

# Association of Drainage Authorities

## BOARD MEETING

Minutes of the Meeting held on Tuesday 22<sup>nd</sup> March 2016 at  
Parcel Yard, King's Cross, London.

**Directors Present:** Henry Cator (HC) – (Chairman)  
Eddy Allen (EA), Tony Bradford (TB), Alison Baptiste (AB), Alastair Driver (AD),  
David Jenkins (DJ), Malcolm Harris (MH), John Heading (JHg), David Hickman (DH),  
John Markwick (JM), Peter Pridgeon (PP), Trevor Purllant (TP), David Sisson (DS), Ian  
Thornton (IT), Michael Watson (MW), Duncan Worth (DW)

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

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

**In Attendance:** Innes Thomson (ITh), Kathryn Holdsworth (KH) (Defra), Sue Crowther (SC), Ian  
Moodie (IM)

**Apologies:** Bryan Collen (BC), Neil Parish (NP), Lord De Ramsey (LDR)

Ref	Minute	Action
68	<p><b>Welcome, Apologies and Declarations of Interest</b></p> <p>See above for apologies.</p> <p>Welcome extended to Duncan Worth as new representative of Welland &amp; Nene Branch and Jean Venables as a new Vice-President.</p> <p>The Board were asked to note that Ellie Cave appointed from 1 March for 12 months, to assist with membership communications in Heather Bailey's absence. A card was circulated to Board Members to extend their best wishes to Heather following the birth of her son, Reuben.</p> <p>There were no declarations of interest.</p>	
69	<p><b>Minutes for Approval</b></p> <p>The Minutes of the Board meeting held on 7 October 2015 and as presented at this meeting were agreed as a true record.</p> <p>Proposed by PP and seconded by EA.</p>	
70	<p><b>Matters arising</b></p> <p><b>47j</b> PP confirmed that North East Lindsey District Council reinstated as an Associate Member of ADA.</p> <p>David Hickman to be noted as a director not in attendance.</p>	
71	<p><b>ADA Administration and Operation</b></p> <p><b>a. Payments 1<sup>st</sup> September 2015 to 31<sup>st</sup> January 2016</b> The Boards accepted the payments list to 31<sup>st</sup> January as presented. PP felt that there was too much detail. IT responded to say that ADA's policy was one of total transparency and that it was expected that Board members would be selective in their review of the expenses and that they represented a true record of entries to the accounts.</p> <p>Proposed by MW and seconded by EA</p> <p><b>b. Finance Report for 2015 and 2016 so far</b> ITh mentioned that work was in progress to make efficient use of the new SAGE accounting software to align budgeting and reporting. ADA would be aiming to rely on SAGE for the production of future financial reports and budget estimates.</p>	

