

# WITHAM FOURTH DISTRICT INTERNAL DRAINAGE BOARD

## MINUTES

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

Present: - H. C. Drake (Committee Chairman)  
Messrs: M. Cooper  
C. Crunkhorn  
J. E. Grant (Chairman)  
P. Richardson (Vice Chairman)

### 1. **REVIEW OF GOVERNANCE DOCUMENTS**

The Chief 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 Chief Executive confirmed that the first review had taken place in 2010 to establish the process. Reviews were only necessary if, and when, the Internal Auditor raised any specific issues or ADA 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 Wrangle project, which had now been discussed and concluded.

### 2. **NEW ANTI-BRIBERY POLICY**

The Chief Executive confirmed this was a new document which was self-explanatory and had previously been raised 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 Chief 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 Anti-Bribery Policy with the above amendment be adopted.

### 3. **IDB POLICY STATEMENT**

The Draft Statement was previously included in our Business Plan that basically covers our approach to work had been updated by ADA. Certain items still need to be finalised. Once the items had been finalised then the Board would approve. With regard to point 4.2, the Board's Chairman had suggested the wording be amended to "Environmental Officer/Advisers". 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 raised embankments – do we simply report the length of the watercourse and the embankment on one or both sides or just simply the embankment? The Chief Executive said he would clarify this.

*C.Crunkhorn asked if we publish details of the maintenance programme.* The Assistant Engineer confirmed that this had been flagged and that just basic details would be given on the website.

### 4. **INTERNAL/EXTERNAL AUDIT RECOMMENDATIONS**

The Chief Executive confirmed that as a result of David Gowing's retirement, the Lincolnshire Boards had put out a tender document to secure a new Auditor. The most competitive bid was received from TIAA, and they have now been appointed. Chris Harris will be our Internal Auditor. The Chief Executive referred members to the landscaped 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.

*M. Cooper asked if the Board was in a position to be compliant with the new regulations coming into force next May? The Chief Executive confirmed that he was the Data Controller and he was satisfied that we were compliant but will ensure that this is the case and confirm to the Board before the new regulations come into force.*

4. **NEW REPORTING TIMETABLE**

The Chief Executive confirmed that he was waiting for information from PFK Littlejohn (the newly appointed Auditor) to confirm details. The SAAA Board had agreed that one auditor should be responsible for all Drainage Boards and their appointment should be for a period of 5 years from the current end of year.

3. **ANY OTHER BUSINESS**

None

Chairman