contractual obligations;
- the Consortium Member Board Assets and Shared Assets are dealt with as soon as practical; and
- any assets belonging to, or originating from, a Member Board shall be returned to them,

save that if the Member Boards cannot agree a suitable basis for dealing with the matters set out above, the Lead Board shall (acting reasonably) be entitled to determine the basis for dealing with those matters and if the basis for dealing with those matters is disputed as being unreasonable by the Member Boards who are not the Lead Board, then any of them shall be entitled to refer the basis for dealing with those matters to the arbitration of a single Arbitrator to be appointed in default of the parties' unanimous agreement by the President of the Chartered Institute of Arbitrators in London who shall determine the dispute in accordance with the Chartered Institute of Arbitrators Rules which apply at the relevant time.

(Valuation of Consortium Member Board Assets)

9.10 In the event of a need to determine the Fair Value of Consortium Member Board Assets, the Lead Board will prepare a list of the Consortium Member Board Assets owned by the Departing Member Board at the date the relevant Departing Member Board leaves or will leave the Consortium which require a determination of Fair Value.

9.11 The Consortium Member Board Assets held by the relevant Departing Member Board as shown on the list prepared under clause 9.10 will be valued as to the relevant assets' Fair Value by an independent valuer who will be a chartered surveyor appointed by agreement between the Lead Board and the Departing Member Board, with such person to be agreed within 21 days of the date a determination of Fair Value becomes necessary under this clause 9. If there is no agreement in that timescale, either party may request the appointment to be made by the president of the Royal Institution of Chartered Surveyors and the following shall apply in respect of the independent valuer's, valuation of the relevant Consortium Member Board Assets;

9.11.1 the parties shall co-operate with the independent valuer and provide such reasonable assistance and reasonable access to such documents, personnel, books, records and the Consortium Member Board Assets in that party's possession or under its control as the independent valuer may reasonably require for the purpose of making its determination;

9.11.2 the parties shall be entitled to make submissions to the independent valuer and each party shall, with reasonable promptness, supply the other parties with all such information and access to its documents, personnel, books, records and the Consortium Member Board Assets as the other party may reasonably require in order to make a submission to the independent valuer in accordance with this clause;

- 9.11.3 to the extent not provided for in this clause, the independent valuer may in its reasonable discretion determine such other procedures to assist with the conduct of its determination as it considers just or appropriate;
- 9.11.4 unless otherwise agreed by the parties, the independent valuer shall be required to make its determination of Fair Value of the Consortium Member Board Assets in writing (including reasons for its determination) and to provide a copy to each party as soon as reasonably practicable and in any event within 20 Business Days of its appointment;
- 9.11.5 the independent valuer shall act as an expert and not as an arbitrator;
- 9.11.6 the parties shall act reasonably and co-operate to give effect to the provisions of this clause 9.11 and shall not do anything to hinder the independent valuer or prevent it from making its determination;
- 9.11.7 if the independent valuer dies or becomes unwilling or incapable of acting, or does not deliver its determination within the period required by this clause 9.11:
- (a) the parties shall use all reasonable endeavours to agree the identity and terms of appointment of a replacement independent valuer;
 - (b) if the parties fail to agree and appoint a replacement independent valuer within 10 Business Days of a replacement being proposed in writing by one party, then either party shall be entitled to request the president of the Royal Institution of Chartered Surveyors in to discharge the appointed independent valuer and to appoint a replacement independent valuer; and
 - (c) this clause 9.11 shall apply in relation to each and any replacement independent valuer as if it was the first independent valuer appointed; and
- 9.11.8 the independent valuer's fees and any costs or expenses incurred in making its determination shall be borne equally between the Lead Board (who shall be entitled to recover such sums from the Remaining Boards in the agreed proportions under clause 4.1) and the Departing Member Board, or in such other proportions as the independent valuer may direct.
- 9.12 The decision of the valuer shall be final and binding on the Departing Member Board and the Remaining Member Boards, except in the event of manifest error or fraud.

