



TECHNICAL & ENVIRONMENTAL COMMITTEE

Minutes of the Meeting held on Tuesday 5th June 2018 Telephone conference call

Present: **Trevor Purllant (TP) (Chairman)**
Pete Reilly (PR), Robert Caudwell (RC), Priscilla Haselhurst (PH), Alison Briggs (AB)
Chris Manning (CM), Martin Shilling (MS), Ian Benn (IB), John Oldfield (JO), David Thomas (DT) (Honorary Secretary), Innes Thomson (IT) (Chief Executive)

Apologies: Cliff Carson (CC), Karen Thomas (KT), Peter Bateson (PB)

In Attendance: Heather Bailey (HB), Sue Crowther (SC)

Ref	Minute	Action
1465	<p>Welcome</p> <p>TP welcomed committee members, PR as new member and CM & MS for further terms, and apologies given for CC, KT & PB.</p> <p>IT highlighted rules of engagement for meeting - Committee were advised that the meeting was being recorded, with no objection raised.</p>	
1466	<p>Declarations of interest</p> <p>None</p>	
1467	<p>Approval of Minutes – Minutes of the meeting held on 9th January 2018 were agreed as a true and fair record by the committee present.</p>	
1468	<p>Matters Arising</p> <p>PR to liaise with IT following meeting re: Environment Agency internal document ‘Constructing a Better Environment Safety, Health & Wellbeing Code of Practice’.</p>	PR/IT
1469	<p>Health, Safety & Welfare Updates</p> <p>IB voiced concern and highlighted the following:</p> <ul style="list-style-type: none"> • Planning for employee’s welfare and consultation. IDB’s need to address this as not all have facilities available i.e. toilet and lunch facilities. • Legionnaires disease and musculoskeletal disorders • The dangers of texting whilst driving. • Requirement for reporting of diseases/injuries – An example was given where an incident had been mentioned in IDB Board Minutes but not reported to HSE when it should have been. • Hand/arm vibration syndrome – IB has produced model policy. Regular health checks required on annual basis. 	

	IT advised articles regarding first 2 points would appear in ADA Summer Gazette.	
1470	<p>Health, Safety & Welfare Survey 2018</p> <p>IT advised that ADA have now purchased a Survey Monkey license and invited any substantive comments on the survey. IT recorded that there had been good work between IB & IM on getting the survey to this stage.</p> <p>Comments received by the Committee were as follows:</p> <ul style="list-style-type: none"> • IB advised that the survey should be completed by each individual IDB rather than consortiums and provide evidence for yes/no questions. Questions 27-28 should ask about level of insurance cover as this is a legal requirement. • TP commented that himself and Nick Morris had completed the draft questionnaire and thought it was well put together and certainly made people think. TP wondered if there was any merit in the survey being anonymous. • JO felt the questionnaire was quite lengthy but good content. • MS voiced concerns on length of survey and how the information was going to be held and used. Asked what the asterisk was for. IT believed the asterisk was to do with drop down selection. Advised information would be held securely by ADA taking into consideration GPDR. ADA are interested in trends and not individual results. • DT expressed concern as data not anonymous and questionnaire seemed designed for bigger boards, i.e. some boards don't have employees, use contractors. Smaller boards could feel they fail at 1st question, if they don't hold qualifications. DT agrees with IB that the survey needs to be IDB specific not consortium and he suggested the need for a modified version for smaller boards. Use of the word 'competent' in Question 7 puts people on the back foot. • CM suggested if the survey isn't applicable to smaller boards, the risk is they will fail to complete it. Survey may need to be tailored for these boards. Face to face visits may help smaller boards. <p>IT thanked the Committee for their feedback and advised that the purpose of the survey was to get a snapshot of the industry and ADA would give consideration to anonymous responses or another method to monitor replies. We want to encourage replies from smaller boards, rather than scare them off.</p> <p>IB commented that we all need to be aspiring to deliver H&S management. IDBs need to be demonstrating that we can comply whether small/medium or large.</p> <p>IT concluded the discussion by advising the Committee that when IM returns from holiday, work will be carried out in liaison with IB to adjust the survey in the light of comments made and proceed to circulate to IDB members. Particular attention must be paid to informing IDBs about the purpose of the survey and</p>	

	<p>that they will not be specifically identifiable from the survey other than to ADA officers, who will treat the information received in full confidence.</p> <p>Action: IB/IM to finalise survey, prepare covering note and circulate to IDB members by the end of June.</p>	IB/IM
1471	<p>New ways of Working for T&E</p> <p>IT/TP have received useful comments in advance of this meeting and requested any further comments about how the Committee should operate to be sent to the ADA HQ for a wider debate at the September T&E meeting.</p> <p>Comments received by the Committee as follows:</p> <ul style="list-style-type: none"> • AB advised that T&E should not be a sub-set of P&F and the Committee not the Board should appoint Chairman. There are too many work-streams. Is there a conflict of interest if ADA Board directors pitch project proposals and also the ADA Board decides which projects to progress? • RC agreed with AB that T&E should not be a sub set of P&F and the committee, not the board, should appoint the Committee’s Chair. • JO had concerns on who would deliver on objectives and in reducing the numbers on the committee you would also reduce the broader experience available. TP agreed. • PH supports the addition of project commissioning and review. It needs to be approached in a more structured review. PH also supports new committee structure, good to increase skillset and opportunity to contribute. Tech support could be offered via an online web facility (members only area) for discussion forums. Face to face meetings to be held a minimum of twice a year, using a teleconference for the third (and possibly an additional fourth) meeting. • MS commented about workloads and high volume of projects. Also raised the question of funding for the projects. • CM commented around the administrative support / resource that is required. • DT voiced concern around reduction in engineering skillset if Committee moves from 17 to 10. Might need to extend to 12-14 to retain engineering expertise. TP agreed with DT. <p>Emails received from PH and AB, as attached.</p>	
1472	<p>Committee Work Streams</p> <p>Water Transfer Licensing</p> <p>IT updated the Committee that ADA have a reasonably clear statement and a strong recommendation put to the Environment Agency (EA) about them treating IDBs as partners in regulating water transfer & abstraction. IT has been liaising with Paul Hickey (EA) and feels that the Agency are supportive of working with IDBs. The intention is to carry out a trial partnership approach using a PSCA with</p>	

