



## TECHNICAL & ENVIRONMENTAL COMMITTEE

### Minutes of the Meeting held on Tuesday 18 September 2018 at CIWEM, 106-19, Saffron Hill, Farringdon, London EC1N 8QS

**Present:** Trevor Purllant (TP) (Chairman)

Pete Reilly (PR), Robert Caudwell (RC), Priscilla Haselhurst (PH), Alison Briggs (AB)  
Chris Manning (CM), John Oldfield (JO), David Thomas (DT) (Honorary Secretary),  
Innes Thomson (IT) (Chief Executive), Karen Thomas (KT), Roy Lobley (RL), Emily  
Dresner (ED), James Yarham (JY), Tim Farr (TF),

**Apologies:** Martin Shilling (MS), Ian Benn (IB), Peter Bateson (PB)

**In Attendance:** Ian Moodie (IM), Ryan Dixon (RD), Tony Bradford (TB), Roger Burge (RB)

Ref	Minute	Action
1477	<b>Welcome</b> TP welcomed committee members. TB & RB from Somerset Drainage Boards Consortium were welcomed as guests observing the meeting.  A quick roundtable of introductions followed.	
1478	<b>Declarations of interest</b> CM and TF noted a potential interest in relation to staff resources.	
1479	<b>Approval of Minutes</b> – Minutes of the meeting held on 5 <sup>th</sup> June 2018 were agreed as a true and fair record by the committee present.	
1480	<b>Matters Arising</b>  1472 – Good Governance Guide: IM guide will be launched at ADA Conference with IDB board member workshops in February 2019.  1474 – Biosecurity Policy & Procedure for IDBs now published on the ADA website.	<i>IT</i>
1481	<b>Health, safety and welfare</b> IT highlighted articles by IB in upcoming edition of ADA Gazette, particularly about mental health and wellbeing. TP stated appreciation of work by IB.  <b>a) IDB Health Safety and Welfare Survey 2018</b> IM reported that the survey was issued by ADA at the end of July. 51 out of 112 IDBs had responded by the end of August deadline.	

	<p>Committee discussed the need to chase up responses and ensure IDBs understood they were not trying to be caught out. Intention was to identify common gaps, and then develop assistance in these areas. Only IM and IT will see sensitive data results.</p> <p>Committee hoped survey would help IDBs raise H&amp;S at their board meetings. DT suggested each IDB assign a board member to oversee H&amp;S matters, so they can report and track any issues for their IDB. TF pointed out H&amp;F should be early on IDBs agendas and not an ‘and finally’ issue.</p> <p>DT raised that IDB Board Members would be interest in training. IT considering options for doing more broadly focused training around ADA Branch meetings.</p> <p><b>Action: IM to chase up responses to survey.</b></p> <p><b>b) Defibrillators</b> On behalf of IB, IT asked Committee Members to consider the location of their nearest defibrillators. DT points out that they aren’t that expensive and they brought one for their reception. Suggested as a topic for a future Gazette article.</p> <p><b>c) Lone working</b> DT noted his IDB were now using the app ‘OK Alone’ for staff members working alone. It costs £4 a month per person, with features like high risk activity options, but no man down feature. KT question related to reception to which DT replied that they only use to check in at the start and end of the day. AB uses Solo Project which other IDBs in Yorkshire also use.</p>	<p><b>IM</b></p> <p><b>RD</b></p>
<p><b>1482</b></p>	<p><b>Proposal for enhancing ADA’s technical staffing levels</b> IT presented proposals to utilise accumulated reserves to increase ADA’s technical staffing provision. To provide assistance to IM, driven by intensity of upcoming policy issues, such as Agricultural Bill, and ADA’s anticipated new role providing membership services for ASA. Increase would be provided in two new roles: a part-time adviser (one day per week), and a full time role shared with ASA, estimated at 50%:50%.</p> <p>David Sisson was cited for the part time adviser role including providing support to ADA’s Committees along with consultation responses.</p> <p>The second role would be employed by ADA, with the intention of sharing costs with the nascent Association of SuDS Authorities (ASA) 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>AB stated that it was the view of Shire Group of IDB chairs that, because ADA exists via public authority subscriptions, all staff positions should be advertised.</p>	

