

**HUMBER BRIDGE BOARD**

**MINUTES 19 OCTOBER 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)

Jonathon Beharrell (Gosschalks Solicitors)  
 Matthew Fletcher (Gosschalks Solicitors)

<b>Minute No.</b>	<b>Report No.</b>	<b>Business</b>	<b>Action by</b>
<b>389</b>		<b>APOLOGIES</b>  No apologies were received.	
<b>390</b>		<b>DECLARATIONS OF INTEREST</b>  No declarations of interest were received in respect of the items that follow below.	
<b>391</b>		<b>MINUTES OF THE BOARD MEETING HELD ON 17 AUGUST 2018</b>  <b>Agreed</b> – that the minutes of the meeting held on 17 August 2018, having been printed and circulated be taken as read and correctly recorded.	
<b>392</b>	<b>218</b>	<b>BUSINESS PLAN UPDATE</b>  The Chief Executive submitted a report which provided the Board with an update on general business matters.	



		<p>The Directors were informed that –</p> <ul style="list-style-type: none"><li>i. The Chief Executive had met with the tourism leads for the four local authorities to discuss the Masterplan for the Humber Bridge;</li><li>ii. Publicity for the Masterplan would take place in late October 2018. The public relations company the Board had engaged would prepare a press release, which the board would be consulted on.</li><li>iii. Options for a temporary visitor centre were being explored.</li></ul> <p><b>Agreed –</b></p> <ul style="list-style-type: none"><li>a. That the report be noted, and</li><li>b. That the press release regarding the Masterplan be circulated to Board Directors for approval prior to issue.</li></ul>	
<b>393</b>	<b>219</b>	<p><b>OPERATIONS</b></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>The Directors were informed that</p> <ul style="list-style-type: none"><li>i. The recent event for women in engineering organised by WIME which HBB staff attended was very successful, and</li><li>ii. That options for the installation of a new CCTV system were being explored.</li></ul> <p><b>Agreed –</b> that the report be noted</p>	
<b>394</b>	<b>220</b>	<p><b>ENGINEERING AND INFRASTRUCTURE DEPARTMENT</b></p> <p>The Head of Engineering and Infrastructure submitted a report which provided the Board with an update on the works and activities carried out by the Engineering and Infrastructure department.</p> <p><b>Agreed –</b> that the report be noted.</p>	
<b>395</b>	<b>221</b>	<p><b>MANAGEMENT ACCOUNTS AND TRAFFIC VOLUME – SEPTEMBER 2018</b></p> <p>The Head of Finance and Commercial submitted a report</p>	



		<p>which provided the management accounts for September 2018.</p> <p>The Board was informed that –</p> <ul style="list-style-type: none"><li>i. August had been a good month in relation to toll income;</li><li>ii. That the income for September was down from the same period in the previous year. This had been due to the Bridge being closed to high sided and vulnerable vehicles as result of strong winds;</li><li>iii. That October was usually the best performing month of the year;</li><li>iv. That additional income was being recovered from organisations that had their equipment installed on the Bridge;</li><li>v. That costs were under control. However there was a potential for income to be affected by inclement weather during the winter months, and</li><li>vi. That the budget for 2019/20 would be based on a zero percent growth on traffic due to the uncertainties around Brexit.</li></ul> <p><b>Agreed –</b> that the report be noted.</p>	
<b>396</b>		<p><b>ITEMS TO BE RAISED AT THE NEXT MEETING (NON-EXEMPT)</b></p> <p>No items of business were raised.</p>	
<b>397</b>		<p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>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 398 to 497 as the reports and appendices contained information relating to the financial and business affairs of the Board and others.</p>	
<b>398</b>		<p><b>WYKELAND EQUALISATION AGREEMENT UPDATE</b></p> <p>Jonathon Beharrell and Matthew Fletcher (Gosschalks Solicitors) attended the meeting to provide a verbal update regarding current developments on the Bridgehead development and its implications for the Equalisation Agreement.</p> <p><b>Agreed –</b></p> <ul style="list-style-type: none"><li>a. That the update be noted, and</li></ul>	



		<p>b. That the disposal of the site to Listers be agreed in principle and that subject to Bridgeland and the partnership’s solicitors providing the agreed documentation the Board agree the disposal and the Deputy Chair of the Board be authorised to sign and enter into agreements on behalf of the Board to dispose of the site.</p>	
399	222	<p><b>HUMAN RESOURCES</b></p> <p>The Chief Executive submitted a report which provided the Board with an update on the outcome of the restructure of the Operations department.</p> <p>The Board discussed the following matters –</p> <ul style="list-style-type: none"> <li>i. That positive working relationships were being developed with those Trade Unions who were represented at the Bridge, namely Unite and Unison;</li> <li>ii. That the restructuring of the Operations department was progressing well, and</li> <li>iii. That in relation to collective grievances there may be occasions that conditions may need to be changed pending resolution. This will be considered when any future changes are discussed with the trade unions.</li> </ul> <p><b>Agreed –</b></p> <ul style="list-style-type: none"> <li>a. That the update be noted, and</li> <li>b. That the Written Agreement with the Trade Unions will be reviewed in due course.</li> </ul>	(b)Chief Executive
400	223	<p><b>HEALTH AND SAFETY</b></p> <p>The Head of Engineering and Infrastructure submitted a report which provided the Board with an update on the progress and status of Health, Safety and Welfare at the Humber Bridge Board.</p> <p>The Board was informed that –</p> <ul style="list-style-type: none"> <li>i. There had been three minor accidents; 20 near misses, and one accident had been reported to the Health and Safety Executive as a RIDDOR since the last report to the Board;</li> <li>ii. As part of the on-going Asbestos Management of the Humber Bridge Board buildings and estate, a recent survey had identified asbestos in one of the buildings. It was noted that this was not identified in</li> </ul>	



