



## TECHNICAL & ENVIRONMENTAL COMMITTEE

### Minutes of the Meeting held on Wednesday 5 June 2019 By Teleconference

**Present:** Trevor Purllant (TP) (Chairman)  
Innes Thomson (IT) (Chief Executive), Roger Burge (RB), Andrew Newton (AN),  
Martin Shilling (MS), Lucy Ogden (LO) representing Steve Graham, Diana Ward  
(DW), Matt Jackson (MJ), Pete Reilly (PR), Ian Moodie, David Sisson (DS)

**Apologies:** Chris Manning (CM), David Thomas (DT), Ed Johnson (EJ), Ian Benn (IB), Emily  
Dresner (ED), Robert Caudwell (RC)

**In Attendance:** Sue Crowther (SC), Heather Bailey (HB) **In Part:** Phil Delaney (PH)

Ref	Minute	Action
1497	<b>Welcome</b> TP welcomed and thanked everyone for joining the T&E committee meeting by conference call. Apologies received from those unable to attend, also it was noted that Karen Thomas has left her position and is therefore no longer a T&E committee member.	
1498	<b>Declarations of interest</b> None noted.	
1499	<b>Approval of Minutes</b> – Minutes of the meeting held on 9 January 2019 were agreed as a true and fair record by the committee present. Approved by RB, seconded by AN.	
1500	<b>Matters Arising</b> 1491 – CM due to liaise with Natural England regarding badger licence update. 1494 – General updates to follow. 1495 – IT welcomed any of the Committee to call him separately for an update on forthcoming ADA events. 1496 – Topics on agenda.	<b>CM</b>
1501	<b>Health, safety and welfare</b> a) <b>Updates</b> - IT highlighted on behalf of IB the importance of regular inspections / checks of lifting equipment and cables under the Lifting Operations & Lifting Equipment Regulations (LOLER). A recent case involved a kitchen granite worktop company being fined £30k for failures around maintenance of lifting equipment. MS, AN and DS confirmed periodic inspections by insurance company of weed screen cleaners. <b>Action: ADA to circulate information from IB.</b>	<b>IT</b>
	b) <b>IDB H&amp;S Survey</b> – IT advised that he will formally present the results at the next T&E meeting. On initial review it was pleasing to see open & honest responses.	

<p>IT shared a few key pieces of top-line data from the survey (as below):</p> <p>An approx. 75% response rate. Out of the responses received;</p> <ul style="list-style-type: none"> <li>• 5 IDBs don't have a recording system</li> <li>• 7 IDBs don't record near misses</li> <li>• 8 IDBs don't appear to have an H&amp;S policy</li> </ul> <p>IT advised his initial review of the data highlighted potential significant gaps around H&amp;S &amp; Welfare Management and from ADA's perspective the need to support IDBs in their obligation. IT confirmed that by autumn, the survey results will be fully analysed and ADA will have put together questions so that Chief Executives / Chairs of Boards can use these to examine their individual IDBs H&amp;S.</p> <p>IT reiterated that individual H&amp;S survey responses will remain confidential and will only be reviewed by himself and IM.</p> <p>TP acknowledged and thanked IB for continuing to highlight H&amp;S information, while MS also noted the examples as very beneficial. TP welcomed ADA's support in ensuring H&amp;S is on boards' agendas and invited ideas on how to get the message out to IDBs.</p> <p><b>Committee shared comments...</b></p> <p>MS concerned about 25% of Boards that didn't reply to the survey.</p> <p><b>Action: IT/IM to identify and seek clarification from those Boards.</b></p> <p>MS reported that he had had held a training morning recently for the full workforce which included near-miss reporting. Other points made by MS include; with high staff turnover, training needs to be ongoing and the importance of having H&amp;S as an agenda item at each board meeting.</p> <p>DW recommended implementing a 'No Fault Reporting System', which in her experience within the aviation industry, works well where no one feels penalized if they speak out.</p> <p>RB has made H&amp;S a standing agenda item, also recruited a part-time H&amp;S Manager with the aim of instilling H&amp;S culture across the whole workforce.</p> <p>MJ highlighted the need for a co-ordinated reporting platform. Also MJ suggested that a 'no blame' culture shift is needed and consideration be given to the introduction of a sub-committee.</p> <p>PR advised that follow up is needed with the 20% of non-respondents.</p> <p>AN identified that smaller boards with five or less employees don't need a H&amp;S policy and therefore may not be in breach of the law. AN raised the question about ADA using the Annual Conference as a platform for a focus on H&amp;S?</p>	<p><i>IT/IM</i></p>
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	<p>RB supported MJ's point around the need for a wider platform for reporting near misses and the sharing of lessons learnt across all IDBs.</p> <p>MJ suggested with welfare and mental health awareness topical at the moment, ADA should consider getting messages out to IDBs. IT welcomed any toolkit / links for inclusion in the Summer 2019 ADA Gazette. IM pointed out that ADA has a section on the website under Knowledge&gt;Health, Safety &amp; Welfare&gt;Wellbeing. The Spring 2019 ADA Gazette recently featured the HSE launch of Talking Toolkit for work related stress.</p> <p><b>Action: IT to provide an outline report on initial findings to the next meeting</b></p>	<p><i>IT</i></p>
<p><b>1502</b></p>	<p><b>Committee Work Streams 2019</b></p> <p><b>a) Delivering Biodiversity</b></p> <p>IM provided an update on the outcome of the last workstream meeting in May 2019, where it was agreed that the working group will;</p> <ul style="list-style-type: none"> <li>• Update the existing model IDB Biodiversity Action Plan template and bring document into action. Emphasis to be on making it user-friendly - simplifying and making more succinct</li> <li>• Identify and agree a limited number of key metrics (to be circulated on a download link)</li> <li>• Agree a data collection and recording system for IDB biodiversity action plan returns</li> </ul> <p>The intention is that IDBs will not be expected to demonstrate contribution to everything in the plan, instead a broad list to choose from.</p> <p>MS raised the point that linear metrics are needed as every IDB is different, also metrics need to be SMART.</p> <p>DW supported MS comment above and voiced concern around data not being representative of all boards. Called for clear guidance to be issued.</p> <p>IM accepts that at least one of the six metrics need to be relevant to all IDBs.</p> <p><b>b) Data &amp; Evidence</b></p> <p>DS recorded his thanks for the response and input to the Questionnaire which will be redrafted and circulated later in the year, for completion after the IDB1 forms have been submitted. The plan will be to launch in Autumn and then updated at 3-5-year intervals.</p> <p><b>c) Emergency Response &amp; Recovery</b></p> <p>IT updated the Committee that the workstream leads had concluded that where applicable IDBs can assist the EA and other Risk Management Authorities at local level during and after emergency incidents through the set-up of a PSCA arrangements. PR endorsed this approach with case studies proving that PSCAs work well in local situations.</p> <p><b>P&amp;F led workstreams</b> <b>Development Contributions</b></p>	<p><i>For Info</i></p> <p><i>For Info</i></p> <p><i>For Info</i></p>

