



# Representing Drainage Water Level & Flood Risk Management Authorities

## ADA BOARD OF DIRECTORS Meeting Minutes

12 October 2022

Venue: The Hive, Nocton Fen Lane, Nocton, Lincolnshire, LN4 2AY  
Remote Access: Microsoft Teams

FINAL APPROVED

Invited					
Name	Representing	Present	Name	Representing	Present
Robert Caudwell (RC)	Chair	Y	Henry Cator (HC)	President	Y
Tim Farr (TF)	Vice Chair Policy & Finance Committee	Y	David Riddington (DR)	Vice President	Apol.
Trevor Purlant (TP)	Vice Chair Technical & Environment Committee	Y	Jean Venables (JV)	Vice President	Apol.
Angie Fitch-Tillett (AFT)	Eastern Branch	Y	Anne McIntosh (AM)	Vice President	Apol.
John Heading (JHe)	Great Ouse Branch	Y	John Grogan (JD)	Vice President	Apol.
Keith Casswell (KC)	Lincolnshire Branch	Y			
James Hereford (JHd)	Marches Branch	Y	Hazel Durrant (HD)	Defra (co-opted)	Apol.
Bill Symons (BS)	Northern Branch	Y	William Harrington (WH)	Defra (co-opted)	Y
Priscilla Haselhurst (PH)	South Eastern Branch	Y	Peter Bateson (PB)	Company Secretary	Y
Tony Bradford (TB)	South Western Branch	Apol.	Innes Thomson (IT)	Chief Executive	Y
Will Staunton (WS)	Trent Branch	Y	Ian Moodie (IM)	Technical Manager	Y
James West (JW)	Wales Branch	Y	Heather Bailey (HB)	Finance & Administration Officer	Y
Duncan Worth (DW)	Welland & Nene Branch	Apol.			
Ian Hodge (IH)	Environment Agency	Y	Laura Bigley (LB)	ASA (Guest)	Y
Paul Ambrose (PA)	Local Authorities	Y	Paul Maddison (PM)	ASA (Guest)	Y
Brian Stewart (BSt)	RFCCs	Y			

Ref	Minute	Action
424	<p><b>Welcome and apologies</b></p> <p>RC welcomed ADA Directors, President and guests to the meeting and noted those apologies received. Particular welcome was extended to Angie Fitch-Tillett (AFT), James West (JW), and Paul Ambrose (PA) who had become ADA Directors on behalf of ADA's Eastern Branch, Wales Branch, and Local Authority Members respectively.</p>	

425	<p><b>Declarations of Interest</b></p> <p>No further declarations made.</p>	
426	<p><b>Approval of Minutes</b></p> <p>The minutes of the Board's meeting on 6 July 2022 were approved by the Board.</p>	
427	<p><b>Matters Arising</b></p> <p>Actions as per the minutes on 6 July 2022 were completed or were on the agenda for discussion in the meeting.</p>	
428	<p><b>Finance Reports</b></p> <p>a. <u>Bank Balance</u> IT reported that the balance at 31 August 2022 stood at £324,005.</p> <p>b. <u>Income and expenditure</u> Income figures remain generally on target overall as budgeted. Subscription income was in line with ADA's budget estimates for 2022. Gazette is holding steady adverts booked of the value of £43,000 compared with an ambitious budget target of £45,000.</p> <p>Expenditure was £29,000 below our budget estimates when compared to the monthly profiled figures with no specific concerns to report at this stage in the year.</p> <p>c. <u>Debtors</u> It was report that ADA's debt position was healthy with only £8,000 outstanding, the majority of which was considered likely to be recoverable.</p> <p>d. <u>Budget forecast</u> IT expected to see rising costs during the final quarter of 2022 and into 2023.</p> <p>For this year, the Board has supported operating to a deficit of up to £45,600, although an out-turn similar to 2021 was anticipated with an operating deficit of ~£10,000 based on the agreed budget. This excludes income and expenditure resulting from the preparations for Flood &amp; Water Live 2023.</p> <p>The Board gave its support and approval to the finance reports and update.</p>	
429	<p><b>Business Planning</b></p> <p>a. <u>Draft Budget 2023</u> IT presented a draft budget with an total income of £537,000 based on a 4.5% uplift in membership subscription fees, 7% increase in advertising fees for the Gazette and income of £175,000 from the Flood &amp; Water Live 2023 event.</p> <p>Expenditure for 2023 was anticipated to be £562,550, with £160,000 of expenditure for Flood &amp; Water Live 2023, reduced Conference costs (£10,000) based on using a venue outside of London, and reduced meeting costs (£6,000) based on holding few face to face meetings. Rent for office and storage were anticipated to increase to £20,000 partly as a</p>	

