



# Representing Drainage Water Level & Flood Risk Management Authorities

## BOARD MEETING Approved Minutes

**Wednesday 10 February 2021 at 09.35 to 13.00**  
**Remote online meeting via MS Teams**

Invitees					
Name	Representing	Present	Name	Representing	Present
Keith Casswell	Lincolnshire Branch	Y	John Grogan	Vice President	Y
Tim Farr	ADA Policy & Finance Committee Chairman	Y	Henry Cator	Vice President	Y
Trevor Purllant	ADA Technical & Environment Committee Chairman	Y	John Heading	Great Ouse Branch	Y
David Hickman	Lincolnshire CC	Y.	David Jenkins	RFCCs	Y
Will Staunton	ADA Trent Branch	Y	Duncan Worth	Welland & Nene Branch	Y
Peter Bateson	Company Secretary	Y	Jean Venables	Vice President	Y
Robert Caudwell	Chairman	Y	Chris Mutten	Eastern Branch	Y
Innes Thomson	Chief Executive	Y	Baroness McIntosh	Vice President	Y
Ian Moodie	Technical Manager	Y	Neil Parish	Vice President	N
Sue Crowther	Finance Officer	Y	David Riddington	Vice President	N
Priscilla Haselhurst	Southeast Branch	Y	Lord De Ramsey	President	Apol
John Markwick	Wales Branch	Y	Bill Symons	Northern Branch	Y
James Hereford	Marches Branch	Y	Catherine Wright	Environment Agency	Apol
Tony Bradford	Southwest Branch	Y	Hazel Durant	Defra	Apol
William Harrington	Defra	Y	Mark Garratt	Environment Agency	Y
Chris Hartley	Hartley Events	Y in part			

Ref	Minute	Action
295	<b>Welcome &amp; Apologies</b> TF opened the meeting as RC experienced technical issues. TF welcomed Vice-Presidents, Board & guests to the meeting and noted those apologies received. Particular welcome was extended to new ADA Board member, Bill Symons, Mark Garratt (standing in for Catherine Wright), EA and William Harrington (standing in for Hazel Durant) at Defra.	
296	<b>Declarations of Interest</b> No declarations of interest noted.	

<p><b>297</b></p>	<p><b>Re-appointments   ADA Chair &amp; T&amp;E Committee Chair</b>  IT invited re-appointments. RC as ADA Chair for the 3-year term. Proposed by TF, seconded by TP with full support of the ADA Board.</p> <p>TP was re-appointed as T&amp;E Committee Chair for the 2-year term. Proposed by KC, seconded by TB with full support of the ADA Board.</p>	
<p><b>298</b></p>	<p><b>Minutes of 14 October 2020 Board Meeting</b>  Board Meeting minutes approved as true and accurate record of meeting.</p>	
<p><b>299</b></p>	<p><b>Matters Arising   Actions Log</b>  <b>163c</b> - IT to plan for returning ADA income and expenditure to breakeven. Deferred due to COVID.  <b>172</b> - IT to prepare policy regarding publishing papers. Work in progress.  <b>176</b> - T&amp;E to consider FDGiA capital projects workstream. Deferred due to other priorities.  <b>176</b> - CW to seek view from Defra regarding causative bacterium in local watercourses. Work in progress.  <b>185c</b> – Financial support to ADA’s branches deferred until 2022.  <b>199</b> – Members’ Benefits Package to be considered as part of Health, Safety &amp; Welfare sub-group.  <b>200</b> – Development Contributions Guidance being finalised for sign-off.  <b>202b</b> – Contact DEFRA re: ELMS. IT would welcome engagement with a contact put forward by HD.  <b>219a</b> – JG to consider suggestions of MP’s to approach regarding involvement in proposed water level management APPG  <b>250</b> – Memorandum &amp; Articles revisions work in progress  <b>261</b> – FLOODEX 21 has been cancelled. Consideration being given to holding the River Conveyance Summit at the Lincolnshire Show, 23 – 24 June, subject to COVID restrictions easing</p>	<p><b>JG</b></p>
<p><b>300</b></p>	<p><b><u>ADA ADMINISTRATION AND OPERATION</u></b>  <b>Finances</b>  IT presented key financials for 2020 as per supporting papers.</p> <ul style="list-style-type: none"> <li>- Income just under £389k, down by £40k but offset by £100k less expenditure</li> <li>- Membership and gazette advertising held, thanks to Ryan</li> <li>- Debtors report looking good at just over £2000, thanks to Sue</li> <li>- Expenditure just under £352k</li> <li>- Cash reserves have increased to £259k from £234k in 2019</li> <li>- Reporting surplus of £36k versus the original agreed budget deficit for the year of £24k.</li> </ul> <p>IT expressed thanks to all ADA staff for keeping the business running as normal as possible throughout the Covid pandemic.</p> <p>Board confirmed that they are happy for IT to continue operating within the agreed limits of the discretionary non-business staff fund of £1,500 per annum.</p>	
<p><b>301</b></p>	<p><b>Business Planning</b></p> <p><b>ADA Memorandum &amp; Articles of Association   Proposed changes</b></p> <p>Board approval given for IT to consult with branches on all alterations with the exception of article 33.</p>	

