

## HUMBER BRIDGE BOARD

### MINUTES 15 FEBRUARY 2019

#### PRESENT

Councillor David Watson (North East Lincolnshire Council) (in the 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)  
Peter Drenon (Humber LEP)

#### IN ATTENDANCE

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)  
Sharon Phillippi (Human Resources Manager, Humber Bridge Board)  
Mark Kirkham and Rob Walker (Mazars)  
Nick Glave (Managing Director, tprc)  
Bill Prest (Commercial and Projects Lawyer, Hull City Council)  
Louise Hawkins (Democratic Services, Hull City Council)

<b>Minute No.</b>	<b>Report No.</b>	<b>Business</b>	<b>Action by</b>
413		<b>APOLOGIES</b>  No apologies were received.	
414		<b>DECLARATIONS OF INTEREST</b>  No declarations of interest were received in respect of the items that follow below.	
415		<b>MINUTES OF THE BOARD MEETING HELD ON 21 DECEMBER 2018</b>  <b>Agreed</b> – that the minutes of the meeting held on 21 December 2018, having been printed and circulated be taken as read and correctly recorded.	
416	227	<b>BUSINESS UPDATE</b>  The Head of Engineering and Infrastructure presented a report, on behalf of the Chief Executive, which provided the Board with an update on general business matters.	

		<p>A discussion took place around the proposed visitor centre and whether there were any timescales for completion. The Head of Engineering and Infrastructure explained that a report would be submitted to a future Board meeting to update Directors on the current status together with an indicative programme. It was confirmed that the visitor centre would not be funded through toll income and other funding sources were being explored.</p> <p>The Head of Finance and Commercial commented that the Board had previously agreed that income from the Wykeland development could be used towards development of the Masterplan, which includes a new visitor centre. Members suggested that local modular and caravan building companies could be approached to gauge whether they would be interested in working in partnership with the Board in the development of a temporary visitor centre.</p> <p>The Board noted the appointments of Operations Manager and Human Resources Manager.</p> <p><b>Agreed –</b></p> <ol style="list-style-type: none"> <li>a. That the report be noted;</li> <li>b. That the decision to fund the new visitor centre with income received through the Wykeland Development is reviewed at the next meeting of the Board, and</li> <li>c. That a report is submitted to a future meeting of the Board to update on progress on a proposed new visitor centre. This would also highlight any costs associated with this and outline options for the visitor centre including any approaches, and their responses, made to local modular and caravan companies.</li> </ol>	<p>(b)Head of Finance and Commercial</p> <p>(c)Chief Executive/ Head of Engineering and Infrastructure</p>
417	228	<p><b>OPERATIONS UPDATE</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 Board was informed that there had been an illegal encampment on the car park. The Board had worked with Hull City Council’s Legal Team to issue proceedings to evict the trespassers. The trespassers left the site upon receipt of the court papers and that additional security measures at the car park had been installed.</p>	

		<b>Agreed – that the report be noted.</b>	
<b>418</b>	<b>229</b>	<p><b>ENGINEERING AND INFRASTRUCTURE UPDATE</b></p> <p>The Head of Engineering and Infrastructure submitted a report which provided the Board with an update on the work of the Engineering department.</p> <p>The Directors were informed that –</p> <ul style="list-style-type: none"> <li>i. The Board had not objected to the proposed Hessle Foreshore Tidal Defence Scheme being undertaken by the East Riding of Yorkshire Council and Environment Agency, however the Board had raised with the Council’s project team that there was a need to ensure that access for operation and maintenance of the Bridge was not affected by the proposed works;</li> <li>ii. Two new driver information variable message signs had been installed which it is hoped would further reduce instances of driver error, and</li> <li>iii. That the nesting box for a pair of Peregrine falcons had been successfully relocated to a more appropriate location.</li> </ul> <p><b>Agreed – that the report be noted.</b></p>	
<b>419</b>	<b>230</b>	<p><b>MANAGEMENT ACCOUNTS AND TRAFFIC VOLUME – DECEMBER 2018</b></p> <p>The Head of Finance and Commercial submitted a report which provided the management accounts for December 2018.</p> <p>The Directors were informed that –</p> <ul style="list-style-type: none"> <li>i. December had been a good month in relation to traffic volume and income;</li> <li>ii. That income from TAG users was increasing;</li> <li>iii. The amount of cash transaction was diminishing with an increase in the use of debit and credit cards;</li> <li>iv. TAG users received a 10% discount which reduced the income however cash handling was expensive to resource, and</li> <li>v. The increase in traffic volume was beginning to level out.</li> </ul> <p>A discussion took place around the traffic volume and the impact this would have on income in future years which would require further consideration.</p>	