(Title and further assurances)

- 9.13 In the event of a purchase of any Consortium Member Board Assets held by the relevant Departing Member Board, title shall pass upon payment of the determined Fair Value by the Lead Board to the relevant Departing Member Board and at its own expense, the Departing Board shall use all reasonable endeavours to procure that any necessary third party shall promptly execute and deliver such documents and perform such acts as may be required for the purpose of giving full effect to this clause 9.

(TUPE on termination)

- 9.14 The Member Boards acknowledge, agree and confirm that in the event of a termination of either (i) one or more Member Boards membership of the Consortium; or (ii) the Consortium as a whole, this may result in a relevant transfer of the Shared Employees

and/or the Other Shared Employees to one of the other Member Boards or a third party and in the event of such a transfer, TUPE will apply to the same with the Shared Employees and/or the Other Shared Employees transferring from the relevant Member Board to the other relevant party on the date of termination. In respect of the relevant transfer referenced in this clause, all Member Boards agree that each shall perform and discharge all its obligations;

- 9.14.1 under TUPE in respect of the transfer of the relevant Shared Employees and/or the Other Shared Employees;
- 9.14.2 up to the transfer date in respect of all the relevant Shared Employees and/or the Other Shared Employees that are transferring;
- 9.14.3 to the extent applicable, after the transfer date in respect of all the relevant Shared Employees and/or the Other Shared Employees that are transferring;

10. Prior Agreements

- 10.1 The rights and liabilities of those Member Boards who are parties to the Deed dated 15 May 2020 in respect of the period prior to 1 April 2024 shall be as set out in and as governed by that deed and subject thereto this Deed supersedes the Deed dated 15 May 2020 with effect from 1 April 2024.
- 10.2 The Member Boards who are parties to the Deed dated 15 May 2020 in respect of the period prior to 1 April 2024 shall not be liable to the Pevensy and Cuckmere WLMB for any loss arising from or in connection with any representations, agreements, statements or undertakings made by those Member Boards either collectively or individually other than those representations, agreements, statements or undertakings expressly incorporated in this Deed.

11. No Partnership

Nothing in this Deed shall be deemed to constitute a partnership between the parties.

12. Applicable Law

This Deed is governed by and shall be construed in accordance with the law of England and Wales and the Member Boards hereby submit to the exclusive jurisdiction of the English courts.

13. Waiver

Failure to exercise or delay exercising any right or remedy under this agreement shall not constitute a waiver of the right or remedy or a waiver of any other rights or remedies and no single or partial exercise of any right or remedy under this agreement shall prevent any further exercise of the right or remedy or the exercise of any other right or remedy.

14. Notices

- 14.1 Any notice to be given under this Deed shall be in writing and shall be deemed duly served if delivered personally or sent by electronic mail or by prepaid registered post to the addressee at such address or email address as the party to be served may have notified the CMC at the Central Office.

- 14.2 Any such notice shall be addressed as provided in clause 14.1 and may be: -

- 14.2.1 personally delivered, in which case it shall be deemed to have been given upon delivery at the relevant address if it is delivered not later than 17.00 hours on a Business Day, or, if it is delivered later than 17.00 hours on a Business Day or at any time on a day which is not a Business Day, at 08.00 hours on the next Business Day; or
- 14.2.2 if within the United Kingdom, sent by first class pre-paid post, in which case it shall be deemed to have been given 2 Business Days after the date of posting; or
- 14.2.3 sent by electronic mail, in which case, it shall be deemed to be given when received provided that any notice dispatched by email after 17.00 hours on any Business Day or at any time on a day which is not a Business Day shall be deemed to have been given at 08.00 on the next Business Day.
- 14.3 Any person may notify the CMC of any change to the address or any of the other details specified in clause 14.1, provided that such notification shall only be effective on the date specified in such notice or 5 Business Days after the notice is given, whichever is the later and provided also that any new address shall be in the United Kingdom.

