



BOARD MEETING
Minutes of the Meeting held on Wednesday 5th July 2017 at
CIWEM, Farringdon, London.

Directors Present: **Robert Caudwell (RC) – (Vice Chairman)**
 Tony Bradford (TB), Keith Casswell (KC), John Heading (JHg), James Hereford (JHd),
 David Hickman (DH), Andrew McLachlan (AMc), John Markwick (JM), Trevor Purllant
 (TP), Chris Rusbridge (CR), David Sisson (DS), Ian Thornton (ITn), Duncan Worth
 (DW), Catherine Wright (CW).

Company Secretary: Peter Bateson (PB)

In Attendance: Innes Thomson (ITh), Ian Moodie (IM), Sue Crowther (SC), David Riddington (DR).

Apologies: Henry Cator (HC), Malcolm Harris (MH), David Jenkins (DJ), Lord De Ramsey
 (LDR), Michael Watson (MW), Bryan Collen (BC).

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

Ref	Minute	Action
115	<p>Welcome, Apologies and Declarations of Interest RC welcomed KC (Director, Lincolnshire Branch), AMc (Director, Northern Branch) and CW (Director, Environment Agency) to their first ADA Board meeting.</p> <p>CW explained that she is Director of Digital & Skills for the Environment Agency and had recently picked up engagement with ADA as part of that role and has appreciated working with ITh, ADA and meeting several IDBs.</p> <p>See above for apologies. There were no declarations of interest.</p>	
116	<p>Minutes for Approval The Minutes of the Board meeting held on 14 February 2017 and as presented at this meeting were agreed as a true and fair record by the Board as proposed by JHg.</p>	
117	<p>Matters arising</p> <p>109(a): ADA Gazette/ADA News Stream distribution <i>Action: CW to seek updated circulation details for RFCC members to receive ADA Gazette and News Stream.</i></p> <p>109(d): Business Plan 2017-2020 <i>Action: ITh to bring paper on development of Business Plan to October Board meeting.</i></p> <p>109(e): ADA Membership Questionnaire Results ITh reported that a survey of exhibitors was completed at Floodex UK 2017 but not of members. A survey of members may be completed in the future, but past attempts have resulted in very limited feedback.</p> <p>RC proposed developing an action tracker to save going through meeting actions at the start of each board meeting.</p> <p><i>Action: ITh to prepare ‘Meeting Actions Tracker’ for next Board meeting in October.</i></p>	<p style="text-align: center;">CW</p> <p style="text-align: center;">ITh</p> <p style="text-align: center;">ITh</p>

<p>118</p>	<p>ADA Subscriptions</p> <p>ITh presented a paper prepared following discussions at the ADA Policy & Finance Committee meeting in June regarding ADA subscriptions. Three out of the five actions from the Committee require further development but two proposals were put to the Board:</p> <ol style="list-style-type: none"> 1. to seek Board decision on either a 0% or 1% increase in ADA subscriptions for Members in 2018, 2. to increase the Associate Membership fee from £323 to £395 in 2018 and in return provide a free standard listing in the Directory of each ADA Gazette. <p>RC reported that further proposals would come forwards when ready in relation to the remaining actions:</p> <ul style="list-style-type: none"> • reduction in subscriptions for smaller IDBs, • fee structures at the Middle Level Commissioners, • increase in subscriptions for IDBs with an Area/Value Factor greater than 300,000. <p>The Board discussed the proposal for the ADA subscription for members in 2018. A number of Board members requesting that ADA should set out the purpose and/or need for additional expenditure in the future in order to justify any increase in subscriptions looking at longer term needs based on the ADA Business Plan.</p> <p>ITh reported that nominal increases were expected across running costs in 2018 broadly in line with projected inflation and ADA would not derive any income from Floodex events in 2018.</p> <p>The Board approved a 1% increase in subscriptions for members in 2018 by majority. Seven in favour to one against the proposal as made by JHg.</p> <p>The Board approved the increase in subscriptions for associate members in 2018 (as set out in 2. above), with an opt-out available for the first year for those Associate Members not wishing to be listed in the ADA Gazette Directory.</p> <p>The Board briefly discussed subscriptions for smaller IDBs. ITh stated that the aim was to find a subscription that was affordable for all members, it was acknowledged that Boards also needed to address whether they were able to provide the required level of service for their given size and consider options including amalgamation in cases where Boards are not geographically isolated.</p>	
<p>119</p>	<p>ADA Operations Business Planning & Finance</p> <p>a. Health, safety & welfare</p> <p>ITh reported that the health and safety training workshop at Floodex had received a very low uptake from members, but had been very well received by those who attended.</p> <p>RC highlighted that health, safety and welfare were strategic issues, which all of ADA’s members needed to take seriously. ADA must continue to be seen to be taking this agenda forward and showing leadership to the industry. He highlighted the NFU’s own work with other farming bodies to develop initiatives on health and safety in agriculture where the current safety record is poor.</p> <p>ITh stated that ADA will develop some metrics around health and safety performance of industry.</p> <p>TB shared that the Parrett IDB and Axe Brue IDB had held training days on health and safety this year.</p> <p>b. Filing of Annual Return</p> <p>ITh took Board through the Annual Return provided in the meeting papers and highlighted the very limited number of recommendations from the auditors to look at more closely. One item is understanding whether ADA is owed a credit from HMRC and what this relates to. This is being investigated with HMRC and Roger Venables as it is thought to relate to the period during which ADA was administered by VCSL.</p> <p>RC noted that there is no criticism here of the process that VCSL carried out, but HMRC do believe a credit is now available to us.</p>	

