

WITHAM FOURTH DISTRICT INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of the Governance and Risk Committee of a Meeting held at the Board's Office, 47 Norfolk Street, Boston on Wednesday 22 November 2017.

Present - A. E. Drake (Committee Chairman)
Members: M. Cooper
C. Crutcher
J. E. Grant (Chairman)
P. Richardson (Vice Chairman)

1. REVIEW OF GOVERNANCE DOCUMENTS

The Chair Executive confirmed that the documents listed were standard and were reviewed annually and amended as necessary but there had been no changes necessary this year. The Chairman asked if it would be useful to know when the review takes place and the Chair Executive confirmed that the last review had taken place in 2016 to establish the process. Reviews were only necessary if and when the Internal Auditor raised any specific issues or AIA required changes but this had not been the case in the last twelve months. Two points had been raised last year - 1. Completion of the Register of Member's Interest which had now been done and 2. Review the risk arising from the Wrange project, which had now been discussed and concluded.

2. NEW DISCIPLINARY POLICY

The Chair Executive confirmed this was a new document which was self-explanatory and had previously been issued by the Internal Auditor. The Chairman of the Board had suggested that the document should set out the consequences of any incident within the policy. The Chair Executive said that he would add an additional paragraph stating that the Board's disciplinary procedures would apply. The Committee Chairman agreed that, at the very least, the standard disciplinary procedures should apply.

RESOLVED TO RECOMMEND that the Arbitratory Policy with the above amendment be adopted.

3. DISPOLICY STATEMENT

The Draft Statement was previously included in our Business Plan that basically covers our approach to work had been updated by AIA. Certain items will need to be finished. Once the items had been finished then the Board would approve. With regard to point 4.1, the Board's Chairman had suggested the wording be amended to "Environmental Officer/Monitor" with regard to 2.1 he had also suggested that property that was managed to be added which would make it more cost-effective.

The Engineering Manager asked if the Chairman could seek further clarification before adopting the policy in relation to visual embankments - do we simply report the length of the embankment and the embankment on one or both sides or just simply the embankment? The Chair Executive said he would clarify this.

C. Crutcher asked if we publish details of the maintenance programme. The Assistant Engineer confirmed that this had been flagged and that further details would be given in the website.

4. INTERNAL/EXTERNAL AUDIT RECOMMENDATIONS

The Chair Executive confirmed that as a result of David Gearing's retirement, the Executive Board had put out a tender document to secure a new Auditor. The most competitive bid was received from T&A, and they have now been appointed. Chris Flatts will be our Internal Auditor. The Chair Executive referred members to the background report which had been updated and confirmed that the main issue raised had been the non-compliance of the register of member's interests but this had now been rectified.