

# **The Witham First District Internal Drainage Board**



## **Statement of Accounts For Year Ended 31<sup>st</sup> March 2011**

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## **Explanatory Foreword**

### **Introduction**

The Board's accounts for the year ending 31<sup>st</sup> March 2011 are set out on pages 11 to 12. They consist of the statements explained below.

- **The Income and Expenditure Account** (*page 11*)

This statement shows the income and net expenditure on the major functions and services for which the Board is responsible, and compares that cost with the income received.

- **The Balance Sheet** (*page 12*)

This is fundamental to the understanding of the Board's financial position at the year end. It shows the balances and reserves at the Board's disposal; its long-term indebtedness; and the fixed and net current assets employed in its operations, together with summarised information on the fixed assets held. Also included are the assets and liabilities of all activities of the Board.

These accounts are supported by the Statement of Accounting Policies and various notes to the accounts.

## **The Statement Of Responsibilities For The Statement Of Accounts**

### **The Board is required:**

- a) To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Board, that officer is the Chief Executive and Clerk to the Board.
- b) To manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

### **The Clerk to the Board's Responsibilities**

The Clerk to the Board is responsible for the preparation of the Board's Statement of Accounts which is required to present fairly the financial position of the Board at the accounting date and its income and expenditure for the year ended 31<sup>st</sup> March 2011.

In preparing the statement of accounts, the Clerk to the Board has:-

- a) Selected suitable accounting policies and then applied them consistently.
- b) Made judgement and estimates that were reasonable and prudent.
- c) Complied with generally accepted accounting practice.

The Clerk to the Board has also:-

- a) Kept proper accounting records which were up to date.
- b) Taken reasonable steps for the prevention and detection of fraud and other irregularities.

### **Certificate of the Clerk to the Board**

This statement of accounts is that upon which the auditor should enter his certificate and opinion. It presents fairly the financial position of the Board at 31<sup>st</sup> March 2011 and its income and expenditure for the year then ended.

Signed:

Name: C J Elkington

Designation: Chief Executive and Clerk to the Board

Date:

## Statement on the System of Internal Control

### 1. Scope of Responsibility

The Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Board is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Board's functions and which includes arrangements for the management of risk.

### 2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. It is an ongoing process designed to identify, prioritise, evaluate and manage the risks to the achievement of the Board's functions.

### 3. The Internal Control Environment

The key elements of the internal control environment are the financial and performance management of the authority, financial and performance reporting to the Board and compliance with established policies, procedures, laws and regulations. Risk management is provided by a framework of regular management information, administrative procedures, management supervision and a system of delegation and accountability.

### 4. Review of Effectiveness

The Board has responsibility for conducting a review of the effectiveness of the system of internal control. The review is an ongoing process and is informed by the work of managers within the Board and any comments made by the internal auditor and the external auditor.

Signed:

Signed:

(signature of Chairman and Chief Executive to the Board)

Date:

Date:

## Statement of Assurance

We acknowledge as the members of The Witham First District Internal Drainage Board our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts, and confirm, to the best of our knowledge and belief, with respect to the Board's statement of accounts for the year ended 31<sup>st</sup> March 2011, that:

	Agreed - Yes or No*	'Yes' means that the Board:
1. we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes	prepared its statement of accounts in the way prescribed by law.
2. we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	Yes	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Board to conduct its business or on its finances.	Yes	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4. we have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	has given all persons interested the opportunity to inspect and ask questions about the Board's accounts.
5. we have carried out an assessment of the risks facing the Board and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	considered the financial and other risks it faces in the operation of the board and has dealt with them properly.
6. we have maintained an adequate and effective system of internal audit of the Board's accounting records and control systems.	Yes	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the Board.
7. we have taken what we consider to be appropriate action on all matters raised in previous reports from the internal and external auditors.	Yes	has taken appropriate action in response to matters brought to its attention by auditors.
8. we have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the Statement of Accounts.	Yes	disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.

