



Representing Drainage Water Level & Flood Risk Management Authorities

BOARD MEETING

Minutes

Wednesday 12 February 2020 at 10.30 to 15.00
CIWEM, 106-19, Saffron Hill, Farringdon, London EC1N 8QS

FINAL APPROVED

Invitees					
Name	Representing	Present	Name	Representing	Present
Andrew McLachlan	ADA Northern Branch	Y	Trevor Purllant	ADA Technical & Environment Committee Chairman	Apol.
Catherine Wright	EA	Y	Henry Cator	ADA Vice President	Apol.
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	Apol.
Robert Caudwell	ADA Chairman	Y	Chris Mutton	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	Y
John Markwick	ADA Wales Branch	Y	David Riddington	Vice President	Apol.
Lord De Ramsey	President	Apol.	Anne McIntosh	Vice President	Apol.
Neil Parish	Vice President	Apol.	Jean Venables	Vice President	Apol.

Ref	Minute	Action
208	Welcome, Apologies and Declarations of Interest RC welcomed everyone to the meeting and noted those apologies received.	
209	Declarations of Interest None made	
210	Minutes for Approval (As detailed in separate papers provided) The Minutes of the Board meeting held on the 16 th October 2019 as presented at this meeting were agreed as a true and fair record by the Board.	

<u>ADA ADMINISTRATION AND OPERATION</u>		
	<u>Finances</u>	
211	<u>Balance Sheet & Finance Report for 2019 (paper provided)</u> The end of year balance was £233,517 and the reported loss was £27,604	
212	<u>Bank account balance</u> Position as presented and noted by the Board at the end of 2019 was £233,517	
213	<u>Income and expenditure 2019</u> IT was pleased to report that at £274k, membership income was slightly above the budgeted figure for the year of £273k. Income from FLOOD EX 2019 was £15,479, down from £27,468 from the previous event in 2017. ADA's contract with ASA started later three months later than originally projected, so income was accordingly lower. General overhead expenditure was just over 10% less than budgeted but staff costs were 4% higher. The quality of the production of the ADA Gazette is being recognised and advertising income remained strong and production costs were stable. The Board extended their thanks to Ian and Ryan for their commitment to the Gazette. The Board supported the out-turn deficit for 2019, demonstrating returns on the investment made by members. The Board noted and accepted the non-business staff fund spending which was reported at £1,346.03 for 2019.	
214	<u>Debtors report and debt recovery</u> Debtors report was presented in detail. Older debts were almost wholly accounted for by the non-payment of 7 Local Authority memberships. Just over £2k was outstanding at 6 months from invoicing for advertising IT was confident of recovering the advertising fees, but less so about the outstanding Local Authority subscriptions, which may need to be written off. Contact will be made with those Local Authorities to understand their intentions. <i>Action: telephone contact with Local Authorities with outstanding membership invoices</i>	IT
215	<u>Budget 2020</u> The Budget for 2020 was approved by the Board for an income forecast of £427,560 and an expenditure forecast of £451,580, with the Board accepting an operating deficit for the year of £24,020 DW asked about reserves policy. IT replied that a reserves policy had been added to the draft business plan 2020 – 2023 and that it should equal sufficient funds to run the business for 6 months wind-up period, equal to 60% membership fees. DW and the Board were satisfied with this approach subject to final approval of the Business Plan at the next Board meeting.	
216	<u>Business Plan 2020-2023</u> TF suggested that it would be helpful to strengthen the highlighting of ADA's role, function & vision. DW agreed, asking for more emphasis on lobbying	

	<p>and influencing decision makers. RC suggested a stronger statement on climate change with consideration of how ADA might achieve a zero-carbon target by 2030. CW suggested reflection on government work with Bills such as the Environment Bill and how that relates to our future generations. TB was keen to stress ADA's focus on its core responsibilities and use climate change as tool to inform those responsibilities. JHer suggested that ADA liaise members to ascertain the issues they face. TF agreed that a new objective should be added to the Business Plan to reflect climate change policy. HD reminded the Board of the 2 separate facets of climate change mitigation. RC confirmed ADA's intention to encourage and lead on best practise and boards should start to look at ways to reduce their carbon footprints.</p> <p>Action-distribute final business plan for approval at the next Board meeting</p>	
217	<p><u>ADA Salaries</u></p> <p>ADA Salary increases were agreed by the Board at 2.7%. The Board also encouraged the alignment of pension contributions to ADA staff with the industry norm of 7 – 8% and actioned ADA to implement that target as soon as reasonably and financially possible. The Board supported a no-increase decision on allowances. The Board also recognised and complimented ADA on its compliance with equal pay legislation. Future salary proposals for ADA staff should be submitted to Directors at least one month ahead of the Board meeting where their approval is being sought.</p>	IT
218	<p><u>ASA update presented by IT</u></p> <p>The first six months of service provision to ASA has gone well and Sue Crowther has a good working knowledge of ASA's systems and requirements. Demand on SC's time has been much less than allowed for given the slower build-up of ASA activity in 2019. As per the service contract with ASA, a rebate on fees paid to ADA is likely in the first quarter of 2020.</p>	
219	<p><u>Company Secretary updates</u></p> <p>Action: To notify Companies House of the amendments agreed at the November AGM to the Company Articles with reference to changing the review and audit of ADA accounts.</p>	PB
220	<p><u>ADA's contribution to CO2 reduction</u></p> <p>Given the general discussions around climate change, the aspirations of government to reduce the UK's carbon footprint and the EA's intention to become carbon-neutral by 2030, the Board was invited to reflect on how ADA might lead the debate across its membership, and in particular with IDBs. It was agreed that ADA could only do that through leadership by action and that would require a change in the way that ADA conducts its business.</p> <p>IT suggested that those changes could be introduced in a gradual, planned way to minimise impact on the business, over a period of several years and that it was important to start the dialog now, with a period of reflection and planning ahead of any implementation plans.</p> <p>Action: RC to form a small group of Board members with IT to reflect on future possible changes required to meet a carbon-neutral goal for ADA.</p>	RC

