



Representing Drainage Water Level & Flood Risk Management Authorities

Environment Forum

Terms of Reference

As approved by the Association of Drainage Authorities Board of Directors on:

07 May 2024

1. CONSTITUTION

1.1 The Association of Drainage Authorities (ADA) Board of Directors (the Board) has established a forum, known as the Environment Forum, with terms of reference as set out below.

1.2 The proceedings of a forum shall be governed by the Articles regulating the proceedings of Directors so far as they are capable of applying.

1.3 The Board may revoke or alter a delegation in whole or part, or alter its terms and conditions.

1.4 No rule, policy or terms of reference will be inconsistent with anything contained in the Articles, but in the event of any inconsistency, the Articles will prevail.

2. PURPOSE

2.1 The purpose of the Forum is to regularly engage, inform, share, and discuss with members, policy, strategy and practice undertaken by, and impacting upon, internal drainage boards related to:

- the natural environment.

2.2 The Forum will consider environmental topics that impact internal drainage boards and may recommend actions and outcomes to ADA staff and the Policy Committee.

2.3 The Forum will promote open discussion amongst members of the topics raised.

3. AUTHORITY

The Forum is authorised by the Board to:

3.1 meet for despatch of its business, adjourn, and otherwise regulate its meetings as it sees fit including approving items of business by written resolution.

4. DUTIES

The Board authorises the Forum to:

4.1 Assist with the provision of guidance, recommendations, and support to the Policy Committee and ADA members on matters related to Forum's purpose.

4.2 Consider any topics referred to it by the Policy Committee or Board from time to time.

5. FORUM COMPOSITION

5.1 As instructed by the Articles the Forum shall consist of such Directors and other persons as the Board may think fit.

5.2 Membership of the Forum shall be open to all officers with responsibility for the environmental matters working for an internal drainage board/s that is a member of ADA.

5.3 An officer of ADA focused on technical matters shall be an ex-officio member of the Forum.

6 FORUM CHAIR AND REPRESENTATIVE

6.1 The Forum may appoint a chair and/or vice chair whose remit and term will be agreed by the Forum.

6.2 The Forum will appoint a Representative to the ADA Policy Committee.

6.3 The Representative will be appointed for a three-year term in accordance with the Terms of Reference of the ADA Policy Committee, and may stand for re-nomination for up to a maximum number of three consecutive terms.

7. MEETING PROCEDURES

7.1 Anyone who comes to a meeting is free to use information from the discussion, but is not allowed to reveal the identity or affiliation of any participant who made any particular comment without the participant's mutual agreement.

7.2 The meeting chair will ensure the proper running of meetings in a timely, fair, transparent, and inclusive manner.

7.3 Decisions will be made by consensus, but if that is not possible the chair of the meeting will make the final decision.

7.4 In the absence of the Forum Chair, the remaining members present can elect one of themselves to chair the meeting.

7.5 No member of the Forum or person in attendance at a meeting will be present or will participate when matters relating to their own remuneration or terms and conditions of service are discussed.

7.6 Forum members are encouraged to suggest items for the agenda and to facilitate such items.

8. ATTENDANCE AT MEETINGS

8.1 Other Directors, and ADA staff and advisers may attend any meeting of the Forum.

8.2 The Forum may invite persons to attend and participate in meetings as they deem appropriate to matters for discussion on the agenda.

9. FREQUENCY OF MEETINGS

9.1 Meetings are to be held not less than twice annually and at such other times as required.

10. NOTICE OF MEETINGS

10.1 Meetings of the Forum are called by ADA staff at the request of the Forum Chair.

10.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, are to be forwarded to each member of the Forum, any other person required to attend, no later than five working days before the meeting. Supporting papers are to be sent to Forum members and to other attendees as appropriate, at the same time.

11. MEETING NOTES

11.1 ADA staff will ensure that a note of Forum proceedings and any resolutions made is maintained in accordance with 7. Meeting Procedures.

12. REVIEW

12.1 These terms of reference will be reviewed and, where necessary updated, at least every five years.

13. REPORTING PROCEDURES

13.1 The Forum Representative is responsible for reporting to the Policy Committee.

13.2 ADA staff will retain copies of the meeting notes and the papers.

13.3 The Forum will disclose on the ADA website its terms of reference, including any duties delegated by the Board or Committees, and meeting notes.