



ANNUAL GENERAL MEETING

MINUTES 15 JUNE 2018

PRESENT

Councillor Dave Watson (North East Lincolnshire Council) (Chair)
Councillor Sean Chaytor (Hull City Council)
Councillor Richard Hannigan (North Lincolnshire Council)
Councillor Chris Matthews (East Riding of Yorkshire Council)
Lord Haskins (Humber LEP)

IN ATTENDANCE

Kevin Moore (KM) (Chief Executive)
Andrew Arundel (AA) (Head of Engineering & Infrastructure, Humber Bridge Board)
Andy Dalby (AD) (Head of Finance and Commercial, Humber Bridge Board)
Fay Baker (FB) (Head of Operations, Humber Bridge Board)
Peter Dearing (Legal Services Manager, Hull City Council)
Louise Hawkins (Democratic Services, Hull City Council)

Ian Ritchie (Ian Ritchie Architects) minute 366

APOLOGIES

Charlie Spencer OBE (Humber LEP)

Minute No.	Report No.	Business	Action by
345		<p>RE-APPOINTMENT OF DIRECTORS</p> <p>The Chief Executive informed the Board that the following Director appointments had been confirmed –</p> <ul style="list-style-type: none"> • East Riding of Yorkshire Council – Councillor Chris Matthews (Director) and Councillor Stephen Parnaby (Deputy Director) • Hull City Council – Councillor Sean Chaytor (Director) and Councillor Stephen Brady (Deputy Director) • North East Lincolnshire Council – Councillor Dave Watson (Director) and Councillor Matthew Patrick (Deputy Director) • North Lincolnshire Council – Councillor Richard Hannigan (Director) and Councillor Rob Waltham (Deputy Director) • Humber LEP – Lord Haskins (Director) and Kishor Tailor (Deputy Director, Charlie Spencer OBE 	



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		(Director) and Richard Kendall (Deputy Director)	
346		ELECTION AND INSTALLATION OF THE BOARD CHAIR Moved by Councillor Matthews and seconded by Councillor Chaytor that Councillor Watson be appointed as Chair of the Board for the ensuing year. Motion carried.	
347		ELECTION OF DEPUTY BOARD CHAIR Moved by Councillor Matthews and seconded by Councillor Hannigan that Councillor Chaytor be appointed as Deputy Chair of the Board for the ensuing year. Motion carried.	
348		APOLOGIES Apologies were received from Charlie Spencer OBE.	
349		DECLARATIONS OF INTEREST No declarations of interest were received in respect of the items that follow below.	
350		MINUTES OF THE BOARD MEETING HELD ON 20 APRIL 2018 Agreed – that the minutes of the meeting held on 20 April 2018, having been printed and circulated, be taken as read and correctly recorded.	
351		BOARD MEETINGS 2018/19 Agreed – that meetings of the Board take place on the following dates – 17 August, 19 October 21 December 2018 and 15 February, 12 April and 21 June 2019.	
352	192	BUSINESS UPDATE The Chief Executive submitted a report which provided the Board with an update on general business matters. The Board was informed that –	



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		<p>i. That a Civic Day had been planned for 30 June 2018. The Leaders and Mayors from the four constituent authorities and the mayors of Barton and Hessle Town Councils had been invited;</p> <p>ii. That a Soap Box Derby had been planned on the same day, and</p> <p>iii. The HLF funded Hidden Histories Project was progressing.</p> <p>Agreed – that the report be noted.</p>	
353	193	<p>OPERATIONS UPDATE</p> <p>The Head of Operations submitted a report which provided the Board with an update on the work of the Operations Department.</p> <p>Agreed – that the report be noted.</p>	
354	194	<p>ENGINEERING AND INFRASTRUCTURE UPDATE</p> <p>The Head of Engineering and Infrastructure submitted a report which provided the Board on works and activities carried out by the department and staff.</p> <p>A discussion took place around the long term maintenance issues including the painting of the Bridge.</p> <p>Agreed – that the report be noted.</p>	
355	195	<p>FINANCIAL YEAR 31 MARCH 2018</p> <p>The Head of Financial and Commercial submitted a report which provided the Board with information on the Bridge's performance for 2018. In addition he provided an update on the management accounts for April 2018.</p> <p>The Directors were informed that –</p> <p>i. Performance during 2018 had been good; Adverse weather had affected the performance which had accounted for a 1.2% reduction in growth in that period, and</p> <p>ii. That two loan payments had been made during the year.</p> <p>Directors discussed the following matters –</p> <p>i. That the success of the Bridge reflected the growth in the local economy;</p>	



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- ii. Whether Brexit would have an impact on traffic volumes crossing the Bridge;
- iii. That there needed to be a focus on the infrastructure on both sides of the Bridge, particularly the roundabout at the north end of the Bridge.
- iv. That the relevant Local Enterprise Partnerships (LEPs) were working with the transport authorities.

