

A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD IN THE ANGLIA ROOM, CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY 25 MAY 2017 AT 10.00 AM.

Elected Members

H C Birkbeck
* J Borthwick
* J Bracey
* J F Carrick
H G Cator
* N W D Foster
* B J Hannah
* J P Labouchere
M R Little
T Mutimer
J F Oldfield
* P D Papworth
* M J Sayer
* S Shaw
R Wilbourn

Appointed Members

Breckland DC

* S G Bambridge
W Borrett
* Mrs L Monument

Broadland DC

Mrs C H Bannock
* P Carrick
* G Everett
A Mallett

King's Lynn & WN BC

* Mrs E Watson

North Norfolk DC

Mrs A R Green
P Moore
Ms B Palmer
Vacancy
Vacancy

South Norfolk DC

P Broome
K Kiddie
Dr N Legg

* Present (45%)

Mr P D Papworth in the Chair

In attendance:

Mr G Bloomfield (Catchment Engineer), Mr P George (Operations Engineer),
Miss C Laburn (Technical and Environmental Officer),
Mr M Philpot (Project Engineer) and Mrs M Creasy (minutes)

ID Norfolk Rivers IDB, Minute	Action
21/17 APOLOGIES FOR ABSENCE	
21/17/01 Apologies for absence were received on behalf of Messrs H Birkbeck, W Borrett, P Broome, H G Cator, K Kiddie, M Little, G T Mutimer, J F Oldfield, A Mallett, P Moore, R Wilbourn, Dr N Legg, Mrs C H Bannock, Mrs A Green, Ms B Palmer and the Board's Chief Executive Mr P J Camamile.	
22/17 DECLARATIONS OF INTEREST	
22/17/01 Mr J Borthwick declared an interest in the Operations Report item 5.3, proposed adoption of a watercourse at Burnham Deepdale as he is one of the landowners requesting the Board's adoption of this watercourse. RESOLVED that this be noted.	
23/17 MINUTES OF THE LAST BOARD MEETING	
23/17/01 The minutes of the last Board meeting held on 26 January 2017 were approved and signed as a true record. Arising therefrom:	
23/17/02 Coast defence repairs North Norfolk (05/17/08)	
Mr J Borthwick updated members on his comments made at the 26 January 2017 meeting, recording that discussion was currently ongoing with the EA about its proposals to re-route a popular footpath in the Burnham area during the busy summer months' holiday period when the footpath is most used, in order to begin additional coastal works to raise the coastal defences following the December 2013 tidal surge. RESOLVED that this be noted.	
23/17/03 Planning Officer WMA (Eastern) Boards (06/17/07)	
Members were apprised of the WMA (Eastern) Boards' Consortium Management Committee representatives' approval of the Norfolk Rivers IDB mandate for the CMC to consider the recruitment of one FTE dedicated Planning Officer shared across the three WMA (Eastern) Boards and a job application pack was currently being prepared. RESOLVED that this be noted.	
24/17 MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING	
24/17/01 The minutes of the last Executive Committee meeting held on 26 January 201 were considered in detail and approved. There were no matters arising.	
25/17 OPERATIONS REPORT	
25/17/01 The Operations Report was considered in detail and approved (a	

copy of which is filed in the Report Book). Arising therefrom:

25/17/02 Revenue Maintenance Works (1)

The Project Engineer informed members that the Board's maintenance programme is available on the Board's website should anyone wish to see the programme in more detail to that included in the Operations Report.

25/17/03 Maintenance Construction Projects (1.2; 1.3; 1.4)

- (i) Members were apprised of three crucial maintenance repairs recently completed across the IDD, (pipework at King's Beck, bank/structural repairs at Hautbois and culvert jetting/clearance at Sculthorpe Moore). These works, (completed as part of the Board's targeted maintenance programme), had facilitated a significant increase in capacity in the Board's drainage system which should result in far less maintenance being required in those catchments for the remainder of the year and highlighted the benefits of scoping works to prepare a prioritised targeted maintenance programme. RESOLVED that this be noted.
- (ii) The Project Engineer advised that scoping maintenance works included tree removal to prevent potential blockages in watercourse and these works were undertaken where possible and within budget using tree shears acquired by the Board specifically for this purpose. RESOLVED that this be noted.

25/17/04 Health and Safety (2)

There were no accidents, incidents or near misses to record during this reporting period.

25/17/05 Water Level Management Plan – River Nar Restoration (4.2, 4.3)

The Operations Engineer reported that restoration schemes at Lexham, Newton Common and River Mermaid had been successfully completed. Mr N Foster recorded his satisfaction with the completed scheme at Lexham, which had produced excellent results as well as costing £100k less than the originally planned scheme. This £100k saving in grant aid would be reallocated within the River Nar scheme for restoration at the upstream end of Newton Common Moated Meadow, which falls within a protected ancient monument site and therefore requires liaison with Historic England on the scheme design. The River Mermaid scheme, undertaken in partnership with the EA, had attracted very positive press coverage in the EDP. The Operations Engineer reported that the EA were looking to deliver another two such schemes in partnership with the IDB during 2017/18 financial year and he invited members to put forward ideas for these. RESOLVED that this be noted.

25/17/06 EA Main River – Maintenance (4.4)

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<p>(i) The Project Engineer reported that the Anglia Eastern RFCC had given approval for IDBs in the eastern region to take on maintenance of EA main river works using IDB precept monies. The Project Engineer was liaising with the EA on the maintenance programme the IDB could undertake on EA main river sections that would in turn benefit the Board's IDD as well as bring those main river sections into good condition. RESOLVED that this be noted.</p>	
<p>(ii) Mr M Sayer invited the Project Engineer to meet with him out of the meeting to discuss currently neglected sections of main river in the Board's area.</p>	MP
<p>25/17/07 Operational Matters – Norfolk County Council, (NCC) Northern Distributor Road – Additional Flow Investigations (5.1)</p>	
<p>(i) Members considered the Project Engineer's report on his research into the potential for additional flows into the Board's IDD arising from NCC's proposals for a northern distributor road, and his subsequent conclusion that at this point in time the proposals for this road should not have a material impact on the IDD. The Board's scoping process for maintenance works would, however, be updated and monitored to take account of the potential risk. RESOLVED that this be noted.</p>	
<p>(ii) The Project Engineer reported that he meets regularly with Graham Brown, Flood and Water Manager, NCC to discuss surface water drainage matters and would keep the northern distributor road and its impact on surface water drainage, (and its management), on the agenda. RESOLVED that this be noted.</p>	MP
<p>25/17/08 WMA IDBs: Statement of Capability (5.2)</p> <p>Members were provided with a copy of the leaflet for public circulation advertising the routine maintenance works, small civils and mechanical/electrical works that the WMA Engineering/Operations Teams are able to provide on a rechargeable/public sector cooperation agreement basis. Members were invited to share this information with other landowners. The leaflet would also be made available on the WMA website and used by officers to highlight to NCC and Local Authorities the skills the WMA is able to provide. RESOLVED that this be noted.</p>	
<p>25/17/09 Burnham Deepdale proposed drain adoption (5.3)</p> <p>Members considered the proposal for the Board to adopt approximately 280m section of watercourse as indicated on the plan accompanying the report, (a copy of which is filed in the Report Book), which, in doing so, would incur an estimated triennial maintenance cost of £750 but would alleviate the flood risk in what has become over the years, a highly developed area.</p> <p>It was agreed and thereby RESOLVED to approve the adoption of</p>	

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<p>the combined 280m sections of watercourse subject to the two landowners agreeing in writing to pay for works to bring these sections of watercourse into good condition prior to the Board adopting them, in line with the Board's Adoption and Abandonment Policy.</p>	
26/17 PLANNING	
<p>26/17/01 The Planning Report, (included within the Operations Report and a copy on file in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p>26/17/02 Members considered the new system recently adopted by North Norfolk District Council Planning, (and Mid Suffolk District Council also, although this local authority is not directly relevant to Norfolk Rivers IDB), whereby planning application sites are no longer identified by grid reference but by post code. Members fully concurred with officers that this was detrimental in terms of establishing whether or not sites are in the Internal Drainage District/in a known flood risk area and what the level of flood risk may be/impact on IDB infrastructure, as post codes cover a wide area with several properties having the same post code, whereas grid references pinpoint an exact site.</p>	
<p>26/17/03 Both Messrs B Hannah and S Shaw, (members of North Norfolk District Council Planning and Development Committee), agreed to take up this issue with the Local Authority. RESOLVED that this be noted.</p>	BH/SS
<p>26/17/04 All Local Authority appointed members were also asked to highlight to their relevant Local Authority the Board's objection to these changes. RESOLVED that this be noted.</p>	
26/17/05 Broadland District Council	
<p>The Project Engineer's comments submitted to Broadland District Council in respect of planning application 20170594 were noted.</p>	
26/17/06 North Norfolk District Council	
<p>The Project Engineer's comments submitted to North Norfolk District Council in respect of planning application PO/17/0549 were noted.</p>	
26/17/07 South Norfolk District Council	
<p>The Project Engineer's comments submitted to South Norfolk District Council in respect of planning application 02/05/17 and the outline planning application for 83 dwellings on land north of Farmland Road, Costessey, were noted.</p>	
26/17/08 North Norfolk District Council Validation Review	

Members were apprised of the Project Engineer's response, (included within the Planning Report and filed in the Report Book), to the North Norfolk District Council's consultation on its Local Validation Review. Within this response the Project Engineer had highlighted that the IDB is the Lead Local Flood Authority within its Internal Drainage District and that the review document should reflect this by linking to the Norfolk Rivers IDB website/development pages where byelaws and consent information is available for planning applicants. He had also requested a link to the Board's website to the Board's Adoption and Charging Policy for SUDs that had been implemented to facilitate effective and robust SUDs construction with the opportunity for efficient long term maintenance. RESOLVED that this be noted.

27/17 ENVIRONMENTAL REPORT

27/17/01 The Environmental Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

27/17/02 The Technical and Environmental Officer reported that off-road motorcycles had been ridden across Emmanuel Common. The damage to the Common arising from this had now been restored and officers had put signage in place on the Common that would hopefully deter off-road riders in the future. Mr N Foster suggested reporting such incidents to the local community police officers and including their contact details on the signage to encourage the general public to also report any incidents.

28/17 INTERNAL AUDIT REPORT 2016/17

28/17/01 The Internal Audit Report for 2016/17 including the three observations and subsequent recommendations as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council Shared Internal Audit Services), together with the Chief Executive's responses and completion dates, (copies of which are filed in the Report Book), were considered in detail and approved. Arising therefrom:

28/17/02 Members were apprised of the changes at King's Lynn and West Norfolk Borough Council who now shared its internal audit service with Fenland District Council and as a result of this the WMA Member Boards' internal audit had been undertaken by a new manager of the King's Lynn and West Norfolk Borough Council Shared Internal Audit Services, Kathy Woodward.