	<p>result of needing to seek a new storage provider owing to the closure of storage on Stoneleigh Park.</p> <p>The draft Budget was approved.</p> <p>b. <u>Company Secretary Updates</u> None</p> <p>c. <u>ADA Business Plan 2023 to 2026</u> Work to commence on the shape of a future business plan for ADA in 2023.</p> <p>d. <u>Branch Constitutions</u> BS presented a revised constitution for the ADA Northern Branch for ADA's Board of Directors' approval.</p> <p>e. <u>Working with ASA</u> LB and PM presented on the current status and direction of ASA.</p>	
<p><b>430</b></p>	<p><b>Communication and events</b></p> <p>a. <u>ADA AGM 2022</u> IT reported that ADA's Annual General Meeting would take place remotely via MS Teams on 28 September 2022, in accordance with ADA's Memorandum &amp; Articles of Association.</p> <p>b. <u>EUWMA meeting 2022</u> RC and IT attended EUWMA's annual meeting on Monday 12 September in Oostende in Belgium, hosted by our Flemish colleagues at the VVPW. The meeting formally adopted the EUWMA declaration on climate adaptation and the theme of the Flemish presidency would focus on saline intrusion.</p> <p>c. <u>ADA Conference 2022</u> IM reported that ADA's Conference would take place on 9 November at The Hive conference space at Dyson Farming's Nocton campus. A smaller venue had been chosen out of London to mitigate the cost risks to ADA post-pandemic. Presentations had been confirmed from Luzette Kroon, President of the Friesland Water Authority; Alex Sobel MP, Shadow Defra Minister; and William Harrington, Head of Waterway &amp; Flood Water Management Team, Defra. The Conference would also include an afternoon field visit to the nearby Dunston Beck Improvement Project.</p> <p>d. <u>Flood &amp; Water Live 2023</u> IT reported on progress towards the event, with 19 plots sold with a committed income of £47,715 to date. A number of further enquiries regarding stand bookings were ongoing. Procurement of a number of services for the event had been completed, including marquee, toilets, electrical and communications services, first aid, off site traffic management, waste management and insurances. A fully functional event webpage available at <a href="http://www.floodandwater.co.uk">www.floodandwater.co.uk</a>. ADA's event group continued to meet weekly, and the joint event group involving Witham Fourth District IDB and Dyson Farming met monthly.</p> <p>e. <u>All Part Parliamentary Group (APPG)</u> IT reported that the APPG was set to next meet on 18 October looking at how environmental stewardship schemes such as Environmental Land Management (ELM) and Catchment Sensitive Farming deliver for drought and flood risk management. Guests from the CLA and UK Irrigation</p>	