<p>221</p>	<p>REVIEWS, CONSULTATIONS & GOVERNMENT POLICY</p> <p><u>Environment Agency Update</u></p> <p>CW outlined the current engagement priorities between the EA and ADA, covering conveyance & support for the planned summit on 30th March, H&S & environmental guidance and progress with the Environment & Agricultural Bills. Also covered are Catchment Management Plans, High land water and Precept contributions, using evidence gathered from IDB1 forms, the next Comprehensive Spending Review (CSR), and finalising the PSCA updates. FCERM CW thanked ADA for its support towards the updated FCERM Strategy which has been delayed due to change of government & budget. Work has progressed, and the EA hopes that it will be laid before Parliament by government before the summer recess.</p> <p>Spending review & budget – An announcement is expected on FCERM FDGiA capital allocation on March 11th and the EA continues to gather evidence for the CSR which will focus on maintenance funding. Under the current system, 2022 is the final year of a 6-year spending plan and it is important to ensure that the capital allocations under that plan are fully spent. If there are any foreseeable issues in delivering IDB allocated projects to that deadline, please advise IT who will refer to CW.</p> <p>Nov 2019 flooding – The use of PSCAs in certain areas provided a formal mechanism for the EA to pay IDBs for agreed services provided. CW encouraged all IDBs to use PSCAs for this purpose.</p> <p>Flood & Coast - IT is on advisory committee. The next event takes place on 2nd – 4th June at Telford and this year organised by CIWEM.</p> <p>AM raised the issue of life expired pumping stations across all Risk Management Authorities but was concerned that only the EA has access to asset replacement funding. CW replied by saying that the EA is awaiting a formal decision from treasury and IT asked about funding mechanisms for other RMAs.</p> <p>Action: CW to seek advice and respond to ADA on the above question</p> <p>SL raised the point that there has been a delay launching the FCERM strategy and so some implementation dates for the measures expected of IDBs should be moved back in equal measure to allow sufficient time for proper consideration and implementation. CW accepted those concern and asked that they be forwarded to her team.</p> <p>Action – SL to forward details of measures requiring review to Rachael Hill.</p>	<p>CW</p> <p>SL</p>
<p>222</p>	<p><u>Defra Update</u></p> <p>HD mentioned that the FCERM allocation in the March Budget would include the capital programme but she was unsure if the revenue side (maintenance) would be included. The Environment Bill has been re-introduced, which continues to include various new clauses relating to land drainage and IDBs. The Agricultural & Fisheries Bills have had their first readings and 2nd readings are expected after the summer recess and hopefully before the end of the year.</p> <p>IT-requested members review Environment Bill and feedback to ADA. IM highlighted the relevant clauses. HD-Environment guide for IDBs is needed and is planned along same lines of ADA’s Good Governance Guide –</p>	

