



# Representing Drainage Water Level & Flood Risk Management Authorities

## ADA BOARD OF DIRECTORS Meeting Minutes

06 July 2022

Venue: CIWEM, 106-109 Saffron Hill, London, EC1N 8QS

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	Y
VACANT	Eastern Branch		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	Y	Innes Thomson (IT)	Chief Executive	Y
Will Staunton (WS)	Trent Branch	Y	Ian Moodie (IM)	Technical Manager	Y
VACANT	Wales Branch		Sue Crowther (SC)	Finance & Administration Officer	Apol.
Duncan Worth (DW)	Welland & Nene Branch	Y	Sofi Lloyd (SL)	Technical Officer	Apol.
Ian Hodge (IH)	Environment Agency	Y	Angie Fitch-Tillett (AFT)	Eastern Branch (observer)	Y
VACANT	Local Authorities				
Brian Stewart (BSt)	RFCCs	Y			

Ref	Minute	Action
401	<p><b>Welcome, Apologies and Declarations of Interest</b></p> <p>RC welcomed Vice-Presidents, Board &amp; guests to the meeting and noted those apologies received. Particular welcome was extended to Brian Stewart OBE (BSt) who joins the Board as the RFCCs' appointed director, and to Angie Fitch-Tillett (AFT) who joined the meeting as an observer on behalf of ADA Eastern Branch. The Board extended its thanks to Chris Mutten, David Hickman, and John Markwick who have each stepped down recently as ADA directors.</p>	

	The conclusion of Neil Parish's term as Vice President of ADA was noted by the Board.	
<b>402</b>	<p><b>Declarations of Interest</b> No further declarations made.</p> <p>Board members were reminded to submit annual declaration of interest form to the ADA office.</p>	<b>All</b>
<b>403</b>	<p><b>Minutes of the 8 February 2022 Board meeting</b> The minutes of the Board's meeting on 8 February 2022 were approved by the Board.</p>	
<b>404</b>	<p><b>Matters Arising</b> Nothing to report.</p>	
<b>405</b>	<p><b>Finance Reports</b> IT reported on ADA's finances as follows:</p> <p>a. <u>2021 Audited Accounts and filing of Annual Return</u> General approval Approval was given by the Board for Chair's signature to the Letter of Representation</p> <p>b. <u>Bank Balance</u> IT reported that the balance at the end of May 2022 stood at £381,423</p> <p>c. <u>Income and expenditure</u> Income figures remain generally on target overall as budgeted. Income was reported ahead of profile due to earlier receipt of a number of larger membership invoices than in previous years. Gazette income remains strong but is expected to fall £2 - £3k short of the budgeted figure due to a slow upturn in advertising.</p> <p>Expenditure is reduced by £23k compared to the monthly profiled figures with no specific concerns to report at this stage in the year.</p> <p>d. <u>Debtors</u></p> <p>It was report that compared to the same time period in the past three years, ADA's debt position was in a considerably better position in 2022 and thanks went to Sue Crowther for managing that situation. ADA's debt at the end of April stood at £33,471. 70% of that debt related to Internal Drainage Board subscriptions against which we have little concern. A further 20% is linked to advertising invoicing and ASA, again for which we have little concern to report. The final 10% of the debt sits with 6 local authorities and 2 associate members and the majority of that amount is expected to be paid in due course.</p> <p>e. <u>Budget forecast</u></p> <p>The Board were informed that £10k costs originally budgeted for legal assistance with a challenge to the Red Diesel issue were no longer required and that only approx.. 25% of that amount had been spent on professional guidance.</p>	<b>RC</b>

