



Representing Drainage Water Level & Flood Risk Management Authorities

ADA BOARD OF DIRECTORS Meeting Minutes

15 February 2023

Online Meeting

Remote Access: Microsoft Teams

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 (joined at 443)	David Riddington (DR)	Vice President	Apol.
Trevor Purlant (TP)	Vice Chair Technical & Environment Committee	Apol.	Jean Venables (JV)	Vice President	Y
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	Y (joined at 442)
Keith Casswell (KC)	Lincolnshire Branch	Y			
James Hereford (JHd)	Marches Branch	Y	Hazel Durant (HD)	Defra (co-opted)	Y
Bill Symons (BS)	Northern Branch	Y			
Priscilla Haselhurst (PH)	South Eastern Branch	Apol.	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
James West (JW)	Wales Branch	Y	Sue Crowther (SC)	Finance & Administration Officer	Y
Duncan Worth (DW)	Welland & Nene Branch	Y			
Ian Hodge (IH)	Environment Agency	Y			
Paul Ambrose (PA)	Local Authorities	Y			
Brian Stewart (BSt)	RFCCs	Y			

Ref	Minute	Action
437	Welcome and apologies RC welcomed ADA Directors, President to the meeting and noted those apologies received.	
438	Declarations of Interest No further declarations made.	

439	<p>Approval of Minutes</p> <p>The minutes of the Board’s meeting on 12 October 2022 were approved by the Board.</p>	
440	<p>Matters Arising</p> <p>Actions as per the minutes on 12 October 2022 were completed or were on the agenda for discussion in the meeting.</p> <p>429 BS - ADA Northern Branch had now adopted the constitution approved by ADA’s Board.</p>	
441	<p>Finance Reports</p> <p>a. <u>Finance Report to 31 December 2022</u> IT reported that ADA had ended 2022 with a working deficit of £43,000 for the year. This is just over £2,000 better than the agreed deficit budget of £45,600. This was as a result of squeezing down on operating costs, not having one staff member since September 2022, although overall staff costs were greater than budgeted for, largely due to the cost of living payments made in November.</p> <p>b. <u>Bank Balance</u> IT reported that the balance was one of ADA’s lowest starting balances for the year, but was above the ADA Business Plan de-minimus cash reserves of 60% of subscription fees for the year (£171,600 for 2022). As at 31 December 2022, cash reserves stood at £194,000 compared with £259,000 in 2020 and £232,000 in 2021.</p> <p>c. <u>Income and expenditure</u> Income figures remain generally on target overall as budgeted. Total income was just under £360,000, expenditure just over £403,000. Subscription income was in line with ADA’s budget estimates for 2022.</p> <p>d. <u>Debtors</u> Debtors at the end of 2021 were at just over £24,000 in Periods 1 to 3 and older. IT expect that 95% of this debt was recoverable. This was in line with ADA’s typical debt pattern owing to Winter Gazette invoices that are sent out late in December each year.</p> <p>e. <u>Adjustments to budget 2023</u> IT presented a revised budget for 2023, the principle change being an uplift in staff costs by £6,000 to a total of £306,000 for the year. Other increased costs related to the ADA Conference being held at a London venue, although ADA would seek to match these increased costs with increased income from the event.</p> <p>The Board gave its support for the budgetary adjustments as presented by IT.</p> <p>There was agreement from the Board that ADA cannot keep running a deficit budget and needed to be working towards a balanced budget from 2024.</p> <p>IT stated that it was clear that to achieve this ADA would need to raise subscriptions in 2024 and look at a longer-term plan to increase ADA’s resources, such as increase subscriptions over at least the next three years, looking to growing ADA’s membership, and developing new income</p>	