	<p>d) DS confirmed that by the next round of meetings there will be a suite of documents including guidance and methodologies as per WMA Group. DS recorded his thanks to MJ for input from Lead Local Authority perspective. Wider plan is to launch later in the year.</p> <p><b>Educational Resource Development</b>                  DS / HB updated on the proposal to work with LEAF Education (Linking Environment &amp; Farming) to produce educational resources targeted at Key Stage 2 (age 7-11), addressing curriculum requirements and linking with flooding, water level management and environmental considerations.</p> <p>The proposed timeline is that work will start with LEAF Education in September. Outline plan below:</p> <ul style="list-style-type: none"> <li>• Audit of existing resources and new resource development (Sept-Dec 2019)</li> <li>• Liaison with trial school (Autumn term, Oct 2019)</li> <li>• Trial of pilot project (Spring 2020)</li> <li>• Delivery of resources on Countryside Classroom and Ambassador Training (Summer 2020)</li> </ul> <p>Workstream group to meet at the end June/beginning July 2019 to finalise scope of project and secure trial school, before meeting with LEAF to formalise working agreement.</p> <p>DS thanked all those who have been involved in the workstreams. TP reiterated his thanks and recognised the significant progress that has been made in all areas.</p> <p><b>Pre-application – LGA Consultation</b>                  IT confirmed ADA has supported LGA’s consultation to increase pre-application fees, to a cost per application of £250-£300.</p>	<p><b>For Info</b></p>
<p><b>1503</b></p>	<p><b>Eel Passage at Pumping Stations</b>  <b>See Changes to the Eels Regulation Process (ChERP) project paper</b>                  Phil Delaney, Environment Agency Sector Lead for Land Drainage &amp; Flood Risk, explained that this project is about streamlining regulations and having a nationally consistent approach. The key changes are outlined below;</p> <ul style="list-style-type: none"> <li>• Default requirement – move to best eel protection and away from time screening</li> <li>• Exception process (e.g. if technology not feasible or costs prohibitive)</li> </ul> <p>The EA is keen to engage widely;</p> <ul style="list-style-type: none"> <li>• Webex with IDBs – held in May 2019</li> <li>• Article in ADA Gazette, Summer 2019</li> <li>• IDB representation wanted at technical workshops in Sept 2019</li> <li>• Collating comments of operators</li> <li>• Welcomes views from IDBs</li> </ul> <p>Timescales – Implement new process, from Autumn/Winter. Start to apply the new approach from 2020.</p>	