This Statement of Assurance is approved by the Board and recorded as board minute reference

dated

 /  / 

Signed on behalf of the Witham First District Internal Drainage Board

Signed by: Chair

Date

 /  / 

Signed by: Chief Executive

Date

 /  / 

\* Please provide explanations to the external auditor on a **separate sheet** for each 'NO' response that has been given; and describe what action is being taken to address the weaknesses identified.

**AUDITORS' REPORT**

**TO**

**WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD**

**We have audited the Statement of Accounts on pages 11 to 19 which have been prepared in accordance with the accounting policies as set out on pages 9 to 10.**

**This report is made solely to Witham First District Internal Drainage Board in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 54 of the Statement of Responsibilities of Auditors and of Audited Bodies, prepared by the Audit Commission.**

**Respective Responsibilities of the Witham First District Internal Drainage Board and Auditors**

As described on page 4 the Witham First District Internal Drainage Board is responsible for the preparation of the financial statements in accordance with the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2004. Our responsibilities as independent auditors are established by statute, the Code of Audit Practice issued by the Audit Commission and our profession's ethical guidance.

We report to you our opinion as to whether the financial statements present fairly:

- the financial position of the Board and its income and expenditure for that year.

We review the Statement on Internal Control on pages 5 to 6 and report if it is misleading or inconsistent with other information we are aware of from our audit of the financial statements. We are not required to consider whether the statement covers all risks and controls, or to form an opinion on the effectiveness of the board's corporate governance arrangements or its risk and control procedures. Our review was not performed for any purpose connected with any specific transaction and should not be relied upon for any such purpose.

We read the other information published with the statement of accounts and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the statement of accounts.

### **Basis of Audit Opinion**

We conducted our audit in accordance with the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission, which requires compliance with relevant auditing standards issued by the Auditing Practices Board.

An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the board in the preparation of the financial statements, and of whether the accounting policies are appropriate to the board's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

**In our opinion the financial statements present fairly the financial position of Witham First District Internal Drainage Board as at 31st March 2011, and its income and expenditure for the year then ended.**

### **Certificate**

**We certify that we have completed the audit of the accounts in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.**

**Signature:**

**Clement Keys  
39/40 Calthorpe Road  
Edgbaston  
Birmingham  
B15 1TS**

**Name:**

**Designation:**

**Date:**



## **Statement Of Accounting Policies**

### **1.) General**

The accounts have been prepared in accordance with generally accepted accounting practice.

### **2.) Fixed Assets**

Fixed assets are valued on the following basis:

- a) land, operational and non-operational buildings are included in the balance sheet at historical cost. Pumping Stations are included in the Balance Sheet at insurance valuation.
- b) vehicles, plant and equipment are included at historic cost. A depreciation charge is made against the appropriate income and expenditure code and balances created in the renewal funds.

### **3.) Depreciation**

Land and buildings are not depreciated on the grounds that an ongoing repairs and maintenance policy results in an extension of useful life and negates the necessity for material depreciation.

A depreciation charge is made against the running costs of plant and equipment and vehicles on a straight line basis over their useful economic life, if the value of the plant does not negate the necessity for material depreciation.

### **4.) Debtors and Creditors**

The revenue accounts of the Board are maintained on an accruals basis in accordance with SSAP 2. That is, sums due to or from the Board during the year are included whether or not the cash has actually been received or paid in the year. An exception to this principle relates to electricity and similar payments which are charged at the date of the meter reading rather than being apportioned between financial years. This policy is consistently applied each year and therefore does not have a material effect on the year's accounts.

There is no provision for bad debts.

**5.) Deferred Charges**

There are no deferred charges.

**6.) Stocks and Work in Progress**

Stocks are valued in the Balance Sheet on the average price basis with no allowance made for obsolescent and slow moving items. This is a departure from the requirements of SSAP 9 which require stocks to be shown at actual cost or net realisable value, if lower. The effect of the different treatment is not material.

**7.) Government Grants And Contributions**

The Board received no government grants or contributions during the financial year ended 31<sup>st</sup> March 2011.

**8.) Leases**

The Board has no operating or finance leases.

