



<p>KD asked about ADA’s payroll provision. IT reported that a change of payroll provider had taken place from 1<sup>st</sup> April and they had picked up some discrepancies from the former provider that had now been resolved. The Committee discussed ADA having a member who undertook a periodic review of senior staff pay and expenses to give independent oversight. It was noted that PB had offered to undertake this role, which was welcomed by IT.</p> <p><b>Action: ITh/PB/PW to discuss scope of this scrutiny role and make proposal to the ADA Board.</b></p> <p><b>Action: Committee members to provide further comment by email on the report to management 2018 following meeting.</b></p>	<p><i>ITh</i></p> <p><i>All</i></p>
<p><b>b) 2019 income, expenditure, bank balance and debtors updates</b></p> <p>ITh highlighted variance between income and expenditure and the budget. ITh noted that new additional members had joined ADA, and therefore income was ahead of that forecast. Gazette income was slightly down against forecast, but broadly on track with the potential for recovery. Income from Floodex was broadly consistent with the forecasted budget, but down on previous years as a result of more costs. 2 months of RD’s time were charged to Floodex this time to reflect his input to the event. ITh highlighted reduction in expenditure related to not having yet recruited a technical officer. ITh and IM would be looking at applications to the post shortly. IT noted that staff costs were slightly overstated as Ryan Dixon’s costs should sit under Gazette.</p> <p>JF would prefer a Plan/Actual/Variance layout to income/expenditure.</p> <p><b>Action: SC to revise income/expenditure layout for future financial reports to the Committee and Board.</b></p> <p>PW noted a larger debt owing from the Environment Agency. ITh reported that this related to outstanding subscriptions and two delegates attending the ADA Conference 2018. SC highlighted that outstanding debt from Smals Dredging was now being chased up with their head office in the Netherlands and payment was awaited.</p>	<p><i>SC</i></p>
<p><b>c) ADA subscription 2020</b></p> <p>Committee supported proposals for general fees applying a simple inflationary change in subs of 2% to be put as a recommendation to ADA’s Board of Directors.</p> <p><b>Action: ITh to clarify the discount offered in the joint ADA/ASA membership package.</b></p> <p>ITh noted that ASA will predominantly be a membership body for LLFAs and some associated businesses and suppliers related to SuDS.</p>	<p><i>ITh</i></p>

	<p><b>d) ADA accounts auditing</b></p> <p>ITh set out a suggested adjustment in level of audit undertaken for ADA, which is in line with a statutory body currently. This may not be the most useful auditing basis for ADA as Ltd company and membership body. A proposal has been suggested by our current auditors (Streets) to move to an Internal assurance report. A more targeted and focused scrutiny of ADA's accounts commensurate with the type of body ADA is.</p> <p>The Committee generally supported this approach and its recommendation to the Board, with suggested editing of the paper to make it clear what ADA would be getting and why.</p> <p><b>Action: ITh to edit paper for next Board meeting</b></p> <p>Subject to Board approval, the Committee suggested that ITh write to members on proposed change and rationale ahead of the AGM. PW offered to advise on this.</p> <p>The Committee highlighted an option for ADA to piggyback onto existing service providers to IDBs</p> <p><b>Action: ITh to liaise with PB and KD</b></p> <p><b>e) IDB health and safety survey</b></p> <p>We have received a fairly thorough response to the survey (~75%) and ITh has undertaken a very rough review of the initial data. Information compiled remains uniquely available to ITh and IM. ITh highlighted that from his initial findings, there is likely to be some considerable work needed by ADA to support IDBs to become consistent around good practice and procedures. ITh commended the honesty of answers given although concerns remained about the 25% of non-responders.</p> <p><b>Action: ITh/IM to identify and seek clarification from those Boards.</b></p> <p>All reflected on how the P &amp; F committee can constructively assist and provide a steer to IDBs on H&amp;S, without doing this for them. Messaging must remain advisory and seek to create positive action. RC suggested training workshops as the way forwards around H&amp;S policies and procedures. The Committee believed that external support would be needed, with ADA employing specialist services to create a framework for training and guidance to IDBs. As was done for the Good Governance Guide, the creation of short training modules for promotion at Branch and IDB Board meetings and events was supported in principle.</p> <p>All agreed that initial and priority focus should be given to health and safety governance and policy/procedures. RH offered to provide training resources used for EA staff to ADA.</p> <p><b>Action: RH to provide H &amp; S training resources information</b></p>	<p><i>ITh</i></p> <p><i>ITh</i></p> <p><i>ITh/IM</i></p> <p><i>RH</i></p>
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1489	<p><b>Supporting ADA branches</b>                  ADA proposed making available a sum of money (up to £2,000 per annum) for ADA branches to support with PR activities.</p> <p>The Committee challenged the purpose and process for funding. ITh was keen to stress ADA’s support to Branches where they demonstrated a tangible need for the benefit of their members. After discussion, the Committee felt that they could support a recommendation to the Board based on the receipt of a clear business case from Branches setting out the advantages to ADA and its members, with a focus on innovation and modernisation, learning and sharing, and public relations.</p> <p>All bids for funds would be subject to P &amp; F Committee scrutiny, followed by Board approval for inclusion in the following year’s budget.</p> <p><b>Action: ITh to redraft paper for Board taking into account Committee comments</b></p>	<i>ITh</i>
1490	<p><b>Catchment management declaration</b>                  The Committee advised ADA to review any tangible outcomes emerging before engaging with the declaration.</p> <p><b>Action: ADA to review their position with P &amp; F Committee members in 2020</b></p>	<i>ITh</i>
1491	<p><b>Defra update</b>                  The Rivers Authority &amp; Land Drainage Bill is being reviewed by Committee in the House of Lords and awaiting report from that Committee. If the Bill continues to progress and receives royal assent, then two statutory instruments would follow, one specifically for the Somerset Rivers Authority, and one on IDB rating. Defra would re-establish the ratings working group to assist with the latter.</p> <p>Defra Policy Statement on Flood and coastal risk. A call for evidence is expected before summer recess.</p> <p>Work on research on IDB governance instructed by Defra is progressing well, with ADA’s involvement. ITh commented that ADA were pleased to have had the opportunity to see the draft outcomes of the report and support Defra in finalising them.</p> <p>The River Arun IDD enquiry is now before the Minister.</p> <p>IDB1 forms are expected to be mailed out to IDBs very shortly.</p>	
1492	<p><b>Defra research: Factors affecting IDB Board membership and their impact on</b></p>	