	<ul style="list-style-type: none"> <li>➤ Alteration to membership to include RFCCs to be set up as a separate new affiliate member category (article 10). DJ supportive and advised that this would satisfy some concerns from RFCC Chairs around ADA lobbying and expressing points of view.</li> <li>➤ Simplification of voting rights (article 33) WS/TF raised concern with getting one member, one vote passed particularly where boards pay large amounts. ADA Board consensus not to progress.</li> <li>➤ Alterations to Company Objectives in line with the agreed current Business Plan (article 5). DJ/TF requested good governance be included.</li> <li>➤ Alterations to the Officers section (articles 77 to 79)</li> </ul>	
<p><b>302</b></p>	<p><b>ADA Salaries in 2021</b>  ADA staff left meeting to allow ADA Board to discuss salaries for 2021. The Board agreed 1% increase with request to set up small remuneration committee. Request by ADA Board for IT to provide more detail on holiday proposal for next meeting.</p>	<p>IT</p>
<p><b>303</b></p>	<p><b>WRE   Update on ADA’s seat on WRE Board</b>  IT updated the Board regarding discussions with WRE and whilst the financial model may change in 2023, at present the only way for ADA to have a place on the Board is via £15k financial contribution. WRE will be sending out invoices direct to IDBs. RC voiced the importance of ADA being part of the WRE discussions.</p> <p>WS advised supportive of WRE but not prepared to pay at current contribution level. TF echoed support for WRE, also raised concern about burden of cost. TB suggested funding on a national-scale as benefits will be widespread. IT confirmed he was having discussions with PH and WRSE.</p> <p>IT thanked IM who is looking at a revised process linked to Annual Value ratings and banding it more broadly with a top end cap.</p> <p>HC thanked everyone for their support, noting climate change impacts us all and the key will be working together to secure resource.</p>	
<p><b>304</b></p>	<p><b>Environmental Good Governance Guide</b>  IM updated the Board that drafting of the guide is ongoing by IM and SL, originally assisted by external authors. It will be a broad, general guide for members that will cover climate change, carbon, waste, access, rights of way and biodiversity. The intention is to have it complete and ready for ADA Members by Easter. Instead of planned workshops, it is likely that these will be delivered online via MS Teams.</p> <p>MG expressed full support for the guide but slight concern that broad guide could detract from original cause. IM reassured MG that guide provides a fairly high level / common basis of knowledge to work from.</p>	
<p><b>305</b></p>	<p><b>Health, Safety &amp; Welfare</b>  IT updated the Board that ADA had commissioned H, S &amp; W modules, two of which are now available online with the third coming soon. IT welcomed feedback and expressed thanks to SL and sub-group for their work.</p> <p>A further three modules are planned. SL confirmed feedback would help to shape future modules.</p>	
<p><b>306</b></p>	<p><b>ADA’s contribution to CO2 reduction</b></p>	