	<p>DEFRA agreed to fund preparation of the Environment Guide for IDBs & congratulated ADA on the excellent project proposal prepared by SL. Defra confirmed that they will provide a £15,000 grant for the work which they expect will be a comprehensive guide and will hopefully help to clarify legal aspects of environmental support for IDBs.</p> <p>Minister, RC & IT meeting went well and the subject of certain materials classified as waste being reconsidered as resources was well received by the Minister, for Defra's consideration.</p>	
<p>223</p>	<p><u>ADA Committee Reports</u> Minutes of both Committees were provided to the Board. SL mentioned that ADA was considering how to increase political awareness of the work of ADA's members and that the creation of an all-party parliament group (APPG) might be beneficial, focusing on water-level management issues. An APPG typically meets 4 times a year & needs at least one MP from each party. RC and the Board fully supported the idea.</p> <p>Action – SL asked all Board Members to send a list of MPs they would recommend ADA approaches for involvement in a new APPG.</p> <p>Action – IT to consult Baroness McIntosh about a suitable chair for the group</p> <p>TB - Committee reports show the EA summit meeting date incorrectly, it should be 30/3/20.</p> <p>Action – amend Committee minutes</p> <p><u>ADA National Activities</u> (As detailed in separate papers provided)</p>	<p>ALL</p> <p>IT</p> <p>IM</p>
<p>224</p>	<p><u>Water Challenges & Choices Consultation</u> IM-WFD consultation closes 24/4/21, would welcome any comments.</p> <p>Action – forward all comments for inclusion to SL</p>	<p>All</p>
<p>225</p>	<p><u>River Maintenance Transfer (De-maining) pilots</u> IM-De-maining pilots have completed & wash up workshops taking place. Now awaiting final report subject to staff being available to complete, but a summary is available.</p> <p>Action - CW will share when completed</p>	<p>CW</p>
<p>226</p>	<p><u>Water Transfer Licencing</u> IT-Water Transfer Licencing proceeding, 50-55 licenses were expected to be issued, but following investigations, just over 30 were finally needed.</p>	
<p>227</p>	<p><u>Emergency Recovery Funding for IDBs</u> IM-Emergency Recovery Fund - all boards were emailed to request details of their costs. Total notified equated to approx. £675,000 across 12 IDBs between Oct-Dec 2019. Main river breach information sent to DEFRA which will be reviewed.</p> <p>Action: ADA to follow up with Defra and EA</p>	<p>IT</p>

	<p>COMMUNICATIONS & EVENTS (As detailed in separate papers provided)</p> <p><u>Events Updates</u></p> <p>228 <u>ADA Conference 2019 & 2020</u> Despite falling into a period of Purdah ahead of the General Election, the conference was well attended once again and Stuart Roberts (NFU Vice President) delivered a strong keynote message about partnership working and his presentation was very well received. We welcomed 257 attendees in total, including 28 Associate Member exhibitors and 229 sat down to the Conference Luncheon. A small financial surplus was recorded for the event. For the second year, ADA welcomed students attending the first year of the Flood Foundation Degree course at Brunel University and their attendance is now agreed as a standing invitation.</p> <p>The 2020 ADA Conference and AGM is scheduled for Wednesday, 11th November.</p> <p>229 <u>FLOODDEX 2020</u> IT requested as much support from Board Members through their attendance at Floodex 2020. IT flagged concerns about lower exhibitor bookings and therefore lower income from the 2020 event. Current estimates were suggesting possibly only 50% of the income received in 2019, at about £7 - £8k.</p> <p>230 <u>ADA Health, Safety, & Environment Workshops</u> IT proposes timetable is changed so that HS&W workshops can be combined in 2021. HD-Both are important and feels it would not be right not to rush either of them. WS suggested workshops should be separate, maybe through branch meetings. RC pointed out that IDB H&S remains firmly the responsibility of the individual IDB Boards. RC continued by mentioning the agricultural sector's poor records showing 1 fatality in every 9 days and he was concerned that we would not perhaps be delivering to the people we need to reach through the branch meetings.</p> <p>IT is following up on contacts with IDBs which did not originally respond to the ADA H,S & W questionnaire and various meetings have been arranged.</p> <p>231 <u>EUWMA Mid-term Technical Meeting 2020</u> A EUWMA mid-term technical meeting is scheduled in June. The suggested venue is in either Norfolk or Suffolk.</p> <p>232 <u>Future ADA events strategy</u> IT sought the Board's support to engage Zing Insights Ltd to research opinions on events with aim to review future events including the support for a proposed demo event in 2022. The Board approved the proposal.</p> <p>233 ANY OTHER BUSINESS None</p>	
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234 DISCUSSION TOPIC – CONVEYANCE AND RIVER MAINTENANCE

Board members were invited to have an open discussion on the subject of water conveyance and river maintenance ahead of the planned summit with Defra and the EA on the same subject on 30th March 2020.

All Board members took an active part in the discussion and at the end of the session, IT summed up the main points raised (in no particular priority order), as follows;

- There was an identified need for a consistent and transparent approach by the EA to river management and maintenance across England. Differences of approach and process were highlighted across the various EA operational areas.
- With regard to the above point, it was recognised that different geography will require different solutions
- It was agreed that IDBs need to be more involved in how IDB precept is spent for the benefit of those IDB districts paying the precept
- The RFCCs could play a greater role in strengthening local choices for the spending of locally raised money such as local levy, precept, etc.
- It was agreed that more decision making powers should be given to local areas and teams
- It was essential that the development of working relationships between IDBs and the EA teams continues to strengthen, for example, through the use of PSCAs, incident management and recovery co-operation, etc.
- Much concern was expressed about the lack of investment in assets and general maintenance over several decades, and this needs to be reversed.
- It was agreed that ADA should push for a TOTEX approach to setting spending allocations for FCERM. i.e. a joined-up Capital + Revenue approach
- It was agreed that the UK as a whole adopts a reactive approach to dealing with major flood (drought) incidents and has the time come where the costs of the incidents and their management are exceeding the costs associated with a pro-active, planned climate resilient approach?

These points will be developed as the focus for discussion at the planned Conveyance and Maintenance Summit planned for 30th March 2020, at Stoneleigh Park.