

A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM AT MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, PE12 7PA AND VIRTUALLY VIA MICROSOFT TEAMS ON TUESDAY, 11 FEBRUARY 2025 AT 10.30 AM.

Elected Members		Appointed Members	
		South Holland DC	
*	S Bartlett		
*	C Dring	*	A Beal
*	J Grundy	*	A Casson
	A Hay	*	N Chapman
	S Markillie	*	P Foyster
*	J Perowne	*v	P Redgate
*	I Stancer	*	E Sneath
*	S Taylor	*	T Sneath
	R Thompson	*	J Tyrrell
*	D Worth	*	D Wilkinson
		Vacancy	
		Jointly Appointed	
		Vacancy	
*	Present		
*v	Present via Teams	*/v	Total Present (76%)

Duncan Worth in the Chair

In attendance:

*Cathryn Brady (Sustainable Development Manager), *Katie Byrne (Business Support Officer), *Phil Camamile (Chief Executive), *Sallyanne Jeffrey (Chief Financial Officer), *vGeorgina Nichols (FCERM Programme Manager), *Matthew Philpot (Deputy Chief Executive) and *Karl Vines (Area Manager, South Holland)

ID South Holland IDB, Minute		Action
01/25 WELCOME AND APOLOGIES FOR ABSENCE		
01/25/01	The Chairman welcomed everyone to the meeting. Apologies for absence were received on behalf of Caroline Laburn (Environmental Manager), Sam Markillie and Richard Thompson.	
02/25 DECLARATIONS OF INTEREST		
02/25/01	There were no declarations of interest declared. RESOLVED that this be noted.	
03/25 MINUTES OF THE LAST BOARD MEETING		

ID	South Holland IDB, Minute	Action
03/25/01	The minutes of the last Board meeting held on 21 November 2024 were confirmed and signed as a true record. Arising therefrom:	AB
03/25/02	Dangerous Occurrence 1, Moulton Chapel (98/24/02)	
	Allan Beal confirmed that he would follow this up with his contact at Anglia Water as he had not received the model Data Sharing Agreement for the Board's use. RESOLVED that this be actioned.	
04/25	PERFORMANCE SUB COMMITTEE MEETING	
04/25/01	The recommendations arising from the Performance Sub Committee meeting held on 22 January 2025 were considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
04/25/02	Performance Review of 2024/25 Objectives (03/25/03)	AB
	The Performance Review for 2024/25, (a copy of which is filed in the Report Book), was considered in detail and approved. Members were pleased to note that the Board's objectives for 2024/25 had substantially been achieved.	
04/25/03	Objectives for 2025/26 (04/25)	
	It was agreed and thereby RESOLVED to approve the WMA objectives as set out in the report, in addition to the Board specific objectives for 2025/26 as follows:	
	<ul style="list-style-type: none"> (i) Ensure that expenditure does not exceed the expenditure budget for 2025/26 and aim to present a balanced budget within 2 years. (ii) Deliver the capital programme as planned and ensure that the revenue contribution towards capital outlay for 2025/26 does not exceed £475k. (iii) Continue to investigate all funding options to finance capital work and bring forward high value capital projects from the rolling 20-year programme into the current/following 6-year FCERM programme whenever possible. (iv) Deliver the maintenance programme as planned and ensure that the direct maintenance works budget does not exceed £2.157,427, unless there is a high rainfall or an emergency event. Any costs that are incurred over and above the budget of £2,157,427 are to be itemised, identified, and costed separately. (v) Reduce carbon emissions in accordance with the WMA group's Carbon Management Plan and analyse the savings in electricity kilowatt hours that have been achieved since the carbon base line was calculated in 2022 by replacing the old pumps with new (more efficient) pumps. (vi) Support South Holland District Council by actively lobbying DEFRA to disaggregate IDB Special Levies from the Council's Revenue and 	

ID	South Holland IDB, Minute	Action
	<p>Expenditure profile and ensure that the reasons for this are clearly understood by policy makers.</p> <p>(vii) Identify the free span bridges and culverts that exist over the Board's arterial drainage network, where the Board may have some responsibility.</p> <p>(viii) Ensure that the Board always complies with section 63 of the Land Drainage Act 1991 regarding the disposition of land and the disposition of interests in land that the Board owns.</p>	
	05/25 HEALTH, SAFETY & WELFARE PERFORMANCE REPORT	
05/25/01	The Health, Safety & Welfare Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
	06/25 CAPITAL WORKS PROGRAMME OVERVIEW AND PROJECT DEVELOPMENT UPDATE	
06/25/01	The Capital Works Programme & Project Development Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
06/25/02	The FCERM Programme Manager confirmed a change to the meeting report: Holbeach Bank Pumping Station had initially been shown as not receiving any funding for the next financial year. However, funding had since been realigned to allow this project to progress. RESOLVED that this be noted.	
	07/25 PROJECT DELIVERY REPORT	
07/25/01	The Project Delivery Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
07/25/02	<p>Exeter drain North Pipeline (1.)</p> <p>The Area Manager confirmed that the Board would start this project with the money that has been allocated. RESOLVED that this be noted.</p>	
	08/25 OPERATIONS REPORT	
08/25/01	The Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
08/25/02	<p>The Old Black Horse, Holbeach Clough (17.1)</p> <p>The Board unanimously agreed to tender for sale the corner plot as a building plot with full planning permission in place. RESOLVED that this be actioned.</p>	KV

ID	Action
09/25 ENVIRONMENTAL REPORT	
09/25/01 The Environmental Report, (a copy of which is filed in the Report book) was considered in detail and approved. There were no matters arising.	
10/25 SUSTAINABLE DEVELOPMENT REPORT	
10/25/01 The Sustainable Development Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
10/25/02 National Significant Infrastructure Projects (NSIPs) (4.) Julian Perowne expressed his concern regarding the amount of work required as a landowner when dealing with the significant volume of correspondence to/from the agents acting for the NSIPs. The Sustainable Development Manager confirmed that a lot of officer time was spent liaising with agents due to the Board's role as a landowner, and that officers would always seek to recover these costs from the relevant projects. RESOLVED that this be noted.	
11/25 SCHEDULE OF PAID ACCOUNTS	
11/25/01 The Schedule of Paid Accounts for the period 1 October 2024 to 31 December 2024, totalling £1,584,307.25 (a copy of which is filed in the Report Book), was considered in detail and approved for publication on the WMA Group's website. There were no matters arising.	
12/25 FINANCIAL REPORT	
12/25/01 The Financial Report for the period 01 April 2024 to 31 December 2024, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
13/25 CHAIRMAN'S COMMITTEE MEETING	
13/25/01 The detailed Estimates for 2025/26 together with the recommendations arising from the unconfirmed minutes of the Chairman's Committee meeting held on 22 January 2025 were considered in detail and approved (copies of which are filed in the Report Book). Arising therefrom:	
13/25/02 Capital Works Programme (03/25/01) The detailed Capital Works Estimate for 2025/26 as prepared by the Area Manager, totalling £3,364,523 was considered in detail and approved. There were no matters arising.	
13/25/03 Maintenance Programme (04/25/02)	

ID	South Holland IDB, Minute	Action										
	<p>The detailed Maintenance Works Estimate for 2025/26 as prepared by the Board's Operations Manager, totalling £2,157,427 was considered in detail and approved. There were no matters arising.</p>											
13/25/04	<p>Administrative and Technical Support Costs (05/25/03)</p> <p>The Administration and Technical Support Costs Estimate for 2025/26 as recommended by the Consortium Management Committee (CMC) on 06 December 2024 was considered in detail and approved. Arising therefrom:</p>											
13/25/05	<p>It was noted that the Consortium Management Committee were recommending an increase of 5.96% in the Board's net consortium charges for 2025/26.</p>											
13/25/06	<p>It was agreed and thereby RESOLVED to approve the Technical Support Consortium charge of £410,734 in the Board's Rate Estimates for 2025/26.</p>											
13/25/07	<p>It was agreed and thereby RESOLVED to approve the Administrative Consortium charge of £321,641 in the Board's Rate Estimates for 2025/26.</p>											
13/25/08	<p>It was agreed and thereby RESOLVED to approve the Consortium Income of £285,659 in the Board's Rate Estimates for 2025/26.</p>											
13/25/09	<p>Annual Values as at 31 December 2024 (06/25)</p> <p>It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2024 as presented, used for the purposes of raising and apportioning expenses from agricultural drainage rates and special levies for 2025/26 (a copy of which is filed in the Report Book).</p>											
14/25	<p>FINANCIAL YEAR 2025/26</p> <p>LAY AND SEAL DRAINAGE RATE AND SPECIAL LEVIES</p>											
14/25/01	<p>The Annual Estimates and Net Rate Requirement for 2025/26, totalling £3,406,534 were considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>											
14/25/02	<p>It was unanimously agreed to approve Option 3 and increase drainage rates by 5.75% and special levies by 6.07% for 2025/26:</p> <p>Rate in the Pound: 17.808p</p> <table><tr><td>Occupiers' Drainage Rates</td><td>£1,520,947</td></tr><tr><td>South Holland District Council</td><td>£1,852,050</td></tr><tr><td>Boston Borough Council</td><td>£1,290</td></tr><tr><td>Utilisation of Reserves</td><td><u>£32,247</u></td></tr><tr><td></td><td>£3,406,534</td></tr></table>	Occupiers' Drainage Rates	£1,520,947	South Holland District Council	£1,852,050	Boston Borough Council	£1,290	Utilisation of Reserves	<u>£32,247</u>		£3,406,534	
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	£3,406,534											
14/25/03	<p>5-Year Indicative Forecast: 2025/26 – 2029/30</p>											

ID	South Holland IDB, Minute	Action
	<p>The Indicative 5-Year Forecast (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
14/25/04	Lay and Seal Drainage Rate and Special Levies for 2025/26	
	<p>It was agreed and thereby RESOLVED to authorise the Charman and Chief Executive to sign and seal the drainage rates and special levies for 2025/26 after the meeting.</p>	
	15/25 MATERIAL CHANGES TO THE RISK REGISTER	
15/25/01	Members considered and approved the Risk Register for those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book). Arising therefrom:	
15/25/02	The Deputy Chief Executive confirmed the report was as read. The Chairman highlighted the following:	
15/25/03	Risk (1a) – The wording needs to be changed to reflect that the aim is to present a balanced budget within 2 years. RESOLVED that this be actioned.	KB
15/25/04	Risk (1o) – Eel Regs 2009 – The Chairman asked that the date to which the Board had received a derogation to comply with the Eel Regulations be checked. RESOLVED that this be actioned.	KV
	16/25 OFFICIAL COMPLAINTS AND OTHER FEEDBACK	
16/25/01	The extracts taken from the Official Complaints and Other Feedback Registers for the reporting period were considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
	17/25 DATE OF NEXT MEETING	
17/25/01	The next Board meeting would take place via Teams and at Marsh Reeves on Thursday, 15 May 2024 at 10:30 am. RESOLVED that this be noted.	
	18/25 ANY OTHER BUSINESS	
18/25/01	The Area Manager apprised the Committee that two LCC drainage jobs, which had been long outstanding, were soon to be undertaken at the following locations:	
	<ul style="list-style-type: none"> Woodgate Road, Moulton Chapel, the new drainage connection to the watercourse improved and adopted by the Board last year was due to start in the next couple of months. 	

ID	South Holland IDB, Minute	Action
	<ul style="list-style-type: none"> Seas End Road, Moulton Seas End, works on the road culvert (highlighted by flooding in 2020) was due to start in the next couple months. RESOLVED that this be noted. 	
18/25/02	Jack Tyrell asked if the Board meetings could start earlier than the usual time of 10:30am. The Chairman asked that the team consider this request and come back to the Board at its next meeting. RESOLVED that this be actioned.	PJC
19/25	OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC WITH LEAVE OF THE CHAIRMAN	
19/25/01	There were no members of the public present at the meeting.	
20/25	CONSORTIUM MATTERS	
20/25/01	Unconfirmed Minutes and Report Extracts The unconfirmed minutes and report extracts from the Consortium Management Committee (CMC) meeting held on 27 September 2024 were considered in detail and approved. There were no matters arising.	
20/25/02	Unconfirmed Minutes and Report Extracts The unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 06 December 2024 were considered in detail and approved. There were no matters arising.	
20/25/03	WMA Strategy The WMA Strategy (a copy of which is filed in the Report Book) was considered in detail. The Deputy Chief Executive apprised the Board that these objectives aligned with those of the Member Boards, in order that collective success can be achieved. RESOLVED that this be noted.	
20/25/04	WMA Projected Out-turns for 2024/25 and the Estimates for 2025/26 The Projected Out-turns for 2024/25 and the Estimates for 2025/26, as approved at the CMC meeting on 06 December 2024 were considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.	
20/25/05	WMA Data Protection Policy for review in 2024/25 The WMA Data Protection Policy was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.	
20/25/06	Issues for discussion at the next CMC meeting	

ID	Action
<p>South Holland IDB, Minute</p> <p>There were no issues raised by members for discussion at the next CMC meeting on 25 April 2025. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: the Chairman, Allan Beal and Sam Markillie, or the Chief Executive directly.</p>	
<p>21/25 CONFIDENTIAL BUSINESS</p>	
<p>21/25/01 It was agreed and thereby resolved to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.</p>	

A MEETING OF THE SOUTH HOLLAND IDB PERFORMANCE SUB-COMMITTEE WAS HELD IN THE BOARD ROOM AT MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, SPALDING, Lincs ON WEDNESDAY, 22 JANUARY 2025 at 1.30 PM.

Elected Members	Appointed Members
* S Bartlett	South Holland D C
* J Perowne	N/A
* D Worth	
	South Holland D C/ Boston B C
	N/A
	* Present (100%)

Duncan Worth in the Chair

In attendance:

Phil Camamile (Chief Executive)

ID	South Holland IDB: Performance Sub Committee, Minute	Action
01/25	APOLOGIES FOR ABSENCE	
01/25/01	All members were physically present. There were no apologies for absence.	
02/25	MINUTES OF THE LAST MEETING	
02/25/01	The minutes of the last Performance Sub-Committee meeting held on 23 September 2024 were considered in detail and confirmed as a true record. There were no matters arising.	
03/25	END OF YEAR PERFORMANCE REVIEW FOR 2024/25	
03/25/01	The Performance Review for 2024/25 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
03/25/02	Objective 4: Working with the Environment Agency Members noted that it was very important to challenge the Environment Agency (EA) when they made a decision which the Board did not agree with and to follow up such concerns with the EA in writing. For example, the EA's decision to use Natural England as the reason not to deal with the 40+ badger setts in the tidal Welland Bank was something that the Board should actively challenge and be able to evidence, given the risks to public safety if a breach in the raised defences occurred. RESOLVED that this be noted.	KV
03/25/03	Members were pleased to note that the Board's objectives for 2024/25 had substantially been achieved.	

ID	South Holland IDB: Performance Sub Committee, Minute	Action
04/25	DRAFT OBJECTIVES FOR 2025/26	
04/25/01	The draft objectives and actions for 2025/26 which aligned with the 5 strategic aims that had recently been approved by all 7 WMA Member Boards was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
04/25/02	Members were pleased to see the internal actions set out under each strategic aim and objective, which would help the WMA group's leadership team set objectives for their management teams and inform the bi-annual staff appraisals.	
04/25/03	<p>Members still felt that it was important for the Board to have its own specific objectives each year that focussed on outcomes and priorities for the South Holland area, in addition to promoting the WMA group's mid-term strategic aims and objectives. Therefore, it was agreed and thereby RESOLVED to recommend to the Board that the following additional objectives be approved for 2025/26:</p> <ul style="list-style-type: none"> (i) Ensure that expenditure does not exceed the expenditure budget for 2025/26 and aim to present a balanced budget within 2 years. (ii) Deliver the capital programme as planned and ensure that the revenue contribution towards capital outlay for 2025/26 does not exceed £475k. (iii) Continue to investigate all funding options to finance capital work and bring forward high value capital projects from the rolling 20-year programme into the current/following 6-year FCERM programme whenever possible. (iv) Deliver the maintenance programme as planned and ensure that the direct maintenance works budget does not exceed £2.157,427, unless there is a high rainfall or an emergency event. Any costs that are incurred over and above the budget of £2,157,427 are to be itemised, identified, and costed separately. (v) Reduce carbon emissions in accordance with the WMA group's Carbon Management Plan and analyse the savings in electricity kilowatt hours that have been achieved since the carbon base line was calculated in 2022 by replacing the old pumps with new (more efficient) pumps. (vi) Support South Holland District Council by actively lobbying DEFRA to disaggregate IDB Special Levies from the Council's Revenue and Expenditure profile and ensure that the reasons for this are clearly understood by policy makers. (vii) Identify the free span bridges and culverts that exist over the Board's arterial drainage network, where the Board may have some responsibility. 	

ID	South Holland IDB: Performance Sub Committee, Minute	Action
(viii)	Ensure that the Board always complies with section 63 of the Land Drainage Act 1991 regarding the disposition of land and the disposition of interests in land that the Board owns.	
	05/25 DATE OF NEXT MEETING	
05/25/01	It was agreed and thereby RESOLVED to arrange the next meeting of the Performance Sub-Committee to take place at 9am on Monday, 29 September 2025 at Marsh Reeves.	
	06/25 ANY OTHER BUSINESS	
06/25/01	There was no other business to discuss.	

South Holland IDB – Strategic Objectives & Performance 2024-25, January 2025 Review

	Objective	Responsible Officer	Status
1.	Ensure that total expenditure does not exceed the expenditure budget for 2024/25 and aim to present a balanced budget within 3 years.	Chief Executive/ Budget Holders: Area Manager, Operations Manager	<p>On track to come in within budget for 2024/25 at the moment, although this could change if the weather turns wet and additional pumping is required during the winter months.</p> <p>Aiming to present a balanced budget within 3 years by:</p> <ul style="list-style-type: none"> 1). Only undertaking maintenance work that reduces flood risk. 2). Implementing the Board's net cost reduction strategy, as set out in the group's Rate Levies and Collection Policy. 3). Only undertaking <u>new</u> capital work that is 100% grant funded. 4). Requesting the Board to approve annual increases in drainage rates and special levies that will deliver a balanced budget.
2.	Continue to investigate all funding options to finance capital work and bring	Area Manager/ Chief Executive	Achieved:

Objective	Responsible Officer	Status
forward high value capital projects from the 20-year programme into the current 6-year FCERM programme whenever possible.		<p>Having access to the shared IDB FCERM Programme Manager is working well. We currently have five grant aided schemes on-going. We have agreed £5,650,671 additional grant this year, for the following projects:</p> <ul style="list-style-type: none"> • Lutton Leam Sluice Refurbishment • Exeter Drain rehabilitation • Holbeach Bank PS Refurb (up to business case) <p>And the following third party contributions to the following schemes:</p> <ul style="list-style-type: none"> • Lutton Leam Sluice Refurbishment £300,000 • Exeter Drain rehabilitation £400,000 <p>We have successfully obtained government flood recovery funding this year to the value of £232,202 for:</p> <ul style="list-style-type: none"> • Weedscreen cleaner repairs at Wisemans, Little Holland, and Fleet Fen Pumping Stations • Pump repairs at Peartree Hill and Lawyers Pumping Stations <p>And government asset improvement grant to the value of £45,000 for:</p> <ul style="list-style-type: none"> • Replacement of switchgear at Sutton Bridge Sluice <p>As members of the WMA, we also have access to the group's expertise to deliver capital projects when funded and approved by the Board.</p>

	Objective	Responsible Officer	Status
3.	<p>Ensure that the direct maintenance works budget does not exceed £2.040,120, unless there is an unprecedented event. Any costs that are incurred over and above the budget of £2,040,120 are to be itemised, identified, and costed separately.</p>	<p>Area Manager/Operations Manager</p>	<p>On-track:</p> <p>It is currently anticipated that the maintenance budget for 2024/25 will be on budget. This could obviously change if the weather turns wet and additional pumping is required during the winter months. The following additional funding has been successfully applied for this year from the government's flood recovery fund (Tranche 1):</p> <ul style="list-style-type: none"> • £500,000 for additional slip repairs. • £172,656 for additional pumping electricity costs in 2023/24.

	Objective	Responsible Officer	Status
4.	Work with the Environment Agency (EA) to ensure that the first line sea defences are properly maintained so that they protect the Board's area from tidal inundation.	Area Manager	<p>Ongoing:</p> <p>The Board continue to undertake vegetation cutting on the majority of the first line sea defence along the Board's tidal frontage on behalf of the EA under a PSCA. Representations have been made to the EA this year with regard to the following:</p> <ul style="list-style-type: none"> • The change in policy on sea bank cutting - the lack of full cuts on the majority of the tidal bank this year, which will degrade the structural integrity of the bank, and encourage rabbits and badgers to take up residence which will again damage the structure of the bank. Early indications from the EA would suggest that next year 6 full cuts are planned, which is good news, but with the Natural England stipulation that the grass is not to be cut shorter than 150mm. • The badger setts have appeared in the tidal Welland bank this year, which will have weakened the bank in this location. First reported June 2024 and still remain.
5.	Seek to ensure that the Board's Top 40 ratepayers are registered to use DRS Online and increase the value of drainage rates that are managed through DRS Online to 60%.	Chief Financial Officer	Achieved. 80% of the Board's Top 40 ratepayers are registered to use DRS Online and 89% of the value of the Board's drainage rates are currently managed by ratepayers through BACS or Direct Debit.

