



TECHNICAL & ENVIRONMENTAL COMMITTEE

**Minutes of the Meeting held on Tuesday 9 January 2018
at CIWEM, 106-19, Saffron Hill, Farringdon, London EC1N 8QS**

Present: **Trevor Purllant (TP) (Chairman)**
Peta Denham (PD), Cliff Carson (CC), Robert Caudwell (RC), Emily Dresner (ED),
Priscilla Haselhurst (PH), Roy Lobley (RL), Chris Manning (CM), Martin Shilling (MS),
David Thomas (DT) (Honorary Secretary), Innes Thomson (IT) (Chief Executive) Peter
Bateson (PB) (Company Secretary),

Apologies: Ian Benn (IB), Alison Briggs (AB), John Oldfield (JO), Paul Sharman (PS), Ian Russell
(IR), Karen Thomas (KT)

In Attendance: Ian Moodie (IM), Heather Bailey (HB)

Ref	Minute	Action
1454	Welcome TP welcomed committee members, gave apologies and notified Committee of Paul Sharman's resignation due to all dates clashing with his board meetings in 2018. PS had expressed interest to still be involved in technical matters, which was welcomed by all. Action: Letter of thanks to be sent to PS.	TP
1455	Declarations of interest None	
1456	Approval of Minutes – Minutes of the meeting held on 20 September 2017 were agreed as a true and fair record by the committee present.	
1457	Matters Arising 1444 – General article on data protection featured in Winter 2017 ADA Gazette. 1446 – IT reported emergency response and recovery work underway and will be available for committee to see shortly. 1446 – Action: IM to circulate to the Committee, the Environment Agency regulatory position statement on disposal of arising's from infected sites. 1451 - ADA is in discussions with Defra regarding running a series of technical workshops and developing a guide for existing and new internal drainage board members covering, governance, accountability and transparency. The proposal is to run five workshops to take place across IDB areas in England. The project is to be jointly funded with the plan for delivery of the first draft of the document by 31 March 2018 and all workshops complete by 31 March 2019. 1451 - DT suggested filming one of the workshops and sharing via a YouTube link. MS advised that he was involved in a similar piece of work in December 2017, it	IM

	is important that the guide is interesting and relevant to all.	
1458	<p>Health, Safety & Welfare</p> <p>IT presented the slides as provided by IB. Key messages;</p> <ul style="list-style-type: none"> • Ensure working practices are developed that meet legislation and regulatory requirements under Construction Design Management Regulations 2015. • Risk assessment – identify hazards, evaluate risks and recording findings. <p>Action: IT to circulate IB presentation to all Committee members.</p> <p>H&S Questionnaire to be issued to all IDBs shortly to help ADA gather industry-wide data on activities and a record of incidences. RC reiterated the importance of ADA having such data.</p> <p>MS raised concerns about getting responses if it is a lengthy questionnaire and if answers go into the public domain.</p> <p>DT shared the success he had with introducing a ‘H&S Champion’ with responsibility for reporting.</p> <p>CM recommended that the questionnaire needs to have quick fire questions that are easily completed within a few minutes. ADA to follow up on non-responders.</p> <p>Action: IT and IB to revise draft H&S questionnaire for ease of response.</p> <p>PD happy to share Environment Agency internal document ‘Constructing a Better Environment’ Safety, Health and Wellbeing Code of Practise’, which sets out how the Environment Agency plans and manages their construction activities with regards to HS&W and the CDM Regulations and what the Agency expects from its supply chain.</p> <p>Action: PD to send documents to IM to circulate to Committee members.</p>	<p>IT</p> <p>IT/IB</p> <p>PD</p>
1459	<p>Proposal for revision to the operation of the T&E Committee</p> <p>Further to the paper presented to the Committee in advance of the meeting, IT explained that the rationale for change was to widen the scope of people involved and allow for greater involvement by IM as ADA’s technical Manager. It was not about costs but rather working more efficiently towards defined outcomes and outputs. RC expressed the need to disseminate what work streams are doing, have more focussed discussion on subjects and involve technical experts.</p> <p>Feedback received from the Committee as follows;</p> <ul style="list-style-type: none"> • Concern voiced by TP on behalf of PS that the Committee must not lose sight of its technical oversight role on industry issues. • JO said that in his view the T&E Committee has responsibility to guide ADA’s direction rather than delivery. The role of the ADA office was to deliver and engage suitable expertise as required, based on the Committee’s guidance. 	

