



POLICY AND FINANCE COMMITTEE

**Minutes of the Meeting held on Tuesday 18 September 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), Innes Thomson (IT), Phil Winrow (PW), Frances Bowler (FB), Laura McShane (LM), Andrew McGill (AM).

Apologies: Craig Benson (CB), John Cooke (JC), Karen Daft (KD), Jane Froggatt (JF), David Jenkins (DJ), Bill Symons (BS), Carol Tidmarsh (CT) (Defra).

In Attendance: Alison Briggs (AB), Ian Moodie (IM), Ryan Dixon (RD), Tony Bradford (TB) (SDBC), Roger Burge (RB) (SDBC), Andrew Gilling (AG) (Sedgemoor District Council).

Ref	Minute	Action
1458	Apologies, welcome and Chairman's Introduction Brief introductions around the table along with apologies (above), and welcome to visiting observers.	
1459	Declarations of interest - None	
1460	Approval of minutes – Minutes of the meeting held on 6 June 2018 were agreed as true and fair record.	
1461	Matters Arising 1448 – Action completed, Thérèse Coffey had returned to ministerial work at Defra. 1452 – Good Governance Guide – IM to update in AOB.	
1462	Defra update IM gave an update on Defra matters from notes provided by CT: <ul style="list-style-type: none">• New Minister: David Rutley MP, who stood in for Thérèse Coffey, expected to take up Brexit ministerial brief within Defra.• Three IDBs (Axe Brue, Parrett, and River Lugg) had recently completed the process of reconstitution, reducing the numbers of Board Members on each.• Following a local public inquiry into the proposed abolition of the River Arun Internal Drainage District, and receipt of the inspector's report, the Minister issued a decision letter on 19 July stating that the draft abolition order was not being made at this stage.• Following consultation in the summer, Defra were proposing to make some minor amendments to the regulation of flood risk activities under the	

	<p>Environmental Permitting Regulations.</p> <ul style="list-style-type: none"> • The Government continued to support the Rivers Authorities and Land Drainage Bill and remained committed to taking this legislation forward at the earliest opportunity. The Bill remained held at the second reading phase in the House of Commons. • Defra organised an away event for its IDB Policy Advisory Group (PAG) on 18 June in Lincolnshire. At the event, it was decided to set a number of questions for the PAG to consider. The first of these would be: ‘How can we encourage closer partnership working between IDBs and other RMAs at the local level along the lines of the Lincolnshire strategic flood risk model? What are the barriers to closer partnership working?’ The PAG will next meet in November. • Defra had commissioned a research project to consider IDB Board membership and would invite IM to the inception meeting with the new contractor in October. <p>FB reported that some of the Bedford Group of IDBs were considering reconstitution and would like some advice, NE offered his recent experience of the process with Selby IDB.</p>	
<p>1463</p>	<p>Environment Agency updates</p> <p>PW reported that the allocation process for next year’s FDGiA funding was underway. He stressed the importance of IDBs continuing to work with local FRM partnerships across the country to ensure that good solid delivery plans for projects are put before the RFCCs for their consideration.</p> <p>The Government are likely to be looking for further savings and the Budget for 2019 for flood management will be established after the general budget plans are announced by government. Given the political and economic uncertainties around Brexit, however, government plans may change.</p> <p>The EA are looking at the mechanisms for local authority funding and meetings are planned to discuss. PW will keep ADA informed of outcomes.</p> <p>The National Audit Office are to carry out a study of the success of Partnership Funding and make recommendations from that study for the future.</p>	
<p>1464</p>	<p>Local Authority updates</p> <p>MH reported on Local Flood Assessments where it is expected that LA’s will be expected to carry out a light touch review on surface water. The importance of an integrated catchment approach to water management is being increasingly recognised acknowledgement of interactive maps. Consultation on the process has now been pushed back to January 2019, for a period of 8 weeks.</p> <p>The next Local Government Flood Forum was to take place on 31 October. (post-meeting note: R Caudwell attending on behalf of ADA)</p>	