**9.) Reserves**

Revenue Reserve – The Boards policy is to maintain this balance at approximately 10% of the annual revenue expenditure.

Renewal Funds – The Boards policy is to build up sufficient funds over the useful economic life of major assets to enable replacement. This is through a depreciation charge as set out in the fixed asset register.

**10.) Pensions**

The Board pays an employers contribution of 26.5% of the employees gross pay into the Lincolnshire County Council Superannuation Fund. The workforce based at the depot's cost is recharged as part of the employee overhead to the maintenance codes where the employee has worked.

The Annual Report of the Lincolnshire County Council's Superannuation Fund is available from:

Lincolnshire County Council Superannuation Section  
County Offices  
Lincoln  
LN1 1YE

See also Note 14: Disclosure of Net Pensions Asset/Liability.

## Income And Expenditure Account For The Year Ended 31<sup>st</sup> March 2011

<b>Income</b>	<i>Notes</i>	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
I001 - Drainage Rates		426835	420358
I002 / I003 - Special Levies	6	204104	201011
Highland Water Contributions	7	13151	22567
Anglian Water Contribution		3503	0
I006 - Rechargeable Income		7236	4952
I007 - Interest		2337	500
I008 - Sundry Income		350	19073
I010 - Insurance Claims		1700	3285
I011 - Rates Costs		410	510
I017 - Grant Aid		0	0
- Sale of Property		90000	149918
<i>Total Income</i>		<i>749626</i>	<i>822174</i>
 <b>Expenditure</b>			
Environment Agency Precept		83031	83031
Joint Administration	8	87744	91936
Establishment & Admin	9	11016	28009
Drain Maintenance	10	272338	318120
Pumping Stations	11	146748	168048
Depot	12	11210	20246
Computer Depreciation		541	1097
Other Expenditure		6830	5418
Capital Expenditure	13	18971	32470
<i>Total Expenditure</i>		<i>638429</i>	<i>748375</i>
<b><i>Surplus/(Deficit)</i></b>		<b><i>111197</i></b>	<b><i>73799</i></b>

Signed:

Name: C J Elkington

Designation: Chief Executive to the Board

Date:



## Notes To The Accounts

### Note 1: Fixed Assets

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
A001 - Freehold Land	83060	83060
A002 - Washingborough Office	0	41547
A003 - Timberland Spa Depot	25910	25910
A004 - Plant & Vehicles	480403	464832
A005 - Machinery & Equipment	277974	274475
A006 - Office Equipment	3169	5495
A009 - Housing Properties	0	0
A010 - Pumping Stations	2364029	2364029
<b>Total</b>	<b>3234545</b>	<b>3259349</b>

### Note 2: Debtors

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
C004 - Rate Levy Control	11624	4588
C005 - Rate Costs Control	710	600
C006 - Sundry Debtors Control	179	33035
C007 - VAT Account	17247	9428
C009 - Highland Water Control	(12327)	7297
C011 - Interest Receivable	2837	500
C012 – Joint Admin Control	7260	3350
C019 - Other Reserves	800	1600
C002 - Rechargeables	37797	
<b>Total</b>	<b>66127</b>	<b>60398</b>

Note 3: Creditors

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
D001 - Purchase Ledger Control	0	0
D002 - PAYE & NI Control	3284	3121
D003 – Superannuation Control	3510	3364
D010 - Accruals/Sundry Creditors	64	64
D012 - Joint Admin Control	0	0
D014 - Audit Reserve	4000	4000
D015 - Rates Overpaid	0	62
<b>Total</b>	<b>10858</b>	<b>10611</b>

Note 4: Capital Discharged On Fixed Assets

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
E001 - Capital Receipts Applied	60765	60765
E002 - Revenue Contributions	2665973	2665973
E003 - Renewals Funds	324747	349551
E004 - Revaluation Reserve	183060	183060
<b>Total</b>	<b>3234545</b>	<b>3259349</b>

