



HUMBER BRIDGE BOARD

MINUTES 20 APRIL 2018

PRESENT

Councillor Chris Matthews (East Riding of Yorkshire Council) (Chair)
Councillor Sean Chaytor (Hull City Council)
Councillor Richard Hannigan (North Lincolnshire 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)

APOLOGIES

Councillor Matthew Patrick (North East Lincolnshire Council)
Charlie Spencer OBE (Humber LEP)

Minute No.	Report No.	Business	Action by
328		DECLARATIONS OF INTEREST Councillor Chaytor declared an interest in minute 181 insofar as he was a Director of Kingstown Works Limited.	
329		RE-APPOINTMENT OF DIRECTORS The Chief Executive informed the Board that the following Director appointments had been confirmed – East Riding of Yorkshire Council – Councillor Chris Matthews (Director) and Councillor Stephen Parnaby (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 (Director) and Richard Kendall (Deputy Director) The Directors for Hull City Council and North East Lincolnshire would be appointed after the Local Elections	



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		in May.	
330		<p>MINUTES OF THE BOARD MEETING HELD ON 16 FEBRUARY 2018</p> <p>Agreed – that the minutes of the meeting held on 16 February 2018, having been printed and circulated, be taken as read and correctly recorded.</p>	
331	179	<p>BUSINESS UPDATE</p> <p>The Chief Executive submitted a report which provided the Board with an update on general business matters.</p> <p>The Directors were informed that –</p> <ul style="list-style-type: none">(i) The Board had been asked to join the Hull and East Riding Multi-agency Suicide Prevention Group. The Board was working closely with the group and the Bridge had been included within the East Riding of Yorkshire Council's Suicide Prevention Strategy. It was suggested that Humber Rescue be asked to join the Multi-agency group and that joined up working with partners on the North and South banks was desirable;(ii) The Chief Executive and the Head of Finance and Commercial had attended a meeting of the Unitary Finance Officers (UFO). The meeting had been positive and the simplified presentation of the Board's accounts had been welcomed. The Board had been asked to attend another UFO meeting in six months' time;(iii) The Chair of the Board had undertaken a visit to the Board offices. He had spoken with a range of employees which included toll booth operators and control room staff and had found that staff morale was generally good;(iv) The Lord Mayor of Hull had recently undertaken a civic visit to the Board;(v) The BBC's DIY SOS Team had been filming in the Hessle area and a piece on the Humber Bridge would feature within the programme;(vi) The Chief Executive from the Bridge Board had met with representatives from Lincolnshire County Council to discuss tourism links and the improvements that were required to the infrastructure, such as the A46 at Newark and the A15 between Lincoln and the M180.(vii) The Head of Engineering and Infrastructure and the Head of Operations had met with Highways England	



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		<p>to discuss the formal protocol to use the Humber Bridge as an “Emergency Diversion Route” to the M62 Ouse Bridge for both planned and un-planned closures. This will be progressed working with Highways England and adjacent Highway Authorities.</p> <p>Agreed – that the report be noted.</p>	
332	180	<p>OPERATIONS UPDATE</p> <p>The Head of Operations submitted a report which provided an update on the work of the Operations Department.</p> <p>The Board was informed that a number of travellers were currently on the lorry park belonging to the Bridge. The travellers had been served notice and the lorry park would be kept closed, apart from use for events, in the future.</p> <p>A new HumberTag website was being developed with new functions which would include the ability for customers to automatically top up their tag and to amend their vehicle registration details without having to contact the customer services team.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the update be noted, and b. That the four local authorities be notified as to when the lorry park is vacated. 	(b)Legal Services Manager
333	181	<p>ENGINEERING AND INFRASTRUCTURE DEPARTMENT</p> <p>The Head of Engineering and Infrastructure submitted a report which provided an update on works and activities carried out by the department and staff.</p> <p>The Board was informed that -</p> <ul style="list-style-type: none"> (i) the former visitor centre in the car park had been demolished; (ii) That the Board had entered into an agreement with East Riding of Yorkshire Council to provide fleet management services for six months as an interim arrangement. A procurement exercise will be carried out inviting the four local authorities and commercial companies to provide the service at the end of the interim arrangement. <p>A director of the Board explained that the fleet services for</p>	