	<p><b>board governance</b></p> <p>IM reported on the workshop held the preceding day by Defra on the findings coming out of research they had commissioned on IDB governance. Whilst findings were still in development, concerns were discussed regarding the number of small IDBs still present across England, the number of members on IDBs, and the attendance at Board meetings. The report was expected to be published later in the summer.</p>	
1493	<p><b>Defra IDB PAG question: Building closer partnership working between IDBs</b></p> <p>IM and DS were to prepare a proposal on how ADA would take forward this request from the Defra IDB PAG.</p> <p><b>Action: IM requested examples of good partnership working and the Local Choices approach to EA Precept.</b></p>	<i>All</i>
1494	<p><b>Committee workstreams 2019</b></p> <p>DS provided additional verbal updates to support the information papers about the good progress being made with the various workstreams.</p> <p>Committee members offered particular thanks to DS for bringing the various projects together and pushing them forward with the right people involved.</p> <p>DS will be organising a series of face-to-face meetings with the volunteers on each group to continue that progress.</p> <p><b>Action: DS to arrange face-to-face meetings with groups</b></p> <p>The overall aim remains to have tangible outcomes against each of the workstreams by the end of the year.</p>	<i>DS</i>
1495	<p><b>EA updates</b></p> <p>RH highlighted that the National FCERM Strategy consultation remains open until 4 July. EA are seeking responses from ADA and IDBs. RH offered for EA staff to speak at events and meetings on this, if requested.</p> <p>The EA is refreshing the FDGiA partnership programme beyond 2021 and IDBs should be having direct contact with EA area teams on the programme. These programmes are then taken to RFCCs in July, for approval. RH was really keen to bring greater visibility to IDB contribution to capital programme delivery. RH will Work with ADA on this and in particular with David in terms of facts and figures.</p> <p>Progress on the next Comprehensive Spending Review remains unclear. EA is making the case for a long term settlement both in terms of capital and revenue expenditure.</p> <p>The EA is also seeking an overhaul of the Partnership funding formula and approach and partnership funding outcome measures to better reflect the</p>	