28/17/03 Members considered and approved the changes to the Board's Financial Regulations as recommended by the Consortium Management Committee at its meeting on 30 March as a result of the phishing emails sent to the WMA on 5/6 December 2016, and

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	reported in the observations and recommendations arising from the Internal Audit Report 2016/17. RESOLVED that this be noted.
28/17/04	The substantial level of assurance awarded by the Internal Auditor on conclusion of the audit was noted.
29/17	APPOINTMENT OF INTERNAL AUDITOR FOR 2017/18
29/17/01	It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn & West Norfolk Borough Council's (shared with Fenland District Council) Internal Audit Service to undertake the Board's Internal Audit for 2017/18.
30/17	ANNUAL RETURN YEAR ENDING 31 MARCH 2017: SECTION 1 ANNUAL GOVERNANCE STATEMENT
30/17/01	The Annual Governance Statement shown in Section 1 of the Norfolk Rivers IDB Annual Return for the year ended 31 March 2017 was considered in detail and approved by the Board in accordance with The Accounts and Audit Regulations 2015 and the circulation from ADA on 3 April 2017 of the March 2017 issue of the Governance and Accountability for Smaller Authorities in England Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements. RESOLVED that this be noted.
31/17	FINANCIAL REPORT YEAR ENDING 31 MARCH 2017
31/17/01	The Financial Report for the year ending 31 March 2017 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.
32/17	ANNUAL RETURN YEAR ENDING 31 MARCH 2017: SECTION 2 ACCOUNTING STATEMENTS
32/17/01	The Accounting Statements shown in Section 2 of Norfolk Rivers IDB's Annual Return for the year ended 31 March 2017 were considered in detail and approved. RESOLVED that this be noted.
33/17	DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS
33/17/01	In accordance with the Accounts and Audit Regulations 2015, the responsibility for setting the date for the exercise of public rights to inspect the accounts now resides with the Board's Responsible Finance Officer rather than the external auditor. It was agreed to publish notice on the Board's website and display in the WMA

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<p>(Eastern) depot that the Accounts year ending 31 March 2017 would be available for inspection for the 30 working day period commencing 12 June 2017 and ending 21 July 2017. RESOLVED that this be noted.</p>	
<p>34/17 SCHEDULE OF PAID ACCOUNTS</p>	
<p>34/17/01 The Schedule of Paid Accounts for the period 1 January 2017 to 31 March 2017, totalling £159,531.04, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p>	
<p>35/17 MATERIAL CHANGES TO RISK REGISTER</p>	
<p>35/17/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6. Arising therefrom:</p>	
<p>35/17/02 Members considered there were no material changes to be made during this reporting period. RESOLVED that this be noted.</p>	
<p>36/17 CORRESPONDENCE</p>	
<p>36/17/01 National Audit Office, (NAO) Report on IDBs and ADA's response</p> <p>Members considered the NAO Report on IDBs, which had been published in March 2017, to be unduly critical of IDBs, particularly in regard to IDBs' governance and oversight arrangements. It was considered that the report did not accurately reflect the majority of IDBs in England and noted that ADA intended to send a further, more robust response in support of IDBs to the NAO, that would be followed up with a response from the WMA to the NAO outlining how the report did not accurately reflect the WMA Member Boards. RESOLVED that this be noted.</p>	
<p>37/17 NEXT MEETING</p>	
<p>37/17/01 The next meeting would take place on 17 August 2017 at 10.00 am in the Conference Suite at Breckland District Council, Elizabeth House, Walpole Loke, Dereham NR19 1EE.</p>	
<p>38/17 ANY OTHER BUSINESS</p>	
<p>38/17/01 There was no other business to discuss.</p>	
<p>39/17 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC,</p>	

WITH LEAVE OF THE CHAIRMAN

39/17/01 There were no Members of the Public present at today's meeting.

40/17 CONSORTIUM MATTERS

40/17/01 The unconfirmed minutes of the last Consortium Management Committee meeting held on 31 March 2017 were considered in detail and approved. Arising therefrom:

40/17/02 Surface Water Development Contribution Rate (SWDC) (11/17/05)

It was agreed and thereby RESOLVED to approve the WMA CMC recommendation increase the SWDC rate with effect from 1 April 2017 by 1% to £75,500 per impermeable hectare.

40/17/03 Direct Employees Pay Increase 2017/18 (12/17/06)

It was agreed and thereby RESOLVED to approve the WMA CMC recommendation to award a 1% consolidated inflationary increase to direct employees' salaries and wages and all other emoluments with effect from 1 April 2017, together with a 0.4% unconsolidated bonus.

40/17/04 Schedule of Paid Accounts

The WMA Schedule of Paid Accounts for the period 1 December 2016 to 28 February 2017 totalling £167,510.48 as approved at the Consortium Management Committee meeting on 31 March 2017, was considered in detail and adopted. There were no matters arising.

40/17/05 Financial Report

The WMA Financial Report for the period 1 April 2016 to 28 February 2017, as approved at the Consortium Management Committee meeting on 31 March 2017 was considered in detail and adopted by the Board. There were no matters arising.

40/17/06 Issues for discussion at next CMC meeting

There were no specific issues raised by Members requiring discussion at the next Consortium Management Committee meeting on 30 June 2017.

41/17 CONFIDENTIAL BUSINESS

41/17/01 There was no confidential business to discuss.

A MEETING OF THE NORFOLK RIVERS IDB EXECUTIVE COMMITTEE WAS HELD IN THE CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY, 25 MAY 2017 AT 9.00 AM.

Elected Members	Appointed Members
* J F Carrick	Breckland DC
M Little	* S G Bambridge
* P D Papworth	South Norfolk DC
	Dr N Legg
	BCKL&WN
	* Mrs E Watson
	* Present (67%)

Mr J F Carrick in the Chair

In attendance:

Mr G Bloomfield (Catchment Engineer),
Mr M Philpot (Project Engineer) and Mrs M Creasy (minutes)

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
11/17	APOLOGIES FOR ABSENCE	
11/17/01	Apologies for absence were received from Dr N Legg, Mr M Little and Mr P Camamile, Chief Executive.	
12/17	MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING	
12/17/01	The minutes of the last Executive Committee meeting held on 26 January 2017 were approved and signed as a true record. Arising therefrom:	
12/17/02	De-Maining Proposals (02/17/02)	
	The Project Engineer reported that Defra had announced in March 2017 a reduction to the de-maining programme nationally, from 10 to 5 areas across England with 8 pilot studies, which would include both Norfolk Rivers and East Suffolk IDBs. There would, however, have to be public consultation to ensure local communities are aware and agree with IDBs taking on main river maintenance works within the pilot study together with scrutiny of IDBs' governance arrangements. RESOLVED that this be noted.	
12/17/03	Maintenance Programme (04/17/02)	
	The Project Engineer reported that maintenance works to	

clear the culvert at Sculthorpe Moore under Fakenham bypass had doubled capacity in the IDB drainage system in that area of the IDD so it was unlikely that further maintenance works would be needed in that part of the catchment during this financial year.

13/17 INTERNAL AUDIT REPORT 2016/17

13/17/01 The Internal Audit Report for 2016/17 including the three observations and subsequent recommendations as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council Shared Internal Audit Services), together with the Chief Executive's responses and completion dates, (copies of which are filed in the Report Book), were considered in detail and approved. Arising therefrom:

13/17/02 Members were apprised of the changes at King's Lynn and West Norfolk Borough Council who now shared its internal audit service with Fenland District Council and as a result of this the WMA Member Boards' internal audit had been undertaken by a new manager of the King's Lynn and West Norfolk Borough Council Shared Internal Audit Services, Kathy Woodward.

13/17/03 Members were apprised of the phishing incident that had occurred in December 2016 together with the actions taken and the WMA CMC recommendation for the amendment to the WMA Group Financial Regulations, which had been included within the Internal Audit Report.

13/17/04 It was agreed and thereby RESOLVED to recommend that the Board approves the Internal Audit Report including the recommended actions for the year ended 31 March 2017.

13/17/05 The substantial level of assurance awarded on conclusion of the audit was noted. Members all concurred that the internal audit report was very comprehensive and highlighted the high standard of the management of the WMA Member Boards' accounting. RESOLVED that this be noted.

14/17 APPOINTMENT OF INTERNAL AUDITOR FOR 2017/18

14/17/01 It was agreed and thereby RESOLVED to recommend the re-appointment of the King's Lynn & West Norfolk Borough Council's (shared with Fenland District Council) Internal Audit Service to undertake the Board's Internal Audit for 2017/18.

15/17 ANNUAL RETURN YEAR ENDING 31 MARCH 2017: SECTION 1 ANNUAL GOVERNANCE STATEMENT

15/17/01 It was agreed to recommend that the Board approves the Annual Governance Statement as set out in Section 1 of the Norfolk Rivers Annual Return year ending 31 March 2016. RESOLVED that this be noted.

16/17 FINANCIAL REPORT 2016/17

16/17/01 The Financial Report for the year ending 31 March 2017 was considered in detail and approved. Arising therefrom:

16/17/02 It was agreed and thereby RESOLVED to recommend that the Board approves the Financial Report for the year ending 31 March 2017.

**17/17 ANNUAL RETURN YEAR ENDING 31 MARCH 2017:
SECTION 2 ACCOUNTING STATEMENTS**

17/17/01 It was agreed and thereby RESOLVED to recommend that the Board approves the Accounting Statements shown in Section 2 of Norfolk Rivers IDB's Annual Return for the year ended 31 March 2017.

18/17 SCHEDULE OF PAID ACCOUNTS

18/17/01 The Schedule of Paid Accounts for the period 1 January 2017 to 31 March 2017, totalling £159,531.04 was considered in detail and approved. There were no matters arising.

19/17 COLLECTION OF DRAINAGE RATES

19/17/01 Members considered the closing balances as at 24 May 2017 for outstanding drainage rates for 2017/18, identifying circa £24,500 not yet received. Given that the rate demands had been issued at the beginning of April 2017 the amount currently outstanding was not considered excessive and summonses for non-payment would be issued by the end of June 2017. RESOLVED that this be noted.

20/17 DATE OF NEXT MEETING

20/17/01 The next Executive Committee meeting would take place on Thursday 17 August 2017 at 9.00 am.

21/17 ANY OTHER BUSINESS

21/17/01 Statement of Capability

Mr P D Papworth recorded thanks to the Catchment Engineer, Project Engineer and the Operations Team for the production of the leaflet for public circulation advertising the various skill sets, including routine maintenance works, small civils and mechanical/electrical works that the WMA (Eastern) Engineering/Operations Team are able to provide on a rechargeable/public sector cooperation agreement basis.

NORFOLK RIVERS IDB OPERATIONS REPORT

1 REVENUE MAINTENANCE WORKS

Routine maintenance works were carried out on board main drains in the following districts:

1.1 Board Machine:

Wensum - Billingford, Holkam Lake, Swannington (blockage removal)

Middle Bure – Hautbois, bank repair and desilt work

Re-charge work to other drainage boards

Contractor's Machine: (Wayne Risebrow & Gary Riseborough)

Bure – Marsham, Brampton, Roughton, Banningham (blockage removal), Buxton (blockage removal), Suffield

Wensum – Ringland Morton Hall, Sculthorpe, North Elmham, Dereham Stream (blockage removal), Raynham (Blockage removal)

Yare & Tass – Thuxton, Barnham Broom, Trowse, Booton (blockage removal) Flordon (Fencing work)

Handwork: NRIDB Operatives

Numerous sites across the whole of the district.

