



HUMBER BRIDGE

HUMBER BRIDGE BOARD

MINUTES 15 DECEMBER 2017

PRESENT

Councillor Matthew Patrick (North East Lincolnshire Council) (in the Chair)
 Councillor Sean Chaytor (Hull City Council)
 Charlie Spencer OBE (Humber LEP)
 Lord Haskins (Humber LEP)

IN ATTENDANCE

Kevin Moore (KM) (Chief Executive)
 Bill Prest (Legal Services, Hull City Council)
 Andrew Arundel (AA) (Head of Infrastructure, Humber Bridge Board)
 Tony Barker (Communications Manager, Humber Bridge Board)
 Andy Dalby (AD) (Interim Head of Finance, Humber Bridge Board)
 Louise Hawkins (Democratic Services, Hull City Council)
 Sergeant Taylor (Humberside Police)
 Alison Lenton (Human Resources Officer, Hull City Council)

APOLOGIES

Councillor Richard Hannigan (North Lincolnshire Council)
 Councillor Chris Matthews (East Riding of Yorkshire Council)

Minute No.	Report No.	Business	Action by
297		<p>DECLARATIONS OF INTEREST</p> <p>Councillor Chaytor declared a personal interest in minute 166 insofar as he was a Director of Kingstown Works Limited.</p>	
298		<p>MINUTES OF THE BOARD MEETING HELD ON 27 OCTOBER 2017</p> <p>The Chief Executive informed the Board that Andy Dalby had been offered the full time post of Head of Finance and Commercial. It was intended that he would be appointed on 1 January 2018. The Head of Finance and Commercial would have responsibility as Treasurer to the Board.</p> <p>It was noted that the management structure and Standing Orders would need to be amended to reflect the changes as currently the Chief Executive was the Treasurer to the</p>	



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		<p>Board.</p> <p>Agreed –</p> <p>a. That the Minutes of the Meeting of the Board, held on 27 October 2017, having been printed and circulated with the amendment to minute 282 to reflect Charlie Spencer as a representative of the Humber LEP;</p> <p>b. That the standing orders be amended, and submitted to the next meeting of the Board for approval, to reflect the appointment of a Head of Finance and Commercial who would act as Treasurer to the Board and that the Chief Executive would act as Deputy Treasurer to the Board from 2 January 2018, and</p> <p>c. That the Management Structure be amended to reflect the appointment of a full time Head of Finance and Commercial.</p>	(b – c) KM
299	156	<p>MONTHLY MANAGEMENT ACCOUNTS</p> <p>The Interim Head of Finance submitted a report which provided the Board with an update on traffic flows and income during October 2017.</p> <p>The Board was informed that October had been a very good month as traffic volume had increased by 7% from the previous year. Overall income had been good over the past six months as there had been between five and six thousand extra commercial vehicles a month crossing the bridge. It had been noted that the increase in traffic volumes was beginning to slow down.</p> <p>Income was generally lower during December as there was less traffic on Christmas and Boxing Day and the threat of bad weather deterred drivers from travelling.</p> <p>There had been a slight overspend in the Maintenance Department due to the continued hire of an Impact Protection Vehicle.</p> <p>Directors of the Board noted that there appeared to be a degree of fluctuation across the accounts. The Interim Head of Finance explained that money had been moved</p>	



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		<p>around to ensure the Board had properly reflective budgets which would provide comparable figures for next year.</p> <p>A discussion took place around Service Level Agreements and whether there were any opportunities to work with other organisations to gain best value for money for the Board.</p> <p>Agreed – that the report be noted.</p>	
300	157	<p>PARTNERSHIP BETWEEN HUMBERSIDE POLICE AND THE HUMBER BRIDGE</p> <p>The Chief Executive submitted a report which outlined the work that had been undertaken in developing a strong working relationship between the Board and Humberside Police.</p> <p>Sergeant Taylor, Humberside Police, explained that trespassing could be a major issue for the Board and the police could not pursue prosecution unless a public order offence had been committed. In cases where a public order offence had not been committed the Board would have to use its own by-laws to prosecute offenders.</p> <p>The Chief Executive reported that the Board had done all it could to put in place physical barriers to prevent trespassing. The CCTV coverage around the Bridge was very good and new signage had been erected which made it clear trespassers would be prosecuted.</p> <p>Board members queried whether the Bridge was classified as a strategic infrastructure which would give the Police powers to prosecute trespassing on the Bridge.</p> <p>A discussion took place around road traffic safety and the level of congestion in the approaches to the Bridge in particularly the roundabouts. Sergeant Taylor explained that he was not responsible for road traffic issues. However, he would refer the issues to his colleagues.</p> <p>Directors went on to discuss the issue of suicide attempts at the Bridge. The Police respond as quickly as they can. Staff at the Bridge and Police Officers had been trained to deal with incidents and regular meetings took place with key partners.</p> <p>Agreed –</p>	



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		<p>a. That the report be noted, and</p> <p>b. That clarification is sought around the Bridge's status as a strategic infrastructure.</p>	(b) AA
301	158	<p>BUSINESS UPDATE</p> <p>The Chief Executive submitted a report which provided the Board with an update on work undertaken and activities since the last Board meeting.</p> <p>The Board was informed that a meeting had taken place with North Lincolnshire and East Riding of Yorkshire Councils and Historic England in relation to future plans for the Bridge and the surrounding land. The meeting had been very positive with Historic England encouraging the opening up of listed buildings to members of the public.</p> <p>Directors suggested that there could be people who wished to have a tour of the Bridge which could help to raise its profile.</p> <p>Agreed –</p> <p>a. That the report be noted, and</p> <p>b. That requests for tours of the Bridge be referred to the Chief Executive for approval.</p>	ALL
302	159	<p>ITEMS OF BUSINESS TO BE RAISED AT THE NEXT MEETING (NON-EXEMPT)</p> <p>No items were raised.</p>	
303		<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 304 to 311 as the reports and appendices contained information relating to the financial and business affairs of the Board and others.</p>	
304	160	<p>PROPOSED HUMBER BRIDGE MASTERPLAN</p> <p>The Chief Executive submitted a report which provided the Board with an update on the Strategic Masterplan.</p> <p>The Board was informed that the proposed Masterplan reflected the presentations that had been provided to the</p>	