Note 5: Funds Balances & Reserves

	B/fwd 010410 £	Movement £	Depreciation £	C/fwd 310311 £
Revenue Reserve	71149	111197		182346
Plant & Vehicle Renewal	148046		63314	192034
<i>Purchase: Fuel Bowser</i>		(3500)		
<i>Purchase: Isuzu</i>		(15826)		
Computer Renewal	8565	(1641)	541	7465
AWC Renewal	53824	-	7839	61663
<b>Total</b>	<b>281584</b>	<b>90230</b>	<b>71694</b>	<b>443508</b>

Note 6: Special Levies

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
North Kesteven D C	91796	90405
Lincoln City Council	112308	110606
<b>Total</b>	<b>204104</b>	<b>201011</b>

Note 7: Highland Water Contribution

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
Drains Expenditure	4007	5816
Pumping Stations	7330	13638
Capital Expenditure	0	0
Administration	1814	3113
<b>Total</b>	<b>13151</b>	<b>22567</b>

Note 8: Joint Administration

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
<b>Staff Costs</b>		
J001 - Gross Pay	169084	153925
J002 - Employers NI	13387	13185
J003 - Employers Superannuation	40919	38205
J004 - Travel & Subsistence	11584	8306
J011 - Training	3243	649
J031 - Income	0	(56435)
<b>Sub Total</b>	-	157835
Less : Witham 3rd Contrib	-	(78918)
<b>Total</b>	-	<b>78917</b>
<b>Office Costs</b>		
J006 - Telephone & Fax	1147	1003
J007 - Equipment	41	1250
J008 - Stationery & Consumables	3597	2744
J009 - Statutes/Texts/Periodicals	140	247
J010 - Postage	2104	1334
J012 - Photocopier	561	465
J029 - Miscellaneous	461	835
K001 - NNDR/Water Rates	5527	1833
K002 - Light & Heat	2130	1449
K003 - Cleaning	1391	608
K004 & K006 - Office Repairs	765	964
K005 - Insurance Premiums	1183	572
K007 - Health & Safety	233	10
K008 - Improvements	250	524
K009 - Security	210	30
K010 - Management Fees	728	0
K029 - Miscellaneous	176	6606
<b>Sub Total</b>	-	20474
Less : Witham 3rd Contrib	-	(10237)
<b>Total</b>	-	<b>10237</b>
<b>Computer</b>		
L001 - Repairs & Maintenance	5726	4168
L003 - Software & Upgrading	3344	896
L004 - Training	0	300
L005 - Internet, web & misc.	350	201
<b>Sub Total</b>	268283	5565
Less : Witham 3rd Contrib	x 0.3	(2783)
<b>Total</b>	<b>80484</b>	<b>2782</b>
Depreciation	541	1097
<b>Grand Total</b>	<b>81025</b>	<b>91936</b>



Note: 9 Administration & Establishment

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
M002 - Printing & Stationery	0	0
M003 - Advertising & Publicity	958	1206
M004 - Audit Fees	3611	3938
M005 - Valuer's Fees	0	600
M006 - ADA Subscription	2246	1954
M008 - Legal Fees	3105	11453
M011 - Bank Charges	0	0
M028 - Election Expenditure	0	1013
M029 - Miscellaneous	488	741
O001 - Hire of Meeting Room	75	72
O002 - Members Travel Expenses	0	174
O003 - Annual Tour	533	6688
O005 - Chairman's Allowance	0	250
<b>Total</b>	<b>11016</b>	<b>28009</b>

Note 10: Drain Maintenance – P001

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
Labour	123293	181643
Plant	111469	111976
0010 / 9000 - Materials / Stock	1120	902
0020 - Plant Hire	22969	2220
0030 - Lincs BAP/Conservation	250	7142
0040 - Pest Control	0	0
0070 - Repairs & Maintenance	25	399
0090 - Insurance Premiums	9688	9533
0100 - Health & Safety	256	1372
0110 - Telephone	1232	1616
0120 - Training	1201	266
0160 - Small Tools	130	0
0140 - Miscellaneous	400	615
0240 - Protective Clothing	305	436
<b>Total</b>	<b>272338</b>	<b>318120</b>