	<p>DW asked whether the Board should agree a level of retained earnings as a percentage of turnover that ADA should hold.</p> <p>Action: ITh agreed to take this as a discussion item to the next Policy & Finance meeting.</p> <p>PB noted that there is a tax liability of £6,000 on earning received by ADA from Floodex 2016.</p> <p>The Board approved the annual return noting its recommendations and formally approved the letter of representation.</p> <p>c. Finance Reports</p> <p>ITh went through the cash flow and expenditure profile up to 26 June 2017 and reported that cash flow for 2017 started very well with an improved payment profile when compared with 2015 and 2016. This was principally thanks to raising a single invoice for all ten RFCC subscriptions with the Environment Agency’s head office.</p> <p>ITh reported that ADA was forecast to receive around £25,000 in income from Floodex UK 2017, slightly more than the £24,000 budgeted, but approximately half of income received by ADA from Floodex 2016.</p> <p>SC reported to the Board that aged debtors stood at just over £17,000 at the end of June 2017 and a procedure was in place for chasing these.</p> <p>ITh provided a budget forecast for 2017 and reported that, based on known income from subscriptions and Floodex, ADA was forecast to receive an income in 2017 of £358,600, which is £9,000 greater than that provided in the original budget for the year. There were also proposed increases in expenditure for the Conference (+£1,000) and spending undertaken on Floodex (+£2,000), which were noted by the Board. A further proposal in relation to PR activities is discussed under item e.</p> <p>d. Discretionary fund for staff awards 2017/18</p> <p>The Board noted and approved the spend of £202 from the discretionary staff fund to date in 2017.</p> <p>e. Proposal for continued PR activities through 2017 into 2018.</p> <p>Given a number of significant issues arising through 2017, ADA has increased its activity around public engagement and communication through structured press articles and contacts. The proposal agreed with Kendall’s starting on 1st August 2016 is due to expire on 31st July 2017. Due to a number of additional requests of Kendalls, the estimated budget for the original agreement has been exceeded. There is also general support for extending Kendall’s remit based on a series of focussed targets from experience gained in the past 12 months. The proposal for the period 1st Aug 2017 to 31st July 2018 has been reviewed, refined and negotiated by the ADA team supported by advice and inputs from various members of the Board.</p> <p>The revisions put to the Board were as follows;</p> <ul style="list-style-type: none"> - To accept a new appointment of Kendalls PR & Marketing for the period 1st August 2017 to 31st July 2018 - To increase the budget for 2017 from £5,000 to £20,000 - To forecast a similar budget for 2018, subject to approval at the February 2018 ADA Board meeting. - To provide a year-end report to the Board on the benefits of the PR activity undertaken. <p>Action: ITh to provide end-of-year report on benefit of PR activities in 2017 for February 2018 Board meeting.</p> <p>The Board were comfortable with the proposals submitted and approved the re-appointment of Kendalls and the additional budget spending for 2017.</p> <p>f. ADA Office: Key activities</p> <p>ITh reported that these were now made available publically via the monthly ‘Forward Look’ article on the ADA website at www.ada.org.uk/news</p>	<p>ITh</p> <p>ITh</p>
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	<p>g. Business Plan Checklist ITH reported that a detailed update on progress would be provided at the October Board meeting.</p> <p><i>Action: Board members to provide ITH with views on format/style of reporting against Business Plan objectives.</i></p> <p>h. Membership update ITH reported that in 2017 to date ten Associate members, one local authority, three individual members and one national agency, the Coal Authority, had joined ADA. One local authority (Fenland District Council), and one associate member have left ADA in the same period.</p> <p>JHg was disappointed Fenland District Council had cancelled their membership but understood that this was part of a suite of memberships they cancelled on bulk to save costs.</p> <p>ITH was interested in developing membership further in Scotland, including with SEPA and potentially the Pow of Inchaffray Drainage Commission, which is the only drainage board in Scotland. The Commission, founded in 1632, were in the process of seeking amendments in their governing legislation through the Scottish Parliament and had contacted ADA as part of that process.</p> <p>i. Company secretary updates PB reported returns had been made to Companies House in relation to changes in Board Directors.</p>	ALL
120	<p>Reports from Committees</p> <p>a. Technical & Environment TP presented the minutes and key actions from the Committee, highlighting contribution from Ian Benn on health, safety and welfare matters.</p> <p>b. Policy & Finance ITn presented the minutes and key actions from the Committee, highlighting that collectively IDBs had pledged to provide £21,000 towards eel passage research being conducted by the Hull International Fisheries Institute at the University of Hull in 2017.</p>	
121	<p>Defra and Environment Agency matters CR updated members on the results of the elections, appointment of Michael Gove as Secretary of State, Defra’s focus on the Agricultural Bill and that the Queen’s Speech covered a two-year period. Dr Thérèse Coffey, George Eustace and Lord Gardner all continue in their ministerial posts.</p> <p>CW thanked the Board for their welcome and reflected very positively on the collaborative working between the EA and ADA on a number of important subjects.</p> <p>CW reported that the tradition of monthly catch-up discussions or meetings between herself at ITH continues and CW was pleased to have had the opportunity to visit a number of IDB sites including Lower Severn IDB, Trent Valley IDB and she expects to shortly visit Black Sluice IDB.</p> <p>CW expressed regret that the EA and Defra had needed to withdraw from their strategic presence at FLOODDEX for reasons of the general election and rules on public engagements. CW was very keen that ADA is involved at a strategic level in key aspects of the EA’s work.</p> <p>CW reported that there are currently 59 Public Sector Co-operation Agreements now in place and, after a review of their progress, efficiencies of around 15% are being reported as a result of the benefits of local working practices. The EA hope to schedule a PSCA workshop for IDBs, Las and the EA in the second half of 2017.</p> <p><i>Action: EA to advise date for PSCA workshop and ADA to advertise</i></p> <p>CR advised that Defra were looking in more detail at IDB governance, in particular around the make-up and attendance of Board meetings, in order to help deliver the 5 approved pilot</p>	CW

