



Representing Drainage Water Level & Flood Risk Management Authorities

BOARD MEETING MINUTES – FINAL APPROVED

Wednesday 1st July 2020 at 09.35 to 13.00
Remote on-line meeting via Zoom

| Invitees | | | | | |
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| Name | Representing | Present | Name | Representing | Present |
| Andrew McLachlan | ADA Northern Branch | Apol. | Trevor Purllant | ADA Technical & Environment Committee Chairman | Y |
| Catherine Wright | EA | Y | Henry Cator | ADA Vice President | Y |
| Tim Farr | ADA Policy & Finance Committee Chairman | Y | James Hereford | ADA Marches Branch | Y |
| David Hickman | Lincolnshire CC | Apol. | Keith Casswell | ADA Lincs Branch | Y |
| Will Staunton | ADA Trent Branch | Y | Duncan Worth | ADA Welland & Nene Branch | Y |
| Peter Bateson | Company Secretary | Y | Priscilla Haselhurst | ADA Southeast Branch | Y |
| Robert Caudwell | ADA Chairman | Y | Chris Mutten | ADA Eastern Branch | Y |
| Innes Thomson | ADA Chief Executive | Y | John Heading | ADA Gt Ouse Branch | Y |
| Ian Moodie | ADA Technical Manager | Y | Tony Bradford | ADA Southwest Branch | Y |
| Sofi Lloyd | Committee Secretary & Tech. Officer - ADA | Y | David Jenkins | RFCC | Y |
| Hazel Durrant | DEFRA | Y | Sue Crowther | ADA Finance Officer | N |
| John Markwick | ADA Wales Branch | Y | David Riddington | Vice President | N |
| Lord De Ramsey | President | N | Anne McIntosh | Vice President | N |
| Neil Parish | Vice President | N | Jean Venables | Vice President | Y |
| Richard Davies | DEFRA | Y | | | |

| Ref | Minute | Action |
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| 235 | Welcome, Apologies and Declarations of Interest RC welcomed Board & guests to the meeting and noted those apologies received. | |
| 236 | Declarations of Interest None made | |
| 237 | Minutes of the 12th February 2020 Board meeting for Approval TB: Item 217, In future, proposals re, salary increases should be presented ahead of the meeting not at the meeting for consideration. All: Minutes of the 12 th February as presented at this meeting were agreed as a true and fair record by the Board. | |
| 238 | Matters Arising | |

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| | Nothing to report | |
| | <u>ADA ADMINISTRATION AND OPERATION</u> | |
| 239 | <u>COVID-19</u> IT: Thanks to DEFRA, Ian & EA for all the information disseminated regarding COVID-19 and the classification of IDB personnel were classed as key workers. The majority of IDBs sought revised standing orders to hold meetings remotely. | |
| 240 | <u>Health, Safety & Welfare</u> SL: Two very constructive HS&W sub-committee meetings have been held. The group consists of David Thomas, Ed Johnson, Roger Burge, Andrew Newton & Ian Coupland. IT: Outputs need to be supporting documents, giving pointers about where to find out more, not formal guidance. The Board very much support this progress and initiative. | |
| 241 | IT: The posts of Special Advisors have been discontinued. Thanks from ADA are recorded to Ian Benn, Karen Daft, David Sisson and Phil Winrow for their contributions as Special Advisors to the Board and Committees over the years. ADA will write and forward thanks to both formally. Action: IT to write & send letters | IT |
| | <u>ADA Finances</u> | |
| 242 | <u>Accounts 2019</u> IT: Some updates were needed with Companies House following agreed amendments to the Mem & Arts and IT apologised for the delay in getting the final version to the Board because of that. The final accounts showed an £11k deficit for 2019, slightly better than the forecasted deficit of £13.5k. IT – The Board formally approved the accounts and gave its approval for the Chair to sign the Letter of Representation Action: RC to sign accounts & letter & return to accountants Streets. | RC |
| 243 | <u>Bank Balance</u> IT: The balance at the end of April stood at just over £413k and it should be noted that the profit share from FLOODEX (£10k) and membership fees from the EA and RFCC (£38k) had not been accounted for at that time. From now on, ADA will work to 3 reporting dates, end of April, September and December which will help us to present in full the latest position at each meeting. | |
| 244 | <u>Income and Expenditure</u> At P & F, Jane Froggatt suggested using a revised report presentation, which has been adopted. The Board agreed with the new presentation style but ADA needs to adjust the presentation of negative figures Action: SC to correct negatives | SC |
| 245 | <u>Debtors</u> IT: Reporting now shows comparisons with debts at the same time in previous years, which was welcomed by the Board. Thanks to the work of SC, outstanding debt remains stable in comparison to the previous year, with no specific concerns on recovery of fees due. Outstanding IDB subs are nominal and the remainder expected following forthcoming Board meetings and Associate member payments are also in a good position. 2 advertising debts are being chased and approx. 50% of the Water Resources East (WRE) contribution payments have been made so far. | |