1.2 Maintenance Construction Projects

This quarter we have completed a major pipe repair on the Kings Beck at Suffield, which will greatly improve the drainage of a problem area for the landowner. This was a challenging job, requiring the Kings Beck to be temporarily plugged and diverted.

The works have been successful, and have achieved the desired outcome.



Before and after works:

Note we also installed a steel striking plate to avoid future damage.

1.3 Bank Repair – Hautbois Activity Centre

The board machine completed bank and structure repair work at Hautbois, where the Board's drain was being inundated by the River Bure. The work has raised the bank and strengthened the structure to avoid this recurring. 100m of maintenance desilting was also carried out while on site.



Completed bank repair at Hautbois

1.4 Culvert clearance, Jetting & camera survey – Sculthorpe Moore Fakenham

Effective drainage at Sculthorpe Moore Nature Reserve is critical for the site, however, due to the proximity of the River Wensum it often floods and recently it has taken longer for water levels to return to normal. The water passes through our main drains and under the Fakenham bypass through two separate culverts. The Engineer had received reports that one of the culverts was not working to standard so in April we engaged a specialist sub-contractor to clear and jet the culvert and assess its condition by camera survey.

As can be seen from the photo below a significant amount of timber was removed from the pipe. Once cleared and jetted the camera survey showed the culvert to be of concrete construction in excellent condition. The source of the timber is unclear and as can be seen it does not appear to be tree-fall. We will now look to design a grate for the pipe to prevent further debris entering.



Timber debris removed from the culvert

2. HEALTH & SAFETY

No accidents, incidents or near misses to report during this period.

Two learning events have been recorded and disseminated across the team, relating to PPE and poorly marked underground services.

We continue to undertake tool-box talks on relevant topics as part of the normal working process.

3. PLANT

Nothing to report this period.

4. CAPITAL SCHEMES:

4.1 Upper River Wensum Restoration Project

Designs for phase 3 have been completed in draft and we are now speaking with the Raynham Estate regarding the options available and how these may fit into the farms business plan.

4.2 River Nar Restoration Schemes (WLMP)

Lexham Restoration Scheme

This scheme is now complete. Approximately 800m of existing river has been restored by installing wood berms to increase flow diversity and installing local gravel to restore more natural bed gradients. A 90m Bypass channel has been constructed and a private penstock sluice removed, removing all barriers to fish passage along the Upper Nar (upstream of Narborough). A failing low level culvert has been lined and strengthened to reduce the risk of collapse and need for future intervention.



Bypass Channel



In-channel Wood Berm

Newton Common & Newton Common Moated Meadow

The scheme at Newton Common is now complete. We have replicated the method of winning gravel on site and using it to restore its gradient of the river bed to a more natural state. Isolated areas of wood berms and deflectors have also been installed to diversify the flow and habitat. Steep banks have been regraded to improve floodplain connection and marginal habitat. This work was carried out by Five Rivers under the supervision of the Technical and Environmental Officer and Assistant along with the designer Charles Rangeley-Wilson.



Bank and bed regrading

A small section of restoration at the upstream end of the moated meadow has also been completed. However the rest of the site falls with a protected Ancient Monument site. Discussions are progressing with Historic England on how to proceed but so far they are proving to be an obstacle.

A steering group meeting took place on 15 May 2017 where proposal for schemes to be delivered this financial year were discussed. Schemes to be considered are Structure improvements at Narborough (potential partnership project with the EA to allow fish passage), Castle Acre Common (new channel with improved gradient), Newton Moated Meadow (reinstate relic meander channel) and Litcham (new channel with improved gradient). Delivery will be dependent on funding options and consultation but we are confident of delivering at least one more scheme this year.

4.3 River Mermaid River Restoration

The River restoration on the Mermaid was completed in March. Gravels have been installed and berms, which will help improve the flow and ecology of the drain. The work was undertaken in partnership with the Environment agency, being part funded with a £15k grant from the EA to deliver WFD improvements. The work received positive press coverage in the EDP. The EA are looking for us to deliver two similar schemes this financial year.



4.4 Environment Agency Main River Maintenance

We have been asked by the Environment Agency to undertake maintenance work on Environment Agency main-river using the IDB precept money, which we pay to them annually. The work will be aimed at locations which will benefit the functionality of the IDB watercourses.

We have agreed to this, on the understanding that it is a three year commitment and we are currently working with the EA to agree terms to undertake this work using a PSCA. We have developed an outline programme based on main river locations downstream of our outfalls to enable conveyance, upstream of our outfalls where we could 'slow the flow', as well as in areas which are due to be de-mained and handed over to the IDB in the future.

The programme will be dynamic and agreed jointly with the EA and work will follow a design and scoping phase. The amount is circa £60k/year, with the possibility of an over-programme.

4.5 Norfolk Rivers Trust – Silt traps

We continue to work with Norfolk Rivers Trust to design more 'Slow the Flow' ponds at various locations.

See <https://en-gb.facebook.com/NorfolkRiversIDB/> for a video showing the work involved in the Salle 'Slow the flow' project, which we completed last year for the Trust.

5. OPERATIONAL MATTERS

5.1 Norfolk County Council - Northern Distributor Road, additional flow investigations

At the last meeting the project Engineer took an action to investigate more fully the potential for additional flows into the district from the Northern Distributor road.

The road passed through planning during the previous engineer's (Tony Goodwin) time in post and Tony had reviewed and discussed the proposals with the council at that time.

On reviewing plans the only place where flows are proposed to be directed into the district are at Sprowston/Rackheath.

All water from the NDR will be directed to new attenuation and settlement ponds, which at the location described will then pass into approx. 500m of Ordinary watercourse (OWC) outside our district, before flowing into a large settlement pond, with a weir controlling eventual discharge into our drain.

The proposed flow rate into the OWC has been restricted to a maximum of 30l/s in the 1:100 year event. The attenuation ponds are substantial and have staged flows to deal with water quality as well as rate.

We have asked for the settlement basin at the head of our drain to be cleared by NCC as part of their works, which they have agreed to, which will further restrict flow into our system.

Our drain feeds into Spixworth/Stone Beck at its downstream end, which is one of the de-maining drains from the EA. Therefore as part of the scoping process mentioned in paragraph 4.8 we will investigate work to clear this and also to 'slow the flow' in its upstream areas.

At present the NRIDB drains risk rating is 'low', but given this change in influence this will now be increased to 'Medium' and we will increase our scoping and monitoring of the drain, particularly post construction, in order to confirm predictions.

It will also be important to ensure that the SUD ponds of the NDR receive the required maintenance, so that NCCs system works as designed. The 500m of OWC will also be critical to the flow rate seen by our drain.

Further to a meeting this month with Norfolk County Council, the project Engineer will now be having monthly meetings with NCC to discuss various matters of drainage importance across our county and will raise this as an issue, as well as offering our services under PSCA for maintenance work on the NDR as well as other sites of drainage importance.

In conclusion NCC proposals should not have a material impact on NRIDB districts, but we will update our programme to take account of the change in risk and will monitor the systems going forward.



Settlement pond in construction – March 2017

5.2 WLMA/IDB Statements of Capability

Further to the significant amount of work undertaken for a number of district councils and other public bodies under Public Sector Co-operation Agreement, we are keen to raise awareness of the skills and capabilities that the WLMA has and can offer. To this end we have developed three Statements of Capability of our routine maintenance, small civils and Mechanical and Electrical skills which are available on our website.

We will be working with Norfolk County Council to highlight to local authorities the skills which are available to them, through our organisation and how this can benefit their drainage needs in particular.

This is in its very early stages and we look forward to updating the board in the coming quarters on progress.

5.3 Burnham Deepdale Proposed Drain Adoption.

In line with the NRIDB Adoption and Abandonment policy the Operations Engineer proposes the adoption of approximately 280m of drain as shown on Appendix A. The adoption will help alleviate flood risk in Burnham Deepdale benefiting a number of individuals and businesses. The drains are a conduit for surface water discharge from Burnham Deepdale and have not been maintained regularly contributing to a number of flooding incidents. Regular maintenance will reduce this flood risk.

Decision by the Board

To approve the adoption pending the two owners agreeing to pay for works to get the drains in a serviceable and satisfactory condition prior to adoption. Estimated maintenance costs of £750 every three years are envisaged.



Current drain condition

6. HYDROLOGY – UK Overview

(extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2017>)

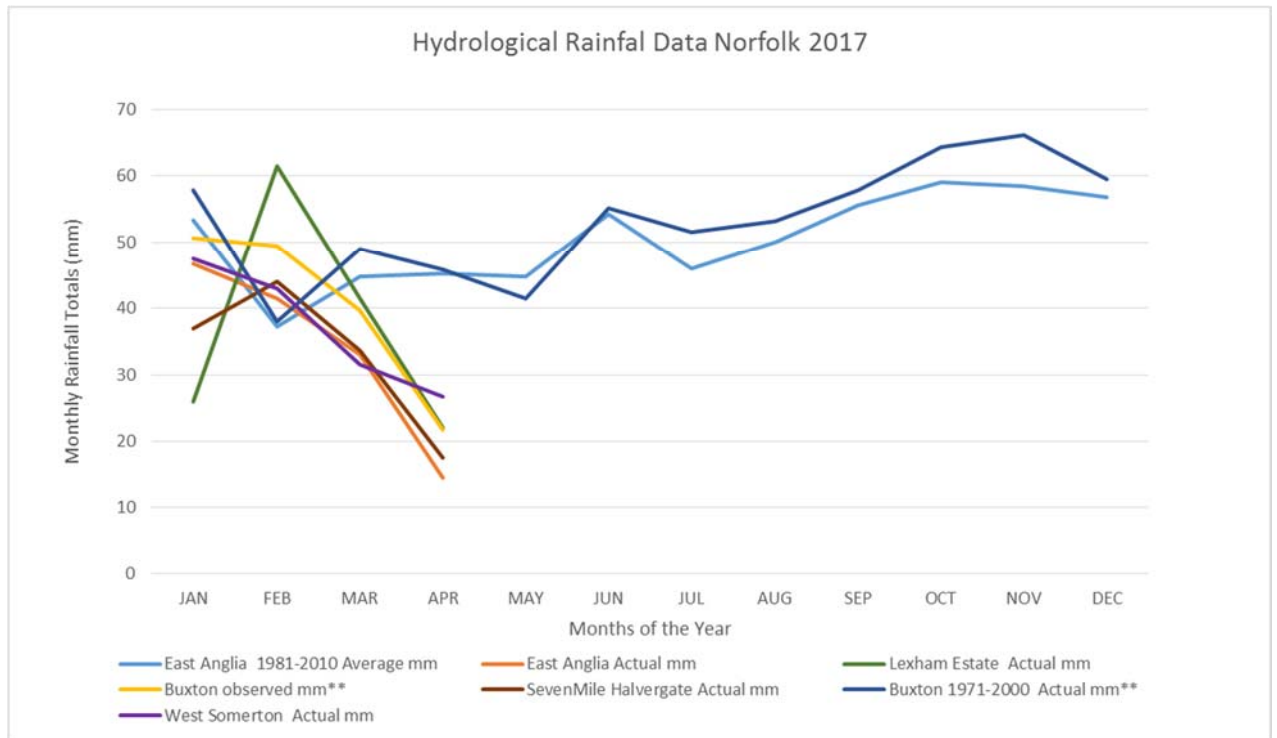
January started with a brief northerly outbreak which brought bright and fairly cold weather with overnight frost. The second week was unsettled and increasingly windy, and there was snow in many places on the 12th-14th. The second half of the month was mostly dry and settled, and cold at times, especially in the south, but it turned much milder and wetter in the last few days.