15. Invalidity and Severability

If any undertaking or other provision in this Deed shall be held invalid or unenforceable in whole or in part by any court, tribunal or administrative body of competent jurisdiction, such undertaking or other provision shall not affect the other provisions of this agreement and all provisions not affected by such invalidity or unenforceability shall remain in full force and effect. The Member Boards hereby agree to attempt to substitute for any such invalid or unenforceable provision a valid or enforceable provision which achieves to the greatest extent possible the economic, legal and commercial objectives of the invalid or unenforceable provision, as aforesaid.

16. Force Majure

No Member Board will be deemed to be in breach of this Agreement, nor otherwise liable to the other for any failure or delay in performance of this Agreement if it is due to any event beyond its reasonable control other than strike, lock-out or industrial disputes but including, without limitation, acts of God, war, fire, flood, tempest and national emergencies and a Member Board so delayed shall be entitled to a reasonable extension of time for performing such obligations.

17. Assignment

Member Boards shall not be entitled to assign or otherwise transfer this Deed nor any rights or obligations arising herein without the prior written consent from each Member Board.

18. Rights of Third Parties to enforce the Terms of this Contract

The parties to this Deed do not intend that any of its terms will be enforceable by virtue of the Contract (Rights of Third Parties) Act 1999 by any person not a party to it.

19. Headings

Headings to clauses in this Deed are for the purpose of information and identification only and shall not be construed as forming part of this Deed.

20. Variation

No variation of this Deed shall be valid unless it is in writing and signed by and on behalf of each of the Member Boards.

21. Dispute Resolution

- 21.1 In the event of disagreement on the interpretation or failure to observe any part of this Deed or any dispute howsoever arising out of or in connection with this Deed such dispute shall be referred to the arbitration of a single arbitrator to be appointed in default of the parties' unanimous agreement by the President of the Chartered Institute of Arbitrators in London.
- 21.2 Each party shall provide the arbitrator with such information and documentation as they may reasonably require for the purposes of their decision.
- 21.3 The costs of the arbitrator shall be borne by the parties to the dispute in such proportions as they shall agree in advance.
- 21.4 The arbitrator shall act in accordance with the Arbitration Act 1996 and give reasons for their decisions.

MODEL SCHEDULE OF RESERVED MATTERS

1. Strategy and Management

- 1.1 Responsibility for the overall management of the Board (“IDB”) and for the general supervision over all matters relating to the drainage of land in the Internal Drainage District.
- 1.2 Approval of the IDB’s objectives and strategy.
- 1.3 Approval of the IDB’s annual operating and capital expenditure budgets and any material changes to them. (In the event of an emergency where it is not feasible or practical to obtain the Board’s prior approval to any such changes, approval from the Chairman shall be obtained and later ratified by the Board).
- 1.4 Oversight of the IDB’s operations ensuring:
 - Competent and prudent management
 - Sound planning
 - An adequate system of internal control
 - Adequate accounting and other records
 - Compliance with statutory and regulatory obligations.
- 1.5 Review of IDB’s performance in the light of the IDB’s strategy, objectives and targets, service delivery plans and renewals/refurbishment programs, policies and budgets, and ensuring that any necessary corrective action is taken.
- 1.6 Extension of the IDB’s activities into new business or geographic areas.
- 1.7 Any decision to cease to operate all or any material part of the IDB’s activities.
- 1.8 Material changes in general supervision over matters relating to the drainage of land in the IDB’s drainage district.
- 1.9 Material changes in how other powers are used and how other duties are performed in the drainage district, which have been conferred on the IDB by the Land Drainage Acts 1991 and 1994, the Flood and Water Management Act 2010 and subsequent legislation/regulation.

2. Structure and capital

- 2.1 Changes relating to the IDB’s capital structure, including balances, provisions and reserves.
- 2.2 Major changes in Annual Value of the drainage district.
- 2.3 Major changes to the IDB’s corporate structure.
- 2.4 Major changes to the IDB’s management and control structure.
- 2.5 Any change to the IDB’s status as an independent and autonomous land drainage authority, for example an amalgamation or merger with one or more operating authorities, or abolition.

- 2.6 Any application to alter the boundaries, or to in any way reorganize the Internal Drainage District, in accordance with sections 2 and 3 of the Land Drainage Act 1991.
- 2.7 Approval or revocation of any Order made under the Land Drainage Act 1991.