Note 11: Pumping Station Maintenance – Q001

	31 <sup>st</sup> March 2009 £	31 <sup>st</sup> March 2010 £
Labour Charge	42892	43746
Plant Charge	6164	6191
Materials/Stock	539	808
Hire Charges	0	30
Electricity	74098	94132
Repairs	12457	11017
Insurance Premiums	3037	2639
Health & Safety	17	395
Telephone	351	375
Training	0	0
Oils & Lubricants	0	1128
Protective Clothing	8	25
Conservation	0	0
Pest Control	0	0
Security	0	0
Miscellaneous	146	523
AWC Depreciation	7839	7839
Anglian Water Cont	(800)	(800)
<b>Total</b>	<b>146748</b>	<b>168048</b>

Note 12: Depot – R001

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
Labour	4958	12170
Plant	0	45
Materials (inc Stock Reval)	122	1291
Health & Safety	334	119
Telephone	223	487
Premises Repairs	505	423
Small Tools	79	44
Security	165	1391
Hire Charges	161	187
Pest Control	0	0
Insurance Premiums	0	0
Oils / Lubricants	52	21
NNDR & Water Rates	3190	3914
Miscellaneous	1421	154
<b>Total</b>	<b>11210</b>	<b>20246</b>

### Note 13: Capital Expenditure

	31 <sup>st</sup> March 2011 £	31 <sup>st</sup> March 2010 £
Chapel Hill Elec.cab	0	27360
Branston Pump Outfall Repl	0	5110
Heighington Elec.cab	18971	
<b>Total</b>	<b>18971</b>	<b>32470</b>

### Note 14: Disclosure Of Net Pensions Asset/Liability

Membership of the Lincolnshire Government Pension Scheme (LGPS) is available to all contracted employees of the board whether whole time, part time or casual. Membership of the scheme is not compulsory for employees who have made other arrangements.

The LGPS is a defined benefit statutory scheme, administered in accordance with the Local Government Pension Scheme Regulations 1997, as amended. It is contracted out of the State Second Pension.

In 2010/11 pension costs have been charged to the revenue account on the basis of contributions payable to the LGPS, based on the last formal actuarial valuations calculated as at 31<sup>st</sup> March 2010. The next formal valuation is due as at 31<sup>st</sup> March 2013.

At 31<sup>st</sup> March 2011 the Board had the following overall assets and liabilities for pensions that have not been included in the balance sheet.

Net Pension Assets as at	31 <sup>st</sup> March 2011 £000	31 <sup>st</sup> March 2010 £000
Estimated Employer Assets (A)	834	791
<i>Present Value of Scheme Liabilities</i>	<i>(889)</i>	<i>(1019)</i>
<i>Present Value of Unfunded Liabilities</i>	0	0
Total Value of Liabilities (B)	<i>(889)</i>	<i>(1019)</i>
Net Pension Asset (A)-(B)	<i>(55)</i>	<i>(228)</i>

Liabilities have been assessed on an actuarial basis using the roll forward approach. These are assessed by rolling forward the value of employer's liabilities reported as at the latest formal valuation, allowing for the different financial assumptions required under FRS17. In calculating asset share, assets have been rolled forward allowing for investment returns (estimated where necessary), the effect of contributions paid into, and

estimated benefits paid from, the fund by the employer and its employees. Service cost has been calculated using the projected unit method of valuation. A set of demographic

assumptions consistent with those used for the formal funding valuation as at 31<sup>st</sup> March 2010 have been adopted. These include:

Assumptions as at	31 <sup>st</sup> March 2011		31 <sup>st</sup> March 2010	
	% per annum	Real % per annum	% per annum	Real % per annum
Pension increases	2.8		3.8	
Salary increases	5.1		5.3	
Return on Assets	6.9		7.0	
Discount rate	5.5		5.5	

The expected return on assets is based on the long term future expected investment return for each asset class as at the beginning of the period (i.e. as at 31<sup>st</sup> March 2003 for the year to 31<sup>st</sup> March 2004). The actuary has calculated that the following assumptions are appropriate as at 31<sup>st</sup> March 2010:

Asset Class	Expected Return at 31 <sup>st</sup> March 2011 (% per annum)
Equities	7.5
Bonds	4.9
Property	5.5
Cash	4.6

All information is taken from the LGPS “Actuarial Valuation as at 31<sup>st</sup> March 2010 for the purposes of FRS17”, produced by the actuary Hymans Robertson. A copy is held at the office if further information is required.