	Objective	Responsible Officer	Status
6.	Reduce carbon emissions, in accordance with the WMA group's Carbon Management Plan and continue to monitor performance annually.	Area Manager/Environmental Manager	Ongoing: Solar panel installation at the Holbeach office/workshop site, as requested by the Board, is to take place in 2025.
7.	Support South Holland District Council through ADA by actively lobbying DEFRA to disaggregate IDB Special Levies from the Council's Revenue and Expenditure profile.	Chief Executive/Board	Ongoing and partially achieved: 1). This is now one of ADA's 7 strategic objectives for 2024. 2). The Local Government Association (LGA) have set up a Special Interest Group (SIG) to lobby national government to change the way IDB Special Levies are funded. ADA are represented on this SIG. 3). Paul Redgate, SHDC Appointed Member Chairs the SIG and is working with other Billing Authorities that are disproportionately impacted by IDB Special Levies and MPs to effect change.

Objective	Responsible Officer	Status
		<p>4). Such councils have received special funding from national government for the second consecutive year and continue to work with ADA and Ministers to find a more sustainable, long-term solution.</p> <p>5). The SIG's next meeting with MPs and government officials was held in Westminster on 8 October 2024. The aim of the meeting was to persuade parliamentarians that something needed to be done about the current Special Levy payment mechanism between LAs and IDBs. ADA supports that call but is equally conscious of unintended consequence and the need for us to be working closely with LAs and Government on this.</p>
<p>8. Ensure that the WMA group has a robust Drainage Rating System (DRS) after 31 March 2025 for use by its Member Boards only (budget permitting).</p>	<p>Chief Executive</p>	<p>Achieved:</p> <p>The DRS 2005 software has been re-written in Access 365 (DRS 365) and is operating on the WMA's Terminal Server, as opposed to individual PCs.</p> <p>All WMA Member Boards have switched over to the new system on 4 December 2024 and DRS 365 is therefore live and has replaced DRS 2005.</p>

	Objective	Responsible Officer	Status
9.	Capture all utility crossings in, through, under, over, and alongside the Board's arterial network.	Area Manager	<p>On-track:</p> <p>The on-line mapping system is now live with all operatives, and a procedure has been set up to record their observations of any service crossing etc in-field. Asset layers are in the process of being obtained from Utility companies where possible.</p>

Water Management Alliance & South Holland IDB – Strategic Objectives & Performance 2025-26

Through 2024 a new 3-year strategy for the WMA was written and agreed by the CMC and its Member Boards.

The strategy reviewed all elements of the WMA business and looked in detail at how and where the group can use its strengths to deliver for the IDBs it represents.

From this, 5 WMA Strategic Aims were set, as shown below:

- **Strategic Aim 1:** To support progressive, environmentally aware and delivery-based IDBs, through having a strong Identity as a highly competent water management organisation.
- **Strategic Aim 2:** To ensure each Member Board is seen as an important partner organisation to other Risk Management Authorities, in solving local water management needs.
- **Strategic Aim 3:** To work with each Member Board to deliver effective, consistent and efficient routine maintenance operations.
- **Strategic Aim 4:** To ensure each Member Board has well-functioning drainage networks, with reliable assets that collectively work together to provide effective drainage, meeting each Board's objectives.
- **Strategic Aim 5:** To provide best value to each Member Board such that they operate in a cost-effective way for their ratepayers, levying justifiable and proportionate drainage rates & consortium charges, under a sustainably affordable business model.

Each of these aims have specific objectives and tasks linked to them, which are included in the general business section of the Performance Committee meeting pack.

To achieve these aims, we will require each Member Board of the WMA to be aligned and consistent and to work together. Therefore, the Boards aims and objectives, and specific tasks linked to them, have also been considered in detail. These are shown below for South Holland and remain very similar for all other WMA Member Boards.

The objectives previously agreed by the Board for 2024-25 are shown below.

Below this is shown the full list of proposed strategic aims, objectives and specific tasks proposed for the Board for the 2025-26 financial year.

Water Management Alliance & South Holland IDB – Strategic Objectives & Performance 2025-26

Aim 1:	Prove ourselves to be a progressive, environmentally aware and delivery-based IDB, through having a strong identity as a highly competent water management organisation.	
Objective 1:	Promote the Board's activities, engaging with partners and working with the other WMA Member Boards to implement best practice.	
Actions (2025-26)	1.1	Area Manager and Operations Manager to work with the WMA Communications Officer to publicise the Board's work and project news on social media and through press releases. Ensure key staff are on LinkedIn to also widen reach of posts.
	1.2	When appropriate Area Manager, Projects Manager and Operations Manager are to work with the WMA Communications officer to produce videos highlighting works undertaken in the Board's area.
	1.3	When appropriate Area Manager and Operations Manager are to work with the WMA Communications Officer to write and submit papers to relevant technical journals on the work undertaken in the Board's district.
	1.4	When appropriate Area Manager and Operations Manager are to work with the WMA Communications Officer to enter awards from membership organisations on work undertaken in the Board's district.
	1.5	Where appropriate increase projects being undertaken for a diverse range of partners across the Board's area.
	1.6	Identify if Local Planning Authorities in the Board's area have not received training events / talks regarding the Board's adopted Planning and Byelaw Strategy since April 2020. Write to the Head of Planning for all of these councils offering this training. Publicise this in the Board reports.
	1.7	Environment Team to review and publish an updated SMO document and to give training on this to all of the Board's operational staff and contractors.
	1.8	Work with the WMA Carbon Team to identify Board related carbon management activities that will contribute to the WMAs group wide carbon management plan
	1.9	Develop a spreadsheet showing electricity use, unit costs and standing charges, per pumping station.

Aim 2:		Ensure that the Board is seen as an important partner organisation to other Risk Management Authorities.
Objective 2:		Work with RMAs in and around the district to solve local water management issues. This will include design and/or delivery of solutions, proactively finding solutions to problems in the district and prioritising work amongst RMAs.
Actions (2025-26)	2.1	Engage with relevant Section 19 reports produced within the Board's Internal Drainage District and design solutions where appropriate.
	2.2	Undertake in house training for all senior SDO's and partnership project engineers to ensure they understand the Board's Powers and Permitted Development Rights, to assist WMA teams in scoping projects and winning contracts.
	2.3	Keep detailed records of all permitted development projects in the Board's area, such that reasoned arguments can be had with planning authorities if required.
	2.4	Work with the process developed by the WMA compliance team, to design solutions to water management issues in the Board's area.
	2.5	Proactively maintain a list of any areas where future projects could be implemented that would benefit the Board's area.
	2.6	Maintain a list of designed solutions to local water management issues such that when the time comes, grants can be applied for.
	2.7	Deliver a 10% increase in recharge work for partner RMAs relative to the previous year.
	2.8	Ensure PSCA agreements are in place with all other RMAs within the Board's district.

Aim 3	Deliver safe effective, consistent and efficient routine maintenance operations.	
Objective 3:	Deliver routine maintenance operations on time and to budget, in line with the programme of works. Ensure the Board's byelaws are upheld and utilise data systems to drive efficiencies in our maintenance operations, always ensuring works are undertaken in accordance with environmental standards.	
Actions (2025-26)	3.1	Develop a 3-5 year programme of work using the WMA agreed template, which accurately maps out resources, costs and timings.
	3.2	Critically evaluate monthly financial figures to ensure effective time and plant recording is being achieved and that total expenditure does not exceed the expenditure budget for the financial year.
	3.3	Publish the annual maintenance programme by December of each year for the coming financial year.
	3.4	Review the plant held by the Board and identify any items which have low utilisation.
	3.5	Ensure any H&S recommendations from across the WMA group are implemented. Ensure all SSOW are in place at all times.
	3.6	Ensure all environmental surveys and permits for the Board are completed on time.
	3.7	Training to be delivered to Operations Manager and key Board staff on class licence interpretation for water vole, badgers, snails and beavers.
	3.8	Ensure a minimum of 3 audits per year are undertaken on the Board's maintenance activities, covering contractors and in house staff, to ensure compliance with the SMO and to gather learning. Ensure these are shared with the Operations Manager and Area Manager and COO and reported to the Board.
	3.9	Review arterial watercourse network maps for any watercourses that we do not undertake maintenance on or wish to regulate and look for de-maining opportunities.
	3.10.	Use enforcement flowchart and policy to act on unauthorised works adjacent to arterial watercourses within prescribed timescales. Report enforcement cases to Board.

Aim 4:		Have a well-functioning drainage network, with reliable assets that collectively work together to provide effective drainage.
Objective 4:		Regularly inspect the Board's assets to inform and update capital and revenue replacement and repair programmes and monitor and react to all development that could compromise the Board's area.
Actions (2025-26)	4.1	Have a 6-year capital replacement programme, linked to maintenance records, in place at all times.
	4.2	Have robust annual (minimum) service plans in place for all mechanical assets.
	4.3	Review and where required develop redundancy plans for all mechanical assets in the Board's area.
	4.4	Review mechanical and electrical assets in stock, or have plans for obtaining key elements, such that de-minims downtimes can be achieved.
	4.5	Work with the Environment Agency to report any critical structures and flood defences bordering the IDBs districts where their condition is deemed inadequate. Continue to work with the EA to undertake this work on their behalf under PSCA.
	4.6	Produce a register (including map layer) of land owned and registered to the Board.
	4.7	Produce a register (including map layer) of tenancy agreements for the Board.
	4.8	Produce an inspection programme of Board owned assets and landholdings.
	4.9	Collate a collective list of projects which would improve the Board's network and keep this up to date at all times.

Aim 5:		Operate in a cost-effective way for ratepayers, levying justifiable and proportionate drainage rates, special levies & consortium charges.
Objective 5:		Continue to work towards a balanced budget by the end of 2027-28, through implementing a sustainably affordable business model.
Actions (2025-26)	5.1	Undertake an annual review of sub-contractor use, costs and quality. Review this in detail to review where work could be brought in house or should continue to be subcontracted to get best value.
	5.2	Utilise rechargeable, FDGiA and 3rd party funding for as much work as possible, to minimise rates, consortium charges and use of the Board's Reserves.
	5.3	Undertake a review of the income and actions required to create a balanced budget by the end of 2027-28.
	5.4	Utilise the existing charging policy to charge for additional water as result of development. Report to the Board with monies received.
	5.5	Support the relevant District Council(s), through ADA when required, by actively lobbying DEFRA to disaggregate IDB Special Levies from the Council's Revenue and Expenditure profiles.
	5.6	Produce an annual report on recharge work carried out each year, reviewing surplus and diversity of work undertaken.
	5.7	Ensure all recharge works are completed without a deficit.

HEALTH AND SAFETY REPORT

For the period 2 November 2024 to 17 January 2025

1. ACCIDENTS / DANGEROUS OCCURRENCES

1.1 ACCIDENTS

One accident has been reported during this period.

Accident 1

On Wednesday 6th November 2024, an operative was carrying out works at Lawyers Pumping Station. The operative was setting up pipework for a portable pump in preparation for over pumping in the area. As the operative was feeding pipe over a handrailing, the operative struck his left hand on the railing, causing minor swelling. The operative continued to work as normal, with no first aid or time off work required.

1.2 DANGEROUS OCCURRENCES

One Dangerous Occurrence have been reported during this period.

Dangerous Occurrence 1

On Wednesday 8th January 2025, an operative was carting material between sites using a tractor and trailer. As the operative was travelling between sites, a large truck attempted to overtake the boards vehicle on Ravens Bank, a narrow B road in the area. As the truck began to overtake, the operative's instant reaction was to move over to the verge. In this case the Little Holland Drain runs adjacent to the road with a very narrow grass verge to the brink of the drain. The operative's reaction caused the left wheels of the trailer to run onto the soft verge, following high rainfall two nights previous. The trailer, carrying a half capacity load, slid into the drain toe line/lower batter. The tractor did not enter the drain. The tractor and trailer were both inspected by the operative on the day with no issues reported. The trailer used is under two years old and is subject to annual inspections, last inspected in November 2024, at which time two issues were raised and repaired. Towing gear on tractors and trailers is completed every 6 months, with the last inspection in November 2024, at which time no issues were raised with the tractor or trailer.

Following the Dangerous Occurrence:

- The road was closed promptly on the day, following police presence, with the trailer being removed from the drain.
- The tractor and trailer have been serviced and inspected by the workshop team. The hook and ring have been replaced, and a full inspection of both tractor and trailer completed.
- The risk assessment and SSOW has been reviewed.

2 NEAR MISSES

Two Near Misses have been reported during this period:

- During works at Lawyers PS, prior to works taking place on one of the pumps, it was identified that the pump had not been isolated and locked off. This was not isolated and locked off by a contractor, and was identified prior to works on the pump taking place. The pump was then locked off and isolated. A documented lock off section has been added to the Board's RAMS template.

- During lifting operations at Lawyers PS, the e-stop on the weedscreen gantry was struck by one of the flow straighteners. Due to the awkward shape of the object and weight distribution, the flow straighteners movement was unpredictable. In any future situation, the straightener will be lifted from its position, lowered to the ground, with a guide rope tied to it before prolonged lifting operations.

3 TRAINING

3.1 The following courses have been undertaken during the reporting period:

TRAINING COURSE	DATE ATTENDED	NUMBER OF EMPLOYEES ATTENDED
SHOC Overhead Cable	16/01/2025	1

3.2 The following Toolbox Talks have been given in this reporting period:

REFERENCE NUMBER	TOOL BOX TALK SUBJECT	DATE
MS18	Demolition of the Black Horse – All Buildings	January 2025
RA18	Demolition of the Black Horse – All Buildings	January 2025
N/a	The Old Black House Demolition Plan	January 2025
N/a	CDM File Demolition of Old Black Horse	January 2025
G-0001	For Operation of Plant and Equipment	January 2025
G-0007	Stacking of Materials.	January 2025
G-0012	Carting and Tipping Soil.	January 2025
G-0020	Lifting Operations	January 2025
G-0028	Working in the vicinity of Overhead Power Lines.	January 2025
G-0031	Removal of Rubbish.	January 2025
G-0033	Working in the Vicinity of Plant	January 2025
G-0035	Work Sites Open to Public.	January 2025
G-0043R	Loading & Unloading Including Internal & External Vehicles	January 2025
G-0045	Use of Hand Tools	January 2025
G-0048	Driving on and Operating from Public Roads.	January 2025
G-0055	Carting and Tipping Stone.	January 2025

4 HEALTH AND SAFETY INSPECTIONS

The following Health and Safety Inspections/Procedures have been carried out / are in the process of being done in the reporting period:

INSPECTION	REGULARITY
Local Exhaust Ventilation	Monthly
Emergency Lighting	Monthly
Smoke Detectors	Monthly
De-Fib Check	Monthly
Racking Inspection	Monthly
Legionella Testing	Monthly
Roller Door Inspection	Monthly
Workshop Inspection	Quarterly
Office & Yard PAT	Annual
Legionella Water Testing	Annual
Defib Inspection	Annual
Towing gear	6 monthly
Abnormal Load Dispensation	Annual

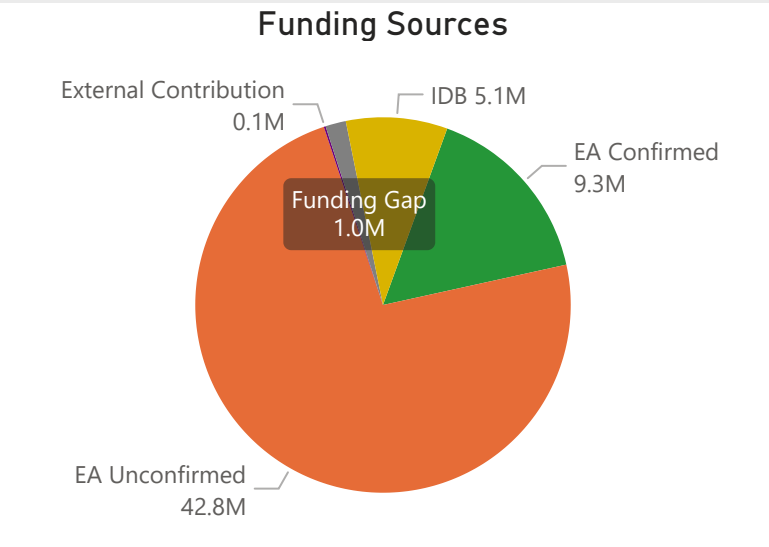
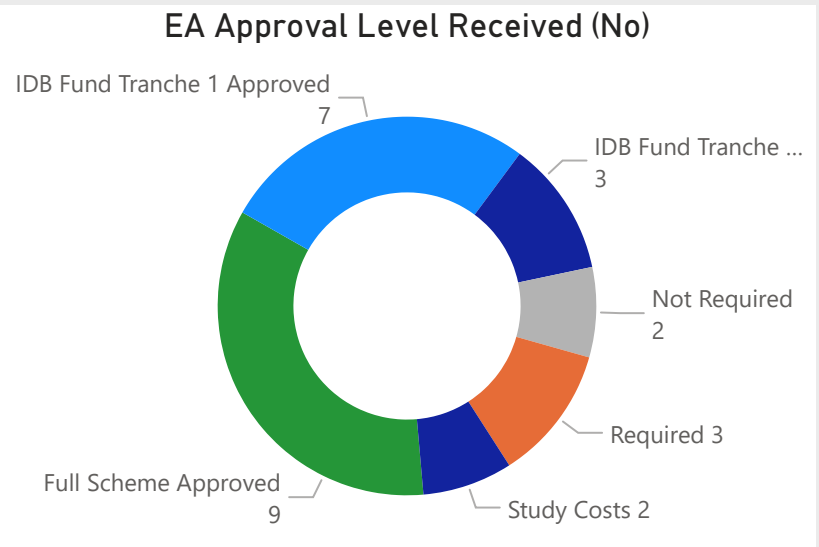
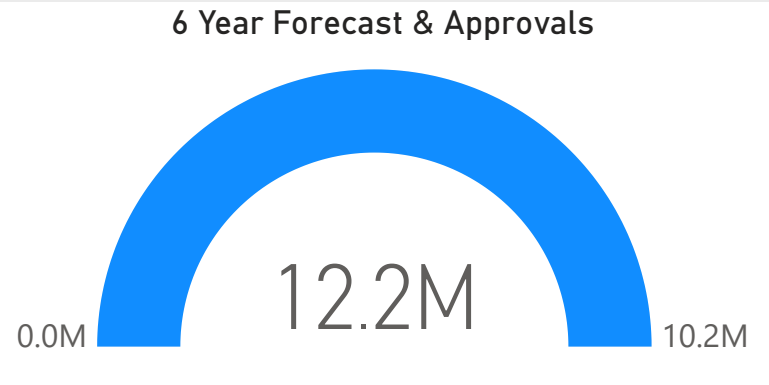
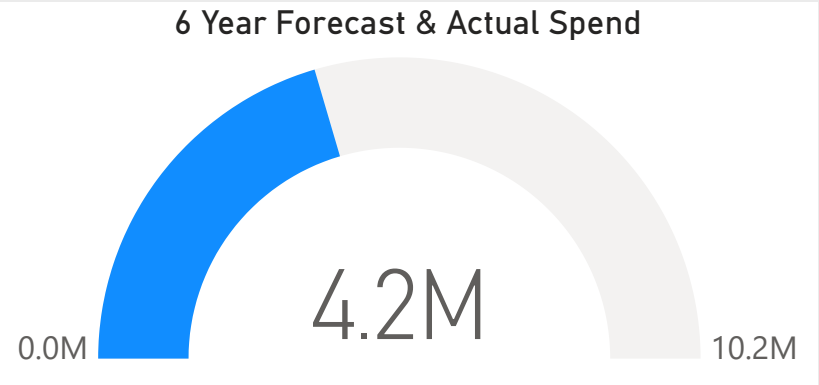
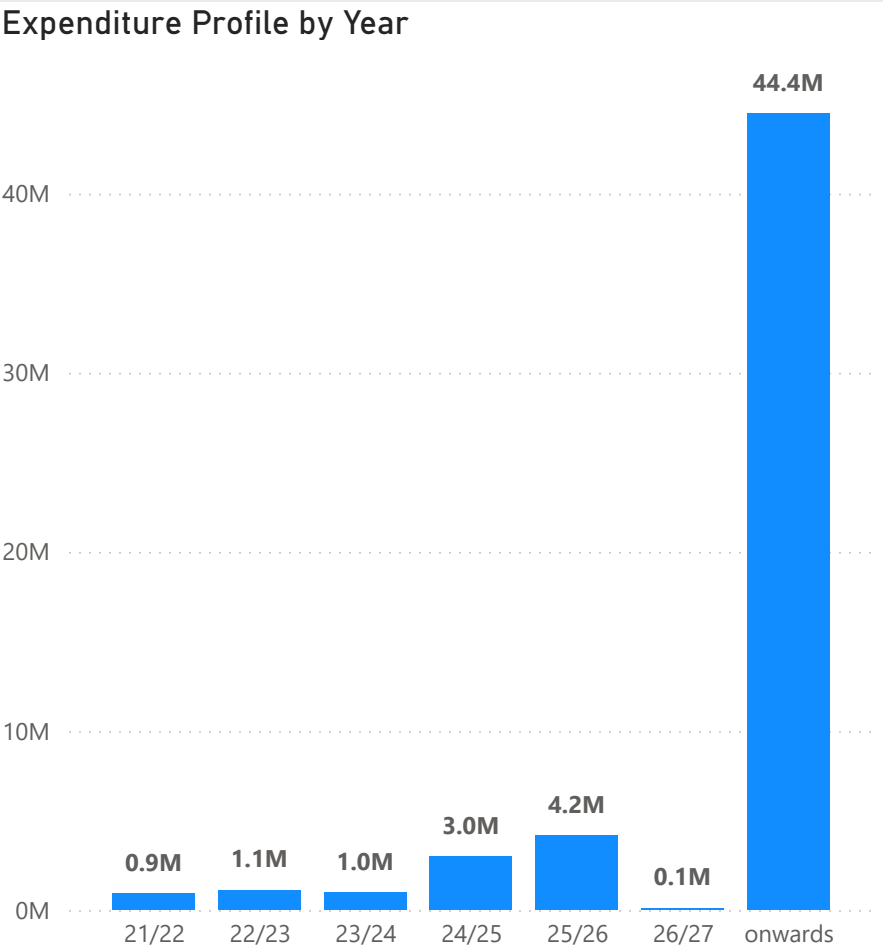
5 HEALTH AND SAFETY CONSULTANT VISIT

The Board's Health and Safety consultant, Cope Safety Management, visited on 2 October 2024 – no outstanding issues to report. The next visit is due in March 2025.