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		<p>previous surveys. Its safe removal and disposal had been organised immediately;</p> <p>iii. The general trend of poor driver behaviour had decreased overall. However to further reduce this, additional signage was planned to inform drivers they can pay on-line and non-toll traffic can exit safely from the Toll Plaza.</p> <p><b>Agreed</b> – that the report be noted.</p>	
401	224	<p><b>KEY PERFORMANCE INDICATORS (KPIs)FOR 2018/19</b></p> <p>The Head of Finance and Commercial submitted a report which provided the Board with an update on the KPIs for 2018/19.</p> <p><b>Agreed</b> – that the report be noted.</p>	
402	225	<p><b>RISK MANAGEMENT</b></p> <p>The Head of Finance and Commercial submitted a report which provided an update on Risk Management.</p> <p>The Board discussed the following matters –</p> <ul style="list-style-type: none"><li>i. That the risk management register had not changed since the last meeting, and</li><li>ii. That the Bridgehead Development would become a risk once building work started as the land value could change.</li></ul> <p><b>Agreed</b> – that the report be noted.</p>	
403		<p><b>PEDESTRIAN SAFETY</b></p> <p>The Chief Executive provided the Board with a verbal update relating to pedestrian safety on the Humber Bridge.</p> <p>The Board was informed that the Chief Executive had made contact with the management of other suspension bridges across the country in relation to pedestrian safety and vulnerable members of the public.</p> <p>It was noted that the Tay Bridge Board had recently published a number of questions and answers on its website which related to vulnerable and distressed people on its bridge.</p> <p><b>Agreed</b> – That the update be noted.</p>	



404	226	<p><b>ENGINEERING AND INFRASTRUCTURE WORKS UPDATE</b></p> <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 Board was informed that a review of the maintenance projects had taken place and a revised programme of works had been drafted.</p> <p>The Head of Engineering &amp; Infrastructure provided an update on the maintenance projects that were programmed and the funding that would be required to undertake the works.</p> <p>The Board was informed that Appendix D was a position statement and outlined the condition of the assets across the Humber Bridge Board estate.</p> <p><b>Agreed –</b></p> <ul style="list-style-type: none"> <li>a. That the report be noted;</li> <li>b. That the maintenance of the Bridge to 2038 is included within future reports, and</li> <li>c. That, to provide additional assurances, an independent opinion on the condition of the main bridge is sought.</li> </ul>	(b-c)Head of Engineering and Infrastructure
405		<p><b>TRAFFIC CONGESTION – IMPACT ON THE HUMBER BRIDGE</b></p> <p>The Chief Executive explained that discussions with the East Riding of Yorkshire Council and Hull City Council had taken place in relation to the congestion around the roundabout on the northern approach to the Humber Bridge. As a result of this, Highways England had agreed to carry out a survey of the network and junctions from the A63/A15 to the A15/A164. This will also confirm if the congestion is impacting on the A63 Strategic Road Network.</p> <p>The congestion was causing traffic to build up and queues to form on the Bridge during peak times. This was resulting in an increase (circa 25%) of tag holders using the toll booths. The Board was also receiving a significant number of complaints about the congestion.</p>	Chief



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		<p>The Board had also raised this issue with the Humber LEP and its potential economic impact on the region.</p> <p><b>Agreed</b> – that the Chief Executive writes to the Leader and Chief Executive of the East Riding of Yorkshire Council to raise the Board’s concerns and to seek a way forward which would address the traffic congestion at the roundabout on the northern approach to the Humber Bridge.</p>	Executive
406		<p><b>HUMBER LEP NOMINATIONS FOR THE BOARD</b></p> <p>The Chief Executive informed the Board that the Humber LEP had made a nomination for its current vacancy following the resignation of Mr C. Spencer.</p> <p>A discussion took place around Board Directors and potential conflicts of interest. It was acknowledged that it was for a Director to determine whether a declaration of interest was required in relation to an item which was being considered by the Board and that it was not for the Board to determine whether nominations were appropriate.</p> <p><b>Agreed</b> – that the nomination from the Humber LEP be noted.</p>	
407		<p><b>ITEMS TO BE RAISED AT THE NEXT MEETING (EXEMPT)</b></p> <p>No items of business were raised.</p>	