

HUMBER BRIDGE BOARD

12 APRIL 2019

PRESENT

Councillor Sean Chaytor (Hull City Council) (in the Chair)
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)
Ian Anderson (Town Clerk, Hull City Council)
Louise Hawkins (Democratic Services, Hull City Council)

Lindsay Shelbourn (Suicide Prevention Officer) minute 454

Minute No.	Report No.	Business	Action by
435		APOLOGIES Apologies were received from Councillor Watson.	
436		DECLARATIONS OF INTEREST No declarations of interest were received in respect of the items that follow below.	
437		MINUTES OF THE BOARD MEETING HELD ON 15 FEBRUARY 2019 Agreed – that the minutes of the meeting held on 15 February 2019, having been printed and circulated, with the addition to minute 422 that the Directors agreed that the additional fees be paid to the External Auditor, be taken as read and correctly recorded.	
438		COMMENTS ON BRIEFING PAPERS ISSUED RELATING TO BUSINESS, OPERATIONS AND ENGINEERING & INFRASTRUCTURE Agreed – that there were no issues arising from the	

		briefing notes which had been circulated to Directors outside of the meeting.	
439	241	<p>MANAGEMENT ACCOUNTS AND TRAFFIC VOLUME – MARCH 2019</p> <p>The Head of Finance and Commercial submitted a report which provided the management accounts for period ending March 2019.</p> <p>The Directors were informed that there had been an increase in commercial vehicles and cars. It was suspected that the increase in commercial vehicles was due to stockpiling in anticipation of the exit from the European Union. The reason for the increase in cars was not yet known.</p> <p>The Bridge had been closed to high sided vehicles due to high winds during March which had a significant impact on income.</p> <p>Directors commented that the economy in the region was performing well.</p> <p>Agreed – that the report be noted.</p>	
440	242	<p>TREASURY MANAGEMENT POLICY STATEMENT AND STRATEGY</p> <p>The Head of Finance and Commercial submitted a report which presented the Treasury Management Policy Statement and Strategy for approval.</p> <p>The Directors were informed that the Policy Statement and Strategy had been prepared by Hull City Council.</p> <p>A discussion took place around the delegations to the Head of Finance and Commercial and it was felt that the recommendation within the report was ambiguous and required clarity.</p> <p>Agreed –</p> <ol style="list-style-type: none"> a. That the Treasury Management Policy Statement and Strategy for 2019/20 be approved; b. That the borrowing policy set out in section 5 of the report be approved; c. That the MRP Statement at paragraph 6.6 be approved; d. That the Investment Policy be confirmed, in particular noting the specific criteria identified at 	

		<p>paragraph 7.6 confirming counterparty lists remain to UK only and section 8 with regards to the creditworthiness policy;</p> <p>e. That the list of organisations used for the on lending of surplus funds, currently meeting the minimum criteria as per paragraph 7.6 shown at Appendix 1 be approved, and</p> <p>f. That the Head of Finance and Commercial operates within the policies and protocols of the Board as set out above.</p>	
441		<p>EXTERNAL AUDITOR</p> <p>Agreed – that Mazars be appointed as the External Auditor for the Board for 2019/20.</p>	Head of Finance and Commercial
442	243	<p>HUMAN RESOURCES</p> <p>The Human Resources Manager submitted a report which sought the Board’s approval for the Annual Employee Survey and provided an update on Human Resource matters.</p> <p>The Directors were informed that the employee survey would be sent out on 1 May 2019 and the results would be received by the end on the month.</p> <p>It was confirmed that any staff members who were involved in responding to emotionally distressed individuals received a full package of training and support, and if necessary they could contact MIND anonymously.</p> <p>Agreed –</p> <p>a. That the report be noted, and</p> <p>b. That the Board approves the issuing of the Annual Employee Survey.</p>	(b)Human Resources Manager
443	244	<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 progress and status of Health, Safety and Welfare at the Humber Bridge Board.</p> <p>The Directors were informed that there had been three very minor accidents and 10 near misses since the last report. The figures for poor driver behaviour were low and the number of reversals was reducing.</p> <p>It was commented that one of the illuminated approach</p>	

		<p>signs was partially covered by vegetation. The Head of Engineering and Infrastructure explained that the issue had been reported to the relevant highway authority.</p> <p>Agreed – that the report be noted.</p>	Head of Engineering and Infrastructure
444	245	<p>KEY PERFORMANCE INDICATORS</p> <p>The Head of Finance and Commercial submitted a report which provided an update on the progress of key performance indicators.</p> <p>The Directors were informed that –</p> <ul style="list-style-type: none"> i. The costs had come in £200,000 lower than the target; ii. The Annual Employee Survey had been removed; iii. The performance indicators would be reviewed and submitted to the Annual General Meeting for approval, and iv. There was an underspend of £800,000 which would be carried forward to the next financial year as the work to the hangers had not yet started. <p>Agreed – That the report be noted.</p>	
445		<p>ITEMS TO BE RAISED AT THE NEXT MEETING</p> <p>No items were raised.</p>	
446		<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 447 to 455 as the reports and appendices contain information relating to the financial and business affairs of the Board and others.</p>	
447	246	<p>RISK REGISTER</p> <p>The Head of Finance and Commercial submitted the Risk Register for the Humber Bridge Board.</p> <p>It was confirmed that the list of risks had been re-ordered with the most significant risks listed first as requested by the Board.</p> <p>Agreed – that the risk register be noted.</p>	
448	247	<p>BRIDGEHEAD AGREEMENT</p> <p>P. Dearing, the Board's Legal Advisor, submitted a report which provided an update on the valuation of the Equalisation by the appointed surveyors GVA.</p>	

