



BOARD MEETING

**Minutes of the Meeting held on Wednesday 4th July 2018 at
Goodenough College, London House, Bloomsbury, London, WC1N 2AB**

Directors Present: **Robert Caudwell (RC) – (Chairman)**
 Tony Bradford (TB), Keith Caswell (KC), Lord De Ramsey (LDR), Tim Farr (TF) ,
 Priscilla Haselhurst (PH), John Heading (JHg), James Hereford (JHd), David Hickman
 (DH), David Jenkins (DJ), Andrew McLachlan (AMc), John Markwick (JM), Trevor
 Purlant (TP), Hazel Durant (HD) (Defra), Will Staunton (WS), Duncan Worth (DW),
 Catherine Wright (CW)

Company Secretary: Peter Bateson (PB)

In Attendance: Innes Thomson (IT), Ian Moodie (IM), Sue Crowther (SC), Ryan Dixon (RD)

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

Apologies: Peter Bateson (PB), Bryan Collen (BC),

Ref	Minute	Action
144	<p>Welcome, Apologies and Declarations of Interest RC welcomed everybody to the meeting, especially new attendees, Hazel Durant, Priscilla Haselhurst, Tim Farr and Ryan Dixon.</p> <p>See above for apologies. There were no declarations of interest.</p> <p><i>Action: All directors to return Registration of Interest forms to SC.</i></p>	ALL
145	<p>Minutes for Approval The Minutes of the Board meeting held on 13 February 2018 as presented at this meeting were agreed as a true and fair record by the Board.</p>	
146	<p>Matters arising Item 137 – Item on agenda to follow Item 138 PR funding – reviewed in 6mths Item 139 Ongoing Item 140 Revised Guidance Item 142 Floodex 19 – Agenda Item to follow Item 143 – Refer to P&F</p> <p><i>Action: 143 – IT to prepare and review a draft ADA risk register with P&F – target to have in place for 2019.</i></p>	IT
147	<p>Finances Audit Report IT reported on Audit report from Streets, the main points being:</p> <ol style="list-style-type: none"> 1) The need to tighten checks on our monthly payroll procedures and looking at re-tendering for ADA’s payroll supplier. 2) We received a tax refund from HMRC in respect of year 2014/15. Investigations have been made by ourselves, payroll supplier and Venables Consulting. Streets would like further investigations to be made. IT advised that PB suggested keeping the amount on account whilst further investigation is undertaken. 	

	<p>3) Tighten account review procedures regarding Floodex with financial breakdown being provided at agreed check-points and after the event.</p> <p>CW welcomed the plans to increase checks and controls raised in 1 & 3 above</p> <p>The Board were happy for RC to sign the Accounts representation letter. Proposed by DW and seconded by TP.</p> <p><i>Action: IT to look to retender ADA payroll services for 2019.</i></p>	IT
148	<p>Finance Update</p> <p>IT updated the board, advising that income was in line with estimates. Expenditure was also in line with expectations, although he foresaw a slight increase in May.</p> <p>Some Local Authorities subs where outstanding and work was progressing to help with this, particularly by trying to obtain updated contact details.</p> <p>RC commented on the good work with the steady position of over 95% of our IDBs being members of ADA.</p> <p>DH asked for list of outstanding Local Authorities. IT hoped that workshops and future work may help draw LAs in. RC emphasised that ADA is aware of LA budget restraints but pointed out good value for money to LAs of being members of ADA and the support they are able to receive when needed.</p>	
149	<p>Business Planning</p> <p>a. Business Planning 2017-20 Checklist IT updated the board on the ADA business plan, progress tracker 014 LA Membership - remains red but contact work ongoing to maintain current levels</p> <p>The Board supported continued work to encourage LA's of the value Of ADA membership and the advantages of having a "Central voice of water management"</p> <p>b. Insurance IT is reviewing ADA insurances which are for renewal in August. IT requested advice on level of cover desired by the Board to be able to tender for quotes.</p> <p>The Board agreed that PI and Director cover should be increased to £5m and they asked IT to check the cost of increasing cover further to £10m.</p> <p><i>Action: IT to obtain various quotes for £5m and £10m</i></p> <p>c. Company Secretary updates – verbal update PB confirmed the addition of two new directors (WS & PH) to the files held at Companies House. Four Directors are coming to end of term. All can re-apply and need to notify their branches/committees to follow through the process as set out in their constitutions.</p> <p>The 4 Directors concerned are TP, DJ, DW & JH – <i>Action to notify Branch Secretaries ahead of Branch Meetings</i></p> <p>d. Revised PR Activity Plan for 2018 The relationship with Kendalls has been revised with ADA now controlling the work on an item by item basis. This has helped keep better control on agreed budget and be more focussed on ADA's goals for PR.</p> <p>Board discussed a more targeted plan similar to the CLA article or reactive press releases.</p> <p>e. ADA Office Holders</p>	<p>IT</p> <p>TP, DW, DW, JH</p>