<p>1465</p>	<p>ADA Financial updates</p> <p>a) 2018 Income, Expenditure, Bank Balance to date IT presented financial reports that would be put to the ADA Board in October. The overall position was positive. Whilst income was lower than in 2017, because no FLOODEX was held, membership income was up. Expenditure remained within budgetary forecast and, as is expected, there will be increased costs at end of year associated with two remaining ADA Gazettes and the ADA Conference.</p> <p>RC asked about the £19k income under “Other”. IT confirmed that this was largely Defra funding towards the IDB Good Governance Guide and workshops.</p> <p>Committee noted that staff costs associated with ADA Gazette needed to be separated out of staff costs and transferred to the ADA Gazette heading in expenditure.</p> <p>Action: transfer appropriate costs from staff salaries to ADA Gazette</p> <p>b) Budget proposals & staff resources for 2019 IT presented proposals to utilise accumulated reserves to increase ADA’s technical staffing provision and resilience. This would provide assistance to IM, given intensity of upcoming policy issues, such as Agricultural Bill, and ADA’s anticipated new role providing membership services for ASA. Staffing would be provided in two new roles: a part-time adviser (one day per week) using David Sisson, and a full time role shared with ASA, estimated at 50%:50%.</p> <p>PW suggests the paper should be worded to explain that, given David Sisson’s experience assisting ADA as Honorary Technical Advisor and as acting Chief Executive for a 12 month period, David was the best suited choice for being immediately operational for the proposed advisory role, at reduced overall cost and increased effectiveness for ADA.</p> <p>AB noted that the Shire Group of IDB chairs believe all ADA staff vacancies should be openly advertised. IT responded that the advisory role would only be a temporary position based on a bought-in service contract, one day per week for a 12-month period. ADA requires a person able to be operational with minimum cost and training, with detailed specific knowledge of ADA’s members and operations, and willing to work these limited hours. David Sisson was known to be available and willing to provide his services, and a wider recruitment search would add to the cost, cause delay to what is a short-term need, and negate any cost and efficiency benefits to ADA and its members by advertising and then having to progress through a recruitment process.</p> <p>The Committee were happy to support the recommendation to engage David Sisson being made to ADA’s Board, for their final approval. The Committee advised on a strengthening of the reasons for David’s appointment to assist in explaining to members.</p> <p>The second role would be for a person directly employed by ADA, with costs</p>	<p>IT</p>
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	<p>shared with the Association of SuDS Authorities (ASA) when it is formally constituted from 1 April 2019. The job specification will be confirmed once ASA has presented their proposed business plan and budget to the next ADA Board meeting.</p> <p>RC expected to see a more detailed business plan and budget from ASA so that the ADA Board could make a decision on this proposal. The job profile would be finalised once this decision was taken to get the right balance between the needs of ADA and ASA for the role.</p> <p>The Committee advised that the proposals need to clearly set out what the income and costs from providing services to ASA will be to ADA, and that a fair proportion of associated ADA office costs should be charged to ASA.</p> <p>Action: IT To revise and review both proposals for presentation to the Board</p> <p>PB and NE queried some of the presentation detail of the draft 2019 ADA budget and requested various revisions. PB kindly offered to provide advice on the final presentation to assist the Boards understanding of the figures.</p> <p>Action: IT to review and revise the draft 2019 budget figures</p>	<p>IT</p> <p>IT</p>
<p>1466</p>	<p>Committee Workstreams 2018</p> <p>a) ADA Membership subscriptions review IT reported that, following previous discussions with the Committee and on direction from the Board, there would be no further review of the framework for IDB subscriptions at the present time.</p> <p>b) IDB Ratings reform IM reported that the workstream was awaiting further parliamentary progress with the River Authorities & Land Drainage Bill.</p> <p>c) Audit, governance and board member training IM reported that this workstream was now linked to the delivery of the Good Governance Guide for IDB Board Members being written by ADA with support from Defra. Five training workshops would be held in February/March 2019 and the T&E Committee had proposed one of these acting as a training session for IDB staff wishing to then train their own Board Members. There had also been a request for further health and safety training for IDB board members.</p> <p>d) Publicity & communication MH thanked IM and Heather Bailey for recently meeting with LEAF Education to discuss the provision of educational resources for IDBs.</p> <p>IM noted thanks to Peter Richardson (Chair, ADA Lincolnshire Branch Show Committee) for attending this meeting and reported that a further telephone meeting would be held with another education charity (The Geographical</p>	

	<p>Association) in September and ADA would then compare the proposals made and decide how best to develop these educational resources further.</p> <p>e) Developer contributions</p> <p>FB presented proposed wording for guidance on IDBs seeking contributions from development to mitigate impacts on drainage and flood risk infrastructure and systems. Once approved to guidance would be placed on the ADA website with templates and include a list of standard charging.</p> <p>AB said the guide should highlight the legislation that enabled an authority to charge developers.</p> <p>PW noted that this guidance was not intended to cover partnership funding for capital schemes. This should be made clearer in the guidance.</p>	
<p>1467</p>	<p>Special levy disaggregation from local authority rate capping</p> <p>The Committee held a long and wide-ranging discussion regarding IDB special levy funding from local authorities, local authority budget caps and disaggregation of special levy. This was contributed to by TB, RB, and AG. In particular the Committee discussed a proposed ‘Local Authority & Internal Drainage Board Protocol’ that had been circulated to local authorities by East Riding of Yorkshire Council.</p> <p>Outcomes from the discussions were that the majority of the Committee recognised many of the points raised in the protocol but did not support ADA adopting it in full. Instead, it was considered that the soon-to-be-published and Defra-backed IDB Good Governance Guide better encompassed the relevant points raised in ERYC’s draft protocol, which could then be applied across all IDBs. It was therefore proposed to use the publication of the Good Governance Guide to encourage closer liaison and working between IDBs and local authorities, especially those who pay special levy and therefore appointing members onto IDBs. It was hoped that the guide would help appointed members understand their role better and make them feel more comfortable to fully participate at IDB meetings.</p> <p>The majority of the Committee did not support the disaggregation of special levy. However, the necessity for close liaison on budget setting and future forecasting was recognised as not only good, but essential working practice between IDBs and local authorities, especially so where new or replacement assets were needed. The Good Governance Guide will assist in creating the working relationships necessary to drive good practice.</p> <p>The Committee noted that some councils (e.g. Milton Keynes Council) do have a line on their budget that highlights what funding goes to IDBs and it was suggested that this could be a better route to achieving greater public transparency around IDB funding.</p> <p>Action: IM & PW to prepare a note explaining how special levy contributions to IDBs can be listed on Council Tax demands.</p>	<p>IM,PW</p>

