

Minutes of the Water Advisory Body Meeting

Friday 22 May 2020 10.30am

Venue: Remote Meeting via WebEx Meeting Platform

Attended by:

Chairperson Paul McGowan

Members Miriam McDonald Michelle Minihan
Martin Sisk

Secretariat John McCarthy Neill Dalton
Colin Flood Darren Browne

Apologies: Tom Collins

1. Minutes of last meetings and matters arising

The minutes were agreed subject to an edit.

2. Declaration of any conflict of interest

No conflicts of interest were raised.

3. Covid-19 Update, resumption of activities and remote working arrangements

Since the end of March the work of the WAB was formally paused to allow for the Secretariat to be redeployed to help with the COVID-19 emergency. However, this has not occurred and the Secretariat has continued to work on WAB activities remotely. It is also likely that remote working will continue until the end of the year. It was agreed that WAB activities are to resume and that activities will progress as much as possible while working remotely.

The Chairperson advised that the WAB must set realistic goals that are achievable. With this in mind, the Chairperson confirmed that the WAB will aim to issue three quarterly reports in 2020 along with the WAB Annual Report. The target date for the second quarterly report

was agreed as July 2020 however the WAB acknowledge this could move to August. The target for publication of the third quarterly report was agreed as November or December 2020.

4. WAB Quarterly Report No.2 of 2020

(a) Process

The Secretariat presented a draft report process document to the WAB. The members agreed with the process subject to the following edits/additions:

- For both first and final review stages of a draft report, the members agreed that there should be five working days (seven days) for review. At each stage the document will be circulated to all members, with a return deadline. At both stages, the secretariat will provide a 'Save the Date' calendar entry as a deadline.
- Once the comment period has passed, an updated draft version of the report will be circulated. The secretariat will inform members when all the data has been received and on member comments received.

It was agreed that there should be a review of this process at the end of the next quarterly report.

(b) Timing and content

The WAB agreed that all Key Performance Indicators where information is available will be updated with a cutoff date set at the end of June 2020. The commentary text for each of the Key Performance Indicators will also be amended. It was agreed that a second graph will be included in the report to illustrate when Boil Water Notices were coming on and off during the period.

It was agreed that the Environmental Protection Agency's Drinking Water Report and the Commission for Regulation of Utilities' Capex Monitoring Report will form the basis of part 3 of the WAB's report, if both reports are published in advance of the second quarterly report. It was noted the Environmental Protection Agency's Bathing Water Quality in Ireland report has now been published and agreed that following a review the WAB may include some commentary from it in the report.

The WAB noted the European Commission's Reasoned Opinion on Trihalomethanes which has a 4-month deadline to Ireland to respond. Michelle Minihan will provide draft material on the matter for the WAB to consider.

It was agreed that the 2nd Quarterly Report would be targeted for publication by the end of July. Data for the report will be provided to the secretariat by the end of June. Michelle Minihan noted the Boil Water Notice data will not be available until the start of July.

5. Review of Irish Water Procurement procedures – Terms of Reference

The members discussed the proposed 2 stages in the 'Terms of Reference for a Scope of Review' and how these stages would take place. Since it seems that these stages will now run largely parallel to each other rather than sequentially, it was agreed that the 'stages' would be renamed 'packages'. Broadly, package 1 will look at compliance while package 2 will analyse the Scottish Water International report and seek to develop Key Performance Indicators. It was discussed that having two packages would allow review of package 1 while work continued on package 2.

Martin Sisk proposed an amendment to Package 1, item 3 to now read as follows:

" Compliance and conformity with relevant EU Procurement Directives, relevant Framework Agreements, good practice for Governance of State Bodies and industry Peer and Best Practice from a Governance and Compliance perspective. "

This was agreed by the members. The WAB will look to provide comment on this review in Q1, 2021.

The WAB asked the Secretariat to progress matters with Irish Water with the agreed amendments noted in the scoping document.

6. Update on WAB Annual Report

It was agreed that 12 March would be used as the date of agreement for the Annual Report while March would be used as the agreement date for the 'Chairpersons Statement' within the report. The report will be published and uploaded to the WAB website by the end of May.

7. WAB Website

New web pages have been published by the secretariat. The members expressed their appreciation for the website updates. If the members have any updates for the 'Useful Information' page on the site, they can forward them to the Secretariat. The WAB are satisfied with the content and design of the website for the moment.

8. Next meeting dates

The proposed next two meeting dates, 11 June & 9 July at 10.30am, were agreed by the members.

9. Any Other Business

It was agreed that the secretariat will send an invite to the representatives of Irish Water to attend the next WAB meeting in June. Paul McGowan and Michelle Minihan will discuss with each other the topics to be raised at this meeting.

The Secretariat mentioned previous discussions about inviting the Department of Housing Planning and Local Government's Water Division to attend a WAB meeting in June/July.

A reply to an email received regarding Irish Water Network Management Budgets was discussed. The email has been reviewed by the Chairperson. The Secretariat will issue the response to the members for comment and will subsequently issue the reply.

Meeting was brought to a close.

Agenda Item No:	Action	Decision
1	Confirm amendment to Minutes from last meeting.	Chair to confirm and amendment and send to the Secretariat.
3	Resumption of WAB activities.	Work to resume with immediate effect. Remote working expected for rest of the year.
4 (a)	Report Process document.	Approved subject to minor edits.
4 (b)	Publication date of supply of data for next report.	Publish towards end of July and all data / commentary to be provide by end of June with the exception of Boil Water Notices which will be ready at the start of July.
5	Procurement Scoping Document.	Amendments agreed, secretariat to progress matters with Irish Water.
6	Annual report.	Publish by the end of May 2020.
8	Future meeting dates.	11 June and 9 July at 10:30am by VideoConference.
9	Irish Water invite to WAB meeting and response to correspondence.	Secretariat to invite Irish Water to the WABs next meeting. Response to issue to email query received.