		<p>The Head of Finance and Commercial explained that there were three possible options to consider. The Board could accept the deal offered by Wykeland, make a counter offer or alternatively the Board could decide to stay in the equalisation agreement.</p> <p>The Board discussed the possible options and it was suggested that the Valuation Office Agency was asked to value the land to enable the Board to come to a fully informed decision in relation to the options.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the report be noted, and b. That the Valuation Office be asked to provide a valuation of the land owned by the Humber Bridge Board within the Bridgehead Agreement which is to be reported to the Annual General Meeting of the Board, and c. That the other parties within the partnership are informed of the Board’s decision. 	(a-c)Head of Finance and Commercial
449	248	<p>ENGINEERING AND INFRASTRUCTURE WORKS UPDATE</p> <p>The Head of Engineering and Infrastructure submitted a report which provided the Board with a progress update on major and minor maintenance works.</p> <p>The Directors were informed that -</p> <ul style="list-style-type: none"> i. A robust review of the programme of maintenance works had taken place; ii. Maintenance work was divided into three categories – Working at height, working at road level, and working below the deck; iii. A continuous programme for maintenance on the approach bridges was now in place; iv. That the resurfacing of the carriageway had been brought forward due to its current condition, and v. The painting of the bridge had been deferred. <p>Agreed –</p> <ul style="list-style-type: none"> a. that the report be noted, and b. That the minutes of the Capital Projects Board held on Tuesday 2 April 2019 be noted. 	(a-b)Head of Engineering and Infrastructure

450		<p>BREXIT</p> <p>The Head of Engineering and Infrastructure informed the Directors that there were no further updates in relation to the exit from the European Union. It was confirmed that the Board continued to work closely with the Local Resilience Forum (LRF).</p> <p>A discussion took place around the transport network for the Humber region. It was acknowledged that there were issues in relation to traffic congestion at the approaches to the Bridge which would only worsen if the traffic volumes crossing the bridge continued to increase.</p> <p>Agreed – that the relevant interested parties and agencies, to include the Humber Local Enterprise Partnership (LEP) and Transport for the North (TFN) be invited to a meeting at the Board to discuss transport issues and the economic impacts resulting from increased use of the Humber Bridge.</p>	Head of Engineering and Infrastructure
451	249	<p>5 YEAR CASH FLOW FORECAST/LONG TERM CASH FLOW</p> <p>The Head of Finance and Commercial submitted a report which provided the Board with a 5 Year Cash Flow Forecast to measure adequacy of business funding in relation to the latest Capital Programme.</p> <p>The Directors were informed that</p> <ul style="list-style-type: none"> i. Inflation of 2% had been included within the cash flow forecasts; ii. A surplus of £2.2m was required each year to meet the Board's debt requirements, and iii. The required surplus would be achieved with a 1% increase in traffic growth each year. <p>A discussion took place around the cash flow scenarios which were set out within the report.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the report be noted, and b. That the Board agrees to work with the assumptions of a 2% inflation increase and a 2% increase in traffic volume, and c. That any exceptions which will impact on this forecast will be reported to the Board. 	(a-c)Head of Finance and Commercial

452	250	<p>UPDATE ON VISTOR CENTRE AS PART OF MASTERPLAN</p> <p>The Head of Engineering and Infrastructure submitted a report which provided the Board with an update on the progress of the development of a Visitor Centre as part of the Masterplan.</p> <p>The Directors were informed that soft market testing and a mini procurement exercise had taken place with local suppliers of modular buildings. It was confirmed that planning permission would be required and it was unlikely that a caravan type structure would be approved.</p> <p>The Directors commented that the vision for how a permanent structure would be used needed to be in place and a temporary structure would provide an opportunity for that vision to be developed.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the report be noted; b. That the Board supports the progression of a temporary visitor centre as outlined in option 1 of appendix C; c. That the Board agrees that the use of non-toll revenue be used towards the cost of a temporary visitor centre, and d. That the Board be updated on progress at the next meeting. 	(a-d) Head of Engineering and Infrastructure
453	251	<p>MS3 – GRANTS OF RIGHTS TO USE DUCTING AT THE BRIDGE</p> <p>Minute of meeting exempt pursuant to Regulation 20 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England)Regulations 2012 in that it will disclose information relating to the financial and business affairs of any particular person (including the authority holding that information an individual and the public interest in maintaining the exemption outweighs the public interest in disclosing the information pending resolution.</p>	
454		<p>PRESENTATION BY LINDSAY SHELBOURN OF THE SUICIDE PREVENTION GROUP</p> <p>The Directors received a presentation on suicide prevention.</p> <p>Agreed – that the presentation be noted.</p>	

455	252	EMDI STRATEGY AND MEDIA UPDATE The Head of Operations submitted a report which outlined the Board's EMDI Strategy for approval. Agreed – that the report be deferred to the next meeting of the Board.	
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Confirmed