

# WITHAM & HUMBER DRAINAGE BOARDS – HANDBOOK OF POLICIES

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WITHAM & HUMBER DRAINAGE BOARDS

## Index

<b>Policy Name</b>	<b>Policy</b>
FAMILY FRIENDLY	Adoption
	Maternity
	Breast Feeding or expressing milk
	Paternity Leave
	Shared Parental Leave
HEALTH & WELLBEING	Health & Wellbeing
	Absence Management
	Special Leave
	Home Working
	Smoke Free
	Alcohol & Substance Misuse
HUMAN RESOURCES	Recruitment and Selection
	Induction
	Probationary Period
	Appraisal (Performance Review & Development)
	Managing Capability
	Disciplinary
	Managing Employee Grievance
	Lone Working
	Severe Weather
	Overseas Travel
	Whistleblowing
	Retirement
PREVENTING & HANDLING DISCRIMINATION	Equality & Valuing Diversity
	Equal Opportunities re: Disability
	Anti-Harassment & Bullying
HEALTH & SAFETY	Health & Safety Policy Inc. Statement & Booklet
	Manual Handling
	First Aid & Accident Reporting
	Fire Precautions at Work
	Vibrations at Work
	Work with Asbestos
	Management of Asbestos
	Control of Noise
	Display Screen Equipment
	Use of mobile phones in vehicles
	Managing Stress
	Working near Electrical Conductors
	Structure Replacement
	Young People & Work Experience Policy
BUSINESS PRINCIPLES	GDPR
	Access Control & Assurance
	CCTV

	Freedom of Information
	Records Retention & Destruction
	Social Media
	Gifts & Hospitality
	Fraud & Corruption
FINANCIAL & GOVERNANCE	Financial Regulations & Statement of Internal Control
	Local Government Pension Scheme-Discretions
	Members' code of conduct
	Officers' Code of Conduct
	Risk Register
	Risk Management Strategy
	Risk Management Policy
	Treasury Management
	Complaints Procedure
OPERATIONAL & ENVIRONMENTAL	Nature Strategy
	Biosecurity
	Byelaws [for each Board]
	Conservation
	Culverting
	Enforcement & Consenting Concordat
	Policy Statement on Water Level and Flood Risk Management
	Joint Lincolnshire Flood Risk and Management Strategy
	Scheduling of Watercourses
	SuDS Adoption
	Vehicle Driving Policy
	Water Voles

Some policies have accompanying forms and letters templates

POLICY NAME	POLICIES	OVERVIEW	DATE APPROVED	RENEWAL DATE
<b>FAMILY FRIENDLY</b>	Adoption Policy	This policy outlines the adoption leave procedure and adoption pay rights. It covers length of leave, pay, notification, returning to work and keeping in touch during adoption leave. The policy considers changes to statutory adoption pay and eligibility in effect from 5 April 2015.	JSC 20.07.20	2023
	Maternity Policy	The maternity leave policy includes information on time off for ante-natal care, length of leave, maternity pay, keeping in touch and returning to work. It also includes an entirely optional clause on extending maternity leave if a premature birth requires the baby to spend a period of time in hospital.	JSC 20.07.20	2023
	Breast Feeding or expressing milk Policy	This policy explains the provision which will be made for mothers who are breastfeeding or expressing milk. The policy covers the legal background, maternity suspension, dismissal, night work, provision for expressing milk at work, and time off to breastfeed.	JSC 20.07.20	2023
	Paternity leave Policy	Statutory Paternity Leave is the time you can take off to support your partner. The paternity leave policy covers eligibility, length of leave, paternity pay and paternity leave following adoption.	JSC 20.07.20	2023
	Shared Parental Leave Policy	This policy outlines the statutory right to take shared parental leave (SPL). The policy also outlines the arrangements and notification requirements before a period of SPL and the entitlement to pay during SPL. The policy details the amount	JSC 20.07.20	2023

