



BOARD MEETING

**Minutes of the Meeting held on Wednesday 12th October 2016 at
The Parcel Yard, Kings Cross Station, London.**

Directors Present: **Henry Cator (HC) – (Chairman)**
 Eddy Allen (EA), Alison Baptiste (AB), Tony Bradford (TB), Robert Caudwell (RC),
 Bryan Collen (BC), David Jenkins (DJ), Malcolm Harris (MH), John Heading (JHg),
 David Hickman (DH) (Lincolnshire CC), Kathryn Holdsworth (KH) (Defra), John
 Markwick (JM), Peter Pridgeon (PP), Trevor Purllant (TP), David Riddington (DR),
 David Sisson (DS), Ian Thornton (ITn), Michael Watson (MW), Duncan Worth (DW)

Company Secretary: Peter Bateson (PB)

In Attendance: Innes Thomson (ITh), Ian Moodie (IM), Aimée Scanlon (AS), James Hereford (JHd)

Apologies: Lord De Ramsey (LDR)

Vice Presidents (Not present): Anne McIntosh (AM), Jean Venables (JV), Neil Parish (NP)

Ref	Minute	Action
94	<p>Welcome, Apologies and Declarations of Interest</p> <p>HC welcomed JH who will be the representative for the ADA Severn & Wye Branch following their meeting in November.</p> <p>The Board stood in memory of Steve Morris who sadly passed away on Wednesday 21 September. Steve was Chief Executive of North Level District IDB.</p> <p>HC reported that Alastair Driver has retired as National Conservation Manager for the Environment Agency and as a result has resigned from ADA’s Board.</p> <p><i>Action: ITh to write to Alistair Driver to express the Boards thanks for his contribution to the water environment, flood risk management and ADA.</i></p> <p>HC thanked Peter Pridgeon for his massive contribution to ADA and presented him with a small gift from the Board on standing down as ADA Vice Chairman. PP continues as ADA Lincolnshire Branch Director.</p> <p>See above for apologies. There were no declarations of interest.</p>	ITh
95	<p>Minutes for Approval</p> <p>The Minutes of the Board meeting held on 5 July 2016 and as presented at this meeting were agreed as a true and fair record by the Board.</p>	
96	<p>Matters arising</p> <p>No matters arising were raised.</p>	
97	<p>ADA Administration and Operation</p> <p>a. Future working with ADA Policy & Finance Committee ITh reported that ADA’s P&F Committee had proposed that the ADA Office works closely with the Committee on the sub-detail of ADA’s finance papers in order to slim down and provide a more strategic set of finance papers at future Board meetings.</p>	

ITn said his Committee did not want to detract from the function of the Board, but allow them to be more focused on the key strategic issues.

The proposal was agreed by the Board.

b. Finance report for 2016 so far

ITh reported that ADA Office has attempted to streamline the in-year financial reporting into a budget report that lists income and expenditure under ADA's budgetary headings. The figures provided were up until the 31 August 2016.

ITh thanked PB and Sue Crowther for support in developing budget report provided.

DW requested that ADA tables ADA's cash account balances at Board meetings.

The balances to date were reported as:

- ADA Current Account: £10k
- ADA Reserve Account: £301.4k

c. Debtors report

ITh said that effort had been put into substantially reducing outstanding debts owed to ADA since the last Board meeting. ITh presented the report to the Board, showing:

- 8 local authorities were yet to renew their subscription for 2016,
- 2 overdue Gazette advertisements,
- An underpayment of 5% on 2016 subscription paid by Needham & Laddus IDB,
- Overdue payments relating to subscriptions in 2015 and 2016 from Natural Resources Wales.

ITh reported that a debt recovery policy is now in place.

d. Budget for 2017

ITh tabled the draft budget prepared for 2017. Key points discussed were that no uplift in revenue from Gazette advertising was anticipated for 2017, and a profit of £24k was budgeted from FLOODEX 2017, 50% of the profit achieved by FLOODEX 2016.