307	<p>RC raised for Board discussion, whether we should be setting a CO2 reduction target for ADA. Whilst travel has been significantly reduced due to Covid. JV suggested that servers and their power consumption also needs to be taken into account. DH advised that the Carbon Trust may be able to provide guidance around measuring carbon footprint.</p> <p><b>Company Secretary updates</b>  PB updated Board that Bill Symons has joined the ADA Board as a Director. All up-to-date. Annual return due end of March 2021.</p>	
308	<p><b><u>REVIEWS, CONSULTATIONS &amp; GOVERNMENT POLICY</u></b>  <b><u>National Strategic Updates</u></b></p> <p><u>Environment Agency</u>  MG updated the Board on EA matters as follows;</p> <ul style="list-style-type: none"> <li>- Toby Willison has now left EA. He has been replaced by two executive directors - Lucy Hunt and John Curtin</li> <li>- Following widespread floods on 23-24 December 2020, the EA would like to thank ADA members and boards for their collaboration and excellent partnership working, all done in a Covid-safe way.</li> <li>- National Strategy Action Plan being developed with focus on Year 1. Keen for IDB involvement in this project along with other risk management authorities. IM to promote to IDBs.</li> <li>- National Apprentice Week w/c 8 February 2021. Really successful and would encourage IDBs to get involved. Rachel Jacobs is EA contact.</li> </ul> <p>RC acknowledged the efforts of all operational staff who had to work over Christmas/New Year period in response to the flooding, for the second year running.</p> <p>JM requested EA to look into dam levels following incident 16-18 January 2021. TB praised work on Axe &amp; Parrett having good impact with main rivers managing well. Keeps pushing flood conveyance.</p>	IM
309	<p><u>Defra</u>  WH updated the Board on Defra matters as follows;</p> <ul style="list-style-type: none"> <li>- Minister Pow has accepted invitation to speak at ADA Conference</li> <li>- EFRA have published Flood Report which Government will respond to in due course</li> <li>- Environment Bill currently paused. Anticipate Royal Assent by autumn.</li> <li>- Work progresses on Land Drainage consents</li> <li>- Innovation &amp; Resilience call for Expressions of Interest now closed. Thank you to all members who have put in expressions of interest which are now being scored. IT is one of the reviewers.</li> <li>- Welcome participation in two consultations that are currently open; Property Resilience and Flood Re Scheme (closes 26/4/21)</li> <li>- Prof Bamford is presenting Reservoirs Report in February, due to be published March/April 2021</li> <li>- Looking at extending Byelaws Order via virtual meetings</li> <li>- Following Sally Randall's move within Defra, the new Interim Director for Floods &amp; Water is Georgina Collins</li> </ul> <p>IT said that ADA would welcome a conversation with Minister Pow around the EFRA report and a letter had been sent to her.</p>	

310	<p>DJ expressed the relevance of the EFRA Committee Report to ADA and Board Members and in particular was pleased to see that recommendations have been adopted including the importance of having a maintenance programme in place and clarity around riparian owners.</p> <p><b><u>ADA Committee Reports</u></b></p> <p>Minutes of both Committee Meetings were made available to Board members as part of the papers in preparation for the meeting. T&amp;E Committee reports and P&amp;F Committee reports were taken as read by the ADA Board.</p>	
311	<p><b><u>ADA National Activities</u></b></p> <p>The new IDB Bulletin ( 1<sup>st</sup> edition on 29<sup>th</sup> Jan) was welcomed by the ADA Board.</p> <p>DW highlighted support welcome around red diesel and allowing IDBs to continue to use it in their essential flood risk management work. IM acknowledged importance and awaits response from HM Treasury.</p> <p>IM expressed thanks to SL for her work responding to Defra on the ELMS report. New work strands identified as follows:</p> <ol style="list-style-type: none"> <li>1) Adaptation reporting power</li> <li>2) Developing carbon calculator for IDB operations</li> <li>3) Guide on reducing carbon in pumped catchments</li> </ol> <p>These are in addition to what ADA will do to reduce own carbon emissions.</p>	
312	<p><b><u>Communications &amp; Events</u></b></p> <p><b><u>ADA Demo Event 2022</u></b></p> <p>IT introduced Chris Hartley of Hartley Events who has been commissioned by ADA to work on the business case for the proposed Demo Event in 2022. The proposed site for the Demo is on Durham Drain, north east of Doncaster, adjacent to the River Don.</p> <p>ADA Board were asked to consider the outline business case, the full proposal for carrying out the preparation of the detailed business case (as issued in advance) and to provide approval to proceed with the execution of Stage 2, or otherwise.</p> <p>Based on the research and subsequent conversations with potential exhibitors, Chris outlined to the Board that there is a strong interest in a Demo Event. Chris expressed total confidence in its delivery and feels sure that we can attract the right exhibitors in sufficient numbers, combined with an education element, to make it a compelling event for primary target visitors.</p> <p>The challenge will be in getting the exhibitor pricing structure right and commercially ensuring that it covers costs of delivery of the event.</p> <p>Questions/comments:</p> <ul style="list-style-type: none"> <li>- WS queried costs involved compared to 2013 event. Chris confirmed costs are comparable to other events and required to achieve profit.</li> <li>- BS asked if consideration has been given to a risk profile assessment due to Covid. Chris advised that this will form part of Phase 2 but the industry has seen a huge appetite for face-to-face events with many returning from September 2021</li> <li>- TB suggested option to charge entry for visitors</li> </ul>	