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		and timing of SPL that an employee is entitled to and covers keeping in touch days during SPL.		
<b>HEALTH AND WELLBEING</b>	Health and wellbeing Policy	The 4 Boards pledge to provide initial and ongoing support and help for employees going through mental health problems. The purpose of this policy is to assist with creating an open and honest workplace where line managers and employees can discuss mental health problems, and to ensure the necessary support is available and offered to employees when needed.	JSC 20.07.20	2023
	Absence Management Policy	This policy includes details on notification and certification, private medical certificates, return to work, medical examination, access to medical reports, extended absences, meetings, disability, dismissal, payments and insurance. It refers to personal data being handled in line with data protection policies.	JSC 20.07.20	2023
	Special Leave Policy	This policy describes the steps to be taken by which employees may apply for paid or unpaid Special Leave for family or personal reasons which covers periods of absence from work which are not covered by any other policy. Entitlements to certain types of leave are covered by statutory obligations, whilst other forms of leave are discretionary and may be granted by line managers.	JSC 20.07.20	2023
	Home working	This policy includes information on applying for homeworking, trial periods, training, management supervision, care and security, and the equipment that will be provided by the Boards.	JSC 20.07.20	2023

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	Smoke-free policy	This policy can be used to assist in compliance with the Health Act 2006 and covers implementation, non-compliance and help for those who wish to stop smoking.	JSC 20.07.20	2023
	Alcohol & Substance Misuse	The purpose of this policy is to provide information on what support is available to those employees who are having issues with either alcohol or illicit substances and how any potential risks or issues that are affecting an employee's work performance and/ or behaviour would be managed.	JSC 20.07.20	2023
<b>Human Resource</b>	Recruitment and selection policy	This document outlines the policy on recruitment and selection and covers the recruitment procedure, the process that should be followed and the appeals procedure. Includes a Confidentiality agreement	JSC 20.07.20	2023
	Induction policy	This policy covers the objectives of induction, supporting organisational documents include the provision of a privacy notice to explain how personal data is used, the induction procedure, mentoring and coaching.	JSC 20.07.20	2023
	Probationary policy	This policy outlines the process for managing a probationary period at work, including an explanation of the purpose of probationary periods, how to manage any concerns during the probationary period, what support should be provided, along with information on confirming the successful completion of a probationary period as well as terminating employment either before completion of or at the end of the probationary period.	JSC 20.07.20	2023
	Appraisal (Performance Review)	This policy outlines the process to be followed when carrying out a performance review. The policy details the benefits of	JSC 20.07.20	2023

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	& Development) Policy	appraisal, when appraisal interviews should take place and sets out the three stages of the appraisal process that should be followed by the appraiser, including the paperwork that needs to be completed.		
	Managing Capability Policy	This policy outlines the approaches that may be taken where an employee is incapable of performing their role due to long-term illness or disability, including transfer to another role or dismissal. It includes a section on data relating to health being processed in line with data protection policies.	JSC 20.07.20	2023
	Disciplinary Policy	The procedure is designed to establish the facts quickly and to deal with disciplinary issues consistently.	JSC 20.07.20	2023
	Managing Employee Grievances Policy	This procedure sets out the formal and informal stages involved in the grievance process. The procedure also explains how investigations will be carried out.	JSC 20.07.20	2023
	Lone working policy	The purpose of this policy is to set out specific requirements that apply to the health and safety of an employee who is working alone, including information on risk assessments, communication and accidents.	JSC 20.07.20	2023
	Severe Weather policy	This policy covers the definition of severe weather, responsibilities of the employee, cascade announcements, keeping the organisation operating, working from home, making up lost time and taking time off to care for dependants.	JSC 20.07.20	2023

