



Representing Drainage Water Level & Flood Risk Management Authorities

ADA BOARD OF DIRECTORS Meeting Minutes

11 October 2023
St Giles Hotel, 12 Bedford Avenue,
London, WC1B 3GH

Invited					
Name	Representing	Present	Name	Representing	Present
Robert Caudwell (RC)	Chair	Y	Henry Cator (HC)	President	R
Tim Farr (TF)	Vice Chair Policy & Finance Committee	R	David Riddington (DR)	Vice President	Apol.
Charles Mills (CM)	Vice Chair Technical & Environment Committee	Y	Jean Venables (JV)	Vice President	Apol
Peter Bateson (PB)	Company Secretary	Y	Anne McIntosh (AM)	Vice President	Apol.
Angie Fitch-Tillett (AFT)	Eastern Branch	R	John Grogan (JD)	Vice President	Apol.
VACANT	Great Ouse Branch				
Keith Casswell (KC)	Lincolnshire Branch	Y	Hazel Durant (HD)	Defra (co-opted)	Apol
VACANT	Marches Branch		William Harrington	Defra	R
Bill Symons (BS)	Northern Branch	Y	Innes Thomson	Chief Executive	Y
Priscilla Haselhurst (PH)	South Eastern Branch	Y			
Rebecca Horsington (RH)	South Western Branch	Y.	In attendance		
Will Staunton (WS)	Trent Branch	Y	Ian Moodie	Technical Manager	Y
James West (JW)	Wales Branch	R	Sue Crowther	Admin/Finance Officer	R
Duncan Worth (DW)	Welland & Nene Branch	Y			
Ian Hodge (IH)	Environment Agency	R	Ed Johnson (EJ)	Deputy Chair, T & E Committee	Y
Paul Ambrose (PA)	Local Authorities	R			
Brian Stewart (BSt)	RFCCs	Y			

Ref	Minute	Action
462	Welcome and apologies. RC welcomed everyone, introductions were made and apologies noted.	
463	Declarations of Interest DW in connection with agenda item 9c DRS	

464	<p>Approval of Minutes</p> <p>The minutes of the Board’s meeting on 18 July 2023 were approved by the Board.</p>	
465	<p>Matters Arising</p> <p>HC advised he had forwarded copy of WMA paper regarding demaining to Alan Lovell who had acknowledged receipt.</p> <p>ACTION: IM to confirm demaining paper with Phil Camamile and then share with Board & Clerks.</p>	IM
466	<p>Finances</p> <p>IT referred board to financial report, advised more fluctuation in bank balance than usual due to Flood & Water 2023. Majority of costs and income now received. Subscription income as budgeted, gazette income higher than budgeted thanks to work carried out by Ryan Dixon. Debtors report reviewed.</p> <p>The draft Budget for 2024 was reviewed, with some amendments added following review by Policy & Finance Committee. The major expense is staffing costs, 65%. The outstanding vacancy is still vacant and is being reconsidered to a more data management-based role. IM highlighted income stream from LAPSIP due in 2024. BS advised he would have welcomed more time to review budget and consult with colleagues, IT apologised for lateness of papers. IT advised that Flood & Water Live 2023 closed with a very small profit, but noting that weather risks had not materialised and ADA staff time was not fully accounted for. EJ highlighted good feedback following event. IH highlighted concern on reserves held going forward. IT said that, as per the current business plan, it was ADA’s policy to aim for reserves representing 6 months of ADA’s turnover. With an increase in turnover in 2023, it was likely that cash-in-hand at the end of the year would be below the desired threshold.</p> <p>The draft 2024 ADA budget was approved by the Board, subject to it being finalised at the March 2024 meeting.</p> <p>ACTION: To ensure timely circulation of Board papers to allow Directors to consult with Branch members and bring feedback to Board meetings</p> <p>ACTION: To finalise ADA budget for March 5th Board Meeting</p>	IT IT
467	<p>Business Planning</p> <p>a. AGM Report -see notes. b. Company Secretary & Director Updates - PB to update directors accordingly with Companies House. c. Staff Review and progression framework. – TF updated board on progress and referred to his email. Received boards support to proceed, hopes to report back prior to March meeting.</p> <p>ACTION: To update Companies House information for Directors</p> <p>ACTION: To report to Board on Staff review and progression framework</p>	PB TF

<p>468</p>	<p>Policy & Strategy</p> <p><u>Defra Update</u> WH updated the Board on the following strategic issues.</p> <ul style="list-style-type: none"> • Land Drainage SI – Continuing to support ministers, hopeful draft out for consultation soon. • Schedule 3 – Colleagues continuing to develop final material, consultation soon with implementation hopefully 2024. Will keep Board updated. • Natural Flood Management – Government recently announced a new £25 million fund to improve flood resilience with NFM. Open to all flood risk management authorities including IDB's. Happy to share details. • Local Audit thresholds – Meeting to be arranged. Defra working with DLUHC colleagues following ADA's letter of concern. • Asset Review – Consultants starting to produce final report, hopefully finish by end of this financial year. Will share with key stake holders. • Section 19 Guidance – Just launched new project following David Jenkins review. JBA Consulting will hopefully finish by end of this financial year. Aim to use more of the data gathered to assess trends etc going forward. <p>PA enquired if SuD's consultation will include financial arrangements, WH will check & report back.</p> <p><u>EA Update</u> IH updated the board.</p> <ul style="list-style-type: none"> • Defra Capital Programme undergoing a refresh due to inflation. RFCC's are looking at local priorities which may influence allocations to IDB's, more information should be available following meetings being held 16th – 27th October 2023. Proposal to re-invest £150 million deferred from previous years in programme, hopefully re-instate over 50% of deferred funding into year 2024-25. • Continued discussion regarding Asset Replacement Allowance, which includes meetings with IDB's, hopefully further information shortly. • EA to review Highland water charge as oversubscribed by £1.5 million. • PSCA audited and revised user guide, awaiting feedback, hopefully issue by end of calendar year. • Your Watercourse Rights & Roles being reviewed, hopefully published by October. Watercourse guidance also to be updated. <p>IT expressed concerns regarding the time scales on Asset Replacement allowance and the narrow focus just on main rivers in the watercourse guidance. ADA would also appreciate being involved in any review of Highland water charges.</p> <p>RC & TF highlighted need for good communications nationally and locally which are key in respect of Capital Allocations.</p>	
<p>469</p>	<p>Committee Reports</p> <p>a. <u>Policy & Finance</u> Minutes for the P & F meeting held on 13th September were not available and would be supplied at the next Board meeting on 5th March.</p> <p>ACTION: to include Sept P & F minutes at next Board meeting</p>	<p>IM</p>

