



POLICY AND FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 7 June 2017
at CIWEM, 106-109, Saffron Hill, Farringdon, London, EC1N 8QS**

Present: **Ian Thornton (IT) Chairman**
Peter Bateson (PB) (Ex Officio), Frances Bowler (FB) (Honorary Secretary), Robert Caudwell (RC), Karen Daft (KD), Nigel Everard (NE), Jane Froggatt (JF), Matthew Harrison (MH), Robert Hill (RH), Bill Symons (BS), Innes Thomson (ITh), Carol Tidmarsh (CT) (Defra)

Apologies: Craig Benson (CB), Henry Cator (HC), John Cooke (JC), David Jenkins (DJ), Chris Rusbridge (CR) (Defra), Phil Winrow (PW).

In Attendance: Aimée Scanlon (AS), Heather Bailey (HB)

Ref	Minute	Action
1391	Declarations of interest – None	
1392	Approval of Minutes – Minutes of the meeting held on 10 January 2017 were agreed as a true and fair record proposed by FB seconded JF. Corrections were noted as follows; Delete K Holdsworth as an attendee. Add Craig Benson as an attendee. Change item 1377 to read 21 September 2016. Under item 1384, item e, remove the words ‘legal use of’.	
1393	Matters Arising – 1379 recorded thanks to Carol Tidmarsh. The reconstitution of the Selby IDB Board has been completed. NE suggested helpful to have template for future similar Board restructuring.	
1394	Defra Update – <ul style="list-style-type: none"> • CT discussed the pre-election period with the committee. This entailed explaining awaiting the appointment of new ministers and changes to government - CT explained that preparations are underway for when the new ministers are announced. • EA published their updated 6 year capital programme in March which can be found on the Gov.uk website • De-maining: ITh has written out to IDB Clerks in early May with an update on the 5 pilots. Due to the Election, there have been delays with progress so pre consultation drop-ins for the public to learn more about the de-maining are due to start in September. New Ministers will be informed about the de-maining project and the next steps. • NAO report: report was published on 21 March. Defra worked with NAO and sent them numerous comments on the report, some of which were 	

	<p>taken on board.</p> <ul style="list-style-type: none"> • IDB 1 report – Delayed in sending this out until after the Election, Defra wanted to circulate the report to the Policy Advisory Group members, due to adding a few more new questions. These questions have been agreed with ADA and Defra will also make a few small updates – such as removing the reference to High Level Targets and reference the new Audit Guidance published in March. Explained that Defra will see if they can change the deadline for submitting the report. • Environmental permit regulations – 1 amended clause by Dec 2017, revoking one of the clauses in schedule 26. RFCCs, recruitment process for 5 of the chairs, has been delayed due to election. • Defra to visit Shire Group of IDBs on 11 July and CR is visiting South Forty Foot Drain later in July. <p>Comments:</p> <ul style="list-style-type: none"> • RC suggests working with the EA NFU CLA for the recruitment process for RFCC chairs. In particular, how to attract the next generation. • CT next year 6 more RFCC chairs will be up for renewal or re-appointment. • ITh /RC suggest ADA can help with applications for future RFCC chair positions. A service that can be provided. RC stated that due to his experience as an RFCC chair, the recruitment process needs to be more clear and crisp to attain RFCC chair retention. ADA would be happy to provide help to fully prepare applicants. • ITh Autumn gazette will focus on attracting wider interest. 	
<p>1395</p>	<p>Environment Agency Update Nothing to report at this meeting.</p>	
<p>1396</p>	<p>Local Authority Update MH – LLFA update.</p> <ul style="list-style-type: none"> - LLFA had been updating flood risk assessment done by self-assessment form - IDBs have a key role in updating FRAs and this helps to provide a positive input to the PFRA review. - 9th Local Government Flood Forum meeting: Suggested opening for ADA to promote themselves at this event. Might be possible for ADA to attend, and possibly ITh or another to speak. <p>Action: MH to send ITh send primary contacts for this.</p> <ul style="list-style-type: none"> - Regional Lead Local flood authority meetings – Consultation has taken place on development planning consenting and enforcement, with LGA requesting comments on land drainage act. LLFAs see issues other than costs needing to be reviewed. Questions are being asked about whether it would be easier to use bylaws to carry out enforcement actions, which IDBs operate with. - MH highlighted the new online service to submit and edit applications for flood defence grant in aid FDGiA on the YouGov. website portal. Login is required to access the service and there are links etc. to help with the process. Feedback was that it as generally well received. 	<p>MH</p>