The Head of Finance and Commercial advised the Board that –

- i. April had been a very good month as overall traffic volume had increased which equated to an additional £86,000 in income, and
- ii. the number of cars crossing the bridge had increased but the number of commercial vehicles had remained static.

It was noted that closures affecting the surrounding road network had on occasion a positive impact on the Bridge due to increased traffic. The Bridge was informally identified as an alternative route in the event of unplanned closures to the surrounding highway network.

The Head of Engineering and Infrastructure explained that the Board was formalising the agreement for the Bridge to be used as a ‘recognised’ Diversion Route by Highways England, in the case of closures due to incidents on their network. This was likely to include additional signage and an agreed communication protocol between the Board, Highways England, East Riding of Yorkshire and North Lincolnshire Councils.

The Board was working with the Humber LEP to gain an understanding of the traffic flows and the correlation with local economic factors. As part of the research dialogue with local businesses was required. The Board was currently undertaking an online survey for the public who use the bridge.

The Head of Finance and Commercial informed the Directors that the budget position during April had been good.

Agreed – that the report be noted.

		<p>ii. Whether Brexit would have an impact on traffic volumes crossing the Bridge;</p> <p>iii. That there needed to be a focus on the infrastructure on both sides of the Bridge, particularly the roundabout at the north end of the Bridge.</p> <p>iv. That the relevant Local Enterprise Partnerships (LEPs) were working with the transport authorities.</p> <p>The Head of Finance and Commercial advised the Board that –</p> <ul style="list-style-type: none"> i. April had been a very good month as overall traffic volume had increased which equated to an additional £86,000 in income, and ii. the number of cars crossing the bridge had increased but the number of commercial vehicles had remained static. <p>It was noted that closures affecting the surrounding road network had on occasion a positive impact on the Bridge due to increased traffic. The Bridge was informally identified as an alternative route in the event of unplanned closures to the surrounding highway network.</p> <p>The Head of Engineering and Infrastructure explained that the Board was formalising the agreement for the Bridge to be used as a ‘recognised’ Diversion Route by Highways England, in the case of closures due to incidents on their network. This was likely to include additional signage and an agreed communication protocol between the Board, Highways England, East Riding of Yorkshire and North Lincolnshire Councils.</p> <p>The Board was working with the Humber LEP to gain an understanding of the traffic flows and the correlation with local economic factors. As part of the research dialogue with local businesses was required. The Board was currently undertaking an online survey for the public who use the bridge.</p> <p>The Head of Finance and Commercial informed the Directors that the budget position during April had been good.</p> <p>Agreed – that the report be noted.</p>	
356	196	<p>KPI'S FOR 2018/19</p> <p>The Head of Finance and Commercial submitted a report</p>	



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		<p>which provided the Board with a list of proposed KPIs to achieve the objectives which were set out in the Strategic Plan for 2018/19.</p> <p>The Directors were informed that the KPIs were measurable and could be quantified. A report would be submitted to each meeting measuring the Board's performance against each KPI.</p> <p>Agreed – that the KPIs be agreed.</p>	
357		<p>ANY OTHER BUSINESS TO BE RAISED AT THE NEXT MEETING</p> <p>Agreed – that feedback from the Civic Day is provided at the next meeting of the Board.</p>	
358		<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>Agreed – That in accordance with the provisions of the Board's Standing Orders 1.11 and 1.12 the public (including the press) be excluded from the meeting for the following items of business, minutes 359 to 367 as the reports and appendices contained information relating to the financial and business affairs of the Board and others.</p>	
359	197	<p>RISK MANAGEMENT</p> <p>The Head of Finance and Commercial submitted a report which provided the Board with an update on risk management.</p> <p>The Directors were informed that significant work had been undertaken to identify risks at the Board.</p> <p>It was commented that risk registers were a valuable tool and it was acknowledged the staff had undertaken a great amount of work in creating the Register. The Head of Finance & Commercial confirmed that risks generally and those specified within the register would continue to be monitored.</p> <p>Agreed – that the report be noted.</p>	
360	198	<p>HUMAN RESOURCES</p> <p>The Chief Executive submitted a report which provided the Board with an update on Human Resources related matters.</p>	



