



TECHNICAL & ENVIRONMENTAL COMMITTEE MEETING

Final Minutes

Wednesday 8th January 2020 10.00 – 13.00

Goodenough College, Mecklenburgh Square, Holborn, London WC1N 2AB

Present: **Trevor Purlant (TP) (Chairman)**
 Roger Burge (RB), Robert Caudwell (RC), Ed Johnson (EJ), Chris Manning (CM),
 Andrew Newton (AN), Pete Reilly (PR), Martin Shilling (MS), Diana Ward (DW), Innes
 Thomson (IT) (Chief Executive), Sofi Lloyd (SL), Tim Farr (TF)

Apologies: Peter Bateson (PB), Ian Benn (IB), David Sisson (DS), Matt Jackson (MJ), Emily Dresner
 (ED)

Ref	Minute	Action
1519	<p><u>Welcome & Introductions</u></p> <p>TP asked for members of the Committee to be upstanding in memory of the passing of three notable members of the IDB and ADA communities;</p> <ul style="list-style-type: none"> - David Noble OBE – past Chief Executive of ADA - Allen Dobney – Welland & Deeping IDB Board - Andrew Dale – Welland & Deeping IDB Board <p>TP also welcomed TF to the meeting, in his role as chair of the Policy & Finance Committee.</p>	
1520	<p><u>Declarations of interest</u></p> <p>None noted.</p>	
1521	<p><u>Approval of Minutes</u></p> <p>Add Tim Farr to previous minutes 4th Sept 2019 attendees as was missed.</p>	
1522	<p><u>Matters Arising</u></p> <p>Review of action list:</p> <p>1511 - IT - Only received risk assessment examples from Ian Benn. More needed. Action - to remind all IDB's to forward example of their risk assessments to IM</p> <p>1511b - IT met Steve Whittam at EA and EA will allow us to access their H&S system. SW will sift out the most useful areas. EA use a cloud-based system which is expensive.</p> <p>EJ – Could IDB's jointly piggy-back on the back of the EA licence as the system is</p>	ALL IDBs

	<p>just what is needed?</p> <p>Action - PR & IT will investigate the possibility. Just need to check if it can be tailored for IDB's use or if it would have to be mirrored functionality. Would definitely need near miss reporting and risk assessing and these should be the same.</p> <p>RB – We need to get near miss reporting “live” and standardised ASAP and all IDB’s should use the same process. All near miss reports should be shared with all other IDB’s in order for the process to be effective.</p> <p>CM – We need to investigate the possibility of an industry-wide software solution in order to standardise process and harness any possible “bulk buy” cost benefits.</p> <p>Action – ADA to investigate software options and consider the merits of a collective tendering process.</p> <p>1514 - DW – short paper was circulated clarifying CL27 class licences and CM responded. Detail was that anyone can get a licence and hold one but must directly supervise the work being undertaken by their non-licenced colleagues on-site. CM - However, the EA are checking with NE as their (EA’s) understanding is not the same.</p> <p>CM – Current “un-branded” EA water vole guidance includes stipulation for working distances from water which CM has met with EA to discuss and clarify. The distances relate to H&S not due to species sensitivity so local work around has been agreed with CM as distances are difficult to achieve on some embankments but needs to be clarified nationally.</p> <p>Action - CM to send details to PR and PR to check his own EA situation & report back their understanding.</p> <p>1517 - TP – propose that June meeting is changed from a teleconference call to a face to face meeting and expand to a full day to allow for thorough discussion rather than review of notes. CM – propose Peterborough as a more central venue for most.</p> <p>Action – SL to manage and work with ADA colleagues to amend meeting and seek alternative venue</p> <p>1504b - CM – Antony Martin has confirmed that he will provide a full page article for the Gazette on Mink with a picture.</p>	<p>PR&IT</p> <p>ADA (tbc)</p> <p>CM/PR</p> <p>SL</p>
<p>1523</p>	<p><u>Health, safety and welfare</u></p> <p>IDBs’ Health, Safety & Welfare Survey 2018</p> <p>IT - There were 25-26 non-responding IDB’s to the HS&W Survey. About 20 were from one group of IDBs and their non-response was due to the fact that a new system was being implemented which explains and justifies their non-response.</p> <p>Action – IT - the other 5-6 will be contacted by IM & IT ASAP.</p> <p>TP – a focus on HS&W improvements must be maintained and not now drift from people’s minds. SL – A focus will be kept through the HS&W workshops. TP – The wording regarding ADA HS&W actions in the 2019 advice note may be misleading as many actions state completion “before Dec 2020” or “2021” which could</p>	<p>IT/IM</p>