AB confirmed that the Environment Agency had requested to extend Ian Russell's appointment as ADA/EA Partnerships Manager for which ADA's contribution will remain £5k per year.

e. ADA Office: Key activities

ITh gave a verbal update of key activities undertaken including regular meetings with Defra and ADA's Parliamentary Vice Presidents and monthly meetings with AB which had proved useful for unsticking some key issues raised by members.

ITh reported that he had also attended meetings with Water UK, the District Councils' Network, NFU, CLA, Canal & Rivers Trust, Inland Waterways Association and ADEPT's Flood & Water Management Group. ITh had also had a brief conversation with Thérèse Coffey regarding work of ADA, and its members at a Defra Ministerial Reception on 8 September.

ITh had been approached by Local Authority SuDS Officer Organisation (LASOO), who would be interested in discussing closer collaboration with ADA, with potential for ADA to take over the administration of LASOO in the future. LASOO have identified ADA as having a good base of operation and influencing skills, whilst and thirdly officers running LASOO have to balance this role with their employment with local authorities.

DH would welcome ADA discussing this proposal further with both ADEPT and LASOO. Both groups were established following the increased role for local authorities in flood risk management provided by Flood & Water Management Act 2010.

The Board felt that this was a positive development that could enhance ADA's profile with local authorities. The Board supported ITh exploring further the potential for closer working with LASOO and ADEPT, and for delivering administrative services for

	<p>LASOO. The Board agreed this should be cost neutral to ADA, but potentially allow ADA to grow its staff resource in the future.</p> <p>Action: ITh to talk to ADEPT regarding future of organisation with LASOO</p> <p>Action: ITh to develop detailed business plan for proposals to ensure that services are provided at cost to LASOO.</p> <p>f. Membership & Subscriptions 2017 ITh reported three recommendations to modify ADA’s membership categories following discussions by the P&F Committee:</p> <ol style="list-style-type: none"> 1. Individual membership category to be set at £35+VAT for 2017. This was agreed by the Board; 2. Utility companies to become members of ADA. This was agreed by the Board, to be set at the same rate as for national flood risk management agencies in 2017 (£647+VAT) as proposed by TP seconded by DJ; 3. The Board agreed that local authorities should be classified as full members of ADA rather than as Associate Members from 2017. <p>AB and DJ highlighted that RFCC members would appreciate more information about the assistance RFCCs receive from ADA. DJ also praised the decision by AB to consolidate the RFCC subscriptions into a single annual payment to ADA.</p> <p>Action: ITh to prepare a statement of benefits for each membership category to be issued with subscription renewal invitations</p> <p>ITh reported that the P&F Committee plans to look in more detail at ADA’s membership categories during 2017, including options for simplifying the subscription scale for IDBs from 2018. Proposals will be brought to the Board in due course in advance of the ADA Conference 2017.</p> <p>ITn explained that the Committee were keen to look at finding an appropriate scale that would enable smaller IDBs to continue to be members and contribute to ADA.</p> <p>g. Company Secretary updates PB reported that an abbreviated set of company accounts for 2015 had been sent by ADA’s auditors to Companies House, but these may have been filed late and as a result ADA may be liable for a late submission penalty fine.</p>	<p>ITh</p> <p>ITh</p> <p>ITh</p>
<p>98</p>	<p>Defra and Environment Agency matters</p> <p>KH reported that Thérèse Coffey MP, Parliamentary Under Secretary of State for the Environment and Rural Life Opportunities, will be speaking at ADA Conference. Other key Defra announcements included:</p> <ul style="list-style-type: none"> • £12.5million investment in new temporary barriers following publication of Government’s National Flood Resilience Review, • Winner of Cumbria Flood Modelling Competition to be announced in November, • Property Flood Resilience Action Plan published • Two new IDBs came into being on 1 October 2016, Pevensey and Cuckmere Water Level Management Board and North Kent Marsh IDB. • Defra working with the Valuations Office Agency (VOA) to support work on valuation of property for IDB ratings. • Chris Rusbridge will be replacing KH within the flood risk management team at Defra. He will work out of Bristol and London. <p>HC wished KH well with her imminent maternity leave and thanked her for her contribution on the ADA Board and work on water level management at Defra.</p> <p>Action: ITh to arrange visit to an IDB for Chris Rusbridge.</p> <p>AB said that the Environment Agency were looking to build on the success of PSCAs with IDBs and sign up more agreements with local authorities. £2.5M of work undertaken through PSCAs in past two years. AB highlighted that PSCAs are reciprocal agreements and partners should be looking for opportunities for IDBs and local authorities to have appropriate work undertaken by the Environment Agency through the agreements.</p>	<p>ITh</p>