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		<p>Board previously. It was not intended that the proposals outlined within the Masterplan were set in stone but it would provide parameters to work within. An architectural masterplan was now required which would bring in expertise to develop the experience in more detail and a Business Plan would be required.</p> <p>A discussion took place around the economic and social impacts of the masterplan and that the Board's role in the development of the local economy needed to be clearly defined within the Masterplan.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the contents of the report be noted; b. That the Board adopts the Masterplan with the inclusion of the Board's role as set out on the Humber Bridge Act 2013; c. That the Board approves the implementation of the Strategic Masterplan by the Chief Executive; d. That subject to Board approval the Masterplan becomes a public document, and e. Board Directors will be consulted as this work develops. 	(b-d) KM
305	161	<p>APPOINTMENT OF EXTERNAL AUDITOR</p> <p>The Chief Executive submitted a report which informed the Board of the proposal to appoint an external auditor for the Board.</p> <p>Agreed – that Mazars be appointed as the Board's External Auditor for 2017/18.</p>	
306	162	<p>SERVICE LEVEL AGREEMENTS</p> <p>The Chief Executive submitted a report which informed the Board of a review of Service Level Agreements (SLA).</p> <p>The Board was provided with the following updates below in relation to the current SLAs for services provided to the Board.</p> <p>Payroll - There had been issues around the deadlines for</p>	



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		<p>submission of information which had led to overpayments. If the service was brought in house the Board would have more flexibility and would have greater control over reporting.</p> <p>Legal Services - There had been issues around debt collection for violations and it was suggested that an organisation with more expertise in this area be sought.</p> <p>Human Resources – The SLA needed to be formalised. It was suggested that the service be brought in house with additional support being bought in when required through an SLA.</p> <p>Internal Audit – There was no formal agreement in place and it was suggested that some of the work be brought in house after seeking advice from the external auditor.</p> <p>A discussion took place around the possibility of accessing a Shared Services arrangement for services such as Fleet Vehicles.</p> <p>Agreed – that an update on the progress of current Service Level Agreements be provided at a future meeting of the Board.</p>	AD
307	163	<p>HEALTH AND SAFETY</p> <p>The Head of Infrastructure submitted a report which updated the Board on progress and the status of Health, Safety and Welfare at the Humber Bridge Board.</p> <p>Agreed – that the report be noted.</p>	
308	164	<p>CAPITAL PROJECTS BOARD</p> <p>The Chair of the Capital Projects Board submitted the notes of the Capital Projects Board meetings which took place on 5 December and 17 October 2017 for the Board to note.</p> <p>The Head of Infrastructure reported that a plan was required to ensure that projects ran smoothly and different contractors were not trying to work on the Bridge at the same time.</p> <p>Charlie Spencer asked for details regarding the proposal to paint the Bridge and requested to see a copy of the independent report the Board had commissioned. KM</p>	



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		<p>informed him that on the advice of Legal Services, Hull City Council, that due to a potential conflict of interest, and perception of unfair commercial advantage, he could not see the report. This was confirmed by Bill Prest of Hull Legal Services. KM informed Charlie Spencer that the Chair would be writing to him with regard to this.</p> <p>Communication was taking place around the work that was currently taking place on the Bridge and its impact on traffic flows. The Communications Manager explained that the Board had over 10,000 followers on social media and regular press releases were undertaken.</p> <p>A discussion took place around the need to review proposed major capital projects to ensure they were properly prioritised.</p> <p>Agreed –</p> <ul style="list-style-type: none">a. That the action notes of the Capital Project Board meetings which took place on 5 December and 17 October 2017 be noted;b. That a review of capital project schemes takes place and is reported to the Board on a priority basis.	(b) AA
309	165	<p>SECURITY UPDATE</p> <p>The Head of Infrastructure submitted a report which provided an update to the Board on works that had been undertaken in relation to security at the Bridge.</p> <p>The Board was informed that all action points were being progressed.</p> <p>Agreed – that the report be noted.</p>	
310	166	<p>MAINTENANCE DEPARTMENT REVIEW</p> <p>(Councillor Chaytor declared a personal interest in the item that follows below insofar as he was a Director of Kingstown Works Limited.)</p> <p>The Head of Infrastructure submitted a report of the conclusions of the review of the Maintenance Department.</p>	



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		Agreed – to progress as outlined in the report.	
311	167	HUMAN RESOURCES ISSUE Alison Lenton attended the meeting to present a report submitted by Jacqui Blesic (City Human Resources Manager, Hull City Council) which addressed issues relating to the terms and conditions of the Chief Executive post. Agreed – that the bonus element be removed from the terms and conditions of the Chief Executive post and a spot salary be agreed between the Chair of the Board and the Chief Executive.	Chair/City HR Manager (HCC)
312	168	ITEMS TO BE RAISED AT THE NEXT MEETING (EXEMPT) No exempt items were raised to be considered at the next meeting of the Board.	