	<p>- A CIRIA project is currently in progress to look at partnership funding – This work is to help provide a guide on how to go about seeking partnership funding and private sector contributions. Guidance has been sought out from other organisations who have experience seeking partnership funding. The intention is that the guide will be shared across all risk management authorities.</p> <p>Comments ITh – General IDB response to CIRIA project was disappointing. PB – used the new software / login and is easy to navigate.</p>	
<p>1397</p>	<p>Floodex 2017 Feedback</p> <p>ITh presented the committee with an overview of how Floodex UK 2017 went. There were the same amount of exhibitors as last year and over a thousand attendee’s. This mirrored Floodex 2016, although the sizes of the stands were smaller, resulting in less income. The next Floodex is to be provisionally held on 6th / 7th Feb 2019. Although this caused concern with committee members due to the 15th Feb deadline for setting drainage rates. (Post- meeting note: new dates of 27th/28th Feb have been proposed)</p> <p>a) Results of ADA feedback survey</p> <p>IT explained that the ADA team at Floodex asked various exhibitors 4 simple questions.</p> <ul style="list-style-type: none"> - Did the event meet with your expectations - What frequency of event would you prefer? - What format of show do you prefer? - What business have you done at the show? <p>Feedback so far is based on 39 responses out of 60 possible</p> <p>Feedback varied, but overall was positive:</p> <ul style="list-style-type: none"> • 57% of exhibitors scored 7 out of 10. • 28% scored 5 or 6. • 15% scored 1 - 4. <p>Frequency of the event:</p> <ul style="list-style-type: none"> • Under half said happy with an annual event • Over half said biennial (every other year) <p>Format of show:</p> <ul style="list-style-type: none"> • 56% very happy with current show format. • 20% would like to see a bigger event with a larger footfall. • 15% more interested in having a demonstration as part of the event. <p>General Exhibitor Comments:</p> <ul style="list-style-type: none"> • Majority said they physically had not done any business, however several said it was good for future pipeline business. • Exhibitors commented that the Floodex dinner was useful for business & 	

networking.

- Aesthetic / front of house needs improving with better show signage.
- Needs a robust attitude on the pricing, no last minute deals.

b) Committee feedback

RC – Quality of seminars were extremely good. Basics of the event are right and worth sticking to format. Happy to look at further potential in terms of sponsors and RH felt that engaging sponsors for the dinner was the right solution, disappointed by lack of IDB support from local IDBs. Need to consider incentives for advance bookings.

KD – Reported that the event was not really targeted at operatives, but more at staff and Board decision makers. Operatives would be more interested in working demonstrations.

PB- do not need generic machinery there but appropriate to have some examples in the welcome hall for people to look at. P&F presentation was weak. Dinner was poor for price.

RH – Whilst advertising had been done to all Middle Level Boards, there was little appetite for the smaller Boards to attend as they saw Middle level Commissioners as their representatives at the event.

FB – H&S seminars were very good. Disappointed in turn out but these seminars are a very good idea. Earlier promotion might have helped. Poorly located venue for seminars in the Foyer area needs revising. Meal was poor.

IT – NFU press officer (Johann Tasker) attended to record the event. Why didn't we put an article into the Farmers Guardian? Need to improve signage, entrance foyer area design and future operational timings. Also need to review seminar timings to avoid overlaps of similar topics.

ITh – A brief discussion took place with Johann and ITh confirmed that the event was mentioned as part of Minette Batter's coverage in the Farmer's Guardian.