	<p>streams. Potential new income could include: Flood & Water Live, funded research and development projects benefiting members, and closer working with ASA and other organisations.</p> <p>The Board discussed ADA recruiting a new staff member in 2023, after the loss of a staff member in late 2022. There was agreement that this needed to be a long-term recruitment linked to a clear business plan to bring in additional income or the provision of further services for members.</p> <p>The Board agreed that ADA should seek to recruit in 2023 to increase its resources now to help ensure the membership was satisfied with ADA's services prior to any increases in subscriptions.</p>	
442	<p>Business Planning</p> <p>a. <u>Director changes</u> IT and PB reported that TP, TB, JH would reach the conclusion of their third three-year term as ADA Directors this year. Given the online nature of this meeting, it was unanimously agreed by Directors to defer their standing down to the July Board meeting so that the Board's full and proper appreciation of their inputs could be expressed.</p> <p>b. <u>Company Secretary Updates</u> None</p> <p>c. <u>Proposal for future working with ASA</u> IT presented a paper exploring options for ADA and ASA's future working relationship beyond the existing service level agreement that currently runs until 31 March 2024.</p> <p>Options included:</p> <ol style="list-style-type: none"> 1. continuing with the existing agreement; 2. developing an 'affiliation operational model', which recognises an "official attachment" of one business entity to another; or 3. developing a single company as an operating platform for both associations. <p>IT reported that following the government's announcement that it was exploring the implementation of Schedule 3 of the Flood & Water Management Act 2010, a proposal had been made for the Environment Agency to provide two years of funding to ASA for technical support for local authorities in their role as SuDS approval bodies. The part time employment of a person to provide such technical support to ASA could potentially compliment ADA contributing financially to make the role full time across both association's work.</p> <p>IM cautioned that remaining as separate entities administered by ADA's office, either under the existing service level agreement or an 'affiliation operational model', would likely retain or increase existing administrative costs and staff burdens. ADA and ASA would likely only achieve further efficiency savings if both united with a unified subscription package and as a single company, which could unlock funding for both associations to invest further in technical services for their members. Also there were concerns that retaining financially independent associations would draw divide and draw away funding support from both associations over time, reducing each organisations funding for their services to members in the longer term.</p>	

	<p>The Board did not decide upon a preferred option at this stage but supported ADA officers exploring opportunities for closer collaboration with ASA.</p> <p>d. <u>Membership Update</u> IT reported that ADA’s membership at the end of 2022 remained steady and hoped that Flood & Water Live 2023 would drive an increase in Associate Members in 2023.</p> <p>e. <u>Defra/ADA lowland peat initiative</u> IM reported on discussions with Defra’s peatlands team that follow on from the work of Defra’s Lowland Peatland Task Force. ADA had raised the need for investment in the water level management of lowland catchments to ensure that IDBs had the capacity and control to be able to safely retain higher water levels in certain areas in order to assist land managers in preserving lowland peat. ADA was discussing a multimillion-pound funding scheme to enable in the region of 20 small capital investment projects to be completed by IDBs by 1 April 2025. If approved, each scheme could potentially receive grant support of up to £250,000. ADA was preparing a proposal to administer the allocation of this funding to IDBs.</p> <p>PB reported that such a role would be in line with ADA’s existing memorandum and articles of association.</p> <p>The Board gave its support to ADA administering such grant funding, but must ensure that ADA’s full costs are recovered, ensure transparency around the funds allocated, and ensure these funds are used for the stated purposes to benefit lowland water land management for peatlands. ADA’s board supported ADA recruiting a suitably skilled person on a fixed term contract to undertake this work.</p>	
443	<p>Communication and events</p> <p>a. <u>ADA Events in 2023</u> IT presented a calendar detailing the events ADA would be hosting or attending in 2023. Keeping Our Rivers Flowing Summit 2023 was the next event that ADA would once again host in collaboration with the NFU, CLA and Environment Agency. Registration would shortly go live.</p> <p>The Board acknowledged the strong success of the Environment Day that ADA had held on 02 February and supported ADA repeating the event again in 2024.</p> <p>RC had received an offer from Alan Lovell, the new Chair of Environment Agency, to speak at the ADA Conference 2023 in November.</p> <p>JG offered to make contact with the Shadow Secretary of State regarding a possible keynote speaking slot at the ADA Conference 2023.</p> <p>IT reported that the APPG for Sustainable Flood and Drought Management was set to next meet in late Spring 2023.</p> <p>b. <u>Flood & Water Live 2023</u> IT presented a paper prepared by David Sisson, Event Manager, reporting on progress towards the event. To date there had been £87,000 of confirmed sales to date, with a further £6,000 of active sales pending, and another eight or nine strong leads being pursued. Having now procured all of the key suppliers needed for the event, total costs remained on track to</p>	