	<p>Association, as well as an IDB chair, had been invited to present at the meeting.</p> <p>f. <u>Other planned events 2023</u>  IM confirmed that ADA planned to hold an Environment Day in early 2023 to providing a training event for IDB members and officers in relation to the newly published Environmental Good Governance Guide. ADA in collaboration with the NFU, CLA and Environment Agency would again hold a Keeping Our Rivers Flowing Summit in 2023.</p>	
431	<p><b>National Strategic Updates</b></p> <p>a. <u>Defra</u>  WH updated the Board on the following issues:</p> <ul style="list-style-type: none"> <li>• Westminster: New Ministerial team at Defra. The new SoS's priorities are water quality and availability, farming and food sufficiency, and growth – there is a strong link to ADA and IDBs and the work they do. Overall government is focused on growth and delivering at pace. Whilst awaiting formal confirmation on portfolios Defra believed Minister Harrison would be responsible for floods and water. Minister Harrison was elected in 2017, is the MP for Copeland in Cumbria and was previously a Transport Minister.</li> <li>• Land drainage SI: Defra had commenced the land drainage measure from the Environment Act 2021, enabling a statutory consultation at a later point.</li> <li>• Frequently flooded allowance: In July the government announced a new Frequently Flooded Allowance, as part of the government's current £5.2 billion programme. This is to support communities that have experienced repeated flooding, targeted at communities where ten or more properties have flooded twice or more in the past ten years. It will help schemes that already qualify for GiA, but have not been able to secure wider funding, to progress and will also kick-start investigative studies to bring forward new schemes. It will cover traditional flood defences, NFM and property flood resilience measures, and all RMAs can put forward eligible schemes to the EA.</li> <li>• Asset review: This was continuing with Defra having received an interim report on identifying the issues (task one), thanked ADA members for input. The Review has now moved on to a review of existing evidence and research (task two) – this should be concluded early in the new year. Forthcoming engagement includes a Project Steering Group in November and Defra anticipated more workshops in May-June, as part of the legislative review (task three).</li> <li>• Schedule 3: The review is progressing and Defra were still aiming to put advice to Ministers this autumn.</li> </ul> <p>b. <u>Environment Agency</u>  IH updated the Board on the following issues:</p> <ul style="list-style-type: none"> <li>• The EA are grateful for ADA's continued involvement with the National FCERM Strategy work and are keen to see a revival of the IDB Policy Advisory Group chaired by Defra.</li> <li>• Part of the FCERM Strategy included the setting up of a Rural Resilience Forum to include ADA, NFU, CLA, ADEPT, Action with Communities in Rural England (ACRE), Rural Payments Agency (RPA), and NE. An initial meeting is expected to be held later this year.</li> <li>• IH was pleased to confirm that the EA will be an active part of Flood &amp; Water Live , working through Lincs Area Director Norm Robinson and his team.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The EA is looking at updated guidance to staff regarding High Land Water Contributions</li> <li>• New internal guidance on precept payments has been drafted but not circulated pending resolution of issues raised by ADA.</li> </ul> <p><b>Action: IH and IT to discuss how to resolve Precept Guidance issues</b></p> <ul style="list-style-type: none"> <li>• The EA are producing a new guide for riparian ownership of watercourses and their responsibilities. ADA will be consulted along with other interested parties.</li> <li>• IH reported that most areas of the UK were at Prolonged Dry Weather (PDW) status and that several water companies had introduced Temporary Use Bans (TUBs) and others would follow suit.</li> <li>• The EA are working on the preparation of an Asset Management Strategy.</li> <li>• IH was pleased to confirm the the extension of the Asset Replacement Allowance (ARA) to all Risk Management Authorities has been agreed in principle with Defra.</li> <li>• IH reported that the EA was fully involved in work surrounding funding options for landowners delivering flood benefits, linked to Defra’s work on Sustainable Farming Incentives (SFI) and Local Nature Recovery (LNR) objectives.</li> <li>• IH emphasised the EA’s continued support for the use of Public Sector Co-operation Agreements with some improvements to the process to be made following an internal audit.</li> <li>• IH reported that the EA is starting to see considerable inflationary impacts affecting their budgets with average materials costs increasing by 20% ( and steel at 115%). Labour costs are showing a 3.8% increase. The above costs are well in excess of the original estimates used in 2018 to determine the current capital and revenue settlements. IH reported that any inflationary increases to costs, will limit the EA’s ability to maintain and deliver repairs to FCRM assets, and this will have a direct impact on delivery of the EA’s critical corporate scorecard measure ‘FCRM 1.3 Asset Condition’ (formally KPI 962).</li> </ul>	IH/IT
432	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>a. <u>Technical &amp; Environmental</u> – TP gave an update on the meeting that took place on 13 September.</li> <li>b. <u>Policy &amp; Finance</u> – TF gave an update on the meeting that took place on 21 September.</li> </ul>	
433	<p><b>ADA Policy and Technical Activities</b></p> <ul style="list-style-type: none"> <li>a. <u>Consultations</u> ADA responded to the Environment Agency’s Your watercourse: rights and roles draft document feedback questionnaire on 30 September. A draft guidance document for riparian owners who own or occupy land or property next to a river, stream or other watercourse in England, explaining their rights and responsibilities.</li> <li>b. <u>Environmental Good Governance Guide</u> IM announced that ADA had now published an Environmental Good Governance Guide for IDBs. Printed copies would be available for collection at the IDB Clerks meeting and ADA Conference.</li> </ul>	