February started with a mild and wet south-westerly type, but between the 5th and 12th easterly winds prevailed and brought mostly dry but cloudy weather, with snow for many parts on the 11th and 12th but generally limited accumulations on the ground at low levels. From the 13th onwards it was generally mild, and it was relatively quiet until the 20th but the last third of the month was unsettled and often windy.

March began mild and changeable with mainly south-westerly winds. The south-westerly type persisted until mid-month but there were some quieter interludes. It was unsettled and briefly colder from the 20th to the 22nd with some snow in the north. Several days of dry sunny weather followed, but it turned unsettled again and very mild for the last few days.

April began with slackening low pressure over the country and a mix of sunshine and showers, but it soon became dry, warm and sunny for most parts as high pressure built from the south. It was often unseasonably warm until the 9th with plenty of dry sunny weather. The rest of the month was cooler but remained mostly dry and settled. A northerly outbreak brought widespread wintry showers on the 25th and 26th, and the 30th was wet in the south-west.

Rainfall:



	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Buxton observed mm**	Seven Mile Halvergate Actual mm	Buxton 1971-2000 Actual mm**	West Somerton Actual mm
JAN	53.4	46.7	26	50.7	37	57.8	47.5
FEB	37.2	41.4	61.5	49.4	44	38	43
MAR	44.8	33.1	41.5	39.7	33.6	49	31.5
APR	45.3	14.5	22	21.7	17.6	45.8	26.8
MAY	44.8					41.4	
JUN	54.3					55.2	
JUL	46					51.6	
AUG	50.1					53.2	
SEP	55.6					57.8	
OCT	59					64.3	
NOV	58.5					66.1	
DEC	56.8					59.5	

* <http://www.metoffice.gov.uk/climate/uk/summaries/2017>

** <http://www.buxton-weather.co.uk/weather.htm#daily>

7. STAFF/WORKFORCE – MEETINGS - TRAINING/EDUCATION

Project Engineer attended the following meetings:

12 January 2017
Maintenance scoping at Billingford

19 January 2017
Maintenance scoping at Thuxton

13 February 2017
NRT SUD Pond Design Meeting on site

06 March 2017
Environment Agency Main River Maintenance Meeting

09 March 2017
Maintenance scoping at Hundred Stream

14 March 2017
Maintenance scoping at Ringland/Morton Hall

18 March 2017
Meeting at Flordon Common with Natural England

02 May 2017
Meeting with Graham Brown, Norfolk County Council

04 May 2017
Meeting at Cobble Acre Lakes, Hevingham

Catchment Engineer attended the following meetings:

20 December 2016
Meeting with Enviro Water Consultant regarding their professional services

31 January 2017
UEA Prymnesium research update

06 February 2017
Eel & Fish Steering Group Mtg. London

22 March 2017
Meeting with Broads Board Chairman to discuss WMA Officer Involvement influence nationally via ADA Committees and Defra Conference

Operations Engineer attended the following meetings:

22 January 2017
Lexham site meeting with specialist lining contractors

31 January 2017
Site meeting with Adrian Brooks at Lyng to brief maintenance works

07 February 2017
Site visit at Lexham to mark out restoration features

16 February 2017
Site visit to the Mermaid to mark out restoration features

28 February 2017
Site visit to the Mermaid to monitor works

06 March 2017
Environment Agency Main River Maintenance Meeting

14 March 2017
Site meeting at Lexham, meet contractor and monitor works

20 March 2017

Site visit to Lexham to supervise and monitor works

27 March 2017

Site visit to Lexham to supervise and monitor works

28 March 2017

Site meeting at Burnham Deepdale to discuss drainage issues and potential adoption of private drain

30 March 2017

Site meeting at Dereham with Breckland council officers to discuss and price for local drainage works

20 April 2017

Meeting with Norfolk Vanguard representatives to discuss details and impacts of proposed onshore works

25 April 2017

Site meeting at Lexham and Newton with TEA

02 May 2017

Meeting at Hevingham with landowners to discuss alleged unconsented works and local flooding issues

04 May 2017

Meeting at Hevingham with accused landowner to discuss alleged unconsented works and local flooding issues

05 May 2017

Site meeting at Newton Mill with landowner and TEO to discuss maintenance and restoration options

09 May 2017

Site visit to Lexham to supervise and monitor works

15 May 2017

River Nar Steering Group Meeting

8. COMPLAINTS/ENFORCEMENT

The Operations engineer has investigated un-consented work at Hevingham. Legal deeds are being provided which will determine the outcome of the investigation into work carried out.

9. PLANNING

The project engineer made comments on the following planning applications, details of which can be found on the relevant council website or are available on request.

- South Norfolk DC, Location: Land North Of Farmland Road Costessey Norfolk. Proposal: Outline application with access and Landscaping (all other matters reserved) for 83 dwellings (including 27 affordable dwellings) with areas of public
- North Norfolk DC: PO/17/0549, Erection of up to 200 dwellings, open space, supporting infrastructure and other associated works (outline application) - revised submission

Land between Aylsham Road and Greens Road, North Walsham

- 02/05/17 South Norfolk District Council, Land at Keswick, Industrial site development and link road.
- 02/05/17, Broadland DC 20170594, Foulsham, 11 Houses

The project engineer made the following comments on North Norfolk DCs validation review. This represents an important point, valid to all councils, around a way of mitigating the risk of us missing planning applications with us not being a statutory consultee. If any board members are aware of the date of their own councils validation review please ensure the boards engineer is made aware.

- North Norfolk DC, Local Validation review, (also sent to all North Norfolk DC Board Members with explanation of importance).

Further to the consultation document I wish to make the following statements / recommendations:

The Lead Local Flood Authority links within the document all send users to NNDC pages, however in some areas of NNDC control, sites may fall within or directly influence the Drainage District of the Norfolk Rivers Internal Drainage Board (https://www.wlma.org.uk/uploads/179-NRIDB_Index.pdf). Within this area, where assets are present, we are the Lead Local Flood Authority and in areas where no assets are present applicants will still need to comply with the bylaws and development rules. Please could the document therefore also link to our website, particularly to our development pages, where details of bylaws and consents required can be found (<https://www.wlma.org.uk/norfolk-idb/norfolk-idb/#Development>) This is particularly relevant to sections 4.4, 4.9, 4.10.

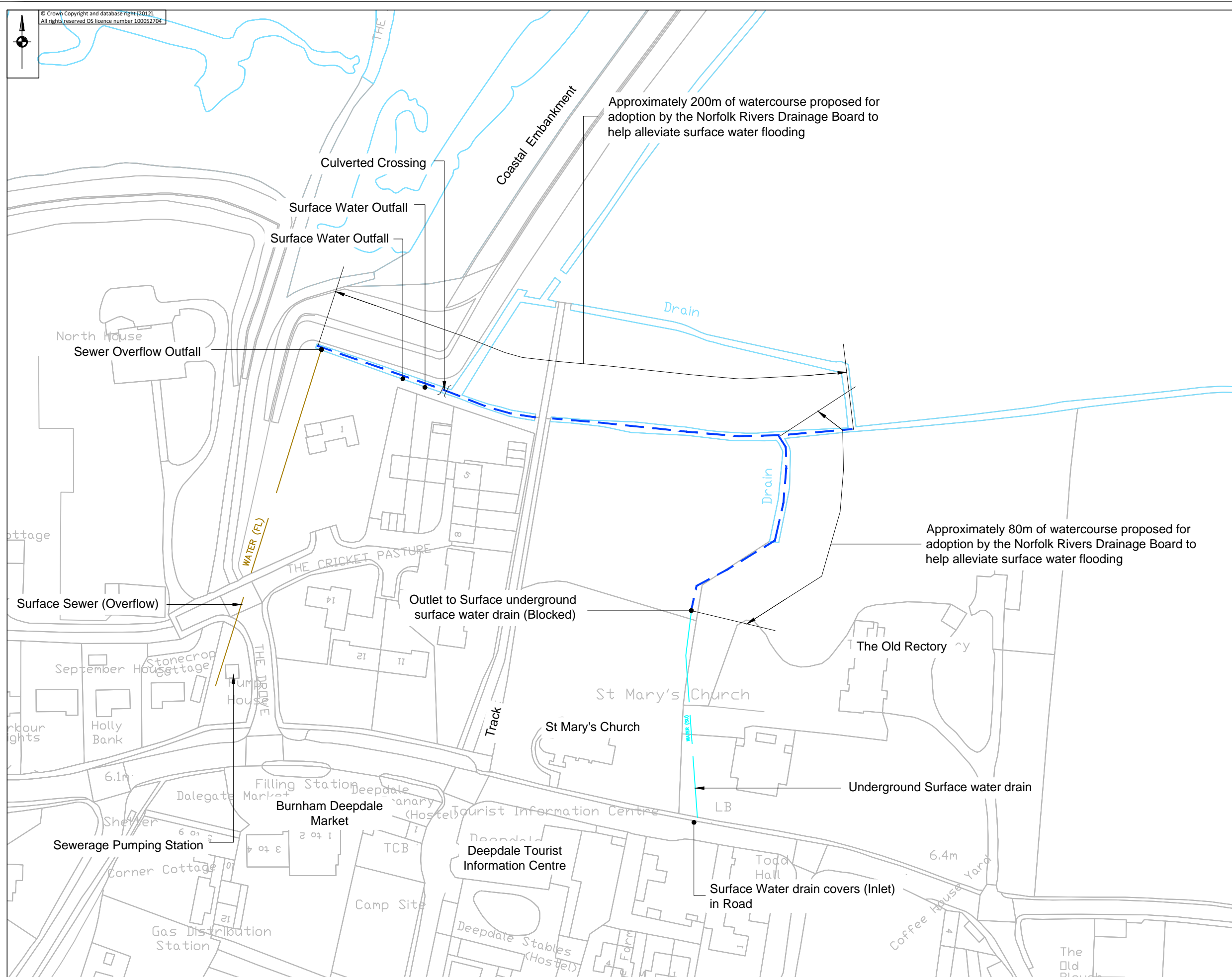
We would also like to highlight that the drainage board as a public body has a SUDs adoption policy, to enable effective and robust SUD construction and maintenance to be achieved and managed appropriately.