	<p>Lord De Ramsey advised that whilst he was very happy to remain in office for the time being, ADA ought to start considering who his successor might be. LDR proposed that he approach Richard Benyon as a possible candidate and the Board supported that idea.</p> <p>Action: IT to provide a draft letter for LDR to send to Richard Benyon.</p> <p>The Board were asked to reflect on any other possible candidates for the role</p> <p>The Board were pleased to confirm their agreement for Henry Cator to be appointed as an ADA Vice President, for an initial term of 3 years.</p> <p>JV's initial term of 3 years as a Vice President expires in March 2019 and the Board agreed to extend the appointment for another period of 3 years, subject to JV's agreement.</p>	IT
150	<p>ADA Membership Subscriptions</p> <p>2019 rates need to be decided at this Board meeting to allow 40 days' notice ahead of AGM, as per ADA's Mem & Arts. Following discussion with ADA's P & F Committee in June, a proposed rise of 2% was recommended to be put to the Board.</p> <p>The Board discussed the pros and cons of a 2% rise along with a 1% and 0% increase in membership rates.</p> <p>JHd proposed a 1% increase, seconded by WS. An amendment was proposed for 2% with 8 Directors voting in favour of the amendment, 6 against and 1 abstaining.</p> <p>On voting for the 2% increase, the proposal was carried with 9 Directors voting in favour, 3 against and 3 abstaining.</p> <p>The Board asked IT to make it clear at the AGM that increases are generally limited to keeping abreast of inflation unless there are specific projects or issues which require funding being raised through greater increases in membership fees. Those greater increases would need to be discussed and debated more widely ahead of any proposed increases to ensure wider membership support.</p>	
151	<p>Strategic, Technical & Policy Topics</p> <p>The IDB Health & Safety Survey is ready for distribution and was presented to the Board.</p> <p>It was made clear to the board that results are only to be used to define trends and tendencies and not for the individual identification of information or data.</p> <p>T&E raised concerns about asking for names. IM confirmed this is only for office use so IM & IT can check back with IDBs if anything needs confirming. No identifying fields will be used outside of ADA.</p> <p>On condition of the confidentiality of information provided by individual IDBs, ADA's Board was very supportive of survey and agree that it could be sent out. No reporting of any results will take place without the authority of ADA Committees/Board. Proposed by TB and seconded by JH.</p> <p>Action: To Send out survey to all IDBs. Survey needs cover note confirming individual IDB finding will not go further than IT & IM and in aggregate results will be non-identifiable to individual IDBs.</p>	IM
152	<p>General Data Protection Regulations (GDPR)</p> <p>CW, in her position of lead data protection within EA, detailed the clarification of personal data along with considerations with how to store the data. CW suggested that the Information Commissioner realises everyone may not be compliant from day one but would welcome organisations being able to show that a plan for achieving compliance is in place.</p>	