	<p>As part of this year's budget, a number of additional items of expenditure were included in the budget and subject to the Board's specific approval, as follows;</p> <ul style="list-style-type: none"> <li>- Employment for 12 months of an extra staff member £19k</li> <li>- Launch and marketing of Flood &amp; Water Live 2023 £7k</li> <li>- Preparation of guidance for IDB ratings £5k</li> <li>- Preparation of further H, S &amp; W information modules £3k</li> </ul> <p>Following the special Board meeting of 26th May, the Board authorised expenditure against the launch and marketing of Flood &amp; Water Live 2023. All other items remain subject to approval. IH challenged that the £19k allowed for an extra staff member was perhaps low and will need to be reviewed.</p> <p>The Board gave its support and approval to the finance reports and update</p>	IT
406	<p><b>Membership Update</b></p> <p>IT reported that membership remains stable. BS said that we should give added focus to getting more planning authorities involved with ADA activities ( principally Borough and District Councils ). The continued links with ASA and ADEPT are seen as important in this regard.</p>	
407	<p><b>Company Secretary updates</b></p> <p>PB reported that Companies House information all up to date and accounts to be filed by 30<sup>th</sup> September. IT reported that ADA Cymru supports the election of James West as their Director, which is also very much supported by ADA. His appointment remains subject to approval by his Managers at NRW.</p> <p>IT also reported that Paul Ambrose from Bournemouth, Christchurch and Poole Council is the lead contender for the LA Director position, subject to some further discussions with him. RC suggested that Paul be offered a conversation with David Hickman</p>	IT
408	<p><b>Branch Constitutions</b></p> <p>BS reported work being done to update ADA Northern Branch constitution with the potential to use that work to standardise constitutions across the country. Some issues have been encountered about voting procedures.</p> <p>Work is in hand. As per ADA Mem &amp; Arts, Branch constitutions do require to be approved by ADA's Board. BS to provide a draft for the Board's scrutiny.</p>	BS
409	<p><b>Subscription rates 2023</b></p> <p>Three options were tabled as 3%, 4.5% and 6% rises in subscription rates and IT advised that a roughly 6% increase would allow ADA to remain stable. A 3% uplift could lead to a £9k deficit. Board expressed concern at the costs of an additional member of staff. IT said that under the current circumstances, it was unlikely that an additional member of staff would be taken on in 2023 over and above the current compliment. TF emphasised that salary considerations for 2023 need to be taken into account, with a trend towards increasing inflationary pressures.</p> <p>DW concerned that if we get behind on increases, this will have a longer term negative effect.</p> <p>After a wider debate, Board members provided majority support for a 4.5% rise to membership fees. This does not apply to advertising rates and the Board will be updated on an intended advertising rates rise at the October meeting.</p>	IM

	PH proposed, BS seconded 4.5%. Amendment proposed by J Hereford at 3% but no seconder. 4.5% increase carried by majority vote with one vote against by J Hereford.	
<b>410</b>	<b>ADA Business Plan 2023- 2026</b> IT advised the Board that the process needs to start to review ADA's Business Plan for 2023 – 2026 and asked for volunteers to help review a new plan. TF was happy to lead on this in his role as Chair of P & F. RC asked TF to pull together a sub-group. BSt invited to contribute to the group	<b>TF/IT</b>
<b>411</b>	<b>Remuneration Sub-Committee</b> Update from TF – mutual interest for staff and ADA Board in considering an in-year salary review. This in year review not to be taken as the norm, but linked to the exceptional financial circumstances. Board gave its approval for TF to proceed with that review. PB said that the Lincs pay & conditions group had considered a one-off cost-of-living ( non-consolidated ) payment.  The second strand involving a mechanism for routine salary and conditions review will be covered at a future Board meeting. TF would like to aim to putting in place a mechanism by April 2023 and looking for some HR input to the debate.	<b>TF</b>  <b>TF</b>
<b>412</b>	<b>Temporary extension of Directors' terms post-COVID</b> TB has asked as a result of COVID and the lack of interaction between Directors, if the Directors terms of appointment could be extended. PB – down to each Branch to allow a Director to continue for additional time. Otherwise, down to ADA Board to take a decision on other Directors. Board supports that Nolan Principles are adhered to, especially on the 9-year maximum term rule. Board not supportive of the need to revise the Mem & Arts.	
<b>413</b>	<b>Defra update</b> WH updated the Board on Defra matters as follows; <ul style="list-style-type: none"> <li>• Assets Review – Stage 1 underway with ADA taking part on steering group. Work should conclude by March 2024. Focus on roles and responsibilities.</li> <li>• IDB Statutory Instrument – Defra continuing to develop and draft with thanks to IDB assistance. Hoping to consult on the SI during the summer and hoping the SI will be in force by mid 2023</li> <li>• Arms Length Body Reform. Review work underway. Considering consultation responses.</li> <li>• Levelling up and Regen Bill being led by DLUC. Updating of EIR with a new reporting system.</li> <li>• IDB orders – 4 reconstitutions and 1 boundary change. Norfolk Rivers Order came into force in early July.</li> </ul> <p>WS asked about Defra PAG meetings. WH reviewing how to proceed with future meetings.</p> <p>Question on how IDB1 forms will be used. Defra intending to report on IDB1 returns in the autumn.</p> <p>Question about nitrate neutrality and paying for offset using agricultural land.</p>	
<b>414</b>	<b>Environment Agency update</b> IH updated the Board on Environment Agency Matters as follows; <ul style="list-style-type: none"> <li>• People. Emma Howard-Boyd leaves the EA in the Autumn. EFRA Committee have supported the preferred candidate to take over, Mr Alan Lovell.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Sir James Bevan’s term comes to an end in March 2023 and can’t be extended. Process will start after appointment of Chair.</li> <li>• FCERM Strategy Launch at Flood &amp; Coast 2023. Thanks to ADA for their participation.</li> <li>• Rural Resilience Partnership to be formed, to include ADA, NFU, CLA, and the EA. First meeting expected in September.</li> <li>• EA Asset Management Strategy. Current one ends in 2022. Needs to be renewed. EA integrating Asset Management across the whole of the EA. EA now ISO 15001 accredited. IH keen to focus on asset maintenance and will want to consult with ADA. New strategy ready by April 2023</li> <li>• Capital Programme. Continued support for capital investment budget but with some re-profiling. The effects of COVID and resources are causing concerns. Good news for IDBs - Current programme increases allocation from £50m to £400m. Cost inflation across construction is concerning. BEIS is saying that construction inflation costs could exceed 10% at the end of the year. EA trying to establish a floods sector inflation index.</li> <li>• Revenue has received an extra £22m but still short of the original identified needs. About £70m short in this financial year.</li> <li>• EA Asset register records 246,000 assets, only 78,000 managed by the EA.</li> <li>• Updating guidance for riparian owners. Consultation over summer and launch in the autumn.</li> <li>• PSCAs – IH and IT met to discuss. 39 PSCAs currently in place. Audit identified no reason to prevent an extension of PSCAs. EA reaffirms use of PSCAs.</li> </ul> <p>IT asked about Asset Replacement Fund – some active dialog is taking place between Defra and EA, with additional discussion needed with DLUC.</p>	
<b>415</b>	<p><b>Committee Reports</b> Draft minutes of each Committee were presented to the Board.</p>	
<b>416</b>	<p><b>Committees’ Structure</b> IM led the discussion on a review of how our committees work. Identified a need to look in more detail at ADA’s business function. So the proposal is to recast the P &amp; F Committee more towards ADA’s Business function and the other committee to focus on broader membership policy and strategy, bringing all experts into one place. The Board were asked to comment on the idea, with some reticence for the changes alongside supporting views.</p> <p>Board not ready to decide yet and IM asked to develop further thoughts. RC recommended seeking views of the new T &amp; E chair when he/she comes into post next March.</p>	<b>IM</b>
<b>417</b>	<p><b>Carbon Calculator</b> Carbon Calculator now available for IDBs to use, based on the Local Government Association version. ADA encouraging Boards to use the calculator to assist them in making carbon-reduction investment decisions.</p>	
<b>418</b>	<p><b>Environmental Good Governance Guide</b> There has been some re-formatting of the EGGG and there is now a final and extensive push on editing with revised plans to publish in Autumn, after final overview checking by Defra. A seminar will then be held, most likely in early 2023.</p>	
<b>419</b>	<p><b>Health, Safety &amp; Welfare Survey</b> A second H,S&amp;W survey would take place of all IDBs in 2022.</p>	