	<p>ITh highlighted a net reported profit of £56,495.7, as presented in the meeting papers. This figure is caveated for a number of reasons and may alter in the final accounts;</p> <ul style="list-style-type: none"> <li>- Operating costs at Stoneleigh Park have been less than expected</li> <li>- Various accruals had been made with reference to the 2014-2015 accounting year which have come to light during preparation of the accounts for that year</li> <li>- A significant payment of the order of £10,000 for Crane Environmental Services remains outstanding for the period April to June 2016, subject to an invoice being submitted.</li> </ul> <p>ITh reported on management of bad debt asked by KA. 3 commercial members who were invoiced for membership renewal are no longer operating and specific measures have been taken to recover money owed for advertising from one commercial member – (CW Group).</p> <p>MH was pleased to see that the Gazette is generating income. ITh noted potential to enhance the length of the Gazette from 36 to 40 pages at little or no extra cost.</p> <p>DW asked about length of time to produce Gazette. IM commented that substantial focus was needed in the 3 to 4 weeks prior to sending to the printers.</p> <p>EA recommended that ADA consider sending copies to University engineering departments and TP asked that page numbering is added to papers.</p> <p>PP asked regarding the current balance sheet and ITh commented that subscriptions received to date were slightly ahead of the position at this time last year.</p> <p>HC said that three IDBs had stopped their membership of ADA for 2016. King’s Lynn IDB in particular was casting a protest vote given the increases in ADA’s subscription. ITh said that discussions were underway with King’s Lynn IDB and Phil Camamile and Chairman of the Board to help putting cost of ADA into real terms and the value that Kings Lynn IDB receives from ADA’s work.</p> <p>JH said that he would assist with trying to persuade the two Great Ouse Boards which have not taken membership in 2016, to rejoin next year. JH added that local authority members were focusing on any balance lines which show a higher percentage increase than they could accept.</p> <p>ITh also working with LGA to look at value of water level management and ADA.</p> <p>DW added that Lord Porter of Spalding, Leader of South Holland District Council, is chair of LGA and may be of help.</p> <p>MH asked how well King’s Lynn IDB engage with their Council members and could more be done to help them understand the role of IDBs. <i>Post-meeting note</i> – ITh has subsequently met with the Chief Executive of the Borough of Kings Lynn ~&amp; West Norfolk Council, Ray Harding, and agreed that information on the operation of IDBs would be communicated to councillors. 12 copies of the booklet “An Introduction to IDBs “ have been dispatched to Mr Harding.</p> <p>AM commented that ADA needs to attract Unitary Councils such as York City Council. ITh said that YCC and other Unitaries such as East Riding Council are already members, but more could be encouraged to join.</p> <p>ITh said that Somerset Rivers Authority have become new associate members.</p> <p><b>c. ADA Salaries in 2016</b></p> <p>ITh presented the paper summarising paper based on industry salaries and agreed on a figure of 1% for 2016-17, in line with the rest of the industry.</p> <p>The Board agreed to a single staging date for salary increases for staff which was set at 1<sup>st</sup> April.</p> <p>Proposed by MW and seconded by MH</p>	<p><b>IM/ITh</b></p> <p><b>JH</b></p>
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	<p><b>d. Chief Executive’s Discretionary Fund for Staff Awards</b></p> <p>HC introduced the paper.</p> <p>The intention of this paper was to provide a mechanism for ADA staff to be recognised for “going the extra mile” without having the need for a formal system of bonus or supplementary payment in place.</p> <p>Whilst the Board agreed with the general principle, they asked for a series of revisions to the paper to reflect the following points;</p> <ul style="list-style-type: none"> <li>- That the recognition would be on an ad-hoc basis, subject to the identification of particular extra efforts being made.</li> <li>- That recognition would be made on a team-based approach rather than individuals</li> <li>- No specific amounts should be mentioned but the limit of spending up to £1500 per year on recognition should be maintained.</li> <li>- Recommendation for any recognition will be made by the Chief Executive and approved by the Chairman.</li> <li>- Record should be kept of expenses considered as staff recognition</li> </ul> <p>With the modifications above, to be submitted to the next Board meeting for approval.</p> <p><b>e. Budget for 2016</b></p> <p>ITh work in progress, presented with costing codes for reporting purposes. These are in the process of being reviewed to make clearer for the future.</p> <p>ITh commented that FLOODEX 2016 has been budgeted with a conservative estimate of breakeven. At present, estimates show an overall show income £180k to £200k with potential costs in the range of £120k to £130k. ADA has agreed a 50% profit share with Indigo Media and ITh will report results at next Board meeting.</p> <p>ITh reported that rates have been held fixed for the ADA 2016 Conference at One Great George Street.</p> <p>ITh reported a planned office move within the Rural Innovation Centre, to provide additional space. The office move is planned to take place in June 2016.</p> <p>Ellie Cave has been engaged on a 12-month contract maternity cover for Heather Bailey.</p> <p>The main item showing on non-recurring expenses is work to the ADA website to make it fully interactive and compatible with hand-held devices, etc,. It is also intended to make it more intuitive to users.</p> <p>AM asked about rebranding costs. ITh replied that ADA banners will need reprinting but many of the publications which are due for reprint runs will be done with the new, agreed branding at no additional cost.</p> <p>AD asked about the costs of running ADA’s social media activity. IM said that using basic twitter package was at no cost, except staff time.</p> <p>PP advised that £5000 for publicity was not sufficient would advocate an increase. ITh to action.</p> <p>HC said that budget figures were based on FLOODEX 2016 breaking even, and any income received could be used to fund additional activities.</p> <p>PB suggested 60-90 second film clips about what ADA is about.</p> <p>AB highlighted the cost savings to ADA by holding its local authority seminar as part of Flood &amp; Coast 2016. The Board were very grateful to the Environment Agency for allowing this collaboration. ITh said that the similar event in 2015 coast around £1,500.</p> <p><b>f. ADA Office: Key Activities</b></p> <p>The activities during the last period of HC, IT and IM were noted by the Board.</p>	<p><b>ITh</b></p> <p><b>ITh</b></p> <p><b>ITh</b></p>
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	<p>PP suggested that ADA activities list is published on ADA website. JH added that he would appreciate advance notice of meetings and AD suggested a forward look to assist meeting attendance, where appropriate.</p> <p>AM now co-chair of APPG on water, ADA to be formally invited to all meetings in future. AM asked for activities list for last quarter to include ITh's meeting with AM.</p> <p><b>g. Business Plan Checklist</b></p> <p>ITh presented a checklist prepared to monitor progress against ADA's 2014 – 2017 Business Plan. Across the three key business drivers performance was stable.</p> <p>It was highlighted that ADA have made good progress in certain areas, particularly on our purpose and member engagement activities. ITh also pointed out that in setting ADA's current business priorities, little or no activity had taken place to review IDBs, mitigation and adaptation of climate change, or asset data management.</p> <p>DW added that liaison with other members is working well with positive feedback being received about ADA's activities. JH added that the work ADA is doing is increasing peoples' perceptions of the value of water level management.</p> <p>ITh said that updates would be needed to the various information booklets produced by ADA but, at present, that work would need to wait until ADA has sufficient resource to carry it out.</p> <p><b>h. Membership Update</b></p> <p>Despite some concern about membership rate rises in 2016, membership has remained steady with 3 IDB's and 1 LA not renewing their subscriptions, but offset by an increase in Associate Members joining ADA.</p> <p>The Board agreed that it was timely to consider a wider review of subscriptions and asked ADA to start considering how that might take place – ITh to report back at the next meeting.</p> <p><b>i. Company Secretary updates</b></p> <p>PB reported that updates had been completed to the Company's Memorandum &amp; Articles in line with the approvals given at the 2015 ADA Conference.</p> <p><b>j. Membership of ADA for Welsh Internal Drainage District Advisory Groups</b></p> <p>Various discussions have taken place with NRW towards establishing a new membership rate for the IDD Advisory Groups and NRW in Wales.</p> <p>The Board were asked to approve a proposal to charge the NRW at the same rates as the EA and to charge the Advisory Groups at 80% of the equivalent IDB rate value in England.</p> <p>The 2014 subscription prior to the changes was £7,214 and the new 2016 subscription would be £6,081.</p> <p>If approved, it is expected that these proposals would be put to the ADA Cymru Branch Meeting on 23<sup>rd</sup> March, for their approval. ( <i>Post-meeting note</i> – ADA Cymru branch approved the 2016 subscription rates )</p> <p>Proposed by MH and seconded by TB. JM abstained.</p>	<b>ITh</b>
<b>72</b>	<p><b>Update from Defra</b></p> <p>KH provided an update from Defra. Announcement in budget of £700M extra until 2021. Some new capital schemes, particularly in North. Extra £40M per year on maintenance.</p> <p>Following winter floods, the Government announced a National Flood Resilience review, reporting in the summer, led by Oliver Letwin. KH highlighted a call for evidence to the review.</p>	