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	Policy and procedure on overseas travel	This policy and procedure outline the responsibility of the employer to carry out a risk assessment for any employee working abroad, procedures to be followed to ensure the health and safety of the employee, and the responsibilities of the employee in this regard.	JSC 20.07.20	2023
	Whistle Blowing	The 4 Boards have this policy to enable employees to raise concerns at an early stage and in the right way. It also assures employees that any concerns raised will be addressed appropriately. The Boards would rather that employees raised a matter when it is just a concern rather than wait for proof. This would be in the best interest of the service in the longer term. This includes contractors providing services, volunteers and students/trainees on work experience schemes.	Sept 2018	Existing Approved Policy
	Retirement Policy	This policy explains the 4 Boards' procedure that employees should follow to notify their employer that they wish to retire.	JSC 20.07.20	2023
<b>PREVENTING AND HANDLING DISCRIMINATION</b>	Equality and valuing diversity policy	This policy covers gender, trans-gender status, marital status, race, disability, age, religious belief and political opinion, HIV, and sexuality.	JSC 20.07.20	2023
	Equal opportunities policy relating to disability	This policy covers equal opportunities for employees with disabilities, including the definition of a disabled person, the employee's responsibilities and the 4 Boards' responsibilities.	JSC 20.07.20	2023
	Anti- Harassment and bullying	This policy covers definitions of harassment and bullying, examples of harassment and bullying, enforcement, training, communication and raising awareness and procedures.	JSC 20.07.20	2023

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<b>HEALTH AND SAFETY</b>	Health and Safety Policy including Policy Statement and Booklet.	A health and safety policy sets out the general approach and commitment together with the arrangements put in place for managing health and safety The purpose of the health and safety booklet is to provide staff with a summary of the information contained in the health and safety main policy document.	May 2021	2024
	Manual handling Policy	This policy and procedure cover health and safety with regard to manual handling, listing the employer's responsibilities and what procedures should be followed to ensure the health and safety of employees.	May 2017	Existing Approved Policy
	First Aid and Accident reporting Policy	This policy and procedure outline the employer's responsibilities with regard to first-aid arrangements, facilities and training, and the procedures the employer will follow to fulfil these responsibilities.	May 2017	Existing Approved Policy
	Fire Precautions at Work Policy	The purpose of this policy is to state the responsibilities of fire safety at work. Any fire risks are identified, evaluated, removed or reduced to ensure persons are protected so far as reasonably practicable	May 2017	Existing Approved Policy
	Vibration at Work Policy	The purpose of the policy is to understand who may be involved in hand, body and arm vibration, the duties and responsibilities of the Board and for staff who work with machinery which vibrates	May 2017	Existing Approved Policy
	Work with Asbestos Policy	The purpose of the policy is to understand the duties and responsibilities of Board and for staff who work with asbestos.	May 2017	Existing Approved Policy

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	Management of Asbestos in Non-domestic premises	The purpose of the policy is to understand the duties and responsibilities of the 4 Boards and staff	May 2017	Existing Approved Policy
	Control of Noise Policy	This policy sets out the precautions required to protect staff when working in noisy conditions and environments	May 2017	Existing Approved Policy
	Display Screen Equipment Policy	The purpose of this policy is to state who has responsibilities and what they must do in order to minimise any possible health and safety risk to display screen and equipment users.	May 2017	Existing Approved Policy
	Use of mobile phones in vehicles Policy	The purpose of this policy is to state who has responsibilities and what they must do in order to minimise any possible health and safety risk when a vehicle	May 2017	Existing Approved Policy
	Health & Safety Managing Stress in the Workplace Policy	This policy covers definition of stress, signs of stress, responsibilities, function of safety representatives and the role of the safety committee. This document has been reviewed considering data protection obligations.	May 2017	Existing Approved Policy
	Working near electrical conductors policy	This policy covers the procedures required working near electrical conductors	May 2017	Existing Approved Policy
	Structure Replacement Policy	This document sets out the policy of the Witham and Humber Drainage Boards concerning the repair or replacement of structures where the integrity of the structure deteriorates to such an extent that it is unable to convey the necessary flow in the drainage channel, or if it becomes unsafe for either vehicle or pedestrian traffic to cross the watercourse.	July 2020	2023

