



## BOARD MEETING

**Minutes of the Meeting held on Tuesday 17<sup>th</sup> October 2017 at  
The Bakers' Hall, 9 Harp Lane, London.**

<b>Directors Present:</b>	<b>Henry Cator (HC) – (Chairman)</b> Andrew McLachlan (AMc), Robert Caudwell (RC), Bryan Collen (BC), David Jenkins (DJ), Malcolm Harris (MH), John Heading (JHg), James Hereford (JHd), Chris Rusbridge (CR) (Defra), John Markwick (JM), Trevor Purlant (TP), Ian Thornton (ITn), Duncan Worth (DW) Keith Caswell (KC)
<b>President:</b>	Lord De Ramsey (LDR)
<b>Vice Presidents:</b>	Jean Venables (JV), David Riddington (DR)
<b>Company Secretary:</b>	Peter Bateson (PB)
<b>In Attendance:</b>	Innes Thomson (ITh), Ian Moodie (IM), Aimée Scanlon (AS), Heather Bailey (HB), Sue Crowther (SC), Karen Daft (KD), Ian Benn (IB)
<b>Apologies:</b>	Tony Bradford (TB), David Hickman (DH), Anne McIntosh (AM), Neil Parish (NP), David Sisson (DS), Michael Watson (MW), Catherine Wright (CW)

Ref	Minute	Action
125	<p><b>Welcome, Apologies and Declarations of Interest</b> HC welcomed JV, KD &amp; IB as special advisors to the Board.</p> <p>See above for apologies. There were no declarations of interest.</p>	
126	<p><b>Minutes for Approval</b> The Minutes of the Board meeting held on <b>5 July 2017</b> and as presented at this meeting were agreed as a true and fair record by the Board.</p>	
127	<p><b>Matters arising</b> No matters arising were raised.</p> <p>Item 117 – the ADA gazette &amp; News Stream due to circulate to RFCC members is still in progress.</p> <p>Item 121 – PSCA workshops - Ongoing. Dates have not yet been advised.</p> <p>ITh – Confirmed that an audio system will be provided in the Great Hall for the ADA Conference 2017.</p> <p>Flood &amp; Coast – CR to request CW confirm the 2019 dates do not clash with Floodex (continued action)</p>	<p><b>IM</b></p> <p><b>CR</b></p> <p><b>CR/C W</b></p>
128	<p><b>Operations, Business Planning and Finance</b></p> <p><b>a. Health, safety and welfare</b> IB (ADA Special Advisor H&amp;S) made a presentation to the Board putting emphasis on stepping up to lead the way with H&amp;S. Various gloomy statistics highlighting 30 industry-wide deaths were presented and IB continued by discussing different H&amp;S risks, as follows:</p> <ul style="list-style-type: none"> <li>• Stress in the workplace is sometimes overlooked. Social media has proved to raise stress levels and IB urged the Board to be wary of this and to recognise stress as a high H&amp;S risk.</li> <li>• Discussed case where employee was electrocuted via scaffolding and lost limbs.</li> <li>• Discussed HAVS (Hand Arm Vibration Syndrome).</li> </ul>	

Members discussed ADA compiling an annual H&S questionnaire for IDBs, and the best ways to get people interested in completing the questionnaire.

Matters arising from the subsequent discussion included;

- The collection of H&S data from IDBs was supported by the Board,
- IB offered to provide a template questionnaire for circulation to IDBs,
- DW interested in how we drill the best practice message down to all IDBs, supported by RC who asked for ADA to initiate a pro-active PR push on this subject,
- JV strongly supported the collecting of data so we can see any trends.

**Action: ITh and IB to develop H&S questionnaire to IDBs and appropriate PR activity.**

**ITh/IB**

**b. Finance reports**

ITh commenced the finance report by stating that bank balances were increasing year-on-year and because of better membership fee collection, balances were now higher earlier in the financial year.

The Board's attention was drawn to the income "spikes" from Floodex in 2016 and again in 2017 and they were reminded that ADA will not have such income in 2018 (next Floodex is scheduled for February 2019). Budget planning for 2018 will need to take account of that and the Board commented that given the improving state of the reserves, it may be acceptable to budget for specific items out of reserves in 2018.

Discussion also took place around making better use of the money held in reserve but given the very low interest returns on investments at present, it was concluded that no action should be taken at present.

ITh thanked SC for the good work done to reduce outstanding debts and reported that all IDBs that have agreed to be ADA members had paid their subscriptions and that 6 local authorities with outstanding invoices for their membership subscriptions for 2017.

ITh was pleased to record that Bedfordshire District Council had joined ADA in 2017.

The balances to date (as at 31 August 2017) were reported as:

- ADA Current Account: £10,000
- ADA Reserve Account: £329,939

The Board challenged a difference in the figures showing in the debtors report compared with the income & expenditure reports and it was explained that the two reports covered different periods (income and expenditure reported to 31 August and Debtors report to 3 October). ITh said that future reports will be prepared for consistent time periods to avoid confusion.