	<p>Cumbria Partnership proposals include for the possible role for new IDBs in Cumbria. KH reported that she had attended a meeting with groups in North West about potential for establishing new IDBs. KH had stressed the importance of managing water levels and recommended that local authorities and environmental groups engage in more detail with ADA. The Board thanked KH for her efforts.</p> <p>KH mentioned that Defra were engaging with Phil Camamile about the possible expansion of IDBs in Norfolk.</p> <p>KH said that Flood Defence Consent regulations are expected to be approved by Parliament today, coming into force in April 2016.</p> <p>KH added that Defra is proposing a consultation on new fish passage legislation, with the timing yet to be determined.</p> <p>KH stated that four schemes to disband Internal Drainage Districts in the South East of England were being formally advertised by the EA and two new IDBs were proposed for the East of Gravesend IDD in north Kent, and Pevensy &amp; Cuckmere IDD near Eastbourne, East Sussex respectively.</p>	
<b>73</b>	<p><b>Environment Agency Update</b></p> <p>AB reported that the Cumbria Partnership welcomed ADA's support around local set up of new IDBs in North West.</p> <p>AB said that the Environment Agency was working on climate change modelling aspects of flood resilience review. If 20-30% more rainfall occurs than expected, then this aligns well with EA's extreme flood outline. The question remains about the frequency of extreme events. Discussions are also underway with different infrastructure sectors about how to make their assets more resilient to flooding. The Environment Agency is investigating the mal-function of the Foss Barrier in York and several other locations. AB reported that she is pleased with progress of new Public Sector Co-operation Agreements (PSCA's) being set up with 46 currently in place and 24 additionally agreed in principle, awaiting approval. AB confirmed that Ian Russell will focus his work on the further implementation of PSCAs across all risk management authorities.</p> <p>AB reported that from 6th April, the Environment Agency will be moving from charging a flat rate of £50 for flood defence consents to a scaled charging system under the Environmental Permitting Regulations. Charges will be greater for different scales of work.</p> <p>AB said that the new system should help ensure that FDGiA does not subsidise consenting on main river and she encouraged Boards to feedback about approaches for licences.</p> <p>AB confirmed that John Curtin was appointed as Executive Director of Flood Risk Management at the Environment Agency.</p> <p>DJ said that he was pleased to see that longer settlements on maintenance budgets have been agreed and that Defra should be congratulated for taking that step.</p> <p>Flood Defence Consents into EPR exemptions for dredging for statutory authorities will be transferred in future and covered by a position statement by the Environment Agency.</p>	
<b>74</b>	<p><b>Vice Chair candidates and shortlist</b></p> <p>7 applications were received and 3 candidates were shortlisted. Names of those shortlisted were supplied to the Board Members in confidence.</p> <p>Interviews will be held on 11 April.</p>	
<b>75</b>	<p><b>Reports from Committees</b></p> <p>Reports were received from TP regarding the Technical &amp; Environment Committee and IT regarding the Policy &amp; Finance Committee.</p>	