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		<p>Hull City Council were provided by Kingstown Works Limited and they could be approached to provide a service to Board as the Company was able to undertake external work.</p> <p>A director of the Board expressed concern in relation to the toilets in the Bridge car park being closed to members of the public. The Chief Executive explained that there had been a number of issues with the toilets being misused and vandalised. A number of repairs had been required to the toilet block and additional CCTV had been installed. It was hoped the toilets would be re-opened in the near future. It was also noted that there had been anti-social behaviour in the Hessle area in general and the local MP had called a public meeting.</p> <p>Agreed –</p> <p>a. That the update be noted.</p>	
334	182	<p>MANAGEMENT ACCOUNTS – FEBRUARY 2018</p> <p>The Head of Finance and Commercial submitted a report which provided the management accounts for February 2018.</p> <p>The Board was informed that February had been a good month in relation to traffic volume and income. However, March had been the first month where traffic volume had not increased from the previous year. This had been due to the poor weather conditions.</p> <p>The overheads for the period had exceeded the budget by £96,000. The costs had included the demolition of the visitor café which had a book value of £30,000.</p> <p>The income from violation fines was now being reported separately. The recovery of second level fines was not very successful and it had been suggested that the Board could employ a specialist debt recovery company to pursue the fines.</p> <p>Agreed –</p> <p>a. That the report be noted, and</p> <p>b. That the Board supports the approach taken by the Management Team to employ a specialist debt recovery company to pursue second level violation fines on behalf of the Humber Bridge Board.</p>	(b)Head of Finance and Commercial



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335	183	<p>APPOINTMENT OF AUTHORISED OFFICERS UNDER HUMBER BRIDGE BY LAWS</p> <p>The Chief Executive submitted a report which confirmed that the Chief Executive had the delegated authority to appoint authorised officers.</p> <p>It was noted that if the Chief Executive was not at work he would nominate, in writing, an officer of the Board as an authorised officer.</p> <p>Agreed – that the Directors confirm that the Chief Executive has delegated authority to appoint authorised officers.</p>	Chief Executive
336	184	<p>STRATEGIC PLAN</p> <p>The Chief Executive submitted a report which provided the Board with an update on the Strategic Plan.</p> <p>The Board was informed that section 2.2 of the Plan had been amended as requested by the Board at a previous meeting.</p> <p>A discussion took place around performance and risk management.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the Strategic Plan be approved; b. That a monitoring report included key milestones achieved is submitted to every other Board meeting, and c. That a report on risk management is submitted to the June meeting of the Board. 	(a-c)Chief Executive
337	185	<p>ANY OTHER BUSINESS</p> <p>No items of business were raised.</p>	
338	186	<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 187 to 192 as the reports and appendices contained information relating to</p>	



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		the financial and business affairs of the Board and others.	
339	187	<p>COST SAVINGS 2017/18</p> <p>The Head of Finance and Commercial submitted a report which provided an update on cost savings.</p> <p>Issues relating to health, safety and security meant that additional expenditure had been incurred, but still since September 2017 £164,000 had been saved in operating expenditure.</p> <p>The Board's policies and procedures had been changed in relation to accidents on the bridge which had improved the ability for the Board to make successful insurance claims. The changes had included gathering more evidence and witness statements, and the use of CCTV.</p> <p>The savings for the next financial year had not yet been forecast as the cost base had yet to be finalised. The savings would be used to maintain and improve the bridge.</p> <p>The Board was in the process of training its staff to enable them to drive an Impact Protection Vehicle and it was forecast that an external driver would not be needed from June 2018.</p> <p>Directors of the Board commented that they were pleased with the level of transparency provided in relation to the budget, expenditure and savings.</p> <p>Agreed – that the report be noted.</p>	
340	188	<p>HUMAN RESOURCES</p> <p>The Chief Executive submitted a report which provided the Board with an update on Human Resource issues.</p> <p>The Board was informed that with the support of Hull City Council's Human Resource department, under a Service Level Agreement, a number of disciplinary investigations, hearings and appeals had been undertaken.</p> <p>A review of the Operations Department was going to be undertaken. Directors queried whether the use of external support had been considered in relation to helping employees through change in the workplace. The Chief Executive explained that it had been recommended by Hull City Council's Human Resources department that the Board should employ its own Human Resources Manager and that Hull City Council could provide support in</p>	