The board will adopt and maintain SUDs as part of our infrastructure, subject to conditions, in order to secure SUDs within our area/extended area which are reliable and well maintained. To this end in section 4.6 under 'guidance' could we also link to our SUDs adoption policy to encourage developers to consider this option with the board ([https://www.wlma.org.uk/uploads/WMA_\(Eastern\)_SUDS_Adoption_Policy.pdf](https://www.wlma.org.uk/uploads/WMA_(Eastern)_SUDS_Adoption_Policy.pdf))

Please note:

There has been a new system adopted by Mid-Suffolk DC and just recently by North Norfolk DC, whereby grid references for Planning applications are now no longer available on the Planning list. As a result it is becoming difficult to determine whether sites are within the IDB area, which is obviously a risk to applications being missed.

I was unaware of this at the time of responding to the Validation notice for NNDC (which would solve this problem), but please could councillors be aware of this.



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- Key:
- Watercourse proposed for adoption
 - Surface Sewer (Overflow)
 - Highways Underground Surface Water Drain

- Notes:
1. No dimensions to be scaled from this drawing
 2. Any questions regarding the logistics and design of this work to be to Paul George 07788 914392

FOR
CONSULTATION

Rev	By	Chkd	Apprv	Date	Description

Project: CMT043
BURNHAM DEEPALE DRAIN
ADOPTION

Drawing: **SITE PLAN**

Drawn by: P.GEORGE Date: 09/03/2017
Checked by: P.GEORGE Date: 09/03/2017
Approved by: P.GEORGE Date: 09/03/2017

Drawing No. BDDA/043/2017/200/001 Revision 0

Drawing Scale: 1:1250 AS SHOWN @ A3

NORFOLK RIVERS IDB ENVIRONMENTAL REPORT – MAY 2017

The following information pertains to environmental work carried out for the Broads IDB involving the Technical and Environmental Officer (TEO) and/or the Technical and Environmental Assistant (TEA), from the 11 January 2017 – 08 May 2017.

1. Information for the Board

Nothing to report in this quarter.

The TEA and the TEO continue to facilitate Maintenance and Capital works by liaising closely with the Engineering and Operations Team officers to ensure IDB operations run smoothly and within the appropriate legislative parameters.

2. Statutory Duties towards Conservation

Pework Checks and Site Visits

19 January 2017

The TEO and Project Engineer undertook maintenance scoping at Thuxton and Barnham Broom on the Upper Yare and Tas catchments.

02 February 2017

The TEO and Project Engineer undertook maintenance scoping at Great Ryburgh and Elmham B catchments.

03 February 2017

The TEA conducted a water vole survey at Newton Common, River Nar (DRN120G0101) with Tom Moore, Ecologist.

06 February 2017

The TEA conducted a water vole survey at Hall Meadow, River Nar (DRN120G0101) with Tom Moore, Consultant Ecologist.

07 February 2017

The TEA conducted water vole surveys at Lexham Hall, River Nar (DRN120G0101) and assisted Paul George, Operations Engineer with project mark up.

16 February 2017

The TEA and Paul George, Operations Engineer undertook a site visit to the Mermaid Stream (DRN081G1201) to undertake a water vole survey and mark out the restoration features prior to the restoration project.

17 February 2017

The TEA attended a site meeting held at Newton, River Nar (DRN120G0101) to discuss the proposed river restoration project, with Paul George, Operations Engineer, Charles Rangeley-Wilson, project designer and Nik Berthold, SSSI Officer Natural England.

22 February 2017

The TEO and Project Engineer undertook maintenance scoping at Hapton on the Upper Yare and Tas catchment.

27 February 2017

The TEO met operatives Adrian Brookes and Neil Marshal at Newton Common to describe and show them the mitigation strimming requirements of the Newton Common Restoration project on the River Nar.

01 March 2017

The TEO and Project Engineer undertook maintenance scoping at Turf Common near Guist down to North Elmham and looked at the extent of the *Crassula helmsii* problem in Broom Green Pond.

09 March 2017

The TEO and Project Engineer undertook maintenance scoping at the Hundred Stream to the west of North Walsham. The TEO looked at drainage issues on meadows on Castle Farm, Swanton Morley.

14 March 2017

The TEO and Project Engineer undertook maintenance scoping on IDB drains between Ringland and Morton Hall.

The TEA and Paul George, Operations Engineer undertook a site visit to Lexham, River Nar (DRN120G0101) to monitor the tree works.

17 March 2017

The TEA conducted a water vole activity check at Newton Common, River Nar (DRN120G0101), with Keith Langdon, Consultant Ecologist.

23 March 2017

The TEA conducted water vole activity checks at Newton Common and Hall Meadow, River Nar (DRN120G0101).

28 March 2017

The TEA had a site visit to Lexham, River Nar (DRN120G0101) to check on the contractors and monitor progression of the project.

30 March 2017

AM The TEA and the Project Engineer undertook maintenance scoping on drains near the Dilham-North Walsham Canal, (DRN013G1215, DRN013G1216, DRN013G1214 and DRN013G1213).

PM A site visit was made by the TEA to the development at Roughton (DRN083G2201), to assess any further spread of Japanese Knotweed in the development site, other than in the area where it had been previously recorded.. Japanese Knotweed was observed only in the location by the highway pipe where it had previously been recorded.

07 April 2017

The TEA conducted water vole activity checks at Newton Common and Hall Meadow, River Nar (DRN120G0101).

10 April 2017

The TEA and TEO carried out water vole burrow checks at Newton Common, River Nar (DRN120G0101) prior to the commencement of the river restoration scheme.

11 April 2017

Five Rivers Contractors commenced the river restoration project at Newton Common. The TEA carried out an Environmental Action Plan toolbox talk to Five Rivers Operatives and Tom Moore, Consultant Ecologist.

18 April 2017

The TEA conducted a SMO audit of the contractors maintenance work at Elmham (DRN099G0101, DRN099G0102 and DRN099G0103).

The TEO carried out an ecological watching brief for water voles during river restoration at Newton Common, River Nar (DRN120G0101).

19 April 2017

The TEO carried out an ecological watching brief for water voles during river restoration at Newton Common, River Nar (DRN120G0101).

20 April 2017

The TEA carried out an ecological watching brief during river restoration at Newton Common, River Nar (DRN120G0101).

25 April 2017

The TEA and the Operations Engineer carried out site visits to Lexham to assess culvert repair and river restoration at West Lexham). A site visit was also made to Emmanuel's Common, River Nar (DRN120G0101) to assess damage to the springs there following reports of offroading trails bike riders using the site for recreational purposes.

27 April 2017

The TEA made a site visit to Hall Meadow, River Nar (DRN120G0101), to carry out an ecological watching brief and meet with the consultant archaeologist to report where gravel borrow pits were being excavated.

The TEO and Project Engineer undertook maintenance scoping on IDB drains at Booton, Aylsham, Dunkirk and Itteringham.

05 May 2017

The TEO, Operations Engineer and Nik Bertholdt, NE met with a landowner at Newton Mill to discuss maintenance and restoration. The aim of the meeting was to find a balanced solution to maintenance and to meet the requirements of the SSSI.

3. Meetings and Training Attended:

19 January 2017

The TEA attended a River Nar and River Wensum restoration planning meeting held at Kings Lynn Office with Paul George, Operations Engineer, Charles Rangeley Wilson, Jason L (5 Rivers) and Nik Bertholdt, NE.

23 January 2017

The TEO attended the North and North/West Norfolk Catchment Partnership Meeting at County Hall with representatives from the Norfolk Rivers Trust, NCC, EA to look at a catchment based approach to diffuse pollution problems in the North and North-West part of the County.

24 January 2017

The TEO attended the Floating Pennywort Steering Group meeting at County Hall with a view to trying to ensure that the WMA Eastern Boards are equipped with information to try to keep Floating Pennywort out of WMA Eastern maintained drains. Representatives from the NCC, EA and Waveney Rivers Trust and Waveney and Lothingland IDBs were in attendance.

27 January 2017

The TEA attended the Crayfish Group meeting, Environment Agency, Dragonfly House, to discuss the native white clawed crayfish and efforts to protect the local population and determine local ark sites. Surveys of NRIDB drains will take place during Summer 2017 and the NRIDB will be working in partnership with the Environment Agency, National Trust and Natural England.

06 February 2017

The Catchment Engineer and TEO attended a workshop in London to support a new Environment Agency R&D project which will develop guidance to support the screening and passage of fish and eel at flood risk management infrastructure with the aim to, "Develop a new guide and supporting tools which synthesise existing research, guidance and practical experience to help the planning/appraisal, design, construction and maintenance of fish and eel screens, deterrents, passes and fish-passible pumps."

07 February 2017

A Team meeting was held for WMA Eastern officers at Kettlewell House, Kings Lynn.

09 February 2017

The TEO, TEA, PA to the CEO and Data Manager undertook an ISO 14001 and ISO 9001 management meeting.

13 March 2017

TEA and TEO undertook an ISO14001 Internal Audit.

06 April 2017

The TEA attended a Norfolk Non-Native Species Initiative meeting at Norfolk County Hall to understand the status of Non- Native Species throughout the county.

20 April 2017

The TEO and the Operations Engineer undertook a teleconference with representatives of the Norfolk Vanguard Offshore Windfarm Project to gain an understanding of the project, share information from BIDB, NRIDB and ecological perspective.

Pm. The TEO attended the Floating Pennywort Steering Group meeting at County Hall with a view to trying to ensure that the WMA Eastern Boards are equipped with information to try to keep Floating Pennywort out of WMA Eastern maintained drains. Representatives from the NCC, EA, Waveney Rivers Trust and Waveney IDB were in attendance.

26 – 27 April 2017

The TEO and five other officers from the WMA Eastern received training and certification on the safe handling and use of an All Terrain Vehicle.

03 May 2017

A Staff and Best Practice meeting was held at Kettlewell House, Kings Lynn.

4. Non - Compliance

Nothing to report within this period.

5. Complaints

Nothing to report within this period.

6. Assents Granted and/or Applied for:

Licence / Assent / Habitat Regulations Assessment	Applied	Granted
Water Framework Directive compliance assessment for desilting works at Sculthorpe Moor (DRN092G0101- DRN092G0104)	06 January 2017	N/A
NE assent for water vole mitigation cuts at Newton Meadow and Hall Meadow on the River Nar (DRN120G0101).	20 January 2017	27 January 2017
NE assent for water vole mitigation cuts at Lexham Hall on the River Nar (DRN120G0101).	20 January 2017	27 January 2017
NE assent for the River Restoration works at West Lexham on the River Nar (DRN120G0101).	22 February 2017	24 February 2017
NE assent for the River Nar restoration works at East and West Lexham, fish bypass channel and for the culvert repair on the River Nar (DRN120G0101).	24 February 2017	24 February 2017
NE assent and Habitats Regulation Assessment for Wensum summer maintenance (DRN096G0101, DRN100G0101, DRN107G0101, DRN107G0102, DRN 106G0101, DRN 106G0102, DRN 112G0101 - DRN 112G0104, DRN105G0101, DRN114G0101, DRN099G0101 - DRN099G0103).	20 March 2017	04 April 2017
NE Assent and Habitats Regulation Assessment for maintenance work, including targeted desilting on Elmham watercourses (DRN099G0102, DRN099G0103).	12 April 2017	19 April 2017

7. Freedom of Information Act Requests

None during this period.



