



BOARD MEETING
Minutes of the Meeting held on Tuesday 14th February 2017 at
CIWEM, Farringdon, London.

Directors Present: **Henry Cator (HC) – (Chairman)**
Eddy Allen (EAn), Alison Baptiste (AB), Tony Bradford (TB), Robert Caudwell (RC),
Malcolm Harris (MH), James Hereford (JHd), David Hickman (DH), David Jenkins
(DJ), John Markwick (JM), Peter Pridgeon (PP), Chris Rusbridge (CR), Ian Thornton
(ITn), Duncan Worth (DW).

Company Secretary: Peter Bateson (PB)

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

Apologies: Bryan Collen (BC), John Heading (JHg), Trevor Purllant (TP), Lord De Ramsey
(LDR), David Sisson (DS), Michael Watson (MW).

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

| Ref | Minute | Action |
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| 106 | <p>Welcome, Apologies and Declarations of Interest</p> <p>HC welcomed JHd to meeting as Branch Director for the newly constituted Marches Branch and congratulated him on his MBE in Queen’s New Year Honours.</p> <p>The Board observed the sad loss of Nick Lyness, Wessex Flood Risk Manager at the Environment Agency.</p> <p>AB reported that former ADA Board member Alastair Driver has become Director - England and Wales for Rewilding Britain.</p> <p>See above for apologies. There were no declarations of interest.</p> | |
| 107 | <p>Minutes for Approval</p> <p>The Minutes of the Board meeting held on 12 October 2016 and as presented at this meeting were agreed as a true and fair record by the Board.</p> | |
| 108 | <p>Matters arising</p> <p>a. Articulating benefits of IDB water level management</p> <p>HC advised that ADA needed to communicate more and suggested ADA produce a one page flyer that demonstrates the value of what IDBs do which could be sent out by IDBs in 2017 rate demand letters.</p> <p>EA advised that his Board’s rate demands will be sent out in the next fortnight.</p> <p>DJ suggested that the note should not lose notice of ADA’s wider membership, and include RFCCs, local authorities etc.</p> <p>EA asked whether ADA will also be circulating a notice on FLOODDEX to promote the event.</p> <p>AB supported ADA producing anA4 leaflet that explains different roles in flood and water level management. It could also be given to operations staff to hand out to public.</p> | |

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| | <p>ITh would prefer in pdf format so Boards can print themselves.</p> <p><i>Action: IM/ITh to produce one page flyer that demonstrates the value of what IDBs do in next week for distribution by IDBs in drainage rate demand letters.</i></p> <p><i>Action: ITh to seek FLOODEX UK 2017 flyer from event organisers.</i></p> | <p>IM/ITh</p> <p>ITh</p> |
| <p>109</p> | <p>ADA Administration and Operation</p> <p>a. Finance report for 2016</p> <p>ITh introduced a graphical presentation of income, subscriptions and expenditure for 2016. ITh reported an increase in ADA annual income of 16% in 2016 thanks to the success of FLOODEX 2016. Annual income of £224,000 and expenditure of £159,000 was reported. Reserves stand at 60%, this is safely above the minimum reserves requirement in ADA’s Business Plan of 30%.</p> <p>HC thanked AB for bringing the RFCC subscriptions and Environment Agency national agency subscription together into a single payment for 2017 which had significantly simplified the invoicing and payment process. DJ supported this improvement in process.</p> <p>RC suggested demonstrating to RFCC members what ADA does and can do for them. AB thought that this would be particularly helpful to RFCCs which have no IDBs within their coverage.</p> <p>IM reported that the secretary of the Wessex RFCC had recently provided an updated list of RFCC members and this had been very helpful in ensuring they all received the ADA Gazette and ADA News Stream.</p> <p><i>Action: AB to seek up to date list of RFCC members addresses and emails to receive ADA Gazette and monthly ADA News Stream email.</i></p> <p>ITh highlighted the net earnings received from ADA events in 2016, specifically FLOODEX and that as a result of these successes ADA would continue to only seek to breakeven on ADA Conference income in 2017.</p> <p>HC highlighted the value of achieving a good attendance at FLOODEX in order to secure longer term cost savings to ADA members.</p> <p>TB suggested that the event should be promoted further with contractors of IDBs.</p> <p>EAn advised that his Board invested £120,000 in new maintenance equipment following the event and AB suggested highlighting that investment decisions are made at/following the event.</p> <p><i>Action: ITh to seek examples of investments made by ADA members resulting from FLOODEX 2016.</i></p> <p>ITh presented the cash flow to ADA through the year, presenting the Reserve Account Bank Balance profile for 2016 and 2015.</p> <p>AB and RC suggested future comparisons should include budget expectation through the year.</p> <p>DW requested that a balance sheet is circulated with the Board papers before future meetings.</p> <p>ITh advised that SC had made excellent progress with reducing outstanding debts to ADA and that ADA had recovered one substantial bad debt owed including court fees.</p> <p>b. Update on 2016 spending on non-business ADA staff activities</p> | <p>AB</p> <p>ITh</p> |

