

## TECHNICAL & ENVIRONMENTAL COMMITTEE MEETING

### Summary of meeting actions

Last Update: 05/09/2022

Ref	Action	Owner	Notes	Due Date	Update Date	Closed
1530b	Volunteers required to act as ambassadors for the LEAF/ADA educational workstream	ALL	<i>IM-04/09: ADA is still seeking volunteers to be ambassadors for their respective organisations, and the training is likely to be delayed until 2021. SL 17/01: open until such time as ADA hold the Ambassador Training workshop with LEAF Education and we are awaiting a date to be confirmed</i>	24/05/2022	17/05/2022	
1569	SL to contact NE to request paper versions of Class licences be made available to download online in order to provide copies to operatives. Also that changes to any Protected species licences are highlighted as it is clear when new versions are issued what has changed.	Natural England	<i>Meeting requested with Rodney Calvert and emails setting out the issue have been sent. To be progressed by NE. SL 17/05: SL to chase after response received and no changes progressed</i>	24/05/2022	17/05/2022	
1627	EJ to share sediment removal modelling evidence with SL to potentially act as a case study.	EJ		24/05/2022		
1658	Develop a cyber security policy template for IDBS	IM	<i>Will put forward to P&amp;F Committee</i>	13/09/2022	05/09/2022	
1668a	Publish a reminder article regarding accessibility statements in the next Gazette	IM		13/09/2022	05/09/2022	
1668b	Develop a list of of minimum criteria that an IDB website must include	IM		13/09/2022	05/09/2022	

### Closed since last meeting in May 2022

1512c	SL to draft and distribute revisions to IDB1 form and guidance to ADA Committee members	SL	<i>Awaiting definition of Biodiversity metrics prior to final proposed list of changes being distributed. - 17/05: will consult again to identify and recommended changes</i>	24/05/2022	17/05/2022	Y
1512c	SL to draft and distribute revised IDB questionnaire to Committee members.	SL	<i>Questionnaire postponed until after agreement reached on what changes will be accepted to IDB1 form. Fall-out will form questionnaire. 17/05: will consult again to identify and recommended changes</i>	24/05/2022	17/05/2022	
1583	SL to refine managing channel sedimentation workstream proposal based on Committee's feedback.	SL	<i>Committees direction of providing more information to land managers re. approaches beneficial to IDB operations and engaging with environmental stewardship is the preferred methods of progress.</i>	24/05/2022	17/05/2022	Y
1584 & 1616	SL to work with NE and RPA to look at existing stewardship provisions and where there are gaps. Propose to develop some guidance on agri-environment options which benefit lowland water level management activities	SL	<i>Have chased DEFRA and NE a number of times but no progress. Have re-chased. Meeting arranged with CSF in Oct 2022 to review options. ADA now member of the ELMS steering development group.</i>	24/05/2022	17/05/2022	Y
1621a	RC to write with IT to Tony Juniper to encourage further engagement with ADA on the integration of flood risk management in lowlands with ELMS.	IT&RC	<i>As 1584&amp;1616</i>	24/05/2022		Y
1621b	IT to contact Oliver Harmar on the integration of flood risk management in lowlands with ELMS.	IT&RC	<i>As 1584&amp;1616</i>	24/05/2022		Y