**c. ADA Office: Key Activities**

ITh gave a verbal update of key activities undertaken, including regular meetings with Defra.

Board members were also informed of ADA's part in the production of a new Good Ecological Potential in Fenland Waterbodies Guide produced with the Environment Agency, fenland IDBs and Cambridgeshire ACRE.

The Board were reminded of the meetings forward-planner which is kept up-to-date on the ADA website and ITh would welcome input from Board members ahead of meetings of interest.

Eel passage remains a subject of concern to members and of interest to ADA. ITh thanked Alison Briggs and David Thomas for their active work representing ADA and IDBs on the Eel Liaison Panel. ITh also thanked all the IDBs that have made contributions or pledges of money towards the continued research taking place at the Hull International Fisheries Institute (HIFI) at the University of Hull.

**d. Business Plan progress**

	<p>ITh presented an updated version of the Business Plan tracker and discussion followed, principally around the four items marked in red which had not progressed. These included;</p> <ul style="list-style-type: none"> <li>• The review and rationalising of ADA’s published material has not yet started.</li> <li>• Local Authority membership – the number of LA members is now below 41, mainly due to councils’ internal constraints on spending.</li> <li>• Chairman’s Special Advisor Group – awaiting formal appointment of RC.</li> <li>• Staff salary group – awaiting formal appointment of RC and next P&amp;F Committee meeting.</li> </ul> <p><b>e. Membership update</b> ITh stated that ADA has had a good number of new associate members join during 2017. He also highlighted Anglian Water, the Coal Authority and Land Trust as new members. ADA also have two individual members and expect that number to grow in 2018.</p> <p><b>f. Company Secretary updates</b> PB reported that an abbreviated set of company accounts for 2016 had been sent by ADA’s auditors to Companies House.</p> <p><b>g. ADA Chairman</b> Following the previous year’s appointment of RC as succeeding Vice-Chairman, HC formally proposed RC to succeed him with effect from the AGM on 16 November 2017. The proposal was seconded by ITn and unanimously supported by the rest of the Board.</p>	
129	<p><b>Reports from Committees</b></p> <p><b>a. Policy &amp; Finance</b> ITh presented the minutes and key actions from the Committee meeting on 19 September. Discussion centred on how ADA can work to encourage more interest from IDB members in applying for vacancies on Regional Flood &amp; Coastal Committees (RFCCs). It was also pointed out that RFCCs have coastal appointees but not specific IDB appointees (accepting that this does not apply to RFCCs without coastlines). CR agreed to look into this point.</p> <p><i>Action: IM to send out another reminder to IDB members about RFCC Chair vacancies (closing date 6 November)</i></p> <p><b>b. Technical &amp; Environmental</b> TP presented the minutes and key actions from the Committee meeting on 20 September. De-maining was highlighted as an opportunity for both the Environment Agency and IDBs and that money considerations should not over-ride many of the other advantages of de-maining where there is full consensus for it. Concerns were still being voiced about delays in decisions around the application of eel regulations.</p> <p><i>Action: CR asked to not concerns on eel regs and report back.</i></p> <p>ITh mentioned that a meeting with Sarah Hendry (Defra Director for floods &amp; water) was now scheduled to discuss Defra’s intentions for Water Transfer Licenses under water abstraction reforms.</p>	<p><i>IM</i></p> <p><i>CR</i></p>
130	<p><b>Defra and Environment Agency Matters</b> CR reported on behalf of Defra and EA. CW sent apologies as today’s ADA Board clashed with an EA FCERM Board meeting which she was obliged to attend.</p> <p>Four of the five de-maining pilots were progressing to prepare for formal public drop-in sessions. However, the River Lugg IDB pilot is progressing on a revised timescale as a result of the need for more work on governance and environmental documentation. CR confirmed that the Environment Agency and Defra now have ministerial approval on the guidance for transfer of main river to ordinary watercourses.</p> <p><i>Action: CR to share approved Ministers guidance with IM and IM to circulate to members.</i></p> <p>CR mentioned that Defra and the EA were interested in looking to the future for other possible opportunities and he encourage ADA and IDBs to be talking directly to EA colleagues about possible opportunities.</p>	<p><i>CR/IM</i></p>