	<p>de-maining projects. ADA is working with Defra to assist in providing updates, guidance and encouragement to the Boards involved in the pilots to take necessary actions.</p> <p>Consultations are expected to take place locally in September/October on an informal basis, progressing to formal consultation later in the year. Also working with other stakeholders, CW meets with NFU amongst others on this regularly. On the environmental side, Environmental NGOs including RSPB are interested and contributing to the process. CW said that local EA de-maining leads will be happy to assist with environmental advice for pilots to progress in the best way. CW emphasised that both Defra and the EA see these pilots as important projects for longer term broader water level management practice.</p> <p>CR reported that, with the general election and brexit, there will be challenges on parliamentary time and so there may be delays on progressing enabling legislation for Rivers Authorities (eg SRA). PB stated that any legislation for possible river authorities must be based on local desire for such a structure rather than a one-size-fits-all solution applied universally across the country. CR said that Defra saw it as an enabling power to create an authority where it was wanted, with careful consideration of the local criteria and partners involved.</p> <p>CR agreed that work on ratings needs to progress and he will look into how Defra can assist with and get more involved in the work being undertaken to test a new methodology.</p> <p>CR also reported that, due to the general election, delays had also occurred to the progress of the water transfer and abstraction licensing legislation. ITh reported an outstanding request for a meeting with Sarah Hendry to discuss.</p> <p>CW reported that, subject to Ministerial approval, the EA hopes to conduct a review of the FCERM long-term Strategy and the EA is keen for ADA to be involved in that process between now and early 2019. The remainder of this year is about engaging with closer stakeholders to shape that thinking. During 2018, there will be more detailed engagement with a view to publishing an updated Strategy in 2019, especially focussing on what the long term investment strategy might look like.</p>	
122	<p>National Audit Office report on Internal Drainage Boards</p> <p>ITh reported that the ADA had been working closely with Defra to identify actions arising from the NAO report published in March 2017 on the activities of IDBs. Actions identified were tabled for note by the Board and published in the Summer 2017 ADA Gazette. RC highlighted that Councils can appoint Board members from a range of sources and they do not have to be active Councillors.</p>	
123	<p>Communications and Events</p> <p>a. EUWMA 2017 and 2019</p> <p>ITh reported that ADA will be hosting the annual EUWMA meeting in UK in September 2019. Careful consideration needs to be given for the meeting venue and currently, some thought is being given to a northern location in the Yorkshire/Humberside area.</p> <p>EUWMA’s current focus this year has been on the connection between water and energy and a successful mid-term technical meeting was held in northern Germany to discuss and promote thinking around this subject.</p> <p>The 2017 annual EUWMA meeting to be held in Avignon, hosted by the Societe ASA du Canal de Carpentras, will be focusing discussion on renewable energy and the pressures on water usage between energy and agriculture.</p> <p>b. ADA Conference 2017</p> <p>ITh reported that arrangements for the ADA Conference on 16th November were taking shape and that Sir James Bevan will be a key note speaker. Michael Gove has also been invited to speak and the intention is that some more time will be created to allow for questions and discussion in a structured format. Pre-notification of questions will be invited and various key people/guests will be prepared to answer those questions from the floor.</p> <p>The Board asked ITh to seek improvements to the audio facilities in the Great Hall, based on poor acoustics at last year’s event.</p>	

