



POLICY AND FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 6 June 2018
at CIWEM, 106-109, Saffron Hill, Farringdon, London, EC1N 8QS**

Present: **Tim Farr (TF) Chairman**
Peter Bateson (PB) (Ex Officio), Robert Caudwell (RC), Nigel Everard (NE), Matthew Harrison (MH), Bill Symons (BS), Innes Thomson (IT), Carol Tidmarsh (CT) (Defra), Phil Winrow (PW), Frances Bowler (FB), Laura McShane (LM), Andrew McGill (AM) pm.

Apologies: Craig Benson (CB), John Cooke (JC), David Jenkins (DJ), Jane Froggatt (JF)

In Attendance: Sue Crowther (SC)

Ref	Minute	Action
1444	Apologies and welcome TF was very pleased to take over the Chair's seat at P & F and paid tribute to Ian Thornton who stood down from the role at the last meeting. After a brief introduction to set the scene for his style of leadership, TF welcomed new members Laura McShane from Middle Level and Andrew McGill from Water Management Consortium.	
1445	Declarations of interest – None	
1446	Approval of minutes – Minutes of the meeting held on 9 January 2018 were agreed as a true and fair record.	
1447	Matters arising There were no matters arising not being considered under agenda items for this meeting	
1448	Defra update CT reported that Minister Coffey has been unwell and has been away from office for a few weeks – David Rutley MP for Macclesfield has been standing in for her until she returns to work. Action: RC to send a good wishes and get-well letter to the Minister. IT to draft 3 IDBs are going through the reconstitution process – Axe Brue, Parrett and River Lugg. Axe Brue and Parrett draft orders were advertised on 14 May so Defra can make the final orders after 13 June. River Lugg scheme was	IT

<p>advertised in April; Defra now have the draft order from legal and will be advertising this in the London Gazette shortly.</p> <p>River Arun – Defra received the inspector’s report following the public inquiry and are now working on advice to the Minister.</p> <p>EPRs: Defra have a live consultation on making some changes to the EPRs in respect of flood risk activities – the deadline for comments is 20 June.</p> <p>River Authorities and Land Drainage Bill – Private Members Bill (PMB) being taken forward by David Warburton MP – there will be a second reading on 15 June, however there is a long list of PMBs and there is no guarantee that this will pass through. Defra are also looking at other alternatives to see if they can include these in another Bill.</p> <p>IT had spoken to a number of other contacts, including the CLA, who had expressed their desire to see this Bill make progress and offered support for it, as appropriate.</p> <p>Action: CT to report back any progress to ADA</p> <p>Policy Advisory Group away event in Lincolnshire: 18 June – Defra have organised an away event based at the Witham Upper First & Third IDB offices to determine the remit of the group and who should attend meetings and what the group should concentrate on in the immediate future.</p> <p>IDB research proposal – Defra are working on a project which will look at IDB Board membership in light of the NAO report. This will consider vacancies of appointed members, make-up of boards and interaction with local authorities. We hope to get the project up and running in the next couple of months and this will involve surveys of IDBs and local authorities. Minister Coffey wrote to Robert Caudwell saying she was happy to write to local authorities where there is real difficulty in filling appointed member seats.</p> <p>Discussion followed regarding attendance of LA representatives at board meetings, representing both council and IDBs. IT had recently attended an East Riding of Yorkshire Council meeting where they were uncomfortable about level of special levy and having no say in how it was set. It was concluded that more dialog between both parties was required to avoid any surprises. The Committee agreed that more needs to be done to promote the value-for-money that IDB’s services represent so councillors can report this back to their Executives. ADA willing to help with Advisory groups.</p> <p>NE raised the issue of being unable to deal effectively with appointed members who breach the IDB code of conduct. CT noted the concern and would look into it.</p> <p>Action: CT to look into how IDBs can effectively dismiss appointed members who are in proven breach of the IDB’s code of conduct.</p>	<p>CT</p> <p>CT</p>
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<p>1449</p>	<p>Environment Agency update</p> <p>PW reported that although he is now part of the Defra finance team, he has the specific remit of covering Flood Risk Management. He is charged with driving forward demaining & its associated guidance, the capital grants and revenue programmes and Partnership funding. He also said that the EPR Regulations and charges consulted on in January were now approved.</p> <p>BS had query re IDBs being exempt from charges when carrying out work on main river.</p> <p>Following a question from RC, PW confirmed that Local EA Area Director sign-off scheme of delegation had increased to £500,000. Discussion followed about possible new opportunities to generate new income streams.</p>	
<p>1450</p>	<p>Local Authority update</p> <p>MH advised that he had attended meeting in London in February, involving DEFRA & LAs regarding surface water review which included overall position on surface water, skills sets, future forecasting, and funding streams.</p> <p>Looking into reviewing asset management mapping using consistent approach across Las and the EA and a report is due out this month with actions & recommendations.</p> <p>Action: MH to provide an update on this to ADA</p> <p>MH highlighted a Water Resources East launch event scheduled for 9th July in Lincolnshire. Invitations have been issued and ADA will be represented by RC and will include senior industry speakers, chaired by Henry Cator.</p> <p>Lincolnshire Country Council have appointed a new CEO, Keith Ireland, (ex-City of Wolverhampton Council), who will start on 2nd July. Matt planning paper to update him on matters of drainage, water level and flood risk management.</p> <p>IT advised that ADA is getting more involved with the LA Director's group ADEPT, but is still lacking any meaningful and regular dialog with the Local Government Association. This may be as a result of resource constraints at LGA.</p> <p>Action: IT to rekindle contact with LGA</p>	<p><i>MH</i></p> <p><i>IT</i></p>
<p>1451</p>	<p>ADA Financial Updates</p> <p>IT advised 2017 accounts are with Auditors and will be available for presentation to the Board at their meeting on 4th July. Note GIS invoice only received in April relates to work carried out 2017. Also confirmed that ADA's tax bill for 2017 is around £6000 as a result of FLOODDEX 2016 receipts. IT presented Income/Expenditure for Jan- April 2018 against budget. Board requested Ryan's salary be transferred against Gazette expenditure. SC to arrange ready for board meeting.</p>	