	<ul style="list-style-type: none"> <li>- TP said that some boards will have to fund coach travel so entry fee wouldn't be advisable.</li> <li>- HC supports not charging an entry fee</li> <li>- JV suggested electric vehicles / machinery and innovation theme</li> </ul> <p>Chris confirmed he is happy to discuss other financial arrangements to share risk if required.</p> <p>IT requested ADA Board to consider name for event from list issued and respond by 14 February 2021.</p> <p>IT invited Board members (2) to get in touch if interested in working on event governance alongside IT/RC. ADA Board fully support the commissioning of Chris Hartley for Phase 2 – the detailed business case. TP proposed and TB seconded.</p> <p>Timeline: February, March, and April – work on Phase 2 Detailed Business Case</p> <ul style="list-style-type: none"> <li>• 14th May – Draft Detailed Business Case shared with ADA Staff</li> <li>• 28th May - Final Detailed Business Case complete</li> <li>• 15th / 16th June Presentation to P&amp;F Committee</li> <li>• w/c 21st June Convene special ADA Board Meeting to approve detailed business case</li> <li>• Soft launch at Flood &amp; Coast 2021</li> </ul>	<p><b>All</b></p> <p><b>All</b></p>
<p><b>313</b></p>	<p><b><u>Other Event Updates</u></b></p> <p><b><u>ADA Conference 2021</u></b> The ICE, London has been booked for 10 November 2021 to host the ADA Conference. IT advised that with the potential for Covid restrictions to be in place in the autumn, ADA will monitor the situation carefully with a decision to be made by 10<sup>th</sup> May 2021 to avoid charges from ICE. The ADA Board gave their consent to IT/RC taking the decision at the beginning of May 2021.</p> <p>IT proposed that the AGM would be held, again online, as a separate event to the Conference, enabling a more focused discussion and coverage of ADA business. Also, this format would provide a suitable platform for recognising and acknowledging Lord De Ramsey's service as President, as he steps down and to welcome Henry Cator to the role.</p> <p>TF suggested consideration may need to be given to a hybrid event.</p>	
<p><b>314</b></p>	<p><b><u>Floodex 2021</u></b> Floodex 2021 due to take place on 7-8 April 2021 has formally been cancelled due to Covid and ADA's contract with Indigo Media comes to an end on 31 March 2021. ADA will have a small fee of £1363.20 to pay for the non-refundable deposit for the venue. ADA logo to be removed from Floodex website to avoid confusion. ADA does not own the rights to the Floodex brand.</p>	
<p><b>315</b></p>	<p><b><u>Catchment River Conveyance Summit</u></b> ADA is proposing to reconvene a River Conveyance Summit in collaboration with the CLA at the Lincolnshire Show, following the event postponement from 30 March 2020. The show dates are 23-24 June 2021, Covid-rules dependent. The Board fully supported the view that if a face-to-face meeting can't take place, then the meeting should be conducted virtually. Timing was seen as important to give opportunity to build on the EFRA Report. IT thanked Board for useful and constructive discussion.</p>	

<p><b>316</b></p>	<p><u>Flood &amp; Coast 2021</u>  Flood &amp; Coast to run as a 4-day virtual event from 28 June – 1 July 2021. ADA is collaborating with CIWEM who run the event, supported by the EA to mutually agree on dates for next year given ADA Demo Event expected to be in July 2022.</p>	
<p><b>317</b></p>	<p><u>EUWMA</u>  ADA should have handed presidency over to the Netherlands in September 2020 however it has been agreed to extend for a further six months, with a meeting due in May 2021, although more likely to be in autumn due to Covid restrictions. EUWMA to celebrate it's 25-year anniversary in 2021.</p>	
<p><b>318</b></p>	<p><u>AOB</u>  ADA Board gave their agreement to IT's request to host a short Extraordinary Meeting w/c 21 June 2021 to approve detailed business case allowing for a soft launch of the Demo Event at Flood &amp; Coast.</p>	
<p><b>319</b></p>	<p><u>Close</u>  Date of next meetings to be held virtually via Microsoft Teams</p> <ul style="list-style-type: none"> <li>- w/c 21 June 2021 (Short Meeting)</li> <li>- Wednesday 7 July 2021</li> </ul>	

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