Water Management Alliance
INTERNAL AUDIT REPORT
2016/17

April 2017

Contents:

1. Executive Summary
2. Overall Conclusion
3. Acknowledgements
4. Detailed Observations, Recommendations and Agreed Actions
- APP 1 Agreed Terms of Reference

1. Executive Summary

The audit of the Water Management Alliance and the constituent Internal Drainage Boards was carried out by Kathy Woodward for the year 2016-17. This Executive Summary sets out our overall conclusion on the system reviewed, and summarises the key recommendations arising. A copy of the Terms of Reference for this audit is attached as **Appendix 1**.

Regulation 5 of the Accounts and Audit Regulations 2015 requires that '*A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance*'. The completion of this internal audit fulfils that role.

It should be noted that any system of internal control is designed to manage risk to a reasonable level, and therefore Internal Audit cannot provide absolute assurance against loss. As well as being effective, controls need to be proportionate to the risk involved and not overburden the organisation with excessive costs.

The Water Management Alliance provides administration and management services to the five constituent Internal Drainage Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers and South Holland. During the financial year 2016-17 the Alliance entered into a contract to provide administration and management services to the Pevensy and Cuckmere Water Level Management Board for a period of two years.

New guidance was issued on 30th March 2017 by the Joint Practitioners' Advisory Group (JPAG), '*Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements, March 2017*'. Although the new guide does not become mandatory until the 2017/18 financial reports are prepared, the Water Management Alliance has decided on early adoption on a voluntary basis. With this in mind the auditor has considered the effect the new guidance would have on the required internal audit and has concluded that essentially the work remains the same. Therefore the audit has been undertaken in line with previous years, based on the 2007 guidance. Audit work has included review of the procedures and systems of control in place at the Water Management Alliance and considered if they were effective and being applied as intended. Sample testing was carried out on elements as considered necessary by the auditor in order to substantiate the application of the control.

As part of the audit a follow-up was carried out on the recommendations raised in last year's report. Most of the recommendations made have been implemented. There is one recommendation still outstanding in relation to segregation of duties in timesheet authorisation, but this is only a best practice recommendation with no significant risks arising as a consequence.

2. Overall Conclusion

In conclusion, the procedures used at the Water Management Alliance are simple but effective, and appear to be carried out diligently by all staff concerned. Controls are

working as expected. However, there are some aspects that can be improved and details of recommendations can be found in Section 4 together with the actions agreed with the Chief Executive.

The overall level of assurance attributed to the system is:

Substantial Assurance	A sound system of internal control, but there are a few weaknesses that could put achievement of system objectives at risk.
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The observations and recommendations are detailed in Section 4. Each recommendation is allocated a priority as defined below:

High	Major risk requiring action by the time the final report is issued.
Medium	Medium risk requiring action within six months of the issue of the draft report.
Low	Matters of limited risk. Action should be taken as resources permit.

3. Acknowledgements

We would like to express our thanks for their assistance and co-operation to:

Mary Creasy, Personal Assistant (CEO)

Sallyanne Jeffrey, Finance Officer

Trish Walker, Finance Assistant

Graham Tinkler, Rating Officer/Site Warden

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>1. Bank Reconciliation</p> <p>Observation</p> <p>Bank reconciliations are carried out weekly, as per Financial Regulations. Evidence is presented to the Chief Executive each month in the form of a cash flow statement. King’s Lynn IDB bank account became overdrawn during the year, but was rectified the following day with no charges being incurred.</p> <p>There were a number of occasions where the dates on the cashbook reconciliation did not tie back to the bank statements being reconciled. The information contained within the report was correct.</p> <p>The use of the unreconciled reports on the cash book seems to have dropped off throughout the course of the year resulting in a large amount of manual reconciliation taking place.</p> <p>It was difficult in some cases to identify the information relating to each individual bank reconciliation that is filed within the folder</p> <p>Consequence</p> <p>Monthly reconciliations are carried out correctly but this is not always evidenced.</p> <p>The method of carrying out the bank reconciliation is thorough but the supporting reports from Sage are not always printed. The unreconciled reports are not used effectively.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Agree to use the unreconciled report function of sage to minimise the amount of manual reconciliation needed in the process to improve the audit trail of the reconciliation. 2. Agree to use file separation in the folders to identify each individual bank reconciliation. 	Low	<p>Agreed.</p> <p>The unreconciled report will be used more consistently.</p> <p>Filing will be improved.</p> <p>Finance Officer</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2. Timesheet Authorisation</p> <p>Observation</p> <p>Files containing the timesheets were requested and checked for evidence of timesheets and authorisation.</p> <p>Results were summarised in a spreadsheet. All timesheets had been signed by the Operations Managers for each Board and by the Finance Officer for WMA.</p> <p>The Broads Operations Manager is authorising his own timesheets due to the remoteness of the working area. The Operations Manager is now managing 3 sites, Broads, Norfolk Rivers and East Suffolk. For this reason at the end of each month an invoice is raised to recharge supervisory time for the other IDB's. While the Broads Operations Manager is salaried, the timesheets are used to evidence the recharges to other boards.</p> <p>Consequence</p> <p>There is no segregation of duties. This is not best practice, however there is a some mitigating control as all payroll is countersigned by the Chief Executive when is has been entered into Sage and the report produced.</p> <p>Recommendation</p> <p>To be discussed to establish if the new offices at Martham create on opportunity for a monthly meet up of the Catchment Engineer and the Operations Manager to sign / countersign timesheets when required.</p>	Low	<p>Agreed.</p> <p>The method of authorising these timesheets will be reviewed.</p> <p>Chief Executive/Catchment Engineer.</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>3. Financial Regulations</p> <p>Observation</p> <p>A sample of payments for each Board was selected from the bank statements and traced back to source documents. Purchase orders and invoice payments were for authorisation in accordance with Financial Regulations. Creditor’s reports and files containing invoices from all the sites were requested and a sample was checked.</p> <p>Purchase orders and invoice payments are being authorised by the same person. This does not appear to be breach of Financial Regulations. A mitigating control is the review of the Proposed Payments list by the Chief Executive prior to the payment run.</p> <p>There were two Chaps payments made in Dec 2016 on urgent request of the Chief Executive via email. It was later found that the Chief Executive’s personal email account had been impersonated by a fraudster and the requests to make a payment where in fact a fraud. This type of fraud is called phishing (sending fraudulent emails) and social engineering (manipulating the victim into performing a task they would not normally do). The total amount lost was £34,438. The Police and the Bank were contacted to try and recover the money – with little success.</p> <p>Weaknesses in the finance system were also observed around the allocation of reference numbers for invoices. There is no ‘unique’ identifier parameter meaning that many different invoices can be allocated the same reference number and also the second reference where the invoice number received from the supplier would be populated is also not unique. The means that there is no system control over paying duplicate invoices.</p> <p>Consequence</p> <p>1) Ensuring appropriate authorisation of payments is essential in ensuring the organisation is not targeted by criminals taking advantage of weak systems of internal control.</p>	<p>1) High</p> <p>2) Low</p>	<p>Agreed.</p> <p>Changes have been made to each Board’s Financial Regulations (please see attached).</p> <p>Chief Executive.</p> <p>Agreed</p> <p>Speak again to Finance System Advisors about a possible upgrade/change in accounting software.</p> <p>Finance Officer / Chief Executive</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2) Duplicate invoices could be processed as there is no system control in place to prevent this happening. Each transaction cannot be identified individually by its reference (transaction) number causing confusion.</p> <p>Recommendation</p> <p>1) Financial Regulations need to be followed at all times, by all members of staff. An enhancement has been made to the financial regulations for adoption immediately.</p> <p>2) Finance Officer to speak to finance system advisors about 'unique' reference numbers and if this can be incorporated into the system upgrade.</p>		



WATER MANAGEMENT ALLIANCE

INTERNAL AUDIT TERMS OF REFERENCE 2016-17

1. INTRODUCTION

1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the year 2016-17.

1.2 Section 6 of The Accounts and Audit Regulations 2015 states that '*The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control*'.

1.3 Internal Audit is defined as '*an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*'

Public Sector Internal Audit Standards, April 2017

1.4 The Internal Auditor will work in accordance with the Public Sector Internal Audit Standards (PSIAS) adopted by CIPFA from April 2017 and thus will be able to provide the review required by the Regulations.

1.5 The authority of the Internal Auditor is established in the Financial Regulations.

1.6 The audit work will concentrate on records and systems used by the Water Management Alliance, who provide the financial and administrative functions for:

- Broads (2006) IDB
- East Suffolk IDB
- King's Lynn IDB
- Norfolk Rivers IDB
- South Holland IDB.
- Pevensey and Cuckmere Water Level Management Board

As such, this work will enable the auditor to complete the Annual Returns for all six Boards.

2. OBJECTIVES AND SCOPE OF THE AUDIT

2.1 The work of the Internal Auditor will be guided by 'Governance and Accountability for Smaller Authorities in England – A Practitioners Guide (Rev March 2017)'.

2.2 In order to be able to complete section 4 of the Electronic Annual Return for 2017 the auditor will consider the following:

- A. The Accounting Records
To ensure that the accounting system is accurate, complete and timely, and that data input is being verified appropriately.
- B. Financial Regulations and Standing Orders
To ensure that they are current and are being adhered to.
- C. Risk Management processes
To ensure that management review the Risk Register on a regular basis and that risk is being identified and actively managed in a proportionate manner.

D. Budgetary Controls

To ensure that the budgets are prepared on a realistic basis and are monitored throughout the year and any variations are investigated, with corrective action being taken if necessary.

E. Income Controls

To ensure that processes are in place and functioning correctly to collect, record and bank income in full and on time.

F. Petty Cash Procedures

To ensure petty cash provisions are reasonable, used in accordance with Financial Regulations and adequate records are kept of payments made.

G. Payroll Controls

To ensure that remuneration to employees and Board Members is calculated correctly and in accordance with the levels agreed by the Board, and that all HMRC requirements are complied with.

H. Asset Management

To ensure that there are satisfactory processes in place to maintain the register and check for accuracy.

I. Bank Reconciliation

To ensure that periodic and year-end bank account reconciliations were properly completed and verified.

J. Year-end Procedures

To ensure that the appropriate accounting basis have been used to prepare the year-end accounting statements and that figures contained in the statements can be verified by reference to working papers and accounting records.

2.3 Any recommendations and issues arising from the previous audit will also be followed up to establish if they have been implemented or if there is a satisfactory explanation for non-implementation.

2.4 Contained within the scope of work described above it is implied that the auditor will have due regard for Value for Money considerations and the potential for fraud.

3. TASKS

3.1.1 The project tasks are to:

- Establish if the procedures recorded as part of the audit for 2015-16 remain the same and document any changes that may have taken place.
- Perform tests to establish that systems are operating in accordance with the procedures and that good practice is being complied with.

Internal Audit Services

- Assess strengths and weaknesses of the systems operated and the levels of financial and management risk.
- Discuss the results with the Chief Executive and make recommendations as appropriate, which will be communicated to the Boards by means of a report.
- Complete Section 4 of the Electronic Annual Return for 2016-17.

