

WITHAM & HUMBER DRAINAGE BOARDS – HANDBOOK OF POLICIES

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WITHAM & HUMBER DRAINAGE BOARDS

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Some policies have accompanying forms and letters templates

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FAMILY FRIENDLY	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.		
HEALTH AND WELLBEING	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
	Hybrid working	The purpose of this Policy is to provide a framework to support flexible working arrangements where practicable, to realise the benefits of enabling staff to work flexibly.	12.12.22	2025
	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

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	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
Human Resource	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 & Development) Policy	This policy outlines the process to be followed when carrying out a performance review. The policy details the benefits of 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.	JSC 20.07.20	2023

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	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
	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

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	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
PREVENTING AND HANDLING DISCRIMINATION	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
	Health and Safety Policy	Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, and agency staff working on our behalf. In addition we will seek to ensure the work that	Sept 2022	2025

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		we carry out does not affect the health and safety of others, e.g. our customers, visitors and members of the public.		
BUSINESS PRINCIPLES General Data Protection Regulations	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
	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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FINANCIAL & GOVERNANCE	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	2023	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 employee behaviour.	2021	2024
	Risk Register	The corporate Risk Register provides information on the very high and high risks to the Boards. Assessing the likelihood and impact of each of those risks.	2023	2028
	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

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	Complaints 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
OPERATIONAL AND ENVIRONMENTAL	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 Rural Communities Act 2006, the 25 Year Environment Plan and the Water Framework Directive.	Nov 2021	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 concordat	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 to protect and enhance the environment for the benefit of all residents and visitors to the area.	19.02.14	Raised for review June 2022

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	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
	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: 23/02/2023