	<p>In response, IT reported that the advisory role would only be a temporary position, one day per week, and required a person with both detailed specific knowledge and willing to work these limited hours. David Sisson was known to be ready to go, and a wider recruitment search would slow down the process and handover, and negate the benefits to ADA of providing the position.</p> <p>Committee comments on the proposals:</p> <ul style="list-style-type: none"> <li>• Supported ADA seeking a 'Graduate role' to develop skills long term.</li> <li>• Supported the engagement of D Sisson on a clear fixed-term appointment.</li> <li>• Wished to see greater detail about the terms of both roles.</li> <li>• Supported recommending the appointment of a graduate even if ASA proposals did not receive agreement.</li> <li>• Discussed whether FLOODEX profits could directly fund the graduate role. However agreed that the biennial nature of the event would hamper this.</li> </ul> <p><b>Action: IT to amend job profiles in accordance with Committee discussions for presentation of a more detailed plan to ADA Board.</b></p>	<p><b>IT</b></p>
<p><b>1483</b></p>	<p><b>Committee Work Streams</b></p> <p><b>a) Water Transfer Licences</b>  IT reported that a meeting of IDBs with Harvey Bradshaw (Environment Agency) had been postponed from August to January 2019. However, a meeting with Paul Hickey (Environment Agency) was very positive, recognising the value of IDB knowledge. The goal continued to be IDBs working as a partner alongside the Environment Agency.</p> <p>Committee discussed time remaining under legislative deadline and concerns regarding treatment of applications closer to deadline. Noted that the Environment Agency had a three year reply period available.</p> <p><b>b) IDB Keys Stats Questionnaire</b>  IM reported that RD was working on design of an e-questionnaire to gather data about the capabilities, infrastructure, landscape and environment of each IDB. Data would be used to provide key statistics for a range of activities, e.g.</p> <p><b>c) educational material or publications.</b> Committee asked whether the data could be added to the GIS map layers in the future and whether existing data from the Defra IDB 1 return could also be utilised.</p> <p><b>Action: IM and RD to incorporate Committee comments into design of questionnaire.</b></p> <p><b>d) Emergency Response Capabilities of IDBs</b>  IT and JY explained that the Environment Agency was undergoing a reconfiguration of its approach to emergency response. IT would therefore pick this topic up again shortly with Karen Holt (Environment Agency). In essence it had previously been agreed to use the existing policy as the basis and amend it for working with IDBs, before waiting for green light from the Environment Agency.</p>	<p><b>IM/RD</b></p>

	<p>JY explained that the Environment Agency’s National Operations Incident Response Network Group were working to get the new plan approved and that a framework with IDBs would sit as a high level agreement.</p> <p><b>e) Committee in 2019</b></p> <p>The Committee discussed the Committee’s functions, new workstreams for 2019, and their use of teleconferences. TP was aware the Committee had been ambitious with the number of projects it had taken on in 2018 and suggested reducing number in 2019.</p> <p>IT felt that David Sisson could make overall organisation of workstreams function better, enabling greater dedicated focus on each issue.</p> <p>Committee agreed to keeping current structure, but breaking down topics with clear goals set. Agreed teleconferences were helpful for achieving fast results and easier for members to engage with. Wanted to canvas wider ADA membership for key topics for Committee to focus on in 2019.</p> <p><b>Action: Committee members to email IM with a list of key topics the Committees should cover in 2019.</b></p> <p>Committee agreed a schedule for 2019 of two meetings in London. One teleconference in early summer, and if required an additional teleconference.</p>	<b>ALL</b>
<b>1484</b>	<p><b>Public Sector Cooperation Agreements.</b></p> <p>JY gave a presentation on PSCAs covering:</p> <ul style="list-style-type: none"> <li>- A new national progress report.</li> <li>- Details about revised user guide and additional guidance to be provided.</li> <li>- A revised PSCA agreement template with new clause to cover GDPR etc.</li> <li>- Revised documents to be published in October 2018.</li> </ul> <p>Committee discussed some frequent queries including treatment of repeated freedom of information requests. KT suggested PSCA guidance covers this through an FAQ.</p> <p><b>Action: IM to add revised PSCA User Guide and Agreement Template to ADA website once published.</b></p>	<b>IM</b>
<b>1485</b>	<p><b>General updates:</b></p> <p><b>a) Flood Risk Activity Permits</b></p> <p>IM reported that the Environment Agency were undertaking a review of the standard rules for regulating flood risk activities under the Environmental Permitting Regulations. The Environment Agency were seeking to cover move routine flood risk activities under standard rules permits and the Committee had been asked for feedback.</p> <p>The Committee noted that whilst such regulations largely did not apply to IDBs</p>	