DOMINIC MORRIS
OPERATIONS MANAGER & HEALTH AND SAFETY SUPERVISOR
17 January 2025

SOUTH HOLLAND IDB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT
FOR THE PERIOD 05 NOVEMBER 2024 TO 14 JANUARY 2025

6 Year Actual Spend	2024/25 Forecast	Variance	6 Year Forecast	Variance	Forecast beyond 2027
4.2M	3.0M	-0.2M	10.2M	-0.8M	44.4M



IDB Fund Tranche 1 & 2 Projects

SCH No	Project Name	Description	Start Construction	Complete Construction	Approval Level gained	Approval - Total Value
tbc	Electricity Usage (Sept 2023 - April 2024)	Storm Recovery costs	n/a	n/a	IDB Fund Tranche 1 Approved	172,656.00
tbc	Fleet Fen Weedscreen Cleaner Refurbishment	Weedscreen Cleaner Refurbishment	01/07/2024	01/10/2024	IDB Fund Tranche 1 Approved	37,000.00
tbc	Lawyers PS Pump Repairs	Pump Repair	01/12/2023	01/08/2024	IDB Fund Tranche 1 Approved	93,000.00
tbc	Little Holland Weedscreen Cleaner Refurbishment	Weedscreen Cleaner Refurbishment	01/07/2024	01/10/2024	IDB Fund Tranche 1 Approved	41,000.00
tbc	Peartree Hill PS Pump Repair	Pump Repair	01/01/2024	01/03/2024	IDB Fund Tranche 1 Approved	25,202.00
tbc	Watercourse Bank Slip Repairs	Slip Repairs	01/07/2024	01/03/2025	IDB Fund Tranche 1 Approved	500,000.00
tbc	Wisemans Pumping Station Weedscreen Cleaner Refurbishment	Weedscreen Cleaner Refurbishment	01/03/2024	01/06/2024	IDB Fund Tranche 1 Approved	36,000.00
tbc	Mobile pumps (joint WMA application – only SHIDB costs shown here)	New mobile pumps	01/11/2024	01/03/2025	IDB Fund Tranche 2 Approved	77,012.00
tbc	Sutton Bridge Sluice Switch Gear Replacement	Switch Gear Replacement	01/11/2024	01/03/2025	IDB Fund Tranche 2 Approved	45,000.00
tbc	Telemetry upgrade (joint WMA application – only SHIDB costs shown here)	Telemetry	01/11/2024	01/03/2025	IDB Fund Tranche 2 Approved	214,005.00
Total						1,240,875.00

Other Ongoing Projects

SCH No	Project Name	Description	Project Stage	OBC Approval	Start Construction	Complete Construction
78+89	Lutton Leam Sluice Refurbishment	Refurbishment / Replacement of asset	In Construction	01/02/2024	01/04/2024	01/10/2026
79	Exeter Drain pipeline and channel rehabilitation, Spalding	First phase IDB channel culvert re-lining, second Lincolnshire County Council highways drainage works	Detail Design	01/06/2024	01/06/2025	01/11/2026
83	South Holland Main Drain catchment strategy	Modelling study to inform flood risk and provide benefits information for Sutton Bridge Sluice refurbishment	Study	01/09/2022	n/a	n/a
tbc	Minor Capital Works Programme	Annual minor capital works	In Construction	N/A	ongoing	01/03/2029
tbc	Holbeach Bank Pumping Station Refurbishment	Refurbishment of pumping station	Study	01/04/2025	TBC	TBC

PROJECT DELIVERY REPORT

For the period 2 November 2024 to 17 January 2025

1. EXETER DRAIN NORTH PIPELINE AND OPEN CHANNEL REHABILITATION, CLAY LAKE PUMPING STATION TO ALBERT STREET, SPALDING (POST BUSINESS CASE TO COMPLETION OF WORKS)

As reported verbally at the last meeting, the recent camera surveys undertaken as part of the detailed design have indicated that the section of pipeline between Halmergate and Albert Street is in worse condition than anticipated. It is now thought that this whole section will need to be replaced, which is a substantial increase in the scope of works, as it was initially thought that only approx. one third of the length would need to be replaced, while the rest could be lined in-situ.

Following this, Breheny have been employed to re-price the works. Although this has not yet been finalised, early indications suggest that, due to the increased scope of works, and following inflationary increases since the last costing exercise, there is now a funding shortfall for the scheme in excess of £2.5million.

Discussions are now on-going with the Environment Agency to see if this shortfall can be met through grant in aid. The anticipated start date of this summer now seems unlikely, as limited works will now proceed until the funding situation has been resolved, so as not to expose the Board to undue financial risk.

Agreed budget to completion (100% Grant Aid): £1,713,540 plus £1,048,696 contingencies
Grant Claimed to Date: £480,000
Expenditure to Date: £149,120

2. SOUTH HOLLAND MAIN DRAIN CATCHMENT STUDY

The baseline modelling is ongoing for this study. We have received and are reviewing the baseline mapping (present day and climate change scenarios) for the following catchments:

- Wisemans
- Donningtons
- Fleet Fen
- Gotts
- Peartree
- Roses
- Sutton St James

Agreed budget to completion of modelling (100% Grant Aid): £250,000
Grant claimed to date: £250,000
Expenditure to date: £181,701

3. LUTTON LEAM OUTFALL SLUICE REFURBISHMENT (FROM TENDER TO COMPLETION OF WORKS)

Breheny are preparing for the start of the main works in April. The new tidal outfall flaps and freshwater penstocks are currently being fabricated by Aquatic Control Engineering Ltd in readiness for installation later this year. The installation of a new power supply to the site has been arranged with National Grid, and work on this is due to start in April.

Agreed budget to completion (100% Grant Aid): £2,828,435 (inc contingency of £469,739)
Grant claimed to date: £550,000
Expenditure to date: £352,226

4. HOLBEACH BANK PUMPING STATION REFURBISHMENT (UP TO TENDER)

The asset condition survey of the pumping station was undertaken in October indicated the pumping station was in fair condition with the residual life of the M&E elements (excluding the weedscreen) being approx. 3-4 years.

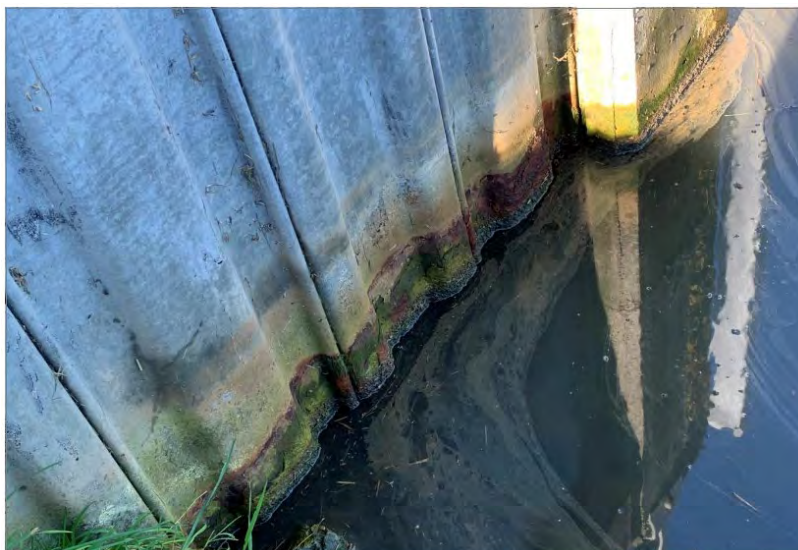
The proposal is to repair the steel sheet piles by reinforcing them and to replace the existing pumps and motors with fish friendly pumps. A new motor control centre (MCC) will be installed and all critical equipment will be raised to provide resilience in case of a tidal breach.

The detailed specification for the works is currently being drawn up by consultants and will be costed by contractors. This information will be included in the Outline Business Case.

The Grant in Aid funding for this project was pushed back to 2027/28 when the Board received the indicative allocation in October. An Outline Business Case will be developed to ensure that we can deliver this project at the start of the next programme in 2027/28.

A bid has been prepared and will be submitted to the IDB Tranche 2b Fund to fund this project from the IDB Fund in 2025/26. If this bid is successful, we will withdraw the GIA funding bid.

Agreed budget up to tender (100% Grant Aid): £60,000
Grant claimed to date: £60,000
Expenditure to date: £7,681



**Holbeach Bank Pumping Station.
Left Intake wing wall Sheet piles – note corrosion at wet/dry zone.**

5. IDB STORM RECOVERY AND ASSET IMPROVEMENT FUND 2024/25

5.1 TRANCHE 1 AND 2

The updated status of Tranche 1 and 2 applications is shown below.

Tranche	Project Name	Approved cost	Actual cost claimed / received to date	Status
1	Wisemans Pumping Station Weedscreen Cleaner Refurbishment	£36,000	£35,954	Works Complete
1	Peartree Hill PS Pump Repair	£25,202	£23,024	Works Complete
1	Lawyers PS Pump Repairs	£93,000	£92,942	Works Complete
1	Electricity Usage (Sept 2023 - April 2024)	£172,656	£172,656	Works Complete
1	Watercourse Bank Slip Repairs	£500,000	£419,555	Works on-going
1	Fleet Fen Weedscreen Cleaner Refurbishment	£37,000	£14,800	Works on-going
1	Little Holland Weedscreen Cleaner Refurbishment	£41,000	£39,535	Works Complete
2	Sutton Bridge Sluice Switch Gear Replacement	£45,000	£22,500	Order placed
2	Mobile pumps (joint WMA application – only SHIDB costs shown here)	£80,000	0	Order placed
2	Telemetry upgrade (joint WMA application – only SHIDB costs shown here)	£85,000	0	Order placed
TOTAL		£1,114,858	£820,966	

5.2 TRANCHE 2B

Since the last report, the Tranche 2b fund has been announced, for 2025/26. Expressions of interest for this new tranche are currently being prepared for submission by the end of January 2025.

KARL VINES
AREA MANAGER

GEORGINA NICHOLS
CAPITAL PROGRAMME MANAGER

17 JANUARY 2025

OPERATIONS REPORT

For the period 2 November 2024 to 17 January 2025

1. RODING OPERATIONS

1.1 FLAIL MOWING

- 1.1.1 New Holland tractor (7447) and its mid mounted Cavalier flail (7564) and front mounted Herder flail (7565) have cut a total of 302 km from week ending 20 October 2024 at a cost of £62.93 per km up to 11 December 2025.
- 1.1.2 Valtra tractor (7446) and its mid mounted Cavalier flail (7559) and front mounted Herder flail (7560) have cut a total of 310 km from week ending 20 October 2024 at a cost of £36.01 per km up to 11 December 2025.

1.2 RODING BASKETS

- 1.2.1 Caterpillar medium reach excavator (7122) with 6.2 m roding basket (7928). This machine started work week ending 20 October 2024 and has cut a total of 1.2 km at a cost of £298 per km up to 11 December 2025.
- 1.2.2 Volvo long reach excavator (7125) with 5.5 m roding basket (7924). This machine started work week ending 20 October 2024 and has cut a total of 1.62 km at a cost of £748 per km up to 11 December 2025.
- 1.2.3 Volvo medium reach excavator (7126) with 6.2 m roding basket (7929). This machine started work week ending 20 October 2024 and has cut a total of 7.6 km at a cost of £397 per km up to 11 December 2025.
- 1.2.4 Volvo medium reach excavator (7127) with 6.2m roding basket (7925). This machine started work week ending 20 October 2024 and has cut a total of 24 km at a cost of £225 per km up to 11 December 2025.
- 1.2.5 Volvo wheeled medium reach excavator (7128) with 4.2m roding basket (7930). This machine started work week ending 20 October 2024 and has cut a total of 22.5 km at a cost of £321 per km up to 11 December 2025.
- 1.2.6 New Holland tractor (7445) with Herder Grenadier medium reach (7557) and 4.2 m roding basket (7917). This machine started work week ending 20 October 2024 and has cut a total of 37.4 km at a cost of £354 per km up to 11 December 2025.

1.3 HAND RODING

There has been no hand roding undertaken during the reporting period

2 CHANNEL CLEANSING / MUDDING

There has been no cleansing/mudding carried out during this reported period.

3 CLEANSING / INSPECTING PIPELINES AND CULVERTS

There have been no pipelines cleansed/jetted/surveyed during this reporting period.

4 BATTER / CHANNEL RE-PROFILING

The following section of watercourse has been reprofiled during this reporting period.

LOCATION/DRAIN	LENGTH (M)
Moulton Mere	1070
TOTAL	1070

5 BUSHING / TREE TRIMMING

Bushing and tree trimming has taken place along the following watercourses. A pre-check for nesting birds and bats was carried out prior to the works.

DRAIN	COMMENT
Lowland Drain	28m of bushing
Millars Lane Branch	2 Fallen Trees
Battlesfield	Fallen Tree
Holbeach River	Fallen Tree

6 RUBBISH CLEARANCE

The following list shows rubbish removed from the Board's drains during this reporting period.

LOCATION	REMARKS
Little Holland	Fridge
East Hog Drove Drain	9 Car tyres
Main Drain	5 Nitro oxide gas bottles
Little Holland	1 Plastic table, polystyrene and cardboard

7 VERMIN CONTROL

Vermin activity is high throughout the Board's area. Reported activity is being dealt with by the Board's vermin control contractor.

8 CHEMICAL WEED CONTROL

There has been no chemical weed control undertaken during the reporting period.

9 NEW ACCESS WORKS / PIPELINES

There have been no watercourses piped in this reporting period.

10 SLIP REPAIRS

The following slip repairs/bank repairs have been carried out in this reporting period using soil and over 1000t of pitching stone.

Location/Drain	Length (m)
Moulton Mere	150
Holbeach St Marks Drain	33
Holbeach St Marks Drain	6
Holbeach St Marks Drain	8
Holbeach St Marks Drain	8
Holbeach St Marks Drain	4
Holbeach St Marks Drain	3

11 MARKER POSTS

There have been no marker posts installed during the reporting period.

12 PUMPING STATIONS

12.1 PUMP REFURBISHMENTS

Lawyers pump 2 was re-installed on 5th November 2024.

13 SLUICES

Sutton Bridge Sluice is currently being operated to maintain the water level in the South Holland Main Drain at the winter level of 0.0m ODN

14 EMPLOYEES

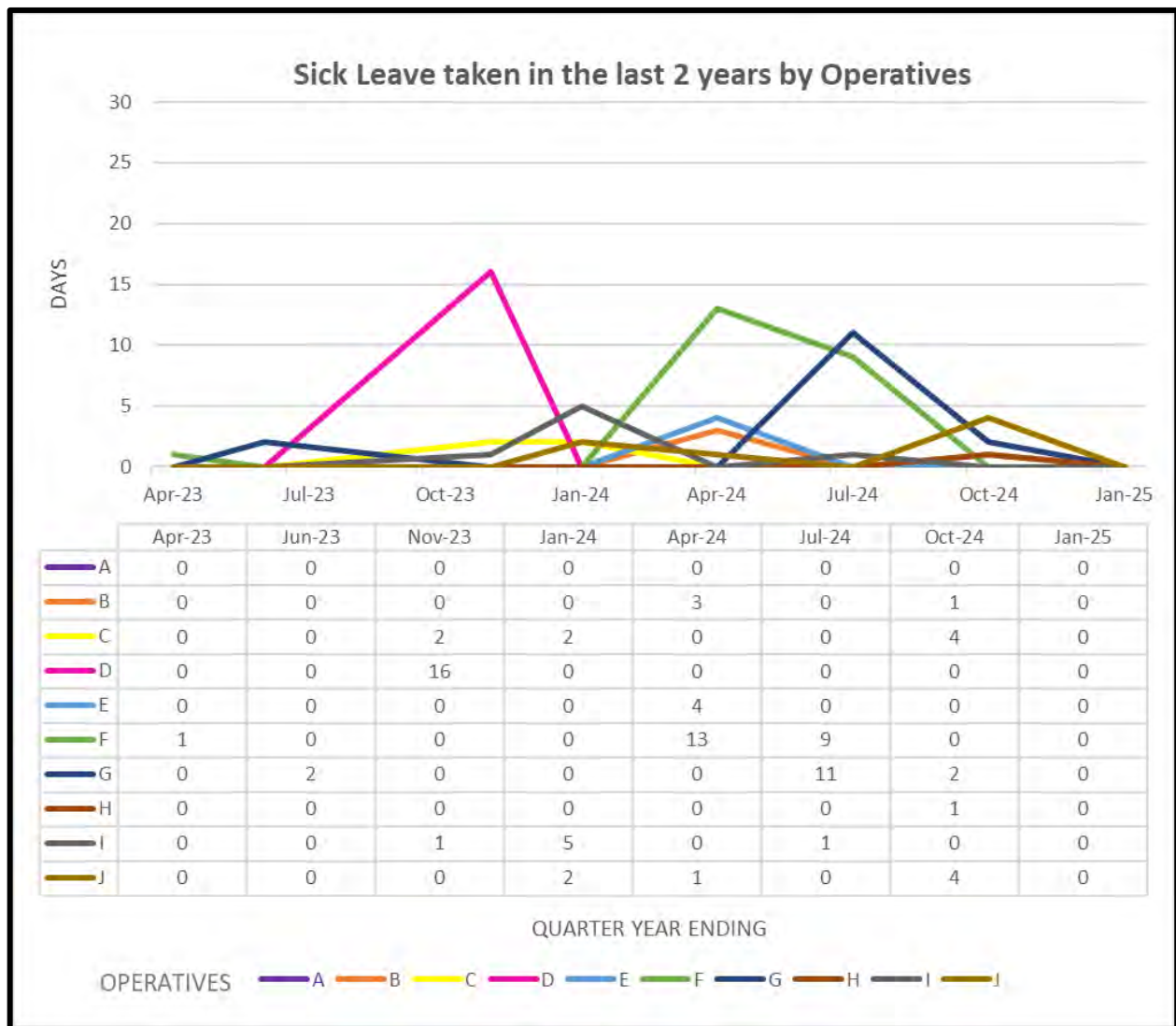
14.1 EMPLOYEES

The Board have employed a new Land Drainage Operative who started on the 13th January 2025, and are currently advertising for a suitable Working Supervisor as per the re-structure of the Operations Team.

14.2 SICKNESS

A total of 0 working days have been lost in this reporting period due to illness, up to the 17th January 2025.

Please see chart below showing sick leave taken by each operative currently employed by South Holland IDB, each quarter, over the last 2 year period, up to the middle of January 2025.



15 PLANT

15.1 NEW HOLLAND TRACTOR T7.210AC

The new New Holland Tractor T7.210AC was collected on the 19 December 2024. The Board purchased the tractor for £138,210 + VAT which includes a 5-year service agreement.

16 RECHARGEABLE WORKS

16.1 SEA BANK CUTTING ON BEHALF OF THE ENVIRONMENT AGENCY VIA A PSCA

The Environment Agency has offered the Board the opportunity to price the sea bank cutting for 2025/26 The South Holland IDB will be providing the EA with a quote for undertaking this work once a full specification has been supplied by the EA.

17 GENERAL

17.1 THE OLD BLACK HORSE, HOLBEACH CLOUGH

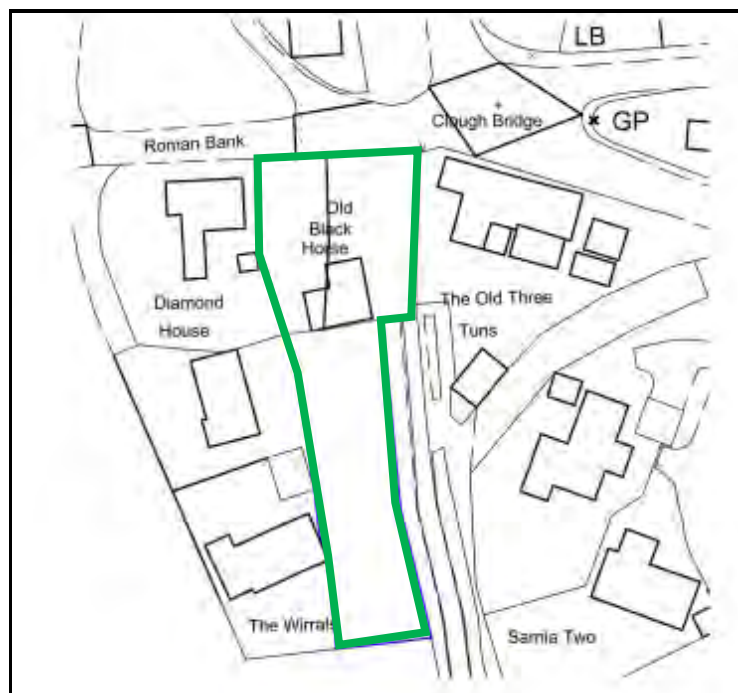
Following the Board's purchase of the Old Black Horse at Holbeach Clough last year, an application was made to the South Holland District Council to demolish the old dwelling. This was the primary reason for purchasing the plot, to improve maintenance access to the Holbeach River.