	<p>The P&F Committee confirmed that they were happy with the financial information presented and for it to go before the Board.</p>	
<p>1452</p>	<p>Committee Work Streams 2018</p> <p>a) Audit/Governance</p> <p>Iain Downey (Smith) phoned into meeting to update the Committee on progress with the preparation of the IDB Good Governance Guide commissioned by ADA with Defra’s support. The Committee appreciated the hard work carried by ID and IM concluding that it was a good guide and an easy read. The Committee highlighted a number of small revisions covering mention of the role of the Coal Authority, Terms of appointment for Board members in line with the Nolan principles, dealing with conflicts of interest, reference to data protection and policy on financial reserves.</p> <p>It was also requested that specific reference be made to IDBs interaction with the coast in cl 1.2.1 and that council investigations are commonly referred to as S19 reports. Once the amendments have been reviewed in agreement with ADA’s office and Defra, the Committee were happy for that amended version to be presented to the ADA Board.</p> <p>Once approved, ADA’s offices would work on the presentational aspects for publication and dates will be advised for the series of workshops for the Guide’s roll-out in the second half of 2018 and early 2019.</p> <p>Action: ID to update Guide for review and presentation to the ADA Board.</p> <p>b) Membership Subscription Review for IDBs</p> <p>The Committee agreed to scale back any further discussions about adjustments to membership categories for the time being as there is no real evidence that the current fee structure is dissuading IDBs from being members. IT stated that business targets were currently being met with less than 5% of IDBs not being members of ADA. Supported by TF and RC, IT will approach those 6 Boards not currently members to seek a clearer understanding of how ADA can better support them and hopefully persuade some of them to re-join in 2019.</p> <p>After discussion, the Committee agreed to recommend to the Board a general membership fee increase for 2019 in line with inflation. Similar rises were supported for advertising rates.</p> <p>Event costs will need to appropriately reflect changes in venue hire and catering costs and ADA will continue to negotiate the best available deals.</p> <p>c) IDB Ratings Reform</p> <p>No specific update was provided at this meeting</p>	<p><i>ID</i></p>