		<p>The Head of Finance and Commercial reported that there had been an increase in commercial vehicles which was possibly related to preparation for Brexit. It was difficult to assess what the impact on traffic would be following Brexit.</p> <p><b>Agreed –</b></p> <p>a. That the report be noted, and</p> <p>b. That toll income and a 5 year cashflow based on varying increases in traffic volume from 0 to 4% is submitted to the next Meeting of the Board.</p>	(b)Head of Finance and Commercial
420		<p><b>ITEMS TO BE RAISED AT THE NEXT MEETING</b></p> <p>No items were raised.</p>	
421		<p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p><b>Agreed -</b> 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 422 to 434 as the reports and appendices contain information relating to the financial and business affairs of the Board and others.</p>	
422	231	<p><b>STATEMENT OF ACCOUNTS</b></p> <p>The Head of Finance and Commercial submitted a report which provided the Board with the Statement of Accounts for 2017-18 for approval.</p> <p>M. Kirkham explained that the external audit should have been routine however there had been a number of obstacles during the process. The circumstances had led to the auditor having to undertake additional work which had led to an increase in the auditor's fee.</p> <p>The accounts demonstrated that the Board's financial position was improving. It was important to note that every transaction had been recorded in the ledger.</p> <p><b>Agreed –</b></p> <p>a. that the Statement of Accounts for 2017-18 be approved and signed by the Chair, and</p> <p>b. that the Board would undertake all reasonable efforts to follow the audit recommendations.</p>	Head of Finance and Commercial
423	232	<p><b>BUDGET 2019-20</b></p> <p>The Head of Finance and Commercial submitted a report which presented the proposed budget for 2019/20 for approval by the Board.</p>	

		<p>The Directors were informed that –</p> <ul style="list-style-type: none"> <li>i. The proposed budget generated a surplus of £2.3m which was required to meet the Humber Bridge Board’s Public Works Loan Board (PWLB) finance obligations;</li> <li>ii. That the proposed budget was very similar to the previous year, and</li> <li>iii. That the budget did not include any provision for the income that would be received through the disposal of the land at the Wykeland development or the income from MS3.</li> </ul> <p><b>Agreed -</b></p> <ul style="list-style-type: none"> <li>a. That the Board approved the 2019/20 Budget as presented, and</li> <li>b. That a meeting regarding the current position in relation to the contract with MS3 is arranged before the next meeting of the Board.</li> </ul>	(b) Legal Advisor to the Board
424	233	<p><b>LEARNING STRATEGY</b></p> <p>The Head of Engineering and Infrastructure, on behalf of the Chief Executive, presented a report which provided a summary of the proposed learning strategy for the Humber Bridge.</p> <p>The Board was informed that –</p> <ul style="list-style-type: none"> <li>i. Leading experts in learning programmes had been commissioned to produce a Learning Strategy for the Bridge;</li> <li>ii. The strategy was sustainable and linked in with the Masterplan;</li> <li>iii. That external funding sources would be explored however there was a possibility that the Board would be required to provide a subsidy, and</li> <li>iv. That the strategy would remain a live document until the appropriate time for implementation.</li> </ul> <p>The Directors expressed reservations in relation to providing a subsidy and before any decision was agreed an action plan and cost benefit analysis was required. It was also suggested that confirmation around whether the subsidy would be a cash investment or in kind contribution was required.</p> <p><b>Agreed –</b></p> <ul style="list-style-type: none"> <li>a. That the report be noted, and</li> </ul>	

		<p>b. That a future report to the Board includes an action plan for the implementation of the strategy, a cost benefit analysis and clarification around the type of subsidy that may be required.</p>	(b)Chief Executive
425	234	<p><b>HUMAN RESOURCES</b></p> <p>The Human Resources Manager submitted a report which provided the Board with an update on the restructure of the Operations departments and an update on Human Resource matters.</p> <p>The Directors were informed that –</p> <ul style="list-style-type: none"> <li>i. The Board continued to develop good relationships with the Trade Unions;</li> <li>ii. That the Operations department restructure had gone well and there were now only a small number of vacancies to fill, and</li> <li>iii. That the Human Resource Team was now in place.</li> </ul> <p><b>Agreed –</b> that the report be noted.</p>	
426	235	<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 the status of Health, Safety and Welfare at the Humber Bridge Board.</p> <p>The Directors were informed that –</p> <ul style="list-style-type: none"> <li>i. There had been three minor incidents since the last report;</li> <li>ii. That the information gathered over the last 12 months would provide a basis for more meaningful targets to be set for the next year, and</li> <li>iii. That new signage had been installed in the Open Road Toll lanes to help reduce drivers reversing out of the lane.</li> </ul> <p><b>Agreed –</b> that the report be noted.</p>	

427	236	<p><b>KEY PERFORMANCE INDICATORS</b></p> <p>The Head of Finance and Commercial submitted a report which provided an update on the KPIs for 2017-18.</p> <p>The Directors discussed the following matters –</p> <ul style="list-style-type: none"> <li>i. That all the KPIs were on target;</li> <li>ii. That income had surpassed the target set;</li> <li>iii. That the performance in relation to the Annual Staff Survey had reduced and Directors were interested in the responses that had been received. The Human Resources Manager explained that the next staff survey was due to be sent out shortly.</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 questions from the Annual Staff Survey be sent to Directors in advance of the next board meeting for comment and agreement at the next Board meeting.</li> </ul>	(b)Human Resources Manager
428	237	<p><b>RISK REGISTER</b></p> <p>The Head of Finance and Commercial submitted the Risk Register for the Humber Bridge Board.</p> <p>It was reported that there were no new additions to the Risk Register since it had last been considered by the Directors, and that at this point it was very difficult to estimate the impact of Brexit at</p> <p><b>Agreed –</b></p> <ul style="list-style-type: none"> <li>a. That the report be noted, and</li> <li>b. That future reports highlighted whether a risk has changed in priority, and that the most significant risks are listed first.</li> </ul>	(b)Head of Finance and Commercial
429		<p><b>WYKELAND EQUALISATION</b></p> <p>The Head of Finance and Commercial reported that the Board had received an offer for the land that it owned within the Wykeland development.</p> <p>The Board had instructed a surveyor to provide an independent valuation of the land which was owned by the Board before a counter offer would be submitted.</p> <p><b>Agreed –</b> that the update be noted.</p>	