As part of this application, and to improve the chances of consent being forthcoming for the demolition, consent was also sought for a replacement dwelling on the plot. This replacement dwelling was situated in the northwestern corner of the existing plot, far enough away from the Holbeach River to not affect Board's access, and out of the 9m Byelaw zone.

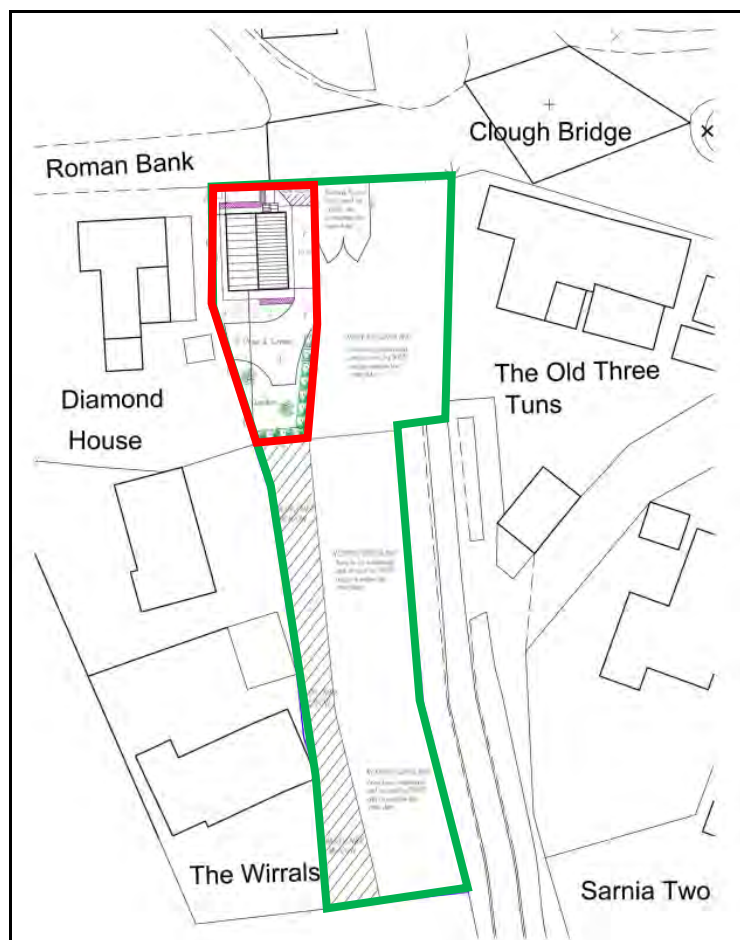
Planning consent for the demolition of the existing dwelling and construction of a replacement dwelling was issued by the South Holland District Council on 2 December 2024.

Removal of asbestos from the original dwelling by a specialist contractor was undertaken week commencing 6 January 2025, and demolition of the remaining structure will be carried out in-house in the near future.

The Board can now decide whether or not to proceed with the replacement dwelling aspect. This could be as simple as selling off the corner plot as a building plot with planning permission in place. The planning consent is valid for a period of 3 years from the date of issue.



Original layout



Proposed layout - original property removed, replacement dwelling plot edged in red

17.2 SOLAR PANELS AT MARSH REEVES, HOLBEACH

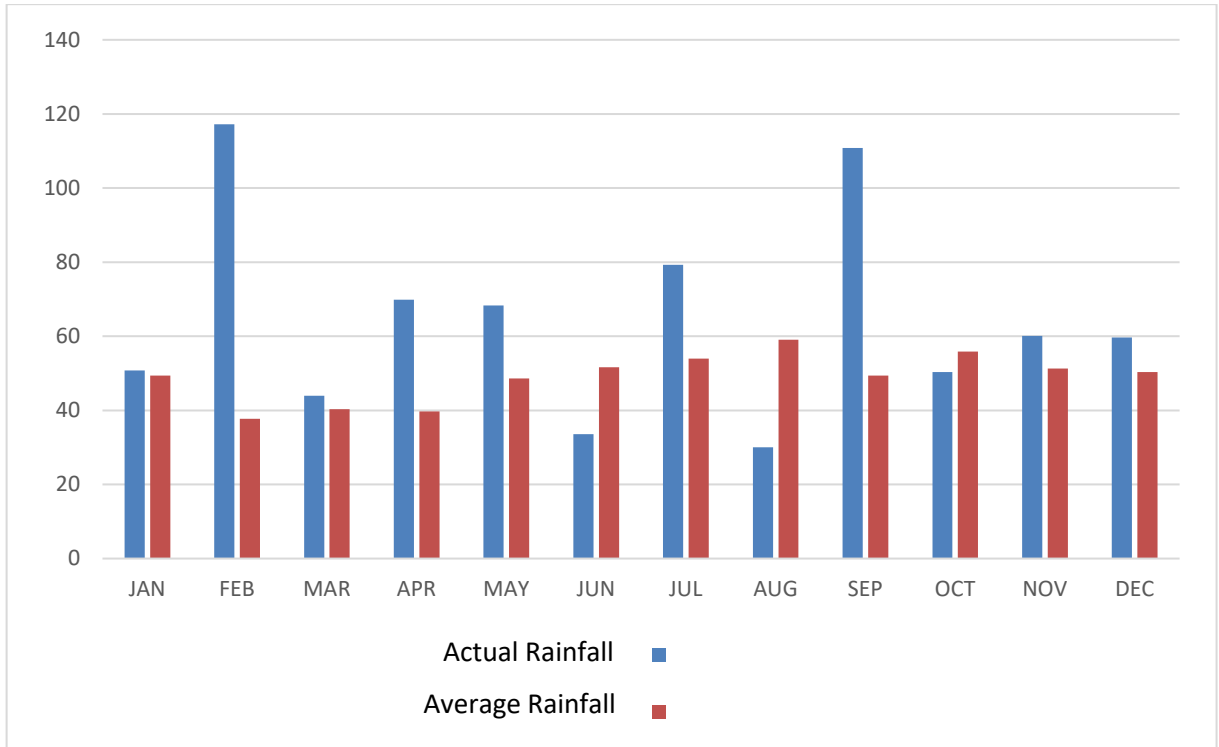
This project is progressing with Beba Energy. The Grid application has been made and approved. The structural survey of the roof has taken place, and the installation of the solar panels is due to take place during February/March 2025.

18 RAINFALL

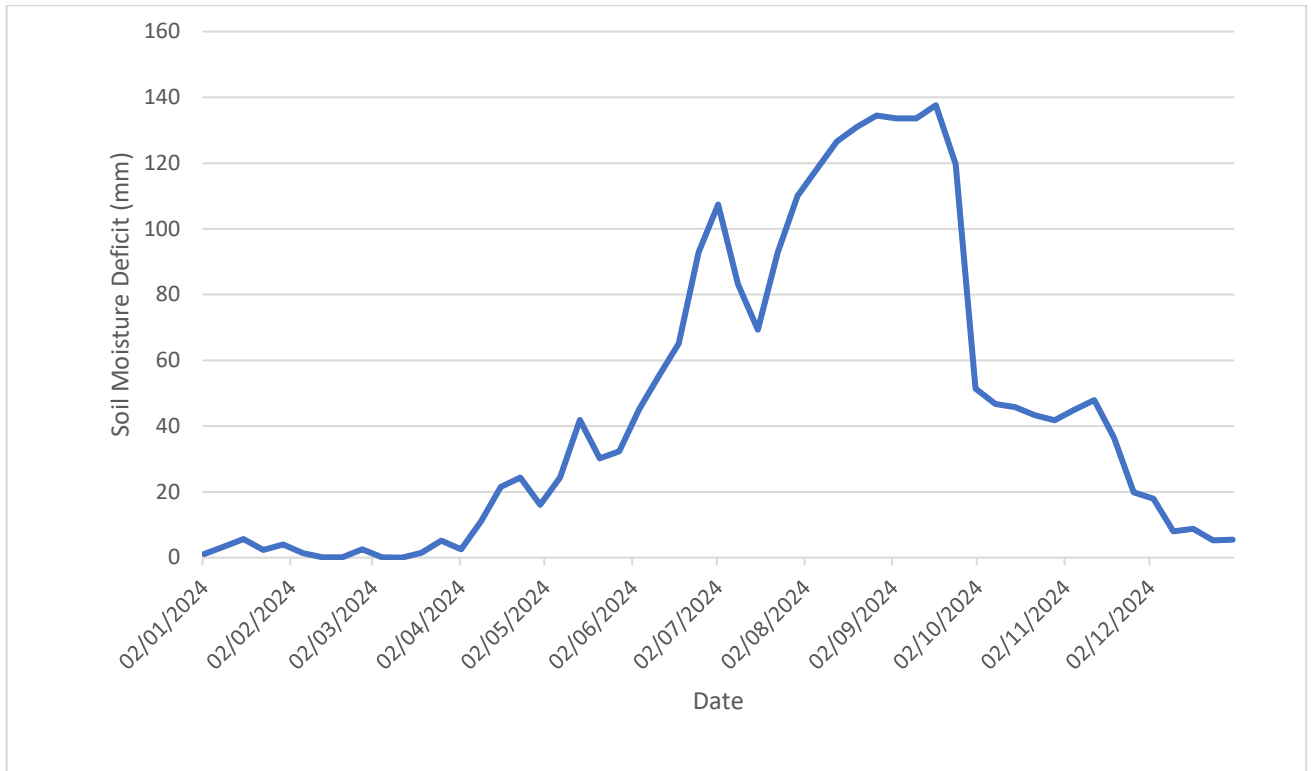
Rainfall statistics relating to stations in the Board's area for the months of October, November, and December are as follows: (recordings in mm)

LOCATION	OCTOBER		NOVEMBER		DECEMBER		NO OF YEARS RECORDS KEPT
	REC.	AV.	REC.	AV.	REC.	AV.	
Gedney Marsh – Norfolk House	50.3	55.9	60.1	51.3	59.7	50.3	65
Holbeach – Marsh Reeves	59.6	59.8	69.0	50.0	52.0	45.4	39

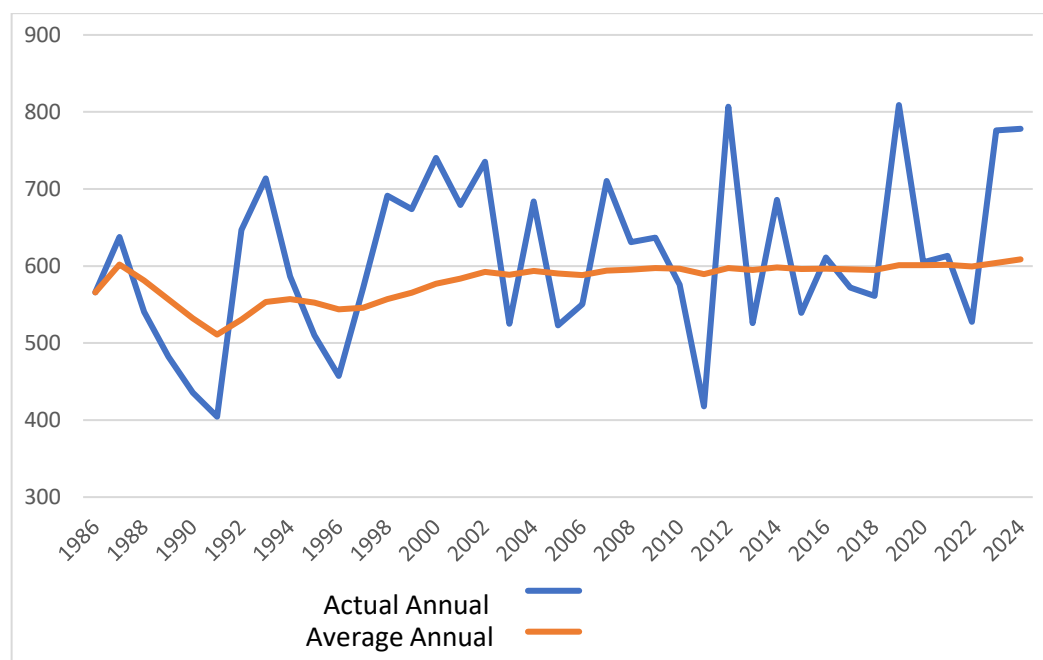
**ACTUAL AND AVERAGE MONTHLY RAINFALL READINGS (MM)
NORFOLK HOUSE JANUARY – DECEMBER 2024**



**SOIL MOISTURE DEFICIT (MM)
SOUTH HOLLAND IDB DISTRICT JANUARY – DECEMBER 2024**



**ACTUAL AND AVERAGE ANNUAL RAINFALL RECORDED AT MARSH REEVES,
FOXES LOWE ROAD, HOLBEACH (MM) 1986 - 2024**



Year	Actual	Average	Year	Actual	Average
1986	565.9	565.9	2006	550.6	528.3
1987	637.7	601.8	2007	710.5	534.0
1988	540.3	581.3	2008	631	538.3
1989	482.1	556.5	2009	636.9	542.4
1990	435.5	532.3	2010	575.6	543.7
1991	404.4	511.0	2011	418	538.9
1992	646.8	530.4	2012	807	548.8
1993	713.9	553.3	2013	526	548.0
1994	586.4	557.0	2014	685.7	552.8
1995	510.1	552.3	2015	539.1	552.3
1996	457.5	543.7	2016	611.2	554.2
1997	571	546.0	2017	572.2	554.8
1998	691.4	557.2	2018	561.2	546.5
1999	673.7	565.5	2019	809	562.4
2000	740.5	577.1	2020	605	563.7
2001	679.1	583.5	2021	613.3	565.0
2002	735.5	592.5	2022	527.6	564.0
2003	525.2	547.9	2023	776.1	569.6
2004	683.6	527.4	2024	778.1	608.7
2005	523.1	527.2			

Note: 2024 is the third wettest year since records began at Holbeach in 1986

KARL VINES
AREA MANAGER
17 January 2025

DOMINIC MORRIS
OPERATIONS MANAGER

ENVIRONMENTAL REPORT

For the period 02 November 2024 to 17 January 2025

1. INFORMATION FOR THE BOARD

1.1. NATURAL ENGLAND BEAVER MANAGEMENT – CL51 CLASS LICENSE TRAINING

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

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



Upstream of a beaver dam.

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

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

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

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

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

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

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

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



Beaver Canal.



Collapsed burrow.



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

2. BIODIVERSITY ACTION PLAN – UPDATES

2.1. MINK

2.1.1. SHIDB MINK PROJECT – UPDATE

There have not been any Mink caught in the SHIDB catchment during this period. A total of four Mink have been caught for the WRT (Waterlife Recovery Trust) project so far since 1st January 2024.

2.2. SOUTH HOLLAND MAIN DRAIN – FIELD SCABIOUS, *KNAUTIA ARVENSIS*

Actioning recommendations from the annual botanical survey carried out by Helen Scarborough, the environment team have undertaken arising removal on a small section of bank along the South Holland Main Drain on the 9th January 2025. This was following a maintenance flail on the north bank, in which arisings were raked into habitat piles at the foot of the bank to promote colonisation of the perennial plant, *Knautia arvensis* (Field scabious). In doing so, the environment team have created an area that will be less impacted by nutrients from decomposing vegetation, where seeds are able to access bare soil and colonise before harsher scrub. This was undertaken on a section of drain known to have previously supported this plant from walkover surveys earlier in the year. The nature of Field scabious means that it can compete among grasses, attracting bees and butterflies. It is also a good indicator of species-rich calcareous lowland. The site will be checked in summer to see whether these actions are influencing Field scabious populations at this site.



Field scabious, *Knautia arvensis*, pictured (left) against winter arising removal and habitat piles (right)

2.3. SHIDB ANNUAL OTTER SURVEY

As part of the BAP the environmental team monitored thirteen bridges in South Holland on the 3rd December 2024. This annual survey is undertaken to understand the use of these haul out sites by otters throughout the area, and whether these sites have suitable infrastructure for otter use. Otter signs by way of spraint, jelly, footprints, feeding remains, a run and a potential den continue to be prevalent within the South Holland Internal Drainage District, and otters were using 6 out of the 13 bridges monitored; some of these bridges were not suitable for otters.

The artificial otter holt is also being used, as indicated by several spraints and prints outside the entrance pipe and spraint inside the entrance pipe. This otter evidence continues to demonstrate a very positive outcome for this artificial holt/couch site.



Otter spraint (left) pictured against feeding remains (right)

3. PRE-WORK SITE VISITS DURING THE PERIOD:

Date	Officer	Project / Maintenance/ BAP	Site	Comments
07/11/24	CL, EB	BAP	Sutton St James, Sutton Bridge, Holbeach River Outfall	Check for hatched eggs within the Grass Snake hibernacula piles at Sutton St James, Sutton Bridge and Holbeach River.
08/11/24	CH, CL, DP, LT	Maintenance	Moulton Mere	Water Vole destructive search as part of the CL24 mitigation, prior to bank reprofiling works.
14/11/24	CL, LT, DP	Maintenance	Lower Catchment	Badger Sett Survey
22/11/24	CL, LT	Maintenance	Middle Catchment	Badger Sett Survey
28/11/24	CL, LT	Maintenance	Middle Catchment	Badger Sett Survey
03/12/24	EB, DP	BAP	Various Bridges within: Gedney Hill, Fleet, Sutton Bridge and Lutton Leam	Annual Otter survey to assess current and find new bridges that are being used by Otters to assist BAP actions.
06/12/24	CH, CL, LT	BAP	Upper Catchment	Badger Sett Survey.
09/01/25	EB, DP	BAP	North Bank / Lutton Leam	Site visit to Lutton Leam PS to determine bug hotel infills

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

Nothing to report within this period

5. TRAINING AND MEETINGS ATTENDED:

Date Applied	Meeting / Training Attended	Brief Description
13/01/25	Water life Recovery Trust (East)	Updates on the East Anglian Mink Eradication project.

6. NON-COMPLIANCE

Nothing to report within this period.

7. COMPLAINTS

None within this period.

CAROLINE LABURN
ENVIRONMENTAL MANAGER
JANUARY 2025

Sustainable Development Report

1. REPORTING PERIOD

This planning report covers the reporting period 1st November 2024 to 14th January 2025.

2. CONSENT APPLICATIONS

There are currently 46 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	6
Byelaw 3 (B3) – Discharge of Surface Water (SW):	10
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	7
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	23
Total:	46

The current status of these applications are:

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/ S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	1	1	0	4	6
Awaiting applicant's acceptance of conditions:	2	2	1	3	8
Being processed by officers:	3	7	6	16	32
To be determined by the Board in this report:	0	0	0	0	0
Total:	6	10	7	23	46

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

3. CONSENTS DETERMINED

During this reporting period, the following 22 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
23_21633_C	Byelaw 3 Treated Foul Water	Chapel Drove, Holbeach	Treated foul discharge from 4 dwellings	Granted
23_22080_C	Byelaw 3 Surface Water	Stonegate, Cowbit	Discharge of surface water from 610m ² (amended consent)	Granted
24_26992_C	Section 23, LDA 1991	Haycroft Lane, Fleet	5 metre access culvert	Granted
24_26993_C	Section 23, LDA 1991	Haycroft Lane, Fleet	5 metre access culvert	Granted
24_27226_C	Byelaw 10	Mole Drove, Gedney Hill	Fenceline and gate	Granted
24_27607_C	Byelaw 3 Treated Foul Water	Hillgate, Gedney Hill	Treated foul discharge from 1 dwelling	Granted
24_27608_C	Byelaw 3 Surface Water	Hillgate, Gedney Hill	Discharge of surface water from 180m ²	Granted
24_27874_C	Section 23, LDA 1991	Delgate Bank, Weston	22 metre access culvert	Granted
24_28420_C	Section 23, LDA 1991	Dam Gate, Holbeach	Discharge surface water from 33,288m ²	Granted

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
24_29244_C	Byelaw 10	Dawsmere Road, Gedney	Discharge apparatus	Granted
24_29245_C	Section 23, LDA 1991	Dawsmere Road, Gedney	15 metre access culvert	Granted
24_29247_C	Section 23, LDA 1991	Dawsmere Road, Gedney	12 metre access culvert	Granted
24_29315_C	Byelaw 10	Dam Gate, Holbeach	Fenceline and gate	Granted
24_29593_C	Byelaw 3 Surface Water	West Cobgate, Moulton	Discharge of surface water from 6840m2	Granted
24_29609_C	Byelaw 3 Surface Water	Fleet Street, Holbeach	Discharge of surface water from 200m2	Granted
24_29662_C	Byelaw 10	Charters Lane, Long Sutton	Fenceline	Granted
24_29690_C	Byelaw 10	Lutton Bank, Lutton	Access ramp, timber patio shelter, decking	Granted
24_29810_C	Byelaw 10	Horsemoor Drove, Sutton St. James	3no land tile outfalls	Granted
24_29878_C	Byelaw 10	Cobgate, Whaplode	Fence, haul road and storage of building materials	Granted
24_30003_C	Byelaw 10	Fen Road, Holbeach	Fence and patio	Granted

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
24_30068_C	Byelaw 3 Treated Foul Water	Clay Lake, Spalding	Treated foul discharge from 1 dwelling	Granted
24_30069_C	Byelaw 10	Clay Lake, Spalding	Discharge apparatus	Granted

4. PLANNING COMMENTS

Officers have provided comments on 61 applications that are either in or could impact on the Board's Internal Drainage District. 4 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
H09-0554-24	Holbeach	Damgate	Residential Development (21 Dwellings)
H16-1028-24	Spalding	Clay Lake	Commercial Development
H01-1045-24	Cowbit	Mill Drove South	Commercial Development
H20-1007-24	Sutton St James	Old Fendyke	Solar Development

Additionally, officers continue to engage with the following Nationally Significant Infrastructure Projects which are at the pre-application stage of applying to the Planning Inspectorate for a Development Consent Order (DCO):

Project	Planning Status	Board Update
National Grid Eastern Green Link 3 & 4 (Electricity Transmission)	Pre-application	Environmental surveys ongoing. Project engaging with affected IDBs re. watercourse crossings and land drainage.