4. WORK PLAN

4.1 The audit will be undertaken by
Miss Kathy Woodward, CPFA
Shared Internal Audit Manager, Borough Council of King's Lynn and West Norfolk.

4.2 The audit has been allocated 5 days, which will be utilised as follows:

Task	Time
Confirm existing procedures and record any changes. Undertake a follow-up of actions agreed from the audit report for the year 2015-16.	0.5
Testing – to establish that processes are being applied as intended.	3.5
Conclusions and discussion	0.5
Completing the Return and reporting if required.	0.5

5.0 AGREEMENT

	Signature	Date
Phil Camamile Chief Executive, Water Management Alliance
Kathy Woodward Shared Internal Audit Manager Borough Council of King's Lynn and West Norfolk

**WMA: FINANCIAL REGULATIONS
PROPOSED CHANGE TO PROCEDURES, FOLLOWING CYBERCRIME INCIDENT OF 5/6 DECEMBER
2016**

1. Payments should never be made to anyone on the strength of an email request from a budget holder without being authorised in the proper manner, as set out in section D of each Board's Financial Regulations.
2. When the Finance Officer or Finance Assistant receives an email instruction to pay someone purporting to come from the Chief Executive, the payment will only be made:
 - 2.1 if the email has come from the Chief Executive using his/her WLMA domain, e.g. phil@wlma.org.uk, and
 - 2.2 if the email has an Invoice attached to it; made out to the WLMA or one of its Member Boards quoting a valid Purchase Order Number, and/or where a clear explanation is given by the Chief Executive detailing what the payment is for and where the expenditure should be coded to, and crucially
 - 2.3 after the request has been verified by the Finance Officer either in person or on the telephone with the Chief Executive him/herself.
 - 2.4 Only when these 3 checks have been made will the payment be processed by BACS transfer, which will be subject to the usual 3 day clearance period. Payment will never be made by CHAPS transfer where funds are cleared immediately the payment is made, unless otherwise requested by the Chief Executive in person.
 - 2.5 If the Chief Executive requests that the payment be made by CHAPS transfer, the Finance Assistant or Finance Officer will complete a manual payment requisition for the Chief Executive to sign, thereby authorising the CHAPS transfer and confirming financial values, coding (where necessary), the person/company to be paid and the bank details to which the bank transfer will be made.
3. The WMA will insure against cybercrime attacks arising from phishing emails, viruses and data theft etc., subject always to the adequacy of cover provided and the affordability of premiums.

P J CAMAMILE
CHIEF EXECUTIVE

24 MARCH 2017

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

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	75,172	75,172	0	75,172	75,172	0
1	Special Levies issued by the Board	290,942	290,942	0	290,942	290,942	0
2	Highland Water Contributions from EA	100,413	122,203	21,790	100,413	122,203	21,790
	Grants Applied	560,645	400,202	-160,443	560,645	400,202	-160,443
3	Income from Rechargeable Works	0	179,959	179,959	0	179,959	179,959
	Investment Interest	5,000	5,553	553	5,000	5,553	553
	Development Contributions	0	3,777	3,777	0	3,777	3,777
5	Other Income	69,664	124,864	55,200	69,664	124,864	55,200
Total Income		£1,101,836	£1,202,671	£100,836	£1,101,836	£1,202,671	£100,836
<u>Less Expenditure</u>							
6	Capital Works	562,645	430,908	131,737	562,645	430,908	131,737
7	Precept Contributions to EA	65,154	64,830	324	65,154	64,830	324
8	Maintenance Works	353,731	354,324	-593	353,731	354,324	-593
9	Administration Charges	127,268	138,338	-11,070	127,268	138,338	-11,070
3	Cost of Rechargeable Works	0	150,086	-150,086	0	150,086	-150,086
4	Net Deficit/(Surplus) on Operating Accounts	0	-25,001	25,001	0	-25,001	25,001
Total Expenditure		£1,108,798	£1,113,485	-£4,687	£1,108,798	£1,113,485	-£4,687
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
Net Surplus/(Deficit)		-£6,962	£89,187	£96,149	-£6,962	£89,187	£96,149

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

NOTES	BALANCE SHEET AS AT 31-3-2017	OPENING BALANCE £	MOVEMENT THIS YEAR £	CLOSING BALANCE £
10	Fixed Assets			
	Land and Buildings	41,958	-999	40,959
	Plant and Equipment	14,000	16,287	30,287
	Shared Consortium Assets	0	0	0
		55,958	15,288	71,246
	Current Assets			
11	Bank Account	69,133	74,570	143,703
12	Trade Debtors	11,688	-4,032	7,656
	Work in Progress	820	-820	0
13	Term Deposits	1,100,000	-200,000	900,000
14,15	Drainage Ratepayers and Special Levies Due	6,224	-4,176	2,048
	Prepayments	0	0	0
16	Prepayments to WMA	22,764	-12,030	10,734
	VAT Due	25,291	-14,998	10,293
	Grants Due	0	0	0
		1,235,920	-161,486	1,074,434
	Less Current Liabilities			
	Trade Creditors	80,000	-80,000	0
17	Grants Unapplied	508,984	-161,172	347,812
	Accruals	6,570	5,788	12,358
	Drainage Rates/Special Levies paid in advance	0	0	0
	Finance Leases	0	0	0
	Payroll Controls	0	0	0
		595,554	-235,384	360,170
	Net Current Assets	640,366	73,898	714,264
	Less Long Term Liabilities			
18	Pension Liability	82,000	47,000	129,000
	Net Assets	£614,324	£42,187	£656,511
19	Reserves			
	Earmarked			
	General Reserve	403,582	94,400	497,982
20	Development Reserve	177,792	3,777	181,569
21	Plant Reserve	65,000	0	65,000
		646,374	98,178	744,552
	Non-Distributable			
22	Revaluation Reserve	49,950	-8,991	40,959
18	Pension Reserve	-82,000	-47,000	-129,000
		-32,050	-55,991	-88,041
	Total Reserves	£614,324	£42,187	£656,511

P J CAMAMILE
CHIEF EXECUTIVE

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Note Notes to the Accounts

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

	Y-T-D	Y-T-D
	BUDGET	2016/17
Breckland District Council	46,584	46,584
Broadland District Council	69,560	69,560
King's Lynn and West Norfolk Borough Council	17,693	17,693
North Norfolk District Council	92,825	92,825
Norwich City Council	5,194	5,194
South Norfolk District Council	59,086	59,086
	290,942	290,942

- 2 The EA Highland Water Claim for 2016/17 is due to be paid by the Environment Agency (EA) to the Board in September, following the recent changes made to the timetable (previously the payment was made in two installments - one in May and one in December).

- 3 Rechargeable work includes professional supervision and contracting services to the Broads and East Suffolk IDBs.

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

	Y-T-D	Y-T-D
	BUDGET	2016/17
Labour Operations Account	0	-7,128
Mobile Plant Operations Account	0	-17,873
	0	-25,001

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	Y-T-D
	BUDGET	2016/17
Shared Income from WMA	64,164	123,364
Insurance Claims	0	0
Sundry Income	4,000	0
Summons Costs	1,500	1,500
	69,664	124,864

- 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 Engineer, 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 2016/17 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	Y-T-D
	BUDGET	2016/17
Labour Charges	89,614	75,612
Plant Charges	11,135	9,395
Materials	3,479	2,935
Contractors	132,393	111,706
Plant Hire & Transport	0	0
Direct Works	236,621	199,648
Technical Support Staff Costs	107,360	144,773
Other Technical Support Costs	1,900	2,236
Biodiversity Action Plan Costs	7,850	7,667
Maintenance Works	353,731	354,324

- 9 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:

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Note Notes to the Accounts

	<u>Y-T-D</u> <u>BUDGET</u>	<u>Y-T-D</u> <u>2016/17</u>
Administration Staff Costs	89,932	90,455
Other Administration Costs	35,837	45,074
Drainage Rates AV Increases/(Decreases)	500	1,688
Depreciation Kettlewell House	999	999
Sundry Debtors written off	0	0
Sundry Expenses	0	0
Settlement Discount	0	122
	<u>127,268</u>	<u>138,338</u>

10 **TANGIBLE FIXED ASSETS**

Cost	<u>Land and</u> <u>Buildings</u>	<u>Plant and</u> <u>Equipment</u>	<u>Total</u>
Opening Balance as at 1-4-2016 b/fwd	49,950	64,649	114,599
(+) Additions	0	25,995	25,995
(-) Disposals	0	0	0
(=) Closing Balance as at 31-3-2017 c/fwd	<u>49,950</u>	<u>90,644</u>	<u>140,594</u>
Depreciation			
Opening Balance as at 1-4-2016 b/fwd	7,992	50,649	58,641
(+) Depreciation Charge for year	999	9,708	10,707
(-) Accumulated Depreciation written out on disposal	0	0	0
(=) Closing Balance as at 31-3-2017 c/fwd	<u>8,991</u>	<u>60,356</u>	<u>69,347</u>
Net Book Value as at 31-3-2016	41,958	14,000	55,958
Net Book Value as at 31-3-2017	40,959	30,287	71,246

Full details of all movements during this year are recorded in the Board's Fixed Asset Register, which can be made available to members on request. The Board also shares ownership of a proportion of the WMAs Shared Fixed Assets, which were last valued by Cruso & Wilkin, Chartered Surveyors, as at 31 March 2012. Such assets have a Net Book Value of zero.

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:

	<u>2015/16</u>	<u>2016/17</u>
Opening Balance as at 1-4 b/fwd	225,879	69,133
(+) Receipts	991,820	1,356,819
(-) Payments	-1,148,566	-1,282,249
(=) Closing Balance as at 31-3-2017 c/fwd	<u>69,133</u>	<u>143,703</u>
Balance on Statement as at 31-3-2017	77,676	225,232
Less: Unpresented payments	-8,543	-81,529
Add: Unpresented receipts	0	0
Closing Balance as at 31-3-2017 c/fwd	<u>69,133</u>	<u>143,703</u>

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	487	3
>30 days and <=60 days	0	0
>60 days and <=90 days	7,169	1
>90 days	0	0
	<u>7,656</u>	<u>4</u>

Paid 18/04/2017

13 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
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From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Note Notes to the Accounts

Natwest Treasury Reserve Deposit	400,000	26/10/2016	26/10/2017	0.51%
National Counties Building Society	200,000	15/02/2017	15/05/2017	0.33%
West Bromwich Building Society	300,000	28/02/2017	31/05/2017	0.33%
	900,000			

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

15 There are currently 37 Ratepayers that have not paid their Drainage Rates for 2016/17, as compared to 53 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	<u>2015/16</u>	<u>2016/17</u>
Arrears b/fwd	5,857	6,224
Drainage Rates for the year	74,650	75,171
Special Levies for the year	288,923	290,942
New Assessments	43	1,139
Value Increases (Decreases)	-43	-1,140
Payments Received	-364,714	-370,805
Returned/(Represented) amounts	4	231
Irrecoverables and write offs	-297	-2,090
Summons collection costs	1,800	1,650
Adjustments	0	726
Arrears c/fwd	6,224	2,048

16 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.