NE – Need to work on target audience and consider a show guide published in advance.

c) Headline finances

IT explained the components of this year's draft finances as follows:

- 2017 Income: £161,000 compared to 2016 Income: £199,000. However, costs for this year were much less: £109,000. Compared to 2016 costs of £123,000 ÷
- Overall profit as reported by Indigo Media: £52,110
- The costs and income that we look at: £5,106 ADA costs for this event 2017. Costs have gone up from 2016, as we needed to invest more time in preparing the show brochure.
- Floodex dinner: net gain of £1,440

d) Future options and recommendations

IT proposed a free bar before the event, with a set pricing limit. May decide to put more behind the bar as there is a surplus this year.

The committee discussed to run the event on alternative years to Flood & Coast. To offer our support to the EA / Flood & Coast to ensure chances of this happening.

	<p>e) Floodex Europe IT explained how Floodex Europe is interwoven with a complete water week in Amsterdam and is a huge event. Assured the committee that ADA has no business links with the operation of Floodex Europe. However, ADA members are going to Floodex Europe, helping out at the EUWMA stand.</p>	
<p>1398</p>	<p>ADA Financial Updates</p> <p>ITh explained that the ADA office wanted to show the committee graphically what our bank account looks like, our income, and breakdown of subs, and our expenditure. (Sheet)</p> <ul style="list-style-type: none"> • Reserve account is healthy running parallel to last year’s figures and increased from £313k in April 2016 to £417k in April 2017. • Income: Majority of our income coming from our subs. With an increase of approx. £9,000 in 2017 up. Gazette remains profitable as a result of advertising. • No increase in fees for 2017 and a good number of new members have joined. • A breakdown of the subscriptions was given showing RFCCs providing 11% of ADAs annual income. This is now invoiced as a single payment centrally to the EA which has considerably simplified administration. • Expenditure: On track in comparison to last year. <p>Comments: PB: Kendall’s costing 10,000 already paid 7,700 is that going to overflow? ITh: Kendalls contract straddles the financial year and the current budget covers the agreed contract to the end of July so we should be at or about the planned spend. A new proposal is expected to be brought to the Board which, if approved, would alter the budget for the remainder of the year.</p>	
<p>1399</p>	<p>Committee work streams 2017</p> <p>The Committee agreed that it was important to establish a nominated lead who will coordinate each of the work stream teams.</p> <p>a) Membership – subscriptions review (RC Lead)</p> <p>The Committee discussed ideas, as per the submitted paper, on how to make a fairer payment system for subs, particularly aimed at the smaller Boards. It was discussed and agreed to hold the rate for subscriptions this year due to Floodex and the need to make members aware of this. If there is no Floodex event taking place in 2018, it may be appropriate to increase the membership fees for that year. It is important to explain why the fees are being increased and what that increase is to be used for.</p> <p>JF mentioned that there is a risk in our model, as some of the larger consortium boards are not paying due to the fact that they can still get the information from ADA through their sister boards.</p> <p>RC stated that members need to understand the benefit of being members</p> <p>Action: It was agreed that from the paper submitted, only items 1 & 4 should be taken to the board for direction and decision. Items 2, 3 and 5 of</p>	