### Closed Items

1503	PD to ask for this to be specifically guidelines.	PD	<i>Completed</i>			08/01/2020
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1513	IM to follow up with JY on PSCA renewal and seek engagement on CDM regulations in relation to ADA's health, safety and welfare work.	IM	Meeting held on 05.12.2019. Matters were largely resolved. EA agreed to review CDM guidance in the user guide and update the Schedule 3. EA to discuss use of alternative procurement routes with commercial management for works that may sit outside of PSCA arrangements. EA to organise a meeting with North Level District IDB in relation to Tidal River Nene PSCA works. <b>SL-12/05</b> - PSCA renewals now reviewed, new guidance issued, CDM regs clarified and new agreements waiting to be signed	31/12/2019	12/05/2020	12/05/2020
1514	CM, ED and DW to liaise on appropriate guidance in relation to holder of CL27 licences.	CM/DW	Clarification agreed.	31/12/2019	31/01/2020	13/05/2020
1516	Beneficial use of silt to be developed as a topic for an ADA workstream led by the Committee in 2020.	ADA	Topic included within potential workstreams for 2020.SL - topic included in proposed workstream "managing channel sediment" which will be proposed to the Board in Feb for instigation in 2020. <b>SL-12/05: Seek instruction or ganisation of workstream following near completion of a couple of others. SL 04/09: Workstream agreed. Will commence as soon as there is capacity in the team from the completion of current workstream.</b>	43984	43963	
1526	All IDB's to identify and send any examples of innovation and good case studies for presentation at Floodex	All	Comments? Any received?	17/02/2020	12/05/2020	12/05/2020
1504b)i	AN to contact Professor Martin at University of Dundee regarding mink eradication and a potential article for a future ADA Gazette.	CM	No article yet received on this matter. Received 24/01 by SL			31/01/2020
1504b)ii	IM to share draft article with ED before publication in the ADA Gazette.	IM	SL - Received and sent to IM. 12/05 - article published in Spring Gazzette	12/02/2020	12/05/2020	12/05/2020
1511a	Committee members to provide IM with other examples of their respective organisations approach to risk assessments	ALL	No examples yet received.IT chased at 08/01/20 meeting. <b>SL-12/05: Martin Shilling sent response. Remind others to forward or close? SL: 02/06: Another call made at meeting for example. SL-05/10: will use those received and progress through HS&amp;W sub committee workstream</b>	31/07/2020	02/06/2020	05/10/2020
1517)i	TP to take a final decision on holding the 2 June meeting as a teleconference at 8 January meeting.		Agreed an all-day face to face meeting in peterborough	08/01/2020	31/01/2020	31/01/2020
1517)ii	Committee members to develop ideas further for workstreams in 2020.	All	No further ideas suggested by Committee members. Ideas collated and presented at 08/01/2020 meeting	08/01/2020	31/01/2020	31/01/2020
1522)iii	CM to send details of WV licence working distance issue to PR and PR to check his own EA situation & report back their understanding.	CM/PR	Update on EA Water Vole Guidance from CM: The document, "Water Vole (Arvicola amphibious) Guidance for Environment Agency FCRM Maintenance Activities, Written by: Julia Massey" appears only to exist as a word document and is un branded with it seems limited circulation as some FBG staff aren't aware of its existence. It includes statement such as: "Machinery must remain at least 2m (ideally between 3-5m) from the edge of the bank to reduce the likelihood of compacting the water vole burrows, and must work from one bank only; The operation takes place from one bank only, and the machinery should be set back 3m-5m from bank edge;". Following a site meeting with the author Julia Massey, these distances relate to the EA H&S policies, for which field teams have a process for assessing and varying when necessary. They aren't requirements for water voles protection.	28/02/2020	12/05/2020	
1523)i	ITh/IM to identify and seek clarification from those IDBs that had not completed the health safety and welfare (HS&W) survey.	IT	Was action 1488e in P&F so closed there and started here as new action. ITh has approached the majority of those IDBs that did not complete the survey. Now have an understanding of their current HS&W provisions and all IDBs will be encouraged to complete the next survey in 2021.IT to contact the other 5-6 IDB non-responders to the HS&W questionnaire. <b>SL-12/05: IT following a number of Conversations and meetings with IDB's that all is now understood.</b>	28/02/2020	31/01/2020	12/05/2020
1523)ii	Revise/re-word the tasks and completion dates in the H&S advice note regarding next steps for HS&W	IM	SL - Will propose with the board that workshops are combined with the environmental support (ES) workshops in 2021 if the ES projects approved by DEFRA and will refine dates more accurately after that. SL 04/09: Development of individual Board presentations supersedes the workshop proposal so close.	28/02/2020	04/09/2020	