430	238	<p><b>ENGINEERING AND INFRASTRUCTURE WORKS</b></p> <p>The Head of Engineering and Infrastructure submitted a report which provided an update to the Board on progress made on the major and minor maintenance works.</p> <p>B. Prest, the Board’s Legal Advisor, informed the Board that an informal challenge had been received in relation to the contract award decision for the Cable Inspection Services contract (“the Contract”). A full response to the challenge had been provided on 12 February 2019. If the challenge progressed to court for resolution it could impact on the planned programme of works under the Contract, which would affect the delivery of future schemes.</p> <p>The officers advised the Directors that the Board had responded to the informal challenge arguing that it had followed a robust tendering process.</p> <p>The Board was further advised that the current maintenance projects were progressing well and there were no issues to report.</p> <p>An independent assessment on the asset condition of the suspension bridge had been sought which would be circulated to Directors.</p> <p><b>Agreed –</b></p> <ul style="list-style-type: none"> <li>a. That the report be noted, and</li> <li>b. That any decisions required in relation to the Contract or the informal challenge, which are required before the next Board meeting, be agreed through the Chair and Deputy Chair.</li> </ul>	(b)Chief Executive/Head of Engineering and Infrastructure
431	239	<p><b>COMMUNITIES AND CHARITIES</b></p> <p>The Head of Operations, on behalf of the Chief Executive, presented a report which provided an update to the Board on the support provided to communities and charities.</p> <p>The Directors were informed that the support provided to communities and charities had been broken up into three themes which were exempt crossings, events and the learning strategy.</p> <p>The Directors discussed the following matters –</p> <ul style="list-style-type: none"> <li>i. That further information was required in relation to charges for commercial events, and</li> </ul>	

		<p>ii. That a Corporate Social Responsibility Policy for the Board was required.</p> <p><b>Agreed –</b></p> <p>a. That the changes to the Disability Concession Scheme as proposed is approved, subject to a formal review within 12 months of being implemented;</p> <p>b. That consideration of a charge for commercial events is deferred to a future Meeting;</p> <p>c. That in future the Board will apply appropriate cost recovery for hosting charity events, except where specific dispensation not to do so is agreed by this Board. The decision is to be reviewed within 12 months of implementation;</p> <p>d. That as previously agreed the Learning Strategy is deferred to a future meeting of the Board, and</p> <p>e. That a draft Corporate Social Responsibility policy is submitted to the Board’s Annual General Meeting.</p>	(a-e)Chief Executive
432	239	<p><b>POSITION STATEMENTS</b></p> <p>The Head of Operations, on behalf of the Chief Executive, presented a report which set out a number of position statements for approval by the Board.</p> <p><b>Agreed –</b></p> <p>a. That the position statements in relation to high sided and vulnerable vehicles be approved;</p> <p>b. That the position statement in relation to tolls at the Humber Bridge be approved, and</p> <p>c. That the position statement in relation to emotionally distressed individuals and suicide prevention at the Humber Bridge is deferred to a future meeting.</p>	(a-c)Chief Executive
433	240	<p><b>MEDIA ISSUES REGARDING SUICIDE DETERRENCE</b></p> <p>The Head of Operations, on behalf of the Chief Executive, presented a report which provided the Board with information relating to media issues.</p> <p>N. Glave attended the meeting for this item to provide advice in relation to public relations and the media.</p>	

		<p>The Directors discussed the following matters –</p> <ul style="list-style-type: none"> <li>i. That there had been a change in the way the Bridge was perceived which had been mainly driven by social media;</li> <li>ii. That the Head of Operations attended a suicide prevention steering group which was very pleased with the work that was being done by Board in relation to suicide prevention;</li> <li>iii. That the Board had an opportunity to create its own content through its website and social media, and</li> <li>iv. That enquiries regarding suicide prevention had been received by the Board from Members of Parliament and Hessle Town Council.</li> </ul> <p><b>Agreed</b> – that the local MPs and Hessle Town Councillors are invited to meet with the Directors of the Board to discuss the concerns that have been raised in relation to suicide prevention.</p>	
434		<p><b>BREXIT PLANNING</b></p> <p>The Head of Engineering and Infrastructure informed the Board that officers were working with the Local Resilience Forum and would keep them informed.</p> <p><b>Agreed</b> – that the update be noted.</p>	(b)Chief Executive/Head of Engineering and Infrastructure