	<p>b. <u>Technical & Environmental</u> Minutes were tabled from the meeting that took place on 12th September 2023</p> <p>c. <u>New Committee Structure</u> IM referred board to proposed terms of reference. Discussion regarding workflows and connection with working groups. BS requested more clarity regarding workflow and governance. Document to be reviewed, presented at next board meeting, hopefully with new format meetings to commence 1st April 2024.</p> <p>ACTION: Updated papers to be presented for approval at next Board Meeting</p>	IM
470	<p>ADA Policy and Technical Activities</p> <p>a. <u>Defra Lowland Agricultural Peat Small Infrastructure Pilots (LAPSIP)</u> IM reported on progress of the LAPSIP project following the publication of the Lowland Agricultural Peat Task Force report by Defra. 40 expressions of interest received from IDB's, each project capped at £250,000. Application process open until 30th October, followed by evaluation process with projects being awarded by end of the year to enable work to commence from 1st Jan 2024. Discussion took place regarding raising water tables, managing water levels, peat levels and benefits to boards.</p> <p>b. <u>Good Governance Guide.</u> IT updated board on progress of updated guide, hoping to have draft to share within next couple of weeks. SAAA and ADA to review prior to publication, hopefully have copies available by the Conference, 21st November 2023.</p> <p>ACTION: To publish updated GGG for ADA Conference</p> <p>c. <u>Drainage Rating System. DRS</u> IT advised board that they had been advised that the current version of DRS will be discontinued after 31st March 2025. DW referred board to letter from Phil Camamile and gave brief history and explanation of system. Explained the importance as now used by nearly all boards as part of rating system. As developed in 2003, the operating system now needs to be re-built. Would recommend the industry takes it forward. IT highlighted key points and discussion followed on ADA's involvement, ownership, time scales, costs and phases needed.</p> <p>ACTION: To set up a small group of practitioners to plan a way forward, prepare a project plan, and report back to the Board. PB, BS, AM and DW agreed to participate with IT.</p> <p>d. <u>Consultations</u> Nothing further to report.</p>	IT IT
471	<p><u>Future Events</u> – To agree a future strategy for ADA</p> <p>a) APPG – IT advised board APPG to be held 17th October 2023, Andrew Percy to chair and Emma Hardy, Shadow Floods Minister to attend. 3 speakers confirmed. IT has prepared ADA 7 Point Flood & Drought Risk Management Plan which he would welcome feedback on. Query regarding special levy raised, IH to research and more clarity requested on points 5,6,7</p>	

	<p>ACTION: To update ADA 7-point plan</p> <p>b) Flood & Water Live – IT would welcome feedback on future strategy, highlighted amount of work involved and goodwill. Importance of site. Earliest plan would be 2027. Discussion followed regarding importance of watercourse, local markets, aim of event, potential visitors and possible partnerships. IH suggested nearer to accommodation and transport links. IT, CM, EJ & PH to meet to discuss further.</p> <p>ACTION: IT to arrange meeting with CM, EJ and PH to discuss further</p> <p>c) ADA Flood & Water Conference – IT updated board on new format, 6 speakers, and more opportunities for associate members. PB suggested member feedback after the event.</p> <p>d) Supporting branch events – BS appreciated branded items, ie banners, advised they also try to include site visits and speakers.</p> <p>e) Attending Party Political Conferences – Board expressed concerns regarding costs and political indifference and advised against such a proposal.</p> <p>f) Other technical events – ie webinars as carried out in lock down, PH found helpful and good idea, maybe utilising modern technical facilities ie podcasts.</p>	<p>IT</p> <p>IT</p>
<p>472</p>	<p>Future Working with ASA</p> <p>IT referred board to outline ASA proposal. Discussion followed including implications of whether schedule 3 was enabled or not. IT argued that even if Schedule 3 is not immediately enabled, Sustainable Drainage is a concept that is here to stay. Concerns were expressed on resources and the need to be clear on the risks involved for ADA. Board members clear that there must not be a loss of focus for ADA members. IT believes that the bringing together of both Associations would strengthen the ability to influence others on matters of water level and flood risk management, which Board members acknowledged with them welcoming further co-operation and the ability to extend the breath of membership.</p> <p>There is clearly much more detail to be worked out and the Board ask to be kept closely informed of progress at every future Board Meeting.</p> <p>ACTION – Board agreed that IT & IM can move forward with discussions with ASA.</p>	
<p>473</p>	<p>Proposed 2024 ADA Meeting dates.</p> <p>Tuesday 5 March 2024, Stantec offices, Farringdon, London, Tuesday 2 July 2024 Tuesday 15 October 2024</p>	
	<p>CLOSE</p>	