# **Policy Statement on Flood Protection and Water Level Management**

## **1. INTRODUCTION**

### Purpose

- 1.1 This policy statement has been prepared by The Witham First District Internal Drainage Board to provide a public statement of the Board's approach to its management of flood risk and water levels in its area.

### Background

- 1.2 The Department for Environment, Food & Rural Affairs (DEFRA) has policy responsibility for flood and coastal defence in England. However, delivery is the responsibility of a number of flood and coastal defence "operating authorities" which includes the Witham First District Internal Drainage Board.
- 1.3 The Government has published a policy aim and three objectives for flood and coastal defence <sup>1</sup>. To ensure a more certain delivery of the aim and objectives by the individual operating authorities the Government has published a series of high level targets <sup>2</sup>. The first target requires each operating authority to publish a policy statement setting out their plans for delivering the Government's policy aim and objectives in their area. This will include an assessment of the risk of flooding and coastal erosion in their area, and what plans they have to reduce that risk.
- 1.4 This policy statement fulfils that requirement. Copies are available from the Board's offices at Witham House, J1 The Point, Weaver Road, Lincoln LN6 3QN. We are also providing a copy to DEFRA, the Department of the Environment, Transport and the Regions, the Environment Agency and local Authorities.

1.5 The Government's policy aim is:

*To reduce the risk to people and the developed and natural environment from flooding and coastal erosion by encouraging the provision of technically environmentally and economically sound and sustainable defence measures.*

1.6 The key objectives to achieve this aim are:-

*(a) To encourage the provision of adequate and cost effective flood warning systems.*

*(b) To encourage the provision of adequate, economically, technically and environmentally sound and sustainable flood and coastal defence measures.*

*(c) To discourage inappropriate development in areas at risk from flooding and coastal erosion.*

## **2. HOW THE BOARD WILL DELIVER THE GOVERNMENT'S POLICY AIM AND OBJECTIVES.**

2.1 The Witham First District IDB supports the Government aim and objectives for the management of flood risk and water levels. Our policy and approach will be consistent with them as follows:-

**Objective (a): to encourage the provision of adequate and cost effective flood warning systems.**

- The Board will assist the Environment Agency wherever possible in its provision of adequate and cost effective flood warning systems. Co-operate with the Agency in responses to flood emergencies and participating as necessary in exercises to develop and test emergency response procedures, reviewing such arrangements every two years.

**Objective (b): to encourage the provision of adequate economically, technically and environmentally sound and sustainable flood and coastal defence measures.**

- Within the drainage district potentially all the area is at some risk of flooding. The Board will seek to retain this risk at acceptable levels through appropriate improvements and the implementation of a sound maintenance strategy. They will also seek to ensure that the Environment Agency's flood defences, which also afford protection to the district, are maintained at a satisfactory standard.
- Work will be carried out in accordance with best practice and to deliver best value for money taking due regard of guidance available from MAFF, the Environment Agency and other organisations.
- Regulate as necessary using the available powers the actions of others to ensure their works do not increase the flood risk.
- Ensure that riparian owners are aware of their responsibilities for maintenance.
- Play a positive role in fulfilling our statutory and other responsibilities for nature conservation, including achievement of the Government's environmental objectives and targets. We acknowledge our responsibilities under the Land Drainage Acts of 1991 and 1994, The Wildlife and Countryside Act 1981, the European Birds and Habitats Directives and the Conservation (Natural Habitats & C) Regulations 1994.
- When carrying out our works we will seek to avoid wherever possible damage to environmental interests and aim to ensure no net loss to habitats covered by Biodiversity Action Plans and seek opportunities to enhance the aquatic environment.