420	<p><b>Education Resources</b></p> <p>Project is now concluded with the publication of education materials and now on the Countryside Classroom website and signposted via the ADA website. Lower Severn have successfully trialled a Schools visit.</p>	
421	<p><b>Communication and events</b></p> <p>a. <u>Keeping Our Rivers Flowing Summit update</u> Concerns expressed about not talking enough about catchment based approach and shortfalls in asset management and maintenance funding. Specific input from the Defra Land Management team presenting details of ELMS. IT mentioned that the new EA chair designate encouragingly mentioned concerns about asset maintenance. Article in the Summer 2022 ADA Gazette covers the event in more detail. TB worried that the event has got too complicated and not focussing on river maintenance. Board appreciated the presentations and especially from Richard Bramley.</p> <p>b. <u>ADA Annual General Meeting 2022</u> To take place online on 28 September 2022 online.</p> <p>c. <u>ADA Clerks Meeting &amp; ADA Board Meeting – October 2022</u> To both take place face-to-face on 12 October 2022 at The Hive, Nocton, Lincolnshire as well as with the option to join in online</p> <p>d. <u>ADA Conference 2022</u> To take place on 9 November 2022 at The Hive, Nocton, Lincolnshire. Keynote speakers to include Alex Sobel MP ( Shadow SoS), Luzette Kroon, Director of International Affairs at UVW, Netherlands, and Will Harrington from Defra. The Conference will be followed by a tour of the local Dunston Beck which has been realigned to provide more natural flood management.</p> <p>e. <u>Flood &amp; Water Live 2023</u> ADA demonstration event to take place on 5 and 6 July 2023 at Dyson Farming’s Carrington site.</p> <p>f. <u>All Party Parliamentary Group (APPG)</u> Next meeting of the APPG proposed to take place in mid September 2022 after the summer recess. The subject area is likely to be focussed on ELMS and the vital connection with water management.</p> <p>g. <u>Discussion on a possible Joint Conference event in 2023 with ASA/ADEPT</u> IT put forward the idea of a joint conference with ASA and ADEPT in 2023 which was supported in principle. There are a number of other events to take place in 2023 and the ADA team will look more closely at the possible timings of the various events.</p>	
422	<p><b>ADA Board Meeting dates 2022</b></p> <p>The dates for remaining ADA Board Meeting in 2022 was as follows.</p> <ul style="list-style-type: none"> <li>• Wednesday 12 October 2022, Venue The Hive, Nocton, Lincs</li> </ul>	
423	<p><b>AOB</b></p> <p>None</p>	
	Close	