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| | <p>DW asked if ADA had received a WRE VAT invoice ? IT responded by explaining that WRE originally invoiced ADA without VAT in error so ADA has had to pay the VAT now and is trying to reclaim the amount from IDBs. IDBs who are VAT registered can claim the VAT back but DW mentioned that his Board would have appreciated better comms with the VAT invoice to explain the situation more fully. PB asked if there will be any update report regarding WRE activities and IT agreed to circulate to contributing IDBs when received from WRE. Board members generally felt that comms from WRE generally need to be better and IT confirmed that he had spoken with Managing Director Robin Price and requested more IDB specific information. IT also stated that comms was a 2-way process and encourages IDBs to engage with WRE.</p> <p>Action: IT to send WRE report out to all contributing IDBs</p> | IT |
| 246 | <p><u>Budget forecast</u></p> <p>IT: Thanks to IM and RD regarding the high quality of the Gazette which continues to attract good levels of advertising and associated revenue. Despite concerns about reductions because of COVID19, advertising revenue has remained strong and in line with pre-covid budget expectations.</p> <p>IT: Travel, accommodation and subsistence expenditure has been significantly lower than budgeted, showing an approx. 45% reduction. IT appreciates that future efficiencies can be made in the future by not returning to the original model but making good use of a mix of online and face-to-face meetings.</p> <p>IT: ADA took steps to successfully cancel a number of future events bookings early to avoid cancellation charges on venues, notably for the Annual Conference and for the remainder of our committee and Board meetings at ICE and CIWEM. ADA appreciates the understanding from both ICE and CIWEM venues and expects to renew our use of both venues when the COVID19 crisis abates.</p> | |
| 247 | <p><u>On-line meetings</u></p> <p>ADA's main focus is to be able to continue our business supporting members and at the same time reduce risk to members by holding online meetings until COVID19 infection risks are acceptably low. Many Board members expressed regret at not being able to meet up but fully understood and accepted the steps being taken by ADA. Certain meetings such as the planned Maintenance and Conveyance Summit would not work well online and IT suggested postponing that meeting until a physical gathering could be held. The Board agreed and suggested that ADA may wish to consider making it a part of the next FLOODDEX event in 2021. Going forward, and in line with commitments to efficiency and environmental targets, it was proposed that ADA plans for a balanced mixture of online and face-to-face meetings for Committees and continue to plan for face-to-face meetings of the Board. IT noted that Branch meeting activity had halted and was keen to encourage Branches to hold online meetings this year to discharge their constitutional responsibilities;</p> <p>Action: IT to e-mail ADA Branch Secretaries</p> | IT |
| 248 | <p><u>Discretionary staff spend</u></p> <p>Streets, ADA's auditors have advised that we need to take account of tax on benefits in kind to staff and this has been dealt with. There is spending to report since the last Board meeting in February</p> <p>Business Planning</p> <p><u>Membership</u></p> | |

