

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 **20 November 2019**.

Present: - C. Crunkhorn (Committee Chairman)
P. Richardson
Cllr. T. Ashton
K. Smith

Apologies P. Skinner, J. E. Grant, M. Cooper, C. Woodcock

1. **WELCOME**

The Committee Chairman welcomed Cllr. Alex Hall to the Board and hoped that he would find the meetings of interest and welcomed his input. Although member numbers for this committee had recently been increased, unfortunately many members of the Committee were absent today, however there were still enough members present to hold a valid meeting. K. Smith confirmed that he would be willing to join this Committee and his offer was accepted.

2. **31 MARCH 2019 EXTERNAL AUDIT**

The Chief Executive confirmed that PKF Littlejohn, our external auditors, had noted 1 point, which was not a qualification but listed under "other matters". The Board had not provided evidence of a review of the risk management for the 12- month period they were auditing. The reason for this was that in the previous November meeting it had been agreed a new Risk Register was needed. With other matters and the May elections, the meeting did not take place until July 2019 which was outside of their reporting period. The auditors are aware that the meeting took place in July. The Minutes from the July meeting will be approved at the December Board Meeting.

3. **NEW DATA PROTECTION POLICY**

The Committee were referred to the Board's website which clearly shows the Board's policies. However, one that needed updating was in relation to Data Protection. This has now been rectified and the Board have used the policy approved by Black Sluice IDB and amended the details to reflect this Board's details. The Black Sluice Policy has already undergone scrutiny to ensure compliance. The CEO explained that in relation to GDPR, the Board as a small authority, has the right to retain certain information to enable us to send rate demands each year.

RESOLVED TO RECOMMEND That the Data Protection policy discussed by the Committee is recommended for approval by the Board at the December 2019 Board Meeting.

3. **ANY OTHER BUSINESS**

There was no other business and the meeting closed at 2.07pm

Chairman