	<p>TP recorded his thanks to Ian Benn for the various Health &amp; Safety briefings now being regularly provided</p> <p>Teams to take forward the Workstreams agreed at the last committee meetings are now being established and ITh said that session slots were being organised at FLOODEX to allow both committees to showcase their workstream areas. TP and IT to lead on presentations for each session.</p> <p>ITh &amp; IM are to meet DEFRA regarding water transfer and abstraction licensing and it was agreed that ADA would write to Sarah Hendry at Defra about their concerns. In particular this covered volumetric limits and the process of applying charges for water transfer which appear to have been ill-conceived.</p> <p>The Board thanked AB for the Environment Agency inviting ADA to take an active part at Flood &amp; Coast 2016 and looked forward to the Environment Agency being an important part of FLOODEX 2016.</p> <p>PB mentioned that FDGiA claims for IDB schemes are taking much longer to process than seems reasonable and suggested there were a number of possible reasons for that. On the IDB side, PB said that some training for IDBs about how to best fill out the necessary forms and paperwork would help but he also reported a considerable delay in the process of approving schemes within the Environment Agency system.</p> <p>All agreed that improved communications and working relationships between teams would serve to improve the understanding and execution of the process.</p> <p>TB provided an update on SRA funding where government has given permission to raise additional council tax through a notial settlement arrangement. SRA are happy with this as a short-term fix but continue to seek a long-term precepting option. DJ added that this is good news which has allowed a continuing revenue stream, which the Wessex RFCC has been advocating.</p> <p>AB confirmed that the Environment Agency’s view on SRA is limited to technical advice with policy and strategy being dealt with directly by Defra and DCLG.</p>	<p><b>TP/IT</b></p> <p><b>IM/ITh</b></p>
<p><b>76</b></p>	<p><b>ADA Rebranding</b> Under Item 9 of the Agenda, the Board discussed a paper prepared by ITh regarding rebranding ADA and potentially changing its name to reflect members’ wider roles in water level management.</p> <p>It was agreed by the Board to adopt Option 5 as presented in the paper which will retain the ADA logo, use “ADA” as the new company name and replace the strapline with “Representing Drainage, Water Level &amp; Flood Risk Management Authorities”</p> <p>The new branding will be formally launched at the ADA Conference in November 2016.</p>	
<p><b>77</b></p>	<p><b>ADA activities focus with Government</b></p> <p>ITh stated that HC and ITh had a further meeting planned with Oliver Letwin on 31/3/16.</p> <p>ITh will be meeting the Government’s special advisor and chair of the Natural Capital Committee, Prof Dieter Helm, on 6<sup>th</sup> April.</p> <p>ADA has been invited to give oral evidence to EFRA committee on 27<sup>th</sup> April.</p> <p>ITh reported that he continues to have regular meetings with Neil Parish MP, Chair of the EFRA Committee and ADA Vice President.</p>	<p><b>HC/IT h</b></p> <p><b>ITh</b></p> <p><b>ITh</b></p>
<p><b>78</b></p>	<p><b>Communications and Events</b></p> <p>EUWMA interim working group meeting scheduled to coincide with FLOODEX on 19<sup>th</sup> May, followed by the annual conference on 5<sup>th</sup> and 6<sup>th</sup> September in Frankfurt.</p>	