POLICY NAME	POLICIES	OVERVIEW	DATE APPROVED	RENEWAL DATE
	Young People and Work Experience Policy Statement	Legal requirement for the management of young learners under health and safety at work act and management of health and safety at work regulations	May 2021	2024
	General Data Protection (GDPR) Policy	This policy outlines the 4 Boards' approach to protecting data in the workplace in accordance with GDPR and current data protection legislation, including data protection procedures, access to data, disclosures and security of data, how the Boards will notify a breach, training and the identification of officers responsible for data protection.inc confidentiality agreement, privacy notice, subject access request and data subject rights.	JSC 20.07.20	2023
<b>BUSINESS PRINCIPLES</b> General Data Protection Regulations	Access Control Assurance Policy	The aim of this policy is to ensure appropriate access control rules are in place. Information and Communication technology (ICT) including the network and associated information systems to ensure the confidentiality integrity and availability of systems information.	JSC 20.07.20	2023
	CCTV Policy	<p>This policy provides a framework for the planning, installation, management and maintenance of Closed-Circuit Television (CCTV) systems on sites owned or occupied where there is a building management responsibility.</p> <p>It aims to ensure that appropriate legal requirements are satisfied at each of the above stages and that staff involved in the management and operation of such systems have the necessary information to ensure that they discharge their responsibilities in accordance with the appropriate legislation.</p>	JSC 20.07.20	2023

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	Freedom of Information Act compliance (Inc. Publication Scheme) Policy	The Freedom of Information Act gives a legal right for any person to ask an organisation within the public sector for access to information that it holds. This policy outlines the procedure to be followed when someone asks for information under the Act.	JSC 20.07.20	2023
	Record Retention and Destruction Policy	This policy sets out the arrangements for record management for the 4 Boards to comply with statutory obligations under the GDPR and in line with current data protection legislation.	JSC 20.07.20	2023
	Social Media policy	This policy describes use of social media during working hours, outside office hours and during recruitment.	JSC 20.07.20	2023
	Gifts and Hospitality policy	This policy describes the purpose of giving or receiving gifts and hospitality in a commercial setting is to foster good working relationships. This policy clarifies when gifts and hospitality may be offered or accepted and the record-keeping requirements.	JSC 20.07.20	2023
	Fraud and Corruption policy	Each of the four Boards is committed to a culture of honesty, transparency and fairness. They are therefore also committed to the elimination of fraud and corruption, to the rigorous investigation of any such cases and the punishment of those involved. The Nolan Committee set out the seven guiding principles of public life in 1995 and these and the principles and requirements set out in the Bribery Act 2010 will also be upheld.	2021	2024

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<b>FINANCIAL &amp; GOVERNANCE</b>	Financial Regulations and statement of internal control	Financial Regulations and the Statement of Internal Control set out the framework and the rules for the proper financial administration of the 4 Boards and the responsibility of those charged with carrying out duties with financial implications.	2021	2024
	Local Government Pension Scheme Discretion Policy	The Local Government Pension Scheme Discretions Policy is a statutory scheme and participation as an employing organisation is governed by statute. This applies in all 4 Boards.	Jan 2020	2023
	Members' code of conduct and registration of members interest	The Members' Code of Conduct offers rules on the Key principles of public life	23.04.13	Existing Approved Policy
	Employees' code of conduct	The Employees' Code of Conduct is based significantly but not exhaustively on the Association of Drainage Authorities' (ADA) guidance. It offers a set of rules to govern required standards of Officer behaviour.	2021	2024
	Risk Register	A Risk Register is a tool for documenting risks, and actions to manage each risk. The Risk Register is essential to the successful management of risk. As risks are identified they are logged on the register and actions are taken to respond to the risk.	Nov 2021	May 2022
	Risk Management Strategy Statement	The 4 Boards recognise that each has a responsibility to manage hazards and risks and supports a structured and focused approach to managing them by approval each year of a Risk Management Strategy	2019	Existing Approved Policy