	<p><i>Action: ITh to review acoustics in Great Hall with Institution of Civil Engineers</i></p> <p>c. FLOODEX 2017 and 2019 The main conclusion from Floodex feedback has led ADA to consider moving the next show to February 2019. This will give us the opportunity to look at change the current format to regenerate interest and value for exhibitors and visitors. In collaboration with our partners, Indigo Media with whom we have a 5-year agreement, ADA is talking to both UKIA and LASOO SuDS groups to see how an active collaboration for the next FLOODEX might work for all parties. ADA also requested the EA’s consideration to make Flood & Coast a biennial event but CW confirmed that they would be continuing to hold an annual event designed to provide strategic updates and a conference forum for the wider FCERM industry and professionals. Whilst there is a slight cross-over between Flood & Coast & Floodex, the two events are not seen to be in direct competition.</p> <p>d. Flood & Coast 2018 – 20 to 22 March 2018 CW said that the EA have now committed to dates for March 2018. CW agreed that the EA will look at the spacing in dates between Floodex and Flood & Coast conferences in 2019, aiming to allow at least 8 clear weeks between the two events.</p> <p><i>Action: CW to monitor planned dates for Flood & Coast in 2019 and seek to set dates with at least an 8-week window between events.</i></p> <p>ITh confirmed that ADA are committed to Floodex 2019 dates of 27th and 28th February 2019.</p> <p>TB expressed a desire to see a future live demonstration event. ITh said that the most reasonable way of holding such events was most likely at a local level where IDBs could work with suppliers to demonstrate items of equipment. ITh was keen to empower ADA Branches to consider this format and arrange such events locally. ADA would of course be happy to advertise through their usual channels.</p>	<p>ITh</p> <p>CW</p>
<p>124</p>	<p>Any other business The next meeting is scheduled for 17th October. Time and Venue will be advised.</p>	