17 Grants Unapplied are those grants that we have received in advance of doing work on the following schemes:

	<u>2015/16</u>	<u>2016/17</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	760	760
SCH04 River Nar East Lexham Lakes Bypass	-4,449	-216
SCH12 River Wensum Resoration Scheme	139,341	101,200
SCH13 River Nar Restoration Scheme 4 Year	384,807	267,365
SCH15 Strategic Modelling and Restoration Project	-16,500	-16,500
SCH25 WFD Maintenance Improvements PSCA	0	-9,822
	508,984	347,812

18(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, which has been calculated by the LGPS Fund Actuary as at 31 March 2017.

18(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 £1,827,000 as at 31 March 2017 that is shared by all 5 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 28 January 2016.

19 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 21 January 2015. This policy is available for viewing on the Board's website.

20 The purpose of the Development Reserve is to reduce the impact on drainage rates 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.

21 The purpose of this Reserve is to reduce the impact on drainage rates as and when equipment is bought and sold, in accordance with the mobile 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.



From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Note Notes to the Accounts

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 Operations Manager.

- 22 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

- 23 Mr D Papworth is the Chairman of the Norfolk Rivers IDB. He has not been paid any Chairman's Allowance during the year.
- 24 The Board has paid B G Goose & Partners a sum of £390.00 for materials, teleporter and driver hire upto 31/03/17. The Board's Operations Manager is a partner of this business.
- 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 31-3-2017.

P J CAMAMILE
CHIEF EXECUTIVE

P WALKER
FINANCE ASSISTANT

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
1 Balances brought forward		
General Reserve	379,607	403,582
Development Reserve	177,792	177,792
Plant Reserve	65,000	65,000
Revaluation Reserve	49,950	49,950
Pension Reserve	-147,000	-82,000
As per Statement of Accounts	525,349	614,324
(-) Fixed Assets and Long Term Liabilities		
Long Term Liabilities	0	0
Pension Liability	-147,000	-82,000
Net Book Value of Tangible Fixed Assets	79,353	55,958
	-67,647	-26,042
(=) Adjusted Balances brought forward (Net Current Assets)	592,996	640,366
2 (+) Rates and Special Levies		
Drainage Rates	74,650	75,172
Special Levies issued by the Board	288,923	290,942
As per Statement of Accounts	363,573	366,114
3 (+) All Other Income		
Grants Applied	293,895	400,202
Highland Water Contributions	74,707	122,203
Income from Rechargeable Works	41,844	179,959
Investment Interest	4,611	5,553
Development Contribution	0	3,777
Other Income	70,300	124,864
Profit/(Loss) on disposal of Fixed Assets	0	0
As per Statement of Accounts	485,357	836,558
(+) Additional Income from Sale of Fixed Assets		
Capital Cost of disposals	23,621	0
Less: Accumulated depreciation written out	-5,543	0
	18,078	0
(=) Adjusted Other Income	503,435	836,558
4 (-) Staff Costs		
Labour Operations Account	104,032	141,033
Shared Technical Support Staff Costs	56,365	144,773
Shared Administration Staff Costs	85,349	90,455
	245,746	376,261
5 (-) Loan Interest/Capital Repayments		
Loan Interest	0	0
Capital Repayments	0	0
As per Statement of Accounts	0	0
6 (-) All Other Expenditure		
Capital Works	307,465	430,908
Maintenance Works	287,520	354,324
Environment Agency Precept	61,866	64,830

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
Administration Charges	138,537	138,338
Cost of Rechargeable Works	22,512	150,086
Net Deficit/(Surplus) on Operating Accounts	7,054	-25,001
Pension Interest Cost/(Expected Return on Assets)	0	0
As per Statement of Accounts	824,954	1,113,485
(-) All Other Expenditure (Non Cash)		
Plant and Equipment	14,262	9,707
Buildings	0	0
Depreciation on Kettlewell House (including in admin. Exp.)	999	999
Pension Interest Cost/(Expected Return on Assets)	0	0
	15,261	10,706
(-) Staff Costs now reported in Box 4	245,746	376,261
(+) Capitalised Additions		
Land and Buildings	0	0
Plant and Equipment	9,945	25,995
	9,945	25,995
(=) Adjusted Other Expenditure	573,892	752,513
7 (=) Balances carried forward		
General Reserve	403,582	497,982
Development Reserve	177,792	181,569
Plant Reserve	65,000	65,000
Revaluation Reserve	49,950	40,959
Pension Reserve	-82,000	-129,000
As per Statement of Accounts	614,324	656,510
(-) Fixed Assets and Long Term Liabilities		
Long Term Borrowing	0	0
Pension Liability	-82,000	-129,000
Net Book Value of Tangible Fixed Assets	55,958	71,246
	-26,042	-57,754
(=) Adjusted Balances carried forward (Net Current Assets)	640,366	714,264
8 Total Cash and Short Term Investments		
Cash at Bank and in Hand	69,133	143,703
Short Term Investments	1,100,000	900,000
As per Statement of Accounts	1,169,133	1,043,703
9 Total Fixed Assets and Long Term Assets (Net Book Value)		
Land and Buildings	41,958	40,959
Plant and Equipment	14,000	30,287
Shared Consortium Assets	0	0
As per Statement of Accounts	55,958	71,246
10 Total Borrowings		
Loans Due (<= 1 Year)	0	0
Loans Due (> 1 Year)	0	0
As per Statement of Accounts	0	0



From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
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7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2015/16 £	ACTUAL 2016/17 £
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7	Balances carried forward (adjusted)	640,366	714,264
	(-) Deduct: Debtors and Prepayments		
	Trade Debtors	11,688	7,656
	Work in Progress	820	0
	Drainage Rates and Special Levies Due	6,224	2,048
	Prepayments	0	0
	Prepayments to WMA	22,764	10,734
	Vat Due from HMRC	25,291	10,293
	Grants Due	0	0
		66,787	30,731
	(+) Add: Creditors and Payments Received in Advance (<= 1 Year)		
	Trade Creditors	80,000	0
	Grants Unapplied	508,984	347,812
	Accruals	6,570	12,358
	Drainage Rates/Special Levies paid in advance	0	0
	Finance Leases	0	0
		595,554	360,170
	(=) Box 8	1,169,133	1,043,703
8	(=) Total Cash and Short Term Investments		
	Cash at Bank and in Hand	69,133	143,703
	Short Term Investments	1,100,000	900,000
		1,169,133	1,043,703

P J CAMAMILE
CHIEF EXECUTIVE

19 MAY 2017

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	592996	640366	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	363573	366114	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	503435	836558	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	245746	376261	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	573892	752513	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	640366	714264	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	1169133	1043703	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	55958	71246	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

DDMMYYYY

I confirm that these accounting statements were approved by this smaller authority on:

DDMM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

Kathy Woodward

Signature of person who carried out the internal audit

KWoodward

Date

03/05/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

NORFOLK RIVERS IDB
SCHEDULE OF PAID ACCOUNTS

Payment Date from: 01/01/2017

Payment Date to: 31/03/2017

<u>NAME</u>	<u>DETAILS</u>	<u>% COST RECOVERABLE</u>	<u>AMOUNT PAID THIS PERIOD</u>
Mr D Andrews	Watervole Watching	100	493.50
Anglia Farmers Ltd	Materials/Equipment	40	4,080.14
Aylsham Plant Hire Ltd	Excavator Transport	0	1,026.00
BASECology Ltd	Water Vole Surveys	100	1,413.00
Broads (2006) IDB	Labour/materials	0	3,574.46
C J Spares Ltd	Filters/Gear Oil	0	452.42
S J Cobbold Suffolk	Drain Clearance	0	10,524.00
Cruso & Wilkin	Professional Services	100	374.40
Enforcement Bailiffs	Bailiffs Fees	0	62.00
Engineering & Hire Ltd	Excavator parts	0	668.58
Five Rivers Env	Monitoring	100	13,114.20
GDR Sales Ltd	Plant/Labour Hire	28	49,411.80
Halls Power Equipment	Protective clothing/Blade	0	136.68
Inland Revenue	PAYE	0	5,656.10
JKH Drainage Units Ltd	Headwall	100	1,549.20
Mervyn Lambert	Welfare Unit Hire/Service	0	960.00
Keith Langdon	Water Vole Survey	100	84.00
M J Tree Services Ltd	Tree Works	0	576.00
Norfolk Pension Fund	Superannuation	0	4,008.32
Mr C Rangeley-Wilson	Design Work	100	2,778.30
Rocksure Systems Ltd	Lone Worker Service	0	129.60
Rossendales	Bailiffs Fees	0	62.00
Salix	Faggots	0	3,169.20
Selwood Ltd	Pump Hire	0	2,110.80
Torry Hill Fencing Ltd	Round Posts	100	4,080.00
Vodafone Ltd	Mobile Phone Charges	0	86.88
WMA	Staff Recharges	100	48,949.46

Please note that the amounts shown above include VAT **£159,531.04**

**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)	Reduction in, or insufficient finance, grant and income EA may cease to pay highland water contributions to IDBs	Erosion of Board’s capital and general reserves Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in asset management plan	3	3	High 9 →	Explore alternative funding streams
	EA is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or the works are undertaken to a reduced specification.	Potential overtopping into IDD in severe weather events and cost implications of managing the increase in water	2	3	High 6 →	Develop Investment Plan with key stakeholders
	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 →	Need to formally identify, record and advise EA of works required. Develop protocol to undertake works on recharge basis Potential to implement

**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)
						PSCA to undertake works Encourage the EA to demain lengths of less strategically important main river for the IDB to adopt and maintain
	Maintenance works constrained by the Water Framework Directive legislation and Habitat Regulations Assessment Onus of proof sits with IDBs	IDB could incur penalties/fines	2	3	High 6 ↓	Work with EA, NE and voluntary sector orgs to meet WFD requirements. Agree interpretation of Habitat Regulations Assessments with NE. SMO regularly updated to remain WFD compliant Regular SMO update training for employees Pursue funding from all available sources
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	Planning Authorities ignore advice provided by Board, which leads to increased flood risk Lack of staff resources results in turning a blind	Potential for increased flood risk Lost income from SWDCs and commuted sums	2	3	High 6 ↑	Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues Board comments made on planning applications are available on each Planning Authority's website

**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>eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>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</p>	<p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>				<p>Planning/Enforcement issues reported at Board and Committee meetings</p> <p>Lobby LPAs to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>Look to introduce a SUDs adoption and charging policy</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.

Norfolk Rivers IDB

Distributed to:

Members

Bambridge S G
Bannock C H Mrs
Birkbeck H C
Borrett W
Borthwick J
Bracey J
Broome P
Carrick J F (Vice-Chairman)
Cator H G
Carrick P
Everett G
Foster N W D
Green A R Mrs
Hannah B J
Kiddie K
Labouchere J P
Legg N
Little M R
Mallett A
Monument L Mrs
Moore P
Mutimer G T
Oldfield J F
Palmer B Miss
Papworth P D (Chairman)
Sayer M J
Shaw S
Watson E Mrs
Wilbourn R

Officers

Bloomfield G
Camamile P J
George P
Jeffrey Miss S
Laburn Ms C
Mandley Ms H
Philpot M

Norfolk Rivers IDB
25 May 2017