3. Financial reporting and controls

- 3.1 Approval of any preliminary announcement of results.
- 3.2 Approval of the annual return, report and accounts, including the corporate governance statement and remuneration report.
- 3.3 Approval of rate estimates, revised estimates and other budgets.
- 3.4 Approval of the reserves policy and material changes in the level of any provision, or reserve. (In the event of an emergency where it is not feasible or practical to obtain the Board's prior approval to any such changes, approval from the Plant & Development Committee shall be obtained and later ratified by the Board).
- 3.5 Approval of Annual Values as at 31st December in every year, to determine the proportion of drainage expenses that are raised from the proceeds of drainage rates and special levies.
- 3.6 Levying of drainage rates/special levies and approval of the indicative forecast.
- 3.7 Approval of any significant changes in accounting policies or practices.
- 3.8 Approval of treasury and investment policies/strategies, including foreign currency exposure and the use of financial derivatives.
- 3.9 Approval of any material write off or rating amendment.
- 3.10 Changes to the contribution rate per impermeable hectare payable by developers, following recommendations made by the CMC.
- 3.11 Changes to plant and labour charge out rates.
- 3.12 Approval of any commutation of obligations and of the financial consequences arising there from.
- 3.13 Applications to make vary or revoke orders, either sub-dividing the drainage district for the purposes of raising expenses, or exempting land from rating.
- 3.14 Approval of applications for grant made to DEFRA, the Environment Agency and elsewhere.
- 3.15 Approval of applications made to the Environment Agency for contributions towards expenditure on maintaining/improving additional highland carriers.

4. Internal controls

- 4.1 Ensuring maintenance of a sound system of internal control and risk management including:
- Receiving reports on, and reviewing the effectiveness of, the IDB's risk and control processes to support its strategy and objectives
 - Undertaking an annual assessment of these processes
 - Approving an appropriate statement for inclusion in the annual report.
- 4.2 Changes to the IDB's Standing Orders and Financial Regulations, subject to DEFRA's approval and compliance with the cost sharing and other financial arrangements detailed in the Consortium Agreement.
- 4.3 Changes to the IDB's Byelaws, in accordance with section 66 of the Land Drainage Act 1991.
- 4.4 Consideration of applications that are likely to have a significant effect on the flow of any ordinary watercourse and approval of all consents issued thereafter (section 23 of the Land Drainage Act 1991).
- 4.5 Approval of non-delegated¹ Byelaw consents and ratification of any such consent that has been granted by the Board's Plant & Development Committee between Board meetings.
- 4.6 Approval of IDB minutes and reports together with any material changes in their format (the latter of which includes engineering, planning, operational and environmental reports, quarterly management accounts with appropriate explanations of key variances and a schedule of paid accounts).
- 4.7 Approval of any works/activities that may be requested by the Environment Agency using their supervisory powers (section 7 of the Land Drainage Act 1991) or their default powers (section 9 of the Land Drainage Act 1991).
- 4.8 Approval of any adoption²/abandonment, adding to or decreasing the liability for land drainage infrastructure within the drainage district.

¹ All applications other than for delegated matters, which are otherwise determined by the Chief Executive's Management Committee in accordance with the Board's Planning and Byelaw Strategy. Reserved matters are as follows:

1. All applications for consent that are from applicants or agents related to or associated with a member or employee of the Board.
2. All appeals against a previous determination of an application for consent (the application having first been determined under delegated authority by the Chief Executive's Management Committee).
3. All applications for consent that are against the Board's policies as set out in the Planning and Byelaw Strategy.
4. Byelaw 3 applications where the proposed discharge is comprised of surface water from a new impermeable area greater than 5 hectares.
5. All Byelaw 6 applications.
6. Byelaw 10 applications where the proposed works are permanent structures, as defined by the Planning and Byelaw Strategy.
7. Section 23 (Land Drainage Act 1991) applications where the proposed works include the permanent alteration of over 18 metres of Board maintained (arterial) watercourses.