	<p><i>the paper were to be considered as work in progress and each requiring more time and debate.</i></p> <p>b) Continued work on Ratings (CB Lead) All agreed that this subject should be high priority. Supported by others, RH suggested that CB was best places to lead the group with his working knowledge of the subject. ITh asked to check with CB that he is happy to lead group. Action: IT to check with CB that he is happy to lead the Ratings working group.</p> <p>c) Audit/Governance/Training (JF Lead) The Committee discussed the that it is important to start this with board members in the first instance – however it needs to be broadened to IDB staff, RC – Various associate members have offered help with training.</p> <p>d) Internal publicity and Comms MH (lead) ITh reported that work continues with Kendalls PR & Marketing until the end of their present contract with ADA which concludes on 31st July. The Committee discussed and recommended continuing with Kendalls for 12 more months subject to agreeing the areas ADA needs assistance with, particularly with the preparation of press statements of cascade to IDBs for use with local press outlets</p> <p>MH: Explained that Lincolnshire show committee was pro-active in developing booklets etc. for getting younger people involved. This complements what ADA wants to do nationally. Suggested that the ADA website creates an ‘Education’ section on the website for PDF downloads / to promote Comms work. Action: HB and MH to collaborate on this and prepare article for the Autumn ADA Gazette.</p> <p>e) Developer contributions FB (lead) Committee discussed that this workstream has two discrete elements; 1) discharge consents and 20 payment of commuted sums for long term maintenance. The objectives of the group will therefore need reframing to understand what outcomes are being sought. FB will be assisted by NE. Action: FB with other group members to redraft objectives of the group</p>	<p>IT</p> <p>HB MH</p> <p>FB</p>
<p>1400</p>	<p>Scrutiny of LLFA ADA Director votes ITh: Reported that David Hickman had served his first term of 3 years and his position was up for re-election. David had expressed his wish to continue and after ADA invited nominations from LA members, a second nomination was received from Doug Bamsey of Sedgmoor District Council</p> <p>A simple ballot was arranged and ITh reported that ADA had received: 8 votes in favour for David Hickman and 1 vote for Doug Bamsey and so it was confirmed that David Hickman was duly re-elected for a second term as Local</p>	

	<p>Authority Direction to the ADA Board.</p> <p>Committee members were satisfied with the process used and ITh offered members the opportunity to inspect records.</p> <p>Action: ITh to notify each candidate of the result.</p>	ITh
1401	<p>NAO report actions</p> <p>ITh: The summer gazette contains the 9 main points brought up by the NAO report, and actions /comments in relation to each point.</p> <p>JF: ADA needs to be careful about not getting involved in carrying out spot checks as it is not their role as a membership organisation. ITh fully agreed and confirmed that this would be a role for Defra.</p> <p>ADA and Defra are to work together to established acceptable methods for identifying IDBs meeting agreed standards, or otherwise.</p>	
1402	<p>HMRC Compliance inspections</p> <p>RH: Reported that since October 2016, Middle Level Commissioners have been dealing with a compliance officer from within a recently formed section at HMRC. RH confirmed that they are reviewing a number of issues relating to benefits in kind, which would also be relevant to other IDBs and in particular the provision of accommodation at pumping stations for operators of those stations.</p> <p>PB / KD: Confirmed common practice to provide dwellings at critical structure i.e. pumping stations</p> <p>ITh: confirmed the EA also do this.</p> <p>If RH or others become aware of issues being raised by HMRC, ITh would be happy to share with other Clerks/CEOs as necessary.</p>	
1403	<p>ADA Conference 2017</p> <p>This year's ADA conference will be on Thursday 16th November, at the Institution of Civil Engineers. This year will be the 80th anniversary, and marks the farewell to Henry. We will also be welcoming Robert as Chairman to succeed Henry. The Clerks meeting will be held the night before, 15th November, at the RAF Club. The Conference fees will reflect the costs of venue hire and food and will be set to cover costs. The Committee agreed to maintain free attendance for students to the main conference session from 1030 to 1300.</p>	
1404	<p>Data Management update</p> <p>The Committee were also made aware of the changing rules around the Data Protection Act, due to come into force in May 2018 and their attention was drawn to an article on the subject to be published in the ADA Summer Gazette.</p>	

1405	<p>Declaring business interests It was reported that as part of insurance renewals, John Cooke has revised a template for declaration of interest and is happy to work with us to develop a template. Action: IT to follow up with JC</p>	<i>IT</i>
1406	<p>Agree 2018 meeting dates 9th January 13.00 – 16.00 6th June 11.30 – 15.00 18th Sept 11.30 – 15.00</p>	
1407	<p>Date of next meeting: Tuesday 19th September - all day meeting CIWEM, Saffron Hill, Farringdon, 1100 coffee with 1130 start, finishing at 1500</p>	