1523)iii	IT to send out call for volunteers to join the H&S committee	IT	<i>SL has done and will suggest members of the board and has set up their first meeting to discuss CDM reg and/or any priority the Committee suggest</i>	28/02/2020	12/05/2020	12/05/2020
1523)iv	IT to contact Shire Group IDB's to ask if it is OK to receive and distribute their good examples of H&S processes	IT	<b>SL-12/05:</b> IT will refresh the discussion with Craig Benson, the new Clerk to the Shire Group Boards. SL emailed in May also. <b>SL 04/09:</b> Will leave until after presentations have been developed so we have a better understanding of what templates may be useful to request. <b>SL-05/10:</b> Now superseded by HS&W sub committee actions	30/01/2020	04/09/2020	05/10/2020
1525a)i	SL to undertake biodiversity workstream handover with IM	SL		31/01/2020	31/01/2020	31/01/2020
1525a)ii	SL to arrange catch-up meeting with biodiversity sub-group member (CM/DW) in order to agree current position	SL		31/01/2020	31/01/2020	31/01/2020
1525b	All Committee members to send comments on IDB1 analysis to SL by end of Jan	SL	<i>Chaser sent 28th Jan. SL-12/05: No further comments received so will generate the infographic based on the template with latest figures.</i>	31/01/2020	12/05/2020	12/05/2020
1526c	PR to discuss staffing levels of EA stand at Floodex and pass on ADA's request for "plenty" of staff and confirm to INNES ahead of event	PR	<i>closed as to event in the past. Comments on levels of staffing?</i>	17/02/2020	12/05/2020	12/05/2020
1530a	Discuss with Env. Sub Group the inclusion of 'Nature & Water' in the title of the biodiversity action plan	SL	<i>SL: Will include</i>		02/06/2020	
1540a	SL to share final draft of BAP template for committee overview	SL	<i>Done</i>	05/10/2020	05/10/2020	05/10/2020
1531	SG to make "Fluid movement of pumping" publication available to committee / ADA and discuss promotion through Gazette with their marketing team & Ryan Dixon	SG	<i>SL requested 05/10. Received. Copies will be distributed.</i>	30/11/2020	14/01/2021	14/01/2021
1540b)	Committee members each submit a couple of quantifiable biodiversity metrics that could reasonably be recorded annually by their IDB	ALL	<i>Received.</i>	21/10/2020		14/01/2021
1540c)	ADA to review and refine the list of quantifiable biodiversity metrics suggested, consulting where necessary. ADA to publish it alongside the updated IDB BAP in November 2020.	SL	<i>Done. Draft metrics prepared. Guidance for completion being completed.</i>	30/10/2020		14/01/2021
1540e)	Committee to ask Board to consider employing an FTE Technical Administrator in 2021 to assist ADA with seeking and recording data and information, including Biodiversity Metrics.	IT/IM	<i>Done. One year contract agreed with Board for 1 FTE</i>	14/10/2020	14/01/2021	14/01/2021
1540d)	ADA to collect biodiversity metrics data directly from IDBs through something similar to Survey Monkey on a confidential basis for the first year (2021). The list of IDB's who contribute will be published so those who do not will be identifiable by their absence from the list.	SL	<i>Done. Draft metrics prepared. Guidance for completion being completed.</i>	14/02/2021		14/01/2021
1541a)	IT to confirm the liability and any cut off dates that relate to FLOODDEX 2021 and COVID-19.	IT	<i>Floodex cancelled.</i>	30/10/2020	14/01/2021	14/01/2021
1540f)	TP, SL, IM, TF to meet to draft scope of the managing siltation workstream	SL	<i>Completed</i>	20/05/2021	14/01/2021	20/05/2021
1554	Provide Feedback on the first 3 HS&W modules to SL	All		26/05/2021	20/05/2021	08/09/2021
1580a	SL to seek an update from the Environment Agency's Eel Regulatory Group on any proposed reforms, and a meeting or workshop to enable IDBs to discuss these changes.	SL	<i>Workshop arranged for the 7th October</i>			08/09/2021
1581	All Committee members to provide feedback on further data they would like ADA to gather from IDBs, either annually or periodically in addition to IDB1 data and biometrics.	All	<i>None received so action closed</i>	08/09/2021	17/01/2022	17/01/2022
1593	SL/IM to raise D1 changes at Defra IDB Policy Advisory Group	SL	<i>Raised and is being investigated by James Yarham. Done. Meeting has taken place and clarity over the exemption details has been provided.</i>	08/09/2021		17/01/2022

1530c	Provide case studies from the fens & northern areas to be used in the educational resources. (IM to send out initial scope for this)	ALL/IM	SL 17/01: Chased	20/05/2021	17/01/2022	17/01/2022
1511b	IM to seek suitable near-miss definition from Environment Agency for inclusion within training and guidance to IDBs.	IM	IT has been in touch with EA colleagues regarding EA HS&W guidance. <b>SL 20/05/21</b> - Will define in HS&W knowledge modules- close	31/01/2022	17/01/2022	17/05/2022
1522)i	PR & IT will investigate the possibility of piggy-backing onto EA H&S software licence. 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.	PR&IT	<b>SL-12/05</b> : emailed PR to request an update. <b>SL 04/09</b> : Will re-table for consideration by the H&S Sub Comm when current projects are complete in 2021.close	24/05/2022	17/05/2022	17/05/2022
1522)ii	ADA to investigate H&S software options and consider the merits of a collective tendering process	ADA	<b>SL-28/05</b> : To be included for consideration by the H&S sub-Committee.SL: Will be re-tabled for consideration when current H&S Sub Comm work is complete.close	24/05/2022	17/05/2022	17/05/2022
1582	Andy Morrill to share further information on the Coal Authority's carbon calculator.	AM	SL chased 17/0. close as account guide for IDBs published	08/09/2021	17/01/2022	17/05/2022