	<p>and other risk management authorities, the information provided regarding 'Protected Undertakings' was unclear and confusing.</p> <p>Overall Committee members found the current permitting system brought in by the Environment Agency overly complex with contradicts rulings and noted the recent substantial increases in charges.</p> <p><b>Action: JY to assist with setting up teleconference workshop to explain: Protected Undertakings, Environment Agency approach to flood risk activities under EPR, and purpose for current review, with examples.</b></p> <p><b>b) Biodiversity 2020</b>  IM apologised for having little progress to report. Committee agreed that guidance for IDBs seeking to update their Biodiversity Action Plans was needed and should now reference and contribute to key objectives in the Government's 25 Year Environment Plan.</p> <p>Committee briefly discussed mechanisms for recording biodiversity actions by IDBs now that BARS had been discontinued.</p> <p><b>Action: IT to prepare plan for delivering updated guidance for IDB Biodiversity Action Plans and developing a key actions reporting framework.</b></p> <p><b>c) Eel Regulations</b>  AB provided a report to the Committee and highlighted a new decision support tool when following guidance and outcomes. Intended work should always be discussed with EA Contacts.</p> <p><b>d) Working with LASOO (SuDS Association)</b>  Discussion was covered in minute 1482 regarding ASA.</p> <p><b>e) Events update</b>  IT reported on a recent visit by Neil Parish MP to ADA members in Norfolk and Suffolk, and a successful EUWMA meeting in Cordoba, Spain. A BBC local news reporter attended to interview RC and IT following on from the summer drought. ADA would host the 2019 EUWMA meeting in York.</p> <p>Future events:</p> <ul style="list-style-type: none"> <li>• IT to present to RFCC Chairs meeting (2 October).</li> <li>• ADA Board Meeting (16 October)</li> <li>• Stuart Roberts, Vice President, NFU to visit IDBs north of the Humber (18 October)</li> <li>• Clerks ThinkTank (13 November)</li> <li>• ADA Conference &amp; AGM (14 November)</li> <li>• FLOODX 2019 (27-28 February 2019)</li> <li>• Flood and Coast Conference 2019 (18-20 June 2019)</li> </ul>	<p>JY</p> <p>IT</p>
<p><b>1486</b></p>	<p><b>Future Meeting Dates for 2019</b>  IT proposed face to face meetings in January and September with a</p>	

	<p>teleconference between April and July. A fourth meeting by teleconference could also be held if needed.</p> <p>Next meeting to be held on 9<sup>th</sup> January at CIWEM, Saffron Hill, London.</p> <p><b>Action: IT to confirm dates and details for January, May and September 2019 meetings by email, ahead of ADA Conference.</b></p>	<p><b>IT</b></p>
<p><b>1487</b></p>	<p><b>AOB</b></p> <p>CM raised changes to badger licences by Natural England, requiring individual operatives to hold licences rather than working under an organisation's class licence.</p> <p>AB reported that Shire Group of IDB operatives all hold a licence. However, there was concerned that this cut out proper reporting mechanisms with the IDB.</p> <p><b>Action: CM and ED to discuss further with relevant Natural England colleagues.</b></p> <p>RL asked whether the IDB boundaries GIS layer would be released publicly. IM reported that ADA would release this GIS data once all IDBs had agreed to the terms of an Open Data Licence.</p> <p>JY reported that the Private Members Bill reforming drainage rates had stalled at its second reading.</p> <p>DT asked whether ADA could assist with IDB Board training. IM reported that funding from Defra towards a Good Governance Guide included provision for five workshops. Committee suggested one of these workshops could be used as a training session for IDB clerks/finance officers to better brief and train their own Board Members.</p> <p><b>Action: IM/IT to develop format and structure for IDB Good Governance Workshops, including one to 'train the trainers'.</b></p>	<p><b>CM/ED</b></p> <p><b>IT/IM</b></p>