- 4.9 Approvals of applications made to or from the Environment Agency or other third party to en-main, de-main or reclassify any land drainage/flood defence infrastructure within the drainage district.
- 4.10 Approving the dates and times of the IDB's meetings and inspections (this does not apply to emergency meetings).

5. Contracts

- 5.1 Approving the appointment of Other Employees³ and Other Shared Employees⁴.
- 5.2 Approving major capital projects of the IDB and principal contracts arising there from.
- 5.3 Contracts which are material strategically or by reason of size, entered into by the IDB in the ordinary course of its undertakings, for example any bank borrowings or any contractual commitment beyond one year, acquisitions or disposals of fixed assets above £15,000 (excluding land), the granting of any rights over land and significant changes to the terms and conditions of existing contracts on renewal, or otherwise made.
- 5.4 Contracts not in the ordinary course of the IDB's undertakings, for example any public sector cooperation agreement, joint administration arrangement or material change to an existing arrangement, any loans and repayments; all foreign currency transactions above £15,000; and major acquisitions or disposals above £15,000 (excluding land), and any purchase/disposal of land (whether compulsorily acquired or otherwise).
- 5.5 Contracts with anyone or any company where one or more of its directors are related to an existing employee or Board member.
- 5.6 Contracts with anyone or any company in which an existing employee or Board member has a significant pecuniary interest.
- 5.7 Approving the use of Buying Groups and Service Level Agreements through which to procure goods and services.
- 5.8 Major investments, including the acquisition or disposal of interests of more than 5 percent in the voting shares of any company or the making of any takeover offer.

² The status of 'Adopted Watercourse' is an acknowledgement by the IDB that the watercourse is of arterial importance to the IDB and normally will receive maintenance from the IDB. This maintenance is not necessarily carried out on an annual basis but on a recurrence deemed necessary to meet water level management requirements. The designations are made under permissive powers and there is no obligation for the IDB to fulfil any formal maintenance requirement and there is no change in the ownership or liability associated with the watercourse.

³ Those employed by this IDB.

⁴ Those employed by the Lead Board that do work exclusively for this IDB (other than the Lead Board).

6. Communication

- 6.1 Approval of resolutions and any corresponding documentation to be put to ratepayers and constituent billing authorities.
- 6.2 Approval of all circulars to ratepayers and constituent billing authorities.
- 6.3 Approval of press releases concerning matters decided by the IDB.

7. IDB membership and other appointments

- 7.1 Changes to the structure, size and composition of the IDB, following the triennial comparison of aggregate values pursuant to Schedule 1 Part 2 section 6 of the Land Drainage Act 1991.
- 7.2 Ensuring adequate succession planning for senior management and operatives.
- 7.3 Approving appointments to the IDB, in accordance with Schedule 1 Part 2 of the Land Drainage Act 1991 (appointed members only).
- 7.4 Election of the Chairman and Vice Chairman of the IDB in accordance with Standing Orders.
- 7.5 Membership of IDB committees, sub committees and their advisors.
- 7.6 Continuation in office of any member at any time, including the suspension or termination of service, in accordance with Schedule 1 Part 3 sections 8 and 9 of the Land Drainage Act 1991 and/or requirements of the Members Code of Conduct.
- 7.7 Filling casual vacancies, if for any reason whatsoever the place of an elected member becomes vacant before the end of their term of office, in accordance with Schedule 1 Part 3 section 10 of the Land Drainage Act 1991.
- 7.8 Appointment or removal of the Returning Officer and approval of the Electoral Register.
- 7.9 Appointment or removal of the Internal Auditor.
- 7.10 Any decision to opt-out of Smaller Authorities Audit Appointments Ltd (the Government's approved Sector led Body for procuring and commissioning external auditors for IDBs and other smaller authorities).
- 7.11 Appointments to outside bodies, the CMC and any other joint committees.

8. Remuneration

- 8.1 Approving the remuneration and training policies for Other Employees.
- 8.2 Approving changes to the terms and conditions of employment for Other Employees.