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		<p>The Board was informed that</p> <ul style="list-style-type: none"> i. A Human Resources Manager had not yet been appointed and as an interim measure the Board was receiving support from a Human Resources specialist, and ii. work had been undertaken to determine the Trade Unions that were represented within the workforce and the relationship with those represented is being formalised; iii. a review of the Operations Department was being planned, and iv. A civil engineering apprentice had been appointed. It was noted that the apprentice was through EN:Able Futures (recognised Apprentice Provider), to assist the Board with the successful delivery of an apprenticeship scheme. <p>Agreed –</p> <ul style="list-style-type: none"> a. That the report be noted, and b. That a press release on the recent appointment of a professional apprentice is issued. 	(b)Chief Executive
361	199	<p>UPDATE ON HEALTH AND SAFETY</p> <p>The Head of Engineering and Infrastructure submitted a report which provided the Board with an update on progress and the status of Health, Safety and Welfare at the Humber Bridge.</p> <p>The Board was informed that –</p> <ul style="list-style-type: none"> i. Health and Safety was a priority at the Board; and a Safety Aware culture was being embedded; ii. All the objectives from the 2017/18 Policy Statement had been achieved and the 2018/19 Policy had been published. iii. work was being undertaken to develop a range of benchmarking frequency rates and targets. <p>Agreed –</p> <ul style="list-style-type: none"> a. that the report be noted, and b. that the benchmarking indicators and targets are reviewed in 12 months. 	(b)Head of Engineering and Infrastructure



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362	200	<p>KPI'S FOR 2017/18</p> <p>The Head of Finance and Commercial submitted a report which provided an update on the KPI's for 2017/18.</p> <p>The Board was informed that sickness absence was being managed in accordance with the relevant policies and procedures.</p> <p>Agreed – that the report be noted.</p>	
363	201	<p>HUMBER BRIDGE PAY AWARD</p> <p>The Head of Finance and Commercial submitted a report which requested the Board to approve a 2% pay award in line with NJC.</p> <p>The Board was informed that the pay award would incur costs of around £58,000 p.a.</p> <p>Agreed – that the Board approved a 2% pay award, for Bridge Board staff, in line with NJC.</p>	Head of Finance and Commercial
364	202	<p>WYKELAND EQUALISATION AGREEMENT UPDATE</p> <p>The Head of Finance and Commercial submitted a report which provided the Board with an update on the Bridgehead Development Equalisation Agreement.</p> <p>A discussion took place around the current agreement and two potential sales of Humber Bridge Board owned land which required Board approval. The Board raised some concerns regarding respective land values as the Listers development was a higher price per acre than the Connexin development. No explanation had been provided regarding the difference in land values and the Board requested clarity around the different valuations.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. that any receipts from the sale of land be ring-fenced for the development of the visitor attraction Masterplan; b. That the sale of 2.6 acres (approximately) to Listers Group Limited is approved, and c. That the sale of 1.2 acres (approximately) to Connexin Limited is refused. 	(a-c) Head of Finance and Commercial
365	203	<p>ENGINEERING AND INFRASTRUCTURE WORKS UPDATE</p>	



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		<p>The Head of Engineering and Infrastructure submitted a report which provided the Board with an update on the progress of major and minor works.</p> <p>The Directors were informed that the Board had received a challenge in relation to a recently awarded contract for works to be undertaken on the Bridge and that the issues in the letter had been successfully rebutted. It was noted that Officers had followed a robust and defensible procurement strategy.</p> <p>The Directors were informed however, by the Board's Legal Advisor that there was a need to ensure that the Board complied with its own Contract Procedure Rules and the Public Contract Regulations 2015. It was essential that the Board followed the procedures when letting contracts to establish an auditable and transparent trail in order that it was in a position to rebut any future questions to the award of contracts.</p> <p>A discussion took place around the maintenance that would be required and the funds needed to carry out the works.</p> <p>Agreed –</p> <ul style="list-style-type: none">a. That the report be noted, andb. That a cash-flow prediction for the next 7/8 years is submitted to a future meeting which outlines the projections based on traffic increases of 0%, 2% and 5%.	(b)Head of Finance and Commercial
366		<p>MASTERPLAN UPDATE</p> <p>Ian Ritchie and representatives from Ian Ritchie Architects attended the meeting to provide a presentation on the progress of the Humber Bridge Board Masterplan.</p> <p>Agreed – that the presentation be noted.</p>	
367		<p>ANY OTHER BUSINESS TO BE RAISED AT THE NEXT MEETING</p> <p>The Directors were informed that a report on suicide prevention would be submitted to the next meeting of the Board.</p>	