

# Association of Drainage Authorities

## BOARD MEETING

Minutes of the Meeting held on Tuesday 30 June 2015 at  
The Great Northern Hotel, Peterborough

**Directors Present:** Henry Cator (HC) – (Chairman)  
Eddy Allen (EA), Tony Bradford (TB), Bryan Collen (BC), Tim Farr (TF), Alison Baptiste(AB), Malcolm Harris (MH), John Heading (JHg), John Markwick (JM), Peter Pridgeon (PP), Trevor Purlant (TP), Ian Thornton (IT), Michael Watson (MW)

**Vice Presidents:** David Riddington (DR), Anne McIntosh (AM )

**Company Secretary:** Peter Bateson (PB)

**In Attendance:** David Sisson (DS) (Senior Policy Adviser), Innes Thomson (ITh), Kathryn Holdsworth (KH) DEFRA, Sue Crowther (SC), Heather Bailey (HB),

**Apologies:** Lord De Ramsey (LDR), Ian Russell (IR), David Hickman (DH) John Hoyles (JH), Ian Moodie (IM)

Ref	Minute	Action
43	<p>HC asked the board to join him in standing to honour the late Norman Osbourne who would be greatly missed for his welcoming smile and his contribution to ADA and all issues relevant to water level management.</p> <p>HC started meeting, welcoming in particular AB as a new Director representing the EA, JM in his new role as Director representing ADA Cymru and Vice Presidents AM and DR.</p>	
44	There were no declarations of interest.	
45	The Minutes of the Board meeting held on 18 March 2015 and as presented at this meeting were agreed as a true record. Some minor spelling and grammatical errors would be corrected before a final copy is signed off by the Chairman.	<b>ITh</b>
46	<p><b>Matters arising</b></p> <p>Min 35. AM asked about progress made regarding the eel regulations, and how this was moving forward. ITh replied that A liaison group had been set up at a national level with EA which was jointly chaired by an ADA representative, with the view that this group would only intervene to help resolve situations if local solutions could not be found or agreed. AB welcomed the joint approach and advised that 2 schemes to date had been approved for the installation of fish-friendly pumps.</p> <p>DS added that the Trent IDB group had joined in research with the University of Hull. JHg added that he was disappointed that no research was being undertaken into the real effect that pumps are having and he would welcome research on this aspect.</p> <p>PB advised research was happening but that it, would be around 12 months before results become available. ITh is also scheduled to discuss eel regulations and their application with ADA's Dutch counterparts in early July.</p> <p>Min 36F (page 5) Question asked if any progress had been made on transfer of assets from Canals and Rivers Trust to the EA. AB responded saying that there were no plans at present.</p>	
47	<p><b>ADA Administration and Operation</b></p> <p><b>a. Payments April 2015 to 31<sup>st</sup> May 2015</b></p> <p>PP raised a query on why Student Loan payments were being made. ITh responded to explain that this refers to Ian Moodie and that payments are deducted from his salary before being made by ADA to the Student Loans Company, in a similar way to NI deductions from salary. MH asked if ADA were satisfied that travel expenses were showing good use of discounted fares and ITh responded that all claimants were making</p>	