	<p>d) Publicity & Communications The Committee welcomed the paper presented and thanked MH, HB and Lincolnshire ADA's Publicity committee in particular for their hard work in this area. MH advised that the £3500 committed by ADA would be used as detailed in the paper. MH reported that work was going well with the preparation of a children-friendly booklet and it was hoped that it would be ready for the Lincolnshire Show. The committee supported a request from MH that ADA's Board be asked to make a regular commitment of funding each year to the development of information and education resources.</p> <p>Action: IT to review proposal with Board</p> <p>e) Developer Contributions FB advised that further legal advice was being sought on rates which can be used for establishing developer contributions. There is no consistency across IDBs.</p> <p>Action: FB to report back to committee on legal advice</p>	<p><i>IT</i></p> <p><i>FB</i></p>
<p>1453</p>	<p>GDPR The Committee thanked IM for his hard work to establish ADA's GDPR policy and were happy for it to be taken to the ADA Board. IT requested the Committee's steer on assistance needed in developing GDPR guidance for IDBs and they recommended the use of external expertise on this matter.</p> <p>Action: AM to forward contact details for their advisors</p>	<p><i>AM</i></p>
<p>1454</p>	<p>Collaboration with ASA Good progress is being made in strengthening the business case for ADA's collaboration with ASA. They have asked for more time to prepare a detailed plan and proposal which should be available for the September P & F meeting and the October Board meeting.</p>	
<p>1455</p>	<p>ADA Conference 2018 2 options for changes to the current conference format were presented to the board including budget estimates, for their consideration.</p> <p>There was little support for option 2 for a variety of reasons and the committee focussed on the detail of Option 1 which was considered more acceptable.</p> <p>Instead of a formal served lunch, the committee supported the idea of a buffet lunch with ample seating and table space for all delegates. Would it be possible to extend the exhibition through lunch to allow networking with associate members? If we extend the opportunity to Associate Members exhibiting, how do we manage that in the future?</p> <p>Instead of a 1030 start to the formal proceedings, the Committee was supportive of a slightly later start at 1100 with a short functional AGM immediately before lunch break but a later lunch at say 1330. This later lunch</p>	

	<p>would be offset by, say, bacon butties & pastries available from 0900 as part of the exhibition and networking. The formal drinks reception ahead of lunch could be dispensed with but wine could be available with the buffet lunch for those that want it.</p> <p>The Committee supported the idea of an educational/CPD session built into the programme and would enhance the draw on Board members.</p> <p>The Committee supported multiple sponsors and perhaps differential levels of sponsorship akin to Flood & Coast.</p> <p>Action: IM to adjust Option 1 for presentation of a proposal to the Board.</p>	<i>IM</i>
1456	<p>General Updates</p> <ul style="list-style-type: none"> a) De-maining Pilots – progress has halted on Norfolk/Suffolk rivers whilst an issue on bylaws is resolved. IT said that the work involved in the administration of the pilots is unsustainable and processes will need significant streamlining to become acceptable to all if demaining is to become routine business. PW supported the comments and said that lessons would be learned from the pilots to attempt to find significant efficiencies. IT said that it was important that a balanced report of the outcomes is produced by the Technical Group for submission to Defra. b) Business Plan – IT requested volunteers to form a small working group to work with RC, starting in September, to pave the way and prepare the next ADA Business Plan which will need to be in place by 1st April 2020 c) IDB Policy statement – this has now been published & signed by the Minister, to be applied by all IDBs. d) IDB1 forms – these have been issued for completion. e) Floodex UK 2019 – bigger event to be held in collaboration with UK Irrigation & Local Authority SuDS Group (LASOO/ASA). A £6,000 fee will be payable to UKIA and additionally they will take a 5% share of income on stands bought exclusively for Irrigex up to £20,000 and a 10% share for any income above £20,000. ADA/Indigo Media will retain all income from the Local Authority SuDS section of the event. The Committee supported the approach taken. f) 2019 Meeting dates – to be advised 	
1457	<p>Date of future meetings</p> <ul style="list-style-type: none"> • Tuesday 18 September, at CIWEM Venue, Farringdon 	