



HUMBER BRIDGE BOARD

MINUTES 27 OCTOBER 2017

PRESENT

Councillor Chris Matthews (East Riding of Yorkshire Council) – in the Chair
Councillor Matthew Patrick (North East Lincolnshire Council) (Deputy Chair)
Councillor Sean Chaytor (Hull City Council)
Councillor Richard Hannigan (North Lincolnshire Council)
Charlie Spencer OBE (Humber LEP)

Kevin Moore (Chief Executive)
Bill Prest (Legal Services, Hull City Council)
Andrew Arundel (Head of Infrastructure, Humber Bridge Board)
Tony Barker (Communications Manager, Humber Bridge Board)
Andy Dalby (Interim Head of Finance, Humber Bridge Board)
Paul Rawcliffe (Democratic Services, Hull City Council)

APOLOGIES

Lord Haskins

Minute No.	Report No.	Business	Action by
282		<p>DECLARATIONS OF INTEREST</p> <p>Charlie Spencer (Spencer Group) declared an interest in minute 294, insofar as the Spencer Group had tendered for various works in relation to the Bridge.</p>	
283		<p>MINUTES OF THE BOARD MEETING HELD ON 18 AUGUST 2017</p> <p>Agreed – That the Minutes of the Meeting of the Board, held on 18 August 2017, having been printed and circulated, and with the removal of the preamble in minute 257, be taken as read and correctly recorded.</p>	
284		<p>MINUTES OF THE SPECIAL BOARD MEETING HELD ON 15 SEPTEMBER 2017</p> <p>Agreed – That the Minutes of the Special Meeting of the Board, held on 15 September 2017, having been printed and circulated, be taken as read and correctly recorded.</p>	



HUMBER BRIDGE

285	149	<p>HEALTH AND SAFETY UPDATE</p> <p>The Head of Infrastructure submitted a report which updated the Board on progress on the status of health, safety and welfare at the Bridge.</p> <p>The report included: details of Health and Safety Training; Health, Safety and Welfare meetings; the number of minor accidents recorded in the Accident Book; the number of ‘near miss’ reports since 25 May 2017; driver behaviour on the approaches to the Toll Plaza and Open Road Toll Lanes; the introduction of new signage on the southbound approach from the A164/A15/A1105 roundabout which had seen a reduction in the number of reports, and that similar new signage was currently being installed on the northbound approach to the Bridge.</p> <p>Discussion took place around the status of the highway on the Bridge; advance signage on the approaches to the Bridge; the proposed installation of additional signage to identify the Bridge’s toll lanes, and how the additional measures that had already been put in place on the Bridge had helped address driver behaviour.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the report be noted; b. that clarification be sought as to the status of the highway on the Bridge, and c. that a progress report on these matters be submitted to a future meeting of the Board 	<p>AA/BP</p> <p>AA</p>
286		<p>ITEMS TO BE RAISED AT THE NEXT MEETING (NON-EXEMPT)</p> <p>No non-exempt items were raised to be considered at the next meeting of the Board.</p>	
287		<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 288 to 296, as the reports and appendices contained information relating to the financial and business affairs of the Board and others.</p>	



		<p>known cost savings, which gave a revised forecast.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the report be noted; b. that a zero based budget be produced for the Board for consideration at its meeting on 16 February 2018; c. that the charges for Farmers’ Markets at the Bridge be set at such a level to cover any costs incurred by the Board, and d. that a report detailing options for charging for vehicle parking at the Bridge be submitted to a future meeting of the Board. 	<p>AD</p> <p>KM</p>
291	153	<p>SYSTEMS/PROCESS ISSUES</p> <p>The Interim Head of Finance submitted a report which drew the Board’s attention to the systems/process issues around the management of the business and the financial information available. These included: cash flow management; cost control driving cost savings; management of the Major Works Fund; stock/inventory control; management accounts, and the costs relating to the proposed visitor attraction.</p> <p>The Board welcomed the assurances contained within the report.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the report be noted; b. that the thanks of the Board be passed to the staff who had undertaken the work detailed in the report. 	<p>AD</p>
292	154	<p>APPOINTMENT OF AUDITORS</p> <p>The Interim Head of Finance submitted a report which explained that the Board needed to appoint auditors for the current financial year, 2017/18. The report included a list of current auditors able to undertake the task. It was agreed to expand the scope of works to include a comprehensive system review.</p> <p>It was agreed that a comprehensive Toll Collection Audit be commissioned with an External Audit function to review the existing cash controls and undertake a forensic test of existing</p>	<p>AD</p>



HUMBER BRIDGE

294	155	<p>CAPITAL PROJECTS BOARD</p> <p>(Charlie Spencer (Spencer Group) declared an interest in minute 294, insofar as the Spencer Group had tendered for various works in relation to the Bridge.)</p> <p>The Chief Executive submitted action notes of the meetings of the Capital Projects Board held on 11 August and 17 October 2017.</p> <p>Discussion took place around the Bridge's under deck gantries.</p> <p>Agreed – That the action notes of the meetings of the Capital Projects Board, held on 11 August and 17 October 2017, be noted.</p>	
295		<p>SECURITY UPDATE</p> <p>The Head of Infrastructure updated the Board on various security matters relating to the Bridge, and the need for all members of staff to remain vigilant.</p> <p>Agreed – That the report be noted.</p>	
296		<p>ITEMS TO BE RAISED AT THE NEXT MEETING (EXEMPT)</p> <p>No exempt items were raised to be considered at the next meeting of the Board.</p>	