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		<p>recruitment to the post.</p> <p>A discussion took place around staff morale and sickness levels. The Chief Executive confirmed that sickness absence levels were generally good with the exception of the Operations Department.</p> <p>The Chief Executive informed the Board that the Pension Ombudsman had rejected the claim made by a former employee. The former employee had submitted an appeal against the decision.</p> <p>An appeal against redundancy had been submitted by a former employee which had been heard and dismissed. A letter from the employee's Trade Union representative had been sent to the Chief Executive and Directors of the Board. The Chair had responded in writing to address the concerns raised in the letter.</p> <p>Agreed – that the report be noted.</p>	
341	189	<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 the status of health, safety and welfare at the Humber Bridge Board.</p> <p>The Board was informed that health and safety training for staff was ongoing and regular Health, Safety and Welfare meetings were held.</p> <p>It was noted that in a meeting with Safer Roads Humber they had indicated that the partnership would be willing to prosecute driving violations on the Bridge.</p> <p>The Board was informed that clarification around vehicles that were at risk during high wind conditions had been sought which would be brought to the attention of the public. It was also confirmed that the Board would take action against drivers who ignored the high sided vehicle warnings.</p> <p>Agreed – that the report be noted.</p>	
342	190	<p>CAPITAL PROJECTS BOARD</p> <p>The Head of Engineering and Infrastructure submitted the notes of the Capital Projects Board meetings held on 10 April and 7 February 2018.</p>	



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		<p>The Head of Engineering and Infrastructure explained that the programme of works had been planned to ensure that the bridge was properly maintained, costed to suit the current 5 year budget and a managed approach to avoid major disruption to the customer and/or conflict between contracts. To plan for future projects feasibility studies would be undertaken which would provide efficiencies and minimise risks.</p> <p>The Head of Finance and Commercial explained that 2018/19 was a difficult year financially, however in future years there would be more funding for maintenance works as the interest payment on the loan reduced.</p> <p>The Head of Engineering and Infrastructure explained that consideration needed to be given about how much work could be undertaken on the bridge during a 12 month period without considerable disruption to traffic flows.</p> <p>The Board was informed that the bridge road surface required attention and that a feasibility study would be undertaken to identify the most appropriate approach to undertake the work.</p> <p>Agreed – that the report be noted.</p>	
343	191	<p>BRIDGEHEAD DEVELOPMENTS</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>The Chief Executive and the Head of Finance and Commercial had met with representatives from Wykeland to discuss the Agreement and options for moving forward.</p> <p>The Head of Finance and Commercial advised the Directors that it was his recommendation that the Board sold its share of the development land and withdrew from the Agreement, provided that this was for an appropriate sum.</p> <p>Agreed –</p> <ol style="list-style-type: none">a. That the report be noted;b. That a report be submitted to a future meeting which sets out options for the potential sale of the land owned by the Humber Bridge Board, and	



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		<p>c. That an update on progress is submitted to each Board meeting.</p>	<p>(b-c)Head of Finance and Commercial</p>
<p>344</p>	<p>192</p>	<p>GENERAL DATA PROTECTION REGULATIONS POLICY</p> <p>The Chief Executive submitted a report which presented, for approval, the draft policy which would ensure that the Board complied with the requirements of the General Data Protection Regulations (GDPR) which will come into effect on 25 May 2018.</p> <p>Agreed –</p> <p>a. That the report be noted;</p> <p>b. That the Board adopts the policy and allows the Chief Executive to implement the recommendations, and</p> <p>c. That the Board are updated on progress at future meetings.</p>	<p>(</p> <p>b-c)Chief Executive</p>