- 8.3 The introduction of new employee incentive schemes or major changes to existing schemes for Other Employees.
- 8.4 Approval of any severance packages awarded to Other Employees or Other Shared Employees in excess of their contractual entitlement or of any pension enhancement made thereto.
- 8.5 Approving any application to pay the chairman of the IDB an allowance, for the purpose of enabling him/her to meet the expenses of his/her office, in accordance with Schedule 2 section 1(1) of the Land Drainage Act 1991.
- 8.6 Determining the policy of paying allowances or reimbursing expenses incurred by IDB members, in accordance with Schedule 2 section 1(2) of the Land Drainage Act 1991.

9. Delegation of Authority

- 9.1 The division of responsibilities between the Chairman and the Chief Executive, which must be in writing.
- 9.2 Approval of the Board's Scheme of Delegation, terms of reference for the IDB committees and sub committees, the CMC and any other joint committee.
- 9.3 Receiving minutes, reports and recommendations arising from IDB committees and sub committees, the CMC and any other joint committee.

10. Corporate governance matters

- 10.1 Undertaking a formal and rigorous review of the IDB's own performance, that of its committees/joint committees and sub committees, individual members and of those appointed to outside bodies.
- 10.2 Determining the independence of members.
- 10.3 Considering the balance of interests between ratepayers, billing authorities, employees, developers and the community.
- 10.4 Reviewing the IDB's overall corporate governance arrangements and committee structure.
- 10.5 Receiving reports on the views of the IDB's stakeholders.

11. Policies, Plans and Works Programmes

- 11.1 Approval of all policies and plans, including but not limited to:
 - Group Vision, Mission and Values
 - Business Plan/DEFRA Policy Statement
 - Adoption/Abandonment policy (with prioritization criteria)

- Health and safety policy
- Sustainability policy
- Standard Maintenance Operations policy
- Environmental policy
- Biodiversity Action Plan
- Rechargeable works policy/work force plan
- Byelaw and enforcement policy
- Planning & Byelaw Strategy
- Emergency Response Plan
- Business Continuity Plan
- Capital Financing and Reserves policy
- Asset Management Plan
- Safeguarding public money policy
- Rate Levies and Collection policy
- Register and Map: Maintenance and Inspection policy
- Investment policy
- Members Code of Conduct
- Anti Fraud and Corruption policy
- Bribery Act policy
- Risk Management policy
- Whistle blowing policy
- Data Protection policy
- Freedom of Information Publication Scheme
- Document retention/destruction policy
- Co-option of Members policy
- Responsibilities/Duties of Board Members
- Guidance to Local Authorities when making appointments to IDBs
- Stakeholder Engagement Plan
- Employees Code of Conduct
- Employee Handbook policies
- Chairman's allowance and members expenses policy

11.2 Approval of all works programmes, including but not limited to:

- Maintenance works programme
- Capital works programme
- Rechargeable works programme

12. Other Matters

12.1 Approval of the appointment of the IDB's principal professional advisers and bankers.

12.2 Prosecution, defence or settlement of litigation involving amounts above £15,000 or being otherwise significant to the interests of the IDB. Settlement of other disputes or appeals over £15,000 or being otherwise significant to the interests of the IDB.

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

- 12.4 Approval of the overall levels of insurance for the IDB including Directors' and Officers' liability insurance, indemnification of IDB members and personal accident insurance.
- 12.5 Major changes to the rules of the IDB's pension schemes/admissions policies, changes in trustees or changes in the fund management arrangements (where this is subject to the IDB's discretion/approval).
- 12.6 Changes to those authorized to institute legal proceedings, pursuant to various powers afforded to the IDB by the Land Drainage Act 1991 and the Flood and Water Management Act 2010.
- 12.7 Changes to those authorized to enter land for the purposes of exercising any function of the IDB or to those authorized to inspect and take copies of any Acts of Parliament, awards or other documents which relate to the drainage of land and confer powers or impose duties on the IDB.
- 12.8 This schedule of matters reserved for IDB decisions, changes to which will also need to be approved by each Member Board in the Consortium.
- 12.9 In addition, the IDB will receive reports and recommendations from time to time on any matter which it considers significant (such recommendations may come from, but will not be limited to the IDB's Committees, Sub Committees and Joint Committees).