	<p>PB said that some IDBs were interested in receiving support from the Environment Agency in undertaking asset inspection and in the development of Business Cases for FDGiA.</p> <p>AB reported that the Environment Agency is working to fully utilise the additional investment in maintenance announced by the Government over the next 5 years. AB confirmed that all the orders for delivery of additional work by IDBs in 2016 have now been issued. For future years' allocation of funding the Environment Agency had agreed on a de-minimis contribution to each Area team, giving them greater certainty of funding, this would then be topped up to the full allocation before each year commenced.</p> <p>AB had heard about some positive work with Phil Brewin from the Somerset Consortium of Drainage Boards who had been working with the Environment Agency's National Laboratory Service to look at channel conditions (turbidity etc) following maintenance works. The Environment Agency would be interested in undertaking similar study work with other IDBs elsewhere in the country.</p> <p>On de-maining the Environment Agency were still finalising some details with Defra, but hoped to be moving to the next phase with the front runner locations before Christmas. Work so far had highlighted the importance of agreeing asset transfer before proceeding with de-maining as the legislation would not allow the Environment Agency to be left with responsibility for assets on a watercourse that had been de-mained.</p> <p>In preparation for winter 2017, 300 asset repairs had been completed since last winter and the Environment Agency was currently conducting 'Exercise Certus', designed to test readiness to respond to future flooding. The Environment Agency had also signed a contract with Eddie Stobbart Ltd to delivering temporary barriers at several locations during severe weather events. This year's flood warning campaign would be focused on educating 18-34 year olds.</p> <p>TB articulated concern that further work is needed to look at simplifying regulations that impinge on undertaking dredging works on main river. He highlighted that consents from the Marine Management Organisation could take over twelve months, which was unworkable when works were planned annually.</p> <p>AB hoped that PSCAs was helping speed up the process and hoped that longer term funding agreements would enable further forward planning of works.</p> <p>The Board recognised the major contribution that David Rooke, Deputy Chief Executive, Environment Agency had made to flood risk management, who was due to retire at the end of October.</p> <p>Action: ITh to write on behalf of the Board in thanks to David Rooke.</p>	<p>ITh</p>
<p>99</p>	<p>ADA Business Plan 2017-2020</p> <p>PB reported that he had been working with Frances Bowler, Honorary Secretary of ADA's Policy & Finance Committee on drafting a new ADA Business Plan for 2017-2020. This had been streamlined into a 7 page document. The focus was in setting the correct strategic and operational objectives for ADA.</p> <p>The Board approved the strategic objectives for ADA, but would welcome more focus on outcomes within the document.</p> <p>DW summarised the role of ADA is bringing together the industries views and leading on key issues. The Board agreed these need to be recognised at a high level within the Business Plan.</p> <p>Action: IM to circulate draft Business Plan 2017-2020 to ADA Board and to members of ADA Committees.</p> <p>Final draft of Business Plan to be brought before Board meeting for final approval at February meeting.</p>	<p>IM</p>