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| | <p>ITh reported on spending against the discretionary fund for staff events meetings. A total of £991.62 had been spent in 2016.</p> <p>HC felt that this had been a good investment and that he was pleased to have a motivated and cohesive team in the ADA office.</p> <p>c. Budget for 2017</p> <p>ITh reported on the budget for 2017. Regarding FLOODDEX 2017, currently at breakeven point, event organisers anticipate an income 10% down on 2016, but have budgeted prudently for only 50% income from 2016.</p> <p>ITh is working with FLOODDEX to bring in other streams of interest, including UKIA and Future Water Association. Broadening the spectrum of interest of potential exhibitors. Footfall is the key in getting exhibitors interested in the event. Thanks to AB for support from Environment Agency again in 2017.</p> <p>The Board discussed the frequency of future FLOODDEX events.</p> <p>Action: ITh to liaise with AB regarding future timing of ‘flood exhibitions’ and report back to the Board at July meeting.</p> <p>ITh reported that the increase in Gazette production costs in 2017 included the cost of employing a new full time member of staff (Aimée Scanlon, started September 2016). PP thanked the ADA team for their hard work in maintaining the high standards of the ADA Gazette.</p> <p>PB noted corporation tax will need to be paid on income from FLOODDEX 2016.</p> <p>ITh noted that the expenses budget for 2017 remained static and encouraged those travelling on ADA business/meetings to purchase tickets in advance to keep travel expenses down in 2017. Also noted savings available from rail travel cards including for over 60s, network cards, under 24s and students.</p> <p>DW requested clarified timings of meetings.</p> <p>ITh reported that the next two Board meetings will be held from 11.30 through until 15.00. With tea and coffee served from 11.00 before the meeting.</p> <p>The budget for 2017 was approved by the Board, as proposed by EA and seconded by AB.</p> <p>d. Business Plan 2017-2020</p> <p>ITh thanked PB, ITn and Frances Bowler for their support in developing ADA’s 2017-2020 Business Plan. ITh explained that the Business Plan is substantially shorter than the previous Plan and focused on ADA’s strategic and operational objectives.</p> <p>The Board discussed changes to the wording of the Role of ADA within the Business Plan.</p> <ul style="list-style-type: none"> • DW and RC suggested adding ‘lead/leadership’ to describe ADA’s role ‘leading the industry on key issues’. • AB liked the use of ‘connect’ in Business Plan recognising that ADA is first and foremost a membership body. • DJ suggested the role should be to support the vision of what members do rather than simply about promoting particular types of organisation. • DH asked that the new Business Plan mentions all ADA membership types explicitly. <p>ITh took the board through the 3 strategic objectives and 17 operational objectives proposed.</p> <p>The Board discussed including more specific details on strategic key topics so that tangible issues are highlighted.</p> | <p>ITh/AB</p> |
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| | <p>The Board agreed that it was better for the Board to review the key policy topics they wished ADA's Committees to investigate on an annual basis. Suggestion that first Committee meetings of year should switch order with ADA Board to facilitate this.</p> <p>RC suggested developing an annual delivery plan that sits behind the Business Plan and links with the annual budget.</p> <p>PB felt this was deserving of a sub-box under S1 in the Business Plan stating that as the result of the above, policy objectives will be set and updated annually.</p> <p>Action: ITh to develop proposals to enable ADA Board to give greater steer over policy direction to ADA Committees'.</p> <p>The ADA Board supported rolling out the new Business Plan having taken on board the comments raised in the meeting.</p> <p>Action: ITh to make revisions as discussed in meeting to ADA Business Plan 2017-2020 and publish final version.</p> <p>e. ADA Membership Questionnaire Results ITh reported that the ADA office had undertaken a membership survey through a questionnaire on the ADA website between 16 December 2016 and 31 January 2017 and had received 42 responses.</p> <p>Committee noted the detailed results from the questionnaire report.</p> <p>Action: ITh to consider seeking members views at FLOODEX.</p> <p>f. Membership update ITh reported that payments of ADA subscriptions were proceeding well, with over 50% received from IDBs to date.</p> <p>IM reported that the two new IDBs in the south east of England had both decided to become members and expected to attract a few more Associate members from Flood & Coast 2017 and FLOODEX UK 2017.</p> <p>JHd reported that the first meeting of the new ADA Marches Branch had taken place and was now open to IDBs in the former Severn and Wales Branch to join.</p> <p>PB suggested promoting individual membership in the ADA Gazette.</p> <p>Action: IM to highlight individual membership in Spring 2017 Gazette.</p> <p>g. Company secretary updates PB reported that the next deadline from Companies House is to submit the confirmation statement (annual return) by the end of March 2017.</p> <p>PB to visit ADA's Stoneleigh Office to finalise 2016 accounts with SC on 28 February.</p> <p>PB will update Companies House with the details for new ADA Directors as they are appointed by Branches (Lincolnshire and Northern) during 2017.</p> <p>PB reported that SAAA had appointed PKF Littlejohn LLP as external auditors to IDBs as part of a single lot, which should improve the consistence of IDB external audits. The new appointments only become effective for the five year period in relation to accounts for the financial year beginning on 1 April 2017</p> <p>h. ADA salaries 2017 ADA staff (ITh, SC and IM) vacated the room for discussion of this item. HC went through the figures in the confidential paper. The Board was encouraged by AB to look at other ways of motivating people e.g. thank yous, gifts, training courses etc as each person is different when it comes to reward. ADA were encouraged to ensure that the pension scheme was providing suitable future security for ADA staff – was this an opportunity to improve staff packages.</p> | <p>ITh</p> <p>ITh</p> <p>ITh</p> <p>ITh</p> <p>IM</p> |
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| | <p>A brief discussion took place and full support was given for the suggested pay rises. Staff had worked hard and the above average increases reflected this.</p> <p>The salary for ITh was also discussed and the Chairman supported an increase that was also discussed and supported by the Board. He would inform ITh of this increase after the meeting.</p> | |
| <p>110</p> | <p>Defra and Environment Agency matters</p> <p>HC welcomed CR to his first ADA Board meeting and invited CR to visit an IDB.</p> <p>CR explained that he was now four months into his new role having taken over from Kathryn Holdsworth at Defra, leading on land drainage and maintenance within the Department's flood management team. CR reported that he had already travelled up to Cumbria, to visit areas where new IDBs were being considered, but it would be helpful to see an existing IDB first hand.</p> <p>CR discussed:</p> <ul style="list-style-type: none"> • Local Flood Risk Management Strategies, 8 LLFAs had not yet consulted on their strategies. Thérèse Coffey had written to those Authorities concerned stating that if no progress had been made by 31 March 2017 the Minister may use powers under the Flood & Water Act to instruct the creation of a strategy. • The Government had published its post legislative scrutiny of the Flood & Water Management Act 2010. The EFRA Committee had launched a short inquiry into how effectively the Government had implemented the Act. • The Government had published its response into the EFRA Committee's Future Flood Prevention inquiry. Broadly the Government was working to deliver on many of the report's findings. However the Government does not see a need at the present time for big structural changes in flood risk management. • Defra's Permanent Secretary, Clare Moriarty opened BRE's flood resilience demonstration house in Watford. • Bill Parker was working to develop a report on coastal adaptation options for Defra. • Defra was due to commence advertising for the appointment of five RFCC (Anglian (Central); Thames; North West; South West; and Northumbria) chairs shortly. • The working group on ratings. Agreed that gaps in non-agricultural rating data in areas where new IDBs were being considered presented a potential legal challenge, therefore it was agreed that it would be better to fix the basis of the Land Drainage Act to use contemporary available data. Defra would be continuing to look for legislative opportunities to achieve this once the testing of the revised methodology had identified the best way forwards. • Rationalising the main river network 'de-maining' – recognised that there is a clear rationale for the Environment Agency transferring main river functions in some of these locations where there is local enthusiasm. Defra was considering how it could best judge that there was sufficiently strong local support for this change. <p>The Board discussed de-maining and there was a strong desire from members to see progress in this area by Defra. It was noted by several Board members that many of the current pilot locations already have significant support amongst risk management authorities, and stakeholders affected and that there is currently frustration that things are not moving forward.</p> <p>EA noted that the public are interested in outcomes, not necessarily delivery mechanisms and that there had not been a public consultation when many of the watercourses were en-mained in the 2000s and had not been public consultations for other previous changes.</p> <p>DJ reported that RFCC chairs had visited the BRE flood house before Christmas. It was a very interesting opportunity to trial techniques that will be suitable for domestic houses. DJ stated that it was very important that the Government has the political will to change building regulations to build in flood resilience into new and existing building stock.</p> <p>AB thanked ADA for writing in support of rationalising the main river network. This has given the opportunity to bring new Ministers up to speed with benefits of the rationale. It was noted that Thérèse Coffey was supportive and had asked Sir Edward Greenwell (Chair of East Suffolk IDB) for his views, demonstrating the strength of ADA's network. Further work would be continuing on de-maining in coming weeks.</p> | |