- Ensure that for those Water Level Management Plans where we are the leading operating authority we work in partnership with English Nature to complete, implement where appropriate, and review Plans in accordance with MAFF guidance on plan completion and the timetables set out in the High Level Targets.
- Co-operate with other bodies and make input to the development of Shoreline Management Plans, Coastal Habitat Plans and Local Environment Agency Plans.

**Objective (c): To discourage inappropriate development in areas at risk from flooding.**

- The potential impact on flood risk through future development in the Drainage District, or in the wider catchment draining to the District is fully recognised by the Board and it will take an active role in the assessment of structure planning, local plans and individual applications to ensure flood risk is not increased. Where appropriate the Board will secure from Developers contributions to cover the cost of both immediate and longer term works necessary in ensuring that any potential increase in flood risk can be removed. Such contributions will be recorded in accordance with DETR/MAFF Circular (successor to 30/92).



### 3. FLOODING RISKS IN THE BOARD'S DISTRICT

3.1 As mentioned in Section 2, the entire drainage district is at some risk to flooding. That risk is substantially controlled but some variation in the standards of protection will apply. The following are the key details of the District:

Catchment Area draining to and including the District	16,500 ha
Total area of the District	15,753 ha
Area of Agricultural Land	15,485 ha
Area of Residential & Industrial Property	268 ha
<u>Major Infrastructure</u>	
Motorway	0 km
Classified Roads - A roads	14.35 km
- B roads	9.58 km
- other C.C. roads	104.52 km
<u>Sites of Environmental Interest</u>	
SSSI	4.78 ha
Nature Reserve (Metheringham Delph)	30 ha

3.2 The Witham First District IDB has provided the Environment Agency with information on the major flood defence assets for which the Board are responsible. The information is available from the Environment Agency at Waterside House, Waterside North, Lincoln LN2 5HA.

3.3 Assets for which the Board has operating authority responsibility

Pumping Station	14 No.
Other Water Level Control Structures	0 No.
Watercourses	266 km
* Critical Watercourses	0 km
Raised Embankments	2.77 km

\* Critical watercourses are those from which overspilling will put at risk of flooding a significant number of people and properties. Against clear criteria the above length has been agreed with the Environment Agency.

Passing through or adjacent to the District are the following assets maintained by the Environment Agency.

Main Rivers	151 km
River Raised Embankments	201 km

#### 3.4 Flood Risk From These Watercourses

This section sets out the Board's assessment of flood risk taking into account the following:

- Assets in place considering design standard and life.
- Environment Agency flood risk maps.
- Other information such as the history of flooding and land use impacts.

3.5 The areas which are more vulnerable to flooding due to the particular local circumstances are adjacent to Environment Agency main rivers Witham, Sleas, Carr Dyke and the Delphs. The Board is satisfied that there are minimal risks to human life arising from any failure in its own assets or overspilling from its watercourses.

3.6 Through the operation and maintenance of the pumping stations and the channel system the Board seek to maintain a general standard capable of providing flood protection to agricultural land and developed areas of 1 in 20 and 1 in 100 years respectively. This likely return cannot be taken literally and should be considered as a chance of some overspilling from the system taking place each year as being 5% and 1% respectively.

3.7 Reduction and Management of These Flood Risks

The Board monitor the condition of its pumping station and watercourses, particularly those designated as critical, overspilling from which could affect property. Consistent with the established need a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards of protection which are sought.

Where standards are not at the policy level, improvement works, where they can be demonstrated to meet with DEFRA criteria, will be considered and undertaken as appropriate.

The Board welcome from its agricultural ratepayers, special levy councils and members of the public any comments on the condition of its system which could lead to any increased flood risk.