	<p>reasonable efforts to keep costs to a minimum, especially when meeting dates are known in advance.</p> <p>The payments list to 31<sup>st</sup> May as presented to the Board was accepted.</p> <p><b>b. 1<sup>st</sup> Annual return</b> PB confirmed that the 1<sup>st</sup> Annual return had been filed on line.</p> <p><b>c. Finance Report to date</b> ITh presented the income and expenses report up to the 31<sup>st</sup> May 2015. Of the budgeted income of £313,718, £255,141 has been received to date. Apart from one or two outstanding membership payments to be followed up, the remainder of the income is expected from Gazette advertising and conference fees. It was also noted that a number of non-recurring expenses have been incurred as part of the transition from ADA's offices in Surbiton to Stoneleigh, as well as the new management arrangements which commenced in April, estimated to be in the region of £25,000 to £30,000.</p> <p>MW asked what the current bank balance was. ITh did not have that specific detail at the meeting but agreed to provide with the minutes of the meeting. As at 5<sup>th</sup> June 2015, it was £263,421.96. (Total of current a/c's + reserve).</p> <p>Concerns were expressed about the reduction of capital reserves and whilst it was agreed that this particular year would use some of those reserves, ADA will be targeting the re-building of reserves in future years.</p> <p>The finance report to 31<sup>st</sup> May 2015 was accepted by the Board.</p> <p><b>d. Budget Update</b> ITh presented a budget update for 2015, showing at this point in time, an estimated deficit between income and expenditure of just over £8,000. The Board accepted that this was to be expected with the non-recurring costs as mentioned in c above. ITh stated that efforts were being made to try to increase income through possible e-news advertising and increased associate membership although budget estimates at this stage remain conservative on that count. HC stated ADA needs to be run like any other business and more discussion will be had at the October meeting about future revenue and spending targets.</p> <p>The Board accepted the budget as presented at this point in time.</p> <p><b>e. ADA Office: Key activities</b> The activities during the last period of HC, IT and IM were noted by the board.</p> <p>TB asked for ADA to consider Induction training for new IDB Board members. This was generally accepted by all as a good idea, with questions about who would run such courses and how they would be paid for, ADA will look into this suggestion and report back to the Board.</p> <p><b>Action – ITh to report back to the Board in October on possible ways of providing better induction training</b></p> <p><b>f. Employee Manual</b> The Employee Manual as presented to the Board was approved for use, proposed by MW and seconded by PP. Approval was given subject to some minor corrections and additions of missing words being made to the document which ITh would put in hand.</p> <p><b>Action – ITh to carry out minor amendments</b></p> <p><b>g. Business plan checklist</b> This new report was presented by ITh to allow Board members to have an at-a-glance view of progress against ADA's business plan. Board members welcomed the report and HC confirmed it as a useful document to see how ADA were performing in relation to the business targets set. HC also stated that it was important to demonstrate to others that we are a serious and professional partner in the world of water level management, and that our business approach demonstrates that, especially in the next 24-month window of political opportunity. TF stressed the need for all IDB's to demonstrate that culture shift.</p>	<p>ITh</p> <p>ITh</p>
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	<p>ITh said that in 2016, ADA would be starting to consider the next business planning cycle from 2017 – 2020.</p> <p>MH asked is Branch activity was improving. ITh said that whilst some Branches are very active and developing their activities, others need to catch up, with some Branches still to take the initiative. Some Branches are still IDB-focussed and ADA will be encouraging wider member participation in branch meetings.</p> <p><b>h. Revised Article 56(g) of Mem &amp; Articles</b>  Following consultation and agreement with Iain Smith, the revised wording of article 56(g) of the Memorandum &amp; Articles of ADA’s Association was approved by the Board, proposed by JH and seconded by TP. PB advised that this wording now needs ratified at a full meeting of the Company and he advised that it was best put to the full AGM in November. ITh confirmed that it will be added to the agenda.</p> <p><b>Action: ITh to add an agenda item to ADA Conference Agenda</b></p> <p><b>i. Succession Planning</b>  HC confirmed that he is flexible about the date he would stand down and will work with the Board around what is best for ADA. TF added that it was very important for ADA to plan ahead to ensure continuity of leadership.</p> <p>The Board were very supportive of the paper presented and both AB and DS said that an approach of this kind demonstrated ADA’s commitment to good governance and taking a business-like approach in line with other parts of the industry. TF asked how ADA would go about making an appointment and, after discussion, it was agreed that a small working group would be established.</p> <p>ITh agreed to work with HC in developing a more detailed terms of reference for that working group, to be presented to the next Board meeting in October, along with suggested members of that group. If supported by the Board, the working group terms of reference and its members would be put before the ADA Conference in November for approval to proceed with open advertising for suitable candidates with the intention of having a short-list established by May 2016 and a Succeeding Vice-Chairman appointed by November 2016.</p> <p>This timescale could then allow HC to formally handover in November 2017.</p> <p>As part of the debate on this subject, PP, ADA’s current Vice-Chairman confirmed that he is not interested in standing for the post of Chairman and very much supported this succession planning activity.</p> <p>TF declared his interest in becoming a succeeding Vice-Chairman.</p> <p>All agreed that the process must be fully open and transparent to enable the best candidates from within or from outside the water level and flood risk management industry to come forward.</p> <p><b>Action: ITh to draw up Terms of Reference for a Working Group</b></p> <p><b>j. Membership update</b>  ITh reported that NE Lincolnshire Council had resigned from ADA. ITh also said that there was some confusion around that and enquiries were needed with NE Lincs. PP offered to talk to NE Lincs if required and ITh to liaise with PP if needed. ITh also said that ADA would be working to encourage more local authorities and water companies to join, as well as associate members</p> <p><b>Action: ITh to follow up with NE Lincolnshire Council</b></p> <p><b>k. Company Secretary updates</b>  PB has added AB as a new director.</p>	<p>ITh</p> <p>ITh</p> <p>ITh</p>
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	<p><b>I. On line banking</b></p> <p>To assist with day-to-day banking operations, Board’s approval was sought for the setting up of an online banking facility with HC and ITh as authorised operators. The Board agreed to this (proposed by PP and seconded by MW ) and directed HC to sign the application on the Board’s behalf.</p>	
49	<p><b>a. Environment Agency</b></p> <p>AB provided an update on public sector co-operation agreements (PSCAs) with, 27 in place at moment and a target of 60 by the end of 2016, Emma Thomson has joined the team to work with Ian Russell ( who is still absent from work ) and she is very keen to engage with IDBs. Whilst there are still some concerns which have been expressed by IDB insurers, the latest version of the template goes a long way to addressing the concerns and it is hoped IDBs and other public authorities can start using the agreement to help deliver work. AB mentioned that with ADA, it is intended to hold a workshop at some point in the next 6 months to help promote the use of the PSCA. ITh to work with AB to define a date and venue for the workshop.</p> <p>AM raised the issue that OFWAT were now operating to a TOTEX budget and challenged why Defra could not do the same. AB said that discussions were ongoing with Defra.</p> <p>EA and Defra are resurrecting the Flood &amp; Coastal Risk Management Conference, and the next one is scheduled to be held on 23-25 Feb 2016, in Telford, Shropshire. AB said that ADA welcome as a partner, to help promote Floodex if, reciprocally, ADA can help promote the FCERM Conference ITh to put Indigo Media ( ADA’s Floodex Partners ) in touch with the FCERM Conference organiser, Jess David.</p> <p>PP asked how EA’s intention of de-maining certain watercourses was progressing and AB responded by saying that a couple of watercourses had been successfully transferred in, (AB to confirm which areas.) That work will continue on an RFCC committee basis with specific attention to the benefits that de-maining would bring.</p> <p>Concerns were raised about the adequacy or otherwise of the current benefits appraisal system and that not a wide enough view is taken on the actual benefits of what are currently seen as medium or low risk river or drainage systems from a flood risk perspective. Board members were very keen to understand more about the future of maintenance spending, sources of “new” money, through LEP investment for example, and engagement with other sectors.</p> <p><b>b. Defra</b></p> <p>KH highlighted Secretary of State’s speech of 25<sup>th</sup> June and recommended Board members to read the transcript (can be accessed via the Defra website). KH confirmed that the new Parliamentary Undersecretary of State ( and MP for Penrith &amp; the Border ), Rory Stewart has expressed a keen interest in the work of IDBs. ITh said that ADA were keen to encourage Ministers to visit IDBs and he would be putting forward suggested locations for possible visits. KH confirmed that FloodRe will start as a fully functioning company on 1<sup>st</sup> July 2015 should be fully operational by April 2016 until which time the existing Statement of Principles will stand.</p> <p>KH said that work was being done with National archives to unearth whatever information exists on ratings lists.</p> <p>Discussion on Somerset is included in item 52 below.</p>	
50	<p><b>Consultation Updates</b></p> <p>The Board were asked to note the update presented.</p>	
51	<p><b>Reports from the Committees</b></p> <p>Draft minutes from each committee meeting held on 13<sup>th</sup> May were noted by the Board.</p> <p>ITh mentioned that, working with the Chairmen, ADA would be seeking to slightly alter the format of the meetings in 2016 and would also be reviewing the venue for the meetings. Of</p>	