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| | <p>AB reported that there remained ongoing work to increase reciprocal work undertaken through PSCAs. AB was also keen for those IDBs which had signed up to a PSCA but had not started undertaking works under it to start using them.</p> <p>AB concluded her report by highlighting the Flood & Coast Conference taking place on 28th to 30th March at the Telford International Centre.</p> <p>EA reported that the Environment Agency's maintenance programme in Yorkshire was still being reported as an annual programme rather than recognition that a five year funding programme had now been secured from the Government.</p> | |
| 111 | <p>Reports from Committees</p> <p>a. Technical & Environmental IM 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>JM suggested training for Board members could also include developing training documents and content for the ADA website.</p> | |
| 112 | <p>ADA activities focus with Government</p> <p>ITh reported on recent meetings and activities, noting the meeting with Andrew Percy MP for Brigg & Goole, ADA Northern Branch's President, and also other meetings with Baroness McIntosh, Rachael Maskell MP and Baroness Parminter.</p> <p>ITh reported the initial draft findings from the National Audit Office (NAO) investigation into internal drainage boards. ADA had been provided with the opportunity to comment on the factual content of the draft report before its publication in March 2017.</p> <p>Key themes coming from report:</p> <ul style="list-style-type: none"> • Consistency of attendance by local authorities across country. Good attendance in majority but unfortunately a minority of problem cases; • Governance standards; • Complaints procedure; • Clarity of oversight by other bodies (e.g. Defra, Environment Agency, local authorities, Local Government Ombudsman); • Access to appropriate environmental expertise; • Board size, benefits of further consolidation through amalgamation and consortia working. <p>AB commented that from experience it was important for ADA and IDBs to take the final report seriously and use it as an opportunity to build and strengthen the sector.</p> <p>The Board discussed IDB governance and opportunities for future training.</p> <p>CR stated that Defra had been given an initial draft of the report and recognised that there some context was missing around governance standards and some clarifications were needed to ensure it was factually consistent. Finalising over the next week.</p> <p><i>Action: ITh to circulate NAO report in confidence to ADA Board members.</i></p> <p><i>Action: ALL to submit comments on draft NAO report to ITh.</i></p> <p><i>Action: ITh/IM to compile and respond with corrections to draft NAO report.</i></p> | <p>ITh</p> <p>ALL</p> <p>ITh/IM</p> |
| 113 | <p>Communications and Events</p> <p>a. EUWMA ITh reported that Germany who are hosting the EUWMA presidency in 2016-17 are planning to host a midyear EUWMA meeting near Hamburg in May to discuss water management and energy efficiency/generation. This would be followed by EUWMA 2017 meeting taking place in September in France. ITh will also be meeting with DG Environment of the European Commission in Brussels to discuss WFD in March with EUWMA colleagues.</p> | |

