



Representing Drainage
Water Level & Flood Risk
Management Authorities

BOARD MEETING
DRAFT FOR APPROVAL
Minutes

Wednesday 14 October 2020 at 09.35 to 13.00
Remote online meeting via Zoom

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

Ref	Minute	Action
266	Welcome, Apologies and Declarations of Interest RC welcomed Vice-Presidents, Board & guests to the meeting and noted those apologies received. Particular welcome was extended to William Harrington from HD's team at Defra.	
267	Declarations of Interest HC declared an interest in matters related to being chair of Water Resources East, linked specifically to the Item 277 - Budget 2021.	

<p>268</p> <p>269</p>	<p>Minutes of the 1 July 2020 Board meeting for Approval Approved by the Board with minor corrections.</p> <p>Matters Arising Nothing to report</p>	
<p>270</p> <p>271</p> <p>272</p> <p>273</p>	<p><u>ADA ADMINISTRATION AND OPERATION</u></p> <p><u>COVID-19</u> IT reported that despite a significant reduction in physical gatherings and meetings, ADA's activities and support to its members had been maintained as a result of online technology.</p> <p><u>Environmental Good Governance Guide</u> The project is progressing well. Defra has agreed to a variation to phase 1 of the project to allow: 1) Sufficient time to cover all the proposed topics thoroughly 2) Time for the detail relating to the responsibilities brought forward by Environment Bill other legislation to be included 3) Sufficient time for review of the draft by a wider audience, including the DEFRA PAG group. Phase 2 relating to the development and delivery of workshops in 2021 has been modified to allow for the preparation of online training modules.</p> <p><u>Health, Safety & Welfare Sub-Committee</u> The H,S & W Sub-Committee has met three times and has agreed on a detailed proposal for the preparation of a first tranche of 10 training modules each of approx. 15 - 20 minutes in length. ADA will progress to tender for the work to be carried out by specialist consultants, with the aim of delivering up to three modules for release by early 2021 and 7 more to be completed throughout 2022.</p> <p><u>Internal Audit update</u> The first of the reports from the newly agreed internal auditing process was presented to the Board. The key findings reported that the assurance level was "substantial" meaning that there is a high level of assurance where the control framework is robust and working largely as expected. The Board were pleased to note the results of the Audit.</p>	
<p>274</p> <p>275</p> <p>276</p>	<p><u>ADA Finances & Business Planning</u></p> <p><u>Bank Balance</u> IT: The balance at the end of August stood at just over £342k compared with £309k at the same point in 2019.</p> <p><u>Income and Expenditure</u> An income and summary report was presented to the Board and noted. As at the end of August, both income and expenditure were lower than had been originally budgeted. Actual income was showing at just over £363k against a forecast of £378k and actual expenditure was £227k against a forecast of £306k.</p> <p><u>Debtors</u> Outstanding debt at 30th September was just under £9k and IT reported that there were no specific concerns in recuperating that money by the end of the year. The Board were presented with a comparison of debt from previous</p>	

<p>277</p>	<p>years and were comfortable with the position. Sue Crowther was thanked for her diligence in managing the debt.</p> <p><u>Budget 2021</u></p> <p>IT presented a draft budget for 2021 to the Board.</p> <p>The essential elements were;</p> <ul style="list-style-type: none"> - Forecast income £387,300 - Forecast Expenditure £399,100 - Operating deficit £11,800 <p>5 additional items of proposed expenditure were presented to the Board for their separate approval, as follows;</p> <ul style="list-style-type: none"> - 12-month employment of a technical assistant £19,000 - Detailed business case for ADA Demo 2022 £7,000 - Launch and marketing for ADA Demo 2022 £7,000 - Preparation of H,S & W Training modules £4,000 - Preparation of guidance for IDB Ratings update £5,000 <li style="text-align: right;">Total: £42,000 <p>This would mean that ADA would be planning to operate to a potential deficit of up to £53,800 in 2021. IT emphasised the acceptable context for this given the unplanned surplus position expected at the end of 2020.</p> <p>The Board approved the budget as presented and all the additional expenditure items outlined, subject to sequential approval of the various stages of preparation for the proposed ADA Demo event 2022.</p> <p>Before withdrawing from the meeting prior to a Board discussion about ADA's contribution to WRE, HC offered comment on IDBs being integral to the success of managing water resources in the East of England.</p> <p>The Board then discussed the future funding options for ADA's seat on the WRE Board. ADA Board supported negotiating with WRE on making an "in kind" investment in relation to ADA/IDBs' seat on the WRE Board.</p> <p>Action: IT to request consideration of an in-kind investment in return for a seat at the WRE Board.</p>	<p>IT</p>
<p>278</p>	<p><u>Company secretary updates</u></p> <p>PB: Reported that ADA's annual accounts had been filed with Companies House.</p> <p>It was noted that three Directors had come to the end of their terms and IT reported that there had been a delay in convening Branch meetings to elect/re-elect Directors. The Branches affected were planning to hold virtual AGMs and the issue should be resolved by year-end.</p> <p>Action: IT to follow up on renewal/Election of Directors at end of term</p>	<p>IT</p>