	<p>suggest that no activity will take place in the next 1 or 2 years so should be changed to be more specific and to maintain a constant activity.</p> <p>Action – SL will raise request dates revision with IM.</p> <p>[Post meeting note: It was suggested that HS&W workshops be combined with the proposed environmental support workshops to be delivered in 2021 (subject to Defra funding approval – See section below). This consolidation proposal will be run past the board on the 12th Feb for their comment and direction.]</p> <p>RB – Proposed that the Committee should set up a H&S sub-committee to manage the workstream. CM – may also need to add to specialist H&S expertise, alongside Ian Benn. (AN, RB, CM & EJ volunteered to be part of it.) DW – Needs to be a formal H&S committee.</p> <p>Action – IT to send out call for volunteers to join the H&S sub-committee.</p> <p>EJ – How can we improve adherence to H&S across all IDB’s? SL – IDB1 and proposed improvements to questions and guidance should be a carrot as the answers are publically visible. We can’t make anyone adhere to it but can and will continue to provide encouragement and guidance.</p> <p>CM – Should there be a requirement for H&S officers to undertake CPD (continual professional development)? EJ – We should prioritise the guidance around legislation to make best use of time. SL & RB – This is what the H&S committee & ADA should be covering. PR – having a committee should lead to focus and efficiencies. EJ – We / they should not be reproducing what is available through the HSE as much information we are discussing is. AN – No but we should be raising awareness.</p> <p>IT – The shire group have some very good examples of H&S processes and documentation so will check with Ian Benn if it can be distributed.</p> <p>Action – as above - IT</p>	<p>SL/IM</p> <p>IT</p> <p>IT</p>
<p>1524</p>	<p><u>FCERM Strategy</u></p> <p>IT - The FCERM strategy was about to be communicated before the election after consultation but was then on hold. Subject to Government support of the EA’s work, release of the revised Strategy Document is expected to be laid before Parliament this spring. The EA has asked ADA to provide 3 strategic actions which the industry should be able to commit to. PR – The focus is on adaption. RC – Adaption should not be an excuse not to do things though. IT – Which 7 policy asks should we push? All – Changes are needed to the funding criteria to assist investment in Resilience & adaption. Local Authority and EA strategies must also sit more comfortably together. BA - Any strategy must demonstrate investment to drive local economies.</p>	
<p>1525</p>	<p><u>Committee Workstreams</u></p> <p>a) Delivering biodiversity</p> <p>SL – It is proposed that SL takes over the biodiversity workstream with immediate effect and make some fast progress as it is recognised that it is the priority workstream. DW – we definitely need a re-group as little progress has been</p>	

	<p>a) Water transfer & abstraction licencing IT – Is progressing and deadline is extended. CM – should we be more responsive when abstracting from a river?</p> <p>b) Educational resources IT - Is underway as per update – LEAF is now writing a learning resources pack aimed at KS3/4 including practical activities with a focus on water level management and possibly a pumping station visit. A visit is being arranged for LEAF in Lincs to gain better overview of industry.</p> <p>c) Board Meeting summary IT - Env. bill Is being progressed and still includes the Land Drainage elements. Good feedback received to membership request letter sent to RFCCs last year which included 2019 and 2020 ADA activity. Budget for 2020 agreed. Working and finances with ASA is positive. Updated 2020 – 2023 business plan to be presented to next Board meeting. IT - Floodex – progressing with organisation. Dutch Delta Commissioner, DEFRA & PR NFU will attend. Action - IT requests that lots of EA staff “man” the EA stand at Floodex – PR will communicate.</p> <p>EJ – Will there be a tech Demo again in the future? IT – possibly in 2022 and investigating possibility of an Ouse and Humber site for use as such using an EA depot. Will take on a professional promotion body for it.</p> <p>IT – IDB summit is being organised for possibly March. [Post-meeting note – date confirmed for 30th March].</p> <p>IT – Flood & Coast IDB presentations and examples of innovation case studies requested. All Action – as above by all</p>	
1527	<p>AOB MS – Witham & Humber drainage board group are progressing the emergency response and recovery cost implications with ADA and the EA in order to push for funding to cover costs which have been incurred due to evacuation of water and repairs due to main river overtopping and breaches.</p>	
	<p>Close</p>	