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| 249 | <p>IT: There is some concern about Local Authority memberships this year but some good news to report that South Cambridgeshire Council have re-joined and Shropshire County Council become new members. Levels of Associate members remain stable. IT was also pleased to report that Crown Estates have become new members, with particular focus on Sunk Island, an area of the Humber Estuary.</p> <p>Following the February Board meeting, TF reported that the agreed minor amendments had been made to the ADA Business Plan 2020 – 2023 and that the final approved version has been filed.</p> <p><u>Memorandum and Articles of Association</u></p> | |
| 250 | <p>IT presented an initial draft of potential updates to ADA’s Memorandum & Articles having consulted with TP & TF. PB agreed that it was timely to review the Mem & Arts and align them with the Business Plan. Several proposed changes are quite significant and the Board directed ADA to take time to fully and widely consult with ADA members on any changes and plan to bring a Board-approved version to the November 2021 AGM.</p> <p>CW expressed some concern about the language used particularly around campaigning and lobbying on behalf of all members. EA as members will have an opportunity to feed back their thoughts and IT stated that, if carefully considered and managed, having informal access to a channel for independent comment can serve the EA well. Some Board members felt that quite rightly, ADA has broadened its appeal and representation and that ADA should aspire to be the main national voice of water level management. Legal advice will be taken when finalising the revised document.</p> <p>Action: ADA to consult wider membership on revision proposals</p> <p><u>Company secretary updates</u></p> | IT |
| 251 | <p>PB: Mem&Arts revisions as approved at the 2019 AGM were accepted and filed at Companies House just ahead of this meeting.</p> <p><u>Working with ASA</u></p> | |
| 252 | <p>PH is now part of the ADA/ASA working group. DEFRA working on national review of SUDS standards and a new national design guide is being published and includes how SUDS work as a natural capital tool. There is a strong focus on the multi-functionality of SUDS and the working group has suggested a combined review of documents as there is a cross-over relating to water resources and drainage. Volunteers are sought and TF/TP offered to take the ask for volunteers to the Committees.</p> <p>Action: TP & TF to make request at committees for volunteers to contribute towards SUDS workstreams.</p> | TF/TP |
| 253 | <p><u>ADA membership subscriptions 2021</u></p> <p>The Board was offered three alternative suggestions for subscription increase for 2021 – 0%, 1% or 2%. After discussion and a range of views and opinions, the Board supported a freeze on subscriptions and advertising rates for 2021.</p> <p>Action: Resolution for 0% rise in 2021 subs to be put to the AGM</p> | IT |
| 254 | <p><u>EA Update by CW</u></p> | |

- Storm Denis and Ciara was the main focus of the last Board meeting and CW offered thanks to ADA and the IDBs for their support during the winter floods.
- The EA hopes to get the National FCERM Strategy approved in Parliament before the summer recess.
- Evidence is due to be given to the EFRA inquiry on the Winter Floods in July
- Capital Flood Defence Grant-in-Aid budget was announced in the March of £5.2billion for flood risk. Now working with DEFRA to add the detail and decide allocation and need to identify IDB-led schemes.
- So far £125m worth of schemes have been put forward by IDBs. EA have attended webinars with IDBs and ADA to encourage more input. EA asks all IDBs to engage with the process and put forward all schemes they may be considering.
- Details about the comprehensive spending review which examines the Revenue budget allocations has not yet received but is expected to take place in the autumn. A meeting with ADA has been arranged to discuss.
- DEFRA has launched an ELMS consultation – The EA is encouraging responses from IDBs.
- The EA is looking at pilots to demonstrate the catchment-based approach, including River Steeping and Black Sluice. ELMS & PSCAs are common themes in both.

Discussion

RC: The Steeping project demonstrated that desilting can be done in an environmentally friendly way i.e. suction dredging with landowners using silt as a benefit.

HC: Phillip Merricks on the Isle of Sheppey may be interested as he is experiencing issues with the reluctance to repair the sea wall.

JH: Catchment management is procedurally difficult for the R Wye because of cross-border issues. CW responded that the EA is working with NRW on the subject.

TB: Expressed the view we will all need to do more for less and continue to focus maintenance and river capacity.

DEFRA Update by HD

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- Hoping to publish FCERM policy statement this month but need approval from other Government depts.
- The National FCERM Strategy should be laid in parliament in the next couple of weeks.
- Defra is waiting for a date to present the Environment Bill
- The Agriculture and Fisheries Bill is going through now. The Ag' Bill is in the House of Lords.
- The DEFRA team is being expanded and we welcome Richard Davies.
- The EFRA Committee is underway and another appearance is expected later this month prior to it moving to the Minister.
- David Jenkins surface water review is completed and will be published soon.
- Further changes to the partnership funding policy are expected to be published in Feb/Mar followed by another consultation.
- Thanks to Ian who worked closely with Defra to ensure the smooth continuity of IDB working through the COVID situation.
- Reservoir review completed. Prof. David Balmforth is looking into reservoir safety. Now reviewing research on small reservoirs to see if regulation still needs to be applied to them.
- Defra is working on IDB bylaws, secondary legislation regarding the Environment Bill and the subject of land drainage and consent fees.