	<p>be ~£160,000, in line with those budgeted for the event. ADA had recently launched visitor registration and board members were encouraged to promote this.</p>	
<p>444</p>	<p>National Strategic Updates</p> <p>a. <u>Defra</u> HD updated the Board on the following strategic issues:</p> <ul style="list-style-type: none"> • Westminster: New Ministerial team at Defra. Minister Pow had returned to the floods and water brief, and Thérèse Coffey had become Secretary of State. Both were former Defra ministers and familiar with the department’s work. • Thanked ADA for the recent Environment Day promoting the recently published Environmental Good Governance Guide for IDBs. • Environment Improvement Plan recently published by Defra. ADA will highlight in the ADA Gazette • Asset review: Stage 2, literature review ongoing, next month starting a review of existing legislation. • East Suffolk IDB reconstitution currently being formally advertised by Defra. • Land Drainage Statutory Instrument consultation. Currently working through some queries from Ministers on IDBs, land drainage and peat. • SuDS Review published, government had accepted recommendation to implement Schedule 3 of Flood & Water Management Act 2010. A public consultation would be held later in 2023. • Law Commission currently reviewing legislation around compulsory purchase, seeking to simplify it and increase transparency. • DLUHC Levelling Up Bill was currently before House of Lords, will include replacement of existing Environmental Impact Assessments (EIAs) and Strategic Environmental Assessments (SEAs) with new government-created Environmental Outcomes Reports. A government consultation was expected shortly. • National Infrastructure Commission had published a surface water flooding report in December. Defra would publish a response in late spring/early summer. • Frequently Flooded Allowance, expecting announcement on the first beneficiaries of this funding stream. £100 million to be brought forward from existing FCERM capital funding for schemes for where ten or more properties have flooded twice or more in the last ten years. <p>IT would like to invite a Defra Minister to attend Flood & Water Live. WH has been in touch with the Ministers’ private diary.</p> <p>WS thanked HD for her attendance in Doncaster on 30th November to discuss electricity issues and impact upon rates. WS expressed concern that there has been no Defra Ministerial response as yet.</p> <p>HD still looking at it and the impact across IDBs and other RMAs. HD reported a new Energy support scheme from April, and that IDBs may be eligible for that. Wholesale prices are starting to come down, but we need to see that reflected in business customer pricing. HD reported working with other sectors within Defra that are also impacted.</p> <p>b. <u>Environment Agency</u> IH updated the Board on the following strategic issues:</p> <ul style="list-style-type: none"> • A Rural Resilience Partnership was being developed with ADA, NFU, CLA, ACRE, Natural England. A draft partnership agreement was 	