Outer Dowsing Offshore Wind (Windfarm / Electricity Transmission)	Examination	Project engaging with affected IDBs re. watercourse crossings and land drainage. Estates officer reviewing adequacy of draft protective provision relative to access track adjacent to Board's pumping station.
Ossian Offshore Wind (Windfarm / Electricity Transmission)	Pre-application	Cost recovery discussions initiated.
National Grid Grimsby to Walpole (Electricity Transmission)	Pre-application	Environmental surveys and ground investigation works ongoing. Project engaging with affected IDBs re. watercourse crossings and land drainage.

6. FEES

There have been 5 surface water development contribution fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref(s)	Date invoiced	Amount (no VAT)	Date Paid
24_27608_C	06.12.2024	£340.20	09.01.2025
23_23509_C	14.10.2024	£17,105.32	25.10.2024
24_29593_C	12.12.2024	£20,656.80	17.12.2024
24_27936_C	22.10.2024	£5,972.40	28.10.2024
24_29609_C	14.01.2025	£378.00	-
Total:		£44,452.72	

CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
JANUARY 2025

SOUTH HOLLAND IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/10/2024

Payment Date To : 31/12/2024

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AB0001	AbbeyPrint Ltd	Signs	80.40
AI0001	AIM Electrical Services Ltd	Capital Works	59,685.22
AR0141	Arco Ltd	PPE/Small Tools/Consumables	73.38
AY0101	Mr B Ayres	Building Supplies	186.60
BA0001	Barrett Steel Ltd T/A Newark Steel	Steel	6,274.14
BE0203	Bedford Pumps Ltd	Capital Works	21,194.70
BL0002	Black Sluice IDB	Capital Works	1,875.00
BL0266	Blueline Trailers	Trailer Parts	18.00
BO0205	BOC Ltd	Oxygen/Acetylene	809.99
BR0001	Branch Bros	Building Supplies	141.40
BR0201	British Gas Electricity	PS Electricity	4,345.69
BR0203	Breheny Civil Engineering	Capital Works	265,802.38
BR0211	BT Payment Services Ltd	Telephone Bill	4,001.83
BU0203	Bunzl Cleaning & Hygiene Supplies	Cleaning Supplies	220.48
BU0205	B A Bush & Son Ltd	Tyres/Repairs	3,390.01
CA0302	Fred Campling & Sons	Excavator Transport	2,928.00
CA0306	The Canadian Fencing Company	Gate Installation	14,651.83
CH0301	Chislefts (Spalding) Ltd	Plant Hire	626.70
CH0303	Chandlers (Farm Equipment) Ltd	PPE/Service/Small Tools	4,153.83
CR0001	Crowland Cranes Ltd	Crane Hire	2,040.00
CV0001	CV Systems Ltd	Annual Pump Inspections	2,080.80
DO0402	Ernest Doe & Sons Ltd	New Holland Tractor	165,852.00
DR0403	Drayton Welding & Tool	Welding Equipment	1,054.32
DV0001	DVLA	Vehicle Tax	708.29
EA0002	East Suffolk WMB	Hire	443.53
EA0502	East Anglian Galvanizing Ltd	Parts	229.07
ED0002	EDF Energy Customers Ltd	PS Electricity	122,026.49
EN0519	Energas Ltd	Gas Cylinder Rental	50.22
EN0528	Environment Agency	Precept	72,917.50
EP0529	EPH Supplies (Wholesale) Ltd	Electrical Components	876.71
EU0001	EU Ltd	Parts	22.09
FI0002	Finning (UK) Ltd	Parts/Service	579.28
FR0001	Frazer	Materials/Parts	762.72
GL0001	GlenFarrow	Parts	144.96
GM0101	GMB National Administration Unit	Union Subscriptions	267.84
GR0010	G R Merchant Ltd	Professional Fees for Black Horse	4,440.72
GSS001	GSS Direct Ltd	Grass Seed	1,036.00
HA0826	Hargrave Agriculture Ltd	Assorted Components/PPE	1,942.28
HI0802	R J H Supplies Ltd	Assorted Components/PPE	859.62
HI0804	Hix & Son	Valuation of Land	1,932.00
HO0002	Hopkins Ecology	Watching Brief Works	354.00
HS0002	HS Ecology	Botanical Surveys	1,026.96

SOUTH HOLLAND IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/10/2024

Payment Date To : 31/12/2024

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
ID0001	IDS Intelligent Drainage Solutions	Capital Works	58,554.00
IN0901	Inland Revenue	PAYE/N.I	32,772.17
JI0002	Jim Wright Engineering Ltd	Parts	371.04
KW0001	K & W Mechanical Services Ltd	X Watch Inspections/Parts	105.01
LE1201	HSBC Invoice Finance (UK) Ltd	Capital Works	45,477.18
LE1202	A C Leigh	18no Weatherproof Padlock	582.16
LI0001	Listers Toyota Boston	MOT/Services	858.85
MA1309	Mastenbroek Ltd	Parts	977.88
NA1402	National Grid plc	Capital Works	4,257.60
NO0001	Norcam Hydraulic Services Ltd	Repair Plant/Parts	490.19
O20001	O2 UK Limited	Telemetry/Mobile Phones	727.53
OF1501	Ofcom	Radio Licence Fees	75.00
PE0001	Perfect Circle JV Ltd	Capital Works	145,269.15
PE1631	Pearson Hydraulics Ltd	Hydraulic Parts	283.36
PE1633	G & J Peck Ltd	Parts/Repairs	652.31
PR1668	Prudential Local Government AVC	AVC	1,009.34
RI0001	Rix Petroleum (Spalding) Ltd	Fuel	16,232.16
RO0002	Roomfoss Control Systems Ltd	Capital Works	28,272.00
SH0002	Shields Wilson Ltd	Design of a Dam Door	3,600.00
SM0001	Smart Farmers	Annual Subscription	594.00
SM1930	Smiths Electrical Ltd	PS Standby/Call Out	1,872.00
SU0002	Survey Express Services	Parts	1,110.00
TB2001	TBC Ltd	Engineering Supplies	1,117.91
TH1001	P J Thory Ltd	Aggregates	240,731.89
TM0001	T & M Agricultural Contractors Ltd	Piping Works Slip Repairs	3,600.00
TM2001	TMC Lifting & Engineering Supplies	Lifting Equipment	225.80
TO2032	Tonwood Home Hardware	Parts	334.35
TR0002	Alex Travis	Brickwork Repair	450.00
TR2003	The Training Association (WEST)	Training	2,532.00
VO2201	SMT GB Ltd	Excavator/Services/Parts	4,638.03
WA2302	Walton Loo Hire	Loo Hire	1,584.00
WA2304	Watson Fuels (UK) Ltd	Fuel	1,036.80
WA2310	Watling JCB Ltd	Services/Parts	248.52
WA2345	Water Management Alliance	Staff Recharges/Onebill	45,172.95
WC2301	WCF Chandlers	Fuel	14,592.48
WI2306	T Wilkinson	Vermin Control	3,263.38
WO2310	D W Woods Landscaping Ltd	Vegetation Clearance/Recharge	51,303.17
WO2311	A Woods	Parts/Services/Repairs	91.12
WY0001	West Yorkshire Pension Fund	Superannuation/Pension Deficit	96,972.94
YO0001	York Survey Supply	Materials	162.00

Please note that the amounts shown above include Vat £1,584,307.25

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Notes	Income and Expenditure	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	1,447,604	1,447,604	0	1,447,604	1,447,604	0
1.	Special Levies Issued by the Board	1,747,295	1,747,295	0	1,747,295	1,747,295	0
	Grants Applied	3,019,642	601,517	-2,418,125	5,759,523	1,487,000	-4,272,523
	Tranche Funding Income Applied	0	711,514	711,514	0	949,858	949,858
	Rental Income	510	1,223	713	680	1,223	543
	Income from Rechargeable Works	750	164,606	163,856	1,000	164,606	163,606
	Investment Interest	106,933	141,333	34,400	131,245	205,500	74,255
2i.	Other Income	229,837	268,857	39,020	263,720	284,911	21,191
2ii.	Insurance Claim Settlements	0	0	0	0	0	0
	Total Income	£6,552,571	£5,083,949	-£1,468,622	£9,351,067	£6,287,997	-£3,063,070
	<u>Less Expenditure</u>						
4.	Capital Works	3,349,642	711,349	2,638,293	6,199,523	1,927,000	4,272,523
	Tranche 1 + 2 Expenditure	0	575,773	-575,773	0	777,202	-777,202
	Environment Agency Precept	150,210	145,835	4,375	150,210	145,835	4,375
5.	Maintenance Works	1,757,269	1,534,911	222,357	2,430,253	2,450,288	-20,035
6.	Administration Charges	461,642	460,822	820	603,071	593,400	9,671
	Cost of Rechargeable Works	0	145,637	-145,637	0	163,606	-163,606
3.	Net Deficit/(Surplus) on Operating Accounts	0	-97,025	97,025	0	0	0
	Total Expenditure	£5,718,763	£3,477,303	£2,241,460	£9,383,057	£6,057,331	£3,325,726
	Profit/(Loss) on Disposal of Fixed Assets	£0	£8,728	£8,728	£0	£8,728	£8,728
7.	Net Surplus/(Deficit)	£833,808	£1,615,375	£781,566	-£31,990	£239,394	£271,384

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Notes	Balance Sheet as at 31-12-2024	Opening Balance £	Movement This Year £	Closing Balance £
8. Fixed Assets				
	Land and Buildings	441,918	-9,678	432,240
	Plant and Equipment	954,336	158,281	1,112,617
	Office and RT Equipment	0	0	0
	Pumping Stations	0	0	0
		1,396,254	148,603	1,544,857
	Current Assets			
9.	Bank Account	3,346	123,225	126,571
	Stock	15,883	-7,957	7,927
10.	Trade Debtors	22,634	106,364	128,998
11.	Work in Progress	391	189,919	190,309
	Staff Health Insurance	0	85	85
12.	Term Deposits	3,500,000	1,250,000	4,750,000
13.	Drainage Rates and Special Levies Due	-3,097	33,090	29,992
	Prepayments	0	0	0
	Prepayments/(Due) to WMA	-162,991	220,887	57,896
	Accrued Interest	0	0	0
	VAT Due	131,169	50,694	181,863
14.	Grants Due	74,072	-74,072	0
		3,581,407	1,892,235	5,473,642
	Less Current Liabilities			
	Trade Creditors	149,510	-91,203	58,307
	Accruals	162,206	-106,124	56,083
	Payroll Controls	0	0	0
	Payments Received in Advance	1,073	-1,073	0
		312,790	-198,400	114,390
	Net Current Assets	3,268,617	2,090,634	5,359,252
	Less Long Term Liabilities			
22.	Pension Liability	3,554,000	0	3,554,000
	Net Assets	£1,110,872	£2,239,237	£3,350,109
	Reserves			
	Earmarked			
15.	General Reserve	774,877	1,615,375	2,390,251
16.	Development Reserve	946,863	0	946,863
17.	Plant Reserve	1,625,635	0	1,625,635
18.	Capital Works Reserve	698,857	0	698,857
20.	Grants Reserve	203,927	514,411	718,337
	Grant Reserve Tranche 1 + 2	0	109,452	109,452
		4,250,159	2,239,237	6,489,396
	Non-Distributable			
19.	Revaluation Reserve	414,713	0	414,713
21.	Pension Reserve	-3,554,000	0	-3,554,000
		-3,139,287	0	-3,139,287
	Total Reserves	£1,110,872	£2,239,237	£3,350,109

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note Notes to the Accounts

1. Special Levies collected from constituent Billing Authorities were as follows:

	Y-T-D Budget	Y-T-D Actual
South Holland District Council	1,746,075	1,746,075
Boston Borough Council	1,220	1,220
	1,747,295	1,747,295

- 2i. Other Income is made up as follows:

	Y-T-D Budget	Y-T-D Actual
Shared Income from WMA	229,837	263,448
Commuted Maintenance	0	0
Easement	0	0
Sundry Income	0	5,409
Summons Costs	0	0
	229,837	268,857

	Y-T-D Budget	Y-T-D Actual
2ii. Insurance Claims	0	0
Other Income Total	229,837	268,857

3. The Net Operating Deficit/(Surplus) for this year is made up as follows:

	Y-T-D Budget	Y-T-D Actual
Labour Operations Account	0	-55,963
Mobile Plant Operations Account	0	-41,063
	0	-97,025

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

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

5. The detailed maintenance operations in each sub catchment is approved by the Board annually and shown on the schedule of maintenance works as controlled by the Operations Manager, which can be made available to members on request. Expenditure is summarised as follows:

	Y-T-D Budget	Y-T-D Actual
Labour Charges	474,823	440,783
Plant Charges	344,678	329,088
Out-sourced Work	132,075	44,578
Materials	137,550	86,089
Electricity	141,140	132,284
Telemetry	7,825	5,778
Depreciation	0	0
Insurance	54,400	49,690
Compensation	169,600	146,463
Direct Works	1,462,090	1,234,753
Technical Support Staff Costs	251,461	240,258
Other Technical Support Costs	34,343	32,192
Biodiversity Action Plan Costs	9,375	4,514
Insurance Claim - Lightning Strike	0	23,194
Maintenance Works	1,757,269	1,534,911

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note Notes to the Accounts

- 6(i). Administration charges reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Administration Staff Costs	94,092	86,953
Other Administration Costs	142,122	146,650
Depreciation - Marsh Reeves Refurbishment	9,678	9,678
Drainage Rates AV (Increases)/Decreases	10,000	9,971
Sundry Expenses	0	667
Pension Deficit Recovery Payments	189,750	189,750
Sundry Debtors Written Off	0	0
Settlement Discount Taken	16,000	17,154
	461,642	460,822

- 6(ii). **Consortium Charges**

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Expenses		
Technical Support Staff (note 5)	251,461	240,258
Other Technical Support (note 5)	34,343	32,192
Administration Staff Costs (note 6i)	94,092	86,953
Other Administration Costs (Note 6i)	142,122	146,650
Less: Shared Income from the WMA (note 2i)	-229,837	-263,448
Net Consortium Charge	292,181	242,605

7. At the time of preparing the Estimates for 2024/25, the Board planned to finance the estimated net deficit as follows:

	<u>Budget</u>
Transfer from the Capital Works Reserve	0
Transfer from the Development Reserve	0
Transfer from the Plant Reserve	0
Transfer from the Partnership Working Reserve	0
Reducing/(Inc.) the Balance of the General Reserve	-31,990
(=) Original Estimated Net Deficit	-31,990
(-) FDGiA Subsequently Awarded by EA	
(=) Estimated Net Deficit	-31,990

8. **TANGIBLE FIXED ASSETS**

	Pumping Stations	Land and Buildings	Plant and Equipment	Total
Cost				
Opening Balance as at 1-4-2024	156,750	871,257	2,344,906	3,372,913
(+) Additions	0	0	384,286	384,286
(-) Disposals	0	0	-191,150	-191,150
Closing Balance as at 31-12-2024	156,750	871,257	2,538,042.22	3,566,049
Depreciation				
Opening Balance as at 1-4-2024	156,750	429,339	1,390,570	1,976,658
(+) Depreciation Charge for Year	0	9,678	176,233	185,911
(-) Accumulated Depreciation Written Out on Disposal	0	0	-141,378	-141,378
Closing Balance as at 31-12-2024	156,750	439,017	1,425,425	2,021,192
Net Book Value at 1-4-2024	0	441,918	954,337	1,396,255
Net Book Value at 31-12-2024	0	432,240	1,112,617	1,544,857

Full details of all movements during this year are recorded in the Board's Fixed Asset Register, which is available on request.

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note Notes to the Accounts

9. 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 Current Account is reconciled as follows:

	2023/24	2024/25
Opening Balance as at 1-4-2024	28,103	3,346
Receipts	7,081,342	6,789,285
Payments	-7,106,099	-6,666,060
Closing Balance as at 31-12-2024	3,346	126,571
Balance on Statement as at 31-12-2024	2,711	126,571
Less: Unpresented Payments	0	0
Add: Unpresented Receipts	635	0
Closing Balance as at 31-12-2024	3,346	126,571

10. The Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	4,854	2
>30 days and <=60 days	124,034	2
>60 days and <=90 days	110	3
>90 days	0	0
	128,998	7

>90 days

Amount	Inv. Date	Originator
--------	-----------	------------

11. Work in Progress (WIP) is currently made up of the following jobs:

Customer	Amount	
RBL0002 Black Horse Property	190,309	31/03/2025 Finance and Rating Manager
	190,309	

12. Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Nottingham Building Society	250,000	13/11/2024	13/01/2025	4.70%
West Bromwich Building Society	500,000	20/09/2024	20/01/2025	4.80%
Progressive Building Society	250,000	18/10/2024	18/02/2025	4.80%
Newcastle Building Society	500,000	30/09/2024	28/02/2025	4.95%
Melton Mowbray Building Society	250,000	07/10/2024	07/03/2025	4.80%
Vernon Building Society	500,000	13/12/2024	13/03/2025	4.67%
Chorley & District Building Society	500,000	27/09/2024	27/03/2025	4.80%
Melton Mowbray Building Society	250,000	18/11/2024	17/04/2025	4.75%
Progressive Building Society	250,000	18/10/2024	22/04/2025	4.75%
Nottingham Building Society	500,000	04/11/2024	06/05/2025	4.68%
Principality Building Society	500,000	05/11/2024	06/05/2025	4.63%
National Counties Building Society	500,000	18/12/2024	19/05/2025	4.65%
	4,750,000			

13. Special Levies are paid by Constituent Councils in two halves due on 1 May and 1 November every year. There are currently 93 Ratepayers that have not paid their Drainage Rates for 2024/25, as compared to 86 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2023/24	2024/25
Arrears b/fwd	890	-3,097
Drainage Rates for the Year	1,340,188	1,437,660
Special Levies for the Year	1,616,292	1,747,295
New Assessments	5,223	2,562
Value Decreases	-32,581	-14,478
Value Increases	27,384	11,911
Payments Received	-2,852,785	-3,020,811
Settlement Discount	-16,211	-17,154
Returned/(Represented) Amounts	11,912	24,781
Paid Refund	535	65
Summons Collection Costs	2,325	0
Irrecoverables and Write Offs	-11,358	-31
Sundry Adjustments	-1,161	9
Compensation	-93,751	-138,719
Arrears c/fwd	-3,097	29,992

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note Notes to the Accounts

14. Grants Due on the following scheme

		2023/24	2024/25
SCH89	Lutton Leam Outfall Sluice Refurbishment Works	74,072	0
		74,072	0

15. Movements on the General Reserve are made up as follows:

	2023/24	2024/25
Opening Balance as at 1-4-2024	538,831	774,877
Net Surplus/(Deficit) for the Year	124,704	1,615,375
Net Transfer (to)/from Capital Works Reserve	111,341	0
Net Contributions Transferred (to)/from Development Reserve	0	0
Transfer Balance(to)/from Plant Reserve	0	0
Closing Balance as at 31-12-2024	774,877	2,390,251

16. Movements on the Development Reserve are made up as follows:

	2023/24	2024/25
Opening Balance as at 1-4-2024	946,863	946,863
Net Contributions Transferred from General Reserve	0	0
Closing Balance as at 31-12-2024	946,863	946,863

17. Movements on the Plant Reserve are made up as follows:

	2023/24	2024/25
Opening Balance as at 1-4-2024	1,625,635	1,625,635
Net Contributions Transferred from General Reserve	0	0
Closing Balance as at 31-12-2024	1,625,635	1,625,635

18. The Capital Works Reserve is currently made up as follows:

		2023/24	Tfr from/(to) Gen. Reserve	2024/25
N/A	Unallocated, available for partnership working	200,000	0	200,000
SCH18	Telemetry	51,557	0	51,557
ASSORT.	Catchment Modelling + Minor Capital Works	53,300	0	53,300
SCH68	Dawsmere Pumping Station Refurbishment (incl Weedscreen)	10,000	0	10,000
SCH77	Lower Fulney Drainage Works	50,000	0	50,000
SCH79	Exeter Drain North Pipeline & Open Channel Refurb/Rehab	120,000	0	120,000
SCH80	Holbeach Drainage Study	50,000	0	50,000
SCH83	South Holland Main Drain Study	100,000	0	100,000
SCH87	Moulton Chapel Drainage Improvements	44,000	0	44,000
	Allenbys Chase Drainage Scheme	20,000	0	20,000
		698,857	0	698,857

19. Movements on the Revaluation Reserve are made up as follows:

	2024/25
Opening Balance as at 1-4-2024	414,713
Less:	
Pumping Station Depreciation	0
Closing Balance as at 31-12-2024	414,713

From: 01 April 2024
To: 31 December 2024

Period To: 9
Year Ended: 31 March 2025

Note Notes to the Accounts

20. Movements on the Grants Reserve are made up as follows:

	2024/25
Opening Balance as at 1-4-2024	129,854
Add: Grant Received	1,190,000
Less: Grant Applied	-601,517
	718,337
Add: Grant Due	0
Closing Balance as at 31-12-2024	718,337

	2023/24	2024/25
SCH69 Lords Pumping Station Refurbishment	44,658	17,168
SCH78 Lutton Leam Outfall Sluice Refurbishment Study	2,453	1,650
SCH79 Exeter Drain North Pipeline & Open Channel Refurb/Rehab	26,560	0
SCH80 Holbeach Drainage Study	60,381	41,967
SCH83 South Holland Main Drain Study	61,595	68,299
SCH84 Wragg Marsh Culvert Repair	8,279	8,279
SCH89 Lutton Leam Outfall Sluice Refurbishment Works	-74,072	197,774
SCH91 Exeter Drain North Matmore Gate Pipeline Refurbishment	0	330,880
SCH95 Holbeach Bank PS Study/Refurb	0	52,319
	129,854	718,337

	0
Grants Due as at 31-12-2024	0

21. Pension Liability

- (i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (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 asset of £720,000 as at 31 March 2024 that is shared by all 6 Member Boards. The Board's share of this pension liability/(asset) is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 06 February 2024.