	<p>c. <u>IDB Valuation Calculations Statutory Instrument</u> The Board discussed a proposed methodology, SI and public consultation regarding a new statutory instrument under the Environment Act 2021 to amend the functions within the Land Drainage Act 1991 to value non-agricultural land for the purposes of IDB ratings. The proposed new methodology, valuing other land using more contemporary VOA data from council tax bands, will sit alongside the existing one, with an election process for IDBs to individually opt in. Such opting in would be held in accordance with IDBs' existing standing orders. Defra aimed to finalise for consultation in late autumn 2022. ADA's Policy &amp; Finance Committee had supported ADA drafting a guidance document explaining IDB ratings and valuation.</p> <p>d. <u>IDB Health, Safety &amp; Welfare Survey</u> IM proposed sending an updated Health Safety &amp; Welfare Questionnaire to IDBs later in 2022, including a new section related to welfare practices.</p> <p>e. <u>Current financial pressures on RMAs</u> The Board discussed how cost increases affecting the FCERM sector are impacting members' organisations and ADA. Particularly regarding:</p> <ul style="list-style-type: none"> <li>• electricity costs for many IDBs have tripled so if we have a winter of increased pumping, this will put huge strain on those affected.</li> <li>• insurance costs - we are seeing significant increases for IDBs as many insurance companies exit the market.</li> <li>• materials costs</li> <li>• staff remuneration - inflationary pressures on salaries, etc.</li> <li>• fuel costs</li> </ul>	
434	<p><b>Meeting dates 2023</b></p> <p>The Board confirmed the following meeting dates in 2023:</p> <ul style="list-style-type: none"> <li>• Wednesday 15 February 2023</li> <li>• Wednesday 12 July 2023</li> <li>• Wednesday 11 October 2023</li> </ul>	
435	<p><b>Any other business</b></p> <p>None.</p>	
436	<p><b>Remuneration Sub-Committee – Cost of living review (Confidential item)</b></p> <p>With effect from 1 November 2022, the Board agreed to award ADA staff a unconsolidated cost-of-living support payment of £2,000 each, to be paid with salaries in five equal instalments of £400, with the first installment paid with salaries at the end of November.</p> <p>The Board agreed to take this unconsolidated payment into account when assessing remuneration in 2023 for ADA staff.</p> <p>Other recommendations from the Remuneration Sub Group were agreed by the Board as follows;</p> <ul style="list-style-type: none"> <li>• ADA staff should have access to an HR advisory support and ADA will seek out an independent “go-to” HR advisor.</li> <li>• ADA will seek specialist HR guidance in setting up a staff progression framework, ideally to come into effect in April 2023.</li> <li>• ADA should benchmark employee salaries every five years to ensure that these remain competitive with equivalent job roles.</li> </ul>	

	<ul style="list-style-type: none"> <li>• ADA’s employer pension contributions shall be reviewed within the next six months, alongside the review of performance related pay, and ideally to come into effect in April 2023.</li> <li>• Holiday allowances offered to ADA’s non-managerial staff should be reviewed within the next six months, to ensure progression in leave entitlement is competitive. It is recommended that, starting at 23 days per annum, 27 days would be reached within five years by adding an additional day at the end of the second and subsequent anniversaries. Any recommendation from the review should aim to come into effect In April 2023.</li> </ul>	
	<b>CLOSE</b>	

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