	<p><b>Feedback &amp; Comments from the Committee:</b>  TP welcomed the project and thanked PD for progress to date.  MS noted uneven application of regulations nationwide. PD responded by explaining the Fisheries Teams have a better understanding and welcomed the opportunity to take feedback from the Committee once the new process is implemented.  MS enquired about findings from the Hull University research which was funded in part by IDB contributions of £500.</p> <p><b>Action: IM to follow up.</b></p> <p>LO from Bedford Pumps offered support in the form of technical expertise from her colleague Steve Graham, who would be happy to liaise with PD, from a fish-friendly pumps perspective.</p> <p>AN queried if regulations apply to maintenance work or new projects.</p> <p><b>Action: PD to ask for this to be specifically guidelines.</b></p>	<p><b>IM</b></p> <p><b>PD</b></p>
<p><b>1504</b></p>	<p><b>General Updates</b></p> <p><b>a) Key issues raised at P&amp;F.</b> Update given by IT.</p> <p><b>Business items – 2018 Accounts</b>  The Committee are recommending to the board that internally there should be cross-checks throughout the year. A review of the existing audit process should take place with the view to move away from the statutory audit and instead have a more focussed audit looking at the inner workings of ADA’s business. Existing audit costs £5500, it is anticipated that the proposed internal audit would represent a cost saving of 50%.</p> <p><b>Subscriptions 2020</b>  General support for 2% increase in subscriptions.</p> <p><b>ASA</b>  Plan is to offer 25% discount on joint ADA / ASA membership in 2020.</p> <p><b>ADA’s Income &amp; Expenditure</b>  ADA’s subscription fees up and advertising down, so balances out.</p> <p><b>Significant Outstanding debtors</b>  EA and RFCC. This is due to a change in process at the EA – move to central services contractor.</p> <p><b>Proposal to create support fund for ADA branch activity</b>  Innovative PR/ promotional ideas to be submitted on funding application request for review by ADA.</p> <p><b>DEFRA Update</b></p>	

1505	<p>IM updated on DEFRA's research project that reviewed factors affecting IDB board membership and governance. The report interestingly looked at gaps in membership and how boards can go about filling these. It offers practical tips, such as consideration being given to times of meetings.</p> <p>Other findings included:</p> <ul style="list-style-type: none"> <li>• Consolidation of land holding pointed to the need for smaller boards</li> <li>• Consolidation of councils</li> <li>• Councils still have preference to appoint Councillors</li> </ul> <p><b>Update on De-maining Pilot</b> To be complete by September 2019. Snow Sewer pilot on schedule to complete end July/early August 2019.</p> <p><b>Appointment of next ADA President</b> Needs specific role document.</p> <p><b>Proposal for ADA Vice-President</b> John Grogan has expressed interest in the position of VP. He has formerly served as ADA Vice-President, relinquishing duties in 2010 when he lost his parliamentary seat. John currently sits on the EFRA committee, having been co-opted by Neil Parish. P &amp; F recommended his proposal to ADA Board. Supported by T &amp; E.</p> <p><b>b) Water Vole conservation</b> IT updated the Committee on the Water Vole Conservation paper which provides general information to help water vole population and control mink. ADA's role is to encourage IDBs to fund mink control.</p> <p>MJ raised with the Committee that it should be a more balanced paper to satisfy a wider audience. Concerned that the paper weighs heavily in favour of eradication programmes. MJ used the example of Sussex Flow Initiative which helps to reduce flooding and increase wildlife habitat naturally.</p> <p>AN offered to share the paper with Professor Martin of Dundee University who is involved with mink eradication. Also, Professor offered to provide article for ADA Winter Gazette. <b>Action: AN to progress.</b></p>	AN
	<p><b>AOB</b></p> <p><b>a) Water Resources East (WRE)</b> IDBs within WRE area would like ADA to take up a seat on WRE Strategic Advisory Board or on the Board. Financial contribution required by WRE is £15k, which Committees recognise as being largely unacceptable. Lincolnshire County Council are taking a seat and rather than paying they are providing office space. ADA is seeking direction from the ADA Board.</p> <p><b>Action: IT to present for discussion and resolution at ADA Board Meeting.</b></p> <p><b>b) EFRA Committee</b> IT attended EFRA Committee on 4 June 2019 to provide oral evidence on the</p>	IT

	<p>Coastal Flooding &amp; Adaptation to Climate Change inquiry. IT outlined the need to spend more money to build and maintain defences, to avoid the dangers associated with coastal defences breaching, which can put life and property at great risk.</p> <p><b>c) EUWMA</b> It is the Presidential year for the UK, so ADA will be hosting the annual EUWMA meeting in York, 8-10 September 2019. Despite BREXIT, EUWMA are happy to have the UK as members and will change their constitution accordingly.</p> <p><b>d) Flood &amp; Coast 2019</b> ADA will have a stand at Flood &amp; Coast over the three days, 18-20 June 2019 in Telford. IT will be chairing a session on Climate Change Adaptation.</p> <p>IT will sit on a panel as guest with Emma Howard-Boyd as Chair. The topic is National FCERM Strategy – Exploring Adaptive Pathways to Resilience. Send any points to raise to IT.</p> <p>Lincolnshire Show is on 19-20 June 2019, so clashes with Flood &amp; Coast 2019.</p> <p><b>e) RALD Bill</b> DEFRA are aware of minor tweaks through secondary legislation. If there are amendments made, it would need to come back to the House of Commons with the risk that there is not enough parliamentary time to get it through.</p> <p><b>f) FCERM Strategy consultation</b> It is important that individual IDBs and LLFAs put in their own response to this consultation.</p> <p><b>Action: IT/IM to send key points to Clerks – basis of ADA's response.</b></p>	
1506	<p><b>Next meeting</b> Wednesday 4<sup>th</sup> September 2019, CIWEM</p>	