22. Related Party Transactions

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board paid Anglia Farmers Ltd £256.98 up to 31/12/2024
- (ii) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 2 representatives and a substitute member, who serve on the Consortium Management Committee, this includes the Chairman of the Board.

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

A HYBRID MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD CHAIRMAN'S COMMITTEE WAS HELD IN THE BOARD ROOM AT MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, PE30 7PA AND VIRTUALLY VIA MICROSOFT TEAMS ON WEDNESDAY, 22 JANUARY 2025 AT 2.30 PM.

Elected Members	Appointed Members
* S Bartlett	South Holland D C
* A Hay	* A Beal
*v S Markillie	D Wilkinson
* J Perowne	
* P Redgate	South Holland D C/
* I Stancer	Boston B C
* D Worth	N/A

* Present (89%)

D Worth in the Chair

In attendance: (*v= virtual)

*Phil Camamile (Chief Executive), *Grace Burton (Senior Business Support Officer), *vCathryn Brady (Sustainable Development Manager), *Katie Byrne (Business Support Officer) *Sallyanne Jeffrey (Chief Financial Officer), *Matthew Philpot (Deputy Chief Executive, and *Karl Vines (Area Manager, South Holland)

ID	South Holland IDB: Chairman's Committee, Minute	Action
01/25	APOLOGIES FOR ABSENCE	
01/25/01	Apologies for absence were received on behalf of David Wilkinson. The Chairman welcomed Grace Burton (Senior Business Support Officer) to her first meeting as an observer.	
02/25	MINUTES OF THE LAST MEETING	
02/25/01	The minutes of the last Chairman's Committee meeting held on 23 January 2024 were considered in detail and confirmed as an accurate record. The Chairman signed the minutes. There were no matters arising.	
03/25	RECOMMENDATIONS TO THE BOARD CAPITAL PLAN FOR 2025/26	
03/25/01	The detailed Capital Works Estimate for 2025/26 as prepared by the Area Manager, totalling £3,364,523 was considered in detail and approved. Arising therefrom:	
03/25/02	It was agreed to recommend that the Board approves the Capital Works Programme for 2025/26, subject to receipt of grant-aid.	

ID	South Holland IDB: Chairman's Committee, Minute	Action
03/25/03	The Area Manager informed the committee that the Board had been successful in securing £949,858 Tranche 1 & 2 funding. The bid for Tranche 2b funding is progressing and will be submitted by the deadline of 31 st January 2025. RESOLVED that this be noted.	
	04/25 RECOMMENDATIONS TO THE BOARD MAINTENANCE PROGRAMME FOR 2025/26	
04/25/01	The detailed Maintenance Works Estimate for 2025/26 as prepared by the Operations Manager, totalling £2,131,900 was considered in detail and approved. Arising therefrom:	
04/25/02	It was agreed to recommend that the Board approves the Maintenance Works Programme for 2025/26 subject to the increase in budget of 5.75% to a total of £2,157,427 in line with the proposed rate increase each year, as previously agreed by the Board. RESOLVED this be actioned. Arising therefrom:	
04/25/03	The Chairman stated that it was previously agreed by the Plant and Development Committee to increase the maintenance budget by the same amount as the rates (03/22/03). RESOLVED that this be noted.	SJ
04/25/04	The Chief Financial Officer agreed to increase the budget in line with the proposed rate increase and to create a contingency reserve fund for the extra funds to be deposited. RESOLVED that this be actioned.	SJ
04/25/05	The Chairman requested for the Executive Summary wording in note 3 be amended. RESOLVED that this be actioned.	SJ/PC
	05/25 RECOMMENDATIONS TO THE BOARD ADMINISTRATION & TECHNICAL SUPPORT COSTS FOR 2025/26	
05/25/01	The Administration and Technical Support Costs Estimate for 2025/26 as recommended by the Consortium Management Committee on 06 December 2024 was considered in detail and approved. Arising therefrom:	
05/25/02	It was noted that the Consortium Management Committee were recommending an increase of 5.96% in the Board's net consortium charges for 2025/26.	
05/25/03	It was agreed to recommend to the Board that the Technical Support Consortium charge of £410,734 be included in the Board's Rate Estimates for 2025/26.	
05/25/04	It was agreed to recommend to the Board that the Administrative Consortium charge of £321,641 be included in the Board's Rate Estimates for 2025/26.	
05/25/05	It was agreed to recommend to the Board that the Consortium Income of £285,659 be included in the Board's Rate Estimates for 2025/26.	

06/25 ANNUAL VALUES AS AT 31 DECEMBER 2024

- 06/25/01** The aggregated Annual Values as at 31 December 2024 used for the purposes of raising and apportioning expenditure for 2025/26 was considered in detail and approved. There were no matters arising.

**07/25 RECOMMENDATIONS TO THE BOARD
ESTIMATES AND RATE REQUIREMENT FOR 2025/26**

- 07/25/01** The draft Annual Estimates and net Rate Requirement for 2025/26, totalling £3,406,534 was considered in detail and approved. Arising therefrom:

- 07/25/02** The Chairman updated members on the discussion he, the Chief Executive and the Chief Financial Officer had recently with South Holland District Council's Finance Director, Christine Marshall. Last year, the Board had planned to increase its rates and levies by 10% this year, next year and the following year to deliver a balanced budget within 3 years. RESOLVED that this be noted.

- 07/25/03** It was unanimously agreed to recommend that the Board approves Option 3: an increase of 5.75% in drainage rates and 6.07% in special levies for 2025/26:

Rate in the Pound: 17.808p

Occupiers' Drainage Rates	£1,520,947
South Holland District Council	£1,852,050
Boston Borough Council	£1,290
Utilisation of Reserves	<u>£32,247</u>

£3,406,534

- 07/25/04** It was noted that a 5.75% increase for 2025/26 was the minimum option that should be considered in terms of the Board's net expenditure requirement. This would result in a budget deficit of £32,247k. Increases of 4.30% for the following four years had been forecast to balance the budget with effect from 2027/28, as requested by the Board. RESOLVED that this be noted.

08/25 5-YEAR INDICATIVE FORECAST: 2025/26 – 2029/30

- 08/25/01** The Indicative 5-Year Forecast (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:

- 08/25/02** Members agreed with the importance of presenting a balanced budget within 2-years and endorsed this objective, which was being recommended by the Performance Sub-Committee. RESOLVED that this be noted.

ID	Action
09/25 ANY OTHER BUSINESS	
09/25/01 There was no other business to discuss.	
10/25 CONFIDENTIAL BUSINESS	
10/25/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.	

ESTIMATES 2025/26: EXECUTIVE SUMMARY

1. Members are asked to approve an increase of 5.75% in drainage rates and 6.07% in special levies for 2025-26, as shown in Option 3 below, which will minimise flood risk and deliver a balanced budget by 2026/27, as requested by the Board. This recommendation has been discussed at a meeting with the Board's Chairman and Chief Executive and South Holland District Council's Section 151 Officer on 12 December 2024 and accepted.
2. The increase for special levies is higher this year because of the increase in their proportion of aggregate annual value that has occurred as a result of development in the area. As land is developed and no longer farmed, the proportion of the Board's net expenditure that is financed from drainage rates reduces, and the proportion of the Board's net expenditure that is financed from special levies increases. The councils will now be collecting Council Tax and/or Business Rates on this land, which should help them to fund this increase in their proportion of our net expenditure.
3. Over the last 16 years, the Board has been financing a significant and increasing proportion of its day-to-day operating expenditure from reserves, which is not sustainable. In order to place our finances on a more sustainable footing, the Board can only carry out capital projects during 2025/26 where the Board's contribution (revenue contribution to capital outlay) does not exceed £475k in total and does not increase by more than the annual rate increase during the next 5 years, so as to deliver a balanced budget with effect from 2026/27. This view has been echoed by the Board's Internal Auditor.
4. In addition to proposing a more realistic increase in drainage rates and special levies, we therefore plan to reduce investment in our capital programme, which reflects the reduction in grant aid being made available by the Environment Agency, but still carry out the full maintenance programme on the high, medium and lower priority channels in an attempt to minimise flood risk in the area, as shown in the published [Works Programme](#).
5. Where there have been reported bridge/culvert collapses within the Board's district. Ownership and liability for these is investigated, and a budget has been included within the capital works programme for potential repairs, should it be determined these are the Board's liability.
6. The increase recommended is lower than we had anticipated the Board would require within last year's 5-year forecast, where it was projected the Board would require a 10% increase to achieve a balanced budget. It is important to note that this increase is not being used to build reserves, but to maintain the General Reserve at its current level, which is approximately 23% of the net requirement.

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

Scheme Code	Scheme Name	Original Estimate	Projected Out-turn	Estimated Gross Cost				
		2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
SCH68	Dawmere PS Refurb	0	10,000	0	0	0	0	0
SCH69	Lords PS Refurb ¹	20,000	20,000	10,000	0	0	0	0
SCH80	Holbeach Drainage Study ²	0	65,000	0	0	0	0	0
SCH79/91	Exeter Drain North pipeline and open channel refurb ³	2,900,000	200,000	1,000,000	1,700,000	0	0	0
SCH84	Low Fulney Drainage Improvements ⁴	50,000	0	100,000	0	0	0	0
SCH78/89	Lutton Leam Sluice refurbishment ⁵	2,814,523	1,000,000	1,614,523	200,000	0	0	0
SCH94	Allenbys Chase Drainage Scheme ⁶	50,000	0	0	0	50,000	200,000	0
SCH83	South Holland Main Drain Study ⁷	100,000	142,000	0	0	0	0	0
SCH95	Holbeach Bank PS Refurb ⁸	0	60,000	60,000	0	800,000	500,000	0
SCH87	Moulton Chapel Drainage Improvement ⁹	50,000	25,000	0	0	0	0	0
	Holbeach Drainage Improvements ¹⁰	0	0	50,000	450,000	0	0	0
	Roses PS Refurb	0	0	0	50,000	300,000	0	0
	Lawyers PS Refurb ¹¹	0	0	60,000	0	1,495,000	1,495,000	0
	Bridge/culvert Replacements/lining	55,000	50,000	150,000	150,000	150,000	150,000	150,000
	Minor Capital Works ¹²	160,000	135,000	115,000	90,000	70,000	70,000	70,000
	Capital Works Accrual		220,000	205,000	213,712	838	318,547	336,857
	Tranche 1 + 2 Works	0	777,202	0	0	0	0	0
	TOTAL: (£)	6,199,523	2,704,202	3,364,523	2,853,712	2,865,838	2,733,547	556,857
	CAPITAL FINANCING							
	Grant Aid Secured	20,000	1,487,000	2,624,523	1,900,000	0	0	0
	Grant Aid unsecured ¹³	5,714,523	0	215,000	450,000	2,345,000	2,195,000	0
	Local Levy secured	0	0	0	0	0	0	0
	Local Levy unsecured	0	0	0	0	0	0	0
	Tranche 1 Government funding secured ¹⁴	0	732,202	0	0	0	0	0
	Tranche 2 Government funding secured ¹⁴		45,000	0	0	0	0	0
	Government funding unsecured ¹⁴	0	0	0	0	0	0	0
	Third party contributions secured	0	0	0	0	0	0	0
	Third party contributions unsecured ¹⁵	25,000	0	50,000	0	0	0	0
	Capital Works Reserve	0	0	0	0	0	0	0
	TOTAL: (£)	5,759,523	2,264,202	2,889,523	2,350,000	2,345,000	2,195,000	0
	Drainage Rates (RCCO)	440,000	440,000	475,000	503,712	520,838	538,547	556,857

Notes:

- 1 Scheme fully funded by Grant in Aid.
- 2 Scheme fully funded by Grant in Aid up to Business Case stage.
- 3 Scheme fully funded by Grant in Aid.
- 4 Potential drainage improvement to be designed/costed. Possible joint scheme with LCC.
- 5 Scheme fully funded by Grant in Aid.
- 6 Future scheme yet to be developed.
- 7 Scheme fully funded by Grant in Aid up to Business Case stage.
- 8 Scheme fully funded by Grant in Aid up to Business Case stage.
- 9 Scheme now complete
- 10 Budget figure for works arising from the Holbeach Drainage Study. Implementation of works dependant on obtaining Grant in Aid.
- 11 Lawyers Pumping Station refurbishment, dependant on obtaining Grant in Aid.
- 12 Minor Capital Works 2024/25: Now also includes Wisemans and Little Holland weedscreen cleaner refurbs due to government funding being obtained for these this year. Minor Capital Works 2025/26 consist of: Upgrades to telemetry system, general modelling, proposed piping of 90m of Roman Bank Drain, Holbeach Clough, as agreed at Feb 2024 Board meeting.
- 13 Assuming 100% Grant in Aid on Allenbys Chase, and Lawyers PS Refurb, and 70% Grant in Aid on Holbeach Bank PS Refurb and Holbeach Drainage Improvements.
- 14 One-off funding made available by the government for 2024/25 only.
- 15 Unsecured contribution from LCC towards Low Fulney Drainage Improvement.

	100% Grant In Aid secured
	Grant in Aid unsecured
	One off government funding for 2024/25

**SOUTH HOLLAND IDB
MAINTENANCE WORKS PROGRAMME FOR 2025/26**

25 January 2025

		ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26	ESTIMATE 2025/26	ESTIMATE 2025/26
		£	£	£	Units	Unit Type	£
NOTES	DRAINS MAINTENANCE						
	Hand Roding	12,469	16,500	16,500	4	Km	17,500
1	Mechanical Roding	566,682	559,000	572,122	900	Km	580,000
	Chemical Weed Control	9,421	12,100	12,437	10	Km	12,100
2	Mudding Channels	65,740	84,600	83,598	30	Km	86,000
	Cleansing Culverts/Inspecting Pipelines	31,801	31,500	28,500	30	Days	31,500
	Bushing and Tree Coppicing	94,896	82,000	81,000	280	Days	77,000
	Vermin Control	10,696	16,600	14,100	160	Incidents	16,600
	New Access Works (Side Dyke Culverts)	76,645	79,500	79,185	17	Number	86,500
3	Slip Repairs	163,236	195,500	195,500	0.8	Km	208,500
4	Drain Improvements/Land Tile outfalls	136,046	165,500	150,854	2.8	Km	146,500
	Culvert Repairs & Renewals	26,716	58,000	64,000	62	Metre	56,000
	Gauge Boards/Water Monitoring	0	700	680	Various	Various	1,000
	Fencing and Gates	14,672	27,200	26,000	30	Number	25,700
	Rubbish Clearance	25,851	17,600	26,082	Various	Various	26,000
	Wracking	54	1,000	0	30	Labour Hour	1,000
	General duties	13,233	14,500	14,956	320	Labour Hour	14,500
	Freshwater Feeds	816	1,400	0	Various	Sum	1,400
	Pump/Sluice Runs	22,175	30,500	28,000	38	Days	29,500
	Marker Post and Service Culverts	10,150	16,200	16,383	21	Days	16,200
		1,281,298	1,409,900	1,409,897			1,433,500
PUMPING STATIONS AND STRUCTURES MAINTENANCE							
5	Pumping Stations	815,774	530,320	537,890	17	Assets	603,600
	First Line Tidal Sluices	25,677	52,600	52,340	6	Assets	43,800
	Second Line Tidal Sluices	4,977	21,200	15,300	15	Assets	24,500
	Water Level Control Structures	0	5,600	4,100	8	Assets	5,000
	Workshop/Office	0	4,000	4,000			4,000
	Telemetry	16,780	16,500	16,500			17,500
		863,208	630,220	630,130			698,400
	Contingency						25,527
6	DIRECT WORKS	2,144,506	2,040,120	2,040,027			2,157,427
NOTES							
1	The additional increase in the roding budget for 24/25 is due to the under estimation in plant costs and breakdowns. A further increase has been allowed for the 25/26 to cover the plant and labour increase.						
2 & 4	The Operations Team are mudding 7k more than previous years to compensate for 600metres less drain improvement works being carried out to re-profiling the batters to help assist supporting the banks and prevent future slips from happening where the batters profiles are of a steep gradient.						
3	The slip repair budget for 24/25 will come in on budget. We have secured additional funds from the Tranche 1 Government funding to assist with additional slip works due to the excessive rainfall and damage caused during the October 2023 to April 2024 period. The Operations Team are proposing a slight increase in slip works in 25/26 to continue to keep on top of the slips, which can be financed through the accrued slip budget, if it is not fully utilised in the period. The operatives are now recording all the slips on their tablets, hopefully this will keep an up to date record of all slips.						
5	The Board fixed the electricity rate for 2 years from 1 April 2024, currently the electricity costs are on budget and looking in line with an average rainfall year. However, this could change subject to wet weather events occurring over the winter period of 24/25.						
5	After the servicing of Lawyers pump 2 the re-installation could not be achieved by the contractor due to there being some debris located within the canister. Unfortunately to gain access to the sump of the pumping station the Operations Team needed to dam off the intake of the pumping station, pump out and clean out the sump and inspect the whole of the sump, this has not been carried out since the pumping station was constructed back in 2003 due to a bad design to allow access. This will incur additional costs of 25k to construct the dam door and carryout cleaning remedial works and the re-instatton of the pump. However, the Government is issuing the additional funds to cover the costs of the refurbishment of pump 2 this cover at least 46k towards Lawyers pumping station.						
6	The proposed budget for 25-26 is showing an increased of 117k an approximate increase of 5.75% from 24-25 budget. An allowance of approximately 2% increase for plant and labour is shown and 6% increase on materials mainly due to slip repairs. The Board secured a fixed two year deal with the utility supplier in April 2024 until April 2026. The proposed 25/26 electricity budget is based on the average electricity costs over the last 5 years. The reduction in out sourced work and compensation payments have balanced out the overall budget to an average of a 5.75% increase.						
D MORRIS							
OPERATIONS MANAGER							

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD
ESTIMATES FOR THE FINANCIAL YEAR 2025/26**

25 January 2025

1. RATE REQUIREMENT

	ACTUAL 2023/24	ESTIMATE 2024/25	PROBABLE 2024/25	ESTIMATE 2025/26	PROPORTION 2025/26
	£	£	£	£	%
NEW WORKS AND IMPROVEMENT WORKS					
Flood Risk Management Schemes	1,139,389	6,199,523	1,927,000	3,364,523	50.04%
Environmental Improvement Schemes	0	0	0	0	0.00%
	1,139,389	6,199,523	1,927,000	3,364,523	50.04%
TRANCHE 1 AND 2 WORKS					
Tranche 1	0	0	732,202	0	0.00%
Tranche 2	0	0	45,000	0	0.00%
	0	0	777,202	0	0.00%
CONTRIBUTIONS PAYABLE TO THE ENVIRONMENT AGENCY					
Annual Precept Payable to the Environment Agency	145,835	150,210	145,835	150,210	2.23%
	145,835	150,210	145,835	150,210	2.23%
MAINTENANCE WORKS					
Direct Works	2,144,506	2,040,120	2,040,027	2,157,427	32.09%
Net (Surplus)/Deficit on Absorption Accounts	-60,743	0	0	0	0.00%
Consortium Charges - Technical Support Costs	354,995	377,633	397,762	410,734	6.11%
Biodiversity Actions/BAP	9,820	12,500	12,500	13,500	0.20%
Asset Refurbishment Provision	0	0	0	0	0.00%
	2,448,579	2,430,253	2,450,288	2,581,661	38.40%
ADMINISTRATION AND OTHER EXPENSES					
Consortium Charges - Administration Costs	279,412	307,667	308,341	321,641	4.78%
Office Refurbishment Depreciation	12,904	12,904	12,904	12,904	0.19%
Lincolnshire LGPS Deficit Recovery Payments	243,000	253,000	253,000	263,000	3.91%
Provision for Assessable Value Decreases, Bad and Doubtful Debts	10,431	12,000	2,000	12,000	0.18%
Provision for Settlement Discount at 2.5%	16,211	17,500	17,154	18,000	0.27%
	561,958	603,071	593,400	627,545	9.33%
TOTAL EXPENDITURE	£4,295,761	£9,383,057	£5,893,725	£6,723,939	100.00%
LESS:					
GOVERNMENT GRANTS					
Flood Risk Management Schemes	1,024,436	5,734,523	1,487,000	2,839,523	42.23%
Environmental Improvement Schemes	0	0	0	0	0.00%
	1,024,436	5,734,523	1,487,000	2,839,523	42.23%
TRANCHE 1 AND 2 INCOME					
Tranche 1	0	0	904,858	0	0.00%
Tranche 2	0	0	45,000	0	0.00%
	0	0	949,858	0	0.00%
CONTRIBUTIONS FROM THE ENVIRONMENT AGENCY					
Highland Water Contributions	0	0	0	0	0.00%
OTHER INCOME					
Rents and Acknowledgements	1,334	680	1,223	1,223	0.02%
Investment Interest	148,326	131,245	205,500	140,000	2.08%
Consortium Income	241,369	263,720	284,911	285,659	4.25%
Third Party Contributions	0	25,000	0	50,000	0.74%
Other Income (incl Insurance Claims)	29,959	0	0	0	0.00%
Profit/(Loss) on Disposal of Plant & Equipment	7,211	0	8,728	0	0.00%
Profit/(Loss) on Rechargeable Works	12,682	1,000	1,000	1,000	0.01%
	440,881	421,645	501,362	477,882	7.10%
TOTAL INCOME	£1,465,317	£6,156,168	£2,938,220	£3,317,405	49.33%
NET REQUIREMENT	£2,830,444	£3,226,889	£2,955,505	£3,406,534	50.66%

FINANCED BY:-

RATE INCOME LEVIED BY THE BOARD:

Occupiers Drainage Rates	1,340,038	1,447,604	1,447,604
South Holland District Council	1,613,980	1,746,075	1,746,075
Boston Borough Council	1,130	1,220	1,220
	£2,955,148	£3,194,899	£3,194,899

LESS NET SURPLUS/(DEFICIT) FOR THE YEAR

	124,704	(31,990)	239,394
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NET REQUIREMENT

GENERAL RESERVE

Balance brought forward at 1 April	538,831	774,877	774,877
ADD: Net Surplus/(Deficit) for the year	124,704	(31,990)	239,394
Movement on Reserves:			
Transfer from/(to) Capital Works Reserve	111,341	0	(220,000)
Transfer from/(to) Development Reserve	0	0	0
Transfer from/(to) Plant Reserve	0	0	0
Balance carried forward at 31 March	£774,877	£742,887	£794,271

On preparing the estimates for the financial year 2024/25 it was estimated that the General Reserve would amount to £557,648 as at 31 March 2024. The actual Reserve as at 31 March 2024 was £774,877 after making the planned transfers to/from the other Reserves as per the Capital Financing and Reserves Policy and it is estimated that this Surplus will be in the region of £794,271 as at 31 March 2025.