	<p>Looking at the Capital Programme, CR stated that it was now halfway through the current six year programme and it was very important in the remaining three years to ensure timely approvals and progress on the remaining schemes to deliver the agreed number of houses-protected targets.</p> <p>CR reported that CW had visited Doncaster East IDB and attended the demonstration of the suction dredging work on the South Forty Foot Drain in Lincolnshire organised by the Black Sluice IDB.</p> <p>CR reported that Dr Thérèse Coffey will be talking at ADA’s Conference and she will be reporting positively on the closer working between ADA and Defra, particularly on how the NAO report on IDBs has been constructively acted upon.</p> <p>CR and CW welcomed the ADA offer of free places to Brunel Students at the ADA Conference and ADA’s involvement and presence at Flood&amp; Coast 2018.</p> <p>CR reported that Defra is working closely on IDB1 forms, confirming a full return for 2016 data. Defra will be drawing out themes and information from the IDB1 returns in relation to the NAO report’s findings. CR said that they will work closely with ADA and the Environment Agency on that.</p> <p>CR reported progress on the 25 Year Environment Plan and was expecting it to be published in the next few months.</p> <p>Concerning Brown Rot, a matter raised by JH, CR confirmed that the Animal and Plant Health Agency will be testing this, on a cost-benefit and risk based approach, picking three drains for survey and testing each year. JH emphasised the importance of this issue for agriculture in the Fens.</p> <p>CR went on to mention that Defra sees greater opportunities for agricultural policy in the light of Brexit and the inevitable change from the Common Agricultural Policy to another domestic funding system. DJ commented that the 12 RFCCs have been asked to consider a report on issues arising from Britain’s exit from the European Union and feedback opportunities to policy from changes that could be made that could affect drainage, water level and flood risk management.</p> <p>Discussion took place focussing on de-maining, asset transfer, precepts and high-land water contributions. The common theme for the discussions was not just to focus purely on the money involved, but the wider benefits to local catchments and communities.</p>	
<p><b>131</b></p>	<p><b>Communication and events</b></p> <p><b>a. PR Activities</b></p> <p>ITh reported that ADA have taken forward a number of press releases and PR opportunities, through Kendalls PR &amp; Marketing, with positive results.</p> <p>AS made a short and interesting presentation on usage statistics for ADA’s website and Twitter account. She stated the positives of using both platforms in combination as a tool to connect and communicate with members of the public and particularly younger people:</p> <ul style="list-style-type: none"> <li>• Website: hosts engaging content, i.e. blog posts, news articles, press releases, job adverts, members info etc.</li> <li>• Twitter: used to promote and advertise the content on the website &amp; communicate the latest topics in the water level management sector.</li> </ul> <p>AS gave an explanation of the various definitions and statistics for both the website analytics and Twitter analytics and highlighted a correlation between the website and Twitter results for March 2017. March 2017 had a high rate of tweet impressions on Twitter and a high number of sessions on the website. AS went through the popular tweets from March and showed that they all have links to the website, suggesting that Twitter could play an important role in driving traffic to the ADA website.</p> <p><i>Action: To update the Board annually on Website usage and Twitter analytics.</i></p> <p><b>b. EUWMA</b></p>	<p><i>IM</i></p>

	<p>RC updated the Board on a very successful EUWMA annual meeting based in Avignon, France in early September. A full report on the meeting was provided in the Autumn 2017 ADA Gazette. It was expected that an interim technical meeting of EUWMA representatives will take place in the spring of 2018 in France, before EUWMA's 2018 Annual Meeting which will be hosted in Cordoba, Spain by FENACORE. ADA is to host the 2019 Annual Meeting.</p> <p><b>c. ADA Conference 2017</b> HB updated the Board on the positive trend for ADA Conference bookings to date and that around 50% of delegate bookings were being made via the ADA website.</p> <p><b>d. Floodex 2019</b> Nothing to report at this meeting.</p> <p>PB reported that 28 members were planning to attend Floodex Europe in Amsterdam at the beginning of November and requested assistance from ADA on subjects to be covered in a brief presentation to be given by the delegation.</p> <p><i>Action: IM to provide a briefing to PB for use at Floodex Europe 2017.</i></p> <p><b>e. Flood &amp; Coast 2018</b> ITh confirmed that ADA had signed a contra deal with the event organisers to have a stand at the event and ADA's logo displayed as a partner on the Flood &amp; Coast website. In return ADA will advertise the 2018 event in the ADA Gazette, on ADA's website and via e-news bulletins. The event takes place in Telford from 20 to 22 March. ADA will also be encouraging entries to the various award categories on offer within the Project Excellence Awards, which are presented at the Flood &amp; Coast Dinner. ADA has worked with the Environment Agency to ensure that some of the award categories appeal more widely to potential IDB and local authority entrants.</p>	<b>IM</b>
<b>132</b>	<p><b>Any other business</b> RC lead the Board in thanking HC for his long and distinguished tenure as chairman of this Board. In particular RC highlight HC's leadership of ADA through various important issues. HC graciously responded by acknowledging the team effort and that the strength of ADA was very much its membership and sense of togetherness.</p> <p>LDR presented HC with a commemorative gift of appreciation on behalf of the Board (a tide clock) and ITh added a small token of appreciation from ADA's staff.</p> <p>The formal Board meeting was followed by a celebratory lunch in honour of HC.</p>	
<b>133</b>	<p><b>Board meeting dates 2018</b> The Committee agreed on the following meeting dates for 2018, to be held at the CIWEM Venue in Farringdon, London:</p> <ul style="list-style-type: none"> <li>• 11.00 – 15.00, Tuesday 13 February 2018,</li> <li>• 11.00 – 15.00, Wednesday 4 July 2018,</li> <li>• 11.00 – 15.00, Tuesday 16 October 2018.</li> </ul>	