- Providing advance comments to the meeting, AB advised of the importance of getting enthusiastic people who want to be involved. Ideally a core committee then co-opting to smaller groups for specific tasks.
- PH highlighted that the proposal for change offers the opportunity to widen the scope of subjects and bring people together with broader interests.
- PD suggested that the perception of the T & E becoming a sub group of P & F is not a good idea. RC agreed with this view.
- CC raised the idea of using video-conferencing or Skype which would offer time saving in travel for members and be more environmentally favourable. CC also suggested consideration be given to hiring experts, who don't always command a high price.
- CM advised limited brief around aquatic herbicides prevented progress. The impact of IM workload was also recognised. ADA administration support required.
- IT advised the Committee that ADA's newly recruited Communications & PR Officer, Ryan Dixon should help to free up IM to offer more support to T&E workstreams, but ADA will need to carefully prioritise and not over-commit its resources. The Committees will be asked to provide guidance on priorities.
- MS felt that casting the net wider to gain a broader array of people, would still necessitate a Committee to oversee projects. MS supported greater use of conference calls.
- DT identified the value of face-to-face meetings and the networking opportunities that they present. Current Committee meeting agendas focus mainly on reporting, possibility of refreshing this with greater emphasis on input. DT recognised the value of input by Natural England and the Environment Agency on the subjects of Eel Regulations and water voles and recorded the importance of not losing these key contacts.
- Possibly too many workstreams and the need for greater IM time was recognised as the possible reasons for things not working as well as they should by TP. Whilst expensive, TP thought at least one face to-face meeting was needed.
- RC felt there was a clear need for an annual face-to-face meeting to prioritise work streams with Committee to be informed of progress throughout the year. IM to manage and provide input to workstreams. Importantly ADA needs to continue to engage and involve Environment Agency and Natural England colleagues.

Overall, T&E Committee members recognised the value of being exposed to a wide range of industry issues at the meetings which served as part of their ongoing professional development.

IM presented how he envisaged the revised T&E Committee could work;

- A common format 'project proposal form' could be introduced for suggesting ideas for work streams. Through this mechanisms members could be invited to put forward proposals directly to the Committee.
- The Committee membership would review proposals in January meeting each year, identifying the projects to go forwards, outcome to be achieved and the proposed group of people to be involved.

	<ul style="list-style-type: none"> • IM to manage project teams, support meetings and report to IT who ultimately reports to the Board. • The Committee sets the project plan for the year and reviews progress through teleconferences at appropriate intervals through year in order to report to ADA's Board of Directors. • The process will require greater ADA staff time and financial resource for meetings and teleconferencing and secretarial functions than current T&E meetings. <p>Discussions on the proposed changes concluded with the Committee confirming their support for trialling teleconferencing for meetings and welcoming greater involvement by IM throughout 2018.</p> <p>Action: 5 June 2018 T&E Committee meeting to be held as a tele-conference call, potentially via Skype or a similar system.</p> <p>Action: IM to develop proposal for future operation of Committee to be presented to next meeting in advance of implementation in 2019.</p> <p>TP advised to leave the remaining face to face meeting at CIWEM in the diary for 18 September 2018.</p>	<p>IT/IM</p> <p>IM</p>
<p>1460</p>	<p>Proposal for the creation of a Chairman's Advisory Group</p> <p>IT outlined the proposal for the creation of a Chairman's Advisory Group and the value that this will bring to ADA. Full details were issued in the paper to the Committee in advance of the meeting. Individuals that form the group will be invited to join and may or may not be ADA members. The Committee present were fully supportive. IT to present the proposal to ADA's Board of Directors on 13 February 2018.</p>	
<p>1461</p>	<p>Setting Committee Work Streams for 2018</p> <p>There was a general consensus among the Committee for a need to focus on key priorities and not over-stretch volunteer and ADA staff resources. To that end, the Committee agreed to pursue the following items in 2018;</p> <p>Health & Safety Questionnaire - Lead: IB supported by IT</p> <p>IB has proposed that we gather H & S data from IDBs through a questionnaire to start highlighting trends, and general IDB data. Committee Members agreed and supported in principle but advised on a number of issues as follows;</p> <ul style="list-style-type: none"> - Need to greatly simplify the questionnaire to encourage maximum response - ADA needs to carefully manage the data on a confidential non-specific disclosure basis to encourage reporting. - ADA will need to carefully manage the publication of any data <p>Action: See action agreed under 1458 above</p> <p>Member training - Lead: IM supported by IR</p> <p>The subject of member training remains a priority and an item in ADA's Business</p>	