SOUTH HOLLAND INTERNAL DRAINAGE BOARD
SECTION 37, LAND DRAINAGE ACT 1991
2. DETERMINATION OF ANNUAL VALUES AS AT 31 DECEMBER 2024

The values at 31 December 2024 used for determining the proportion of expenses to be raised from drainage rates and special levies are as follows:-

PROPERTIES	RATED AREA HA	VALUES £	PROPORTION %	VALUE PER HECTARE £
Agricultural Land and/or Buildings	35,339.621	8,540,806	45.075	241.678
Other Land:-				
South Holland District Council	3,160.999	10,400,101	54.887	3,290.131
Boston Borough Council	2.199	7,246	0.038	3,295.230
Totals	38,502.819	£18,948,153	100.000	
Agricultural Land and/or Buildings	35,339.621	8,540,806	45.075	241.678
Billing Authorities	3,163.198	10,407,347	54.925	3,290.135
Totals	38,502.819	£18,948,153	100.000	

SECTION 40, LAND DRAINAGE ACT 1991
3. DRAINAGE RATES/SPECIAL LEVIES FOR 2025/2026

The following table shows the rate/levies for last year and 3 rate/levy options for this year based on estimated net expenditure. Option 1 shows the actual rate/levies requirement of 6.76%. Option 2 shows the planned rate increase of 10.00%, which equates to a 10.33% increase for SHDC - given any shift in their proportion of aggregate annual value arising from development during the course of the year. Option 3 shows an increase of 5.75%, which equates to a 6.07% increase for SHDC. Option 3 is recommended to part-fund the LGPS DRPs over the next 3 years, and Members attention is drawn to the 5 year indicative forecast shown overleaf.

FINANCED BY:-	REQUIREMENT			
	2024-2025 ESTIMATED £	2025-2026 OPTION 1 £	2025-2026 OPTION 2 £	2025-2026 OPTION 3 £
Capital Works Reserve	0	0	0	0
Plant Reserve	0	0	0	0
Development Reserve	0	0	0	0
General Reserve	31,990	0	(103,422)	32,247
Balances Reduction/(Increase)	31,990	0	(103,422)	32,247
RATES/LEVIES:				
Occupiers Drainage Rates	1,447,604	1,535,482	1,582,099	1,520,947
South Holland District Council (SHDC)	1,746,075	1,869,749	1,926,515	1,852,050
Boston Borough Council (BBC)	1,220	1,303	1,342	1,290
NET REQUIREMENT	£3,226,889	£3,406,534	£3,406,534	£3,406,534
Penny Rate in the Pound	16.840p	17.978p	18.524p	17.808p
INCREASES/(DECREASES):				
Drainage Rate Increase/(Decrease)	8.00%	6.76%	10.00%	5.75%
Special Levy for SHDC Increase/(Decrease)	8.18%	7.08%	10.33%	6.07%
Special Levy for BBC Increase/(Decrease)	7.96%	6.80%	10.00%	5.74%
GENERAL RESERVE:				
Probable Reserve at 31 March	£525,658	£794,271	£897,693	£762,024
Reserve expressed as a percentage of Net Requirement	16.29%	23.32%	26.35%	22.37%
AVERAGE RATE PER ACRE:				
Agricultural Land and/or Buildings	£16.58	£17.58	£18.12	£17.42
Billing Authorities	£224.22	£239.37	£246.64	£237.11
RATE PER PERSON:				
Agricultural Drainage Ratepayers	£1,066.77	£1,131.53	£1,165.88	£1,120.82
SHDC (population taken from 2021 Census)	£18.36	£19.66	£20.26	£19.47
BBC (population taken from 2015 Census)	£0.02	£0.02	£0.02	£0.02

The current headline rate of inflation (RPI) as indicated by the National Statistics Office for October 2024 is 3.4%.

SOUTH HOLLAND INTERNAL DRAINAGE BOARD
4. INDICATIVE FORECAST FOR FIVE YEARS, USING TODAY'S ANNUAL VALUES (ALLOWING FOR INFLATION AT 3.4%)

	OPTION 3 REQUIREMENT...				
RATE REQUIREMENT	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
	£	£	£	£	£
New Works and Improvement Works	3,364,523	2,950,738	3,064,028	3,021,956	636,540
Contributions Payable to the Environment Agency	150,210	154,716	159,357	164,138	169,062
Maintenance Works	2,581,661	2,669,437	2,760,198	2,854,045	2,951,083
Administration and Other Expenses	627,545	663,882	701,454	740,303	780,473
Government Grants	-2,839,523	-2,429,900	-2,507,171	-2,426,589	0
Third Party Contributions	-50,000	0	0	0	0
Contributions from the Environment Agency	0	0	0	0	0
Other Income	-477,882	-494,130	-510,930	-528,302	-546,264
NET REQUIREMENT	£3,356,534	£3,514,743	£3,666,936	£3,825,551	£3,990,894

FINANCED BY:-

Capital Works Reserve	0	0	0	0	0
Plant Reserve	0	0	0	0	0
Development Reserve	0	0	0	0	0
General Reserve	32,247	(4,687)	(3,890)	(3,112)	(2,429)
Balances Reduction/(Increase)	32,247	(4,687)	(3,890)	(3,112)	(2,429)

RATES/LEVIES:

Occupiers Drainage Rates	1,520,947	1,586,369	1,654,610	1,725,755	1,799,975
South Holland District Council (SHDC)	1,852,050	1,931,715	2,014,812	2,101,444	2,191,821
Boston Borough Council (BBC)	1,290	1,346	1,404	1,464	1,527
	£3,406,534	£3,514,743	£3,666,936	£3,825,551	£3,990,894

INCREASES/(DECREASES):

Penny Rate in the Pound	17.808p	18.574p	19.373p	20.206p	21.075p
Rate Increase/(Decrease)	5.75%	4.30%	4.30%	4.30%	4.30%

GENERAL RESERVE:

Probable Reserve	£762,024	£766,711	£770,601	£773,713	£776,142
Reserve expressed as a percentage of Net Requirement	22.37%	21.81%	21.01%	20.22%	19.45%

AVERAGE RATE PER ACRE:

Agricultural Land and/or Buildings	£17.42	£18.17	£18.95	£19.76	£20.61
Billing Authorities	£237.11	£247.31	£257.95	£269.04	£280.61

RATE PER PERSON:

Agricultural Drainage Ratepayers	£1,120.82	£1,169.03	£1,219.31	£1,271.74	£1,326.44
SHDC (population taken from 2021 Census)	£19.47	£20.31	£21.19	£22.10	£23.05
BBC (population taken from 2015 Census)	£0.02	£0.02	£0.02	£0.02	£0.02

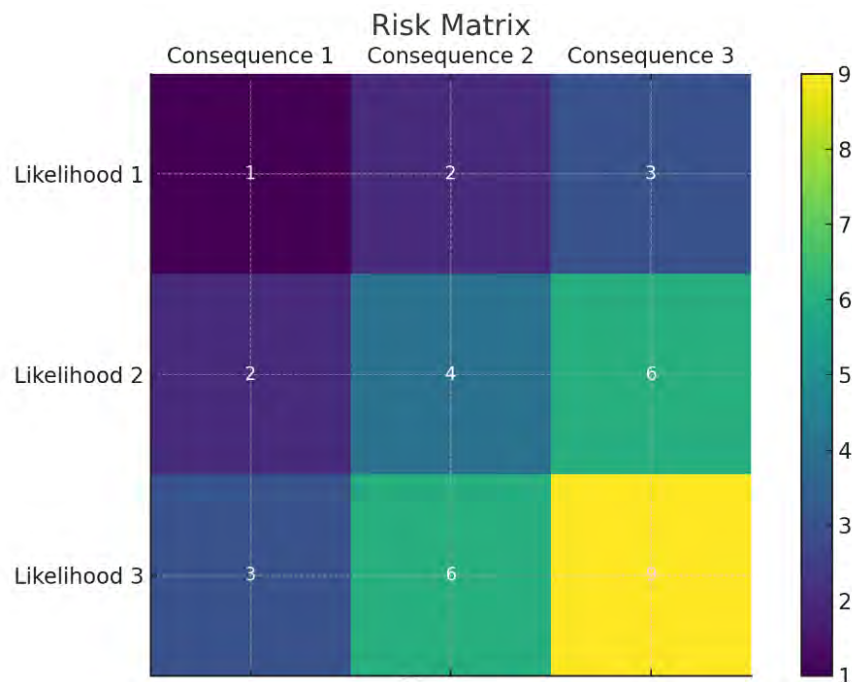
5. EARMARKED BALANCES AND RESERVES

	ACTUAL	ADEQUACY	PROJECTED	ESTIMATED	TREND
	31/03/2024	31/03/2024	31/03/2025	31/03/2026	23/24-25/26
	£	✓ x	£	£	Inc/Dec
Earmarked Reserves					
Capital Works Reserve	698,857	N/A	918,857	918,857	Increasing
Grants Reserve	203,927	N/A	0	0	Stable
Development Reserve	946,863	x	946,863	946,863	Stable
Plant Reserve	1,625,635	x	1,625,635	1,625,635	Stable
General Reserve	774,877	✓	794,271	762,024	Stable
	£4,250,159	ADEQUATE	£4,285,626	£4,253,379	
Other Reserves					
Revaluation Reserve	414,713	N/A	414,713	414,713	Stable
Pensions Reserve	-3,554,000	x	-3,554,000	-3,554,000	Stable
	-£3,139,287	ADEQUATE	-£3,139,287	-£3,139,287	
Total Reserves	£1,110,872	ADEQUATE	£1,146,339	£1,114,092	

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

S JEFFREY
CHIEF FINANCIAL OFFICER
31 December 2024

Risk Register



Risk Register analyses the likelihood and consequences to determine the risk level.

Risks of 1-3 are considered tolerable, with active monitoring of the situation and some actions being required.

Risks of 4-6 are considered those we need to 'Treat', that is to take more proactive actions to minimize and control the risk.

Risks of 9 are considered too high and should be 'Transferred' that is passed to another or stopped.

Objectives	Risk Identified	Impact	Risk Likelihood	Risk Consequence	Risk Score	Action	Details of how risk will be managed	Review Date	Officer
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	(1a) Reduction in, or insufficient finance, grant and income	<p>Erosion of the Board's capital and general reserves.</p> <p>Reduction in standard of FCERM services the Board is able to provide.</p> <p>Inability to replace assets as scheduled in the Board's asset management plan</p>	2	3	6	Treat	<p>Aiming to present a balanced budget within 4 years by:</p> <p>1). Only undertaking maintenance work that reduces flood risk.</p> <p>2). Implementing the Board's net cost reduction strategy, as set out in the group's Rate Levies and Collection Policy.</p> <p>3). Only undertaking <u>new</u> capital work that is fully grant funded.</p> <p>4). Requesting the Board to approve annual increases in</p>	31.03.2025	KV

South Holland Internal Drainage Board – Risks rating 4 and above at time of Board meeting

Objectives	Risk Identified	Impact	Risk Likelihood	Risk Consequence	Risk Score	Action	Details of how risk will be managed	Review Date	Officer
		and EA MTP. Inability to replace any culverts and/or free-span bridges that the Board may be found to have some liability for replacing.					drainage rates and special levies that will deliver a balanced budget within 2 years. Legal advice is being sought on the potential liability the Board may have for replacing/repairing culverts and/or free-span bridges that exist in the Board's arterial network.		
	(1b) 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 for overtopping into the IDD during severe weather events. Cost implication of managing the increase in water and potential damage to the Board's infrastructure.	2	3	6	Treat	A request has been made to the local EA Asset Performance Team to share details on the monitoring of the former lines of reclamation. We received an update from the EA at the end of August 2022 – the former lines of reclamation are currently surveyed every 2 years, and the majority have been found to be in a poor state. The EA do not intend to improve their condition, only prevent will-full/further degradation. A copy of the EA's Report can be accessed here . We have also requested sight of the survey that was undertaken at the end of August 2022, but no further detail is available beyond what has already been received. The Board will insist that we also receive copies of all surveys in future.	31.03.2025	KV

South Holland Internal Drainage Board – Risks rating 4 and above at time of Board meeting

Objectives	Risk Identified	Impact	Risk Likelihood	Risk Consequence	Risk Score	Action	Details of how risk will be managed	Review Date	Officer
	(1o) Possible enforced works on Board's infrastructure arising from implementation of Eel Regs 2009	Huge cost implications if works are not grant funded.	2	3	6	Tolerate	The Area Manager has worked with EA to assess and prioritise sites. DEFRA/EA have extended the derogation to 31 December 2024. Apply for grant aid when replacing/refurbishing pumping stations and tidal sluices to ensure IDB infrastructure is both fish friendly and eel regs compliant.	31.03.2025	KV/CL
	(1u) Applications to the Environment Agency to part-fund capital projects may be successful, but the Board would still be unable to deliver the improvement work because it could not fund its share of the project cost. The risk of this happening was considered to be high.		2	3	6	Treat	Expertise is held within teams to maximise the amount of grant being obtained along with other sources of funding. Teams remain vigilant of challenges and always work to minimize the costs of capital projects and find efficiencies wherever possible.	31.03.2025	KV
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.	(3b) SUDs managed by private companies who allow them to fall into disrepair by lack of long- term maintenance.	Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding over the medium term.	2	3	6	Treat	A SUDs adoption and charging policy was introduced by the Board at its 1 November 2016 meeting to promote IDB services for adoption of SUDs to ensure these are properly maintained in perpetuity. The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA Sustainable Development Manager. Rates and banding was introduced wef 1	31.03.2025	CB

South Holland Internal Drainage Board – Risks rating 4 and above at time of Board meeting

Objectives	Risk Identified	Impact	Risk Likelihood	Risk Consequence	Risk Score	Action	Details of how risk will be managed	Review Date	Officer
							October 2018, which are reviewed by the Board annually. Next review scheduled for 2026.		

CB = Cathryn Brady, Sustainable Development Manager, PC = Phil Camamile, Chief Executive, MP = Matthew Philpot, Chief Operating Officer, SJ = Sallyanne Jeffrey, Chief Financial Officer, CL = Caroline Laburn, Environmental Manager, KV = Karl Vines, Area Manager

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

1. OFFICIAL COMPLAINTS

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

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

2. OTHER FEEDBACK

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

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

FRANCES BLIGH
ICT MANAGER

Water Management Alliance Corporate Strategy Aims – Executive Summary

A full and detailed review of the WMAs business, in alignment with the various member boards, has been undertaken and new corporate strategy aims developed.

The WMA and its member IDBs areas of unique competitive advantage, our ability to deepen and extend our advantage and how to increase demand was evaluated as part of this process. In addition an analysis of the threats to our business model and the potential changes in industry direction was also carried out.

An assessment of the WMAs geographical growth principles and a financial assessment of the work and projects carried out by the group, has allowed us to assess and evaluate how best to drive the WMA forward, to achieve our goals and those of our member boards.

Further to this we have identified five strategic aims for the WMA, which are supported by objectives and specific actions for the various WMA teams to action. The aims are clear and simple, forming a strong foundation on which the WMA can develop and best decide where (and where not) to focus our resources.

A dashboard of achievement against each strategic aim will be developed and reporting on this will be brought to each CMC meeting and will be assessed in real time by the WMA leadership team.

The five strategic Aims for the WMA are;

- To support progressive, environmentally aware and delivery-based IDBs, through having a strong Identity as a highly competent water management organisation.
- To ensure WMA member boards are seen as important partner organisations to other Risk Management Authorities, in solving local water management needs.
- To work with our member boards to deliver safe, effective, consistent and efficient routine maintenance operations.
- To ensure our member boards have well-functioning drainage networks, with reliable assets that collectively work together to provide effective drainage, meeting the boards objectives.
- To provide best value to our member boards such that they operate in a cost-effective way for rate payers, leveeing justifiable and proportionate drainage & consortium rates, under a sustainably affordable business model.

Each WMA member board will also have objectives strategically linked to these, which are set out in appendix A.

The aims and objectives underpin our desire to use the collective power of the group to achieve more with the resources we have. The WMA will work sustainably, to provide value to our member boards and to create a rewarding place for our staff to build their careers.

The strategic aims, objectives and tasks will be reviewed annually and as required throughout the year.

Appendix A

WMA Strategic Aim, Objectives and tasks

Strategic Aim 1:		To support progressive, environmentally aware and delivery-based IDBs, through having a strong Identity as a highly competent water management organisation.
Objective 1.1:		Foster each Board's identity a highly competent water management organisation by <u>promoting the WMA's activities</u> .
Actions (2025-26)	1.1.1	Work with the member boards to coordinate the publicity of our work through social media and press releases. Increase followers and engagement statistics for the WMA. Ensure staff are on LinkedIn to also widen reach of posts.
	1.1.2	Produce at least 4 new videos highlighting works undertaken across the WMA group. Where possible, at least two of these must be habitat improvement / restoration projects.
	1.1.3	Develop a WMA communications strategy, which draws on the skills of our member boards, such that our strategic objectives can be met by the collective WMA group
	1.1.4	The WMA group is to submit at least two papers to relevant technical journals per year.
	1.1.5	The WMA group is to enter at least 2 awards from membership organisations
	1.1.6	The WMA group is to hold stalls or presentations at two or more industry events.
Objective 1.2:		Foster each Board's identity a highly competent water management organisation by <u>engaging with partners</u> .
Actions (2025-26)	1.2.1	The partnership Project Engineer(s) is to increase the diversity of partners and clients for whom projects are being undertaken for across the WMA group area
	1.2.2	Identify which Local Planning Authorities in our areas have not received training events / talks regarding the WMA's Planning and Byelaw Strategy since April 2020. Write to the head of planning for all of these councils offering this training. Publicise this in the board reports.
	1.2.3	Base officers from various teams at Norfolk County Hall at least 3 days per week.
Objective 1.3:		Establish WMA's identity as an industry leader.
Actions (2025-26)	1.3.1	Share the WMA's revised approach to calculating Development Contributions with the Lincolnshire Riparian Group and any other relevant bodies.

	1.3.2	Work with Bedford Group to help them establish their approach to regulation (based on the WMA model) helping them to secure their first 5 SWDC's
Objective 1.4:		Substantiate the claim that the Boards are progressive, environmentally aware and delivery based.
Actions (2025-26)	1.4.1	All required accreditations and licences of WMA staff to be up to date at all times.
	1.4.2	Environment team to attend training, receive a beaver licence and share required learning with WMA team
	1.4.3	Ensure that the Environment Team review and publish an updated SMO document for each member board and give training on this to all of the WMA member boards operational staff.
	1.4.4	Progress the WMA group carbon management plan
	1.4.5	Develop a WMA group spreadsheet showing electricity, unit cost and standing charge, per pumping station.
	1.4.6	Ensure teams are informed of market / industry changes by attending at least two industry events per year.

WMA Member Boards strategic Aim, Objective and tasks

Aim 1:	Prove ourselves to be a progressive, environmentally aware and delivery-based IDB, through having a strong identity as a highly competent water management organisation.
Objective 1:	Promote the Boards activities, engaging with partners and working with the other boards of the WMA to implement best practice.
Actions (2025-26)	1.1 Area Manager and ops managers to work with the WMA Communications officer to publicise the boards work and project news on social media and through press releases. Ensure key staff are on LinkedIn to also widen reach of posts.
	1.2 When appropriate Area Manager, Projects Manager and Ops managers are to work with the WMA Communications officer to produce videos highlighting works undertaken in the boards area.
	1.3 When appropriate Area Manager and ops managers are to work with the WMA Communications officer to write and submit papers to relevant technical journals on the work undertaken in the boards district
	1.4 When appropriate Area Manager and ops managers are to work with the WMA Communications officer to enter awards from membership organisations on work undertaken in the boards district
	1.5 Where appropriate increase projects being undertaken for a diverse range of partners across the boards area
	1.6 Identify if Local Planning Authorities in the boards area have not received training events / talks regarding the Boards adopted Planning and Byelaw Strategy since April 2020. Write to the head of planning for all of these councils offering this training. Publicise this in the board reports.
	1.7 Environment Team to review and publish an updated SMO document and to give training on this to all of the boards operational staff.
	1.8 Work with the WMA Carbon Team to identify board related carbon management activities that will contribute to the WMAs group wide carbon management plan
	1.9 Develop a spreadsheet showing electricity use, unit costs and standing charges, per pumping station.