	<p>Ely Group of IDBs, led by Andrew Newton.</p> <p>CM asked “With the 2-year window open to applications in January – now closing in June, do I wait or reply?” IT confirmed progress being made and EA considering what zero-cost contracts might look like. IT suggested that CM works closely with his EA Officer and highlighted that the last date for applications is December 2019.</p> <p>Data & evidence - GIS Mapping IT advised the Committee that the work is nearing completion and ADA are hoping for it to be available by early July. ADA just working through a few concerns around data sharing but hoping to very shortly start promoting what the industry is doing.</p> <p>ADA Member Training The Good Governance Guide is well advanced, with ADA planning a series of workshops in the second half of 2018 and early 2019.</p> <p>Action: IM to finalise draft for approval by Defra & ADA Board (4th July) and plan 5 workshops across the country.</p> <p>Emergency Response Capabilities of IDBs Good progress has been made working with Ian Russell towards the development of a specific appendix which can be used in conjunction with the baseline Public sector Co-operation Agreement. The subject of Emergency Response is going to be the theme for the ADA Conference and it is hoped that the PSCA appendix will go live at that time.</p> <p>It was confirmed that James Yarham has taken over from Ian Russell.</p> <p>DT voiced support for ADA member training and IB advised of the need for IDBs to have insurance cover in place for emergency response.</p>	IM
<p>1473</p>	<p>Eel Passage At Pumping Stations DT advised that the EA did seem to be revising its approach but will take 12-18 months before the changes filter through. There should be more clarity with concentration on where the need is greater.</p> <p>CM advised that the EA are listening and on the cusp of a step change with a move away from Best Practice Screening.</p> <p>PR commented that it was good to hear that the EA are listening but should anyone hit any problems, to liaise with him.</p>	
<p>1474</p>	<p>IDB Biosecurity Processes IT presented papers as attached and invited any substantive comments. The IDB Biosecurity Policy has been designed as a guide allowing each IDB to adapt or</p>	

	<p>modify procedures as appropriate. Both the EA and Defra fully support this document.</p> <p>Comments received by the Committee as follows:</p> <ul style="list-style-type: none"> • AB –Some IDBs don't have staff. What may be relevant to smaller boards, will be a very familiar process for the larger ones – e.g. 'check, clean, dry' • JO advised that prosecution is only applicable under the Act if acting wrecklessly and intentionally. Therefore, following sentence to be reworded accordingly: 'Failure to minimise the spread of invasive non-native species, where these are known to be present, can risk prosecution under the Wildlife & Countryside Act 1981'. • MS questioned the practicality of steam washing. IT confirmed that this will only be required if at risk. • IB acknowledged the work that ADA is doing around moving Biosecurity forward. • DT suggested good idea for Biodiversity Policy to be concise and posted as one document on website, separate from Procedures. • CM suggested policy statement needs to be all encompassing. Procedures need to be risk based. <p>IT invited specific feedback on any changes needed. Committee should send comments by email to ADA HQ. Acknowledging legality checks required, the Committee supported the Policy in principle.</p> <p>Action: IM to check wording around risk of prosecution and publish updated version of Policy</p>	<p>IM</p>
<p>1475</p>	<p>General Updates</p> <ul style="list-style-type: none"> • Rationalising the main river network – IT updated on the 5 pilots. River Lugg withdrawn due to an issue around Board Members attendance at IDB Board Meetings with Herefordshire County Council. Norfolk & Suffolk Rivers pilot is stalling with slow movement through Norfolk County Council Committees. The three remaining pilots are moving forward successfully to final consultation stage. Minister has asked for a report in Autumn on how they have gone. • Biodiversity Action Plan & 25 Year Environment Plan – IM working with Natural England. 6-12 month's work. • Other Updates – LASOO Discussions are still progressing with LASOO. Further information will be available in September and it is likely that a formal proposal for joint working will be brought before the Board in October. FloodEx will include SuD's and UK Irrigation. AB raised concerns around increased admin support for LASOO. IT advised that part of the plan would involve additional resource. A question was also raised by AB around ADA protection from giving incorrect advice and IT confirmed that insurances are in place. <p>Action: IT to review levels of PI cover with ADA Board</p>	<p>IT</p>

	<ul style="list-style-type: none"> • Work Streams - ITh agreed with request from PH for further discussion regarding work streams at next meeting. Regarding GDPR, ADA is working on getting its own house in order before offering advice to other boards. DT mentioned that the EA are planning to provide a guidance document on dredged waste in the light of trials carried out earlier this year. • Ian Russell & Cliff Carson retirement – The Committee fully supported TP sending letters of thanks to CC and IR for their support and input to T&E. • Teleconference close and feedback - TP thanked everyone for attending and Nigel Everard for use of his company’s York office and facilities for the meeting. TP welcomed feedback on the teleconference meeting. 	
1476	<p>Dates of next meetings</p> <p>Tuesday, 18th September 2018, 1100 - 1300, CIWEM, Saffron Hill, London</p>	