	<p>ITh reported that despite numbers being 25 – 30 lower than in 2014, the 2015 ADA Conference continued to make a small profit of £1,378. Whilst hire and food costs remained fixed, various running efficiencies had produced savings without affecting the quality of the event. DS mentioned the reduction in number of IDBs over time and also that there is a focus on justifying how many from each IDB can attend.</p> <p>HC asked for feedback on the Board meeting venue at the Parcel Yard, Kings Cross Station. The Board agreed that its proximity to railway stations was good, but there was not sufficient space to circulate within the room. ITh was asked to investigate alternative venues in and around Euston Road, London. Options suggested included Friends House opposite Euston Station and CIWEM’s offices at Saffron Hill, Farringdon.</p> <p>ITh confirmed an increased uptake of exhibition space for FLOODEX and asked all Board members to promote attendance at the free-to-attend event. ITh also confirmed that the Dutch Deputy Ambassador will be attending FLOODEX but that sadly, no Defra Ministers were available to attend.</p> <p>AB and ITh confirmed the success of the ADA Local Authority Workshop as part of Flood &amp; Coast 2016, with over 50 attendees with the intention of repeating a similar session in 2017.</p>	
<p><b>79</b></p>	<p><b>Any other business</b></p> <p>DH reported on devolution plans for Greater Lincolnshire. One theme is water, building on current partnership arrangements. The plans includes going as far as possible within existing legislation to expand districts of IDBs and a possible objective in the long run is the entire coverage of Greater Lincs by IDBs.</p> <p>Lincolnshire County Council would welcome support from ADA of developing these proposals and the required work.</p> <p>Board Members challenged the extent of attendance at meetings and asked ITh to review the control of attendance at Board Meetings. ITh to report back at the next meeting.</p>	<p><b>ITh</b></p>
<p><b>80</b></p>	<p><b>Board meeting dates 2016</b></p> <p>5<sup>th</sup> July, at North Level IDB Offices, Thorney  12<sup>th</sup> October, at the Parcel Yard, Kings Cross Station, London</p>	