WMA Strategic Aim, Objectives and tasks

Strategic Aim 2:		To ensure WMA member boards are seen as important partner organisations to other Risk Management Authorities, in solving local water management needs.
Objective 2.1:		Support WMA member Boards to be the delivery body of choice for RMAs in and around our districts to solve local water management needs through design and/or delivery.
Actions (2025-26)	2.1.1	Develop a statement of capability to publicise the long-term maintenance agreements we have with existing partners
Objective 2.2:		Capitalise on using our Permitted Development Rights in and around our districts to solve local water management needs, for RMAs and WMA member boards
Actions (2025-26)	2.2.1	Undertake in house training for all senior SDO's and partnership project engineers to ensure they understand the Board's Powers and Permitted Development Rights, to assist WMA teams in scoping projects and winning contracts.
	2.2.2	Keep detailed records of all permitted development projects across the WMA, such that reasoned arguments can be had with planning authorities if required.
Objective 2.3:		Support member boards to proactively seek and prepare solutions to problems (even ahead of funding being available).
Actions (2025-26)	2.3.1	Create a process whereby water management needs identified through the Board's regulatory function (compliance team) are passed to the WMA's project or operations teams to be assessed for a possible solution to be designed.
	2.3.2	Regularly monitor possible funding pots, so bids can be prepared and projects can begin as soon as funding is available.
	2.3.3	Ensure each member board maintains a list of a minimum of 3 (designed) solutions to local water management issues such that when the time comes, grants can be applied for.
Objective 2.4:		Prioritise work amongst Risk Management Authorities (RMAs)
Actions (2025-26)	2.4.1	Deliver a 10% increase in work across partner RMAs across the WMA group relative to the previous year.
	2.4.2	Ensure PSCA agreements are in place with all WMA boards and local RMAs.

WMA Member Boards strategic Aim, Objective and tasks

Aim 2: Ensure that the board is seen as an important partner organisation to other Risk Management Authorities.	
Objective 2:	Work with RMAs in and around our districts to solve local water management issues. This will include design and/or delivery of solutions, proactively finding solutions to problems in the district and prioritising work amongst RMAs.
Actions (2025-26)	<p>2.1 Engage with relevant Section 19 reports produced within the Board's Internal Drainage District and design solutions where appropriate</p> <p>2.2 Undertake in house training for all senior SDO's and partnership project engineers to ensure they understand the Board's Powers and Permitted Development Rights, to assist WMA teams in scoping projects and winning contracts.</p> <p>2.3 Keep detailed records of all permitted development projects in the boards area, such that reasoned arguments can be had with planning authorities if required.</p> <p>2.4 Work with the process developed by the WMA compliance team, to design solutions to water management issues in the boards area</p> <p>2.5 Proactively maintain a list of any areas where future projects could be implemented that would benefit the boards area.</p> <p>2.6 Maintain a list of designed solutions to local water management issues such that when the time comes, grants can be applied for.</p> <p>2.7 Deliver a 10% increase in recharge work for partner RMAs relative to the previous year.</p> <p>2.8 Ensure PSCA agreements are in place with all other RMAs within the boards district.</p>

WMA Strategic Aim, Objectives and tasks

Strategic Aim 3: To work with our member boards to deliver safe, effective, consistent and efficient routine maintenance operations.	
Objective 3.1: Have robust 3-5 year programmes of routine maintenance work for all our board districts, allowing financial forecasts to be profiled.	
Actions (2025-26)	3.1.1 Produce a standard template for and ensure that annual and 3-5 year programmes for each WMA member board are developed which accurately maps out resources, costs and timings. Review these to ensure that efficient use of resources is achieved
	3.1.2 Coordinate a group wide review and critical evaluation of our member boards maintenance activities for efficiencies. This should compare and contrast how each board manages operations, to highlight best practice.
	3.1.3 Support Area Managers to ensure monthly financial figures are evaluated to ensure effective time and plant recording is being achieved.
	3.1.4 Review finance reports for ease of reporting and presenting the important data required to monitor spends.
Objective 3.2: Utilise data systems to drive efficiencies in our member boards maintenance operations	
Actions (2025-26)	3.2.1 Develop and support our member boards in implementing a new automatic system of work issuing, time and plant recording, safety sheets and plans, to bring efficiencies and drive more accurate and robust financial management.
	3.2.2 Undertake a review of existing map systems to see how map based data may improve communication between departments.
Objective 3.3: Efficiently resource each Board's maintenance operations.	
Actions (2025-26)	3.3.1 Review eastern operations team structure to ensure maintenance can be undertaken efficiently and in a cost effective manner.
	3.3.2 Support a group wide review of the plant held and look at rationalisation or re-distribution of pieces which have low utilisation.
	3.3.3 Review the maintenance work scoping procedures for the Eastern IDBs to ensure efficient use of environment team resource.
Objective 3.4: Support our member boards to ensure maintenance works are undertaken in accordance with environmental standards.	
Actions (2025-26)	3.4.1 Support member IDBs to ensure that all environmental surveys and permits that are required for maintenance activities are completed on time.
	3.4.2 Training to be delivered to key staff on class licence interpretation for water vole, badgers, snails and beavers

	<p>3.4.3 Establish a working group to review the effects of beavers on the WMA groups maintenance activities.</p> <p>3.4.4 Ensure a minimum of 3 audits per year are undertaken on each member boards maintenance activities, covering contractors and in house staff, to ensure compliance with the SMO and to gather learning. Review and contrast the audits to look for any consistent issues or best practice that can be shared across the group. At appropriate period report this to the CMC</p>
<p>Objective 3.5: Support our member boards to utilise Byelaw 10 and associated policy to ensure third party works do not inhibit routine maintenance operations.</p>	
<p>Actions (2025-26)</p>	<p>3.5.1 Introduce 'Area based' Senior Sustainable Development Officers to foster close working relationships between the Sustainable development and Operations Teams of each WMA member board</p> <p>3.5.2 Undertake a review of the arterial watercourse network maps of the WMA member boards, for any watercourses that we do not undertake maintenance on/wish to regulate and look for de-mainment opportunities.</p> <p>3.5.3 Use enforcement flowchart and policy to act on unauthorised works adjacent to arterial watercourses within timescales. Report enforcement cases to each Board.</p>

WMA Member Boards strategic Aim, Objective and tasks

Aim 3 Deliver safe effective, consistent and efficient routine maintenance operations.	
Objective 3:	Deliver routine maintenance operations on time and to budget, in line with the programme of works. Ensure the boards bylaws are upheld and utilise data systems to drive efficiencies in our maintenance operations, always ensuring works are undertaken in accordance with environmental standards.
Actions (2025-26)	<p>3.1 Develop a 3-5 year programme of work using the WMA agreed template, which accurately maps out resources, costs and timings. Critically evaluate monthly financial figures to ensure effective time and plant recording is being achieved and that total expenditure does not exceed the expenditure budget for the financial year. Ensure that the direct maintenance works budget does not exceed that set at the start of the financial year, unless there is an unprecedented event. Any costs that are incurred over and above the agreed budget are to be itemised, identified, and costed separately.</p> <p>3.2 Publish the annual maintenance programme by December of each year for the coming financial year.</p> <p>3.3 Review the plant held by the board and identify any pieces which have low utilisation.</p> <p>3.4 Ensure any H&S recommendations from across the WMA group are implemented. Ensure all SSOW are in place at all times.</p> <p>3.5 Ensure all environmental surveys and permits for the board are completed on time.</p> <p>3.6 Training to be delivered to operations manager and key board staff on class licence interpretation for water vole, badgers, snails and beavers</p> <p>3.7 Ensure a minimum of 3 audits per year are undertaken on the boards maintenance activities, covering contractors and in house staff, to ensure compliance with the SMO and to gather learning. Ensure these are shared with the Ops manager and Area Manager and COO and reported to the board.</p> <p>3.8 Review arterial watercourse network maps for any watercourses that we do not undertake maintenance on or wish to regulate and look for de-mainment opportunities.</p> <p>3.9 Use enforcement flowchart and policy to act on unauthorised works adjacent to arterial watercourses within prescribed timescales. Report enforcement cases to each Board.</p> <p>3.10.</p>

WMA Strategic Aim, Objectives and tasks

Strategic Aim 4:		To ensure our member boards have well-functioning drainage networks, with reliable assets that collectively work together to provide effective drainage, meeting the boards objectives.
Objective 4.1:		To regularly inspect each Boards assets to inform replacement and repair programmes.
Actions (2025-26)	4.1.1	Have a 6-year capital replacement programme, linked to maintenance records, in place for all WMA member Boards.
	4.1.2	Have robust annual (minimum) service plans in place for all mechanical assets, in place for all WMA member Boards..
	4.1.3	Develop a system of condition and reliability measures for WMA member board M&E assets.
	4.1.4	Undertake a project to review and where required develop redundancy plans for all mechanical assets in WMA member boards areas
	4.1.5	Undertake a group wide project to review mechanical and electrical assets in stock, or have plans for obtaining key elements, such that de-minimis downtimes can be achieved.
Objective 4.2:		Utilise regulatory functions and associated policies to ensure third party works do not increase flood risk or reduce the effectiveness of the WMA Group Member Boards drainage networks.
Actions (2025-26)	4.2.1	Create a WMA Group flowchart detailing the process for inspecting consented works, ensuring these are implemented as specified / conditioned within the consent documentation.
	4.2.2	Expand on the existing WMA Group enforcement flowchart to include the scenario whereby consented works have not been implemented as per the specifications and conditions of consent.
	4.2.3	Undertake annual review of the WMA Group Planning and Byelaw Strategy.
Objective 4.3:		Ensure the landholdings of each WMA member Board is managed effectively.
Actions (2025-26)	4.3.1	Support each board to produce a record (including map layer) of land owned and registered to each Board and develop a WMA group record of this collective data.
	4.3.2	Produce a record (including map layer) of tenancy agreements for each WMA member Board and develop a WMA group record of this collective data.
	4.3.3	Produce an inspection programme for each member Board's owned assets and landholdings.
Objective 4.4:		Improve the arterial drainage networks of WMA member boards through projects to reduce flood risk / improve drainage

Actions (2025-26)	4.4.1	Support member boards such that a collective list of projects which would improve the boards network is kept up to date at all times.
	4.4.3	An annual review should be prepared by the WMA examining the project lists for our member boards and associated resource requirements.

WMA Member Boards strategic Aim, Objective and tasks

Aim 4: Have a well-functioning drainage network, with reliable assets that collectively work together to provide effective drainage.		
Objective 4: Regularly inspect the boards assets to inform and update capital and revenue replacement and repair programmes and monitor and react to all development that could compromise our boards area		
Actions (2025-26)	4.1	Have a 6-year capital replacement programme, linked to maintenance records, in place at all times
	4.2	Have robust annual (minimum) service plans in place for all mechanical assets.
	4.3	Review and where required develop redundancy plans for all mechanical assets in the boards area
	4.4	Review mechanical and electrical assets in stock, or have plans for obtaining key elements, such that de-minims downtimes can be achieved.
	4.5	Work with the Environment Agency to report any critical structures and flood defences bordering the IDBs districts where their condition is deemed inadequate. Continue to work with the EA to undertake this work on their behalf under PSCA.
	4.6	Produce a register (including map layer) of land owned and registered to the Board.
	4.7	Produce a register (including map layer) of tenancy agreements for the Board.
	4.8	Produce an inspection programme of Board owned assets and landholdings.
	4.9	Collate a collective list of projects which would improve the boards network and keep this up to date at all times.

WMA Strategic Aim, Objectives and tasks

Strategic Aim 5:		To provide best value to our member boards such that they operate in a cost-effective way for rate payers, levelling justifiable and proportionate drainage & consortium rates, under a sustainably affordable business model.
Objective 5.1:		Ensure WMA member Boards have sustainable funding models such that drainage rates are increased by reasonable annual amounts.
Actions (2025-26)	5.1.1	Develop a detailed energy strategy for the WMA, seeking to utilise our land and assets to build low-cost energy sources and protect WMA member boards from energy price fluctuations.
	5.1.2	Develop a policy and decision making process for use when member boards bid for work, in order to ensure a diverse client base is developed and that efforts are targeted effectively.
	5.1.3	Ensure member boards are undertaking their work in the most cost effective way through supporting an annual review of sub-contractor and in house resourcing costs, such that possible efficiencies can be achieved across the group
	5.1.4	Undertake a full review of WMA costs to ensure best value and effective use of funds is underway, in order to minimise consortium charges.
	5.1.5	Undertake a review of the income required for each board to create a balanced budget, not reliant on highland water charges.
	5.1.6	Develop a process for identifying new agricultural buildings (glasshouses, storage buildings) and ensure the information is captured in the rating database for future billing in each Board District.
Objective 5.2:		Ensure WMA member boards operate under a robust system which allows charges to be made for water being discharged into each Board's Internal Drainage District.
Actions (2025-26)	5.2.1	Support member boards in utilising the existing charging policy to charge for additional water as result of development. Report to each Board with monies received.
	5.2.3	Produce a report considering the expansion of the existing charging policy across the WMA group to cover treated foul water discharges or miscellaneous discharges.
Objective 5.3:		Ensure WMA member boards charge reasonable fees relating to the Board's regulatory function.
Actions (2025-26)	5.3.1	Produce a report considering and analysing whether any additional fees may be chargeable in accordance with each Board's regulatory function. Possible fees may include inspection fees, pre-application advice fees or fines relating to enforcement action or retrospective approvals.
	5.3.2	Recover the cost of the WMA Sustainable Development Team / Compliance Team through income associated with the regulatory function of the WMA member boards.

	5.3.3	Produce a report considering and analysing the possible routes to charge other IDBs & RMAs for professional advice relating to regulation within Internal Drainage Districts & wider areas.
Objective 5.4: Manage recharge work, such that its delivery is profitable, beneficial to the WMA and IDBs and diversified such that our exposure to financial landscapes are protected.		
Actions (2025-26)	5.4.1	Produce an annual report on recharge work carried out each year across the WMA group, reviewing the profits made, clients and the type and diversity of work undertaken.
	5.4.2	Work with member boards to ensure all recharge works are completed without a deficit.

WMA Member Boards strategic Aim, Objective and tasks

Aim 5: Operate in a cost-effective way for rate payers, levelling justifiable and proportionate drainage & consortium rates.		
Objective 5:	Continue to work towards a balanced budget by the end of 27-28, through implementing a sustainably affordable business model.	
Actions (2025-26)	5.1	Undertake an annual review of sub-contractor use, costs and quality. Review this in detail to review where work could be brought in house or should continue to be subcontracted to get best value.
	5.2	Utilise rechargeable, FDGiA and 3rd party funding for as much work as possible, to minimise rates, consortium charges and the use of board reserves.
	5.3	Review and continue to implement the Board's net cost reduction strategy, as set out in the group's Rate Levies and Collection Policy.
	5.4	Utilise the existing charging policy to charge for additional water as result of development. Report to the Board with monies received.
	5.5	Support the relevant District Council(s), through ADA when required, by actively lobbying DEFRA to disaggregate IDB Special Levies from the Council's Revenue and Expenditure profiles
	5.6	Produce an annual report on recharge work carried out each year, reviewing surplus and diversity of work undertaken.
	5.7	Ensure all recharge works are completed without a deficit.

From: 01 April 2025
To: 31 March 2026

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

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

From: 01 April 2025
To: 31 March 2026

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

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

From: 01 April 2025
To: 31 March 2026

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

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

Notes:

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

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

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

From: 01 April 2025
To: 31 March 2026

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

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

Recommendations:

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

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

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

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

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

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

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

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

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

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

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

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

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

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

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

WATER MANAGEMENT ALLIANCE

DATA PROTECTION POLICY

GOVERNANCE

Last review date: October 2024

To be reviewed annually

Next review date: October 2025

Reviewed by: WMA Consortium Management Committee

Adopted by:

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

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

DATA PROTECTION POLICY

CONTENTS

Clause

1. Interpretation.....	3
2. Introduction	5
3. Scope of Policy and when to seek advice on data protection compliance.....	5
4. Personal data protection principles.....	6
5. Lawfulness, fairness and transparency.....	7
6. Consent	8
7. Transparency (notifying Data Subjects)	8
8. Purpose limitation.....	9
9. Data minimisation.....	9
10. Accuracy.....	9
11. Storage limitation.....	9
12. Security integrity and confidentiality.....	10
13. Reporting a Personal Data Breach	11
14. Transfer limitation	11
15. Data Subject's rights and requests.....	12
16. Accountability	12
17. Record keeping	13
18. Training and audit	14
19. Privacy by Design and Data Protection Impact Assessment (DPIA).....	14
20. [Automated Processing (including profiling) and Automated Decision-Making	15
21. Direct marketing	15
22. Sharing Personal Data	16
23. Changes to this Data Protection Policy.....	17

DATA PROTECTION POLICY

1. INTERPRETATION

Definitions:

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

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

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

Broads (2006) Internal Drainage Board

East Suffolk Water Management Board

King's Lynn Internal Drainage Board

Norfolk Rivers Internal Drainage Board

Pevensey & Cuckmere Water Level Management Board

South Holland Internal Drainage Board

Waveney, Lower Yare & Lothingland Internal Drainage Board.

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

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

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

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

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

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

DATA PROTECTION POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DATA PROTECTION POLICY

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

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

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

2. INTRODUCTION

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

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

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

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

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

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

DATA PROTECTION POLICY

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

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

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

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

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

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

if you need to draft Privacy Notices;

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

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

if there has been a Personal Data Breach;

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

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

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

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

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

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

4. PERSONAL DATA PROTECTION PRINCIPLES

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

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

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

DATA PROTECTION POLICY

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

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

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

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

not transferred to another country without appropriate safeguards in place (transfer limitation); and

made available to Data Subjects and allow Data Subjects to exercise certain rights in relation to their Personal Data (data subject's rights and requests).

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

5. LAWFULNESS, FAIRNESS AND TRANSPARENCY

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

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

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

the Data Subject has given their Consent;

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

to meet our legal compliance obligations;

to protect the Data Subject's vital interests;

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

to pursue our public interest

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

DATA PROTECTION POLICY

6. CONSENT

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

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

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

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

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

7. TRANSPARENCY (NOTIFYING DATA SUBJECTS)

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

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

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

DATA PROTECTION POLICY

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

8. PURPOSE LIMITATION

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

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

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

9. DATA MINIMISATION

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

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

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

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

10. ACCURACY

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

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

11. STORAGE LIMITATION

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

DATA PROTECTION POLICY

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

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

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

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

12. SECURITY INTEGRITY AND CONFIDENTIALITY

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

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

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

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

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

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

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

DATA PROTECTION POLICY

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

13. REPORTING A PERSONAL DATA BREACH

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

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

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

14. TRANSFER LIMITATION

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

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

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

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

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

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

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

reasons of public interest;

to establish, exercise or defend legal claims;

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

DATA PROTECTION POLICY

in some limited cases, for our legitimate interest.

15. DATA SUBJECT'S RIGHTS AND REQUESTS

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

withdraw Consent to Processing at any time;

receive certain information about the Controller's Processing activities;

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

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

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

restrict Processing in specific circumstances;

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

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

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

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

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

make a complaint to the supervisory authority;

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

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

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

16. ACCOUNTABILITY

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

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

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

DATA PROTECTION POLICY

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

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

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

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

17. RECORD KEEPING

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

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

These records should include, at a minimum:

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

clear descriptions of:

the Personal Data types;

the Data Subject types;

the Processing activities;

the Processing purposes;

the third-party recipients of the Personal Data;

the Personal Data storage locations;

the Personal Data transfers;

the Personal Data's retention period; and

the security measures in place.

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

DATA PROTECTION POLICY

18. TRAINING AND AUDIT

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

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

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

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

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

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

The state of the art.

The cost of implementation.

The nature, scope, context and purposes of Processing.

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

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

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

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

Automated Processing including profiling and ADM.

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

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

A DPIA must include:

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

DATA PROTECTION POLICY

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

An assessment of the risk to individuals.

The risk mitigation measures in place and demonstration of compliance.

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

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

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

a Data Subject has Explicitly Consented;

the Processing is authorised by law; or

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

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

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

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

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

21. DIRECT MARKETING

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

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

DATA PROTECTION POLICY

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

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

Is marketing similar products or services.

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

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

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

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

22. SHARING PERSONAL DATA

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

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

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

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

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

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

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

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

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

DATA PROTECTION POLICY

23. CHANGES TO THIS DATA PROTECTION POLICY

We keep this Data Protection Policy under regular review-

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

24. ACKNOWLEDGEMENT AND REVIEW

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

Signed 

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

Date23/10/2024.....

Distributed to: South Holland IDB Members

Members	PAPER COPY
Simon Bartlett	
Allan Beal	
Anthony Casson	YES
Nanette Chapman	YES
Chris Dring	
Paul Foyster	
Joe Grundy	
Andrew Hay	YES
Sam Markillie	
Julian Perowne	
Paul Redgate	YES
Elizabeth Sneath	YES
Thomas Sneath	
Ian Stancer	
Sam Taylor	
Richard Thompson	
Jack Tyrrell	YES
David Wilkinson	YES
Duncan Worth	

Officers	
Cathryn Brady	
Katie Byrne	
Phil Camamile	
Sallyanne Jeffrey	
Caroline Laburn	
Dominic Morris	
Georgina Nichols	
Karl Vines	

South Holland IDB
Meeting 11 February 2025