Footnote: Scheme of Delegation

All other matters which by definition the IDB considers suitable for delegation have been delegated to its Plenary Committees and Sub Committees and the Consortium Management Committee, as set out in the IDBs Scheme of Delegation.

The nature and extent of delegation to any Plenary Committee or Sub Committee shall also appear in the Committee's or Sub Committee's terms of reference. The nature and extent of delegation to the Consortium Management Committee shall also appear in the Consortium Agreement and in the Joint Committee's terms of reference.

All such Committees and Sub Committees shall exercise their delegated powers in accordance with the Board's Rules that have been approved by the Secretary of State (as required by Paragraph 3 of Schedule 2 to the Land Drainage Act 1991) and the IDB's Financial Regulations, Orders, Policies and Procedures.

EXECUTED as a **DEED** by **BROADS (2006)**)
INTERNAL DRAINAGE BOARD acting by)
its chair, in the presence of:-)
)

.....
Chair

Witness Signature

Witness Name

Witness Address:

.....

.....

Witness Occupation:

EXECUTED as a **DEED** by **KING'S LYNN**)
INTERNAL DRAINAGE BOARD acting by)
its chair, in the presence of:-)
)

.....
Chair

Witness Signature

Witness Name

Witness Address:

.....

.....

Witness Occupation:

EXECUTED as a **DEED** by **NORFOLK**)
RIVERS INTERNAL DRAINAGE BOARD)
acting by its chair, in the presence of:-)
)

.....
Chair

Witness Signature

Witness Name

Witness Address:

.....

.....

Witness Occupation:

EXECUTED as a **DEED** by **SOUTH**)
HOLLAND INTERNAL DRAINAGE)
BOARD acting by its chair, in the presence of:-)
)

.....
Chair

Witness Signature

Witness Name

Witness Address:

.....

.....

Witness Occupation:

EXECUTED as a **DEED** by **EAST**)
SUFFOLK WATER MANAGEMENT)
BOARD acting by its chair, in the presence of:-)
)

.....
Chair

Witness Signature

Witness Name

Witness Address:

.....

.....

Witness Occupation:

EXECUTED as a **DEED** by **WAVENEY**)
LOWER YARE AND LOTHINGLAND)
INTERNAL DRAINAGE BOARD acting by)
its chair, in the presence of:-)

.....
Chair

Witness Signature

Witness Name

Witness Address:

.....

.....

Witness Occupation:

EXECUTED as a **DEED** by **PEVENSEY**)
AND CUCKMERE WATER LEVEL)
MANAGEMENT BOARD acting by its chair,)
in the presence of:-)

.....
Chair

Witness Signature

Witness Name

Witness Address:

.....

.....

Witness Occupation:

Distributed to:

	Printed Meeting Pack Requested	Watched ADA Health, Safety & Welfare Modules
Members		
Gordon Bambridge (Vice-Chairman)		YES 17/08/2021
Harry Blathwayt		YES 13/12/2021
Bill Borrett		
Nigel Brennan		YES 12/07/2021
John Carrick (Chairman)	YES	YES 29/07/2021
Henry Cator		YES 14/12/2021
Neil Foster		YES 21/12/2021
Nigel Housden		
Charles Joice		YES 15/12/2021
James Keith		YES 14/12/2023
Ken Kelly (H&S Champion)	YES	YES 22/06/2021
Nigel Legg	YES	
Terry Parish		
Callum Ringer		
Deborah Sacks		
Robert Savage		YES 02/08/2021
Michael Sayer		

Officers

Giles Bloomfield
Cathryn Brady
Phil Camamile
Olivia Follen
Paul George
Tom Hunter
Sallyanne Jeffrey
Caroline Laburn
Kari Nash
Matthew Philpot

Project Development Manager
Sustainable Development Manager
Chief Executive
Business Support Officer
Operations Manager (NRIDB)
Area Manager (East Anglia)
Finance & Rating Manager
Environmental Manager
Project Delivery Manager
Deputy Chief Executive

Norfolk Rivers IDB
Meeting 24 January 2024