	<p>benefits of investment in FCERM. EA believes that those suggestions are being properly considered by Defra.</p> <p>RH stressed that it may be statistically important for IDBs to respond.</p> <p><b>Action: ADA to encourage IDBs to submit a consultation response.</b></p>	<i>ITh/IM</i>
<b>1496</b>	<p><b>LLFA updates</b></p> <p>MH reported his involvement with ADEPT ( Association of Directors of Environment, Economy, Planning and Transport ) on matters of building resilient water supply (Defra/Ofwat joint letter). This involves a new approach for many local authorities, more widely recognised in East Anglia, but being embraced country-wide. ( <i>Note: ITh also receives a standing invitation to attend ADEPT meetings</i> ).</p> <p>ADEPT is considering whether the flood group should be broadened to incorporate water resources. ADA’s view is yes and both MH and ITh can transmit that back into the ADEPT flood Group.</p>	
<b>1497</b>	<p><b>ADA Conference 2019</b></p> <p>IM reported good progress with preparations for the 2019 Conference with key speakers established. The Committee suggested the following;</p> <ul style="list-style-type: none"> <li>- Shorten the agenda by 30 minutes.</li> <li>- Ensure a clear conclusion to the conference lunch.</li> <li>- Agree in advance a spread of ADA Board and Committee members across lunch tables.</li> <li>- ADA Board members should be allocated to host/accompany ADA guests</li> <li>- As in previous years, the Conference will be preceded the evening before with a Clerk’s dinner/think tank event.</li> </ul>	
<b>1498</b>	<p><b>General updates</b></p> <p><b>a) collaboration with ASA</b></p> <p>The Service Level Agreement is almost complete and expected for signature at the next ASA Board meeting on 2<sup>nd</sup> July.</p> <p><b>b) De-maining pilots</b></p> <p>RH hope to complete the transfer to IDBs by mid-August in Stour Marshes, South Forty Foot and Snow Sewer. In discussion with WMA regarding Norfolk and Suffolk pilots and these are likely to be delayed at the present time. The EA are also carrying out a thorough lessons learned process with workshop. The outcome of this will be taken to the FCERM business board, as part of a broader discussion on partnership working and in terms of asset transfer, de-maining and asset decommissioning. Future demaining will be largely dependent on SR19 outcomes. The EA recognises that if there is not a longer term maintenance settlement, then it is harder to form strong partnerships between RMAs.</p>	

	<p><b>c) ADA Business Plan 2020 to 2023</b>  A first draft plan was presented to the Committee. TF will be following up with committee members on input to the business plan with the aim of reporting a draft final version to the January 2020 P &amp; F Committee</p> <p><b>Action: TF to create working group</b></p> <p><b>d) Debrief on Floodex 2019 and Floodex 2020</b>  The Committee discussed Floodex 2019, which overall was felt to be a successful event, particularly the range of seminars provided by ADA, ASA and UKIA. IM reported that liaison was ongoing with ASA for a similar format in February 2020, but that the UKIA, if involved, would use a separate room at the Peterborough Arena for their Conference. Following feedback from Associate Members ADA was exploring whether the event could offer an advance booking discount for ADA members. IM also discussed whether ADA should develop a separate technical seminar event, perhaps at a suitable university building along the lines of the former ADA Local Authority Seminar event. This was for discussion within the formation of the next business plan.</p> <p><b>e) Debrief on Good Governance workshops</b>  IM reported that over 200 attendees had attended the workshops across five dates in King’s Lynn, Doncaster, Gloucestershire, Peterborough and London. ADA was preparing video presentations of the slides and audio commentary from the London workshop for the ADA website. It was hoped that Boards could use this as a training resource.</p> <p><b>f) ADA President</b>  A succession plan for Lord De Ramsey is emerging and will be reported in more detail to the next Board meeting and subsequent P &amp; F meeting.</p> <p><b>g) Proposal for ADA Vice President</b>  The Committee supported the endorsement of John Grogan MP to become a Vice President of ADA. He is formerly the MP for Selby and was instrumental in drawing together those affected by and involved in floods of 2007, supporting the expansion of Selby’s flood defences. Formerly a VP of ADA, he stood down when he lost his parliamentary seat in 2010 but has subsequently been elected as MP for Keighley in 2017 and has been in touch with ITh and would be willing to become a VP once more. This would enhance the non-partisan representation of ADA.</p> <p><b>Action: ITh to make recommendation to ADA Board</b></p>	<p><b>TF</b></p> <p><b>ITh</b></p>
<p><b>1499</b></p>	<p><b>AOB</b>  ADA’s involvement with WRE was discussed and the Committee expressed concern about resourcing a further regional partnership from ADA HQ. The Committee does want ADA to be involved but need to find a workable and sustainable solution. Black Sluice IDB have made particular representation to ADA that they should be involved on the WRE Board. The Committee were not</p>	

	<p>comfortable with the proposed £15k fee required to be allocated a WRE Board seat.</p> <p>The Committee appreciated the importance and pioneering work of WRE, and the close involvement of a large number of IDBs, and recommended that the matter be discussed in full at the ADA Board and suggested that WRE be invited to present their case at the ADA Board meeting.</p> <p><b>Action: ITh to draft an ADA Board paper and invite WRE to attend</b></p>	<p><i>ITh</i></p>
<p><b>1500</b></p>	<p><b>Date of future meetings:</b> Committee meetings in 2019:</p> <ul style="list-style-type: none"> <li>• Wednesday 4 September, at CIWEM, Farringdon</li> </ul>	