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	Risk Management Policy	It is a process whereby Internal Drainage Boards methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take steps to avoid this, or successfully manage the consequences.	2019	Existing Approved Policy
	Treasury Management (investment and Borrowing) Policy	The 4 Boards are each required to set a balanced budget annually, which broadly means that cash raised within the year correlates to the cash expended in that year. Part of the overall treasury management function is to manage those cash flows adequately to ensure cash is available when needed. The second key element of treasury management is the funding of major (capital) spend.	2021	2024
	Complaints Policy and Procedure	The 4 Boards have a procedure for dealing with complaints from members of the public and others. Despite our best endeavours, we recognise that things may not always meet your expectations. We follow a standard procedure to ensure that we investigate your complaint fully and fairly, and which enables complaints to be dealt with in a consistent way.	December 2021	2024
	Refunds Policy	The purpose of this policy on payment refunds is to provide clarity for staff processing payments and refunds and to provide prior guidance to be available on the 4 Boards' website as to how payments will be processed and under what circumstances refunds will be provided to customers.	May 2021	2024
<b>OPERATIONAL AND ENVIRONMENTAL</b>	Nature Strategy	The 4 Boards' commitment to fulfilling their duty as public bodies to conserve and enhance biodiversity under various legislation and policy including, but not limited to, the Environment Bill (Act) 2020, the Natural Environment and	Nov 2021	Existing Approved Policy

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		Rural Communities Act 2006, the 25 Year Environment Plan and the Water Framework Directive.		
	Biosecurity Policy	This policy sets out the Biosecurity Policy and covers activities undertaken by the IDB daily to reduce the spread and damage from invasive non-native species (INNS). It is intended that the 4 Boards' staff and contractors will follow procedures commensurate with this Policy	Sept 2018	Existing Approved Policy
	Byelaws	Under and by virtue of the powers and authority vested in IDBs by section 66 of the Land Drainage Act, 1991. Byelaws which are considered necessary for securing the efficient working of the drainage system in their district: The 4 Boards have each a set of Byelaws approved by the Defra Minister.	Submitted for Approval December 2021	Existing Approved Policy
	Conservation Policy	Outlines the ways in which each respective Board intends to fulfil the duties placed on Internal Drainage Boards under the requirements of the Land Drainage Act (1991) and other relevant legislation, such as the Natural Environment and Rural Communities Act (NERC Act) 2006, to undertake maintenance and water level management in a way that is compatible with nature conservation interests.	17.06.14	Existing Approved Policy
	Culverting Policy	This policy sets out what businesses, individuals and the community can expect from the 4 Boards with respect to consideration of proposals to culvert watercourses.	28.01.14	Existing Approved Policy
	Enforcement and consent concordant	The Internal Drainage Boards within Lincolnshire, both under their own powers and on behalf of Lincolnshire County Council as the Lead Local Flood Authority [LLFA], have a commitment	19.02.14	Existing Approved Policy

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		to protect and enhance the environment for the benefit of all residents and visitors to the area.		
	Policy Statement on Water Levels and Flood Risk Management.	This Policy Statement sets out the 4 Boards' approach to meeting the national policy aims and objectives in this area. This will include an assessment of the risk of flooding and coastal erosion in their area and what plans they have to reduce the risk.	May 2018	Existing Approved Policy
	Joint flood risk management strategy	Lincolnshire's flood risk management authorities aim to provide more local communities with improved protection from flood risk, while helping local people to be better prepared for flooding if it happens.	2020	Existing Approved Policy
	Scheduling of watercourses Policy	Principles drawn up to reinforce and provide consistency in the decision-making process used for the scheduling of watercourses, lagoons or any other asset	27.01.14	Existing Approved Policy
	Sustainable Drainage Systems (SUDS) Adoption policy	IDBs consider the adoption of SUDS within their respective Drainage Districts, where the SUDS cater for more than one property owner	01.09.16	Existing Approved Policy
	Vehicles Driving policy	A policy to provide and maintain safe and healthy working conditions for all employees and to provide the information, instruction, training and supervision necessary for this purpose.	May 2021	2024

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	Water Vole policy	The water vole policy was created to help protect and enhance the water vole habitats and populations associated with our IDB areas. It is based on the Natural England (then English Nature) Water vole mitigation techniques handbook.	2020	2023

Updated: 02/02/22