

HUMBER BRIDGE BOARD**21 JUNE 2019****PRESENT**

Councillor Sean Chaytor (Hull City Council) (in the Chair)
 Councillor Gary McMaster (East Riding of Yorkshire Council)
 Councillor Stan Shreeve (North East Lincolnshire Council)
 Peter Drenon (Humber LEP)

IN ATTENDANCE

Caroline Lacey (Chief Executive, East Riding of Yorkshire Council and Interim Clerk to the Board)
 Andrew Arundel (AA) (Head of Engineering & Infrastructure, Humber Bridge Board)
 Peter Dearing (Legal Services Manager, Hull City Council)
 Peter Holland (Head of Audit and Fraud, Hull City Council)
 Louise Hawkins (Democratic Services, Hull City Council)

Brian Maguire (District Valuer) minute 484

Minute No.	Report No.	Business	Action by
470		<p>APPOINTMENT OF DIRECTORS AND DEPUTIES</p> <p>The Clerk informed the Board that the following appointments had been made –</p> <ul style="list-style-type: none"> • Councillor Gary McMaster for East Riding Council (Councillor Chris Matthews as Deputy) • Councillor Sean Chaytor for Hull City Council (Councillor Stephen Brady as Deputy) • Councillor Richard Hannigan for North Lincolnshire (Councillor Rob Waltham as Deputy) • Councillor Stanley Shreeve for North East Council (Councillor Stewart Swinburn) • Lord Haskins for the Humber LEP (Mr Kishor Tailor as Deputy) • Mr Peter Drenon for Humber LEP (Mr R Kendall as Deputy) <p>Agreed – that the appointments be noted.</p>	

471		<p>ELECTION OF CHAIR</p> <p>Moved by Councillor Chaytor and seconded by Councillor Shreeve</p> <p>that Councillor Chaytor be appointed as Chair of the Board.</p> <p>Motion carried.</p>	
472		<p>ELECTION AND INSTALLATION OF THE BOARD CHAIR</p> <p>Moved by Councillor Chaytor and seconded by Councillor Shreeve that</p> <p>that Councillor Hannigan be appointed as Deputy Chair of the Board.</p> <p>Motion carried.</p>	
473		<p>APOLOGIES</p> <p>Apologies were received from Lord Haskins.</p>	
474		<p>DECLARATIONS OF INTEREST</p> <p>No declarations of interest were received.</p>	
475		<p>MINUTES OF THE MEETING HELD ON 24 APRIL 2019</p> <p>Agreed – that the minutes of the meeting held on 24 April 2019 be approved as a true and correct record.</p>	
476		<p>MINUTES OF THE MEETING HELD ON 31 MAY 2019</p> <p>Agreed – that the minutes be deferred to the next meeting.</p>	
477		<p>DATES AND TIMES OF MEETINGS</p> <p>Agreed – that the dates and times of the meetings be agreed, with the exception of 26 July 2019 which is to start at 1.00pm.</p>	
478		<p>MANAGEMENT ACCOUNTS</p> <p>The Head of Finance and Commercial submitted a report which provided the Board with information relating to the traffic volumes and toll income for April 2019.</p> <p>The Board was informed that –</p> <p>i. April had been a very good month in relation to traffic</p>	

		<p>volume and toll income. There had been a 2.8% increase in traffic volume compared with the same period of the previous year;</p> <ul style="list-style-type: none"> ii. There had been a significant growth in cars crossing the bridge however there had been a decrease in the number of commercial vehicles crossing the bridge. The outcome of this was a 2% revenue benefit; iii. Savings had been achieved by switching to a new credit card operator; iv. The hanger testing had not been budgeted for as it had been expected that it would be completed in March however the cash had been held over at the year-end; v. The funds for the next loan payment were already secured and it was forecast that there would be a surplus at the end of the financial year; vi. The works on the cable testing were currently ahead of schedule and the programme had been adjusted accordingly, and vii. The Ferriby Road scheme was not expected to affect traffic on the local network. <p>The Board discussed the following matters –</p> <ul style="list-style-type: none"> i. Whether there had been a reduction in cash payments for tolls. The Head of Finance and Commercial explained that it was too early to confirm whether there was a reduction in cash being collected. The next few months were generally the busiest in relation to traffic volume which would provide an indication as to whether cash payments were reducing. It was confirmed that customers could pay by contactless and Apple Pay at the toll booths, and ii. Whether clarification could be provided in relation to the stock that was being held by the Board. The Head of Finance and Commercial explained that the stock being held by the Board included toll supplies, de-icer for the Bridge and Humber Tags. A decision had been made to stock pile tags as they were manufactured in Sweden and it was not known whether the cost of importing the tags would increase once the UK left the European Union. <p>Agreed – that the report be noted.</p>	
479	259	<p>HEALTH AND SAFETY</p> <p>The Head of Engineering and Infrastructure submitted a report which provided the Board with an update on Health, Safety and Welfare at the Humber Bridge Board.</p>	