	<p>being finalised ahead of the Partnership’s launch in March or April 2023.</p> <ul style="list-style-type: none"> • Actions from winter flood preparedness have come in. Flood Forecasting Centre. NFU and CLA officers would now receive flood warnings directly from the Flood Forecasting Centre as well as outputs from the Flood Outlook and Hazard Manager products. Email templates for tailored for rural stakeholders were being prepared to be sent out by the Environment Agency’s national incident teams. • Government’s recently published Environmental Improvement Plan reaffirmed and added to the Government’s commitments for flood and coastal erosion risk management. These included: doubling the number of government funded projects to reduce flooding and coastal erosion through nature based solution; maintaining at least 94% of major flood defences to be fully fit for their designed purpose through to March 2025, with a longer term aim for this to be 98% of major flood defences (Note: this commitment was for only ‘major’ flood defence), and an already announced £200 million FCERM Innovation Fund to explore and promote good practice to achieve local resilience. • Asset Replacement Allowance. The Environment Agency were looking at suitable eligibility and allocation criteria. The Environment Agency would prefer for there to be additional funding for IDBs and local authorities as the funds received had already been allocated to the Environment Agency’s own assets. IH hoped the allocation would be resolved by the end of February 2023 in order for it to be included in the new capital refresh for the coming year. <p>Action: HD/IH to share with IM communications for ADA members regarding the recently announced Innovation Fund for FCERM.</p> <p>Action: IH and IT to resolve content and publication of EA internal guidance on IDB precepts to ensure accuracy and consistency.</p>	<p>HD/IH</p> <p>IH/IT</p>
<p>445</p>	<p>Committee Reports</p> <p>a. <u>Technical & Environmental</u> Minutes were tabled from the meeting that took place on 13 September.</p> <p>b. <u>Policy & Finance</u> Minutes were tabled from the meeting that took place on 21 September.</p> <p>c. <u>Appointment of T&E Committee Chair</u> A paper discussing options for the appointment of a new Vice Chair of ADA and Chair of ADA’s Technical & Environment Committee was discussed by the Board.</p> <p>The Board deferred the decision to make the appointment at this time.</p> <p>Action: ADA’s Chair’s Working Group to meet to propose two names for recommendation to the Board for ratification by correspondence.</p>	<p>RC/IT/ TF/TP</p>
<p>446</p>	<p>ADA Policy and Technical Activities</p> <p>a. <u>IDB Energy costs</u> The Board discussed concerns regarding the support from the government regarding the cost of electricity for Risk Management Authorities’ pumping operations. From 1 April 2023 the support for non-domestic customers who have a contract with a licensed energy supplier would reduce from £211 per megawatt hour (MWh) to £19.61/MWh. Risk Management Authorities were not included in a category of energy intensive</p>	

	<p>organisations eligible for substantially greater support. Eligible organisations in these sectors would receive a maximum unit discount £89.1/MWh for electricity.</p> <p>IT reported that a letter has been sent to Michael Gove following a written statement to the House of Commons from the DLUHC Secretary of State highlighting the need for a solution to the increasing special levies from IDBs. The letter suggested a meeting and visit to an IDB pumping station in Lincolnshire to help resolve the issues with IDBs and local authorities impacted.</p> <p>Action: IM to write to all IDBs asking for them to confirm the percentage and actual special levy/drainage rate increases that were being applied for 2023.</p> <p>b. <u>IDB Health, Safety & Welfare Survey</u> IM updated the Board that the survey would be sent out in 2023 with an updated section related to welfare practices.</p> <p>Action: To conduct 2nd Health, Safety & Welfare Survey</p> <p>c. <u>Consultations</u> IM reported that ADA had recently responded to a consultation from the House of Commons EFRA Committee on species reintroductions. ADA's response was consistent with previous responses regarding the reintroduction and management of European beaver. ADA would be responding to those questions relevant to the flood and water management sector within the DLUHC consultation on reforms to national planning policy within the Levelling-up and Regeneration Bill that closes on 2 March 2023.</p>	<p>IM</p> <p>IM</p>
447	<p>Meeting dates 2023</p> <p>The Board confirmed the following meeting dates in 2023:</p> <ul style="list-style-type: none"> • Change - Tuesday 18 July 2023 - London venue TBC • Wednesday 11 October 2023 	
448	<p>Any other business</p> <p>TB asked about representation from the South Western Branch on ADA's two Committees.</p> <p>IT confirmed that ADA was currently advertising vacancies on both committees and applications from across ADA members were welcomed, including those from the south west.</p>	
449	<p>Remuneration Sub-Committee - ADA staff terms and remuneration for 2023 (Confidential item)</p>	
	CLOSE	