- 3.8 The Board will seek to promote the need for works in its District and create an understanding among people who live and work in it as to what the flood risk is and the efforts made to control it. They will also seek to achieve directly and through local councils a culture within which the watercourses are seen as vital to controlling flood risk, whilst providing an interesting aquatic habit and dissuade abuse of them through dumping waste or obstructing flows in other ways.

#### **4. REVIEW OF THIS POLICY STATEMENT**

The Witham First District IDB will review this Policy Statement within a period not extending beyond 5 years.

#### References

<sup>1</sup> Strategy for Flood and Coastal Defence in England and Wales MAFF and Welsh Office, September 1993

<sup>2</sup> High Level Targets for Flood and Coastal Defence Operating Authorities and Elaboration of the Environment Agency's Flood Defence Supervisory Duty MAFF,  
November 1999.

**Policy implemented: 7<sup>th</sup> November 2000**

**Last review dated: 3<sup>rd</sup> February 2009**

## **Race Relations (Amendment) Act 2000**

### **Policy Statement**

The Witham First District Internal Drainage Board will give due regard to its duties under the Race Relations Act. The Board will welcome applications for employment from any member of any racial group; promote equality of opportunity, promote good relations between people of different racial groups, eliminate unlawful discrimination and monitor race equality using systems and data management to be devised and implemented by the Chief Executive.

### **Race Equality Scheme**

The Board are not required to publish a scheme under the provisions of the Act.

### **Employment Duty**

#### **1. Applicants For Employment**

The Board had no vacancies during the year.

#### **2. Staff In Post**

The Board employ six full time employees.

Six employees (100%) have designated themselves as ‘White English’ under the standard criteria for Ethnic groups as designated by the Act.

## **Biodiversity Report**

The Board are required to report on all losses and gains of habitat to the Environment Agency.

The Board reported no losses and no gains for the year.

In addition to the duty placed upon them by DEFRA, the Board provide information for the Lincolnshire Biodiversity Action Plan.

## **Water Level Management Plans**

The Board have one SSSI within the drainage district.

### **Wilsford and Rauceby Warrens**

WLMP completed and agreed October 1995

WLMP reviewed and agreed July 1997

WLMP currently being reviewed

Following a change in the grant in aid regime, the Board are investigating the possibility of implementing the plan, however, the landowners, Lincolnshire Wildlife Trust have intimated that they have no desire to implement any changes to the site.

## **Asset Surveys**

The Board are required to submit information to the Environment Agency as follows:-

### **1.) Critical Ordinary Watercourses**

The Board maintain nil metres of watercourse designated as a COW.

### **2.) Embanked Watercourses Condition Assessment**

The Board maintain small embankments on the following watercourses:

2047 Branston Beck  
2142 Digby Fen Roadside Drain  
2146 Evans Dyke  
2188 Cottage Drain

All embankments are in very good, good or fair condition.

### **3.) Structures**

In addition to the requirements of DEFRA, the Board undertake regular inspections of all pumping stations and structures. All structures are mechanically sound.



## **Administration**

The Board have been jointly administered with the Upper Witham Drainage Board and the Witham Third District Internal Drainage Board since 2009. Office equipment and staff costs are shared in proportions as agreed from time to time.

In August 2009, the Board moved into the office owned by Upper Witham Internal Drainage Board and extended the joint administration agreement to include that Board, having been party to a joint administration agreement with Witham Third since 1987.

### **Freedom of Information**

The Board have adopted a publication scheme as required by the Freedom of Information Act 2000.

As part of the commitment to transparency and accountability, a website has been developed to provide information on the Board and its activities. In addition, it offers downloadable forms and links to relevant authorities. The website can be accessed at <http://www.witham-1st-idb.gov.uk>

### **Local Government Ombudsman**

The Board fall within the remit of the Local Government Ombudsman.

There were no complaints registered against the Board in 2010/2011.

### **Standing Orders**

The Board submitted amended Standing Orders to the Department of Food and Rural Affairs on 8<sup>th</sup> September 2005. They were approved on 22<sup>nd</sup> March 2006.

### **Financial Regulations**

The Board approved amended Financial Instructions on 7<sup>th</sup> February 2006.