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| | <p><u>Discussion</u></p> <p>SL: Do we know whether public authorities are going to be able to apply to be a responsible body for conservation covenants or biodiversity net gain sites under the Environment Bill yet? HD was unsure but asked that ADA email Defra the specific questions and they will try to find out.</p> <p>Action: SL to email HD with environment Bill questions.</p> <p>IT: Are the regulations which prevent waste being considered a resource being looked at ? HD said that Defra intend to have further discussion about that and try to progress.</p> <p><u>Committee Reports</u></p> <p><u>Technical & Environment Committee update (See papers)</u></p> <p>256 TP reported that workstreams were progressing really well. TF and TP have agreed that Silt Management should progress under T&E as a new workstream when possible. SL: Have agreed to set up an environment Committee.</p> <p>IT: The formal role of Special Advisor has been discontinued in favour of widening the opportunity for anyone who has an expertise in a subject to offer their assistance.</p> <p><u>Policy & Finance Committee update (See papers)</u></p> <p><u>New Workstreams</u></p> <p>257 IM: A new climate change resilience workstream will be led by P&F. Need to define the outputs and scope i.e. to include carbon emissions and/or adapting to climate change. ADA have been invited to act as the reporting body for IDBs in respect on the Climate Change Act.</p> <p>IM: Siltation workstream will be led by T&E and encompass reducing sedimentation, novel dredging and silt management.</p> <p>CW: Under the climate change workstream, recommend that the longer term asset base of IDBs is reviewed and asset replacement is considered alongside adaptation and mitigation i.e. net zero targets. Should link sedimentation workstream to ELMS and the conveyance pilots and full consideration of the sources of silt. DW: agreed. JM offered the comment that ADA should also link up with canal and rivers trust on this.</p> <p><u>ADA National Activities</u></p> <p><u>Consultations</u></p> <p>258 IM: We have and are in the process of responding to consultations on peatland, Trees, ELMS & WFD.</p> <p><u>Select Committees (see papers)</u></p> <p>259 IM: ADA's evidence response to the EFRA inquiry on Winter Floods has been made available. ADA hopes to provide oral evidence later this summer.</p> <p><u>Communications & Events</u></p> <p><u>ADA Conference 2020</u></p> | SL |
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| 260 | <p>IT: The ADA conference will be online but a possible bonus will be that we may have a bigger audience because there are no venue restrictions on numbers. Need to maintain roughly the same programme and timescales. It is hoped that Minister Rebecca Pow MP will still be available to speak. Event will be free but will require registration. PB felt the AGM was rushed last year and IT pleased to confirm that the AGM will be run as a separate event on the same day with more time and focus on ADA business.</p> | |
| 261 | <p><u>Floodex</u> IT: Floodex 2020 had good feedback and good visitor numbers. Disappointed with number of exhibitors but IT welcomed the continued support from ASA. We managed to achieved a £10k profit which was better than expected, but this is reducing year on year. COVID19 permitting, ADA will continue their involvement with FLOODEX 2021 event do not intend to renew the partnership contract after that. IT reported that Flood&Coast has changed to a series of online events from October 2020 through to April 2021.</p> <p>TB asked if ADA can we examine the opportunity of Floodex to hold the EA conveyance summit?</p> <p>Action: ADA to look at possible Conveyance Summit at FLOODEX 2021</p> | IT |
| 262 | <p><u>Demo Event</u> IT: The events questionnaire has confirmed that the conference is the most valued event and that there is support for a full-scale national demonstration event. Andy Mclachlan and the Yorkshire & Humber Boards have agreed in principle to host an event in 2022. The Board supported the preparation of an outline proposal to be brought to the next meeting.</p> <p>Action: Prepare an outline proposal for a 2022 Demonstration Event</p> | IT |
| 263 | <p><u>ADA Conference 2021</u> Discussion centred on opportunities linked to a continued decoupling of the conference from the AGM and possible interaction with COP26 World Environment Conference which will be taking place at that time in the UK.</p> | |
| 264 | <p><u>Format for next Board Meeting</u> RC: It is likely that we will need to keep this format for the next Board Meeting but, COVID19 permitting, we will consider a blended version with small groups in separate offices dialling in.</p> <p>Vice Presidents will be included for online meetings</p> | |
| 265 | <p><u>AOB</u> Richard Davies offered his thanks for being able to join the meeting.</p> | |
| | <p>Date of next meeting – 14th October 2020</p> | |
| | <p><u>Close.</u></p> | |