<u>Communications & Events</u>		
279	<p><u>ADA Conference 2020</u> IT noted that the planned online version of the conference was a reluctant first but was confident that the line-up of speakers was excellent and including: Rebecca Pow MP (Defra), Chris Stoate (GWCT Allerton Project), and Dr. Toby Willison (EA). The AGM would be held, again online, as a separate event in the afternoon after the Conference, enabling a more focused discussion and coverage of ADA business.</p>	
280	<p><u>Floodex 2021</u> Subject to the relaxation of COVID restrictions, IT reported the change of dates to Wednesday 7 and Thursday 8 April 2021. This will be the last FLOODEx that ADA will partner with. There is a risk that the event could be cancelled altogether and ADA may be liable for covering 50% of the venue booking deposit. That liability is estimated at around £1,500.</p>	
281	<p><u>Catchment River Conveyance Summit</u> TB asked what were ADA's plans to reconvene a River Conveyance Summit, following the postponement of the event from 30 March 2020. IT responded by saying that he did not believe that an online version of the summit was what was wanted by members and that as soon as conditions prevail, a physical meeting would be re-booked. The Board supported that position.</p>	
282	<p><u>Report from ADA Events Survey</u> IT presented the results of the member survey report prepared by Zing Insights Ltd who conducted the survey of ADA's members and associate members regarding ADA events. The Board noted with interest the feedback and the particular support for the resurrection of an ADA Demo event.</p> <p>On the basis of this report, the Board supported additional expenditure within ADA's Budget 2021 to develop an outline business case for the Board to approve in February, and pending that approval, a full business case later in the year.</p> <p><i>Action: IT to present an outline business case for an ADA Demonstration event in 2022 at the February 2021 Board meeting.</i></p> <p>AM offered that the Yorkshire & Humber Drainage Boards were willing to investigate hosting such a demonstration event in 2022. General discussion then took place about the content and shape of such an event. IT struck a cautious note on the scope versus costs and that the outline business case would provide a clearer picture on what we should and should not consider to be included in the event.</p>	IT
283	<p><u>ADA Conference 2021</u> IT reported that ADA had secured One Great George Street, London for the Conference on 10 November 2021.</p>	
284	<p><u>Other events ideas</u> IT reported that he has a planned conversation with Terry Fuller, CEO at CIWEM, to agree going forwards how ADA membership could be engaged in future Flood & Coast events.</p> <p>PB asked about what ADA can do to provide member CPD. Similar to the modules being developed for H,S&W, it was envisaged that certain subject areas could be addressed in short 15/20 minute sessions. IT will review how ADA can provide additional CPD.</p>	