	<p>Plan than has not to date been developed. DT suggested that work on highlighting efficiencies achieved through PSCAs would be a useful exercise and engaging Boards to feedback on efficiencies they have experienced through the use of PSCAs.</p> <p>ADA is working with Defra to developed good governance guidance and expects to be arranging a series of training workshops around the country in the second half of 2018 and early 2019.</p> <p>Continued work streams from 2017:</p> <ul style="list-style-type: none"> • Water Transfer Licensing - Lead: AN supported by IM • Data & Evidence – Lead: IM supported by DS • Eels regulations: Joint Leads DT & AB supported by CM <p>Additionally, PD suggested that the new ISO 55000 accreditation might be of interest to IDBs. IM suggested that ISO 55000 may be more relevant for larger scale authorities but aspects could be adapted for setting standards in asset management for smaller risk management authorities and this could be a worthwhile workstream for future consideration</p>	
1462	<p>General Updates</p> <p>GIS mapping IM updated that there has been good progress on this and now only a few months off completion. Roy Lobley offered to test.</p> <p>Biodiversity 2020 IM reported that the guidance on updating IDB Biodiversity Action Plans was still intended and in draft form. IM thanked those involved in a useful meeting held in September 2017 to identify key revisions to a draft text. CM suggested that the work should be revised/rebadged to take account of the Government’s 25 Year Environment Plan.</p> <p>Eel Regulations DT advised that the Committee has expanded to include CM and Ian Cappitt (EA). It was noted that Ian Cappitt shares similar operational challenges as IDBs as operators of pumping stations and other water control structures. DT raised the question around ADA expectation of output. IT advised that it is more of an influencing role and understanding ways of reporting back on refurbishments and how eels are considered. Essentially achieving greater output for eels.</p> <p>EPR Regulations Consultations IM reported that flood defence consents issued by the Environment Agency were integrated into the wider Environmental Permitting Regime (EPR) two years ago. Permit costs have increased from £50 to £240. The Environment Agency were now consulting on future charges to be implemented from 1 April 2018. This would introduce substantially increased fees for a range of activities on main rivers and coastal flood defences and introduce compliance charges when the EA undertakes inspection visits. The proposals had raised a number of questions,</p>	

	<p>including what impact these changes would have on working in partnership and with riparian owners. IM was not aware of any support guidance or workshops to engage with other risk management authorities regarding these proposed changes.</p> <p>IT reported that ADA was due to discuss the proposals with Catherine Wright and other Environment Agency staff involved with EPR.</p> <p>IM reported ADA would be responding robustly to challenge the proposals to ensure any charges introduced are fair, proportionate, competitive and transparent, the key points being:</p> <ul style="list-style-type: none"> • the proposed scale of the charge increases, • the information and transparency provided around the proposed charges, • the limited engagement that has been made with the flood risk management sector in developing these charging proposals, • the very short timescales proposed for the introduction of the charges post consultation. • the risk of creating disincentives for riparian owners and risk management authorities to work towards the better management of flood risk, water levels and the water environment. <p>IT said that ADA is recommending a delay of at least another year before implementation.</p> <p>Action: IM to respond to EA charges consultation and engage to secure better understanding of needs and drivers within flood risk management sector.</p>	IM
<p>1463</p>	<p>Working with LASOO (SuDS Organisation)</p> <p>IT outlined a developing proposal for a collaborative agreement between ADA and the Local Authority SuDS Officers Organisation (LASOO) to work more closely on the common theme of sustainable drainage. LASOO have identified ADA as their preferred partner in assisting with administrative support for their association and, subject to gaining enough approval from their membership base of local authorities, it is intended that a special item shall be presented to the next ADA Board meeting on 13 February outlining the working proposals.</p> <p>The Committee supported the discussion in principle.</p>	
<p>1464</p>	<p>Dates of next meetings</p> <p>Tuesday 5 June 2018 by teleconference call – details to be confirmed</p> <p>Tuesday 18 September 2018 – all day meeting, CIWEM, Saffron Hill, London</p>	