	<p>IM has been in communication with DEFRA and other parts of the government. DEFRA have very helpfully responded on 29th May and ADA is working to digest the implications of the response and then make relevant to how IDBs deal with GDPR.</p> <p>IM still working through with workgroups towards consistency over 112 boards to reduce workload and is looking to have produced guidance by the end of the year.</p> <p>PB has already done an audit on data at his IDB so sight of the suggested DEFRA model would be useful.</p> <p>ADA provided an updated Privacy statement example along with a consent form for individuals to sign to ensure a more direct seeking of permission from members.</p> <p>The Board agreed with ADA's documents and approach to communicating and gaining individual permissions from members.</p> <p><i>Action: IM to write to clerks with DEFRA group model GDPR documents.</i></p> <p><i>Action: ADA to publish Privacy Statement and consent form. IDB Clerks to be asked to help ADA manage the need for every Board Member of their IDB to fill in the consent form to be able to continue receiving communications from ADA.</i></p>	<p>IM</p> <p>IM</p>
<p>153</p>	<p>National Updates</p> <p>1) Environment Agency Matters (CW)</p> <p>a) Rationalising the Main River Network (De-maining) CW gave thanks to ADA and IDBs for their support of the on-going demaining programme. In particular, good progress has been made with Stour Marshes and the proposal is to offer a transfer at 1st April 2019 to align with end of year activities.</p> <p>Good progress has also been made on the asset transfer issues encountered at Snow Sewer with the Isle of Axholme IDB.</p> <p>Difficulties have arisen in discussions with Norfolk CC and the process has stalled there for the time being. Work continues to progress with Suffolk CC and</p> <p>b) PSCAs The success of PSCAs continues to grow and the EA is looking at longer term agreements, for example, stretching over several years.</p> <p>c) Water Transfer & Abstraction Licences IT met with Paul Hickey with the view to finding a workable solution that recognises the collaborative work of IDBs in helping the EA carry out its regulatory duty. CW reported that Harvey Bradshaw, EA's Exec Director, was planning a site visit to MLC at the end of August. (<i>Post meeting note – Visit postponed to 31st Jan 2019</i>). CW confirmed the EA's commitment to finding a solution acceptable to and workable with all parties.</p> <p>2) DEFRA Matters Agricultural bill being drawn up. This is expected to be put before Parliament in September, and it will have a post-Brexit focus.</p> <p>The Floods surface water report is expected to be published by the end of July.</p> <p>A Flood policy statement is due to be published in winter corresponding with the updating of the EA national FCRM strategy, currently at consultation stage.</p> <p>River Arun IDB public enquiry report is currently with ministers and a decision is expected next week or so.</p> <p>Defra continues to strongly support the Rivers Authority & Land Drainage Bill which is attempting to make progress via the Private Members route. To date, it has been unable to make meaningful progress through Parliament.</p>	

	The PAG Group has undergone a review with the aim of re-injecting some energy into workgroups focussing on relevant topics of work over the next 12 months.	
154	<p>Committee Reports:</p> <p><i>Minutes taken as read.</i></p> <p>1) Technical & Environmental T & E attempted a teleconference meeting, which received positive feedback. They will not replace face-to-face meetings but may be used to supplement those meetings in the future.</p> <p>2) Policy and Finance Format of conference changes – to be discussed in events section.</p>	
155	<p>ADA national activities:</p> <p>1) Consultation responses submitted Response to framework. Comments around sustainable drainage.</p> <p>2) Environmental Principals & Governance Bill ADA has not yet responded. If members have any comments please advise IM.</p> <p>3) IDB Good Governance Guide Currently in preparation and expecting to publish in the Autumn. Publications will be followed in 2019 with a series of training workshops around the country. This work has been largely funded by Defra, with ADA’s thanks.</p>	
156	<p>Communications & Events</p> <p>1) ADA Conference 2018 IM discussed different possible formats for Conference which were presented to the P&F committee and which included increased technical sessions, including post-lunch presentations, and networking/exhibition time with a shortened lunch.</p> <p>The Board expressed concerns over losing the opportunity to network after lunch along with diminished chances of people staying for the technical sessions afterwards.</p> <p>Directors suggested that they were spread around the various tables during the meal with no specific “top” tables, and possibly having Directors move around tables during the meal.</p> <p>IM reported that ADA would be imposing a small price increase after 3 years of holding at the same price, to reflect increased venue charges. This was supported by the Board.</p> <p>The Board directed ADA to hold the format similar to previous years and ensure that all business, seminars, etc were concluded before lunch.</p> <p>2) Flood & Coast 2018</p> <p>ADA’s presence at Flood & Coast 2018 was once again deemed very successful and the loose collaboration with Flood & Coast is seen as beneficial by both parties.</p> <p>3) Floodex 2019 and associated Irrigex and SuDS events Letters of collaborative agreement have been drafted with UKIA and ASA. The Board gave its approval to the financial terms agreed with UKIA. With ASA, ADA have agreed that there will be no cost or risk to ASA but ADA will retain all income from their share of the event, with the exception of the UKIA agreed payment. The Board also agreed with this position</p>	

157	<p>Any other business:</p> <p>IM demonstrated the GIS interactive map of IDBs which is now live on the ADA website and the Board warmly welcomed this additional information on ADA’s website, thanking all those involved in making it possible.</p> <p>IM has had legal advice concerning data access rights. There was a general consensus that the data should be open for the public to access but with conditions and protections applied using a government data licence.</p> <p><i>Action: With CW’s assistance at EA, look into government data licence and detailed disclaimer.</i></p>	IM
	<p>Board meeting dates 2018</p> <p>The Committee will meet on the following further dates in 2018, to be held at CIWEM offices in Farringdon, London:</p> <ul style="list-style-type: none"> • 11.00 – 15.00, Tuesday 16 October 2018. 	