	<p>the three meetings held per year, it has been tabled that two continue to be of a similar format as at present to allow committee members to network over lunch and the third meeting makes use of meeting on separate days but of longer duration to allow more detail to be discussed and debated.</p> <p>On a separate note, PB expressed concerns on the growth of oil seed rape on embankments and, given the cutting restrictions, the detrimental effect it is having on suffocating the natural grass beneath it, to the detriment of the longer term durability of the embankment. PB asked that the T &amp; E committee look into this issue.</p> <p><b>Action – ITh to work with Committee chairmen to review format and venue for meetings. Also to add an agenda item to discuss oil seed rape on embankments.</b></p>	<b>ITh</b>
<b>52</b>	<p><b>Somerset Rivers Authority Update</b></p> <p>The Board was asked to consider a draft paper which represents a hardening of ADA’s position on the apparent lack of meaningful progress regarding the position of partnership working in Somerset. A proposed governance method proposed by the SRA was shown to Board Members and a draft alternative which ADA believes may be more appropriate to the scale of the issue in Somerset. The Board were happy for the ADA governance proposal to be shared more widely with others to seek views on finding a way forward.</p> <p>KH reported that the Defra report expected to be published in late June has not yet been released but is expected to be available to SRA members ahead of their revised meeting now scheduled in early July.</p>	
<b>53</b>	<p><b>Formation of New IDB Areas</b></p> <p>Item deferred to a future meeting.</p>	
<b>54</b>	<p><b>Communication</b></p> <p>A presentation on ADA Member Communications was given by HB and warmly received by Board members. The recommendations from the presentation were for ADA to;</p> <ul style="list-style-type: none"> <li>• Undertake a communications audit.</li> <li>• Host focus sessions with a cross section of members.</li> <li>• Get our message heard - make sure our members list is up-to-date.</li> <li>• Consider new communications channels to meet gaps.</li> <li>• Hire a communications agency to refresh and develop ADA Gazette.</li> <li>• Create ADA branded E-News in mobile friendly format.</li> <li>• Track ADA E-News readership activity with email reporting software.</li> <li>• Develop a robust communications plan to include increased social media presence.</li> <li>• Build the ADA brand. Develop branding/comms toolkit for consistent approach.</li> <li>• Maximize revenue with commercial opportunities – advertising/sponsorship at events, on website and via e-news.</li> </ul> <p>It was accepted that further work is needed to develop the above recommendations and prioritise and put timescales on their implementation.</p>	
<b>55</b>	<p><b>Any other business</b></p> <p><b>Dates of next meeting</b></p> <p>7<sup>th</sup> October Youth Hostels Association, Euston Road, opposite St Pancras Station. London. 1030 for an 1100 start, followed by lunch at 1330.</p> <p>Meeting dates for 2016 will be tabled at that meeting.</p>	