	<p>Action: to review additional CPD opportunities for ADA Members</p> <p>CW welcomed being able to join the IDB meeting when discussing the FDGiA programme. RC/CW would welcome ADA holding short topic focused online meetings.</p>	IT
<p>285</p> <p>286</p>	<p><u>National Strategic Updates</u></p> <p><u>Environment Agency</u> CW updated the Board on EA matters as follows;</p> <ul style="list-style-type: none"> - Now that the National FCERM Strategy for England has been published, attention is turning to action planning. EA keen to have a series of actions that describe how it will happen over the next few years. Target for action plan publication is April next year, dependent on contributors being brought into the process. EA is looking to ADA to lead on suggesting a small number of actions which IDBs can engage with. - CW thanked ADA members who to date have submitted around £200 million in bids to the 6-year FCERM capital programme. The next step involves the RFCCs reviewing submission as part of a 'local choices' process and then a collective submission is made to the EA's Board for their approval (Feb 2021). - The EA has made a strong case to treasury regarding future maintenance funding and a determination is expected to be made later this Autumn. <p><u>Defra</u> HD updated the Board on Defra matters as follows;</p> <ul style="list-style-type: none"> - HD outlined five areas of interest within the published Defra Policy Statement. This moves forwards from simply talking about defences to talking about resilience and includes a mixture of shorter and longer term actions. Three specific items relate to the work of IDBs. - HD thanked DJ for the surface water review undertaken for Defra, and highlighted that Defra had already accepted 12 of the recommendations made. The additional recommendations relate to working with others and are being taken forward in discussion with those parties. - The first part of the Independent Reservoir Review has been published and the second part is expected at the end of February 2021. - The Environment Bill is expected to go back into Parliament in November and continues to include clauses which would enable the creation of new IDBs and the expansion of existing ones. Defra welcomes ADA's engagement on changes to regulations regarding IDB ratings and land drainage consent charges, works which is progressing in parallel with the progress of the Environment Bill. - Defra and ADA will undertake some analysis of the latest IDB1 submissions once all are received. - Defra is taking forward future planning for flood risk management at a local level, considering what the planning white paper might mean. - Minister Eustice is due to attend the EFRA committee in mid-November, and an EFRA report is expected thereafter. <p>RC commented on his concerns about the granting of planning consents where RMAs such as the EA or LLFAs have raised significant issues which have been ignored. AM added comment around developers using permitted development permissions to avoid having to engage with IDBs and other authorities about flood risk.</p>	

	<p>TB noted a concern with the existing EA flood risk zones and CW noted that work is ongoing with NaFRA2 updating which will look at these.</p> <p>Future risk from climate change is an increasing concern.</p>	
287	<p><u>Committee Reports</u> Minutes of both Committee Meetings were made available to Board members as part of the papers in preparation for the meeting.</p>	
288	<p><u>New Workstreams</u> IM reported that a new climate change resilience workstream will be led by P&F. The outputs and scope are still being defined around the inclusion of carbon emissions and 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 also reported that a workstream focusing on siltation management will be led by T&E and encompass reducing sedimentation, innovative dredging techniques and watercourse management.</p>	
	<p><u>ADA Policy and Technical Activities</u></p>	
289	<p><u>Consultations</u> IM: ADA has responded to consultations on the England Tree Strategy, Defra's consultation on the Environmental Land Management Scheme (ELMS) & the Environment Agency's Challenges & Choices (WFD) consultation. ADA is currently preparing a response to the MHCLG consultation on the Planning White Paper: Planning for the future.</p>	
290	<p><u>Select Committees (see papers)</u> IM reported that ADA's written evidence to the EFRA Committee's current flooding inquiry has been made available by the Committee. IT appeared before the Committee to provide oral evidence on 1 September 2020.</p>	
291	<p><u>IDB Strategic action commitments to FCERM Strategy</u> IM presented a paper on the topics that would be beneficial for ADA to explore under the National FCERM Strategy for England through shared actions with the EA and IDBs. The Board approved three key areas:</p> <ul style="list-style-type: none"> - Resilience in low-lying catchments, - Adapting pumping stations to a changing climate, and - Education and community engagement in low-lying catchments. 	
292	<p><u>2021 Board Meeting dates</u> The Board approved the following meeting dates for 2021:</p> <ul style="list-style-type: none"> • Wednesday 10 February (remote meeting) • Wednesday 7 July (London or remote meeting TBC) • Wednesday 6 October (London or remote meeting TBC) <p>RC stated that ADA will move to holding remote meetings/webinars from Zoom to using Microsoft Teams.</p>	
293	<p><u>AOB</u> None reported</p>	
294	<p><u>Close</u> Date of next meeting – 10 February 2021</p>	

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