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| | <p>b. ADA Conference 2017 ITH reported on a successful event which broke even in terms of direct costs. ITh was pleased to confirm that the One Great George Street venue had agreed to keep prices the same for the 2017 Conference which will celebrate ADA's 80th anniversary. DJ agreed the event was extremely well run and put together, and thanked all involved.</p> <p>c. FLOODEX 2017 ITH discussed the speakers already confirmed for the event's seminars which include: Sarah Hendry (Defra), Ross Murray (CLA), Minette Batters (NFU), Pete Fox (Environment Agency), Richard Neil (Jacksons Civil Engineering) and a video presentation from Dieter Helm (who is an environmental economist, Chair of the Natural Capital Committee and professor at the University of Oxford).</p> <p>ITH reported that Heather Bailey would be returning to work part time following maternity leave on 20 February 2017. Heather will be picking up preparation for the FLOODEX Dinner 2017.</p> <p>ITH announced that Indigo Media were developing FLOODEX EUROPE as part of the Amsterdam International Water Week at the RAI, Amsterdam between 31st October and 2 November 2017. ADA has been invited to have a stand which may be part of a wider collaboration with EUWMA members.</p> <p>d. Training events ITH also discussed that ADA was working to develop two health and safety training sessions as part of FLOODEX UK 2017. One for IDB operational staff and one targeted at IDB Board members.</p> | |
| 114 | <p>Any other business TB raised matters regarding the Somerset Rivers Authority and progress with legislation for it to become a precepting body. CR reported that the Government was looking for an appropriate bill for this to pass through parliament and that it was not intended for this to enable the disaggregation of special levy in Somerset.</p> <p>ITH reported that the following future meeting dates for 2017 will be held at CIWEM, Farringdon, London:</p> <ul style="list-style-type: none"> • 11.30 – 15.00, Wednesday 5 July 2017, • 11.30 – 15.00, Tuesday 17 October 2017. <p>ITH highlighting that the ADA office team had been working hard to keep the ADA website up to date with key information, documents and news. Board members were encouraged to start using the website and promote it to others in the industry.</p> <p>HC concluded the meeting by saying that by working together and building trust we can achieve more. An appeal to members to work with Defra and Environment Agency staff to find constructive solutions.</p> | |