<p>1468</p>	<p>General Data Protection Regulations (GDPR)</p> <p>IM thanked Committee members for comments received on the draft ADA Communications Form and ADA Privacy Policy. The Committee agreed with ADA holding individuals' data by consent using this form, rather than relying on contact details provided by member authorities. ADA would start recording all new data via consent and had started cleansing older data.</p> <p>PW noted an error in the wording within the security section of the Privacy Notice.</p> <p>Action: IM to redraft and issue Communications Form and Privacy Policy following feedback received.</p>	<p>IM</p>
<p>1469</p>	<p>Collaboration with ASA (Association of SuDS Authorities)</p> <p>IT reported that the new association, ASA, aimed to be launched at FLOOD EX 2019, and begin operating from 1 April 2019. ADA and ASA would operate as two separate entities. ADA was offering to provide membership support services to ASA. This was a positive fit giving ADA closer working with local authorities in England.</p> <p>TB asked what timeline ASA was working to before it commenced operating in 2019. IT reported that this would be communicated to the ADA Board at or before their meeting on 16 October.</p> <p>PB confirmed that he had been contacted by ASA regarding how to structure the accounts for a new association.</p> <p>The Committee confirmed their support in principal for the proposals subject to final details being fully agreed.</p> <p>RC confirmed that ADA providing services to ASA, and its implications to ADA's budget in 2019, were decisions that would have to be taken by ADA's Board of Directors.</p>	
<p>1470</p>	<p>ADA Conference 2018</p> <p>IT reported a strong line up of speakers at this year's event on 14 November. All Committee members were asked to do what they can with their IDBs to encourage early booking to help ADA with event preparations.</p>	
<p>1471</p>	<p>General Updates</p> <p>a) De-maining Pilots</p> <p>IM reported that the pilots were progress towards transfer from the Environment Agency to the relevant IDBs. The consultation regarding the Snow Sewer was conducted in July. A workshop for those involved in the pilots would take place in November. The aim was now to try to simplify and streamline the process. The pilot projects had, in quite some detail, intentionally tested a broad range of engagement methods, rounds of consultation, and reporting to identify those steps that were necessary. The hope is that this would be simpler for future de-maining projects that followed the pilots and learning would be taken from the</p>	

	<p>pilots to determine the most appropriate way forward</p> <p>b) Consultation updates IM reported that ADA had responded to the Defra consultations on a future environmental watchdog after the UK leaves the EU and on a future domestic Agricultural Policy. IM also highlighted the European Commission’s ‘Fitness Check’ of the Water Framework Directive. A consultation was expected to start later in September.</p> <p>c) ADA Business Plan 2020 to 2023 IT sought volunteers from the Committee to assist with developing ADA’s next Business Plan. This would be discussed in further detail at the Committee’s next meeting and the Board would be asked to consider the make-up of a Chair’s working group to progress the next business plan.</p> <p>Action: Any volunteers to express interest via IT or TF</p> <p>d) Floodex UK 2019 Topic covered earlier in agenda, seminar presenters were currently being confirmed and a good number of exhibitors had already been confirmed.</p>	<p>ALL</p>
<p>1472</p>	<p>Agree 2019 Meeting dates Committee agreed to three meetings in 2019 in January, May or June, and September to precede ADA Board meetings.</p> <p>TF requested that the meeting in January 2019 be held later in the month.</p> <p>Action: IT to confirm dates and details for January, May/June and September 2019 meetings by email, ahead of ADA Conference.</p>	<p>IT</p>
<p>1473</p>	<p>AOB FB asked whether there was any more news on a Flood Risk Management Policy Statement from Defra. IM was expecting this soon, given that it was a precursor to the Environment Agency consulting on a new National FCERM Strategy.</p> <p>PB reported that the NFU were preparing a new version of ‘Why Farming Matters in the Fens’ pamphlet. IM had spoken with NFU colleagues involved and would be providing data from the IDB Key Stats Questionnaire being prepared by RD.</p>	