		<p>The Board was informed that –</p> <ul style="list-style-type: none"> i. There had been one minor accident since the last Board meeting which brought the total number of accidents reported to 1.33 per month; ii. That the Board was now collating health and safety information from contractors who were undertaking work on the Bridge, and iii. That there had been an increase in Southbound reversals during May. It was suspected that this was due to increased number of visitors from out of the area during the holiday periods. <p>Agreed – that the report be noted.</p>	
480	260	<p>STANDING ORDERS</p> <p>The Town Clerk and Legal Advisor to the Board (Hull City Council) submitted a report which supported a review of the governance arrangements of the Board.</p> <p>The Legal Services Manager (Hull City Council) explained that the proposed Standing Orders had brought together the relevant legislation and other documents that were required in relation to the Board’s governance and decision making.</p> <p>The Directors discussed the following matters –</p> <ul style="list-style-type: none"> i. That further advice was required in relation to the tax exemption given the status of the Board before a decision to submit an application to the Treasury, for the inclusion of the Board within the list of public bodies referenced in Section 33 of the Value Added Tax Act, could be taken; ii. That the role of the Local Authorities as guarantors need to be clearly outlined at the start of the document; iii. That the Board required an Audit Sub-Committee and a Remuneration sub-committee. It was suggested that all Directors of the Board would be members of the sub-committees which could meet on the same day at the main board; iv. That the Remuneration Sub-Committee would be for the consideration of officer’ salaries as Directors did not receive any allowances; v. That the procedure for employment related appeals was set out within the Board’s Disciplinary Policy; vi. That there were organisations which appointed a Senior Independent Director which acted as a point of contact outside of formal procedures. It was suggested that the Board could look at adopting a 	

		<p>similar role. It was confirmed that the Board had an existing whistleblowing policy which would need to be reviewed;</p> <p>vii. That the Capital Projects Board could be formalised as a sub-committee, however it would also need to meet on an ad-hoc basis in order for projects to be agreed by the relevant date;</p> <p>viii. That the writing off of stock needed to be reported to the Board;</p> <p>ix. That the proposed term of office for the chair and deputy chair was supported however a provision for the removal of a chair was required, and</p> <p>x. That the Board's Legal Advisor clarify as to whether the 'Redundancy Payments (Continuity of Employment in Local Government etc) (Modification Order) 1999' applied to the Humber Bridge Board.</p> <p>The Legal Services Manager explained that the Standing Orders provided a framework for governance which would be supported by supplementary documents, including Board policies, which would contain further detail.</p> <p>It was confirmed that once the Standing Orders were approved training would be provided to the Directors and officers of the Board.</p> <p>Agreed –</p> <p>a. That the Standing Orders be deferred to the next meeting of the Board to allow officers and Directors to provide comments, and</p> <p>b. That the comments made at the meeting and any additional comments be provided to the Legal Services Manager by 28 June 2019.</p>	<p>PD/IA/CL/LH</p> <p>ALL</p>
481	261	<p>KEY PERFORMANCE INDICATORS (KPIs) FOR 2019/20</p> <p>The Head of Finance and Commercial submitted a report which provided the Board with a number of proposed Key Performance Indicators (KPIs) for 2019/20.</p> <p>The Board was informed that the KPIs for last year had been listed alongside the proposed KPIs for 2019/20 for comparison.</p> <p>The Board discussed the following matters –</p> <p>i. The KPI for Sundry income was to be reviewed in line with the Business Strategy;</p> <p>ii. That the KPIs were a management tool and could be re-profiled during the year if necessary;</p>	

		<p>iii. That the indicators relating to Human Resources were based on national averages;</p> <p>iv. That the figures for sickness absence would be broken down to long and short term absences and that a review of the sickness policy would be undertaken;</p> <p>v. That the indicators for the Operations department had been revised to reflect the business, and</p> <p>vi. That the indicators for the Engineering and Infrastructure department were very similar to those of the previous year.</p> <p>Agreed – that the KPIs be amended and submitted to the next meeting of the Board for approval.</p>	AD
482		<p>ITEMS OF BUSINESS TO BE RAISED AT THE NEXT MEETING (NON-EXEMPT)</p> <p>No items of business were raised.</p>	
483		<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 484 to 488 as the reports and appendices contain information in relation to relating to the financial and business affairs of the Board and others and the public interest in making decisions in relation thereto outweighs the public interest in transparency in decision making.</p>	
484	262	<p>WYKELAND AGREEMENT DISTRICT VALUATION REVIEW</p> <p>The Head of Finance and Commercial submitted a report which sought the guidance of the Directors upon the strategy for management of the interests of the Board in the Equalisation Agreement established between Wykeland and the Board.</p> <p>The District Valuers Office attended the meeting to present the report he had prepared at the request of the Board.</p> <p>The Board discussed the contents of the report.</p> <p>Agreed –</p> <p>a. that the Board seeks a second opinion in relation to the value of the land which includes clarification on the overall acreage and individual plot size and</p>	(a-b)AD

		<p>detail, and</p> <p>b. That following receipt of a second opinion on the value of the land a report is submitted to a future meeting of the Board which outlines options in relation to the Board's involvement within the Equalisation Agreement.</p>	
485	263	<p>RISK REGISTER</p> <p>The Head of Finance and Commercial submitted the Risk Register for 2019/20. It was confirmed that there had been no significant changes to the list since it had last been considered by the Board.</p> <p>Agreed – that the Risk Register for 2019/20 be approved.</p>	AD
486		<p>MS3</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>	
487	264	<p>ENGINEERING AND INFRASTRUCTURE 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 Board was informed that one of the hangers had now been tested and had achieved good results. The other hangers were to undergo further testing and the results were expected in August 2019.</p> <p>The main cable inspection was on-going and the initial feedback had indicated the inspected wires were found to be in a good condition.</p> <p>The new footway CCTV system was now in place. The images being recorded were very clear.</p> <p>Agreed –</p> <p>a. That the minutes of the Capital Projects Board held on 11 June 2019 be noted, and</p>	

		b. That a press release is undertaken to provide assurance on the condition of the bridge.	(b)AA
488		ITEMS OF BUSINESS TO BE RAISED AT THE NEXT MEETING (EXEMPT) No items of business were raised.	

Confirmed