<p>100</p>	<p>Reports from Committees</p> <p>a. Technical & Environmental TP presented the minutes and key actions from the Committee.</p> <p>b. Policy & Finance ITn presented the minutes and key actions from the Committee.</p> <p>HC requested that Directors have an opportunity to comment on the draft revised IDB policy statement before it is sent to the Defra IDB Policy Advisory Group.</p> <p><i>Action: IM to circulate draft IDB Policy Statement to ADA Board members for comment.</i></p>	<p>IM</p>
<p>101</p>	<p>ADA Rebranding and Website update</p> <p>ITh presented the revised ADA logo and tagline ‘Representing Drainage Water Level & Flood Risk Management Authorities’ which is being incorporated into ADA documents, new website and banners. It will be circulated to ADA Branches in due course.</p> <p>ITh reported that the new website is planning to go live by the end of October 2016. The new site should be easier to navigate, enable video and social media content and be more compatible with smart phone and similar devices.</p>	
<p>102</p>	<p>ADA activities focus with Government</p> <p>ITh reported on four key matters:</p> <ul style="list-style-type: none"> • the EFRA Committee are looking to publish their report on ‘Future Flood Prevention’ before Christmas; • ITh, RC, IM and Andrew Newton Engineer at the Ely Group of IDBs had held a meeting with staff from Defra and the EA, including Defra Director Sarah Hendry, to discuss the proposed Water Transfer Licences proposed for locations where water enters Internal Drainage Districts from Main River. The Board respected Defra’s willingness to pause and think about this again following representations from ADA. ITh recorded his thanks for the contributions made by Iain Smith and Andrew Newton in meetings at Defra to date; • ADA had responded to a DCLG consultation on Business Rates by local authorities in which ADA had highlighting the importance and value of special levy payments to IDBs; and • the District Council Network had prepared a paper to Treasury on special levy which ITh had had the opportunity to make corrections to. The paper was issued jointly by the DCN and ADA. But further discussions will be necessary to ensure an equitable solution for special levy post-Business Rates Retention. 	
<p>103</p>	<p>Communications and Events</p> <p>a. EUWMA 2016 RC reported that he and ITh had attended EUWMA’s Annual Meeting hosted in Frankfurt. The meeting confirmed that EUWMA members unanimously agreed that ADA should remain members of EUWMA following the UK’s referendum result to leave the European Union.</p> <p>RC found the visit to the Rhine Valley very illuminating, where flood storage areas are combined with farmland and conservation areas. The meeting also discussed the water-energy nexus, as German water management authorities were actively utilising a range of renewable energy options.</p> <p>ITh reported on the publication of EUWMA’s Frankfurt Declaration on reforms to the Water Framework Directive.</p> <p>b. ADA Conference 2016 ITh reported that speakers and Question Time panel members for the ADA Conference had all been confirmed, but delegate bookings were down on the same point last year.</p>	

	<p>The Board discussed how to boost Conference attendance, suggestions included assigning some places for members from smaller IDB, and offering free places to young farmers and/or trainee flood risk managers.</p> <p>Action: ITh to include section on ADA Conference within questionnaire of members' views.</p> <p>The Board approved ADA holding the AGM and Annual Conference 2017 on Thursday 16 November 2017 at One Great George Street, London.</p> <p>Action: ADA Office to consider steps to further boosting attendance at the ADA Conference in 2017.</p> <p>c. FLOODEX 2017 ITh confirmed that plans remain on track for holding the next exhibition on 17-18 May 2017 at the Peterborough Arena. £54k of orders had already been placed by exhibitors at FLOODEX 2017 and a further £30k was in the pipeline. The event organisers, Indigo Media, expected to breakeven by Christmas.</p> <p>d. Local Government Seminar ITh reported that ADA plans to hold a series of talks on the local authority day of Flood and Coast 2017 (27-29 March 2017) at the Telford International Centre, similar to at this year's event. The P&F Committee had discussed whether ADA should also hold a separate event focused on training new members of IDBs in May 2017.</p>	<p>ITh</p> <p>ITh</p>
<p>104</p>	<p>Any other business</p> <p>TB requested that for future Board Meetings, we seek an alternative venue.</p> <p>Action: ITh to seek better alternative venue for future Board Meetings</p>	<p>ITh</p>
<p>105</p>	<p>Board meeting dates 2016</p> <p>The Committee agreed on the following meeting dates for 2017, to be held at a venue close to Kings Cross Station, London:</p> <ul style="list-style-type: none"> • 11.30 – 15.00, Tuesday 14 February 2017, • 11.30 – 15.00, Wednesday 5 July 2017, • 11.30 – 15.00, Tuesday 17 October 2017. 	