

WITHAM FOURTH DISTRICT INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of the Governance and Risk Committee at a Meeting held by Zoom on Wednesday
18 November 2020

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

1. **COMMITTEE MEMBERSHIP**

The Committee Chairman welcomed members. The Chief Executive confirmed that he had just received a new list of Councillors from P. Skinner and that he would send an invite to the new Board Members for the December Board meeting.

J. Grant - asked who they were and whether they had been on the Board previously?

P. Skinner - confirmed that some had but there had been a gap in their membership.

2. **31 MARCH 2020 EXTERNAL AUDIT**

The Chief Executive shared his screen with Committee Members and ran through the report. He was pleased to confirm that there were no matters raised. There were no matters which caused concern and had signed off the AGAR report. One "Other Matter" which had been flagged was that the 30 day period that electors have to look at the accounts had been advertised on the first day of the 30 day period but it should have been advertised on the day before the 30 day period began. Once the report has been approved at this meeting, The Chief Executive will arrange to display it on the Board's website. The Committee Chairman asked if the members were happy with the report or if there were any questions

T. Ashton - believed that when the Auditor had to scrape the barrel to find anything to report he believed it was a thorough audit. He was happy to accept the report.

3. **REVIEW OF GOVERNANCE POLICIES**

The Committee were referred to the Governance Policies on the Board's website, and in particular the Risk Register which had proposed changes highlighted in red. The Chief Executive referred the members to the changes in the Risk Register. The Internal Auditor had wanted more clarity about the Pumping Station assets and the Chief Executive had made some minor changes to reflect the risk adequately. The Chief Executive referred the members to Risk Area No 5 – which basically separates the Pumping Station properties from the other assets (machinery etc) to show preventative controls being employees living on site at the pumping stations, so ears and eyes on site all the time.

J. Grant - asked in relation to No. 2 whether incidents involving members of the public should be included? The Chief Executive confirmed that this was covered under risk. The Chief Executive confirmed the Health & Safety Controls the Chief Engineer had put in place would ensure any risk was minimal.

The Committee Chairman added that it was clearly shown on the policy under recovery controls that we have employers and public liability insurance in place.

P. Skinner - asked if Health & Safety training provided is signed for? The Chief Engineer confirmed that once individuals had received training, they received a Certificate, and a copy of this Certificate was retained on their personnel file. A database of all training is maintained, and the individuals are required to sign to confirm that they have received training.

P. Skinner -asked if staff were trained in the use of fire extinguishers? The Chief Engineer confirmed there were designated Fire Marshalls and they had received training.

J. Grant - asked if the Board were up to date on IT virus protection? The Chief Executive confirmed that the Board outsource network management and updates are automatically loaded to machines and the server. The Board also receives notification of any new viruses.

J. Grant - asked about mobile phones? The Chief Executive confirmed that these were not linked to the server.

The Chief Executive went through all other policies listed on the website and that the only recent amendment that had been made was to the last paragraph regarding Standing Orders which dealt with virtual meetings. This is in place until June 2021. ADA have asked DEFRA if we could extend them but at the minute, they are still valid so there is no change required. The Financial Regulations were to be reviewed annually as they cover all aspects of how finance is dealt with. No changes have been flagged up by the Internal Auditor, but we have to indicate that have been reviewed. The Chief Executive invited anyone with any concern to flag them up with him before the Board meeting. The Chief Executive confirmed that he had no concerns and the Internal Auditor had given substantive assurance for the first time since the Chief Executive has been with the Board.

The Committee Chairman asked if the members were prepared to approve the changes to the policy and to recommend to the Board to adopt the changes. There was a show of hands and it was agreed

RESOLVED TO RECOMMEND That the updated Risk Register and other policies as discussed by the Committee is recommended for approval by the Board at the December 2020 Board Meeting.

J. Grant - asked if everyone was happy with the Board's website? The Committee Chairman confirmed he was and that he thought it worked well. The Chairman added that it covered all bases and was totally transparent.

P. Skinner - added he would like to see the last review date shown in each policy. The Chief Executive confirmed that the date that the website had been updated was shown.

3. **ANY OTHER BUSINESS**

There was no other business and the meeting closed at 2.21pm

Chairman